

The Giving Closet Project, Inc. – Essential Angels Program Scope of Services

Provider: The Giving Closet Project, Inc. (“Recipient”)

Program: Essential Angels

Funding Amount: \$75,000

Imagine an 8-year-old wanting to skip school only because their clothes are filthy and have not been washed in weeks or months. In Florida, there are over 72,000 identified homeless youth in Florida without access to basic essentials. According to a 2018 survey from the Florida Department of Education, there are 5,600 identified homeless students living in Duval County. Our city has one of the highest populations of children living in spaces not designed for human habitation.

Poverty within our schools is a silent epidemic that haunts the halls of our schools in need of address. With 15% of Duval County persons living below the Federal Poverty Line (U.S. Census), many students and families lack the basic essentials that directly contribute to their overall well-being, mental health, and achievement in school. Within this poverty rate, children between 0 and 17 are the most impoverished age group.

GCP aims to increase student attendance so students will get the education they deserve as well as supporting their families. GCP serves PreK-12 students and their families experiencing homelessness, persistent and/or situational poverty, and those with special needs. Last school year, the students served in Duval were 61% Black, 18% White, 10% Multiracial, 10% Hispanic or Latino, and 1% Asian Further, GCP served a total of 1,495 students during that time of which 27% were homeless. Elementary school students comprised 58% of all students served followed by 25% middle school, 11% high school, and 6% other.

In response to the growing number of referrals for customized care packages, family support, and bulk order requests from social service agencies, the GCP is in the process of launching an overhaul of its website including forward facing and backend functionality and efficiency of its online referral portal. The portal is essential not only to receiving and filling detailed referrals but also for tracking information needed to inform decision making, manage inventory, and apply for grant funding. Every referral collects the following information: Name of referring professional, school/social service organization, contact information for referring professional, their relationship to referred student, student initials (to maintain confidentiality), zip code of referred student, grade level, gender, ethnicity, housing status, comment section for short narrative re: student situation and needs, preferred clothing style, clothing items needed and sizes, type of hygiene kits needed (body, dental, feminine products), and type of school supplies needed.

Established in 2016 by former Florida educator Jennifer Smith, GCP, Smith provides free clothing and hygiene products to students in need as a way to combat chronic absenteeism observed with her students. Smith noted a correlation between her students’ lack of access to clean clothing and hygiene care and their self-esteem, dignity, attendance patterns, and classroom performance. “The Importance of Being in School: A Report on Absenteeism in the Nation’s Public Schools,” by Johns Hopkins School of Education, exposed that students will not go to school because they are actively avoiding certain situations. Students relayed, “they also stay away to avoid real and perceived embarrassment. [They] avoid school for lack of clean or appropriate clothes.” Classism affects everyone. Class includes the rich, the oppressed, and the forgotten. Classism is a social hierarchy that makes mobility difficult due to opportunity,

resources, race, wealth, and education. Poverty is at an all-time high and is devastating for many low-income families. Wearing dirty clothes that are covered in bacteria and fungi on them causes body odor which leads to bullying and lower self-esteem issues. In 2018, one out of five students reported being bullied at school. - Center for Disease Control A survey of teachers nationwide published by the Good News Network stated, "One in five students struggle with access to clean clothes. A lack of access leads students to miss school, and kids who miss school are seven times more likely to drop out." The short and long-term effects of chronic absenteeism are weakened social and academic outcomes, including decreased literacy and increased dropout rates, an increased likelihood of persistent poverty, diminished health, and increased involvement with the criminal justice system throughout their lifetime. According to the U.S. Dept. of Education, chronic absenteeism may prevent children from reaching early childhood milestones and eventually lead to devastating outcomes as adults with links to poverty, diminished health, and involvement in the criminal justice system. GCP works to reduce chronic absenteeism among Duval County's most vulnerable youth.

Historically, 83% of all students GCP serves are chronically absent, five times the state average of 16.6%. In Duval County Public Schools, an all-time high of 31,223 students were chronically absent in 2021, representing 21.9% of all students, compared with a nationwide average of 16%. Further, it represents a sharp increase from pre-pandemic years of 14.6% - 15.9% (2017 – 2019) highlighting the deep need for intervention and supports. GCP's specific role as part of a coalition of community partners is supported by studies on chronic absenteeism, its causes, and immediate and long-term implications. "The Importance of Being in School: A Report on Absenteeism in the Nation's Public Schools," conducted by the Johns Hopkins School of Education, exposed three categories of students, one category of which are students who will not go to school because they are actively avoiding certain situations. Students who will not go to school relayed, "they also stay away to avoid real and perceived embarrassment. [They] avoid school for lack of clean or appropriate clothes." GCP actively conducts outreach to educators, case managers, school districts, social workers, and holds several community giveaways annually. This type of outreach has been successful in raising awareness for GCP's services, particularly among area Title 1 schools.

