

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenue	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>*</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget: Yes ____ No X
 Budget Account No.: Fund ____ Dept. ____ Unit ____ Obj. ____
 Program Code _____ Program Period: _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

* Department will submit the Budget Amendment to set up the Budget once the grant is awarded.

C. Departmental Fiscal Review: T Malhotra
12/27/11

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

The budget worksheet reflects a request for PBC funding of \$125,621 leveraged thru Homeless Resource Center (HRC) - continuum of care to Lord's Place. The Lord's Place is collaborating for the program in an amount of \$137,851 inclusive of in-kind services of \$5,500.

OFMB

Contract Dev. and Control

B. Legal Sufficiency:

[Signature] 1/18/12
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

**EXHIBIT A PROPOSAL COVER PAGE
REQUEST FOR PROPOSALS FOR
TARGETED POPULATIONS TO ENTER UNSUBSIDIZED EMPLOYMENT**

Proposer Name	Palm Beach County Board of County Commissioners	
Doing Business As		
Fed. Employer I.D. No.	596000785	
Mailing Address	301 N. Olive Avenue, West Palm Beach, FL 33401	
Headquarter Address If Different Than Mailing Address	N/A	
Contact Person Name & Title	Claudia H. Tuck	
Contact Person Telephone & Fax No.	561-355-4772 561-242-7309	E-MAIL: ctuck@pbcbgov.org
Amount of Total Workforce Alliance, Inc. Funding Requested	\$176,436	
Joint Proposal Submitted (check all that apply)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

By signing below as the official representative on behalf of the Proposer named above, I certify that I have read the entire procurement and agree to the Alliance required subrecipient terms and conditions included as part of the procurement. I have also read the submitted proposal and agree that the information presented is an accurate representation of the price and services to be provided to Alliance by the Proposer. I further certify that to the best of my knowledge the Proposer on whose behalf this proposal is submitted has not been disqualified from submitting a proposal by Alliance or any other cognizant Federal, State or local entity. I also certify that the above named Proposer is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency; and is not presently indicted or has not been convicted within the past three (3) years for commission of fraud or any criminal offense in accordance with Executive Order 12549, debarment and suspension, 29 CFR Part 98, Section 98.510. All documents submitted are originals or copies of unaltered current originals.

Proposer, by submitting this proposal, warrants that it is not currently involved in litigation or arbitration concerning the services or vendor's performance regarding the same or similar services. The Proposer also warrants no judgments or awards have been made against the Proposer on the basis of the Proposer's performance in providing the same or similar services, unless such fact is disclosed to Alliance in the proposal. Disclosure of any such litigation, arbitration, judgment or award will not automatically disqualify the Proposer. All proposed costs for services are good for 180 days from the signature date on this proposal. All principal parties to this proposal have been named and the submitted proposal was completed without collusion with any other persons or entities submitting a proposal in response to this procurement.

Agreed To And Signed By: Shelley Vana

Name Printed & Title: Shelley Vana, Chair **Date:** 12/7/2011

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

[Signature]
COUNTY ATTORNEY

CERTIFICATION FORMS
FORM 1 OF 3
CERTIFICATION & SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

1. This sworn statement and certification is submitted to Workforce Alliance, Inc. by:

Shelley Vana, Chair

(Print Individual's Name & Title)

for Palm Beach County Board of County Commissioners

(Print Name of Proposer Submitting Sworn Statement)

whose business address is 301 N. Olive Avenue, West Palm Beach, FL 33401

and its Federal Employer Identification Number is 596000785

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids

or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT I AM REQUIRED TO INFORM WORKFORCE ALLIANCE, INC. PURSUANT TO FLORIDA STATUTES 287 OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Shelley Vana, Chair

Name & Title Printed of Certifying Proposer Representative

Shelley Vana

Signature of Certifying Proposer Representative

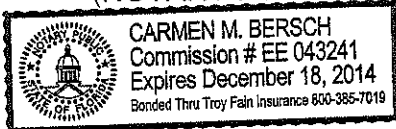
STATE OF Florida

COUNTY OF Palm Beach

Personally appeared before me, Shelley Vana
who, after first being sworn by me, affixed his/her signature in the space provided above on this

7th day of December, 2011

Carmen Bersch Dec 18, 2014
(NOTARY PUBLIC) My Commission Expires:



APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

[Signature]
COUNTY ATTORNEY

CERTIFICATION FORMS
FORM 2 OF 3

SUSPENSION AND DEBARMENT CERTIFICATION

1) This sworn statement and certification is submitted to Workforce Alliance, Inc. by:

Shelley Vana, Chair

(Print Individual's Name & Title)

for Palm Beach County Board of County Commissioners

(Print Name of Proposer Submitting Sworn Statement)

whose business address is 301 N. Olive Avenue, West Palm Beach, FL 33401

and its Federal Employer Identification Number is 596000785

The Proposer agrees to and certifies, to the best of the Proposer's knowledge and belief, that:

- 2) Proposer has and shall comply with the Federal Regulations implementing Executive Order 12505, Debarment and Suspension 29 CFR Part 98, and in doing so provides to Workforce Alliance, Inc., this certification that neither Proposer, nor its principals, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.
- 3) Additionally, the Proposer shall comply with said regulation and requirement with regards to its contractors or assignees. It shall ensure and require the same certification from its contractors or assignees, which shall be forwarded to Workforce Alliance, Inc. along with the notification of assignment or subcontract of the Contract.

Shelley Vana, Chair

Name & Title Printed of Certifying Proposer Representative

Shelley Vana

Signature of Certifying Proposer Representative

STATE OF Florida

COUNTY OF Palm Beach

Personally appeared before me, Shelley Vana
who, after first being sworn by me, affixed his/her signature in the space provided above
on this

5th day of December, 2011

Carmen Bersch Dec. 18, 2014

(NOTARY PUBLIC) My Commission Expires:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

[Signature]
COUNTY ATTORNEY



CERTIFICATION FORMS
FORM 3 OF 3

CERTIFICATION & SWORN STATEMENT LOBBYING

1) This sworn statement and certification is submitted to Workforce Alliance, Inc. by:

Shelley Vana, Chair

(Print Individual's Name & Title)

for Palm Beach County Board of County Commissioners

(Print Name of Proposer Submitting Sworn Statement)

whose business address is 301 N. Olive Avenue, West Palm Beach, FL 33401

and its Federal Employer Identification Number is 596000785

The Proposer agrees to and certifies, to the best of the Proposer's knowledge and belief, that:

- 2) As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, in providing the services to the community as described in the Contract between Workforce Alliance, Inc. and Proposer, that Proposer is performing a public function and shall, during the period of the Contract, refrain from endorsing political candidates and taking other political actions that would be illegal if taken by the Alliance.
- 3) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Proposer, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 4) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 5) The undersigned shall require that the language of this certification be included in the award documents for "all" sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* contractors shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Shelley Vana, Chair

Name & Title Printed of Certifying Proposer Representative

Shelley Vana

Signature of Certifying Proposer Representative

STATE OF

Florida

COUNTY OF

Palm Beach

Personally appeared before me, Shelley Vana who,
after first being sworn by me, affixed his/her signature in the space provided above on this

7th day of December, 2011

Carmen M. Bersch Dec. 18, 2014 (NOTARY PUBLIC) My Commission Expires



CARMEN M. BERSCH
Commission # EE 043241
Expires December 18, 2014
BONDED THRU TROY FAIR INSURANCE 800-385-7019

Page 4 of 4

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

[Signature]
COUNTY ATTORNEY

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

TO: Workforce Alliance, Inc. Vendors
FROM: Workforce Alliance, Inc.
RE: Conflict of Interest Disclosure

To avoid a conflict of interest, all vendors who have any financial and/or family/relative relationship(s) as defined in Section 112.3143, F.S. with any Workforce Alliance, Inc. (Alliance) or Palm Beach Workforce Development Consortium (Consortium) staff member or Alliance Board, Alliance Committee or Consortium member must clearly disclose such a relationship by completing and submitting this form when submitting a bid/submittal/quote/proposal (quote) to Alliance. For purposes of this procedure, vendor, contractor and subrecipient are the same.

Financial or family relationships with vendors will disqualify an Alliance or Consortium staff member or Alliance Board, Alliance Committee or Consortium member from participating in the discussion and voting to fund quotes and will also disqualify any individual from evaluating quotes. Contracts with an organization or individual represented on the Alliance Board of Directors must be approved by a two-thirds vote of the entire Alliance Board, and the Alliance Board member who could benefit financially from the transaction must abstain from voting on the contract. Contracts equal to or greater than \$25,000 with an Alliance Board member or other person or entity who could benefit financially from the contract as defined in paragraph Section 112.312(2), F.S. must be reviewed by the Agency For Workforce Innovation and approved by Workforce Florida, Inc. **If the work/services or product provided in the quote requires prior approval of the Alliance Board of Directors and impacts the Alliance's ability to perform its duties/tasks in a timely manner or in the event of an emergency as determined by the President/CEO, the quote submitted by the vendor who has a conflict of interest relationship will not be considered by Alliance.**

In the space provided below, please identify any such relationships as defined in Section 112.3143, F.S. or verify that none exist at this time.

[illegible]

Priscilla Taylor County Commissioner Board Member

*The County has an interlocal agreement as a member of the Alliance Board of Directors.

 X Yes, a relationship exists as defined in Section 112.3143, F.S.;

OR

At this time, I do not have a relationship as defined in Section 112.3143, F.S.

Palm Beach County Board of County Commissioners

Printed Name of Vendor

Signature of Vendor Shelly Vana Date 12/7/2011

Note any person who files an action protesting a decision or intended decision pertaining to contracts administered by Alliance shall follow the requirements of Alliance's Procurement, Contract Award and Provider Protests policy which states any protest of a contract award following the termination of a procurement process must be filed in writing and delivered to the Alliance President/CEO within seventy two hours of the publication of the award. The Alliance President/CEO's address is 315 South Dixie Highway, Suite 102, West Palm Beach, Florida 33401 and e-mail address is screaig@pbcalliance.com. The time of the publication of the award shall be the date at which notice of the award is published by Alliance (the date at the top of this letter). Failure to file within seventy two hours of the publication of the award shall constitute a waiver of all rights and no other opportunity to protest the award of the contract will be considered. **You may obtain a copy of Alliance's Procurement, Contract Award and Provider Protests policy on the Alliance website at pbcalliance.com. Click on the link "Doing Business With Us". Then scroll down the drop down menu and open the document named "Alliance Procurement, Contract Award and Provider Protests Policy". You may also obtain a hard copy of the Alliance Procurement, Contract Award and Provider Protests Policy by contacting the Alliance President/CEO at (561) 340-1061, Ext. 2201 or screaig@pbcalliance.com.**

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

COUNTY ATTORNEY

B. PROPOSER QUALIFICATIONS (UP TO A MAXIMUM OF 20 POINTS TOTAL—up to a maximum of 5 points per question) Proposers must provide a description of the qualifications, capabilities, and competencies of their organization and staff by responding to the following questions:

- 1. Provide a concise description of the Proposer, including its history, incorporation status, years of operation, Employer Identification Number, general service mission, primary services provided and, if applicable, any collaborative partnerships.***

Founded in 1909, Palm Beach County was carved out of Dade County to become the 47th county in Florida. With an initial resident population of 5,300, the County now has a population of 1,320,134, according to the 2010 US Census, over 40 percent live in one of the County's 38 diverse municipalities. A seven-member Board of County Commissioners (BCC), elected to staggered four-year terms by registered voters from the district where the commissioners reside, governs Palm Beach County. The Palm Beach County Charter and Chapter 125.01 of the Florida Statutes establish the specific duties and powers of the BCC, including the adoption of ordinances and resolutions to establish policies and programs aimed at protecting the health, safety and general welfare of Palm Beach County residents. The County's Employer Identification Number is 59-6000785.

