

White Harvest Farms at Clara White Mission

FY 2023-2024 City Grant Proposal Term Sheet

Grant Recipient: White Harvest Farms at Clara White Mission

Program Name: Culinary Vocational Training for NW Jax, Duval County

City Funding Request: \$300,000

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:

White Harvest Farms at Clara White Mission requests \$300,000 to support the establishment of a training initiative targeting African American food desert residents, low-income, and homeless veterans residing in north Jacksonville. In 2012, White Harvest Farms was established at 4850 Moncrief Road, zip code 32209 in Jacksonville’s northwest quadrant. This former Brownfield tract has been remediated and redeveloped as an organic farm serving an expansive food desert community comprised of 10 contiguous census tracts. US Census data reports that out of 34,305 residents residing in these tracts, 41% lives in poverty and 98% are African Americans. The median age of residents is 36; 30.7% of the population is age 19 or under. 63.1% of households in the area are designated as family households, and 25.8% of households have children under the age of 18.44% of residents are male and 55.7%, female. Area unemployment is 56.68%, and 51.7% of children under the age of 18 have lived in a household below the poverty line for the last 12 months.

White Harvest Farms is positioned to have a positive environmental impact on quality of life through training and education provided up to 60 community residents over 12 months. Graduates will gain marketable skills and become a part of an ongoing food and environmental recovery of the community.

The training curriculum will encompass the cultivation and preparation of organic produce in addition to customer service, banquet service, event planning and design, business operations, menu and recipe development, catering systems and management, in addition to commercial cooking. The course work combines hands-on production with classroom reinforcement and will provide students with a broad range of culinary experiences. Graduates will be able to secure entry to mid-level employment in the food-service/hospitality industries. The program introduces students to the history of cooking and services, basic preparation, menu development, culinary math, commercial cooking and service, front/back of the house skills, catering, special events, and restaurant operations.

Since 2003, the Clara White Mission has provided customized job skills training and placement services through its Culinary Arts training program. The program is designed to support workforce development and assist homeless and low-income residents of Duval County in the transition to independence and contributory citizenship. It targets chronically unemployed and under employed persons, 18 years of age and over, prioritizing veterans and ex-offenders. Intensive, customized job training is supplemented with supportive services, building marketable job skills tailored to the identified needs of community employers. Instruction includes soft skills development, life skills training and educational remediation as needed. All students receive case management services, including mental health counseling.

The vocational curriculum encompasses both practical and theoretical aspects of training within a specialized industry. National industry certification is available, and the training is licensed by the State of Florida Commission for Independent Education; all students receive state certification upon graduation. The program projects a 60% placement rate for graduates.

Specific case management services are provided, designed to address the unique needs of the individual, and include 1) development and regular review of a plan of progress, 2) advocacy and referral, as indicated and/or requested, 3) employment placement/assistance (search, resume development, etc.), as indicated and/or requested, 4) linkages to mainstream and other resources, as indicated and/or requested, and, 5) follow-up services to students having completed the program.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

414 hours of vocational instruction will include:

- Introduction to Culinary Arts
- Food Production and Service
- Agriculture 101
- Supportive Services
Case Management
Job Readiness Preparation
Job Placement

PROGRAM COSTS/PAYMENT TERMS:

Employee Compensation

Education Director F/T	50,000
Assistant Director F/T	40,000
Data Specialist P/T	24,960
Marketing/ Recruitment P/T	35,000
Environmental/Maintenance Svc P/T (2)	49,920
Case Manager P/T	30,000
Payroll Taxes/Benefits	34,063

Operating Expenses

Professional Fees/Services	26,057
Printing/Advertising	3,000
Travel Expenses	3,000
Direct Client Expenses	4,000
Total Request	300,000

Other Sources of Funding

Clara White Mission (Admin support/Overhead)	74,654
USDA -UAIP (Staff/Supplies/Equipment)	151,703

*See Budget Sheets for Other Funding Details

PROGRAM IMPACT & REPORTING:

Each vocational track will provide up to 60 participants with 414 hours of instruction and experience delivered in four 12-week modules. Students must achieve a minimum level in both laboratory (experiential) and academic

(classroom) competencies to graduate. Available industry certifications will include ServSafe Managers Certificate, Florida Food-handler Certification, and State of Florida Certification of Completion. White Harvest Farms will provide supportive services, employment placement assistance and follow-up.

