



WORK-BASED LEARNING (WBL) MASTER EMPLOYER/WORKSITE HOST CONTRACT

Master Contract Number: 2024-460-010	
Contract Amount (Related Party): <input type="checkbox"/> IWT \$ _____ <input type="checkbox"/> OJT \$ _____ <input checked="" type="checkbox"/> PWE\$ <u>13,920.00</u>	
Employer/Worksite Host Profile (or Staffing Agency, if applicable)	
Business Name: <u>Enterprising Latinas, Inc.</u>	
Address: <u>5128 State Road 674, PO Box 1298</u>	
City: <u>Wimauma</u>	State: <u>FL</u> Zip: <u>33598</u>
Telephone: <u>(813) 669-5811</u>	Fax: _____
Website: <u>www.enterprisinglatinas.org</u>	
County: <u>Hillsborough</u>	FEIN #: <u>271247381</u>
Years at Current Location: <u>6</u>	Industry Sector: <u>Professional Services</u>
<i>An authorized employer/worksite host representative must be identified to validate the Contract</i>	
Representative: <u>Santos Morales</u>	
Telephone: <u>813-669-5811 ext. 108 (Office) or 813-550-3565 (cell)</u>	
Email: <u>santos.morales@enterprisinglatinas.org</u>	
CareerSource Tampa Bay	
Staff Contact Name: <u>David Robinson</u>	
Contact Phone: <u>(813) 518-2654</u>	Email: <u>robinsonda@careersourcetb.com</u>

WHEREAS Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is a 501(c)(3) non-profit organization appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Workforce Development Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) 15 by CareerSource Florida, the State of Florida Workforce Development.

WHEREAS the Employer/Worksite Host wishes to enter into a Contract with CSTB, to participate in the work-based learning program(s), selected below, and agree to comply with all its said terms and conditions as further described herein:

- Incumbent Worker Training (IWT) – refer to [IWT Appendix](#)
- On-the-Job Training (OJT) – refer to [OJT Appendix](#)
- Paid Work Experience (PWE) – refer to [PWE Appendix](#)

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree to enter as of the “Effective Date” as set forth under Section XVII. Signatures, the following terms and conditions:

I. CONTRACT

This Contract establishes a Contractor relationship as defined under [2 CFR 200.331](#) between CSTB and the Employer. Contract is performance-based, meaning that CSTB pays for the provision of specified services. Refer to separate program appendices for payment and appropriate documentation requirements. CSTB will exercise due diligence to review performances and required documentation submitted by the Employer and to process payments in a timely manner. If there arises a discrepancy with the required documentation that precludes the processing of the



invoice or a portion of the invoice for payment, the Employer will be notified. Such discrepancy must be corrected before payment is made.

II. EFFECTIVE DATE, TERM AND RENEWAL

- A. **IWT:** The Contract shall commence on the Effective Date and shall expire on June 30th of the then fiscal year. IWT contracts shall have no provision for automatic renewals. IWT funds cannot be awarded to the same employer for 2 consecutive program years.
- B. **OJT:** The Contract shall commence on the Effective Date and shall continue for one (1) year from the effective date. The OJT Contract does not automatically renew.
- C. **PWE:** The Contract shall commence on the Effective Date and shall remain in effect until December 31st of the same calendar year. Subsequently, it will automatically renew for up to three (3) additional one-year periods, on January 1 except for related party contracts. Related-Party PWE Contracts shall continue for one year from the effective date and will not auto-renew.

III. WIOA ASSURANCES

- A. Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.
- B. Funds will not be used to displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of participation).
- C. Funds will not be used to impair an existing contract for services or collective bargaining agreement, and no activity that would be inconsistent with the terms of a collective bargaining agreement shall be undertaken without the written concurrence of the labor organization and employer concerned.
- D. Funds will not be used to employ a participant in a job if any other individual is on layoff from the same or any substantially equivalent job, or that the employer has terminated the employment of any regular employee or otherwise reduced the workforce of the employer with the intention of filling the vacancy created with the participant.
- E. Funds will not be used to create a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of participation).
- F. Funds will not be used to place a participant in the construction, operating, or maintaining of any part of any building which is used for sectarian instruction or as a place of worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants) .
- G. Funds will not be used for any political or lobbying activities, or any activity designed to influence legislation or appropriation pending before the Congress of the United States.
- H. Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- I. Funds will not be used to encourage or induce relocation.
- J. The Employer may not place an OJT participant in a home-based business.

