

Goodwill Industries of North Florida Inc. A-STEP program

City Grant Proposal Term Sheet

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

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

City Funding Requests:

\$36,933 in Fiscal Year 2018-2019 with carry over to Fiscal Year 2019-2020

\$189,083 in Fiscal Year 2019-2020

City Contract Terms:

October 1, 2018 – September 30, 2019 with carry over to

October 1, 2019 – September 30, 2020

Any substantial change will require Council approval.

Program Services and Activities:

“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 4 Job Junctions 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 program cut off is 24 years of age). The majority of candidates are the working poor including single mothers 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 postsecondary education once enrolled candidates are provided 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
- Complete Federal Application for Federal Student Aid
- College program enrollment
- Secure wrap around services 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 2 years

Results over the first five years have been tremendous: 85% graduation rate of those who are enrolled, 99% employment placement in their field of study and a 47% increase in earnings after graduation

What are we proposing

Goodwill is asking for \$36,933.00 in 2018-2019 to dedicate services in the North West Jacksonville (zip codes 32205, 32208, 32209, 32218, 32219 & 32354). An A-STEP College Navigator will be embedded in the Legends Center, 5130 Soutel Dr. Funds allow A-STEP to transform lives of candidates living in the region. This includes \$9,000.00 for College Navigator salary, taxes and benefits, \$20,433.00 in “gap funding” (up to \$2,000 per candidate), \$833.33 for supplies, \$1,666.67 for GED classes and vocational workshops, \$5,000.00 for financial coaching in partnership with the Family Foundations. All unspent funds from 2018-2019 will carry over into the 2019-20 budget. See the Budget Schedule for detail regarding line item expenditures.

Goodwill is asking for \$189,083.00 in 2019-2020 to dedicate services in the North West Jacksonville (zip codes 32205, 32208, 32209, 32218, 32219 & 32354). An A-STEP College Navigator will be embedded in the Legends Center, 5130 Soutel Dr. Funds allow A-STEP to transform lives of candidates living in the region. This includes \$45,000.00 for College Navigator salary, taxes and benefits, \$106,583.00 in “gap funding” (up to \$2,000 per candidate), \$4,166.67 for supplies, \$8,333.33 for GED classes and vocational workshops, \$25,000.00 for financial coaching in partnership with the Family Foundations. See the Budget Schedule for detail regarding line item expenditures.

Additional Grant Requirements and Restrictions

City Funds for the Program shall be subject to Parts 1 through 5 of Chapter 118, Jacksonville Municipal Code. Recipient shall use the City funds for the Program in accordance with this City Council approved City Grant Proposal Term Sheet (“Term Sheet”) and the City Council approved Program budget. The Grants 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 approved Program budget will require further Council approval.

