

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

Meeting Date: May 5, 2020 Consent Regular
 Ordinance Public Hearing

Department
 Submitted By: Youth Services Department
 Submitted For: Outreach & Community Programming Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:


A) a Second Amendment to Community Based Agency Contract with Junior Achievement of the Palm Beaches & Treasure Coast, Inc. (R2018-1670), for the period October 1, 2019, through September 30, 2020, to decrease the contract amount from \$40,000 to \$20,000; and

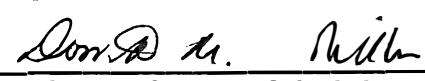
B) a Budget Transfer of \$20,000 from the Junior Achievement agency program (Unit 2082) to Evidence Based Programming (Unit 1451) to be reallocated for Community Based Agency programming.

Summary: In October 2018, as part of RFP FY2019 awards, the Board of County Commissioners (Board) approved a Community Based Agency Contract with Junior Achievement of the Palm Beaches & Treasure Coast, Inc. (Junior Achievement), to provide the JA Job Shadow® Program. The Board approved the First Amendment on September 10, 2019, which extended the contract to September 30, 2020, and increased the contract by \$40,000. Junior Achievement has not utilized funds at the anticipated rate; therefore, the funding is being decreased by 50% (\$20,000) of the unspent funds for the period October 1, 2019, through September 30, 2020. Junior Achievement’s contract will continue to include a logic model and reporting measurements specific to the agency and the work performed. After completion of each contract year, a report will be developed detailing Junior Achievement’s progress in meeting Junior Achievement performance measurements. District 7 (HH)

Background and Justification: In April 2018, the Youth Services Department issued an RFP for Community Based Agencies for FY 2019. Junior Achievement submitted a proposal and was recommended for funding in June 2019. On October 10, 2018, the Board approved a Community Based Agency Contract with Junior Achievement to implement the JA Job Shadow® program. On September 10, 2019, the Board approved a First Amendment that extended the program to September 30, 2020, and provided continued funding. Pursuant to Article 6 – Amendments to Funding Levels, the Contract may be amended to decrease and/or increase funds for the delivery of services depending upon the utilization and rate of expenditure of funds. Junior Achievement has not submitted any invoices, nor programmatic reports for the first two quarters of the contract period. Agencies that are spending at the anticipated rate, can present a proposal for the utilization of the additional funds by delivering additional units of service. The JA Job Shadow® program provides hands on in-class curriculum with a visit by a community business mentor to the classroom, followed by a visit to the workplace; giving students an up-close look into the working world. The JA Job Shadow® Program is aligned with Educational Supports, which is one of the action areas identified in the Youth Master Plan.

- Attachments:**
 1. Second Amendment
 2. Budget Transfer

Recommended by:  3/20/2020
 Department Director Date

Approved by:  3/26/2020
 Assistant County Administrator Date

**SECOND AMENDMENT
TO COMMUNITY BASED AGENCY CONTRACT**

THIS SECOND AMENDMENT is made as of the _____ day of _____ 2020, 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 Junior Achievement of the Palm Beaches & Treasure Coast, 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 59-2333738.

WITNESSETH:

WHEREAS, the parties entered into a Community Based Agency Contract (Contract) dated October 16, 2018, (R2018-1670) in the amount of \$40,000, to fund the JA Job Shadow® Program, from October 1, 2018, through September 30, 2019, with two (2) one-year renewal options;

WHEREAS, the parties entered into a First Amendment to Contract dated September 10, 2019, (R2019-1441), increasing the Contract by \$40,000, and extending the term one (1) year, October 1, 2019, through September 30, 2020; and

WHEREAS, the COUNTY, pursuant to Article 6, Amendments to Funding Levels, desires to reduce funding by fifty percent (50%) for the current term, October 1, 2019, through September 30, 2020, and decrease the Contract by \$20,000 for a new total not to exceed amount of \$60,000.

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 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 SIXTY THOUSAND DOLLARS (\$60,000).
3. **ARTICLE 3 – PAYMENTS TO THE AGENCY**, Paragraph C is hereby replaced in its entirety with the following:
 - C. The AGENCY is obligated to provide the COUNTY with the properly completed requests for all funds paid relative to this Contract no later than October 5th of each fiscal year. Any amounts not requested by October 15th, shall remain the COUNTY’S and the COUNTY shall have no further obligation with respect to such amounts.
4. **ARTICLE 6 – AMENDMENTS TO FUNDING LEVELS**, is hereby replaced in its entirety with the following:

This Contract may be amended to decrease and/or increase funds for the delivery of services depending upon the utilization and rate of expenditure of funds.

The AGENCY shall be subject to decrease of funds if funds are not utilized at the anticipated rate of expenditures. The anticipated rate of expenditures is determined by dividing the Contract service amount by the months in the Contract, unless another method for determining anticipated rate of expenditures is provided for in this Contract. A 10% increase over the monthly expenditure rate must be pre-approved by the COUNTY. The anticipated rate of expenditure will be determined on a per service basis. The formula for reduction of funds shall be as follows:

- At one quarter of the service period the AGENCY shall have provided at a minimum twenty percent (20%) of their anticipated services. If the minimum has not been reached, funding may be reduced by ten percent (10%) of the unspent funds allocated for that service period.
- At one half of the service period the AGENCY shall have provided at a minimum forty percent (40%) of their anticipated services. If the minimum has not been reached, funding may be reduced by fifty percent (50%) of the unspent funds allocated for that service period.
- At three quarters of the service period the AGENCY shall have provided at a minimum seventy-five percent (75%) of their anticipated services. If the minimum has not been reached, funding may be reduced by one hundred percent (100%) of the unspent funds allocated for that service period.

In the event the AGENCY'S funds are reduced, written Notice shall be provided to the AGENCY in accordance with Article 28 - Notice.

In the event that funds become available due to other agencies' budgets being decreased, a currently funded agency may apply for those funds. The AGENCY may become eligible for an increase in funding if they have spent their funds at the anticipated rate and can present a proposal for the utilization of additional funds by delivering additional units of service.

Any decrease of funding for any of the AGENCY'S contracted programs in accordance with this Article 6 may be approved by the DEPARTMENT'S Director, as well as any increase up to 10%. Any increase of funding over 10% must be approved by the Board of County Commissioners.

5. **ARTICLE 13 – AGENCY'S PROGRAMMATIC REQUIREMENTS**, Paragraph F.2. is hereby replaced with the following, while subparagraphs F.2. i-iv remain unchanged:

- 2. Reports shall be provided at the following intervals and in the report formats by entering program specific data, into the database, from which the attached samples or another substantially similar format designed by the COUNTY will be generated, as identified in **Exhibit A-2**.

6. **ARTICLE 13 – AGENCY'S PROGRAMMATIC REQUIREMENTS**, the current Paragraph H is renumbered to Paragraph I and a new Paragraph H is inserted in its entirety with the following:

H. Birth to 22 and Community Outreach Events

The AGENCY is strongly encouraged to actively participate in Birth to 22 Action Teams and Birth to 22 and DEPARTMENT Community Outreach Events.

7. **ARTICLE 14 – ACCESS AND AUDITS**, the first paragraph is hereby replaced with the following:

The AGENCY shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the AGENCY'S place of business.

8. **ARTICLE 33 – SCRUTINIZED COMPANIES**, Paragraph A is hereby replaced in its entirety with the following:

- A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the AGENCY 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. Pursuant to F.S. 287.135(3)(b), if AGENCY is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, this Contract may be terminated at the option of the COUNTY.

9. **Exhibit A-1** is hereby replaced with **Exhibit A-2**.
10. **Exhibit A-1, Form 1** (Monthly Reports Format) is hereby replaced in its entirety with **Exhibit A-2, Form 1** (Monthly Reports Format).
11. **Exhibit A-1, Form 2** (Quarterly Reports Format) approved under the First Amendment (R2019-1441) is unchanged and remains valid.
12. **Exhibit A, Form 3** (Logic Model) is hereby replaced in its entirety with **Exhibit A-1, Form 3** (Logic Model).
13. **Exhibit A-1, Form 4** (Annual Report Format) is hereby replaced in its entirety with **Exhibit A-2, Form 4** (Annual Report Format).
14. **Exhibit B-1** is hereby replaced in its entirety with **Exhibit B-2**.
15. All other provisions of the Contract, and prior amendments hereto, not modified in this Second 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 Second 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: _____
Dave Kerner, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: _____
County Attorney

By: _____
Youth Services Department

WITNESS:

AGENCY:

Signature

Junior Achievement of the Palm Beaches &
Treasure Coast, Inc.

Company Name

Name (type or print)

Signature

Claudia Kirk Barto

Typed Name

President

Title

(corp. seal)

EXHIBIT A-2

SCOPE OF WORK

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

Agency Name: Junior Achievement of the Palm Beaches & Treasure Coast, Inc.

Program Name: JA Job Shadow®

Target Population: High School students attending Title 1 schools across Palm Beach County with a focus on the following schools: Boynton Beach, Glades Central, Forest Hill, John I. Leonard, Jupiter, Lake Worth, Palm Beach Lakes, Pahokee Middle/Senior, Santaluces, Suncoast and William T. Dwyer High Schools

Geographic area(s) served: Belle Glade, Boynton Beach, Greenacres, Jupiter, Lake Worth, Pahokee, Riviera Beach and West Palm Beach

Commission District(s): Palm Beach County Districts 1, 2, 3, 6 & 7

Overview:

JA Job Shadow® brings together JA's proven, hands-on in-class curriculum with a visit by a community business mentor to the classroom, followed by a visit to the workplace; giving students an up-close look into the working world. This experience is designed to provide students with a bridge from the classroom to the future; helping them make connections to the skills they will need to thrive in the workplace, as well as the importance of doing well in school. Students participating in the program will acquire and apply the skills needed in demanding and ever-changing workplaces. Students will be able to recognize career clusters and potential job positions; understand the importance of researching the requirements needed to earn a position; and develop job-hunting tools, such as networking, resumes, and interviewing skills.

Evidence-based model or promising practice:

Emerging Programs and Practices - The program can articulate a theory of change which specifies clearly identified outcomes and describes the activities that are related to those outcomes. This may be represented through a program logic model or conceptual framework that depicts the assumptions for the activities that will lead to the desired outcomes. The program may have a book, manual, other available writings, and training materials OR may be working on documents that specifies the components of the practice protocol and describes how to administer it

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

The JA Job Shadow® links high schools and businesses by providing students with an opportunity to be mentored by business professionals from the Palm Beach County community and the chance to spend time in a real workplace. Students learn from business professionals about the skills and competencies necessary to be successful closing the skills gap that is prevalent among young adults. Students need this kind of connection to businesses, because in today's service economy

they often do not know exactly what adults “do” at work. The JA Job Shadow® helps students learn about career options by providing them with in-class curriculum that will expose them to key factors towards investigating career options, resume writing and business correspondence; connecting school with the real-world. JA Job Shadow™ then takes students behind the scenes in a business, often providing their first real look at jobs in the 21st Century. Spending time at a work site can help change students’ attitudes about school and about their future.

Services:

JA Job Shadow® will be provided to schools throughout the 2019-2020 school year; beginning in September 2019. Approximately 250 students will participate from 11 potential schools. JA staff will administer a pre/post-test to all students, teachers and mentors.

