

BEN'S PLACE SERVICES INC. – Low-Cost Transitional Day Program

FY 2024-2025 City Grant Proposal Term Sheet

Grant Recipient: Ben's Place Services Inc. ("Ben's Place" or "Recipient")

Program Name: Low-Cost Transitional Day Program (the "Program")

City Funding Request: \$38,091

Contract/Grant Term: October 1, 2024 – September 30, 2025

Any substantial change to this FY 2024-2025 City Grant Proposal Term Sheet (the "Term Sheet") or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

PROGRAM OVERVIEW:

Provide low-cost transitional day programs to adult Duval County students with disabilities as they time out / age out of high school at age 22. Once the disabled leave high school, they lose daily social contacts and friends. Ben's Place allows disabled individuals to gather and socialize, enjoy making arts and crafts all while they learn life skills in a fun and caring environment. While their disabled loved one is at Ben's Place it allows their caregivers time to work, run errands, or take some downtime.

Measurable component:

- Number of visits to Duval County Exceptional Student schools to discuss the programs offered by Ben's Place for adults with disabilities.
- Number of former Duval County students who are provided services at Ben's Place.
- Percentage of former students who try and then stay involved at Ben's Place for at least 6 months.
- Programmatic investment/funding in staff salaries for recruitment and services.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

- Social skills – Interaction skills, manners and getting along with others
- Life Skills – Proper self-care and hygiene
- Arts and Crafts – Excellent instructor led and project-based crafts
- Outdoor Activities – Planting gardens, basketball, picnic area
- Events and Parties – Karaoke, dances, and other seasonal gatherings during the day or at night

PROGRAM COSTS/PAYMENT TERMS:

City funds shall be expensed in accordance with the approved Program budget for the benefit of Duval County residents. Funds will be disbursed on a reimbursement basis upon the City's receipt and approval of required documentation including but not limited to paid invoices, cleared checks and bank statements.

Program Budget:

- Social Skills Coordinator (1 FTE @ 60%) - \$27,000
- Office and Other Supplies - \$11,091

PROGRAM IMPACT & REPORTING:

- i. To increase awareness of the programming we offer we will make visits to the Duval County Exceptional Student schools to discuss our programs as students approach the end of their time at high school. It will be measured by the visits we make to the schools.
- ii. The impacts we make are very personal and one life at a time, but this is one achievement in a recent review listed on Google. “Excellent organization that assists with the care, social interaction and continued development of adults with disabilities. Our son just transitioned out of the public school system and while he can stay home by himself at 22 years of age, he attends Ben's Place to allow him companionship, & group activities that break up his day. The staff is amazing and in today's tough economy they are very fair in regards to their fees. Highly recommend!”
- iii. We hope to impact many disabled individuals that are transitioning out of the school system.

Upon completion of the grant term, Recipient shall provide the City with a report detailing annual Program attendance figures and the results of a survey of participants/caregivers evaluating the effectiveness of the Program.

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

**Budget Narrative for Selected Items of Cost
FY 2025 City Grant Application
Program Budget Narrative (Max. 2 Pages)
Proposed Funding Period: FY 2024-2025
COJ Funding Only**

Agency: Ben's Place Services

Program Name: Low-Cost Transitional Day Program

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking **City Funding Only**.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation - (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

Salary & Wages

Social Skills Coordinator (1FTE) @ \$45,000/yr - City grant 60% = \$27,000

Payroll Taxes & Benefits

II. Operating Expenses

Occupancy Expenses

Office Expenses

Office and craft supplies \$11,091.00

Travel Expenses - not related to entertainment expenses

Equipment Expenses

Direct Client Expenses

III. Operating Capital Outlay: