



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>MEETING DATE</b>	2017-12-05 10:05 - School Board Operational Meeting
<b>AGENDA ITEM</b>	ITEMS
<b>CATEGORY</b>	EE. OFFICE OF STRATEGY & OPERATIONS
<b>DEPARTMENT</b>	Grants Administration

<b>Special Order Request</b>
<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Time</b>
<b>Open Agenda</b>
<input checked="" type="radio"/> Yes <input type="radio"/> No

**ITEM No.:**  
EE-2.

**TITLE:**  
Grant Agreement with the Community Foundation of Broward (Pre-Apprenticeship Program)

**REQUESTED ACTION:**  
Approve the Agreement between The School Board of Broward County, Florida, and the Community Foundation of Broward. The Agreement period will begin the day after School Board approval and shall conclude on October 31, 2018.

**SUMMARY EXPLANATION AND BACKGROUND:**  
Under the auspices of the Career Technical Adult and Community Education Department and in collaboration with the Broward Education Foundation, this pilot program will begin a pre-apprenticeship program providing high school students with the technical and soft skills and work experience needed for a career in facilities and construction management. The goal of the program is to help students attain the skills, credentials, and work experiences to prepare them for a successful outcome after graduation. The three successful outcomes are entrance into an apprenticeship program, post-secondary enrollment, or employment in the construction workforce. Additional career sectors will be added in subsequent years.  
This Agreement has been reviewed and approved as to form and legal content by the Office of the General Counsel. This Agreement will be executed after School Board approval.

**SCHOOL BOARD GOALS:**  
 Goal 1: High Quality Instruction   
  Goal 2: Continuous Improvement   
  Goal 3: Effective Communication

**FINANCIAL IMPACT:**  
The positive financial impact to the District is \$45,000 from the Community Foundation of Broward; Broward Education Foundation is the fiscal agent. There is no additional impact to the District.

**EXHIBITS: (List)**  
(1) Executive Summary (2) CFB Grant Agreement (3) Approved ARF 090617 RSBM EE-1

**BOARD ACTION:**  
**APPROVED**  
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:	
Name: Stephanie R. Pollard	Phone: 754-321-2260
Name: Enid Valdez	Phone: 754-321-8401

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**Senior Leader & Title**

Maurice L. Woods - Chief Strategy & Operations Officer

Signature  
Maurice Woods  
11/17/2017, 11:07:04 AM

Approved In Open Board Meeting On: **DEC 05 2017**  
*Nora Rupert*  
School Board Chair

## EXECUTIVE SUMMARY

<b>Grant Program</b>	<b>Community Foundation of Broward - Youth Work</b>	
Status	New – Competitive	
Funds Requested	\$45,000 (requested)	
Financial Impact Statement	The potential positive financial impact is \$45,000. The Community Foundation of Broward is the source of funds. There is no additional financial impact to the District.	
Schools Included	High schools that expressed support for work-based experiences and have a highly diverse student body and high rate of Free and Reduced lunch participation such as Plantation, Piper, and McArthur.	
Managing Department/School	Career Technical Adult and Community Education	
Source of Additional Information	1. Enid Valdez, Director – Career Technical Adult and Community Education (CTACE)	754-321-8444
	2. Stephanie R. Pollard, Director – Grants Administration & Government Programs (GAGP)	754-321-2260
Project Description	Employers across Broward County, including Broward County Public Schools' (BCPS) Office of Facilities and Construction Management, lack skilled employees in the construction trades. Under the auspices of the CTACE and in collaboration with the Broward Education Foundation, this pilot program will begin a pre-apprenticeship program providing high school students with the technical and soft skills and work experience needed for a career in facilities and construction management. The CAREER LAUNCH program will provide students with a course that instructs the National Center for Construction Education and Research (NCCER) core curriculum. Students will earn the Occupational Safety and Health Administration (OSHA) 10 industry certification, thus acquiring an essential employability skill. The program will also offer field workplace experiences, interaction with the BCPS Facilities Department, and participation in the Architecture, Construction, and Education mentoring program. The goal of the program is to help students attain the skills, credentials, and work experiences to prepare them for a successful outcome after graduation. The three successful outcomes are entrance into an apprenticeship program, postsecondary enrollment, or employment in the construction workforce. Additional career sectors will be added in subsequent years.	
Evaluation Plan	The CAREER LAUNCH pre-apprenticeship program creates a tangible link between what students are learning in the classroom and what they need for workforce success. Achievement of the program's objectives will be measured by sixty high school students' successful completion of the pre-apprenticeship program as defined by: 1) completion of the NCCER curriculum; 2) Receipt of the OSHA 10 industry certification; and 3) Completion of the soft skills curriculum. Ultimately, success will be demonstrated by students' transition into one of the following post-program outcomes: 1) Enrollment in a postsecondary program; 2) Acceptance in an apprenticeship program; or 3) Employment in the construction trades workforce.	
Research Methodology	According to the Florida Department of Economic Opportunity 2016 Skills Gap and Job Vacancy Survey for Broward County and the 2017 Greater Fort Lauderdale Workforce Analysis, a major concern of Broward employers is the lack of employment candidates with the appropriate workforce skills (hard and soft) to support their current needs or skills targeted for long-term economic development. Equally worrisome is the exceedingly high unemployment rates Broward County youth face: 32.3 percent unemployment for 16-19 year olds and 17.1 percent for 20-24 year olds (based on 2011-2015 American Community Survey 5-Year Estimates). Research shows that early positive connections to the workplace can increase a young person's chances for successful future employment and the effect is even greater for minority youth from poverty.	