Students will be provided with the following:

- In class sessions through the JA Job Shadow® program and using the Seven Steps to Get Hired and Succeed (3, one-hour sessions per school and/or cycle)
- JA Launch Lesson® presentation by community business mentor (1, one-hour session per school and/or cycle)
- Experiential learning through visits to job shadow workplace sites (1, four-hour visit per school and/or cycle)

Outcomes:

The following outcomes will be tracked:

- 245 of 250 (98%) Students will increase awareness of career options, and enhance student research, problem solving, communication, and self-esteem skills.
- 250 of 250 (100%) Students will participate in mock interviews; enhancing their interviewing skills specifically communication, body language, eye contact, appropriate dress.
- 187 of 250 (75%) students will identify the next steps needed in their personal career preparation.
- 250 of 250 (100%) of students will practice business communication by composing a thank you letter addressed to the job shadow business mentor.

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-2, Form 1
- Quarterly Report format, Exhibit A-1, Form 2 (as approved in First Amendment)
- Logic Model, Exhibit A-1, Form 3
- Annual Report format, Exhibit A-2, Form 4

Projected number of clients served:

250

EXHIBIT A-2, 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 01, 2019 - September 30, 2020

Junior Achievement of the Palm Beaches & Treasure Coast, Inc.

Month: Choose an item.

Services	Current Status	Explanation
In class sessions through the JA Job Shadow® program and using the Seven Steps to Get Hired and Succeed (3, one-hour sessions per school and/or cycle)	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.
JA Launch Lesson® presentation by community business mentor (1, one-hour session per school and/or cycle)	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.
Experiential learning through visits to job shadow workplace sites (1, four-hour visit per school and/or cycle)	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.

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: 245 of 250 (98%) students will increase awareness of career options, and enhance student research, problem solving, communication and self-esteem skills.

Actual for the month: of (%)

Total number served this month:

Target: 250 of 250 (100%) students will participate in mock interviews; enhancing their interviewing skills specifically communication, body language, eye contact, appropriate dress.

Actual for the month: of (%)

Total number served this month:

Target: 187 of 250 (75%) students will identify the next steps needed in their personal career preparation

Actual for the month: of (%)

Total number served this month:

Target: 250 of 250 (100%) of students will practice business communication by composing a thank you letter addressed to the job shadow business mentor

Actual for the month: of (%)

Total number served this month:

Unit Cost of Service Rate Definition

A unit of service is defined as one hour of direct or in direct client services that may include: Student in class participation, Student team building exercises and/or workshops, Student completion of class assignments, Student job shadowing, Student mock interviews, Student self-esteem goals, Students writing business letters, Student resume building skills, Student selecting career options, Evidence of Student confidence and documentation and data management of services listed in scope of work.

Unit Cost of Service Rate is \$16.00

Total Cost of Service \$20,000.00

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

EXHIBIT A-1, FORM 3

Logic Model

Junior Achievement of the Palm Beach & Treasure Coast, Inc.