Among the County's extensive organizational structure is the Department of Community Services, Human Services Division, which has been involved in serving low-income and homeless persons for 46 years. In January 2006, at the request of the community, the Division assumed the role of Lead Agency for the Palm Beach County Homeless Continuum of Care. This Continuum serves as the planning and evaluation body for the area's homeless service delivery system; a designation required to receive and provide oversight of Federal and State grant funding. The result of an immediate process of self-analysis was the acknowledgement of the need to develop a comprehensive, long-range, community-wide strategic plan to address the issue of homelessness in Palm Beach County.

Towards that end, a working group of 57 individuals conducted monthly workshops beginning in October 2006. A diverse representation of concerned community members, non-profit service providers and funding agencies participated, tasked with the identification and discussion of currently existing models of service used to address homelessness, as well as gaps in services at the local level. These workshops culminated in the composition of the seven goals with accompanying action steps that would later serve as the core of the *Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan)*.

Concurrent with the efforts of this working group was the formulation of the Homeless Advisory Board (HAB), established by the BCC in May 2007 as a mechanism to implement change by advising members of the BCC on matters related to the issue of homelessness. The Homeless Advisory Board assisted in the development and preparation of the *Ten-Year Plan*.

The *Ten-Year Plan* was formally adopted by the BCC on September 23, 2008. The *Ten-Year Plan* outlines seven goals and sixty-three action steps that, when successfully implemented, will allow for the seamless flow of prevention, outreach, supportive services, employment and housing that will effectively end homelessness in Palm Beach County. Since October 2008, the HAB's focus has been redirected toward the Plan's implementation, which is being aggressively pursued by seven HAB Committees – Community Outreach and Public Awareness, Facilities, Funding, Housing, Policy and Legislation, Program Planning and Strategic Planning – on which the Board's members actively serve. The Division of Human Services provides staff support to the HAB as well as the Homeless Continuum of Care.

Following are the goals as detailed in the Ten-Year Plan:

GOAL 1:

Develop a universal system for intake/assessment and enhance Client Information Management System.

GOAL 2:

Provide interim housing services for homeless individuals and families.

GOAL 3:

Coordinate partnerships and resources for homeless services.

GOAL 4:

Improve access to homeless services with outreach and education.

GOAL 5:

Prevent individuals and families from becoming homeless.

GOAL 6:

Secure a stable stock of affordable and accessible housing.

GOAL 7:

Provide system oversight and evaluation of the Ten-Year Plan.

2. Describe the Proposer's experience administering or operating programs funded under grants or RFPs, including federal and or state funded programs. Include information on the number and size of the grant programs successfully administered or operated and the names of (or other identifying information) concerning these grants.

Among an extensive list of public services for which the County holds responsibility is the provision of a range of social services that aid homeless individuals and families or those at risk of becoming homeless, as well as programs aimed at addressing the root causes of homelessness such as a lack of affordable housing and an increase in poverty. These services are concentrated primarily in the County's Department of Community Services and Department of Housing and Community Development.

Following is a list of grants/funds administered by the Division of Human Services during the past fiscal year. * indicates annual renewal funding/grants.

Funding Source	Funding Category	Service	Partner Department/ Agency	Grant Time Period	Amount of Funds
Housing & Urban Development (HUD)*	Supportive Housing	Homeless Housing and Supportive Services	Gulfstream Goodwill; Jerome Golden Center for Behavioral Health; Comprehensive Alcohol Rehabilitation Center	2011-2012	\$1,389,542
Housing & Urban Development (HUD)	Homeless Prevention & Rapid Re-housing Grant	Rent and Utility Assistance	PBC Housing & Community Development; Adopt-A-Family; The Lord's Place; 211 Palm Beach County	2009-2012	\$1,820,196
HUD through Florida Department of Children & Families – Office on Homelessness	Homeless Prevention & Rapid Re-housing Grant	Rapid Re-housing	Adopt-A-Family; The Lord's Place	2010-2011	\$484,916
State House initiative Partnership (SHIP)	Rental Entry Assistance Program	Housing Relocation Assistance	PBC Housing & Community Development Department	2010-2011	\$700,000
Florida Department of Children & Families – Office on Homelessness *	Homeless Challenge Grant	Emergency Shelter; Transitional Housing and Homeless Prevention	CILO; Stand-down House - Faith, Hope, Love, Charity; Adopt-A-Family	2011	\$63,397
United Way/ Emergency Food and Shelter Board*	Emergency Food and Shelter Grant	Emergency Shelter and Homeless Prevention	NA	2011	\$129,818
USDA/ Florida Department of Education*	Summer Food Service Program	Meals and program oversight staff	Contracted Food Vendor	2011	\$461,870

Funding Source	Funding Category	Service	Partner Department/ Agency	Grant Time Period	Amount of Funds
BCC; CSC; Lost Tree Foundation; McCormick Tribune Foundation*	Summer Camp Scholarship Program	Low-income scholarships summer day camp	Governor's Council	2011	\$1,023,615
Florida Power & Light*	Care-To-Share	Crisis Utility Assistance	FP&L	2011	\$82,840
BCC*	Ad Valorem	Shelter; Outreach; Transitional Housing; Life Skills; Disaster Case Management	Gulfstream Goodwill; Jerome Golden Center for Behavioral Health; Comprehensive Alcohol Rehabilitation Center; The Lord's Place; Disaster Recovery Coalition	2011	\$472,704

3. Describe the Proposer's experience in serving the targeted population(s) (see page 1, Section I. Targeted Populations of the RFP Scope of Work). Include a description of the types of services delivered with an emphasis on specific information regarding the number served, key outcomes attained, and dates and locations where services were provided.

The Target Population of this proposal is the Homeless. As the Lead Agency of the Palm Beach County Continuum of Care, the Division of Human Services (Division) is responsible for oversight of the planning and evaluation body for the area's homeless service delivery system, as well as to provide oversight and monitoring of Federal and state grant funding. In addition to being a homeless service funder and monitoring entity, the Division is a direct service provider. The Division operates three Homeless Outreach Teams, which will serve as the intake and assessment point for individuals referred to the Homeless Resource Center. The County began operating a Homeless Outreach Team in 1996. Based on successful operation and acceptance by homeless individuals, the program has expanded to three teams. The Teams consist of a County Case Manager and two contracted behavioral health staff.

At the Homeless Resource Center, partner agencies will provide services to assist individuals and families in ending homelessness by addressing identified needs. One such agency, The Lord's Place, will provide life skills, job coaching, job development and placement to all homeless individuals and families for whom this service is identified on their case plan.

Every day, homeless men and women walk through the doors of The Lord's Place seeking guidance and support to start a new life. These homeless individuals, including parents, have little or no social support, and lack essential marketable skills to compete in today's job market. In recent years, the numbers of men and women served at The Lord's Place have risen dramatically.

The Lord's Place is committed to serving the homeless using expertise, creativity, and capability to assist them in overcoming barriers to obtaining and maintaining gainful employment. The ultimate goal is to help them end their homelessness, find employment, and create self-sufficiency.

Types of services currently delivered to target population:

Job Training and Placement Program: Launched in 2009, the Job Training and Placement Program combines an intensive, forty-hour personalized classroom curriculum with apprenticeships and job placement services. After clients graduate from the forty-hour job-training component, The Lord's Place Job Coach provides continued support to the participants in search of stable employment.

2011 Outcomes:

- 135 participants
- 88% graduation rate for Job Ready Course
- 75 participants entered agency apprenticeships
- 92 participants gained employment

Apprenticeships: This non-traditional training program offers individualized on-the-job instruction to assist participants to strengthen their employability. In 2004, The Lord's Place started a culinary training program, offering eight-week apprenticeships, preparing clients to be food handlers and/or sous-chefs. Within the last two years, The Lord's Place has expanded the culinary program to include advanced training in catering and kitchen management. They have established four additional apprenticeship programs: 1) training in property management/maintenance, 2) training in retail, 3) training in peer counseling and 4) clerical training. At any given time, The Lord's Place offers 18 apprentice slots, training over 70 individuals annually.

4. Identify key staff to be involved in this program, including position title and duties. Attach resumes that demonstrate relevant experience for each position title. Provide Proposer's organizational chart and indicate where in the organization the proposed activity will be positioned.

The following list represents current staff responsible for implementing The Lord's Place Job Training and Placement Services. If this Proposal is funded, a minimum of one (1) new Job Instructor and two (2) Job Coaches will be hired with similar experiences and responsibilities.

Key Staff	Position Title	Duties
Claudia Tuck	Division Director, PBC Human Services	Oversight of Contract Management
Daniel Gibson	The Lord's Place Director of Programs	Provides oversight and direction to all The Lord's Place programs
Eve Lyons	Director of Job Training and Education	Oversees the curricula currently used throughout our Job Training and Placement Center, supervises training staff, produces reports
Robyn Rabatin	Job Training Instructor	Lead teacher for 40-hour job ready course
Robert Kreider	Job Coach/Instructor	Coordinates and teaches job- training workshops, conducts vocational assessments, assists participants to create individualized career plans, supports participants job searching and placement needs, and provides after-care services once participants are placed
Jonee Reed	Job Coach	Coordinates and teaches job- training workshops, conducts vocational assessments, assists participants to create individualized career plans, supports participants job searching and placement needs, and provides after-care services once participants are placed
Andrea Varas	Job Developer	Responsible for networking with businesses, setting up job fairs and developing relationships with local employers to secure employment for participants

Key Staff	Position Title	Duties
Jay Pasteur	Life Skills Instructor	Will provide behavioral modification and life skills services and workshops for participants who require pre-training support
TBD	Two AmeriCorps Volunteers	Provide support to education and literacy programs. Primarily provide tutoring services for education and vocational tests, computer and employability skills

C. PROGRAM STRATEGY AND WORK PLAN (UP TO A MAXIMUM OF 50 POINTS TOTAL-possible 10 points per question)

Proposers shall submit their program design and work plan describing how the services proposed will be delivered. This section will include a brief description of each service/activity that demonstrates that the Proposer understands the work to be done and has established measurable and achievable objectives that will result in successful job seeker outcomes.