GCP continues to successfully grow community collaborations, which have been essential to the agency's growth and success during its first seven years. With the strong belief that collaboration is key, GCP is intentional and strategic with its community partnerships and collaborative efforts, with the intent that our work helps improve the overall system provision of youth services throughout the city. GCP has worked rigorously to build out relationships and systems that enable us to fulfill our mission.

- 1) GCP built a referral network that encompasses school personnel, administrators, and social workers, alongside other community-based partners to ensure our program has the broadest community reach and no eligible child is excluded.
- 2) GCP built an online referral portal system for use by our referral partners that facilitates information sharing and efficacy. Lastly,
- 3) GCP built a robust network of corporate partners who donate financially and/or provide in-kind goods in bulk for distribution.

GCP numerous school and community referral partners include:

- Duval County Public Schools (social workers, individual schools, district departments),
- The Players Center for Child Health at Wolfson's Children's Hospital,
- Big Brothers Big Sisters of Northeast Florida,

- Communities in Schools
- Kids Hope Alliance,
- Child Guidance Center,
- Center for Children's Rights,
- Lutheran Social Services,
- Head Start,
- Center of Hope at Emmett Reed Community Center,
- Jacksonville Parks and Recreation,
- R.E.S.T.O.R.E.,
- UCOMJax
- Police Athletic League of Jacksonville,
- Daniel Kids,
- Kipp Academy,
- Families in Transition,
- Family Promise, and
- family liaisons.

Corporate inventory in-kind partners:

- Centric Brands,
- Coach,
- Presbyterian Social Ministries
- Mary Kay
- Soles4Souls,
- Citi Trends,
- Kid to Kid Jacksonville, and
- Uptown Cheapskate.

Corporate/Organization Volunteer partners:

- Regency Centers,
- Duval County PTA Council
- Children's Home Society,
- Community First Credit Union,
- United Way of Northeast Florida
- Johnson & Johnson
- 5th/3rd Bank
- City Year
- UNF Delta Gamma Sorority,
- Alpha Omega Fraternity,
- Rotary Club of Jacksonville, and
- Rotaract of Jacksonville
- IMethods
- Hire Purpose Foundation
- Vystar Credit Union
- Wolfson's Children's Hospital

Community giveaway events partners:

- Kids Hope Alliance,
- Jacksonville Jaguars,
- United Way of Northeast Florida,
- The Bethel Church,

- All People International Church,
- LIFT JAX, and
- Ashley Home Store.

The Provider shall perform the following services:

1. Program Design Requirements:

Please See Above

Academic and Personal Enrichment

N/A

The specific purposes of the program are to:

- (1) *Equitable essentials for all students throughout the school year*
- (2) *Emergency wraparound services for homeless and low-income youth*
- (3) *Ensure schools and social service agencies have access to clothing, shoes, hygiene and other basic essentials for their students and clients*

Staffing Requirements:

The provider must ensure the services will be provided by trained professional staff. All staff working in the program shall pass a Level II background screening prior to working in the program and shall maintain a current background screening during employment. All staff must complete a minimum of twenty (20) hours of professional development related to youth services.

Number of Students Served:

of students served: up to 2800

Term of Agreement and Service Time:

October 1, 2023- September 30, 2024

Days of the Week: Monday – Friday

Number of Days Summer: Varies

Number of Days Afterschool School: NA

Number of Hours Summer: Varies

Number of Hours Afterschool: NA

Location(s):

Highlands Elementary School – GCP District Hub
8801 Lake Placid Drive
Jacksonville, FL. 32208

Biltmore Elementary School – Satellite location
2101 W Palm Ave.
Jacksonville, FL. 32254

George W. Carver Elementary School – Satellite location
2854 W 45th St.
Jacksonville, FL. 32209

Hidden Oaks Elementary School – Satellite location
6127 Cedar Hills Blvd.
Jacksonville, FL. 32210

Frank H. Peterson High School – Satellite location
7450 Wilson Blvd.
Jacksonville, FL. 32210

Mandarin Middle School – GCP Boutique Career Wear Closet
5100 Hood Road
Jacksonville, FL. 32257

Kids Hope Alliance – Satellite location
1095 A. Phillip Randolph Blvd.
Jacksonville, FL. 32206

The provider will be expected to follow the same guidelines set forth by The Florida Department of Children and Families in regards to childcare licensure or exemption in addition to the requirements in the Kids Hope Alliance contract. Technical assistance is available.

