





FIRST AMENDMENT TO COMMUNITY BASED AGENCY CONTRACT

THIS FIRST AMENDMENT is made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners (COUNTY), and the City of Belle Glade, a municipality located in Palm Beach County, Florida, (CITY), each one constituting a Public Agency as defined in Part I of Chapter 163, Florida Statutes.

WITNESSETH:

WHEREAS, the parties entered into a Community Based Agency Contract (Contract) dated September 26, 2017, (R2017-1391) in the amount of \$180,000, to fund CITY'S services for the Youth Violence Prevention/Youth Empowerment Center (YEC) from October 1, 2017, through September 30, 2018, with two (2) one-year renewal options; and

WHEREAS, the parties desire to extend the term of the Contract for the first renewal option, October 1, 2018, through September 30, 2019, in the amount of \$180,000, for a new total not to exceed amount of \$360,000; and

WHEREAS, a portion of the funding for the period October 1, 2017, through September 30, 2019, totaling \$80,000 (\$40,000 by the original Contract, and \$40,000 funded by this First Amendment), must be allocated toward new evidence-based programming for youth attending the YEC, and shall not be allocated toward existing program expenditures.

NOW THEREFORE, the parties mutually agree that the Contract is amended as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **ARTICLE 2 - SCHEDULE**, Paragraphs A and B are each hereby replaced with the following:
  - A. The CITY shall commence services on October 1, 2017, and complete all services by September 30, 2019.
  - B. Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Article 12.
3. **ARTICLE 3 - PAYMENTS TO THE CITY**, the first sentence of Paragraph A and all of Paragraph B are hereby replaced with the following:
  - A. The COUNTY shall pay to the CITY for services rendered under this Contract not to exceed a total amount of THREE HUNDRED SIXTY THOUSAND DOLLARS (\$360,000).

- B. The program and unit cost definitions for this Contract year are set forth in the attached **Exhibit B-1**. All requests for payments of this Contract shall include an original cover memo on the CITY'S letterhead signed by the Chief Executive Officer, or Designee, which cover memo, in a format acceptable to COUNTY, shall include, but not be limited to, the following language, marked appropriately and if applicable, justification provided.

“All expenses included in this claim [ ] were [ ] were not incurred in accordance with the provisions of the Agreement/Contract; and total administrative expenses did not exceed fifteen percent (15%).”  
[If not, please provide justification].

4. **ARTICLE 10 – NON-DISCRIMINATION** is hereby replaced in its entirety with the following:

The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the CITY warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

5. **ARTICLE 12 – CITY'S PROGRAMMATIC REQUIREMENTS**, Paragraph H is hereby amended to add the following:

4. Review the accuracy of their program information listed on the *Birth to 22: United for Brighter Futures* directory and ensure information is maintained correct.

6. **ARTICLE 13 – ACCESS AND AUDITS**, the last Paragraph is deleted in its entirety.

7. **ARTICLE 31** is hereby added as follows:

**ARTICLE 31 - PUBLIC RECORDS**

Notwithstanding anything contained herein, as provided under Section 119.0701, Florida Statutes, if the CITY: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) Florida Statutes, the CITY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The CITY is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.



- B. Upon request from the County's Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The CITY further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract, if the CITY does not transfer the records to the public agency.
- D. Upon completion of this Contract, the CITY shall transfer, at no cost to the COUNTY, all public records in possession of the CITY unless notified by COUNTY'S representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the CITY transfers all public records to the COUNTY upon completion of this Contract, the CITY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the CITY keeps and maintains public records upon completion of this Contract, the CITY shall meet all applicable requirements for retaining public records. All records stored electronically by the CITY must be provided to COUNTY, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the CITY to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. CITY acknowledges that it has familiarized itself with the requirements of Chapter 119, Florida Statutes, and other requirements of state law applicable to public records not specifically set forth herein.

**IF THE CITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CITY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT [RECORDSREQUEST@PBCGOV.ORG](mailto:RECORDSREQUEST@PBCGOV.ORG) OR BY TELEPHONE AT 561-355-6680.**

8. **ARTICLE 32** is hereby added as follows:

**ARTICLE 32 – SCRUTINIZED COMPANIES**

- A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CITY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.
- B. **When contract value is greater than \$1 million:** As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CITY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the COUNTY determines, using credible information available to the public, that a false certification has been submitted by CITY, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

- 9. **Exhibits A.1 and A.2** are hereby replaced in their entirety with **Exhibits A.1-1 and A.2-1**.
- 10. **Exhibit B** is hereby replaced in its entirety with **Exhibit B-1**.
- 11. **Exhibit C** is hereby replaced in its entirety with **Exhibit C-1**.
- 12. **Exhibit D** is hereby deleted.
- 13. All other provisions of the Contract not modified in this First Amendment remain unchanged and in full force and effect.

{Remainder of page left blank intentionally}

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and the CITY has hereunto set its hand the day and year above written.

ATTEST:

COUNTY:

SHARON R. BOCK  
CLERK AND COMPTROLLER

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

By: \_\_\_\_\_  
Deputy Clerk

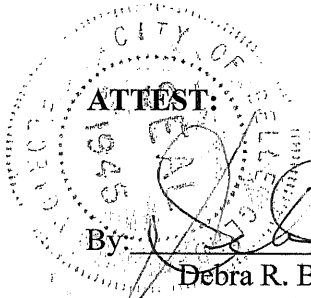
By: \_\_\_\_\_  
Melissa McKinlay, Mayor

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS  
AND CONDITIONS

By: Helene C. Boyd  
County Attorney

By: J. Jacobson  
Youth Services Department



ATTEST:

CITY OF BELLE GLADE, a Municipality  
located in Palm Beach County, Florida:

By: Debra R. Buff  
Debra R. Buff, MMC, City Clerk  
City Clerk

By: Steve B. Wilson  
Signature

Steve B. Wilson  
Typed Name

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

Mayor  
Title

By: Not available  
City Attorney

**EXHIBIT A.1-1**

**SCOPE OF WORK**  
**FY 2019**

**Agency Name:** City of Belle Glade

**Program Name:** Youth Empowerment Center (YEC)

**Target Population:** Youth between the ages of 11– 19

**Geographic area(s) served:** Belle Glade

**Commission Districts:** District 6

**Overview:**

The Youth Empowerment Center (YEC) program provides activities and services to middle and high school youth, including after-school education and recreational programs/activities. The YEC focuses on empowering youth, promoting education, promoting health, promoting leadership and community involvement.

**Observed Need/Risk Factor(s) that will be addressed:**

Youth need a safe and nurturing environment that provides positive developmental opportunities and prevents them from engaging in violence and inappropriate behaviors.

**Services:**

The City shall assign staff and resources to provide the following after-school and summer empowerment services:

- Targeted Recruitment of youth (including juvenile probation office, youth court, school personnel, parents/guardians, law enforcement, diversion programs);
- Registration and Intake for each youth;
- Risk Assessment for each youth by utilizing a Risk Assessment Tool;
- Transportation Options for YEC program activities - aligned with designated schools and organizational policy;
- Teen Center (educational and recreational programming 5 days a week minimum with 10 interest-based programs/pro-social activities per week excluding recreation);
- Youth/Teen Advisory Council meetings (every other month minimally) to recommend programs, activities, and policy of the YEC;
- Tutoring and Scholastic Aptitude Test (SAT) skill building;
- Mentoring Support;
- Life Skills, Financial Literacy, Leadership Skills Training;
- Function as Evening Reporting Center for DJJ involved youth, as appropriate;
- College Readiness & Tours;
- Career Exploration/Readiness, Employability Skills Training, and Job Placement Assistance;

- Community Service Projects incorporating Reflective Learning;
- Connectivity to Resources;
- Collaborative Partnerships (leadership participation in a minimum of 10 County/Youth Services Department and/or School District collaborative meetings and/or events throughout the year).

The services listed above shall be provided year round Monday through Friday based on the following schedule, with the exception of days with outside activities and at times when students are being transported to outside activities or respective homes:

- School in Session: until 7:00pm;
- School Days Off: until 7:00pm;
- Summer, Spring and Winter Breaks: 9:00am - 6:00pm;
- Public Holidays: Aligned with organizational schedule for holiday closure;
- Emergency Closure: Aligned with organizational policy.

Note: Any deviations in the schedule listed above, shall be communicated to the County's Youth Services Department designated representative for pre-approval.

**Outcomes:**

- # and % of program participants served who demonstrated improvement in student academics;
- #and % of program participants served who advanced to next grade level or attained high school graduation;
- # and % of program participants served who attained post-graduate success (college/vocational enrollment, employment, industry certification, military enlistment)
- # and % of program participants served who remained or became crime free.

**Reports Submission:**

The City shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit C-1, Form 1
- Quarterly Report format, Exhibit C-1, Form 2
- Logic Model, Exhibit C-1, Form 3
- Final/Annual Report format, Exhibit C-1, Form 4

**Number of clients served:**

60 Clients

**EXHIBIT A.2-1**

**SCOPE OF WORK**  
**FY 2019**

**Agency Name:** City of Belle Glade

**Program Name:** Summer Youth Internship

**Target Population:** Youth between the ages of 16-19

**Geographic area(s) served:** City of Belle Glade

**Commission Districts:** District 6

**Overview:**

The Youth Empowerment Center (YEC) summer internship program provides activities and services to youth ages 16-19, including summer job readiness and job placement. The YEC focuses on empowering youth, promoting education, promoting health, promoting leadership and community involvement.

**Observed Need/Risk Factor(s) that will be addressed:**

Youth need a safe and nurturing environment that offers opportunities for youth to expose to career and learn employability skills or connections to college pathways to prepare them for a career.

**Services:**

The CITY shall assign staff and resources to provide the following summer youth internship services:

- Targeted Recruitment of youth ages 16-19 (including juvenile probation office, youth court, school personnel, parents/guardians, law enforcement, diversion programs);
- Registration and Intake for each youth;
- Risk Assessment for each youth by utilizing a Risk Assessment Tool;
- Mentoring Support;
- Life Skills Training;
- Financial Literacy;
- Career Exploration/Readiness, Employability Skills Training, and Job Shadowing;
- Summer Internship Job Placement;
- Connectivity to Resources.

