

APPENDIX

1. Response received from The Americas Community Center.
2. Response received from the Office of Community and Economic Development.

EXHIBITS

- A. Excerpts of the Americas Community Center's Original Funds Request Proposal for CDBG funds. [Application Cover Sheet p.1 and Detailed Budget Funding Source p.8.]
- B. Excerpts of contract between Miami-Dade County and the Americas Community Center [§ I, p.1; §II K, pp. 11-12; § II N, pp. 14-15; § II U, pp.-19-20; § X, p. 22; § Y, pp. 22-23; Attachment A (2 pp.); Attachment B (2 pp.)]
- C. Excerpts of *Amendment One to FY 2002 Community Development Block Grant Contract between Miami-Dade County and Americas Community Center, Inc.* [Pages 1 and 3 and Attachments A and B.]
- D. Sample of Americas Community Center's Seminar Sign-in Sheets
- E. Americas Community Center 2002 Donation List
- F. Americas Community Center Service Contract
- G. Excerpts of the OCED Monitoring Report, dated June 19, 2002. [Cover letter and Questionnaire p.5.]
- H. Excerpts of the Americas Community Center's Quarterly Progress Reports. [Pages 1 and 4 of reports dated 4/15/02, 7/9/02, 9/28/02 and 12/19/02.]
- I. Deposit slip and Miami-Dade County Check #01466031 deposited into Americas Community Center Union Bank account on January 24, 2003.



OFFICE OF THE
INSPECTOR GENERAL
MIAMI-DADE COUNTY

CHRISTOPHER R. MAZZELLA
INSPECTOR GENERAL

ALAN SOLOWITZ
DEPUTY INSPECTOR GENERAL

PATRA LIU
ASSISTANT INSPECTOR GENERAL
LEGAL COUNSEL

March 9, 2004

Mr. Fabio Andrade, President, CEO
The Americas Community Center
15668 SW 72 Street
Miami, Florida 33196

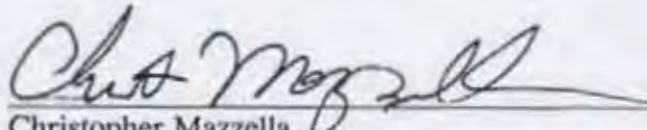
FILE COPY


Dear Mr. Andrade:

Attached please find a copy of the Office of the Inspector General's (OIG) Draft Report regarding The Americas Community Center (ACC) and the Miami-Dade County Office of Economic Development (OCED) contract for Community Development Block Grant (CDBG) funding and ACC's use of CDBG funds. Please be advised that you may provide a written response to these findings, which will be included with our final report. This response must be received by March-23, 2004 should you elect to respond.

If you wish, you may provide your response by fax to (305) 579-2656.

Yours truly,


Christopher Mazzella
Inspector General


Acknowledgment of Receipt or Proof of Service

3/10/04
Date

APPENDIX 1

The Americas Community Center, Inc.
15668 SW 72 Avenue
Miami, FL 33193
Tel. (305) 387-7277

April 7, 2004

Mr. Christopher R. Mazzella
Miami-Dade County Inspector General
19 West Flagler, Suite 220
Miami, FL 33130

BY CERTIFIED MAIL

Re: Your correspondence of March 9, 2004 where you attached a copy of your draft report regarding The Americas Community Center, Inc.'s OCED contract.

Dear Mr. Mazzella:

We received your March 9, 2004 correspondence where you attach a copy of your draft report regarding the Office of the Inspector General's investigation into The Americas Community Center, Inc.'s contract with the Office of Economic Development (OCED) for Community Development Block Grant (CDBG) funding and its execution by our entity. Initially you granted us until March 23, 2004 to include a response to your findings in your final report. On March 22, 2004 we requested additional time, and you graciously granted us an extension of time until April 7, 2004 for which we thank you.

I have been asked by our Board of Directors to respond to your draft, but before I start, I would like to commend your Special Agent Ms. Shelby J. Williams, whom I found to be a straightforward, courteous and force-full investigator at all times. I would also like to thank Deputy Inspector General Alan Solowitz for meeting with us, however shortly, on December 16, 2003 and allowing us to answer some of his questions.

The Office of the Inspector General carries out one of the most important functions within Miami-Dade County Government and our Board of Directors is totally supportive of its mandate. At all times during its investigation, our staff was open, available to answer any question, and complied to the best of its ability to produce documents and other evidentiary matter requested.

SUMMARY:

We respectfully disagree with the Office of the Inspector General's draft report findings regarding the execution of The Americas Community Center Inc.'s OCED contract funded from the Federal CDBG program assigned to Miami-Dade County. The facts as stated are not complete and the reasoning behind the findings is often illogical, unpractical, and in most cases beyond that which is stipulated in the contract, the approved budget, or the program compliance manual. The draft report findings go beyond the purpose of Federal Statutes and Regulations related to CDBG funds for the size of the entity under investigation (sub-recipient

of less than \$300,000 in federal funds). We take exception to 14 statements of findings (not including the ones that were repeated) within the draft report (which is treated within the body of our reply). We disagree with the 7-point conclusion that appears in the draft report as inaccurate, misleading, and beyond that of our contractual obligations.

We ask that the Inspector General correct the draft report before publishing his findings. We ask that the Inspector General hold that The Americas Community Center Inc. is in compliance with the County contract.

DISPUTE OF FINDINGS:

Draft statement of findings #1 in dispute: From page 1 "These services could be provided to eligible residents free of charge through the Community Development Block Grant (CDBG) funding."

Reply: In describing the funding proposal submitted by The Americas Community Center Inc to the County, the draft comes up with the term "free of charge" which was not contained within the proposal submitted.

Draft statement of findings #2 in dispute: From page 1 "The terms of the contract for the CDBG funds do not allow ACC to charge or collect fees for any of the services without prior approval from OCED"

Reply: First of all, the contract entered into by our entity with OCED does not prohibit the collection of nominal user fees for the services provided, and second it is illogical that we would need prior approval to collect fees under the \$20,000 limitation for nominal user fees that appears as a line item in our approved budget. Neither the contract nor the contract compliance manual require having approved budget line items pass through a second approval process. During the term of the contract (January 1 to December 31, 2002) our entity collected a net of \$1,396.41 from Miami-Dade seminars and other related activities and \$70.00 from Miami-Dade web page-postings, help in preparing resumes, and copies. This amount never exceeded the \$20,000 limit on nominal user fees that was approved in our budget.

Draft statement of findings #3 in dispute: From page 3 "however, the charging of nominal user fees requires prior approval from OCED."

Reply: This is true only if the amounts collected exceed the approved budget item, which is not the case in this investigation. A contention to the contrary is illogical, does not make budgetary accounting sense, and comes from a faulty reading of the contract and the contract compliance manual.

Draft statement of findings #4 in dispute: From page 3 " Mr. Glasgow stated that there were only a few agencies authorized to charge and collect fees. ACC was not one of those agencies."

Reply: We would like to know if Mr. Glasgow actually read our contract and the approved budget. Again, our contract and the related approved budget did not state what Mr. Glasgow stated.

Draft statement of findings #5 in dispute: From page 4 "During the course of the interview, Mr. Andrade was asked several times whether or not the ACC charges participants fees for any of the services offered through his agency. Mr. Andrade stated that the agency does not charge fees to Miami-Dade County participants . . . When shown the seminar sign-in sheets (Exhibit D) that indicate fees were collected for Miami-Dade seminars, Mr. Andrade changed his response."

Reply: This is not the whole truth of what occurred during the interview. When I appeared accompanying Mr. Andrade, Deputy Inspector General Alan Solowitz who was also present asked, "what is he doing here?" Mr. Andrade had been told previously that he did not need to bring any documents to the meeting. When the Deputy Inspector General started to ask about specific dollar sums of activities that were carried out, I protested and stated that we needed to have access to our accounting information in order to answer his questions. The Deputy Inspector General pressed on about specific dollar amounts and after Mr. Andrade made his statement Mr. Solowitz stated that he had evidence to the contrary, that we were liars and that he would not waste further time with us. Mr. Andrade attempted to clarify his response, but the Deputy Inspector General stormed out of the room. Mr. Andrade's explanation was that if the fees are collected on a strictly voluntary basis they are actually donations not fees.

Draft statement of findings #6 in dispute: From page 4 "The retention and use of program income must be approved by OCED"

Reply: The retention and use of nominal user fees were approved by OCED when our contract was signed by County Manager Steve Shriver with its accompanying budget. A second approval is not required of a budget line item that had previously been approved. An interpretation of our contract to the contrary is illogical and goes against established budgetary accounting principles.

Draft statement of findings #7 in dispute: From page 4 "The contract with OCED requires that ACC obtain the approval of OCED not only to collect and retain program income, but OCED approval is required before ACC may expend program income."

Reply: The authority to expend program income was approved in our contract and the accompanying budget. At no time did we exceed the limits placed by the budget. The contract cannot be interpreted to require a second approval process every time an expenditure is made of an approved budget line item.

Draft statement of findings #8 in dispute: From page 4 "A review of a random sampling of these documents reveals no consistent system of tracking the program fees used to

substantiate the budget item.”

Reply: A certified public accountant would probably come to a different conclusion than the investigator.

Draft statement of findings #9 in dispute: From footnote 2 on page 4 “ some sheets do not show any fees, other lists fees for some but not all seminar attendees, and yet others show different fees for the attendees without an explanation as to the varying amount of fees.”

Reply: All that this shows is that fees were not charged for all seminars, that not all attendees paid, that some of the attendees paid lesser fees, and that the nominal user fees charged were on a completely volunteer basis.

Draft statement of findings #10 in dispute: From page 5 “ the statement contradicts Mr. Andrade’s admission to OIG agents that fees were charged. Clearly, ASS cannot decide whether the seminar fees are donations or user fees. However labeled, ACC is not complying with its duty under the contract to accurately report this program income.

Reply: There is no contradiction (see reply to findings #5 in dispute) and our entity has complied fully with the contract terms to accurately report the program income.

Draft statement of findings #11 in dispute: From page #7 “Mr. Sweet also stated that approval is required prior to the charging of any fees for CDBG-funded services because it would be considered a double payment because the CDBG recipient is being paid twice for the same service.”

Reply: I have no idea what double payment he is referring to. The approved budget allowed us to collect up to \$20,000 in nominal user fees and spend them on program related activities also approved in the budget. All amounts collected were expended as our accounting shows.

Draft statement of findings #12 in dispute: From page 8 “ In this instance, it appears that Office Depot was paid twice for the same invoice and that County funds were ultimately used for both of those payments.”

Reply: Due to excessive delays in the County paying invoices submitted, Office Depot threatened to send our account to a collections agency if we did not pay. Funds were drawn from our Broward Account to pay for this Miami-Dade expense. A second request for payment was made as we considered that the County had lost our original request. We will research this issue and if the County is due a refund from Office Depot we will gladly return this amount to the County. Please note that the County’s late payment of invoices is conducive to ruining the credit of small community based entities like ours.

Draft statement of findings #13 in dispute: From page 9 “Third, ACC did not identify the Broward ACC program as one of its funding sources when it entered into the OCED contract. Fourth, the commingling of funds from the Broward account prevents an accurate accounting

of the Miami-Dade County program funded by OCED monies. Of greater concern are the findings that the final disbursement of CDBG grant funds, check #01466031 in the amount of \$1,122.80 issued on January 14, 2003, was deposited not into the ACC's Miami-Dade bank account but into ACC's Broward account (Exhibit I). . . Furthermore, there was an additional check in the amount of \$1,593.81 from the Miami-Dade ACC account deposited into the Broward ACC account in February 2003"

Reply: No where in the contract does it stipulate that our Entity has to dedicate itself solely to carrying out the CDBG program. No where in the contract or in the contract compliance manual does it state that we are required to have separate bank accounts in order to handle County monies. There was no commingling of funds, under the definition of what is commingling, considering we are just one entity. No other entities share our bank accounts.

Draft statement of findings #14 in dispute: From page 7 "Additionally, a review of the four Quarterly Progress Reports (Exhibit H) submitted to OCED by ACC shows that the section marked PART 9: Activity Status/Accomplishments Information, question 7 " Create Program Income? (Y/N)" is answered "N" for each report."

Reply: From the training that our staff received the use of the unclear word "create" was read as creating new program income not encompassed in the original proposal submitted to the County. If this is considered a technical error, the County has full blame for not being sufficiently explicit in its question and for insufficient training.

CONCLUSION:

We welcome the Office of the Inspector General's investigation into any of our County contract related activities, even if the initiation of the investigation came about by a so called "anonymous complaint containing numerous allegations against" our entity. We have not been allowed to read the complaint and do not know who sent it, but we suspect that there are political motives behind the complaint with the purpose of ending the work that we are doing with the Miami-Dade Community.

