



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Christian Community Action, Inc.

Doing Business As, if applicable: N/A

Business Address: 168 Davenport Ave, New Haven CT 06519

Business Phone: 203-777-7848

Business email: bgrubbs@ccahelping.org

Funding Source & Acct # including location code: McKinney Vento Homeless Children and Youth, Account # 2503 5027-56697-0000

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 2/14/2023 To 06/30/2023

Hourly rate or per session rate or per day rate.

\$1900.00 per day, 5 days a week for 20 weeks services are open to all students and families under McKinney Vento (450 as of January 2023)

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."*

CAA will be providing in-house resources to families experiencing homelessness. CCA will continue to develop, maintain, and deepen our relationships with other agencies for the purpose of providing a comprehensive inter-agency approach to supporting homeless families. This involves making referrals to other programs that are designed to provide support and programming to meet the short and longer-term need(s) of individuals and families experiencing homelessness. These programs include shelter, food distribution, educational, clothing and social services. This service will include an emergency contact person during the weekends to support families. An emergency number will be provided to NHPS.

Submitted by:  Phone: 203.777.7848



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Gemma Joseph Lumpkin
Date: December 13, 2022
Re: Christian Community Action Inc.

Please *answer all questions and attach any required documentation as indicated below*. Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name: Christian Community Action Inc.**
2. **Description of Service:** Provide families and students experiencing homelessness with the skills and opportunities necessary to become more self-sufficient and meet their short-term needs.
3. **Amount** of Agreement and hourly or session cost: Total \$19,000.00/ \$190.00 per day, 5 days a week for 20 weeks serving 450 students and families under McKinney Vento as of January 2023.
4. **Funding Source** and account number: McKinney Vento Homeless Children and Youth, Account # 2503 5027-56697-0000
5. Approximate number of staff served through this program or service: n/a
6. Approximate number of students served through this program or service: approx. currently 500 but numbers will continue to grow as we received students under McKinney Vento.
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? N/A
 - b. What would an alternative contractor cost: N/A
 - c. If this is a continuation, when was the last time alternative quotes were requested? December 2022
 - d. For new or continuation: is this a service existing staff could provide. If no, why not? We do not have the resources nor the facilities to provide these services.
8. **Type of Service:**
Answer all questions:
 - a. Professional Development?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No

- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe). Support families experiencing homelessness.

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? Yes.
- b. Is the Contractor Local? Yes.
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Local. Yes, Local
- d. Is the Contractor a public corporation? Public
- e. Is this a renewal/continuation Agreement or a new service? Renewal service.
- f. If it is a renewal/continuation has cost increased? If yes, by how much? \$9,000.00
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: No.

10. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company: CCA has over 20 years of experience in dealing with families experiencing homelessness and supporting families at risk. Attached is breakdown of services and website: ccahelping.org.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Selection was done via RFP and RFQ.
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? Contractor is the only agency in New Haven offering full services to families experiencing homelessness. From intakes to education to shelter.
- d. Who were the members of the selection committee that scored bid applications? Gemma Joseph Lumpkin, Abigail Rivera and Daniel Diaz.
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department. No

11. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What **specific need** will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met? Contractor supports families experiencing homelessness with educational, food, shelter wraparound services.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. Effectiveness of programs is seen in the attendance of students. This year Homeless students had the best attendance performance in several

years. 59% of Homeless students have perfect attendance with only 12% are chronically absent (11 absences or more in comparison to 45% in previous years.

- c. How is this service aligned to the District Continuous Improvement Plan? CCA provides services to students and families to help them succeed academically and socially. Providing food, educational series, shelter and socio emotional services vital to the success of our students.

12. Why do you believe this Agreement is fiscally sound? Providing all these services at a fiscally sound rate is essential in making sure homeless students are successful. This agreement provides us with an array of services under one roof for a low service cost.

13. What are the implications of not approving this Agreement?

Statistics show that students experiencing homelessness are at a major educational risk. These risks include, absenteeism. Working with an agency like CCA helps us in making sure students have all they need to attend school.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Christian Community Action, Inc.