Note: The information provided here is aligned with what is requested in the budget and outlined in the application narrative.

2. Program Fees and Program Income

N/A

3. Safety Requirements:

The safety of students and their families participating in the program is of the highest priority. Students must participate in structured activities in a safe environment supervised by well-trained and caring staff on- and off-site. Facilities must comply with federal, state, and local health and safety standards.

4. Parent Engagement Requirements/Adult Family Member Services

Parents work directly with schools and social service agencies for our services. We engage with families at community events, holiday giveaways, and when clients (schools & social service agencies) make appointments with us.

The provider will be required to provide necessary information to the funder in an accurate and timely manner to meet deadlines set by the Kids Hope Alliance (KHA). The provider will need to enter data into, local, state and federal data collection systems with assistance from the KHA. Failure to follow the reporting outcomes may delay reimbursement of contracts invoices, corrective action, probation and/or termination of contract.

5. Dissemination Plan

All providers are required to disseminate understandable and accessible information about the program to the community, such as the location of services and proposed activities. The purpose of information dissemination must not be focused on recruiting students into the program, but

rather to inform the community and stakeholders about the importance and promise of this program. Display KHA's logo according to the guidelines at www.kidshopealliance.org/comms on provider's website and on any printed promotional material paid for using KHA funds including stationary, brochures, flyers, posters, PDF's, emails, online/digital campaigns, etc., describing or referring to a program or service funded by the KHA. The logo on provider's website must include hyperlinks to KHA's website, www.kidshopealliance.org

6. Budget

NOTE: Funds received under this program must be used to provide student and family member services and cannot be applied retroactively to pay for pre-award planning activities related to the Scope of Services.

Budget Correlates with Narrative

Please see attached.

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 77 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 Scope of Services and Program budget. The Kids Hope Alliance may amend this Scope of Services or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Scope of Services or the approved Program budget will require City Council approval.

