



## 2018-2019 Florida Job Growth Grant Fund Workforce Training Grant Proposal

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed and signed by an authorized representative of the entity applying for the grant. Please read the proposal carefully as some questions may require a separate narrative to be completed. If additional space is needed, attach a word document with your entire answer.

### Entity Information

Name of Entity: United Against Poverty

Federal Employer Identification Number (if applicable): 11-2397936

Primary Contact Name: Austin Hunt

Title: Founder/CEO

Mailing Address: 2746 US Highway 1

Vero Beach, Florida 32960

Phone Number: 772.770.9113

Email: Austin@unitedagainstopoverty.org

Secondary Contact Name: Franklin (Trip) Snelson

Title: Project Director

Phone Number: 772.205.2286, Trip@unitedagainstopoverty.org

### Workforce Training Grant Eligibility

Pursuant to 228.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.

**1. Program Requirements:**

(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

- A. Provide the title and a detailed description of the proposed workforce training.  
see attached

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- B. Describe how this proposal supports programs at state colleges or state technical centers.  
see attached

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- C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.  
see attached

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- D. Describe how this proposal supports a program(s) that is offered to the public?  
see attached

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- E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.  
see attached

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- F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

☒ Yes

☐ No

see attached

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- G.** Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

see attached

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## 2. Additional Information:

(If additional space is needed, attach a word document with your entire answer.)

- A.** Is this an expansion of an existing training program? ☒ Yes ☐ No  
If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

see attached

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- B.** Does the proposal align with Florida's Targeted Industries? ☒ Yes ☐ No  
([View Florida's Targeted Industries here.](#))

If yes, please indicate the specific targeted industries with which the proposal aligns.

If no, with which industries does the proposal align?

see attached

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- C.** Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List? (View Florida's Demand Occupations List [here.](#)) ☒ Yes ☐ No

If yes, please indicate the specific occupation(s) with which the proposal aligns.

If no, with which occupation does the proposal align?

see attached

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- D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).

If in-person, identify the location(s) (e.g., city, campus, etc.)

where the training will be available.

If computer-based, identify the targeted location(s) (e.g. city, county, statewide

where the training will be available.

see attached

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- E. Indicate the number of anticipated annual enrolled students and completers in the proposed program.

see attached

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- F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

Begin Date: \_\_\_\_\_

End Date: \_\_\_\_\_

see attached

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- G. Describe the plan to support the sustainability of the program after grant completion.

see attached

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- H. Identify any certifications, degrees, etc. that will result from the completion of the program.

Please include the Classification of Instructional Programs (CIP) code and the percent of completer in each code, corresponding with Section E.

see attached

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- I. Does this project have a local match amount?

☒ Yes

☐ No

If yes, please describe the entity providing the match and the amount (Do not include in-kind).

see attached

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- J. Provide any additional information or attachments to be considered for the proposal.  
see attached

### 3. Program Budget

(If additional space is needed, attach a word document with your entire answer.)

**Estimated Costs and Sources of Funding:** Include all applicable workforce training costs and other funding sources available to support the proposal.

1.) Total Amount Requested	\$ 2,263,532	
Florida Job Growth Grant Fund		
2.) Other Workforce Training Project Funding Sources:		
City/County	\$	
Private Sources	\$ 4,762,671	
Other (grants, etc.)	\$ 653,250	Please Specify: see attached
Total Other Funding	\$ 5,415,921	
3.) Workforce Training Project Costs:		
Equipment	\$ 936,524	
Personnel	\$ 220,000	
Facilities	\$ 4,988,650	
Tuition	\$	
Training Materials	\$	
Other	\$ 1,534,279	Please Specify: see attached
Total Project Costs	\$ 7,679,453	

**Note:** The total amount of the project should equal the total amount requested plus the total other funding.

- 4.) Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

see attached

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#### 4. Approvals and Authority

(If additional space is needed, attach a word document with your entire answer.)

- A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?

Approval of the Board of Directors

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- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

Upcoming Board Meetings are: Oct 25 2018, January 24th 2019, April 25th 2019.

A special meeting can be called with 10 days notice

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- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

Article 7 of the UP Inc By-Laws subsection "D" give authority for any officer so seek or accept gifts for general and special purposes of the corporation. Subsection A states that to Execute a grant contract UP Inc Board of Directors would need to provide authorization to the CEO to approve the agreement.

## WORKFORCE TRAINING GRANT PROPOSAL

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

United Against Poverty

Name of Entity: \_\_\_\_\_

Austin Hunt, Founder/CEO

Name and Title of Authorized Representative: \_\_\_\_\_

Representative Signature:  \_\_\_\_\_

Signature Date: September 14, 2018 \_\_\_\_\_

1. Program Requirements

**A. Provide the title and a detailed description of the proposed workforce training. If additional space is needed, attach a word document with your entire answer.**

The Success Training Employment Program (STEP) is a unique adult workforce training program designed to help individuals overcome barriers to employment. The program was developed by United Against Poverty (UP), a non-profit organization founded 15 years ago in Indian River County, Florida; its purpose to inspire and empower people living in poverty lift themselves and their families to economic self-sufficiency.

The first segment of STEP's three-phase program is made up of 120 hours of classroom instruction in the areas of emotional intelligence, workplace skill development and job acquisition training. Participants spend four hours a day, five days a week in a cohort setting where they learn the hard and soft skills that make them desirable employees. Upon completion of the in-class portion, students graduate into the second phase which focuses on individualized skill development, employment preparation and job placement. A Job Developer connects each participant with opportunities to interview for full-time positions that fit into their career path. Once an individual has obtained employment, they enter phase three (success coaching) which focuses on employment retention, career development and financial training for up to 3-years or until the participant reaches 201% of the Federal Poverty Level.