The services listed above shall be provided year round Monday through Friday based on the following schedule:

- School in Session: until 7:00pm;
- School Days Off: until 7:00pm;
- Summer, Spring and Winter Breaks: 9:00am - 6:00pm;
- Public Holidays: Aligned with organizational schedule for holiday closure;
- Emergency Closure: Aligned with organizational policy.

Note: Any deviations in the schedule listed above, shall be communicated to the County's Youth Services Department designated representative for pre-approval.

**Outcomes:**

The following outcomes will be tracked:

- # and % of program participants served who demonstrated increase in employability skills;
- # and % of program participants served who obtained employment/internship experience.

**Reports Submission:**

The CITY shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit C-1, Form 1
- Quarterly Report format, Exhibit C-1, Form 2
- Logic Model, Exhibit C-1, Form 3
- Final/Annual Report format, Exhibit C-1, Form 4

**Number of clients served:**

6

**EXHIBIT B-1**

**UNITS OF SERVICE RATE AND DEFINITION**  
**FY 2019**

<b>YOUTH EMPOWERMENT CENTER</b>	City of Belle Glade	
<b>Service Name and Definition of Unit of Service</b>	<b>Unit Cost</b>	<b>Total Cost of Service</b>
Youth Empowerment Program  <u><b>Definition of Unit of Service:</b></u> A unit of service is defined as one month of service that may include traveling to and providing outreach, recruitment, intake, pro-social activities, educational activities, recreational activities, mentoring, group workshops, youth advisory council meetings, home visits, community service projects, youth conferences, linkages to other resources for youth and family, collaborative partnership meetings/events, documentation, and data management of client services listed in the scope of work.	\$11,666.66	\$140,000
Summer Youth Internship Program  <u><b>Definition of Unit of Service:</b></u> A unit of service is defined as one hour of service that may include traveling to and providing outreach, recruitment, intake, internship salaries/stipends, pro-social activities, educational activities, recreational activities, mentoring, group workshops, youth advisory council meetings, home visits, community service projects, youth conferences, development and linkages to other resources for youth and family, collaborative partnership meetings/events, documentation, and data management of client services listed in the scope of work.	\$14.95	\$40,000
Total Contract		\$180,000



**EXHIBIT C-1, FORM 1**  
**Monthly Reports Format**

*The CITY will submit monthly reports, in the attached format, or other approved format,  
provided by the COUNTY.*



**MONTHLY COMPLIANCE REPORT  
FY2019 COMMUNITY BASED AGENCIES CONTRACT**

Agency Name: City of Belle Glade	Fiscal Year: 2019	Month:
Services	Current Status	Explanation
Document targeted recruitment of at risk youth (including juvenile probation office, youth court, school personnel, parents/guardians, law enforcement, diversion programs)	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Complete Registration and Intake for each youth	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Complete Risk Assessment for each youth by utilizing a Risk Assessment Tool	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide transportation options for YEC program activities	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide educational and recreational programming 5 days a week minimum with 10 interest based programs/pro-social activities per week excluding recreation.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Convene Youth/Teen Advisory Council meetings (every other month minimally) to recommend programs, activities, and policy for the YEC.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide tutoring and Scholastic Aptitude Test (SAT) skill building.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide Mentoring support.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide life skills, financial literacy, leadership skills training.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Document attendance of college readiness sessions/ tours.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Document Career Exploration/Readiness, Employability Skills Training, and Job Placement Assistance	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>

Demonstrate connectivity to Resources	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Participate in Collaborative Partnership meetings (leadership participation in a minimum of 10 County/Youth Services Department and/or School District collaborative meetings and/or events throughout the year)	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Document/ Provide Summer Internship Job Placement	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Function as Evening Reporting Center for DJJ involved youth, as appropriate	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>

**Please list any program specific challenges your agency experienced during this reporting period.**

**Please list any program specific accomplishments your agency experienced during this reporting period.**

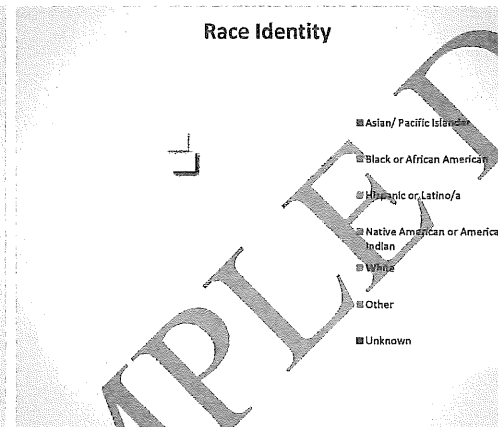
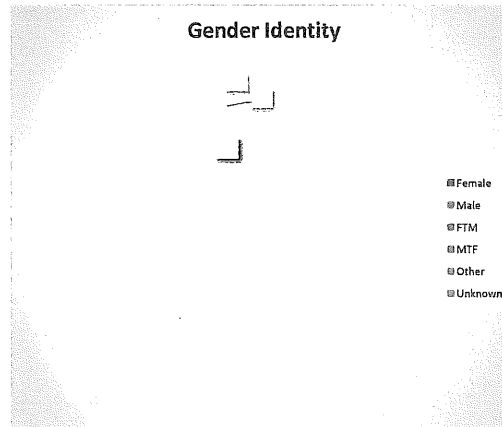
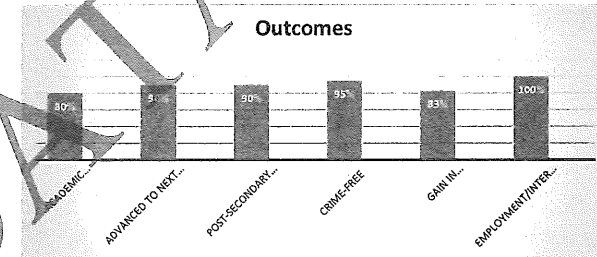
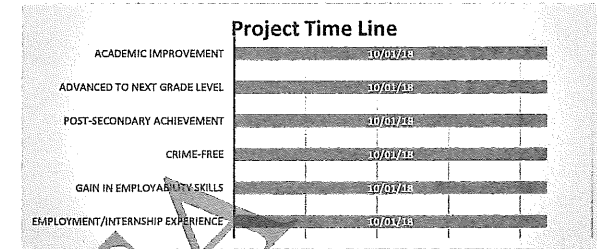
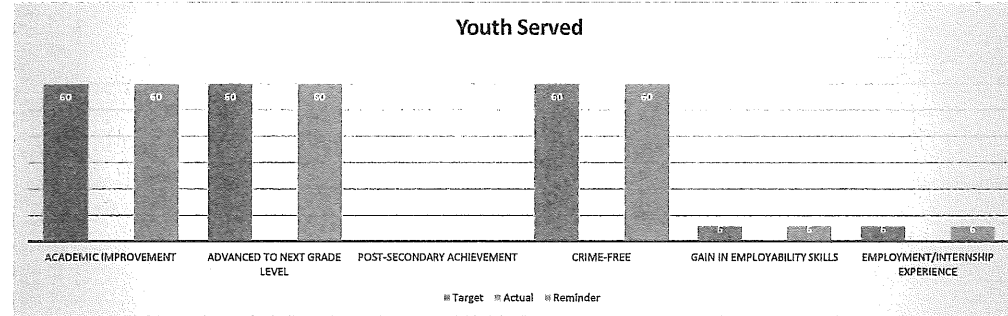
Report approved and submitted by:  
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\_\_\_\_\_  
**Title of signatory**  
 Click or tap to enter a date.

**EXHIBIT C-1, FORM 2**  
**Quarterly Reports Format**

*The CITY will submit quarterly reports, in the format, provided by the COUNTY, similar to the attached sample.*

**Project Dashboard - Youth Empowerment Center**  
 Program Site: City of Belle Glade



### Confidence Range

Outcomes	Lower Limit	Status
NEXT GRADE LEVEL	#DIV/0!	#DIV/0!
CRIME STATUS	#DIV/0!	#DIV/0!
EMPLOYMENT PLACEMENT	#DIV/0!	#DIV/0!

### Statistical Significance

Outcomes	p-value	Status
ACADEMICS	#DIV/0!	#DIV/0!

