

SECOND AMENDMENT AND RENEWAL
of the
SUBAWARD AGREEMENT
between
TAMPA BAY WORKFORCE ALLIANCE, INC. D/B/A CAREERSOURCE TAMPA BAY F/K/A
CAREERSOURCE HILLSBOROUGH PINELLAS
and
SAILFUTURE, INC.

This Second Amendment to the Subaward Agreement is entered into as of September 2, 2025 (the “Effective Date”), between Tampa Bay Workforce Alliance, Inc. a Florida not-for-profit corporation d/b/a “CareerSource Tampa Bay” (f/k/a CareerSource Hillsborough Pinellas) and SailFuture, Inc., a Florida not-for-profit corporation, (“Subrecipient”) and amends the Subaward Agreement between WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas and Subrecipient entered into on July 1, 2023 and amended by the First Amendment and Renewal on July 1, 2024 (collectively the “Agreement”).

WHEREAS, the parties desire to renew and amend the Agreement as set forth below.

NOW, THEREFORE, in consideration of the above and mutual covenants contained herein the parties agree that:

1. All references to “CareerSource Pinellas” in the Agreement are hereby amended with “CareerSource Tampa Bay”.
2. Section 2 to the Agreement “Term” is hereby amended to extend the end of term to August 15, 2026.
3. Section 3 to the Agreement “Statement of Work”, Exhibit A, is hereby replaced in its entirety with the **Exhibit A, Statement of Work**, attached hereto and incorporated herein by reference.
4. Section 6 to the Agreement “Compensation” is hereby replaced in its entirety with the **Exhibit D, Compensation and Request for Payment**, attached hereto and incorporated herein by reference.
5. Section 8 of the Agreement “Financial Accountability and Grant Administration” part d “Audited Financial Statements” is hereby amended to replace for fiscal years ending September 30, 2025, or later, the \$750,000 with \$1,000,000 or more of federal award expenditures in a fiscal year as the amount subject to federal audit requirements.
6. Section 9 of the Agreement “Recordkeeping” part c “Records Available to the Public” is hereby amended to replace Custodian of Public Records with 4350 W. Cypress Street, Suite 875, Tampa FL 33607, email address: munroa@careersourcetb.com
7. Exhibit B to the Agreement “Subaward Data” is hereby replaced in its entirety with the **Exhibit B, Subaward Data**, attached hereto and incorporated herein by reference.
8. Exhibit C to the Agreement “Budget” is hereby replaced in its entirety with the **Exhibit C, Budget**, attached hereto and incorporated herein by reference.
9. **Exhibit E, Templates** shall be a new exhibit to the Agreement to summarize the templates to be used by Subrecipient and CSTB.

10. Except as amended in this Second Amendment, all other provisions of the Agreement are hereby ratified, confirmed as binding and shall remain in full effect.

Duly authorized representatives of the parties are executing this Second Amendment on the Effective Date provided in the introductory paragraph.

SailFuture, Inc.

By: *Michael Long*
Michael Long
Chief Executive Officer
09/26/2025

Tampa Bay Workforce Alliance, Inc. d/b/a
CareerSource Tampa Bay

By: *Keidrian Kunkel*
Keidrian Kunkel (Sep 29, 2025 08:41:54 EDT)
Keidrian Kunkel
President and Chief Executive Officer
09/29/2025

Exhibit A Statement of Work

I. OVERVIEW OF SERVICES:

CSTB and Subrecipient will partner to provide services to thirty (30) WIOA eligible youth that includes a mix of new and continuing/previously enrolled PY 24/25 WIOA eligible students. Subrecipient will provide Alternative High School and Internship/Externship for 11th (Internship) and 12th graders (Externship) as well as assist CSTB as further described below. CSTB will be responsible for eligibility, case management and Employ Florida (EF) management and recordkeeping.

Templates referenced throughout the Statement of Work are summarized in *Exhibit E. Templates*

II. PY 25/26 SERVICES

A. Case management

CSTB is responsible for case management. Table 1 below defines the responsibilities of CSTB and Subrecipient's responsibilities to assist CSTB in the case management process.

TABLE 1

CSTB	Subrecipient
<ul style="list-style-type: none">-Case management.-ISS (Career Plan)-Process Intake/Application for new students.-Update student's case file in Employ Florida throughout school year.	<ul style="list-style-type: none">-Facilitate date/time for CSTB program staff to meet for initial group session and monthly meetings.-Provide letter to support free and reduced lunch for new and continuing students(Template A)-Facilitate parent/guardian signature of application for new students.-Provide student's birth certificate, as needed-Provide student's letter from school for homelessness, as applicable (Template B)-If applicable, provide support of a youth's foster care status by submitting a letter of verification that the youth is a foster care youth receiving foster care services denoting the name of agency or social service agency supporting same may be used such as example provided of a DCF Out of Home Placement Verification. (Template C)-Provide NWEA assessment showing date of assessment at or before enrollment and not older than within 6 months of enrollment for new students. (Template D)- Graduates, provide:<ol style="list-style-type: none">1. Employment verification if case outcome is employment.2. Post Secondary training or college email verification of start.3. Plan closeout4. Support for Notification of Follow Up services.

	<ol style="list-style-type: none"> 5. End of term five (5) Final narrative for each student. 6. CSTB will assist with the above actions. <p>-Outcomes, provide</p> <ol style="list-style-type: none"> 1. The last day of Alt High School or their End of Term five (5) Final report showing that the youth did not graduate. 2. Request for Outcomes (RFO forms) with employment verifications completed to close youth case with employment. 3. For active foster youth (under 18 years old) that relocated within the foster care system, please provide a letter from Sail Future giving details of foster youth relocation within the foster care system. 4. CSTB will assist with the above actions.
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B. Alternative High School

Subrecipient provides non-traditional high school through its accredited private high school. Program Year 25/26 school year begins 08/25/2025 and ends 07/17/2026. The high school has five (5) academic terms in a school year, as follows:

- Term 1: 08/25/2025 – 10/17/2025
- Term 2: 11/03/2025 – 12/19/2025
- Term 3: 01/12/2026 – 03/06/2026
- Term 4: 03/23/2026 – 05/15/2026
- Term 5: 06/01/2026 – 07/17/2026

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CSTB will update student casefile in Employ Florida. Table 2 below defines Subrecipient's responsibilities to assist CSTB by providing the following:

TABLE 2

Report	Due Date
Student attendance report by academic term totaling 5 reports for each eligible student (Template E)	10 th day following the end of each academic term
Student evaluation report by academic term totaling 5 reports for each eligible student (Template F)	10 th day following the end of each academic term
NWEA assessment at end of school year for each student with date - 1 report for each student (Template G)	10th day following the end of the school year
Notify CSTB representative of student who is no longer participating in the program. (Template H) Where drop is predicated by a foster care youth's relocation within the foster care system, provide support of a youth's foster care status by submitting a letter of verification that the youth is a foster care youth receiving foster care services denoting the name of agency or social service agency supporting same may be used such as example provided of a DCF Out of Home Placement Verification (Template C)	Within five (5) days of the occurrence of the event Within ten (10) days of drop.
Graduates, provide: <ol style="list-style-type: none"> 1. Employment verification if case outcome is employment. 2. Post Secondary training or college email verification of start. 3. Plan closeout 4. Support for Notification of Follow Up services. 5. End of term five (5) Final narrative for each student. 	Within ten (10) days of occurrence
Outcomes, provide: <ol style="list-style-type: none"> 1. The last day of Alt High School or their End of Term five (5) Final report showing that the youth did not graduate. 2. Request for Outcomes (RFO forms) with employment verifications completed to close youth case with employment. 3. For active foster youth (under 18 years old) that relocated within the foster care system, please provide a letter from Sail Future giving details of foster youth relocation within the foster care system. 	Within ten (10) days of occurrence