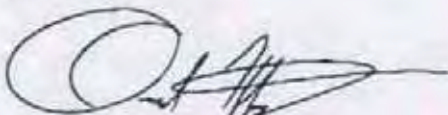
Again, we state that we respectfully disagree with the Office of the Inspector General's draft report findings regarding the execution of The Americas Community Center Inc.'s OCED contract funded from the Federal CDBG program assigned to Miami-Dade County. The facts as stated are not complete and the reasoning behind the findings is often illogical, unpractical, and in most cases beyond that which is stipulated in the contract, the approved budget, or the program compliance manual. The draft report findings go beyond the purpose of Federal Statutes and Regulations related to CDBG funds for the size of the entity under investigation (sub-recipient of less than \$300,000 in federal funds). We take exception to 14 statements of findings (not including the ones which were repeated) within the draft report. We disagree with the 7 point conclusion that appears in the draft report as inaccurate, misleading, and beyond that of our contractual obligations.

April 7, 2004

In the event that the Inspector General decides not to correct his report and makes his recommendations to the County Commission that a breach of contract occurred, this will set a precedent which will discourage other small community based nonprofits from seeking County monitored grants, will most likely result in the closing of the Americas Community Center, and the end of further community involvement for many of the discouraged volunteers that make up our Organization.

We ask that the Inspector General reconsider his draft report before publishing his findings. We ask that the Inspector General hold that The Americas Community Center Inc. is in compliance with the County contract.

Sincerely,



Daniel H. Hurtado
Member of the Board of Directors
The Americas Community Center Inc.
A Florida Not For Profit Organization

c. Via facsimile to (305) 579-2656
Patra Liu Assistant Inspector General Legal Counsel



OFFICE OF THE
INSPECTOR GENERAL
MIAMI-DADE COUNTY

CHRISTOPHER R. MAZZELLA
INSPECTOR GENERAL

ALAN SOLOWITZ
DEPUTY INSPECTOR GENERAL

PATRA LIU
ASSISTANT INSPECTOR GENERAL
LEGAL COUNSEL

March 9, 2004

Mr. Bryan Finnie, Director
Office of Community and Economic Development
140 W. Flagler Street, 10th Floor
Miami, Florida 33130

FILE COPY

Dear Mr. Finnie:

Attached please find a copy of the Draft Report of the Office of the Inspector General's review (OIG) regarding The Americas Community Center (ACC) and the Miami-Dade County Office of Economic Development (OCED) contract for Community Development Block Grant (CDBG) funding and ACC's use of CDBG funds. We are providing this Draft in accordance with the Board of County Commissioners' mandate of advance notification.

The OIG requests your response to this Draft Report. If you would like your response to be included in the Final Report, you must submit it to the OIG by close of business on March 23, 2004. If you wish, you may provide your response by fax to (305) 579-2656.

Please do not hesitate to call should you have any questions.

Yours truly,

Christopher Mazzella
Inspector General

Acknowledgment of Receipt or Proof of Service
Senior Exec. Sec'y

3/19/04
Date

Cc: Mr. Tony Crapp, Assistant County Manager

APPENDIX 2



MEMORANDUM

TO: Christopher Mazzella
Inspector General
Office of the Inspector General

DATE: March 23, 2003

FROM: Bryan K. Finnis, Director,
Office of Community and
Economic Development

SUBJECT: Response to Audit Report on the
America's Community Center, Inc.

The staff of the Office of Community and Economic Development (OCED) has finished its review of the preliminary report that the Office of the Inspector General (OIG) prepared regarding the America's Community Center (ACC). That agency received \$120,000 in Federal Community Development Block Grant (CDBG) funds in 2002 to sustain the operations of a public service project. Below, we addressed the contents of your report as well as its seven conclusions.

I. COLLECTION OF FEES AND DONATIONS (CONCLUSIONS #1-4)

OCED's staff monitored ACC on June 19, 2002 as part of its standard, annual reviews of funded agencies. That monitoring survey focused **only** on the activity funded through Miami-Dade County CDBG funds. Only six months earlier, the agency had begun the operations of its CDBG project in Miami-Dade County. Therefore the materials that the agency maintained and that were available for review were limited.

David Sweet, the contracts officer that was assigned to this organization, subsequently confirmed that the agency's client files did not contain service contracts when the survey occurred. At that time the agency's service records consisted exclusively of the sign-in sheets for seminars. The last column on those documents refers to fees; yet most, if not all the information on that column in the records that Mr. Sweet examined referred to the nationality of the participant or were left blank. There was no indication from those records that the agency had been charging fees to its CDBG clients.

Subsequently Mr. Sweet proceeded to remind the agency that it was not supposed to be charging fees to the participants of its CDBG program, and the agency's staff assured him that it had not been doing so. OCED did not perform additional monitoring surveys on the agency throughout 2002 since there were no findings identified during the course of the June 2002 survey. By the end of the 2002 fiscal year, the agency had spent \$115,468 of its grant award; OCED subsequently recovered the remaining \$4,532 in late 2003. The agency did not receive continuation funding for the project in 2003.

By contrast, the probe conducted by the Office of the Inspector General differed significantly from that conducted by OCED. Disclosures that the agency was not only charging fees to its clients and coercing donations from them but also that the agency had been commingling CDBG funds from Miami-Dade County and from Broward County to maintain its CDBG programs in those jurisdictions indicate that the probe had been triggered by an existing or previous employee

of the agency who had access to the agency's fiscal records. OIG initiated its investigation in May 2003 – nearly one year after the monitoring of the agency by OCED had occurred and nearly a year and one-half after the agency had initiated its activities in Miami-Dade County. The scope of the OIG probe was significantly more detailed since it was supposed to examine all funding sources, since more information and records were available on the program at that point. The OIG inquiry was enhanced by its ability to use its subpoena powers. OCED has no such authority, and as a result our monitoring findings review led to no negative conclusions.

OCED acknowledges that the contracts officer should have requested that the agency maintain separate records for the clients that it served through its OCED grant and that those records clearly indicate that no fees were being charged to those individuals. OCED will implement the following as preliminary corrective actions:

- Inclusion in the monitoring instrument of an item to specifically confirm that the agency has not been charging fees or acquiring donations from the clientele served through the agency's CDBG grant.
- Limited monitoring of activities that have monitoring findings to ensure that the implementing agency has cleared the cited deficiencies.

The following information remains unclear from the preliminary report issued by the OIG:

- The agency received funding in 2002 from Broward County's Community Development Block Grant Program and from Miami-Dade's Department of Human Services in 2003. The preliminary report does not mention if the OIG scrutinized the monitoring surveys that those entities conducted on the agency and if the results of their monitoring surveys identified the concerns mentioned by the OIG.
- The OIG report indicates that the sign-in sheets do not display any consistency in the recording of the fees charged by the agency. Furthermore, excluding the funds from Broward County CDBG, the agency received additional programmatic funding from five other funding sources. The report does not differentiate between the clients served through the other funding sources and those served through the OCED funding award. If there had been no accurate accounting of the "nominal user fees" (or client fees and contributions), then it is impossible to determine if the agency charged these fees exclusively to the clients served through its Miami-Dade CDBG project and not to the clients served through the other funding sources available to the agency.
- Quotes attributed to OCED staff regarding program income and the charging of fees are not accurate. Agencies are encouraged to seek additional funding from outside sources, and to seek prior approval for the use of program income; agencies may not charge user fees to its clientele.

II. COLLECTION OF FUNDS FROM VARIOUS FUNDING SOURCES WITHOUT MAINTAINING SUFFICIENT DOCUMENTATION OF THE DONOR/CONTRIBUTOR (CONCLUSION #5).

OCED requires that its agencies disclose in their project budgets the funding sources and the amounts of funding that those sources contribute for the performance of the cited activity. Prior to 2003, staff requested only the disclosure of the funding sources and combined amounts of the outside funding in the non-OCED portion of their project budgets. Since 2003, OCED also has been requiring that agencies provide their total budgets to OCED staff at the time that the

monitoring surveys are scheduled. This course of action will allow the County to properly track the total support for the project and to determine its continued feasibility.

III. MULTIPLE BILLING BY THE AGENCY AND DIVERSION OF CDBG FUNDS FOR A MIAMI-DADE COUNTY PROGRAM INTO THE AGENCY'S BROWARD COUNTY PROGRAM (CONCLUSIONS #6-7).

As a preliminary corrective action, OCED will consult with its assigned County Attorney to modify the stipulations of future CDBG contracts with Miami-Dade County to impose stronger sanctions, including the possible return of the funding awards, on those agencies that fail to meet any of the two conditions mentioned below:

- Submission of a valid, acceptable annual audit for the grant period covered by the contract.
- Clearance of all findings mentioned on the audit.

Such a procedure would enhance the likelihood of exposing multiple billings or the inappropriate diversion of funds among an agency's projects.

The preliminary report remains nebulous on the following issues:

- Whether the agency returned the funds diverted into the Miami-Dade CDBG from the Broward County CDBG project back to the Broward project account.
- Whether the agency diverted two checks issued at the beginning of 2003 – one for \$1,122.80 as a final disbursement from Miami-Dade County's CDBG program and the other for \$1,593.81 from Miami-Dade Department of Human Services -- into the Broward County ACC account to balance out the deficits that occurred throughout 2002 as a result of commingling the funding awards.

The following points suggest that the agency may have intended to mislead OCED staff:

- Throughout the course of the grant period, the agency did not clarify the funding source that it had labeled "nominal user fees" or indicate its sources.
- The agency's records were maintained in a confusing, misleading manner.
- The agency made no attempt to disclose to OCED staff that sometime after June 19, 2002, the date of the monitoring survey, it may have begun to charge fees and coerce contributions from its clients.
- The agency did not report the production of program income neither at the time that the monitoring occurred nor when it submitted its progress reports to OCED.

OCED will seek the advice of the County Attorney to determine if the County may recover any funding that may have been improperly used by the agency. Please contact me at 305-375-3848, if you should have any questions regarding the items mentioned on this memorandum.

Copy: Mr. Tony E. Crapp, Sr., Assistant County Manager

BKF/FMR

APPLICATION COVER SHEET

THIS FORM MUST BE SUBMITTED AS THE FIRST PAGE OF THE APPLICATION

RECEIVED BY CLERK
 DATE: 06-17-11
 CLERK OF BOARD

FY 2002 REQUEST FOR APPLICATIONS CONSOLIDATED PLAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME PARTNERSHIP (HOME), DOCUMENTARY SURTAX (SURTAX), STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) AND EMERGENCY SHELTER GRANTS (ESG) APPLICATION COVER SHEET & CHECKLIST

AGENCY/APPLICANT NAME: THE AMERICAS COMMUNITY CENTER

AGENCY ADDRESS: 1840 W 49 Street Suite 234 Hialeah Fl. 33012

AUTHORIZED REPRESENTATIVE: Fabio A. Andrade

TELEPHONE NUMBER: (305) 794 2356

List each activity for which you are requesting funds in the table below. Please indicate which funding source (CDBG, HOME, SURTAX, SHIP, ESG) from which you are requesting funds. For each activity listed below submit a separate application.

ACTIVITY TITLE	AMOUNT REQUESTED	FUNDING SOURCE	CONTACT PERSON	PHONE NUMBER
CDBG Activities:				
Working together for a better future	\$175,744	CDBG	Fabio A. Andrade	305 794 2356
"" ""	\$219,304	CDBG		
TOTAL FUNDS	\$395,048	CDBG		
HOME Activities:				
TOTAL FUNDS		HOME		
Surtax Activities:				
TOTAL FUNDS		SURTAX		

EXHIBIT
A

DETAILED BUDGET FUNDING SOURCE

PLEASE GROUP DETAILED COSTS FROM ATTACHMENT 25 INTO THE FOLLOWING CATEGORIES. TOTALS MUST AGREE.

AGENCY NAME: THE AMERICAS COMMUNITY CENTER
 PROPOSED ACTIVITY NAME: Working Together for a better future
 TOTAL PROPOSED ACTIVITY COST: \$ \$395,048

SOURCES OF FUNDS

	AMOUNT APPLIED FOR	AMOUNT COMMITTED	TOTALS
CDBG	\$ 395,048	\$	\$395,048
OTHER COUNTY FUNDS:			
HOME			
SURTAX			
SHIP			
ESG			
BANK FINANCING			
OTHER SOURCES (DESCRIBE)			
TOTALS	\$ 395,048	\$	\$395,048

USES OF FUNDS

	CDBG	COUNTY	BANK FINANCING	OTHER SOURCES	TOTALS
ADMINISTRATION	\$31,504	\$	\$	\$	\$31,504
OPERATING EXPENSES	363,544				\$363,544
CAPITAL OUTLAY					
TOTALS	\$395,048	\$	\$	\$	\$395,048

ADMINISTRATION EXPENSES: GENERAL COSTS SUCH AS OVERHEAD OR PERSONNEL, INCLUDING PRORATED COSTS.

