

**Florida Department of Education  
Project Award Notification**

<b>1 PROJECT RECIPIENT</b> Junior Achievement of South Florida	<b>2 PROJECT NUMBER</b> 89E-93370-5Q001	
<b>3 PROJECT/PROGRAM TITLE</b> Junior Achievement of South Florida Youth Workforce Program Expansions  <p align="right"><b>TAPS 25B173</b></p>	<b>4 AUTHORITY</b> <b>Section 2 Specific Appropriation 105</b> <b>USDE or Appropriate Agency</b>  <b>FAIN#:</b>	
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 PROJECT PERIODS</b>  Budget Period: 07/01/2024 - 06/30/2025 Program Period: 07/01/2024 - 06/30/2025	
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget:         \$705,745.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount:                 \$705,745.00	<b>8 REIMBURSEMENT OPTION</b> Advance Payment	
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>• Last date for incurring expenditures and issuing purchase orders: <span style="float: right;"><u>06/30/2025</u></span></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <span style="float: right;"><u>08/20/2025</u></span></li> <li>• Last date for receipt of proposed budget and program amendments: <span style="float: right;"><u>05/30/2025</u></span></li> <li>• Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>• Date(s) for program reports:</li> <li>• Federal Award Date : <span style="float: right;"><u>07/01/2024</u></span></li> </ul>		
<b>10 DOE CONTACTS</b> <b>Program:</b> Antoinette Gonzalez <b>Phone:</b> (850) 245-0663 <b>Email:</b> <a href="mailto:Antoinette.Gonzalez1@fldoe.org">Antoinette.Gonzalez1@fldoe.org</a> <b>Grants Management:</b> Unit B (850) 245-0735	<b>Comptroller Office</b> <b>Phone:</b> (850) 245-0401  <b>UEI#:</b> JEBEJB3P3UK3 <b>FEIN#:</b> F590871446001	
<b>11 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>• This project and any amendments are subject to the procedures outlined in the <a href="#">Project Application and Amendment Procedures for Federal and State Programs</a> (Green Book) and the General Assurances for Participation in Federal and State Programs and the terms and requirements of the Request for Proposal or Request for Application, RFP/RFA, hereby incorporated by reference.</li> <li>• Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.</li> <li>• In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.</li> <li>• All provisions not in conflict with any amendment(s) are still in full force and effect and are to be performed at the level specified in the project award notification.</li> <li>• The Department’s approval of this contract/grant does not excuse compliance with any law.</li> <li>• Other:</li> </ul>		

**12 APPROVED:**

*Charles D. Fesher*  
 \_\_\_\_\_  
 Authorized Official on behalf of the  
 Commissioner of Education

10/01/2024  
 \_\_\_\_\_  
 Date of Signing



**INSTRUCTIONS**  
**PROJECT AWARD NOTIFICATION**

- 1 Project Recipient: Agency, Institution or Non-Governmental entity to which the project is awarded.
- 2 Project Number: This is the agency number, grant number, and project code that must be used in all communication. (Projects with multiple project numbers will have a separate DOE-200 for each project number).
- 3 Project Description: Title of program and/or project. TAPS #: Departmental tracking number.
- 4 Authority: Federal Grants - Public Law or authority and CFDA number. State Grants - Appropriation Line Item Number and/or applicable statute and state identifier number.
- 5 Amendment Information: Amendment number (consecutively numbered), type (programmatic, budgeting, time extension or others) in accordance with the Project Application and Amendment Procedures for Federal and State Programs (Green Book), and effective date.
- 6 Project Periods: The periods for which the project budget and program are in effect.
- 7 Authorized Funding: Current Approved Project (total dollars available prior to any amendments); Amendment Amount (total amount of increase or decrease in project funding); Estimated Roll Forward (roll forward funds which have been estimated into this project); and Total Project Amount (total dollars awarded for this project).
- 8 Reimbursement Options:
  - Federal Cash Advance –On-Line Reporting required monthly to record expenditures.
  - Advance Payment – Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, 90% of previous expenditures must be documented and approved by the Department.
  - Quarterly Advance to Public Entity – For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.
  - Reimbursement with Performance - Payment made upon submission of documented allowable expenditures, plus documentation of completion of specified performance objectives.
- 9 Timelines: Date requirements for financial and program reporting/requests to the Department of Education.
- 10 DOE Contacts: Program contact for program issues, Grants Management Unit for processing issues, and Comptroller's Office number for payment information.
- 11 Terms and Special Conditions: Listed items apply to this project. (Additional space provided on Page 2 of 2 if needed.)
- 12 Approved: Approval signature from the Florida Department of Education and the date signature was affixed.

FLORIDA DEPARTMENT OF EDUCATION

PROJECT APPLICATION

<p><b>Please return to:</b></p> <p>Florida Department of Education Office of Grants Management ShareFile System Telephone: (850) 245-0496</p>	<p><b>A) Program Name:</b> Junior Achievement of South Florida Youth Workforce Program Expansions</p> <p><b>Fiscal Year 2024-2025</b> <b>TAPS NUMBER: 25B173</b></p>	<p><b>DOE USE ONLY</b></p> <p>Date Received</p> <p>7/8/2024</p>						
<p><b>B) Name and Address of Eligible Applicant:</b> Junior Achievement of South Florida, Inc. 1130 Coconut Creek Blvd Coconut Creek, FL 33060</p>		<p><b>Project Number (DOE Assigned)</b></p> <p>89E-93370-5Q001</p>						
<p><b>c) Total Funds Requested:</b></p> <p>\$705,745</p> <hr/> <p><b>DOE USE ONLY</b></p> <p><b>Total Approved Project:</b></p> <p>\$705,745.00</p>	<p><b>D) Applicant Contact &amp; Business Information</b></p> <table border="1"> <tr> <td data-bbox="646 919 1105 1213"> <p>Contact Name: Danielle Koppelman; Felix Collazo</p> <p>Fiscal Contact Name: Adrinia Woods; Anthony Murphy</p> </td> <td data-bbox="1105 919 1594 1213"> <p>Telephone Numbers: 954-979-7100</p> </td> </tr> <tr> <td data-bbox="646 1213 1105 1465"> <p>Mailing Address: 1130 Coconut Creek Blvd Coconut Creek, FL 33060</p> </td> <td data-bbox="1105 1213 1594 1465"> <p>E-mail Addresses: <a href="mailto:danielle@jasouthflorida.org">danielle@jasouthflorida.org</a>; <a href="mailto:felix@jasouthflorida.org">felix@jasouthflorida.org</a>; <a href="mailto:adrinia.woods@jasouthflorida.org">adrinia.woods@jasouthflorida.org</a>; <a href="mailto:anthony@jasouthflorida.org">anthony@jasouthflorida.org</a></p> </td> </tr> <tr> <td data-bbox="646 1465 1105 1604"> <p>Physical/Facility Address: 1130 Coconut Creek Blvd Coconut Creek, FL 33060</p> </td> <td data-bbox="1105 1465 1594 1604"> <p>UEI number: JEBEJB3P3UK3</p> <p>FEIN number: 59-0871446</p> </td> </tr> </table>		<p>Contact Name: Danielle Koppelman; Felix Collazo</p> <p>Fiscal Contact Name: Adrinia Woods; Anthony Murphy</p>	<p>Telephone Numbers: 954-979-7100</p>	<p>Mailing Address: 1130 Coconut Creek Blvd Coconut Creek, FL 33060</p>	<p>E-mail Addresses: <a href="mailto:danielle@jasouthflorida.org">danielle@jasouthflorida.org</a>; <a href="mailto:felix@jasouthflorida.org">felix@jasouthflorida.org</a>; <a href="mailto:adrinia.woods@jasouthflorida.org">adrinia.woods@jasouthflorida.org</a>; <a href="mailto:anthony@jasouthflorida.org">anthony@jasouthflorida.org</a></p>	<p>Physical/Facility Address: 1130 Coconut Creek Blvd Coconut Creek, FL 33060</p>	<p>UEI number: JEBEJB3P3UK3</p> <p>FEIN number: 59-0871446</p>
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<p>Mailing Address: 1130 Coconut Creek Blvd Coconut Creek, FL 33060</p>	<p>E-mail Addresses: <a href="mailto:danielle@jasouthflorida.org">danielle@jasouthflorida.org</a>; <a href="mailto:felix@jasouthflorida.org">felix@jasouthflorida.org</a>; <a href="mailto:adrinia.woods@jasouthflorida.org">adrinia.woods@jasouthflorida.org</a>; <a href="mailto:anthony@jasouthflorida.org">anthony@jasouthflorida.org</a></p>							
<p>Physical/Facility Address: 1130 Coconut Creek Blvd Coconut Creek, FL 33060</p>	<p>UEI number: JEBEJB3P3UK3</p> <p>FEIN number: 59-0871446</p>							

