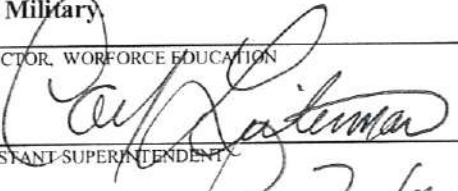



THE SCHOOL DISTRICT OF ESCAMBIA COUNTY Curriculum & Instruction/Human Resource Services/ Risk Management		SCHOOL BOARD AGENDA EXECUTIVE SUMMARY	
TITLE GRANT CONTRACT BETWEEN WORKFORCE ESCAROSA, INC. AND THE SCHOOL BOARD OF ESCAMBIA COUNTY, FLORIDA FOR SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM- WIA		SUBMITTED BY: PAUL FETSKO ASSISTANT SUPERINTENDENT CURRICULUM AND INSTRUCTION	
PERIOD OF GRANT/CONTRACT/REQUEST May 21, 2009 – June 30, 2010	FUNDING SOURCE American Recovery and Reinvestment Act/Workforce Escarosa, Inc.	PROJECT COORDINATOR AND DEPARTMENT CARL LEITERMAN DIRECTOR WORKFORCE EDUCATION	
AMOUNT OF FUNDING REQUEST – \$ <u>180,601</u> Is amount more, less or same as last year? (Explain differences at end of Purpose section if additional space is required) New project		TOTAL PROJECT – \$ <u>180,601</u> Is amount more, less or same as last year? New project	
PURPOSE Escambia County School District will coordinate and deliver quality employability skills training and work experience opportunities for youth, 14-24 years of age, who are eligible for Summer Youth Employment and Training (SYEP) services. Target participants include low-income Escambia County youth who most need the income and job training during these challenging economic times, according to the purpose of the American Recovery and Reinvestment Act. Services will include a classroom training component; and upon successful completion of employability skills instruction and work readiness assessment, participants will be placed in a 24 to 40 hours per week work experience with public, non-profits or for-profit businesses, via subsidized employment. All SYEP participants will be responsible for providing their own transportation to and from SYEP activities.			
IMPLEMENTATION PLAN 1. Plan implementation of services 2. Fully staff project 3. Train staff regarding WIA eligibility screening and in the scope of the project and their related duties 4. Coordinate the Intake Process 5. Deliver Employability Skills Training at six schools 6. Coordinate the development of work sites 7. Align SYEP participants with work sites 8. Submit required WIA documentation 9. Submit monthly reports to Workforce Escarosa, Inc.			
PARTICIPATING SCHOOLS/AGENCIES Workforce Escarosa, Inc., Escambia High School, Pensacola High School, Pine Forest High School, Tate High School, B.T. Washington High School, and George Stone Career Center.			
ACTION REQUIRED SCHOOL BOARD APPROVAL			
STRATEGIC ALIGNMENT – Include number and definition of Goal and Objective. GOAL: 2. Prepare students for the workforce. OBJECTIVES: 2.3 Increase, by at least 1% each year, the number of high school career and technical education (CTE) students enrolled in district career and professional academies. 2.4 Increase, by at least one percent each year, the number of Postsecondary Career and Technical Education students entering the workforce in occupations related to their technical training, continuing their education, or entering the Military			
DIRECTOR, WORKFORCE EDUCATION 		DATE 4/30/09	
ASSISTANT SUPERINTENDENT 		DATE 5-5-09	
		APPROVED ESCAMBIA COUNTY SCHOOL BOARD MAY 19 2009 DATE OF BOARD APPROVAL MALCOLM THOMAS, SUPERINTENDENT VERIFIED BY RECORDING SECRETARY	

WORKFORCE ESCAROSA, INC.
REQUEST FOR PROPOSALS
SYETP 2009
RESPONSE FORMAT COVER SHEET

AGENCY School Board of Escambia County

Address Grants Management Dept. Phone # (850) 469-5329
(Office) 30 E. Texar Drive Fax # (850) 469-5611
Pensacola, FL 32501

Address Workforce Education Dept. Phone # (850) 469-5304
(Site) 30 E. Texar Drive Fax # (850) 469-5640
Pensacola, FL 32503

Contact Person: Carl Leiterman, Director
Title: Workforce Education Department
(EscaRosa is responsible for participant
Amount Funding Requested: \$ 180,601 wages & incentives of \$373,608)

Classification of Agency (Mark "x" for each that applies)
Private Not-for-Profit _____ Community Based Organization _____
Public/Government X Incorporated _____
Private For-Profit _____ Sole Proprietorship _____
Minority Owned _____ Female Owned _____

Federal I. D. # 59-6000 597

If Minority/Female Owned, are you certified as a Minority Vendor? Yes ____ No ____

If yes, by what agency are you certified? _____

Certification Number: _____

WORKFORCE ESCAROSA, INC.
REQUEST FOR PROPOSALS
SYETP 2009
ABSTRACT SUMMARY

Agency Name: Escambia County School District

Services Proposed: Summer Youth Employment and Training

1. Your vision of what the proposal will generally accomplish.

Escambia County School District will coordinate and deliver quality employability skills instruction and work experience opportunities for youth, 14-24 years of age, who are eligible for SYEP services. Target participants are Escambia County youth who most need the income and job training during these challenging economic times, according to the purpose of the American Recovery and Reinvestment Act by providing the following.

- ♦ 2-hour Employability Skills Training (EST) for all in-school and out-of-school participants prior to work experience placement, with work experience hours per week based on age.
- ♦ Gulf Power Academy's "A Powerful Summer" *Green Environment Curriculum* at West Florida High School, followed by EST and work experience.
- ♦ *NCCER Carpentry & Electricity Industry Certification Training (ICT)* at George Stone Technical Center (GSTC) in combination with work experience.

Our vision is to recruit eligible, career academy students and other high school students and George Stone Technical Center Students and other postsecondary students for in-school youth and reach out to out-of-school youth to assist them in taking steps toward employment and/or training.

2. List an estimate of how many will be served and service areas (county). Include discussion of the scope of work experience as stand alone services or as coupled with classroom training. Identify the partnering agencies, businesses or organizations.

Approximately 200, total, in-school and out-of-school SYEP youth will be served throughout the entire Escambia County area. Services will include classroom and training components; and upon successful completion of this assessment and employability skills instruction, participants will be placed in a 24 to 40 hours per week work experience with public, non-profits or for-profit businesses, via subsidized employment. Work experiences will cover all sixteen national career clusters, and every attempt will be made to identify participants' interests and skills and align them with public, non-profits or for-profit businesses, via subsidized employment. Our partners include our many career and technical business advisory council members and the Pensacola Area Chamber of Commerce.

3. List the number of employees and their planned caseloads. Explain your rationale for selecting the number of participants per career manager.

There will be sixteen SYEP staff positions that will have direct participant contact to provide services through classroom instruction and work experience components. SYEP Worksite Case Managers will have a caseload of approximately 35 participants.

4. Discuss past experience in managing summer youth services and any involvement with Child Labor Laws. Describe any innovative approaches contained in the proposal.

Through the WIA Program and other cooperative education programs (DCT, BCE, and OJT), thousands of youth have been trained and placed in employment. Over a ten year experience (ending in 1997), the ECSD operated the Summer Youth Employment Program. ECSD's Workforce Education Department is responsible for Child Labor Law implementation. Innovative programs in this proposal include a "green curriculum" for high school students and carpentry/electricity industry certifications at George Stone Technical Center.

RESPONSE NARRATIVE

ACTIVITIES BEING PROPOSED

The American Recovery and Reinvestment Act (The Recovery Act) is intended to create jobs, promote the nation's economic recovery, and assist those most impacted by the recession. Summer Youth Employment and Training Program (SYEP) funds will be used to provide as many disadvantaged and disconnected youth as possible with high quality summer employment opportunities and with education and training that will enhance the education pathways to improve their labor market prospects and long term career success.

The Escambia County School District (referred to as ECSD) will provide SYEP services for a total of approximately 200 in-school and out-of-school youth, from 14 to 24 years of age, between June 1 and September 30, 2009. Youth served with The Recovery Act funds beyond September 30 will be considered participating in "summer employment" if their services beyond September 30 will be included and reported under SYEP, but administered under ECSD's Workforce Investment Act (WIA) Youth Program through June 30, 2010. Services will include classroom and training components; and upon successful completion of this assessment and employability skills instruction, participants will be placed in a 24 to 40 hours per week work experience with public, non-profits or for-profit businesses, via subsidized employment. All SYEP participants will be responsible for providing their own transportation to SYEP activities.

Because the Recovery Act must be implemented expeditiously and effectively, SYEP planning and implementation are under an extremely tight time line. The ECSD's Workforce Education Department has been working, in advance of approval of this RFP, toward SYEP development with the understanding that program services are contingent upon the Workforce Escarosa, Inc. Board and the School Board of Escambia County approval. The addendums attached to this narrative response are a result of those efforts.