A grant award resulting from this proposal will allow UP to complete the funding necessary to establish a New UP Center in Indian River County. United Against Poverty embarked in 2015 on Phase I of a campaign to provide funds to purchase a building of sufficient size to consolidate its programs (STEP, Crisis Navigation, Member-Share Grocery, and General Education) and provide additional space to host its collaborating partners. Thanks to the generous support of community stakeholders UP successfully raised \$2.2 million (in cash and pledges) to purchase a 46,000 square-foot citrus distribution facility and repurpose it. It is in the historic Main Street area of Vero Beach directly east of the Indian River County Administration Center. UP closed on the building in June of 2018.

UP launched a campaign to the buildout, retrofit and improvement of this building in February 2018. Once finished, the new center will dramatically increase the ability of the most vulnerable members of the Indian River County community to receive a "Hand Up". The new center will provide low-income families, as defined by those earning 200% of the Federal poverty level or less, greater access to the much-needed resources provided by UP and its collaborating partner's services. UP and its partners will also increase their collaboration, efficiencies, and effectiveness through this consolidation. The results: decreased poverty and increased economic stability for families in Indian River County.

**B. Describe how this proposal supports programs at state colleges or state technical centers. If additional space is needed, attach a word document with your entire answer.**

This program provides a funnel of students into public secondary education institutions in Indian River County including Indian River State College and Treasure Coast Technical College. Forty-four



Florida Department of Economic Opportunity  
Workforce Training Grant Proposal – United Against Poverty

percent of STEP program graduates seek secondary or vocational education following their participation. Counseling provided during STEP encourages participants to seek secondary education at state schools. Given that the population the STEP program serves have significant barriers to employment, it is reasonable to expect that both current and future STEP graduates would likely not seek secondary education at secondary education schools without participating in the STEP program.

**C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer. If additional space is needed, attach a word document with your entire answer.**

STEP provides participants with new skills, an employment history and positive references. STEP program participants are offered an opportunity to earn up-to eight nationally-recognized training certificates as part of the curriculum. The certifications are intended to create a foundation of employability skills including; professionalism, business ethics, sexual harassment, food handling, personal hygiene, site place safety, customer service and cashiering. They provide basic employability skills that are applicable to most employers and occupations. Currently, these internationally recognized credentials are issued through a partnership with the IGA/Coca Cola Retail Learning Institute, a five million-dollar international computer-based training platform.

According to a CareerBuilder survey of over 2100 employers in 2014, over 77% of employer's stated that soft skills are as important as hard skills. They identified emotional intelligence as a critical skill for successful employment. UP's STEP program is developed around their **STEP into the Workplace Curriculum**. Central to this curriculum is *Emotional Intelligence* training which is an innovative foundation curriculum and job retention strategy. This curriculum provides both theoretical and practical strategies that develop relational management skills, self-control and social awareness.

As evidence to the value of their curriculum, UP in Indian River County currently works with 121 employment partners willing to interview and offer job opportunities to STEP program graduates. To ensure sustainability of the workforce skills that are developed, each participant is paired with a personal Success Coach who continues to work with them for three years to ensure they excel in their current position and become a strong candidate for future career advancement opportunities. Additionally, each Success Coach is a certified financial educator through the National Financial Educator's Council who assists STEP participants with financial education, goal setting and achievement during this period.

**D. Does this proposal support a program(s) that is offered to the public?**

Yes. All programs at UP are offered to the public that economically qualify (earning 200% or less than the Federal poverty level).

**E. Describe how this proposal is based on criteria established by the state colleges and technical centers. If additional space is needed, attach a word document with your entire answer.**

The STEP program aligns with criteria established and documented in the Florida College System's Strategic Plan 2012-2013 to 2017-2018. Specifically, the STEP program aligns with the main goals within the Strategic Plan as follows:

Florida Department of Economic Opportunity  
Workforce Training Grant Proposal – United Against Poverty

Expand and Maintain Access: UP's programming enhances the number of students enrolling in education. In addition to promoting high school graduation, and General Equivalency Diploma (GED) programs for participants without such credentials, UP's general education programming also promotes post-secondary education and vocational training. Our programs includes GED tutoring and basic computer skills to help participants to successfully navigating GED testing. In STEP's Career Pathway planning, if participants career development plan requires ongoing educational achievement, the goals are sequentially set by the Success Coach and participant. Once the GED is achieved as a pre-requisite for entry into the state college, STEP participants then move towards subsequent educational opportunities. Forty-four percent (44%) of STEP program graduates seek secondary education and/or vocational training following their STEP program participation, exceeding the performance indicator for students enrolling following high school graduation target of 37.6% specified in the Florida College System's Strategic Plan for 2017-2018.

Increase College Readiness and Success: Counseling provided during STEP encourages participants to seek secondary education at state schools. This counseling is consistent with the High School outreach efforts described in the Strategic Plan, excepting that many of the individuals served by UP are not enrolled in a High School. Given that the population the STEP program serves have significant barriers to employment, including limited work history, no work history, substance abuse, mental health issues, and criminal backgrounds, it is reasonable to expect that both current and future STEP graduates would likely not seek or remain in secondary education at state colleges and technical centers without participating in the STEP program.

Prepare for Careers: The STEP program has a 95% success rate of employment for all graduates in full calendar years 2016 and 2017, exceeding the performance indicator target of 72.9% specified in the Florida College System's Strategic Plan for 2017-2018. Further, as described in the response to 1.C., STEP participants can earn up-to eight internationally-recognized basic employment certificates during the training. These certificates are resume-builders and transferable to future employment opportunities.

**F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?**

Yes. The programs at United Against Poverty are specifically designed to serve unemployed and underemployed individuals, including displaced workers.

**G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of jobs anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training. If additional space is needed, attach a word document with your entire answer.**

Fully-operational, establishment of the New UP Center in Indian River County will substantially enhance economic opportunity by increasing the number of STEP graduates each year obtaining gainful employment. UP's STEP's program became operational in mid-2015.

Projected Schedule of Enhanced STEP Job Creation:

Presently, UP graduates approximately 100 individuals per year and places them into employment, the 5-year plan for program growth will demonstrate a 300% growth in program services which represents a conservative market share in the community being served.