C. Internships and Externships

Subrecipient will recruit and maintain thirty (30) worksite placements who will provide meaningful work experience for the internships and externships that provide students with a planned, structured learning experience that takes place in a workplace for a limited time. Eligible participants of youth work experience activity will be deemed an employee of the State of Florida for purposes of workers' compensation coverage. **Internship/Externship may not begin prior to signed training plan for each student and executed Business Partner Agreement for the worksite Hosts. And, it may not begin prior to CSTB providing written notification to the Subrecipient of the student's eligibility for new students.**

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Overview

Cohort	Grade	Type	Length	Days	# of Worksite Hosts	Stipend (Annual Max per Student)
A	12th	Externship	104 days	3 days per week (Mon, Tues, Wedn)	1	\$2,000
B	11th	Internship	62 days	2 days per week (Thur,Fri)	5	\$1,000

The student and worksite host understand there is no expectation of compensation or entitlement to a paid job at the conclusion of the work experience. Subrecipient provides transportation for externships and internships. Transportation includes am pick up of students from their home and drop off at worksite host and pm pick up of students from worksite host and drop off at student's home.

1. **Timing:** The timing of the work experience aligns with the Subrecipient's five (5) academic terms in the school year. The internship/externship is 9 am to 3 pm. Students will arrive at their respective worksite host between 9 am to 930 am depending on the location of the worksite host and depart between 3 pm to 330 pm.
2. **Internship/Externship:** Eligible 11th and 12th grade students will be placed into an internship and externship, respectively, that will provide work-based training opportunities that will provide training while in the Sail Future program side-by-side with their High School and Basic Skill training during the school year. The eligible student will be paired with a worksite host and can earn a stipend for successful participation and understand that their responsibility will be to (1) show up for their internship or externship on time every day (2) present a neat appearance, and (3) act in a professional manner. Students will be monitored on an ongoing basis by subrecipient staff to measure progress and support youth at their worksite.
 - a. **Internship:** Eligible 11th grade students obtain work experience at five (5) unique worksites. Work experience is gained at a different worksite each academic term. The internship will provide the student with an opportunity to shadow 5 different worksite or occupation. Perform limited work duties within 5 occupations to obtain hands on occupational skills training across 5 industries.
 - b. **Externship:** Eligible 12th grade students obtain work experience at one (1) worksite for each academic term. Work experience is not obtained at multiple worksites. A student will be assigned a worksite partner for the 5 terms during the school year to acquire an in-depth occupational training within the occupation of externship.
 - c. **Stipend:** Students may earn a stipend based on their attendance and performance in their externship and internship. **The maximum stipend of \$43,800 is funded directly by CSTB and not included in the compensation to the Subrecipient.**

Grade	Work Experience	Max Stipend per Term	Annual Max
12	Externship	\$400 per student	\$30,400*
11	Internship	\$200 per student	\$13,400*
			\$43,800

* Three 11th graders and four 12th graders will have a delayed start and begin their internship the 2nd academic term of the school year equating to \$800 and \$1600 max stipend for those 11th and 12th graders, respectively.

- i. Determination of Stipend Amount: Students' stipend amount is determined at the end of each term. The maximum stipend is multiplied by their percentage attendance record. The attendance-adjusted stipend is then multiplied by their Pathways Course Grade percentage for that term. Example: Externship student with a 90% work attendance record and an 82% final grade in their Pathways course would earn \$295.20 [(\$400 x 90%) x 82%].
- ii. Method of Funding: CSTB will fund each student's stipend via a Rapid! Paycard (reloadable card). Prior to issuing a reloadable card, student demographic information (denoted below) is collected on a spreadsheet and verified for accuracy. The information is needed to process payment. CSTB Finance establishes a calendar of submission due dates as well as the date the request will be processed.
 - First and last name
 - Address, City, State, Zip code
 - Date of Birth
 - Social Security #
- iii. Issuance of Reloadable Card: Table 3 below describes the process for issuance of reloadable card by CSTB and pick by student

TABLE 3

CSTB	Student
-Issue reloadable card: Verify student's identity, capture student's signature on the reloadable card issuance form located in the reloadable card envelope. (Template I) -Provide each youth at the group initial session of guidance and use of reloadable cards and issuance of earned stipends.	-Pick up reloadable card at subrecipient's location (2154 27th Ave N. St. Petersburg, FL 33713): Present ID, sign reloadable card issuance form. Student will be provided with card instruction printouts and the approved marketing flyer from the reloadable card.

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- d. CSTB will update students' casefile in Employ Florida. Table 4 below defines Subrecipient's responsibilities to assist CSTB by providing the following:

TABLE 4

Report	Due Date
Onsite assessment completed checklist for each worksite host (Template J)	Prior to start of student's work experience
Business Partner Agreement for each worksite host (Template K).	Prior to start of student's work experience
Student's detailed training plan. (Template L)	Prior to start of student's work experience
Student's employment attendance record by academic term – 5 reports for each student (Template M)	10 th day following the end of the academic term
Student's average professionalism score by academic term – 5 reports for each student (Template N)	10 th day following the end of the academic term
Student's narrative evaluation summarizing the year – 1 report for each student. (Template O)	10 day following the end of the school year
Notify CSTB representative of the cancellation of a student's training plan. (Template P)	Within five (5) days of the occurrence of the event
Notify CSTB representative if student has been injured at worksite host the day of the injury or next day at the latest. (Template Q)	Day of injury or next day at the latest

3. **Workers Compensation:** Florida Department of Commerce provides workers' compensation coverage for youth participating in work experience programs. In accordance with Section 445.009, Florida Statutes (F.S.), a participant in an adult or youth work experience activity administered under this section will be deemed an employee of the state for purposes of workers' compensation coverage.

III. SALARY AND BONUS LIMITATIONS

Annually, the Subrecipient shall certify to CSTB that a review is performed to ensure that amounts in excess of the Executive Level II position are not charged to any funding source subject to the cap. This certification shall include documentation of the review performed via the spreadsheet template provided by CSTB no later than March 30, 2026. (**Template R**)

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IV. ASSURANCES

WIOA section 181 imposes certain restrictions on work-based training. Thus, the Subrecipient provides the following assurances:

- (1) Funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former employee 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.
- (2) Funds will not be used to directly or indirectly assist, promote, or deter union organizing.
- (3) 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) a current employee (as of the date of participation).
- (4) 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.
- (5) 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 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.
- (6) 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).
- (7) Funds will not be used to encourage or induce relocation.

V. PERFORMANCE REQUIREMENTS

Due to the short duration of the contract, a hybrid performance standard will be used to mirror WIOA Primary Indicators Youth Measures during the contract period.

Performance Goal	Performance Criteria	Performance Description
70%	Attainment Education and Employment Rate (at youth case closure)	The percentage of youth whose case closes during program year who will be employed or have another positive youth outcome.
65%	Youth Retention Rate (Retention at 90 days)	The percentage of youth whose case closes during the program year and will be employed or have another positive youth outcome at 90 days from case closure.
\$3,700	Median Wage (at youth case closure)	Youth employed at case closure will maintain a median wage of \$3,700
57%	Credential Attainment Rate (during the program year)	The percentage of all youth engaged in training whose training ended or is completed who will earn a credential or diploma.
53%	Measurable Skills Gains (during Program year)	Percentage of all SFA youth engaged in training who will attain a measurable skills gain and be documented within the Employ Florida MIS.

