

SUB-RECIPIENT AGREEMENT BETWEEN
ORLANDO COMMUNITY AND YOUTH TRUST, INC. AND
THE CITY OF ORLANDO, FLORIDA

THIS SUB-RECIPIENT FUNDING AGREEMENT (“Agreement”) is made and entered into this 1st day of July, 2025, by and between the Orlando Community and Youth Trust, Inc., hereinafter referred to as “Trust” and the City of Orlando, Florida, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as “Sub-Recipient” or “City” with a principal address of 400 South Orange Avenue, Orlando, Florida 32801; collectively referred to as the “Parties”.

WITNESSETH THAT:

WHEREAS, the State of Florida Department of Children and Families (hereinafter referred to as “DCF”) has granted funds to the Ounce of Prevention Fund of Florida, Inc. (hereinafter referred to as “the Ounce”), identified by DCF Contract LJ210 (the “DCF” Grant); and

WHEREAS, the Ounce has sub-contracted a portion of the funds to the Trust via Subcontract Agreement No.: 25-26-454; and

WHEREAS, the City is a local government that provides municipal services to residents of the City of Orlando, including services provided by the City’s Families, Parks and Recreation Department; and

WHEREAS, the Trust, organized as a charitable organization under 501(c) (3) of the Internal Revenue Code, was created on September 4, 1994 with a mission to support the City of Orlando’s Families, Parks and Recreation Department (FPR) programs, services, operations and facilities (the “Services”); and

WHEREAS, the Trust now wishes to sub-contract a portion of those funds (hereinafter referred to as the “Funds”) to the City for the purpose of assisting in the cost of creating new City positions (the “Services”) for the benefit, in whole or in part, for the citizens of the City of Orlando; and

WHEREAS, the parties mutually desire to enter into this Agreement to clearly identify the duties and responsibilities each has to the other regarding the implementation and development of the Services whereby the City is responsible for managing the Services, developing and maintaining a detailed work plan, schedule, and budget, and responsible for meeting applicable DCF requirements relating to the Services in accordance with the terms and conditions set forth herein; and

WHEREAS, CITY has the necessary qualified and trained personnel, facilities, materials and supplies to perform the Services set forth in this Agreement; and

NOW, THEREFORE, in consideration of the promises and of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties, the parties hereby agree as follows:

1. **INCORPORATION OF PREAMBLE.** The preamble of this Agreement set forth above is true and correct and is incorporated herein by this reference as if fully set forth below.

2. **PERFORMANCE OF SERVICES.** CITY and TRUST hereby agree to provide and perform the Services in accordance with the terms and conditions set forth in this Agreement, including **Exhibit "A"**, "Scope of Services" attached hereto and incorporated herein, and will adhere to all applicable requirements of any public or private grant or philanthropic entities relating to the Services as specified in this Agreement as may be set forth in any subrecipient agreement(s) that is attached hereto as **Exhibit "E"**. For purposes of this Agreement, employees of the Trust are wholly and separately independent and are not employees of the City. In the event employment contracts with the CITY are included as part of the scope of services; employees will be hired as temporary seasonal and/or contractual and will follow all applicable City of Orlando Policies and Procedures pertaining to approval of employment contracts.

3. **FUNDING.** CITY and TRUST shall adhere to all funding and budgetary requirements as set forth in **Exhibit "B"**, "Budget", attached hereto and incorporated herein by reference. The maximum amount payable by TRUST to CITY under this Agreement shall be defined as set forth in **Exhibit "B"** and in any applicable "Sub-Recipient Projects" using the form listed in **Exhibit "D"**, attached hereto and incorporated herein.

4. **PERIOD OF PERFORMANCE.** Unless earlier terminated as provided herein, this Agreement shall become effective upon the execution by The Parties and shall run for the period as set forth in **Exhibit "D."** Should the funding period be extended, this Agreement may be renewed upon mutual assent of The Parties for the relevant period of the funding extension. The Families, Parks and Recreation Director is authorized to execute such renewals, under the same terms and conditions, on behalf of the City without further approval from the Orlando City Council. Notwithstanding any of the foregoing, all record keeping requirements set forth in this Agreement, or mandated by specific grant regulations, shall survive the termination of this Agreement and shall continue for the period provided in such regulations.

5. **PROGRESS AND FINANCIAL REPORTING.** Without limiting or waiving any provision set forth herein, CITY and TRUST agree to maintain financial procedures, records and support documents, all in accordance with generally accepted accounting principles, and to fully account for the receipt and expenditure of funds under this Agreement as set forth in the budgetary and reporting requirements found in **Exhibit "B" and Exhibit "C"**, attached hereto and incorporated herein. The financial reports may be provided in a digital medium and electronic signatures are acceptable.

