

Meeting Date: **October 8, 2019** ☒ **Consent** ☐ **Regular**
 ☐ **Ordinance** ☐ **Public Hearing**

I. EXECUTIVE BRIEF

Approved by: Donna M. Miller 9/26/2019
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures					
Operating Costs	\$ 321,451				
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$ 321,451				
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes No X
Does this item include the use of federal funds? Yes No X

Budget Account Exp No: Fund 0001 Dept 154 Unit 2528 Obj 8201
Rev No: Fund Dept Unit Obj

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

The fiscal impact associated with this contract shall be funded by FY2020 proposed ad valorem, which will be transferred from the evidence-based programming unit (Unit 1451).

Departmental Fiscal Review: [Signature]

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signatures and dates: 9/20/19, 9/18, 9/19, 9/23/19, 9/23/19]

B. Legal Sufficiency:

[Signature] 9-25-19
Assistant County Attorney

C. Other Department Review:

Department Director

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

Continued from page 1

Summary: Funding for this First Amendment, blends the two (2) Programs while maintaining the same services as under the BGCPBC's proposal under the RFP, and increases the number of youth served by 100, to 270, at six (6) of its Clubs. The expanded Great Futures Program has three (3) components: 1) Youth Volunteer Corps (YVC) which engages 70 youth in service learning to include peer mentorship as a means to advance career bound learning and will complete 100 hours of service per year; 2) Career Bound 2.0 component which engages 200 middle and high school teens utilizing strategies based on the evidence-based model (the addition of 100 middle school members represents a program expansion); and 3) hiring members ages 16-18 as Junior Staff during the summer months. Forty (40) of the YVC teens who have completed their 100 service hours will be eligible to apply for these positions. The Great Futures Program's results through the first three quarters of FY2019 indicate 90% of regularly attending 9th – 10th graders progressed to the next grade level. This Summer's Career Bound 2.0 Program resulted in 40 employment opportunities to youth. The effective date of service for the above contract submitted for approval is prior to this meeting date. Countywide (HH)

Background and Justification: On October 16, 2018, the Board of County Commissioners approved contracts with 14 agencies for various youth programs and services in two (2) action areas of the Youth Master Plan: Health & Wellness and Educational Supports. Each contract included two (2) one-year renewal options. The Great Futures Program (R2018-1668) was one of the 14, and was approved in the amount of \$91,451, for the period October 1, 2018, through September 30, 2019. On April 16, 2019, the Board approved a Community Based Agency Contract (R2019-0541) for the CB 2.0 Program in the amount of \$230,000, for the period April 16, 2019, through September 30, 2019. The BGCPBC operates various locations, most of which are strategically located within high poverty areas throughout the county. This Great Futures Program will operate at the following clubs: Belle Glade Teen Center, Florence De George and Marjorie S. Fisher Clubs in West Palm Beach, Max M. Fisher in Riviera Beach, Naoma Donnelley Haggin in Delray Beach and Neil S. Hirsch in Wellington. The Board has provided funding for summer programs for five (5) years, including the current CB 2.0 Program. This Great Futures programming was previously known as Bright Futures Youth Volunteer Corp Program. This Great Futures Program maintains the same services as under the Contract's proposal under the RFP (multi-faceted, evidence-informed intervention that blends service-learning, volunteerism and pre-college programming into existing BGCPBC evidence-based Core Programs (Education and Career Development; Arts and Culture; Technology and S.T.E.A.M.; Healthy Lifestyles; Sports, Fitness and Recreation; and Character and Leadership)). This Amendment's programming will build on the solid foundation of Career Bound 2.0, BGCPBC's successful job skills and career development program, adding new components that support volunteerism as a means of increasing teen involvement, civic engagement, developmental assets, commitment to education and collaboration with community stakeholders (i.e. parents, staff, peers and business professionals, etc.). In addition to the benefits of the Great Future's Program expansion, the Department's staff is better able to monitor the programming and outcomes of the Great Futures Program as a result of a combined contract.

**FIRST AMENDMENT
TO COMMUNITY BASED AGENCY CONTRACT**

THIS FIRST AMENDMENT is made as of the _____ day of _____ 2019, 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 Boys and Girls Clubs of Palm Beach County, 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 23-7060561.

WITNESSETH:

WHEREAS, the parties entered into a Community Based Agency Contract (Contract) dated October 16, 2018, (R2018-1668) in the amount of \$91,451, to fund the Bright Futures Youth Volunteer Corp Program, from October 1, 2018, through September 30, 2019, with two (2) one-year renewal options;

WHEREAS, the COUNTY, through its Youth Services Department (YSD), has funded the AGENCY's separate Career Bound programs, which have included a Teen Employability Program since 2015. Currently, the parties have a Community Based Agency Contract dated April 16, 2019, (R2019-0541) in the amount of \$230,000, to fund the Career Bound 2.0 Program from April 16, 2019, through September 30, 2019;

WHEREAS, contracts within the Outreach and Community Programming Division of YSD include required reporting measurements that must be submitted by the AGENCY on a monthly, quarterly and annual basis to monitor the AGENCY'S performance;

WHEREAS, the AGENCY'S new Great Futures Program combines all the components from both the Career Bound 2.0 Program and the Bright Futures Youth Volunteer Corp Program, maintaining the AGENCY'S programming in its proposals under YSD'S Request for Proposals for Community Based Agencies FY2019, while incorporating additional program enhancements: adding new components that support volunteerism as a means of increasing teen involvement, civic engagement, developmental assets, commitment to education and collaboration with community stakeholders – while serving 100 additional youth. Additionally, YSD's program monitoring will be streamlined, but funding will be combined to include total funding in the same amount as was approved for the Career Bound 2.0 Program and the Bright Futures Youth Volunteer Corp Program in FY2019 (\$91,451 and \$230,000); and

WHEREAS, the parties desire to expand the scope of work and extend the original Contract to September 30, 2020, and increase the Contract by \$321,451 for a new total not to exceed amount of \$412,902.

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 1 – SERVICES**, the fourth Paragraph is hereby replaced in its entirety with the following:

The AGENCY'S representative/liaison during the performance of this Contract shall be Jaene Miranda, President/Chief Executive Officer (telephone no. 561-683-3287).