**CERTIFICATION**

I, Laurie Sallarulo, (Please Type Name) as the official who is authorized to legally bind the agency/organization, do hereby certify to the best of my knowledge and belief that all the information and attachments submitted in this application are true, complete and accurate, for the purposes, and objectives, set forth in the RFA or RFP and are consistent with the statement of general assurances and specific programmatic assurances for this project. I am aware that any false, fictitious or fraudulent information or the omission of any material fact may subject me to criminal, or administrative penalties for the false statement,

false claims or otherwise. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.



E)

Signature of Agency Head

President/CEO

Title

7/8/2024

Date

DOE100A  
Revised June 2022

Page 1 of 2



**BUDGET NARRATIVE FORM 101S**

<b>A) Name of Eligible Recipient/Fiscal Agent:</b>	<b>Junior Achievement of South Florida</b>
<b>B) DOE Assigned Project Number:</b>	<b>89E-93370-5Q001</b>
<b>C) TAPS Number:</b>	<b>TAPS 25B173</b>

(1)	(2)	(3)	(4)	(5)	(6)
FUNCTION	OBJECT	Account Title and Narrative	FTE POSITION	AMOUNT	% Allocated to This Project
5005	5005	Salaries and Benefits (Broward): Salaries - Pre-Apprenticeship Program Director - oversees the Pre-Apprenticeship program for high school students at JA World Huizenga Center at the Lillian Wells Pavilion located in Coconut Creek, FL. Salary: \$87,005.67 Benefits - Medical- \$10,500 (annually) Vision: \$80.16 (annually) Group Life and ADD: \$295.20 Dental: \$534 FICA-\$6,885 (7.65%) Retirement: \$2,700(3%)	1	\$ 108,000.00	100%
5005	5005	Salaries and Benefits (Broward): Salaries - Pre-Apprenticeship Program Manager - implement, maintain, and sustain Junior Achievement of South Florida Pre-Apprenticeship programs. Salary: \$61,394.04 Benefits - Medical- \$10,500 (annually) Vision: \$80.16 (annually) Group Life and ADD: \$166.80 Dental: \$534 FICA-\$3,825 (7.65%) Retirement: \$1,500 (3%)	1	\$ 78,000.00	100%
5005	5005	Salaries and Benefits (Broward): Salaries - Pre-Apprenticeship Student Success Coach - reports directly to the Pre-Apprenticeship Program Director to implement, maintain, and sustain Junior Achievement of South Florida Pre-Apprenticeship programs. Salary: \$49,394.04 Benefits - Medical- \$10,500 (annually) Vision: \$80.16 (annually) Dental: \$534 Group Life and ADD: \$166.80 FICA-\$3,825 (7.65%) Retirement: \$1,500 (3%)	1	\$ 66,000.00	100%

5005	5005	Salaries (Lee and Collier): Salaries - Pre-Apprenticeship Program Manager – implement, maintain, and sustain Junior Achievement Pre-Apprenticeship programs Benefits: N/A	1	\$ 70,769.00	100%
5005	5005	Salaries (Lee and Collier): Salaries - Pre-Apprenticeship Program Coordinator – conducts case management coordination and wrap-around services Benefits: N/A	0.5	\$ 27,892.00	50%
5670	5670	Consultants/Contracted Services (Lee and Collier)- Industry Certification Course Instructor – oversees hands-on training, inclusive of, but not limited to, industry tours and technical trainings Benefits: N/A		\$ 5,916.00	
5665	5665	Expenses/Equipment/Travel/Supplies/Other: Broward: Student Supplies- \$31,250 Description: To purchase materials associated with the delivery of the program i.e. portfolios, workbooks, program materials.		\$ 31,250.00	
5665	5665	Expenses/Equipment/Travel/Supplies/Other: Broward: General Industry Training Tools and Raw Materials - \$42,000 Description: Industry tools and materials recommended by instructors to be used for hands-on training. Tools includes screw drivers of varying size, wrenches of varying size, allen wrenches of varying size, ratchet sets of varying torque and size, various saws, cutters and raw materials to facilitate building projects and trainings.		\$ 42,000.00	
5665	5665	Expenses/Equipment/Travel/Supplies/Other: Broward: Description: hard hats, eye protection, ear protection, gloves, reflective vests.		\$ 23,600.00	
5665	5665	Expenses/Equipment/Travel/Supplies/Other: Broward: Fiber Optics Training Equipment- \$22,500 Description: Curriculum, tools, and raw materials for training students in the area of Fiber Optic splicing, testing, troubleshooting, and repairing wiring.		\$ 22,500.00	
5665	5665	Expenses/Equipment/Travel/Supplies/Other: Broward: AR/VR Curriculum - Online Learning Platform- \$18,750 Description: material to teach soft skills to students. JA Career Success, JA Ethics, JA Personal Finance and others plus franchise fees for curriculum use.		\$ 18,750.00	