- 2019 Secure remaining funds to complete retrofit, initiate construction
- 2020 Increase STEP program graduates to 120 per year
- 2021 Increase STEP program graduates to 144 per year
- 2022 Increase STEP program graduates to 173 per year
- 2023 Increase STEP program graduates to 250 per year
- 2024 Increase STEP program graduates to 300 per year

Since its inception in 2015, the 301 STEP graduates that are currently employed are now cumulatively generating over \$6.5 million in direct wages impact annually. If this success rate is extrapolated, by 2024 this program will have a projected 1,200 graduates (projecting an 85% retention rate). Cumulatively, they will generate approximately \$28 million in direct wages annually by the end of 2024, creating a strong return on this one-time investment.

In addition to the increase in direct wages and the associated indirect impact, STEP and UP's three other supporting programs will generate return on investment from the expansion of programming associated with the New UP Center from these additional areas of value:

- UP's Organizational Economic Impact (value of the organization's salaries and services in Indian River County)
- Reduced training and re-training costs to employers based on STEP graduates' high 1-year annual retention rate compared to industry average
- Social cost avoidance (reduction of public assistance as STEP graduates become gainfully employed)
- Impact of UP's co-op grocery/personal care items program
- Value of the New UP Center's reduced lease rates that will be provided to collaborating partner organizations
- Value of the collaborative partner rental impact to UP's organizational sustainability
- Value of the volunteer service associated with UP to the community

The following table illustrates an estimate of UP's current annual economic impact to Indian River County, and its projected annual economic impact once the New UP Center is fully-operational:

Florida Department of Economic Opportunity  
Workforce Training Grant Proposal – United Against Poverty

	Current UP Annual Economic Impact	Future UP Annual Economic Impact
STEP Workforce Development Impact (one year's class only, not cumulative)	\$3,273,624	\$9,820,873
UP's Organizational Economic Impact	\$3,320,949	\$3,947,596
Training/Retraining Costs Avoided Impact	\$20,600	\$61,800
Social Cost Avoidance	\$5,255,400	\$15,766,200
Co-op Grocery Impact	\$4,149,505	\$8,735,800
Discounted Partner Lease Impact		\$92,520
Reduction in Building Rent Impact		\$238,620
Volunteer Impact	\$401,376	\$662,270
Total	\$16,421,454	\$39,325,679

*Detailed supporting documents for these estimate calculations are available upon request*

Additionally, there will be a one-time economic impact to Indian River County associated with the construction value of the New UP Center's retrofit of \$4,696,095.

2. Additional Information

- A. Is this an expansion of an existing training program? If yes, please provide an explanation of how funds from this grant will be used to enhance the existing program. If additional space is needed, attach a word document with your entire answer.**

Yes. The retrofit of the New UP Center will provide three STEP classrooms and one computer center, allowing at full utilization 300 STEP graduates per year to enter gainful employment. Presently, UP has one classroom with limited computer terminal access. Based on UP's current facility limitations only, UP can support approximately 100 STEP graduates per year from the program. The STEP program consistently maintains a waiting list of individuals desiring to enter the program.

- B. Does the proposal align with Florida's Targeted Industries? (View Florida's Targeted Industries here.) If yes, please indicate the targeted industries with which the proposal aligns? If additional space is needed, attach a word document with your entire answer.**

Yes, STEP is a foundational program that aligns with Florida Targeted, as well as all other industries. An analysis of initial job placements from 2016-2018 indicates that 27% of all initial job placements were associated with Florida's Targeted Industries (Manufacturing 15%, Finance/Professional Services 5%, and Life Sciences 7%). A similar percentage of alignment with Florida's Targeted Industries is anticipated for the increase in number of graduates that result from the expansion of their program. It should be noted that Piper Aircraft employs more STEP graduates than any other UP employment partner. Aviation/Aerospace is a Florida Targeted Industry for Incentives. Piper has stated that they desire to continue to employ "many more" graduates of STEP (reference *Piper Aircraft letter of support included with this proposal*).

- C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List? (View Florida’s Demand Occupation Lists here.) If yes, please indicate the occupation(s) with which the proposal aligns. If no, with which occupation does the proposal align? If additional space is needed, attach a word document with your entire answer.**

Yes, STEP is a foundational program that aligns with the Statewide and Regional Demand Occupations, as well as all other occupations. An analysis of initial job placements from 2016-2018 indicates that 59.2% of the initial job placements align with Occupational titles listed in Workforce Development Area 20’s 2018-2019 Regional Demand Occupations list. The following table provides information on the alignment of STEP program graduates with Regional Demand and other occupations.

Program Title	Percentage	Regional Demand Occupation	SOC	CIP	Fed CIP
Customer Service Representative	19.1%	First-Line Super. Of Office & Admin. Support Workers	431011	0252041100	520411
Manufacturing Technology	15.0%	Sales Representatives, Wholesale and Manufacturing, Technical ar	414011	0615061307	150613
Food Service	12.7%	Food Service Managers	119051	0252090500	520905
Marketing	12.0%	Retail Salespersons			521401
Healthcare/Medical Office Specialist	7.5%	Medical Secretaries	436013	0351071603	510716
		Medical Records and Health Information Technicians	292071	0351071602	510716
Social Service	7.5%				511504
Hospitality & Lodging	6.7%				520904
Janitorial Services	5.2%				460401
Commercial Foods	3.7%				120503
Early Childhood Education	1.5%				190709
Insurance Sales Agents	4.5%	Insurance Sales Agents	413021	0252190803	413021
Building Construction Technology	1.1%				151001
Landscape Management	1.1%				010605
Agriculture, General	1.1%				010000
Sports, Fitness and Recreation Management	0.4%				310507
Cosmetology	0.4%				120401
Applied Welding Technologies	0.4%	Welders, Cutters, Solderers, and Brazers	514121	0648050802	480508

A similar percentage of alignment with Region 20’s Demand Occupations is anticipated for the increase in number of graduates that will result from the expansion of their program.