- 1. Describe Proposer's outreach and recruitment strategy and clearly indentify how the proposed strategy will enable the program to effectively recruit the targeted population(s).**

Step 1B of the *Ten-year Plan*, directs the County to develop regionally located Homeless Resource Centers (HRC) throughout Palm Beach County. The design of these Centers is based on a review of best practice models across the country, focusing on program models from the following communities:

- Phoenix, Arizona
- Atlanta, Georgia
- Los Angeles, California
- Austin, Texas

The County was the recipient of a multi-million dollar allocation from the U.S. Department of Housing and Urban Development (HUD) through its Neighborhood Stabilization Program; \$7.5 million was dedicated to the purchase and rehabilitation of the County's first HRC. The BCC approved the purchase of property on 45th Street to be renovated for the purpose of serving as the County's first Homeless Resource Center.

The Homeless Resource Center will be open 24 hours a day, 7 days a week for referrals. Individuals may be referred for services at any time. Anticipated opening is March 2012, with contracted agencies gearing up for service provision beginning in January 2012.

Purpose

The primary purpose of the HRC is to provide a central access point for homeless individuals and families who are seeking housing and wrap-around services. When immediate permanent housing is not available, a need for interim housing options is essential. In addition to housing, services are designed to be provided on-site at the HRC by organizations that offer medical, mental health, job coaching and placement, housing, case management and other services. A community voice mail system will be available, so each person has a personal voice mailbox in which to collect messages. Various classes will be offered daily on topics such as finance, budget, employment, health, wellness, anger and stress management. Computer access will be available to complete food stamp applications, draft resumes and search/apply for jobs.

- The average person seeking admission to an HRC is not the stereotypical chronic homeless individual.
- They are not individuals who have chosen homelessness as a lifestyle, but are individuals, often with families, who require and desire assistance moving themselves out of their homeless state.

Benefits

- Decreased numbers of homeless people living on the streets, panhandling congregating in front of businesses.
- Reduced crime rate in surrounding area.
- Homeless become productive members of society; working, paying taxes and contributing to the economy.

Outreach

Staff from the Homeless Outreach Team will be available on-site as well as are responsible for the coordination of all outreach services to the homeless individuals who are at-risk on the street and who are unable to access housing and other services without assistance.

Engagement

The engagement area will provide an entry point for homeless individuals to begin the process to end their homelessness. The purpose of the engagement is to produce a safe and supportive center where homeless individuals living on the streets can connect to immediate assistance, interim housing, and permanent housing. Services are designed to be provided on-site by homeless service organizations that offer medical, mental health and substance abuse assessments, housing, case management and other services. The Homeless Resource Center will lead to decreased numbers of homeless people living on the streets.

- 2. Describe how job seeker needs and gaps will be assessed and provide information regarding selected training curricula. Provide details regarding the types of assessments, individual plans and overall program operations (including participant/staff ratios) and explain how the case management and services will help participants to overcome barriers to employment and attain self-sufficiency.**

Types of Assessments

Once clients enter the program, different service components will employ additional assessments to track clients' progress. The Lord's Place staff is very sensitive to the unnecessary duplication of assessments and will make every effort to streamline these tools when possible. For employment services, different tools are utilized to determine participants' skills and aptitudes. Education and vocational assessments will be administered to identify abilities and transferable skills, and define vocational goals and training needs. Assessments will report academic achievements, vocational interests, aptitudes and work habits, combining these with work history and transferable skills so that realistic vocational goals can be identified.

Participant/Staff Ratios: One lesson that The Lord's Place has learned in serving this population is that a low participant/staff ratio achieves greater results.

- Job Training Component - Participant/staff ratio will be no more than eight (8) participants to one (1) Instructor.
- Apprenticeship Programs - Participant/staff ratios will vary from three to six (3 – 6) participants to one (1) Training Supervisor.
- Job Coach - Participant/staff ratio is twenty (20) participants to one (1) Job Coach.

Job Training Component: Participants will learn a variety of skills to help them overcome the multiple barriers to employment that the homeless face, including:

- The necessary computer skills to be able to:
 - search and apply for employment
 - create a strong résumé
 - email potential employers
- The ability to present themselves appropriately in an interview, including:
 - Explaining their past history or employment
 - Understanding appropriate body language and speech
 - Understanding what to bring to an interview
 - The ability to present themselves in a positive and professional manner (physically and verbally)
 - Understanding what is appropriate attire for an interview (the Homeless Resource Center will have volunteers to assist participants in obtaining appropriate interview attire through an employment clothing closet)

- Creating a current résumé and reference page, and learning to update and cater the résumé to fit specific positions.
- Understanding what may be included in a background check and how to discuss “questionable” situations appropriately in an interview.
- Learning a variety of methods for finding employment opportunities.
- Identifying community resources that can assist them in their employment search.
- Improving soft skills, including taking direction and working effectively with others.

Apprenticeships: Participants will receive on-the-job and classroom training giving participants a variety of skills that will help them to overcome the many obstacles homeless individuals face in seeking employment, including but not limited to:

- Improving their soft skills: Interpersonal and intrapersonal.
- Obtaining skills and experience: Participants will enhance their skills, learn new skills, and gain valuable work experience.
- Building references: Many homeless lack professional references, and upon completion of an apprenticeship, participants will have several professional references that potential employers can contact.
- Rebuilding their position in the community: Apprenticeships will give the participants experience to show a potential employer that they are making efforts to move forward in their life and that The Lord’s Place has given them an opportunity to prove themselves.

Job Coach: Will assist participants with:

- Matching their skills to employer needs
- Career planning
- Becoming federally bonded (when requested by potential employer)
- Opportunities for higher education, trade school and/or means to update current skills

Additionally, the Job Developer will educate local businesses regarding hiring participants and the advantage of working with employees who have support. Additionally, the County through the Palm Beach County Health and Human Services Coalition is advocating for legislation to provide tax incentives for hiring homeless individuals who are in transitional and supported housing programs.

See legislative detail below:

Bill #	Title	Sponsor	Date Filed
HB 0105	Relating to Employment of the Homeless	Campbell	08/26/11
SB 0160	Relating to Employment of the Homeless	Ring	09/08/11

3. Indicate the proposed strategies for providing the training and support needed for a job seeker to obtain and maintain employment. Explain how prospective employers will be identified and engaged and how job seekers will be placed into unsubsidized employment. Explain the rationale for the selected strategies (i.e., evidence-based; proven success in similar communities, etc.)

Proposed Strategies for Participants to Obtain and Maintain Employment

- Job Training Assessment: Prior to entry into the program, The Lord's Place staff will assess participants for their vocational abilities, gaps in education and skills, and basic needs. Clients must pass basic reading and math tests for entry into the Job Training Course. If clients are unable to pass these tests, then the client will be linked to educational services as indicated. All programs will be geared toward clients' skills and education level.
- Job Training Classes: Participants will attend a forty-hour job training classroom component of the job training and placement program. They will learn hard and soft skills necessary to compete in today's job market. These skills include but will not be limited to taking direction, working effectively with others, résumé writing, basic keyboarding, and internet job searching.
- Learning Center: The center is an extension of the Job Training classroom curriculum. It is open to participants who are assessed and waiting to begin the forty-hour job training component, currently attending the forty-hour job training component, completed the forty-hour job training component, or enrolled or graduates of the apprenticeship programs. Services include basic instruction in computers, Microsoft Word, internet job search and surfing, and email set-up and usage. In addition, participants will receive assistance in résumé and cover letter writing, reading, writing, basic math, and GED preparation.
- Job Coaching: Participants will receive one-on-one job coaching and placement services.
- Apprenticeships: Participants will have the opportunity for on-the-job training in a variety of apprenticeships.

Description of how individual's needs and gaps will be assessed

- Assessments: Participants will be assessed prior to entering the Job Training and Placement Program, after the job training component and prior to being accepted into an apprenticeship. These assessments allow the Job Training Instructor and the Supervisors to have a better understanding of each individual participant's physical, emotional, educational, and vocational needs.

- Pre-Tests: Participants will be given pre-tests prior to entering the Job Training component to help the Instructor and Training Supervisors cater the training curriculum to the students' abilities. The results of these tests will provide information needed for the Instructor and the Training Supervisors to better understand the participant's strengths and weaknesses.

Explanation of how prospective employers will be identified and engaged and how individuals will be placed into employment

- Identifying prospective employers: Employers will be identified based on the fields relevant to the participants' skills and experience and engaged through Memorandums of Understanding. These fields include, but will not be limited to:
 1. retail
 2. customer service
 3. culinary
 4. cleaning and maintenance
 5. clerical
 6. behavioral health
 7. hospitality
 8. construction
- Community Outreach: Job Developer will engage with local businesses and organizations that offer employment in these fields. Research and our own experience have proven that building strong relationships with employers is key to helping homeless and formerly homeless participants gain employment. The more an employer trusts the process, the more likely they will be to take a chance on hiring a qualified participant.
- Job Boards: Lists of job opportunities will be posted.
- Job Coaches: Participants will meet with a job coach to assist them in matching their skills to prospective employers. Participants will also receive help with employment applications and advice for the interview process. Will assist in the placement of participants as well as follow-up with participants and employers during the first few months of employment to ensure everyone's needs are being met.

Explanation of the rationale for the selected strategies (i.e., evidence-based; proven success in similar communities, etc.)

- The rationale for the selected strategies is from models from other successful programs in other communities and the expertise of staff.

- Curricula was created after researching a variety of national and local job readiness, job training and placement program models and was designed to fit the needs of the participants.

4. Identify goals and objectives for program development, implementation and outcomes. Specifically state the percentage of job seekers that will enter unsubsidized employment after successful completion of the program.

Program Development:

- Work closely with other HRC partners, including Goodwill and Adopt-A-Family to identify referrals.
- Obtain Memorandum of Understandings (MOUs) with partnering agencies
- Determine agreed upon assessment criteria with partners to capture all the needs of the clients.

Program Implementation:

- Provide assessment of individuals to determine
- Enroll 40 individuals within the first three months.
- Enhance placement component to identify and engage local businesses.
- Engage with local businesses to agree to hire participants.

Throughout a twelve-month cycle, the HRC expects to enroll approximately 150 homeless participants into intensive Job Training and Placement activities. This RFP states that participants must be enrolled within three months of executing a sub-recipient contract with Workforce Alliance, Inc. With requirement, we anticipate enrolling 40 participants within the first three months. Should Workforce Alliance, Inc. allow six months for identification and enrollment, the program capacity could increase to 70 job seekers.

Short Term Outcomes:

- Participants will gain new employability skills.
- Participants will have access to new jobs.
- Participants will have positive support to navigate services systems.
- Community business leaders and small business owners will see the benefit of mentoring and hiring participants.

