

Duval County Job Opportunity Bank  
RFP

City of Jacksonville, Florida

City Hall, St. James Building  
Department of Procurement  
Attn: Duval County Job Opportunity Bank  
117 West Duval Street, Suite 335  
Jacksonville, Florida 32202

## TABLE OF CONTENTS

### SECTION

Introductory Section (pink)

1 (orange)

2 (purple)

3 (yellow)

4 (green)

5 (blue)

### CONTNENT

Signature Page

Conflict of Interest Certificate

Public Official Disclosure Form

Request for Taxpayer Information

Overview

Problem Statement

Scope of Services

Proposal Interrogatories

Attachments:

Budget

2-Year Financial Summary

Board Information

Organizational Chart

Staffing Plan

Partnership Agreements

Letters of Support

Documentation of Match

Success Stories

Media Coverage

**INTRODUCTORY  
SECTION**

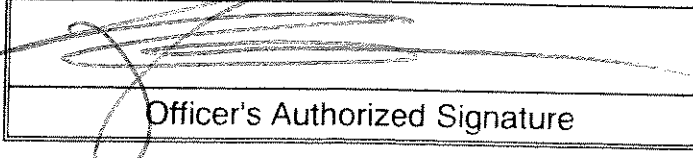
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RFP:		ISSUE DATE:	
RFP TITLE:	Duval County Job Opportunity Bank		
RFP OPENING DATE & TIME:	August 01, 2007 at 2:00pm		
PURCHASING AGENT:	Marilyn Laidler		
Duval County Job Bank		REQUEST FOR PROPOSAL	
FAX Submissions Not Allowed		For: Duval County Job Bank	

VENDOR INFORMATION			
COMPANY SUBMITTING RFP:	Clara White Mission, Inc.		
MAILING ADDRESS:	613 W. Ashley Street		
FEDERAL ID #	59-6002104		
CITY:	Jacksonville		
STATE:	Florida	ZIP: 32202	TEL: 904-354-4162
FAX: 904-791-4360	EMAIL: jpittman@clarawhitemission.org		

**IMPORTANT!! SIGNATURE BLOCK**

I certify that this RFP is made without prior understanding, agreement, or connection with any other company or person and is in all respects have independently determined prices that are fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this RFP for the company submitting it.

	Jacoby Pittman-Peele CEO/President
Officer's Authorized Signature	Officer's Typed Name & Title

**TO BE RESPONSIVE, SIGNATURE OF OFFICER AUTHORIZED TO BIND THE COMPANY SUBMITTING THIS RFP IS REQUIRED**

POST DATE:	xx/xx/xx	REMOVE DATE:	xx/xx/xx
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ATTACHMENT "B" (1 of 1)

CONFLICT OF INTEREST CERTIFICATE

RFP/APPLICATION NO. NIA

Bidder must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either Section may result in rejection of this bid proposal.

SECTION I

I hereby certify that no official or employee of the City or independent agency requiring the goods or services described in these specifications has a material financial interest in this company.

\_\_\_\_\_  
Signature Clara White Mission, Inc.  
Company Name

Jacoby Pittman-Peele 613 W. Ashley Street  
Name of Official (Type or Print) Business Address

Jacksonville, Florida 32202  
City, State, Zip Code

SECTION II NIA

I hereby certify that the following named City official(s) and employee(s) having material financial interest(s) (in excess of 5%) in this Company have filed Conflict of Interest Statements with the Supervisor of Elections, 105 East Monroe Street, Jacksonville, Duval County Florida, prior to bid opening.

