



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

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Please Type

Contractor full name: Christian Community Agency

Doing Business As, if applicable:

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: BridgeGrantMcKinney Vento Program - 2503-6388-56697-0000

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From October 13, 2021. To November 30, 2021.

Hourly rate or per session rate or per day rate.

Total amount: \$5,000.00

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

To provide 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. Services will include Socio Emotional support, Housing Assistance, Clothing, School Uniforms and Food Security/Pantry.

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.

Submitted by: Gemma Joseph Lumpkin

Phone: 475-220-1734



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Gemma Joseph Lumpkin
Date: August 31, 2021
Re:

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 Agency

Description of Service: To provide people with the skills and opportunities necessary to become more self-sufficient.

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.

2. **Amount** of Agreement and hourly or session cost: \$5,000.00;

3. **Funding Source** and account number: Bridge Grant McKinney Vento Program - 2503-6388-56697-0000

4. Approximate number of staff served through this program or service: n/a

5. Approximate number of students served through this program or service: approximately 425

6. **Continuation/renewal or new Agreement? 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?
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
No, we do not have the resources nor the facilities to provide these services.

7. **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?
- b. After School or Extended Hours Program?
- c. School Readiness or Head Start Programs?
- d. Other: (Please describe) Support Families experiencing Homelessness.

8. 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? Es Local
- d. Is the Contractor a public corporation? Public
- e. Is this a renewal/continuation Agreement or a new service? Renewal Services
- f. If it is a renewal/continuation has cost increased? If yes, by how much? \$0.00
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: No

9. 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 provides families homeless families in New Haven with wraparound services that includes food security, shelter, clothing and Case Management.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? RFQ followed by an RFP.
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? Contractor has years of experience in supporting our families. They are the only contractor that has shelters for our homeless families and offer wraparound services.
- d. Who were the members of the selection committee that scored bid applications?
- e. Daniel Diaz and Gemma Joseph Lumpkin.
- f. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department.

10. 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? CCA has an office in the Hill and Dixwell Avenue Neighborhoods of New Haven. They also have family shelters that provides family with areas for students to do school work with WIFI. At the end of contract, they will provide the number of families served. We will also do

a survey asking families if they are satisfied with the services offered. McKinney Vento Liaison is in constant communication with CCA to make sure families are serviced after the intake and referral is done.

- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. N/A
- c. How is this service aligned to the District Continuous Improvement Plan? Safe place, to sleep, food security, clothing are essential in the success of our students who are experiencing homelessness. It will help students succeed in school as well at decrease attendance due to homelessness.

11. Why do you believe this Agreement is fiscally sound?

Yes

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

Homeless students and families need support and continuity in education. If these services are not provided it can lead to students experiencing in absenteeism at schools and low academic achievement.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Christian Community Agency

FOR DEPARTMENT/PROGRAM:

Youth, Family and Community Engagement

This Agreement entered into on the 12th day of October 2021, effective (*no sooner than the day after Board of Education Approval*), the 13th day of October, 2021, by and between the New Haven Board of Education (herein referred to as the “Board” and, Christian Community Agency located at , New Haven CT, 06513 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$5,000.00 thousand dollars.

The maximum amount the contractor shall be paid under this agreement: Five Thousand Dollars (\$5,000.00). 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 by Bridge Grant McKinney Vento **Program** of the New Haven Board of Education, **Account Number:** 2503-6388-56697 **Location Code:** 0000.

This agreement shall remain in effect from October 13, 2021 to November 30, 2021.

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

To provide 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 informs about and provide opportunities for individuals and heads of household to receive support and services that include, but are not limited to access to food, clothing, diapers, oil/gas/electric heat and/or a small one-time instance of financial help and housing resources

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**. Contactors 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's 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

September 17, 1021

Date

Date

Rev. Bonita Grubbs, Executive Director

Contractor Printed Name & Title



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 conduct an investigation 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.
Bridge Proposal
To the New Haven Board of Education
August 15 to October 31, 2021

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)	\$2,500
Food Pantry (items and staffing)	\$1,000
Clothing (school uniforms)	\$ 500
Food Security/Food Pantry and/or Purchase	\$1,000
Total	\$5,000

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 longer term need(s) of individuals and families.

Respectfully submitted by Rev. Bonita Grubbs
July 30, 2021