OPERATING EXPENSES: COSTS DIRECTLY RELATED TO THE ONGOING OPERATION OF THE PROPOSED ACTIVITY.

H. Conflicts with Applicable Laws

If any provision of this contract conflicts with any applicable law or regulation, only the conflicting provision shall be deemed by the parties hereto to be modified to be consistent with the law or regulation or to be deleted if modification is impossible. However, the obligations under this contract, as modified, shall continue and all other provisions of this contract shall remain in full force and effect.

I. Board of Directors

If the Contractor is a Community Development Corporation (CDC), OCED shall have the option to appoint a representative to the Contractor's board of directors. This representative shall not be considered in the counting of a quorum and shall have no voting privileges.

J. Construction

If the Contractor engages in, procures, or makes loans for construction work, the Contractor shall:

1. Contact the OCED representative noted in Section IV, Paragraph K of this contract, prior to taking any action, to schedule a meeting to receive compliance information.
2. Comply with the Contractor's procurement and pre-award requirements and procedures which, at a minimum, shall adhere to all applicable federal standards.
3. Comply with the Davis-Bacon Act; Copeland Anti-Kick Back Act; Contract Work Hours and Safety Standards Act; and Lead-Based Paint Poisoning Prevention Act as amended on September 15, 1999; and other related acts, as applicable.
4. Submit to OCED for written approval all proposed Solicitation Notices, Invitations for Bids, and Requests for Proposals prior to publication.
5. Submit to OCED all construction plans and specifications and receive OCED's approval prior to implementation.
6. Contact the OCED representative noted in Section IV, Paragraph K, prior to scheduling a pre-construction conference. In accordance with Industry standards, OCED will hold 10% of the total grant award as a retainer until the completion of the construction work is verified by OCED through a Certificate of Occupancy.

K. Audits and Records

1. Nonprofit organizations that expend \$300,000 or more annually in federal awards shall have a single or program specific audit conducted in accordance with OMB A-133. Nonprofit organizations expending federal awards of \$300,000 or more under only one federal program may elect to have a program-specific audit performed, in accordance with OMB A-133. Contractors who will be receiving, or who have received, federal awards for loans or loan guaranteed programs may be required to conduct audits of those programs in accordance with regulations of the federal agencies providing those guarantees or loans.
2. Nonprofit organizations that expend less than \$300,000 annually in federal awards shall be exempt from an audit conducted in accordance with OMB A-133, although their records must be available for review (e.g., inspections, evaluations). These agencies are required by OCED to submit "reduced scope" audits (e.g., financial audits, performance audits). They

may choose instead of a reduced scope audit to have a program audit conducted for each federal award in accordance with federal laws and regulations governing the programs in which they participate. Records must be available for review or audit by appropriate officials of the General Accounting Office and other federal and county agencies.

3. When the requirements of OMB A-133 apply, or when the Contractor elects to comply with OMB A-133, an audit shall be conducted for each fiscal year for which federal awards attributable to this contract have been received by the Contractor. Each audit shall include a fiscal review, which includes a validation of all program generated income and its disposition, especially attributable to CDBG funds, an internal control review, and a compliance review as described in OMB A-133. A copy of the audit report in triplicate must be received by OCED no later than six months following the end of the Contractor's fiscal year.
4. If an audit is required by Paragraph K of this contract, but the requirements of OMB A-133 do not apply or are not elected, the Contractor may choose to have an audit performed either on the basis of the Contractor's fiscal year or on the basis of the period during which OCED-federal assistance has been received. In either case, each audit shall cover a time period of not more than twelve (12) months and an audit shall be submitted covering each assisted period until all the assistance received from this contract has been reported on. Each audit shall adhere to all other audit standards of OMB A-133, as these may be limited to cover only those services undertaken pursuant to the terms of this contract. A copy of the audit report in triplicate must be received by OCED no later than six months following each audit period.
5. The Contractor shall maintain all Contract Records in accordance with generally accepted accounting principles, procedures, and practices which shall sufficiently and properly reflect all revenues and expenditures of funds provided directly or indirectly by the County pursuant to the terms of this contract.
6. The Contractor shall maintain all Contract Records that document all actions undertaken to accomplish the "Scope of Services" outlined in Attachment A in this contract.
7. The Contractor shall ensure that the Contract Records shall be at all times subject to and available for full access and review, inspection, or audit by County and federal personnel and any other personnel duly authorized by the County.
8. The Contractor shall include in all OCED approved subcontracts used to engage subcontractors to carry out any eligible substantive programmatic services, as such services are described in this contract and defined by OCED, each of the record-keeping and audit requirements detailed in this contract. OCED shall, in its sole discretion, determine when services are eligible substantive programmatic services and subject to the audit and record-keeping requirements described above.

L. Retention of Records

1. The Contractor shall retain all Contract Records for a period of at least five (5) years (hereinafter referred to as "Retention Period") subject to the limitations set forth below:
 - a. For all non-CDBG assisted activities, the Retention Period shall begin upon the expiration or termination of this contract.

exempt from paying the cost of the audit which is normally ¼ of 1% of the total contract amount.

The Miami-Dade County Inspector General is authorized and empowered to review past, present and proposed County and Public Health Trust programs, contracts, transactions, accounts, records and programs. In addition, the Inspector General has the power to subpoena witnesses, administer oaths, require the production of records and monitor existing projects and programs. Monitoring of an existing project or program may include a report concerning whether the project is on time, within budget and in compliance with plans, specifications and applicable law.

The Inspector general is empowered to analyze the necessity of and reasonableness of proposed charge orders to the Contract. The Inspector General is empowered to retain the services of independent private sector inspectors general (IPSIG) to audit, investigate, monitor, oversee, inspect and review operations, activities, performance and procurement process including but not limited to project design, bid specifications, proposal submittals, activities of the Provider, its officers, agents and employees, lobbyists, County staff and elected officials to ensure compliance with contract specifications and to detect fraud and corruption.

Upon ten (10) days prior written notice to the Provider from the Inspector General or IPSIG retained by the Inspector General, the Provider shall make all requested records and documents available to the Inspector General or IPSIG for inspection and copying. The Inspector General and IPSIG shall have the right to inspect and copy all documents and records in the Provider's possession, custody or control which, in the Inspector General or IPSIG's sole judgment, pertain to performance of the contract, including, but not limited to original estimate files, worksheets, proposals and agreements from and with successful and unsuccessful subcontractors and suppliers, all project-related correspondence, memoranda, instructions, financial documents, construction documents, proposal and contract documents, back-charge documents, all documents and records which involve cash, trade or volume discounts, insurance proceeds, rebates, or dividends received, payroll and personnel records, and supporting documentation for the aforesaid documents and records.

The provisions in this section shall apply to the Provider, its officers, agents, employees, subcontractors and suppliers. The Provider shall incorporate the provisions in this section in all subcontractors and all other agreements executed by the Provider in connection with the performance of the contract.

Nothing in this contract shall impair any independent right of the County to conduct audit or investigative activities. The provisions of this section are neither intended nor shall they be construed to impose any liability on the County by the Provider or third parties. The Contractor is aware that Miami-Dade County Office of the Inspector General has the right to perform random audits on all county contracts throughout the duration of each contract. Grant Recipients are exempt from paying the costs of the audit, which is normally ¼ of 1% of the total contract amount.

N. Prior Approval

The Contractor shall obtain written approval from OCED prior to undertaking any of the following:

1. The engagement or execution of any subcontract(s) or contract assignments, wherein CDBG funds will be used to pay for goods or

service. The contractor must submit all proposed agreement documents to OCED at least thirty (30) days prior to the start date of the agreement.

2. The addition of any positions not specifically listed in the approved budget.
3. The modification or addition of all job descriptions.
4. The purchase of all nonexpendable personal property not specifically listed in the approved budget.
5. The disposition of all real, expendable personal, and nonexpendable personal property as defined in Section II, Paragraph T.1. of this contract.
6. Out-of-town travel not specifically listed in the approved budget.
7. * The disposition of program income not specifically listed in the approved program income budget.
8. The publication of proposed Solicitation Notices, Invitations for Bids and Requests for Proposals as provided for in Section II, Paragraph J of this contract.
9. The disposal of all contract records as provided for in Section II, Paragraph L of this contract.

O. **Monitoring**

The Contractor shall permit OCED and other persons duly authorized by OCED to inspect all contract records, facilities, equipment, materials, and services of the Contractor which are in any way connected to the activities undertaken pursuant to the terms of this contract, and/or to interview any clients, employees, subcontractors, or assignees of the Contractor. Following such inspection or interviews, OCED will deliver to the Contractor a report of its findings, and the Contractor will rectify all deficiencies cited by OCED within the specified period of time set forth in the report, or provide OCED with a reasonable justification for not correcting the deficiencies. OCED will determine, in its sole and absolute discretion, whether or not the Contractor's justification is acceptable or if the Contractor must, despite the justification, rectify the deficiencies cited by OCED in its report.

P. **Conflict of Interest**

The Contractor agrees to abide by the provisions of 24 CFR 84.42 (24 CFR Part 85.36 for Public Agencies) and 24 CFR 570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The Contractor further covenants that in the performance of this Agreement no person having such a financial interest shall be employed or retained by the Contractor hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the County, or of any designated public agencies or subrecipients which are receiving funds under the CDBG Entitlement program.

The Contractor shall disclose any possible conflicts of interest or apparent improprieties of any party that are covered by the above standards. The Contractor shall make such disclosure in writing to OCED immediately upon the Contractor's discovery of such possible conflict. OCED will then render an opinion which shall be binding on all parties.

Programmatic purpose for which the property was acquired and identify the CDBG national objective that will be met. If the property was improved, the records shall describe the programmatic purpose for which the improvements were made and identify the CDBG national objective that will be met.

- d. All real property shall be inventoried annually by the Contractor and an inventory report shall be submitted to OCED. This report shall include the elements listed in Paragraph T.2.c., above.
3. The Contractor shall comply with the nonexpendable personal property requirements as stated below:
 - a. All nonexpendable personal property purchased in whole or in part with funds from this and previous contracts with OCED shall be listed in the property records of the Contractor and shall include a description of the property; location; model number; manufacturer's serial number; date of acquisition; funding source; unit cost at the time of acquisition; present market value; property inventory number; information on its condition; and information on transfer, replacement, or disposition of the property.
 - b. All nonexpendable personal property purchased in whole or in part with funds from this and previous contracts with OCED shall be inventoried annually by the Contractor and an inventory report shall be submitted to OCED. The inventory report shall include the elements listed in Paragraph T.3.a., above.
 - c. Title (ownership) to all nonexpendable personal property purchased in whole or in part with funds given to the Contractor pursuant to the terms of this contract shall vest in the County and OCED.
 4. The Contractor shall obtain prior written approval from OCED for the disposition of real property, expendable personal property, and nonexpendable personal property purchased in whole or in part with funds given to the Contractor or subcontractor pursuant to the terms of this contract. The Contractor shall dispose of all such property in accordance with instructions from OCED. Those instructions may require the return of all such property to OCED.

U. Program Income

1. Program Income as defined in 24 CFR Part 570.500 means gross income received by the Contractor directly generated from activities supported by CDBG funds. When program income is generated by an activity that is only partially assisted with CDBG funds, the income shall be prorated to reflect the percentage of CDBG funds used.
2. If the Contractor generates program income, the Contractor may retain the program income and use it for costs that are in addition to the approved costs of this contract, provided that such costs specifically further the objectives of this contract. These additional costs need not be of a kind that would be permissible as charges to this contract. However, the Contractor shall not, under any circumstances, use program income to pay for charges or expenses that are specifically not allowed pursuant to the terms of this contract and applicable federal regulations or rules, or any County rules or ordinance.
 - a. The Contractor shall comply with the program income provisions in OCED's Contract Compliance Manual. If any program income provisions of the Contract Compliance Manual conflict with any

program income provisions of this contract, the provisions of this contract shall rule.