IV. MODIFICATION

Modifications to this Contract shall only be valid when they have been rendered in writing before the expiration or termination of this Contract and executed by the respective original parties, or their duly authorized designees.

V. CONTRACT TERMINATION

This Contract may be terminated:

- A. By either party for convenience upon no less than thirty (30) days written notice to the other party.
- B. By CSTB upon seven (7) days written notice to the Employer/Worksite Host, in the event funds to finance this Contract become unavailable.
- C. By CSTB upon written notice to the Employer/Worksite Host, for cause or if Employer/Worksite Host breaches this Contract. CSTB shall provide notice of default to Employer/Worksite Host, who shall have fourteen (14)



calendar days within which to correct the default and provide notice to CSTB that the default has been cured. If the default is not corrected to CSTB's satisfaction, then CSTB may, at its discretion, terminate the Contract by serving seventy-two (72) hour notice of termination in writing to the Employer/Worksite Host.

- D. Notwithstanding anything in this Contract to the contrary, the termination of this Contract will result in the loss of eligibility for any funds previously approved and scheduled, but not paid.

VI. NOTICES

All notices and other writing required under this Contract shall be deemed to have been fully given or made or sent when (i) mailed in writing and deposited in the U.S. Mail, certified return receipt requested and addressed to the parties at the addressed noted in this Contract or (ii) delivered by nationally recognized courier, receipt of recipient acknowledged by signature.

Career Source Tampa Bay	Contact Name/Title: Anna Munro, VP of Fiscal and Administrative Compliance Organization Name: CareerSource Tampa Bay Physical Address: 4350 West Cypress Street, Suite 875, Tampa, FL 33607
Employer/ Worksite Host	Contact Name/Title: <u>Santos Morales, Director of Economic Prosperity</u> Organization Name: <u>Enterprising Latinas, Inc</u> Physical Address: <u>5128 State Road 674, Wimauma, FL 33598</u> _____

If the designated representative and/or contact information for either party changes, written notification shall be given to the other within ten (10) business days of the change and said notifications attached to the original of this Contract.

VII. FISCAL NON-FUNDING CLAUSE

The Contract is subject to continued availability of legislatively appropriated and allocated funds. In the event funding is reduced, unavailable, or subsequently determined not to be eligible to fund this Contract, including, but not limited to, federal or state funds, CSTB shall notify the Employer/Worksite Host of such occurrence, and CSTB may terminate this Contract, without penalty or expense to CSTB, upon no less than twenty-hours (24) hours written notice to the Employer/Worksite Host. The Employer/Worksite Host agrees that CSTB shall be the final determiner of the availability of such funds.

VIII. PROVISIONS REGARDING ACCESS TO RECORDS

The Employer/Worksite Host will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- A. Keep and maintain public records required by CSTB to perform the services.
- B. Retain all records, supporting documents and (including electronic storage media) pertaining to this Contract for a period of five (5) years. Copies of all records and documents shall be made available for CSTB upon request.
- C. Upon request from CSTB, provide CSTB with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- D. Upon completion of the Contract, transfer at no cost to CSTB, all public records in possession of Employer/Worksite Host or keep and maintain public records required by CSTB to perform the service. If Employer/Worksite Host transfers all public records to CSTB upon completion of the Contract, it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Employer/Worksite Host keeps and maintains public records upon completion of the Contract, it shall meet all applicable requirements for retaining public records. All records stored electronically must be



provided to CSTB, upon request from CSTB, in a format that is compatible with the information technology systems of CSTB.

- E. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if records are not transferred to CSTB.

Failure to comply with Chapter 119, Florida Statutes, and/or the provisions set forth above, where applicable, shall be grounds for immediate unilateral termination of this Contract by CSTB.

