

6976-54  
Amd 2

**RENEWAL NUMBER TWO AND AMENDMENT TO  
FUNDING AGREEMENT  
BETWEEN  
THE CITY OF JACKSONVILLE  
AND  
CLARA WHITE MISSION, INC.  
FOR THE TRAINING PROGRAM FOR EX-OFFENDERS**

**THIS RENEWAL NUMBER TWO AND AMENDMENT TO CITY CONTRACT #6976-54**, is made and entered into in triplicate effective October 1, 2014, by and between the **CITY OF JACKSONVILLE**, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "CITY") and **CLARA WHITE MISSION, INC.**, a Florida not-for-profit corporation authorized to do business in the State of Florida with offices at 613 West Ashley, Jacksonville, Florida 32202 (the "RECIPIENT"), for Employment Program for Ex-Offenders for City Fiscal Year 2014-2015 (the "Project").

**WITNESSETH:**

**WHEREAS**, effective January 25, 2013, the parties made and entered into City Contract #6975-54 (the "Agreement"); and

**WHEREAS**, the parties have continued to work together in good faith pursuant to the provisions, terms and conditions of said Agreement and wish to continue such relationship; and

**WHEREAS**, pursuant to Article IV of the Agreement the City in its sole discretion may renew the Agreement for an additional one year term, with no renewals remaining, upon the same terms and conditions set forth in the Agreement; and

**WHEREAS**, pursuant to Article XIV.A. of the Agreement the City may, from time to time, require changes in the Services to be performed, including any increases or decreases in the amount of Recipient's compensation that are mutually agreed upon; and

**WHEREAS**, the City desires to amend the Agreement, in part, by exercising the second of two (2) renewal options to extend the Agreement's term until September 30, 2015 (the "Second Renewal Period and Amendment"), subject to earlier termination, with no renewal options remaining; by providing for annual compensation during the second renewal period in an amount not-to-exceed \$210,000.00; with all other provisions, terms and conditions of said Agreement remaining unchanged, as specified in the City's Administrative Award BID# ESC-0281-13 dated December 11, 2014; and

**WHEREAS**, the Recipient agrees to the changes to the reimbursement schedule as set forth in this Second Renewal Period and Amendment and desires to perform the services as so reimbursed for the City's fiscal year 2014-2015;

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter contained and for other legally sufficient, good and valuable consideration, the parties agree as follows:

1. **Recitals.** The above stated recitals are true and correct and, by this reference, are incorporated herein.

2. **Election to Renew.** The City hereby elects and Recipient hereby agrees to renew the Agreement for the second renewal term as provided in Article IV of the Agreement, and has extended the ending date of this Agreement to September 30, 2015.

3. **Fiscal Year.** As to funds appropriated to the Recipient by the City for the City's fiscal year 2014-2015, all references in the Agreement to the City's fiscal year and reporting therefor shall mean and refer to the time period of the City's fiscal year commencing on October 1, 2014 and ending on September 30, 2015. All reports concerning the fiscal year 2014-2015 appropriation shall be due on November 15, 2015, and shall present information based upon the City's fiscal year commencing on October 1, 2014 and ending on September 30, 2015. All funding provided during the Second Renewal Period shall be spent or otherwise encumbered during the Second Renewal Period ending September 30, 2015.

4. **Amendment of Section V.A.** Section V.A of the Agreement is amended in part to increase the City's maximum indebtedness by an amount not-to-exceed \$210,000.00 to a new total maximum indebtedness of \$630,000.00. Section V.A is hereby amended to provide that the City agrees to pay the Recipient the total amount of \$630,000.00 for the Program (the "*City Funds*");"

5. **Final Reimbursement Request.** The absolute last date the City can request a check for reimbursement of 2014-2015 funds is October 15, 2015. Recipient shall submit the final request for funds under this contract, along with any supporting documentation in accordance with Article V, no later than October 09, 2015, in order for the City to request a check for payment of 2014-2015 funds, including any retainage amount being held, by October 15, 2015.

6. **Amendment of Section XXV.B.** Section XXV. B of said Agreement is amended to provide that the City's rights and Recipient's duties under the Agreement and the extensions and amendments thereto shall continue for a period of five (5) years from the date of execution of this Second Renewal Period and Amendment.

7. **Reimbursement for Services and Retainage.** The parties mutually agree that reimbursement of the funds appropriated to Recipient for the City's fiscal year 2014-2015 shall be made on the basis of the number of persons served pursuant to the Scope of Services set forth in Exhibit A to the Agreement. The parties' goal is that no fewer than 60 persons shall successfully complete the training provided by Recipient during fiscal year 2015. Recipient shall be reimbursed on a monthly basis in the amount of \$3500 for each person who has successfully completed training in the preceding month; provided, however, reimbursement for fiscal year 2015 shall under no circumstances exceed the total sum of \$210,000.00.