- D. Indicate how the training will be delivered (e.g. classroom-based, computer-based, other). If in-person, identify the location(s) (e.g. city, campus, etc.) where the training will be available. If computer-based, identify the targeted location(s) (e.g. city, county, statewide) where the training will be available. If additional space is needed, attach a word document with your entire answer.**

Training at the New UP Center will be delivered in-person in a classroom setting. Thirty-three (33%) of all training curriculum is computer-based and facilitated within the classroom setting. The training will be provided at the New UP Center located at 1400 27<sup>th</sup> St. Vero Beach, Florida. A public transportation “Go-Line” Bus Stop is located at one of the facility entrances, and the New UP Center is located adjacent to the Indian River County Administrative Complex, allowing facility users easy access to UP’s programs as well as county government resources.

- E. Indicate the number of anticipated enrolled students and completers. If additional space is needed, attach a word document with your entire answer.**

The following table illustrates the individuals enrolled and completing classroom portion of STEP in its current facility, and in the New UP Center provided the funding is obtained as scheduled.

Florida Department of Economic Opportunity  
Workforce Training Grant Proposal – United Against Poverty

	Enrolled	Completed
2016 (actual)	118	105
2017 (actual)	120	109
2018 (projected)	115	100
2019 (projected)	125	110
<i>New UP Center Operational</i>		
2020 (projected)	133	120
2021 (projected)	160	144
2022 (projected)	192	173
2023 (projected)	278	250
2024 (projected)	333	300

**F. Indicate the length of program (e.g. quarters, semesters, weeks, etc.) including anticipated beginning and ending dates. Begin Date: \_\_\_\_\_ End Date \_\_\_\_\_.**

The classroom portion of STEP curriculum is 6 weeks. Presently, UP provides 6 cycles of the classroom training annually. Success Coaching occurs with our STEP graduates after job placement for up-to 3 years, or until they achieve economic self-sufficiency (defined as 201% of Federal Poverty Level as defined by participant family size), whichever occurs first.

For reference, in 2017, 98 of the 109 STEP program graduates lifted themselves from poverty as defined by the Federal Government, and 22 lifted themselves into economic self-sufficiency (above 200% of the Federal Poverty level).

In the New UP Center, the addition of two new classrooms and a dedicated computer lab will provide UP the facility resources to expand its STEP training and provide 15 cycles annually. Additionally, with increased staffing levels, UP intends to offer afternoon and evening STEP cycles in its new facility to allow greater access for Indian River County citizens.

**G. Describe the plan to support the sustainability of the proposal. If additional space is needed, attach a word document with your entire answer.**

This proposal is being submitted to complete the funding requirements for a one-time project creating a New UP Center in Indian River County. Sufficient funding for the new facilities' future operations is anticipated to be generated from United Against Poverty's normal recurring revenue streams (*excepting near-term maintenance items described in paragraph 3.1.b of this application*). Efficiencies created through the one-time completion this New UP Center project will generate approximately \$320,000 total of annual savings/revenue streams that will be directed to expanding programs. These savings will result from consolidating UP's facilities, and the associated disposition of two buildings where their programs are presently operated. One building that is owned by UP will be sold (presently under contract), the other building is leased. The lease for the second building will be allowed to expire in April 2019.

UP's Member Share Grocery Program is a model where participants must income qualify. The Members contribute a nominal handling fee for the food they select. Approximately 68% of the food is donated by Corporate Product Partners. Eighty-five companies, including Kellogg, PepsiCo, and Wal-Mart provide product to the Member Share Grocery Program. Their endorsement of the program's "cost-share" model reflects the integrity of the program's design. This model, which UP has operated for the last 15 years, is self-sustaining.

Funding for crisis navigation, STEP, and education programs is provided through giving to UP's annual fund and grant funding. In the past year, 1,309 unique donors provided gifts to the annual fund. Forty-three foundations are supporting the organization. Special annual events such as the Thanksgiving Day Trot Against Poverty, Burgers and Brews – An American Heritage Celebration, and the Valentine Ball provide additional revenue to support program operations.

UP is allocating 7,200 square feet of the floorspace to accommodate up to 12 partner organizations at the new center. UP presently partners regularly with over 48 local agencies on a referral basis, and has agencies co-located on their campuses. AARP Foundation's Senior Community Service Employment Program and the State Department of Children and Family Services are co-located with UP. In the new center, UP intends to co-locate additional partner organizations that provide needed services. UP will be offering partner organizations access to the space at the New UP Center at a rate that is below current market rates yet covers UP's costs.

Additional earned income opportunities are being investigated include the Social Enterprise Center (SEC) that will be established in the New UP Center, as well as program curriculum sales and expanding into business training opportunities. The new center will provide space for UP's new SEC program that will provide a supplemental revenue as well as providing relevant training space for participants in small business development, entrepreneurial training and e-commerce.

The success of the UP's proprietary curriculum **STEP into the Workplace** and their unique training methods have opened-up several conversations with employer and partner agencies on opportunities to monetize this success to support UP's ongoing programing. Paid-for-training with employer staff groups in Emotional Intelligence and other areas, as well as the idea of selling STEP curriculum to geographically distant agencies that can implement this transformational curriculum are also being explored.

- H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Program (CIP) code if applicable. If additional space is needed, attach a word document with your entire answer.**

STEP program participants are offered an opportunity to earn up-to eight nationally-recognized training certificates. The eight certificates are: Customer Service, Professionalism, Business Ethics, Sexual Harassment, Cashiering, Personal Hygiene, Site Place Safety, and Food Handling. These certificates are resume-builders and transferable to future employment opportunities. Additionally, each graduate receives a Certificate of Completion for the STEP program and a separate certification in the 40-hour Emotional Intelligence curriculum. The program identifies two exceptional participants in each cohort with special recognition certificates of achievement.

Finally, each STEP program graduate is recognized with a certificate celebrating their initial employment. These are displayed in the STEP classrooms, offering positive reinforcement and motivation for subsequent participants.

- I. Does this project have a local match amount? If yes, please describe the entity providing the match and the amount. If additional space is needed, attach a word document with your entire answer.**

UP's Board of Directors, Community Leaders who volunteered to support this initiative, and the private sector in Indian River County have pledged \$4.8 million dollars to-date towards the New UP Center's total estimated project cost of \$7.6 million dollars. Additional pledges of approximately \$650,000 are anticipated to be received from the private sector within the next 6 months. This proposal requests the state to provide the remaining funding necessary to repurpose the New UP Center and provide increased job growth resulting from the expansion of their programs.

UP engaged a group of volunteer community leaders in planning for this New UP Center project in January 2018. These community leaders wrote a "Case Statement" for this project that has been used to gain financial support from local philanthropy. This process of involving community leaders in project planning has resulted in stakeholders positioning UP to best serve the community's needs.

- J. Provide any additional information or attachments to be considered for the proposal. If additional space is needed, attach a word document with your entire answer.**

Indian River County is one of the 12-county focus areas designated as Opportunities for Improved Economic Outcomes. This proposal specifically addresses the five areas identified for Indian River County needing improvement as follows:

- **High Unemployment** – In today's economy, with the labor market near full employment, this proposal addresses a key resource by reengaging individuals with barriers to employment back into the workforce. STEP provides tangible skills training that expands the capacity of the local unemployed labor force and works actively with local employers to ensure that specific local needs are being met. This intentional dual focus, both on the employee and employer needs, creates much greater success in employment and has been well received by our employer partners.
- **Minimal Labor Force Growth** – The STEP is designed to directly affect the capacity of workers to enter and thrive in a changing workforce. The program's high percentage of unemployed (77%) or underemployed (23%) graduates has direct impact on growing the areas labor pool. Thus, acting as countermeasure towards minimal organic labor force growth. To date this program has successfully reengaged over 300 local citizens and engaged 121 employers to partner in this effort. Support of this project will allow a three-fold expansion of this success.
- **Low Labor Force Participation Rate** – STEP's high percentage of unemployed (77%) or underemployed (23%) participants is growing the area's labor pool; putting graduates in gainful employment and on a path to economic self-sufficiency. Workers with barriers to employment are gaining the soft and hard skills to enter the labor force and to successfully retain employment.



- **Annual Wages Below State Average** – UP’s programming is designed to engage/reengage its clients into gainful employment and guide them to a career path towards economic self-sufficiency. STEP students are a population that have significant barriers to employment and are unemployed or underemployed at STEP enrollment. STEP graduates entering the program with no work history, or chronic inability to retain employment, enter the workforce at the entry level. However, the program requires that the jobs offer a path for career advancement that aligns with a participant’s Career Pathway. Student’s select a career pathway during their training in the STEP program.

A Rapid Employment component of STEP helps to address the issue of underemployment and displaced workers, with barriers, in offering them a direct path into employment due to their existing skills and background. This aspect of STEP benefits both the participant and the employer by making skilled labor force participants rapidly available to the market. In 2017, STEP Graduates earned an average wage of \$11.07 per hour (37% above 2017 minimum wage). Although this wage is below the state average, it is a significant increase for the participants engaged in the program. In 2017, 98 STEP graduates lifted themselves from poverty, and 22 lifted themselves to economic self-sufficiency, which UP defines as household income equaling 201% or above the Federal poverty level.

- **Rate of Individuals with Disabilities above State Avg.** - Indian River County has a higher than state average rate of persons with disabilities. Due to this, it has been imperative for the STEP partner with a number of local agencies to provide job training for persons with visible and non-visible disabilities including: Mental Health Collaborative, Vocational Rehabilitation, New Horizons, EmployU, Mental Health Association and Substance Awareness Council, and The ARC of Indian River County. STEP has been successful in serving student referrals from these agencies. These students with a variety of barriers have successfully attained and retained employment through STEP.

### 3. Program Budget

#### 3.1 Total Amount requested

UP is respectfully-requesting the State of Florida consider a grant in the amount of \$2,263,532 to support the New UP Center project in Indian River County.

The basis of this request is:

- A. To provide the remaining totaling \$1,216,253 necessary to complete the project including the retrofit of the building that has not been funded by the private sector in Indian River County. Note that the private sector support described in section 3.2 totals 82% of the building purchase and retrofit cost.
- B. Fund two near-term maintenance items totaling \$1,047,279. These items will be material impacts to UP’s annual fund (roof and HVAC replacements).

#### 3.2 Other Workforce Training Project Funding Sources

To-date, UP has received a total of \$4,762,671 in cash and pledges from the private sector. Fundraising efforts performed to-date have generated a total of \$2,177,500 in asks that are “pending decisions”. It is estimated based on a fundraising industry

standard of 30% that the pending decisions will result in an additional \$653,250 once they are closed. It is anticipated that these pending decisions will close between September 2018 and March of 2019. The total cash and pledges received to-date and the estimated additional private sector funding received from the pending decisions will result in \$5,415,921 in private sector funding for the New UP Center.

### 3.3 Workforce Training Project Costs

The Equipment and Facilities cost of \$936,524 and \$4,988,650 (respectively) are supported by attached cost estimates provided by Project Management Advisors, a consultant for this project. Personnel costs of \$220,000 are UP staff costs associated with this project. Other costs consist of \$486,991 for capital fundraising and project management, and \$1,047,279 in near-term maintenance items discussed in item 3.1(b). The total of these items is \$7,679,454 and represents the estimated total project costs for the New UP Center.

## 4. Detailed Narrative

The New UP Center project consists of purchasing and retrofitting a building to consolidate and expand UP's services. On November 5, 2014 UP entered into an Option Agreement with Southern Fulfillment Services for the purchase of a former citrus packing facility located at 1400 27<sup>th</sup> Avenue, Vero Beach 32960. The property, a 46,000 (exterior) square foot block building was purchased on June 30, 2018. UP closed on the building paying a total cash purchase price of \$2,000,000. *Note that on July 5, 2019 UAP received a current appraisal from Boyle & Drake Appraisal Company finding the current value of the property to be \$2.9 million.*

UP has retained architects Cuhaci & Peterson (C&P) to develop the Architectural Design for the new center. The schematic design of the interior has been produced and construction documents are scheduled for delivery in October 2018.