- b. The Contractor shall report to OCED all cumulative program income generated from activities financed in whole or in part by funds from this contract. This information must be submitted quarterly as part of the Fiscal Section of the Contractor's Progress Report as outlined in Section II, Paragraph D.2.a.
 - c. The Contractor shall report program income for as long as it receives and/or has control over program income generated from this and any previous contracts with OCED.
 - d. The Contractor shall provide to OCED a written explanation of the activities to be assisted with program income and shall obtain OCED's written approval prior to implementing those activities. All provisions of this contract shall apply to any activity performed using program income.
 - e. Subject to the limitations set forth in this paragraph, the Contractor may use program income to fund any CDBG eligible activity as provided for and defined by 24 CFR Part 570 et seq.
 - f. Program income from a revolving loan activity must be used only for the same revolving loan activity.
 - g. Program income from a revolving loan activity, such as loan repayments, interest earned, late fees, and investment income, shall be substantially disbursed to eligible loans, loan-related programmatic costs, and operational costs for the same revolving loan activity before the Contractor may request additional CDBG funds for that activity.
 - h. All program income from nonrevolving loan activities shall be substantially disbursed to carry out other OCED approved CDBG eligible activities, and to cover operational costs before requesting additional CDBG funds.
 - i. Any proceeds from the sale of property as detailed in Section II, Paragraph T.4., above, shall be considered program income.
 - j. The Contractor shall obtain, as part of the required audit report, validation by a certified auditor of all program generated income and its disposition.
3. Upon expiration or termination of this contract or at the end of any program year, the Contractor shall transfer to the County any program income funds on hand, and any program income accounts receivable to any CDBG funded activities. OCED may require remittance of all or part of any program income balances (including investments thereof) held by the Contractor (except those needed for immediate cash needs, cash balances of revolving loan fund, cash balances from a lump sum drawdown, or cash or investments held for Section 108 security needs).
 3. OCED, in its sole and absolute discretion, reserves the right to pursue other courses of action in the retention and use of program income generated by the Contractor, and such action shall not require an amendment to this contract.

3. The Contractor shall be responsible for monitoring the contractual performance of all subcontracts and their progress toward meeting the approved goals and objectives indicated in the attached Scope of Services.
4. The Contractor shall receive from OCED written prior approval for any subcontract engaging any party who agrees to carry out any substantive programmatic activities as may be determined by OCED as described in this contract. OCED's approval shall be obtained prior to the release of any funds to the subcontractor.
5. The Contractor shall receive written approval from OCED prior to either assigning or transferring any obligations or responsibility set forth in this contract or the right to receive benefits or payments resulting from this contract.
6. Approval by OCED of any subcontract or assignment shall not under any circumstance be deemed to provide for the incurrence of any obligation by OCED in excess of the total dollar amount agreed upon in this contract.
7. If the subcontract involves \$100,000 or more to provide services listed in the Scope of Services or suppliers to supply the materials, the Contractor shall provide the names of the subcontractors and suppliers to OCED.
8. The Contractor agrees that it will not change or substitute subcontractors or suppliers from the list without prior written approval from OCED.

X. Additional Funding

The Contractor shall notify OCED of any additional funding received for any activity described in this contract. Such notification shall be in writing and received by OCED within thirty (30) days of the Contractor's notification by the funding source.

Y. Method of Payment

The Contractor shall be paid as described below:

1. The Contractor shall be paid for those expenses allowed pursuant to the provisions provided below only when the Contractor submits to OCED adequate proof, as determined by OCED in its sole discretion, that the Contractor has incurred the expenditures. It shall be presumed that the Contractor has provided adequate proof of having incurred expenses if the Contractor submits to OCED canceled checks or original invoices approved by the Contractor's authorized representative. When original documents cannot be presented, the Contractor must adequately justify their absence in writing and furnish copies of those documents to OCED. The Contractor shall be paid only for those expenditures contained within Attachment B, "Budget," to this contract as it may be revised with the prior written approval by OCED.
2. Requests for payment (reimbursement) shall be assembled by calendar month and submitted to OCED no less frequently than monthly. Failure to comply may result in rejection of invoices.
3. In no event shall the County provide advance CDBG funding to the Contractor or to any subcontractor hereunder, nor shall the Contractor advance CDBG funds to any party.
4. Any payment due under the terms of this contract may be withheld pending the receipt and approval by OCED of all reports and documents which the

Contractor is required to submit to OCED pursuant to the terms of this contract or any amendments thereto.

5. No payment(s) will be made without evidence of appropriate insurance required by this contract. Such evidence must be on file with OCED and the County's Risk Management Division. OCED must receive the final request for payment from the Contractor no more than sixty (60) calendar days after the expiration or termination of this contract. If the Contractor fails to comply with this requirement, the Contractor will forfeit all rights to payment(s) if OCED, in its sole discretion, so chooses.
6. All monies paid to the Contractor which have not been used to retire outstanding obligations of this contract must be refunded to OCED in accordance with OCED's Contract Compliance Manual.
7. Any unexpended funds remaining after the completion of the services under this contract, or after termination of this contract, shall be recaptured in full by the County.

Z. Reversion of Assets

The Contractor shall return to OCED, upon the assets owned or held as a result of this contract, including, but not limited to any funds on hand, any accounts expiration or termination of this contract, all receivable attributable to these funds, mortgages, notes, and other collateral and any overpayments due to unearned funds or costs disallowed pursuant to the terms of this contract that were disbursed to the Contractor by the County. The Contractor shall within thirty days of expiration or termination of this contract execute any and all documents as required by the County to effectuate the reversion of assets. Any funds not earned, as described and provided for in OMB A-122, by the Contractor prior to the expiration or termination of this contract shall be retained by OCED.

II. The County Agrees:

Subject to the availability of funds, to pay for contracted activities according to the terms and conditions contained within this contract in an amount not to exceed \$60,000.00.

IV. The Contractor and OCED Agree:

A. Effective Date

1. This contract shall begin on January 1, 2002. Any costs incurred by the Contractor prior to this date will not be reimbursed by the County.
2. This contract shall expire on December 31, 2002. Any costs incurred by the Contractor beyond this date will not be reimbursed by the County. The term of this agreement and the provisions herein shall be extended to cover any additional time period during which the Contractor remains in control of the CDBG funds or other assets, including program income to support CDBG eligible activities.
3. This contract may, at the sole and absolute discretion of the County and OCED, remain in effect during any period that the Contractor has control over contract funds, including program income. However, the County shall have no obligation or responsibility to make any payment, except those described within Section II, Paragraph Y, or provide any type of assistance or support to the Contractor if this contract has expired or been terminated.

Americas Community Center, Inc., The
FY 2002
SCOPE OF SERVICES
JANUARY 1, 2002 - DECEMBER 31, 2002

1.- **ACTIVITY TITLE:** Working Together For A Better Future

2.- **ACTIVITY DESCRIPTION:** Employment training workshops for 850 people.

3.- **APPROVED BY BCC:** \$60,000

4.- **SOURCE** CDBG 2002

5.- **HUD INFORMATION:**

5a.- HUD matrix code: 05H

5b.- Title: Employment Training

5c.- Eligibility: 570.201(e)

6. **ACCOMPLISHMENTS:**

6a.- Number of Units: 850

6b.- Type: People

7.- **NATIONAL OBJECTIVE:** 570.208(a)(2) - Low / Mod. Income Clientele (LMC)

8.- **ACTIVITY ADDRESS:** 8000 N Biscayne BLVD
Hialeah FL 33012

9.- **LOCATION:** Miami FL 33138

For Action Steps See "Attachment A1"

► **CO:** David Sweet **PLANNER:** Harold Brjbesl

THE AMERICAS COMMUNITY CENTER

Action Steps Quarters of Completion

<p>1. 1 on 1 and workshop style classes for teaching interviewing skills, resume writing, cover letters, follow up to interview skills for 215 people per quarter (low to moderate income individuals).</p>	<p>January 6- March 30, 2002 April 1-June 30, 2002 July1-September 30, 2002 October 1- December 31, 2002</p>
<p>2. Provide bimonthly speakers to educate potential employees as to what is required to be successful in a given field for 215 people, per quarter.</p>	<p>January 6- March 30, 2002 April 1-June 30, 2002 July1-September 30, 2002 October 1- December 31, 2002</p>
<p>3. Identify and contract with companies committed to interviewing people prepared by our services. We will commit to a relationship that prepares up to 215 people per quarter for specific positions said companies need to fill.</p>	<p>January 6- March 30, 2002 April 1-June 30, 2002 July1-September 30, 2002 October 1- December 31, 2002</p>
<p>4. Seek out competitive jobs for up to 215 clients per quarter and follow up with case management and job coaching as is needed. With an average of 16 people per week.</p>	<p>January 6- March 30, 2002 April 1-June 30, 2002 July1-September 30, 2002 October 1- December 31, 2002</p>
<p>5. Insure our clients (up to 215) per quarter are taking English classes and working on improving their language skills.</p>	<p>January 6- March 30, 2002 April 1-June 30, 2002 July1-September 30, 2002 October 1- December 31, 2002</p>

THE AMERICAS COMMUNITY CENTER, INC.*WORKING TOGETHER FOR A BETTER FUTURE PROJECT***FY 2002 - SUMMARY BUDGET**

DESCRIPTION	OCED FUNDS	OTHER FUNDS	TOTAL FUNDS
01 Personnel	\$47,933	\$67,820	\$71,317
02 Contractual Services	\$3,600	\$5,000	\$8,600
03 Operational Expenses	\$8,467	\$67,180	\$75,647
04 Commodities	\$0	\$0	\$0
90 Capital Outlay	\$0	\$0	\$0
TOTAL	\$60,000	\$140,000	\$200,000

The Americas Community Center, Inc.
Working Together for a Better Future

Objective: Operating Budget 2002 Miami Dade County

I. Personnel Services: <u>Administrative Services</u>	Benefit Cost/empl Tax %	PERCENTAGE		Pay Periods	Max Pay Per Period	(Annualized)		Other sources
		<u>Non-OCED</u>	<u>OCED Costs</u>			<u>Total Salary/Expen</u>	<u>Total OCED</u>	
<u>Position</u>								
Executive Director/Instructor		61.5%	38.5%	26	2,500.00	65,000	25,000	40,000
Instructor		50.0%	50.0%	26	692.31	18,000	9,000	9,000
Administrative Asst.		58.3%	41.7%	26	923.08	24,000	10,000	14,000
04010 Total Salaries			43.4% average % total salaries			<u>107,000</u>	<u>44,000</u>	<u>63,000</u>
Total Number of employees	3							
04012 Social Security/Medicare	0.0765					8,186	3,366	4,820
04016 Workman's Comp	0					-	-	-
04017 State/Fed Unemployment	0.027					567	567	-
04013 Retirement	0					-	-	-
04014 Health Insurance cost per empl						-	-	-
Total Fringe Benefits	0.1035					<u>8,753</u>	<u>3,933</u>	<u>4,820</u>
Total Personnel Expense						<u>115,753</u>	<u>47,933</u>	<u>67,820</u>
Contractual Services:								
1010 Accounting/ External audit		0.00%	100.00%			2,400	2400	-
Copies Office Depot		0.00%	100.00%			1,200	1200	-
Professional Svc - Legal		100.00%	0.00%			3,000	0	3,000
3210 Insurance - Board		100.00%	0.00%			2,000	0	2,000
Total Contractual Services		50.00%	50.00%			<u>8,600</u>	<u>3,600</u>	<u>5,000</u>
Operating Expenses								
1611 Postage		100.00%	0.00%			3,600	0	3,600
Office Supplies		100.00%	0.00%			4,800	0	4,800
Printing		100.00%	0.00%			8,600	0	9,600
3511 Training Room Rental		100.00%	0.00%			9,000	0	9,000
Transportation		100.00%	0.00%			4,800	0	4,800
Utilities		100.00%	0.00%			250	0	250
1010 Office Equipment		100.00%	0.00%			3,600	0	3,600
1010 Telephone		72.67%	27.33%			7,197	1967	5,230
1511 Rent		61.31%	38.69%			16,800	6500	10,300
Marketing		100.00%	0.00%			16,000	0	16,000
Total Operating Expenses		93.40%	6.60%			<u>75,647</u>	<u>8,467</u>	<u>67,180</u>
Grand Total Project						<u>200,000</u>	<u>60,000</u>	<u>140,000</u>

OTHER FUNDING SOURCE

Washington Mutual Bank	\$10,000
San Sentinel Diversity Fund	\$25,000
Minimal User Fees	\$20,000
Vanis Clinics USA	\$12,000
Various Sponsors donors Small businesses / Corp.	\$73,000
Total	\$140,000

AMENDMENT ONE TO FY 2002 COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACT
BETWEEN
MIAMI-DADE COUNTY
AND
AMERICAS COMMUNITY CENTER, INC.

This FY 2002 contract amendment is entered into between Miami-Dade County, hereinafter referred to as the "County" and the Americas Community Center, Inc., hereinafter referred to as the "Contractor", executed on February 20, 2002, is amended as follows:

Effective Date

This Amendment, effective February 26, 2002, increases the amount and alters the format of the contract and subsequent amendments thereto.

