

New Horizon Community Development Corporation Summer Youth Employment Training Program (SYETP)

Exhibit A **Scope of Services**

The New Horizon Community Development Corporation (NHCDC) is a 501(c) (3) non-profit organization which has been in existence since 1997. Also, the corporation is a certified Small Business Enterprise and has a Consumer's Certificate of Exemption. NHCDC has operated a summer camp, tutoring, mentoring and other positive programs for children and their families. During the summer of 2016 and 2017, NHCDC operated the SYETP in the City of Pompano Beach and was awarded funds to serve 80 in 2016 and 96 in 2017 and served 100 in 2019 at risk youth and their families. The NHCDC understand and commits to all parameters and mandates of the RFP. NHCDC provided a quality program as evidenced by verbal and written feedback from stakeholders. Due to the overwhelming demand for the program, we anticipate on serving 100 to 110 youth this program year.

NHCDC will provide jobs apprenticeship and mentoring opportunities to vulnerable youth. The program will focus on teaching the youth the "soft skills" necessary to enter the workforce. Research has shown that employers are looking for employees who possess soft skills. These skills include good communication skills, positive attitude, enthusiasm; teamwork/collaboration, adaptability/flexibility and a positive work ethic. The primary mission is to introduce the youth to the world of work and to enhance their overall self-awareness and development as productive citizens. NHCDC will make a good faith effort to place participants in jobs their of interest and the City will be notified if the participant is reassigned.

Drug Screening/Background Checks:

We will partner with a medical lab to provide drug screening for each participant summer youth employment program. Also, to ensure that a safe place for all children participating in NHCDC summer youth employment program, staff and any individual that will have contact with minor children shall be required to undertake a Level II background check. All background checks will be reviewed by the city's Human Resources Director.

Advertisement:

NHCDC developed flyers to market the program. Flyers will be distributed to community agencies, churches, apartment complexes, libraries and to private individuals. The announcement will be posted on social media. Also, the flyers or pamphlet will be distributed to the following schools:

- Crystal Lake Middle
- Pompano Beach Middle
- Blanche Ely High
- Pompano Beach High

Additionally, advertising will be conducted on the City of Pompano Beach TV Channel (78), posted in Pompano Beach City Hall and at Pompano Beach Parks and Recreation Centers. All advertisements will be approved by the city's Communication and Marketing Director. We will solicit businesses to partner with the program and provide business skills and mentoring support services to the youth enrolled in the program.

Applications Distribution:

Applications will be available for pick-up at the following locations:

- NHDC office (1518 N. W. 17th Avenue)
- City of Pompano Beach Parks and Recreation centers
- City of Pompano Beach City Hall
- City of Pompano Beach Dept. of Human Resources
- Local Churches
- Community agencies and organizations

Each parent and or guardian must provide a copy of their Florida driver's license or Florida identification card reflecting an address in the City of Pompano Beach, Florida. The completed application must include the following:

- Copy of the parent and or guardian's identification
- City Waiver and Hold Harmless Agreement form
- Letter of reference from one of the following: student's guidance counselor, teacher, principal, assistant principal or pastor
- Current report card
- Current utility bill

Each applicant's report card will be reviewed, and evidence of improvement will be noted and considered during the application and interview process. All completed applications must be returned to the NHDCDC office located at 1518 N. W. 17th Avenue. Incomplete applications will not be accepted. Completed applications must be submitted by **April 27, 2020 by 5:00 p.m.**

Interview Process:

In order to ensure fairness during the interview process we will select Broward educators or other human services personnel to conduct the interviews. We developed a set of questions to rate each applicant's responses during the interview. All applicants will be instructed to dress appropriately for the interview. Letters of congratulations and denial will be provided to each applicant. Upon request, NHDCDC will provide the City any and all necessary documentation that will show the demographic of participants in the program.

Participants Orientation:

A mandatory orientation for the students and their parents will be conducted prior to the students beginning the official work period. Also, we will partner with a banking institution to provide the parents and students the opportunity to enroll in a direct deposit program. This will be the beginning of the financial literacy training which will include the benefits of saving and using money wisely. By the second pay period, each participant must have an individual bank account for direct deposits. Staff will assist participants in opening a bank account. Student bank accounts may be opened free of charge. The program will be utilizing Wells Fargo and Bank of America and the banking officials will be present during the mandatory parent orientation. Also, as needed and requested other banking institutions will be utilized for direct deposits.