Name	Title or Position	Date of Filing
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Print Name of Certifying Official Business Address  
\_\_\_\_\_  
City, State, Zip Code

**PUBLIC OFFICIAL DISCLOSURE**

Section 126.112 of the Purchasing Code requires that a public official who has a financial interest in a bid or contract make a disclosure at the time that the bid or contract is submitted or at the time that the public official acquires a financial interest in the bid or contract. Please provide disclosure, if applicable, with bid. *NIA*

Public Official \_\_\_\_\_

Position Held \_\_\_\_\_

Position or Relationship with Bidder: \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

Give form to the  
 requester. Do not  
 send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name <i>Clara White Mission, Inc.</i>	
Business name, if different from above <i>same</i>	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
Address (number, street, and apt. or suite no.) <i>613 W. Ashley Street</i>	
City, state, and ZIP code <i>Jacksonville, Florida 32202</i>	
List account number(s) here (optional)	
Requester's name and address (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
+
OR
Employer identification number
<i>59-60102104</i>

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

### Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**SECTION 1  
OVERVIEW**



## 1.0 OVERVIEW

The beginning of the proposal should include a short (not over 2 pages) summary of how you will address the criteria expressed in section 5. In addition, and not to exceed one page budget summary should follow.

The Culinary Arts and Custodial programs of the Clara White Mission are included among the "Top 50 Job Vacancies" on the **Florida Job Vacancy / Hiring Needs Survey** for Workforce Region 8, and are included on the **Regional Targeted Occupations List** (Region 8), which details annual percentage growth, number of annual openings, and mean and entry wages for each industry category. 2007 **Bureau of Labor** statistics for the Jacksonville area support a high level of industry activity in the Leisure and Hospitality field and the **National Restaurant Association** projects significant increases in industry sales and job growth in Florida over next ten years.

Projected wages for individuals trained through this vocational program range from \$10.00 (starting wage) to \$15.00 (trained and/or with work experience) in culinary fields, and from \$9.50 (starting wage) to \$12.50 (trained and with work experience) in custodial fields (up to \$15.00 in management positions).

Culinary training curriculum is certified by the American Culinary Foundation and the U.S. Department of Education, State of Florida. The competency-based curriculum offers graduates up to four levels of certification, relative to the number of occupational completion points (OCP) they have earned. Graduates of the catering course will receive a Dining Room Associate certification, and persons completing the two-year apprenticeship program will earn the designation Certified Culinarian. Custodial training provides certification through the State of Florida and OSHA to successful completers.

This program projects to serve 45 persons in year one, increasing enrollment by 50% in succeeding years.

Matching dollars are provided to this program through the Jessie Ball DuPont Fund, the Fannie Landwirth Foundation, the Blue Foundation and the Veterans Administration. Documentation of match is included in the attachment section.

Participant cost, based on expenses for direct services equates to \$4,031 per person.

This proposed activity is for a one year period, and will commence within in thirty days of notification of award.

The Clara White Mission has developed an extensive array of partnerships supporting its vocational training programming. A detailed chart of these partnerships, including the types of services provided by each partner, is included in the response to Criterion 5., Section 3. Partnership agreements are included in the attachment section.

SECTION 2  
PROBLEM STATEMENT

The Clara White Mission has provided services (including job programs provided by the agency founder) to the community since 1904. The School of Culinary Arts was established in 2003, and since that time, has graduated 210 individuals; 82% of those graduates were placed into employment within 60 days of graduation. 84% of persons placed, remain in that position after 30 days.

#### Budget Summary

Training for Individuals	\$168,592.00
Printing of Materials	9,500.00
Supplies	5,268.00
Uniforms	5,500.00
Textbooks	2,700.00
Certification	1,320.00
Laundry	2,400.00
Equipment and Supplies	<u>24,663.00</u>
TOTAL:	\$219,943.00

A detailed budget is included in at the end of section 4.

#### 2.0 PROBLEM STATEMENT

Identify a qualified contractor who can provide needed training and job placement to unemployed and/or underemployed individuals in high wage and high demand career areas.

*The Clara White Mission established a vocational training program in the culinary arts in 2003, providing participants with an intensive 625 hours of training. Participants must achieve a minimum level in both laboratory (kitchen) and academic (classroom) competencies to graduate.*

Training occurs in 20-week modules, offered twice annually. Instruction is provided on-site a Clara White Mission certified instructor. The program curriculum is certified by the American Culinary Foundation and the U.S. Department of Education.

