

Goodwill Industries of North Florida, Inc. A-STEP program

FY 2021-2022 City Grant Proposal Term Sheet

Grant Recipient: Goodwill Industries of North Florida, Inc. (“Recipient”)

Program Name: A-STEP (Academic Support Through the Employment Process) (the “Program”)

City Funding Request: \$225,000.00

Contract/Grant Term: October 1, 2021– September 30, 2022

Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.

PROGRAM OVERVIEW: “*Access without Support is not opportunity*” –Dr. Vincent Tinto. This is the core philosophy of the A-STEP program. A-STEP is a highly effective and cost-efficient workforce preparation program that takes the most disadvantaged adults past entry-level employment to a sustainable career. Unique to workforce development programs, A-STEP is an evolution of lessons learned through Goodwill’s 80 year history in workforce development and experience operating five GoodCareers free walk-in full service career centers. The program represents Goodwill’s commitment to assist people to not just get jobs, but to get better jobs. A-STEP’s demographics target adults 18 years and up. (The typical post-secondary engagement programming cut off is 24 years of age). The majority of candidates are the working poor including single parents living below national poverty guidelines, as well as returning citizens looking to rebuild their lives.

A-STEP offers in-depth evaluation of skills, interest and resources needed for enrollment in post-secondary education. Once enrolled the candidates are provided with intensive case-management and support through the completion of a first certificate or degree related to realistic opportunities for employment. This is accomplished through a pragmatic design ensuring the integration of important resources. These services and resources include:

- Find immediate employment, if needed
- Enrollment in GED classes, if needed
- Career assessment & readiness skills, computer skills, resume soft skills and interview techniques
- Northwest A-STEP Candidates will receive one-on-one financial counseling through Goodwill’s designation as a Financial Opportunity Center (FOC) through HUD
- College program enrollment
- Secure wrap-around services if needed for candidate success (Including external dollars from scholarship programs or donor support)
- Gap funding (\$2,000 for needs not typically supported: childcare, transportation, tuition or books)
- Placement in employment and tracking success for 3 years

PROGRAM SCOPE OF WORK AND DELIVERABLES: Goodwill is partnering with Operation New Hope to enroll returning citizens in a Commercial Vehicle Driving program at FSCJ. Graduates will be hired by Goodwill Transportation or partner agency and will receive on-the-job training and will build work history.

- Goodwill is partnering with Sulzbacher Village to enroll students in a Medical Assistant program to begin August 30, 2021. Students will train at Sulzbacher’s Pediatric Health Center. Graduates will be offered employment by Sulzbacher or a major healthcare provider.
- A-STEP is partnering with the Literacy Alliance of Northeast Florida, Inc. to provide Digital Literacy Classes and TABE tutoring for students who wish to improve their skills before starting a certification or degree program.

PROGRAM COSTS/PAYMENT TERMS: Goodwill is asking for \$225,000 in budget year 2021-2022 to continue dedicated services in Jacksonville’s northwest quadrant (zip codes 32205, 32208, 32209, 32218, 32219 & 32354). An A-STEP College Navigator is embedded in the Emmett Reed Center, 1093 W Sixth Street. Funds allow A-STEP to transform lives of candidates living in the region. Funding includes \$75,627.00 to cover a full-time College Navigator salary, including taxes and benefits, as well as 20% of program management; \$125,000.00 in “gap funding” (an average of \$2,000 per candidate), Gap funding includes needs not typically supported such as childcare, transportation, GED

Goodwill Industries of North Florida, Inc. A-STEP program

FY 2021-2022 City Grant Proposal Term Sheet

classes; as well as vocational workshops; \$1,000.00 for supplies and \$23,373.00 for financial coaching through Goodwill's FOC. Our intended outcome is to serve 65 residents in the priority zip codes in budget year 2021-2022.

PROGRAM IMPACT & REPORTING: The 2020-2021 funding began on October 1, 2020. A-STEP has one College Navigator solely dedicated to supporting candidates in Jacksonville's northwest quadrant. These candidates also receive support from a Financial Coach and the extended A-STEP Team.

- During the first three quarters, city dollars have been invested in 44 candidates for student support to earn a first certification or degree.
- During the first three quarters, A-STEP has engaged with 87 adults in the northwest quadrant interested in a workforce certification or degree program.
- Current statistics: 6 students graduated as Certified Nursing Assistants, 3 more are expected to graduate in Q4
- A-STEP has referred 10 adults to GED classes
- 35 candidates are receiving personalized financial coaching
- In Quarter 3, student enrollment has almost tripled as compared to Quarter 1 and Quarter 2 combined. College campuses are re-opening after COVID-19. Some classes are transitioning from online to in person and class sizes are slowly expanding while still following CDC safety protocols. Most A-STEP candidates tend to be more successful when learning in a traditional classroom environment.

The A-STEP team meets bi-weekly to discuss candidate leads and eligibility, current caseload and candidate progress, new partnerships and certification offerings; financial coaching progress and workshops. Program progress and metrics is reported to the city quarterly. Goals of the program for 2021-2022 are: 65 candidates enroll to pursue a first degree or industry certification; 80% of the enrolled candidates to successfully graduate; 90% to obtain employment; 80% to participate in financial coaching workshops; Typical earnings increase by 45% after success program completion and employment.