5665	5665	Expenses/Equipment/Travel/Supplies/Other: Broward: Telecom/Broadband Curriculum- \$21,000 Description: Curriculum, tools, and raw materials for training students in the area of Broadband systems. This includes working with wiring, broadband networks, electrical, troubleshooting systems and repairs.		\$ 21,000.00		
5665	5665	Expenses/Equipment/Travel/Supplies/Other: Broward: Transportation: Program Days and Industry Exploration Tours- \$31,500 Description: Program Industry Days and Exploration tours with various business partners		\$ 31,500.00		
5665	5665	Expenses/Equipment/Travel/Supplies/Other: Lee and Collier: JA USA Curriculum- \$1,706 Description: material to teach soft skills to students. JA Career Success, JA Ethics, JA Personal Finance and others plus franchise fees for curriculum use.		\$ 1,706.00		
5500	5500	Expenses/Equipment/Travel/Supplies/Other: Lee and Collier: Classroom Rental Space- \$15,000 Description: To cover costs associated with rental space and clean up expenses for teaching and hands-on training that takes place at sites outside of the normal classroom		\$ 15,000.00		
6400	6400	Expenses/Equipment/Travel/Supplies/Other: Professional Development (Staff) Lee and Collier: Staff Personal Development- \$2,000 Description: To support costs associated with professional development including continuing education, trade conference costs.		\$ 2,000.00		
5665	5665	Expenses/Equipment/Travel/Supplies/Other: Lee and Collier: Training, Tools & Equipment for students/trainers- \$139,862 Description: Industry tools and materials recommended by instructors to be used for hands-on training. Tools includes screw drivers of varying size, wrenches of varying size, allen wrenches of varying size, ratchet sets of varying torque and size, various saws, cutters and raw materials to facilitate building projects and trainings.		\$ 139,862.00		
<b>D) TOTAL</b>				<b>\$ 705,745.00</b>	<b>450%</b>	
<b>DOE ATTESTATION (Program and Grants Management)</b>					 <b>FLORIDA DEPARTMENT OF EDUCATION</b> fldoc.org	
The cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.						
					<b>April 2022</b>	<b>DOE 101S</b>

**Florida Department of Education  
Division of Career and Adult Education**

**PROJECTED EQUIPMENT PURCHASES FORM**

Equipment projected to be purchased from this grant must be submitted on this form or in a format that contains the information appearing on this form.

**A) Junior Achievement of South Florida, Inc.**

Name of Eligible Recipient

<b>TAPS Number 25B173</b>
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**B) 89E-93370-5Q001**

Project Number (DOE USE ONLY)

Agencies are accountable for all equipment purchased using grant funds including those below the agencies threshold.

**PROJECTED EQUIPMENT PURCHASES  
(Cells will expand when text is typed.)**

ITEM #	FUNCTION CODE	OBJECT CODE	ACCOUNT TITLE	DESCRIPTION	SCHOOL / PROGRAM	NUMBER OF ITEMS	ITEM COST (\$)	TOTAL AMOUNT (\$)
	A	B	C	D	E	F	G	H
1			Expenses/ Equipment/ Travel/Sup plies/Other	<b>Student Supplies \$31,250</b>  Description: To support the program's curriculum, including program workbooks, teaching aids, hands-on learning materials, etc.	Junior Achievement of South Florida Workforce Program/ Broward	280	\$112	\$31,250



2			Expenses/ Equipment/ Travel/Sup plies/Other	<p><b>General Industry Training Tools \$42,000</b></p> <p>Description: Industry tools recommended by instructors to be used for hands on training. When building the program there was a universal need expressed by employers from across our trade offering that students come trained to use hand tools and also owning their own set. The tool kits include screw drivers of varying size, wrenches of varying size, allen wrenches of varying size, rachet sets of varying torque and size, and other tools. 280 kits @ \$150 each (\$42,000)</p>	Junior Achievement of South Florida Workforce Program/ Broward	280	\$150	\$42,000
3			Expenses/ Equipment/	<p><b>PPE Equipment: \$23,600</b></p>	Junior Achievement of South Florida	280	\$84.28	\$23,600

			Travel/Supplies/Other	Description: PPE for 228 program participants to use during program industry days. Includes 280 hardhats @ \$35 each (\$9,800), 280p pieces of eye protection @ \$15 each (\$4,200), 280 pieces of ear protection @ \$10 each (\$2,800), 280 pairs of gloves @ \$10 each (\$2,800), 280 reflective vests @ \$14.28 each (\$4,000)	Workforce Program/Broward			
4			Expenses/Equipment/Travel/Supplies/Other	<p><b>Fiber Optics Training Equipment</b></p> <p>Each kit includes: fiber inspection microscope, hot knife and stand, fiber optic crimping tool, professional fiber cutter, stainless steel polishing puck, polishing slurry, Micro-Strip® fiber stripper, glass polishing plate, tool box, 2 ounces index-matching gel, 2000 grit sandpaper, 3mm polishing film, 2 ST</p>	Junior Achievement of South Florida Workforce Program/Broward	25	\$900	\$22,500

				Connector mating sleeves, set of two interconnecting fibers, 2 Student manuals, 1 Instructor's manual, 15 2-meter lengths of 1000mm-core plastic fiber, 15 fiber splices and 30 ST fiber connectors, 15 2-meter 1000 mm core plastic fibers, 15 fiber splices, 30 ST fiber connectors, 40 mm and 3 mm polishing film.				
5			Expenses/ Equipment/ Travel /Supplies/ Other	<b>AR/VR Curriculum- Online Learning Platform \$18,750</b>	Junior Achievement Workforce of Florida Workforce Program/ Broward	1	\$18,750	\$18,750
6			Expenses/ Equipment/ Travel /Supplies/ Other	<b>Broadband Communications Curriculum \$21,000</b>	Junior Achievement Workforce of Florida Workforce Program/ Broward	1	\$21,000	\$21,000
7			Expenses/ Equipment/ Other	<b>JA USA Financial Literacy Curriculum \$1,706</b>	Junior Achievement Workforce of SW	1	\$1,706	\$1,706

			Travel/Supplies/Other		Florida Workforce Program/ Collier & Lee			
8			Expenses/Equipment/Travel/Supplies/Other	<p><b>Construction Industry Training Tools for students/trainers \$16,212.35</b></p> <p>Description: Industry tools recommended by instructors to be used for hands on training. When building the program there was a universal need expressed by employers from across our trade offering that students come trained to use hand tools and also owning their own set. The tool kits include screw drivers of varying size, wrenches of varying size, allen wrenches of varying size, rachet sets of varying torque and size, and other tools.</p>	Junior Achievement Workforce of SW Florida Workforce Program/ Collier & Lee	25	\$648.48	\$16,212.35
9			Expenses/Equipment/Travel/Supplies/Other	<p><b>PIXOVR Training Simulations Software \$38,665</b></p>	Junior Achievement Workforce of SW Florida Workforce	1	\$38,665	\$38,665