12 Month - Contract Year 1

SAMIS Code	Categories and Line Items	KHA Funding	Budget Narrative	Description
569.12	Direct Expenses			
	A. Salaries and Wages			Salaries and wages for all staff as it directly relates to the KHA funded portion of a program, this can include: program manager, assistant program manager, client assessors, client support workers, therapists, case managers, etc. This line item should only include staff performing the KHA funded portion of a program function. For the budget, include the list of positions of time anticipated to be funded by KHA. • Each reimbursement period, include the name of the employee and if the percentage of time is different than stated with the budget, please provide a note as to the difference between budgeted time and actual time and effort.
	1. Title - CEO/Executive Director	\$38,752.80	CEO Salary	\$28.92/hr * 40 weeks * 33.5 hours a week
	2. Title - Operations Manager	\$25,068.11	Operations Manager	40 hr per week * 40 weeks * \$15.66 /hr
	3. Title -	\$0.00		
	4. Title -	\$0.00		
	5. Title -	\$0.00		
	Subtotal Salaries and Wages	\$63,820.91		
	B. Payroll Taxes and Benefits (%)			Employee health and life insurance, FICA, worker's compensation, retirement, and unemployment taxes for employees that fit the description in Salaries and Wages (A) above, not to exceed maximum allowed by federal regulations.
596.21	1 FICA (7.65%)	\$4,797.00		
596.22	2 Retirement	\$0.00		
596.23	3 Life and Health Insurance	\$0.00		
596.24	4 Workers Compensation	\$0.00		
596.25	5 Unemployment Compensation	\$0.00		
	6 Other Benefits	\$0.00		
	Subtotal Payroll Taxes and Benefits	\$4,797.00		
730	C. Program Consultants and Contractual			Clinical staff, grant writers, assessments, and other program related services, background screenings, fingerprints, IT cost related to KHA
	Subtotal Program Consultants & Contractual	\$0.00		
4010	D. Travel			Local mileage, staff travel, student transportation, field trip travel.
	Subtotal Travel	\$0.00		
750	E. Participant Educational Materials	\$0.00		Provides for books, educational CDs/DVDs, pamphlets, developmental toys and equipment, parent educational material, etc.
760	F. Consumable Program Supplies	\$0.00		Supplies for participant activities such as arts and crafts supplies, this could include holiday events/ one time usage, Candy for decorations/parties, water for projects and all other allowable, reasonable, and necessary items as it relates to the contract. Provider will need to provide supporting documentation i.e. in monthly report/calendar.
770	G. Assistance to Participants	\$0.00		Payments for participants who are in the program. • Gift cards are unallowable
730	H. Field Trip Expenses	\$0.00		Field trips must be educational and related to the program,
139	I. Office Expenses	\$0.00		Telephone-Provides for monthly office landline phone service, fax line, cell phones, internet as it is directly used for the KHA funded portion of the program. Agency -wide usage and benefit for telephone costs will be factored in as indirect costs. • Utilities-Electric, gas, water as it is directly used for the KHA funded portion of the program. Agency-wide usage and benefit for utility costs will be factored in as indirect costs. • Postage and Shipping-Postage and shipping charges will need justification for the need to transport program materials. Routine or internal courier services and fees will be factored in as indirect costs. • Supplies-Office supplies, inexpensive furniture/desk items less than \$1,000, ink, pens, staplers, cleaning supplies as they directly relate to the KHA funded portion of the program. Office supplies purchased for the agency as a whole will be factored in as indirect costs. • Copying-Copy
	J. Operating Capital Outlay			Capital expenditures are items with a useful life of one year or more. • Items in this category belong on a property inventory document. • Furniture and equipment that has a cost or value greater than \$1,000 must be pre-approved
790	1. Machinery & Equipment	\$0.00		
791	2. Computers & Software	\$0.00		
	Subtotal Operating Capital Outlay	\$0.00		
	K. Lease/Rent			Portion of the KHA funded program as it directly relates to the usage of the building or equipment in question. Allocation method must be defined in the budget narrative. Mortgage payments, interests on borrowing, financing, and refinancing, bond payments, or any debt financing related activities is not allowed. • Rental agreements must be made between two legally separate entities with separate bank accounts and must have an active lease agreement between the two entities.
800	1. Equipment	\$0.00		
801	2. Building	\$0.00		
	Subtotal Lease/Rent	\$0.00		
	L. Maintenance			Maintenance and repairs to program specific equipment.
810	1. Equipment	\$0.00		
811	2. Building	\$0.00		Maintenance and repairs to general purpose equipment, buildings, and grounds will be factored in
821	M. Insurance	\$0.00		Payment of insurance premiums to cover such things as commercial general liability, professional liability, sexual abuse and molestation coverage, automobile minimum bodily injury (if applicable), etc. Allocation methodology must be provided as it applies to the KHA funded portion of the program. Insurance coverage options that are specifically required for a KHA contract will be fully reimbursable.
840	N. Conferences and Staff Training	\$0.00		Registration fees for conferences and training (no travel) as it relates and is necessary for program enhancement or requirement.
850	O. Membership Fees and Subscriptions	\$0.00		Expenses incurred for the agency memberships in organizations which provide benefits to the KHA funded portion of a program in the form of services, periodical subscriptions, publications, materials, etc.
860	P. Advertising	\$0.00		Costs of publication of job openings for KHA funded program staff. • Publications specifically for the program and recruitment of participants. • KHA funds cannot be used for promotional materials such as hats, key chains, and other swag items, unless pre-approved
711	Q. Food (limit to 2% of budget)	\$0.00		Food for program participants is limited to 2% of the KHA contract budget. Field trip entrance fees that include meal and drink where the food and drink cannot be itemized separately will be applied to the 2% food limitation.
79	R. Other Allowable Costs	\$0.00		Any other allowable program expenditure that does not fit into another category
	Subtotal Other Allowable Costs	\$0.00		
	DIRECT EXPENSES TOTAL	\$68,617.91		
	Administrative Expenses			
	Allocated Management and General Overhead, not to exceed 10% Program Direct Expenses above	\$6,382.09		
	GRAND TOTAL (Direct and Administrative Expenses)	\$75,000.00		

Spreadsheet Instructions

- Complete the funding period, agency information, project name and contract number at the top of the form.
- Enter line items in categories where appropriate
 Enter line items that relate to your program in categories such as Salaries and Wages, Program Consultants, Other Consultants, Assistance to Participants and Other Allowable Costs. There are additional rows that remain accurate, are hidden if you need more.
- Enter budget amounts in the KHA Funding and Match columns (you can include here Cash Contributions as well as the value of in-kind). Only enter amounts in black cells. Red cells denote formulas. Please do not make any entries in red cells.
- Enter a narrative for each line item in the cell located on the same row of that line item.
 Use only one narrative cell per line item. Type as much information in that cell to completely describe the budget for that line item. For cells that have lengthy narratives, you will have to widen the "row" so that it reveals all of the text of that cell.