

UNITED WAY OF NORTHEAST FLORIDA, INC. – MISSION UNITED Program

FY 2024-2025 City Grant Proposal Term Sheet

Grant Recipient: United Way of Northeast Florida, Inc. (“UWNEFL” or “Recipient”)

Program Name: MISSION UNITED Program (the “Program”)

City Funding Request: \$100,000

Contract/Grant Term: October 1, 2024 - September 30, 2025

Any substantial change to this FY 2024-2025 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:

MISSION UNITED, a community-based collective impact initiative, leverages UWNEFL’s network of human, social and veteran resources and provides free, individual, concierge support to Florida’s largest population of military, veterans and their families, assisting them in navigating the complex system of services to address the barriers to them living their best lives. UWNEFL will continue to deliver the proven MISSION UNITED model, addressing a critical portion of a \$200K unfunded operations and programming shortfall resulting from federal and state grant funding adjustments after the start of the current fiscal year.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

UWNEFL will employ two Veteran-peer Care Coordinators (“VCCs”) to coordinate one-on-one with the veterans-in-need, one manager for the MISSION UNITED initiative to supervise the VCCs and collaborate with service providers and resources to enhance the network of care for Jacksonville veterans, one director of community impact to provide direction and guidance, and a one database manager ensuring services supporting veterans are updated and data collections regarding veterans served and services are offered are accurate. This team provides for the core support the proven MISSION UNITED model has delivered for our robust veteran population.

PROGRAM COSTS / PAYMENT TERMS:

UWNEFL will use the City funds to support its operations following a programming budget shortfall resulting from federal and state grant funding adjustments after the start of the current fiscal year. The Program is anticipated to have a total cost of \$352,920.71.

City funds shall be expensed in accordance with the approved budget and only for the support of Duval County residents. Funds will be disbursed 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.

UNITED WAY OF NORTHEAST FLORIDA, INC. – MISSION UNITED Program

FY 2024-2025 City Grant Proposal Term Sheet

Salaries and Benefits: \$91,215.00

Rent: \$6,500.00

Insurance: \$2,285.00

PROGRAM IMPACT & REPORTING:

Since 2019, UWNEFL’s MISSION UNITED program has assisted 26,300 Duval County military, veterans and their families in navigating the complex system of social, human and veteran resources, made 82,250 referrals, direct connections and warm handoffs to applied resources and solutions. 2,300 veteran families were provided with specialized critical support, individual care coordination and intensive case management addressing significant challenges to sustainability; delivered by two (2) veteran-peers.

Without MISSION UNITED, last year 662 vulnerable, military and veteran families would not have received specialized navigation of the complex system of care. Of them, 44 veteran families would have spent 987 unsheltered/homeless nights in their car or under a tree. That’s 93 individual veteran family members, from 3 to 83 years old, homeless for 35 months or 141 weeks. The VA, Florida Veterans Support Line, City of Jacksonville and numerous other agencies would have told 464 homeless or at-risk veterans there weren’t any other shelter options or resources for them.

Recipient will collect and report employment status of supported FTE, number of veteran clients supported, the categories of their requested needs, the number of referrals provided, available outcomes, the most referred agencies and services and “success story” samples.

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient’s expenditure of City funds for its 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 its 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.

FY2025 City Grant Application
Proposed Funding Period: FY 2024-2025

FY 2025 City Grant - Complete Program Budget Detail

Lead Agency: United Way of Northeast Florida, Inc.