Pay, Work Hours and Training:

1. The students will work sixteen hours per week and earn \$8.56 per hour. The program is scheduled to start on June 8, 2020 and end on July 30, 2020. All students will work at their assigned work site from Tuesday through Thursday for four hours and attend a mandatory training session each Monday for several hours. The participants in this program are not City of Pompano Beach employees and will not be entitled to any city benefits including, but not limited to, overtime, sick or vacation time retirement benefits or workers' compensation. Each participant will be responsible for completing a timesheet that will be signed by the worker and the supervisor. We will present training on the topics as required by the RFP. The training sessions will be interactive and will include group activities and the opportunity for individual expression regarding their work experiences. Role play activities will include demonstration of job interview techniques; appropriate job and social etiquette. Also, training will be provided to teach budgeting and fiscal responsibility wherein each student will be assisted in developing a budget.
2. Students will participate in presentations relevant to various career options. All efforts are made to include professionals from a variety of professions. Each student is required to participate in the development of an Individual Service strategy (ISS) plan to meet their needs. Also, information regarding secondary and postsecondary education will be provided for the students and their parents. Additionally, health education training topics will include physical, sexual and mental health.
3. The students will participate in field trips to understand the importance of an appreciation of healthy, wholesome fun and cultural enrichment. Also, we have scheduled field trips to the Ali Cultural Arts center, the new Pompano Beach Cultural center and Teen Summit sponsored by the Fort Lauderdale Police department which will reinforce the topics of personal responsibility, positive communication with law enforcement and bullying.

Required Surveys and Feedback:

At the beginning of the program each student is required to complete a pre-test survey assessing their knowledge of the world of work. Employers will be required to complete a satisfaction survey at the end of the program. Students are required to make presentations regarding their respective work site and share the benefits of their participation in the program. Also, students will complete a post test at the end of the program. Also, feedback will be solicited from the parents regarding their child's overall participation in the program.

A celebration and recognition program are the culminating activity for the program. During this time partners and parents will be afforded the opportunity to share their reflections and impressions of the overall work experience and the impact upon the student. Also, students share their work experiences, show case their talents and knowledge gained during the program. Certificates of completion are provided to each student who successfully completes the program.

ATTACHMENT 1

0000005 07/07/17



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8012583923C-2	06/30/2017	06/30/2022	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

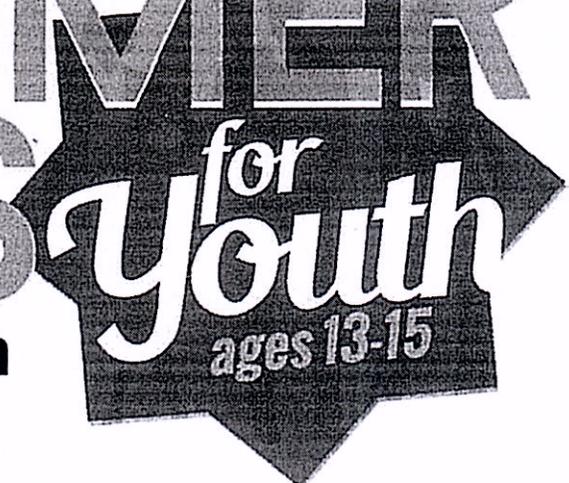
This certifies that

NEW HORIZON COMMUNITY DEVELOPMENT
CORPORATION INC
1518 NW 17TH AVE
POMPANO BEACH FL 33069-1635

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

SUMMER JOBS

Open to
Pompano Beach
residents only.



for Youth ages 13-15

**8
WEEK
PROGRAM**

**June 8
through**

July 30

SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM (S.Y.E.T.P.)

PICKUP APPLICATIONS:

Monday, April 13th through Friday, April 24, 2020 from 9:00 a.m. to 5:00 p.m. at New Horizon/Faith Temple 1518 NW 17th Ave., Pompano Beach, Phone: 954-973-6577, City of Pompano Beach Parks and Recreation Centers and Pompano Beach Dept. of Human Resources. Also, applications may be accessed on the website: at www.newhorizoncdcfl.org.

Applicants must obtain a letter of recommendation from one of the following: Guidance Counselor, Teacher, Pastor, Principal or Assistant Principal or other professional. The letter must be written on official letterhead and state why the student should be considered for employment with S.Y.E.T.P. Also, each student must submit a copy of their most recent report card. All completed applications must be returned to New Horizon/Faith Temple by 5:00 p.m. on **Monday, April 27, 2020.**

All interviews will be conducted at Faith Temple on Tuesday, May 4th to Friday, May 7, 2020 from 4:00 p.m. to 7:00 p.m. (All applicants are required to dress professionally for the interview)

FOR MORE
INFORMATION:
BESSIE SHOWERS
OR
KOTELIA WALKER
(954) 973-6577

The Pompano Beach Summer Youth Employment Training Program (S.Y.E.T.P) is an 8-week summer employment opportunity for youth ages 13-15. The program begins Monday, June 8, 2020 and concludes on Thursday, July 30, 2020. Youth are selected through an interview process and assigned to various businesses in Pompano Beach for 3 days per week. Selected youth will participate in a mandatory weekly training each Monday.