The goal is to raise total funding needs through this proposal and to complete the project in a single-scheduled build beginning in January 2019. A single-build retrofit for the New UP Center is anticipated to take approximately 6 months to complete (Summer-2019).

UP conducted a best-value contractor selection process and has retained a General Contractor (Certified General Contractors) in September 2018. A final contract will be executed after the construction plans are finalized.

If UP is unable to implement a single-scheduled buildout due to funding shortfalls; the retrofit construction will occur in two phases.

- Phase 1 of the project will include build out of the Member Share Grocery Program, Warehouse area encompassing 22,000SF The Phase I retrofit is anticipated to take approximately 4 months to complete (Spring-2019).
- Phase 2 would be to complete the balance of the current plan including partnership space, educational center, workforce development and entrepreneurial training classrooms and

Florida Department of Economic Opportunity  
Workforce Training Grant Proposal – United Against Poverty

program offices encompassing 24,000SF The Phase II retrofit is anticipated to take approximately 4 months to complete after attaining the remaining funding.

# DRAFT PROJECT BUDGET



United Against Poverty  
Vero Beach Campus

March 9, 2018	Project Budget	per sq. ft. (Build Dept.)	Comments
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Area/ Useable (USF)

45,900

## CAPITAL BUDGET USES

52.00	T.I. Construction			
52.05	General Contractor Preconstruction Services	7,500		
52.10	General Contractor Costs	2,524,500		Blended \$55/SF; does not include HVAC or Roof Replacement
52.15	Utilities During Construction	7,500		
<b>52.00</b>	<b>Total General Construction</b>	<b>\$2,539,500</b>	<b>\$55.33</b>	
53.00	Misc. Owner Construction			
53.05	Structured Tel/Data Cabling	7,000		Allowance; confirm IT budget for head end equip, phones, POS, etc.
53.10	IT Network Equipment	25,000		Allowance; confirm IT budget for head end equip, phones, POS, etc.
53.15	Security	15,000		Allowance; Confirm Security Requirements
<b>53.00</b>	<b>Misc. Owner Construction</b>	<b>\$47,000</b>	<b>\$1.02</b>	
54.00	Architect / Engineer			
54.05	Architect fees	150,930		C&P contract amount including supplemental services
54.10	Civil Engineer fees	16,000		MBV agreement value
54.15	Architectural Construction Administration	8,500		Allowance
54.20	Structural Engineer	0		Included
54.25	A/E Reimbursables	3,000		Allowance
54.30	Supplemental Services Allowance	20,000		Includes Civil Scope supplement & misc. services
<b>54.00</b>	<b>Total Architect / Engineer</b>	<b>\$198,430</b>	<b>\$4.32</b>	
55.00	Testing / Inspection			
55.05	Geotechnical Investigation and Report	3,000		confirm site scope of work
55.10	Material Testing & Inspections	7,500		confirm site scope of work
55.15	Special Inspection	5,000		Concrete, other
55.20	Envelope Testing	7,500		Allowance
55.25	Survey	3,500		Allowance
<b>55.00</b>	<b>Total Testing / Inspection</b>	<b>\$26,500</b>	<b>\$0.58</b>	
57.00	Miscellaneous Consulting			
57.05	Permit Expeditor	0		included in C&P contract
57.10	Other Misc. Consulting	0		
<b>57.00</b>	<b>Total Miscellaneous Consulting</b>	<b>\$0</b>	<b>\$0.00</b>	
58.00	Project Management			
58.05	Base Project Management Fees	69,800		In UAP budgetPMA Contract dated 12/1/17 is \$69,800+\$4,500 reimb.
58.10	Project Management Reimbursables	4,500		
<b>58.00</b>	<b>Total Project Management Fees</b>	<b>74,300</b>	<b>\$1.62</b>	
59.00	Permits			
59.05	Building Permits	22,721		Allowance
59.10	Trade Permits	500		Allowance
59.15	Florida Building Code Surcharge	116		
59.20	Utility Service Fees (Electrical/ Telecom/ Gas			TBD
<b>59.00</b>	<b>Total Permits</b>	<b>\$23,337</b>	<b>\$0.51</b>	
60.00	Impact Fees			
60.05	Irrigation Capacity Charge			TBD; will need calculations done by MEP engineer
60.10	Sewer Capacity Charge			TBD; will need calculations done by MEP engineer
60.15	Water Capacity Charge			TBD; will need calculations done by MEP engineer
60.20	Indian River County Impact Fees - Road	120,000		Rough estimate; confirm with IRC
60.25	Indian River County Impact Fees - Fire	10,000		Rough estimate; confirm with IRC
60.30	Indian River County Impact Fees - Law	10,000		Rough estimate; confirm with IRC
60.35	Other Impact Fees			
<b>60.00</b>	<b>Total Impact Fees</b>	<b>\$ 140,000</b>	<b>\$3.05</b>	