3. **ARTICLE 2 – SCHEDULE**, Paragraphs A and C are hereby replaced in their entirety with the following:
- A. The AGENCY shall commence services on October 1, 2018, and complete all services by September 30, 2020.
 - C. This Contract may be extended for two (2) one (1) year terms, at the COUNTY'S sole discretion. If the AGENCY wishes to extend this Contract, the AGENCY shall submit to the DEPARTMENT a proposed Scope of Work and Unit Cost of Service Rate and Definition for the next fiscal year (October 1 – September 30) no later than May 1st of the then current fiscal year for review and consideration for renewal. Annual contract extensions will be subject to a review of contract adherence, program performance, and implementation fidelity. Upon recommendation of the DEPARTMENT and availability of funding, an appropriate amendment extending this Contract may be submitted by the DEPARTMENT to the AGENCY and the Board of County Commissioners for their consideration.
4. **ARTICLE 3 – PAYMENTS TO THE AGENCY**, the first sentence of Paragraph A is 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 FOUR HUNDRED TWELVE THOUSAND NINE HUNDRED AND TWO DOLLARS (\$412,902).
5. **ARTICLE 3 – PAYMENTS TO THE AGENCY**, Paragraphs F and G are hereby added as follows:
- F. Final Invoice: In order for both parties herein to close their books and records, the AGENCY will clearly state "final invoice" on the AGENCY'S final/last billing to the COUNTY. This shall constitute the AGENCY'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the AGENCY.
 - G. In order to do business with Palm Beach County, the AGENCY is required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If the AGENCY intends to use sub-consultants, the AGENCY must also ensure that all sub-consultants are registered as consultants in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-consultant register in VSS. The COUNTY will not finalize a contract award until the COUNTY has verified that the AGENCY and all of its sub-consultants are registered in VSS.
6. **ARTICLE 7 – INSURANCE**, is hereby replaced in its entirety with the following:

The AGENCY shall, at its sole expense maintain in full force and effect at all times during the term of this Contract, at least the insurance coverage and minimum limits (including

endorsements), as described herein. The AGENCY shall agree to provide the COUNTY with at least ten (10) days' prior notice of any cancellation, non-renewal or material change to the insurance coverage. Failure to maintain the required insurance shall be a basis for termination of this Contract. The requirements contained herein, as well as the COUNTY'S review or acceptance of insurance maintained by the AGENCY are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the AGENCY under this Contract. Where applicable, coverage shall apply on a primary basis.

- A. **Commercial General Liability** – The AGENCY shall maintain, on a primary basis, Commercial General Liability insurance 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.
- B. **Business Automobile Liability** – The AGENCY shall maintain Business Automobile Liability at a limit of liability not less than **\$500,000** each accident for all owned, non-owned and hired automobiles. In the event the AGENCY does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the AGENCY to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form.
- C. **Worker's Compensation Insurance & Employers Liability** – The AGENCY shall maintain Worker's Compensation & Employers Liability in accordance with Chapter 440, Florida Statutes.
- D. **Additional Insured** – The AGENCY shall endorse the COUNTY as an Additional Insured with a CG 2026 Additional Insured - Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents."
- E. **Waiver of Subrogation** – The AGENCY hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement to the policy, then the AGENCY shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which specifically prohibits such an endorsement, or which voids coverage should the AGENCY enter into such an agreement on a pre-loss basis.
- F. **Certificates of Insurance** – Prior to execution of this Contract or within forty-eight (48) hours of a request by the COUNTY, and at least five (5) days prior to the expiration of any required coverage, the AGENCY shall provide to the below address a signed Certificate(s) of Insurance evidencing that all of the insurance coverage required by this Contract are in

full force and effect. Said Certificate(s) of Insurance shall include a project description, and, to the extent allowable by the insurer, include a minimum thirty (30) day endeavor to notify due to cancellation (ten (10) days for non-payment of premium) or non-renewal of coverage. The **Certificate Holder** shall read:

Palm Beach County Board of County Commissioners
c/o Youth Services Department
50 S. Military Trail, Suite 203
West Palm Beach, FL 33415

G. **Umbrella or Excess Liability** – If necessary, the AGENCY may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "each occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

H. **Right to Review** – The COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverage, or endorsements, herein from time to time throughout the term of this Contract. The COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.

7. **ARTICLE 11 – 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 AGENCY 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.

As a condition of entering into this Contract, the AGENCY represents and warrants that it will comply with the COUNTY'S Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the AGENCY shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the AGENCY retaliate against any person for reporting instances of such discrimination. The AGENCY shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in

the County’s relevant marketplace in Palm Beach County. The AGENCY understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. The AGENCY shall include this language in its subcontracts.

8. **ARTICLE 13 – AGENCY’S PROGRAMMATIC REQUIREMENTS**, Paragraph B is hereby replaced in its entirety with the following:

B. The AGENCY shall promptly reimburse the COUNTY for any funds that are misused, misspent, or are for any reason deemed to have been spent on ineligible expenses.

9. **ARTICLE 13 – AGENCY’S PROGRAMMATIC REQUIREMENTS**, the first sentence of Paragraph E is hereby replaced with the following:

E. The AGENCY shall allow the COUNTY through the DEPARTMENT to both fiscally and programmatically monitor the AGENCY to assure that its fiscal and programmatic goals and conduct as outlined in the attached Exhibit A-1, and the attached Exhibit B-1 are adhered to.

10. **ARTICLE 28 – NOTICE**, the third Paragraph is hereby replaced in its entirety with the following:

If sent to the AGENCY, notices shall be addressed to:

Boys and Girls Clubs of Palm Beach County, Inc.
Attn: Jaene Miranda, President & Chief Executive Officer
800 Northpoint Parkway, Suite 204
West Palm Beach, FL 33407

11. **Exhibit A** is hereby replaced in its entirety with **Exhibit A-1**.

12. **Exhibit B** is hereby replaced in its entirety with **Exhibit B-1**.