## EXECUTIVE SUMMARY

Alignment with Strategic Plan	The grant activities are aligned with District Strategic Plan Goal 1: High-Quality Instruction by increasing the number of college and career ready students in facilities and construction management and other sectors.
Level of Support provided by GAGP	GAGP identified the funding opportunity, helped develop the grant application, and drafted the executive summary for Board approval. GAGP will track the grant in the eCivis grant management system.

## GRANT AGREEMENT



COMMUNITY  
FOUNDATION  
OF BROWARD

For Good. For Ever.

Between the  
**COMMUNITY FOUNDATION OF BROWARD**  
910 East Las Olas Boulevard, Suite 200  
Fort Lauderdale, FL 33301  
954-761-9503

And

Grantee: **The School Board of Broward County, Florida**  
Fiscal Agent: **Broward Education Foundation, Inc.**  
Address: 600 SE 3rd Ave. 1st floor  
Ft. Lauderdale, FL 33301  
Contact: Enid Valdez , Director CTACE (Career Technical Adult Community Education)

### **TERMS AND CONDITIONS OF GRANT**

The following terms and conditions must be met by the above named Grantee ("Grantee") in order to receive the grant that has been awarded. If and when the Grantee fails to meet any of these terms and conditions, the Community Foundation of Broward ("Foundation") may withdraw its award and terminate the Grant Agreement ("Agreement") and shall thereupon have no further obligation to disburse to Grantee any remaining unpaid grant funds, and may further require repayment of any grant funds which were not used in accordance with the terms of this Agreement.

#### **I. General Terms**

Name of Project: **Pre Apprenticeship**

Grant Number: **20170058**

Grant Amount: **\$45,000**

Grant Period: **The day after the School Board of Broward County, Florida approval to October 31, 2018**

Payment Schedule: **November 15, 2017**  
**April 15, 2018**

**Pending executed agreement**

**Pending Impact Story and Mid-year report**

#### **II. Grant Purpose**

To support the "Pre Apprenticeship" program, as outlined in the proposal. A pilot program that will give 60 high school seniors technical employment skills and OSHA 10 industry certification that can lead to employment after graduation in the HVAC, plumbing, electric and carpentry fields. The youth will meet during and after school to learn the trade and work as a paid pre apprentice over the summer to earn the certification. In addition, senior students will earn credits toward college or enrollment into the full apprenticeship program upon graduation.