IX. MONITORING

Employer/Worksite Host agrees to cooperate with any review, monitoring, evaluation or audit by CSTB, the Governor of Florida, Hillsborough County Government, the Department of Economic Opportunity (DEO) the U.S. Comptroller General, the U.S. Secretary of Labor, or other designated representatives, and any other authorized State, Federal representative of any program which the Employer/Worksite Host administers or operates and which is funded, in whole or in part, by CSTB. As applicable, Employer/Worksite Host agrees to make available for examination any and all CSTB job-seeker records requested and shall permit such entities to audit, examine, and make excerpts and transcripts, in whole or in part, from such records and to conduct audits of all Contracts, invoices, materials, records of personnel, conditions of employment, and all other data requested. Such access shall be granted during regular office hours of the Employer/Worksite Host with or without previous announcement and shall include provisions by the Employer/Worksite Host of suitable workspace for such monitoring, inspection, audit, or investigation to be conducted.

X. INDEMNIFICATION

To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (all of the foregoing shall hereinafter collectively be referred to as the "Indemnified Parties") from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred as a result of any negligent, wrongful, or intentional act or omission, fraud, defalcation, or breach of any provision or covenant of this Contract or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Contract. The extent of this indemnification shall not be limited in any way as to the amount or types of damages or compensation or benefits payable by or for any of the Indemnified Parties on account of any insurance limits, workers' compensation acts, disability benefit acts, or other employee benefit acts. Nothing herein shall be construed to extend any party's liability beyond that provided for in Section 768.28, Florida Statutes, if applicable. These provisions shall survive the expiration or termination of this Contract.

XI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND EXCLUSIONS

Worksite Host certifies that it is not currently debarred, suspended, or excluded from or for participation in Federal assistance programs, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency within a three-year period preceding the effective date of the Contract in accordance with 29 CFR Parts 45, 74, 95 and 98 and 45 CFR PART 74. No contract shall be awarded to parties listed on the GSA List of Parties Excluded from Federal Procurement or Non-Procurement Programs.

XII. NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES (29 CFR PART 37 AND 45 CFR PART 80)

The Employer/Worksite Host assures that it will comply fully with the following:

- A. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
- B. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
- C. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq. which prohibits discrimination on the basis of sex in educational programs.



- D. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
- E. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
- F. Section 188 of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States.
- G. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
- H. Equal Employment Opportunity (EEO): Worksite Host agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.

XIII. GENERAL CONDITIONS

- A. Comply with all applicable federal, state, and local laws;
- B. As required by Section 1008.39, Florida Statutes, Employer will allow CSTB to access information specific to the wages and performance of participants upon completion of the training program for evaluation purposes. However, as specified in Section 1008.39, Florida Statutes, information disclosing the identity of the person to whom the information pertains or disclosing the identity of the person's employer is confidential and exempt from the provisions of Section 119.07, Florida Statutes. Any evaluations published subsequent to the training program may not identify the employer or any individual participant.
- C. Employer acknowledges and agrees that any expenses incurred above and beyond the grant funds shall be borne and paid by Employer. Employer will be liable for any project funds used for purposes other than payment of costs approved by CSTB.
- D. Employer is encouraged to utilize "minority business enterprises", as defined in section 288.703, Florida Statutes, as subcontractors or sub vendors when permitted under this Contract and should report all such usage to CSTB.
- E. Cooperate with CSTB to ensure the successful delivery of the training program. Specific training objectives, which includes the provisions required by Section 445.003, Florida Statutes.
- F. Employer represents that at no time has it been placed on the discriminatory vendor list pursuant to section 287.134(2)(a), Florida Statutes (F.S.) and recognizes inclusion on the list during the term of the contract results in termination.
- G. The Employer represents that at no time has it been convicted of a Public Entity Crime pursuant to section 287.133(2)(a), Florida Statutes, and recognizes that such a conviction during the Term of this Contract may result in termination.
- H. Contract may not be entered with an employer who has received payments under previous work-based services if the employer has exhibited a pattern of failing to provide a positive work experience. This includes those employers for On-the-Job trainings where a participant was not provided continued long-term employment, wages, benefits, and working conditions that are not equal to those provided to similarly situated employees.

XIV. GOVERNING LAW, JURISDICTION AND VENUE

In the event of a dispute between the parties which cannot be resolved through discussions between the parties, and which would otherwise lead to litigation, both parties agree to submit such issues to non-binding mediation prior to taking any action at law or in equity. This Contract and all related documents are governed by, and construed in accordance with, the laws of the State of Florida, without giving effect to the conflict of provisions thereof to the extent such principles or rules would require or permit the application of the laws of any jurisdiction other than those



of the State of Florida. Any action or proceeding by either of the parties to enforce this Contract shall be brought only in any state or federal court located in the State of Florida, County of Hillsborough. The parties hereby irrevocably submit to the exclusive jurisdiction of these courts and waive the defense of inconvenient forum to the maintenance of any action or proceeding in such venue.