Intermediate Outcomes:

- Participants will gain and maintain employment
- Participants will increase their income
- Participants will be able to stabilize financially while in program
- Participants will secure employment
- Participants will be able to identify housing opportunities that meet their needs and affordability

Long Term Outcomes:

- Homelessness will decrease for all participants
- Participants will be empowered
- Participants will achieve economic stability and self-sufficiency
- Participants will maintain safe, decent, affordable, permanent housing
- Participants will regularly save income
- Participants will improve credit and begin building assets

Recruited: 40 individuals

Trained: 40 individuals

Placed in Unsubsidized Employment: 20 individuals (minimum)

Measurement and Evaluation

In addition to the methods described in the RFP, performance will be measured using a variety of methods, including, but not limited to:

- Pre and Post Tests: will be used to measure participants' incoming employment skills knowledge and the knowledge they gained upon completion of the forty-hour program. Pre and post tests will also be used in the same way for each apprenticeship program.
- Quizzes: will be used to assess participants' knowledge of topics covered throughout the forty-hour program, as well as during apprenticeships. This will allow the instructors to identify participants' challenges so that they may help strengthen their understanding of the classroom material before moving on to the next topic.
- Presentations and Demonstrations: this measurement will be used to evaluate the participants' understanding of the material.
- Mock Interviews: will be used to evaluate the participants' improvement in interviewing skills. Participants will be evaluated on 14 different interviewing skills, including body language, ability to answer questions clearly and cohesively, attire, attitude and enthusiasm.
- Ongoing Program and Systemic Evaluation: Part of our continuous quality improvement philosophy is that we constantly analyze program data and outcomes to ensure that our programs are effective and life changing.

5. Provide a comprehensive work plan and timeline describing the approach to completing the program. Your response should explain the coordination and logistics and include a staffing plan outlining responsibilities of personnel committed to the program. Include letters of commitment to indicate the roles and responsibilities of any collaborators, if applicable.

Timeline

First Quarter:

- Identify referral sources
- Obtain Memorandum of Understandings from partner agencies
- Identify 40 participants within the first three months
- Participants enroll in 40-hour job training classroom curriculum
- Hire job placement staff to enhance and expand job placement component
- Participants have opportunities to visit Job Fairs in-house and in the community
- Engage with local businesses willing to hire participants
- Enrollment in Apprenticeships

Second Quarter:

- Continue to engage and develop relationships with local businesses for placing participants
- Participants, when appropriate, start the job search
- Participants begin job interviews
- Participants will complete apprenticeships
- Access to Job Placement Extended Services, Learning Center
- Job Coaching
- Job Fairs continued

Third Quarter:

- Participants continue job search
- Participants continue job interviews
- Continue Job Placement Extended Services, Learning Center
- Continue Job Coaching
- Job Fairs continued

Fourth Quarter:

- Continued job interviews
- Continued search for jobs
- Continued Job Placement Extended Services, Learning Center
- Continued Job Coaching
- Job Fairs continued
- All 20 participants will gain and maintain employment

Staffing Plan

Administration

- Director of Programs: Provides ongoing supervision and direction for all programming. Will oversee the evaluation of the re-entry workforce project and ensure that the agency remains compliant with all funding and program requirements. Will develop internal systems of control to track program successes and implement changes when necessary. Will develop monthly, quarterly, and annual reports for The Lord's Place Board of Directors, associated Re-entry Committees and Taskforces, and any related funders. Will act as the contract manager for this RFP.

Job Training and Placement Services

- Director of Job Training and Education: Will supervise day program staff, including Job Training and Placement Program components, Apprenticeships, and Case Management Services. Critical for the development, implementation and oversight of all job training and placement programming, especially all curricula. Will be responsible to ensure that current and future services address the various barriers of re-entry participants.
- Job Training Instructor: Responsible for the day-to-day implementation of the 40-hour Job Training classroom component.
- Job Coach: Will develop individual education and career plans to secure employment for each participant and provide individualized services as well as group support throughout the program. Will also work with participants to match their skills with potential employers, assist them with mock interviews, and act as a reference with employers. Will provide routine interventions with participants to assess needs, track successes, and link them to additional community resources. Additional responsibilities will include administering job training assessments, coordinating client intakes, and coordinating workshops and other services to complement the training and job placement components.
- Job Developer: Though this position will interact with participants, the Job Developer primary focus will be with local employers, developing and nurturing these professional relationships. Once participants' secure employment, this position will continue to act as a link and support to the local businesses to ensure that the placement is successful.
- Training (Apprenticeship) Supervisors (Director of Property Maintenance; Thrift Store Manager; Restaurant Chef; Administration Supervisor; Peer Advocate Supervisor:) Responsible for the day-to-day training that occurs in the various apprenticeships. Each apprenticeship will rely on the professional expertise of the supervisor who will both teach and oversee the participants' progress.

Responsible for providing ongoing feedback to Case Managers regarding the participants' successes and challenges. In addition, Training Supervisor will arrange to have other professional guests come in for expert training workshops.

- AmeriCorps Volunteers: Subcontracted service providers who will be hired to provide support in the Learning Center and Job Placement Center. These volunteers will act as literacy and education tutors. They will work with participants who have educational barriers to gaining employment, assisting them to overcome those barriers. Services will include literacy training, GED tutoring, assistance with computer technology, and assisting various Job Training and Placement Staff.

D. BUDGET AND COST SCHEDULE (UP TO A MAXIMUM OF 30 POINTS TOTAL-possible 10 points per question)

The resulting subrecipient contract from this RFP will be cost reimbursement with desired outcomes identified by Alliance. Alliance may award a subrecipient contract to one or more Proposers for the services requested in this RFP. Alliance reserves the right to negotiate for continued services with the same Proposer(s) up to four additional Program Years (2012-2016) depending upon Proposer's performance. Each year Alliance will evaluate the effectiveness of the Proposer(s) performance, if needed, and determine if the subrecipient contract should be continued. Such renewal will occur at the sole and absolute option of Alliance. In the event following issuance of this RFP additional funds become available for the services requested in excess of that announced or if not announced expected to become available, Alliance shall have the right to negotiate and subrecipient contract with the successful Proposer(s) for additional services without the need for an additional RFP. A subrecipient contract will be executed after successful negotiations with the recommended Proposer. In the event Alliance is unable to successfully negotiate a subrecipient contract with the recommended Proposer, as determined by Alliance in its sole and absolute discretion, Alliance may then negotiate with the second or third highest ranked Proposer and so on until a subrecipient contract is executed, or may decide to terminate the selection process. Cash advances from Alliance shall not be available to Proposer(s). Therefore the successful Proposer(s) must have sufficient cash resources to "front" expenditures and await reimbursement from Alliance, usually within one month of an invoice submitted with proper documentation. In other words Proposer shall have funds available to cover a minimum of two months of expenses. Proposer must be able to provide documentation to substantiate the invoices which are cost reimbursement. Copies of original documents are adequate.

Note: Final and binding performance deliverables, performance indicators and reimbursement conditions will be established during contract negotiations between Alliance and the selected Proposer(s).

- 1. Proposers must submit a detailed budget using the Alliance provided "Exhibit B Budget Worksheet" found on the Alliance website at the same place the RFP is posted. Provide details of the program's total costs, the portion of expenses which will be funded by reimbursement from Alliance under this RFP and the portion of expenses that will be provided by likely and/or known sources of additional funding.**

Cost Reimbursement Budget	Requested Workforce Alliance Funding <i>pending</i>	Leveraged Funding (PBC) <i>pending</i>	Leveraged Funding (The Lord's Place) <i>confirmed</i>	In - Kind <i>confirmed</i>	Total Program Cost
STAFF EXPENSE					
Salaries	\$113,700	\$93,077	\$70,423		\$277,200
Fringe (18%)					
	\$20,486	\$16,754	\$12,676	\$0	\$49,896
TOTAL STAFF EXPENSE	\$134,186	\$109,831	\$83,099	\$0	\$327,096
PROGRAM EXPENSE					
Occupancy:					
Repairs/maintenance			\$2,000		\$2,000
Insurance		\$500	\$500		\$1,000
Utilities:					
Electric, water, etc.			\$3,200		\$3,200
Telephone			\$500		\$500
Project Supplies/Equipment:					
Program and Office Supplies	\$1,500	\$1,000	\$500		\$3,000
Equipment	\$1,500		\$500		\$2,000
Local Travel:					
Mileage	\$1,980	\$1,980	\$3,960		\$7,920
Transportation	\$1,250		\$3,750		\$5,000
Professional Development			\$1,500		\$1,500
Consulting Fees:					
Legal Fees			\$200		\$200
Other					
Apprentice Stipends and/or Temporary Wage Subsidies	\$20,000		\$10,000		\$30,000
Volunteer Assistance				\$5,000	\$5,000
AmeriCorps Volunteer			\$11,000		\$11,000
Non ad valorem property taxes			\$500		\$500
TOTAL PROGRAM EXPENSE	\$26,230	\$3,480	\$38,110	\$5,000	\$72,820
Indirect/Admin Expense	\$16,040	\$12,310	\$11,142	\$500	\$39,992
TOTAL ALL EXPENSES	\$176,436	\$125,621	\$132,351	\$5,500	\$439,908

Staffing Summary	FTE	Employment Term	Salary	Total Paid by Workforce Alliance	Total Project Cost
Position					
Director of Programs	0.10	Annual	\$70,000	\$0	\$7,000
Director of Job Training and Education	0.20	Annual	\$45,000	\$4,500	\$9,000
Job Developer	0.50	Annual	\$42,000	\$10,500	\$21,000
Accountant	0.10	Annual	\$38,000	\$3,800	\$3,800
Job Training Instructor - HRC (2.0 FTE)	2.00	Annual	\$45,000	\$22,500	\$90,000
Life Skills Instructor - HRC (1.0 FTE)	1.00	Annual	\$42,000	\$0	\$42,000
Job Coaches - HRC (3.0)	3.00	Annual	\$32,000	\$84,000	\$96,000
Shuttle Bus Driver	0.30	Annual	\$28,000	\$8,400	\$8,400
			\$342,000	\$113,700	\$277,200

2. Submit a budget narrative that explains the budget line items for the program. When describing other sources of funding indicate whether the funding source is committed or pending.

Salaries

The program will be provided under a County contract by The Lord's Place. The Division of Human Services will have oversight responsibility to ensure that all contracts related to the operation of the HRC are operating according to requirements. Staffing for the Homeless Unsubsidized Employment Program will consist of:

- Director of Programs (0.1FTE) who will provide ongoing supervision and direction for all programming.
- Director of Job Training and Education (0.2FTE) supervise day program staff, including Job Training and Placement Program components, Apprenticeships, and Case Management Services.
- Job Developer (.5FTE) primary focus will be with local employers, developing and nurturing these professional relationships.
- Accountant (0.1FTE) will be responsible for fiscal recordkeeping and processing.
- Job Training Instructor (2FTE) Responsible for the day-to-day implementation of the 40-hour Job Training classroom component.
- Life Skills Instructor (1FTE) will assist individuals in need of any initial skill development to be ready to address employment training and search.
- Job Coach (3FTE) will develop individual education and career plans to secure employment for each participant and provide individualized services as well as group support throughout the program.
- Shuttle Bus Driver (0.3 FTE) will provide transportation between the HRC and community training sites as needed.

Fringe benefits are estimated at 18% of salary expenses and includes Social Security taxes (6.2% of gross pay) and Medicare tax (1.45% of gross pay), State unemployment taxes (5.4% of first \$7,000 of gross pay earned annually), health and life insurance costs and disability insurance on all full-time employees.

Program Expense

Occupancy:

Repairs/maintenance - General maintenance, repair and custodial cost related to Job Training and Placement Center and office space.

Insurance - Property and General Liability Insurance cost related to Job Training and Placement Center.

Utilities:

Electric, Water, etc. - Utilities cost for Job Training and Placement Center and offices.