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 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: _____
Mack Bernard, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: Deleene C. Hrydz
County Attorney

By: G. Jacobson
Youth Services Department

WITNESS:

AGENCY:

Am8
Signature

Boys and Girls Clubs of Palm Beach County, Inc.
Company Name

NICHOLAS SMARRG
Name (type or print)

Jaene
Signature

Jaene Miranda
Typed Name

President & Chief Executive Officer
Title

(corp. seal)

EXHIBIT A-1

SCOPE OF WORK

Contract Period: October 1, 2019 – September 30, 2020

Agency Name: Boys & Girls Clubs of Palm Beach County, Inc. (BGCPBC)

Program Name: BGCPBC Great Futures Program

Target Population: Low-income, primarily first-generation college-bound youth (grades 6-12)

Geographic area(s) served: Greenacres, Royal Palm Estates, Wellington, Riviera Beach, North Palm Beach, Palm Beach Shores, Lake Park, Delray Beach, West Palm Beach, and Belle Glade.

Commission Districts: Countywide

Overview:

Boys and Girls Clubs of Palm Beach County, Inc. (BGCPBC) is a nonprofit youth development organization providing the county's highest risk children and teens, ages 6-18, academic and social enrichment programs during out-of-school hours in fully-appointed, safe facilities throughout Palm Beach County. BGCPBC offers unimpeded access to programs and services, daily snacks and hot meals, which help members build resilience to risk factors, succeed academically, and graduate from high school equipped to pursue career goals. BGCPBC, in its partnership with Palm Beach County, will implement Year Two of the Great Futures Program (formerly called Bright Futures Youth Volunteer Corps) at six Clubs with sufficient teen populations to meet the objectives of this project, including the full cohort of 270 members (reduced from seven Clubs due to space restrictions).

BGCPBC is expanding the scope of the program. The revised program comprises three components:

1. Youth Volunteer Corps (YVC) engages 70 youth in service learning to include peer mentorship as a means to advance career bound learning and will complete 100 hours of service per year. The Great Futures YVC service-learning program is a multi-faceted, evidence-informed intervention that blends service-learning, volunteerism and pre-college programming into existing BGCPBC evidence-based Core Programs (Education and Career Development; Arts and Culture; Technology and S.T.E.A.M.; Healthy Lifestyles; Sports, Fitness and Recreation; and Character and Leadership), as a means of increasing youths' internal and external developmental assets. Developmental Assets are positive supports and strengths that are needed by youth to succeed through life's challenges and thrive. Great Futures YVC builds on the solid foundation of Career Bound 2.0, BGCPBC's successful job skills and career development program, adding new components that support volunteerism as a means of increasing teen involvement, civic engagement, developmental assets, commitment to education and collaboration with community stakeholders (i.e. parents, staff, peers and business professionals, etc.).

2. Career Bound 2.0 component engages 200 middle and high school teens utilizing strategies based on the evidence-based model. (The addition of 100 middle school members represents a program expansion.)

3. The third component includes hiring members ages 16-18 as Junior Staff during the summer months. Forty (40) of the YVC teens who have completed their 100 service hours each per year, will be eligible to apply for these highly coveted positions and undergo a formal hiring process. As with all BGCPBC prospective employees, Junior Staff must submit a written application, undergo a formal job interview with Great Futures staff, and pass the Federal Level II background screening and drug test. Competition is fierce for the coveted 40 Junior Staff positions, including 20 that are reserved for Glades-area residents. The 40 Junior Staff will be hired to work 20-40 hours per week at 13 Clubs. All other youth will be exposed to employment or internship opportunities within the community.

The BGCPBC Junior Staff experience is unique in that much is expected from the Junior Staff, but much is given. In fact, each year Junior Staff credit the experience as being ‘truly transformational.’ Upon hire, the experience begins with a full day of Boys and Girls Clubs training presented by BGCPBC’s Director of Talent Development. Two (2) Junior Staff will be assigned to work in smaller Clubs in the Glades and teams of 6 – 9 Junior Staff will be assigned to larger Clubs. (Several Belle Glade teens will be transported by BGCPBC to work in Clubs in eastern Palm Beach County.) Junior Staff will assist with delivering programs in each of the Core Program areas listed above. Great Futures Program Manager, Teen Development Director and Teen Employability Manager will build teams that comprise new and returning Junior Staff to ensure that new Junior Staff are mentored by their older peers. They are coached throughout the summer by the Club Directors to which they are assigned and by the Great Futures Program Manager, Teen Development Director, Teen Employability Manager, and Career Bound 2.0 Manager. Every two weeks they are assessed by the Club Directors as a means to address any training or continued coaching needs.

Junior Staff will receive:

- One day per week of mandatory workforce and career readiness training, which includes comprehensive pre-college and career readiness programming, creation of a Personalized Career Plan, research on college educational tracts, college application planning (essay writing and PSAT, SAT and ACT prep); academic tutoring, as indicated; financial literacy workshops, skills building and certifications (such as CPR and First Aid); scholarship workshops; and guest speaker series.
- Opportunities to discuss their work experiences and to troubleshoot challenges they may have encountered.
- Opportunity to work together to plan and execute a large-scale service project.

When summer ends, Junior Staff who are still in high school will be invited to continue to work as substitute staff at their “home” Club when needed. Junior Staff who have graduated from high school will be encouraged to apply for regular Club Staff positions either full-time or part-time if they pursue a post-secondary degree locally. Others may opt to apply to serve as an AmeriCorps National Service member at BGCPBC. AmeriCorps members will be assigned to support the YVCs in their service work and peer

mentoring. AmeriCorps members receive a college scholarship, training, a living allowance, and prestige associated with being an AmeriCorps member. Notably, studies reported by the Corporation for National and Community Service (a federal agency) found that AmeriCorps members: have better college graduation rates, are civic-minded citizens, have diverse skills, and exhibit leadership abilities.

The journey from member to YVC to Junior Staff to AmeriCorps or BGCPBC staff or college illustrates the fact that, ultimately, the Great Futures Program places members on a path to employment, service work, post-secondary education and productive careers.

Evidence-based model or promising practice: Evidenced-based

The framework for delivering BGCPBC's programs is guided by BGC of America's Formula for Impact, an evidenced-based theory of change that functions as a road map to ensure that members achieve positive outcomes in three priority areas: Academic Success, Good Character and Citizenship, and Healthy Lifestyles. The implementation of this new Great Futures volunteer component, enhanced with Junior Staff and Career Bound 2.0 adheres closely to this formula and recognizes the role of service learning in building assets.

