

EXHIBIT "A"

SCOPE OF SERVICES

Second Chance Society, Inc.

Hand-up Program

The Hand-Up Program helps these individuals find a means of returning to or acquiring a state of self-sufficiency and independency by removing material barriers. This is accomplished in two very precise ways.

In the job related category, the Hand-Up Program will provide tools, equipment, clothing/uniforms, workboots, licensure or any other item needed by individuals who have been referred to SCS by cooperating agencies, have undergone the SCS screening process, and have been recommended for such award and for whom such items are a pre-condition of employment.

In the vocational training category, the Hand-Up Program will provide tuition, text books and educational materials to individuals who have been referred to SCS by cooperating agencies, have undergone the SCS screening process, have been recommended for such award and for whom such textbooks and supplies are necessary in order for them to complete a course of vocational study with the goal of obtaining certification in a trade leading to employment.

Specific objectives shall be:

To provide textbooks, and other educational materials to complete a course of vocational study or to fund the purchase of trade materials for ninety-eight (98) men and women whom have been identified and targeted as a continuum of care priority by the Broward County Homeless Initiative Partnership.

The Subgrantee agrees to aid in the dissemination of information and promotional materials relative to City of Hollywood initiatives. This includes, but is not limited, to making available information and promotional materials relative to City of Hollywood initiatives in the Subgrantee offices and/or project sites. In addition, the Subgrantee shall provide a complete mailing list of clientele with the exception of the clients where confidentiality is mandatory. The Subgrantee shall provide such information in a form sufficient so that the City may direct-mail information and promotional materials. The Subgrantee shall make available staff that can provide referral services complete with appropriate contact person for City of Hollywood initiatives.

EXHIBIT "B"

BUDGET & REIMBURSEMENT SCHEDULE

Total CDBG project funding is \$9,979.00. Subgrantee will be paid on the basis of performance throughout a twelve (12) month period, from October 1, 2014- September 30, 2015 and eligible project expenses incurred.

Payment may be requested at a monthly at a rate of \$8.48 per client (98 clients total per month). The maximum monthly reimbursement amount is \$831.58 unless a performance short fall occurred in a previous billing period. In such instances, the subgrantee may request reimbursement over the monthly cap, provided it does not exceed the maximum allowed for the contract period.

The process for requesting contract payment is as follows:

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The subgrantee shall submit a summary invoice that clearly details with each month's payment reimbursement request and submit proper documentation, project expenses incurred and which may be accompanied by canceled checks or other acceptable evidence of indebtedness. The subgrantee shall submit a summary invoice that clearly details client list and referring agency. The invoice must be accompanied by a monthly performance report further described in Exhibit "C" attached.

EXHIBIT "C"

PERFORMANCE REPORTS

Beginning with the end of the first month of the contract year (October 31, 2014) and each month thereafter, Second Chance Society shall submit monthly program performance reports to the Community and Economic Development Department. The report shall explain any problems encountered with the project's implementation and clearly detail the client list and referring agency.

In addition, beginning the first day of the second program month (November 1, 2014) and each month thereafter the Subgrantee shall complete a copy of sections 2, 4, and 5 (below) and the demographic report and submit to the Community and Economic Development Department until services are completed.

SEC. 1	Monthly report for:	Second Chance Society
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SEC. 2	Funding for:	FY 2014-2015	CITY
	Subrecipient	Second Chance Society	
	Tot. Allocation	\$9,979.00	
	Expended	\$0.00	
	Remaining	\$0.00	
	Agreement Period (Months)	12	

SEC. 3	Quantifiable Goal	Clients	CITY
	(Monthly)	98	

SEC. 4	Services Provided	Youth Participants
	(Current Month)	

SEC. 5 NOTABLE ACTIVITIES FOR THE MONTH

**EXHIBIT
"D"**

TIMETABLE/SCHEDULE FOR PROJECT(S)

October 2014	Client Intake Begins
Nov. 1, 2014-Aug 31, 2015	Ongoing services
September 30, 2015	Program Evaluation and Final Report

EXHIBIT "E"

OMB CIRCULARS A-110 AND A-133

Circulars are available at 2600 Hollywood Blvd., Room 203

EXHIBIT "F"

Outcome Measurements and Quantifiable Goals

The Outcome Measurements and Quantifiable Goals will coincide with all Exhibits. See attached.