Insurance - Property and General Liability Insurance cost related to Job Training and Placement Center.

Project Supplies/Equipment

Program and office Supplies - Office supplies (files, paper, etc.) and program and education materials.

Equipment - Computer/laptop for staff, and small equipment purchased or rented for program.

Local Travel

Mileage - Staff mileage reimbursement (Job Coaches, Instructors, Volunteers) (5 staff) x (approx 300 miles/month) x (\$0.44/mile) x (12 months).

Transportation - Cost of agency vehicles used to transport participants, and bus passes for participants.

Professional Development - Training and professional development cost for program staff.

Consulting Fees

Legal Fees - Attorney fees for program.

Other

Apprentice Stipends and or Temporary Wage Subsidies - Apprentice Stipends and/or Temporary Wages paid to participants.

Volunteer Assistance AmeriCorps Volunteer - In-kind volunteer hours for various services in Job Training and Placement Center, including mock interviews, Café Joshua services, workshops, etc.

Non ad valorem property taxes - Non ad valorem taxes paid on Job Training and Placement Center.

Indirect/Admin. Expense - 10% indirect administrative cost.

3. Describe how this program will be sustained beyond the RFP funding period. Describe specific mechanisms and/or sources of support to achieve sustainability.

Palm Beach County is committed to the operation of the Homeless Resource Center as the County's response to ending homelessness under the Ten-Year Plan. It is anticipated that the Homeless Resource Center will provide an excellent vehicle as the central access point for homeless individuals and families to begin ending their homelessness. A key component of success will be the ability for homeless to connect with resources to obtain and maintain gainful unsubsidized employment.

There are a variety of resources that will assist in insuring this program's sustainability. The Lord's Place currently utilizes a number of funding sources to sustain its' programs, including government grants, foundations, and private donor support. It is anticipated that an evaluation of the first year's operation will be made to identify ongoing supports and resources to keep these services active in the community. Additionally, it is expected that the program performance will result in significant accomplishments relative to measurement outcomes, allowing for continued services for the remaining four years of the potential funding cycle. Finally, the County is researching possible sources to identify a dedicated funding stream to provide ongoing support for services to end homelessness.

ATTACHMENTS

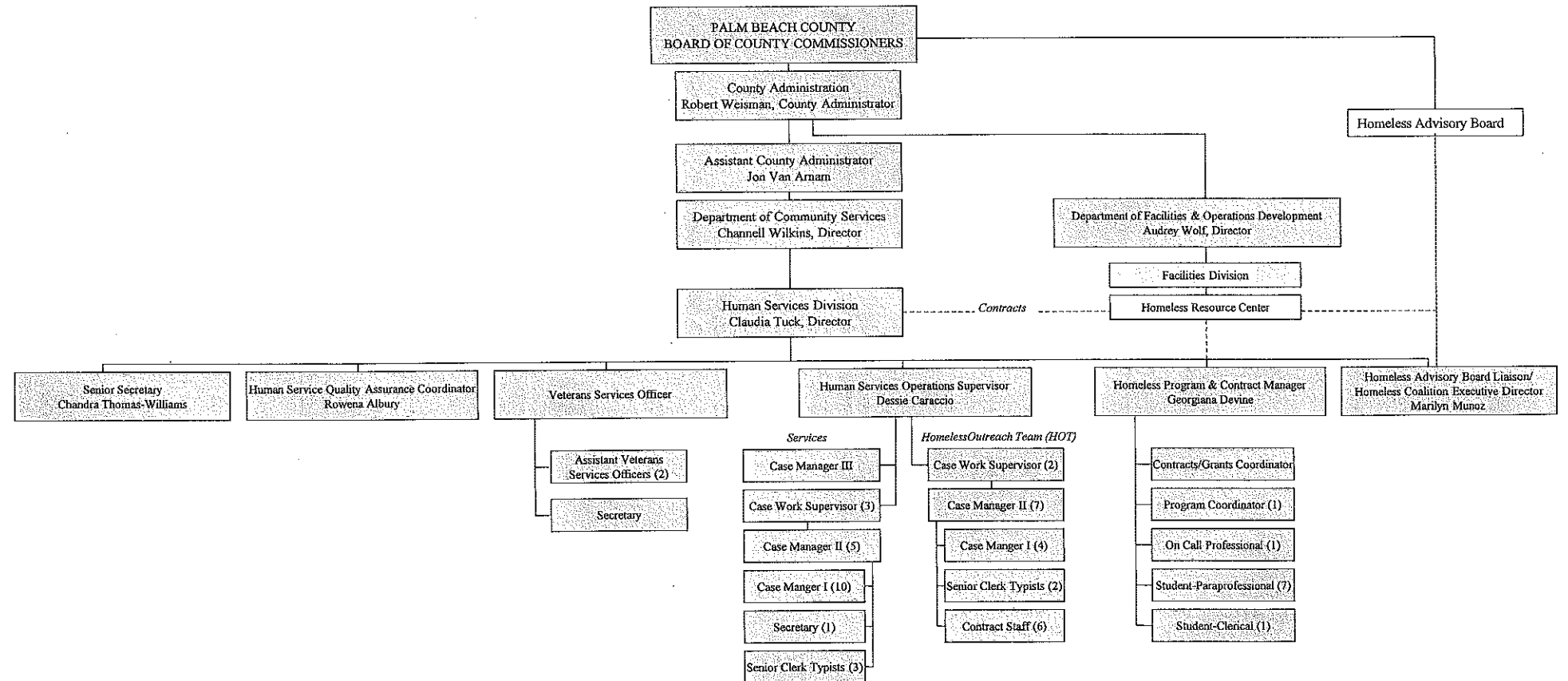
DIVISION ORGANIZATIONAL CHART

STAFF RESUMES

LETTER OF SUPPORT – THE LORD'S PLACE



PALM BEACH COUNTY, FLORIDA
DEPARTMENT OF COMMUNITY SERVICES
Division of Human & Veteran Services
ORGANIZATIONAL CHART



**** For additional information contact Claudia Tuck (561) 355-4772 ****

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RESUME

Claudia Huggins Tuck
13920 Rosewood Lane
Palm Beach Gardens, FL 33418-8668
(561) 627-7700

EDUCATION

Graduate School:	Florida State University	MSW	March 1978
Undergraduate School:	University of Delaware	BA	June 1976

HONORS or AWARDS

Degree with Honors	International Relations & Sociology	June 1976
Alpha Kappa Delta	(Sociology Honor Society)	May 1976
Pi Sigma Alpha	(Political Science Honor Society)	May 1976

WORK and EDUCATIONAL EXPERIENCE

11/05 -
Employment **Palm Beach County Board of County Commissioners**
Division of Human & Veteran Services
Supervisor: Channell Wilkins

Division Director

Responsible for the implementation of services to accomplish the mission of the Division. Oversee staff activities leading to the provision of homeless outreach, emergency, self-sufficiency and ongoing Case Management services and Veteran advocacy. Review services and grants related to Division serving as the lead entity for homeless services. Oversee contract monitoring, grant applications, and grant administration. Develop annual budget and monitor adherence regularly. Run reports to monitor staff and overall Division performance; oversee quality assurance and adherence to performance standards. Coordinate services with other Divisions and Departments and inter-agency. Participate on task forces and committees as requested. Respond to inquiries from the public, Board of County Commissioners as well as the media (newspaper and television both local and national [CNN]). Work with social service agency directors and staff related to services, and collaboration on identified issues, recommend possible solutions, address identified needs and recommend courses of action. Serve as lead for Human Service Branch under Emergency Management; Community Food Alliance – Recovery & Distribution Committee Chairperson; United Way of Palm Beach County Community Impact Committee member; Florida Association of Counties – Hunger and Homelessness Technical Advisory Committee Chair; Florida Association of County Human Service Administrators – current President-elect; Florida Department of Children & Families Homeless Policy Council Member, appointed by Florida Association of Counties.

01/80 - 11/05
Employment **Oakwood Center of the Palm Beaches, Inc.**
(Currently: Jerome Golden Center for Behavioral Health, Inc.)
West Palm Beach, FL
Supervisor: Linda DePiano, Ph.D.

(01/02 – 11/05)

Associate Director

Responsible for overall administrative leadership and support for the operations of Human Resources, Risk Management, Utilization Management and Staff Development. Represents the Center to public, private, governmental and regulatory groups. Grant writer. Served as the Center Risk Manager and the Director of Social Work.

(12/90 - 11/05)

Chairperson, Organization-wide Review Committee

Responsible for the oversight of the Center's Utilization Management, Environment of Care, Infection Control and Risk Management Functions.

(10/01 - 01/02)

Director, Continuing Care

Responsible for the administration, planning and coordination of Individual Case Management Services, three Assertive Community Treatment Teams,

Supervised and Supported Housing Programs, Supported Employment Services, Partial Hospitalization Program and Day Treatment Services.

(07/00 - 10/01)

Director, Housing Services

All responsibilities and duties related to Center's Housing Department; coordinator of Housing Authority, HOPWA and homeless prevention programs for the Center. Responsible to write all related grants.

(06/96 - 10/01)

Director, Case Management Services

In charge of Individual Case Management, three Intensive Assertive Community Treatment Teams, one PACT Team and Employment Services.

(10/90 - 10/01)

Director, Personal Growth Services

Responsible for the Administration, Planning and Coordination of Partial Hospitalization and Day Treatment Services for seven different programs.

(05/88 - 10/90)

Director, Geriatric Core Services

Responsible for administering, planning and coordinating mental health services for geriatric clients.

Program included a 15 bed licensed hospital unit, a 40 bed residential program and day treatment program.

(02/82 - 05/91)

Peer Review Coordinator for the Center's Quality Assurance

Program.

Responsible for implementation and on-going review process.

(04/87 - 05/88)

Director, Case Management Services

Responsible for operational development of the department.

Clinically supervised 25 Adult and Geriatric Case Managers.

(08/84 - 04/87)

Supervisor, Geriatric Case Management and Geriatric Crisis

Supervised Case Managers. Wrote the original proposal to fund the Crisis Services and implemented the program.

(06/80 - 08/84)

Supervisor, Adult Case Management

Supervised Case Managers and continued to be responsible for Inpatient Social Work.

(01/80 - 06/80)

Inpatient Unit Social Worker

Provided individual and family counseling. Responsible for discharge planning.

06/78 - 01/80
Employment

H.R.S. - Aging and Adult Services

West Palm Beach, FL

Ongoing Services, Counseling and Intake

Supervisor: Ms. Katherine Stubbs Ward, M.S.W.

Protective Services Social Worker

Investigated abuse and neglect allegations. Completed applications for state assistance. Responsible for discharge planning from State and local psychiatric facilities.

PROFESSIONAL LICENSE/CERTIFICATION

Licensed Health Care Risk Manager

Licensed Clinical Social Worker (Florida)

Academy of Certified Social Workers

Daniel Gibson

307 SW 27th Terrace
Delray Beach, Florida 33445

C: 323-514-6591
H: 561-274-9297
email: orangebar@yahoo.com

OBJECTIVE

To obtain a senior level position within a social service/non-profit organization that fully utilizes my leadership skills in the development and oversight of programming, community advocacy and team management.