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

Children from low-income, crime-ridden neighborhoods in Palm Beach County (PBC), Florida often lack critical supports to strengthen their resilience to risky behavior, and to grow academically, emotionally, socially, and mentally. Without crucial skills, it is difficult to overcome poverty, move successfully through developmental stages of youth, and plan for a future. Given the ongoing threat of withdrawing from productive society within these underserved communities, opportunities for service learning, mentorship, academic support, first-job experiences, life skills, and career and college readiness programs are crucial.

Services:

BGCPBC will implement Great Futures across six standalone Clubs. Services will include:

- Youth Volunteer Corps (YVC), comprising 70 high-school-aged members at six teen-serving Clubs who attend regularly, participate in workforce and career readiness programs, and commit to 100 hours of service each per year, will receive a \$500 stipend
- 100 additional teens in grades 9-12 will participate in the college and career readiness program as a prerequisite to becoming part of the YVC, representing structured opportunities for peer mentoring by YVCs
- Paid "Junior Staff" Employment with BGCPBC for 40 youth, including ongoing training
- Junior Staff-directed Service Projects
- Skills Building and Certifications
- Promotion to regular employment for alumni working as Junior Staff after Summer Camp
- Career Exploration and Work Readiness Curricula for 270 members in grades 6 - 12
- Personalized Career Plan
- Post-Secondary Awareness and Preparation (including FAFSA, essay writing, and PSAT, SAT and ACT prep)

- Scholarship workshops and assistance
- Tutoring
- Mentoring
- Parent education workshops to include career and post-secondary planning
- Family college tours
- Local business tours
- Speaker Series with business professionals from the community

These activities occur either weekly, monthly or quarterly, 51 weeks per year, during the 12-month funding period. Funding from the County would cover:

- Year-round Great Futures YVC component at six teen-serving Clubs, serving 170 youth
- Junior Staff summer employment for 40 youth
- Year-round workforce and career readiness programs for 270 youth

Outcomes:

The following outcomes will be tracked:

- 47 of 55 (85%) regularly attending high school seniors of the 170 youth will be accepted into post-secondary education, as evidenced by letter of acceptance or letter from the institution- *[55 of 170 youth will be regularly attending Seniors; of the 55 regularly attending seniors, 47 will be accepted into post-secondary education];*
- 131 of 145 (90%) regularly attending 6th-11th graders will progress to the next grade level, as evidenced by club attendance, report cards or other school records- *[145 of 215 youth will be regularly attending middle and high schoolers; of the 145 regularly attending middle and high school students, 131 will progress to the next grade level];*
- 83 of 119 (70 regularly attending youth in grades 9-12 will demonstrate an increase in at least one internal or external asset; as evidenced by pre and post surveys- *[119 of 170 youth will attend two or more times a week; of the 119 youth who attend two or more times a week, 83 will demonstrate an increase in at least one of the 3 Development Assets Profile (DAP) Internal Assets];*
- 60 of 70 (86%) YVC will complete 100 hours of service each per year while being supported by 30 AmeriCorps members;
- 52 of 60 (87%) YVC juniors and seniors who are expected to complete 100 hours of service each per year will demonstrate an increase in internal and/or external assets, as evidenced by pre and post surveys- *[60 of 170 youth will be juniors and seniors; of the 60 juniors and seniors who complete 100 hours of service each per year, 52 will demonstrate increase in internal and/or external assets].*
- 36 of 40 (90%) Junior Staff who successfully fulfill job requirements will gain 21st Century skills (teamwork, communication, time management, etc.)
- 203 of 270 (75%) members in grades 6-12 will increase their knowledge of post-secondary educational programs and the application process, as evidenced by pre and post surveys; and
- 153 of 170 (90%) members in grades 9-12 will increase career awareness and readiness, as evidenced by Career Launch pre and post tests.

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 A-1, Form 1
- Quarterly Report format, Exhibit A-1, Form 2
- Logic Model, Exhibit A-1, Form 3
- Annual Report format, Exhibit A-1, Form 4

Projected number of clients served:

270

EXHIBIT A-1, FORM 1

Monthly Reports Format

The AGENCY will submit monthly reports by entering program specific data, into the database, from which the attached sample or another substantially similar format designed by the COUNTY will be generated.



MONTHLY COMPLIANCE REPORT
COMMUNITY BASED AGENCY CONTRACT

CONTRACT PERIOD: October 1, 2019 - September 30, 2020

Agency Name: Boys and Girls Clubs of Palm Beach County, Inc.		Month: Choose an item.
Services	Current Status	Explanation
Youth Volunteer Corps (YVC), comprising 70 high-school-aged members at six teen-serving Clubs who attend regularly, participate in workforce and career readiness programs, and commit to 100 hours of service each per year, will receive a \$500 stipend.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
100 additional teens in grades 9-12 will participate in the college and career readiness program as a prerequisite to becoming part of the YVC, representing structured opportunities for peer mentoring by YVCs.	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Tutoring	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Mentoring	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Parent Education Workshops to include career and post-secondary planning	Choose an item.	Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.
Family College Tours (Pre-College and Career Readiness Programming)	Choose an item.	Please report actual # of clients served through this activity or # of event

		<i>occurrences. If none, or if service is delayed, provide a brief explanation.</i>
Local Business Tours (<i>Pre-College and Career Readiness Programming</i>)	Choose an item.	<i>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation</i>
Speaker Series with business professionals from the community (<i>Pre-College and Career Readiness Programming</i>)	Choose an item.	<i>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</i>
Paid "Junior Staff" Employment with BGCPBC for 40 youth, including ongoing training	Choose an item.	<i>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</i>
Junior Staff-directed Service Projects	Choose an item.	<i>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</i>
Skills Building and Certifications	Choose an item.	<i>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</i>
Promotion to regular employment for alumni working as Junior Staff after Summer Camp	Choose an item.	<i>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</i>
Career Exploration and Work Readiness Curricula for 270 members in grades 6 - 12	Choose an item.	<i>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</i>
Personalized Career Plan	Choose an item.	<i>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</i>
Post-Secondary Awareness and Preparation (including FAFSA, essay writing, and PSAT, SAT and ACT prep)	Choose an item.	<i>Please report actual # of clients served through this activity or # of event occurrences. If none, or if service is delayed, provide a brief explanation.</i>
Scholarship workshops and assistance	Choose an item.	<i>Please report actual # of clients served through this activity or # of event</i>

		occurrences. If none, or if service is delayed, provide a brief explanation.
--	--	--

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

[Click here to 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.

