

**SERVICE PROVIDER AGREEMENT
BY AND BETWEEN
TAMPA BAY WORKFORCE ALLIANCE, INC.
D/B/A CAREERSOURCE HILLSBOROUGH PINELLAS
AND
ABE BROWN MINISTRIES, INC.
2025-305-001**

THIS SERVICE PROVIDER AGREEMENT ("Agreement") is made and entered into between Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Hillsborough Pinellas, a Florida not-for-profit Corporation headquartered at 4350 W. Cypress Street, Suite 875, Tampa, FL, 33607 ("CSHP" or "CareerSource Hillsborough Pinellas") and Abe Brown Ministries, Inc., a Florida not-for-profit Organization, located at 2921 N 29th Street, Tampa, FL, 33605 (the "the Provider", "ABM", or "Contractor")

RECITALS

WHEREAS, CSHP wishes to partner with the Provider for the provision of Ex-Offender/Re-entry Services and the Provider is willing to provide such services, and

WHEREAS, the Provider has the expertise and necessary qualifications, experience, and abilities to provide the Ex-Offender/Re-entry Services, as described under the scope of services; and

WHEREAS, the Provider has been procured via competitive procurement in accordance with CSHP's procurement policies and procedures; and

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, CSHP and ABM agree to the following:

ARTICLE 1

Recitals

1.1 The aforesaid recitals are true and correct and are incorporated herein by reference.

ARTICLE 2

Statement of Work and Reporting

2.1 Contractor shall provide the staff and resources needed for the delivery of these services as described in Exhibit "A", *Statement of Work*, and submit reports as described in section IV. *Performance Goals, Outcomes and Reporting* of Exhibit "A".

ARTICLE 3

Term and Termination

3.1 The term or period of performance of this Agreement shall be effective October 1, 2024 through September 30, 2025.

3.2 Termination for Cause and Convenience

- a. Either party may request termination upon sixty (60) days prior written notice to the other party. Written notification of termination may be electronic, or by registered mail - return receipt requested.

- b. CSHP may unilaterally terminate or modify this agreement, if for any reason the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
 - c. CSHP may unilaterally terminate this agreement at any time that it is determined that:
 - i. Contractor fails to provide any of the services it has contracted to provide; or
 - ii. Contractor fails to comply with the provisions of this agreement; or
 - iii. Such termination is in the best interest of the CSHP Board.
 - d. In the event this agreement is terminated for cause, Contractor shall be deemed to be in default and liable for damages sustained for any breach of this agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.
- 3.3 Upon the effective date of termination of this Agreement, all legal obligations, rights, and duties arising out of this Agreement shall terminate except for such legal obligations, rights and duties as shall have accrued prior to the effective date of termination and except as otherwise expressly provided in this Agreement.

ARTICLE 4

Performance

- 4.1 The parties agree to do everything necessary to ensure that the terms of this Agreement take effect.
- 4.2 CSHP shall continuously evaluate and monitor this agreement's performance of the deliverables defined in Article 2. Statement of Work and Reporting.

ARTICLE 5

Payment and Budget

- 5.1 For its performance under this Agreement as provided for in Exhibit "A", *Statement of Work*, and other applicable terms of this Agreement, the Contractor will receive funds for an amount not to exceed \$100,000 for the term as outlined in the *Budget Summary* and defined in the *Budget Detail and Support*.
- 5.2 All payments provided for in this Agreement will be made in accordance with the procedures specified in Exhibit "B", *Method of Payment and Budget* attached hereto and incorporated herein by reference. The Contractor shall submit or provide access to program performance in accordance with section IV. *Performance Goals, Outcomes and Reporting* of Exhibit "A".
- 5.3 Funds for allowable cost will be made to the Contractor in accordance Exhibit "B" *Method of Payment and Budget*. Funds awarded under this Agreement or any amendment to this Agreement shall be limited to:
- (a) The operation of the program in accordance with the line-item budget and the terms and conditions set forth herein; and
 - (b) The period of performance as stipulated herein; and
 - (c) Amounts budgeted for direct participant-related costs are restricted to such cost and may not contain staff salaries, operating costs, overhead or indirect costs.
- 5.4 The Request for Payment Form shall be utilized by Contractor to submit for reimbursement. The Form shall be agreed to by Contractor and CSHP.