HIGHLIGHTS OF QUALIFICATIONS

- Proven leadership skills: managing departments, supervising staff, facilitating meetings
- Extensive knowledge of programs and best-practice strategies around issues of homelessness
- Certified affordable housing specialist
- Diverse grant experiences: writing, management and oversight (*local, federal and private foundations*)
- Utilize systemic approaches for program & initiative development and community problem solving
- Significant experience creating, measuring and monitoring data and measurable outcomes
- Experienced clinical social worker, including as educator, counselor, advisor and advocate
- Experience working with board members, volunteers and donors
- Excel in presentations and public-speaking
- Self-starter who can take projects from an initial concept to completion
- Detailed oriented, organized, and able to multi-task
- Team focused, with the ability to be autonomous and make independent decisions
- Expert computer skills, including: MS Office, Word, Excel, PowerPoint

RECENT ACCOMPLISHMENTS

- Assisted in development and writing of Palm Beach County's Ten Year Plan to End Homelessness
- Received Florida Housing Coalition's state certification as a Affordable Housing Specialist
- Second-term Chair of the Palm Beach County Affordable Housing Collaborative
- Member of the Leadership and Management Class of 2009 (*Graduate, June 2009*)
- Successful grant recipient and organizer of a three-part educational series of foreclosure prevention workshops for housing professionals
- Organized and facilitated first foreclosure prevention event in Palm Beach County (*Feb. 2008*):
Over 500 attendees; over 30 non-profit vendors represented; personally booked Secretary of HUD (Alphonso Jackson) as speaker at the event; event has been replicated nationally; consultant for similar events held by other national United Way organizations
- Developed and implemented Teen Peer Education Model to provide comprehensive HIV prevention & sexual health curriculum throughout Palm Beach County (*United Way & The Sylvester Foundation*)

JOB HISTORY

United Way of Palm Beach County

April 2007 - Current

Director of Community Impact – Providing Food, Shelter & Emergency Needs Impact Area

Duties include: grant manager for 20+ community programs dealing with issues of food insecurity, homelessness, affordable housing and HIV/AIDS Prevention; collaborating with local government and area professionals to develop new community initiatives; grant writer; community advocate; event coordinator; fundraising; teaching workshops; collaborating with other agencies; work very closely with board members and community volunteers.

(Continued On Next Page)

Compass, Inc.

June 2005 – April 2007

Youth and Family Services Coordinator at Palm Beach County's Gay & Lesbian Community Center

Duties included: overseeing diverse programming funded by three grants; managing multiple budgets; facilitator for support groups (for adolescents and adults); writing new grant requests; night management of center; community advocate for diverse causes; facilitating regular departmental and agency meetings; conducting sensitivity trainings; teaching workshops; collaborating with other agencies.

Palm Beach Marine Institute

June 2004 – June 2005

Case Manager / Juvenile Justice Re-entry Counselor / High School English Teacher

Case management for juvenile offenders. Duties included: providing mental health counseling; organizing and facilitating group meetings; monitoring legal sanctions, managing clinical records, teaching English, Literature, and Life Skills.

Columbia Hospital (The Pavilion) / SunServe, Inc

January 2005 – September 2006

MSW Intern

Social worker/therapist for mental health hospital and social service agency. Duties included: providing individual therapy; facilitating groups; conducting intakes & psychosocial assessments; generating treatment plans; discharge planning; linking patients to resources.

Adecco Employment Agency

June 2002 – June 2004

Administrative Assistant

Providing support to high profile business offices. Duties included: managing payroll; fiscal manager, submitting billing/spending reports; purchasing and organizing office supplies; liaison for over 50 Honda Dealers; other general office duties.

Art Trek

June 1994 - September 2003

Assistant to Program Director/Creator

Highly involved summer intern at successful arts program. Duties included: teaching art techniques to parent volunteers and to school children in Los Angeles County; creating/directing dramatic scenes and programs for school assemblies; coordinating curriculum; personally teaching techniques to adults as well as students.

LEADERSHIP ROLES / BOARD MEMBERSHIPS / COMMITTEES / VOLUNTEERISM

Palm Beach County Affordable Housing Collaborative – (Chair Elect)

Palm Beach County Point in Time Homeless Count – (Planning Committee/Volunteer)

Palm Beach County Homeless Advisory Board – (Alternate Board Member/Various Subcommittees)

Palm Beach County Coalition for Children – (Board Member / Treasurer)

FEMA's Emergency Food Shelter Program – (Board Member/County Manager)

GLSEN – (Trained Educator/Advocate)

Anti-Defamation League (Member/Advisor of Education Committee)

EDUCATION

Barry University

September 2004 – December 2006

Masters in Clinical Social Work (4.0 GPA)

Yale University (double major)

September 1991 – May 1995

Bachelors of Art in Psychology and Theatre Studies (3.4 GPA)

Additional Work Experiences and References Available Upon Request

Eve Lyon
2535 Sun Cove Lane
North Palm Beach, FL 33410
eve@lyonessyacht.com

561-622-1706

Mobile 561-400-7300

Summary: Expertise assisting organizations with growth, expansion and reorganization challenges through program and business design.

Experience:
2001-Present DML Products Inc.
Consultant

Utilize unique ability to define a challenge and organize a method to develop a solution enabling a broad spectrum of organizations to meet their management, marketing and organizational objectives. Provide consulting services to non-profit organizations, telecommunication components manufacturers, marine products manufacturers, food service and production and an architect.

1999-2001 Raven Consulting
Grant writer

Developed and submit grant requests to public, private, state and federal government funding sources on behalf of non-profit organizations. Managed program design and development, grant writing and follow-up with funding sources.

1991-1999 Family Service of the North Shore, Inc.
Director of Development

Managed and administered private, state and federally funded vocational, training, counseling and Day Care programs serving Department of Transitional Assistance recipients, refugees and the community at large. Responsibilities included:

- Developed relationships with employers to create employment opportunities for individuals who had limited English language skills, no work history in the U.S. and were lacking transferable work credentials and certifications;
- Founded and oversaw operations, training and certification for "Kaleidoscope" Family Day Care Providers and "NannyTemps" Childcare Service;
- Collaborated with government, private and community based organizations to develop and deliver programs that positively effected the employment and economic needs of the community;
- Developed, presented and facilitated vocational, management, Day Care and employment related training programs internally, within the community and at National Conferences;
- Created and managed budgets, program statistics and performance measures. Also recruited, trained and supervised staff, consultants and subcontractors.

1988-1991 Moulaison Associates
President

Operated a consulting business providing permanent personnel placement services that consistently met the hiring needs of local employers. Responsibilities included:

- Developed and maintained relationships with area employers to identify staffing requirements;
- Recruited applicants to fill open job positions;
- Presented seminars in areas of job search, time management, organization and establishing goals.

1985-1988 Computer Placement Unlimited
Vice President/Personnel Consultant

Recruited, trained and managed personnel consultants, conducted sales meetings, developed advertising campaigns and maintained close relations with numerous High Technology and Biotechnology companies to provide applicants for open employment positions.

U. S. Copiers & Supplies, Inc.

1981-1985

Operations Manager

Controlled and accounted for inventory, handled purchase requisitions, directed and planned company expansion of four branch offices and a regional headquarters, supervised a staff of 20, authorized equipment orders, arranged financing and represented company in legal matters.

1974-1981

A-Copy, Inc.

Regional Operations Manager (1979-1981)

Regional Credit Manager (1976-1979)

Office Manager (1974-1976)

Education:

C. W. Post College

Major: Elementary Education

ROBYN RABATIN
109 Delancy Avenue
Delray Beach, FL 33484
(703) 887-7796
robyn.rabatin@gmail.com

EDUCATION:

Ball State University, Muncie, IN
Master of Arts in Teaching, 2003
Elementary Education/Reading K-12
4.0/4.0, Dean's List

Ball State University, Muncie, IN
Bachelor of Arts, 2001
Elementary Education Major
Reading Endorsement K-12
3.8/4.0, Dean's List

Virginia Teaching License
General Elementary
Reading Specialist K - 12
7/2006-7/2011

TEACHING AND RELATED EXPERIENCE:

- Assessment and Outreach Coordinator/ESOL/Literacy teacher (2009-present), DePorres P.L.A.C.E. Adult Literacy Center. Assess individuals using the BEST oral and written tests, the SORT, and other informal measures to determine placement in school curriculum. Plan for and teach 2-3 daily ESOL and Reading classes for adults. Run outreach center for students of DePorres P.L.A.C.E. Coordinate services for 30-40 students including help with job applications, resumes, food stamp applications, legal assistance, and other social services. Write grants for various projects.
- Literacy AmeriCorps Member (2008-2009), DePorres P.L.A.C.E. Adult Literacy Center. Planned for and taught reading and ESOL lessons for 7 daily classes. Taught life skills such as resume writing, applying for jobs, and computer skills. Assessed individuals and small groups of students using the BEST and SORT tests as well as informal measures. Coordinated reading and other activities for AmeriCorps and service site. Assisted in planning meetings for all members. Attended reading and ESOL conferences and training.
- Title I Reading Teacher (2005-2008), NESI. Assessed 40-50 students per year using informal and formal measures. Planned and taught reading lessons based on students' needs. Met with parents for conferences, meetings, and special Title I activities/workshops. Provided bi-monthly progress reports and newsletters. Coordinated lessons with classroom teachers.
- Reading Tutor (2004-2005), Educational Connections. Created systematic, research-based lessons for struggling readers in grades K-12. Used Wilson, Great Leaps, Read Naturally and Phonographix reading systems to increase student reading ability. Met with teachers, reading specialists, and parents to implement effective therapies and to provide monthly progress reports.
- Reading Specialist (2003-2004), Katherine Thomas School. Implemented elementary reading groups. Collaboratively designed and taught reading lessons for K-8 students. Assessed all students with formal and informal evaluations. Guided teachers in IEP writing and planning.
- First Grade Teacher/Title I Teacher (2002-2003), Muncie Community Schools. Planned bi-weekly interdisciplinary units. Assessed students' writing using portfolios. Collaborated weekly with other first grade teachers. Guided student learning using the Four Blocks method. Developed classroom management system that focused on students' positive contributions. Designed emerging literacy curriculum for first grade students. Met with small group daily to reinforce reading skills. Organized assessments and interventions to assist struggling readers.
- Graduate Assistant (2001-2002), Ball State University. Compiled client information. Supervised 19 tutors and test proctors. Evaluated lessons for tutors and gave feedback. Taught study skills and life skills to adult students. Planned team-building and training activities for new and experienced tutors and test proctors.

PARENT INVOLVEMENT:

- Conducted workshop for parents: topics included fluency, comprehension, phonemic awareness, and how to help at home.
- Provided open house opportunities to learn more about resources available for parents and families.
- Acted as a liaison between families and local screening committees.
- Planned and coordinated literacy activities for yearly Title I meetings.

