

READ USA, Inc. – Grade Level Reading Proficiency Program

FY 2021-2022 City Grant Proposal Term Sheet

Grant Recipient: READ USA, Inc. (“Recipient” or “READ USA”)

Program Name: Grade Level Reading Proficiency Program Component (the “Program”)

City Funding Request: \$100,000.00

Contract/Grant Term: October 1, 2021– September 30, 2022

Any substantial change to this FY 2021-2022 City Grant Proposal Term Sheet (the “Term Sheet”) or the attached Program budget will require City Council approval.

PROGRAM OVERVIEW: This grant will assist in providing 51,000 elementary school students from urban under resourced neighborhoods in Duval County Jacksonville with book choice and ownership (3 brand new books of their choice) along with parent and student resource guides to stimulate family literacy engagement and activities.

Scholastic, Inc. provides an in-kind 50% discount on the cost of the books, bringing the cost of the program to \$10 per student. DCPS will pay \$5 for 3 books per student. This accounts for 50% of the cost of this Program delivery per student. Along with this grant, READ USA will raise the other matching funds to execute on the entire contract that will serve approximately 51,000 DCPS elementary school students this year from private funders and corporate donors, making this a wonderful private public partnership model that has a track record of success.

PROGRAM SCOPE OF WORK AND DELIVERABLES: READ USA, Inc. believes in the inherent talent of every child. Through reading and writing comes advanced knowledge and the opportunity to actualize their full potential.

During the last semester of the 2020-2021 school year, READ USA provided DCPS with a literacy program that school administration, teachers, parents, and caregivers use with students during the final semester of the school year and into the summer to prevent “summer slide”. Summer slide is the tendency for students to lose some of the achievement gains they made during the previous school year. This Program will provide supplemental books, teacher materials, parent materials and professional learning resources that teachers, parents and caregivers will be able to use with their children to sustain learning and engagement. Additionally, the materials will build the learning capacity of parents in the area of literacy. READ USA organizes a Book Fair at each participating school during the month of May. During the Book Fair, every student in the school is given the opportunity to select 3 books of interest to them. READ USA will purchase award winning, high interest books and provide to each school according to the grade levels and number of students at each school. Books will be available in English and Spanish. READ USA has coordinated with district and school staff to support the coordination and successful implementation of the Book Fairs at each school. Parents are also notified of the events, so they are able to support the integration of learnings strategies at the home. Teachers will support the integration of strategies and accountability measures for the integration of the Program between the school and the household. When students bring the three books home, along with the books, parents and caregivers will receive family guides in print to assist them with incorporating reading strategies to use with their children over the summer months. These resources will also be available in digital format on the website. During the final semester of the school year, teachers will integrate reading strategies with parents and students. During the summer months, parents will be contacted for face to face and online learning opportunities and encouraging reminders, so they are supported with the literacy program and delivery of the reading strategies with their children. Student guidance and support will continue during the new school year. Scholastic, Inc. provides an in-kind 50% discount on the cost of the books, bringing the cost to \$10 per student. DCPS will pay \$5 for 3 books per student. This accounts for 50% of the cost of this Program delivery per student. Books are delivered in English and Spanish depending on the district need as provided to READ USA. This cost is also inclusive of other services that will be provided including:

- the recruitment and training of school staff to implement the Book Fair,
- the training of school staff on digital resources for parents to implement the use of the books once they are taken to the household,
- leveraging of business partners and matching funds for the total cost of the books, materials, and administration,

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- implementation of school and staff training in the month of April,
- facilitation of book fairs during the month of May 2022 for all participating schools,
- delivery of 3 books for students delivered in an interactive book fair format,
- access for parents and teachers to online and print scholastic resources for each grade level,
- delivery of resources for parents to be able to support students in English and Spanish,
- delivery of training and resources for administrators and teachers to facilitate learning sessions with parents, and
- delivery of school follow-up communication and learning plans for teachers and school staff at the beginning of the 2021-2022 school year.

The total cost of the books is based on an estimated student count of 51,000 students. READ USA will match funding with donors so DCPS's cost is \$5 per student for 51,000 students, making the maximum cost to DCPS for the program \$255,000.00.

