

**IMPERFECT PEOPLE CENTER, INC. – Health and Awareness Workshop**

**FY 2023-2024 City Grant Proposal Term Sheet**

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**Grant Recipient:** Imperfect People Center, Inc. (“Recipient”)

**Program Name:** Health and Awareness Workshop (the “Program”)

**City Funding Request:** \$5,000

**Contract/Grant Term:** October 1, 2023– September 30, 2024

**Any substantial change to this FY 2023-2024 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:**

**Program Background & Overview:**

The Imperfect People Center has a rich history of community service and dedication to health awareness. For over a decade, its founders have been hosting health awareness workshops, reaching out to the community and educating hundreds of individuals in North Florida and its surrounding areas. What's remarkable is that they have been funding these workshops out of their own pockets, showcasing a deep commitment to their cause.

Their journey took a significant turn five years ago when they obtained 501(c)(3) status, marking a formal recognition of their organization's charitable mission. This milestone not only solidified their commitment to serving the community but also opened up avenues for more extensive support and collaboration.

One of the hallmarks of the Imperfect People Center is its ability to nurture talent and empower individuals. Former fellowship members have not only benefited from the workshops but have also gone on to become certified test counselors, advocates, and facilitators with reputable organizations such as the HRC (Human Rights Campaign). Their success is a testament to the effectiveness of the programs offered by the Imperfect Persons Center. The impact of the Health and Awareness Program cannot be overstated. Through education and outreach, it has empowered countless individuals, fostering a culture of health and well-being in the community. The ripple effect of their work is evident in the number of lives touched and transformed over the years.

Now, as the Imperfect People Center looks to expand and evolve, the support of its community and former participants becomes crucial. The willingness of these individuals to pour into the Program and support the founders in any way possible speaks volumes about the lasting impact of the organization. Together, they can continue to make a difference, shaping healthier and more informed communities for generations to come.

The Program aims to address critical health issues prevalent in Duval County, focusing primarily on HIV and sexually transmitted infections (STIs) as well as mental health awareness. It encompasses a comprehensive approach to education, prevention, and support services to empower residents with the knowledge and resources necessary to make informed decisions about their health and well-being.

**Program Goals and Objectives:**

1. **Education and Awareness:** Provide accessible and culturally sensitive education on HIV, STIs, and mental health through workshops, seminars, and community outreach programs.
2. **Prevention and Testing:** Increase access to free or low-cost HIV and STI testing services, along with counseling and support for individuals at risk.

3. Early Intervention: Promote early detection and treatment of HIV and STIs to prevent transmission and improve health outcomes.
4. Stigma Reduction: Combat stigma associated with HIV, STIs, and mental health conditions through advocacy, public campaigns, and support groups.
5. Access to Care: Facilitate access to healthcare services, including mental health resources, treatment, and support networks.
6. Community Engagement: Foster partnerships with local organizations, healthcare providers, and community leaders to create a supportive environment for individuals affected by HIV, STIs, and mental health challenges.

#### Assistance to Duval County Residents:

The Program directly assists Duval County residents by addressing the particular health needs prevalent in the community. Duval County faces challenges related to high rates of HIV and STI transmission, as well as mental health disparities. By providing education, prevention services, and support, the Program aims to reduce the incidence of HIV and STIs, promote mental health awareness, and improve overall well-being among residents.

#### Funding Request:

This funding request is intended to cover programmatic expenses for FY 2023-2024, including but not limited to:

- Personnel salaries and benefits for educators, counselors, and support staff
- Outreach materials such as brochures, posters, and informational resources
- Testing supplies and equipment for HIV and STI screenings
- Operational costs for community events, workshops, and support groups
- Administrative expenses related to Program management and coordination.

By investing in this Program, we can make a significant impact on the health and well-being of Duval County residents, addressing critical health disparities and promoting a healthier community for all.