APPLICATION DEADLINE: (NO EXCEPTIONS)

Monday, April 27, 2020 by 5:00 p.m.



Program administered by New Horizon Community Development Corporation.

ATTACHMENT 3



New Horizon Community Development Corporation
Summer Youth Employment Training Program (SYETP)
1518 N.W. 17th Avenue
Pompano Beach, Florida 33069
Telephone: 954-973-6577

Dear Business Owner,

The Summer Youth Employment Training Program (SYETP) is an eight week summer work internship for students between the ages of 13 to 15. This program is administered by the New Horizon Community Development Corporation, Inc. in cooperation with the City of Pompano Beach. The purpose of the program is to introduce the student to the world of work. Also, job training and mentoring support will be provided to meet the needs of students by placing them under the guidance of various businesses located in the City of Pompano Beach. Upon completion of the application process, 100 to 110 students will be selected to participate in this program based on their personal interview, references, and academic history.

This training program will last for eight weeks beginning Monday, June 8, 2020 and ending on Thursday, July 30, 2020. Each Monday morning program staff will provide Life Work Skills training on various topics, such as business etiquette, communication skills, team building and personal responsibility. Also, guest speakers will provide motivational support. Students will have the opportunity to participate in role play, job skills demonstrations and to develop public speaking skills. The students will work Tuesday through Thursday each week for four hours daily from either 9:00 a.m. to 1:00 p.m. or from 1:00 p.m. to 5:00 p.m. The students will earn the minimum wage of \$8.56 per hour.

As a S.Y.E.T.P summer job placement site your responsibility will be to supervise the student and provide feedback on their performance to a program monitor during a weekly visit. The program assumes all responsibility for the wages of the assigned student.

We would appreciate your partnering with us as a job site for the Summer Youth Employment Training Program. If you are interested in joining as a partner, please do not hesitate to contact me at 954-461-4902 or Kotelia Walker at 954-973-6577. Also, you may email me at bshowers4752@aol.com.

Thank you for your consideration. We look forward to working with you this summer.

Sincerely,

Bessie Showers,
S.Y.E.T.P Director
1518 NW 17th Avenue
Pompano Beach, FL. 33069



Attachment 4

Date Submitted _____

Date Approved _____

New Horizon Community Development Corporation, Inc.
Summer Youth Employment Training Program (SYETP)
Student Application

1518 NW 17th Ave., Pompano Beach, FL 33069

Date of Birth _____

Last Name _____ First Name _____

Street Address _____ Apt. _____ Gender _____ Race _____

City _____ State _____ Zip Code _____

Home Telephone _____ Student's Cell Telephone _____

Language(s): English__ Spanish__ Creole__ Other _____

Are you a **resident** of Pompano Beach? _____ Grade _____ School _____

Name of Parent or Legal Guardian _____ Cell Telephone _____

Emergency Contact Name _____ Telephone _____

Have you worked with the program before? _____ Employer _____

Skills & Interests: _____

- **Please attach a letter of reference or recommendation from a counselor, teacher, religious leader, school principal or assistant principal.**
- You must provide a **copy** of the following:
 - **Copy of parent or guardian Driver License or Florida I.D.**
 - **Copy of recent Report Card**
 - **Copy of current utility bill**

I hereby certify that all answers to the above questions and all statements on this application are true, and I agree and understand that any misstatements of materials facts contained in the application or significant omissions may cause forfeiture upon my part of all right to any employment with the Summer Youth Employment Training Program.

Student's Signature

Date

Parent/Guardian Signature

Date

**** PLEASE NOTE: Completed application must be returned to Faith Temple located at 1518 NW 17th Avenue, Pompano Beach, Florida by 5:00 pm on Monday, April 27, 2020. This program is open to Pompano Beach residents only.**

**** REMINDER: PLEASE REMEMBER YOU MUST BRING COPIES OF YOUR DOCUMENTS.**

ATTACHMENT 5

**SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM (SYETP)
WAIVER AND HOLD HARMLESS AGREEMENT
AND INFORMATION SHEET
CITY OF POMPANO BEACH**

NAME: _____

ADDRESS: _____
(Street number) (City) (State) (Zip)