SAMPLED DATA

**EXHIBIT C-1, FORM 3**

**Logic Model**

City of Belle Glade - Youth Empowerment Center

□ Family      × Agency      □ Community

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Actual Results	Measurement Tool	Data Source	Frequency of Data Collection or Reporting
<u>Instruction:</u> Identified Need/ Problem/ Situation	<u>Instruction:</u> Identify the number of clients to be served; the timeframe for the project; may also include the number of units of service offered	<u>Instruction:</u> General statement of results expected	<u>Instruction:</u> Projected number of clients expected to achieve each outcome divided by the number served; the percentage expected to achieve	<u>Instruction:</u> The Actual number of clients achieving the outcome, divided by the number served; the percentage of clients who achieved each outcome .	<u>Instruction:</u> What evidence will you collect to prove your outcomes are achieved?	<u>Instruction:</u> Include Collection Procedure, Personnel Responsible	<u>Instruction:</u> How often and when is data collected
Youth need academic support.	Youth will be provided academic support services including homework assistance, tutoring and standardized test (FSA, PERT, SAT).	Youth will demonstrate improvement in academics.	48 of 60 or 80% of participants will demonstrate improvement in student academics.		Student Progress Reports and Report Cards will be collected to access improvement in student academics.	Director/Staff will collect student Progress Reports and Report Cards.	Every nine weeks and at semester end.
Youth need to advance to next grade level/ graduate high school.	Youth will be provided academic support services including tutoring, mentoring, academic skill building and standardized test (FSA, PERT, SAT) skill building.	Youth will advance to next grade level/ graduate high school.	54 of 60 or 90% of participants will advance in grade level or attain high school graduation.		Copies of Student Progress Reports, Report Cards, standardized testing scores and high school Diploma's will be collected to access academic progress.	Director/Staff will collect copies of student Progress Reports, Report Cards, test scores and Diploma's.	Every nine weeks, semester and school year end.
Youth need post high school graduation plan.	Youth will attend workshops/trainings such as Financial Literacy, Career Exploration, Employability Skills, Job Placement assistance, College Readiness etc.	Youth attain post graduate achievement to include: college/ vocational enrollment, employment, industry certification, military enlistment.	90% of graduating seniors will attain post graduate achievement including college/vocational enrollment, employment, industry certification, military enlistment		Copies of documentation supporting college enrollment, industry certification, employment, military enlistment will be collected.	Director/Staff will collect documentation supporting college enrollment, industry certification, employment, military enlistment	On-going and at summer end.
Youth need to become/ remain crime free.	Youth will have a designated safe site to participate in after-school and summer educational and recreational programs/activities including tutoring/homework assistance, use computers, mentoring support, engage in developmental/skills building workshops, participate in community service projects, attend field trips and crime prevention conferences.	Youth will become/remain crime free.	57 of 60 or 95% of participants will become/remain crime-free.		JJIS face-sheet data from DJJ.	Director/ Staff will create MOU with DJJ for data sharing purposes.	Monthly data gathering.
Youth need employability skills	Youth will participate in trainings and workshops to develop and enhance career development to include financial literacy, leadership, interviewing skills etc.	Youth gained employability skills.	5 of 6 or 83% will demonstrate increase in employability skills.		Pre and Post Survey	Director/Staff will administer Pre and Post Survey.	At start and end of workshops.
Youth need job/ internship experience.	Youth will be placed in summer internships.	Youth will obtain employment /internship experience.	6 of 6 or 100% of participants will complete summer internship.		Placement log, final site evaluations and youth essays.	Director/Staff will maintain placement log, collect site evaluations and youth essays.	At start and end of internship.
Mission Statement:	To impact lives of young people by providing learning facilities and educational structured programs that promote healthy character development and healthy life-enhancing values.						

**EXHIBIT C-1, FORM 4**

**Annual Report Format**

*The CITY will submit an annual report, in the attached format, or other approved format,  
provided by the COUNTY.*





**ANNUAL REPORT  
FY2019 COMMUNITY BASED AGENCIES CONTRACT**

**EXECUTIVE SUMMARY**

<b>Agency Name:</b>	City of Belle Glade
<b>Program Name:</b>	Youth Empowerment Center
<b>Prepared by:</b>	<i>Name and contact information of the person preparing this report</i>
<b>Methods:</b>	<i>A short statement of the evaluation methodology</i>
<b>Outcomes:</b>	<i>A short statement about the program's outcomes</i>
<b>Conclusion:</b>	<i>A short statement that indicates if the program achieved its stated outcomes.</i>
<b>Recommendations:</b>	<i>A short statement that include recommendations to address challenges and improve this program.</i>

SAMPLE

Report approved and submitted by:

Click or tap here to enter text.

\_\_\_\_\_  
**Title of signatory**

Click or tap to enter a date.

## ANNUAL REPORT

### Introduction:

*Provide a brief description about your agency and the funded program.*

### Scope of Work:

*Describe the program's scope of work.*

- Document targeted recruitment of at risk youth (including juvenile probation office, youth court, school personnel, parents/ guardians, law enforcement, diversion programs);
- Complete Registration and Intake for each youth;
- Complete Risk Assessment for each youth by utilizing A Risk Assessment Tool;
- Provide transportation options for YEC program activities;
- Provide educational and recreational programming 5 days a week minimum with 10 interest based programs/pro-social activities per week excluding recreation;
- Convene Youth/Teen Advisory Council meetings (every other month minimally) to recommend programs, activities, and policy for the YEC;
- Provide tutoring and Scholastic Aptitude Test (SAT) skill building;
- Provide Mentoring support;
- Provide life skills, financial literacy, leadership skills training;
- Document attendance of college readiness sessions/ tours;
- Document Career Exploration/Readiness, Employability Skills Training, and Job Placement Assistance;
- Demonstrate connectivity to Resources
- Participate in Collaborative Partnership meetings (leadership participation in a minimum of 10 County/Youth Services Department and/or School District collaborative meetings and/or events throughout the year);
- Document/ provide summer internship job placement;
- Function as Evening Reporting Center for DJJ involved youth, as appropriate.

### Demographics:

Describe and provide totals for the population you served. Highlight any demographic information that is program specific, specify 'other' categories, and provide a summary of challenges and accomplishments serving this population.

<b>Gender:</b>		<b>Age:</b>	
Female	# (%)	0-4	# (%)
Male	# (%)	5-10	# (%)
FTM	# (%)	11-13	# (%)
MTF	# (%)	14-18	# (%)
Other	# (%)	19-22	# (%)
<b>Race:</b>		<b>Family Income:</b>	
Asian/Pacific Islander	# (%)	<\$19,999	# (%)
Black or African American	# (%)	\$20-29,999	# (%)
Hispanic or Latino/a	# (%)	\$30-39,999	# (%)
Native American or American Indian	# (%)	\$40-49,999	# (%)
White	# (%)	\$50-59,999	# (%)
Other	# (%)	>\$60,000	# (%)

**Methodology**

Describe your process of data collection and data analysis. Include any statistical techniques and particular calculations you employed, and explain the rationale for your process.

**Outcomes:**

Provide a narrative of your findings as supported by your data analysis. This section should also include a list of your outcomes. Additional charts, graphs, descriptive statistics, and statistical outputs may also be included in this section.

- # and % of program participants served who demonstrated improvement in student academics.
- # and % of program participants served who advanced to next grade level/ attained high school graduation.

- # and % of program participants served who attained post-graduate success (college/vocational enrollment, employment, industry certifications, military enlistment).
- # and % of program participants served who became/ remained crime free.
- # and % of program participants served who demonstrated increase in employability skills
- # and % of program participants served who obtained employment/internship experience

**Conclusions:**

*Conclude your report by summarizing your findings. Explain the impact of the outcomes above with program-related quantitative and qualitative data as applicable. Discuss any challenges and limitations of your program as well as your successes. Explain recommended changes to the programs based on your findings.*

SAMPLE

**FIRST AMENDMENT  
TO COMMUNITY BASED AGENCY CONTRACT**

THIS FIRST AMENDMENT is made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners (COUNTY), and the City of Riviera Beach, a municipality located in Palm Beach County, Florida, (CITY), each one constituting a Public Agency as defined in Part I of Chapter 163, Florida Statutes.

**WITNESSETH:**

**WHEREAS**, the parties entered into a Community Based Agency Contract (Contract) dated September 26, 2017, (R2017-1392) in the amount of \$180,000, to fund CITY'S services for the Youth Violence Prevention/Youth Empowerment Center (YEC) from October 1, 2017, through September 30, 2018, and with two (2) one-year renewal options; and

**WHEREAS**, the parties desire to extend the term of the Contract for the first renewal option, October 1, 2018, through September 30, 2019, in the amount of \$180,000, for a new total not to exceed amount of \$360,000; and

**WHEREAS**, a portion of the funding for the period October 1, 2017, through September 30, 2019, totaling \$160,000 (\$80,000 by the original Contract, and \$80,000 funded by this First Amendment), must be allocated toward new evidence-based programming for youth attending the YEC, and shall not be allocated toward existing program expenditures.

**NOW THEREFORE**, the parties mutually agree that the Contract is amended as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **ARTICLE 2 - SCHEDULE**, Paragraph A is hereby replaced with the following:
  - A. The CITY shall commence services on October 1, 2017, and complete all services by September 30, 2019.
3. **ARTICLE 3 – PAYMENTS TO THE CITY**, the first sentence of Paragraph A and all of Paragraph B are hereby replaced with the following:
  - A. The COUNTY shall pay to the CITY for services rendered under this Contract not to exceed a total amount of THREE HUNDRED SIXTY THOUSAND DOLLARS (\$360,000).
  - B. The program and unit cost definitions for this Contract year are set forth in the attached **Exhibit B-1**. All requests for payments of this Contract shall include an original cover memo on the CITY'S letterhead signed by the Chief Executive Officer, or Designee, which cover memo, in a format acceptable to COUNTY, shall

include, but not be limited to, the following language, marked appropriately and if applicable, justification provided.

“All expenses included in this claim [ ] were [ ] were not incurred in accordance with the provisions of the Agreement/Contract; and total administrative expenses did not exceed fifteen percent (15%).”  
[If not, please provide justification].

4. **ARTICLE 10 – NON-DISCRIMINATION** is hereby replaced in its entirety with the following:

The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the CITY warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

5. **ARTICLE 12 – CITY’S PROGRAMMATIC REQUIREMENTS**, Paragraph H is hereby amended to add the following:

4. Review the accuracy of their program information listed on the *Birth to 22: United for Brighter Futures* directory and ensure information is maintained correct.

6. **ARTICLE 13 – ACCESS AND AUDITS**, the last Paragraph is deleted in its entirety.

7. **ARTICLE 31** is hereby added as follows:

#### **ARTICLE 31 - PUBLIC RECORDS**

Notwithstanding anything contained herein, as provided under Section 119.0701, Florida Statutes, if the CITY: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) Florida Statutes, the CITY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The CITY is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.
- B. Upon request from the County’s Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The CITY further agrees that all fees, charges

and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract, if the CITY does not transfer the records to the public agency.
- D. Upon completion of this Contract, the CITY shall transfer, at no cost to the COUNTY, all public records in possession of the CITY unless notified by COUNTY'S representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the CITY transfers all public records to the COUNTY upon completion of this Contract, the CITY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the CITY keeps and maintains public records upon completion of this Contract, the CITY shall meet all applicable requirements for retaining public records. All records stored electronically by the CITY must be provided to COUNTY, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the CITY to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. CITY acknowledges that it has familiarized itself with the requirements of Chapter 119, Florida Statutes, and other requirements of state law applicable to public records not specifically set forth herein.