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Exhibit B
Subaward Data

Title 2 – Subtitle A – Chapter II – Part 200 – Subpart D - §200.332: Requirements for pass-through entities.			
The following sub-award information is provided by Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay, the Pass-Through Entity, to SailFuture, Inc., the Subrecipient. If/when any of these data elements change, the change(s) will (also) be included in any subsequent sub-award modification(s).			
(1) Federal Award Identification			
Sub-Recipient Name: (must match the name associated with its unique entity identifier)	SailFuture, Inc.		
Sub-Recipient's unique entity identifier:	SGVWNF9ZQCW6		
Federal Award Identification Number (FAIN) and Federal Award Dates	Project Name (SERA) WIOA Youth WIOA Youth Welfare Transition Program (WTP), July-Sept Welfare Transition Program, Oct-June Welfare Transition Program, July Sept	FAIN 24A55AY000073 25A55AY000112 G2501FLTANF G2501FLTANF Not available	Federal Award Year 2024 2025 2024 2025 2025
	Not available: FAIN is not yet available for the federal award year.		
Subaward Period of Performance Start/End Dates:	September 2, 2025 – August 15, 2026		
Subaward Budget Period Start/End Dates:	September 2, 2025 – August 15, 2026		
Total amount of Federal funds obligated to the Sub-Recipient:	\$90,000		
Federal award project description:	Youth Services		
Name of Federal Awarding Agency; Pass-Through Entity; and Contact Information for awarding official	Federal Awarding Agencies: WIOA: U.S. Dept of Labor through Florida Department of Commerce TANF: U.S. Dept of Health and Human Services through Florida Department of Commerce Pass-Through Entity: CareerSource Tampa Bay Contact Information: Anna Munro, VP of Fiscal and Administrative Compliance, munroa@careersourcetb.com		
Assistance Listing Number and Title:	17.259 – WIOA Youth, 93.558 – Temporary Assistance For Needy Families (TANF)		

Title 2 – Subtitle A – Chapter II – Part 200 – Subpart D - §200.332: Requirements for pass-through entities.	
The following sub-award information is provided by Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay, the Pass-Through Entity, to SailFuture, Inc., the Subrecipient. If/when any of these data elements change, the change(s) will (also) be included in any subsequent sub-award modification(s).	
(1) Federal Award Identification	
Identification of whether the Federal award is for research and development	Not applicable
Indirect cost rate for the Federal Award:	Cost Allocation Methodology

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Exhibit C Budget

Budgeted funds are limited to the subaward period of performance as defined in Exhibit B and an amount not to exceed \$90,000.

Budget Category	Annual budget	Description
Personnel		
Program Management	\$35,000	Salaries and benefits of three (3) employees providing program management, to include: <ul style="list-style-type: none"> - Overall program oversight, - manage transporters and transportation route, - oversee program logistics, - employer recruitment - weekly employer check-ins - site visits - coordinate with employers, - youth coaching, - Reporting, data collection, enrollment assistance
Bus Driver	\$35,000	Salaries and benefits of two personnel who transport the students to/from externships.
Non-Personnel		
Insurance	\$10,000	Insurance for two (2) passenger vans that subrecipient has represented is used solely to transport internship/externship students to/from worksite hosts. Budgeted funds cover the premiums for the period of the subaward 9/5/25 to 8/15/26. 2015 Ford Transit 2012 Chevrolet Express Vehicle Insurance Policy, Policy period 1/27/25-1/27/26 (365 days). => Budgeted funds cover 147 of 365 days, 9/2/25 to 1/27/26 Vehicle Insurance Policy, Policy period 1/27/26-1/27/27 (365 days).. => Budgeted funds cover 200 of 365 days, 1/27/26 to 8/15/26
Fuel	\$10,000	Fuel for the two (2) passenger vans to transport students to/from externship and internship.
Total	\$90,000	

Exhibit D Compensation and Request for Payment

Templates referenced throughout Exhibit D are summarized in *Exhibit E. Templates*

I. COMPENSATION

Subrecipient shall be compensated for those allowable services and activities per *Exhibit C. Budget*. Total compensation shall not exceed \$90,000 for the subaward period of performance as defined in *Exhibit B. Subaward Data*. Request for Payment shall be in accordance with the requirements below. CSTB will issue ACH payment net 30 days of an approved request for payment.

II. REQUEST FOR PAYMENT

Subrecipient may submit a request for payment monthly for allowable services and activities via email to munroa@careersourcetb.com utilizing the Request for Payment Form provided by CSTB (**Template S**) as follows: **(1)** all Information, listed below, that are due to CSTB have been received (with corrections, if any, processed) **(2)** all costs are actual and not estimates, incurred and paid and **(3)** proper backup is included, with corrections, if any processed, as described below.

A. **Information** and their due dates are summarized below. CSTB will notify subrecipient within 10 business days of receipt if there are corrections or questions. Corrections or responses to questions will be processed within 5 business days by subrecipient.

			Due Dates					
			9/20/25	10/27/2025	12/29/2025	3/16/2026	5/25/2026	7/27/2026
PY24/25 Youth Cases		Graduate & Unknown Outcomes Documents/Information	✓					
Alternative High School	Template E	Student Attendance Report		✓	✓	✓	✓	✓
	Template F	Student Evaluation Report		✓	✓	✓	✓	✓
	Template G	NWEA assessment						✓
Internship & Externship	Template J	Onsite Assessment for each Worksite Host	✓					
	Template K	Business Partner Agreement for each worksite host	✓					
	Template L	Detailed training plan	✓					
	Template M	Employment attendance record		✓	✓	✓	✓	✓
	Template N	Average professionalism score		✓	✓	✓	✓	✓
	Template O	Narrative evaluation summarizing the year						✓
Graduates, provide: <ol style="list-style-type: none"> CSTB assistance, if needed, with the following: <ol style="list-style-type: none"> Employment verification if case outcome is employment. Post Secondary training or college email verification of start. Plan closeout Support for Notification of Follow Up services. End of term five (5) Final narrative for each student. 							Within ten (10) days of occurrence	
Outcomes, provide: <ol style="list-style-type: none"> The last day of Alt High School or their End of Term five (5) Final report showing that the youth did not graduate. Provide CSTB assistance with Request for Outcomes (RFO forms), employment verifications completed to close youth case with employment, if needed. For active foster youth (under 18 years old) that relocated within the foster care system, please provide a letter from Sail Future giving details of foster youth relocation within the foster care system. 							Within ten (10) days of occurrence	

- B. **Backup** support to be included with Request for Payment. CSTB will notify subrecipient within 10 business days of receipt if there are corrections or questions. Corrections or responses to questions will be processed within 5 business days by subrecipient.

Cost Category	Support
Personnel	1. Weekly log maintained by each employee of hours and corresponding work associated with the Contract for each bi-weekly pay period. Log shall be signed by employee and supervisor. 2. Excel file exported from payroll platform through PEO – DecisionHR for each bi-weekly pay period. (Template T)
Insurance	1. Vehicle Insurance Policy for the Policy period 1/27/25-1/27/26. 2. Vehicle Insurance Policy for the Policy period 1/27/26-1/27/27. 3. Copy of proof of payment for the down payment and each corresponding monthly payment for policy periods ending 1/27/26 and 1/27/27.
Fuel	1. Monthly fuel account ledger (Template U) with fuel transactions that pertain to externship and internship transportation clearly identified 2. Fuel receipts for 2015 Ford Transit and 2012 Chevrolet Express.

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Exhibit E Templates

Exhibit A

III.A Case Management

Template A Letter to support free and reduced lunch

Template B Student letter from school for homelessness

Template C DCF Out-of-Home Placement Verification

Template D New student NWEA assessment showing date of assessment at or before enrollment and not older than within 6 months of enrollment.

III.B Alternative High School

Template E Student attendance report

Template F Student evaluation report

Template G Student NWEA assessment at end of school year for each student

Template H Notification to CSTB of student who is no longer participating in the program.