XV. STEVENS AMENDMENT

When issuing press releases, statements, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money and (2) the dollar amount of Federal funds for the project or program.

XVI. SPONSORED BY CAREERSOURCE TAMPA BAY AND STATE OF FLORIDA, DEPARTMENT OF ECONOMIC OPPORTUNITY

Any nongovernmental organization which sponsors a program financed, in whole or in part, with funds provided by the Florida Department of Economic Opportunity will, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by CareerSource Tampa Bay and the State of Florida, Department of Economic Opportunity." If the sponsorship reference is in written form, the words "State of Florida, Department of Economic Opportunity" will appear in the same size letters or type as the name of the entity.

XVII. SIGNATURES

This Contract will replace and supersede any prior contract or agreement between the parties regarding any of the above selected programs. The Contract with its attachments constitutes the entire Contract of the Parties relating to the subject matter hereof. Each Party hereto acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed by their respective authorized officials, as of the last date set forth below.

Employer/Worksite Host:

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay:





Sheila Doyle (Apr 24, 2024 20:55 EDT)

Signature
SANTOS MORALES

Signature
Sheila Doyle

Print Name

Print Name

Director of Economic Prosperity

SVP/CFO

Title

Title

03/22/2024

04/24/2024

Date

Date

Staffing Agency (only if applicable):

Signature

Title

Print Representative Name

Date

PWE APPENDIX

The Paid Work Experience (“PWE”) program enables WIOA-eligible participants an opportunity to engage in work experiences where they develop employability skills, acquire job-specific knowledge and gain work experience in an area that helps prepare them for self-sufficient employment.

I. PWE PROGRAM

- A. At Contract execution, the Worksite Host and CSTB shall enter a *Work Based Training Outline* (Training Outline) attached hereto and incorporated herein by reference. And, from time to time during the Term of this Contract, as a Trainee is placed in a PWE program with the Worksite Host, the Training Outline shall be updated and signed by Trainee, Worksite Host and CSTB.
- B. Work experience worksites may be businesses or organizations that are private-for-profit, not-for-profit and government organizations in Hillsborough County. Priority will be placed on current focus industry sectors such as: Manufacturing/Construction/Building Trades, Hospitality/Travel Tourism, Transportation & Logistics and Retail, Financial Shared Services, Healthcare, and Information Technologies (IT).
- C. This Contract must be completed and signed by CSTB and Worksite Host prior to a CSTB participant's placement with the Worksite Host. In addition, it is understood by CSTB and the Worksite Host that no legal employer-employee relationship exists between the Worksite Host and the participant.
- D. The work experience is for the benefit of the CSTB participant(s). The work experience shall not exceed one hundred ninety-two (192) hours per participant, equating to eight (8) weeks and up to twenty-four (24) hours per week, unless the Worksite host desires to convert and hire the participant into unsubsidized employment earlier.
 1. CSTB may unilaterally elect to increase the aforesaid hours per participant, number of weeks and hours per week. If elected, an email will be sent to Worksite contact identified in [Section VI. Notices](#) of WBL Master Contract for full details. Worksite Host is not mandated to participate and may opt out.
- E. CSTB shall compensate the participant(s) one hundred percent (100%) of the PWE wage rate established at \$15.00 per hour. PWE participants will be compensated for actual time worked and are not eligible for holiday pay.