The competency-based state curriculum offers graduates up to four levels of certification, relative to the number of occupational completion points (OCP) they have earned. Levels currently available include Bus Person/Waiter, Steward/General Housekeeping, Salad Person/Preparation, and Utility Cook. Opportunities to advance beyond these levels is available through an apprenticeship program. Program graduates working in the culinary field may continue their education through the Clara White Mission under the supervision of a sponsoring chef at their place of employment. Graduates meet one night per week at Clara White to participate in classroom and lab work, under the direction of the Mission's training chef. Persons completing the two-year program will earn the designation Certified Culinarian, widening their opportunities for employment in the industry and

**SECTION 3**  
**SCOPE OF SERVICES**

increasing their earning capability. Currently, 19 graduates are enrolled in the apprenticeship program

For graduates of the culinary training program, job placement services are provided through a process that is initially based upon OCP certifications (demonstrated skill level) and instructor recommendations specific to each graduate. Placements are coordinated through the Clara White Mission's job placement specialists, who develop and maintain relationships with an extensive list of restaurants/hotels which rely on Mission graduates as source for qualified employees. The majority of program graduates are placed into employment within 60 days of graduation. A list of employers utilized to date includes:

Jacksonville University	Mill Cove Golf Club
Alltel Stadium	Winterbourne Inn
Hilton Hotel	World Golf Village
Marriott at Sawgrass	Morrison's at Shands
Ponte Vedra Inn & Club	Worman's Delicatessen
Amelia Island Plantation	Prime Osbourne Convention Center
Florida Yacht Club	Adam's Mark Hotel
Radisson Riverwalk Hotel	Ramada Inn Mandarin
Denmark's	Urist Food Industries
Carrabba's	Red Lobster
Jacksonville Greyhound Racing	David Cafe
Omni Hotel	Copper Cellar
Clara White Mission	Episcopal High School
United Temps	Jax Temp Staffing
Hospitality Staffing	Sodexo
Genesis Cafe	Clara's at the Cathedral
Ashley Street Catering	Clara White Mission

Since the program was established in April 2003, 210 individuals have graduated from the culinary training program; 82% of those successfully completing the program were placed into employment within 60 days of graduation.

### 3.00 PROPOSAL GUIDELINES/SCOPE OF SERVICES

**Criterion 1.** The Duval County Job Opportunity Bank is established for the purpose of providing grants and other forms of financial assistance to increase job opportunities for job skills advancement residents of the City, to upgrade their job skills and to provide customized skills training for new and incumbent workers employed by City employers.

*Summary –The Clara White Mission has expanded its Culinary Arts & Apprenticeship Program to include Catering & Café components, and is currently developing a Custodial Service Program. Both of these specialized training activities target job skills advancement residents, including unemployed and underemployed persons with very low or no income. Sub-populations include youth 18-21, veterans and ex-offenders. This*

*cadre of programming specifically provides for enrolled individuals to develop and enhance or upgrade job skills. 45 individuals will be trained and placed in jobs during the first year of the program.*

Catering and Café Components – The Clara White Mission operates a multi-faceted community service center which conducts specialized vocational training, supplied in conjunction with transitional housing and supportive services. This training is designed to support workforce development and assist unemployed and underemployed members of the community to build marketable job skills tailored to identified needs of community employers. During 2005-06, total vocational program services yielded the following outcomes: 1) 135 individuals were enrolled in the culinary training program, 2) 114 individuals were placed into employment, 3) 71% of those persons placed into employment retained their jobs for at least 6 months, and, 4) 135 under/unemployed persons were provided with supportive services

In addition to its 625 hour, 20 week core culinary curriculum, the Clara White Mission has designed two expansion components which provide extended/alternative training options. A 10-week, 30 hour **catering & banquet management course** will be offered both as a stand alone program, and concurrently with the culinary training, beginning in week 3. The course provides opportunity for culinary program students or graduates, or other persons with a culinary background to add to their skill bank, and offers a shorter-duration program which can accommodate individuals desirous of rapid progression with a sound base of knowledge and potential for advancement. Graduates of the catering course will receive a Dining Room Associate certification. The program curriculum is certified by the American Culinary Foundation and the U.S. Department of Education. Employment placement is provided as a part of the course; graduates will intern with the Mission's catering service, "Ashley Street Catering", prior to placement with outside employers.