Services/Components to be Offered

All SYEP youth enrollees, in-school and out-of school, will participate in the following two primary components: Classroom Instruction and Work Experience.

Classroom Instruction Components

Classroom instruction for each participant will include one of the following, depending upon the participant's needs at time of intake:

1. Employability Skills Training (EST)
2. Gulf Power Academy's "A Powerful Summer" Green Environment Curriculum at West Florida High School
3. NCCER Carpentry & Electricity Industry Certification Training (ICT) at George Stone Technical Center (GSTC)

1. Employability Skills Training. – 150 participants earn incentive pay of \$200 for completion of 32-hour curriculum.

In order to prepare SYEP participants to be placed at a worksite and to be successful on the job, successful completion of an eight-day, four-hours per day instructional program will be required of each participant prior to beginning the work experience component.

The 32-hour Employability Skills Training will take place at five ECSD schools, either mornings, afternoons, or evenings—scheduled at the same times as the Escambia County Adult and Community School Summer Classes (see Addendum A). In addition, EST will be offered to participants at George Stone Technical Center and in the north-most end of the district using the George Stone Career Bus, targeting in-school and out-of-school youth for four four-hour days.

EST curriculum will include the following activities:

- a. Florida CHOICES Career interest assessment
 - b. Workplace readiness assessment (Florida Ready-to-Work)
 - c. Application of all assessments to personal abilities in order to make realistic career choices
 - d. Educational achievement and its relationship to career success
 - e. Secondary and postsecondary school courses and major areas of interest meet tentative career plans.
 - f. Short and long term goal setting
 - g. Importance of positive attitude in obtaining and maintaining a job
 - h. Resume development
 - i. Interviewing skills
 - j. Good grooming/dress habits for the workplace
 - k. Conflict resolution on the job
 - l. Discriminatory behaviors that may limit opportunities in the workplace
 - m. Personal qualities (e.g. dependability, punctuality, responsibility, integrity, getting along with others) needed for success in the workplace
 - n. Team work, problem-solving and organizational skills
 - o. Personal finances
 - p. Workplace safety
 - q. Individual Service Strategy (ISS will be a Career Plan for each student)
2. Gulf Power Academy's "A Powerful Summer" Green Environment Curriculum. – 5-10 participants earn \$7.25 per hour, 4 hours per day at West Florida High School (curriculum addresses part of National Center for Construction Education & Research [NCCER] industry certification)

Weeks 1, 2: NCCER Your Role in a Green Environment Curriculum

- a. Alternative/ Renewable Energy/ Efficiency/Conservation
- b. Utilize NEED (www.need.org) Science of Energy Curriculum
- c. Utilize NEED (www.need.org) curriculum on solar, wind, biomass
- d. Utilize NEED materials on efficiency and conservation

Weeks 3 & 4: Employability Skills Training

Weeks 5-8: OJT experiences at local energy companies based on students' interests to give them a first-hand look at the energy industry, careers, and knowledge/skill requirements

3. NCCER Carpentry & Electricity Industry Certification Training. – 16 participants earn \$7.25 per hour (curriculum addresses the CORE of National Center for Construction Education & Research [NCCER] industry certification) totaling 80 hours (1 ten-hour day per week)
 - a. NCCER CORE Curriculum
 - b. Workplace readiness assessment (Florida Ready to Work)
 - c. Individual Service Strategy (ISS will be a Career Plan for each student)
 - d. Workplace safety
 - e. Work Experience-GSTC Electricity and Carpentry program instructors will have a crew of up to eight participants to work on jobs at with the Escambia County School District's Facilities and Maintenance Departments and other non-profit agencies. Both instructors are licensed contractors in their trades, and will directly supervise all SYEP workers during the work experience component of this program. Participants will be paid \$9.00 per hour for 30 hours per week (3 10-hour days).

Work Experience Components

SYEP participants who successfully complete the classroom employability skills instruction will be placed in a 24 to 40 hours per week work experience with public, non-profits or for-profit businesses, via subsidized employment. Participants will be paid a wage of \$7.25 per hour for work experience. Hours will be determined by the following wage/hour matrix:

PARTICIPANT'S AGE	HOURS PER WEEK (up to)	HOURLY WAGE
YOUTH 14 – 15 YEARS OLD	24	\$7.25
YOUTH 16 – 17 YEARS OLD	32	\$7.25
YOUTH 18– 24 YEARS OLD	40	\$7.25
YOUTH 18– 24 YEARS OLD (GSTC Industry Certification Work Experience Participants)	30	\$9.00

SYEP work experience will occur at public, non-profits or for-profit businesses, via subsidized employment. All SYEP participants will be responsible for providing their own transportation to SYEP worksites.

Public, non-profits and for-profit businesses will have an opportunity to obtain a trainee with whom they will work for the summer. At the same time, participants have an opportunity to learn useful career technology skills on the job, develop an appreciation and respect for work, and enhance their career opportunities and economic responsibility.

Training agreements (between SYEP students, parents and worksites) will reflect the following quality worksite attributes:

- a. A quality supervisor (cleared via FDLE Predator Website, if participant is in high school)
- b. Adequate safety instruction
- c. A challenging job for the participant's ability
- d. Job duties and tasks which develop responsibility
- e. An adequate amount of work to keep the student busy
- f. A sequential order of job mastery skills
- g. Adherence to non-discrimination policies for reasons of race, sex, color, religion, national origin, marital status, age or handicap
- h. Accurate pay record submission

Training agreements (between SYEP students, parents and worksites) will reflect the following SYEP participant worker responsibilities:

- a. Follow rules and guidelines established by the employer
- b. Maintain neat personal appearance
- c. Exhibit a positive attitude and professional manner
- d. Demonstrate interpersonal skills which enhance productivity
- e. Exhibit behavior supporting cultural and ethnic diversity
- f. Follow policies affecting health, safety, and well being of all workplace members
- g. Display acceptable level of production and quality control
- h. Demonstrate acceptable work habits and conduct as defined by company policy
- i. Exhibit effective workplace safety practices including use of protective devices

Matching SYEP Participants to Worksites. Participants will be matched to worksites through a thorough referral, recruiting, and intake process. Many participants will be referred by teachers who know them and can serve as a reference. The SYEP application will enable SYEP applicants to list their skills, experience, and interests. Every effort will be made by the Worksite Case Manager to align participants' skills, experience, and interests with a worksite that would provide an opportunity to apply and further develop those skills. Participants who have not been placed prior to completing the Employability Skills Training will have an opportunity to further identify their skills, experience, and interests through classroom activities.

Once a participant is identified as a candidate for a particular worksite, an interview will be arranged between the employer and the prospective employee. There may be more than one individual competing for the same position, and the interview may be the deciding factor. Continued effort will be made to coach each participant and encourage them to continue seeking employment through the SYEP.

Worksite Safety. SYEP personnel will educate all parties involved in the program (participants, teachers, worksite case managers, and worksite supervisors) about the child labor laws and workplace safety to ensure the welfare of all participants. The Florida Law is designed to serve and protect minors while encouraging them to remain in school. At times, minors may feel that the law conflicts with their best interest; therefore they have the right to request exemption from parts of the law. Waivers may be granted on a case-by-case basis, when it clearly appears in the best interest of the minor. If students are going to be placed in a job that requires a partial waiver to the child labor laws, a process is in place to request a partial waiver for Escambia County School District students by contacting Mr. Jeff Elliott, Workforce Education Specialist; Escambia County School District; 30 E. Texar Dr, Pensacola, FL 32503; Phone: 850.469.5309; Email: jelliott@escambia.k12.fl.us.

If any youth is going into an occupation deemed hazardous by trade, a partial waiver of the Florida Child Labor Law in a Hazardous Occupation will need to be obtained (requires parent permission). This requires the participant completing a safety training program about job site safety and the importance of understanding employer safety policies and procedures before a partial waiver in a hazardous occupation can be granted. Escambia County Waiver Forms Can be down loaded at

<http://career.escambia.k12.fl.us/downloads/childwaiverApp.doc>

All Child Labor Laws will be followed to ensure the safety of all minors involved in the summer youth program. It is important that both the employer and minors participating in the summer youth program to understand the Child Labor Laws. For example:

- ♦ Minors are not permitted to work for more than four hours without a 30-minute, uninterrupted meal break. This applies throughout the year.
- ♦ Minors are not permitted to work more than six consecutive days in one week. This applies throughout the year.
- ♦ When school IS NOT in session: Florida law allows minors 14 & 15 to work eight hours per day between 7 a.m. and 9 p.m., on days when there isn't school the next day and up to 40 hours per week on non school weeks and during summer vacation. Note: Federal law limits this age group to work from 7 a.m. until 7:00 p.m. From June 1 to Labor Day they may work until 9:00 p.m.
- ♦ For minors 16 & 17, the allowable work hours are: 30 hours a week when school is in session; eight hours per day between 6:30 a.m. and 11:00 p.m. if school is scheduled the following day. There are no limitations on hours worked when school is not scheduled the following day or during holidays and summer vacation

In addition, all SYEP participants will be provided with an SYEP ID badge that they will be required to wear while on all school campuses. Their worksite supervisors may also require participants to wear their SYEP ID badge to identify them as a youth worker.

