

Scope of Work



Jobs To Careers

The following is a snapshot of the proposed budget and service delivery model, as well as scope of services, for the Quench the Violence Rework, Jobs to Career, project. Please alert us to any concerns|questions you may have.

Items of Note:

1. An initial 25% advance is requested.
2. The total amount requested for the one-year program is \$225,000.
3. The total number of individuals served is expected to be 150.
4. The budget reimbursement submission process is requested to be in three payments, to reflect deliverables and outcomes aligned with the Social Justice Committee focus and charge.
 - a. Initial Advance: 25%|Upon completion of contract|
 - b. Second Payment: Units of Service (Participants obtaining Certificates completed) |Phase 1
 - c. Third Payment (Participants Completing Programs|Earning Certificates): Phase 2
 - d. Any Additional Reimbursements|Reconciliations for approved costs and purchases|services provided.
5. See below for budget recommendations, services, and associated outcomes.

Onboarding & Workforce Training:

Phase 1

- \$56,250|25% advance to provide the following foundational services and in accordance with the budget below.

Initial Workforce Readiness Training & Program Orientation Coaching Phase 1			
Service	SJ Committee Funding	InKind* *InKind are services costs provided by the funded agency QTV or a community partner.	Measure of Success
Marketing & Outreach	\$10,000	\$2500	<ul style="list-style-type: none"> • 5 outreach events hosted • Outreach collateral developed, including Flyers, digital marketing, public relations campaign
Educational Supplies	\$2500	\$2500	Materials to aid participants and QTV with the educational onboarding
Computer Equipment	\$10,000		10 Mobile Tablet Kits
Workforce Readiness	\$10,000	\$2500	Development of customized

Curriculum Development			workforce readiness curriculum, including professional etiquette, assessments, and more.
Office & Conference Space		\$10,000	Office space and conference facilities in three locations (Eastside, Downtown & Northside Jax)
Quench the Violence Administrative Support	\$10,000	\$35,000	Administrative operations, staffing, finance oversight, and grant reporting
Success Coaches for Intake	\$11,250		5 Coaches 8 weeks 20 hours per week
Incentives: Gas Cards Stipends for transportation, childcare & employment support	\$2500	\$5000	Refreshments and stipends for gas cards, childcare, and other barriers to success.
Total:	\$56,250.00	\$57,500	

Implementation & Career Training Phase 2			
Service	SJ Committee Funding	InKind* *InKind are services costs provided by the funded agency QTV or a community partner.	Measure of Success
Marketing & Outreach	\$10,000	\$2500	<ul style="list-style-type: none"> • 5 outreach events hosted • Outreach collateral developed, including Flyers, digital marketing, public relations campaign
Lawncare Equipment	\$20,000	\$6500	2 Full Training Lawncare Kits 60 student certificates of completion: Lawncare & Small Business Management
Microsoft Training Materials	\$10,000		Microsoft Office training modules online and associated certifications
QTV Administrative Support & Oversight	\$14,400	\$25,000	Reporting, administration, leadership & oversight

Office Space & Materials		\$10,000	Meeting rooms, teaching spaces, conference and presentation space in three locations in Jacksonville.
Career Success: Onboarding & Coaching	\$16,225		150 students receiving minimum of 5 hours of coaching from 5 success coaches focused on job placement and interviews
Scholarships for: Tuition: 30 Students: Acumen CNA \$22,500 10 Students: Pharmacy Tech \$20,000 Testing Certification Fee: 50 Students: Microsoft & 60 Entrepreneurial Certifications \$25,000	\$67,500		150 student certificates of completion
Background Screening for 50 students	\$20,625.00		50 background screenings
Commencement Program	\$10,000		150 participants
Curriculum Development	\$15,000	\$5000	Workforce Readiness

			Coaching Phase 2 Curriculum for job placement & workplace success
Total:	\$168,750	\$46,500	

Deliverables		
Marketing & Outreach	Reworks will host five outreach sessions and conduct 100 hours of outreach, online and in-person.	5 Events 100 hours of online and in-person outreach.
Coaching	Reworks will host 800 hours of coaching	800 hours of coaching and placement provided by up to 5 coaches. 150 participants will receive a minimum of 5 hours of job placement coaching.
Scholarships	150 participants will participate in a career training pathway.	Industry Certification: 30 Students: Acumen CNA 10 Students: Pharmacy Tech 40 students will enroll and participate in 85% of the program. Testing Certification: 50 Students will complete and receive a Microsoft & Or 60 Entrepreneurial Lawncare Certifications

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Student Success Units of Service Cost Breakdown			
Type of Service Provided	Expected # of completions	Unit of Service per participant	Total Reimbursement for UOS
Phase 1: Onboarding, Coaching, and Workforce Readiness			
Workforce Readiness Bootcamp & Orientation	150	\$375.00	\$56,250
Total:			\$56,250
Phase 2: Career Training, Coaching & Job Placement			
Microsoft & Digital Literacy Certification	50	\$1610.80	\$80,540
Lawncare Certification	30	\$667.00	\$20,010
Entrepreneurial Certification	30	\$667.00	\$20,010
CNA Certification	30	\$768.00	\$23,040
Pharm Tech Certification	10	\$2515.00	\$25,150
Total:			\$168,750