FOR DEPARTMENT/PROGRAM:

Youth, Family and Community Engagement

This Agreement entered into on the 13th day of February, 2023, effective (*no sooner than the day after Board of Education Approval*), the 14th day of February, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Christian Community Action Inc., located at 168 Davenport Avenue, New Haven CT 06519 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$19,000.00, \$190.00 per day, 5 days a week for 20 weeks. Services are open to all students and families under McKinney Vento (450 as of January 2023)

The maximum amount the contractor shall be paid under this agreement: Nineteen Thousand Dollars (\$ 19,000.00). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

Fiscal support for this Agreement shall be McKinney Vento Homeless Children and Youth **Program** of the New Haven Board of Education, **Account Number:** 2503-5027-56697 **Location Code:** 0000.

This agreement shall remain in effect from February 14, 2023 to June 30, 2023.

SCOPE OF SERVICE: *Please provide brief summary of service to be provided.*

Provide families and students experiencing homelessness with the skills and opportunities necessary to become more self-sufficient and meet their short-term needs.

In addition to providing in-house resources, CCA will continue to develop, maintain, and deepen our relationships with other agencies for the purpose of providing a comprehensive inter-agency approach to diversion. This involves making referrals to other programs designed to provide support and programming to meet the short and longer-term need(s) of individuals and families. These supports include but are not limited to housing, food security, clothing, socio- emotional support, educational support and social services. This service will include emergency contact person

during the weekends and holidays to support families and emergency phone number must be provided to selected NHPS personal.

Exhibit A: Scope of Service: Please attach contractor’s detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.

Exhibit B: Student Data and Privacy Agreement: Attached

APPROVAL: This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contractors may begin service no sooner than the day after Board of Education approval.

HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney’s fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor’ breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days’ written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.



Contractor Signature

President
New Haven Board of Education

January 10, 2023

Date

Date

Rev. Bonita Grubbs, Executive Director
Contractor Printed Name & Title

Revised: 8/2021



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

STUDENT DATA PRIVACY AGREEMENT SPECIAL TERMS AND CONDITIONS

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. § 10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:

Upon discovery by the Contractor of a breach of student data, the Contractor shall investigate and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student- generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.

Christian Community Action, Inc.
168 Davenport Ave, New Haven CT 06519
203-777-7848

Bridge Proposal
To the New Haven Board of Education
January 2023 to June 2023

Christian Community Acton's programs and service have evolved over the years, but housing, homelessness, basic needs, and advocacy have remained at the center of it mission of offering help, housing and hope to people who are poor in New Haven.

Central to its achievement, is the dedication of CCA staff members to providing people with the skills and opportunities necessary to become more self-sufficient and not just to helping families that are poor to meet their short-term needs.

Through its Neighborhood Assistance Program, CCA staff inform about and provide opportunities for individuals and heads of household to receive support and services that include, but are not limited to access to a food, clothing, diapers, oil/gas/electric heat and/or a small one-time instance of financial help and housing resources as indicated below.

Budget

Line Item	Amount
Housing Assistance (security deposit, rental and utility assistance)	\$10,000
Food Pantry (items and staffing)	\$3,000
Clothing (school uniforms)	\$2,000
Food Security/Food Pantry and/or Purchase	\$4,000
Total	\$19,000

In addition to providing in-house resources, CCA will continue to develop, maintain, and deepen our relationships with other agencies for the purpose of providing a comprehensive inter-agency approach to diversion. This involves making referrals to other programs that are designed to provide support and programming to meet the short and long-term need(s) of individuals and families. This will include a weekend emergency hotline.

Respectfully submitted by Rev. Bonita Grubbs
December 12, 2022

Christian Community Action Dec. 2022 Report

Dear Daniel and Abigail:

Below is a report on the families we are currently serving at CCA's shelter and New HOPE (transitional) housing and here are the number from Jan-Dec. 2022:

- # of children enrolled in New Haven schools: 72
- # of children enrolled in New Haven Early Childhood programs: 9

Here is the shelter data for 2022 (if you don't want to count the transitional housing folks):

- # in NH schools: 66
- # in NH-EC programs: 7

This number doesn't include community members that were referred to the ARISE Center for Employment or Child & Family Services (including Thanksgiving/Christmas donations), nor does it include families in the Hill receiving emergency services (food pantry, diaper bank, energy assistance, etc.) - If you want that information included as well, then it will have to be an estimate because not all of the children's school data is collected for these programs.

Also, let me know if you have any further questions or need more data from us!

Best,

Hannah

Hannah Croasmun, LMSW

ARISE Center Director

Christian Community Action

p: 203-777-7840 ext. 1040

e: hcroasmun@ccahelping.org