**SAVE AND EXCEPT** as expressly amended in this instrument, the provisions, terms and conditions of the Agreement shall remain unchanged and shall continue in full force and effect.

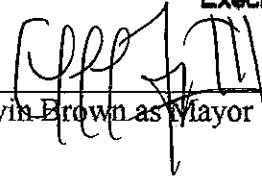
IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

Cleveland Ferguson III  
Deputy Chief Administrative Officer  
For: Mayor Alvin Brown  
Under Authority of:  
Executive Order No. 2015-01

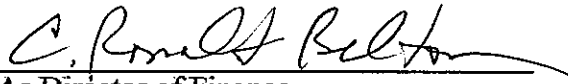
**ATTEST:**

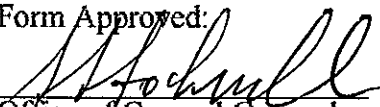
**CITY OF JACKSONVILLE**

By: \_\_\_\_\_  
James R. McCain, Jr.  
As Corporation Secretary

By:  \_\_\_\_\_  
Alvin Brown as Mayor

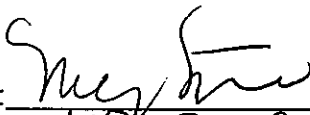
In accordance with the *Ordinance Code*, of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing agreement; and that provision has been made for the payment of monies provided therein to be paid.

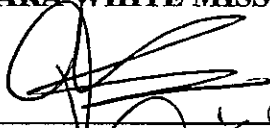
  
As Director of Finance  
CITY Contract Number: ~~6746-69~~  
6976-54  
pro

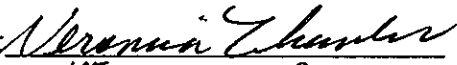
Form Approved:  
  
Office of General Counsel

**Witnesses:**

**CLARA WHITE MISSION, INC.**

By:   
Name: M. FISHER

By:   
Print Name: Judy Pittman  
Title: CEO/Resident

By:   
Name: VERONICA CHAMBERS

**Program Name: : Ex-Offender Training and Re-Entry Services – Clara White Mission**

**Department Name: Recreation and Community Services Department**

**Prepared By:**  
Veronica Chambers/Meg Fisher  
Clara White Mission, Inc.

**Reporting Month:**  
2014  
**Reporting Date:** 3/05/14

**Contact Info:**  
[vchambers@clarawhitemission.org](mailto:vchambers@clarawhitemission.org)  
[meg@clarawhitemission.org](mailto:meg@clarawhitemission.org)  
(904) 354-4162

**Type Allocation:** City Direct Delivery  Competitive Bid  Legislative Award

**Program Strategy:** Focusing on Felon Re-Entry

**Program Summary:**

**Program Overall Status:**

**Successes:**

**Challenges:**

**Program Providers –** Where there are multiple agencies working together, please specify each agencies role. If type other than those illustrated below, please add to legend type below. Types: D\$=City direct funded provider, PT = Partner or Sub-contracted provider (NO FUNDING), PT\$ =Partner or subcontracted provider receiving funds from direct provider

Provider(s)	Type	Contact Name	Address/Tel. No.	Program Specifics/ Services Provided
Clara White Mission	D\$	Ju'Coby Pittman	904-354-4162	To provide assistance to ex-offenders trying to obtain employment.

**Program Budget/Financial Status**

Budget Item	Budget	Actual (cumulative)	Balance	Variance/ Explanation
Clara White	\$210,000			N/A

# referred to housing			N/A
# Receiving Job Training			100
# Attending Life Skills Training			100
# Receiving Educational Remediation (as needed)			N/A
# Receiving Mental Health Counseling			N/A
# Receiving Health Care Services			N/A
# Receiving Substance Abuse Assistance (as needed)			N/A
# Drug Screenings Administered			N/A
# Referred to In Patient Substance Abuse Treatment (as needed)			N/A
# Referrals to Other Agencies (as needed)			N/A
# Legal Service Referrals (as needed)			N/A
<b>B. Quality / Effort: How well services provided?</b>			
<b>Obtain employment following graduation</b>			
2014-2015	N/A		N/A
2013-2014	N/A		N/A
2012-2013	N/A		N/A
2011-2012	N/A		N/A
2010-2011	N/A		N/A
2010-2010	N/A		N/A
<b># Retain Employment</b>			
# Moving to permanent housing (referrals as needed)			N/A
# Retaining permanent housing			N/A
# Living independently			N/A
# Completing Job Training			60
# Completing Life Skills Training			60
# Completing Educational Remediation			N/A
# Retaining Sobriety			N/A
<b>C. Client Benefits: Is anyone any better off?</b>			
<b>Reduce recidivism rates at 6 months, 1 year, and 3 yrs.</b>			
Year 1 Clients (Signed 10/1/11 – 9/30/12)			25% (per 12 months)
Year 2 Clients (Signed 10/1/12 – 09/30/13)			33% (per 12 months)
Year 3 Clients (Signed 10/1/13 – 09/30/14)			33% (per 12 months)

**FY 2015 City Grant - Program Budget Detail**

Lead Agency: Clara White Mission, Inc.