PHONE: (____) _____ DATE OF BIRTH: _____

IDENTIFICATION: _____
(number) (form of i.d.) (name on i.d./relationship)

DATE SIGNED IN: _____ NO. OF HOURS ASSIGNED: _____

SYETP SUPERVISOR: _____

PHONE: (____) _____ CHARGE(S): _____

The following types of work may be required. Please state whether you are able to perform this type of work with or without an accommodation as provided for under the Americans with Disability Act (ADA). If an accommodation is required, please specify:

Clerical: _____

Light Labor: _____

Heavy Work: _____

I, _____, IN CONSIDERATION OF BEING PERMITTED TO WORK IN THE POMPANO BEACH SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM FOR _____ DEPARTMENT/DIVISION, DO HEREBY WAIVE ANY CLAIM AND FURTHER AGREE TO HOLD THE CITY OF POMPANO BEACH HARMLESS AND TO DEFEND IT FROM ANY AND ALL CLAIMS FOR DAMAGES OF ANY NATURE, WHETHER TO MYSELF OR TO OTHERS THAT MAY ARISE FROM OR THROUGH MY PARTICIPATION IN THIS PROGRAM.

I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, I CONSENT TO ITS USE IN ANY PROCEEDINGS WHEREIN THE SAME MAY BE RELEVANT OR MATERIAL.

Signature of Applicant

Witness

Signature of Parent/Guardian

Witness

DATE: _____

ATTACHMENT 6A

Parent Orientation

SYETP

Welcome and Congratulations Bessie Showers

Invocation

Introduction of City officials

Theme for the SYETP "Today is a great day to learn something new."

Overview of SYETP—Work Hours and Days

Broward Health

Introduction of Program Monitors

Review of Employment Packet/ Drug Testing/ Emergency Information

Monday Training Workshops

Job Performance

Appropriate Dress and Proper etiquette/ Social Skills /Cell Phone Usage

Punctuality/Tardiness/Absences

Payroll/Pay Checks w-4, Direct Deposit

Job Assignments

Field Trips/ Teen Summit

Weekly Training will be conducted by Staff and or Guest speakers. The Monday training will be interactive which each student improving their communication skills and developing life skills.

Introduction of Character Traits: Focus, Discipline, Self Control and Self Respect

- 1. Workplace Readiness, Proper use of Social Media**
- 2. Financial Literacy/ Money management**
- 3. Health Education- Sexual, Mental and Physical Health**
- 4. Career Exploration-----self assessment, my education plan, career roadmap. Setting goals**
- 5. Higher Education Exploration—Time management, college/ post High school education choice, Financial aid.**

**New Horizon Community Development Corporation
Summer Youth Employment Training Program (SYETP)**

Student Orientation

Thought for the Day

“Today is a great day to learn something new!!”

Welcome and Congratulations.....

Introductions of the staff

Purpose of the Employment/Mentoring Program

Review the goals of the program

Review of Employment Packet/Drug testing/Emergency information

Now you are Hired.....Role and Responsibilities

Role of Program Monitor

Work Hours and Days

Job Performance

Appropriate Dress and Proper Etiquette/Social Skills/Cell Phone usage

Punctuality/Tardiness/Absences

Payroll/Paychecks

Work Assignments

Field Trips

Pre/Post Program Survey

End of the Program Celebration

Weekly Training Topics conducted by staff and guest speakers

1. Work Ethics/Teamwork/Responsibility/Proper use of Social Media
2. Health Education-Building Self Esteem, Mental and Sexual Health
3. Financial literacy/Money Management
4. Academic skills/Scholastic Achievement/tutoring service/College prep
5. Setting Goals/Vision Board
6. Interviewing Skills/Role Play

Attachment 7

New Horizon Community Development Corporation
Summer Youth Employment Training Program (SYETP)
Administrative office at Faith Temple
1518 N.W. 17th Avenue
Pompano Beach, Florida 33069
Telephone: 954-973-6577

SCHEDULE

March 30	Preparation Period and resource development
April 6	Solicit business partners and contact speakers for training workshops. Revise and develop training material and activities.
April 13	Distribute flyers to the community agencies, churches, apartment complexes, libraries, newspapers and other public/private organizations. Publicize on Social media.
April 13-24	Application pick-up at administrative office at Faith Temple and other designated locations
April 27	Deadline to return application by 5:00 pm
May 4-7	4:00 p.m. – 8:00 p.m. interview all applicants
May 18	Acceptance/denial letters are mailed
May 21	Partners letter mailed with names of assigned youth
May 26-June 3	Program Resource and staff development
June 4	Mandatory orientation for participants, parent(s) and or guardian(s)
June 8	Mandatory orientation and workshop for all participants
June 9 – July 30	Youth report to assigned worksites
July 30	End of program - Awards Banquet and celebration
September 1	Submit final report to the City of Pompano

- Each Monday students will participate in mandatory training workshops focusing on job readiness and life skills. Target dates: 6/15, 22, 29 and 7/6, 13,20 and 27.

ATTACHMENT 8



Summer Youth Employment Training Program (SYETP)
1518 N.W. 17th Avenue
Pompano Beach, Florida 33069
Telephone: 954-763-6577

Program Requirements

Dear Participant,

Congratulations on becoming a part of the Summer Youth Employment Program (SYETP) for 2020. You have been selected to work with a business partner in the City of Pompano Beach, Florida. Prior to your employment you must agree to comply with certain expectations and requirements. On Tuesday through Thursday, you are required to show up to your work assignment on time and prepared to work.

It is mandatory that you participate in training each Monday beginning on June 8, 2020. **Failure to attend two training sessions will result in termination from the program.** The training on Monday will be held from 9 a.m. to 12:00 noon, at the E. Pat Larkins Center. Your child must be picked up by 12:00 a.m.

It is required that you come dressed in a professional manner:

- Sneakers, sandals and jeans are strictly prohibited.
- You must wear a shirt with a collar with a tie as t-shirts are not allowed.
- Appropriate attire includes dresses, skirts, and or dress slacks.
- All cell phones must remain silent.
- Theft and bullying will result in immediate termination from the program.

By the first pay period each participant must have a bank account in his or her name. This is the beginning of financial literacy.

If you must be absent you must contact your place of work and your program monitor.

If you have any questions or concerns regarding any of this information or feel you cannot meet the requirements, please notify Mrs. Bessie Showers, Director at 954-973-6577

I agree to comply with the above stated expectations and requirements.

(Student Signature)

(Date)

(Parent/Guardian Signature)

(Date)

ATTACHMENT 9

Thank You Letters

8-1-19

Thank you for your
sacrificial labor of love.
We appreciate you and
all that you do.

Ms. Peete

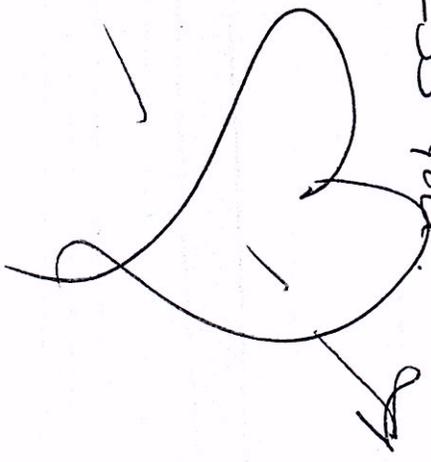
Ms. Showers,

For the wonderful things
you've done,
may you be richly blessed
today, tomorrow, and always.

Thank You so much
for this opportunity,
It was a great
experience.
- Hannah Peete

8/2019

Thank you for giving me the opportunity to assist with the youth. I have enjoyed my summer, I think I had the best students. I would appreciate working with Summer Youth Program again. I'm truly grateful and thank the! May GOD continue to BLESS YOU.



Mrs. Snowers
Mrs. Walker

JUST CAN'T
= THANK YOU =
ENOUGH.

Pamela Burdett

July 31, 2019

Dear Sister Showers,

I would like to first start off by thanking you for all you have done for me over the years, I am truly grateful. From the encouragement you have given me, the service hours that I have acquired, the rides you have given me on various occasions and for the opportunity to have worked in the Summer Youth Employment Training Program (SYETP). You are a strong woman, wise, and kind. You have a good heart and I thank you for helping to develop the person I am today.

Thank you for supporting and encouraging me to go after my dreams and to do my best in all I do. Thank you for seeing potential within me, enough to give me the opportunity to volunteer with your staff. I have learned so much from you all; I have acquired and enhanced many skills that will help me throughout life.

"Today is a great day to learn something new." You all made us recite this quote every Monday and looking back, I'm glad you all did. Although I may not want to, I find myself eager to learn something new. It has literally become something I do every day and look forward to. So, thank you for having a wonderful vision for the SYETP. You are making a difference in the lives of everyone who participates in the program so give yourself a pat on the back.

Also, thank you once again for investing in my future. The graduation gift that you gave me was very much appreciated and useful this past semester.

Remember that "no act of kindness, no matter how small, is ever forgotten," so continue to impact the lives and minds of those you come in contact with.

Once again, I appreciate ALL of the things you have done for me and thank you for your love and support.

Sincerely, Christina Fuller