

**NORTH FLORIDA SCHOOL OF SPECIAL EDUCATION, INC. –  
NFSSE Vocational Training/Community Integrated Employment Program**

**FY 2025-2026 City Grant Proposal Term Sheet**

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**Grant Recipient:** North Florida School of Special Education, Inc. (“NFSSE” or “Recipient”)

**Program Name:** NFSSE Vocational Training/Community Integrated Employment Program (the “Program” or “CIE Program”)

**City Funding Request:** \$30,000

**Contract/Grant Term:** March 1, 2026 – February 28, 2027

**Any substantial change to this FY 2025-2026 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:**

North Florida School of Special Education, Inc. (NFSSE) was founded in 1992 by four families who dreamed of more for their children with intellectual disabilities. NFSSE’s mission is to discover and foster each student’s unique abilities revealing their highest potential within an engaged community. Over 33 years, NFSSE has grown dramatically in response to community need and has positively impacted more than 1,400 young people and their families. NFSSE is accredited by the Florida Council of Independent Schools and in 2025-2026, NFSSE will have a total enrollment of 191 academic students (ages 6-17) and 160 transition and postgraduates (ages 18 and older).

NFSSE students have a variety of intellectual and developmental disabilities, including Down syndrome, Autism Spectrum Disorder, Fetal Alcohol Syndrome, and Traumatic Brain Injury. They overcome physical challenges, such as hearing, speech, and vision impairments, sensory processing deficiencies, seizure disorders and heart defects.

All students receive an individualized, comprehensive curriculum to meet their potential by focusing on education, therapy, health, and social skills. NFSSE operates a **Community Integrated Employment (CIE) Program** to assist transition and postgraduate students (**18 years and older**) in becoming employable, self-sufficient, stable young adults. CIE includes continued education services focusing on vocational and independent living skills as well as social skills, professional behavior, and a strong work ethic.

Located at NFSSE’s Vocational Training Center at 223 Mill Creek Road in Arlington, NFSSE operates three innovative microenterprises, which serve as the foundation for the CIE Program including Barkin’ Biscuits Pet Bakery (making and packaging all-natural dog treats), Art With Soul (teaching, creating and selling pottery, painting, animation, and mosaics), and Berry Good Blooms (growing farm fresh flowers and flower arranging).

The Vocational Training Center accommodates transition students and postgraduates Monday-Friday and will serve 80-90 adults with intellectual and developmental disabilities (IDD) over the academic year. Lessons model best practice instruction such as observation, side-by-side instruction and independent completion of tasks. Each lesson builds into the last, engaging prior knowledge and is designed to teach in multiple learning styles.

The goal of Community Integrated Employment (CIE) is to prepare students with IDD for employment. To meet this goal, NFSSE must educate community partners, help young adults develop the skills needed to be job ready, provide opportunities to participate in workplace experiences, and remove barriers to developing their job readiness.

The requested funding is intended to cover programmatic expenses for the CIE Program.

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

NFSSE's Vocational Training Center at Mill Creek Road (the Program) will provide continued education services focusing on vocational training, social skills, professional development behavior, and a strong work ethic. The three microenterprises (small businesses) that provide these services each have a manager and staff assistants to teach and guide these young adults during the day.

The activities include:

**Art With Soul:** Artists with intellectual and developmental differences develop their artistic perspectives and create work that is celebrated and made available for purchase. Every artist has a purpose and a story to tell. Each day artists learn a variety of techniques that appeal to their interests and abilities. They create a body of work that is displayed at an art show at the end of the school year. They also create products that are for sale at NFSSE's weekly market, NFSSE's annual Holiday on the Farm, and a variety of NFSSE events.

**Barkin' Biscuits:** Young adults with intellectual and developmental differences become dog treat bakers in this program. Bakers lovingly create three flavors of all-natural dog biscuits in a variety of shapes and sizes. Each day, Barkin' Biscuits bakers learn to follow recipes, mix ingredients, roll and cut the dough, bake the treats, and weigh and package the dog treat for retail customers. Barkin' Biscuit bakers learn the importance of intentional preparation on a job site, the value of hard work and the task of problem solving. Barkin' Biscuits are sold at NFSSE's annual Holiday on the Farm, and a variety of NFSSE events.

**Berry Good Blooms:** Young adults with intellectual and developmental differences become florists in this program. Aspiring florists learn every step of the floral industry from growing a variety of flowers, harvesting the flowers needed for the arrangement, and designing stunning centerpieces and bouquets. These florists are involved in every aspect of the program including ordering, designing and selling. Berry Good Blooms are sold at NFSSE's annual Holiday on the Farm, and a variety of NFSSE events. Blooms are also contracted to provide the floral arrangements for weddings, funerals, and several local non-profit organizations events and galas.

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

#### City Funding

Three Microenterprise Managers - \$10,000 each (\$30,000 total)

The City grant funds will be used solely for staff positions to support Program activities and services occurring at the Mill Creek Road Vocational Training Facility in Council District 1. City funds will be expensed in accordance with the approved budget and will be paid on a reimbursement basis upon the City's receipt and approval of required documentation including but not limited to paid invoices, 3<sup>rd</sup> party payroll ledgers, cleared checks and/or bank statements.