[Click here to list any program specific accomplishments your agency experienced during this reporting period.](#)

Please report your outcomes achieved for this month.

Target: 47 of 55 (85%) regularly attending high school seniors of the 170 youth will be accepted into post-secondary education, as evidenced by letter of acceptance or letter from the institution - [55 of 170 youth will be regularly attending Seniors; of the 55 regularly attending seniors, 47 will be accepted into post-secondary education].

Actual for the month: 47 of 55 (85%)

Target: 131 of 145 (90%) regularly attending 6th-11th graders will progress to the next grade level, as evidenced by club attendance, report cards or other school records - [145 of 215 youth will be regularly attending middle and high schoolers; of the 145 regularly attending middle and high school students, 131 will progress to the next grade level]

Actual for the month: 131 of 145 (90%)

Target: 83 of 119 (70%) regularly attending youth in grades 9-12 will demonstrate an increase in at least one internal or external asset; as evidenced by pre and post surveys - [119 of 170 youth will attend two or more times a week; of the 119 youth who attend two or more times a week, 83 will demonstrate an increase in at least one of the 3 DAP Internal Assets].

Actual for the month: 83 of 119 (70%)

Target: 60 of 70 (86%) YVC will complete 100 hours of service each per year while being supported by 30 AmeriCorps members.

Actual for the month: 60 of 70 (86%)

Target: 52 of 60 (87%) YVC juniors and seniors who are expected to complete 100 hours of service each per year will demonstrate an increase in internal and/or external assets, as evidenced by pre and post surveys [60 of 170 youth will be juniors and seniors; of the 60 juniors and seniors who complete 100 hours of service each per year, 52 will demonstrate increase in internal and/or external assets].

Actual for the month: 52 of 60 (87%)

Target: 36 of 40 (90%) Junior Staff who successfully fulfill job requirements will gain 21st Century skills (teamwork, communication, time management, etc.)

Actual for the month: 36 of 40 (90%)

Target: 203 of 270 (75%) members in grades 6-12 will increase their knowledge of post-secondary educational programs and the application process, as evidenced by pre and post surveys

Actual for the month: of (%)

Target: 153 of 170 (90%) members in grades 9-12 will increase career awareness and readiness, as evidenced by Career Launch pre and post tests

Actual for the month: of (%)

Unit Cost of Service Rate Definition

A unit of service is defined as one hour of staff time in direct client services or in related indirect work that may include: recruiting, selecting, training and overseeing 70 YVCs and service learning, delivering career readiness programming to 270 youth (foundational education, OnTrack, My Career Shines, Study Island, tutoring, crafting a Personalized Career Plan, preparing competitive college and scholarship applications, College Tours, Business Speakers Bureau, Parent Assemblies and 1:1 FAFSA prep, etc.); recruiting, interviewing, hiring and managing 40 Junior Staff, conducting Junior staff weekly trainings, transporting Junior Staff to their assigned Clubs and weekly trainings, celebrating youth accomplishments, including culmination of summer employment, high school graduation, and college "signing" day.

Total hours dedicated to the project by all staff = 3,228 hours

Unit Cost of Service Rate is \$99.58

Total Cost of Service \$321,451

[Click here to report on number of units being claimed for this reporting period.](#)

EXHIBIT A-1, FORM 2
Quarterly Reports Format

The AGENCY will submit quarterly reports by entering program specific data, into the database, from which the attached sample or another substantially similar format designed by the COUNTY will be generated.

Agency Information	Please Select From Agency Name
Agency Name	
Contact Name	
Program Name	
Telephone:	



Action-Area:	#N/A
--------------	------

CBA QUARTERLY OUTCOMES REPORT - Youth Services Funding				
Quarter 1				
<u>Outcomes</u> <input type="checkbox"/> Projected Outcome Rate <input type="checkbox"/> Actual Outcome Rate	<u>Youth Served</u> <input type="checkbox"/> Projected <input type="checkbox"/> Actual	<u>Gender Identity</u> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> FTM <input type="checkbox"/> MTF <input type="checkbox"/> Other <input type="checkbox"/> Unknown	<u>Race Identity</u> <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino/a <input type="checkbox"/> Native American or American Indian	<u>Timeline</u> <div>Q1</div> <div>Due Date: April 15</div>
Quarter 2				
<u>Outcomes</u> <input type="checkbox"/> Projected Outcome Rate <input type="checkbox"/> Actual Outcome Rate	<u>Youth Served</u> <input type="checkbox"/> Projected <input type="checkbox"/> Actual	<u>Gender Identity</u> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> FTM <input type="checkbox"/> MTF <input type="checkbox"/> Other <input type="checkbox"/> Unknown	<u>Race Identity</u> <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino/a	<u>Timeline</u> <div>Q2</div> <div>Due Date: May 15</div>
Quarter 3				
<u>Outcomes</u> <input type="checkbox"/> Projected Outcome Rate <input type="checkbox"/> Actual Outcome Rate	<u>Youth Served</u> <input type="checkbox"/> Projected <input type="checkbox"/> Actual	<u>Gender Identity</u> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> FTM <input type="checkbox"/> MTF <input type="checkbox"/> Other <input type="checkbox"/> Unknown	<u>Race Identity</u> <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino/a	<u>Timeline</u> <div>Q3</div> <div>Due Date: July 15</div>
Quarter 4				
<u>Outcomes</u> <input type="checkbox"/> Projected Outcome Rate <input type="checkbox"/> Actual Outcome Rate	<u>Youth Served</u> <input type="checkbox"/> Projected <input type="checkbox"/> Actual	<u>Gender Identity</u> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> FTM <input type="checkbox"/> MTF <input type="checkbox"/> Other <input type="checkbox"/> Unknown	<u>Race Identity</u> <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino/a	<u>Timeline</u> <div>Q4</div> <div>Due Date: September 30</div>

CBA QUARTERLY OUTCOMES REPORT - Youth Services Funding - FY 2019-2020

PROGRAM DATA - Quarter 1								Compliance	Statistical Significance	
Outcome	Progress Indicator (select from dropdown list)	Projected Outcome Rate	Actual Outcome Rate	Projected # to be Served	Actual # Served	Projected # to Attain Outcome	# of Youth Attaining Outcome	For GCS Review	CHISQ.TEST/p-value	Status
Outcome 1	Referral/Attendance Log	75%	76%	21	24	16	16	Y	2.56851	ns
Outcome 2	Referral/Attendance Log	75%	76%	21	24	16	16	Y	3.15068	ns
Outcome 3	Attitude & Behavior Survey Results	75%	76%	21	24	16	16	Y	3.45003	ns
Outcome 4	Monthly KPI Data	100%	76%	21	21	16	16	N	4.23137	ns

Page 2 of 2

Demographics			
Gender		Race	
Female	18	Asian/ Pacific Islander	0
Male	6	African American	5
FTM	0	Hispanic or Latino/a	17
MTF	0	American or American	0
Other	0	White	0

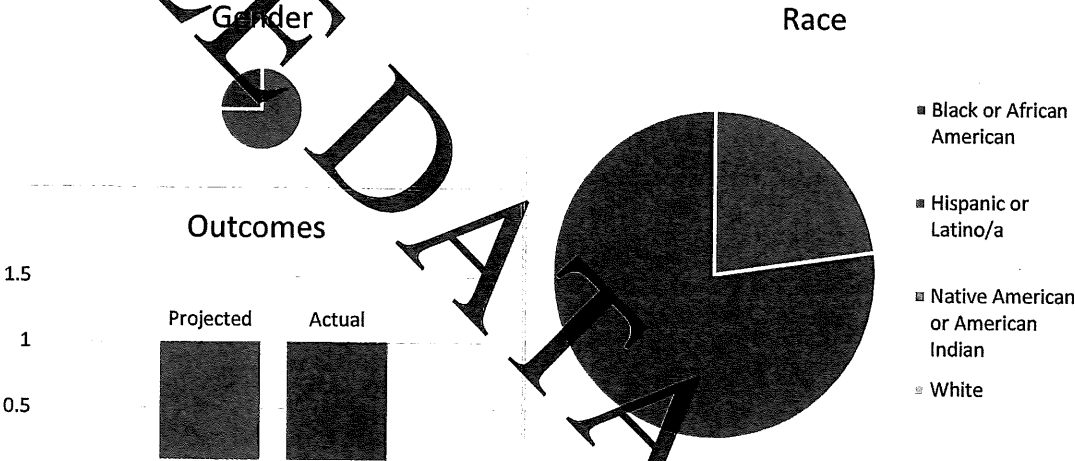


EXHIBIT A-1,
FORM 3 Logic Model

Boys and Girls Clubs of Palm Beach County, Inc.

☐ Family **XX** Agency ☐ Community

Problem/ Need/ Situation	Service/Activity	Outcome	Indicator	Results	Measurement Tool	Data Source	Frequency
<u>Instruction:</u> Need/ Problem/ Situation	<u>Instruction:</u> # of Clients Serviced, Timeframe & # of Units	<u>Instruction:</u> Statement of Results Expected	<u>Instruction:</u> % of Clients Expected to Achieve (# of Clients ÷ by # Served)	<u>Instruction:</u> % of Clients Achieved Outcome (# of Clients who achieved the outcome ÷ # Served)	<u>Instruction:</u> Evidence Collected	<u>Instruction:</u> Collection Procedure & Personnel Responsible	<u>Instruction:</u> Time & Frequency
Low-income community youth have limited access to pre-college and career exploration opportunities.	270 Community Youth (including 55 high school seniors) will receive comprehensive pre-college, career bound and case management services (e.g. ACT/SAT prep, essay writing workshops, educational plan, tutoring, career presentations by community business professionals).	Low-income community youth will have access to comprehensive pre-college programs and career exploration opportunities.	47 of 55 (85%) regularly attending high school seniors of the 170 youth will be accepted into post-secondary education [55 of 170 youth will be regularly attending Seniors; of the 55 regularly attending seniors, 47 will be accepted into post-secondary education]		Letter of acceptance or letter from the institution (college, university or tech center).	The Great Futures Program Coordinator will collect acceptance and verification letters and add to each student record.	Monthly, as notifications are received.
Low-income community youth have limited access to pre-college and career exploration opportunities.	270 Community Youth (including 215 members in grades 6 - 11) will receive comprehensive pre-college, career bound and case management services (e.g. ACT/SAT prep, essay writing workshops, educational plan, tutoring, career presentations by community business professionals).	Low-income community youth will have access to comprehensive pre-college programs and career exploration opportunities.	131 of 145 (90%) regularly attending 6th-11th graders will progress to the next grade level [145 of 215 youth will be regularly attending middle and high schoolers; of the 145 regularly attending middle and high school students, 131 will progress to the next grade level]		Club attendance, report cards or other school records.	nFocus membership database. The Great Futures Program Coordinator will request and collect student records from the student, or a signed release if requested from the school.	Services are provided weekly, Mon - Fri, 51 weeks per year; report cards or other documentation will be collected upon completion of the program, June - September

Boys and Girls Clubs of Palm Beach County, Inc.

☐ Family **XX** Agency ☐ Community

Problem/ Need/ Situation	Service/Activity	Outcome	Indicator	Results	Measurement Tool	Data Source	Frequency
Low-income community youth have limited access to pre-college and career exploration opportunities.	170 Community Youth in grades 9-12 (including 70 YVCs) will receive comprehensive pre-college, career bound and case management services (e.g. ACT/SAT prep, essay writing workshops, educational plan, tutoring, career presentations by community business professionals).	Low-income community youth will have access to comprehensive pre-college programs and career exploration opportunities.	83 of 119 (70%) regularly attending youth in grades 9-12 will demonstrate an increase in at least one internal or external asset <i>[119 of 170 youth will attend two or more times a week; of the 119 youth who attend two or more times a week, 83 will demonstrate an increase in at least one of the 3 DAP Internal Assets]</i>		Club attendance using nFocus membership database, Search Institute Developmental Asset Profile (DAP) pre and post survey.	The Great Futures Program Coordinator will schedule YVC volunteers and monitor volunteer hours via nFocus membership database. The Great Futures Program Manager will order materials and coordinate the proctoring of the DAP survey, which will be administered by the University of Miami.	Activities will be provided weekly, Mon - Fri, over 51 weeks. Attendance of the 170 youth will be monitored regularly to insure participation; the DAP survey will be administered twice per year.
Low-income community youth are more vulnerable to high risk behaviors (i.e. drop out, risky sexual behavior, gangs, violence, drugs, etc.) and have limited access to resiliency and developmental asset building opportunities (Search Institute).	70 Community Youth will enroll in the BGCPBC Youth Volunteer Corps (YVC) and will complete 100 hours of service each per year, totaling 7,000 hours of community service.	Low-income community youth will successfully complete 100 service hours each per year.	60 of 70 (86%) YVC will complete 100 hours of service each per year, while being supported by 30 AmeriCorps members.		Service hours tracked by nFocus membership database	The Great Futures Program Manager will schedule YVC volunteers and monitor volunteer hours via nFocus membership database.	Volunteer services will be provided weekly, Mon - Fri, based on agreed upon schedules.