Youth Recruitment Strategies

Number of Youth to be Recruited and Enrolled

All youth must meet Workforce Investment Act (WIA) eligibility requirements as defined by USDOL, and eligibility determination for the program will be conducted by Workforce Escarosa, Inc. staff. The ECSD will provide outreach, recruitment and SYEP services for approximately 200 eligible in-school (70%, or 140 participants) and out-of-school youth (30%, or 60 participants), from 14 to 24 years of age, between June 1 and September 30, 2009. Youth served with The Recovery Act funds beyond September 30 will be considered participating in "summer employment" if their services beyond September 30 will be included and reported under SYEP, but administered under ECSD's Workforce Investment Act (WIA) Program through June 30, 2010. ECSD will provide services to SYEP youth participants who have been determined eligible for activities by Workforce Escarosa, Inc. staff, after initial prescreening by SYEP staff.

NEW ENROLLMENT ACTIVITY	JUNE		JULY		AUG		SEPT (WIA YOUTH)	
	IS	OS	IS	OS	IS	OS	IS	OS
# YOUTH 14 – 15 YEARS OLD	20	0	20	0	20	0	0	0
#YOUTH 16-17 YEARS OLD	85	10	85	10	85	10	10	5
#YOUTH 18-24 YEARS OLD	35	50	35	50	35	50	0	10
TOTAL ENROLLED	140	60	140	60	140	60	0	0
#EXITED	10	15	5	5	140	60	0	0
#TRANSITIONED TO WIA YOUTH	0	0	0	0	10	15	0	0

In-school and out-of-school youth will be recruited through middle, high, alternative, charter and postsecondary schools. A SYEP brochure will be developed and distributed (Addendum B), and 30-second multimedia promotional DVDs will be sent to schools for their close-circuit TV daily announcements, beginning May 1.

The Workforce Education Department supervises thirty seven career academies in Escambia County middle and high schools in addition to numerous career and technical education (CTE) programs of study at all high schools (see Addendum C). Career academy and other CTE teachers will be instrumental in recruiting students and recent graduates for SYEP positions. By enrolling career academy and other CTE students, including recent graduates, in SYEP and placing them in positions related to their career pathway, students have an opportunity to gain work experience in their major area of interest. A list of career academy and CTE students, currently eligible for free and reduced lunch, will be the initial recruiting pool.

Posters (see D) will be placed in schools' hallways and made available to CTE teachers to further advertise the program. Brochures and posters will be distributed to all secondary and postsecondary CTE teachers' classrooms, schools' guidance departments, and the Escarosa One-Stop. Recruitment strategies will also include outreach and recruitment of the target population through the Diversified Career Technology Education Program (DCT) and On-The-Job Training Program (OJT) of the Exceptional Student Education Department and the Adult High School Completion Program.

High school guidance counselors will be a central recruiting point for SYEP application distribution and collection. School guidance counselors have always been an excellent means by which students who meet the SYEP criteria—low income, with barriers to employment—are identified.

George Stone Technical Center will utilize the services and expertise that are available with current employees to recruit current George Stone students with the intent of providing participants with real work experience that is directly related to their training. George Stone Technical Center will identify eligible students to place in jobs that pertain specifically to their career and technical program including Automotive Collision & Repair, Automotive Service

Technology, Administrative Assistant, Medical Administrative Specialist, Network Administration, HVAC, Building Construction, Culinary Operations, Electricity, Cosmetology, Patient Care, and Welding. The Worksite Case Manager assigned to George Stone Technical Center will have the primary function of placing students in jobs by using current local business and human resources contacts to place eligible students in positions that are relevant to their current program.

Public awareness will begin with a press release (Addendum E) to the Pensacola News Journal and other local publications after May 1, and pre-applications will be available online at the Escambia County School District (ECSD) Workforce Education Department website. Hard copy applications will be available at all middle, high, alternative, and charter school guidance departments as well at the Workforce Education Department in Room 161 at the J. E. Hall Center, 30 E. Texar Drive, Pensacola, FL 32503. All completed pre-applications will be returned to the Workforce Education Department for prescreening prior to being submitted to Workforce Escarosa, Inc. for official enrollment eligibility verification.

Criteria for selection of youth from the eligible SYEP applicants will be according to education and experience, employer needs, and ability to benefit from participation.

Worksite Recruitment Strategies

Worksite recruitment strategies will be varied as worksites will include public, non-profits and for-profit businesses. An SYEP Worksite brochure and flyer will be developed to inform potential worksites of the benefits and responsibilities of serving as an SYEP worksite. Brochures and flyers will be disseminated through email, Advisory Council meetings, and by any means viewed as potentially effective in recruiting worksites.

The SYEP provides an opportunity to strengthen already strong relationships between the school district and our business partners. All secondary career academies and postsecondary career programs are required to have business advisory councils composed of business people from their respective industries. Advisory council members will be an excellent source of worksites, especially for our career and technical program students. Many of the advisory council members will understand that they will have an opportunity to obtain a qualified trainee with whom they can work for the summer. At the same time, participants have an opportunity to learn useful career technology skills on the job, develop an appreciation and respect for work, and enhance their career opportunities and economic responsibility.

Targeted business, industries, and occupations include “STEM” or Science, Technology, Engineering, and Mathematics jobs. The basis for many of the school district’s career academies, industries such as Information Technology, Health, and Engineering will provide entry-level positions for many of the SYEP participants. Many of these worksites will be for-profit businesses.

The Pensacola Area Chamber of Commerce (see Addendum F- Letter of Support) has long been a partner with the school district in developing talent through workforce education and toward economic development. The Chamber has pledged its support to “get the word out” about this tremendous opportunity for Chamber members to employ an SYEP participant.

Government and other public agencies, including the ECSD, will be sought out as potential worksites as well. The SYEP Program Manager will arrange for appointments with local municipal (city, county and state) leaders as a point of contact for worksite recruitment. The same quality components will be required regardless of whether the worksite is a public, non-profit or a for-profit business.

STAFF QUALIFICATIONS

Position Descriptions

In order to deliver services for this expedited, comprehensive SYEP, adequate professional staff must be in place to organize and implement the activities.

SUMMER YOUTH EMPLOYMENT & TRAINING PROGRAM PERSONNEL					
Position	Duties	Hourly Wage	Hours Per Week	Reports to	Name(s)
Program Manager (1)	Coordinates implementation, monitoring, and evaluation of all SYEP program services. Provide information, as required by Workforce Escarosa, regarding participant's progress and actions being taken to address concerns.	\$27	40	Carl Leiterman, Workforce Education Director	Unknown
Assistant Program Manager (1)	Assist program manager in day-to-day services and activities including quality assurance through classroom instruction and work site visitations	\$24	40	Program Manager	Unknown
Worksite Case Managers (6)	Recruit participants, Screen participants, Align participants with worksite placements, Monitor worksites, Complete required documentation	\$22	40	Assistant Program Manager	Unknown

SUMMER YOUTH EMPLOYMENT & TRAINING PROGRAM PERSONNEL					
Position	Duties	Hourly Wage	Hours Per Week	Reports to	Name(s)
George Stone Trainers (2)	Conduct Industry Certification Training and Work Experience Supervision	\$22	40	Assistant Program Manager	Unknown
Trainers (5)	Conduct Employability Skills Training	\$20	24	Assistant Program Manager	Unknown
George Stone Trainers (1)	Conduct Employability Skills Training	\$20	32	Assistant Program Manager	Unknown
Administrative Specialist (1)	Inputs all data required for WIA system and perform administrative duty for SYEP operations	\$16	32	Assistant Program Manager	Unknown

Personnel Qualifications

Workforce Education Department Director. Carl Leiterman has served as the ECSD Superintendent's designee for the Workforce Escarosa, Inc. Board of Directors for the past four years during his tenure as director. He worked for 37 years in workforce education, including as the Job Training Partnership Act Operations Administrator for the SREB.

All Other Positions. All staff positions will be employed through a temporary employment agency. Personnel will be selected based on their education, experience, and other qualifications. A third party contractor will be utilized for payroll services for SYEP program staff as approved by Workforce Escarosa, Inc. as part of this RFP process.

ECSD will count on Workforce Escarosa, Inc. to offer the necessary training to the SYEP Program Manager, Assistant Manager, Data Specialist, and Worksite Case Managers on the documents, operating procedures, and Employ Florida data entry requirements that are specific/unique to WIA within certain limitations. In order to ensure collection and maintenance of data required to determine performance outcomes and compliance issues (State MIS forms) reflecting required activities, contact with participants and support services being provided, and to assist with submittal of monthly reports as required by Workforce Escarosa, Inc. ECSD employee, Ed Simpkins, WIA Youth Program Coordinator located at George Stone Technical Center, will provide assistance as needed. Mr. Simpkins has the professional experience, prior training and applicable professional judgment to contribute to the performance and accomplishment of the SYEP activities submitted in accordance with this RFP.