6. **MARKETING AND COMMUNICATION MATERIALS.** For Services related to this Agreement and in accordance with CITY Policy and Procedures, all TRUST marketing and communications documentation and materials that are related to the use of any City name, insignia, logo, images or other references, must be approved by the CITY's Office of Communications and

Neighborhood Relations prior to distribution to the public.

7. **PUBLIC RECORDS AND SUNSHINE LAWS.** To the extent applicable, TRUST shall comply with Florida public records laws, including Sections 119.0701(2) (b) 1 through 4 of the Florida Statutes. **IF THE TRUST HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE TRUST'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF THE PUBLIC RECORDS AT C/O CITY CLERK, RECORDS@ORLANDO.GOV, TELEPHONE NUMBER (407) 246-3538, 400 S. ORANGE AVE., ORLANDO, FL 32801.** To the extent applicable, TRUST meetings will be held in compliance with Florida's Government in the Sunshine Law s. 286.011, Florida Statutes.

8. **NONDISCRIMINATION.** CITY and TRUST agree that neither shall unlawfully discriminate in the provision of Services. CITY and TRUST shall provide Services without regard to race, color, creed, sex, sexual orientation, age, national origin, disability or marital status and in compliance with Chapter 57 of the Code of the City of Orlando, Title VII of the Civil Rights Act of 1964 as amended, and any and all other applicable federal, state or local laws, rules or regulations, whether presently existing or hereafter promulgated. CITY and TRUST shall not use any portion of the Funds for religious instruction, worship, proselytizing, or any other unauthorized purpose. CITY and TRUST shall not discriminate against any employee or person served on account of race, color, sex, age, religion, ancestry, national origin, handicap or marital status in the performance of this Agreement. CITY and TRUST agree that compliance with these regulations constitutes a condition of continued receipt of funding along with any other federal or state statutes or regulations that are deemed applicable to the Services.

9. **ACCOUNTING AND AUDIT.** CITY and TRUST shall maintain their respective books and records related to the Services provided utilizing the funds, in accordance with Generally Accepted Accounting Principles (GAAP). All such records shall be open to inspection and audit during normal business hours during the term of this Agreement. The CITY and TRUST shall be entitled to audit such books and records of each other, for a period of five (5) years from the date of the last payment for the Services authorized according to the terms of this Agreement. Any cost incurred by CITY and TRUST as a result of an audit shall be the sole responsibility of, and shall be borne by, the party that wishes to carry out the audit. In addition, should CITY provide any or all of the funds it receives via this Agreement to sub-recipients, then, and in that event, CITY shall include in its written Agreements with such sub-recipients a requirement that records of the sub-recipient be open to inspection and audit by the TRUST or designee to the same extent as those of the CITY.

10. **TERMINATION.** This Agreement may be terminated by either party at any time with or without cause, upon written notice to the other party. Said notice shall be delivered in the manner set forth in Paragraph 17 below. The termination of this Agreement shall not relieve the CITY or TRUST from any obligations under this Agreement with respect to funds paid to or obligated by the CITY prior to termination. Termination of this Agreement shall not discharge any liability, responsibility or right of any party that arises from the performance of, or failure to perform, the

terms of this Agreement prior to the effective date of termination. In the event either party notifies the other of its intent to terminate the Agreement, the parties shall meet to discuss in good faith the expeditious and efficient separation of the parties' assets and ongoing obligations, consistent with obligations imposed by applicable law, by donors, and by other interested parties. Any such termination notice by either party shall be required forty-five (45) days in advance before it becomes effective.

11. **INDEMNIFICATION.** Nothing in this Agreement shall be deemed to affect the rights privileges, or be deemed a waiver of, or limitation of sovereign immunity protection and limitations of liability, afforded to the CITY, pursuant to Section 768.28 Florida Statutes.

12. **NO WAIVER.** Continued performance by either party after a default or violation of any of the terms, covenants or conditions herein shall not be deemed a waiver of any right to terminate this Agreement or elect any other remedy or action, nor shall it be construed or act as a waiver for any subsequent default.

13. **CONSTRUCTION; SEVERABILITY.** This Agreement shall be construed in accordance with the laws of the State of Florida. It is agreed to by the parties that if any covenant, condition or provision contained in this Agreement is held to be invalid by any court of competent jurisdiction, such invalidity shall not affect the validity of any other covenants, conditions or provisions contained herein.