Boys and Girls Clubs of Palm Beach County, Inc.

☐ Family **XX** Agency ☐ Community

Problem/ Need/ Situation	Service/Activity	Outcome	Indicator	Results	Measurement Tool	Data Source	Frequency
Low-income community youth are more vulnerable to high risk behaviors (i.e. drop out, risky sexual behavior, gangs, violence, drugs, etc.) and have limited access to resiliency and developmental asset building opportunities (Search Institute).	70 Community Youth will enroll in the BGCPBC Youth Volunteer Corps (YVC) and will complete 100 hours of service each per year	Low-income community youth will increase resiliency and youth developmental assets.	52 of 60 (87%) YVC who are expected to complete 100 hours of service each per year will demonstrate an increase in internal and/or external developmental assets. <i>[60 of 170 youth will be juniors and seniors; of the 60 juniors and seniors who complete 100 hours of service each per year, 52 will demonstrate increase in internal and/or external assets]</i> .		Search Institute Developmental Asset Profile (DAP) pre and post survey.	The Great Futures Program Coordinator will schedule YVC volunteers and monitor volunteer hours via nFocus. The Great Futures Program Coordinator will order materials and coordinate the proctoring of the DAP survey, which will be administered by the University of Miami.	Volunteer services will provided weekly, Mon - Fri, based on agreed upon schedules; the DAP survey will be administered twice per year.
Low-income community youth who are preparing to enter the workforce are significantly lacking 21st Century skills.	40 Junior Staff will be hired to work 20 - 40 hrs per week during the 10-week summer camp, M-F 7:30am - 6pm.	Low-income community youth who will be trained and coached while working as paid Junior Staff will acquire 21st Century skills.	36 of 40 (90%) Junior Staff who successfully fulfill job requirements will gain 21st Century skills (teamwork, communication, time management, etc.)		Rubric based on New World of Work Competencies, Skills and Traits for the Top 10 th 21st Century Skills	Director of Teen Development (DTD) will create rubric and DTD or designee (Teen Employability Manager or Career Bound Manager) will evaluate Junior Staff and analyze results.	End of summer.

Boys and Girls Clubs of Palm Beach County, Inc.

☐ Family **XX** Agency ☐ Community

Problem/ Need/ Situation	Service/Activity	Outcome	Indicator	Results	Measurement Tool	Data Source	Frequency
Low-income community youth lack readiness to apply for and be accepted to college.	270 Community Youth participate in career bound programming. Staff help teens craft a personalized career plan that will guide academic remediation (tutoring needs) and course selection plan relative to career aspirations. Youth will learn college application requirements and process, including standardized exams, written essays, references, and financial planning.	Youth will increase their knowledge about the range of post-secondary institutions and application process.	203 of 270 (75%) of members in grades 6-12 will increase their knowledge of post-secondary educational programs and the application process.		Pre and post-surveys tool.	DTD or designee will score and analyze results.	After completion of pre and post- surveys.
Youth lack knowledge of careers that coincide with personal interests and skills and how to plan and prepare for them.	170 members in grades 9-12 will explore careers using online interest inventories and assessments, attend Speakers Series, and complete BGCA's educational Career Launch.	Youth will increase their knowledge of careers and related educational tracts that coincide with their interests.	153 of 170 (90%) members in grades 9-12 will increase career awareness and readiness.		Career Launch pre and post tests	DTD or designee will complete observational reports.	Beginning and year end.
Mission Statement	The mission of Boys & Girls Clubs of Palm Beach County is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.						

EXHIBIT A-1, FORM 4

Annual Report Format

The AGENCY will submit an annual report by entering program specific data, into the database, from which the attached sample or another substantially similar format designed by the COUNTY will be generated.



ANNUAL REPORT
COMMUNITY BASED AGENCY CONTRACT

CONTRACT PERIOD: October 1, 2019 – September 30, 2020

EXECUTIVE SUMMARY	
Agency Name:	Boys and Girls Clubs of Palm Beach County, Inc.
Program Name:	BGCPBC Great Futures Program
Prepared by:	<i>Click here to enter name and contact information of the person preparing this report.</i>
Methods:	<i>Click here to enter a short statement of the evaluation methodology.</i>
Outcomes:	<i>Click here to enter a short statement about the program's outcomes.</i>
Conclusion:	<i>Click here to enter a short statement that indicates if the program achieved its stated outcomes.</i>
Recommendations:	<i>Click here to enter a short statement that include recommendations to address challenges and improve this program.</i>

Report approved and submitted by:
Click or tap here to enter text.

Title of signatory

Click or tap to enter a date.

For technical assistance completing this form, please contact Youth Services Department's Program Evaluator at metienne1@pbcgov.org or 561-242-5752.

ANNUAL REPORT

Introduction:

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

Click here to enter text.

Scope of Work:

Describe the program's scope of work.

Boys and Girls Clubs of Palm Beach County (BGCPBC) is a nonprofit youth development organization providing the county's highest risk children and teens, ages 6-18, academic and social enrichment programs during out-of-school hours in fully-appointed, safe facilities throughout Palm Beach County. BGCPBC offers unimpeded access to programs and services, daily snacks and hot meals, which help members build resilience to risk factors, succeed academically, and graduate from high school equipped to pursue career goals. BGCPBC, in its partnership with Palm Beach County, will implement Year Two of the Great Futures Program (formerly called Bright Futures Youth Volunteer Corps) at six Clubs with sufficient teen populations to meet the objectives of this project, including the full cohort of 270 members (reduced from 7 Clubs due to space restrictions).