ARTICLE 6

Fiscal Non-Funding Clause

This Agreement is subject to funding availability. In the event sufficient budget funds to fund this Agreement become reduced, unavailable, or are subsequently determined not to be eligible to fund this Agreement, CSHP shall notify the Contractor of such occurrence, and CSHP may terminate this Agreement, without penalty or expense to CSHP, upon no

less than twenty-hours (24) hours written notice to the Contractor. CSHP shall be the final authority as to the availability of funds and how available funds will be allotted. CSHP shall pay the Contractor for services rendered by the Contractor prior to the effective date of termination. Any costs incurred by the Contractor after the effective date of termination will not be reimbursed.

ARTICLE 7

Assignment

- 7.1 The Provider will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of CSHP.

ARTICLE 8

Independent Contractor

- 8.1 It is expressly agreed that the Provider is acting as an independent contractor and not as an employee in providing the Services under this Agreement. The Provider and CSHP acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.

ARTICLE 9

Modification of Agreement

- 9.1 Any amendment or modification of this Agreement or additional obligation assumed by either party in connection with this Agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

ARTICLE 10

Close Out

- 10.1 The Contractor shall comply with all provisions of CSHP's contract closeout procedures in effect on the termination of the Agreement. Except as expressly waived by CSHP, the following closeout procedures must be completed prior to final payment for services performed pursuant to this Agreement.

ARTICLE 11

General Provisions

- 11.1 Equal Employment Opportunity. During the performance of this contract, the contractor agrees as follows: (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees

or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information. (4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer,

11.2 E-Verify. [\[Section 448.095, F.S.\]](#)

Employment Eligibility Requirement: E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of all new employees hired to work in the United States. There is no charge to employers to use E-Verify. The Department of Homeland Security's E-Verify system can be found at: <https://www.e-verify.gov/>

In accordance with 448.095, F.S., the State of Florida expressly requires the following:

- i. Every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.
- ii. A private employer shall, after making an offer of employment which has been accepted by a person, verify such person's employment eligibility. A private employer is not required to verify the employment eligibility of a continuing employee hired before January 1, 2021. However, if a person is a contract employee retained by a private employer, the private employer must verify the employee's employment eligibility upon the renewal or extension of his or her contract.
- iii. If an entity does not have an E-Verify MOU in effect, the entity shall enroll in the E-Verify system prior to hiring any new employee or retaining any contract employee after the effective date of this Agreement.

11.3 Clean Air Act [\[2 CFR 200\]](#)

(42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

11.4 Byrd Anti-Lobbying. [\[2 CFR 200\]](#)

Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

11.5 Debarment and Suspension. In accordance with Executive Orders 12549 and 12689, a contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM) in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension". SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The Contractor hereby represents and warrants that it has not been listed on the governmentwide exclusions in the System for Award Management (SAM). SAM Exclusions can be accessed through the Internet, currently at <https://www.sam.gov>.

11.6 Level 1 Background Screenings [\[Section 435.03, F.S\]](#)

The Contractor agrees to obtain a Level 1 background screening as a condition of employment or contract award. Additionally, CSHP requires a Level 1 background screening for all individuals performing financial management activities. The Level 1 background screening must be conducted prior to employment or, for contract awards, prior to contractor's employees beginning work. The Level 1 background screening must be conducted at least every five years of consecutive employment, and upon re-employment in all circumstances.

11.7 Time of the Essence. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

11.8 Entire Agreement. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

11.9 Governing Law. It is the intention of the parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Florida, without regard to the jurisdiction in which any action or special proceeding may be instituted.

11.10 Severability. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

11.11 Access to Records. The Contractor will comply with public records law (Chapter 119 Florida Statutes) and agrees to:

- Keep and maintain public records required by CSHP to perform the services.
- Upon request from CSHP, provide CSHP 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.
- 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 Agreement term and following completion of the Agreement if Contractor does not transfer the records to CSHP.
- Upon completion of the Agreement, transfer at no cost to CSHP, all public records in possession of CSHP or keep and maintain public records required by CSHP to perform the service. If Contractor transfers all public records to CSHP upon completion of the Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CSHP, upon request from CSHP, in a format that is compatible with the information technology systems of CSHP.
- 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 Agreement by CareerSource Hillsborough Pinellas.

IF WBL PARTNER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO WBL PARTNER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Name: Anna Munro	Phone: (813) 397-2064
Title: VP of Fiscal and Administrative Compliance	Email: munroa@careersourcehp.com
Address: 4350 West Cypress Street, Suite 875, Tampa, FL 33607	

At any time during normal business hours and as often as CSHP, the State of Florida, Department of Commerce, Comptroller General of the United States, or their designated representative may deem necessary, the Provider shall make available all such books, documents, papers, records (including computer records) which are directly pertinent to payments made by CSHP to the Provider under this agreement for examination, audit, or for the making of excerpts or copies of such records. This provision shall also include timely and reasonable access to the Provider's personnel for the purpose of interviews and discussions related to such documents.

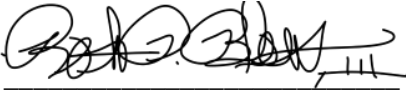
- 11.12 Indemnification. To the extent not otherwise limited by applicable law, each party shall indemnify, hold harmless, and defend the other and its respective agents and employees (all of the foregoing shall hereinafter collectively be referred to as the "Indemnified Parties") from and against any 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 Agreement or applicable law by either party, its agents, subcontractors, assigns, heirs, and employees during performance under this Agreement. 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 Agreement.
- 11.13 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.
- 11.14 Public Entity Crimes. The Contractor hereby represents and warrants that it has not been convicted of a public entity crime and that it is not on the State of Florida's convicted vendor list. The Contractor also represents that it is not prohibited from entering into this Agreement by Section 287.133, Florida Statutes. Discovery or proof of the contrary will result in immediate contract termination by CSHP.
- 11.15. Discriminatory Vendor List. [\[287.134, FS\]](#)
The Contractor/Subcontractor hereby represents and warrants that it has not been listed on the discriminatory vendor list as described in section 287.134, Florida Statutes. Discovery or proof of the contrary will result in immediate contract termination by CSHP.
- 11.16. Florida Abuse Hotline. In compliance with sections 39.201 and 415.1034, Florida Statutes, if the Board, its agents, employees, contractors, subcontractors or any other entity performing the services on behalf of the Board, knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited, the Board agrees to immediately report such knowledge or suspicion to the Florida Abuse Hotline by calling 1-800-96ABUSE, or via the web reporting option at <http://www.dcf.state.fl.us/abuse/report>, or via fax at 1-800-914-0004.
- 11.17. Statutory and National Policy Requirements [\[2 CFR 200.300\]](#)
The Contractor or Subrecipient, as applicable, must manage and administer the contract to ensure compliance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination pursuant to 2 CFR § 200.300, EO 13798 Promoting Free Speech and Religious Liberty and EO 13864 Improving Free Inquiry, Transparency, and Accountability at College and Universities.

11.18. Prohibition on certain telecommunications and video surveillance services or equipment. [\[2 CFR 200.216\]](#)
Contractor agrees to comply with the provisions of 2 CFR Appendix II part 200 and 2 CFR part 200.216 and the requirements stated therein.

11.19. The Contractor is prohibited from using any funds paid by CSHP under this Agreement to provide funds to any person, entity, or organization to issue or secure identification documents to or for any individual who does not provide proof of lawful presence in the United States.