III.C Internships and Externships

Template I Reloadable Card

Template J Onsite Assessment

Template K Business Partner Agreement

Template L Student training outline

Template M Student employment attendance record

Template N Student average professionalism score

Template O Student narrative evaluation summarizing the year.

Template P Notification to CSTB of the cancellation of a student's training plan.

Template Q Notification to CSTB if a student has been injured at worksite host

IV. Salary and Bonus Limitations

Template R Certification and Calculation

Exhibit D

Template S Request for Payment Form

Template T Bi-weekly payroll export

Template U Monthly fuel account ledger with fuel related to

Template A Letter to support free and reduced lunch



2154 27th Ave S
Saint Petersburg, FL 33713
dean@sailfuture.org
(727) 209-7846
<https://sailfuture.org/academy>

07/29/2025

Dear Parent/Guardian,

This letter confirms that the following child(ren) in your household is/are eligible for free or reduced price school meals under the National School Lunch Program (NSLP) Guidelines or the School Breakfast Program (SBP) Guidelines for the 2025-2026 school year:

Child's Name: CATHERINE SPENCE

DOB: [REDACTED]

If you have any questions regarding your child's eligibility please contact SailFuture Academy at (727) 209-7846

Melissa Chapman
SailFuture Academy
Business Manager

Template B Student letter from school for homelessness



2154 27th Ave S
Saint Petersburg, FL 33713
dean@sailfuture.org
(727) 209-7846
<https://sailfuture.org/academy>

RE: Earl Moeller, DOB [REDACTED]

8/2/2024

Student reported he has run away from his mother's home and is not welcome back there. He has been homeless for a couple of days and refuses a shelter.

SFA staff has volunteered assistance and the school will make an accommodation for Earl to join Expedition on 8/28/2024 where he will have a place to live for 8 weeks.

Melissa Chapman
SailFuture Academy
Business Manager

Template C DCF Out-of-Home Placement Verification

DocuSign Envelope ID: 77A9C6A7-2B42-4CE6-8624-7F10D8FCBA33



Out-of-Home Care Placement Verification

Child's Name

NOAH GREGA

Date of Birth

[REDACTED]

Social Security Number

[REDACTED]

Has been placed with SailFuture who resides at [REDACTED].

Medical Treatment/School Enrollment

The above named custodians are foster parents and agents of the Department of Children and Families/Eckerd Community Alternatives (ECA). As custodians, they are permitted to seek routine medical screenings or treatment for the child(ren) as deemed necessary, with the exception of invasive medical procedures/treatments, and consent for the prescription of psychotropic medications. The above named custodians are also granted permission to enroll the above named child(ren) in school.

I certify that the child came to my residence with the above belongings and that all medications were explained to me in accordance with FAC 65C-13.026

DocuSigned by:

Diandra Dwyer

6AE50AC20B3B43C...

Foster Parent

7/21/2022

Date

I certify that all information has been provided to the above named custodian to assist in the placement needs of the above named child(ren)

DocuSigned by:

Katherine Villa

D02A1D388ADC4FD...

Placement Representative

7/11/2022

Date

Template D

New Student NWEA assessment showing date of assessment at or before enrollment and not older than within 6 months of enrollment

Family Report

Exported by hunter.thompson
on 8/19/2025

Batch PDF Summary

SUBJECTS

Mathematics
Reading

PAGES

Family Report

STUDENTS

NWEA testing (1 student)
Do not include students and subjects without test events*

Smith, Roshad

nwea

What is this report? A summary of how your child is performing academically, as measured by the most recent MAP Growth test.

What is MAP Growth? A test that adapts to your child's responses in real time to measure your child's skill level.

Why is my child taking MAP Growth? MAP Growth scores help teachers check student performance by measuring Achievement and Growth. Teachers use results to tailor classroom lessons and to set goals for students.

What do Achievement and Growth mean?

Achievement—How well your child has learned skills in a subject compared to similar students nationwide.*

Growth—A measure of your child's personal progress over the year.

What is a RIT score? The overall score for a subject based on a Rasch unit (RIT) scale that indicates how your child performed in a subject.

*Similar students — kids with same starting RIT score, same number of weeks of instruction, and in the same grade

Mathematics

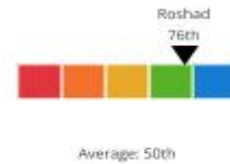
Average Achievement 42nd Percentile



Roshad's overall score (RIT score) was a 227 on a range of 100-350. Your child was in the 42nd percentile of 10th graders in the spring of 2025, which means they scored better than 42% of their peers.

High Average Growth 76th Percentile

Your child's growth from Fall 2024 to Spring 2025 is in the 76th percentile, which means they made more progress than 76% of their peers.



Roshad is likely to be:

- Not On Track on the ACT College Readiness (if taken in Spring 2025)

Reading

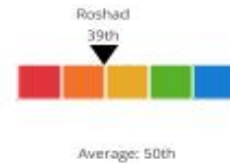
Low Average Achievement 40th Percentile



Roshad's overall score (RIT score) was a 214 on a range of 100-320. Your child was in the 40th percentile of 10th graders in the spring of 2025, which means they scored better than 40% of their peers.

Low Average Growth 39th Percentile

Your child's growth from Fall 2024 to Spring 2025 is in the 39th percentile, which means they made more progress than 39% of their peers.



Roshad is likely to be:

- Not On Track on the ACT College Readiness (if taken in Spring 2025)

Template D - Continued

How can I use this information to help my child? Talk to your child's teacher. Here are some questions you can ask:

- What types of strategies are the teachers using that I may be able to reinforce at home?
- Does my child need extra help in any specific areas?
- How can I help my child's academic growth from home?
- How do you measure my child's learning in your classroom?
- When will my child's progress be measured again, and when can I get an update on my child's academic growth?
- How is my child doing in comparison to grade-level expectations?
- What will my child be working on to continue growing or to grow towards a mastery of grade-level standards?

Where can I get more information? Check out <https://nwea.org/familytoolkit/> for more information on MAP Growth, how it works, what it measures, and FAQs.

For sample tests in all subjects, visit <https://warmup.nwea.org/>.

Template E Student attendance report

3							
4	Student name	18 Aug, Mon	19 Aug, Tue	20 Aug, Wed	21 Aug, Thu	22 Aug, Fri	25 Aug, Mon
5	Aaliyah Thorn						
6	Ashanti Walker						
7	Brandon Braden		Present				
8	Cale Meitzler						
9	Camron Reynolds						
10	Connor Young						
11	Dana Evans		Present				
12	Daquelon Brown						
13	Dominic Johnson		Present				
14	Elijah Ryan-Hallam						
15	Jabriel Jimenez						
16	Marcus Scheiderer		Excused				
17	Matthew McKenzie						
18	Rajon Green						
19	Reginald Booth						
20	Thomas Ahearn						
21	Yasmine Taha						
22	Zachary Hanna		Present				
23							



2425T5 Final Evaluation

2024-2025 Term 5



Camron Reynolds

Year 3

Date of birth : 03 Feb 2008

Crew Leader : Captain Tony

Email : camron.reynolds22@sailfuture.org

SailFuture Academy

2154 27th Ave N, Saint Petersburg FL 33713

Progress summary

Progress summary for subjects

	Overall score	Overall grade
Applied Math Ms. Cece	92.50%	Strong Satisfactory
English Language Arts Ms. Cece	99.98%	Strong Satisfactory
Business Mr. Swainbank	89.57%	Satisfactory
Social Emotional Captain Tony	94.99%	Strong Satisfactory
Pathways Mr. Secrest	97.76%	Strong Satisfactory
Internship Mr. Secrest	100.00%	Strong Satisfactory
GPA		3.83

Note: Any score/ grade marked with + is excluded from aggregation

Homeroom adviser comments

Captain Tony

Camron, you continue to bring a positive energy to the classroom, and your strong sense of responsibility sets an example for others.