14. **THIRD PARTY BENEFICIARY.** This Agreement is solely for the benefit of the parties signing hereto and no right, nor any cause of action shall accrue to or for the benefit of any third party.

15. **INSURANCE.** The Trust and City shall maintain, at its own cost and expense, through commercial insurance, a program of self-insurance, or a combination thereof, general and professional liability insurance covering Agency against professional liability (malpractice) claims, in the minimum amount of Two Hundred Fifty Thousand dollars (\$250,000) per occurrence. Furthermore, nothing contained herein shall be construed or interpreted as: (i) the consent of the City to be sued; or (iii) a waiver of sovereign immunity of the City beyond the waiver provided in Section 768.28, Florida Statutes.

16. **VENUE.** Exclusive venue in any action to construe or enforce the provisions of this Agreement shall be in the Ninth Judicial Circuit Courts, Orange County, Florida and shall be governed by the laws of the State of Florida. The TRUST agrees to notify the CITY in writing within ten (10) business days of the occurrence of any incident or action such as, but not limited to, lawsuits, injuries, or allegations of abuse or neglect filed against the TRUST, related to the Services provided under this Agreement.

17. **ENTIRE AGREEMENT.** This Agreement, including any Exhibits hereto, contains all the terms and conditions agreed to by the parties. No other Agreement, oral or written, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto.

18. **NOTICE.** Any and all notices to be delivered hereunder shall be in writing and shall be deemed to be delivered:

A. when hand delivered to the person hereinafter designated,
B. on the date of deposit in the United States Mail, return receipt requested, or
C. on the date such notice is given into the possession of a national delivery company, including but not limited to Federal Express, for delivery requiring signature acceptance, addressed to a party at the address set forth below, or at such other address as the applicable party shall have specified, from time to time, by written notice to the other party delivered in accordance herewith. The parties' addresses are as follows:

Orlando Community and Youth Trust, Inc.: Lisa Early,
Chair
595 N. Primrose Drive
Orlando, Florida 32803
407-246-4319
Lisa.early@cityoforlando.net

City of Orlando: City Clerk
City of Orlando
400 S. Orange Avenue
Orlando, 32801
407-246-3538

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed these presents and have set their hands and seals the day and year first above written.

ORLANDO COMMUNITY AND YOUTH TRUST, INC.

BY Lisa Early

NAME LISA EARLY

TITLE Board Chair

DATE 9/29/25

Federal ID Number 65-0572536

STATE OF FLORIDA }
COUNTY OF ORANGE }

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 29th day of September, 2025, by Lisa Early, [] well known to me or [] who has produced his/her Driver license as identification, and known by me to be the Board Chair of the agency named above, and acknowledged before me that he/she executed the foregoing instrument on behalf of said agency as its true act and deed, and that he/she was duly authorized to do so.

WITNESS my hand and official seal this 29th day of September, 2025.



Stacy Anne Mahar
NOTARY PUBLIC
Print Name: Stacy Anne Mahar
Commission expires: 8/6/2029

(SEAL)
Professional Service Agreement

CITY OF ORLANDO

ATTEST:

Stephanie Herdocia, City Clerk

By: _____
Mayor/Mayor Pro Tem

APPROVED AS TO FORM AND LEGALITY

Assistant City Attorney
Orlando, Florida

EXHIBIT “A”
SCOPE OF SERVICES AND IMPLEMENTATION PLAN

Youth Employment Program

Low-income youth face several barriers on the path to adulthood, including limited access to high-quality education and employment opportunities. A clear and supported pathway into the workforce is critical to breaking the cycle of chronic poverty. Research shows that employment in the teen years is a strong predictor of long-term labor market success. Employed teens are more likely to graduate from high school, and summer employment can help prevent juvenile delinquency and criminal involvement.

As juvenile violent crime rates rise and housing affordability in Central Florida continues to worsen, Parramore Kidz Zone is committed to moving the needle for our youth by providing paid opportunities to gain valuable work experience, develop job skills, explore various career paths, and build positive employment histories. These opportunities help remove barriers to long-term employment, deter reliance on illegal income, and position youth for sustainable careers that provide a living wage.

The Youth Employment Program offers a structured two-phase approach:

1. **Four Weeks of Paid Opportunity Job Academy (OJA) Training** – Students receive paid training focused on fundamental workplace skills, including effective communication, resume writing, interview preparation, problem-solving, teamwork, and other soft skills necessary for career success. Participants also complete career assessments, attend career exploration events, and develop personalized employment goals.
2. **Eight Weeks of Paid Internship Placement** – Upon completing OJA, students are placed in paid internships with partnering businesses, government agencies, and nonprofit organizations. These internships provide hands-on experience, professional networking, and a chance to apply newly acquired skills in real-world settings.