IN WITNESS WHEREOF, and intending to be legally bound, the Parties have duly executed this Agreement by their authorized representatives as of the last signature date identified below.

Abe Brown Ministries, Inc.

By: 

Name: Robert Blount
Title: President and CEO

Date: March 24, 2025

Tampa Bay Workforce Alliance, Inc.

d/b/a CareerSource Hillsborough Pinellas

By: Keidrian Kunkel
Keidrian Kunkel (Mar 25, 2025 12:34 EDT)

Name: Keidrian Kunkel
Title: President and CEO

Date: 03/25/2025

Exhibit A. Statement of Work

I. Organizational Background

Abe Brown Ministries, Inc. is a registered 501(c)(3) nonprofit organization founded in 1977 with the purpose of giving incarcerated people positive pathways to crime-free futures. ABM assists incarcerated and formerly incarcerated people, as well as their families, achieve productive and fulfilling lives. Our agency provides comprehensive services to break cycles of incarceration in our community. The ministry helps members of our community to renew their minds about incarceration and motivates formerly incarcerated citizens to change their behaviors and live with purpose. We offer supportive services in acquiring life-management skills and preparing for gainful employment. The result is empowered citizens within our communities, which ultimately improves the quality of life for all. Abe Brown Ministries (ABM) has earned the trust of our clients and the community since 1977.

II. Project Scope

Ex-offender or Reentry services serving up to **12** Hillsborough County residents. Refer to section **IV. Performance Goals, Outcomes and Reporting** for performance requirements and deliverables.

The program will provide workforce training and job placement services, be innovative and assist justice-involved individuals with needs and barriers to re-enter the Hillsborough community, such as housing, healthcare, employment, food stability, and education, provide work readiness and employability skills training and preparation to return to work, and link the individual to gainful full-time employment.

Scope of services

1. Assessment of participants' skills, interests, and barriers to employment,
2. Development of individualized re-entry or employment plans and career goals,
3. Provision of work readiness and employability skills training, such as resume writing, interview skills, managing an offender background and workplace etiquette,
4. Enrollment in the Employ Florida online management information system designed to help connect jobs seekers with local employers and local employers with needed talent solutions,
5. Financial literacy supports,
6. Provision or referral for supported services, tools and resources needed for job placement,
7. Career Pathway development guidance,
8. Digital Literacy and internet access supports,
9. Mentoring,
10. Developing and engaging local employer partnerships with CareerSource Hillsborough Pinellas supporting Ex-Offender/Reentry employment opportunities to program participants, and
11. Follow-up and retention services to ensure participants' success and satisfaction.

InspHire Program

In 2014, ABM launched a reentry program designed to embolden and develop (personally & professionally) citizens with lived incarceration experiences, assisting them in securing gainful employment to achieve self-sufficiency. ABM's program accomplishes this by providing comprehensive interventions that stabilize the lives of the Provider's clients so they can focus on sobriety, good health, training, and personal growth. The new name and expanded mission for this program is now inspHire.

The inspHire comprehensive reentry program serves formerly incarcerated persons who are not habitual violent offenders and do not have any sexual offenses. Through collaboration and partnership, the program assists individuals on community supervision, participants of any State Attorney's Office Diversion or Pretrial Intervention Program, or adult ex-offenders who served time in a Department of Juvenile Justice facility. Candidates must undergo a complete background screening prior to acceptance into the program. Upon acceptance, participants are required to attend a comprehensive six-week

professional development training course, featuring employability and life management skills. For ABM's clients, joining the workforce is a major motivator for making positive choices and constructive contributions.

Under the inspHIRE Squared program and grant funding, ABM will target to enroll **12** ex-offenders or returning formerly incarcerated individuals and provide integration services, prepare participants to employ and assist to obtain employment. Eligibility for services and funding for program will be a Hillsborough resident, have right to work in the United States and an ex-offender or returning formerly incarcerated individual.