#### **PROGRAM SCOPE OF WORK AND DELIVERABLES:**

1. Educational Workshops:
  - Conduct interactive workshops on HIV, STIs, and mental health awareness.
  - Provide information on prevention strategies, symptoms, and available resources.
  - Engage participants in discussions and activities to promote understanding and destigmatization.
2. Community Outreach Events:
  - Organize community events in accessible locations throughout Duval County.
  - Offer free HIV and STI testing, along with counseling and referrals for follow-up care.
  - Distribute educational materials and resources to attendees.
3. School Presentations:
  - Partner with schools to deliver age-appropriate presentations on sexual health and mental well-being.
  - Address common misconceptions and provide accurate information to students.
  - Equip young people with the knowledge and skills to make healthy choices.
4. Support Groups:
  - Facilitate support groups for individuals living with HIV, STIs, or mental health conditions.
  - Provide a safe and supportive space for sharing experiences, coping strategies, and mutual support.
  - Offer guidance on accessing healthcare, treatment options, and community resources.

5. Counseling Services:
  - Offer confidential counseling sessions for individuals seeking support related to HIV, STIs, or mental health concerns.
  - Provide emotional support, coping strategies, and referrals to specialized services as needed.
  - Empower individuals to address challenges and improve their overall well-being.
6. Peer Education Programs:
  - Train peer educators from the community to disseminate accurate information and promote healthy behaviors.
  - Empower peers to serve as trusted resources and advocates within their social networks.
  - Foster peer-to-peer support and dialogue on HIV, STIs, and mental health topics.
7. Media Campaigns:
  - Develop multimedia campaigns to raise awareness and reduce stigma surrounding HIV, STIs, and mental health.
  - Utilize social media, posters, and public service announcements to reach diverse audiences.
  - Share stories of resilience and empowerment to inspire positive change.
8. Health Fairs and Expos:
  - Participate in health fairs and expos to reach a broader audience and engage with community members.
  - Provide information on HIV testing, STI prevention, mental health resources, and available services.
  - Offer on-site testing, screenings, and educational materials.
9. Training for Healthcare Providers:
  - Offer training sessions for healthcare providers on best practices for HIV/STI screening, counseling, and treatment.
  - Enhance providers' cultural competency and sensitivity in serving diverse populations.
  - Foster collaboration between healthcare professionals and community organizations to improve access to care.
10. Data Collection and Evaluation:
  - Collect and analyze data on Program reach, participant demographics, and outcomes.
  - Evaluate the effectiveness of activities in achieving Program goals and objectives.
  - Use feedback to continually refine and improve Program delivery.

By offering this comprehensive range of activities, the Program aims to meet the diverse needs of Duval County residents and make a meaningful impact on public health and well-being.

## **PROGRAM COSTS/PAYMENT TERMS:**

### Program Costs:

1. Office Expenses: \$3,000
  - Office supplies, equipment maintenance, and other administrative costs.
  - Technology expenses for data management, reporting, and Program evaluation.
  - Outreach materials such as brochures, posters, and educational resources.
  - Testing supplies and equipment for HIV and STI screenings.
  - Costs for media campaigns, advertising, and promotional materials.
  - Printing and distribution of informational materials to raise awareness and reach target audiences.
2. Professional Services: \$2,000
  - Costs associated with training sessions for staff, volunteers, and healthcare providers.

- Professional development opportunities to enhance skills and knowledge in HIV, STIs, and mental health.

#### Payment Terms:

Funds shall be disbursed on a reimbursement bases. Recipient will provide the City with invoice requests and supporting documentation sufficient to substantiate and support the expenditure of funds in accordance with the approved budget. Up to 10% of the total award may be advanced for start-up costs. Proof that advanced funds have been expensed in accordance with the approved but shall be required prior to disbursement of further reimbursement.

#### Other Funding Sources:

In addition to City of Jacksonville funding, the Program may seek support from various sources, including:

1. Grants: Apply for grants from federal, state, and private foundations focused on public health, HIV/STI prevention, and mental health awareness.
2. Corporate Sponsorships: Seek sponsorship from local businesses and corporations interested in supporting community health initiatives.
3. Donations: Solicit donations from individuals, community organizations, and philanthropic groups passionate about addressing health disparities and promoting well-being.
4. Partnerships: Form partnerships with healthcare institutions, academic institutions, and nonprofit organizations to leverage resources and support Program activities.

