

# **New Horizon Community Development Corporation Summer Youth Employment Training Program (SYETP) – 2021**

## **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 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. We anticipate on serving 40 to 50 youth this program year due to the Covid-19.

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 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. 17<sup>th</sup> 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 NHDC office located at 1518 N. W. 17<sup>th</sup> Avenue. Incomplete applications will not be accepted. Completed applications must be submitted by **May 28, 2021 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, NHDC 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 \$8.65 per hour. The program is scheduled to start on June 28, 2021 and end on August 3, 2021. 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.

#### **Program Modification Due to COVID-19:**

We will serve 100 nutritious meals per week at cost of \$7.00 to \$8.00 per meal. There a great deal of food insecurity in the targeted areas. Many food programs are unavailable this summer due to the COVID-19 pandemic.

Due to COVID-19 the school system has modified how kids are learning. This modification has created a decline in the kid's performance, which has resulted in stress on the child and parent. We will provide Parenting involvement training for individuals that are struggling with their children school assignments. This type of intervention is critical to the child education. The NHCDC staff is made up of retired teachers and teachers that are on summer break. Therefore, we feel that we are qualified to handle this important training in the community.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/02/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> PF INSURANCE INC 164 N POWERLINE ROAD POMPANO BEACH 33069	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 954-973-3038 FAX (A/C, No): 954-972-2129 E-MAIL ADDRESS: PFINS@PUSHINC.NET
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: UNITED STATES LIABILITY NAIC # INSURER B: PROGRESSIVE AUTO INSURER C: UNITED STATES LIABILITY INSURER D: INSURER E: INSURER F:
<b>INSURED</b> NEW HORIZON COMMUNITY DEV 1518 NW 17TH AVE POMPANO BEACH, FL 33060	

**COVERAGES**

CERTIFICATE NUMBER: 28

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NPP1575967C	5/04/2020	5/04/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED \$ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			03616774-6	7/11/2020	7/11/2021	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	PROFESSIONAL SEXUAL ABUSE/MOLESTATION			NPP1575967C NPP1575967C	5/04/2020 5/04/2020	5/04/2021 5/04/2021	1M/2M 1000000 EACH CLAIM 2,000,000 AGG

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ADDITIONAL INSURED: CITY OF POMPANO BEACH 100 W ATLANTIC BLVD POMPANO BEACH, FL 33060

**APPROVED**

By Danielle Thorpe at 9:29 am, Mar 09, 2021

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF POMPANO BEACH 100 W ATLANTIC BLVD POMPANO BEACH, FL 33060	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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Human Resources Department  
P.O. Drawer 1300  
100 West Atlantic Blvd.  
Pompano Beach, FL 33061  
(954) 786-4626 FAX (954) 786-5553



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**City of Pompano Beach, Florida**

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March 9, 2021

Mrs. Bessie Showers  
New Horizon Community Development Corporation, Inc.  
1518 NW 17<sup>th</sup> Avenue  
Pompano Beach, FL. 33069

Dear Mrs. Showers:

Your company has fewer than four employees, and you have elected not to purchase Workers' Compensation Insurance to cover these employees. The State of Florida allows your company to operate without insurance, however, you are required by the State to "post clear written notice in a conspicuous location at each worksite directed to all employees and other persons performing services at the worksite of their lack of entitlement to benefits" as described in Chapter 440 of the Florida Statutes.

The City of Pompano Beach requires: **ALL CONTRACTORS MUST AGREE TO BE RESPONSIBLE FOR THE EMPLOYMENT, CONTROL AND CONDUCT OF THEIR EMPLOYEES AND FOR ANY INJURY SUSTAINED BY SUCH EMPLOYEES IN THE COURSE OF THEIR EMPLOYMENT.**

Please sign the area below acknowledging your compliance with the above requirements. Return this original letter to me at 100 West Atlantic Boulevard, Pompano Beach 33060. If you have any questions about this letter please telephone me at 954-786-4698.

Sincerely,

Bobby Bush  
Sr. Human Resources Analyst

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New Horizon Community Development Corporation, Inc. has posted notice(s) declaring the absence of Workers' Compensation insurance coverage, as required by the State of Florida New Horizon Community Development Corporation, Inc., agrees to be responsible for the employment, control and conduct of our employees and for any injury sustained by such employees in the course of their employment.

Signature

Date

Name and Title (print)

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

**Narrative Budget 2021**

**SALARIES**

Employees (40 -45)	\$8.65 per hr. (5 wks.)	\$38,925.00
Staff (4)	\$15 per hr. (5 wks.)	\$ 8,640.00
Director/Asst.	\$20 per hr. (5 mos.)	\$16,000.00
FICA	7.65%	\$4,256.00
<b>TOTAL</b>		<b>\$67,821.00</b>

**CONTRACTUAL SERVICE**

Concentra	Drug Screening	\$2,600.00
Parcel	Finger Printing	\$1,000.00
<b>TOTAL</b>		<b>\$3,600.00</b>