An additional training option is available in a **café** setting through the operation of Clara White's part-time café in downtown Jacksonville, "Clara's at the Cathedral". Clara's is a new by-product of the Mission's culinary success and was initiated through a partnership between Clara White Mission and St. John's Cathedral Church. The training café for students and graduates of the Culinary Arts Program provides on-the-job training for front of the house restaurant service. As with the catering training, job placement is provided for persons successfully completing the café training.

Catering and Café - Specific Program Curriculum:

- 1) Front of the house
- 2) Customer service
- 3) Banquet service
- 4) Ala Carte cooking
- 5) Commercial cooking
- 6) Event planning and design
- 7) Business operations
- 8) Menu and recipe development

- 9) Catering systems
- 10) Management

All catering/banquet management and culinary (café) students must also complete an additional sanitation course to be eligible for employment in the culinary industry. The Clara White Mission provides both the state-required Florida Food Handler Certification (2 hour course), and the National Restaurant Association ServSafe Certification (30 hour course). ServSafe Certification is accepted in all 50 states, increasing employment options for graduates relocating from Florida.

A planned **custodial training** and service program is also included as a component of the total vocational program of Clara White. The Clara White Mission Custodial Training Academy will provide comprehensive instruction in commercial cleaning, combining academic and practicum aspects, in addition to providing customer relations and management skills development. The twelve-week curriculum will prepare a labor force for the Mission's custodial service program, and for placement with outside employers.

Custodial training will provide comprehensive instruction in commercial cleaning, combining academic and practicum aspects, in addition to providing customer relations and management skills development.

Course Components will include 1) Introduction to Custodial Service, 2) Basic & Advanced Techniques, 3) Safety and Sanitation, 4) Employment Skills (customer relations & management skills), and, 5) certification. Components will include the following sub-topics:

- Introduction to Custodial Service
  - Equipment
  - Keeping cleaning time
  - Data sheets
  - Customer service overview
  - Job safety overview
- Basic & Advanced Techniques
  - Kitchens
  - Bathrooms
  - Medical cleaning
  - Floor types
  - Stripping & waxing
  - Vacuuming
  - Mopping
  - Cleaning baseboards
  - Dusting
  - Glass cleaning
  - Odor elimination
  - Construction final cleaning
- Safety and Sanitation

- OSHA general Industry
- Hazmat and Hazcom
- OSHA Hazardous Material Technician
- Equipment safety
- Material safety
- Chemical mixing
- Cross contamination
- Bloodborne pathogens
- Employment Skills
  - Customer relations
  - Employee relations
  - Becoming a team leader
  - Becoming a supervisor
  - Self esteem

Supportive services are available to all program enrollees (culinary and custodial), to further reduce barriers to employment for under/unemployed persons. These services include case management, life skills (soft skills) training, mental health counseling, health services and substance abuse support services.

**Criterion 2.** – High Demand Jobs are jobs that will have a significant increase over the next two to five years or more than 50 current job openings than cannot be filled by trained citizens. Refer to the US Department of Labor statistics for Region 8 of Florida to identify

*Summary - The Culinary Arts and Custodial programs of the Clara White Mission are included among the “Top 50 Job Vacancies” on the Florida Job Vacancy / Hiring Needs Survey for Workforce Region 8, and are included on the Regional Targeted Occupations List (Region 8), which details annual percentage growth, number of annual openings, and mean and entry wages for each industry category. 2007 Bureau of Labor statistics for the Jacksonville area support a high level of industry activity in the Leisure and Hospitality field and the National Restaurant Association projects significant increases in industry sales and job growth in Florida over next ten years.*