Program Measurements

- No. of clients served
- No. receiving job training
- No. completing job training
- No. acquiring employment
- No. receiving case management
- No. attending life skills training
- No. receiving educational remediation
- No. receiving mental health counseling
- No. receiving follow up services

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient 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: Clara White Mission

Program Name: White Harvest Farm Culinary Training NW

Agency Fiscal Year: July 1, 2023 -June 30, 2024

Categories and Line Items	BUDGET								
	Prior Year Prg Funding FY 2021-2022	Current Year Prg Budget FY 2022-2023	Total Est. Cost of Program FY 2023-2024	Agency Provided Funding	All Other Program Revenues	Funding Partners			
						City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding	UAIP
I. Employee Compensation									
Personnel - 01201 (list Job Title or Positions no names)									
1 Education Director F/T	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00		\$0.00	\$0.00
2 Assistant Director F/T	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00	\$40,000.00		\$0.00	\$0.00
3 Data Specialist P/T	\$0.00	\$0.00	\$24,960.00	\$0.00	\$0.00	\$24,960.00		\$0.00	\$0.00
4 Marketing/Recruiting P/T	\$0.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00		\$0.00	\$0.00
5 Environmental/Maintenance Services P/T (2)	\$0.00	\$0.00	\$49,920.00	\$0.00	\$0.00	\$49,920.00		\$0.00	\$0.00
6 Case Manager P/T	\$0.00	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00		\$0.00	\$0.00
7 Lead Farmer	\$0.00	\$0.00	\$34,355.00	\$0.00	\$0.00	\$0.00	\$34,355.00	\$0.00	\$0.00
8 Assist Farmer	\$0.00	\$0.00	\$16,508.00	\$0.00	\$0.00	\$0.00	\$16,508.00	\$0.00	\$0.00
9 Soil Food Web Advisor	\$0.00	\$0.00	\$12,897.00	\$0.00	\$0.00	\$0.00	\$12,897.00	\$0.00	\$0.00
10 Composting Soil Health Coordinat	\$0.00	\$0.00	\$19,095.00	\$0.00	\$0.00	\$0.00	\$19,095.00	\$0.00	\$0.00
11 COO	\$0.00	\$0.00	\$8,131.00	\$4,617.00	\$0.00	\$0.00	\$3,514.00	\$0.00	\$0.00
12 White Harvest Farms Director	\$0.00	\$0.00	\$10,582.00	\$0.00	\$0.00	\$0.00	\$10,582.00	\$0.00	\$0.00
13 VP of Facility	\$0.00	\$0.00	\$3,626.00	\$3,626.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14 Finance Director	\$0.00	\$0.00	\$3,321.00	\$3,321.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15 CEO	\$0.00	\$0.00	\$6,136.00	\$6,136.00	\$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	\$0.00
17	\$0.00	\$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	\$0.00
19	\$0.00	\$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	\$0.00
21	\$0.00	\$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	\$0.00
23	\$0.00	\$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	\$0.00
25	\$0.00	\$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	\$0.00
27	\$0.00	\$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	\$0.00
29	\$0.00	\$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	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$344,531.00	\$17,700.00	\$0.00	\$229,880.00	\$96,951.00	\$0.00	\$0.00
Fringe Benefits									
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$26,357.00	\$1,354.00	\$0.00	\$17,586.00	\$7,417.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$16,900.00	\$900.00	\$0.00	\$10,000.00	\$6,000.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$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	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$1,060.00	\$0.00	\$0.00	\$530.00	\$530.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$5,379.00	\$0.00	\$0.00	\$5,379.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$1,055.00	\$0.00	\$0.00	\$568.00	\$487.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$50,751.00	\$2,254.00	\$0.00	\$34,063.00	\$14,434.00	\$0.00	\$0.00
Total Employee Compensation	\$0.00	\$0.00	\$395,282.00	\$19,954.00	\$0.00	\$263,943.00	\$111,385.00	\$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	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$2,000.00	\$500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$8,851.00	\$3,500.00	\$0.00	\$0.00	\$5,351.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$25,000.00	\$20,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$16,000.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe) Bldg & Grds Security	\$0.00	\$0.00	\$7,800.00	\$7,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Expenses									
Office and Other Supplies - 05101	\$0.00	\$0.00	\$800.00	\$300.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$150.00	\$100.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$5,000.00	\$1,000.00	\$0.00	\$3,000.00	\$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	\$0.00
Staff Training - 05401	\$0.00	\$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	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$27,057.00	\$0.00	\$0.00	\$26,057.00	\$1,000.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$2,350.00	\$0.00	\$0.00	\$0.00	\$2,350.00	\$0.00	\$0.00
Other - (Please describe)-	\$0.00	\$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	\$6,646.00	\$0.00	\$0.00	\$3,000.00	\$3,646.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$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	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance -04502	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$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	\$0.00
Direct Client Expenses - 08301									
Client Rent	\$0.00	\$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	\$0.00
Client Food - Training Food	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$19,921.00	\$0.00	\$0.00	\$0.00	\$19,921.00	\$0.00	\$0.00
Client Personal-	\$0.00	\$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	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$131,075.00	\$54,700.00	\$0.00	\$36,057.00	\$40,318.00	\$0.00	\$0.00
III. Operating Capital Outlay (OVER \$1,000)									
Machinery & Equipment - 06402	\$0.00	\$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	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$0.00	\$0.00	\$526,357.00	\$74,654.00	\$0.00	\$300,000.00	\$151,703.00	\$0.00	\$0.00
Percent of Budget	-	-	100.0%	14.2%	0.0%	57.0%	28.8%	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
 Program Budget Narrative (Max. 2 Pages)
 Proposed Funding Period: FY 2023-2024
 COJ Funding Only**