**IF THE CITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CITY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT [RECORDSREQUEST@PBCGOV.ORG](mailto:RECORDSREQUEST@PBCGOV.ORG) OR BY TELEPHONE AT 561-355-6680.**

- 8. **ARTICLE 32** is hereby added as follows:

**ARTICLE 32 – SCRUTINIZED COMPANIES**

- A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CITY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

- B. When contract value is greater than \$1 million:** As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CITY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the COUNTY determines, using credible information available to the public, that a false certification has been submitted by CITY, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

9. **Exhibits A.1 and A.2** are hereby replaced in their entirety with **Exhibits A.1-1 and A.2-1**.
10. **Exhibit B** is hereby replaced in its entirety with **Exhibit B-1**.
11. **Exhibit C** is hereby replaced in its entirety with **Exhibit C-1**.
12. **Exhibit D** is hereby deleted.
13. All other provisions of the Contract not modified in this First Amendment remain unchanged and in full force and effect.

{Remainder of page left blank intentionally}



IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and the CITY has hereunto set its hand the day and year above written.

ATTEST:

COUNTY:

SHARON R. BOCK  
CLERK AND COMPTROLLER

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

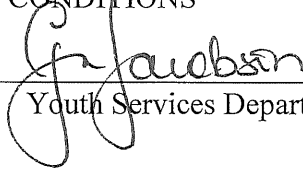
By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Melissa McKinlay, Mayor

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

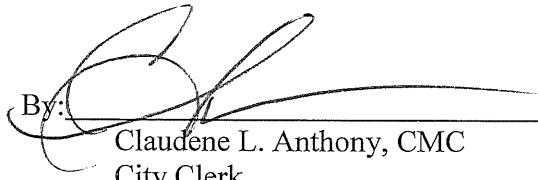
APPROVED AS TO TERMS  
AND CONDITIONS

By: \_\_\_\_\_  
County Attorney

By:  \_\_\_\_\_  
Youth Services Department

ATTEST:

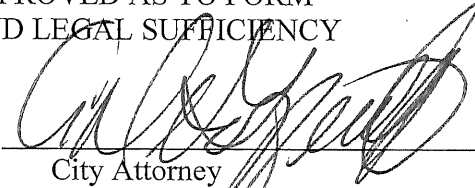
CITY OF RIVIERA BEACH, a  
Municipality located in Palm Beach County,  
Florida:

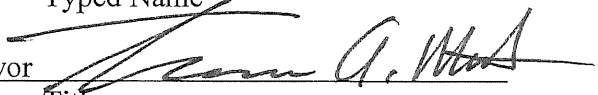
By:  \_\_\_\_\_  
Claudene L. Anthony, CMC  
City Clerk

By: \_\_\_\_\_  
Signature Thomas A. Masters, Mayor

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

Thomas A. Masters  
Typed Name

By:  \_\_\_\_\_  
City Attorney

Mayor  \_\_\_\_\_  
Title

## EXHIBIT A.1-1

### SCOPE OF WORK

FY 2019

**Agency Name:** City of Riviera Beach

**Program Name:** Youth Empowerment Center (YEC)

**Target Population:** Youth between the ages of 11– 19

**Geographic area(s) served:** Riviera Beach, Lake Park, and northern corridor of West Palm Beach

**Commission Districts:** Districts 1 & 7

**Overview:**

The Youth Empowerment Center (YEC) program provides activities and services to middle and high school youth, including after-school education and recreational programs/activities. The YEC focuses on empowering youth, promoting education, promoting health, promoting leadership and community involvement.

**Observed Need/Risk Factor(s) that will be addressed:**

Youth need a safe and nurturing environment that provides positive developmental opportunities and prevents them from engaging in violence and inappropriate behaviors.

**Services:**

The City shall assign staff and resources to provide the following after-school and summer empowerment services:

- Targeted Recruitment of youth (including juvenile probation office, youth court, school personnel, parents/guardians, law enforcement, diversion programs);
- Registration and Intake for each youth;
- Risk Assessment for each youth by utilizing a Risk Assessment Tool;
- Transportation Options for YEC program activities;
- Teen Center (educational and recreational programming 5 days a week minimum with 10 interest-based programs/pro-social activities per week excluding recreation);
- Youth/Teen Advisory Council meetings (every other month minimally) to recommend programs, activities, and policy of the YEC;
- Tutoring and Scholastic Aptitude Test (SAT) skill building;
- Mentoring Support;
- Life Skills, Financial Literacy, Leadership Skills Training;
- Function as Evening Reporting Center for DJJ involved youth, as appropriate;
- College Readiness & Tours;
- Career Exploration/Readiness, Employability Skills Training, and Job Placement Assistance;
- Community Service Projects incorporating Reflective Learning;

- Connectivity to Resources;
- Collaborative Partnerships (leadership participation in a minimum of 10 County/Youth Services Department and/or School District collaborative meetings and/or events throughout the year).

The services listed above shall be provided year round Monday through Friday based on the following schedule:

- School in Session: until 7:00pm;
- School Days Off: until 7:00pm;
- Summer, Spring and Winter Breaks: 9:00am - 6:00pm;
- Public Holidays: Aligned with organizational schedule for holiday closure;
- Emergency Closure: Aligned with organizational policy.

Note: Any deviations in the schedule listed above, shall be communicated to the County's Youth Services Department designated representative for pre-approval.

**Outcomes:**

- # and % of program participants served who demonstrated improvement in student academics;
- #and % of program participants served who advanced to next grade level or attained high school graduation;
- # and % of program participants served who attained post-graduate success (college/vocational enrollment, employment, industry certification, military enlistment);
- # and % of program participants served who remained or became crime free.

**Reports Submission:**

The City shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit C-1, Form 1
- Quarterly Report format, Exhibit C-1, Form 2
- Logic Model, Exhibit C-1, Form 3
- Final/Annual Report format, Exhibit C-1, Form 4

**Number of clients served:**

100 Clients

**EXHIBIT A.2-1**

**SCOPE OF WORK**  
**FY 2019**

**Agency Name:** City of Riviera Beach

**Program Name:** Summer Youth Internship

**Target Population:** Youth between the ages of 16-19

**Geographic area(s) served:** Riviera Beach, Lake Park, and northern corridor of West Palm Beach

**Commission Districts:** Districts 1 & 7

**Overview:**

The Youth Empowerment Center (YEC) summer internship program provides activities and services to youth ages 16-19, including summer job readiness and job placement. The YEC focuses on empowering youth, promoting education, promoting health, promoting leadership and community involvement.

**Observed Need/Risk Factor(s) that will be addressed:**

Youth need a safe and nurturing environment that offers opportunities for youth to expose to career and learn employability skills or connections to college pathways to prepare them for a career.

**Services:**

The CITY shall assign staff and resources to provide the following summer youth internship services:

- Targeted Recruitment of youth ages 16-19 (including juvenile probation office, youth court, school personnel, parents/guardians, law enforcement, diversion programs);
- Registration and Intake for each youth;
- Risk Assessment for each youth by utilizing a Risk Assessment Tool;
- Mentoring Support;
- Life Skills Training;
- Financial Literacy;
- Career Exploration/Readiness, Employability Skills Training, and Job Shadowing;
- Summer Internship Job Placement;
- Connectivity to Resources.

The services listed above shall be provided year round Monday through Friday based on the following schedule:

- School in Session: until 7:00pm;
- School Days Off: until 7:00pm;
- Summer, Spring and Winter Breaks: 9:00am - 6:00pm;

- Public Holidays: Aligned with organizational schedule for holiday closure;
- Emergency Closure: Aligned with organizational policy.

Note: Any deviations in the schedule listed above, shall be communicated to the County's Youth Services Department designated representative for pre-approval.

**Outcomes:**

The following outcomes will be tracked:

- # and % of program participants served who demonstrated increase in employability skills;
- # and % of program participants served who obtained employment/internship experience.

**Reports Submission:**

The CITY shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit C-1, Form 1
- Quarterly Report format, Exhibit C-1, Form 2
- Logic Model, Exhibit C-1, Form 3
- Final/Annual Report format, Exhibit C-1, Form 4

**Number of clients served:**

17

**EXHIBIT B-1**

**UNITS OF SERVICE RATE AND DEFINITION**  
**FY 2019**

<b>YOUTH EMPOWERMENT CENTER</b>	City Riviera Beach	
<b>Service Name and Definition of Unit of Service</b>	<b>Unit Cost</b>	<b>Total Cost of Service</b>
Youth Empowerment Program  <u><b>Definition of Unit of Service:</b></u> A unit of service is defined as one month of service that may include traveling to and providing outreach, recruitment, intake, pro-social activities, educational activities, recreational activities, mentoring, group workshops, youth advisory council meetings, home visits, community service projects, youth conferences, linkages to other resources for youth and family, collaborative partnership meetings/events, documentation, and data management of client services listed in the scope of work.	\$8,333.33	\$100,000
Summer Youth Internship Program  <u><b>Definition of Unit of Service:</b></u> A unit of service is defined as one hour of service that may include traveling to and providing outreach, recruitment, intake, internship salaries/stipends, pro-social activities, educational activities, recreational activities, mentoring, group workshops, youth advisory council meetings, home visits, community service projects, youth conferences, development and linkages to other resources for youth and family, collaborative partnership meetings/events, documentation, and data management of client services listed in the scope of work.	\$12.27	\$80,000
Total Contract		\$180,000

**EXHIBIT C-1, FORM 1**  
**Monthly Reports Format**

*The CITY will submit monthly reports, in the attached format, or other approved format,  
provided by the COUNTY.*



**MONTHLY COMPLIANCE REPORT  
FY2019 COMMUNITY BASED AGENCIES CONTRACT**

Agency Name: City of Riviera Beach	Fiscal Year: 2019	Month: Choose an item.
Services	Current Status	Explanation
Document targeted recruitment of at risk youth (including juvenile probation office, youth court, school personnel, parents/guardians, law enforcement, diversion programs)	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Complete Registration and Intake for each youth	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Complete Risk Assessment for each youth by utilizing A Risk Assessment Tool	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide transportation options for YEC program activities	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide educational and recreational programming 5 days a week minimum with 10 interest based programs/pro-social activities per week excluding recreation.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Convene Youth/Teen Advisory Council meetings (every other month minimally) to recommend programs, activities, and policy for the YEC.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide tutoring and Scholastic Aptitude Test (SAT) skill building.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide Mentoring support.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide life skills, financial literacy, leadership skills training.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Document attendance of college readiness sessions/ tours.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Document Career Exploration/Readiness, Employability Skills Training, and Job Placement Assistance	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>



Demonstrate connectivity to Resources	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Participate in Collaborative Partnership meetings (leadership participation in a minimum of 10 County/Youth Services Department and/or School District collaborative meetings and/or events throughout the year)	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Document/ Provide Summer Internship Job Placement	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Function as Evening Reporting Center for DJJ involved youth, as appropriate	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>

**Please list any program specific challenges your agency experienced during this reporting period.**

**Please list any program specific accomplishments your agency experienced during this reporting period.**

Report approved and submitted by:

Click or tap here to enter text.