II. CSTB RESPONSIBILITIES

- A. Recruit, select and refer participant(s) to Worksite Host who are eligible for the paid work experience program.
- B. Reimburse Worksite host for the cost of level 1 background screening on all participants. Level 1 background screenings are further explained in section 435.03, Florida Statutes.
- C. Assist the Worksite Host site supervisor in resolving any problems concerning the participant(s) performance on the job.
- D. Hear all grievances concerning the paid work experience program performance at the job site in accordance with CSTB grievance procedures.
- E. Inform the Worksite Host of the maximum number of hours each participant is required to participate and the expected length of the participant's placement in the work site activity.
- F. Conduct bi-weekly onsite PWE Worksite monitoring visits with participant and direct worksite supervisor(s) to evaluate the progress of the paid work experience program.
- G. Monitoring of the activities under this Contract at the host work site(s) at reasonable hours and as frequently as the authorized representatives of CSTB may deem necessary to assure the Work Experience Program is constructive for the participant and that all provisions of this Contract are being carried out. Require corrective action within specified time periods or remove participant(s) from host work site(s) without prior notice other than a written notification to be delivered to the Worksite Host at the time of the removal. This action may be taken when CSTB, the Governor of the State of Florida or the U.S. DOL finds serious or continual violations of rules or laws, where violations are not being remedied.



III. WORKSITE HOST RESPONSIBILITIES

By signing this Contract, the Worksite Host agrees to the following:

- A. Provide the necessary orientation, training, supervision, and mentoring/coaching at all times, precautionary safety instructions in the performance of the CSTB participant(s) duties, as stated in the job description.
- B. Strictly adhere to CSTB Worksite Supervision ratio of 1:7
- C. Worksite Host is to notify CSTB immediately of any temporary and/or ongoing changes in the designation of personnel who will be supervising the participants.
- D. Worksite Host certifies that no participant's immediate family member will directly supervise any participant(s) referred by CSTB. Provide a professional work experience related to the CSTB participant(s) area of interest.
- E. Abide by health and safety standards, including Child Labor Laws, established under state and federal law. Carry liability insurance coverage in accordance with State of Florida law. Workers compensation insurance coverage for CSTB participant(s) will be provided under Department of Economic Opportunity (DEO) for Workforce Innovation and Opportunity Act (WIOA) & Temporary Assistance for Needy Families (TANF) funded program participants. CSTB will coordinate Workers compensation insurance coverage for other funding sources.
- F. Complete evaluations of the CSTB participant's performance during the work experience. Notify CSTB contact preferably by telephone and email of any problem or concern regarding a participant's performance at the host site as soon as possible, but at least within 24 clock hours of when the problem is identified.
- G. Notify the CSTB contact of Worksite Host's issues with participants and attempt to discuss and resolve prior to opting to terminate.
- H. Notify the CSTB contact in writing immediately upon notice of the status of a participant when one or more of the following situations occur:
 - 1. the participant has failed the work assigned or voluntarily quit the work experience.
 - 2. the participant has experienced absenteeism or sickness or other problems.
 - 3. the participant secured employment with the Worksite Host or with another entity.
- I. The participant shall not be instructed nor allowed to drive an automobile for business purposes.
- J. Maintain adequate accountability for the Work Experience participant's time and attendance and submit online electronically signed time sheets to the CSTB contact in accordance with pre-determined payroll periods, with documentation to support the paid work experience program participant's time and attendance required for administrative purposes.
- K. Review and approve participant's time and attendance and submit approved timecard through CSTB online PWE portal, Career Edge, on a bi-weekly basis.
- L. Routinely provide feedback to CSTB regarding the program participant's progress in the paid work experience program. Understand that CSTB will have an onsite presence at the worksite to conduct bi-weekly monitoring visits with participant and direct worksite supervisor(s).
- M. Duties must be strictly adhered to in the approved job description, which has been mutually agreed upon by the Worksite Host and CSTB.
- N. All CSTB participants are to be provided with the same working conditions by Worksite Host accorded to other employees presently in the Worksite Host's workforce.
- O. The Worksite Host shall have all supervisory responsibility of the CSTB participant(s).
- P. Worksite Host shall inform CSTB Contact immediately should an accident or injury occur at the job site affecting or involving a CSTB participant(s).
- Q. No participant may participate in a work experience unless the participant is referred to Worksite Host by CSTB in accordance with the terms of this Contract.
- R. Implement administrative controls to ensure that costs for wages and other costs that are funded under this Contract are not being paid by other federal, state, or local programs to eliminate the possibility of duplicate funding.
- S. The Worksite Host understands the additional cost of background check more extensive than a level 1 will not be covered by CSTB.