# DRAFT PROJECT BUDGET



## United Against Poverty Vero Beach Campus

March 9, 2018	Project Budget	per sq. ft. (Build Dept.)	Comments
68.00 Furniture, Fixtures & Equipment (FF&E)			
68.05 Office Furniture	150,000		Assume (4) Conference tables, (23) private desks, (28) cubicles, and (157) chairs
68.10 Reception Desks	20,000		Assume (2) large Reception Desks
68.15 Breakroom Furniture	5,000		Assume (12) tables and (32) chairs
68.20 Classroom Furniture	60,000		Assume (74) tables and (150) chairs
68.25 Common Area Furniture	15,000		Assumed (20) 2x2 tables and (100) chairs
68.30 Grocery Refrigeration Equipment	200,851		Per David Flynt emails on 2/27/18
68.35 A/V Costs	25,000		Assume projectors in each classroom and (5) TVs throughout
68.40 Signage	25,000		Building & Monument Signage Allowance
68.45 Shopping Carts	12,000		Per David Flynt emails on 2/27/18
68.50 Shelving	27,800		Confirm; Bldg. + Monument Signage?
68.55 Cash Registers	5,500		Confirm; Bldg. + Monument Signage?
68.60 Appliances	3,500		Allowance (2 refrigerators, toaster oven, microwave)
68.65 Window Treatments			Excluded
<b>68.00 Total Furniture, Fixtures and Equipment (FF&amp;E)</b>	<b>\$549,651</b>	<b>\$11.97</b>	
69.00 Relocation Costs			
69.05 Move Costs	0		Excluded
69.10 Tel/Data Connections/Programming	0		Excluded
69.15 Existing Space Decommissioning	0		Excluded
<b>69.00 Total Relocation Costs</b>	<b>\$0</b>	<b>\$0.00</b>	
99.00 Project Contingency			
99.05 Design/Estimating Contingency	9,922		5% of Design Costs
99.10 Construction Contingency	76,185		3% of Construction Costs
99.15 Escalation	103,061		3% based on July 2018 start
99.20 Owners Project Contingency	137,289		4% of Project Costs
<b>99.00 Total Project Contingency</b>	<b>\$326,457</b>	<b>\$7.11</b>	
<b>TOTAL PROJECT USES (COSTS)</b>	<b>\$3,925,174</b>	<b>\$85.52</b>	
<b>TOTAL PROJECT SOURCES</b>			

## United Against Poverty Construction Budget Summary

Friday, March 9, 2018

Average	
Total Cost	Cost Per Sqft
Sq.ft 45900	

Structure			
Roofing		\$ 423,422.00	\$ 9.22
HVAC/Mechanical		\$ 623,857.00	\$ 13.59
Total			
<b>Grand Total &amp; \$/SF</b>		<b>\$ 1,047,279</b>	<b>\$ 22.82</b>



*James Funk*  
*Chief Operating Officer*

September 14, 2018  
Florida Department of Economic Opportunity  
107 E. Madison Street  
Caldwell Building  
Tallahassee FL 32399

Re: Letter of Support, United Against Poverty Florida Job Growth Grant

Dear Sir/Madam,

It is my pleasure to write this letter of support for United Against Poverty's (UP) application for funds from the Florida Job Growth Grant fund.

Piper Aircraft (Piper) is a leading manufacturer of general aviation aircraft with world-wide distribution. Piper is headquartered in Indian River County, Florida and has been manufacturing aircraft from its Vero Beach location since 1957. Having a capable and reliable workforce is essential to our success.

Piper has hired more workers from UP's workforce development program in Indian River County than any other employer. UP's Success Training for Employment (STEP) program provides a unique combination of basic workforce and emotional intelligence skills training, and success coaching to individuals with barriers to employment. We have witnessed STEP program's graduates advance through our organization. Their commitment and dedication to their job performance is a testament to the value of their STEP program training at UP. We consider them an important collaborative partner to our success and hope to employ many more STEP graduates in the future.

We hope that their request for funding from the Florida Job Growth Grant fund is given serious consideration. A New UP Center in Indian River County will expand their programming, and constructively engage chronically unemployed and underemployed individuals into the workforce.

Piper has given UP's program expansion serious consideration and is pleased to announce that it is joining many other private-sector parties in funding this initiative. We hope the State of Florida will join us and strongly support this important project.

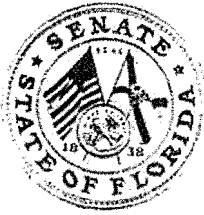
If you have any questions, please contact me at 772-299-2668.

Sincerely,

A handwritten signature in black ink, appearing to read "James Funk", is written over a horizontal line.

James Funk  
Chief Operating Officer

2926 Piper Drive Vero Beach FL 32960



## THE FLORIDA SENATE

Tallahassee, Florida 32399-1100

### COMMITTEES:

Education, *Vice Chair*  
Governmental Oversight and  
Accountability, *Vice Chair*  
Agriculture  
Appropriations Subcommittee on the Environment  
and Natural Resources  
Appropriations Subcommittee on General  
Government  
Judiciary

### JOINT COMMITTEE:

Joint Legislative Auditing Committee,  
*Alternating Chair*

**SENATOR DEBBIE MAYFIELD**  
17th District

September 14, 2018

The Honorable Rick Scott  
Governor, State of Florida  
The Capitol  
400 S. Monroe St.  
Tallahassee, FL 32399-0001

Re: United Against Poverty Florida Job Growth Grant

Dear Governor Scott,

I am sending this letter in strong support of United Against Poverty's (UP) application for funding from the Florida Job Growth Grant fund.

Indian River County's economy greatly benefits from UP's Success Training for Employment (STEP) workforce development and support programs. STEP is a unique workforce development program for individuals with significant barriers for employment. UP's STEP curriculum provides unemployed and underemployed individuals with hard foundational skills such as interviewing and resume preparation.

Additionally, UP's emotional intelligence training and success coaching of their graduates are differentiators that have created a strong track record of transforming lives and empowering individuals to become gainfully employed. The New UP Center project described in UP's job growth grant application will positively impact the five factors identified as opportunities for improved economic outcomes in Indian River County by the Department of Economic Opportunity in March 2018.

Thank you for your consideration of this request. Should you have any questions, please do not hesitate to contact my office.

Sincerely,

A handwritten signature in black ink that reads "Debbie Mayfield". The signature is fluid and cursive, with the first name "Debbie" and last name "Mayfield" clearly legible.

Debbie Mayfield  
State Senator, District 17

### REPLY TO:

- 900 E. Strawbridge Avenue, Melbourne, Florida 32901 (321) 408-2025 FAX: (888) 263-3815
- 1801 27th Street, Vero Beach, Florida 32980 (772) 226-1970
- 324 Senate Office Building, 404 South Monroe Street, Tallahassee, Florida 32399-1100 (850) 487-5017

Senate's Website: [www.flsenate.gov](http://www.flsenate.gov)

**JOE NEGRON**  
President of the Senate

**ANITERE FLORES**  
President Pro Tempore



*Tim Zorc*  
*Commissioner, District 3*  
*Office: 772-226-1492*  
*Email: tzorc@ircgov.com*



September 14, 2018

Re: Letter of Support, United Against Poverty Florida Job Growth Grant

Dear Sir/Madam:

I am sending this letter in support of United Against Poverty's ("UP") application with the Florida Department of Economic Opportunity for the Florida Job Growth Grant Fund.