Throughout both phases, participants receive ongoing job coaching to ensure they have the tools and resources necessary for success, including access to professional clothing, transportation, and meals when needed. Job Coaches also monitor placement fit, provide feedback, and intervene when reassignment is necessary to ensure a positive experience for both youth and employers.

This grant will fund one full-time Youth Employment Coordinator and two part-time Job Coaches who guide youth through the entire process—from initial training through successful internship completion—while addressing barriers and supporting long-term employment goals.

Goals and Measures

Goal: Develop a skilled workforce and foster economic development through youth enrollment in post-secondary education or career placement, providing job readiness training and exposure to career pathways.

- **Objective 1:** By June 30, 2026 and 2027, 70% of students enrolled in the Youth Employment Program will participate in at least 10 sessions of job readiness training.
- **Objective 2:** By June 30, 2026 and 2027, 70% of students who complete at least 10 job readiness sessions will demonstrate improved performance on the job readiness post-test.

Lead Student Advocates

Professional Service Agreement

The Student Advocate Program connects students in the Parramore Heritage Community with caring, qualified adult professionals who provide consistent, individualized support to promote academic success and social-emotional growth. Many of our students face significant daily challenges—ranging from housing instability and food insecurity to exposure to community violence—that can hinder their ability to thrive in school.

Lead Student Advocates carry a caseload of 20–25 students and deliver intensive, individualized social, emotional, and academic support through weekly engagement in the home, school, and community spaces. They monitor academic progress, provide targeted mentoring and tutoring during specials/electives when needed, and guide students in developing self-advocacy skills when interacting with teachers, counselors, and administrators. Advocates also coordinate with families, school staff, and community partners to connect students to additional resources and remove barriers to success.

Through this grant, funding will support two full-time Student Advocates dedicated to serving youth in the Parramore / Holden Heights Kidz Zone, ensuring individualized, wraparound support for students in this high-need area. In addition, the program is requesting two additional full-time Lead Student Advocates to further expand reach and provide intensive, focused support to more students. This expansion will allow an additional 50 youth to be served annually, helping to close opportunity gaps and improve long-term academic and life outcomes.

Goals and Measures

Goal: Stimulate high student achievement by providing resources to support optimal academic performance and the well-being of kindergarten through 12th-grade youth.

1. Objective: Provide individual mentoring for students enrolled in the Student Advocate program. 70% of enrolled students receiving Student Advocate services will have attended twenty (20) individual mentoring sessions with their Student Advocate during the academic year.

EXHIBIT “B” **BUDGET AND METHOD OF PAYMENT**

Professional Service Agreement

Categories and Line Items	Total Cost of Program	Ounce Grant	Cash Match	In-kind Match	Other	Budget Narrative
Direct Expenses						
A. Salaries and Wages						
1. Youth Employment Program Coordinator	\$61,610.75	\$61,610.75	\$0.00	\$0.00	\$0.00	The Youth Employment Coordinator ensures successful recruitment, enrollment, training, and job placement of youth participants aged 15-25. By facilitating the Opportunity Jobs Academy curriculum, maintaining accurate records, conducting site visits, and building strong partnerships with families and employers, the Coordinator ensures that youth receive high-quality workforce exposure and development. Performance is measured by enrollment goals met, curriculum sessions delivered, job placements secured, evaluations conducted, and timely documentation entered into the ETO database.
2. Student Advocate (2)	\$116,490.75	\$116,490.75		\$0.00	\$0.00	The grant will pay for two (2) Full Time Lead Student Advocates at a yearly salary of \$64,064 per employee. Lead Student Advocates will carry a caseload of 20-25 students and provide intensive, individualized social, emotional and academic support through bi-weekly contact at school, monitor academic success, individual meetings during specials/activities to mentor/tutor (when necessary), and assist students in self-advocacy when working with school personnel.
3. Youth Employment Job Coaches (2)	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	The Curriculum & Data Job Coach supports the quality and consistency of all classroom-based programming. This role prepares curriculum materials, manages logistics for guest speakers and training sessions, oversees virtual and hybrid learning, and collects program surveys and assessments to measure impact. Success is demonstrated by timely completion of weekly curriculum prep checklists, accurate data collection, and maintenance of survey logs and progress reports aligned with program benchmarks.
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	The Systems & Program Operations Job Coach ensures the administrative infrastructure of the Youth Employment Program runs efficiently and on time. The role manages timesheet workflows, supports paycheck distribution, organizes partner documents, and maintains the master program calendar and operational systems. Performance is measured by the accuracy and timeliness of timesheet submissions, paycheck disbursement logs, updated program calendars, and improved workflow tools that support Coordinators and youth operations.
Total Salaries and Wages	\$228,101.50	\$228,101.50	\$0.00	\$0.00	\$0.00	
B. Payroll Taxes and Benefits						
1. Full Time Positions Benefits	\$89,109.00	\$89,109.00				Benefits for the (2) Full Time Lead Student Advocates and (1) Full Time Youth Employment Coordinator
2. Youth Employment Payroll Taxes	\$3,825.00	\$3,825.00				
Subtotal Payroll Taxes and Benefits	\$92,934.00	\$92,934.00				Payroll Taxes and Fringe Benefits for (2) Youth Employment Job Coaches

