



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

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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: ARP ESSER I Homeless Children and Youth, Account # 2555 6452 56697 0111

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 11/14/2023 To 06/30/2024

Hourly rate or per session rate or per day rate. Weekly rate (seven days/24 hours)
\$1,000.00 for 30 weeks.

Total amount: \$30,000.00 for the duration of the contract.

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 up to 719 students. 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: 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: October 4, 2023
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:** \$ 30,000.00 for duration of contract. Weekly rate (seven days/24 hours) \$1,000.00 for 30 weeks.
4. **Funding Source and account number:** ARP ESSER I Homeless Children and Youth, Account # 2555 6452 56697 0111
5. **Approximate number of staffs served through this program or service:** N/A
6. **Approximate number of students served through this program or service:** Since beginning of school, we have 370 students listed under McKinney Vento. This figure will increase as the as we received new students under McKinney Vento. (last year we had approximately 719 students)
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? YES, by \$10,000.00 to accommodate weekend services.
 - b. What would an alternative contractor cost: N/A
 - c. If this is a continuation, when was the last time alternative quotes were requested? May 2023
 - 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? NO
 - 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? \$10,000.00.
- 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, Abigail Rivera, Lysie Rodriguez, Jose Camacho, Arthur Edwards.
- 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. Attendance at schools is one of the areas students experiencing homelessness lack due to lack of housing. CAA provides shelters and a safe place for students to live helping in making sure students attend school. As a group homeless student showed a decreased in truancy rate compare to general population on 0 – 18 absences 46% vs. 64%. However, students under McKinney Vento have a 47% 18+ absences vs. 37.1% for general population. PK Students have a

7% absenteeism rate.	88 = 0 Absence	12%
	80 = 1-5 Days absent	11%
	69 = 6-10 Days	10%
	60 = 11-14	8%
	41 = 15-17 days absent	5%
	18+ = 332	47%
	Pre-K and Charter Schools	7%

- 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.



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 November, 2023, effective (no sooner than the day after Board of Education Approval), the 14th day of November, 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 \$ 30,000.00 thousand dollars. Weekly rate (seven days/24 hours) \$1,000.00 for 30 weeks, budget as follows: Housing Assistance- \$15,000.00, Food Pantry- \$3,000.00, Clothing- \$1,000.00, Food Security/Food Pantry and/or Purchase- \$ 10,000.00, Transportation- \$1,000.00.

The maximum amount the contractor shall be paid under this agreement: Thirty Thousand Dollars (\$ 30,000.00). 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 ARP ESSER I Homeless Children and Youth Program of the New Haven Board of Education, **Account Number:** 2555 6452-56697 **Location Code:** 0111.

This agreement shall remain in effect from November 14, 2023 to June 30, 2024.

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

10/16/23
Date

Date

Rev. Bonita Conbbs
Contractor Printed Name & Title
Executive Director
Christian Community Action

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 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
HELP · HOUSING · HOPE

DATE: September 27, 2023

TO: Daniel Diaz

FROM: Rev. Bonita Grubbs, Executive Director
Christian Community Action (CCA), Inc.

RE: Services Provided by CCA to CCA will provide short-term financial assistance in areas of need that are designed to reduce the likelihood of a family or individual becoming homeless. Services such as security deposits, rental and/or utility assistance, assistance with outstanding storage unit payments, food distribution, transportation, clothing, social services and other related needs. 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.

Below is the budget.

Line Item	Amount
Housing Assistance (security deposit, rental and utility assistance)	\$15,000
Food Pantry (items and staffing)	\$3,000
Clothing (school uniforms)	\$1,000
Food Security/Food Pantry and/or Purchase	\$10,000
Transportation	\$1,000
Total	\$30,000