STAFF DEVELOPMENT:

- Conducted workshops for staff of private school, topics include fluency, assessing emergent literacy, and multi-sensory techniques.
- Presented a workshop entitled "What is Reading Fluency" to Educational Connections.
- Presented a workshop entitled "Study Skills for Adults" at the National Association for Academic Advising Regional Conference.
- Presented a workshop entitled "Study Strategies and Reading Skills" at the National Association for Developmental Education National Conference.

VOLUNTEERING:

- ESOL Teacher (2009-2010), Jack the Bike Man, Inc. Developed program to teach English and job skills to adult students. Assessed and placed 30 students in different curriculums. Taught students weekly.
- Sibshops Volunteer (2008), Northern Virginia Brain Injury Services. Assisted in running workshops for siblings of children with special needs.
- Sweet Dreams Reader (2006), Loudoun County Literacy Council. Read stories to children at homeless shelter. Helped parents choose appropriate books for their children.
- Child Life Volunteer (2002), Riley Children's Hospital. Implemented developmentally appropriate activities for Child Life Preschool and Toddler rooms. Helped children carry out planned activities. Assisted Child Life Specialist with daily activities.
- Hippotherapy Volunteer (1998), Woodland Park, CO. Helped preschool children with special needs learn to ride horses. Worked with specialists to create a program in the best interest of the child.

CONTINUING EDUCATION AND PROFESSIONAL MEMBERSHIPS:

• GRADUATE COURSES:

- Using Technology to meet VATSIP (Technology Requirements), University of Virginia – *April-May 2008*
- Advanced Literacy Foundations and Instruction, Adolescence through Adulthood, George Mason University – *January-May 2006*
- Advanced Literacy Foundations and Instruction, Birth to Middle Childhood, George Mason University – *August-December 2005*

• WORKSHOPS:

- Grantsmanship Training Program – *November 2009*
- Basics in Grant Writing – *October 2009*
- *ESOL and Reading* – *January – May 2008*
- Play Therapy – *June 2006*
- Phonographix Training – *July 2005*
- Child Word Finding Abilities: Assessment and Intervention – *December 2003*
- Wilson Reading Series Training – *November 2003*
- Dyslexia Symposium with Sally Shaywitz – *October 2003*
- Advanced Guided Reading Techniques – *November 2002*

• MEMBERSHIPS:

- International Dyslexia Association (2006-Present)
- Read America (2005-Present)
- International Reading Association (2002-Present)

~~Elm 9/13/11~~
9/14/11
3:00

ROBERT G. KREIDER

4210 Hyacinth Cir N
Palm Beach Gardens, FL 33410
(561) 568-5755 Cell
robertgkreider@yahoo.com

CAREER

OBJECTIVE: To utilize a strong work ethic, good human relations skills, and an outgoing personality in the field of business or education.

EDUCATION:

**Masters of Science,
ESOL Education**
October 2004
Nova Southeastern University
Fort Lauderdale, Florida 33314

**Bachelor of Science,
Social Studies Education**
April 1996
The Florida State University
Tallahassee, Florida 32306

Associate of Arts
August 1993
Tallahassee Community College
Tallahassee, Florida 32306

Overall Educational GPA: 3.3

WORK

EXPERIENCE:

8/97-8/11

Teacher, Palm Beach Lakes Community High School
~Worked in Social Studies department for 14 years
~Taught World History for 13 years, World History Honors for 7 years, AP World History for 7 years, Economics/American Government for 3 years and American History for 1 year.
~Scholarship Committee 2003-2010
~Strategic Planning Committee 2004-2009
~Head Varsity Bowling Coach 2005-2009
~Head Varsity Baseball Coach 1997-2003
~Head Varsity Boys Golf Coach 1998-2004
~Teacher/Student mentor 1997-2005
~ESP mentor for beginning teachers 2006-present (Clinical Ed)
~CRISS Trained

12/07-06/09

Part-time online teacher for Palm Beach County Virtual School

- ~Maintained a full World History class of 30-50 students
- ~Make phone calls, emails and grade papers for online students

06/97-8/97

YMCA, Coordinator of Summer Camp at Tequesta Branch

- ~Coordinate all activities for summer camp.
- ~Supervise counselors and assign them groups of kids.

09/96-06/97

Circuit City, Sales Counselor

- ~Worked with people on one to one basis.
- ~Assisted and advised people with buying decisions.
- ~Maintained an Area of Responsibility for the products.
- ~Performed cycle counts to ensure proper count of products in the warehouse.

ORGANIZATIONS: ~Member Bowling Team, The Florida State University, 1993-1994

- ~Member Baseball Team, Tallahassee Community College, 1990
- ~Member Baseball Team, Miami Dade Community College, 1989
- ~Member Varsity Baseball Team, Killian High School, 1986-1988

AWARDS:

- ~My Teacher, My Hero Finalist 2009
- ~Who's Who Among American Teachers 2004-2008
- ~Teacher Academy Teacher of the Month-2002, 2005, 2007, 2010
- ~Presidents Club, Circuit City, 4 months straight (Oct. 96-Jan. 97)
- ~Top Ten Percent, Circuit City, 3 month average (Oct. 96-Dec. 96)
- ~Sales Excellence Award Dinner, Circuit City, ranked 2nd overall out of 144 sales counselors in the Southern Division during last quarter in 1996

REFERENCES:

Honey Smith, Social Studies Department Leader,
Palm Beach Lakes Community High School
3505 Shiloh Dr. West Palm Beach, Fl. 33407
honey.smith@palmbeachschools.org
561-358-5794

Pat Edgeworth, Guidance Counselor
Palm Beach Lakes Community High School
3505 Shiloh Dr. West Palm Beach, Fl. 33407
pat.edgeworth@palmbeachschools.org
561-389-1139

Lucille Aho, Designer for Cushing Pools
326 W. Shadyside Cir. West Palm Beach, Fl. 33411
561-373-3803

[1631 Stonehaven Drive Apt. #6 Boynton Beach, FL 33436] [561-740-3086] [reedj@scmhinc.org]

Jonee M. Reed

Objective

To obtain a position in the Psychology and/or Sociology field which will allow for the maximum use of my educational, work and leadership experience.

Experience

July 2006 – June 2007

Parent Child Center

Riviera, FL

Targeted Case Management Supervisor

- Supervised up to nine case managers.
- Provided weekly supervision per medicaid standards.
- Reviewed weekly service plans and assessments.
- Performed chart reviews.
- Maintained weekly billing statistics.

Sept. 2002 – July 2006

South County Mental Health Center

Delray Beach, FL

Outpatient Intake Specialist

- Providing Intake assessments on a non emergency or emergency basis.
- Knowledge of mental health/ illness diagnostic criteria.
- Knowledge of confidentiality laws child abuse/neglect reporting.
- Knowledge of services available within the community and on site (job).
- Knowledge of Child developmental stages.
- Knowledge of criteria for child and adult targeted case management.

Sept. 1997-Aug. 2002

South County Mental Health Center

Delray Beach, FL

Children's Case Manager

- Managed a caseload of 20-25 children at risk for home placement.
- Advocated for children in court, school, and residential staffing.
- Monthly home and school visits on a regular basis.
- Knowledge of therapeutic interventions and community resources.
- Record keeping, Service Implementation Plans as well as documentation on a regular basis.

Sept. 1996- Dec. 1996

Project Response

Auburn, NE

Internship (Advocate)

- Assisted in Crisis Hot line.
- Helped in fund raisers.
- Performed group presentations.

Education

May 1997

Peru State College

Peru, NE

Bachelor of Science

- Psychology and Sociology

Availability

Available upon request

References

1. Barbara Woodmore- Supervisor of Children's Case Management 561-637-2165

[1631 Stonehaven Drive Apt. #6 Boynton Beach, FL 33436] [561-740-3086] [reedj@scmhinc.org]

Jonee M. Reed

2. Karen Luchesi- Clinical Director 561-718-1125
3. Kym Mullings- Supervisor of Insurance Dept. 561-637- 2146

LM 7/26/11
Scheduled 7/29 6:1pm

ANDREA GLOVER VARAS

913 NW 8th Street ♦ Boynton Beach, FL 33426
(954) 854-6318 ♦ glover.andrea@yahoo.com

EXECUTIVE PROFILE

Accomplished Executive with solid and progressive experience in all facets of executive leadership, non-profit management, operations management, change management, strategic planning, and performance management. Astute business strategist with proven success in enhancing efficiency, streamlining processes, leading organizations through critical transitions, and reducing costs. Specialized expertise in understanding corporate culture, navigating organizational dynamics, translating corporate strategies into tangible operating results, and delivering positive results. Regarded for the ability to expertly drive processes and successfully motivate cross-functional teams. Comprehensive background in higher education, public education, and nonprofit / not-for-profit organizations. Candidate for Collegiate Fundraising Certificate by AFP. *Additional strengths include:*

- | | |
|--|---|
| ✓ Organizational Restructuring & Integration | ✓ Turnaround Management |
| ✓ Process Improvement & Change Management | ✓ P&L Responsibility & Financial Management |
| ✓ Marketing, Branding, Sales & Social Media | ✓ Public Relations |
| ✓ Grant Writing & Grant Proposals | ✓ Staff Supervision & Training |
| ✓ Territory Management & Revenue Growth | ✓ Fundraising & Development |

CAREER HIGHLIGHTS

- Named Everest High School Presenter-of-the-Year for the Florida Division, 2009 and 2011. Sent on all-expense paid one-week trips to California to receive CCI Parthenon award among the five CCI divisions.
- Exceeded recruitment / enrollment goals by generating 12,000 leads last fiscal year (only 6,000 required).
- Overachieved annual goal by almost 200% through extensive Tri-County travel and more effective marketing at international college fairs, including Jamaica and Bahamas (exempt-status position).
- Played a major role in increasing lead generation by personally presenting to large key audiences.
- Enhanced name recognition by spearheading more aggressive external promotion and expanding presentation regions.
- Grew enrollment by acquiring referrals from each prospective customer.
- Networked to increase original teacher list of 20 to 120 through asking assertively.
- Created the NPO concept from ground zero, which included the creation of bylaws and Board of Directors, State / Federal filings (1023, 990, etc), and licenses for Diversity Education Creates One America (DECOA).
- Championed efforts to expand MOSAIC attendance at general body meetings 500% within one year through more effective promotions.
- Pioneered the launch of social networking interactive web presence for community nonprofit; build interactive website and serve as administrator for New Moms Nearby (www.newmomsnearby.com).
- Spearheaded initiative to combine formerly fragmented and duplicated IT resources to support 60 nonprofit organizations for Spirit of Giving Network through writing and submitting several grants.
- Launched social media marketing initiatives such as Facebook website for FAU MNM Program.