Payments to the City of Orlando will be made on a cost-reimbursement basis. The City shall submit monthly salary and benefits reports to the Trust for all positions funded under this grant. The Trust will, in turn, submit these reports to the Ounce of Prevention (third party backbone support) for reimbursement. Upon receipt of funds from the Ounce, the Trust will issue payment to the City of Orlando.

Exhibit "C"
Reporting Requirements and Task List

Professional Service Agreement

The City of Orlando shall be responsible for the recruitment, hiring, and training of two (2) full-time Student Advocates, one (1) Youth Employment Coordinator, and two (2) Job Coaches to perform the duties and responsibilities outlined in *Exhibit A*.

The City shall submit monthly salary and benefits reports, as detailed in *Exhibit B*, to the Trust for reimbursement. The Trust will submit these reports, along with documentation of program-related activities and objectives, to the Ounce of Prevention Fund for reimbursement. Upon receipt of reimbursement from the Ounce of Prevention Fund, the Trust shall remit payment to the City of Orlando for the expenses incurred under this agreement.

DCF GRANT AGREEMENT

THE OUNCE OF PREVENTION FUND OF FLORIDA

SUBCONTRACT AGREEMENT # 25-26-454

This service agreement is entered into as of July 1, 2025, by and between **Orlando Community and Youth Trust, Inc.** hereinafter referred to as "the Service Provider", and the Ounce of Prevention Fund of Florida hereinafter referred to as "the Ounce". It is understood by both parties that the Service Provider is an independent contractor with respect to and not an employee. The Ounce will not provide fringe benefits, such as health insurance, paid vacation or any other employee benefit for the Service Provider or employees of the Service Provider.

A. Service Provision

1. Definition of Terms

- a) Service Period: July 1, 2025, to June 30, 2026
- b) Calendar Quarter: The four calendar quarters are January through March; April through June; July through September; and October through December
- c) State Fiscal Year: Period of time beginning on July 1 of any given year and ending on June 30 of the subsequent year.

2. General Description:

- a) Service Provider agrees to conduct services in accordance with the terms and conditions specified in this agreement including all attachments and exhibits, which constitute this contract document.

B. Manner of Service Provision

1. Service Tasks:

- a) Service Provider shall provide units of deliverables, including but not limited to data, reports, services, financial expenditures and outcomes/findings as specified in this contract document. All training, service, data, and reporting requirements are detailed in DCF Contract LJ210, which is Attachment Four. Provider must adhere to all directives and requirements specified in this agreement for the duration of the contract period.
- b) Service Provider shall adhere to the Budget, Scope of Work, Deliverables; and the Project Performance Measures included in Attachment One.
- c) Service Provider shall adhere to all directives, requirements and restrictions included in Attachments 1-4.

Professional Service Agreement

C. Method of Payment

This is a cost reimbursement subcontract agreement. Reimbursement will be provided upon submission of a correct invoice for approved expenditures in accordance with the itemized approved budget which is an attachment to this subcontract. All required data, service documentation, proof of expenditures and reports must accompany the invoice.

Request for reimbursement will then be submitted to DCF by Ounce.
Advance request can be negotiated upon the execution of this agreement.

D. The OUNCE Agrees:

1. Maximum Payable

The maximum amount payable under this service agreement is \$700,000.00. The Ounce's performance and obligation to pay under this service agreement is contingent upon successful completion of the tasks in this agreement, documentation of services and availability of State of Florida funds through the Department of Children and Families. Unearned funds must be returned at the end of this contract period.

E. The Service Provider Agrees:

1. That he/she is an independent contractor and agrees to pay all applicable federal, state, social security taxes, unemployment and disability taxes due in respect of all compensation paid hereunder.