Program Name: MISSION UNITED Program

Agency Fiscal Year: 2024-2025

BUDGET

Categories and Line Items	Prior Year Prg Funding FY 2022-2023	Current Year Prg Budget FY 2023-2024	Total Est. Cost of Program FY 2024-2025	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)								
Director of Mission United	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00
2. Veteran Care Coordinator (2)	\$0.00	\$0.00	\$92,000.00	\$0.00	\$0.00	\$46,000.00	\$44,965.00	\$1,035.00
3. Manager of Mission United	\$0.00	\$0.00	\$63,000.00	\$5,279.00	\$0.00	\$20,000.00	\$16,000.00	\$21,721.00
4. Database Manager	\$0.00	\$0.00	\$57,500.00	\$0.00	\$0.00	\$0.00	\$57,500.00	\$0.00
5. Vice President of Community Impact	\$0.00	\$0.00	\$32,244.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$17,244.00
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 Total Salaries	\$251,191.96	\$235,677.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$251,191.96	\$235,677.00	\$244,744.00	\$5,279.00	\$0.00	\$81,000.00	\$118,465.00	\$40,000.00
Fringe Benefits								
Payroll Taxes - FICA & Med Tax - 02101	\$19,279.87	\$18,030.00	\$18,722.92	\$3,533.34	\$0.00	\$6,127.00	\$9,062.57	\$0.00
Health Insurance - 02304	\$10,685.35	\$13,320.00	\$36,711.60	\$25,452.60	\$0.00	\$4,088.00	\$7,171.00	\$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	\$307.00	\$307.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - Mutual of America Premiums	\$0.00	\$3,342.00	\$3,422.00	\$3,422.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$29,965.22	\$34,692.00	\$59,163.52	\$32,714.94	\$0.00	\$10,215.00	\$16,233.57	\$0.00
Total Employee Compensation	\$281,157.18	\$270,369.00	\$303,907.52	\$37,993.94	\$0.00	\$91,215.00	\$134,698.57	\$40,000.00
II. Operating Expenses								
Occupancy Expenses								
Rent - Occupancy -04408	(\$48,296.50)	\$0.00	\$14,147.47	\$7,647.47	\$0.00	\$6,500.00	\$0.00	\$0.00
Telephone - 04181	\$13.59	\$45,000.00	\$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	\$27,034.44	\$20,201.00	\$2,285.00	\$0.00	\$0.00	\$2,285.00	\$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	\$20,004.00	\$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	\$199.33	\$5,004.00	\$7,000.00	\$7,000.00	\$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	\$498.00	\$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	\$195.00	\$5,004.00	\$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
Travel Expenses								
Local Mileage - 04021	\$1,292.71	\$8,000.04	\$3,000.00	\$3,000.00	\$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 - Annual Software Licenses/Registrations	\$52,353.06		\$2,580.72	\$2,580.72	\$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 (Please describe)	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$33,289.63	\$103,213.04	\$49,013.19	\$20,228.19	\$0.00	\$8,785.00	\$0.00	\$20,000.00
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 - Depreciation Expense	\$493.95	\$499.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay	\$493.95	\$499.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$314,940.76	\$374,081.96	\$352,920.71	\$58,222.13	\$0.00	\$100,000.00	\$134,698.57	\$60,000.00
Percent of Budget	-	-	100.0%	16.5%	0.0%	28.3%	38.2%	17.0%

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)
 Proposed Funding Period: FY 2024-2025
 COJ Funding Only**

Agency: United Way of Northeast Florida, Inc.

Program Name: MISSION UNITED 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

Mission United Manager	\$	20,000.00	New position to be filled in January 2025 to replace Director of Mission United. Manages Mission United and supervises Veteran Care Coordinators.
Veteran Care Coordinators (2)	\$	46,000.00	Take referrals of veterans needing additional support from 211, CoJ and other veteran serving organizations.
VP of Community Impact	\$	15,000.00	Provides overall direction, guidance and budget management, recruits and supervises manager, and provides direct supervision to Veteran Care Coordinators in absence of a manager.

Payroll Taxes & Benefits

FICA and Medicare Tax	\$	6,127.00	Calculated based on City-paid salaries only.
Health Insurance	\$	4,088.00	Cost split between City and United Way.

II. Operating Expenses

Occupancy Expenses

Rent	\$	6,500.00	Office location for Mission United staff, allocation divided between City and United Way.
Liability Insurance	\$	<u>2,285.00</u>	Property and Liability Insurance allocated for Mission United staff
	\$	100,000.00	