Services:

BGCPBC will implement Great Futures across six standalone Clubs. Services will include:

- Youth Volunteer Corps (YVC), comprising 70 high-school-aged members at six teen-serving Clubs who attend regularly, participate in workforce and career readiness programs, and commit to 100 hours of service each per year, will receive a \$500 stipend.
- 100 additional teens in grades 9-12 will participate in the college and career readiness program as a prerequisite to becoming part of the YVC, representing structured opportunities for peer mentoring by YVCs.
- Paid "Junior Staff" Employment with BGCPBC for 40 youth, including ongoing training
- Junior Staff-directed Service Projects
- Skills Building and Certifications
- Promotion to regular employment for alumni working as Junior Staff after Summer Camp
- Career Exploration and Work Readiness Curricula for 270 members in grades 6 - 12
- Personalized Career Plan
- Post-Secondary Awareness and Preparation (including FAFSA, essay writing, and PSAT, SAT and ACT prep)

- Scholarship workshops and assistance
- Tutoring
- Mentoring
- Parent education workshops to include career and post-secondary planning
- Family college tours
- Local business tours
- Speaker Series with business professionals from the community

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.

Click here to enter text.

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

For technical assistance completing this form, please contact Youth Services Department's Program Evaluator at metienne1@pbcgov.org or 561-242-5752.

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.

Click here to enter text.

Outcomes:

Provide a narrative of your findings as supported by your data analysis. List and summarize outcome results as indicated below:

Target: 47 of 55 (85%) regularly attending high school seniors of the 170 youth will be accepted into post-secondary education, as evidenced by letter of acceptance or letter from the institution- *[55 of 170 youth will be regularly attending Seniors; of the 55 regularly attending seniors, 47 will be accepted into post-secondary education]*

Actual for the grant year: ____ of ____ (____%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Target: 131 of 145 (90%) regularly attending 6th-11th graders will progress to the next grade level, as evidenced by club attendance, report cards or other school records- *[145 of 215 youth will be regularly attending middle and high schoolers; of the 145 regularly attending middle and high school students, 131 will progress to the next grade level]*

Actual for the grant year: ____ of ____ (____%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Target: 83 of 119 (70 regularly attending youth in grades 9-12 will demonstrate an increase in at least one internal or external asset; as evidenced by pre and post surveys- *[119 of 170 youth will attend two or more times a week; of the 119 youth who attend two or more times a week, 83 will demonstrate an increase in at least one of the 3 DAP Internal Assets]*

Actual for the grant year: ____ of ____ (____%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Target: 60 of 70 (86%) YVC will complete 100 hours of service each per year while being supported by 30 AmeriCorps members;

Actual for the grant year: ____ of ____ (____%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Target: 52 of 60 (87%) YVC juniors and seniors who are expected to complete 100 hours of service each per year will demonstrate an increase in internal and/or external assets, as evidenced by pre and post surveys- *[60 of 170 youth will be juniors and seniors; of the 60 juniors and seniors who complete 100 hours of service each per year, 52 will demonstrate increase in internal and/or external assets];*

Actual for the grant year: ____ of ____ (____%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Target: 36 of 40 (90%) Junior Staff who successfully fulfill job requirements will gain 21st Century skills (teamwork, communication, time management, etc.)

Actual for the grant year: of (%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Target: 203 of 270 (75%) members in grades 6-12 will increase their knowledge of post-secondary educational programs and the application process, as evidenced by pre and post surveys;

Actual for the grant year: of (%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Target: 153 of 170 (90%) members in grades 9-12 will increase career awareness and readiness, as evidenced by Career Launch pre and post tests.

Actual for the grant year: of (%) achieved outcome, as evidenced by [click here to enter Data Validator.](#)

Additional charts, graphs, descriptive statistics, and statistical outputs may also be included in this section.

Click here to enter text, charts, or graphs.

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.

Click here to enter text.

EXHIBIT B-1

UNIT COST OF SERVICE RATE AND DEFINITION

The Scope of Work to be completed by the AGENCY as defined in Exhibit A-1, consist of submission to the COUNTY of certain “deliverables” as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Unit Cost of Service Rate and Definition:

Program: BGCPBC Great Futures Program		Community Based Agency: Boys and Girls Clubs of Palm Beach County, Inc.	
Contract Period: October 1, 2019 - September 30, 2020			
Unit Cost of Service Rate Definition		Unit Cost of Service Rate	Total Cost of Service
A unit of service is defined as one hour of staff time in direct client services or in related indirect work that may include: recruiting, selecting, training and overseeing 70 YVCs and service learning, delivering career readiness programming to 270 youth (foundational education, OnTrack, My Career Shines, Study Island, tutoring, crafting a Personalized Career Plan, preparing competitive college and scholarship applications, College Tours, Business Speakers Bureau, Parent Assemblies and 1:1 FAFSA prep, etc.); recruiting, interviewing, hiring and managing 40 Junior Staff, conducting Junior staff weekly trainings, transporting Junior Staff to their assigned Clubs and weekly trainings, celebrating youth accomplishments, including culmination of summer employment, high school graduation, and college “signing” day.		\$99.58	\$321,451
Total hours dedicated to the project by all staff = 3,228 hours			
TOTAL CONTRACT			\$321,451
Deliverables Description:			
<ul style="list-style-type: none">• Proof of Payroll Expense (examples include copies of paystubs, automated payroll reports)• Timesheet (examples include time attendance records, activity log)• Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work)			

2020-0022

BGEX 150 0819190000000001781

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA

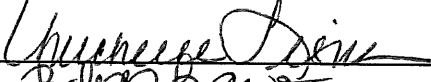
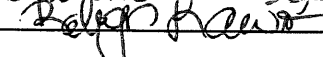
BUDGET TRANSFER
FUND 0001 General Fund

ACCOUNT NAME AND NUMBER	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 10/01/2019	REMAINING BALANCE
<u>EXPENDITURES</u>							
0001-154-1451-3401 Other Contractual Services	233,054	233,054	0	230,000	3,054	0	3,054
0001-154-2528-8201 Contributions Non-Govtl Agency	91,451	91,451	230,000	0	321,451	91,451	230,000
TOTALS			230,000	230,000			

Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS
AT MEETING OF 10/08/2019

YOUTH SERVICES DEPARTMENT
INITIATING DEPARTMENT/DIVISION
Administration/Budget Department Approval
OFMB Department - Posted


 9/23/19

Deputy Clerk to the
Board of County Commissioners