As a part of program enrollment, each enrolling participant will complete a Participant Individual Record Layout (PIRL) and be fully registered in the Employ Florida (EF) MIS, the local Workforce Development System, and career services reported at minimum every 90 days to maintain active participation. At placement, ABM will provide employment details required to update the EF MIS.

Program participants are paired with a case manager and career coach who provide guidance and support, as well as referrals for community assistance, life-coaching, and follow-up drug screening. Program clients are provided:

- An individualized plan of care that provides guidance to address immediate needs and identifies short and long-term goals
- Substance-abuse and mental health assessments and treatment through established partnerships with local licensed professionals
- Six weeks of life management, family reunification, and employability skills training that covers more than 30 topics with the key deliverables of: resume, mock job interview, digital application resource, and basic literacy assessment; Monday-Friday 8:30am-3:00pm
- Personal Comprehensive Background Review
- Basic Financial and Computer Literacy Training
- Employment assessment and placement assistance
- Transportation - HART bus pass to attend inspHire classes and other appointments
- Lunch daily through First Baptist Church of College Hill's soup kitchen
- Grocery supplements through ABM's USDA-approved Food for Life pantry
- Professional clothing and employment equipment
- Transitional Housing – based on availability

In addition, inspHire has collaborative relationships with local organizations, including CareerSource Hillsborough Pinellas, Metropolitan Ministries, Feeding Tampa Bay, the Corporation to Develop Communities of Tampa, and Toyota Forklift to provide support for issues and barriers that may keep clients from gaining employment or enjoying a stable life. Based on a client's interests and willingness to participate, these supportive services may include assistance with GED preparation and testing, and vocational/occupational skills and certification training.

inspHire features an innovative client and data tracking system by Bonterra called Efforts-to-Outcomes (ETO). ETO is a robust system that provides the infrastructure for multifaceted organizations to effectively manage their data, share information and track progress in a secure environment. All services are rendered based on individual need and willingness to participate. Each of the touchpoints, participant services, follow-up case notes, and cash distributions to vendors on behalf of clients are documented and maintained in ETO. This enables inspHire to not only track individual progress and report results for each client, but also to report aggregate results and insights.

III. Entity Contacts

For questions regarding the program and administration:

Provider		CareerSource Hillsborough Pinellas
Robert Blount, President Robert.Blount@abebrown.org 813-247-3285	Allie Markham, Program Manager allie.markham@abebrown.org 813-460-0156 (Cell) 813-247-3285 x218	Saleema Bennett, Director of Programs bennetts@CareerSourceHP.com 813-965-1164 (Cell) 813-930-7659

IV. Performance Goals, Outcomes and Reporting

Performance Goals

Contractor will maintain the following Performance in the inspHIRE Squared program:

Performance Report	Goal
Program Enrollment	12
Program Placement Rate	8 or 70%
Program Retention Rate 6-month	5 or 70% of those placed
Program Retention Rate 9-month	5 or 70% of those placed
Recidivism Rate	less 10%

Enroll **12** Hillsborough County residents under this Agreement. Based on previous attrition rates, 12 individuals will be enrolled during the period of performance, keeping in mind that some individuals may not complete the entire program. The goal is 8 (or 70%) will be employed through the program. Of the 8, the goal is 5 will remain employed after 6 months; and less than 60% will be rearrested within 12 months of enrollment.