Other funding sources for this Program include private donations from individuals, grants, and revenue derived from sales of the products the microenterprises produce.

## **PROGRAM IMPACT & REPORTING:**

The goal of Community Integrated Employment (CIE) Program and NFSSE's Vocational Training Center is to prepare students with IDD for employment. To meet this goal, NFSSE must educate community partners, help young adults develop the skills needed to be job ready, provide opportunities to participate in workplace experiences, and remove barriers to developing their job readiness.

NFSSE's CIE program has seen significant growth during the past several years. To meet the demand of this workforce development program, NFSSE created Berry Good Blooms (the newest microenterprise), now starting its third year as well as expanding the physical footprint of the programs to the location at the end of Mill Creek Road, which is now NFSSE's Vocational Training Center. Barkin' Biscuits moved to that location 2 ½ years ago. Art With Soul and Berry Good Blooms moved in this year. The overall CIE program impacts over 160 young adults over 18 years of age.

## **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.

**FY 2026 City Grant Application  
Proposed Funding Period: FY 2025-2026**

**FY 2026 City Grant - Complete Program Budget Detail**

**Lead Agency: North Florida School of Special Education, Inc.**

**Program Name: NFSSE Vocational Training/Community Integrated Employment**

**Agency Fiscal Year: July - June**

Categories and Line Items	BUDGET							
	Prior Year Prg Funding FY 2023-2024	Current Year Prg Budget FY 2024-2025	Total Est. Cost of Program FY 2025-2026	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. Art With Soul Manager	\$40,000.00	\$50,000.00	\$51,600.00	\$41,600.00	\$0.00	\$10,000.00	\$0.00	\$0.00
2. Art With Soul Assistant	\$34,366.00	\$35,740.00	\$36,814.00	\$36,814.00	\$0.00	\$0.00	\$0.00	\$0.00
3. Art With Soul Assistant (part-time)	\$0.00	\$20,000.00	\$20,400.00	\$20,400.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Barkin' Biscuits Manager	\$44,720.00	\$46,509.00	\$47,904.00	\$37,904.00	\$0.00	\$10,000.00	\$0.00	\$0.00
5. Barkin' Biscuits Assistant	\$39,000.00	\$40,560.00	\$41,000.00	\$41,000.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Barkin' Biscuits Assistant (part-time)	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Barkin' Biscuits Assistant (part-time)	\$0.00	\$0.00	\$14,000.00	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Berry Good Blooms Manager	\$50,918.00	\$52,955.00	\$54,544.00	\$44,544.00	\$0.00	\$10,000.00	\$0.00	\$0.00
9. Berry Good Blooms Assistant	\$26,400.00	\$28,000.00	\$42,000.00	\$42,000.00	\$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
<b>Subtotal Employee Compensation</b>	<b>\$251,404.00</b>	<b>\$289,764.00</b>	<b>\$324,262.00</b>	<b>\$294,262.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$22,626.00	\$26,079.00	\$29,175.00	\$29,175.00	\$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>\$22,626.00</b>	<b>\$26,079.00</b>	<b>\$29,175.00</b>	<b>\$29,175.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$274,030.00</b>	<b>\$315,843.00</b>	<b>\$353,437.00</b>	<b>\$323,437.00</b>	<b>\$0.00</b>	<b>\$30,000.00</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	\$10,500.00	\$11,000.00	\$11,700.00	\$11,700.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$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): cleaning, security, trash	\$10,000.00	\$15,000.00	\$19,000.00	\$19,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$100.00	\$100.00	\$100.00	\$100.00	\$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
Other - Equipment under \$1,000 - 06403	\$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>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>\$23,100.00</b>	<b>\$28,600.00</b>	<b>\$33,300.00</b>	<b>\$33,300.00</b>	<b>\$0.00</b>	<b>\$0.00</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)	\$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>\$297,130.00</b>	<b>\$344,443.00</b>	<b>\$386,737.00</b>	<b>\$356,737.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Percent of Budget</b>	<b>-</b>	<b>-</b>	<b>100.0%</b>	<b>92.2%</b>	<b>0.0%</b>	<b>7.8%</b>	<b>0.0%</b>	<b>0.0%</b>

Last Modified: 06/16/2025

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

**Budget Narrative for Selected Items of Cost  
FY 2026 City Grant Application  
Program Budget Narrative (Max. 2 Pages)  
Proposed Funding Period: FY 2025-2026  
COJ Funding Only**

**Agency: North Florida School of Special Education, Inc.      Program Name: NFSSE Vocational Training/CIE**

**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**

Art With Soul Manager - \$10,000 funded by COJ

Barkin' Biscuits Manager - \$10,000 funded by COJ

Berry Good Blooms Manager - \$10,000 funded by COJ

**Payroll Taxes & Benefits**

**II. Operating Expenses**

**Occupancy Expenses**

**Office Expenses**

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

**Equipment Expenses**

**Direct Client Expenses**

**III. Operating Capital Outlay:**