EDUCATION & CREDENTIALS

Florida Atlantic University – School of Public Administration | Boca Raton, FL, Pending: August 9, 2011

Master of Arts, Nonprofit Management (MNM)

Awards: Corinthian Parthenon Award For Public Speaking (1 Of 5 Nationwide), Everest University 2009 & 2011

Washington University | St. Louis, MO, 2002

Master of Arts, Teaching (MAT) / Social Studies

Awards: Martin Luther King III & Tucker Foundation Community Service Award Dartmouth College 2001

Dartmouth College | Hanover, NH, 2001

Bachelor of Arts, African and African-American Studies, Minor – Sociology

Milton Sims Kramer Group Award, Best Campus Organization, Dartmouth College 2001; Secret Society Liaison For Casque & Gauntlet 2001; Ronald E. McNair Fellowship (1 of 2 Dartmouth Students Awarded Fellowship) 2000; La Alianza Latina Liaison For Afro-American Society's Executive Committee 1999; Collaborator – Culturally-Based Affinity Organizations, Including Hokupa'a & Dartmouth Rainbow Alliance; Coordinator – Dartmouth Multicultural Unity BBQ; Moderator – Dartmouth Multicultural Panel Discussions On Interracial Dating & Respecting Native Culture

ANDREA GLOVER

Page 2 of 2

VOLUNTEER WORK

- *Officer & Treasurer* – FAU Collegiate Chapter of the Association of Fundraising Professionals
- *Founder* – Association of Fundraising Professionals (AFP) Florida Atlantic University chapter
- *Grant Writer* – Spirit of Giving Network, nonprofit coalition funding 60 NPOs in Palm Beach County, FL
- *Sponsor* – Consortium for Education Foundations; Participated in last 4 annual Broward Education Foundation events to raise money for college scholarships
- *Consortium Promoter* – Northwestern University Urban/Suburban Consortium; hosted history and education seminars; advertised Consortium events to Whitney Young faculty; jointly planned projects using Consortium grants
- *Coordinator* – Facing History and Ourselves; secured speakers (WWII veteran and concentration camp survivor Dr. Leon Bass, 35-hour Eugenics seminar, etc)
- *Volunteer Instructor* – Taught 2-month undergraduate summer course at Everest University
- *Chair of Spectrum* – Chaired nonprofit community outreach volunteer program in Hanover, NH
- *Forefront Leader* – Taught select group of 23 high school students in Chicago to become positive leaders in school and community and create social change
- *Midwest Center for Democracy Delegate* – Taught Chicago constituents about lobbying on elections
- *Lecturer* – University of New Hampshire (UNH) McNair Fellows Symposium
- *Participant* – National & Regional Conferences:
McNair Fellows National Conference (Orlando); Ivy-League Multicultural Organizations Conference (Cambridge); Social Activism Conference featuring James Farmer (Harvard University)

PROFESSIONAL EXPERIENCE

EVEREST UNIVERSITY | POMPAÑO BEACH, FL (2007 – Present)

PRESENTER (RECRUITER) – HIGH SCHOOL ADMISSIONS

- Maintained full responsibility for key high-volume territories (Martin, Palm Beach, and Broward) while cultivating enduring relationships with educational faculty and counselors. Exempt-status position.
- Created and administered annual budgets and project budgets.
- Formulated territory strategy as well as built tactical plans and marketing materials.
- Developed and delivered hundreds of marketing and recruitment presentations to diverse audiences including students, educators, administrators, and parents.
- Authored and presented motivational speeches covering topics from time and stress management to budgeting for retirement.
- Introduced instructional technologies, developed DVDs, and converted PowerPoints to interactive movies using Mac software (iMovie, iDVD).
- Designed website using iWeb to distribute nationwide.
- Launched and authored content for new marketing and communications initiatives including monthly newsletter for both International and High School sectors of Everest Admissions Department.

CHICAGO PUBLIC SCHOOLS | COOK COUNTY, IL (2002 – 2006)

WORLD & U.S. HISTORY TEACHER

- Provided leadership and direction to 150 students daily. Developed curriculum, administered assignments, analyzed results, generated reports, and delegated time-sensitive tasks.
- Achieved 100% compliance with State/Federal standards.
- Enhanced the physical and emotional safety of all students by developing and implementing additional rules for classroom management, which were rolled out school-wide.
- Provided quarterly/bi-annual evaluations of students to administration.
- Selected as the faculty advisor to respected groups including National Honor Society.
- Planned and managed diverse events including Fundraiser for Forefront at Curie High School that earned \$2,000 within one month of launch.
- Selected to develop History curriculum for Curie High Social Studies department.

Early Career: DARTMOUTH COLLEGE | HANOVER, NH, MATH & COMPUTER SCIENCE LIBRARY ASSOCIATE, 1999 – 2001; SPANISH DEPARTMENT APPRENTICE INSTRUCTOR, 1997 – 1998; SERVICE FEDERAL CREDIT UNION, PORTSMOUTH, NH, BANK TELLER AND CUSTOMER SERVICE REPRESENTATIVE, 1996 – 1997

PC?

Jay E. Paster
1317 Strawberry Lane
West Palm Beach, Florida 33415
561-686-0924

Education:

Master of Social Work (M.S.W) degree awarded, August, 1997
Florida International University, Miami, Florida.

Juris Doctor (J. D.) degree awarded, June, 1981
New York Law School, New York, New York.

Bachelor of Arts (B.A.) in Psychology, cum laude, degree awarded, June, 1976 York
College of the City University of New York, Jamaica, New York.

Social Work Experience**The Chrysalis Center**

Fort Lauderdale, Florida - Therapist - January, 2004 - June, 2004 (NEVER GIVEN # OF CLIENTS
HE WAS SUPPOSED TO HAVE.)

School based psychotherapist at Pleasant City Elementary School. Provided
Intensive (3x weekly) on-site counseling services to 9 elementary school children.

- Performed biopsychosocial assessments,
- Prepared initial and updated treatment plans
- Prepared progress notes for each session
- Attended treatment planning conferences with other professionals involved in each child's treatment, including school officials and the psychiatric nurse
- Maintained contact with each child's family as an adjunct to individual counseling.

Florida Institute for Girls

West Palm Beach, Florida - Case Manager - November, 2001 - January, 2004

Case Manager - in Maximum Security Prison for adolescent females. Responsible for caseload of sixteen youths on dormitory - acted as liaison between youths and their parents, judges, juvenile probation officers and Department of Children and Families (when involved). Extremely high volume of paperwork.

- Involved in intake process which included assessment of needs and preparation of the written needs assessment
- Prepared monthly progress report to Court, parents, Juvenile Probation Officer and aftercare case managers
- Led the performance planning process with treatment team, preparing the written performance plan for each youth.
- Facilitated psycho-educational groups four times per week on topics of self-esteem, social skills, victim awareness, critical thinking and substance abuse prevention.
- Provided weekly counseling sessions with each youth.
- Chaired weekly treatment team which included therapists, educator, administrator, line staff and medical
- Worked closely with psychotherapist and substance abuse counselor (when appropriate) as a team, ensuring proper care and treatment for youths,

Florida Institute for Girls (continued)

- Prepared youths for transition prior to release drafting written transition plans in addition to maintaining close contact with parents, juvenile probation officers and aftercare personnel, as well as DCF where appropriate to maximize each youth's potential for success when back in her community.
- Senior case manager — responsible for training and supervision of five case managers

Big Brothers/Big Sisters of Palm Beach County, Inc.

West Palm Beach, Florida - Social Worker - October, 1997 - September, 1998

Case Manager (matchmaker) pairing appropriate adult volunteers with children from single parent homes with similar interests for purposes of mentoring, role modeling and friendship. To best accomplish this task performed the following:

- psycho-social assessments of volunteers, parents and children,
- on-site visits to the homes of volunteers and children. In the case of volunteers, to assess the applicant's life-style and its propriety vis-à-vis the child. In the case of the parent and child, the goal of the home visit was to meet the child in surroundings that were comfortable to him or her,
- regular monthly contact with the volunteer, the child and the child's parent to assess the quality of the match and to prevent problems as well as to offer advice and guidance
- during the school year, participated in the Big Brothers Club which paired high school student mentors with elementary school children on the grounds of the elementary school for purposes of friendship and mentoring

Other duties at the agency included:

- participation in various agency fund raising events, and
- on-going monthly volunteer training classes given at the offices of the agency.

45th Street Mental Health Center

West Palm Beach, Florida Internship May-August, 1997.

- Co-facilitated in-patient therapy groups with licensed psychologist
- Provided therapeutic services to appropriately functioning in-patients on an individual basis
- Provided therapeutic services to out-patients on an individual basis.
- During the school year provided therapeutic services to elementary school children on-site at their elementary schools as part of the 'school based counseling program' provided by the Center
- Screened new applicants for service and performed psycho-social assessments towards that end
- Formulated treatment plans.
- Kept copious case notes on all activities as well as detailed time sheets
- Interfaced with professionals from various disciplines as a member of patient treatment teams

**Family Violence Intervention Program at the Parent-Child Center of
the Palm Beaches (Domestic Violence Intervention Program)**
West Palm Beach, Florida Internship May -August, 1996.

- Co-facilitated psycho-educational groups with perpetrators of domestic violence using the 24 week Duluth curriculum
- Co-facilitated play therapy groups with child witnesses of domestic violence
- Performed intake assessments.
- Researched the availability of resources for grant funding.
- Attended meetings of various community networks involved in finding solutions to the domestic violence problem.
- Participated in various agency fund raising events

Other Professional Employment

Small Office Network Consultant

Palm Beach County, Florida July 1998 November, 2001

- Designed and installed small office computer networks, primarily of peer-to-peer design utilizing a *10baseT* hardware configuration and *Windows98*.
- Provide ongoing support both telephonically and on-site.

Attorney - Private Practice

West Palm Beach and Okaloosa, Florida August, 1986 Present

- Sole practitioner attorney for fourteen years in both Florida and New York specializing primarily in Bankruptcy and commercial collections.
- Due to disenchantment with the profession and its adversarial nature decided to seek a career in a more spiritually fulfilling profession (social work).

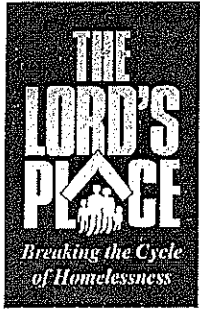
Professional Licensure

Admitted to Bar of New York, March, 1982

Admitted to The Florida Bar, December, 1982

References:

Available upon request



December 5, 2011

Ms. Claudia Tuck, Director
Human Services Division
Palm Beach County Community Services
810 Datura Street
West Palm Beach, FL 33401

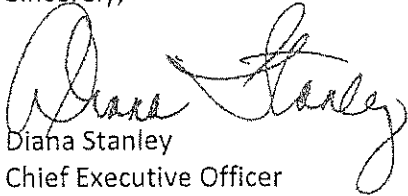
Dear Ms. Tuck:

The Lord's Place is proud to be the agency delivering Job Training and Placement services to the clients at the Homeless Resource Center. For the last four years, The Lord's Place has offered this service to homeless individuals in the community with strong outcomes.

In this collaborative project, we will offer a 40-hour job readiness course, pre-employment workshops, job coaching, apprenticeships and placement services. Our ultimate goal is to assist homeless clients in reaching their full potential in job training and placement.

We are honored to provide this much-needed service to homeless men and women.

Sincerely,


Diana Stanley
Chief Executive Officer

DS/lla



P.O. Box 3265, West Palm Beach, FL 33402 Phone (561) 494-0125 Fax (561) 494-2922
www.thelordsplace.org

The Lord's Place is a 501(c)(3) organization and all donations are tax-deductible according to IRS Rules and Regulations. Tax ID # 59-2240502