*The Florida Job Vacancy / Hiring Needs Survey expressly designates the positions and their respective number of vacancies as follows: Restaurant Cooks – 216, Janitors and Cleaners – 150, Maids and Housekeeping Cleaners – 93, Dishwashers – 146, Dining Room and Cafeteria Attendants and Bartender Helpers – 106, Waiters and Waitresses – 517, and Combined Food Preparation and Serving Workers, Including Fast Food – 499.*

*The Regional Targeted Occupations List for Region 8, 2005, point to an annual percentage growth of 2.08% under the occupational titles of Food Preparation and Serving Workers, with 148 annual openings available in those categories. The average hourly starting wage was \$10.00, with a mean wage (for 2004) of \$14.41.*



*Bureau of Labor Statistics for the Jacksonville area, 2007, reveal January through June of 2007, the average number of persons employed in the Leisure and Hospitality field for each month exceeded 64,000.*

*The National Restaurant Association's projections for restaurant industry growth during 2007, estimate an increase in restaurant-industry sales growth of 7.1% in the state of Florida, equating to \$25.7 billion. Over the next ten years the number of restaurant jobs available in the state is expected to increase by 23%, or 864,500 jobs, fifth highest in the nation.*

**Criterion 3.** - The Opportunity Board prefers to fund training and job placement programs for jobs that pay \$15.00 per hour or above. Jobs with these wages are considered high wage jobs. However, the Board will consider jobs whose wages start at or above \$10.00 but can lead to future wages, after training and experience of \$15.00 per hour.

*Summary - Graduates of the Clara White Mission Culinary Training Program typically earn wages in a range of \$10.50 to \$16.00, relative to their level of competency and experience on the job. The average starting wage for a graduate of this program is \$10.50. Based on trend information developed over the life of the Culinary Academy (2003 – 2007), the average starting wage for a program graduate is projected to increase by 9.5 % per year. Average entry level wages for inexperienced custodial employees are \$9.05 per hour, as published by the Florida Job Vacancy Hiring Needs Survey. However, after training including training in management categories, and on the job experience provided through the Clara White Mission program, entry level wages for program graduates are project to exceed the \$10.00 per hour mark.*

**Criterion 4.** – Because of the limited funding available for grants and assistance, the Board seeks to fund those programs that lead to employment of the greatest numbers of individuals in targeted high demand, high wage jobs. The Board places highest value on those proposals that provide training and job placement for the following individuals:

- Youths between 18 and 21 years of age
- Chronically un-employed or under-employed individuals
- Dislocated workers
- Ex-Offenders
- Veterans

*Summary – The Clara White Mission job training programs are open to under and unemployed men and women, 18 years of age and older, and targets specific sub-groups of the population including veterans, ex-offenders, and youth aging out of foster care.*

**Criterion 5.** – The Board will give the highest points to those entities that have documented cash match to support their proposal: however, documented in-kind match will also be considered.

*Summary - The Clara White Mission receives grant funding through a VA Per Diem Grant, the Jessie Ball DuPont Fund, the Fannie Landwirth Foundation and the Blue Foundation which will provide cash match for this proposal. In-kind and additional partnerships and services are detailed in the chart below. Partnership agreements and funding award letters are attached.*

<b>CURRENT COMMUNITY PARTNERS</b>	<b>Residential referrals to CWM</b>	<b>Vocational referrals to CWM</b>	<b>Service provided to CWM</b>
<b>Community Connections</b>	x	x	
<b>River Region Human Services</b>	x	x	HIV/TB testing, educational services
<b>Volunteers of America</b>		x	Permanent housing referral resource
<b>Jacksonville Re-Entry Center</b>	x	x	
<b>Shands Jacksonville</b>	x		Physicals
<b>Jacksonville Sheriff's Office, Community Corrections Division</b>	x	x	
<b>Veterans Services Division, City of Jacksonville</b>	x	x	
<b>Vet Center</b>	x	x	PTSD support groups
<b>VA Community Clinic</b>	x	x	Health card, DD214, health assessments & referrals
<b>Community Rehab Center</b>	x	x	HIV education/support
<b>Northeast Florida Community Action Agency</b>	x	x	
<b>First Coast Technical Institute, Southeast Institute of Culinary Arts</b>	x	x	Culinary arts faculty and curriculum
<b>Operation New Hope</b>	x		Vocational training option
<b>Light of the Word Ministries</b>			Support group and motivational classes
<b>Prisoners of Christ</b>		x	
<b>Hubbard House</b>		x	
<b>Get Checking/Duval County Extension</b>			Financial management curriculum & instruction
<b>WorkSource</b>	x	x	Soft skills training
<b>Duval County Health Department</b>	x	x	Mental health services to residents/students
<b>Jacksonville Urban League</b>	x	x	
<b>City Rescue Mission</b>		x	
<b>Trinity Rescue Mission</b>		x	
<b>L.M. Sulbacher Center</b>	x	x	
<b>Friends of Clara White</b>			Volunteers
<b>University of North Florida</b>			Volunteers
<b>United Temps</b>			Job placement
<b>Hospitality Staff</b>			Job placement
<b>Jacksonville Temporary Staffing, Inc.</b>			Job placement
<b>Sodexo</b>			Job placement
<b>St. Johns Episcopal Cathedral</b>			Facility usage

Criterion 6. – Cost efficiency and effectiveness are high priorities for the Board RFP. Each application will be reviewed to determine if the cost per participant reaps a significant economic benefit to the individual and the community, leverages industry and community resources and gives maximum benefits to the trained individual verses administrative costs.

*Summary - Administrative costs equate to approximately 16% of the total budget, 84% of the request will directly serve the trainees. Direct service cost relative to the proposed number of successful graduates (45) during the pilot year of the program will be \$4,031. Enrollment is projected to increase by approximately 50% on an annual basis, while program expenses are expected to increase by less than 10%, resulting in a progressively lower cost per participant. In-kind services and match dollars supplied through the structure of the Mission's program significantly increase the value of the training received by the individual, in addition to lowering administrative expenses. Job placements for graduates of the core culinary training are typically placed into employment within 60 days of program completion at a rate of 85% (remaining in that position at the established salary level for 30 consecutive days). Utilizing existing templates for placement and case management services, placement and job retention rates for the catering/café and custodial components are expected to fall within the same range. Clara White's on-going provision of interrelated services is designed to support workforce development and ensure marketable job skills upon graduation.*

Criterion 7. – Letters of support on entity letterhead must be provided to document partnerships, collaborations, commitments, and/or contributions of partners.

*Summary – All pertinent documentation is attached.*

Criterion 8. – Targeted Industries are those identified by the Jacksonville Economic Development Commission.

*Summary – Worker positions developed and filled through the Clara White Mission Catering and Café / Custodial Academy are listed on the Department of Labor, Florida Region 8 Job Vacancy and Hiring Needs Survey, and the Regional Targeted Occupations List for Region 8, as referenced by this RFP.*

Criterion 9. – The Board reserves the right to conduct an interview and/or site visit to gather additional information on the value and validity of the proposal. Applicants are encouraged to, within the page limit, ensure that the goals, outcomes and impact of the proposal are clearly explained and that effective means of documenting and evaluating the implementation of the proposal is included in the narrative.

*Summary – Results and benefits resulting from proposed activities:*

- 1) creation of five new full-time positions to be filled by under/unemployed persons
- 2) additional training opportunities for under/unemployed persons

- 3) *increasing numbers of under/unemployed persons trained through Clara White Mission vocational training program from 60 to 105 annually*
- 4) *increasing numbers of under/unemployed persons placed in jobs through the Clara White Mission's vocational programming by 50% in each ensuing year*
- 5) *greater diversity in placement opportunities for program graduates*
- 6) *increasing support of Clara White Mission culinary and custodial programming from the Hospitality Industry*
- 7) *based upon the average wage earned to date by program graduates in new placements, a contribution to the local economy at an estimated value of \$1,000,000.00 per 12 months*
- 8) *opportunity for students and graduates of the Mission's programs to receive additional training through the Small Business Center, sponsored by the Chamber of Commerce.*

