

Revitalize Arlington, Inc. – Woodland Acres Money Smart Program

FY 2025-2026 City Grant Proposal Term Sheet

Grant Recipient: Revitalize Arlington, Inc. (“Recipient”)

Program Name: Woodland Acres Money Smart Program (the “Program”)

City Funding Request: \$24,750

Contract/Grant Term: October 1, 2025 – September 30, 2026

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:

This twelve-month, neighborhood-based financial literacy initiative delivers practical money management skills to adult residents and older teens (16+) in Woodland Acres.

The Program will provide evening and weekend workshops and optional one-on-one coaching to increase budgeting confidence, improve savings habits, and strengthen household financial decision-making. The training will conclude by September 30, 2026, with a simple pre- and post-Program survey to measure progress.

Woodland Acres, within ZIP code 32211, faces measurable socio-economic challenges - median household income of \$55,208, per-capita income of \$27,555, and bachelor’s attainment of only ~20% - indicating the need for targeted skill-building in money management.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

Goal: Equip Woodland Acres households with practical skills to budget, save, manage debt, and improve overall financial confidence.

Format & Reach (Oct 2025 – September 30, 2026):

- Cohorts: 2 cohorts × 15 learners each (target: 30 residents)
- Schedule: 6 weekly classes per cohort (90 minutes each)
- Delivery: In-person at trusted neighborhood venues with light refreshments
- Language access: English and Spanish sessions/materials
- Coaching: Optional two 30-minute individual coaching sessions

Core Modules:

- 1) Understanding income, expenses, and needs vs. wants
- 2) Creating and maintaining a workable household budget
- 3) Reducing debt and managing credit responsibly
- 4) Building and maintaining an emergency fund
- 5) Protecting against fraud and scams
- 6) Setting and achieving short-term and long-term financial goals

- Oct – Dec 2025: Recruit venues; finalize curriculum and translation; onboard trainers; conduct outreach
- Jan – April 2026: Cohort 1 begins & coaching is available.
- May – August 2026: Cohort 2 begins; coaching available
- September 30, 2026: Program completed and all final reporting submitted to City of Jacksonville Grants and Contract Compliance Office, with a copy to the District 1 City Council Member's office.

PROGRAM COSTS/PAYMENT TERMS:

City funds will be expended in accordance with the approved budget for the sole benefit of Duval County residents 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, cleared checks and bank statements.

PROGRAM IMPACT & REPORTING:

The impact of the neighborhood financial literacy training Program will be significant and far-reaching, encompassing, but not limited to:

- 30 participants complete at least 4 of 6 sessions
- 80% of participants report increased confidence in budgeting and managing money
- 70% of participants report starting or improving a savings habit
- Average knowledge score improves between pre- and post-surveys
- Conduct pre- and post-Program surveys to measure knowledge and confidence gains
- Keep attendance records to confirm completions
- Submit a final summary report to the City of Jacksonville Grants and Contract Compliance Division with a copy to the District 1 City Council Member's office by September 30, 2026, highlighting participation and results

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 2025 City Grant - Complete Program Budget Detail

Lead Agency: Revitalize Arlington, Inc.

Program Name: Woodland Acres Money Smart Program

Agency Fiscal Year: 2025-2026

Categories and Line Items	Prior Year Prg Funding FY 2023-2024	Current Year Prg Budget FY 2024-2025	Total Est. Cost of Program FY 2025-2026	BUDGET		Funding Partners		
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
I. Employee Compensation								
Personnel - 01201 (list Job Title or Positions no names)								
Minimum of 2 Financial Literacy Facilitators/ Coaches	\$0.00	\$0.00	\$13,750.00	\$0.00	\$0.00	\$13,750.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$13,750.00	\$0.00	\$0.00	\$13,750.00	\$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	\$13,750.00	\$0.00	\$0.00	\$13,750.00	\$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	\$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
Office Expenses								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$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	\$2,750.00	\$0.00	\$0.00	\$2,750.00	\$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	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$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	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$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
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 - 08301								
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 (gas cards and bus passes)	\$0.00	\$0.00	\$2,250.00	\$0.00	\$0.00	\$2,250.00	\$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	\$11,000.00	\$0.00	\$0.00	\$11,000.00	\$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
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
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$0.00	\$0.00	\$24,750.00	\$0.00	\$0.00	\$24,750.00	\$0.00	\$0.00
Percent of Budget	-	-	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%

Last Modified: 07/08/2024

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

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

Agency: Revitalize Arlington, Inc.

Program Name: Woodland Acres Money Smart 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

Minimum of 2 Financial Literacy Facilitators/Coaches	\$13,750	This funding will be used to hire a minimum of two financial literacy coaches at \$25/hour for up to 550 hours of coaching and Program facilitation. Up to \$6875.00 total per each coach (275 hours per coach over the duration of the Program - October thru September)
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Payroll Taxes & Benefits

\$0

II. Operating Expenses

Occupancy Expenses

\$0

Office Expenses

Office and Other Supplies - 05101	\$3,000.00	This funding will be used to purchase workbooks/curriculum in both English and Spanish. 30 books and materials for participants (folders, notebooks, pens, etc..)
Professional Fees & Services (not audit) - 03410	\$1,500.00	This funding will be used to contract for Program participant recognition.
Printing and Advertising - 04801	\$2,750.00	This funding will be used to print materials for the participants as well as to contract services for flyers, promotion, and advertising for participant recruitment.
Staff Training - 05401	\$1,500.00	This funding will be used to contract for facilitator training.

Direct Client Expenses

Client Other (gas cards and bus passes) - 08301	\$2,250.00	This funding will be used to provide gas cards and bus passes to participants to attend the Program. 30 cards x \$75.00
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III. Operating Capital Outlay:

\$0