Proposed timeline to implement services

Because the Recovery Act must be implemented expeditiously and effectively, SYEP planning and implementation are under an extremely tight time line. The ECSD's Workforce Education Department has been working, in advance of approval of this RFP, toward SYEP development with the understanding that program services are contingent upon Workforce Escarosa, Inc. Board and the ECSD approval.

The following is a projected timeline for SYEP activities:

Activity	Date	Comments
Begin student recruiting by marketing to schools and other agencies	May 1, 2009	The last day of school for ECSD is May 29. We must take advantage of their presence in school for marketing the program and collecting applications.
Begin business Recruiting	April 1, 2009	Spoke with Pensacola Chamber of Commerce, Advisory Council Meetings
Begin taking applications for participants and worksites	May 1, 2009	The district's Career Specialist will coordinate these activities under the direction of the Workforce Education Dept. Director until SYEP staff is brought on board
Identify SYEP Staff	May 1, 2009	Continuous
Begin screening applications for eligibility	May 8, 2009	Continuous
ECSD Approves Workforce Escarosa RFP/Contract (contingent upon Workforce Escarosa approval)	May 19, 2009	Board must approve with contingency of Workforce Escarosa Board approval
Workforce Escarosa Board approves ECSD SYEP RFP	May 21, 2009	
ECSD/Workforce Escarosa SYEP Contract signed	May 22, 2009	
Requisition for Staff Payroll Service submitted	May 22, 2009	
Payroll Service hires SYEP staff	May 29, 2009	
SYEP Staff begins	June 4, 2009	Continuous
Begin participant interviews	June 4, 2009	Continuous
Begin SYEP EST activity	June 8, 2009	Continuous
Begin SYEP work experience activity	June 22, 2009	Continuous until September 30, 2009

ORGANIZATIONAL BACKGROUND

The ECSD has a long history of previous experience in providing same or similar activities as the SYEP. Through the WIA Program, thousands of youth have been trained and placed in employment. Past performance and success in delivery of services is evidenced by continued WIA grant renewal.

The School District of Escambia County has a longstanding commitment to preparing students for the world of work through career and technical education, including cooperative education programs such as Business Cooperative Education and Diversified Career Technology (OJT).

Specifically, over a ten year experience (ending in 1997) the ECSD operated the Summer Youth Employment Program with the former Private Industry Council. We served approximately 1,000 students per summer where students were placed in public and private work site experiences and classroom activities. These programs were very successful as manifested by frequent monitoring visits that indicated no significant findings and were often the recipient of "Outstanding SYEP" awards.

More recently, from the early 1990s to present, ECSD has been contractually engaged in the WIA Youth Services Program delivering similar services to both in- and out-of-school youth.

BUDGET INFORMATION

Personnel And Personnel Expenses

Third party contracting will be utilized for payroll services for SYEP program staff as approved by Workforce Escarosa, Inc. as part of this RFP process. The following personnel budget represents **program operations staff totaling \$145,900:**

SYEP PROGRAM STAFF EXPENSES					
Position	Wage	Wage w/ Payroll Services	Hours/Week	Weeks	Total Payroll expenses
Program Manager (1)	\$27	33.75	40	10	13,500
Assistant Program Manager (1)	\$24	30.00	40	10	12,000
Worksite Case Managers (6)	\$22	27.50	40	10	66,000
George Stone Trainers (2)	\$22	27.50	40	8	17,600
Trainers (5)	\$20	25.00	24	8	24,000

SYEP PROGRAM STAFF EXPENSES-continued					
Position	Wage	Wage w/ Payroll Services	Hours/Week	Weeks	Total Payroll expenses
George Stone Trainers (1)	\$20	25.00	32	8	6,400
Administrative Specialist (1)	\$16	20.00	32	10	6,400
TOTAL PERSONNEL COSTS					\$ 145,900

Cost of Types of Services to Be Provided for Youth Participants

Addendum G reflects the breakdown of participants' wages and incentives. **The total participant wages budgeted for 200 SYEP participants is \$333,608. In addition, the total participant incentive funds that should be budgeted by Workforce Escarosa, Inc. is \$40,000 with incentive checks issued by Workforce Escarosa, Inc.** There will be an employer of record for payroll for SYEP work experience, and the employer of record will pay workers compensation. Incentive pay, for attending the Employability Skills Training component (classroom instruction) will be submitted by ECSD to Workforce Escarosa, Inc. The ECSD has determined the amount to be paid for work experience (based on number of participants, weeks and estimated hours of summer employment to be gained by each participant based upon the federal minimum wage for all work experience except the GSTC industry certification component). Even though the wages and incentive amounts will not be in ECSD's contract, Workforce Escarosa, Inc. has been provided this amount to ensure there is enough funding available for payroll and incentive checks. ECSD will be responsible for verifying timesheets and submitting the timesheets to Workforce Escarosa, Inc. prior to payroll on a bi-weekly basis.

Number of Personnel for the Proposed Caseloads of Participants

The SYEP staff positions that will have direct participant contract provide services through the Classroom Instruction and Work experience components. It is anticipated that SYEP Worksite Case Managers will have a caseload of approximately 30 participants. Employability Skills Trainer's caseloads will be approximately 30, initially, and as the initial enrollment needs decrease, so, too will the case loads.

Reasonableness and Necessity of the Costs for The Total Program

The Proposed Line Item Budget, found in Attachment B, totals **\$180,601**. Budget narrative explanations follow:

Salaries and Fringes:

Temporary Services-\$145,900. Program personnel to plan and implement quality, innovative program.

Travel:

Travel/In District-\$7,120. Local travel at 44.5 cents per mile for (1) Program Manager, (1) Assistant Program Manager, and (6) Worksite Case Managers (average 200 miles per week).

Office Expense:

Equipment/Purchase - equipment to create SYEP participant ID badges, \$499
Supplies/Printing - print participant and worksite recruitment brochures, \$2,000
Supplies/Office Supplies – paper, file crates for case managers, printer toner, etc., \$1,500
Supplies/Postage - Postage for correspondence with worksites, participants, etc., \$500
Total Office Expense - \$4,499

Participant:

Education Materials - NCCER industry certification training manuals for carpentry, electricity, and the Green Environment. - \$1,500
Instructional Materials - Binders, paper, toner cartridges, job search videos, etc. - \$6,000
Client Supplies - ID Badge supplies, including lanyards, used to produce IDs for all SYEP participants. - \$600
Support - Participant fingerprinting to cover 100 participants' fingerprinting for background checks when required by employers, \$6,500; Industry Certification Attainment Incentive to include GSTC carpentry and electricity classroom/work experience students who will be awarded \$200 each upon passing NCCER industry certification exam (based on 75% pass rate, or 9 students), 2,400; Carpentry/Electricity tools for GSTC industry certification work experience participants, \$1,800; Gasoline for the George Stone Career Bus to serve participants in remote areas of the county, \$1,500.
Total Participant Expense - \$20,300

Indirect Costs-\$2,782. Calculated at 4.93%, with required exclusions, these costs cover ECSD facility use, personnel commitment, and other allowable indirect costs.

Documentation to substantiate monthly costs and an invoice for those costs will be provided by ECSD to Workforce Escarosa, Inc. on a monthly basis, including indirect costs will be invoiced by ECSD on a monthly basis.

ATTACHMENT A

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Workforce Escarosa, Inc.

(print name of the public entity)

by Malcolm Thomas, Superintendent

(print individual's name and title)

for Escambia County School District

(print name of entity submitting sworn statement)

whose business address is 215 W. Garden Street, Pensacola, FL 32501

and, if applicable, its Federal Employer Identification Number (FEIN) is 59-6000 597

If the entity has no FEIN, include the Social Security Number of the individual signing this
sworn

statement _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material representation.
3. In understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

 X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in

the public interest to place the entry submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(signature)

(date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed his/her signature in the
(name of individual signing)

space provided above on this _____ day of _____, 20____.

NOTARY PUBLIC

My commission expires: _____

WORKFORCE ESCAROSA, INC.

ADA FACILITY ACCESSIBILITY ASSURANCE FORM

This verifies that my organization, Escambia County School Dist, meets the requirements as outlined in the Facility Accessibility Survey requirements provided by the United States Department of Labor (USDOL) and the Office of Civil Rights and Minority Affairs (OCRMA), regarding the American Disabilities Act.

Signature

Date

ATTACHMENT II

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
CONTRACTS/SUBCONTRACTS

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).

- (1) The prospective provider certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in contracting with any federal department or agency.
- (2) Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

Signature

Date

Malcolm Thomas, Superintendent

Name and Title of Authorized Signee

Escambia County School District

Agency

CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE
AGREEMENT

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Signature

Date

Malcolm Thomas

Name of Authorized Individual

Application or Contract Number

Escambia County School District

Name of Address of Organization

DRUG-FREE WORKPLACE

Identical Tie Bids: Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedure for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace; the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 898 or of any for a violation occurring in the workplace no later than 5 days after such conviction.
- 5) Impose a sanction on, or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

AUTHORIZED SIGNATURE

DATE

CERTIFICATION OF EQUAL OPPORTUNITY AND EQUAL ACCESS

Name of the Organization/Entity: Escambia County School District

The information in this Proposal accurately represents the entity/organization to receive this contract and its proposed operating plans and budget for proposed project.

I acknowledge that I have read and understand the requirements and provisions of the Request for Proposal (RFP) and that my entity/organization is prepared to implement the activities as specified in this proposal.

I understand that I will be held accountable for the information provided by my organization in this proposal and that this information may become the terms and conditions of the contract.

I certify that the governing provisions regarding independent pricing and open competition have been upheld; that all work unless otherwise noted represents an original work product; and that all legally responsible persons in the bidder's organization have upheld same.

As a condition to the award of financial assistance under funding received from the Department of Labor, the proposing agency assures, with respect to operation of the Workforce Investment Act (WIA)/Workforce Transition (WT) funded program(s) or activity(ies) and all agreements of arrangements to carry out the specific funded program(s) or activity(ies), that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998; Personal Responsibility and Work Opportunity Reconciliation Act of 1996; Workforce Florida Act of 2000; Title IV of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; Title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Pat 34. The United States and the State of Florida has the right to seek judicial enforcement of this issuance.

I certify that I am authorized to sign this proposal on behalf of the above referenced entity/organization.

Signature

Malcolm Thomas

Printed or Typed Name

Date

Superintendent

Title

CERTIFICATION REGARDING THE FLORIDA CLEAN INDOOR AIR ACT

Pursuant To the Florida Clean Indoor Air Act (FCIAA), Chapter 386.201-286-212 Florida Statutes, the undersigned, in representing Escambia County School District attests and certifies that the Contractor will comply with the Florida Clean Indoor Air Act.

The purpose of the Florida Clean Indoor Air Act is to protect the public health, comfort, and environment by creating areas in public places and at public meetings that are reasonably free from tobacco smoke by providing a uniform statewide maximum code.

Workforce Escarosa, Inc. has elected as outlined in s.386.205(3)(4), F.S for all Workforce Escarosa administrative spaces and Escarosa Career Centers to be smoke free facilities.

By signing this certification, the contractor agrees to adhere to the Florida Clean Indoor Air Act while in Workforce Escarosa administrative offices or Escarosa Career Center(s).

Signature

Date

Malcolm Thomas

Printed or Typed Name

Superintendent

Title

ATTACHMENT B

BUDGET SUMMARY

PROGRAM: Summer Youth Employment and Training

AGENCY: Escambia County School District

	TOTAL
SALARIES/BENEFITS	\$145,900
TRAVEL	7,120
OFFICE ESPENSE	4,499
PARTICIPANT	20,300
OTHER	--
INDIRECT <u>4.93</u> %	2,782
GRAND TOTAL	\$180,601

PROPOSED LINE ITEM BUDGET

PROGRAM: Summer Youth Employment and Training

AGENCY: Escambia County School District

ITEM	PROGRAM COSTS	MATCH	TOTAL
Salaries and Fringes:			
Salaries			
Benefits			
Temporary Services	145,900		145,900
Total Salaries and Fringes	145,900		145,900
Travel:			
In District	7,120		7,120
Out of District			
Total Travel	7,120		7,120
Office Expense:			
Equipment:			
Purchase	499		499
Maintenance and Repair			
Rental			
Communication:			
Telephone			
Beepers			
Cell Phones			
Supplies:			
Printing	2,000		2,000
Office Supplies	1,500		1,500
Postage	500		500
Data Processing			
Facilities:			
Rent			
Utilities			
Professional Fees:			
Marketing			
Insurance			
Total Office Expense	4,499		4,499
Participant:			
Educational Materials	1,500		1,500
Instructional Materials	6,000		6,000
Client Supplies	600		600
Support:	12,200		12,200
Total Participant Expense	20,300		20,300
Other: TotalProgram Costs	177,819		177,819
Total Other Expense			
Indirect 4.93 %	2,782		2,782
TOTALS	180,601		180,601

**WORKFORCE ESCAROSA, INC.
PROPOSED LINE ITEM BUDGET**

PROGRAM: Summer Youth Employment and Training

AGENCY: Escambia County School District

ITEM	ADMINISTRATION	DIRECT PROGRAM COSTS	TOTALS
Salaries and Fringes:			
Salaries			
Health Benefits			
Life and Disabilities			
FICA Match			
Unemployment			
Temporary Services			
Total Salaries and Fringes	0		0
Travel:			
In District			
Out of District			
Training			
Total Travel	0		0
Office Expense			
Equipment:			
Purchase			
Maintenance and Repair			
Rental			
Communication:			
Telephone			
Beepers			
Cell Phones			
Supplies:			
Printing			
Office Supplies			
Postage			
Data Processing			
Facilities:			
Rent			
Utilities			
Professional Fees:			
Audit			
Legal			
Accounting			
Advertising			
Insurance			
Total Office Expense	0		0
Participant			
Educational Materials			
Instructional Materials			
Client Supplies			
Salaries			

Benefits			
Assessment			
Support:			
Transportation			
Work Related Supplies			
Uniforms			
Tools			
Total Participant Expense	0		0
Other			
Total Other Expense			
Indirect %			
TOTALS	0		0

The proposer will need to provide a narrative to justify the funding being requested as outlined under Part V, F.

Workforce Investment Act (WIA), Trade Adjustment Act (TAA), Welfare Transition (WT/TANF) and Wagner-Peyser (WP) Program participants and other interested parties (e.g., contractors, One-Stop partners, One-Stop operators, and employers affected by decision or actions of the local workforce system have a right to file grievances/complaints with the local Regional Workforce Board. The grievance/complaint should be filed with Workforce Escarosa, Inc., in accordance with the below listed procedures. In the event you submit a grievance/complaint not under the authority of Workforce Escarosa, Inc., Workforce Escarosa will notify you within 5 working days from the receipt of the grievance/complaint of the relevant agency responsible for the grievance/complaint.

Sexual Harassment Policy

An individual or entity desiring a copy of the Workforce Escarosa Sexual Harassment Policy should write or call Workforce Escarosa, Inc., 9111 Sturdevant Street, Suite A, Pensacola, FL 32514; telephone number (850) 473-0939.

Criminal Fraud and Abuse

The procedures for reporting such incidents and instructions for completing the incident reporting form can be found at the following web site: <http://www2.myflorida.com/awi/pdg/incidentreport/default.htm> The form should be completed and mailed to: USDOL Office of Inspector General, Office of Investigations, Room S5514, 200 Constitution Avenue NW, Washington, D.C. 20210 or to USDOL South East Regional Inspector General for Investigations, Office of Investigations, Sam Nunn Atlanta Federal Center, 61 Forsyth Street, SW, Suite 6T1, Atlanta, Georgia 30303. Reports or complaints alleging fraud and abuse may also be reported through the USDOL Hotline at 1-800-347-3756.

Reporting Discrimination Complaints

To receive forms and procedures for filing discrimination complaints call AWI at (850) 488-7228 ext 1330, 1340, 1338 or visit the following website: <http://www2.myflorida.com/awi/pdg/civilrights/forms.pdf> You may file a discrimination complaint directly with the Workforce Escarosa EO Officer, Ms. Janay Sims, 9111 Sturdevant Street, Suite A, Pensacola, FL 32514, (850) 473-0939. A WIA/TAA complaint file with the U.S. Department of Labor, Civil Rights Center Discrimination Complaints 200 Constitution Ave., NW, Room N-4123 Washington, D.C. 20210 and a copy mailed to AWI, Office for Civil Rights, Suite 150, Caldwell Building, 107 East Madison Street, Tallahassee, FL 32399-4129; and with the EEOC Tampa Area Office 501 East Polk Street, 10th floor Tampa, FL 33602 (813) 228-2310 or TTY (813) 228-2003. A WT complaint file with U. S. Department of Health and Human Services, Office of Civil Rights, Inspector General, Sam Nunn Atlanta Federal Center, 61 Forsyth Street, SW, Suite 3B70, Atlanta, GA 30303 and a copy mailed to AWI, Office for Civil Rights, Suite 150, Caldwell Building, 107 East Madison Street, Tallahassee, FL 32399-4129; and with the EEOC Tampa Area Office 501 East Polk Street, 10th floor Tampa, FL 33602 (813) 228-2310 or TTY (813) 228-2003. You may file electronically at the following address civil.rights@awi.state.fl.us. A WP complaint may be filed directly with a local-office EO Officer or with the U.S. Department of Labor, Civil Rights Center Discrimination Complaints 200 Constitution Ave., NW, Room N-4123 Washington, D.C. 20210. If the person filing the complaint is sight or speech impaired, they should call the Florida Relay System at 1-800-955-8771 (TDD) or 1-800-955-8770 for voice assistance.