F. Indemnification

The Service Provider agrees to indemnify the OUNCE against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of Service Provider during the operation of this service agreement. Service Provider agrees to defend the OUNCE, upon receiving timely written notification from the OUNCE, against all claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the negligent or intentional acts or omissions of Service Provider in the course of the operation of this service agreement. Where Service Provider and the OUNCE commit joint negligent acts, Service Provider will not be liable for nor have any obligation to defend the OUNCE with respect to that part of the joint negligent act committed by the OUNCE. In no event will Service Provider be liable for or have any obligation to defend the OUNCE against such claims, suits, judgments, or damages, including court costs and attorney's fees, arising out of the sole negligent acts of the OUNCE.

Professional Service Agreement

G. Termination

1. Termination at Will

Either party may terminate this agreement upon no less than 3 calendar days' notice, without cause, unless both parties mutually agree upon a lesser time. Notice of termination will be delivered by certified mail, return receipt requested, or in person with proof of delivery.

2. Termination Because of Lack of Funds

In the event funds to finance this agreement become unavailable, the OUNCE may terminate the agreement without penalty upon no less than 24 hours' notice in writing to the Service Provider. Notice of termination will be delivered by certified mail, return receipt requested, or in person with proof of delivery. The OUNCE will be the final authority on the availability of funds. Approved expenses incurred prior to termination will be reimbursed.

3. Termination for Breach

The OUNCE may by written notice to the Service Provider to terminate this agreement for nonperformance or intentional submission of false evaluation data, property inventory or fiscal reports upon no less than 24 hours' notice. Notice of termination will be delivered by certified mail, return receipt requested, or in person with proof of delivery. The OUNCE may waive the service provider breach of service agreement in writing. Waiver of breach of any provision of this agreement will not be deemed to be a waiver of any other breach and will not be construed to be a modification of the terms of the agreement.

H. Notice and Contact

1. The name, address, telephone and fax number, and e-mail address of the representative of the OUNCE responsible for the management of this service agreement is as follows:

Winifred P. Heggins, Vice President
111 N. Gadsden Street
Tallahassee, Florida 32301
wheggins@ounce.org
850-782-4008

2. The name, address, telephone and fax number, and e-mail of the representative of the OUNCE responsible for programmatic oversight and compliance is as follows:

Zandra Gilley, Senior Project Coordinator
111 N. Gadsden Street
Tallahassee, Florida 32301
zgilley@ounce.org:
850-782-4009

Professional Service Agreement

3. The name, address, telephone number, and e-mail of the representative of Service Provider responsible for administration of the project under this service agreement is as follows:

Dr. Patrica Reda
Orlando Community and Youth Trust, Inc.
595 North Primrose Drive
Orlando, Florida 32803
Patrica.reda@orlando.gov
321-217-5377

If either party designates different representatives after execution of this service agreement, notice of the name of the new representative will be provided in writing to the other party and this notification attached to the originals of the service agreement.

I. Re-negotiation or Modification

Modifications of this service agreement will only be valid when put in writing and signed by all parties. Two original copies must be submitted to the OUNCE for execution.

J. Payee

The name and mailing address of the official payee to whom payment will be made:

Orlando Community and Youth Trust, Inc.
595 North Primrose Drive
Orlando, Florida 32803

K. Terms and Conditions

This service agreement and its deliverables as referenced herein contain all terms and conditions agreed upon by the parties.

L. All Terms and Conditions Included

This contract and its attachments are as referenced in I, II, III and IV contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the contract is found to be illegal or unenforceable, the remainder of the contract shall remain in full force and effect, and such term or provision shall be stricken.

In witness thereof, the parties hereto have caused this service agreement to be executed by their undersigned officials as duly authorized.

PROJECT NARRATIVE

Partnerships. Parramore Kidz Zone-FCI is a collective of non-profit, governmental, faith, business, neighborhood, and civic organizations working together to impact the lives of children living in Orlando. These partnering organizations implement a variety of programming that builds the capacity of several entities, many of which are grassroots organizations located in the Parramore Kidz Zone. Each of their contributions is described in the Partners Table below:

Partners Table:

Partner Name	Agency Type	Contribution Type	Contribution Description
City of Orlando, Families, Parks, and Recreation Dept.	CNT/PRD	Cash and In-Kind	Will provide staff, including a Project Manager, a Fiscal Manager, and a Data Manager.
Grand Avenue Neighborhood Center	CNT/PRO	In-Kind	Will provide staff, including a Youth Employment Coordinator, an Academic Coordinator, 9 FTE Student Advocates, a Youth Prevention/ Intervention Coordinator, 3 Recreation Specialists, a Youth Development Coordinator, and administrative staff. Will also provide work sites for youth employees.
Dr. J.B. Callahan Neighborhood Center	CNT/PRO	In-Kind	Will provide staff and facilities to operate a year-round out-of- school time program, including all staff, physical facilities, utilities, and administrative expenses. Will also provide work sites for youth employees.
John H. Jackson Neighborhood Center	CNT/PRO	In-Kind	Will provide staff and facilities to operate a year-round out-of- school time program, including all staff, physical facilities, utilities, and administrative expenses. Will also provide work sites for youth employees.
New Image Youth Center	CBO	In-Kind	Will offer after-school and summer programs, mentoring, and college prep services under this grant, and work sites for youth employees.
Orange County Public Schools	SD	In-Kind	Will deploy teachers to the John H. Jackson Neighborhood Center, Grand Avenue Neighborhood Center, and Callahan Neighborhood Center, daily throughout the summertime, to provide small group tutoring to all children attending summer camp at the sites, to prevent summer learning loss. In addition, will provide workspace for Student Advocates at schools attended by PKZ youth, where Student Advocates will provide intensive academic support to elementary, middle, and high school participants.

Lead Student Advocates

The Student Advocate Program provides students in the Parramore Heritage Community with a caring, qualified adult professional who supports student achievement and assists with individual social-emotional development. Our students face significant daily challenges in achieving success at school. We are requesting two additional, full-time Lead Student Advocate positions to provide focused, intensive support to students.

Lead Student Advocates carry a caseload of 20-25 students and provide intensive, individualized social, emotional, and academic support through bi-weekly contact at school, monitor academic success, conduct individual meetings during specials/electives to mentor/tutor (when necessary), and assist students in self- advocacy when working with school personnel. This contract will fund (2) full-time Lead Student Advocates, allowing for an additional 50 youth to be served per year. PKZ's Student Advocate Services will fulfill the

Strategic Goal of Programming through Strategic Partnerships with the Florida Children's Initiative Strategic Plan, in the area of Youth Development and Recreation.

Goals and Measures

Goal: Stimulate high student achievement by providing resources to support optimal academic performance and the well-being of kindergarten through 12th-grade youth.

1. **Objective:** Provide individual mentoring for students enrolled in the Student Advocate program.

70% of enrolled students receiving Student Advocate services will have attended twenty (20) individual mentoring sessions with their Student Advocate during the academic year.

Youth Employment Program

Low-income youth face several barriers on the path to adulthood, including limited access to high-quality education and employment opportunities. Access to job opportunities and a successful career path leading into adulthood is key to breaking the cycle of chronic poverty. Employment in the teen years has been proven to be a significant predictor of successful attachment to the labor market into adulthood. Research also demonstrates that employed teens are more likely to graduate from high school, and summer employment can prevent juvenile delinquency and criminal involvement

As the rate of juvenile violent crime rises and housing affordability in Central Florida grows more dire, Parramore Kidz Zones seeks to make impactful progress on moving the needle for our youth by providing income to teens and young adults with the opportunity to gain valuable work experience, job skills, exposure to various career paths, and generate positive employment history. This will remove barriers to long-term employment and propel our youth into promising career paths that provide a living wage and can deter them from relying on income and gains from illegal activities.

Youth Employment Coordinators and Job Coaches implement intensive job skills training for participants to learn effective communication skills, resume writing, interview preparation, problem-solving, and other soft skills necessary for the workplace. Participants complete a career assessment, attend career exploration events, and are assigned to work at partnering businesses, governmental, and non-profit organizations.

The Youth Employment Program will provide youth ages 15-24 with fundamental job skills training that will prepare them for the 21st-century workforce while engaging them in areas or fields of personal interest. Employment also serves as a diversion program, reducing juvenile delinquency, criminal involvement, and poverty while supporting the development and inclusive growth of the participating youth.

Youth will receive ongoing job coaching through weekly contact with their assigned Job Coach to ensure they have the skills necessary for success at their place of work (professional clothing, transportation, food, etc.); that the placement is a good fit for them; and that the employer is satisfied with their performance. Case Managers reassign participants to alternative work locations should the placement not be satisfactory for the participant or employer. Youth Employment Services fulfills the Strategic Goal of Programming through

Strategic Partnerships of the Florida Children's Initiative Strategic Plan around Career Pathways and Juvenile Justice & Recidivism.

Goals and Measures

Goal: Develop a skilled workforce and economic development through youth enrollment in post-secondary education or career placement. Provide exposure opportunities and job readiness programs to students enrolled in the Youth Employment program.

