

New Horizon Community Development Corporation Summer Youth Employment Training Program (SYETP) – 2018

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 (**attachment 1**). 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 of the 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 90 to 100 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 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 (**Attachment 2**). 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 (**Attachment 3**).

Applications Distribution:

Applications will be available for pick-up at the following locations: (**Attachment 4**)

- 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 (**Attachment 5**)
- 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. 17th Avenue. Incomplete applications will not be accepted. Completed applications must be submitted by **April 27, 2018 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 (**attachment 6A-6B**). 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 \$8.25 per hour. The program is scheduled to start on June 11, 2018 and end on August 2, 2018. The 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 (**attachment 7**). 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. We have included written testimonial from a parent and a student who participated in the program in 2016 (**Attachment 8A and 8B**).

A celebration and recognition program is 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.