Filing a Grievance/Complaint and request for Hearing/Appeal with Workforce Escarosa, Inc.

An WIA/TAA/WT individual or entity, adversely affected by an Workforce Escarosa action, to include but not limited to: displacement of employee; denial or termination as a WIA training provider; denial of eligibility as a WIA OJT or customized training provider; participant sanctioned for using controlled substances; termination of program eligibility or sanctioning for non-compliance with work activities, may submit a Grievance/Complaint or hearing request. Submissions should be concise and clearly written or typed; state the facts, laws, procedures, etc. that the grievant/complainant believes to be relevant for review; and must include a legible address where official notices may be mailed to the grievant/complainant; include the words REQUEST FOR A HEARING at the top of the first page in capital letters; and specifically state the type of violation and

nature of the action that is the subject of the grievance. The grievance shall be no longer than five pages (exhibits and attachments are not included in the five-page limit) and submitted to Workforce Escarosa, Inc., Executive Director, 9111 Sturdevant Street, Suite A, Pensacola, FL 32514. If possible Workforce Escarosa will attempt to resolve the grievance/complaint informally. If the matter cannot be resolved informally, Workforce Escarosa must establish a hearing date, complete the hearing and issue a decision within a 60-calendar day time frame from the date the grievance/complaint was filed. When the matter is not resolved informally, you will be notified by certified mail return receipt at least 15 calendar days prior to the hearing. The written hearing notice will include: hearing procedures, date, time, and place of the hearing; pertinent sections of the WIA, WT, and any federal regulations involved. Affected parties may be represented at the hearing by an attorney or other representative, and may present witnesses or documentary evidence at the hearing. The parties will receive a written decision of the hearing within **30 calendar days** after the hearing by certified mail return receipt requested. Individuals alleging a labor standards violation may submit the grievance/complaint to binding arbitration procedure if the affected parties are covered by a collective bargaining agreement. WP participants may file discrimination complaints against the Agency for Workforce Innovation (AWI) or its employees or complaints alleging discrimination by an employer. Special handling procedures are required for complaints filed by Migrant and Seasonal Farm Workers (MSFW). The RWB shall attempt to resolve the MSFW complaint. If the MSFW complaints cannot be resolved within five working days of receipt of complaint by the RWB, the complaint form and copies of all documents in the complaint file are forwarded to the Agency for Workforce Innovation, Monitor Advocate Office, Caldwell Building-Suite 150, 107 East Madison St, Tallahassee, FL 32399-4133. Attention: Senior Monitor Advocate.

***Note:** Individuals with a disability needing special accommodations shall call Workforce Escarosa at (850) 473-0939 or fax at (850) 473-0935 at least five working days prior to the hearing and state what special accommodation requirements are needed in order to participate in the hearing.

Right to Appeal

An individual, or entity, adversely affected by Workforce Escarosa actions or decisions can file an appeal with the State WIA/TAA Administrative entity. An appeal may be made to the federal level (USDOL) if the state has not conducted a hearing or made a decision regarding the grievance/complaint **within the mandated 60-calendar day timeframe**, or if either party is dissatisfied with the state hearing decision. If the AWI Administrative Entity in conjunction with State Board staff determines that a grievance/complaint filed at the State level should have been decided at the local level, then the grievance/complaint may be remanded back to Workforce Escarosa.

Filing a Grievance/Complaint and request for Hearing/Appeal at the State Level

Because of the many types of grievances/complaints and level of hearing/appeals allowed under WIA/TAA/WT regulations, AWI staff working in conjunction with the State Board staff will be responsible for reviewing and determining the appropriate processing of requests/appeals filed at the State level. The following procedures should be followed when filing a grievance/complaint and/or requesting a hearing/appeal regarding a Workforce Escarosa decision. The request and/or grievance/complaint for a hearing appeal should be clearly identified at top of the first page, i.e., REQUEST FOR HEARING. The written hearing request should not exceed five pages (not including attachments) and should state the facts, procedures, etc. that the grievant/complainant believes to be relevant for review and, if applicable, shall include any written decision made by Workforce Escarosa and an address where official notices may be mailed to the grievant/complainant. The request shall be sent by certified mail return receipt to AWI, Office of General Counsel, Caldwell Building-Suite 150, 107 East Madison Street, Tallahassee, FL, 32399-4128. The grievant/complainant and Workforce Escarosa will be contacted at least 5 working days of receipt of the complaint to attempt an informal resolution. If informal methods do not resolve the issue, then a hearing will be scheduled. The complainant/ grievant will be notified of the specific procedures for the hearing and will receive a decision within 60 calendar days from receipt.

State and Federal Level Appeal Process

If AWI has not reached a decision on the appeal of a local decision or the grievant disagrees with the decision, the grievant/complainant can file an appeal to USDOL no later than 60 calendar days of receipt of the decision being appealed. That request is submitted by certified mail, return receipt to Secretary USDOL, Attention: ASET, Washington, D.C. 20210. A copy of the appeal must be simultaneously provided to AWI (address above). Actions that may not be appealed to USDOL include: sanctions applied at the local level for using a controlled substance; sanction for non-compliance with work activities; or denial of eligibility as a WIA/TAA training provider. WP states that non-ES related complaints (employment, discrimination, health and safety, etc.) must be forwarded as soon as possible after being received, to AWI, Office of General Counsel, Caldwell Building-Suite 150, 107 East Madison St, Tallahassee, FL, 32399-4128, or to the appropriate federal agency with a copy of the complaint sent to AWI Office of General Counsel. If the WP complaint is not resolved within 15 working days, then the complaint and associated file documents are forwarded to the AWI, Office of One-Stop and Program Support, Caldwell Building-Suite 105, 107 East Madison St, Tallahassee FL 32399-4133, Attention: ES Complaint Coordinator.

I certify that I have read and understand my rights and responsibilities as enumerated above.

Participant/Service Provider/ Employee/ Employer or Other Signature & Date

As a representative of Workforce Escarosa, I verify that the above-signed individual has read the Grievance Hearing/Appeal Procedures and has indicated an understanding of it.

Workforce Escarosa Representative Signature & Date

ATTACHMENT D
RESPONSE FORMAT COVER SHEET
LOCATED AT PAGE 1

ATTACHMENT E
ABSTRACT SUMMARY
LOCATED AT PAGE 2

Required Form

**WORKFORCE INVESTMENT ACT SYETP SERVICES
PRODUCTION AND PERFORMANCE SUMMARY**

Instructions: Please identify the county proposed to be served. This form is to be used to express ENROLLED participation cumulatively: i.e., If 10 are enrolled by January 30th and another 10 by February 28th, the number entered into February's box would be 20.

County: Escambia County School District

Activity	MAY	JUNE	JULY	AUG	SEPT
TOTAL ENROLLED (All activities)	0	200	25	10	0
# YOUTH 14 – 18 YEARS OLD	0	125	125	125	0
#YOUTH 19 – 24 YEARS OLD	0	75	75	75	
#EXITED	0	25	10	200	0
#TRANSITIONED TO WIA YOUTH	0	0	0	0	30
#ON BOARD	0	200	200	200	0

ELIGIBILITY CRITERIA MAY BE REVISED BASED UPON GUIDANCE FROM USDOL

**WORKFORCE ESCAROSA
YOUTH ELIGIBILITY AND BARRIERS**

Youth Eligibility – economically disadvantaged	The family income for the youth as determined by household size must be at or below 70% Metro as shown on the LLSIL, and must posses an additional barrier.
Local Definition of Additional Assistance Required to Complete an Educational Program or Secure and Hold Employment (6th Youth Barrier)	<p>Workforce Escarosa, Inc.'s local definition:</p> <ul style="list-style-type: none"> • The youth has reading, language or math skills below the 9th grade level; and/or • The Youth has little to no previous work history in a demand occupation; and/or • The youth has an identified barrier to included offender, pregnant or parenting teen, high school dropout, homeless, disabled, in long-term unemployed, and/or receiving public assistance; and/or • The youth is considered to be "working poor" or economically disadvantaged.