Youth PWE: Work Based Training Outline

Employer Name: Enterprising Latinas, Inc.		
Job/Occupational Title: Administrative Clerk	TOL/SOC Code: 436014	
Job Description: Perform routine administrative support as an assistant to our community program coordinators such correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to customers.		
Participant Name:	Last 4 SSN:	Hourly wage rate:
Funding Source: <input type="checkbox"/> Youth <input type="checkbox"/> WTP <input type="checkbox"/> Other (Describe)		
Training Period	Start Date (MM/DD/YYYY):	Anticipated End Date (MM/DD/YYYY):

Participant training cannot start before the PWE agreement is executed.

Job Skills Needed/ Skills to Be Learned	Estimated Hours to be Proficient		Starting Capability Measured	
	Summer	Year Round	Not Skilled	Some Skill
Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.	40.00		<input type="checkbox"/>	<input type="checkbox"/>
Assist in coordinating and arranging various programs and services to meet the needs of the business.	40.00		<input type="checkbox"/>	<input type="checkbox"/>
Manage projects or contribute to committee or team work.	20.00		<input type="checkbox"/>	<input type="checkbox"/>
Perform general office duties, such as filing, answering telephones, and handling routine correspondence.	20.00		<input type="checkbox"/>	<input type="checkbox"/>
Schedule and confirm appointments for clients, customers, or supervisors.	20.00		<input type="checkbox"/>	<input type="checkbox"/>
Complete forms in accordance with company procedures.	18.00		<input type="checkbox"/>	<input type="checkbox"/>
Manage documentation associated with committees or team work.	16.00		<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
Total Hours (cannot exceed 192 hours):	174.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>



Youth PWE: Work Based Training Outline

Academic and Occupational Educational Components

(refers to contextual learning that accompanies work experience. It includes the information necessary to understand and work in specific industry/occupation listed above)

a) Occupational Education Components:

Youth candidate will learn the inner workings of a nonprofit as our community program assistant.

b) Academic Components:

Candidate will have access to Career Mapping, Resume Development, Professional Interviewing, Employment Success, Dress for Success, Preparing for a Virtual Job Fair, as well as the following modules: Getting to know yourself, Learning to learn, Performance & study skills, Managing change & your attitude, Goal setting, time management, financial literacy, communication & networking, Preparing for the interview, working in teams, Brandon; Resume; Cover Letter, Job Application, online presence, Answering difficult questions, On the Job success, The Interview Process Part 2

-
- CSTB Work Readiness/ Employability Skills Training
 - CSTB CareerEDGE Training Modules

[SIGNATURE PAGE FOLLOWS]



Youth PWE: Work Based Training Outline

Worksite Host Acknowledgment (signed with Contract Execution)

By signature below, the Worksite Host acknowledges its responsibility to provide structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

Santos Morales

Employer Print Name

Santos Morales

Employer Signature

David Robinson

CSTB Sector Strategist Signature

Director of Economic Prosperity

Job Title

03/22/2024

Date

03/22/2024

Date

Worksite Host and Participant Acknowledgment (signed upon placement of Participant)

By signature below, the Worksite Host acknowledges its responsibility to provide the *below named participant*, structured training for the job skills and/or skills to be learned as well as applicable occupational and educational components *for the training period*, identified above, in accordance with the *Work-Based Learning (WBL) Master Employer/Worksite Host Contract*.

By signature below, the Participant agrees to comply with the requirements of the Paid Work Experience.

Employer Print Name

Employer Signature

Participant Print Name

Participant Signature

CSTB Recruiting/ Career Coach Signature

Job Title

Date

Date

Date

Date






2024-460-010_Enterprising Latina's LLC_PWE Agreement

Final Audit Report

2024-04-24

Created:	2024-04-24 (Eastern Daylight Time)
By:	Melissa Carroll (carrollm@careersourcetb.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcRUistnqItPIY8FjxCrSBrM6MfjGMYyP

"2024-460-010_Enterprising Latina's LLC_PWE Agreement" History

-  Document created by Melissa Carroll (carrollm@careersourcetb.com)
2024-04-24 - 8:30:32 AM EDT
-  Document emailed to Sheila Doyle (doyles@careersourcetb.com) for signature
2024-04-24 - 8:31:46 AM EDT
-  Email viewed by Sheila Doyle (doyles@careersourcetb.com)
2024-04-24 - 8:55:10 PM EDT
-  Document e-signed by Sheila Doyle (doyles@careersourcetb.com)
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