					Program/ Collier & Lee			
10			Expenses/ Equipment/ Travel/Sup plies/Other	<b>Oculus Quest 2 VR headsets with simulation software \$10,254.75</b>	Junior Achievement Workforce of SW Florida Workforce Program/ Collier & Lee	5	\$2,050.95	\$10,254.75
11			Expenses/ Equipment/ Travel/Sup plies/Other	<b>Oculus Quest 2 charging docks \$2,994.75</b>	Junior Achievement Workforce of SW Florida Workforce Program/ Collier & Lee	5	\$598.95	\$2,994.75
12			Expenses/ Equipment/ Travel/Sup plies/Other	<b>Charging Cart for electronics \$6,816.33</b>	Junior Achievement Workforce of SW Florida Workforce Program/ Collier & Lee	5	\$1,363.27	\$6,816.33
13			Expenses/ Equipment/ Travel/Sup plies/Other	<b>Oculus USB 3.0 Master Link Cable \$92.98</b>	Junior Achievement Workforce of SW Florida Workforce Program/ Collier & Lee	5	\$18.60	\$92.98
14			Expenses/ Equipment/ Travel/Sup plies/Other	<b>zSpace AIO Units \$8,530.50</b>	Junior Achievement Workforce of SW Florida Workforce Program/ Collier & Lee	5	\$1,706.10	\$8,530.50

15			Expenses/ Equipment/ Travel/Sup plies/Other	<b>Student and Staff Laptops \$45,375</b> Description: Laptops for program participants and program staff to use during program industry days.	Junior Achievement Workforce of SW Florida Workforce Program/ Collier & Lee	30	\$1,512.50	\$45,375.00
16			Expenses/ Equipment/ Travel/Sup plies/Other	<b>USB to HDMI Splitter for Class Display \$122.39</b>	Junior Achievement Workforce of SW Florida Workforce Program/ Collier & Lee	5	\$24.48	\$122.39
17			Expenses/ Equipment/ Travel/Sup plies/Other	<b>Student Supplies: \$7,530.38</b> Description: Portfolios, Polo Shirts, Workbooks and Program Materials	Junior Achievement Workforce of SW Florida Workforce Program/ Collier & Lee	25	\$301.22	\$7,530.38
18			Expenses/ Equipment/ Travel/Sup plies/Other	<b>Noise Cancelling Headphones for students \$3,267</b>	Junior Achievement Workforce of SW Florida Workforce Program/ Collier & Lee	25	\$130.68	\$3,267.00

## **Inventory Guidelines**

The following elements are required on the inventory of all equipment purchased.

2 C.F.R. 200, Uniform Guidance, 200.313 Equipment: Property records must be maintained that include a description of the property, a serial number or other identification number, the source funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

State Requirements for inventory elements are located in Rule 69I-72.003, Florida Administrative Code, Recording of Property. Does the agency's inventory system contain all required federal and state elements listed above?

YES     NO

## Project Performance Accountability Form

**Junior Achievement of South Florida**  
**TAPS NUMBER: 25B173**

### Definitions

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date (completion)	Unit Cost
Attract and Recruit Qualified Participants.	<p>Recruit interested youth and young adults to participate in the program.</p> <p>Conduct participant assessments at the beginning of Pre-Apprenticeship program. Assessments help program staff to better understand the learning abilities, skills, interests, and barriers to better understand the supportive resources each student needs and to set them up for program success.</p>	<p>Completed Program Applications/Attendance Records</p> <p>Completed program assessments</p>	December 2024	N/A
Build the knowledge and application of critical work	A minimum of 60% of participants will complete the program.	Results of surveys from	July 2025	N/A



skills and prepare high school students for employment.	A minimum of 60% will report an increase in skills and knowledge specific to their career pathway track	participants, pre-and post-tests and tracking of both completion of program and job placement		
Facilitate long-term employment opportunities for youth, particularly those who are at risk.	By the 90-day follow-up, staff will ensure that 100% of those in a RAP will receive support from Pre-Apprenticeship program staff to ensure that they have the resources that they need in their respective RAP.	Employment data will be tracked long-term through program staff follow-up meetings	July-September 2025	N/A

*Note: Add additional lines if necessary*

## Narrative Section

### Project Design-Narrative

- A) What specific purpose or goal will be achieved by the funds appropriated?
- Briefly summarize the program's goals.
  - Describe the need for the project.
  - Provide supporting data to validate the need.
  - Identify the risk factors and indicators that contribute to the need.
  - Describe the impact of the program on the target population.

**The goal of Junior Achievement of South Florida (JASF) and South West Florida (JASW) Pre-Apprenticeship Programs is to train participants to enter and succeed in the marine, yacht service, construction, and broadband industries by providing hands-on work-based learning taught by industry professionals.** This program inspires excellence, ignites a passion for fields in these industries, and helps participants build the skills to succeed in forming a career path that allows for a livable wage. The JA solution offers businesses a hands-on role in developing work-ready talent with the skills employers need to innovate and grow their businesses and respective industries.

**Describe the need for the project:** According to the U.S. Bureau of Labor Statistics, a staggering 63.6% of America's current labor force are considered middle-skill workers, representing those that have more than a high school diploma but less than a 4-year college degree. The demand for middle-skill workers remains high, yet the lack of a properly trained workforce hinders US businesses' ability to compete globally.

**The Problem:** As the Baby Boomer generation exits the workforce, the available labor pool will shrink. Many students can name only 5-9 occupations,

mainly those of family members, neighbors, or other life influencers. Students need to be able to learn about careers that fit their interests and natural skills.

Students graduating from high school consider their career options based on a debt-to-earnings ratio. Since new workers can enter an apprenticeship with limited training/have opportunities to learn through on-the-job training and apprenticeship models, there is a cause for employers to rethink hiring practices. Students and recent graduates lack the real-world experience employers require to meet productivity goals. South Florida's marine, yacht and construction industries are booming and need qualified employees. Steady growth over the last ten years and record low unemployment have led to a demand for more skilled workers.

Employers are looking for hard-working people with great integrity and work ethic. Implementing a comprehensive workforce development plan is a multilateral and ongoing process. As the Baby Boomer generation continues to exit the workforce, the available labor pool will continue to shrink nationally and internationally. Sales within the maritime (i.e. marine and yacht) sector grew by 5.1 percent in 2019 over the previous year. In comparison, the national economy grew by 1.8 percent. The following four sectors within the maritime economy accounted for the most significant contribution of 2018 to 2019 growth:

- Tourism and recreation- \$2.7 billion growth
- Defense and public administration— \$11.4 billion growth
- Oil and gas— \$8.7 billion growth
- Offshore minerals- \$12.3 billion growth
- Shipbuilding— \$8.1 billion growth

As more people move to the Sunshine State, so does the need for housing, expanding infrastructure, and repairs, meaning the construction industry is booming. In May 2022, the construction industry hired 49,400 people for construction jobs in Broward County. Construction is the second-fastest growing industry in the state, and its need for employees is projected to increase by 15.44% by 2026. The construction industry cluster in Broward County comprises economic sectors such as residential building construction, plumbing, roofing, land subdivision control, street, and highway maintenance, bridge repairs, solar panel installation, and more. Higher wages are found in occupations with more significant training requirements, and 14 of the 15 largest construction occupations require additional certification beyond a high school diploma. CareerSource Broward projects a 9.1% job growth in the construction industry between 2022- 2023. Building construction and specialty trade contractors are the highest rates of change in the construction industry. All high-paying jobs with growth opportunities. The average hourly rate for a construction manager in 2020 was \$47.75. These are jobs that young adults can grow and thrive.