READ USA delivered books to each school site in accordance with each school's reported student count. The book delivery is being verified by DCPS staff verifying the number of books delivered is equal to the reported student count times 3. Invoices will be goods receipted and paid in full after the verification process is completed and signed package slips are submitted to the Federal Educational Programs department.

Schools Participating in the Program include all schools with elementary grade levels.

This grant request relates to materials and deliverables for students from Title 1 elementary schools in various underserved neighborhoods.

PROGRAM COSTS/PAYMENT TERMS: The costs requested in this grant relate to actual materials cost and an actual portion of administration to complete delivery. **Other funding sources: DCPS, corporate and private funders only.**

PROGRAM IMPACT & REPORTING: READ USA has in its employ a program director with decades of experience as a book curator and book expert, previously with Scholastic, who is largely responsible for these deliverables.

READ USA successfully delivered on the DCPS contract deliverables from the prior year (2020 school year), serving every Title 1 elementary school student and ESE student (over 37,000 students). DCPS provides funding for approximately 50% of the net cost of the contract deliverables, with READ USA raising funds from private and corporate donors for the remaining funding needs. These funds were successfully raised to fully execute the deliverables and satisfy the contract, as evidenced by payment in full for the 2020 contract by DCPS.

The measures on the deliverables are concrete. The measures on the goals for reading gain achievements are based on the research and part of other program deliverables that READ USA combines with this programming (Peer to Peer 1:1 Intensive Literacy Tutoring and Urban Workforce Development Program, Multi-Cultural Literacy Project and Digital Resources, Grade level reading campaign collaborative, Peace in the Pages advocacy and awareness community event to promote the link between literacy and the values of education, non-violence, unity, diversity, inclusion and equity), not included in this funding request.

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 the approved Program budget will require City Council approval.

FY 2022 PSG/ City Grant - Program Budget Detail

Lead Agency: READ USA Inc.

Program Name: Grade Level Reading Proficiency Program

Agency Fiscal Year: January 1, 2022- December 31, 2022

| Categories and Line Items | Prior Year Prg Funding FY 2019-2020 | Current Year Prg Budget FY 2020-2021 | Total Est. Cost of Program FY 2021-2022 | BUDGET | | | | |
|---|-------------------------------------|--------------------------------------|---|-------------------------|----------------------------|-----------------------------------|---------------------------------|----------------------------|
| | | | | 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) | | | | | | | | |
| Program Director portion applied to this deliverable 1/3 of annual salary | \$0.00 | \$0.00 | \$11,666.67 | \$6,666.67 | \$0.00 | \$5,000.00 | \$0.00 | \$0.00 |
| CEO proportion applied to this deliverable 1/12 of annual salary | \$0.00 | \$0.00 | \$10,000.00 | \$10,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| COO portion applied to this deliverable 1/12 of annual salary | \$0.00 | \$0.00 | \$6,250.00 | \$6,250.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 4 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 5 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subtotal Employee Compensation | \$0.00 | \$0.00 | \$27,916.67 | \$22,916.67 | \$0.00 | \$5,000.00 | \$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 | \$27,916.67 | \$22,916.67 | \$0.00 | \$5,000.00 | \$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 | \$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 | \$0.00 | \$0.00 | \$13,435.00 | \$8,435.00 | \$0.00 | \$5,000.00 | \$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 |
| 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 | \$90,000.00 | \$0.00 | \$0.00 | \$90,000.00 | \$0.00 | \$0.00 |
| Client DCPS Match | \$0.00 | \$0.00 | \$255,000.00 | \$0.00 | \$0.00 | \$0.00 | \$255,000.00 | \$0.00 |
| Client Private/ Corporate Sponsors | \$0.00 | \$0.00 | \$123,648.33 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$123,648.33 |
| Total Operating Expenses | \$0.00 | \$0.00 | \$482,083.33 | \$8,435.00 | \$0.00 | \$95,000.00 | \$255,000.00 | \$123,648.33 |
| 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 | \$510,000.00 | \$31,351.67 | \$0.00 | \$100,000.00 | \$255,000.00 | \$123,648.33 |
| Percent of Budget | - | - | 100.0% | 6.1% | 0.0% | 19.6% | 50.0% | 24.2% |

Last Modified: 02/11/2020

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