#### **Outcome:**

*Increase work-based learning experiences for youth (14-21) by strengthening linkages between the business community, nonprofits, schools and post-secondary institutions to match them to opportunities so they can learn and apply life/soft skills.*

#### **Measurements:**

- 60 high school seniors will earn industry certification
- 25 high school seniors will work as a paid pre apprentice during the summer of 2018

#### **III. Budget and Use of Funds**

Funds must be used, by the Grantee, strictly in accordance with the terms of this Agreement, including the grant purpose set forth in paragraph I and the final budget on which the grant was



based. Any changes must be submitted in writing to the Foundation and be approved by the Foundation.

#### IV. Reversion of Funds

All funds not expended for the purposes agreed to by the Grantee and the Foundation must be returned to the Foundation.

#### V. Records Maintenance and Review/ Reports

Grantee must maintain files and records on the project funded and allow Foundation staff reasonable access for the purpose of verifying procedures and operations and financial audits and investigations as deemed necessary concerning the grant. Records must be maintained that identify the purpose for which grant funds have been expended based on project budget submitted. The appropriate Grantee's personnel must be available for discussion on such matters. Maintenance of files and records should be for a period of at least three years after completion or termination of the project.

The Grantee agrees to submit to the Foundation as follows:

Requirement	Due Date	Payment Date	Payment Amount
1. Signed agreement	November 1, 2017	Upon Receipt	\$22,500
2. Impact Story	January 30, 2018	No Payment	N/A
3. Mid-year report	April 1, 2018	April 15, 2018	\$22,500
4. Impact Story	August 30, 2018	No Payment	N/A
5. Final report	October 31, 2018	No Payment	N/A

Grantee agrees to submit to the Foundation reports using the fillable forms shared with grantee and email completed reports with required backup to [reports@cfbroward.org](mailto:reports@cfbroward.org). Reports should include narrative information and financial accounting of the expenditure of these grant funds that demonstrate that they were used for the purpose for which the grant is made.

Grantee agrees to submit a minimum of two impact stories in addition to stories submitted with the mid-year and final report. Impact stories should be emailed to: [impactstory@cfbroward.org](mailto:impactstory@cfbroward.org).

Stories must follow the following standards:

- Illustrate the impact and the Who, What, Where, When and How
- 150 word limit

Grantee agrees to provide high resolution photos via Dropbox (*min. 800KB for jpeg or resolution at 300 dpi*) and/or videos of your program in action with model releases and allow the Foundation to use them and information about your project in as part of our publicity efforts.

#### VI. Evaluation/ Site Visits

In order to assess the effectiveness of our grants, the Foundation may conduct an evaluation of the program funded by this grant, which may include written and/or verbal evaluation by the Foundation or a third party authorized by the Foundation.

Scheduled and unannounced site visits may occur by representatives of the Foundation to observe the Grantees program.



Additionally, we would like to be informed when special events are occurring throughout the year so we may have the opportunity to share your organization and programs with our staff, Board members and Donors. This could range from observing a project we funded or other notable programs you implement that would be interesting to showcase.

#### VII. **Publicity**

In acknowledgement of the Foundation's support of this program, grantee shall provide the Foundation with appropriate publicity and recognition. **All related promotional materials and communications must be submitted for approval no later than three (3) business days prior to print and distribution.** This includes print and digital media such as press releases, signage, invitations, announcements, programs, feature stories, materials produced as part of your grant, and other public information for internal and external use. Please follow the communication guidelines available on our website at [cfbroward.org/guidelines](http://cfbroward.org/guidelines). This grant was made possible by the following Fund(s) and should be attributed appropriately in all communications, as listed below (list all):

**This has been made possible by support from the following  
Community Foundation of Broward Funds:**

**Jim Moran Children's Fund, Mary Lucile Charlton Fund  
and Mary and Alex Mackenzie Community Impact Fund**

**The Fund(s) should be recognized exactly as it is listed above.** We ask that you submit copies of all such publicity with your project reports. Any statement about Foundation policy or staff should be cleared in advance with the Foundation.