Program Name: Training for Re-Entry

Agency/Fiscal Year: October 1, 2014 - September 30, 2015

**BUDGET**

Categories and Line Items	Prior Year Funding FY 2012-2013	Current Year Budget FY 2013-2014	Total Cost of Program FY 2014-2015	BUDGET		Funding Partners		
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (Jax Journey Grant)	Federal/ State & Other COJ Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
<b>Personnel - 01201 (list Title &amp; Name of Employee)</b>								DuPont
1 Executive Training Chef	\$0.00	\$0.00	\$48,840.00	\$0.00	\$0.00	\$30,377.00	\$0.00	\$18,463.00
2 Janitorial/Construction Instructor	\$0.00	\$0.00	\$41,236.00	\$0.00	\$0.00	\$41,236.00	\$0.00	\$0.00
3 Assistant Janitorial Instructor -P/T	\$0.00	\$0.00	\$21,840.00	\$0.00	\$0.00	\$6,972.00	\$14,868.00	\$0.00
4 Program/Data Administration - P/T	\$0.00	\$0.00	\$15,600.00	\$7,800.00	\$0.00	\$7,800.00	\$0.00	\$0.00
5 Catering Director	\$0.00	\$0.00	\$42,000.00	\$0.00	\$0.00	\$27,920.48	\$14,079.52	\$0.00
6 Sous Chef	\$0.00	\$0.00	\$36,550.00	\$0.00	\$0.00	\$9,250.00	\$0.00	\$27,300.00
7 Kitchen Manager	\$0.00	\$0.00	\$22,880.00	\$0.00	\$0.00	\$22,880.00	\$0.00	\$0.00
8 Case Manager	\$0.00	\$0.00	\$43,375.05	\$8,067.54	\$0.00	\$18,651.39	\$16,656.12	\$0.00
9 Kitchen Manager	\$0.00	\$0.00	\$22,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,880.00
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$295,201.05</b>	<b>\$15,867.54</b>	<b>\$0.00</b>	<b>\$165,086.87</b>	<b>\$45,603.64</b>	<b>\$68,643.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$20,231.02	\$1,213.87	\$0.00	\$12,629.15	\$1,137.00	\$5,251.00
Health Insurance - 02304	\$0.00	\$0.00	\$20,110.88	\$0.00	\$0.00	\$14,366.88	\$0.00	\$5,744.00
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	\$1,583.00	\$0.00	\$0.00	\$792.00	\$0.00	\$791.00
Workers Compensation - 02401	\$0.00	\$0.00	\$732.31	\$42.84	\$0.00	\$445.47	\$59.00	\$185.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$4,294.00	\$432.00	\$0.00	\$2,134.00	\$432.00	\$1,296.00
Other Benefits - (Disability)	\$0.00	\$0.00	\$180.00	\$0.00	\$0.00	\$90.00	\$0.00	\$90.00
<b>Subtotal Taxes and Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,131.21</b>	<b>\$1,688.71</b>	<b>\$0.00</b>	<b>\$30,457.50</b>	<b>\$1,628.00</b>	<b>\$13,357.00</b>
<b>Total Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$342,332.26</b>	<b>\$17,556.25</b>	<b>\$0.00</b>	<b>\$195,544.37</b>	<b>\$47,231.64</b>	<b>\$82,000.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
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

**Budget Narrative for Selected Items of Cost  
 FY 2015 City Grant Application  
 Program Budget Narrative (Max. 3 Pages)  
 Proposed Funding Period: FY 2014-2015**

**Agency:** Clara White Mission, Inc.

**Program Name:** Training for Re-Entry

**EXPENSES:** Please provide narrative description for all categories listed below for which you are seeking PSG funding. 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**

Executive Training Chef	1 FTE 62% of time @ \$48,840	\$30,377.00
Janitorial/Construction Instructor	1 FTE 100% of time @ \$41,236	\$41,236.00
Assistant Janitorial Instructor	1 PTE 32% of time @ \$21,840	\$6,972.00
Program Data Administration -P/T	1 PTE 50% of time @ \$15,600	\$7,800.00
Catering Director	1 FTE 66% of time @ \$42,000	\$27,920.48
Sous Chef	1 FTE 25% of time @ \$36,550	\$9,250.00
Kitchen Manager	1 FTE 100% of time @ \$22,880	\$22,880.00
Case Manager	1 FTE 43% of time @ \$43,375	\$18,651.39
		\$165,086.87