Goodwill generates increased awareness for A-STEP through word of mouth referrals from current A-STEP candidates. In addition, Goodwill promotes the A-STEP program through in-store marketing, printed collateral and public service announcements aired on local television stations. A-STEP College Navigators are visiting other northwest area organizations to deliver A-STEP marketing materials and develop relationships. In 2021-2022 A-STEP will pursue new partnerships with local organizations to provide industry certifications.

A-STEP is modeled after Take Stock In Children (TSIC), a state-wide mentoring and scholarship program.

In 2018, the state of Florida engaged the Luminary Evaluation Group to conduct an independent evaluation in which Take Stock in Children's model was assessed in the context of current research in the areas of youth mentoring, college readiness, college success and completion. (*Reference: Take Stock in Children Formative Evaluation Results 2017-2018, Luminary Evaluation Group, January*)

The TSIC model is the basis for Goodwill's A-STEP program. The foundation for both programs is built from the ability to meet each individual where they are at, determine their unique barriers and create a pathway forward towards successful education. A-STEP provides motivated adults mentoring and intensive case management through the A-STEP College Navigators. College Navigators provide assistance with college advising, program enrollment, financial aid, employment, childcare and other life issues. This one-on-one assistance allows candidates a place to turn for assistance with obstacles and challenges that may otherwise derail their academic success.

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS: Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 -5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet and the approved Program budget consistent with the Program needs, provided that any substantial change to this Term Sheet or the Program budget will require City Council approval.

FY 2022 PSG/ City Grant - Program Budget Detail

Lead Agency: Goodwill Industries of North Florida, Inc.

Program Name: A-STEP

Agency Fiscal Year: October 1, 2021 - September 30, 2022

BUDGET

Categories and Line Items	Prior Year Prg Funding FY 2019-2020	Current Year Prg Budget FY 2020-2021	Total Est. Cost of Program FY 2021-2022	Agency Provided Funding	All Other Program Revenues	Funding Partners		
						City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
I. Employee Compensation								
Personnel - 01201 (List Job Title or Positions)								
1 Chief Mission Officer	\$0.00	\$25,000.00	\$30,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00
2 Mission Development Director	\$0.00	\$0.00	\$5,048.00	\$5,048.00	\$0.00	\$0.00	\$0.00	\$0.00
3 Program Manager	\$0.00	\$0.00	\$57,000.00	\$51,300.00	\$0.00	\$5,700.00	\$0.00	\$0.00
4 College Navigator	\$0.00	\$0.00	\$42,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42,720.00
5 College Navigator	\$0.00	\$0.00	\$42,720.00	\$0.00	\$0.00	\$0.00	\$42,720.00	\$0.00
6 College Navigator	\$0.00	\$0.00	\$42,720.00	\$42,720.00	\$0.00	\$0.00	\$0.00	\$0.00
7 College Navigator	\$40,072.74	\$42,720.00	\$42,720.00	\$0.00	\$0.00	\$42,720.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$40,072.74	\$67,720.00	\$262,928.00	\$114,068.00	\$0.00	\$83,420.00	\$42,720.00	\$42,720.00
Fringe Benefits								
Payroll Taxes - FICA & Med Tax - 02101	\$3,079.04	\$3,119.00	\$19,346.00	\$8,255.00	\$0.00	\$4,852.00	\$3,119.00	\$3,119.00
Health Insurance - 02304	\$2,962.11	\$4,920.00	\$19,320.00	\$4,560.00	\$0.00	\$4,920.00	\$4,920.00	\$4,920.00
Retirement - 02201	\$0.00	\$0.00	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$1,850.00	\$1,650.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$686.49	\$1,410.00	\$8,408.00	\$3,495.00	\$0.00	\$2,060.00	\$1,410.00	\$1,410.00
Unemployment Taxes - 02501	\$141.76	\$231.00	\$896.00	\$95.00	\$0.00	\$342.00	\$231.00	\$231.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$6,868.40	\$9,680.00	\$51,872.00	\$20,305.00	\$0.00	\$12,207.00	\$9,680.00	\$9,680.00
Total Employee Compensation	\$46,941.14	\$77,400.00	\$314,800.00	\$134,373.00	\$0.00	\$75,627.00	\$52,400.00	\$52,400.00
II. Operating Expenses								
Occupancy Expenses								
Rent - Occupancy - 04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04503	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Expenses								
Office and Other Supplies - 05101	\$33.83	\$1,000.00	\$2,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses								
Local Mileage - 04021	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Expenses								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Client Expenses - 06301								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$34,874.53	\$100,000.00	\$280,000.00	\$100,000.00	\$0.00	\$125,000.00	\$0.00	\$44,000.00
Client Personal	\$27,359.44	\$46,600.00	\$48,375.00	\$25,000.00	\$0.00	\$23,375.00	\$0.00	\$0.00
Client Other (Please describe)	\$105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$62,572.50	\$147,600.00	\$344,073.00	\$160,703.00	\$0.00	\$146,373.00	\$0.00	\$44,000.00
III. Operating Capital Outlay (OVER \$1,000)								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$106,514.94	\$226,000.00	\$664,873.00	\$291,073.00	\$0.00	\$226,000.00	\$52,400.00	\$86,400.00
Percent of Budget			100.0%	43.8%	0.0%	33.8%	7.9%	14.8%

Last Modified: 02/11/2020

All PSG Items listed must be included in the narrative section of the budget.