Family Agency Community

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Problem/ Need/ Situation	Service/Activity	Outcome	Indicator	Results	Measurement Tool	Data Source	Frequency
<i>Instruction:</i> Need/ Problem/ Situation	<i>Instruction:</i> What your Agency is doing, such as meetings, trainings, and events in order to achieve outcomes; include # of Clients Served, Timeframe & # of Units	<i>Instruction:</i> Statement of Results Expected, such as change in knowledge, attitudes, skills, behaviors, conditions	<i>Instruction:</i> Number (#) and Percent (%) of Clients Expected to Achieve Outcome (# of Clients ÷ # Served)	<i>Instruction:</i> Actual Number (#) and Percent (%) of Clients who Achieve the Outcome (# of Clients who achieved the outcome ÷ # Served)	<i>Instruction:</i> Evidence Collected (provide specific name of tool; examples of tools include: pre/post surveys or assessments, progress reports	<i>Instruction:</i> Collection Procedure & Personnel Responsible	<i>Instruction:</i> Time & Frequency of Evaluation/Outcome Measurement
Career exposure: High School Student career readiness and career option awareness.	250 High School Students from the prioritized communities of Boynton Beach, Belle Glade, Greenacres, Jupiter, Lake Worth, Pahokee, Riviera Beach and West Palm Beach will be provided with 8 hours of programming in total. Session 1: (1 hour) Students are introduced to the JA Job Shadow® program and the Seven Steps to Get Hired and Succeed. Through a close examination of specific skills and career clusters, they learn the key factors to investigate in career planning: skills, interest, work priorities, and job outlook.	Students will increase awareness of career options. Enhancing student research, problem solving, communication and self-esteem skills.	245 of 250 (98%) Students will increase awareness of career options. Enhancing student research, problem solving, communication and self-esteem skills.		Pre and post tests are administered and analyzed for each school group. Volunteer Mentors, teachers, and students complete surveys at the completion of the program, documenting concepts learned and providing feedback to improve the program.	All data is collected by the partner teacher and given directly to JA program staff. Data is stored onsite in a central database at JA offices. Data is collected throughout the school year, and then retrieved and analyzed twice annually by senior Program staff, led by the Vice President.	Quarterly
Career exposure: High School Student career readiness and career option awareness.	250 High School Students from the prioritized communities of Boynton Beach, Belle Glade, Greenacres, Jupiter, Lake Worth, Pahokee, Riviera Beach and West Palm Beach will be provided with 8 hours of programming in total. Session 2: (1 hour) Students review the Seven Steps to Get Hired and Succeed and analyze job-hunting skills. They then participate in mock interviews to prepare them for the Job Shadow Challenge at the site visit.	Students will participate in mock interviews; enhancing their interviewing skills specifically communication, body language, eye contact, appropriate dress.	250 of 250 (100%) Students will participate in mock interviews; enhancing their interviewing skills specifically communication, body language, eye contact, appropriate dress.		Pre and post tests are administered and analyzed for each school group. Volunteer Mentors, teachers, and students complete surveys at the completion of the program, documenting concepts learned and providing feedback to improve the program.	All data is collected by the partner teacher and given directly to JA program staff. Data is stored onsite in a central database at JA offices. Data is collected throughout the school year, and then retrieved and analyzed twice annually by senior Program staff, led by the Vice President.	Quarterly
Connecting the business community to the classroom: Mentorship by a community business leader; merging classroom experience with the real-world.	250 High School Students from the prioritized communities of Boynton Beach, Belle Glade, Greenacres, Jupiter, Lake Worth, Pahokee, Riviera Beach and West Palm Beach will be provided with 8 hours of programming in total. Session 3: (1 hour) students will hear from a Community Business Leader Mentor during a 45 minute in-class presentation with the opportunity for questions and answers and direct feedback.	Students will identify the next steps needed in their personal career preparation.	187 of 250 (75%) Students will identify the next steps needed in their personal career preparation.		Pre and post tests are administered and analyzed for each school group. Volunteer Mentors, teachers, and students complete surveys at the completion of the program, documenting concepts learned and providing feedback to improve the program.	All data is collected by the partner teacher and given directly to JA program staff. Data is stored onsite in a central database at JA offices. Data is collected throughout the school year, and then retrieved and analyzed twice annually by senior Program staff, led by the Vice President.	Quarterly
Connectivity to what is being learned and real-world application: Students are provided with practical knowledge about career options, and develop career preparation tools; including resumes, explore job hunting tools and practice business correspondence writing.	250 High School Students from the prioritized communities of Boynton Beach, Belle Glade, Greenacres, Jupiter, Lake Worth, Pahokee, Riviera Beach and West Palm Beach will be provided with 8 hours of programming in total. Session 5: (1 hour) Students reflect on what they learned before and during the site visit, and they practice business communication by composing a thank-you note. They then create one of four career-preparation tools: a career assessment, elevator pitch, resume, or infographic profile.	1) Students will practice business communication by composing a thank you letter addressed to the job shadow business mentor.	250 of 250 (100%) Students will practice business communication by composing a thank you letter addressed to the job shadow business mentor.		Pre and post tests are administered and analyzed for each school group. Volunteer Mentors, teachers, and students complete surveys at the completion of the program, documenting concepts learned and providing feedback to improve the program.	All data is collected by the partner teacher and given directly to JA program staff. Data is stored onsite in a central database at JA offices. Data is collected throughout the school year, and then retrieved and analyzed twice annually by senior Program staff, led by the Vice President.	Quarterly