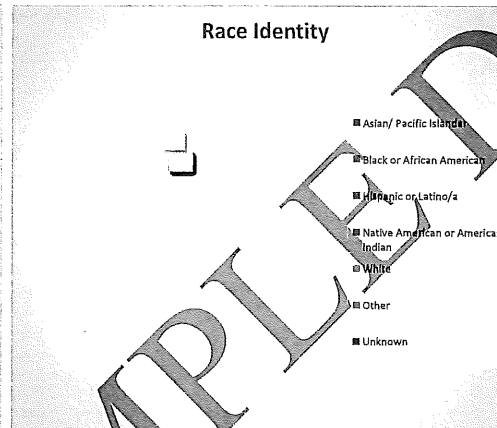
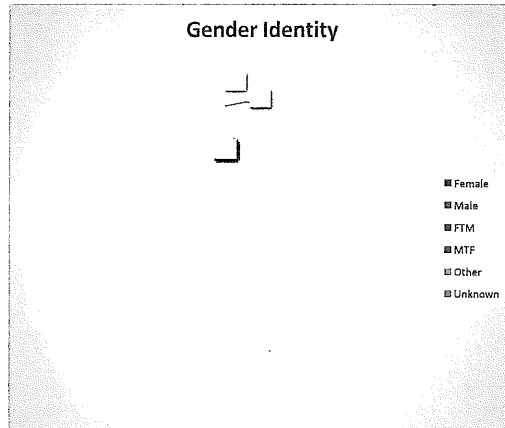
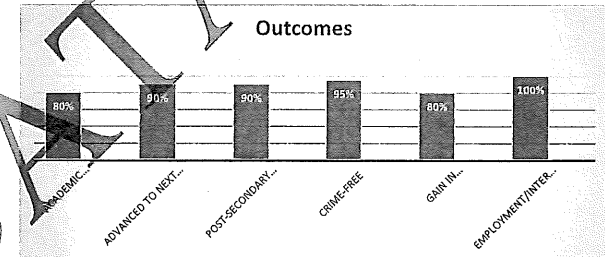
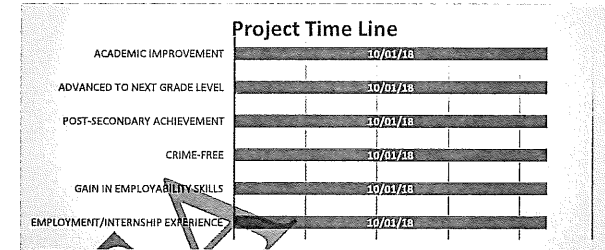
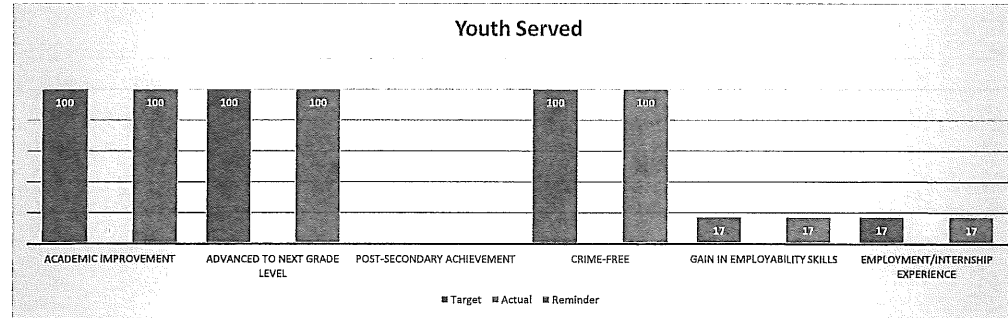
**Title of signatory**

Click or tap to enter a date.

**EXHIBIT C-1, FORM 2**  
**Quarterly Reports Format**

*The CITY will submit quarterly reports, in the format, provided by the COUNTY, similar to the attached sample.*

Project Dashboard - Youth Empowerment Center  
 Program Site: Riviera Beach



### Confidence Range

Outcomes	Lower Limit	Status
NEXT GRADE LEVEL	#DIV/0!	#DIV/0!
CRIME STATUS	#DIV/0!	#DIV/0!
EMPLOYMENT PLACEMENT	#DIV/0!	#DIV/0!

### Statistical Significance

Outcomes	p-value	Status
ACADEMICS	#DIV/0!	#DIV/0!

SAMPLED DATA

**EXHIBIT C-1, FORM 3**

**Logic Model**

City of Riviera Beach - Youth Empowerment Center

Family       Agency       Community

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Actual Results	Measurement Tool	Data Source	Frequency of Data Collection or Reporting
<b>Instruction:</b> Identified Need/ Problem/ Situation	<b>Instruction:</b> Identify the number of clients to be served; the timeframe for the project; may also include the number of units of service offered	<b>Instruction:</b> General statement of results expected	<b>Instruction:</b> Projected number of clients expected to achieve each outcome divided by the number served; the percentage expected to achieve	<b>Instruction:</b> The Actual number of clients achieving the outcome, divided by the number served; the percentage of clients who achieved each outcome	<b>Instruction:</b> What evidence will you collect to prove your outcomes are achieved?	<b>Instruction:</b> Include Collection Procedure, Personnel Responsible	<b>Instruction:</b> How often and when is data collected
Youth need academic support.	Youth will be provided academic support services including homework assistance, tutoring and standardized test (FSA, PERT, SAT).	Youth will demonstrate improvement in academics.	80 of 100 or 80% of participants will demonstrate improvement in student academics.		Student Progress Reports and Report Cards will be collected to access improvement in student academics.	Director/Staff will collect student Progress Reports and Report Cards.	Every nine weeks and at semester end.
Youth need to advance to next grade level/ graduate high school.	Youth will be provided academic support services including tutoring, mentoring, academic skill building and standardized test (FSA, PERT, SAT) skill building.	Youth will advance to next grade level/ graduate high school.	90 of 100 or 90% of participants will advance in grade level or attain high school graduation.		Copies of Student Progress Reports, Report Cards, standardized testing scores and high school Diploma's will be collected to access academic progress.	Director/Staff will collect copies of student Progress Reports, Report Cards, test scores and Diploma's.	Every nine weeks, semester and school year end.
Youth need post high school graduation plan.	Youth will attend workshops/trainings such as Financial Literacy, Career Exploration, Employability Skills, Job Placement assistance, College Readiness etc.	Youth attain post graduate achievement to include: college/ vocational enrollment, employment, industry certification, military enlistment.	90% of graduating seniors will attain post graduate achievement including college/vocational enrollment, employment, industry certification, military enlistment.		Copies of documentation supporting college enrollment, industry certification, employment, military enlistment will be collected.	Director/Staff will collect documentation supporting college enrollment, industry certification, employment, military enlistment.	On-going and at summer end.
Youth need to become/ remain crime-free.	Youth will have a designated safe site to participate in after-school and summer educational and recreational programs including tutoring/homework assistance, use computers, mentoring support, engage in skills building workshops, participate in community service projects, attend field trips and crime prevention conferences.	Youth will become/remain crime-free.	95 of 100 or 95% of participants will become/remain crime-free.		JJS face-sheet data from DJJ.	Director/ Staff will create an MOU with DJJ for data sharing purposes.	Monthly data gathering.
Youth need employability skills.	Youth will participate in trainings and workshops to develop and enhance career development to include financial literacy, leadership, interviewing skills etc.	Youth gained employability skills.	14 of 17 or 80% will demonstrate increase in employability skills.		Pre and Post Survey.	Director/Staff will administer Pre and Post Survey.	At start and end of workshops.
Youth need job/ internship experience.	Youth will be placed in summer internships.	Youth will obtain employment/internship experience.	17 of 17 or 100% of participants will complete summer internship.		Placement log, final site evaluations and youth essays.	Director/Staff will maintain placement log, collect site evaluations and youth essays.	At start and end of internship.
<b>Mission Statement:</b>	To empower youth and young adults to be the essence of greatness by creating gateways for social, emotional, physical, financial, and mental performance.						

**EXHIBIT C-1, FORM 4**

**Annual Report Format**

*The CITY will submit an annual report, in the attached format, or other approved format, provided by the COUNTY.*



**ANNUAL REPORT  
FY2019 COMMUNITY BASED AGENCIES CONTRACT**

**EXECUTIVE SUMMARY**

<b>Agency Name:</b>	City of Riviera Beach
<b>Program Name:</b>	Youth Empowerment Center
<b>Prepared by:</b>	<i>Name and contact information of the person preparing this report</i>
<b>Methods:</b>	<i>A short statement of the evaluation methodology</i>
<b>Outcomes:</b>	<i>A short statement about the program's outcomes</i>
<b>Conclusion:</b>	<i>A short statement that indicates if the program achieved its stated outcomes.</i>
<b>Recommendations:</b>	<i>A short statement that include recommendations to address challenges and improve this program.</i>

SAMPLE

Report approved and submitted by:

Click or tap here to enter text.

\_\_\_\_\_  
**Title of signatory**

Click or tap to enter a date.

## ANNUAL REPORT

### Introduction:

*Provide a brief description about your agency and the funded program.*

### Scope of Work:

*Describe the program's scope of work.*

- Document targeted recruitment of at risk youth (including juvenile probation office, youth court, school personnel, parents/ guardians, law enforcement, diversion programs);
- Complete Registration and Intake for each youth;
- Complete Risk Assessment for each youth by utilizing A Risk Assessment Tool;
- Provide transportation options for YEC program activities;
- Provide educational and recreational programming 5 days a week minimum with 10 interest based programs/pro-social activities per week excluding recreation;
- Convene Youth/Teen Advisory Council meetings (every other month minimally) to recommend programs, activities, and policy for the YEC;
- Provide tutoring and Scholastic Aptitude Test (SAT) skill building;
- Provide Mentoring support;
- Provide life skills, financial literacy, leadership skills training;
- Document attendance of college readiness sessions/ tours;
- Document Career Exploration/Readiness, Employability Skills Training, and Job Placement Assistance;
- Demonstrate connectivity to Resources;
- Participate in Collaborative Partnership meetings (leadership participation in a minimum of 10 County/Youth Services Department and/or School District collaborative meetings and/or events throughout the year);
- Document/ provide summer internship job placement;
- Function as Evening Reporting Center for DJJ involved youth, as appropriate.

### Demographics:



Describe and provide totals for the population you served. Highlight any demographic information that is program specific, specify 'other' categories, and provide a summary of challenges and accomplishments serving this population.

<b>Gender:</b>		<b>Age:</b>	
Female	# (%)	0-4	# (%)
Male	# (%)	5-10	# (%)
FTM	# (%)	11-13	# (%)
MTF	# (%)	14-18	# (%)
Other	# (%)	19-22	# (%)
<b>Race:</b>		<b>Family Income:</b>	
Asian/Pacific Islander	# (%)	<\$19,999	# (%)
Black or African American	# (%)	\$20-29,999	# (%)
Hispanic or Latino/a	# (%)	\$30-39,999	# (%)
Native American or American Indian	# (%)	\$40-49,999	# (%)
White	# (%)	\$50-59,999	# (%)
Other	# (%)	>\$60,000	# (%)

**Methodology**

Describe your process of data collection and data analysis. Include any statistical techniques and particular calculations you employed, and explain the rationale for your process.

**Outcomes:**

Provide a narrative of your findings as supported by your data analysis. This section should also include a list of your outcomes. Additional charts, graphs, descriptive statistics, and statistical outputs may also be included in this section.

- # and % of program participants served who demonstrated improvement in student academics.
- # and % of program participants served who advanced to next grade level/ attained high school graduation.

- # and % of program participants served who attained post-graduate success (college/vocational enrollment, employment, industry certifications, military enlistment).
- # and % of program participants served who became/ remained crime free.
- # and % of program participants served who demonstrated increase in employability skills.
- # and % of program participants served who obtained employment/internship experience.

**Conclusions:**

*Conclude your report by summarizing your findings. Explain the impact of the outcomes above with program-related quantitative and qualitative data as applicable. Discuss any challenges and limitations of your program as well as your successes. Explain recommended changes to the programs based on your findings.*

SAMPLE

**FIRST AMENDMENT  
TO COMMUNITY BASED AGENCY CONTRACT**

**THIS FIRST AMENDMENT** is made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the COUNTY and For The Children Inc., a not-for-profit corporation, authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is 65-0950530.

**WITNESSETH:**

**WHEREAS**, the parties entered into a Community Based Agency Contract (Contract) dated September 26, 2017, (R2017-1393) in the amount of \$185,000, to fund the Youth Violence Prevention/Youth Empowerment Center in Lake Worth from October 1, 2017, through September 30, 2018, and with two (2) one-year renewal options; and

**WHEREAS**, the parties desire to extend the term of the Contract for the first renewal option, October 1, 2018, through September 30, 2019, in the amount of \$185,000, for a new total not to exceed amount of \$370,000; and

**WHEREAS**, a portion of the funding for the period October 1, 2017, through September 30, 2019, totaling \$90,000 (\$45,000 by the original Contract and \$45,000 funded by this First Amendment), must be allocated toward new evidence-based programming for youth attending the YEC, and shall not be allocated toward existing program expenditures.

**NOW THEREFORE**, the parties mutually agree that the Contract is amended as follows:

1. The foregoing recitals are true and correct and incorporated herein by reference.
2. **ARTICLE 2 - SCHEDULE**, Paragraphs A and B are each hereby replaced with the following:
  - A. The AGENCY shall commence services on October 1, 2017, and complete all services by September 30, 2019.
  - B. Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Article 12.
3. **ARTICLE 3 – PAYMENTS TO THE AGENCY**, the first sentence of Paragraph A and all of Paragraph B are hereby replaced with the following:
  - A. The COUNTY shall pay to the AGENCY for services rendered under this Contract not to exceed a total amount of THREE HUNDRED SEVENTY THOUSAND DOLLARS (\$370,000).
  - B. The program and unit cost definitions for this Contract year are set forth in the attached **Exhibit B-1**. All requests for payments of this Contract shall include an original cover memo on the AGENCY'S letterhead signed by the Chief Executive Officer, or Designee, which

cover memo, in a format acceptable to COUNTY, shall include, but not be limited to, the following language, marked appropriately and if applicable, justification provided.

“All expenses included in this claim [ ] were [ ] were not incurred in accordance with the provisions of the Agreement/Contract; and total administrative expenses did not exceed fifteen percent (15%).” [If not, please provide justification].

4. **ARTICLE 6 – INSURANCE**, Paragraph A is hereby replaced in its entirety with the following:

A. **Commercial General Liability** - AGENCY shall maintain, on a primary basis, Commercial General Liability at a limit of not less than **\$500,000** Each Occurrence. Policy shall not contain any endorsement(s) limiting or excluding coverage for Contractual Liability or Cross Liability. Should policy limit or exclude coverage for Sexual Abuse/Molestation to less than **\$250,000** per occurrence, a separate policy for such coverage shall be obtained so that a minimum of \$250,000 coverage per occurrence is provided.

5. **ARTICLE 10 – NON-DISCRIMINATION** is hereby replaced in its entirety with the following:

The COUNTY is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the CITY warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

6. **ARTICLE 12 – AGENCY’S PROGRAMMATIC REQUIREMENTS**, Paragraph H is hereby amended to add the following:

4. Review the accuracy of their program information listed on the *Birth to 22: United for Brighter Futures* directory and ensure information is maintained correct.

7. **ARTICLE 13 – ACCESS AND AUDITS**, the last Paragraph is deleted in its entirety.

8. **ARTICLE 31** is hereby added as follows:

#### **ARTICLE 31 - PUBLIC RECORDS**

Notwithstanding anything contained herein, as provided under Section 119.0701, Florida Statutes, if the AGENCY: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011(2) Florida Statutes, the AGENCY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time. The AGENCY is specifically required to:

A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.

- B. Upon request from the County's Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The AGENCY further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.
- C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract, if the AGENCY does not transfer the record to the public agency.
- D. Upon completion of this Contract, the AGENCY shall transfer, at no cost to the COUNTY, all public records in possession of the AGENCY unless notified by COUNTY'S representative/liaison, on behalf of the County's Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the AGENCY transfers all public records to the COUNTY upon completion of this Contract, the AGENCY shall destroy any duplicate public records that are exempt, or confidential and exempt from public records disclosure requirements. If the AGENCY keeps and maintains public records upon completion of this Contract, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically by the AGENCY must be provided to COUNTY, upon request of the County's Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the AGENCY to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. AGENCY acknowledges that it has familiarized itself with the requirements of Chapter 119, Florida Statutes, and other requirements of state law applicable to public records not specifically set forth herein.

**IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT [RECORDSREQUEST@PBCGOV.ORG](mailto:RECORDSREQUEST@PBCGOV.ORG) OR BY TELEPHONE AT 561-355-6680.**

9. **ARTICLE 32** is hereby added as follows:

**ARTICLE 32 – SCRUTINIZED COMPANIES**

- A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CITY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725.

- B. When contract value is greater than \$1 million:** As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the CITY certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the COUNTY determines, using credible information available to the public, that a false certification has been submitted by CITY, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

10. **Exhibits A.1 and A.2** are hereby replaced in their entirety with **Exhibits A.1-1 and A.2-1**.
11. **Exhibit B** is hereby replaced in its entirety with **Exhibit B-1**.
12. **Exhibit C** is hereby replaced in its entirety with **Exhibit C-1**.
13. **Exhibit D** is hereby deleted.
14. All other provisions of the Contract not modified in this First Amendment remain unchanged and in full force and effect.

{Remainder of page left blank intentionally}

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this First Amendment on behalf of the COUNTY and the AGENCY has hereunto set its hand the day and year above written.

**ATTEST:**

**COUNTY:**

**SHARON R. BOCK  
CLERK AND COMPTROLLER**

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Melissa McKinlay, Mayor

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS  
AND CONDITIONS

By: \_\_\_\_\_  
County Attorney

By: J. Jacobson  
Youth Services Department

**WITNESS:**

**AGENCY:**

[Signature]  
Signature

For The Children Inc.  
Company Name

PAUL B LOCKSON  
Name (type or print)

Reginale Durandisse  
Signature

Reginale Durandisse  
Typed Name

Founder & Chief Executive Officer  
Title

(corp. seal)

**EXHIBIT A.1-1**

**SCOPE OF WORK**  
**FY 2019**

**Agency Name:** For The Children Inc.

**Program Name:** Youth Empowerment Center (YEC)

**Target Population:** Youth between the ages of 11-19

**Geographic area(s) served:** Lake Worth, Lantana, Boynton Beach, and other surrounding cities within Central Palm Beach County

**Commission Districts:** Districts 3 & 7

**Overview:**

The Youth Empowerment Center (YEC) program provides activities and services to middle and high school youth, including after-school educational and recreational programs/activities. The YEC focuses on empowering youth, promoting education, promoting health, promoting leadership and community involvement.