- a. This contract shall begin on January 1, 2002. Any costs incurred by the Contractor prior to this date will not be reimbursed by the County.
- b. This contract shall expire on December 31, 2002. Any costs incurred by the Contractor beyond this date will not be reimbursed by the County.

ii. Article XVII, Documents, is amended to read:

2. Progress Reports

- a. The Contractor shall submit a status report using the form attached hereto as Attachment C, "Progress Report," as it may be revised by OCED, which shall describe the progress made by the Contractor in achieving each of the objectives and action steps identified in Attachment A, "Scope of Services."

The Contractor shall submit to OCED a cumulative account of its activities under this agreement by completing the following portions of the Progress Report Form:

Section I - Status of Contracted Activities:

The Contractor must report specific information regarding the status of the contracted activities, including accomplishments and/or delays encountered during the implementation of the project and an unduplicated count of clients served during the reporting period (if applicable) for each ethnic category. Contractors engaged in construction and/or housing rehabilitation projects shall report on the progress of their activities including the number of housing units completed and occupied. The Contractor shall also report demographic information on each head of household. Each goal and corresponding objective(s), as indicated in the approved Scope of Services, must be addressed as part of this report.



Section II - Fiscal Information:

The Contractor must report expenditure information based on approved budgeted line items to reflect all costs incurred during the reporting period. In addition, the Contractor shall report on Program Income Usage for each contracted activity.

The Contractor shall ensure that OCED receives each report in triplicate (or as indicated) no later than April 10, 2002, July 10, 2002, October 10, 2002 and January 10, 2003.

- The Contractor shall submit to the County, in a timely manner, any other information deemed necessary by the County, and its presentation shall comply with the format specified at the time of the request. Failure to submit the Progress Reports or other information in a manner satisfactory to the County by the due date shall render the Contractor in noncompliance with this Article. The County may require the Contractor to forfeit its claim to payment requests or the County may invoke the termination provision in this Agreement by giving five days written notice of such action to be taken.

3. Annual Report (Fourth Quarter Progress Report)- The Contractor shall submit a cumulative status report (hereinafter referred to as "Annual Report") using the "Progress Report" specified in Article XVIII, Paragraph 2 above, which shall describe the progress made by the Contractor in achieving each of the objectives identified in Attachment A during the previous year. The "Annual Report" must cover the fiscal year of January 1, 2002, through December 31, 2002, and shall be received annually by OCED no later than January 10 of each year this contract is in effect.

III. The County Agrees:

Subject to the availability of funds, to pay for contracted activities according to the terms and conditions contained within this amendment in an amount not to exceed \$120,000.

- IV. Attachment A is amended as indicated in Attachment A.
- V. Attachment B is amended as indicated in Attachment B.

This amendment and all its attachments are hereby made a part of the contract.

Americas Community Center, Inc., The
 FY 2002
 SCOPE OF SERVICES
 JANUARY 1, 2002 - DECEMBER 31, 2002

1.- ACTIVITY TITLE: Working Together For A Better Future

2.- ACTIVITY DESCRIPTION: Employment training workshops for 1,600 people

3.- APPROVED BY BCC: \$120,000

4.- SOURCE: CDBG 2002

5.- HUD INFORMATION:

5a.- HUD matrix code: 05H

5b.- Title: Employment Training

5c.- Eligibility: 570.201(e)

6. ACCOMPLISHMENTS:

6a.- Number of Units: 1,600 people

6b.- Type: People

7.- NATIONAL OBJECTIVE: 570.208(a)(2) - Low / Mod. Income Clientele (LMC)

8.- ACTIVITY ADDRESS: 9010 SW 137th Avenue, Suite #215
Miami, Florida 33186

9.- LOCATION: District 11

For Action Steps See "Attachment A1"

► CO: David Sweet

PLANNER: Harold Brjbasl

The Americas Community Center, Inc.
Working Together for a Better Future

Objective: Operating Budget 2002 Miami Dade County

I. Personnel Services: <u>Administrative Services</u>	Benefit Cost/empl Tax %	PERCENTAGE		Pay Periods	Max Pay Per Period	(Annualized)		Feb 26 - Dec 31 OCED	Other sources
		Non-OCED	OCED Costs			Total Salary/Expe	Total OCED		
Position									
Executive Director/Instructor		23.1%	76.8%	26	2,500.00	65,000	25,000	25,000	15,000
Instructor						20,000		10,000	10,000
Office/ Assistast						15,000		9,000	6,000
Instructor		33.3%	66.7%	26	692.31	18,000	9,000	3,000	6,000
Administrative Asst.		45.8%	54.2%	26	923.08	24,000	10,000	3,000	11,000
04010 Total Salaries			65.9% average % total salaries			142,000	44,000	50,000	46,000
Total Number of employees	3								
04012 Social Security/Medicar	0.0765					10,863	3,366	3,825	3,672
04016 Workman's Comp	0					-	-	-	-
04017 State/Fed Unemployme	0.027					567	567	-	-
01413 Retirement	0					-	-	-	-
04014 Health Insurance cost per empl						-	-	-	-
Total Fringe Benefits	0.1035					11,430	3,933	3,825	3,672
Total Personnel Expense						153,430	47,933	53,825	51,672
<u>Contractual Services:</u>									
21010 Accounting/ External audit		0.00%	100.00%			2,400	2400		-
Copies Office Depot		0.00%	100.00%			1,200	1200	3000	(3,000)
Professional Svc - Legal		100.00%	0.00%			3,000	0	1000	2,000
32210 Insurance - Board		100.00%	0.00%			2,000	0		2,000
Total Contractual Services		50.00%	50.00%			8,600	3,600	4,000	1,000
<u>Operating Expenses</u>									
1611 Postage		100.00%	0.00%			3,600	0	600	3,000
Supplies		100.00%	0.00%			4,800	0		4,800
Training Room Rental		100.00%	0.00%			9,000	0	1000	8,000
Transportation		100.00%	0.00%			4,800	0		4,800
Utilities		100.00%	0.00%			250	0		250
7010 Office Equipment		100.00%	0.00%			3,600	0		3,600
1010 Telephone		72.67%	27.33%			7,197	1967	575	4,655
5511 Rent		61.31%	38.69%			16,800	6500		10,300
Marketing		100.00%	0.00%			16,000	0		16,000
Total Operating Expenses		83.40%	6.60%			75,647	8,467	2,175	65,005
Grand Total Project						237,677	60,000	60,000	117,677

OTHER FUNDING SOURCE

Washington Mutual Bank	\$10,000
in Sentinel Diversity Fund	\$25,000
riminal User Fees	\$20,000
arians Clinics USA	\$12,000
rious Sponsors donors Small businesses / Corp.	\$73,000
	\$140,000



CENTRO COMUNITARIO DE LAS AMERICAS
CDBG 2002

Action Steps	Quarters of Completion
1. 1 on 1 and workshop style classes for teaching interviewing skills, resume writing, cover letters, follow up to interview skills for 400 people (low to moderate income individuals).	January 6- March 30, 2002 April 1-June 30, 2002 July1-September 30, 2002 October 1- December 31, 2002
2. Provide bimonthly speakers to educate potential employees as to what is required to be successful in a given field for 400 people.	January 6- March 30, 2002 April 1-June 30, 2002 July1-September 30, 2002 October 1- December 31, 2002
3. Identify and contract with companies committed to interviewing people prepared by our services. We will commit to a relationship that prepares up to 400 people for specific positions said companies need to fill.	January 6- March 30, 2002 April 1-June 30, 2002 July1-September 30, 2002 October 1- December 31, 2002
4. Seek out competitive jobs for up to 400 clients and follow up with case management and job coaching as is needed. With an average of 16 people per week.	January 6- March 30, 2002 April 1-June 30, 2002 July1-September 30, 2002 October 1- December 31, 2002
5. Insure our clients (up to 400) per quarter are taking English classes and working on improving their language skills.	January 6- March 30, 2002 April 1-June 30, 2002 July1-September 30, 2002 October 1- December 31, 2002

The Americas Community Center, Inc.
Working Together for a Better Future

Objective: Operating Budget 2002 Miami Dade County

		(Annualized)			
<u>I. Personnel Services:</u>		<u>Total</u>	<u>Total</u>	<u>Feb 26 - Dec 31</u>	<u>Other</u>
<u>Administrative Services</u>		<u>Salary/Expe</u>	<u>OCED</u>	<u>OCED</u>	<u>sources</u>
<u>Position</u>					
01	Total Personnel Expense	153,430	47,933	53,825	51,672
02	Total Contractual Services	8,600	3,600	4,000	1,000
03	Total Operating Expenses	75,647	8,467	2,175	65,005
04	Total Commodities	-	-	-	-
90	Total Capital Outlays	-	-	-	-
Grand Total Project		237,677	60,000	60,000	117,677

Submitted: 3/18/02

MIAMI-DAIE Seminario de Maestros

ID	First Name	Last Name	Address	City	State	Zip	Phone	E-mail Address	Profession	Signature	Fee
1	Zoselo	Barrabedita	[Redacted]	Hialeach		33014	[Redacted]	[Redacted]		[Signature]	\$70 Debe
2	Agnes	FEMANI	[Redacted]	Miami		33178	[Redacted]	[Redacted]		[Signature]	\$20
3	Adolfo	Soto	[Redacted]	Miami		33182	[Redacted]	[Redacted]	Maestro	[Signature]	\$10
4	[Redacted]	Rallon	[Redacted]	[Redacted]	MIAMI	33172	[Redacted]	[Redacted]	Abogado	[Signature]	\$20
5	LEONARDO	VUNDA	[Redacted]	MIAMI	FL	33178	[Redacted]	[Redacted]	Ingeniero	[Signature]	\$20
6	James	Ariza	[Redacted]	Miami	FL	33178	[Redacted]	[Redacted]	Ingeniero	[Signature]	\$20
7	Orlando	Polina	[Redacted]	Miami		33146	[Redacted]	[Redacted]	Educador	[Signature]	\$10
8	Roberto	[Redacted]	Cucina de la hoy								\$20
9	Nestor	Romero									
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20										total	150



March 15 2002

ID	First Name	Last Name	Address	City	State	Zip	Phone	E-mail Address	Profession	Signature	Fee
1	ANTONIO	GARCIA	[REDACTED]	MIAMI	FL	33176	[REDACTED]		ING IN DESTRIAL	[Signature]	CUBA
2	Pedro	Herrera	[REDACTED]	[REDACTED]	FL	33010	[REDACTED]		ING CIVIL	[Signature]	CUBA
3	MARC	[REDACTED]	2002	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[Signature]	[REDACTED]
4	Angel	MELASQUEZ	[REDACTED]	Miami	FL	33196	[REDACTED]		Asesor tecnico	[Signature]	[REDACTED]
5	Carlos	Dezarte	[REDACTED]	Miami	FL	33175	[REDACTED]		Asesor tecnico	[Signature]	[REDACTED]
6	LUIZ	DUNLAP	[REDACTED]	Hialeah	FL	33175	[REDACTED]		[REDACTED]	[Signature]	[REDACTED]
7	Monica	CAMPOS	[REDACTED]	Hialeah	FL	33186	[REDACTED]		Periodista	[Signature]	[REDACTED]
8	HARIBO	5 th	2002	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[Signature]	[REDACTED]
9	Carlon	MOLINA	[REDACTED]	MIAMI	FL	33103	[REDACTED]		Asesor tecnico	[Signature]	VENEZ.
10	Manuel	Galimbo	[REDACTED]	St AP	FL	33172	[REDACTED]		Educador	[Signature]	VENEZ.
11	GUSTAVO	ELIAS	[REDACTED]	Hialeah	FL	33167	[REDACTED]		INGENIERO	[Signature]	ASIA.
12	ANTONIO	LONCORAN	[REDACTED]	Hialeah	FL	33012	[REDACTED]		Mecanico	[Signature]	CHI (CUBA)
13	Berson	Bonilla	[REDACTED]	Miami	FL	33175	[REDACTED]		Maestro	[Signature]	CUBA
14	MARIA	MAVI	[REDACTED]	Miami	FL	33170	[REDACTED]		Arquitecto	[Signature]	VENEZ.
15	Lorena	Luise	[REDACTED]	Miami	FL	33176	[REDACTED]		Ing. Elect.	[Signature]	CHILE 20
16	Guillermo	MEJIA	[REDACTED]	Miami	FL	33156	[REDACTED]		Ing. Elect.	[Signature]	EL SALV. 10
17	GUSTAVO	ACEVEDO	[REDACTED]	Miami	FL	33185	[REDACTED]		Tec. Alim. y	[Signature]	Colomb.
18	Jhon	Perez	[REDACTED]	Miami	FL	33141	[REDACTED]		Industrial	[Signature]	Colomb.
19	Licet	Orana	[REDACTED]	[REDACTED]	FL	33173	[REDACTED]		biomédica	[Signature]	VENEZ.
20											