**Payroll Taxes & Benefits**

FICA & Medicare	Payroll taxes calculated at 7.65% of wages	\$12,629.15
Health Insurance	Health Insurance	\$14,366.88
Life Insurance	Life Insurance	\$792.00
Workers Compensation	Workers Comp	\$445.47
Unemployment Taxes	Unemployment Taxes	\$2,134.00
Other Benefits (Disability)	Disability Insurance	\$90.00
		\$30,457.50

**II. Operating Expenses**

Educational	Books, Test, Materials	\$4,700.00
Uniforms	Uniform, chef hats	\$6,700.00
Supplies	Towels, Aprons, Thermometers	\$3,055.63
		\$14,455.63

**Occupancy Expenses**

**Office Expenses**

**Travel Expenses - not related to entertainment expenses**

**Equipment Expenses**

**Direct Client Expenses**

**III. Operating Capital Outlay:**

**CORPORATE RESOLUTION CERTIFICATION**

The undersigned, Secretary of Clara White Mission, Inc., a Florida non-profit corporation ("Corporation"), does hereby certify that the following Resolutions were adopted by the Corporation at a meeting of the Board of Directors of the Corporation held on 07/26/2012:

**RESOLVED THAT** Ju'Coby Pittman-Peele, the CEO/President of the Corporation ("Authority") is hereby authorized and empowered to execute on behalf of the Corporation any and all Grant Agreements between the City of Jacksonville, Florida ("City") and the Corporation for the purpose of receiving a grant from the City ("City Grant"), and to execute, and act as signatory on, any and all documents necessary in connection with the City Grant.

**FURTHER RESOLVED THAT** in addition to and without limiting the foregoing, that the Authority of the Corporation be, and hereby is, authorized to take, or cause to be taken, such further action, and to execute and deliver, or cause to be delivered, for and in the name and on behalf of the Corporation, all such instruments and documents as the Authority may deem appropriate in order to effectuate the City Grant and any documents or instruments executed in the accomplishment of any action or actions authorized as stated herein shall be deemed to be conclusive approval thereof by this Corporation and the binding act and obligation of this Corporation.

DATED Sept. 21, 2012

  
SECRETARY



SUBJECT: JACKSONVILLE JOURNEY TRAINING FOR RE-ENTRY SERVICES - (CSPEC)

BID # ESC-0281-13

OPEN DATE: 10/24/2012

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:**

**SERVICE CONTRACT- ONE (1) YEAR FROM EXECUTED CONTRACT WITH TWO (2) ONE (1) YEAR RENEWAL OPTIONS**

**FOR: INTRA-GOVERNMENTAL SERVICES**

**BASIS OF AWARD: BIDDERS RECEIVING THE HIGHEST SCORE BASED ON EVALUATION CRITERIA**

**NUMBER OF BIDS INVITED: 31      NUMBER RECEIVED: 1      OTHER: 0**

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**

Recommend approval to ratify the period of service from October 1, 2014 to date of award.

Recommend approval to utilize the second and final renewal option with the Clara White Mission, Inc. Period of service is from date of award through September 30, 2015. Total revised annual estimated expenditure in the amount of \$210,000.00, for a total not to exceed expenditure in the amount of \$ 630,000.00.

Funding Source: RPBH019TRP-08201 - To be executed by formal contract amendment through the Office of General Counsel

Attachments: Recommendation Memo, Vendor Letters, Previous Awards

*W*  
*MR*

BUYER *[Signature]*  
ANNETTE L. BURNEY

RESPECTFULLY SUBMITTED *[Signature]*  
GREGORY PEASE, CHIEF  
PROCUREMENT DIVISION

**CONCURRENCE BY: DAVE ROMAN, SENIOR POLICY ADVISOR, OFFICE OF THE MAYOR**

**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)  
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE**

MEMBERS APPROVING 5      MEMBERS DISAPPROVING \_\_\_\_\_      DATE: 12/11/14

*[Handwritten signatures of committee members]*

OTHER \_\_\_\_\_

ACTION OF AWARDING AUTHORITY \_\_\_\_\_ DATE 12/15/14

APPROVED ✓ \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

OTHER: \_\_\_\_\_

SIGNATURE OF AUTHENTICATION *Karen Bowling*

**Karen Bowling  
Chief Administrative Officer  
For: Mayor Alvin Brown  
Under Authority of:  
Executive Order No. 2013-04**