OUTCOMES MEASUREMENT TABLE Page 13B

Program: Hand Up Program – Public Services

Inputs	Activities	Outputs	Outcomes		
			Initial	Intermediate	Longer-term
Resources SCS Staff & Volunteers 1 F/T Program Director 1 F/T Head Program Coordinator 20 Volunteers (See <i>Volunteer Structure</i> below) <u>Case Managers, Social Workers, Administrators, diverse staff who serve individuals within the Continuum of Care, Department of Corrections, Veteran Service Providers, Urban League of Broward County and all who refer such clients to the SCS Hand Up Program for assistance.</u> Clients so referred by outside agencies and entities serving this population.	Remove material barriers to self-sufficiency for homeless and struggling individuals by doing the following: 1) Fund the purchase of job-related items so client may start employment, and/or 2) Fund tuition, text books and educational materials so client may begin a course of vocational study and training, leading to employment. <u>Process:</u> 1) Receive client applications from Case Managers, 2) Interview such clients, generate client report, 3) Recommend and present client request to SCS Board member. Upon award approval from Board member, the following will occur: 1) Client will be taken shopping by SCS Staff or Volunteer to purchase item(s) needed as a pre-condition of employment, and/or 2) payment in the form of a check or cc will be made to the identified Vocational School equipping client with required text books/supplies or tuition so studies may begin. <u>Outcomes:</u> All clients are contacted at set intervals for up to 1 year. This is done to assess client progress & also to provide continuous encouragement & hope to clients as they progress in their recovery & rehabilitation.	SCS to serve 350-400 clients in 2014 to 2015 via the Hand Up Program; of which 98 such clients will be served with the CDBG funding awarded by the City of Hollywood. These clients will be referred from a homeless shelter located within the City of Hollywood and/or within a Continuum of Care Agency as identified by the Broward County Homeless Initiative Partnership (HIP). SCS to serve 8.5 clients per month who will be effectively equipped with items required to begin employment or effectively equipped with items required to begin schooling or vocational training.	Clients who have been impoverished and are sheltered will advance towards the first step in gaining "self-sufficiency" and "independence" by the start of a job or the start of a vocational course whereby a trade will be learned and eventual employment found. Workforce Development Level 1 <u>Personal Growth</u> Clients still show signs of improvement on an emotional level as they learn basic life skills which are typically taught at their respective programs.	Clients so helped by the SCS Hand Up Program will acquire yet another level of self-sufficiency by retaining a job and/or continuing vocational studies, finally leading to completion of course, graduation and official certification / licensure. Workforce Development Level 2. <u>Personal Growth</u> Having reached the intermediate apex, clients who have been impoverished will acquire a new found sense of self-worth, self-esteem, responsibility, accountability, and will experience an overall sense of well being.	Longer-term clients so helped by the SCS Hand Up Program will successfully emerge from shelter life into society, to proceed to live independently. Many will find restoration of relationships with family, friends and children, and will become respectable, trustworthy citizens. Many will return to, or discover a sense of spirituality and balance in their lives. Most importantly, many will desire to give back to the community at large, becoming mentors and friends to those who are hurting. Thus, the Hand Up Program plays a role in also equipping its clients for outreach to those with whom they have shared a similar life experience, having once been either homeless, addicted, incarcerated, mentally challenged, and having worked through these issues to finally break the cycle of poverty and hopelessness. This is an immeasurable outcome. Workforce Development Level 3.
Volunteer Base Volunteer 1 Finance Coordinator Volunteer 2 Program Coordinator Volunteer 3 Program Coordinator Volunteer 4 Program Coordinator Volunteer 5 Program Coordinator Volunteer 6 Program Coordinator Volunteer 7 E-Bay Coordinator Volunteer 8 Outcome Tracking Volunteer 9 Outcome Tracking Volunteer 10 Outcome Tracking Volunteer 11 Outcome Tracking Volunteer 12 General Office Volunteer 13 General Office Volunteer 14 Receptionist Volunteer 15 Receptionist Volunteer 16 PR Coordinator Volunteer 17 Media Specialist Volunteer 18 Grant Writer Volunteer 19 Grant Writer Volunteer 20 Fundraising					

Quantifiable Goals - Table 2

SCS will serve 98 clients during FY 2014 to 2015, or 24.5 clients per quarter. SCS has developed reasonable goals which it expects and desires its clients to meet when receiving assistance through the Hand Up Program. **Note: SCS deems the measure of success for its clients to be as shown below (#1-5), and further deems this measure to remain the same for each quarter.**

1. A client assisted with job related items, will remain employed.
2. A client assisted in the vocational training arena, will have either finished their course of study, or will be close to finishing. If course is completed, client is employed in his/her particular field.
3. A client has become self-sufficient, either living in transitional housing or living independently.
4. When possible, client has reconnected with family members and has made a spiritual connection.
5. A client will make progress in an area of rehabilitation, i.e., if the struggle was with drugs or alcohol, they have maintained sobriety and are actively involved in a recovery program.

SCS's Outcomes Tracking Program is the vehicle that provides statistics on a client's progress. Every client is contacted by phone 30 days after date of service, 90 days after date of service, 180 days after date of service and 1 year after date of service. The SCS Outcomes Department who makes these calls will ask the below questions and will record the data. This data is analyzed and plugged into a spreadsheet which has a pre-set rating system. Quantifiable results are calculated via this rating system and Outcomes Reports are generated on a quarterly basis or as needed.

For Jobs: Is client still employed? If so, how is the job going? Are there any changes in hours, increase/decrease? How is client faring with his/her supervisor and fellow workers? What new job skills have been learned? Is there a chance for a promotion or to make more money? Overall, is client happy with job? If job was lost, why was it lost and what are client's plans for seeking another job opportunity?

For Vocational Training: Is client still enrolled in his/her course of study? If so, how are the classes going? Is client making good grades? How much longer is the course? Is client finding the course interesting and does he/she think this it was a good career choice for the client's future? Is client maintaining good relationships with teachers and other students? If having problems with any particular area, how is client addressing these issues? Seeking support from Guidance Counselor?

Housing: Is client still residing in the referring shelter? If yes, how much longer can client remain? Are plans for alternative/transitional housing being discussed with Case Manager? If no, where is client now residing? Is client in a safe environment? What are client's future housing plans for self and for family? Section 8 housing if needed? Checking into other low housing programs?

Client Satisfaction & Sustainability: How is client feeling emotionally (rise in self-esteem, repair of lost relationships, renewed spirituality)? **Was client satisfied with services provided by SCS?** Is there anything SCS can do to help client continue to make progress? Is client willing to give his/her testimony at one of SCS's Quarterly Fellowship Dinners? Will client commit to staying participate in SCS's Alumni & Mentoring Programs? What is the greatest change that has occurred in client's life since knowing SCS staff, volunteers, and receiving its services?