Local Policy on eligible youth who face serious barriers to employment (Barrier for 5% youth who are not low-income)	<p>To qualify for Workforce Escarosa WIA Youth Program services, youth (ages 14-21 years) who are not low-income (70% Metro of LLSIL), must possess two or more of the following barriers:</p> <ul style="list-style-type: none"> • Deficient in basis Literacy skills; • School Dropout; • Homeless, runaway or foster child; • Pregnant or parenting; • Offender; • Individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. <p>Local One-Stop Career Center staff determines WIA Youth Program applicant eligibility.</p>
Local Youth 5% Window Policy	<p>Non low-income youth (ages 14-21 years) may be considered under the Workforce Escarosa, Inc. 5% Window Policy. In order to be considered, a youth must possess two or more of the above listed barriers. Consideration is offered on a first come – first serve basis. During any given program year, no more than 5% of Workforce Escarosa, Inc.'s total number of youth being served under WIA will be determined eligible via the 5% Window Policy. Local One-Stop Career Center staff determines WIA Youth Program applicant eligibilities.</p>

Annual Income Guidelines 2008 LLSIL and Poverty Guidelines USDOL

Family Unit Size	70% LLSIL (Metro)	150% of Poverty - 2008	200% of Poverty - 2008
1	\$8,112	\$17,384	\$23,178
2	\$13,292	\$28,482	\$37,976
3	\$18,243	\$39,093	\$52,124
4	\$22,523	\$48,264	\$64,352
5	\$26,583	\$56,963	\$75,950
6	\$31,089	\$66,620	\$88,826
7	\$35,595	\$76,277	\$101,702
8	\$40,101	\$85,934	\$114,578

Revised 6/18/2008

ATTACHMENT G

**WORKFORCE ESCAROSA, INC.
PROPOSAL RATING SHEET
PY 2009**

AGENCY NAME: Escambia County School District

PROPOSED SERVICE(S): WIA SYETP

RATING SCALE.....use a sliding scale in the ratings below. Zero (0) would be non-responsive with a higher score denoting a good to excellent response, dependent upon the weight given each section. Total points available 130.

SECTIONS	RATING	COMMENTS
C. RESPONSE NARRATIVE (55 points) ACTIVITIES BEING PROPOSED Rate offeree on description of services to be offered. By reading, you should be able to achieve a clear understanding of the services, how the youth work experience will be administered, how it is coupled with classroom instruction. (0-30 points) Rate offeree on how worksites will be recruited; and how participants will be matched to the worksites. Letters of support included? (0-15 points) Rate offeree on ability to oversee work experience safety; previous experience with child labor laws, (0 – 10 points)		
Total Points This Section		
D. STAFF QUALIFICATIONS (0-25 points) Rate offeree on staff qualifications. This may include level of experience in a similar or related field of actual work; level of education-dependent upon program activities, etc. (0-15 points) Rate offeree on proposed timelines to implement services. (0-10 points)		
Total Points This Section		
SECTION	RATING	COMMENTS

<p>E. ORGANIZATIONAL BACKGROUND (0-15 points)</p> <p>Rate offeree on history and previous experience in providing same or similar activities. (10 points)</p> <p>Rate offeree on past performance and success in delivery of services. (5 points)</p>		
<p>Total Points This Section</p>		
<p>F. BUDGET INFORMATION (0-35 points)</p> <p>Rate offeree on personnel and personnel expenses. Take into consideration the number of personnel for the proposed caseloads of participants, the reasonableness and necessity of the costs for the total program, and the type of services to be provided. (0-35 points)</p>		
<p>Total Points This Section</p>		
<p>Grand Total All Sections</p>		

Additional Comments/Concerns: _____

Date

Signature of Rater

Escambia County Adult and Community School

Summer Classes 2009*

Escambia High School

June 8-23

Monday-Thursday 4 PM - 8 PM

(Call Jerry Rich, Coordinator, at 453-3221, x241 for more information.)

Classes offered:

ENGLISH:

SCIENCE:

MATH:

SOC STUDIES:

FAM & CONS:

BUS ED:

I, II, III, or IV

Biology, Marine Biology, Environmental, Earth/Space, Physical, Integrated

Pre-Alg, Alg 1A, & 1B, Alg I & II, LA Math, Geometry, Informal Geometry, Pre-Cal

American History, World History, American Government, Sociology, Psychology, Law

Studies, World Geography

LMS, Family Dynamics, Child Development,

Family & Home Construction

BST, Keyboard and Business Skills, Admin.

Office Tech, Workplace Essentials, Customer Assistance I & II, Computer & Business Skills

Pine Forest High School

June 8-23

Monday-Thursday 8 AM - 12 PM

(Call Jerry Rich, Coordinator, 453-3221, x241, for more information.)

Classes offered:

ENGLISH:

SCIENCE:

MATH:

SOC STUDIES:

FAM & CONS:

Driver's Ed.

I, II, III, or IV

Biology, Marine Biology, Environmental, Chemistry, Physical, Integrated,

Zoology, Earth/Space

Alg. 1A & 1B, Alg I & Alg II, LA Math,

Geometry, Informal Geometry, Pre-Cal.

American History, World History, American

Government, Sociology, Psychology, Law

Studies, World Geography, Economics

LMS, Nutrition & Wellness

Pensacola High School

June 8-23

Monday - Thursday 8 AM-12 noon

(Call Dr. Marian Torrence, Coordinator 595-1500 x252 or x253 for more information.)

Classes Offered:

ENGLISH:

MATH:

SCIENCE:

SOC STUDIES:

FOREIGN LANG:

Driver's Ed.

I, II, III, or IV, Speech I & II, Reading I & II

Alg I & II, Alg 1A & 1B, Geometry, Liberal Arts

Math, Geometry, Advanced Topics

Anatomy/Physiology, Biology, Integrated I &

II, Marine, Zoology, LMS

American Government, American History,

Economics, Law Studies, Psychology I,

Sociology, World Geography, World History

Spanish I & II

B. T. Washington High School

June 8-23 Monday - Thursday 2 PM - 6 PM

(Call Dr. Marian Torrence, Coordinator, 595-1500 x252 or x253 for more information.)

Classes Offered:

ENGLISH:

MATH:

SCIENCE:

SOC STUDIES:

Driver's Ed.

I, II, III, or IV, Reading I & II, Speech I & II

Alg I & II, Alg 1A & 1B, Geometry, Liberal Arts

Math, Advanced Topics, Calculus

Anatomy/Physiology, Biology, Chemistry,

Integrated I & II, Marine, Zoology, Physical

Science

American Government, American History,

Economics, Law Studies, Psychology,

Sociology, World Geography, World History,

African American History

Tate High School

June 8-23

Monday-Thursday 1-5 PM

(Call Susan Winters, Coordinator, 937-2324 for more information.)

Classes offered:

ENGLISH

MATH:

SCIENCE:

SOCIAL STUDIES:

Driver's Ed.

I, II, III, & IV

Alg I & II, Alg 1A & 1B, Geometry, Informal Geometry

Math, Liberal Arts Math, Informal Geometry

Integrated, Biology, Marine Science

World Geography, World History,

American History, American Government,

Economics

Driver's Education

First Come - First Served

Driver's Ed students MUST call coordinator to pre-register for classes. Driver's Education students may be 15.

Driver's Education students must have their permits to register.

Pine Forest High June 8-23

Pensacola High June 8-23

Tate High June 8-23

Washington High June 8-23

Monday - Thursday 8 PM - 12 Noon

Monday - Thursday 8 AM - 12 Noon

Monday - Thursday 1 PM - 5 PM

Monday - Thursday 2 PM - 6 PM

Summer Graduation will be held on June 30, 2009, 4:00 P.M., in the Pensacola High School Auditorium.

Summer Youth... must meet the following requirements:

- ☞ 14 - 24 years of age as of June 1, 2009
- ☞ U.S. citizen/work authorized
- ☞ Compliant with Selective Service registration, if applicable
- ☞ Low income
- ☞ Have a barrier to employment
- ☞ Be a resident of Escambia County, FL
- ☞ Successfully pass drug screening, and/or fingerprinting background check. (if employer requires)

Complete the pre-selection application on-line, <http://career.escambia.k12.fl.us> and/or pick up an application at middle & high school guidance offices, or the Workforce Education Department beginning May 1, 2009.

Application processing/screening begins May 8, 2009. Screening includes eligibility determination, and all required documents must be present at the time of screening.

All documentation must be current to be accepted.

The complete documentation for eligibility literature is available on-line at <http://careers.k12.fl.us>, In Guidance, and in the Workforce Education Department.



American Recovery & Reinvestment Act

Workforce Escarosa has received federal funds, as part of the American Recovery and Reinvestment Act, specifically designated for Summer Youth Employment Program (SYEP). Through the program, the Escambia County School District Workforce Education Department of Escambia County, FL will place up to 150 young adults, ages 14-24, in entry-level jobs at city, state, county, private and public school worksites. Employment will begin in early June and run through mid- August.

Your Pathway to Career Experience



For more information contact
Cynthia Miller (850) 469-5358
cmiller3@escambia.k12.fl.us
<http://career.k12.fl.us>

Summer Youth Employment Program



In-school & Out-of-school



14 - 24 years of age

Work 25 - 40 hours a week



Gain Work Experience



Legal residence of Escambia County, FL
 *SYEP program contingent on Escarosa Workforce Board & Escambia County School Board approval.