### *Program Evaluation*

*The Clara White Mission currently utilizes the following processes and measurement tools detailed in the attached chart for program evaluation.*

## Program Evaluation

*The Clara White Mission currently utilizes the following processes and measurement tools detailed in the chart below for program evaluation.*

### Evaluation Process:

Client demographic data

No. of clients served

Duration of service

Client surveys

Staff surveys

Peer surveys (service providers)

Outputs (comprehensive)

- no. receiving job training
- no. completing job training
- no. housed
- no. receiving case management
- no. attending life skills training
- no attending work-readiness training
- no. receiving mental health counseling
- no. receiving health care services
- no. receiving substance abuse assistance

Outcomes (comprehensive)

- no. employed
- no. increasing earnings
- no. retaining employment
- no. moving to permanent housing
- no. retaining housing
- no. living independently

Comparison of outputs to outcomes to indicate progress and areas for program adjustment

Comparison of projected outcomes to actual outcomes to indicate progress and areas for program adjustment

### Measurement Tools:

- a. Attendance logs
  - Tests (academic)
  - Monthly reports
  - Case files (individual service plans and updates)
  - Follow-up reports
- b. Individual case files in office:
  - Case managers
  - Life Skills Coordinator
  - Job training instructor
  - HMIS server in office
- c. Data collected as received; reported daily, weekly, monthly and annually
- d. Data is retrieved manually , via CWM-designed data bases and Service Point Homeless Management Information System automated data base

**Criterion 10. – List and explain sources of data for targeted industry and reference to local economic development.**

*Summary – Data has been developed from the following sources:*

- *Clara White Mission School of Culinary Arts, 2003 – 2006, enrollment, completion, placement, retention and wage rate statistics*
- *The Florida Job Vacancy / Hiring Needs Survey*
- *The Regional Targeted Occupations List for Region 8, 2005*
- *Bureau of Labor Statistics for the Jacksonville area*
- *The National Restaurant Association*
- *OCS state databank of work force statistics*

SECTION 4  
PROPOSAL INTERROGATORIES

4.00 **Application Interrogatories**

To be responsive, proposers shall complete this "entire" Section #4.00. The Board will evaluate responsive applications submitted. Please assure your proposal follows the RFP # numerical order format.

4.01 **Company Qualifications:**

The Board's evaluation will include reference to your company's past experience and unique qualifications. The committee will assign points to proposers based on the degree of their unique qualifications and "related" past experience.

4.011 Name of proposer: Clara White Mission, Inc.

4.012 Name of primary contact person: Jacoby Pittman-Peele

Phone Number: (904) 357-4162

Fax Number: (904) 791-4360

Email: jpittman@clara.whitemission.org

4.013 Address of most local branch:  
613 West Ashley Street  
Jacksonville, Florida 32202

4.014 Year proposer's business started: 1904 / Culinary Training - 2003

4.015 Year proposer began providing services: 1904 / Culinary Training - 2003

4.016 To be responsive, proposers shall list below 3-5 related references of your providing similar services as defined in this application: (Preference will be given to references that are for clients you have managed at least three (3) years).

Client	Contact Name	Phone #	# Years of Contractual Relationship	# of Clients Served
Please refer to attached letters of support in Section 6, "Attachments"				



4.017 Describe below a brief overview of your company's unique qualifications.

The Clara White Mission has operated a successful vocational training program since April, 2003. 82% of persons completing the program are placed into employment within 60 days of graduation; 84% of those placed, retain jobs longer than 30 days; 71% retain jobs beyond 6 months.

4.018 How many employees does your company have in:

- a. Northeast Florida 24 staff; 210 program graduates
- b. Florida as above
- c. United States as above since 2003

**4.02 Company Financial Strength:**

The Board evaluation will include evidence provided of your company's financial strength.