You've done an excellent job producing high-quality work in Applied Math, English Language Arts, Pathways, and Internship. You have a solid understanding of the material and a steady, committed approach to your learning. Your professionalism and engagement during your Internship were especially impressive.

There was a small dip in your performance in Business, but you've handled it with resilience and kept things moving in a good direction.

Overall, your dedication and thoughtful approach are commendable, and you're in a strong position to keep growing next year. Keep it up!

Template G NWEA assessment at end of school year for each student

[Class Profile Overview](#) [Download .CSV](#)

- Test Details
- Instructional Areas
- Projected Proficiency



Class Profile

Spring 2024-2025 Mathematics

Instructor: Thompson, Hunter
School: SailFuture Academy

NWEA testing

Class Profile

RIT Score Status
NWEA testing | Grades 8, 9, 10, 11, 12 | SailFuture Academy | Math K-12

51 out of 71 students have an official RIT score

72%

Official RIT score (51 students)

Other (20 students)

Other (20 students)

Unofficial RIT score (0 students)

- From a non-growth test event (screening test, outside test window, etc.)

Invalid test (0 students)

- No score: retest recommended

No test data (20 students)

- Test is paused, suspended, terminated, or not started

[More information about this chart](#)

Rostered Spring 2024-2025
Tested Spring 2024-2025

Class Profile

Achievement Percentiles
NWEA testing | Grades 8, 9, 10, 11, 12 | SailFuture Academy | Math K-12

Most students scored below the 50th percentile

Class Profile

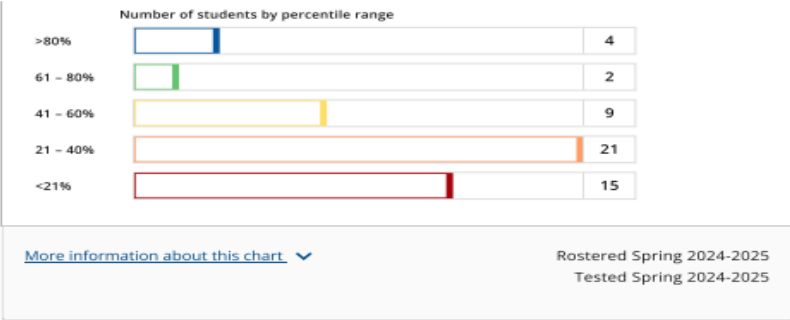
National Comparisons
NWEA testing | Grades 8, 9, 10, 11, 12 | SailFuture Academy | Math K-12

Grade 8
(6 students)

Class average RIT score: 212
Below the grade 8 spring national average of 229

Page 25 of 48

Template G - Continued



	Class median percentile: 21st
Grade 9 (17 students)	Class average RIT score: 217 Below the grade 9 spring national average of 229 Class median percentile: 26th
Grade 10 (10 students)	Class average RIT score: 221 Below the grade 10 spring national average of 231 Class median percentile: 39th
Grade 11 (10 students)	Class average RIT score: 227 Below the grade 11 spring national average of 233 Class median percentile: 34th
Grade 12 (8 students)	Class average RIT score: 220 Below the grade 12 spring national average of 231 Class median percentile: 30th
More information about this chart ▼	
Rostered Spring 2024-2025 Tested Spring 2024-2025	

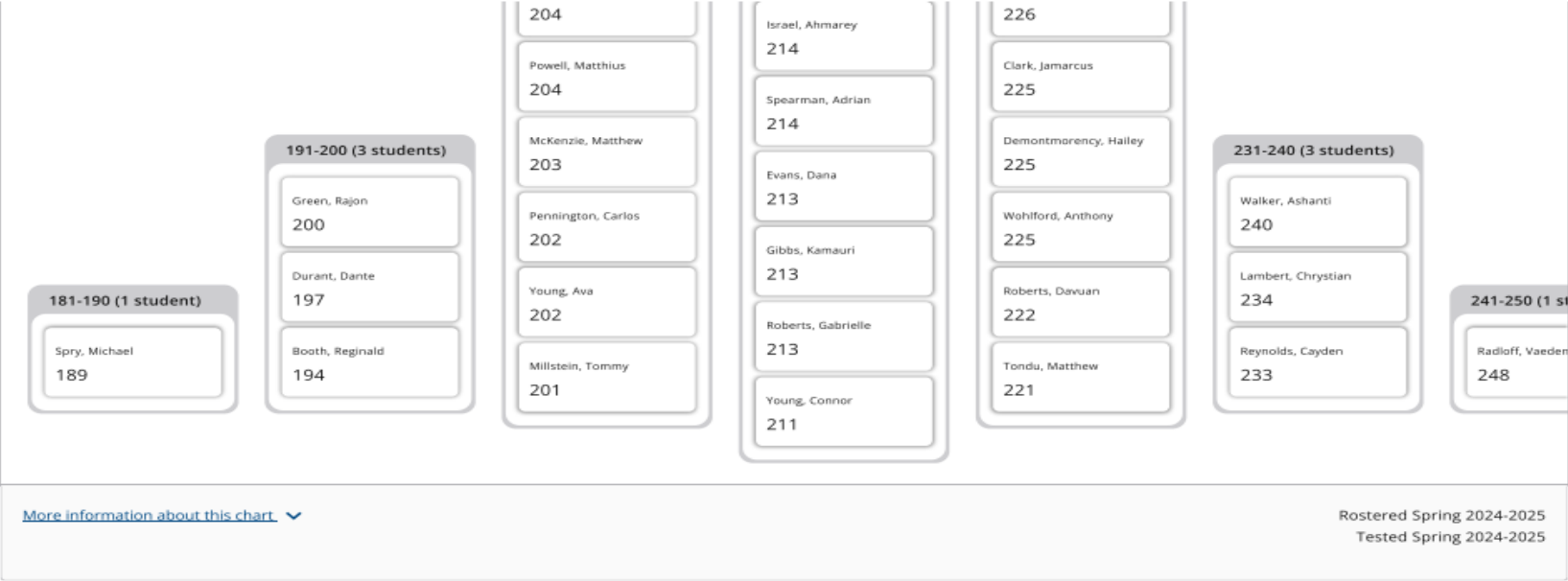
Class Profile	
Students Grouped by RIT Band	
NWEA testing Grades 8, 9, 10, 11, 12 SailFuture Academy Math K-12	
211-220 (19 students)	

Template G - Continued

[illegible]

204	Israel, Ahmarey	226
Powell, Matthius	214	Clark, Jamarucus
204	Spearman, Adrian	225

Template G - Continued



Class Profile										
Test Details by Student										
NWEA testing Grades 8, 9, 10, 11, 12 SailFuture Academy Math K-12										
	Student Name (71) ↑	Grade	Achievement Percentile	RIT Score	Quantile	SEM	Test Duration	Rapid-Guessing Percentage	Test Name	Test Date
>	Adcock, Kadin	12	45th	228	905Q - 1005Q	±3.1	67 min	—	Growth: Math 6+ FL 2020	05/02/25
	Ahearn, Thomas	11	89th	262	1490Q - 1590Q	±3.3	63 min	—	Growth: Math 6+ FL 2020	06/18/25
	Best, Brian	12	No test data (test paused, suspended, terminated, or not started)							