FY 2020 PSG/ City Grant - Program Budget Detail

Lead Agency:
 Goodwill Industries of North Florida, Inc.
 Program Name:
 A-STEP

Agency Fiscal Year: October 1, 2019 - September 30, 2020

Categories and Line Items	BUDGET								
	Prior Year Prg Funding FY 2017-2018	Current Year Prg Budget FY 2018-2019	Total Cost of Program FY 2019-2020	Agency Provided Funding	All Other Program Revenues	Funding Partner:		Funding Partners	
						City of Jacksonville (City Grant) 2018 - 2019	City of Jacksonville (City Grant) 2019 - 2020	Federal/ State & Other Funding	Private Foundation Funding
I. Employee Compensation									
Personnel - 01201 (list Job Title or Positions)									
Chief Development Career Services Officer	\$35,000.00	\$23,178.00	\$23,178.00	\$23,178.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ASTEP Program Manager	\$52,479.00	\$58,000.00	\$58,000.00	\$33,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
College Navigator	\$27,945.00	\$45,000.00	\$45,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00
College Navigator	\$0.00	\$0.00	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
College Navigator	\$0.00	\$0.00	\$45,000.00	\$0.00	\$0.00	\$7,500.00	\$37,500.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$115,424.00	\$126,178.00	\$216,178.00	\$121,178.00	\$0.00	\$7,500.00	\$37,500.00	\$0.00	\$50,000.00
Fringe Benefits									
Payroll Taxes - FICA & Med Tax - 02101	\$8,388.00	\$11,747.00	\$16,188.00	\$11,976.00	\$0.00	\$702.00	\$3,510.00	\$0.00	\$0.00
Health Insurance - 02304	\$4,837.00	\$7,335.00	\$14,472.00	\$11,277.00	\$0.00	\$532.50	\$2,662.50	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$2,250.00	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$29.00	\$41.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$583.00	\$951.00	\$1,650.00	\$1,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$2,687.00	\$4,999.00	\$6,348.00	\$4,998.00	\$0.00	\$225.00	\$1,125.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$147.00	\$641.00	\$850.00	\$607.00	\$0.00	\$40.50	\$202.50	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$16,671.00	\$25,714.00	\$41,808.00	\$32,808.00	\$0.00	\$1,500.00	\$7,500.00	\$0.00	\$0.00
Total Employee Compensation	\$132,095.00	\$151,892.00	\$257,986.00	\$153,986.00	\$0.00	\$9,000.00	\$45,000.00	\$0.00	\$50,000.00
II. Operating Expenses									
Occupancy Expenses									
Rent - Occupancy-04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$3,733.00	\$3,258.00	\$5,900.00	\$5,900.00	\$0.00	\$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	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$270.00	\$300.00	\$350.00	\$350.00	\$0.00	\$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	\$0.00
Office Expenses									
Office and Other Supplies - 05101	\$107.00	\$200.00	\$8,000.00	\$3,000.00	\$0.00	\$833.33	\$4,166.67	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$2,261.00	\$5,250.00	\$8,000.00	\$8,000.00	\$0.00	\$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	\$0.00
Staff Training - 05401	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	\$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	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00
Travel Expenses									
Local Mileage - 04021	\$1,672.00	\$2,150.00	\$6,000.00	\$6,000.00	\$0.00	\$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	\$0.00
Equipment Expenses									
Rental & Leases - Equipment - 04402	\$159.00	\$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	\$0.00
Vehicle Insurance -04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Out of Town Travel	\$5,194.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Client Expenses - 08301									
Client Rent	\$0.00	\$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	\$0.00
Client Food	\$2,845.00	\$4,000.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$323.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$60,399.00	\$150,000.00	\$400,000.00	\$132,984.00	\$100,000.00	\$20,433.00	\$106,583.00	\$0.00	\$40,000.00
Client Personal - Financial Coaching	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$5,000.00	\$25,000.00	\$0.00	\$0.00
Client Other GED Classes & Workshops	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$1,666.67	\$8,333.33	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$76,963.00	\$175,158.00	\$484,250.00	\$172,234.00	\$100,000.00	\$27,933.00	\$144,083.00	\$0.00	\$40,000.00
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	\$0.00
Computers & Software - 06427	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00
Total Capital Outlay	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$209,058.00	\$352,050.00	\$742,236.00	\$326,220.00	\$100,000.00	\$36,933.00	\$189,083.00	\$0.00	\$90,000.00
Percent of Budget	-	-	100.0%	44.0%	13.5%	5.0%	25.5%	0.0%	12.1%

**Budget Narrative for Selected Items of Cost
FY 2020 PSG/ City Grant Application
Program Budget Narrative (Max. 2 Pages)
Proposed Funding Period: FY 2019-2020**

Agency: Goodwill Industries of North Florida, Inc.

Program Name: A-STEP

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking City Funding Only.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation - (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

Salary & Wages

Employee compensation covered under the PSG City Grant will be one full time College Navigator at \$45,000 annual base pay.

Payroll Taxes & Benefits

Taxes and benefits associated with the addition of a College Navigator is estimated at \$9,000.

II. Operating Expenses

Occupancy Expenses

Partnering with The City of Jacksonville to utilize office space at the Legends Center, will provide for adequate free office space and maintenance to properly serve the community.

Office Expenses

We expect to utilize approximately \$5,000 of supplies operating in a new space in the North West area of Jacksonville.

Direct Client Expenses

We anticipate spending approximately \$2,000 per client as gap funding enabling us to place, educate and improve the earnings potential for 64 individuals. The total cost of gap funding calculates to \$127,016. In addition, we must provide GED classes, other workshops and financial coaching to impact sustainable change. These classes and workshops will cost an additional \$40,000. These expenditures will be made to third party providers and will be substantiated by detailed invoices for reimbursement.

III. Operating Capital Outlay:

none