Data 3/15/02

Q

03-18-02

First Name	Last Name	Address	City	State	Zip	Phone	E-mail Address	Profession	Signature	Fee
Ilaria	Queiroz	[REDACTED]	Hialeah	FL	33010	[REDACTED]	[REDACTED]	RN	[Signature]	\$
Francisco	Herrera	[REDACTED]	Hialeah	FL	33010	[REDACTED]	[REDACTED]	[REDACTED]	[Signature]	\$
SUSANA	REYES	[REDACTED]	O. Lakes	FL	33054	[REDACTED]	[REDACTED]	Dental	[Signature]	\$
Clara	Parva	[REDACTED]	Kendall	FL	33186	[REDACTED]	[REDACTED]	Personal	[Signature]	\$
Elvia	Velet	[REDACTED]	Kendall	FL	33179	[REDACTED]	[REDACTED]	Disc. Educator	[Signature]	\$
Ramon	Julino	[REDACTED]	Kendall	FL	33178	[REDACTED]	[REDACTED]	Economista	[Signature]	\$
Adriana	Esquivel	[REDACTED]	Miami Kendall	FL	33186	[REDACTED]	[REDACTED]	Abogada	[Signature]	\$
Francy	Inares	[REDACTED]	Kendall	FL	33186	[REDACTED]	[REDACTED]	Maestra	[Signature]	\$
Hernando	Honroy	[REDACTED]	Kendall	FL	33196	[REDACTED]	[REDACTED]	Prof. asociado	[Signature]	\$
Daisy	Restrepo	[REDACTED]	Miami	FL	33126	[REDACTED]	[REDACTED]	INGENIERO	[Signature]	\$
Zulema	Calvo	[REDACTED]	Kendall	FL	33196	[REDACTED]	[REDACTED]	Exp. sistema	[Signature]	\$
PANTIV	SARAH	[REDACTED]	Miami	FL	33130	[REDACTED]	[REDACTED]	PLEBOLGIST	[Signature]	\$
DUNLAP	LUZ	[REDACTED]	Miami	FL	33175	[REDACTED]	[REDACTED]	Odontologo	[Signature]	\$
Adonay	Riano	[REDACTED]	Miami	FL	33186	[REDACTED]	[REDACTED]	Economista	[Signature]	\$
George	Argarita	[REDACTED]	Miami	FL	33193	[REDACTED]	[REDACTED]	Adm. Ejecutiva	[Signature]	\$
Yamika	Leonardo	[REDACTED]	Miami	FL	33196	[REDACTED]	[REDACTED]	Ingeniero	[Signature]	\$
Luis E.	Cabrado	[REDACTED]	Miami	FL	33175	[REDACTED]	[REDACTED]	Dentista	[Signature]	\$
Luis	Colandrea	[REDACTED]	Miami	FL	33196	[REDACTED]	[REDACTED]	Doc. Educ. Univ.	[Signature]	\$
Leonarda	Ramirez	[REDACTED]	Miami	FL	33196	[REDACTED]	[REDACTED]	Prof. asociado	[Signature]	\$
Monica	Compos	[REDACTED]	Miami	FL	33186	[REDACTED]	[REDACTED]	Periodista	[Signature]	\$

First Name	Last Name	Address	City	State	Zip	Phone	E-mail Address	Profession	Signature	Fee
DANIEL	VALDES	[REDACTED]	MIAMI	FL	33010	[REDACTED]	[REDACTED]	MATH PROFESSOR	[Signature]	[REDACTED]
Alba	Valdes	"	"	"	"	"	"		[Signature]	
Sorley	Swarez	[REDACTED]	Miami	FL	33126	[REDACTED]	-	Administrador de sistemas y de bus.	[Signature]	
Elva Inés	Lugo	[REDACTED]	Hialeah Garden	FL	33048	-	-	Lic. Ed. Pr. Educación y Esp. Especial	[Signature]	
Margar	Plata	[REDACTED]	"	FL		[REDACTED]	-	Ing. En Geniería	[Signature]	
Juan	Martinez	[REDACTED]	"	FL	33186	[REDACTED]	[REDACTED]	Odontólogo	[Signature]	
Doray	Riviro	[REDACTED]	Miami	FL	33157	[REDACTED]	[REDACTED]	Com. Tecnológico Alimentos y sus Derivados	[Signature]	
Alma	sánchez	[REDACTED]	Miami	FL	33143	[REDACTED]	[REDACTED]	Psicóloga Organizac.	[Signature]	
Fredro	Deotne	[REDACTED]	MIA	FL	33193	[REDACTED]	-	Comerciante	[Signature]	
Siomar	Nillegas	[REDACTED]	Mis	FL	33186	[REDACTED]	[REDACTED]	Ing. Agr	[Signature]	
Estreim	Ostiz	[REDACTED]	Mia	FL	33196	[REDACTED]	[REDACTED]	Medico	[Signature]	
MARZO	27-2007	4-204								
Luz	Vigil	[REDACTED]	Miami	FL	33130	[REDACTED]	[REDACTED]	Docente	[Signature]	
Julima	Garcia	[REDACTED]	Miami	FL	33196	[REDACTED]	[REDACTED]	Educacion	[Signature]	
Blasiana	Garcia	[REDACTED]	"	"	33196	[REDACTED]	[REDACTED]		[Signature]	
JERARDO	SOLARI	[REDACTED]	Miami	FL	33126	[REDACTED]	[REDACTED]	Buss. Hobbies	[Signature]	
Ferrer	Ozabal	[REDACTED]	Miami	FL	33126	[REDACTED]	[REDACTED]	Per. Operativa	[Signature]	
Rozzo	Fernandez	[REDACTED]	Miami	FL	33126	[REDACTED]	[REDACTED]	Patronomico	[Signature]	
Nelly	Salvague	[REDACTED]	MIA		33139	[REDACTED]	[REDACTED]	Mastring	[Signature]	
Patricia	Villalobos	[REDACTED]	Miami	FL	33183	[REDACTED]	[REDACTED]	Tech. Cs. S.	[Signature]	

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The Americas Community Center, Inc.
Transaction Detail By Account
January through December 2002

Date	Name	Memo	Amount	
05/29/2002	Alberto Ferreira Hair Studio	Sponsorship of Event- Elections	0.00	
02/25/2002	Alternative Mortgage	Deposit	250.00	
08/20/2002	ALVAREZ & MARTINEZ		-250.00	
05/31/2002	America TeVe A41	Sponsorship of Petition Drive May 26 2002	0.00	
11/27/2002	Andreino Lopez/Carmen Nunez		-170.00	
12/17/2002	AVIANCA	December 19 Event Weston Town Center	2,000.00	
08/08/2002	Bell South		5,000.00	
12/02/2002	Carlos Reyes		75.00	
07/15/2002	Central tire	Deposit	500.00	
12/07/2002	Consulado General de Colombia	Sponsorship of Seminar held on 12/7/02 at the Intercont	200.00	
03/01/2002	Daniel Hurtado- Donor	Executive Leather Chair- Used	75.00	
05/10/2002	Don Gonzalez, P.A.	Sponsorship of Seminar held on March 28, 2002	0.00	
04/10/2002	Escoence Spa	Deposit	300.00	
12/19/2002	Figueroa Sierra & Assoc.		75.00	
05/29/2002	FUNDACION PORVENIR	Sponsorship of Event - Elections	50.00	
05/23/2002	Gevity HR, Inc	Referral Fees	559.88	
08/14/2002	Gevity HR, Inc	Referral Fees	887.48	1,247.36
07/19/2002	JAIRO CABAL	DEVOLUCION TICKET	-116.00	
12/02/2002	Janeth Denicolo		-10.00	
02/01/2002	Joe Martinez- Commissioner	Burgundy Fabric Chair	20.00	
12/05/2002	LEOPOLDO CORDOVA		-200.00	
04/01/2002	Lincoln Diaz-Balart	CPU Compaq 6729BLN2P073- USED	100.00	
04/01/2002	Lincoln Diaz-Balart	CPU CTX 729BNL2P0E8- USED	100.00	
04/01/2002	Lincoln Diaz-Balart	KEYBOARD- USED	5.00	
04/01/2002	Lincoln Diaz-Balart	Blue Fabric Chair- Used	20.00	
04/01/2002	Lincoln Diaz-Balart	2 Computer Mouse- Used	10.00	
04/01/2002	Lincoln Diaz-Balart	CPU Compaq Desk Pro with monitor 6741BK52R428-	150.00	385.00
08/02/2002	M. GAITAN		-156.00	
04/01/2002	Margarita Ross	Monitor AGT Vision 5L 9523046310- Used	50.00	
04/01/2002	Margarita Ross	Monitor CTX VL500 16794105691- Used	50.00	
04/01/2002	Margarita Ross	Monitor Compaq 610 723BCQ50K- USED	50.00	
04/01/2002	Margarita Ross	2 KEYBOARDS- USED	10.00	
03/01/2002	Martha Beltran	Cork Board- Used	12.00	
05/10/2002	METLIFE	420+100	500.00	
05/10/2002	METLIFE	Sponsorship of Series of Seminars called "Metlife Semin	0.00	
05/21/2002	METLIFE	Deposit	100.00	
05/31/2002	METLIFE	Deposit	50.00	
06/03/2002	METLIFE		300.00	950.00
01/01/2002	Miami-Dade County:CDBG CD523004R165	Governmental Grant	60,000.00	
12/31/2002	Miami-Dade County:CDBG CD523004R165	Governmental Grant	-1,841.65	
01/01/2002	Miami-Dade County:CDBG CD5280060405	Governmental Grant	60,000.00	
12/31/2002	Miami-Dade County:CDBG CD5280060405	Governmental Grant	-1,949.32	116,209.03
03/06/2002	Money Tree Mortgage	Deposit	500.00	
12/31/2002	North Broward Hospital District	Rental Factor of Office Space for 12 months	5,000.00	

Donors 2002



The Americas Community Center, Inc.
Transaction Detail By Account
January through December 2002

02/01/2002	Patricia Arce- Donor	Coffe Maker	20.00	
02/01/2002	Patricia Arce- Donor	ETL Phone ATC-418	5.00	
12/18/2002	Pedro Alejandro Murcia		35.00	
05/29/2002	PHANOR CALLE, MD.	Sponsorship of Event - Elections	200.00	
05/03/2002	Primerica Finacial	Primerica Fianncial	100.00	
05/24/2002	Publication Web	Deposit	100.00	
04/01/2002	RAUL GARCES- Donor	HP A900 Laptop ComputerGAYL15006101-Used	1,000.00	
04/01/2002	RAUL GARCES- Donor	HP II Printer 656C- Used	100.00	
04/01/2002	RAUL GARCES- Donor	Keyboard- Used	5.00	1,105.00
05/24/2002	Ricardo de la Hoz	Deposit	300.00	
05/29/2002	RICK CASE HONDA.	Sponsorship of Event - Elections	500.00	
01/05/2002	Selnic and Associates	Deposit	100.00	
12/17/2002	The Media Network, Inc	Location abd Equipment Rental	0.00	
12/17/2002	The Media Network, Inc	Participant Recruitment	0.00	
12/17/2002	The Media Network, Inc	Focus Note Taker	0.00	
06/12/2002	The Stockbridge Group	Deposit	500.00	
05/29/2002	UNICASA.	Sponsorship of Event Elections	200.00	
09/13/2002	UNICASA.		570.00	770.00
09/13/2002	Union Bank		-60.00	
01/14/2002	Various Donors	BREAKFAST	14.00	
01/14/2002	Various Donors	Claudia Navarro	20.00	
01/30/2002	Various Donors	seminar	40.00	
05/10/2002	Various Donors	420+100	20.00	
05/21/2002	Various Donors	Deposit	60.00	
05/21/2002	Various Donors	Deposit	25.00	
05/23/2002	Various Donors	Deposit	20.00	
05/24/2002	Various Donors	Deposit	25.00	
05/31/2002	Various Donors	Deposit	20.00	
05/31/2002	Various Donors	Sodas	175.00	
06/10/2002	Various Donors		30.00	
06/10/2002	Various Donors		30.00	
06/12/2002	Various Donors	Deposit	10.00	
07/15/2002	Various Donors	Deposit	250.00	
07/17/2002	Various Donors		239.74	
08/14/2002	Various Donors	Various	20.00	
08/20/2002	Various Donors	Refunded Deposits due to cancelation of event	-1,000.00	
01/23/2002	Various Vendors	teacher consult	100.00	
01/30/2002	Various Vendors	service	40.00	
01/30/2002	Various Vendors	t-shirts	50.00	
02/05/2002	Various Vendors	Web page	40.00	
02/08/2002	Various Vendors	seminar 2/7/02	380.00	
02/11/2002	Various Vendors	lawer	30.00	
02/11/2002	Various Vendors	web page	20.00	
02/11/2002	Various Vendors	web page	20.00	
02/14/2002	Various Vendors	Deposit	225.00	