<p>Mission Statement</p>	<p>The mission of Junior Achievement is to inspire and prepare young people to succeed in a global economy. Junior Achievement is dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their future, and make smart academic and economic choices. Junior Achievement's programs focus on financial literacy, work readiness, entrepreneurship and seeks to ignite the spark in young people to recognize the opportunities and realities of work and life in the 21st century. Junior Achievement of the Palm Beaches & Treasure Coast (JA) was established in 1981 and since that time has served over 300,000 students throughout Palm Beach and the Treasure Coast.</p>						
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EXHIBIT A-2, 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:	<i>Junior Achievement of the Palm Beaches & Treasure Coast, Inc.</i>
Program Name:	<i>JA Job Shadow®</i>
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.

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.

[Click here to enter text.](#)

Services:

JA Job Shadow® will be provided to schools throughout the 2019-2020 school year; beginning September 2019. Approximately 250 students will participate from 11 potential schools. JA staff will administer a pre/post-test to all students, teachers and mentors.

Students will be provided with the following:

- In class sessions through the JA Job Shadow® program and using the Seven Steps to Get Hired and Succeed (3, one-hour sessions per school and/or cycle)
- JA Launch Lesson® presentation by community business mentor (1, one-hour session per school and/or cycle)
- Experiential learning through visits to job shadow workplace sites (1, four-hour visit per school and/or cycle)

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	

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: 245 of 250 (98%) Students will increase awareness of career options, and enhance student research, problem solving, communication and self-esteem skills.

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

Target: 250 of 250 (100%) Students will participate in mock interviews; enhancing their interviewing skills specifically communication, body language, eye contact, appropriate dress.

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

Target: 187 of 250 (75%) students will identify the next steps needed in their personal career preparation.

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

Target: 250 of 250 (100%) of students will practice business communication by composing a thank you letter addressed to the job shadow business mentor.

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-2

UNIT COST OF SERVICE RATE AND DEFINITION

The Scope of Work to be completed by the AGENCY as defined in Exhibit A-2, 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: JA Job Shadow®	Community Based Agency: Junior Achievement of the Palm Beaches & Treasure Coast, 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 direct or indirect client services that may include: Student in class participation, Student team building exercises and or workshops, Student completion of class assignments, Student job shadowing, Student mock interviews, Student self-esteem goals, Students writing business letters, Student resume building skills, Student selecting career options, Evidence of Student confidence and documentation and data management of services listed in scope of work.	\$16.00	\$20,000
TOTAL CONTRACT		\$20,000
Deliverables Description:		
<ul style="list-style-type: none"> • Proof of Service (examples include client sign in sheets, attendance records, schedule) • Cover Memo/Invoice (signed by authorized representative, including statement as to all units being claimed were 100% allocated to the Scope of Work) 		

2020-

BGEX 150 0320200000000001167

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 03/20/2020	REMAINING BALANCE
<u>EXPENDITURES</u>							
0001-154-1451-3401 Other Contractual Services	233,054	326,113	20,000	0	346,113	0	346,113
0001-154-2082-8201 Contributions-Non-Govts Agnces	40,000	40,000	0	20,000	20,000	20,000	0
TOTALS			20,000	20,000			

Signatures & Dates

BY BOARD OF COUNTY COMMISSIONERS

AT MEETING OF 04/21/2020

YOUTH SERVICES DEPARTMENT

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



Deputy Clerk to the
Board of County Commissioners