



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Hope House

Doing Business As, if applicable:

Business Address: 261 Portsea Street, New Haven CT 06519

Business Phone: 203-777-7690

Business email:

SS# OR Tax ID #: On File

Funding Source & Acct # including location code: Education of Homeless Children and Youth - 2503 5027 56697

Principal or Supervisor: Daniel Díaz

Agreement Effective Dates: From January 12, 2021 to May 28, 2021.

Hourly rate or per session rate or per day rate. \$35.00 per day for 100 days
Total amount: \$3,500.00

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

Provide services to New Haven Public Schools families under McKinney Vento, including distribution of food, coats and needed supplies; connect families to other support services in the community and tutorial services for homeless students. Hope House will work directly with Central office in providing personal direct services to our families. They will develop linkages of support for our families.

Submitted by: Daniel Díaz

Phone: 475-220-1063



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Daniel Díaz
Date: December 8, 2020
Re: Agreement for Hope House

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:** Hope House
2. **Description of Service:** Provide direct services to New Haven Public School Families under McKinney Vento.
3. **Amount** of Agreement and hourly or session cost: \$3,500.00
4. **Funding Source** and account number: McKinney Vento Education of Homeless Children and Youth - 2503 5027 56697
5. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much?
 - b. What would an alternative contractor cost:
An alternative contractor cost last year was 9,996.00 during the same period. Although services were different, due to Covid 19, both locations are working remotely. Hope house is not.
 - 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?

Due to Covid 19, our staff is working remotely. Hope House is open and working directly with our families. Our offices are close to the public. This service is important since it is the distribution of materials, school supplies and food.

6. **Type of Service:**
Answer all questions:
 - a. Professional Development? Not a professional development service.

- 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? Not an after school or extended hours program.
- c. School Readiness or Head Start Programs? Not a school readiness or head start program.
- d. Other: (Please describe) Hope House is a non-profit organization devoted to providing, through *outreach programs*, ancillary services to the homeless population. They provide a variety of opportunities to engage with those in need.

7. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business?
Contractor is a minority owned and managed program
- b. Is the Contractor Local?
Yes, Contractor is local.
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
Yes, it is a non-for profit and located in New Haven.
- d. Is the Contractor a public corporation?
- e. Is this a renewal/continuation Agreement or a new service?
No, it is not.
- f. If it is a renewal/continuation, has cost increased? If yes, by how much?
No, cost has not increased.
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:
No

8. Contractor Selection:

Answer all questions

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume.
Contractor is providing bilingual services. They are also delivering services and working after hours. This is unique, especially during Covid 19. They are willing to provide services and bring supplies, food, materials to family homes.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source?
Contractor has provided services on a volunteer basis to homeless families. They are sole Source in that they have open their doors for in person, picking and delivery of services to our homeless families during afterhours and on the weekends. They also speak English and Spanish. They are open on the weekends and after hours for pickups and doing deliveries. This is important since many of our families work during the day and cannot make it during the day.
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor:

During Covid 19 most agencies are closed, doing work virtually. This is one of the only programs directly offering services to our families in person.

9. 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 will provide Daniel Diaz with a list of participants and services provided.
- b. If this is a renewal/continuation, service attach a copy of the evaluation or archival data that demonstrates effectiveness.

This is a new contractor

- c. How is this service aligned to the District Continuous Improvement Plan?

This program is important in the support process for our families under McKinney Vento. In order for our students to succeed academically during Covid 19, they need food, coats, school supplies and other resources. Families need to be linked to other services in the community.

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

Yes, Hope House has proven to us that the work they do is positively affecting our families. Distributing supplies is and providing services is key in the success of our homeless students and families. This agreement provides unique service for McKinney Vento families and provides families in need during this critical time.

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

McKinney Vento students, who are the most vulnerable students, will not get the needed supplies, food and resources needed to engage academically



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Hope House

FOR DEPARTMENT/PROGRAM:

YFCE Youth, Family and Community Engagement

This Agreement entered into on the 11th day of January 2021, effective (*no sooner than the day after Board of Education Approval*), the 20th day of January, 2021, by and between the New Haven Board of Education, (herein referred to as the “Board,” and Hope House, located at 261 Portsea Street, 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 \$35.00 per day, for a total of 100 days.

The maximum amount the contractor shall be paid under this agreement: Three Thousand Five Hundred Dollars (\$3,500.00). 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 McKinney Vento Education of 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 January 20, 2021 to May 28, 2021.

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

- The distribution of supplies to our families will take place in various forms. Sergio Rodriguez and a group of volunteers will be picking them up at their location on 261 Portsea St. New Haven CT, 06519, and bringing them to the families. Families that have transportation will be picking up supplies at Hope House.
- Hope House will also be connecting families to services in the community. Hope House will also be providing tutorial services for homeless students via two part-time college students working out of their offices.
- Provide personal and direct services to McKinney Vento families.

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.*

- Provide personal and direct services to McKinney Vento families.

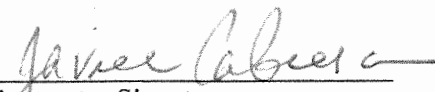
Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.

Exhibit B: Student Data and Privacy Agreement: Attached

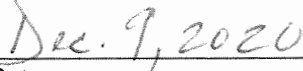
APPROVAL: This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contactors may begin service no sooner than the day after Board of Education approval.

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' 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.

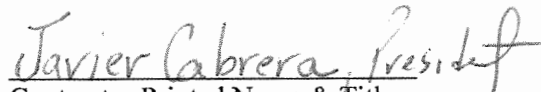
TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the 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


Date

Date


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.



A Radio Love Initiative

261 Portsea St. New Haven CT, 06519 Tel: 203-777-7690

To Whom It May Concern;

Hope House is a non-profit organization devoted to providing, through outreach programs, ancillary services to the homeless population. We are currently in the process of amplifying existing programs and services by forming a committee geared to highlighting and mapping needs that have yet to be identified and addressed.

During these past eight months, Hope House has served over 100 families in the areas of food, clothing, shoes, school supplies, back packs, etc. On Saturdays, our volunteers reach out to the homeless population of Greater New Haven and provide them with food, toiletries, and clothing. Our volunteers and Board are committed to identifying and helping those that are in need, but we also recognize that much more can be done to address the pressing needs of our region's most vulnerable communities.

Thank you

President of the Board

Tax ID Number: 6906325-000