Targeting unemployed, low-income youth

Employment begins in June 2009

ADDENDUM B

ON-LINE APPLICATIONS

<http://career.escambia.k12.fl.us>

**APPLICATIONS AVAILABLE IN
MIDDLE & HIGH SCHOOL GUIDANCE
OFFICES & WORKFORCE EDUCATION
DEPARTMENT OFFICE.**



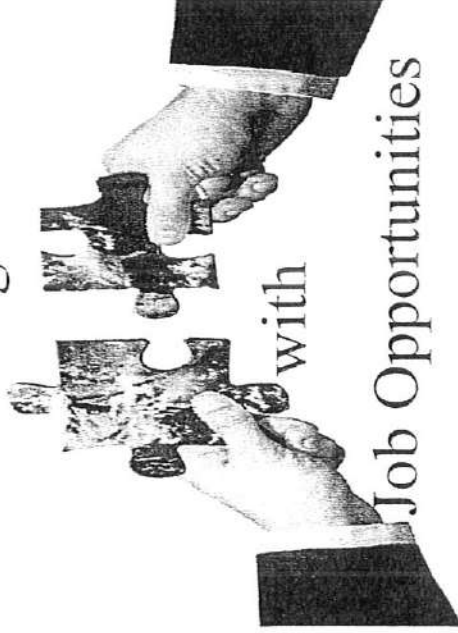
Escambia County School District
Workforce Education
"Empower Your Mind"
30 East Texar Drive
Pensacola, FL 32507
(850) 469-5357 fax (850) 469-3640
<http://career.escambia.k12.fl.us>



**Applications available
May 1, 2009**

The SYEP is designed to provide youth with an opportunity to earn summer income, explore careers, and develop skills and work ethic needed for success. Prior to placement, program participants will complete a four-day work readiness training to familiarize youth with workplace expectations. Every attempt will be made to align interest's with job placement.

Connecting Youth



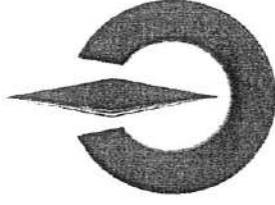
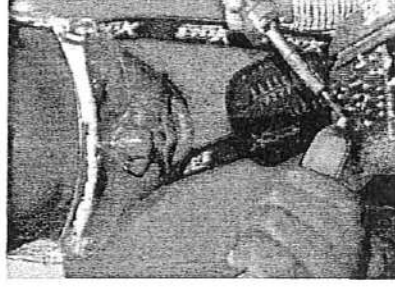
Job Opportunities

The SYEP matches employers with talented, contributing employees paid through the American Recovery and Reimbursement Act managed through the Escambia County School District's Workforce Education Department.

SUMMER WORK



\$7.25 AN HOUR



Workforce Education
"Empower Your Mind"

JUNE - MID AUGUST



ADDENDUM C

2009-2010 Career Academy List

Academy Name

Escambia High Engineering Academy
Northview High Building Trades & Construction Design Academy
Pensacola Academy Of Law and Public Service
Pensacola High School Academy for Health Professions
Pensacola High School Computer Aided Design Academy
Pine Forest High Culinary Arts Academy
Pine Forest High Design Services Academy
Pine Forest High Early Childhood Education Academy
Pine Forest High New Media Academy
Tate High Game, Simulation & Animation Academy
Tate High Multi-Media Academy
Tate High School Early Childhood Education Academy
Washington High Academy for Future Educators
Washington High Early Childhood Education Academy
Washington High Ecommerce Academy
Washington High Ecommerce Marketing Academy
Washington High Health Science Academy
Washington High Web Design Services Academy
West Florida High Academy Of Information Technology
West Florida High Aerospace Academy
West Florida High Biotechnology Academy
West Florida High Cisco Academy
West Florida High Cox Telecommunications Academy
West Florida High Criminal Justice Operations
West Florida High Drafting & Design Academy
West Florida High Engineering Academy
West Florida High First Responder
West Florida High Gulf Power Academy
West Florida High Legal Services
West Florida High Multimedia Academy
West Florida High Nursing Assistant
West Florida High Veterinary Assisting
Woodham Middle Agriscience Academy
Woodham Middle Information Technology Academy
Woodham Middle Information Technology Academy
Woodham Middle PreEngineering Academy

ADDENDUM D

Summer Youth Employment Program

14 - 24 years of age
\$7.25 an hour
25 - 40 hours a week



Eligible applicants must be unemployed, member of low-income family & have a barrier to employment.

For information
call Workforce
Education
Department
(850)469-5357

June - Mid-August

Applications available May 1, 2009
in Guidance & on-line
<http://career.escambia.k12.fl.us>

**Grant contingent on Escarosa Workforce Board & Escambia County School Board's approval.*

ADDENDUM E

Press Release

Escambia County School District Summer Youth Employment Program to Place 150 Youth in Summer Jobs

Workforce Escarosa has received federal funds, as part of the American Recovery and Reinvestment Act, specifically designated for the Summer Youth Employment Program (SYEP). Through the program, and based on the respective approval of the Workforce Escarosa and the Escambia County School Boards, the school district's Workforce Education Department will place 150 youth, ages 14 – 24, in entry-level and seasonal jobs at private and public worksites. Beginning in early June, youths will work eight to ten weeks and earn \$7.25 per hour—spendable income that will help stimulate the local economy.

The program is designed to provide youth with summer income and instill in them the skills and work ethic needed in the workplace. In combination with a 25-40 hour work week, program participants will receive training on work readiness skills to familiarize them with workplace expectations.

Eligible SYEP youth must be between the ages of 14-24, unemployed, members of a low-income family, and possess a barrier to employment or education. The on-line pre-acceptance application and list of Acceptable Documents for Eligibility may be accessed at <http://career.escambia.k12.fl.us>. In addition, these documents are available at middle and high school guidance departments and the school district's Workforce Education Department, located at 30 East Texar Drive, Pensacola, Florida. SYEP applications will be available beginning May 1 and program activities will begin in early June.

The Workforce Education Department is also seeking to identify employers who are interested in serving as a SYEP worksite. Measures will be taken to ensure the work experiences of the youth participants is not replacing current employees or employees who have experienced layoffs. Participating employers are required to adhere to the applicable federal and state labor laws, the regulations of the SYEP, and provide youth with safe and healthy work environment and adequate supervision. Worksites will be asked to provide job descriptions for any open positions, an estimate of how many youth they may be able to employ, and details on any pre-employment training/screening required prior to placement.

For more information, contact the Escambia County School Board Workforce Education Department at 850-469-5358 and/or e-mail cmiller3@escambia.k12.fl.us.



ADDENDUM F

April 22, 2009

Workforce Escarosa Inc.
9111-A Sturtevant Street
Pensacola, FL 32514

Ladies and Gentlemen:

It is a pleasure to write in support of Escambia County School District in its pursuit of funding for the WIA Summer Youth Employment and Training program sponsored by Workforce Escarosa.

The Pensacola Bay Area Chamber of Commerce has a long history of working as a partner with Escambia County School District toward the development of talent.

Our major focus has been the creation and expansion of Escambia's career academies in targeted industries. We believe this effort has been extremely successful in terms of gaining business partnerships in talent development for jobs aligned with current and emerging target industry sectors. There are a number of Chamber members who are interested in providing critical input into curriculum development such as information technology, engineering, and health care, just to name a few. They are interested in becoming mentors, and developing work-based learning opportunities for students. The businesses in our community know the vital role they play in serving as student mentors and career academy advisory members.

The Pensacola Bay Area Chamber of Commerce is committed to assisting this effort and will communicate to our membership the opportunities to serve as worksites in this program. Summer Youth participants will have an opportunity to align their interests and skills with local business needs.

We are very excited about the Summer Youth program and look forward to engaging our businesses in our partnership role.

Sincerely,

A handwritten signature in dark ink, appearing to read "Evon Emerson".

Evon Emerson
President/CEO

ADDENDUM G

SYEP - YOUTH PAYROLL EXPENSES

SYEP YOUTH PARTICIPANTS	# OF SYEP YOUTH	\$200 CLASSROOM INCENTIVE PAY (32 HOURS)	INDUSTRY CERTIFICATION TRAINING @ \$7.25/hr	WORK EXPERIENCE WAGE				Total Costs
				24 hr/wk X 6 wk @ \$7.25/hr	32 hr/wk X 6 wk @ \$7.25/hr	40 hr/wk X 6 wk @ \$7.25/hr	30 hr/wk X 8 wk @ \$9.00/hr	
IN-SCHOOL YOUTH 14 - 15 YEARS OLD	20	\$ 4,000	464	20,880	-	-	-	25,344
OUT-OF-SCHOOL YOUTH 14 - 15 YEARS OLD	0	-	-	-	-	-	-	-
IN-SCHOOL YOUTH 16-17 YEARS OLD	85	17,000	1,160	-	118,320	-	-	136,480
OUT-OF-SCHOOL YOUTH 16-17 YEARS OLD	10	2,000	1,740	-	9,744	-	6,480	19,964
IN-SCHOOL YOUTH 18-24 YEARS OLD	35	7,000	2,900	-	-	52,200	10,800	72,900
OUT-OF-SCHOOL YOUTH 18-24 YEARS OLD	50	10,000	4,640	-	-	87,000	17,280	118,920
Total	200	40,000	10,904	20,880	128,064	139,200	34,560	\$ 373,608