



**Interoffice Memorandum**

May 4, 2023

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

FROM: Roseann Harrington, Mayor's Chief of Staff on behalf of the Office of Economic, Trade & Tourism Development *RHA*

SUBJECT: **May 23, 2023- BCC Consent Agenda Item**  
I-Drive CRA English Language Courses for Speakers of Other Languages (ESOL) Pilot Program Extension Addendum

On January 10, 2023, the Board approved funding a grant agreement for the period of October 1, 2022, through September 30, 2023, with University of Central Florida Board Trustees (UCF Global) to support in-person, online and hybrid delivery of English Language Courses for Speakers of Other Languages living and working in the I-Drive CRA.

The I-Drive CRA English Language Courses for Speakers of Other Languages (ESOL) Pilot Program is being extended. Therefore, this addendum would allow for additional funding up to \$67,500 for the purpose of delivering English language training for Cycle 4 for the Pilot Program.

The addendum to the agreement has been reviewed by the Orange County Attorney's Office.

**ACTION REQUESTED:** Approval and execution of Orange County, Florida and University of Central Florida Board of Trustees Addendum to FY 2022-2023 Grant Agreement for additional funding up to \$67,500 for the purpose of delivering English language training for Cycle 4 for the Pilot Program.

---

**ORANGE COUNTY, FLORIDA  
AND  
UNIVERSITY OF CENTRAL FLORIDA  
BOARD OF TRUSTEES**

---

---

**ADDENDUM TO FY 2022 - 2023 GRANT AGREEMENT**

---

THIS ADDENDUM TO GRANT AGREEMENT (“Addendum”), is made and entered into this 23<sup>rd</sup> day of May 2023, by and between ORANGE COUNTY, a charter county and political subdivision of the State of Florida, hereinafter referred to as the “County,” and THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES d/b/a the University of Central Florida, hereinafter referred to as “UCF.”

**WITNESSETH:**

WHEREAS, the parties hereto entered into that FY 2022-2023 Grant Agreement on September 13, 2022 (“Agreement”) pursuant to which UCF received funding from the County to design and deliver English language training for adult non-native speakers living and working in the I-Drive CRA (“ESOL Pilot Program”); and

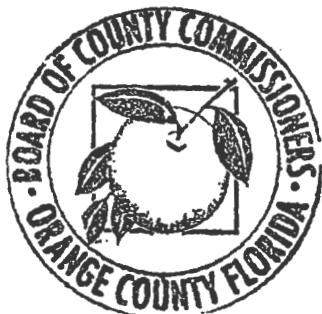
WHEREAS, because the ESOL Pilot Program is being extended, the parties desire to amend the Agreement as set forth herein to provide additional grant funds from the County to UCF to conduct additional English language training for additional stakeholders in the I-Drive CRA.

NOW THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties agree as follows:

**Section 1. Additional County Obligation.** In addition to the County Contribution set forth in the Agreement, the County hereby grants to UCF up to Sixty-Seven Thousand Five Hundred and no/100 Dollars (\$67,500.00) (“Additional County Contribution”) to be administered and disbursed by UCF solely for the purposes of delivering English language training for Cycle 4 of the Pilot Program as set forth in Exhibit “A”. Any funds not spent or encumbered by September 30, 2023 for the designated purposes set forth in Exhibit “A”, shall be returned to the County. The County Contribution shall be made in one (1) installment within 30 days of receipt of UCF’s final performance report required pursuant to the Agreement.

This final report, as described in Exhibit “B” to the Agreement, shall demonstrate the scope and performance of UCF services that were funded pursuant to this Addendum in addition to any other requirements set forth in the Agreement.

IN WITNESS WHEREOF, the parties have executed this Addendum on the dates set below.



**ORANGE COUNTY, FLORIDA**

**By: Board of County Commissioners**

By: *Jerry L. Demings*  
for Jerry L. Demings  
Orange County Mayor

Date: May 23, 2023

ATTEST: Phil Diamond, CPA. County Comptroller  
As Clerk of the Board of County Commissioners

By: *Jennifer Ann - Kinney*  
Deputy Clerk

Date: May 23, 2023

**THE UNIVERSITY OF CENTRAL FLORIDA  
BOARD OF TRUSTEES**

By: *Michael P. ...*  
Provost

Date: May 3, 2023

## EXHIBIT A

### I-DRIVE CRA: ENGLISH LANGUAGE COURSES FOR SPEAKERS OF OTHER LANGUAGES – Pilot Extension

#### ACTIVITY FOR WHICH FUNDING IS REQUESTED

Funding in the amount of \$67,500 for FY2022 and FY2023 will be used to support UCF Global program design and delivery of Adult English Speakers of Other Languages for working professionals in the I-Drive CRA. This extension of a pilot program underway with Rosen Hotels and Resorts will add two new employers in the I-Drive CRA as approved by the I-Drive CRA Advisory Group. The program will run in one 8-week cycle starting in June and ending in July 2023. The cycle provides participants with one of three course options:

- Face to face: 2 in-person, on-site classes per week with an instructor
- Hybrid: 2 in-person, on-site classes with instructor per week with an online component
- Online immersion: Asynchronous coursework with 2 virtual meetings with instructor

Where appropriate, Foundational, Beginner, and Intermediate/High learners will have access to digital content and trainers from UCF Global through a related agreement for devices on the consent agenda for the Board of County Commissioners in May 2023.

Course design, delivery, and student placement in this proposal is subject to change based on data collected during a comprehensive needs assessment conducted at the start of the cycle.