The Americas Community Center, Inc.
Transaction Detail By Account
 January through December 2002

02/19/2002	Various Vendors	Teachers seminar	450.00	
02/19/2002	Various Vendors	web page curriculum	10.00	
02/22/2002	Various Vendors	doc copies	20.00	
03/08/2002	Various Vendors	seminar 3/7/02	100.00	
03/08/2002	Various Vendors	web page	44.00	
03/13/2002	Various Vendors	seminar teacher	520.00	
03/13/2002	Various Vendors	seminar doctors	200.00	
03/13/2002	Various Vendors	t-shirts pins	70.00	
03/13/2002	Various Vendors	web	10.00	
03/13/2002	Various Vendors	web	10.00	
03/26/2002	Various Vendors	seminar engineers	165.00	
03/26/2002	Various Vendors	seminar teachers	80.00	
03/26/2002	Various Vendors	web	45.00	
04/10/2002	Various Vendors	seminar teachers	20.00	
04/10/2002	Various Vendors	web page	68.00	
04/15/2002	Various Vendors	seminar 4/12/02	505.00	
04/15/2002	Various Vendors	seminar cambio	75.00	
04/15/2002	Various Vendors	resume	20.00	
04/15/2002	Various Vendors	seminar 4/11/02	200.00	
04/15/2002	Various Vendors	job search	50.00	
05/03/2002	Various Vendors	Resume	10.00	
12/17/2002	Western Union International	Seminar Related to Immigration	800.00	
12/17/2002	Western Union International	Sponsorship 20 July and 12 October 2002 Events	5,000.00	5,800.00
02/06/2002	Weston Medical Clinic	Deposit	100.00	
02/25/2002	Weston Medical Clinic	Deposit	200.00	
09/24/2002	Weston Medical Clinic		500.00	800.00
01/14/2002	World Education services	seminar 12/13/01	100.00	
05/10/2002	World Education Services/2	Sponsorship of Seminar held on May 10, 2002	0.00	
05/10/2002	World Education Services/2	Sponsorship of Seminar held on March 28, 2002	0.00	
03/28/2002			65.00	
03/28/2002			60.00	
05/06/2002		resumes	160.00	
05/06/2002		teacher seminar	45.00	
05/10/2002			50.00	
05/10/2002		flags & sodas	1,716.05	
05/29/2002			45.00	
05/31/2002			146.13	
06/03/2002			5.00	
06/10/2002			60.00	
06/17/2002			10.00	
06/17/2002			80.00	
06/25/2002			85.37	
06/27/2002			200.00	
06/27/2002			20.00	
06/27/2002			44.00	

The Americas Community Center, Inc.
Transaction Detail By Account
January through December 2002

07/10/2002		235.00
07/18/2002		198.00
07/18/2002		250.00
07/19/2002	ALFONSO BENAVIDES	400.00
07/22/2002	PROMEDICAL	500.00
07/22/2002		10.00
07/22/2002	EVENTO 20 DE JULIO	216.00
07/23/2002		144.00
08/06/2002		36.50
08/07/2002		60.00
08/09/2002		113.27
08/27/2002		272.25
08/30/2002		250.00
09/20/2002		450.08
09/26/2002		40.00
09/30/2002		225.00
10/07/2002		1,100.00
10/07/2002		1,169.05
10/11/2002		765.00
10/15/2002		1,800.00
10/15/2002		38.55
10/15/2002		30.00
10/22/2002		75.00
10/23/2002		100.00
11/05/2002		150.00
11/05/2002		200.61
11/06/2002		500.00
11/12/2002		220.00
11/22/2002		1,200.00
11/26/2002		750.00
11/27/2002		200.00
12/05/2002		1,150.00
12/10/2002		1,225.00
12/12/2002		350.00
12/12/2002		50.00
12/20/2002		600.00



Ingeniería -

Employment Application

LAST NAME / APELLIDO: T. FIRST NAME / NOMBRE: L. E-MAIL: _____

ADDRESS / DIRECCION: _____ City: _____ Zip code: _____

NATIONALITY / NACIONALIDAD: COLOMBIANS AGE / EDAD: _____ S.S. _____ PHONE # / TEL: _____

PROFESSION: ING. INDUSTRIAL ENGLISH LEVEL: NIVEL DE INGLES EXCELENT GOOD REGULAR NO

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? / ¿USTED LEGALMENTE ELEGIBLE PARA TRABAJAR EN LOS ESTADOS UNIDOS?
YES NO IF NOT, PLEASE EXPLAIN YOUR STATUS / SI NO POR FAVOR EXPLIQUE SU STATUS _____

POSITION AND MINIMUM SALARY DESIRED / POSICION Y SALARIO MINIMO DESEADO: _____ \$ _____ TIME: FULL PART

HAVE YOU EVER BEEN CONVICTED OF A FELONY? / ¿SIDO USTED ACUSADO POR ALGUN DELITO?
YES NO
Conviction will not disqualify an applicant for employment

EXPERIENCE DO YOU HAVE ANY EXPERIENCE? / ¿TENE USTED ALGUNA EXPERIENCIA?
COMO SECRETARIA - EXECUTIVE TECHNOLOGIE COEP.
PLEASE BEGIN WITH THE LAST EMPLOYMENT YOU HAD / POR FAVOR COMIENCE CON EL ULTIMO TRABAJO QUE TUVO.)

COMPANY	TELEPHONE	POSITION	FROM TO
_____	_____	_____	<u>Febr 2002.</u>
_____	_____	_____	<u>Jul. 200.</u>

SERVICE CONTRACT - CONTRATO DE SERVICIO

1. ESTA AGENCIA NO GARANTIZA LA OBTENCION DE CUALQUIER TRABAJO YA QUE EL EMPLEADOR DIRECTO SERA QUIEN TOMA LA ULTIMA DETERMINACION.
2. EL EMPLEADO ES Y SERA EL UNICO RESPONSABLE DE LOS ACUERDOS QUE ESTABLEZCA CON LA COMPANIA QUE LO CONTRATE, COMO HORARIOS Y SALARIO, TENIENDO EN CUENTA LAS LEYES LABORALES DEL PAIS Y EL SALARIO MINIMO.
3. AL OBTENER EL EMPLEO EL APLICANTE DEBERA DAR UNA DONACION A LA ORGANIZACION DE \$ 50,00 Y SI EL EMPLEO ES TEMPORAL SOLO \$ 15,00.
4. EL APLICANTE DEBERA TENER CONTACTO DIRECTO Y CONTINUO CON LA ORGANIZACION PARA MAYOR EFECTIVIDAD DE NUESTRO SERVICIO.
5. EL CENTRO COMUNITARIO DE LAS AMERICAS NO DISCRIMINA POR RAZA, COLOR, RELIGION, NACIONALIDAD, EOAD, DISCAPACIDAD, SEXO, ARRESTO O ANTECEDENTES PENALES.
6. HE LEIDO LAS ESTIPULACIONES DEL CONTRATO Y CERTIFICO ESTAR DE ACUERDO.

APPLICANT SIGNATURE _____

10/21/02.
DATE





CENTRO COMUNITARIO DE LAS AMÉRICAS

8010 S.W. 137 Ave. • Suite 215 • Miami, FL 33166
Tel. 305-387-7277 • Fax 305-387-7272
2300 N. Commerce Pkwy • Weston Regional Health Park • Suite 106 • Weston, FL 33326
Tel. 954-217-5772 • www.americazcc.org

Ingeniero

EMPLOYMENT APPLICATION

LAST NAME / APELLIDO: G FIRST NAME / NOMBRE: G E-MAIL: g.garcia@americazcc.org

ADDRESS / DIRECCION: _____ CITY / CIUDAD: Miami ZIP CODE / CODIGO POSTAL: 33125

NATIONALITY / NACIONALIDAD: Col. AGE / EDAD: _____ SS#: _____ PHONE / TELEFONO: _____

PROFESSION / PROFESION: Electr. Eng. ENGLISH LEVEL / NIVEL DE INGLES: EXCELLENT GOOD REGULAR NO

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? / ¿ES USTED LEGALMENTE ELEGIBLE PARA TRABAJAR EN LOS ESTADOS UNIDOS?
 YES / SI NO IF NOT, PLEASE EXPLAIN YOUR STATUS / SI NO POR FAVOR EXPLIQUE SU ESTATUS

POSITION AND MINIMUM SALARY DESIRED / POSICION Y SALARIO MINIMO DESEADO: \$2,000 - \$2,500 \$ TIME: FULL PART
\$12.00/hora NO YES Ver referal do.

HAVE YOU EVER BEEN CONVICTED OF A FELONY? / HA SIDO USTED ACUSADO POR ALGUN DELITO
 YES NO
Conviction will not disqualify an applicant for employment

DO YOU HAVE ANY EXPERIENCE? / ¿TIENE USTED ALGUNA EXPERIENCIA? YES

PLEASE BEGIN WITH THE LAST EMPLOYMENT YOU HAD / POR FAVOR COMIENCE CON EL ULTIMO TRABAJO QUE TUVO

COMPANY / COMPAÑIA	TELEPHONE / TELEFONO	POSITION / POSICION	FROM TO
_____	_____	_____	<u>Dec 15/02 actual</u>
_____	_____	_____	<u>(1 año)</u>
_____	_____	<u>referencias personales</u>	<u>(2 años)</u>

SERVICE CONTRACT - CONTRATO DE SERVICIO

- ESTA AGENCIA NO GARANTIZA LA OBTENCION DE CUALQUIER TRABAJO YA QUE EL EMPLEADOR DIRECTO SERA QUIEN TOMA LA ULTIMA DETERMINACION.
- EL EMPLEADO ES Y SERA EL UNICO RESPONSABLE DE LOS ACUERDOS QUE ESTABLEZCA CON LA COMPAÑIA QUE LO CONTRATE, COMO HORARIOS Y SALARIO; TENIENDO EN CUENTA LAS LEYES LABORABLES DEL PAIS Y EL SALARIO MINIMO.
- AL OBTENER EL EMPLEO EL APLICANTE DEBERA DAR UNA DONACION MINIMA A LA ORGANIZACION DE \$50.00 Y SI EL EMPLEO ES TEMPORAL SOLO \$15.00.
- EL APLICANTE DEBERA TENER CONTACTO DIRECTO Y CONTINUO CON LA ORGANIZACION PARA MAYOR EFECTIVIDAD DE NUESTRO SERVICIO.
- EL CENTRO COMUNITARIO DE LAS AMERICAS NO DESCRIMINA POR RAZA, COLOR, RELIGION, NACIONALIDAD, EDAD, DISCAPACIDAD, SEXO, ARRESTO ANTECEDENTES PENALES.
- HE LEIDO ESTIPULACIONES DEL CONTRATO Y CERTIFICO ESTAR DE ACUERDO.

APPLICANT SIGNATURE / Firma del Apicante: [Signature] DATE / Fecha: 03, 18, 03



140 W. FLAGLER STREET, SUITE 1000
MIAMI, FL 33130-1551

OFFICE OF COMMUNITY AND
ECONOMIC DEVELOPMENT
Director's Office
PHONE: 305-375-3431
FAX: 305-375-3428
kfinnie@co.miami.dade.fl.us
www.co.miamidade.fl.us/ced/

June 19, 2002

Fabio Andrade, President & CEO
9010 SW 137 Avenue, Suite #216
Miami, Florida 33186
Americas Community Center, Inc.

Dear Mr. Andrade:

On June 19, 2002, staff of the Office of Community and Economic Development conducted a monitoring survey on your agency's CDBG activities. That survey was used to determine your organization's compliance with the terms of its contract with Miami-Dade County and to measure the performance of your agency's CDBG/HOME/ESG activity.

At the conclusion of the survey, staff discussed the results of the survey and issued to you a copy of its report. All items marked as "NO" in the survey instrument are considered findings that you must address by (July 19, 2002 - 30 days after date of monitoring survey) through a corrective action plan.

You may contact David Sweet, Contracts Officer, at (305) 375-3612, if you have any questions about the report or its contents. Thank you for the cooperation and assistance that you displayed towards our staff during the monitoring visit.