**Observed Need/Risk Factor(s) that will be addressed:**

Youth need a safe and nurturing environment that provides positive developmental opportunities and prevents them from engaging in violence and inappropriate behaviors.

**Services:**

The AGENCY shall assign staff and resources to provide the following after-school and summer empowerment services:

- Targeted Recruitment of youth (including juvenile probation office, youth court, school personnel, Parents/guardians, law enforcement, diversion programs);
- Registration and Intake for each youth;
- Risk Assessment for each youth by utilizing a Risk Assessment Tool;
- Transportation Options for YEC program activities;
- Teen Center (educational and recreational programming 5 days a week minimum with 10 interest based programs/prosocial activities per week excluding recreation);
- Youth/Teen Advisory Council meetings (every other month minimally) to recommend programs, activities, and policy for the YEC;
- Tutoring and Scholastic Aptitude Test (SAT) skill building;
- Mentoring Support;
- Life Skills Training, Financial Literacy, Leadership Skills
- Function as Evening Reporting Center for DJJ involved youth, as appropriate;
- College Readiness & Tours;
- Career Exploration/Readiness, Employability Skills Training, and Job Placement Assistance;



- Community Service Projects incorporating Reflective Learning;
- Connectivity to Resources;
- Collaborative Partnerships (leadership participation in a minimum of 10 County/Youth Services Department and/or School District collaborative meetings and/or events throughout the year).

The services listed above shall be provided year round Monday through Friday based on the following schedule:

- School in Session: until 7:00pm;
- School Days Off: until 7:00pm;
- Summer, Spring and Winter Breaks: 8:00am - 5:30pm;
- Public Holidays: Aligned with organizational schedule for holiday closure;
- Emergency Closure: Aligned with organizational policy.

Note: Any deviations in the schedule listed above, shall be communicated to the County's Youth Services Department designated representative for pre-approval.

**Outcomes:**

The following outcomes will be tracked:

- # and % of program participants served who demonstrated improvement in student academics;
- #and % of program participants served who advanced grade level or attained high school graduation;
- # and % of program participants served who attained post-graduate achievement (college/vocational enrollment, employment, industry certifications, military enlistment);
- # and % of program participants served who remained or became crime free.

**Reports Submission:**

The AGENCY shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit C-1, Form 1
- Quarterly Report format, Exhibit C-1, Form 2
- Logic Model, Exhibit C-1, Form 3
- Final/Annual Report format, Exhibit C-1, Form 4

**Number of clients served:**

90

**EXHIBIT A.2-1**

**SCOPE OF WORK**

**FY 2019**

**Agency Name:** For The Children Inc.

**Program Name:** Summer Youth Internship

**Target Population:** Youth between the ages of 16-19

**Geographic area(s) served:** Lake Worth, Lantana, Boynton Beach, and other surrounding cities within Central Palm Beach County

**Commission Districts:** Districts 3 & 7

**Overview:**

The Youth Empowerment Center (YEC) summer internship program provides activities and services to youth ages 16-19, including summer job readiness and job placement. The YEC focuses on empowering youth, promoting education, promoting health, promoting leadership and community involvement.

**Observed Need/Risk Factor(s) that will be addressed:**

Youth need a safe and nurturing environment that offers opportunities for youth to expose to career and learn employability skills or connections to college pathways to prepare them for a career.

**Services:**

The AGENCY shall assign staff and resources to provide the following summer youth internship services:

- Targeted Recruitment of youth ages 16-19 (including juvenile probation office, youth court, school personnel, parents/guardians, law enforcement, diversion programs);
- Registration and Intake for each youth;
- Risk Assessment for each youth by utilizing a Risk Assessment Tool;
- Mentoring Support;
- Life Skills Training;
- Financial Literacy;
- Career Exploration/Readiness, Employability Skills Training, and Job Shadowing;
- Summer Internship Job Placement;
- Connectivity to Resources.

The services listed above shall be provided year round Monday through Friday based on the following schedule:

- School in Session: until 7:00pm;
- School Days Off: until 7:00pm;
- Summer, Spring and Winter Breaks: 8:00am - 5:30pm;

- Public Holidays: Aligned with organizational schedule for holiday closure;
- Emergency Closure: Aligned with organizational policy,

Note: Any deviations in the schedule listed above, shall be communicated to the County's Youth Services Department designated representative for pre-approval.

**Outcomes:**

The following outcomes will be tracked:

- # and % of program participants served who demonstrated increase in employability skills;
- # and % of program participants served who obtained employment/internship experience.

**Reports Submission:**

The AGENCY shall provide monthly, quarterly and annual data for all program participants funded in this Contract. The reports shall be presented in a format acceptable to COUNTY.

- Monthly Report format, Exhibit C-1, Form 1
- Quarterly Report format, Exhibit C-1, Form 2
- Logic Model, Exhibit C-1, Form 3
- Final/Annual Report format, Exhibit C-1, Form 4

**Number of clients served:**

10

**EXHIBIT B-1**

**UNITS OF SERVICE RATE AND DEFINITION**  
**FY 2019**

<b>YOUTH EMPOWERMENT CENTER</b>	For the Children, Inc.	
<b>Service Name and Definition of Unit of Service</b>	<b>Unit Cost</b>	<b>Total Cost of Service</b>
Youth Empowerment Program  <b><u>Definition of Unit of Service:</u></b> A unit of service is defined as one month of service that may include traveling to and providing outreach, recruitment, intake, pro-social activities, educational activities, recreational activities, mentoring, group workshops, youth advisory council meetings, home visits, community service projects, youth conferences, linkages to other resources for youth and family, collaborative partnership meetings/events, documentation, and data management of client services listed in the scope of work.	\$11,666.66	\$140,000
Summer Youth Internship Program  <b><u>Definition of Unit of Service:</u></b> A unit of service is defined as one hour of service that may include traveling to and providing outreach, recruitment, intake, internship salaries/stipends, pro-social activities, educational activities, recreational activities, mentoring, group workshops, youth advisory council meetings, home visits, community service projects, youth conferences, development and linkages to other resources for youth and family, collaborative partnership meetings/events, documentation, and data management of client services listed in the scope of work.	\$12.64	\$45,000
Total Contract		\$185,000

**EXHIBIT C-1, FORM 1**

**Monthly Reports Format**

*The AGENCY will submit monthly reports, in the attached format, or other approved format, provided by the COUNTY.*



**MONTHLY COMPLIANCE REPORT  
FY2019 COMMUNITY BASED AGENCIES CONTRACT**

Agency Name: For the Children, Inc.	Fiscal Year: 2019	Month:
Services	Current Status	Explanation
Document targeted recruitment of at risk youth (including juvenile probation office, youth court, school personnel, parents/guardians, law enforcement, diversion programs)	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Complete Registration and Intake for each youth	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Complete Risk Assessment for each youth by utilizing a Risk Assessment Tool	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide transportation options for YEC program activities	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide educational and recreational programming 5 days a week minimum with 10 interest based programs/pro-social activities per week excluding recreation.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Convene Youth/Teen Advisory Council meetings (every other month minimally) to recommend programs, activities, and policy for the YEC.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide tutoring and Scholastic Aptitude Test (SAT) skill building.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide Mentoring support.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Provide life skills, financial literacy, leadership skills training.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Document attendance of college readiness sessions/ tours.	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Document Career Exploration/Readiness, Employability Skills Training, and Job Placement Assistance	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>

Demonstrate connectivity to Resources	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Participate in Collaborative Partnership meetings (leadership participation in a minimum of 10 County/Youth Services Department and/or School District collaborative meetings and/or events throughout the year)	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Document/ Provide Summer Internship Job Placement	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>
Function as Evening Reporting Center for DJJ involved youth, as appropriate	Choose an item.	<i>Please provide a brief explanation if service delivery is delayed.</i>

**Please list any program specific challenges your agency experienced during this reporting period.**

**Please list any program specific accomplishments your agency experienced during this reporting period.**

Report approved and submitted by:

Click or tap here to enter text.

**Title of signatory**

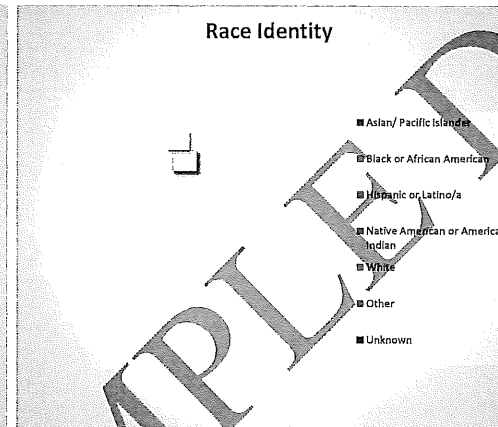
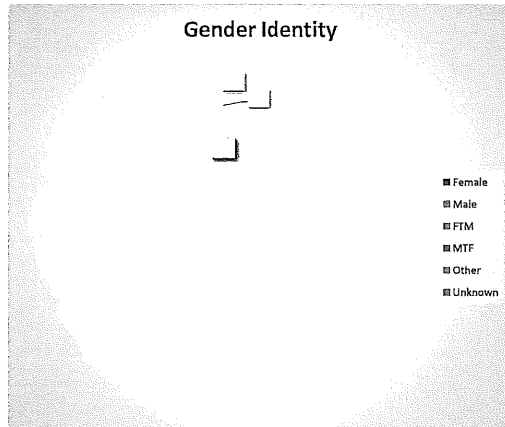
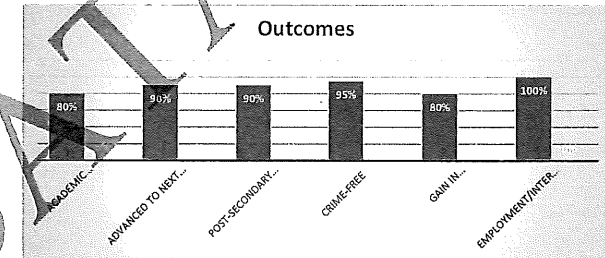
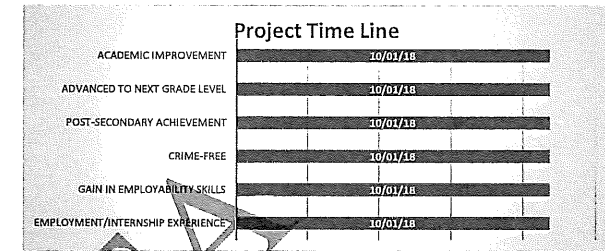
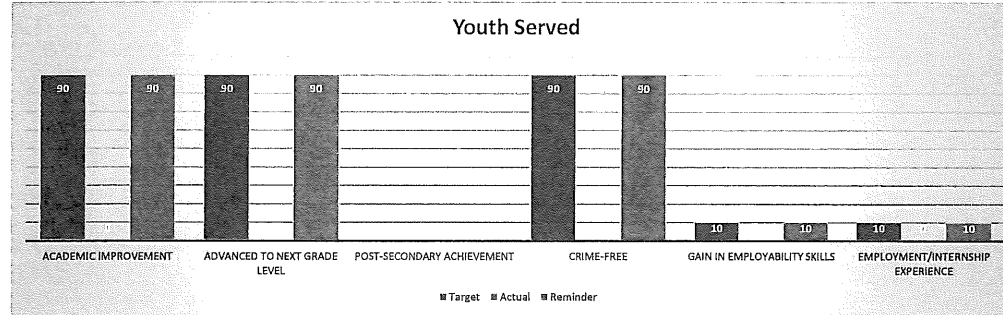
Click or tap to enter a date.