Flexible hours will be offered to accommodate the target population, who often work entry level positions, nontraditional shifts, and may have multiple jobs to make ends meet, among other unique needs. In addition to the customized courses, UCF Global will conduct a robust program evaluation from an initial needs assessment (and data collection) to measuring long term outcomes of the target population to ensure the needs of the community are being met. Data collected before and during the cycle will inform the course design and delivery.

At the end of the pilot program, outcomes will be reported to Orange County and appropriate stakeholders to determine how the program should be continued.

#### SPONSORING EMPLOYERS

As of May 2023, two additional employers in the I-Drive CRA, Paramount Hospitality Management, Inc. and IMA Medical Group have agreed to participate in the extension of the pilot program.

Note: As per a September 2022 agreement approved by the Board of County Commissioners, the pilot with Rosen Hotels and Resorts will conclude in May 2023.

#### COURSE FEES AND ESTIMATED COSTS

*Estimated costs and course fees apply to each organization, with a potential of three classes offered at Paramount and three classes offered at IMA.*

The programs will be delivered at a per participant fee per course. These prices are based on 10 students minimum per class and maximum 25 students per class.

Course Fees:

\$450 per course per student (for the 8-week program) with three course options: Face to Face On-Site, Hybrid, or Online Immersion.

	Minimum Required Participation (10 Students Per Course)	Maximum Capacity (25 Students Per Course)
Cycle 4 cost per course	\$4,500	\$11,250
<b>Cycle 4 Total – Employer 1 estimated 3 course options</b>	\$ 13,500	\$ 33,750
<b>Cycle 4 Total – Employer 2 estimated 3 course options</b>	\$ 13,500	\$ 33,750
<b>Total</b>	\$27,000	\$67,500

See Exhibit B for payment schedule.

Additional Sponsorship Expectations/Deliverables:

NO FUNDS PAID UNDER THIS AGREEMENT SHALL BE EXPENDED FOR PAYMENT OF ANY LIABILITY, CLAIMS, DEMANDS, DAMAGES, EXPENSES, FEES, FINES, PENALTIES, PROCEEDINGS, ACTIONS OR COST OF ACTIONS, INCLUDING ATTORNEY’S FEES OR ATTORNEYS ON APPEAL OF ANY PROCEEDINGS OR JUDGMENTS OF ANY KIND AND NATURE

**Payment**

A final report, as described in Exhibit “B”, shall demonstrate the scope and performance of UCF Global services that were funded pursuant to this Agreement. This report is due to the Orange County Economic Development Administrator no later than 30 days after completion of each program cycle as noted in Exhibit “A.” Payment shall be paid within 30 days of receipt of the final performance report, which will also determine compliance for future funding. Failure to comply with the County’s request for submission of this report shall constitute grounds for termination of this Agreement and may result in the ineligibility of UCF to receive future contributions from the County.

**EXHIBIT B**

**I-DRIVE CRA: ENGLISH LANGUAGE COURSES FOR SPEAKERS OF OTHER LANGUAGES – Pilot Extension**

**DETAILED SCOPE AND PERFORMANCE**

The following reports are to be submitted to the Orange County Economic Development Administrator as indicated:

<b>Milestone</b>	<b>Report Due</b>	<b>Payment Due</b>
UCF Global Invoice	Number of students at each level at each sponsoring employer, based on pre-assessment survey.	Based on minimum participation of 10 students per session. Sessions TBD employer assessments and agreements. June 2023 Invoice amount: \$450 per student x 10 student minimum x _____ (tbd) _____ number of class sessions across two employers.
Preliminary Needs Assessment Summary	July 2023	
Cycle 4 Summary Assessment	August 2023	
Final performance, program recommendations and financial report	August 2023	
UCF Global Invoice	August 2023	Remainder of fees for program delivery tbd total number of students based on stable and/or week 4 of cycle. Payment due within 30 days of invoice receipt

The following information needs to be included in the reports, as it pertains to the agency’s activities/programs/services supporting Orange County:

**Summary Assessments:**

UCF Global will provide a data summary of the program including:

- Total number of participants by course
- Program completion rate by course, by cycle
- Demographics (race, ancestry, address, other contact)

- Income
- Educational attainment
- Employment status
- Program participation goals
- Occupational, everyday communication or academic
- Continuing Education Path
- Delivery mode: in person, hybrid, virtual online classes through Zoom
- Wraparound Services
  - Online needs, internet access at home/remote access needs \
  - Additional barriers/challenges to program participation
- Primary language spoken at home
- Level of literacy (including digital literacy)
- English language level and history of instruction
- Reason for opt out or drop out

High level instructor assessment of the program, with opportunities for enhancement.

**Final performance, program recommendations and financial report:**

An in-depth analysis of the program offering including broader learnings and program recommendations for an effective and scalable English Speakers of Other Languages program, with special consideration for the needs of working adults. In addition to the data indicated in the Summary Assessment section, the analysis should include:

- Success metrics including completion, intent to recommend, and outcomes against program goals
- Effectiveness by mode of instruction
- Reasons for opt out or drop out
- Barriers to program participation (location, time, cultural, childcare, etc.)
- Impact of digital literacy, if any
- Other significant learnings from the data collection

Reports and Communications to the COUNTY:

Orange County, Office of Economic Development  
 ATTN: Renuka Sastri, Program Lead  
 201 S. Rosalind Avenue, 5th Floor  
 Orlando, Florida 32802  
 Phone: (407) 836-7370  
 Fax: (407) 836-7399

Reports and Communications to UCF Global

ATTN: Jennifer Haddad, UCF Global Engagement  
 Phone: 407-823-5517