UP is an exceptional organization that has developed a unique program to assist unemployed and underemployed individuals with overcoming barriers to attain gainful employment. Specifically, UP serves those in poverty by providing crisis care, case management, education, food, employment training and placement and personal empowerment training. UP estimates that its New UP Center project, which is the subject matter for its grant application, will allow it to triple the number of graduates from its workforce development program annually. This will not only decrease Indian River County's unemployment rate, but it will provide families with an opportunity to lift themselves out of poverty and create a better life and future.

In my opinion, the New UP Center project is the perfect opportunity for the State of Florida to partner with the private sector to invest in a program to decrease the unemployment rate in Indian River County and the State as a whole.

Sincerely,

A handwritten signature in blue ink, appearing to be "TZ", is written above the printed name.

Tim Zorc  
Indian River County Commissioner  
District 3

*1801 27<sup>th</sup> Street, Building A*  
*Vero Beach, FL 32960*  
*(772) 226-1490*

Robert and Nancy Puff  
321 Palmetto Point  
Vero Beach, FL 32963

To: Florida Department of Economic Opportunity

Date: September 14, 2018

Re: Letter of Support, United Against Poverty Florida Job Growth Grant

Dear Sir/Madam:

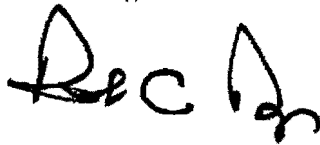
We are sending this letter to express our strong support for United Against Poverty's (UP) application for funds from the Florida Job Growth Grant fund.

UP provides a significant benefit to Indian River County's economy. They fill a gap in workforce development; bringing unemployed and underemployed individuals back into the workforce. Their unique approach to empowering individuals with barriers to employment has transformed 300 lives since its inception in 2015. Their program graduates are now cumulatively generating over \$6.5 million in direct wages annually from gainful employment.

The New UP Center project described in UP's job growth grant application will provide UP the facility resources to triple the number of its workforce development program graduates each year. This will dramatically enlarge the organization's economic impact in Indian River County, benefit their 121 current employment partners, and transform lives.

The philanthropic community in Indian River County has spoken and pledged the majority of funds necessary to establish the New UP Center. We encourage the State of Florida to join us and support United Against Poverty's grant application for this critical project.

Sincerely,



Robert C. Puff Jr.

  
Nancy L. Puff



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*Leading the way to a healthy economy*

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*VeroBeach.com*  
*Wells Fargo*

September 24, 2018

Office of Governor Rick Scott  
400 South Monroe Street  
Tallahassee, FL 32399-0001

RE: United Against Poverty - Florida Job Growth Grant Submittal

Dear Governor Scott:

The Economic Development Office of the Indian River County Chamber of Commerce supports United Against Poverty (UP) in its application to fund the New UP Center under the Florida Job Growth Grant Fund.

This project will have a strong, positive and long-term impact which will jump-start the economic growth in our region, especially as it relates to increasing the availability of a trained workforce in Indian River County while transforming the lives of individuals.

**And, with Indian River County included your “12-County Initiative”, we would hope you give projects within our county priority consideration.**

UP's unique workforce development program, Success Training for Employment (STEP), is designed for individuals with significant barriers for employment. This program has benefited local employers by empowering its graduates with strong workplace foundational skills. The program has seen an 88% job retention rate of STEP graduates after 1-year of employment – much higher than the national average.

The New UP Center will expand the number of STEP graduates from 100 to 300 per year, thus increasing the available workforce in Indian River County who are ready for gainful employment.

Governor Rick Scott  
September 24, 2018  
Page two

As the primary economic development organization in Indian River County, we know that a trained and trainable workforce is the new currency for business development. Many of our local employers are expanding, adding jobs that they prefer to fill with local talent. The New UP Center can also increase the viability of Indian River County as a desirable business location for new business.

Please call or email me should you have any questions. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Helene Caseltine", with a long, sweeping horizontal line extending from the end of the name.

Helene Caseltine, CEcD  
Economic Development Director



## INDIAN RIVER STATE COLLEGE Office of the President

September 25, 2018

The Honorable Rick Scott  
Governor, State of Florida  
The Capitol  
400 S. Monroe St.  
Tallahassee, FL 32399-0001

RE: Support for the United Against Poverty – Florida Job Growth Grant Proposal

Dear Governor Scott:

On behalf of Indian River State College, I am pleased to write this letter in support of United Against Poverty's (UP) application for funds from the Florida Job Growth Grant Fund.

Indian River State College (IRSC) and UP have collaboratively served the citizens in Indian River and St. Lucie Counties through an annual Poverty Symposium, hosted each year at IRSC since 2013. This symposium provides subject matter experts a forum to discuss best practices to win the battle against poverty in our communities, including developing specialized educational programs such as UP's Success Training for Employment Program (STEP). Moreover, UP also partners with IRSC as a service learning site, providing opportunities for IRSC students to receive hands-on training in the social service discipline, including engagements with STEP.

UP's unique programming fills a gap, bringing unemployed and underemployed individuals back into the workforce and into postsecondary education. Forty-four percent (44%) of UP's STEP graduates seek postsecondary education and/or vocational training following their STEP participation.

As proposed in UP's job growth grant application, their new Center described within will allow the organization the capacity and resources to triple the number of its STEP graduates each year. This projected growth will in turn allow more citizens the opportunity to further their education at state colleges and technical centers, or re-enter the workforce.

Thank you in advance for considering this grant application.

Sincerely,

Edwin R. Massey, Ph.D.  
President