1. Objective: 70% of students enrolled in the Youth Employment program will participate in at least 10 sessions of job readiness training by June 30, 2026.
2. Objective: 70% of students enrolled in the Youth Employment program who completed at least 10 sessions associated with job readiness will increase performance on the job readiness post-test.

Sub- Contracts

PKZ-FCI will enter into sub-contracts with qualified organizations to provide services such as mental health community engagement, enrichment programming, family strengthening, and housing stabilization, targeting the prevention of youth homelessness.

Housing Stabilization and Homeless Prevention

Housing stabilization and homelessness prevention activities are designed to prevent an individual or family unit from moving into an emergency shelter or living in a public or private place not meant for human habitation.

This program targets individual young adults (age 18-26) or family households that include youth or young adults who are at risk of homelessness due to the inability to remain current on monthly rent or utilities. The focus is on rental assistance for individuals or families who have been served a three-day notice, to allow families/individuals to remain in their homes. Utility assistance will be provided with these funds, with proof that delinquency would lead to eviction.

PKZ-FCI will contract with an organization(s) with expertise in housing stabilization to meet the needs of our youth and families. Housing stabilization services, coupled with Parramore Kidz Zone wrap-around services, such as case management, individual counseling, mentorship, job training, and educational assistance, will help our youth attain the necessary life skills and support to progress toward personal goals and become productive citizens. Housing Stabilization fulfills the strategic goal of using research and evidence-based practices for reducing homelessness for families with children of the Florida Children's Initiative Strategic Plan.

Goals and Measures

Goal: Expand PKZ's capacity to serve youth experiencing housing instability, such as eviction or utility disconnection.

1. Objective: Provide at least 30 PKZ youth or families facing eviction or behind in

rent or utility payments, and economic assistance by June 30, 2026.

Mental Health Community Engagement

Mental health is critical to overall well-being, particularly among children, youth, parents, and seniors. Recognizing this, Parramore Kidz Zone implements a comprehensive individual and group mental health program that engages community stakeholders, including children and youth attending the Parramore Heritage neighborhood centers and staff members, parents, high school students, and seniors. Drawing from evidence-based practices, this program promotes mental health awareness, resilience, and well-being across various age groups and demographics, promoting a community wellness approach that positively impacts our youth. Integrating evidence-based interventions and tailored support services creates a supportive Parramore Heritage Community conducive to positive mental health and a flourishing populace.

The PKZ mental health programming framework defines the number of youths served as the total number of unique students who participate in mental health programming, including individual and group wellness sessions, throughout the academic year. The data collection for this metric includes tracking attendance records for individual and group wellness sessions and ensuring each student's participation is logged with unique identifiers to avoid double-counting.

Goals and Measures

Goal: Increase access to mental health support and resources for PKZ children and youth, supportive staff, and parents.

1. **Objective:** 70% of students with an identified need for mental health services will attend at least one individual or group counseling session during the academic year.

Fatherhood Programming

Fatherhood programming recognizes that fathers and father figures play a crucial role in the overall development of children. Fathers instill values, impart wisdom, and provide unconditional love. Yet, many men need guidance and support to succeed in fatherhood and become a positive influence.

Offering workshops, seminars, and support groups tailored specifically to the needs of fathers, assist in meeting the goal of empowering men with the tools and resources they need to be the best fathers they can be. Learning how to communicate effectively with their children, navigating co-parenting relationships, or seeking assistance with child support and custody issues, PKZ's fatherhood programming equips men in the community with the knowledge and skills needed to thrive in any situation.

Promoting positive fatherhood ideals and challenging stereotypes and stigmas surrounding fatherhood helps men recognize the importance of their role in their child's life, encouraging fathers to be actively involved in their child's upbringing, to be present, engaged, and supportive in every way possible.

Evaluation Plan

Evaluation of the impact of this grant will be critical to the success and sustainability of PKZ's programming. Dr. Alexandria Banks, the City of Orlando's Children's Programs Evaluation Manager, will be the lead internal evaluator for this grant. This evaluation will include a critical assessment of the impact of

project objectives to demonstrate value, monitor progress toward goals, identify best practices, and highlight key insights gained. The City of Orlando's children's programs data management software, ETO, will be utilized to maintain data associated with each unit of measure. Quarterly progress monitoring reports and a summative evaluation at the end of the grant will utilize the goal-specific units of measure found in this proposal's "goals" section. The evaluation findings and results will be used to improve PKZ's programmatic services and continuously drive meaningful change within the neighborhoods designated for the Parramore Kidz Zone.