Performance Outcomes and Reporting

By the 10th of each month, the Contractor shall submit a report or provide CSHP access to Contractor's in-house case management system that provides grant-to-date outcomes on the following services and activities:

Enrollment and Engagement	
- Enrollments	- Recidivism (returned to incarceration)
- Employment Profile	- Active in Program
- Drops or Withdraws	- Program Completers
Program Services and Activity	
- 6-week Professional Development Program	
- Professional Development Starts	
- Professional Development Drops	
- Professional Development Completers	
Job Search Services	
- Participants in Job Search or Job Coaching	
Training Services	
- Basic Financial and Computer Literacy Training received	
- Vocational Training received	
- Training Completers	
- Certificate or Credential Attained (please provide a copy with monthly report)	
Placements and Program Outcomes	
- FT Employment Starts	
- Average Wage at Placement	
- 3-month Retention	
- 6-month Retention	
- 9-month Retention	
Performance Report	
- Program Completion Rate	
- Program Placement Rate	
- Program Retention Rate 6-month	
- Program Retention Rate 9-month	
- Recidivism Rate	

Exhibit B. Method of Payment and Budget

1. Overview

- 1.1 Funding in accordance with the amounts as described in section 2. *Budget* will be made upon approval of a completed *Request for Payment Form* and sufficient supporting documentation, net 30 days. In no event, however, shall payments to the Contractor exceed \$100,000.
- 1.2 Request for Payment shall be based on the allowable costs/deliverables outlined in section 2. *Budget*.
 - 1.2.1 Payment shall be to the extent of the achievement of a deliverable by participant. Contractor shall email *Request for Payment Form* along with all required supporting documentation to bennetts@CareerSourceHP.com
 - 1.2.2 By the 10th of the month for the previous month's deliverables achieved. Subject line shall state, "Request for Payment – Ex-Offender Reentry Services"
- 1.3 All funding under this Agreement is subject to availability and the amount may be reduced. CSHP shall be the final authority as to the availability of funds and how available funds will be allotted.

2. Budget

- 2.1 The budget summary is comprised of the maximum line-item amount Contractor can charge per participant for each deliverable up to the amounts reflected in the table below. The total cost of all participants cannot exceed \$100,000.

DELIVERABLES	Amount
Core Client Services	\$ 2,460.00
Intake Questionnaires, Background Screening, and Risk Assessments	275.00
Case Management Comprehensive Needs Assessments and Plans of Care	750.00
Professional Development (PD)/Life Management Skills Training	500.00
Employability Skills Assessments & Profile	300.00
Transportation	280.00
Mental Health Assessment	200.00
Comprehensive Substance Abuse Assessment	155.00
Client Housing	\$ 4,500.00
Ancillary Client Assistance	\$ 800.00
Assistance in obtaining records	100.00
Employment Equipment (maximum allowed)	500.00
Personal Hygiene (maximum allowed)	300.00
Client Incentives	\$ 575.00
Professional Development Weekly Stipend	300.00
Ready Client List	100.00
Job Placement	50.00
90-Day Job Retention	125.00
Total	\$ 8,335.00

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2.2 The Budget Detail and Support provides a narrative of each deliverable and the corresponding support that is to be remitted with each Request for Payment.