**The Junior Achievement Solution:** Junior Achievement's 150-hour Pre-Apprenticeship Program aims to train participants to enter/succeed in the marine, yacht service, construction, and broadband industries by providing hands-on work-based learning taught by industry professionals. This program inspires excellence, ignites a passion for fields in these industries, and helps participants build the skills to succeed in forming a career path that allows for a livable wage. The Junior Achievement Solution offers businesses a hands-on role in developing work-ready talent with the skills employers need to innovate and grow their businesses and respective industries.

**The proposed project will serve the students by** using Junior Achievement's (JA) curriculum to provide soft skills and prepare students for the workforce and career exploration opportunities in the applicable industries. To implement the program, students will participate in program days that feature lessons from a proven JA curriculum taught by trained business professionals. The curriculum will include: JA Excellence Through Ethics brings the issue of ethics to the forefront of students' minds and provides them the tools and training they need to become ethical business leaders; JA Assembling Your Career, JA My Way, and JA Career Success equips students with the tools required to earn and keep a job in high-growth career industries by covering the 4Cs: critical thinking, communication, collaboration, and creativity; strong soft skills; personal branding and job-hunting tools (resumes, cover letters, interviews, and digital profiles) and much more. Other programmatic components that aim to increase social and emotional learning/development of participants include: the development of critical thinking skills through solving real-life business challenges and creating a business plan; the development of a personal brand and job-hunting tools; learning the skills to/networking with local business and community leaders; meeting diverse groups of peers from different schools; and evaluating of current professional speaking ability and instructions and practice for improvement.

**The proposed project will serve the community by** offering on-the-job training to participants to enter/succeed in four of the state's most lucrative and in-demand industries: marine, yacht service, construction, and Broadband communications. There is a growing number of unprepared candidates saturating the workforce pool. South Florida's Marine, Yacht, and Construction industries need qualified employees. Youth

pre- apprenticeships offer a solution to the increasing demand in these industries within the Broward Community. Youth pre-apprenticeships are a proven way to get high school students (especially those at risk of dropping out) interested in a career in skilled trade industries. Pre-apprentices teach valuable related skills while simultaneously allowing them to obtain work-based learning experiences, all with the goal of a family-sustaining career.

**Enrollment/Registration criteria include** recruiting young adults aged 17-24. Participants must be a high school graduating senior at one of the program's participating schools or older. They must be able to work in the US, be a Broward or Palm Beach Resident, and must be interested in entering full-time employment upon graduation.

**Sources:** US Bureau of Labor Statistics, Boating Industry; FB Marine Group; Florida Department of Economic Opportunity; Marine Industries Association of South Florida; Associated Builders and Contractor's Southeast; ABC Institute; Florida Jobs.

- B) What activities and services will be provided to meet the intended purpose?
- Briefly summarize the activities and service that will be provided.

**JA's Pre-Apprenticeship Program uses an evidence-based curriculum to provide soft skills and prepare students for the workforce and career exploration opportunities in the marine, yacht service, constructions and broadband communications industries.** To implement the program, students participate in program days that feature lessons from a proven JA curriculum taught by trained business professionals. The curriculum includes: JA Excellence Through Ethics brings the issue of ethics to the forefront of students' minds and provides them the tools and

training they need to become ethical business leaders; JA Assembling Your Career, JA My Way, and JA Career Success equips students with the tools required to earn and keep a job in high-growth career industries by covering the 4Cs: critical thinking, communication, collaboration, and creativity; strong soft skills; personal branding and job-hunting tools (resumes, cover letters, interviews, and digital profiles) and much more. Other programmatic components that aim to increase social and emotional learning/development of participants include: the development of critical thinking skills through solving real-life business challenges and creating a business plan; the development of a personal brand and job hunting tools; learning the skills to/networking with local business and community leaders; meeting diverse groups of peers from different schools; and evaluating of current professional speaking ability and instructions and practice for improvement.

**Program Completion includes** the completion of the 150-hour program curriculum and its required components. Throughout the program, participants start with the basics and attend program days that feature lessons from a proven JA curriculum taught by trained business professionals. The curriculum will include: JA Excellence Through Ethics brings the issue of ethics to the forefront of students' minds and provides them the tools and training they need to become ethical business leaders; JA Assembling Your Career, JA My Way, and JA Career Success equips students with the tools required to earn and keep a job in high-growth career industries by covering the 4Cs: critical thinking, communication, collaboration, and creativity; strong soft skills; personal branding and job-hunting tools (resumes, cover letters, interviews, and digital profiles) and much more. Other programmatic components that aim to increase social

and emotional learning/development of participants include: the development of critical thinking skills through solving real-life business challenges and creating a business plan; the development of a personal brand and job-hunting tools; learning the skills to/networking with local business and community leaders; meeting diverse groups of peers from different schools; and evaluating of current professional speaking ability and instructions and practice for improvement.

**Upon completion of their Pre-Apprenticeship Program, participants are guaranteed the opportunity to interview for placement into a Registered Apprenticeship Program (RAP),** which provides job training and scheduled increased wages, as they progress through their apprenticeship. JA currently has 5 leading RAP partners, whose network represents 500+ businesses.

C) Performance-Based Project Deliverables (Scope of Work)

- Describe how each of the performance measures / goals and deliverables stated on the Scope of Work and Project Performance Accountability Form located in the Attachments section will be achieved within the project year.

**By the end of December 2024, 305 total students will be recruited into the Pre-Apprenticeship Programs. Junior Achievement of South Florida (JASF) will attract and recruit 280 qualified participants for the program. Additionally, Junior Achievement of South West Florida (JASW) will recruit 25 qualified participants into their program. This will be accomplished by conducting community outreach to local nonprofits** to inform them about the work-force development opportunities available for the young adults they serve. Nonprofit community partners' including the



Broward County Boys and Girls Club of Broward County; Broward County Public Schools; Children Services Council of Broward County; Community Foundation of Broward; Greater Fort Lauderdale Chamber of Commerce; and United Way of Broward County, will provide warm referrals about the program to students and out of school youth from underrepresented populations including racial minorities, women, opportunity youth, returning citizen youth, and youth with disabilities.

In addition, JASW will work with Lee and Collier County Public Schools, local Chambers of Commerce, and vocational trade associations to recruit students as well as future in-demand trade industries to join the program.

Program staff will track completed program application and attendance records. Participant assessments will be conducted at the beginning of Pre-Apprenticeship program. Assessments help program staff to better understand the learning abilities, skills, interests, and barriers to better understand supportive resource needs and to set them up for program success.

**By the end of July 2025, a minimum of 60% or 183 students (JASF 168 students; JASW 15 students) will complete the program and will report an increase in skills and knowledge specific to their career track.** This will be tracked through the use of surveys, pre and post-tests, and tracking participant's completion of the program and job placement. Program staff will ensure that 100% of students who complete the program and enter a RAP receive support to ensure they have the necessary resources to complete their respective RAP.