Sincerely,

David W Sweet / for
Felipe M. Rivero, III
Supervisor
Contracts Management and Monitoring Section



III. FISCAL SECTION

	YES	NO	N/A
1. Is the project's implementing agency submitting requests for reimbursement within fifteen (15) days after the calendar month in which the expenditures were incurred?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the implementing agency prepare expenditure status reports for the project at least on a quarterly basis? (SUBMITTED IN 1ST PROGRESS REPORT)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has OCED approved the project's current budget?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the project being revising its budget when necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the project expending the current allocation at an expected rate? If not, explain in "Comments" Section	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the project generating program income? If so, identify the types of program income and describe how they are used in the "Comments" Section.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Is the implementing agency submitting copies of the Federal Quarterly Payroll Tax Form (U.S. 941) to the OCED on a quarterly basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has the implementing agency submitted the following? documents to OCED to confirm the maintenance of its non-profit organization status?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) IRS tax-exempt status determination letter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Annual submission of I.R.S. Form 990 at least 120 days after the end of the Agency's previous fiscal year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Copy of most recent audit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d.) Most recent management letter. (first year of CDBG funding)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Does the implementing agency seek written approval from OCED prior to making the expenditures mentioned on a requested budget revision?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART 9: Activity Status/Accomplishments Information (complete this part for all types of activities)

Activity Status (Circle One): 1. Cancel 2. Completed ③ Underway

An activity is considered to be completed when it meets the National Objective and after all the funds are drawn)

2. Proposed Accomplishment Type: 13 3. Proposed # of Accomplishment Unit/s: 400

4. Actual Accomplishments Type: 13 5. Actual # of Accomplishment unit/s during the year: 420

6. Environmental Assessment Code: B 7. Create Program Income? (Y/N): NO

accomplishment narrative for the Current Program Year (Please make sure that accomplishments during the current year only included. Maximum 6 lines)

Training

Orientation

Job placement

Resume writing

By signing below I, LUIS A. GIRALDO, verify that the information in this report is accurate and appropriate records have been maintained.

Prepared By: Luis A. Giraldo Date: 04-15-02

Reviewed By: [Signature] Date: 04-15-02

RECEIVED

PROGRESS REPORT

2002 JUL 10 ^{AM 12:22} REPORTING PERIOD - 1st, 2nd, 3rd, 4th Quarter

O.C.E.D. COMM. DEV. DIV. (Circle Appropriate Quarter)

PART 1: Activity Information

- 1. Agency Name: AMERICAS COMMUNITY CENTER, INC, THE
- 2. Project Title: Working Together For a Better Future
- 3. Activity Name: Working Together For a Better Future 4. Category: Public Service
- 5. Activity Address: 9010 SW 137 Ave 6. Commission District: DISTRICT 1
Miami, FL 33186
- 7. Activity Description: Employment Training workshops for 1600 people
- 8. IDIS No. _____ 9. Source: CDBG 2002 10. Grantee Activity #: 570-208(a)(2)
- 11. Matrix Code: OSH 12. Index Code: 05280604 13. National Objective: LOW/MOD - Income clients (LMI)

ENTER YES (Y) OR NO (N) FOR QUESTIONS 14 TO 17

- 14. Help Prevent Homelessness?: Y 15. Help Those With HIV/AIDS?: N
- 16. Primarily Help Persons With Disabilities?: N 17. Generate Program Income?: N

INDICATE ALL THAT APPLY WITH "X" FOR QUESTIONS 18 TO 24

- 18. Section 108: _____ 19. One-For-One Replacement: _____ 20. Displacement: _____ 21. Float Funded: _____
- 22. Special Assessment: _____ 23. Revolving Fund: _____ 24. Favored Activity: _____

- 25. Float Principal Balance: _____
- 26. Indicate if the activity is located in CDFI Area or Strategy Area C/S: _____
- 27. Area Identifier: _____
- 28. Unliquidated Obligations: _____

PART 2: Area Benefit Information (complete this part if the national objective is LMA)

- 1. Percent of Low/Mod in Service Area: _____ 2. Survey or Census Tract determination? (S/C): _____
- 3. Census Tract: _____ 4. Block Groups: _____

PART B: ACTIVITY STATUS/ACCOMPLISHMENTS INFORMATION (COMPLETE THIS PART FOR ALL TYPES OF activities)

1. Activity Status (Circle One): 1. Cancel 2. Completed 3. Underway

An activity is considered to be completed when it meets the National Objective and after all the funds are drawn)

2. Proposed Accomplishment Type: B 3. Proposed # of Accomplishment Unit/s: 800 during year
400 this year

4. Actual Accomplishments Type: B 5. Actual # of Accomplishment unit/s during the year: 637

6. Environmental Assessment Code: B 7. Create Program Income? (Y/N): NO

Accomplishment narrative for the Current Program Year (Please make sure that accomplishments during the current year are only included. Maximum 6 lines)

Training
Orientation
Job placement
Resume writing
Teacher career

By signing below I, LUIS A. GIRALDO, verify that the information in this report is accurate and appropriate records have been maintained.

Prepared By: [Signature] Date: 07-09-02

Reviewed By: [Signature] Date: 07-09-2002

PROGRESS REPORT

REPORTING PERIOD - 1st, 2nd, 3rd, 4th Quarter
 (Circle Appropriate Quarter)

PART 1: Activity Information

1. Agency Name: Americas Community Center, Inc., The
2. Project Title: Working Together For A Better Future.
3. Activity Name: Working Together For A Better Future Category: Public Service.
5. Activity Address: 9010 SW 137 Ave. Miami FL 33186 6. Commission District: District 11
7. Activity Description: Employment training workshops for 1,600 people.
-
8. IDIS No. _____ 9. Source: CDBG 2002 10. Grantee Activity #: 570-208(a)(2)
Low/Mod Income clientele
11. Matrix Code: 05H 12. Index Code: CD52900604 13. National Objective: (L.M.C)

ENTER YES (Y) OR NO (N) FOR QUESTIONS 14 TO 17

14. Help Prevent Homelessness?: Y 15. Help Those With HIV/AIDS?: N
16. Primarily Help Persons With Disabilities?: N 17. Generate Program Income?: N

INDICATE ALL THAT APPLY WITH "X" FOR QUESTIONS 18 TO 24

18. Section 108: _____ 19. One-For-One Replacement: _____ 20. Displacement: _____ 21. Float Funded: _____
22. Special Assessment: _____ 23. Revolving Fund: _____ 24. Favored Activity: _____

25. Float Principal Balance: _____
26. Indicate if the activity is located in CDFI Area or Strategy Area C/S: _____
27. Area Identifier: _____
28. Unliquidated Obligations: _____

PART 2: Area Benefit Information (complete this part if the national objective is LMA)

1. Percent of Low/Mod in Service Area: _____ 2. Survey or Census Tract determination? (S/C): _____
3. Census Tract: 02 SEP 30 AM 10:47 4. Block Groups: _____

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 DFC. OF COMMUNITY DEV

PART 9: Activity Status/Ac mplishments Information (com plete this part for all types of
activities)

1. Activity Status (Circle One): 1. Cancel 2. Completed 3. Underway

An activity is considered to be completed when it meets the National Objective and after all the funds are drawn)

2. Proposed Accomplishment Type: 13 3. Proposed # of Accomplishment Unit/s: 400 this period ^{1,200 during the yr}
4. Actual Accomplishments Type: 13 5. Actual # of Accomplishment unit/s during the year: 1,263
6. Environmental Assessment Code: B 7. Create Program Income? (Y/N): N

Accomplishment narrative for the Current Program Year (Please make sure that accomplishments during the current year are only included. Maximum 6 lines)

Training
Orientation
Job Placement
Resume writing
Teacher career

By signing below I, Evita M. Cascante, verify that the information in this report is accurate and appropriate records have been maintained.

Prepared By: Evita Cascante Date: 9/28/02

Reviewed By: [Signature] Date: 9-28-02
[Signature] 9-28-02

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PROGRESS REPORT
 REPORTING PERIOD - 1st, 2nd, 3rd (4th) Quarter
 (Circle Appropriate Quarter)

PART 1: Activity Information

1. Agency Name: Americas Community Center, Inc. The
 2. Project Title: Working Together For A Better Future.
 3. Activity Name: Working Together For A Better Future Category: Public Service
 5. Activity Address: 9010 SW 137 Ave Miami, FL 33186 6. Commission District: District
 7. Activity Description: Employment training workshops for 1,600 people
 8. IDIS No. _____ 9. Source: CDBG 2002 10. Grantee Activity #: 530-208(a)(2)
 11. Matrix Code: 05 A 12. Index Code: CD525066000 13. National Objective: Low/Mod Income clientele (LMA)

ENTER YES (Y) OR NO (N) FOR QUESTIONS 14 TO 17

14. Help Prevent Homelessness?: Y 15. Help Those With HIV/AIDS?: N
 16. Primarily Help Persons With Disabilities?: N 17. Generate Program Income?: N

INDICATE ALL THAT APPLY WITH "X" FOR QUESTIONS 18 TO 24

18. Section 108: _____ 19. One-For-One Replacement: _____ 20. Displacement: _____ 21. Float Funded: _____
 22. Special Assessment: _____ 23. Revolving Fund: _____ 24. Favored Activity: _____

25. Float Principal Balance: _____
 26. Indicate if the activity is located in CDFI Area or Strategy Area C/S: _____
 27. Area Identifier: _____
 28. Unliquidated Obligations: _____

PART 2: Area Benefit Information (complete this part if the national objective is LMA)

1. Percent of Low/Mod in Service Area: _____ 2. Survey or Census Tract determination? (S/C): _____
 3. Census Tract: _____ 4. Block Groups: _____

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 OFC. OF COMMUNITY DEV.
 03 JAN - 6 PM 4: 56

PART 9: Activity Status/Accomplishments Information (Complete this part for all types of activities)

1. Activity Status (Circle One): 1. Cancel 2. Completed 3. Underway

An activity is considered to be completed when it meets the National Objective and after all the funds are drawn)

2. Proposed Accomplishment Type: 13 3. Proposed # of Accomplishment Unit/s: 1,600 during 400 this per

4. Actual Accomplishments Type: 13 5. Actual # of Accomplishment unit/s during the year: 185

6. Environmental Assessment Code: B 7. Create Program Income? (Y/N): N

Accomplishment narrative for the Current Program Year (Please make sure that accomplishments during the current year are only included. Maximum 6 lines)

Training
Orientation
Job Placement
Resume writing
Teacher career

By signing below I, Evita M. Casante, verify that the information in this report is accurate and appropriate records have been maintained.

Prepared By: Evita M Casante Date: Dec - 19 - 02

Reviewed By:  Date: Dec/19/02

03 JAN - 6 PM 4: 56
DPC. OF COMMUNITY DEV
RECEIVED

ON THE FRONT OF BUSINESS DEPOSIT SLIP

DATE: 01-22-03

MEMORANDUM: *The American Community Center*
2200 N. CAMDEN

UNION BANK

00170077034 0000178146 001

Date: 01/22/2003 Amt: \$240.00

Back of image

UNION BANK
 NATIONAL CITY CENTER
 1000 BANK OF FLORIDA PLANTATION, FL 33007

CARMENZA JARAMILO
 1800 LEGUI AVE
 ORLANDO, FL 32816

0-0012
 1854

DATE: 1/13/02

AMERICAN COMMUNITY CENTER
 TWO HUNDRED DOLLARS ONLY

Signature: *Carlena*

00170077034 0000178146 001

CK: 1854 Date: 01/22/2003 Amt: \$200.00

Back of image

UNION BANK
 NATIONAL CITY CENTER
 1000 BANK OF FLORIDA PLANTATION, FL 33007

CASH IN TICKET
 TELLER NO. 103

103 73 01-22-03 11-44-12 AM
 Cash In Ticket \$40.00

00170077034 001010104 701

Date: 01/22/2003 Amt: \$40.00

Back of image

UNION BANK
 NATIONAL CITY CENTER
 1000 BANK OF FLORIDA PLANTATION, FL 33007

ON THE FRONT OF BUSINESS DEPOSIT SLIP

DATE: 01-20-03

MEMORANDUM: *The American Community Center*
2200 N. CAMDEN

UNION BANK

00170077034 0000178146 001

Date: 01/24/2003 Amt: \$1226.00

Back of image

UNION BANK
 NATIONAL CITY CENTER
 1000 BANK OF FLORIDA PLANTATION, FL 33007

MIAMI-DADE COUNTY
 Miami-Dade County, Florida
 General Operating Account

LOG - 01166031

01/24/2003 01466031

AMERICAN COMMUNITY CENTER INC
 2200 N. CAMDEN
 MIAMI, FL 33129

00170077034 0000178146 001

CK: 6031 Date: 01/24/2003 Amt: \$1122.00

Back of image

UNION BANK
 NATIONAL CITY CENTER
 1000 BANK OF FLORIDA PLANTATION, FL 33007

COLOMBIAN AMERICAN COALITION OF FLORIDA

1129

DATE: 1-21-03

MEMORANDUM: *The American Community Center*
2200 N. CAMDEN

Barnett

Signature: *John P. Barnett*

00170077034 0000178146 001

CK: 1129 Date: 01/24/2003 Amt: \$68.20

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UNION BANK
 NATIONAL CITY CENTER
 1000 BANK OF FLORIDA PLANTATION, FL 33007