Template G - Continued

	Student Name (71) ↑	Grade	Achievement Percentile	RIT Score	Quantile	SEM	Test Duration	Rapid-Guessing Percentage	Test Name	Test Date
	Booth, Reginald	11	5th	194	315Q - 415Q	±3.5	39 min	—	Growth: Math 6+ FL 2020	06/18/25
	Braden, Brandon	10	No test data (test paused, suspended, terminated, or not started)							
	Brown, Daquelon	11	No test data (test paused, suspended, terminated, or not started)							
	Brown, Gregory	12	No test data (test paused, suspended, terminated, or not started)							
	Carbart, Daiquan	9	16th	208	560Q - 660Q	±3.2	42 min	5%	Growth: Math 6+ FL 2020	06/18/25
	Carrera, Karmah	9	24th	214	660Q - 760Q	±3.2	48 min	7%	Growth: Math 6+ FL 2020	06/18/25
	Clark, Jamarcus	9	43rd	225	850Q - 950Q	±3.1	46 min	—	Growth: Math 6+ FL 2020	06/18/25
	Cooper, Kaylee	9	16th	208	560Q - 660Q	±3.4	39 min	—	Growth: Math 6+ FL 2020	06/18/25
	Cox, Omarion	9	No test data (test paused, suspended, terminated, or not started)							
>	Damjanovic, Michael	12	30th	219	750Q - 850Q	±3.1	83 min	—	Growth: Math 6+ FL 2020	07/09/25
	Delarosa, Alexander	12	No test data (test paused, suspended, terminated, or not started)							
	Demontmorency, Hailey	10	39th	225	850Q - 950Q	±3.3	21 min	2%	Growth: Math 6+ FL 2020	06/18/25
>	Durant, Dante	9	7th	197	370Q - 470Q	±3.1	45 min	12%	Growth: Math 6+ FL 2020	06/18/25

Template G - Continued

	Student Name (71) ↑	Grade	Achievement Percentile	RIT Score	Quantile	SEM	Test Duration	Rapid-Guessing Percentage	Test Name	Test Date
	Walker, Ashanti	11	62nd	240	1110Q - 1210Q	±3.2	76 min	—	Growth: Math 6+ FL 2020	06/18/25
	Wahlford, Anthony	10	39th	225	850Q - 950Q	±3.2	32 min	2%	Growth: Math 6+ FL 2020	06/18/25
>	Young, Ava	9	10th	202	455Q - 555Q	±3.1	44 min	—	Growth: Math 6+ FL 2020	06/18/25
	Young, Connor	11	17th	211	610Q - 710Q	±3.2	49 min	—	Growth: Math 6+ FL 2020	06/18/25
Percentiles Key ● 1st - 20 th ● 21st - 40 th ● 41st - 60 th ● 61st - 80 th ● >80 th										Rostered Spring 2024-2025 Tested Spring 2024-2025
More information about this chart. ✓										

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Template H Notification to CSTB of student who is no longer participating in the program

Please provide the following information:

1. Last date of participation within Sail Future school or pathways program,
2. New address or contact information if available and
3. Ending progress report for their Alternate High school as of separation.



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Template J Onsite Assessment



SailFuture Work Based Training Onsite Assessment

Category: ☐ INTERNSHIP ☐ EXTERNSHIP

Employer Name:		Date: ____/____/____
Main Address:	Phone: () _____ - _____	
Employer Website:		
Employer Contact Name:		Email:

Section 1: Preliminary Questions:	Responses
1. Employer has a physical brick and mortar location in Hillsborough or Pinellas Counties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Employer is an active business as verified by Florida Department of State Division of Corporations, verified through Sunbiz? (Attach printout)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Worksite provides opportunity for youth to obtain meaningful and supervised work and training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Worksite provides sufficient supervision of youth and sufficient work to occupy the youth during scheduled worksite hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Has the employer experienced any layoffs in the past six months verified by FloridaCommerce WARN site? If yes, when? ____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Employer host understands that no current employee or worker may be displaced through the placement of a youth at worksite?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Has the employer been located at current location for at least 120 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Is the business being sold or merging with another company? If yes, when? ____/____/____	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Does worksite appear to have heavy machinery and if so, does worksite understand not to be used youth at worksite.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Worksite appears to have capacity to provide total number of hours planned in the WBL training outline on a weekly basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2: Onsite Assessment:	Responses
1. Safe work environment? Any safety concerns observed: _____?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. E.E.O.C. and Workmen's Comp. information in plain sight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the international symbol for accessibility used at each primary entrance of the facility? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Adequate break room and restroom facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Climate comfortable (air conditioning, ventilation, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Training facilities and equipment appear adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. What career pathway(s) will the worksite give the youth an opportunity to experience? _____	
8. Miscellaneous comments or remarks: _____ _____	

Note: This form is valid for the term of the SailFuture Academy Business Partner Agreement. If additional worksite locations are added in the future, it will require a new onsite assessment to be conducted by SailFuture for each new worksite..

Sail Future Staff Name Print

Sail Future Staff Signature

_____/_____/_____
Date

Template K Business Partner Agreement



SailFuture Academy (SFA) Business Partner Agreement

This partnership agreement is between SailFuture and _____
a business partner for the SailFuture Academy's work-based learning program, as follows:

- ☐ SFA Internship
- ☐ SFA Externship

Section 1. Roles & Responsibilities

SailFuture

Serves as the manager of the Studentship program, including identifying participating students, recruiting site partners, placing students at specific sites, providing transportation, and providing academic and social-emotional support to students participating in the program and also ensures CareerSource Tampa Bay requirements are met.

CareerSource Tampa Bay

Provides financial support for transportation, program management, and student stipends for eligible students.

A copy of the fully executed SFA Business Partner Agreement is to be forwarded to CareerSource Tampa Bay.

Workers Compensation

Florida Department of Commerce provides workers' compensation coverage for youth participating in work experience programs. In accordance with Section 445.009, Florida Statutes (F.S.), a participant in an adult or youth work experience activity administered under this section will be deemed an employee of the state for purposes of workers' compensation coverage.

Training Plan

A training outline is developed between the Business Partner and SailFuture. The training outline provides an understanding of job skills needed/skills to be learned and the estimated hours to be proficient in the work-based experience. A complete training outline is required for each Internship and Externship student prior to the start of their work experience and a copy provided to CareerSource Tampa Bay.

Onsite Assessment

Onsite assessment is completed by SailFuture in conjunction with the execution of this Business Partner Agreement. A completed onsite assessment form is required for each worksite site that hosts an internship or externship student and a copy provided to CareerSource Tampa Bay.



Business Partner

Business partners are employers who partner in the work-based learning program by hosting students at their respective workplaces.

Section 2. Business Partner Requirements

- All communications with a student about performance, future employment, and concerns should be communicated to SailFuture point of contact the same day they are communicated to the Student.
- Maintain adequate accountability for intern time, attendance, and performance, utilizing the SailFuture daily performance review application.
- Students cannot be in a position that directly or indirectly assists, promotes, or deters union organizing. Interns cannot fill a role that is vacant due to a current employee strike.
- Students cannot be in a position that directly or indirectly fills a job opening which is vacant because the former employee 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.
- Students cannot be in a position which displaces (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) a current employee (as of the date of participation).
- Students will not be in a position that creates a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (as of the date of participation).
- Employment partner agrees to be liable for and to indemnify, defend, and hold harmless SailFuture to the extent allowed by law from all claims, suits, judgments, or damages, including court costs and attorneys' fees, arising out of the negligent acts or omissions of the Business partner in the course of the operation of this agreement. Nothing herein is intended to serve as a waiver of sovereign immunity by any provider to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency or political subdivision of the State of Florida to be used by third parties in any matter arising out of any agreement.
- Students may not be engaged in sectarian activities.
- Students cannot be hired prior to graduation unless otherwise approved by SailFuture.
- Students must be supervised by the employer at all times.
- Students cannot utilize heavy machinery without SailFuture approval.
- Students are not permitted to operate motor vehicles.
- A written training plan and job description will be created between the employer and SailFuture Academy prior to the start of the Work-Based Learning Experience.
- No student should fill a job opening created by the action of the site partner, laying off or terminating the employment of any person, in anticipation of filling the vacancy with a student.