**EXHIBIT C-1, FORM 2**  
**Quarterly Reports Format**

*The AGENCY will submit quarterly reports, in the format, provided by the COUNTY,  
similar to the attached sample.*



Project Dashboard - Youth Empowerment Center  
 Program Site: For the Children



### Confidence Range

Outcomes	Lower Limit	Status
NEXT GRADE LEVEL	#DIV/0!	#DIV/0!
CRIME STATUS	#DIV/0!	#DIV/0!
EMPLOYMENT PLACEMENT	#DIV/0!	#DIV/0!

### Statistical Significance

Outcomes	p-value	Status
ACADEMICS	#DIV/0!	#DIV/0!

SAMPLED

**EXHIBIT C-1, FORM 3**

**Logic Model**

For The Children, Inc. - Youth Empowerment Center

Family       Agency       Community

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8
Identified Problem, Need, Situation	Service or Activity	Outcome	Outcome/Indicator	Actual Results	Measurement Tool	Data Source	Frequency of Data Collection or Reporting
<u>Instruction:</u> Identified Need/ Problem/ Situation	<u>Instruction:</u> Identify the number of clients to be served; the timeframe for the project; may also include the number of units of service offered	<u>Instruction:</u> General statement of results expected	<u>Instruction:</u> Projected number of clients expected to achieve each outcome divided by the number served; the percentage expected to achieve	<u>Instruction:</u> The Actual number of clients achieving the outcome, divided by the number served; the percentage of clients who achieved each outcome .	<u>Instruction:</u> What evidence will you collect to prove your outcomes are achieved?	<u>Instruction:</u> Include Collection Procedure, Personnel Responsible	<u>Instruction:</u> How often and when is data collected
Youth need academic support.	Youth will be provided: Academic Support Services, e.g. Homework Assistance, Tutoring and Standardized Tests (FSA, PERT, SAT).	Youth will demonstrate improvement in academics.	72 of 90 (80%) of participants will demonstrate improvement in student academics.		Student Progress Reports and Report Cards will be collected to access improvement in student academics.	Director/Staff will collect student Progress Reports and Report Cards.	Every nine weeks and at semester end.
Youth need to advance to next grade level/ graduate high school.	Youth will be provided academic support services including tutoring, mentoring, academic skill building and standardized test (FSA, PERT, SAT) skill building.	Youth will advance to next grade level/ graduate high school.	81 of 90 (90%) of participants will advance in grade level or attain high school graduation.		Copies of Student Progress Reports, Report Cards, standardized testing scores and high school Diploma's will be collected to access academic progress.	Director/Staff will collect copies of student Progress Reports, Report Cards, test scores and Diploma's.	Every nine weeks, semester and school year end.
Youth need post high school graduation plan.	Youth will attend workshops/trainings such as Financial Literacy, Career Exploration, Employability Skills, Job Placement Assistance, College Readiness etc.	Youth attain post graduate achievement, e.g. college/ vocational enrollment, employment, industry certification, military enlistment.	90% of graduating seniors will attain post graduate achievement, including college/vocational enrollment, employment, industry certification, military enlistment.		Copies of documentation supporting college enrollment, industry certification, employment, military enlistment will be collected.	Director/Staff will collect documentation supporting college enrollment, industry certification, employment, military enlistment.	On-Going and at summer end.
Youth need to become/ remain crime free.	Youth will have a designated safe site to participate in after-school and summer educational and recreational programs including tutoring/homework assistance, use computers, mentoring support, engage in skills building workshops, participate in community service projects, attend field trips and crime prevention conferences.	Youth will become/remain crime-free.	86 of 90 (95%) of participants will become/remain crime free.		JJIS face-sheet data from DJJ.	Director/Staff will create an MOU with DJJ for data sharing purposes.	Monthly data gathering.
Youth need employability skills.	Youth will participate in trainings and workshops to develop and enhance career development to include financial literacy, leadership, interviewing skills etc.	Youth gain employability skills.	8 of 10 (80%) will demonstrate increased employability skills.		Pre and Post Survey	Director/Staff will administer Pre and Post Survey.	At start and end of workshops.
Youth need job/internship experience.	Youth will be placed in summer internships.	Youth will obtain employment/internship experience.	10 of 10 (100%) of participants will complete summer internship.		Placement log, final site evaluations and youth essays.	Director/Staff will maintain placement log, collect site evaluations and youth essays.	At start and end of internship.
<b>Mission Statement:</b>	Our mission to provide children ages 3-18 with quality and affordable educational, recreational, and family support services that foster positive physical, social, emotional, cognitive growth, and development.						

**EXHIBIT C-1, FORM 4**

**Annual Report Format**

*The AGENCY will submit an annual report, in the attached format, or other approved format, provided by the COUNTY.*



**ANNUAL REPORT  
FY2019 COMMUNITY BASED AGENCIES CONTRACT**

**EXECUTIVE SUMMARY**

**Agency Name:** For The Children

**Program Name:** Youth Empowerment Center

**Prepared by:** *Name and contact information of the person preparing this report*

**Methods:** *A short statement of the evaluation methodology*

**Outcomes:** *A short statement about the program's outcomes*

**Conclusion:** *A short statement that indicates if the program achieved its stated outcomes.*

**Recommendations:** *A short statement that include recommendations to address challenges and improve this program.*

SAMPLE

Report approved and submitted by:

Click or tap here to enter text.

**Title of signatory**

Click or tap to enter a date.

## ANNUAL REPORT

### Introduction:

*Provide a brief description about your agency and the funded program.*

### Scope of Work:

*Describe the program's scope of work.*

- Document targeted recruitment of at risk youth (including juvenile probation office, youth court, school personnel, parents/ guardians, law enforcement, diversion programs);
- Complete Registration and Intake for each youth;
- Complete Risk Assessment for each youth by utilizing A Risk Assessment Tool;
- Provide transportation options for YEC program activities;
- Provide educational and recreational programming 5 days a week minimum with 10 interest based programs/pro-social activities per week excluding recreation;
- Convene Youth/Teen Advisory Council meetings (every other month minimally) to recommend programs, activities, and policy for the YEC;
- Provide tutoring and Scholastic Aptitude Test (SAT) skill building;
- Provide Mentoring support;
- Provide life skills, financial literacy, leadership skills training;
- Document attendance of college readiness sessions/ tours;
- Document Career Exploration/Readiness, Employability Skills Training, and Job Placement Assistance;
- Demonstrate connectivity to Resources;
- Participate in Collaborative Partnership meetings (leadership participation in a minimum of 10 County/Youth Services Department and/or School District collaborative meetings and/or events throughout the year);
- Document/ provide summer internship job placement;
- Function as Evening Reporting Center for DJJ involved youth, as appropriate.

### Demographics:

*Describe and provide totals for the population you served. Highlight any demographic information that is program specific, specify 'other' categories, and provide a summary of challenges and accomplishments serving this population.*

<b>Gender:</b>		<b>Age:</b>	
Female	# (%)	0-4	# (%)
Male	# (%)	5-10	# (%)
FTM	# (%)	11-13	# (%)
MTF	# (%)	14-18	# (%)
Other	# (%)	19-22	# (%)
<b>Race:</b>		<b>Family Income:</b>	
Asian/Pacific Islander	# (%)	<\$19,999	# (%)
Black or African American	# (%)	\$20-29,999	# (%)
Hispanic or Latino/a	# (%)	\$30-39,999	# (%)
Native American or American Indian	# (%)	\$40-49,999	# (%)
White	# (%)	\$50-59,999	# (%)
Other	# (%)	>\$60,000	# (%)

#### **Methodology**

*Describe your process of data collection and data analysis. Include any statistical techniques and particular calculations you employed, and explain the rationale for your process.*

#### **Outcomes:**

*Provide a narrative of your findings as supported by your data analysis. This section should also include a list of your outcomes. Additional charts, graphs, descriptive statistics, and statistical outputs may also be included in this section.*

- # and % of program participants served who demonstrated improvement in student academics.
- # and % of program participants served who advanced to next grade level/ attained high school graduation.

- # and % of program participants served who attained post-graduate success (college/vocational enrollment, employment, industry certifications, military enlistment).
- # and % of program participants served who became/ remained crime free.
- # and % of program participants served who demonstrated increase in employability skills.
- # and % of program participants served who obtained employment/internship experience.

**Conclusions:**

*Conclude your report by summarizing your findings. Explain the impact of the outcomes above with program-related quantitative and qualitative data as applicable. Discuss any challenges and limitations of your program as well as your successes. Explain recommended changes to the programs based on your findings.*

SAMPLE