

Trinity Rescue Mission Service Contract

Day Center Plan

FY 2026-2027 City Service Contract Term Sheet

Contractor: Trinity Rescue Mission, Inc.

Maximum Contract Amount: \$479,997

Contract Term: October 1, 2026 – September 30, 2027 (Operations & Capital Improvements)

CONTRACTOR OVERVIEW:

Trinity Rescue Mission is a faith-based nonprofit dedicated to breaking the cycle of homelessness for men, women, and children in Northeast Florida. The Trinity Rescue Mission Day Center provides a safe, structured environment where individuals can find rest, access resources, and take steps toward stability. The Day Center operates from 8:00 AM to 4:00, offering a range of services designed to meet the needs of each client.

SCOPE OF SERVICES:

Trinity Rescue Mission will provide day services to individuals experiencing homelessness, offering a safe space for engagement and access to essential resources. Under this contract, Trinity Rescue Mission shall perform the following tasks and services:

Task 1: Capital Improvements

- Complete renovations to establish the Day Center's infrastructure, including the indoor and outdoor spaces.
- Provide updated furnishings, seating, shaded areas, and technology access to improve the client experience.
- Complete capital improvements by December 1, 2026, and provide necessary documentation of expenditures.

Task 2: Daily Operations and Client Services

Trinity Rescue Mission will operate the Day Center with a peak capacity for 55 individuals from October 1, 2026 – September 30, 2027, offering the following services:

- **Morning Check-In & Orientation:**
 - Clients can check in between 8:00 AM and 4:00 PM.
 - First-time visitors will participate in an orientation to familiarize themselves with the services and guidelines.
 - Guests who utilized emergency shelter the previous night may remain in the outdoor area until the Day Center opens.
- **Daily Activities & Essential Services:**
 - Meals
 - Showers

- Clothing Assistance
- Laundry
- Restroom Access
- Case Management Services (individual support and guidance)
 - Intake Assessment
 - Program recommendations
 - Documentation assistance
 - ID, SSC, Birth Certificate
 - Appointment assistance
 - Bus Pass for appointments
 - Scheduling appointments
 - Housing assistance
 - Determine the types of housing each client qualifies for, the barriers to obtaining that type of housing, and the recommendations to address those barriers.
 - Referral to other agencies
- Advocacy Services (assisting clients with available resources)
- Computer Resources (internet access for job searches, housing applications, etc.)
- **Environment & Facility Use:**
 - Inside Space:
 - Clients have access to TV, seating, and tables to relax.
 - A one-hour quiet time is observed daily.
 - Outside Space:
 - Shaded seating areas allow clients to relax comfortably outdoors.
- **End-of-Day Transition:**
 - At 4:00 PM, as the Day Center closes, clients needing additional support can transition to Trinity Rescue Mission's emergency services, ensuring safety and continued care.

Task 3: General and Reporting

To enhance service coordination and data-driven decision-making, Trinity Rescue Mission will:

- **Track Client Utilization:** Maintain records of clients utilizing Day Center services, including check-ins and services accessed including case management.
- **Monitor Service Engagement and Referrals:** Track client engagement and referrals for additional services, such as shelter, housing assistance, mental health support, addiction recovery, and job placement.

- Referral Tracking: Document clients referred to external agencies for additional services, such as housing assistance, mental health support, addiction recovery, and job placement.
- Provide Reports & Data: Supply the City of Jacksonville with monthly reports detailing Day Center utilization, and referral outcomes.
- Evaluate Program Impact: Analyze data trends to improve services, measure success, and support evidence-based decision-making for future program development.
- Reimbursement: All capital expenditures will include receipted service and/or item with invoice. Operating expenses will be at $545.45 \times (\text{number of capacity maintained}, 55)$. Client utilization (date of service and services accessed) will be attached to each invoice.

MAXIMUM AWARD:

The maximum indebtedness for this contract shall be \$479,997

Operating Award: Not to exceed \$359,997

Trinity Rescue Mission shall be compensated for providing Day Center capacity for 55 people at a rate of \$545.45 per month per person. This rate covers all services outlined in Task 2 to support individuals on their path to stability.

For the one-year period following contract execution, total operational funding shall not exceed a full-year operating budget of \$359,997. Trinity Rescue Mission will submit monthly invoices to the City for services rendered, based on maintaining a service capacity of 55 individuals. Each invoice shall include the number of individuals served and the capacity maintained during the billing period. Capacity will be subject to verification by a designated representative of the City of Jacksonville (COJ). Compensation will be pro-rated in the event of a reduction in service capacity. No additional funds will be awarded for increasing capacity without approval. Failure to maintain the required service capacity may result in a corresponding reduction in funding.

Capital Award: Not to exceed \$120,000.00

Trinity Rescue Mission shall be eligible for reimbursement of qualified capital costs related to necessary improvements and renovations to support the Day Center's operations. This includes facility upgrades to enhance client experience, safety, and service efficiency.

Upon completion of the improvements, Trinity Rescue Mission shall submit an invoice to the City with supporting expenditure documentation for reimbursement.

OPTIONAL FUNDING EXTENSION:

The City may, at its sole discretion and subject to funding availability and satisfactory performance, extend this agreement for one (1) additional one-year period for continued Day Center operations. The extension period shall maintain the same scope of services, service capacity of 55 individuals, and reimbursement methodology as outlined in this agreement, unless otherwise modified by mutual written agreement. Trinity Rescue Mission shall continue to submit monthly invoices documenting capacity maintained and individuals served during the extension period.