**BUDGET DETAIL AND SUPPORT
(Maximum Cost per Participant)**

CORE CLIENT SERVICES			
DELIVERABLE	BUDGET NARRATIVE	SUPPORTING DOCUMENTATION	AMOUNT
Intake Questionnaires, Background Screening, and Risk Assessments	These activities will determine program candidates' needs and willingness to participate in transitional services and/or job readiness services. Outreach and orientation activities may include informational sessions and/or other outreach activities, such as telephone contact or mailing efforts to gauge program candidates' interests and develop their understanding of the inspHire program. Candidates will complete a Comprehensive Intake Questionnaire, Background Screening, and Risk Assessment that will be maintained in the ETO Social Solutions data system.	Will provide a report from ETO showing date of enrollment into inspHire for each client (Intake Questionnaire and Background Screening must be done before enrollment can occur) and date of Risk Assessment completion.	275.00
Case Management Comprehensive Needs Assessments and Plans of Care	inspHire will provide case management for each program participant for 12 months based on the participant's willingness to participate, unless the program participant has been discharged from the program. Case management will be conducted with a program participant-centered approach that takes into consideration the most pressing of the program participant's needs. Through the use of Motivational Interviewing skills, Case Managers will ensure that each participant receives, at a minimum, a Comprehensive Needs Assessment and Plan of Care (POC) during the first 30-days of enrollment with subsequent Follow-up/Plan Review. The plan will be conducted through an in-person, one-on-one interview. The plan identifies short- and long-term goals, including but not limited to the following: criminal thinking, substance use, correctional supervision responsibilities, family reunification, compliance with court mandates, housing, transportation, job placement, future employment, educational goals, and improvement of life skills that will assist the program participant in avoiding crime, engaging in pro- social community activities, and in meeting family responsibilities. Each individualized Plan of Care is documented in the program participant's case file and entered into the ETO Social Solutions data system.	Will provide a report from ETO showing date Plan of Care and Needs Assessment completed for each client.	750.00
Professional Development (PD)/Life Management Skills Training	inspHire will provide a program that covers professional development and life management skills necessary for successful re-entry based on the participant's willingness to participate. inspHire maintains an attendance sign-in sheet for all Professional Development/Life Skills classes and completion of this course is reflected in the ETO Social Solutions data tracking system. Upon completion of Professional Development, participants will receive a certificate of completion.	Will provide a report from ETO showing Professional Development Start Date and Professional Development Completion Date for each client and Certificate of Completion.	500.00
Employability Skills Assessments & Profile	inspHire will provide an Employability Skills Assessment to each program participant to determine the prospective job and industries for which the program participant may be qualified, based on the program participant's willingness to participate. The Employability Skills Assessment is documented in the program participant's case file and entered into the ETO Social Solutions data system. inspHire will also establish an Employment Profile in the ETO Social Solutions data system for each program participant, based on program participant's willingness to participate. This profile will be used to assist participants in obtaining employment and job retention.	Will provide a report from ETO showing date Employability Skills Assessment is completed for each client.	300.00
Transportation	inspHire will provide daily bus passes and/or monthly bus passes to program participants based on the program participant's needs. Bus pass distributions to participants are logged and documented in the ETO Social Solutions data system. \$280 is allotted for each enrolled program participant to receive bus passes in order to complete the inspHire program and secure employment.	Will provide a report from ETO showing date client received bus pass, number of bus passes client received, bus pass number, and client signature.	280.00
Mental Health Assessment	inspHire provides Mental Health Assessments, based on the program participant's need and willingness to participate. Results of client's Mental Health Assessment are incorporated into the client's individualized Plan of Care, which is documented in the program participant's case file and entered into the ETO Social Solutions data system.	Will provide a report from ETO showing date mental health assessment completed for each client.	200.00
Comprehensive Substance Abuse Assessment	inspHire provides Comprehensive Substance Abuse Assessments, based on the program participant's need and willingness to participate. Results of client's Comprehensive Substance Abuse Assessments are incorporated into the client's individualized Plan of Care, which is documented in the program participant's case file and entered into the ETO Social Solutions data system.	Will provide a report from ETO showing date substance abuse assessment completed for each client.	155.00
SUBTOTAL CORE CLIENT SERVICES			\$ 2,460.00
CLIENT HOUSING (maximum allowed)			
DELIVERABLE	BUDGET NARRATIVE	SUPPORTING DOCUMENTATION	AMOUNT
Housing Allowance	inspHire provides housing assistance through direct service or through referral based on the participant's need. Rental assistance may be provided for a limited time to assist participants in establishing a stable residence. The need and referral for housing assistance shall be reflected in the Plan of Care and ETO System. This allocation is up to \$4,500 per program participant.	Will provide report from ETO showing client name, housing provider name, and amount spent per client. Will also provide copy of check request, invoice from housing provider, and copy of check to housing provider for each client.	\$ 4,500.00

BUDGET DETAIL AND SUPPORT - CONTINUED

ANCILLARY CLIENT ASSISTANCE			
DELIVERABLE	BUDGET NARRATIVE	SUPPORTING DOCUMENTATION	AMOUNT
Assistance in Obtaining Records	inspHire provides assistance to program participants in need regarding the procedure for obtaining Birth Certificates, Social Security Cards, Driver's License and/or Florida Identification Card and, if required, Selective Service Registration or other needed identification.	Will provide report from ETO showing client name, date client received identification, and amount spent per client. Will also provide copy of check request and receipt for identification for each client.	100.00
Employment Equipment (maximum allowed)	Job related supplies (work boots, clothes, safety glasses, vests, tools, basic technology purchases of digital equipment (including software), computer and telephonic hardware, tablets, phones (including mobile phones), and assistance with payment of high-speed internet and/or cellular plans. Purchases in this category shall be documented in the Employment Equipment Touchpoint in ETO and is limited to \$500.00 per client. Items not specifically listed or exceeding the category maximum require prior written approval.	Will provide report from ETO showing date client received employment equipment, description of items purchased, amount spent, and client signature. Will also provide receipt of items purchased.	500.00
Personal Hygiene (maximum allowed)	inspHire provides assistance to program participants needing assistance with obtaining. personal hygiene related items (e.g. underwear, soap, deodorant, shaving-related products, lotion, hairbrush/comb, sanitary items, towels/wash cloths, clothes, shoes, wristwatch/alarm clock, and bed linens). inspHire maintains documentation in its ETO data tracking system that reflects participant's signature acknowledging receipt of personal hygiene items.	Will provide report from ETO showing date client received hygiene items, description of items purchased, amount spent, and client signature. Will also provide receipt of items purchased.	300.00
SUBTOTAL ANCILLARY CLIENT ASSISTANCE			\$ 800.00
CLIENT INCENTIVES			
DELIVERABLE	BUDGET NARRATIVE	SUPPORTING DOCUMENTATION	AMOUNT
Professional Development Weekly Stipend	inspHire provides a monetary stipend of \$50 on a weekly basis to encourage program participant to participate in Professional Development Class 4 out of 5 class days weekly, remain drug free, and maintain professional behavior and dress code. The stipend is issued to each qualifying program participant that is in the Professional Development phase each week for the previous week's participation. Each program participant is eligible for a maximum of 6 stipends totaling \$300.	Will provide report from ETO showing date stipend received, the week stipend was earned by client, amount of stipend, number of total stipends client has received to date, gift card number, and client signature for each client. Will also provide report from ETO detailing each client's attendance and participation score in Professional Development Class for each week.	300.00
Ready Client List	Participants can receive the Ready Client List incentive once he/she completes Professional Development, makes satisfactory progress towards their Plan of Care Goals, and is added to the Ready Client List.	Will provide report from ETO showing date client received RCL Incentive, amount of gift card, gift card number, and client signature for each client.	100.00
Job Placement	inspHire provides a monetary incentive to encourage program participants to gain employment upon successful completion of the Professional Development course.	Will provide report from ETO showing date client received Employment Placement Incentive, amount of gift card, gift card number, and client signature for each client. Will also provide Job Forms for each client detailing job placement information, such as employer name, start date, pay rate, supervisor name, and benefits.	50.00
90-Day Job Retention	inspHire provides a monetary incentive- based structure to encourage program participants to remain employed for at least 90 days. The employment must be for a continuous 90- day period at one employer.	Will provide report from ETO showing date client received 90 Day Incentive, amount of gift card, gift card number, and client signature for each client. Will also provide two pay stubs showing 90 days of employment with one employer for each client.	125.00
SUBTOTAL CLIENT INCENTIVES			\$ 575.00







Abe Brown- CSHP Ex Offender_Reentry Contract 3-24-25

Final Audit Report

2025-03-25

Created:	2025-03-24 (Eastern Daylight Time)
By:	Anna Munro (munroa@careersourcetb.com)
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"Abe Brown- CSHP Ex Offender_Reentry Contract 3-24-25" History

-  Document created by Anna Munro (munroa@careersourcetb.com)
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