Agency: Clara White Mission, Inc.

Program Name: White Harvest Farms Culinary Training NW

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	City Funding	Budget Narrative
Education Director F/T	50,000.00	100% of Oversight of Program
Assistant Director FT	40,000.00	100% Assist the Education Director
Data Specialist P/T	24,960.00	100% Provide assistant with program data/statistics
Marketing/Recuriting P/T	35,000.00	100% Assist with advertising and recruiting students for the program
Environmental/Main Svc- P/T (2)	49,920.00	100% Maintaining and upkeeping of the building
Case Manager - P/T	30,000.00	100% Provide assistant to students with resumes, job interviews, etc.
TOTAL	229,880.00	
Payroll Taxes & Benefits		
FICA/Medicare	17,586.00	7.65% of gross payroll
Health Insurance	10,000.00	\$500 per month for each F/T employee for 10 months (2)
Life Insurance	530.00	26.50 a month for 10 months for each F/T employee (2)
Workers Comp	5,379.00	\$76.84 a month for 10 months for each employees (7)
Unemployment Insurance	568.00	\$81.20 for the 1st \$7,000 of each employee. 7,000x.0116 = 81.20
TOTAL	34,063.00	

II. Operating Expenses

Professional Fees and Services	26,057.00	Provide students with payment for café support during training up to 60 students @434.28
OCCUPANCY EXPENSES		
Office Expenses		
Printing/Adverstisng	3,000.00	Promoting and advertising the program, printing brochures, pamplet, etc
Travel Expenses - not related to entertainment expenses		
Local Travel/Transportation	3,000.00	Local travel Field Trips/Transportation
Equipment Expenses		
Direct Client Expenses		
Food - Training Food	4,000.00	To purchase food for the training program.

III. Operating Capital Outlay:

Total Budget	\$300,000.00
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