**PERSONNEL**

Rent	5 mos @ 750.	\$3,500.00
Photo Copies/Supplies		\$2,000.00
Travel	.60 per mile	\$300.00
Hot Meals	Nutritious meals per wk.	\$3,200.00
Others		\$4,360.00
<b>TOTAL</b>		<b>\$13,360.00</b>

**PROJECT TOTAL** **\$84,781.00**



1518 N.W. 17 Avenue  
Pompano Beach, Florida 33069  
Telephone 954-973-6577

## **PUBLIC NOTICE**

### **STUDENT YOUTH EMPLOYMENT TRAINING PROGRAM (S.Y.E.T.P.)**

### **SUMMER JOBS 2021**

#### **The Summer Youth Employment Training Program Application Process For Summer 2021 Is Now Open.**

New Horizon Community Development Corporation, Inc. is pleased to announce the opening of the Summer Youth Employment Training Program application process. This summer program provides valuable part-time employment opportunities and mentorship to meet the needs of youth 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 Summer Youth Employment Training Program is an eight-week summer employment opportunity that will commence on Monday, June 28, 2021 and conclude on Friday, August 6, 2021 for the students selected for this program. **A mandatory weekly training meeting will be conducted each Monday.** Student employees will be assigned to various businesses in Pompano Beach for three days per week.

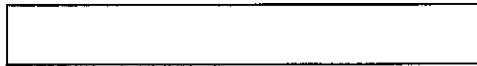
Application(s) can be picked up beginning Monday, May 3<sup>rd</sup> through Friday, May 27, 2021 at Faith Temple, located at 1518 NW 17<sup>th</sup> Avenue, Pompano Beach between the hours of 9:00 a.m. to 5:00 p.m. The completed application form and letter of recommendation must be returned no later than **Friday, May 28, 2021 by 5:00 p.m.** **No late applications will be accepted. There are limited opportunities available.**

Interviews will be conducted at Faith Temple, located at 1518 NW 17<sup>th</sup> Avenue, Pompano Beach on Tuesday, June 8<sup>th</sup> to Friday, June 11, 2021 from 3:00 p.m. to 6:00 p.m. All applicants are required to dress professionally for the interview.

#### **Requirements for the S.Y.E.T.P. Summer Job Program**

- Applicants must be a resident of the City of Pompano Beach, Florida
- Applicants must obtain a letter of recommendation from one the following: Guidance Counselor, Teacher, Pastor, Principal or Assistant Principal or other professional. The letter must state why they should be considered for the SYETP.
- Copy of Report Card
- Applicants must be between the ages of 13 to 15.

For more information, please contact Bessie Showers at 954-973-6577 or Kotelia Walker at 954-973-6577.



**New Horizon Community Development Corporation**

**Summer Youth Employment Training Program (SYETP)**

**Administrative office at Faith Temple**

**1518 N.W. 17<sup>th</sup> Avenue**

**Pompano Beach, Florida 33069**

**Telephone: 954-973-6577**

**SCHEDULE**

March 30	Preparation Period and resource development
May 3	Distribute flyers to the community agencies, churches, apartment complexes, libraries, newspapers and other public/private organizations. Publicize on Social media.
May 24	Solicit business partners and contact speakers for training workshops. Revise and develop training material and activities.
May 3-27	Application pick-up at administrative office at Faith Temple and other designated locations
May 28	Deadline to return application by 5:00 pm
June 8- 11	3:00 – 6:00 pm Interviews at Faith Temple
June 17	Partners letter mailed with names of assigned youth
June 17	Acceptance/denial letter mailed
June 22	Mandatory orientation for participants, parent(s) and or guardian(s)
July 6	Mandatory orientation and workshop for all participants
June 28-August 6	Youth report to assigned worksites
August 6	End of program - Awards Banquet and celebration
September 3	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: 7/6, 13, 20,27 and 8/3



# SUMMER JOBS

Open to  
Pompano Beach  
residents only.



**6**  
**WEEK**  
**PROGRAM**

**June 28**  
**through**

**August 6**

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

APPLICATIONS WILL BE AVAILABLE ONLINE AT: [www.newhorizoncdc.org](http://www.newhorizoncdc.org).

Monday, May 3<sup>rd</sup> through Thursday, May 27, 2021. You may mail or drop off your application in the drop box located at New Horizon/Faith Temple 1518 NW 17<sup>th</sup> Ave., Pompano Beach, FL 33069.

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 Friday, May 28, 2021.

You will be notified by email or phone regarding the date and time of your interview. Interviews will be conducted from Tuesday, June 8 to Friday, June 11 during the hour of 3 pm to 6 pm. We will use every precaution to comply with the CDC requirement on social distancing

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 28, 2021 and concludes on Thursday, August 6, 2021. 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)**  
**Friday, May 28, 2021 by 5:00 p.m.**



Program administered by New Horizon Community Development Corporation.



Date Submitted \_\_\_\_\_

Date Approved \_\_\_\_\_

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

**Student Application**

1518 NW 17<sup>th</sup> 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 17<sup>th</sup> Avenue, Pompano Beach, Florida by 5:00 pm on Friday, May 28, 2021. This program is open to Pompano Beach residents only.

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