**JA's Pre-Apprenticeship Program helps to build the knowledge and application of critical work skills and prepares high school students for long-term employment through hands on learning experiences, industry developed curriculums and the ability to earn recognized certifications in the industry tract of their choice along with financial literacy and soft skills components to ensure students are developing all skills necessary to support future employment.** JA's program works with participants on interview preparation, job-related social media skills (LinkedIn), provides free headshots, and provides appropriate professional business attire for interviews. The soft-skills components include: hands-on relevant, interactive, critical career skills training that helps to prepare students for the workforce by developing leadership and career skills via cutting-edge, experiential learning, time-tested curriculums. The technical curriculum for each career track was designed by industry experts and technical school instructors. The program also incorporates Virtual Reality that allows training, credentialing, and hands on simulations for the different industries in a safe, secure, and cost-effective environment.

**By the end of August 2025, Pre-Apprenticeship Program staff will solicit feedback** by facilitating Industry Advisory Board meetings from program partners regarding the curriculum used and suggestions and ideas for instructor/students experience enhancements during the 2024/2025 school year.

D) Instructional Design and Assessment

- Describe the standard based instructional curriculum that will be utilized in this program.
- Describe the industry certifications and assessments that will be offered to evaluate student outcomes.

**JA's Pre-Apprenticeship Program uses an evidence-based curriculum to provide soft skills and prepare students for the workforce and career exploration opportunities in the marine, yacht service, constructions and broadband communications industries.** There are policies and procedures in place to administer this program. The JA Pre apprenticeship Programs is an FLDOE recognized program that follows all guidelines set forth by the Florida Department of Education Division of Adult and Career Education and State Statutes outlined in Rule: 6A-23.010: Pre-apprenticeship Programs.

**JA's Pre-Apprenticeship Program curriculum and certifications breakdown by program:**

**Marine Service Technician Curriculum and Certifications (70 hours):**

- OSHA 10 certification
- Forklift Operator certification
- Boating Safety certification
- Customer Satisfaction Index (CSI) Introduction
- CPR/First Aid certification
- Intro to Boat Handling & Safety
- General Shop Safety & Practices
- Welcome Aboard Technician- Setting Yourself Up for Success at the Dealership
- Mercury Customer Service Skills- "Reeling Them In"
- Workplace Conduct & Responsibilities
- QC and Efficiency Standards

- Inspection Criteria: Pre-Maintenance & Pre-Delivery Inspections
- M-Tek Certification:
  - a) Marine Service Technician Marine Basics
  - b) Marine Service Technician Engine Fundamentals
  - c) Marine Service Technician Fuel Systems
  - d) Marine Service Technician Electrical Systems
  - e) Marine Service Technician Cooling Systems
  - f) Marine Service Technician Shop Tools
  - g) Intake and Exhaust
- Mercury E-Skills Courses
  - a) Optimax Systems
  - b) Smaftcrafts & DTS Theory Marine Corrosion
  - c) Outboard Engine Maintenance & Troubleshooting
  - d) 4-Stroke Engines
  - e) Basics of Marine Electronics, Equipment, and Installation
  - f) C-Zone Master Volt Battery Switching Programmers
- Industry Career Path Exploration: Worksite Shadows, Industry Presentations, and Career Speaker Series: (50 hours)
- JA Soft Skills & Financial Literacy Curriculum: (30 hours):
  1. JA Excellence Through Ethics
  2. JA Assembling Your Career
  3. JA My Way
  4. 4 C's: Critical Thinking, Communication, Collaboration, & Creativity

5. JA Career Success
6. JA Personal Finance

### **Yacht Service Technician Worksite Curriculum and Certifications (70 hours):**

- OSHA Maritime certification
- Forklift Operator certification
- Boating Safety certification
- CPR/First Aid certification
  
- Industry Career Path Exploration: Worksite Shadows, Industry Presentations, and Career Speaker Series: (50 hours)
- JA Soft Skills & Financial Literacy Curriculum: (30 hours)
  1. JA Excellence Through Ethics
  2. JA Assembling Your Career
  3. JA My Way
  4. 4 C's: Critical Thinking, Communication, Collaboration, & Creativity
  5. JA Career Success
  6. JA Personal Finance

### **Construction Worksite Pre-Apprenticeship Curriculum and Certifications (70 hours):**

- Introduction to Construction Math

- Introduction to Hand Tools
- Introduction to Power Tools
- Introduction to Construction Drawings
- OSHA-10 Construction Certification
- CPR First Aid, Basic Life Support (BLS) Certification
- Forklift Certification
- ABCI Curriculum:
  1. Job Site Logistics
  2. Intro to Procure
  3. Architecture Plan Reading, and Documents
- Industry Careers Path Exploration: Worksite Shadows, Industry Presentations, and Career Speaker Series: (50 hours)
- JA Soft Skills & Financial Literacy Curriculum: (30 hours)
  1. JA Excellence Through Ethics
  2. JA Assembling Your Career
  3. JA My Way
  4. 4 C's: Critical Thinking, Communication, Collaboration, & Creativity
  5. JA Career Success
  6. JA Personal Finance

**Broadband/ Telecommunications Tower Technician Curriculum and Certifications  
(70 hours)**

- RF Assessment and Exposure
- Basic Rigging Principals
- Exothermic Welding
- Authorized Climber
- OSHA 10 Safety Certification
- Forklift Training and Certification
- CPR First Aid/AED
- Industry Careers Path Exploration: Worksite Shadows, Industry Presentations, and Career Speaker Series: (50 hours)
- JA Soft Skills & Financial Literacy Curriculum: (30 hours)
  1. JA Excellence Through Ethics
  2. JA Assembling Your Career
  3. JA My Way
  4. 4 C's: Critical Thinking, Communication, Collaboration, & Creativity
  5. JA Career Success
  6. JA Personal Finance

### **Broadband/ Fiber Optic Technician Curriculum and Certifications: (70 hours)**

- RF Assessment and Exposure
- Fiber Optic Fundamentals
- Fiber Optic Communication Basics
- Types & Properties of Fiber Optic Cable
- Termination and Splicing

- OSHA 10 Safety Certification
- Forklift Training and Certification
- CPR First Aid/AED
- Industry Careers Path Exploration: Worksite Shadows, Industry Presentations, and Career Speaker Series: (50 hours)
- JA Soft Skills & Financial Literacy Curriculum: (30 hours)
  1. JA Excellence Through Ethics
  2. JA Assembling Your Career
  3. JA My Way
  4. 4 C's: Critical Thinking, Communication, Collaboration, & Creativity
  5. JA Career Success
  6. JA Personal Finance

## **Broadband/ Telecommunications Tower Technician Curriculum and Certifications**

### **(70 hours)**

- RF Assessment and Exposure
- Basic Rigging Principals
- Exothermic Welding
- Authorized Climber
- OSHA 10 Safety Certification
- Forklift Training and Certification
- CPR First Aid/AED
- Industry Careers Path Exploration: Worksite Shadows, Industry Presentations, and Career Speaker Series: (50 hours)