#### VIII. **Special Conditions**

- **Wednesday, November 29 from 9 – 11am a mandatory grantee meeting will be held at the Foundation.** Grantees will learn of expectations regarding PR and communications, reporting requirements, and outcomes as it relates to this grant. **Attendance is required by the project manager(s), and marketing or communication staff.** CEO/Executive Director attendance is optional.
- **Grantee Convening's** will take place throughout the grant period, the Foundation will host sessions to share lessons learned, impact and learning opportunities. **Date TBA. Attendance is required by the project managers** and to be determined by the CEO/Executive Director.

#### IX. **Miscellaneous**

The Grantee agrees to continue to maintain its eligibility for this grant during the entire grant period. This includes, but is not limited to, maintaining its status as an organization qualified under 501 (c)(3) of the Internal Revenue Code and maintaining its principal place of operation and/or providing services according to grant purpose in Section I in Broward County, Florida. If any change occurs in grantee's status, or in key staff responsible for this grant, or in the grantee's ability to execute this grant as approved, the Foundation must be notified immediately. The Foundation is pleased to provide the grant encompassed by this agreement but cannot accept legal responsibility for the project. Accordingly, the Grantee agrees to indemnify and hold harmless the Foundation from any and all liability the Foundation may incur in connection with Grantee's participation and administration of this grant. Nothing herein shall be construed

as a waiver by Grantee of sovereign immunity or of any rights or limits to liability existing under Section 768.28, Florida Statutes.

**Public Records.** The following provisions are required by Section 119.0701, Florida Statutes, and may not be amended. *The Foundation* shall keep and maintain public records required by SBBC to perform the services required under this Agreement. Upon request from SBBC's custodian of public records, *the Foundation* shall provide SBBC with a copy of any requested public records or to allow the requested public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. *The Foundation* shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement's term and following completion of the Agreement if *the Foundation* does not transfer the public records to SBBC. Upon completion of the Agreement, *the Foundation* shall transfer, at no cost, to SBBC all public records in possession of *the Foundation* or keep and maintain public records required by SBBC to perform the services required under the Agreement. If *the Foundation* transfer all public records to SBBC upon completion of the Agreement, *the Foundation* shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the *Foundation* keeps and maintains public records upon completion of the Agreement, *the Foundation* shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to SBBC, upon request from SBBC's custodian of public records, in a format that is compatible with SBBC's information technology systems.

**IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 754-321-1900, REQUEL.BELL@BROWARDSCHOOLS.COM, RISK MANAGEMENT DEPARTMENT, PUBLIC RECORDS DIVISION, 600 SOUTHEAST THIRD AVENUE, FORT LAUDERDALE, FLORIDA 33301**

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The Board and staff of the Community Foundation of Broward are pleased to make this grant to your organization. Please sign and return the Agreement as evidence of your understanding of and agreement with the terms outlined. Return completed document to the Community Foundation of Broward, 910 E. Las Olas Boulevard, Suite 200, Fort Lauderdale, FL 33301.



**FOR THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

(Corporate Seal)



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

By Nora Rupert  
Nora Rupert, Chair

ATTEST:

Robert W. Runcie  
Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

**Janette M. Smith**

Digitally signed by Janette M. Smith  
Date: 2017.11.07 15:39:52 -05'00'

Office of the General Counsel

By: Shea Ciriago  
Shea Ciriago, Executive Director  
Broward Education Foundation, Inc.

11/9/17  
Date

By: Enid Valdez  
Enid Valdez, Director CTACE  
Broward County Public Schools, Inc.

11/14/17  
Date





**FOR COMMUNITY FOUNDATION OF BROWARD, INC.**  
(Corporate Seal)

COMMUNITY FOUNDATION OF BROWARD, INC.

ATTEST:

By \_\_\_\_\_

\_\_\_\_\_, Secretary

-or-

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**The Following Notarization is Required for Every Agreement Without Regard to Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ of  
Name of Person

\_\_\_\_\_, on behalf of the corporation/agency.  
Name of Corporation or Agency

He/She is personally known to me or produced \_\_\_\_\_ as  
identification and did/did not first take an oath. Type of Identification

My Commission Expires:

\_\_\_\_\_  
Signature – Notary Public

(SEAL)

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary's Commission No.