ADDITIONAL CONTRACT REQUIREMENTS AND CONDITIONS:

- Maintain records related to the contract during the contract period and for a period of 6 years upon completion of the contract.
- Make, upon prior notification, records available to the City (including the Council Auditor's Office) to perform audits of the contract.

Appendix 1

Budget

Operating Expenses	359,997
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Capital Budget

Men's Renovations (reconfigure)	45,000
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Outdoor Space (Concrete, Shade, Tables)	50,000
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Laundry Equipment	15,000
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Computers & Furniture	10,000
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Total Capital	120,000
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Total	479,997
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Operating Expense Per Month Per Capacity	545.45
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FY 26/27 City Grant - Complete Program Budget Detail

Lead Agency: Trinity Rescue Mission

Program Name: Day Center

Agency Fiscal Year: July 1, 2026 - June 30, 2027

Categories and Line Items	Prior Year Prg Funding FY 2024-2025	Current Year Prg Budget FY 2025-2026	Total Est. Cost of Program FY 2026-2027	Agency Provided Funding	All Other Program Revenues	Funding Partners		
						City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
I. Employee Compensation								
Personnel - 01201 (list Job Title or Positions no names)								
Case Manager	\$0.00	\$0.00	\$41,600.00	\$0.00	\$0.00	\$41,600.00	\$0.00	\$0.00
Case Manager	\$0.00	\$0.00	\$41,600.00	\$0.00	\$0.00	\$41,600.00	\$0.00	\$0.00
Program Supervisor	\$0.00	\$0.00	\$49,504.00	\$0.00	\$0.00	\$49,504.00	\$0.00	\$0.00
Security	\$0.00	\$0.00	\$49,140.00	\$0.00	\$0.00	\$49,140.00	\$0.00	\$0.00
Supervisor	\$0.00	\$0.00	\$24,997.00	\$0.00	\$0.00	\$24,997.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$206,841.00	\$0.00	\$0.00	\$206,841.00	\$0.00	\$0.00
Fringe Benefits								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Employee Compensation	\$0.00	\$0.00	\$206,841.00	\$0.00	\$0.00	\$206,841.00	\$0.00	\$0.00
II. Operating Expenses								
Occupancy Expenses								
Rent - Occupancy - 04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$51,036.00	\$0.00	\$0.00	\$51,036.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$19,394.00	\$0.00	\$0.00	\$19,394.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Materials & Supplies			\$58,726.00			\$58,726.00		
Food			\$0.00			\$0.00		
Other - (Trash)	\$0.00	\$0.00	\$24,000.00	\$0.00	\$0.00	\$24,000.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Expenses								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Expenses								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Client Expenses - 06301								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$153,156.00	\$0.00	\$0.00	\$153,156.00	\$0.00	\$0.00
III. Operating Capital Outlay (OVER \$1,000)								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Furniture)	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00
Other - (Renovations)	\$0.00	\$0.00	\$95,000.00	\$0.00	\$0.00	\$95,000.00	\$0.00	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$120,000.00	\$0.00	\$0.00	\$120,000.00	\$0.00	\$0.00
Direct Expenses Total	\$0.00	\$0.00	\$479,997.00	\$0.00	\$0.00	\$479,997.00	\$0.00	\$0.00
Percent of Budget	-	-	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%

Last Modified: 04/24/2025

All City Grant Items listed must be included in the narrative section of the budget.

Budget Narrative for Selected Items of Cost
FY 26/27 City Grant Application
Program Budget Narrative (Max. 2 Pages)
Proposed Funding Period: FY 2026-2027
COJ Funding Only

Agency:	Trinity Rescue Mission	Program Name:	Day Center
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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	Case Manager Will work directly with Day Center clients, evaluating needs and guiding them to proper services.	\$41,600
	Case Manager Will work directly with Day Center clients, evaluating needs and guiding them to proper services.	\$41,600
	Program Supervisor Oversee Day Center services and manage case managers, ensure clientele are guided in a timely and effective way.	\$49,504
	Security Oversee safety of Day Center services, ensuring clients and staff have a safe and secure environment.	\$49,140
	Supervisor Assisting with Day Center services, guiding clients to the next steps of services.	\$24,997

Payroll Taxes & Benefits

II. Operating Expenses

Occupancy Expenses	Utilities Day Center electric, water, and sewage	\$51,036
	Maintenance and repairs Cost to maintain wear and tear of Day Center services on facility	\$19,394
	Materials and Supplies Housekeeping items used to maintain facility. Toilet Paper, Paper towels, trash bags, cleaner, soap	\$58,726
	Trash Removal Day Center trash removal	\$24,000

Total	\$359,997
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Office Expenses

Travel Expenses - not related to entertainment expenses

Equipment Expenses

Direct Client Expenses

III. Operating Capital Outlay:

Renovation	Indoor Improvements Renovations to reconfigure indoors to support Day Center. To include wall divider, construction for day center check in area and office.	\$45,000
	Outdoor Enhancements Install outdoor shaded and shielded area to eat, and lounge	\$50,000

Total	\$95,000
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Machinery & Equipment

Washing Machine	1 new washer to provide laundry service	\$15,000
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Furniture	Client and staff seating and desk	\$10,000
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Total	\$25,000
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Total	\$120,000
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Total	\$479,997
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Operating and Capital