- JA Soft Skills & Financial Literacy Curriculum: (30 hours)
  1. JA Excellence Through Ethics
  2. JA Assembling Your Career
  3. JA My Way
  4. 4 C's: Critical Thinking, Communication, Collaboration, & Creativity
  5. JA Career Success
  6. JA Personal Finance

**Broadband Technician Pre-Apprenticeship Curriculum and Certifications (70 hours):**

- RF Assessment and Exposure
- Fiber Optic Infrastructure Specialist
- Broadband Fiber Service
- Wireless Networking
- Fiber for Wireless Infrastructure
- OSHA 10 Safety Certification
- Forklift Training and Certification
- CPR First Aid/AED
- Industry Careers Path Exploration: Worksite Shadows, Industry Presentations, and Career Speaker Series: (50 hours)
- JA Soft Skills & Financial Literacy Curriculum: (30 hours)
  1. JA Excellence Through Ethics

2. JA Assembling Your Career
3. JA My Way
4. 4 C's: Critical Thinking, Communication, Collaboration, & Creativity
5. JA Career Success
6. JA Personal Finance

**Upon completion of their Pre-Apprenticeship Program, participants are guaranteed the opportunity to interview for placement into a Registered Apprenticeship Program (RAP),** which provides job training and scheduled increased wages, as they progress through their apprenticeship. JA currently has 5 leading RAP partners, whose network represents 500+ businesses.

**JA uses several tools to measure the effectiveness and quality of its programs and determine outcomes, including pre and post-tests and surveys.** In the Pre-Apprenticeship program, students are evaluated by their instructors, which provides additional information and helps evaluate their training.

E) Collaboration

- Identify collaborative partnerships for developing and implementing the project's goals and objectives.

JA is excited to expand workforce development opportunities for youth, especially those who face employment and educational barriers, including high school students, opportunity youth, housing-insecure youth, justice-involved youth, young parents, and youth from low-income disadvantaged backgrounds. JA believes collaboration is key to meeting the needs of our young people and serves as a catalyst between industry and education. JA's Pre-Apprenticeship Registered Apprenticeship

Program (RAP) partners include Fast Boat Marine Group (FB Marine), Marine Industries Associated of South Florida (MIASF), Associated Builders and Contractors Institute (ABC Institute), Wireless Infrastructure Association (WIA), and Comcast. JASF and JASW's partnerships are formalized through Memorandum of Understanding (MOU) agreements.

Junior Achievement's Pre-Apprenticeships provide students with career exploration opportunities, access to employers, and training with options for after high school. Additionally, the organization is seen as a critical component of our county's educational approach and JASF has a solid partnership and contract with Broward County Public Schools (BCPS) and belongs to the Broward Workshop and Greater Fort Lauderdale Chamber of Commerce. JASF and JASW are privileged to receive the financial support of many local funding agencies and charitable foundations. Junior Achievement's partners and supporters believe workforce development is critical to our economy's future and their businesses' future success.

JASF will coordinate and work with the Florida Department of Education, Broward County Public Schools, CareerSource Broward, Children Services Council of Broward County, Greater Fort Lauderdale Chamber of Commerce, Community Foundation of Broward and other workforce development agencies to provide pre-apprenticeship program stakeholders, including education stakeholders, industry associations, and employers, with technical assistance, advice, and support through several mediums, including in-person meetings, advice, webinars, published guidance documents, and references, as well as integrating Registered Apprenticeship Program pathways to facilitate dual enrollment and transition from high school to RAPs.

JASW will coordinate and work with the Florida Department of Education, Lee and Collier County Public Schools, CareerSource of South West Florida, and other workforce development agencies to provide pre-apprenticeship program stakeholders, including education stakeholders, industry associations, and employers, with technical assistance, advice, and support through several mediums, including in-person meetings, advice, webinars, published guidance documents, and references, as well as, integrating Registered Apprenticeship Program pathways to facilitate dual enrollment and transition from high school to RAPs.

JASF's community resource partners help recruit participants into the program including the Boys and Girls Club of Broward County, OIC of South Florida, HANDY, CIL Broward, CareerSource Broward other social impact organizations.

Additional partnerships to engage and recruit new education, apprenticeship, and workforce stakeholders will be created by both JASF and JASW by meeting with high school principals, educators, employers, and trade associations to explain the benefits of joining the Pre-Apprenticeship program as an alternative pathway to skilled, high-paying careers, and providing job sponsors with an eager talent pool trained and ready to work. JA will accomplish this through private meetings, outreach events, and workshops.

F) Project Management

- Describe staffing for the project, outlining the experience and training qualifications for all.

**Junior Achievement South Florida (JASF)**

**Felix Collazo**

**Pre-Apprenticeship Program Director**— Managing program since January 2022

**Office Location:** JA South Florida Offices 1103 Coconut Creek Blvd Coconut Creek,  
FL 33066

**Education:**

**Florida Atlantic University**

- Bachelors in Criminal Justice
- Bachelors in Sociology
- MBA in Entrepreneurship

**Previous Work Experience (5 Years):** Mr. Collazo has experience in workforce development programs with a focus on at-risk and adjudicated teens in the aquatics, culinary arts, and construction industries. Students who participated in these workforce development programs earned high school credits towards graduation, industry credentials, hands-on experiential learning, and real work experience.

- AMIkids Greater Fort Lauderdale for 12 years including 6 years as the Executive Director
- Certified BCPS Teacher
- Director of Education

**Job Description:**

The **Pre-Apprenticeship Program Director** oversees the Pre-Apprenticeship Program for high school students at JA World Huizenga Center at the Lillian S. Wells Pavilion located in Coconut Creek, FL. The Pre-Apprenticeship Program Director reports to the

Chief Program Officer and works closely with the entire programs and development team members as well as Board Members, volunteers, teachers, parents and students.

The Pre-Apprenticeship Program Director directs the entire program with a team of two direct reports. Together they work with industry leaders to design the program, recruit students, build relationships with a wide set of stakeholders, organize and facilitate program days, speakers, etc., deliver curriculum, administer assessments and evaluations, support the overall needs of students, recruit industry employers, prepare students for job placement, and support students and employers after placement, etc.

The Pre-Apprenticeship Director is also responsible for working with new industries to expand the career pathways offered. The Pre-Apprenticeship Director works very closely with the Grants Administrator and Chief Revenue Officer applying for grant funding and preparing grant reports.

**TBA**

**Program Manager— Currently interviewing candidates**

**Office Location:** JA South Florida Offices 1130 Coconut Creek Blvd, Coconut Creek, FL 33066

**Job Description:**

The **Pre-Apprenticeship Program Manager** reports directly to the Pre-Apprenticeship Program Director to implement, maintain, and sustain Junior Achievement of South

Florida Pre-Apprenticeship programs. This position is intended to coordinate facilities, travel, materials, and equipment planning for training sites. The Pre-Apprenticeship Manager will manage the critical logistics and organizational tasks related to Junior Achievement's Pre-Apprenticeship programs for high school and post-high school participants. The Pre-Apprenticeship Program Manager will provide a consistent presence at the various training sites and serve JA internal and external customers. Also, in this role it is important to have the ability to disseminate knowledge and curriculum by having strong facilitation skills. The Pre-Apprenticeship Program Manager is a salaried position and requires a flexible work schedule. The position may require early mornings and/or evenings and occasional weekends. This position requires very strong organizational skills.

### **LaSonya Starlin**

**Pre-Apprenticeship Program Student Success Coach**— Managing program since November 2023

**Office Location:** JA South Florida Offices 1103 Coconut Creek Blvd, Coconut Creek, FL 33066

### **Previous Work Experience: (5 Years)**

Lasonya Starlin, is the **Pre-Apprenticeship Student Success Coach** at Junior Achievement of South Florida's Pre-Apprenticeship Program. She has 18+ years of experience in working with children, families, and diverse populations in the community and holds a Bachelor of Science degree in Human Services. Ms. Starlin previously worked for BRHPC for 11 years as a Family Assessment Supervisor and later as a

Program Manager. There she monitored program processes, goals, areas of improvement, and conducted group sessions. She also negotiated and managed contract budgets.

**Job Description:**

**The Pre-Apprenticeship Program Student Success Coach** reports directly to the Pre-Apprenticeship Program Director to implement, maintain, and sustain Junior Achievement of South Florida Pre-Apprenticeship programs. This position is intended to ensure the students are successful during Pre-Apprenticeship Program and immediately afterwards in their job placements. This position requires very strong organizational skills as they work to maintain all documentation for the program, relationship building skills to connect with students, parents/guardians, teachers and program partners. This position also requires knowledge of community resources to ensure students have the supports they need to be successful.



## **Junior Achievement of South West Florida (JASW)**

**TBA**

**Program Manager— Currently interviewing candidates**

**Office Location:** JA South West Florida Offices 13241 University Drive, Suite 102, Fort Myers, FL 33907

### **Job Description:**

The **Pre-Apprenticeship Program Manager** reports directly to the CEO to implement, maintain, and sustain Junior Achievement of South West Florida's Pre-Apprenticeship programs. This position is intended to coordinate facilities, travel, materials, and equipment planning for training sites. The Pre-Apprenticeship Manager will manage the critical logistics and organizational tasks related to Junior Achievement's Pre-Apprenticeship programs for high school and post-high school participants. The Pre-Apprenticeship Program Manager will provide a consistent presence at the various training sites and serve JA internal and external customers. Also, in this role it is important to have the ability to disseminate knowledge and curriculum by having strong facilitation skills. The Pre-Apprenticeship Program Manager is a salaried position and requires a flexible work schedule. The position may require early mornings and/or evenings and occasional weekends. This position requires very strong organizational skills.

**TBA**

**Pre-Apprenticeship Program Coordinator**— currently interviewing candidates

**Office Location:** JA South West Florida Offices 13241 University Drive, Suite 102, Fort Myers, FL 33907

**Job Description:**

**The Pre-Apprenticeship Program Coordinator** reports directly to the Pre-Apprenticeship Program Manager to implement, maintain, and sustain Junior Achievement of South West Florida's Pre-Apprenticeship programs. This position is intended to ensure the students are successful during the Pre-Apprenticeship Program and immediately afterwards in their job placements. This position requires very strong organizational skills as they work to maintain all documentation for the program, relationship building skills to connect with students, parents/guardians, teachers and program partners. This position also requires knowledge of community resources to ensure students have the supports they need to be successful.

G) Support for Reading/Strategic Imperatives

- Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan.
- URL: <http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.shtml>.

JA's Pre-Apprenticeship Program meets Goal #3 (Skilled Workforce and Economic Development) of the Florida DOE's K-20 Strategic Plan's goal to increasing participation

and performance in meaningful career and technical education pathways. JA's Pre-Apprenticeship programs help to create a skilled workforce and promote economic development, by helping create high-paying careers, increasing earnings, and reducing underemployment. JA's Pre-Apprenticeship program includes all relevant supplies and tools needed to participate and complete their program. Additionally, this program includes financial literacy and soft skills components to ensure students are developing all skills necessary to support and maintain future employment.

H) DOE 101S Budget Narrative Form

- Complete the DOE 101S Budget Narrative Form, Account Title and Narrative. All funds requested by the agency must be included on this form.

**Return on Investment (State funded projects only)**

The recipient is required to provide quarterly return on investment program activities reports to the Department. Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement. Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to the Department within 30 days after the end of each quarter and thereafter until notified that no further reports are necessary. This report shall document the positive return on investment to the state resulting from the funds provided under the agreement. These reports will be summarized and submitted to the Office of Policy and Budget and are requested so Legislative staff can review the project results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters. Although there may be some similarity between activity reports and deliverables submitted to the Department as specified in the grant agreement for payment purposes, please note, that this return on investment report is separate and apart from those requirements.

All reports shall be submitted to the designated project manager for the Department. All questions should be directed to the project manager.

### **Support for Strategic Plan**

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan, outlined at:

<http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>.

JA's Pre-Apprenticeship Program meets Goal #3 (Skilled Workforce and Economic Development) of the Florida DOE's K-20 Strategic Plan's goal to increasing participation and performance in meaningful career and technical education pathways. JA's Pre-Apprenticeship programs help to create a skilled workforce and promote economic development, by helping create high-paying careers, increasing earnings, and reducing underemployment. JA's Pre-Apprenticeship program includes all relevant supplies and tools needed to participate and complete their program. Additionally, this program includes financial literacy and soft skills components to ensure students are developing all skills necessary to support and maintain future employment.

### **Conditions for Acceptance**

The requirements listed below should be met for applications to be considered for review:

- 1) Application is received in the Office of Grants Management within the timeframe specified by the RFA
- 2) Application includes required forms: DOE 100A Project Application Form and DOE 101S Budget Narrative Form
- 3) All required forms must have the assigned TAPS Number included on the form
- 4) All required forms have signatures by an authorized entity. The department will accept electronic signatures from the agency head in accordance with section 668.50(2)(h), Florida Statutes.
  - **NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority**

## 2024-2025 Junior Achievement of South Florida Youth Workforce Program Expansions

### APPLICATION REVIEW CRITERIA AND CHECKLIST

- Include this form in the application package.
- Place all items requested in the order indicated below.
- Include only the items requested.
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page one of the application package.

Placeme nt Order	Item	Applicant	DOE Staff	
			✓ Check appropriate box below	
FORMS			Complete	Incomplete
		Indicate Page Numbers Below		
<b>1</b>	DOE 100A, Project Application – with original signature	<b>1</b>		
<b>2</b>	DOE 101S, Budget Narrative Form	<b>3</b>		
<b>3</b>	Projected Equipment Purchases Form	<b>7</b>		
<b>4</b>	Scope of Work and Performance Based Deliverables Form	<b>15</b>		
<b>NARRATIVE SECTION</b>				
<b>4</b>	Project Design and Narrative (A-H)	<b>17</b>		
<b>OTHER REQUIRED DOCUMENTS – must be included with application</b>				
<b>5</b>	Application Review Criteria and Checklist	<b>44</b>		