


# Annual Salary and Bonus Certification for Funding Activities Subject to the Cap Certification Form 2024

LWDB Name / Number: LWDB 9

Submission Date: 2/19/2025

Name / Management Representative: Phyllis Marty  
 Title: Executive Director/President/CEO

Name / Management Representative: Todd Hutchison   
 Title: Director of Finance/Controller/CFO

FloridaCommerce only  
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Assertion or Question #	Salary/Bonus limitations/Cap	YES / NO
<b>Management asserts the following:</b>		
1 <i>note (2)</i>	We are aware the salary/bonus cap applies to all salaries, whether they are direct costs or charged through indirect cost rates. An analysis of 2024 salaries for staff has been performed. Any amounts determined to be paid using funds subject to the Federal Executive Level II salary limitation in excess of the 2024 cap (\$221,900) have been adjusted and paid from unrestricted sources.	Yes
2	We are aware the salary/bonus cap also applies to all recipients and subrecipients. An analysis of salaries and/or hourly rates for service providers has been performed. Any amounts determined to be paid using funds subject to the Federal Executive Level II salary limitation in excess of the 2024 cap (\$221,900) have been adjusted and paid from unrestricted sources.	Yes
3	We are aware salaries paid by multiple funding sources must be allocated and calculated accordingly. Our analysis of these calculations includes adequate documentation of actual time/efforts based on PARs or other similar data for all LWDB staff and staff of any subrecipients paid using funds subject to the Federal Executive Level II salary limitation.	Yes
4	We confirm the necessary salary/bonus cap analysis has been completed and written documentation of our 2024 analysis is available for review by FloridaCommerce or other awarding agencies upon request.	Yes
5 <i>note (3)</i>	We confirm that the salary/bonus information reviewed and the subrecipient salary/bonus rates reviewed included funding provided by CareerSource Florida, in addition to the funds passed through from FloridaCommerce.	Yes

**NOTES:**

- (1) Electronic correspondence has been deemed acceptable documentation for this process. Uploading this document via SharePoint will serve as the authorized certification.
- (2) Limited exceptions apply and are based on USDOL instructions.
- (3) This assertion is only applicable to LWDBs that receive funding through CareerSource Florida, in addition to the funds passed through from FloridaCommerce. For other organizations, please respond "N/A".

**Certification Statement:**

**PLEASE NOTE THAT TRANSMISSION OF THIS FORM TO FLORIDACOMMERCE INDICATES ACKNOWLEDGEMENT OF APPLICABLE SALARY RESTRICTIONS, GRANT/PROGRAM STANDARDS, AND THE LWDB'S COMPLIANCE WITH THE ABOVE-MENTIONED RESTRICTIONS/STANDARDS.**