### **PROGRAM IMPACT & REPORTING:**

#### (i) Attainment and Measurement of Program Goals and Objectives:

1. Education and Awareness: Program goals related to education and awareness will be achieved through the delivery of workshops, presentations, and outreach events. Measurement will include tracking attendance, participant feedback, and pre-post knowledge assessments.
2. Prevention and Testing: Goals regarding prevention and testing will be met by offering free or low-cost testing services and counseling. Measurement will include the number of tests conducted, positivity rates, and follow-up care referrals.
3. Early Intervention: Achieving goals for early intervention involves promoting timely detection and treatment of HIV/STIs. Measurement will include monitoring rates of early diagnosis, treatment initiation, and viral suppression.
4. Stigma Reduction: Stigma reduction goals will be pursued through advocacy, media campaigns, and support group activities. Measurement will include assessing changes in attitudes and perceptions through surveys and qualitative feedback.
5. Access to Care: Goals related to access to care will be attained by facilitating access to healthcare services and support networks. Measurement will involve tracking the number of individuals connected to care and follow-up services.
6. Community Engagement: Community engagement goals will be achieved through partnerships, outreach events, and collaborations with local organizations. Measurement will include assessing the level of community involvement, partnership effectiveness, and reach.

(ii) Anticipated Number of Residents Served and Projected Program Impact:

- Anticipated number of residents served: Based on previous outreach efforts and community needs assessments, the Program aims to serve a minimum of 50 residents within Duval County.
- Projected Program impact: The Program anticipates significant impact on residents' health and well-being, including:
  - Reduction in new HIV/STI diagnoses through prevention and testing efforts.
  - Increased awareness and knowledge about HIV, STIs, and mental health among community members.
  - Improved access to care and support services for individuals living with HIV/STIs or facing mental health challenges.
  - Decrease in stigma associated with HIV, STIs, and mental illness, fostering a more inclusive and supportive community environment.

These projections will be regularly assessed and adjusted based on Program activities, outcomes, and feedback from participants and stakeholders.

**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 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 and the approved Program budget consistent with the Program 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.

FY 2024 City Grant - Complete Program Budget Detail

Lead Agency: \_\_\_\_\_  
 Imperfect People Center, Inc.  
 Program Name: \_\_\_\_\_  
 Health and Awareness Workshop

Agency Fiscal Year: FY 2023/24

BUDGET

Categories and Line Items	Prior Year Prg Funding FY 2021-2022	Current Year Prg Budget FY 2022-2023	Total Est. Cost of Program FY 2023-2024	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
<b>Personnel - 01201 (list Job Title or Positions no names)</b>								
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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
<b>Subtotal Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fringe Benefits</b>								
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
<b>Subtotal Taxes and Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$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	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$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	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00
Background Screening - 04938	\$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	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
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
<b>Equipment Expenses</b>								
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
<b>Direct Client Expenses - 08301</b>								
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
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe) Personalized TShirts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Percent of Budget</b>	-	-	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%

Last Modified: 03/16/2023

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

**Budget Narrative for Selected Items of Cost**  
**FY 2024 City Grant Application**  
**Imperfect People Center, Inc.**  
Proposed Funding Period: FY 2023-2024 Agency Fiscal Year: FY 2023/24  
**Health and Awareness Workshop**

**Imperfect People Center, Inc.**

**Program Name:** Health and Awareness Workshop

**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**

**Office Expenses** 3000

- Office supplies, equipment maintenance, and other administrative costs.
- Technology expenses for data management, reporting, and program evaluation.
- Outreach materials such as brochures, posters, and educational resources.
- Testing supplies and equipment for HIV and STI screenings.
- Costs for media campaigns, advertising, and promotional materials.
- Printing and distribution of informational materials to raise awareness and reach target audiences.

**Professional Services** 2000

- Costs associated with training sessions for staff, volunteers, and healthcare providers.
- Professional development opportunities to enhance skills and knowledge in HIV, STIs, and mental health.

**Travel Expenses - not related to entertainment expenses**

**Equipment Expenses**

**Direct Client Expenses**

**III. Operating Capital Outlay:**