Template K - Continued



- No student shall be placed in an assignment where a member of that person's immediate family is directly supervised by or directly supervises the Student.
- Notify SailFuture the same day of injury if a student has been injured.

Section 3. Important Dates: 2025-2026 School Year

The SailFuture Academy operates on a year-round calendar with 5 academic terms per year.

Interns will work 62 days a year, and Externs will work 104 days per year for an estimated 372 and 624 hours per year, respectively.

Section 4. Weekly Schedule

Interns will work two consecutive days per week and externs will work three consecutive days per week. Depending on the business location, students will arrive between 9:00-9:30am and depart between 3:00-3:30pm.

	Internship	Externship
Days / Week	Thurs, Fri	Mon, Tues, Wed
Hours	9am - 3pm	9am - 3pm

Section 5. Program Costs

Employers are encouraged to make a tax-deductible donation for the amounts below to join the Employment Partner program. Businesses in the Employment Partner program are eligible to have interns and Externs placed at their business.

The donation amounts below cover ~~SailFuture's~~ costs to offer this program free of charge to our students and families.

	Internship	Externship
Cost / Year	\$5,000	\$8,000
Cost / Term	\$1,000	\$1,600

[Signature Page Follows]



Execution of this agreement affirms that the Business Partner understands and agrees to the site partner requirements.

SailFuture, Inc.

Signature

Printed Name

Business Partner

Signature

Printed name

Template L Student Training Outline



SailFuture Academy (SFA) Work-based Training Experience Internship or Externship Training Outline

Worksite Host: Employer Name		
Job/Occupational Title:		TOL/SOC Code:
Job Description:	Attached <input type="checkbox"/> or include details of job below	
Participant Name:	Last 4 SSN:	Hourly wage rate:
Funding Source:		
Training Period:	Anticipated Start Date (mm/dd/yyyy):	Anticipated End Date (mm/dd/yyyy):
Note: Participant training cannot start before the SFA Business Partner Agreement is executed and eligibility completed.		

Work-based Training Outline: <input type="checkbox"/> SFA Internship <input type="checkbox"/> SFA Externship		
Job Skills Needed/ Skills to Be Learned	Estimated Hours to be Proficient In the work-based experience	Starting Capability Measured
		<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled
		<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled
		<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled
		<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled
		<input type="checkbox"/> Not Skilled <input type="checkbox"/> Some Skill <input type="checkbox"/> Skilled
Total Planned Hours	total hours of experience	

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:	<p>Under SFA internship, a student will be assigned a different worksite during each of the 5 terms during the school year. The internship will provide the student an opportunity to job shadow 5 different worksite or occupation. Perform limited work duties within 5 occupation to obtain hands on occupational skills training across 5 industries.</p> <p>Under SFA externship, a student will be assigned a worksite at a SFA employer partner for the 5 terms during the school year to acquire an in-depth occupational training within the occupation of externship.</p>
b) Academic Component:	Participants are enrolled in the Sail Future Career pathway program and High School for concurrent basic skills and academic training.

Template L - Continued



SailFuture Academy (SFA) Work-based Training Experience Internship or Externship Training Outline

To be completed at development and structure of the Worksite Position between SailFuture and Employer Partner:

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 for the internship or externship experience, identified above, in accordance with the SailFuture Academy Business Partner Agreement.

_____ Employer Name	_____ Employer Signature	_____ Date
_____ SFA Name	_____ SFA Signature	_____ Date

To be completed at screening and placement at the Employer Worksite:

By signature below, SailFuture and Employer 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 Sail Future Academy Business Partner Agreement.

By signature below, the Participant agrees to comply with the requirements of their Internship/Externship.

_____ Employer Name	_____ Employer Signature	_____ Date
_____ Participant Name	_____ Participant Signature	_____ Date
_____ Parent/Guardian Name	_____ Parent/Guardian Signature	_____ Date
_____ SFA Name	_____ SFA Signature	_____ Date

For Internship experience, there will be 5 assigned worksites for each participant:

In completion of the form, please complete the top section for the current Internship worksite that each youth will begin but as available, please list all 5 planned worksites for each youth's file.

Worksite Host: Employer Name	Job Title or Position	Period: Start Date and End Date
1.		
2.		
3.		
4.		
5.		

Template L - Continued




SailFuture Academy (SFA) Work-based Training Experience Internship or Externship Training Outline

Job Description:

Please provide a copy of the worksite host's job description or list the duties of the job below:|

Template M Student employment attendance record

	A	B	C	D	E	F
1	Daily class attendance records					
2	(18 Aug 25 - 25 Aug 25)					
3						
4	Class	Student name	Student Year Group	Date	Attendance	Marked At
5	Work	Camron Reynolds	12	8/19/25	Present	
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Aug-2025 ▾

Template N Student average professionalism score

The maximum stipend is multiplied by their percentage attendance record. The attendance-adjusted stipend is then multiplied by their Pathways Course Grade percentage for that term. Example: Externship student with a 90% work attendance record and an 82% final grade in their Pathways course would earn \$295.20 [(\$400 x 90%) x 82%].



SAILFUTURE
*Building innovative programs that empower
hard-to-reach youth to transform their life outcomes.*

25-26 Internship Outcome Report

{{Date of report}}

Student: {{Student Name}}

EF State ID: {{State ID}}

Employer: Impact Social Ventures

Location: {{Employer}}

Supervisor: {{Supervisor}}

Program Start and End Dates: 8/25/2025 - 7/17/2026

{{Student Name}} began the Internship Program with Impact Social Ventures on August 8th 2025 and completed it on July 17th 2026. Program dates include time spent in unpaid orientation, coaching with Pathways Manager, and participation in basic skills classes.

{{Student Name}} {{Status (successfully or unsuccessfully completed)}} internship for the term.

Students are given a daily score for their Time Management, Maturity and Effort. These are Averaged to a Professionalism Score. Scores are given by the employer determined by the efforts given that day.

Professionalism scores for Internship of the 25-26' school year are:

Maturity: {{Maturity}}

Effort: {{Effort}}

Time Management: {{Time Management}}

Overall Professionalism: {{Overall}}

Employer Term Report:

{{Employer Term Report}}



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25-26 Externship Outcome Report

7/30/2025

Student: {{Student Name}}

EF State ID: {{State ID}}

Employer: Impact Social Ventures

Location: {{Employer}}

Supervisor: {{Supervisor}}

Program Start and End Dates: 8/25/2025 - 7/17/2026

{{Student Name}} began the Externship Program with Impact Social Ventures on August 8th 2025 and completed it on July 17th 2026. Program dates include time spent in unpaid orientation, coaching with Pathways Manager, and participation in basic skills classes.

{{Student Name}} {{Status (successfully or unsuccessfully completed)}} internship for the term.

Students are given a daily score for their Time Management, Maturity and Effort. These are Averaged to a Professionalism Score. Scores are given by the employer determined by the efforts given that day.

Professionalism scores for Internship of the 25-26' school year are:

Maturity: {{Maturity}}

Effort: {{Effort}}

Time Management: {{Time Management}}

Overall Professionalism: {{Overall}}

Employer Term Report:

{{Employer Term Report}}



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Please provide the following information:

1. Last date of participation at their Internship or Externship worksite.
2. Reason for termination or change
3. Whether SFA will place the youth at a replacement worksite host.
4. If SFA will place youth at a replacement worksite host, provide:
 - a. New employment with new projected end date.
 - b. Replacement employer business partnership agreement
 - c. New site WBL training plan.

Please provide the following information:

1. Details of injury to include:
 - a. Date
 - b. Time
 - c. Nature and severity of injury
2. Name of worksite staff who observed the injury
3. SFA determination of the reason for the injury
4. If emergency, youth and parent or school lead should contact EMS for transport, if applicable, or provide youth transport to healthcare facility.
5. If not emergency, SFA will contact CSTB Youth Director for guidance on approved medical facility for referral directing parent/guardian location to refer youth for services.

Template R Certification and Calculation

Annual Salary and Bonus Certification for Funding Activities Subject to the Cap Certification Form 2025

Subrecipient Name SailFuture, Inc.

Submission Date: note (1)

Name / Management Representative: _____
Title: Executive Director

Name / Management Representative: _____
Title: Director of Finance

Assertion or Question #	Salary/Bonus limitations /Cap	YES / NO
Management asserts the following:		
1 note (2)	We are aware the salary/bonus cap applies to all salaries, whether they are direct costs or charged through indirect cost rates. An analysis of 2025 salaries for staff has been performed. Any amounts determined to be paid using funds subject to the Federal Executive Level II salary limitation in excess of the 2025 cap (\$225,700) have been adjusted and paid	
2	We are aware the salary/bonus cap also applies to all recipients and subrecipients. An analysis of salaries and/or hourly rates for service providers has been performed. Any amounts determined to be paid using funds subject to the Federal Executive Level II salary limitation in excess of the 2025 cap (\$225,700) have been adjusted and paid from unrestricted	
3	We are aware salaries paid by multiple funding sources must be allocated and calculated accordingly. Our analysis of these calculations includes adequate documentation of actual time/efforts based on PARs or other similar data for all DWS staff and staff of any subrecipients paid using funds subject to the Federal Executive Level II salary limitation.	
4	We confirm the necessary salary/bonus cap analysis has been completed and written documentation of our 2025 analysis is available for review by CareerSource Tampa Bay or other awarding agencies upon request.	
5 note (3)	We confirm that the salary/bonus information reviewed and the subrecipient salary/bonus rates reviewed included funding provided by CareerSource Florida, in addition to the funds passed through from FloridaCommerce.	

NOTES:

(1) Electronic correspondence has been deemed acceptable documentation for this process. Uploading this document via SharePoint will serve as the authorized certification.

(2) Limited exceptions apply and are based on USDOL instructions.

(3) This assertion is only applicable to LWDBs that receive funding through CareerSource Florida, in addition to the funds passed through from FloridaCommerce. For other organizations, please respond "N/A".

Certification Statement:

PLEASE NOTE THAT TRANSMISSION OF THIS FORM TO CAREERSOURCE TAMPA BAY INDICATES ACKNOWLEDGEMENT OF APPLICABLE SALARY RESTRICTIONS, GRANT/PROGRAM STANDARDS, AND THE DWS COMPLIANCE WITH THE ABOVE-MENTIONED RESTRICTIONS/STANDARDS.

Template R - Continued

1	Entity Name: SailFuture, Inc.																
2	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Employee Last Name	Employee First Name	Position Title	Actual Salary Amount Calendar year 2025	Employee Hire Date	Employee Termination Date	Percentage of Year Worked	Full Time (100%) or Part Time %	Annual Salary Rate Amount 01/01/2025-12/31/2025	Amount of Actual Salary Funded by Activities subject to Cap	Percentage of Salary Funded by Activities subject to Cap	Annual Salary and Bonus Cap	Prorated Salary and Bonus Cap	Amount of Unallowable Salary Over the Cap	Bonus Rec'd 01/1/2025-12/31/2025	Allowable/Actual Salary Rate plus Bonus Amount	Amount of Unallowable Salary and Bonus Over the Cap
3																	
4					1/1/2025	12/31/2025	100.00%	100.00%	\$ -		0.00%	\$ 225,700.00	\$ -	\$ -		\$ -	\$ -
5					1/1/2025	12/31/2025	100.00%	100.00%	\$ -		0.00%	\$ 225,700.00	\$ -	\$ -		\$ -	\$ -
6					1/1/2025	12/31/2025	100.00%	100.00%	\$ -		0.00%	\$ 225,700.00	\$ -	\$ -		\$ -	\$ -
7					1/1/2025	12/31/2025	100.00%	100.00%	\$ -		0.00%	\$ 225,700.00	\$ -	\$ -		\$ -	\$ -
8					1/1/2025	12/31/2025	100.00%	100.00%	\$ -		0.00%	\$ 225,700.00	\$ -	\$ -		\$ -	\$ -
9					1/1/2025	12/31/2025	100.00%	100.00%	\$ -		0.00%	\$ 225,700.00	\$ -	\$ -		\$ -	\$ -
10																	

Template S Request for Payment Form

Service Provider: SailFuture
September 2, 2025 through August 15, 2026

Request for Payment Form				
Month(s) _____			Amount _____ -	
Budget Summay - Cost Category	Budget	Current Request	YTD Request	Remaining Budget
Direct Expense				
Salaries & Fringe - Program Management	35,000.00	-		35,000.00
Salaries & Fringe - Transportation	35,000.00	-		35,000.00
Insurance	10,000.00			10,000.00
Fuel	10,000.00		-	10,000.00
Total	90,000.00	-	-	90,000.00

Authorized Signatory (1)	Title	Date
---------------------------------	--------------	-------------

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

(1) Authorized signatory is an official who is authorized to legal bind SailFuture

Service Provider: SailFuture
September 2, 2025 through August 15, 2026

Request for Payment Form				
Month(s) _____			Amount _____ -	
Budget Summay - Cost Category	Budget	Current Request	YTD Request	Remaining Budget
Direct Expense				
Salaries & Fringe - Program Management	35,000.00	-		35,000.00
Salaries & Fringe - Transportation	35,000.00	-		35,000.00
Insurance	10,000.00			10,000.00
Fuel	10,000.00		-	10,000.00
Total	90,000.00	-	-	90,000.00

Authorized Signatory (1)	Title	Date
---------------------------------	--------------	-------------

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(1) Authorized signatory is an official who is authorized to legal bind SailFuture

Template T Bi-weekly Payroll Export

[illegible]









SailFuture Subaward 2nd Amendment

Final Audit Report

2025-09-29

Created:	2025-09-25 (Eastern Daylight Time)
By:	Anna Munro (munroa@careersourcetb.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAs8LNvLZ4WgrZoSIbaf1SP1pubNGF2ymX

"SailFuture Subaward 2nd Amendment" History

-  Document created by Anna Munro (munroa@careersourcetb.com)
2025-09-25 - 6:04:24 PM EDT
-  Document emailed to Michael Long (mlong@sailfuture.org) for signature
2025-09-25 - 6:05:43 PM EDT
-  Email viewed by Michael Long (mlong@sailfuture.org)
2025-09-26 - 8:27:58 AM EDT
-  Document e-signed by Michael Long (mlong@sailfuture.org)
Signature Date: 2025-09-26 - 8:29:18 AM EDT - Time Source: server
-  Document emailed to Keidrian Kunkel (kunkelk@careersourcetb.com) for signature
2025-09-26 - 8:29:21 AM EDT
-  Email viewed by Keidrian Kunkel (kunkelk@careersourcetb.com)
2025-09-29 - 8:41:00 AM EDT
-  Document e-signed by Keidrian Kunkel (kunkelk@careersourcetb.com)
Signature Date: 2025-09-29 - 8:41:54 AM EDT - Time Source: server
-  Agreement completed.
2025-09-29 - 8:41:54 AM EDT