4.021 Attach a one (1) – two (2) page financial summary statement for your last two (2) fiscal years. Attached? Yes  No

**4.03 Proposed Project Staff Qualifications and Experience:**

The Board evaluation will include your proposed staff qualifications including, but not limited to:

- a. Your proposed on-site management/organizational chart and regional and national support
- b. Specific qualifications, educational background, and experience of staff proposed to operate and manage the account

4.031 To be responsive, proposers shall attach a staffing plan that defines the number of full-time and part-time employees.

4.032 It is preferred that proposers define below the name of each employee that will be involved in providing services under this contract.

Employee's Name	Current Title	# of Years With Your Firm
Position not filled	Culinary/Banquet Instructor	N/A
Position not filled	Culinary/Banquet Assistant	N/A
Position not filled	Custodial Instructor	N/A
Position not filled	Custodial Assistant	N/A
Position not filled	Administrative Assistant	N/A

**4.04 Finalist (Optional) Interview Demonstration:**

The Board may schedule interviews and demonstrations of proposed solutions with any finalist (as deemed in the program’s best interest). The Board will assign up to 25 points based on the finalist demonstration in the interview of their understanding of the requirements and commitment to meeting or exceeding minimum or preferred specifications. The Board reserves the right to issue all finalists a best and final offer invitation, as deemed in their best interest. (0 – 25 points)

**4.05 Finalist (Optional Client Site Visit(s))**

The Board reserves the right to schedule visits to your client sites to observe first hand how your company currently supports that client and the level of customer service provided. The committee will assign up to 25 points for exceptional, client visit customer service satisfaction and advanced use of technology as defined in this RFP. (0 – 25 points)

**5.00 Evaluation Criteria: (Proper applications will include not more than one page addressing each of the criterion listed below)**

The Board will review responsive proposals submitted. The Board will meet in a public evaluation meeting(s) and assign evaluation points for each criterion as defined below:

**Application Evaluation Criteria**

Individual Evaluation Points multiplied by weighting	Criterion
0 - 1- 2- 3- 4- 5 x 2=	Demand for the job as defined by Department of Labor
0 -1-2- 3- 4- 5 x 10=	Wage—the target should be \$15.00 or more an hour after training
0-1- 2- 3- 4- 5 x 10=	Training/certification—the complexity and certification value (requires state and or nationally recognized credential)
0-1- 2- 3- 4- 5 x 15=	Number of people to be trained by targeted population
0-1- 2- 3- 4- 5 x 15=	Matching dollars and/or in-kind being donated by all entities involved in project (include documentation of funds)
0- 1- 2- 3- 4- 5 x 5=	Cost per person
0- 1- 2- 3- 4- 5 x 1=	Timeline for project
0- 1- 2- 3- 4- 5 x 10=	Employer partners and their contributions (include specifics per partner with letters of support)
0- 1- 2- 3- 4- 5 x 25=	Experience of applicant as explained in number 4.03 above
50 or 0 =	Targeted Industry as identified by local economic development

## SECTION 5 ATTACHMENTS

- Budget
- 2-Year Financial Summary
- Board Information
- Organizational Chart
- Staffing Plan
- Partnership Agreements
- Letters of Support
- Documentation of Match
- Success Stories
- Media Coverage

## BUDGET

**CLARA WHITE MISSION JANITORIAL ACADEMY  
AND CULINARY/BANQUET MANAGEMENT  
BUDGET**

Training for individuals	\$ 168,592.00
Printing of Materials	9,500.00
Supplies	5,268.00
Uniforms	5,500.00
Textbooks	2,700.00
Certification	1,320.00
Laundry	2,400.00
Equipment & Supplies	<u>24,663.00</u>
TOTAL:	<u>\$219,943.00</u>

**TRAINING FOR INDIVIDUALS**

Janitorial Instructor	
Salary	\$ 35,000.00
FICA	2,678.00
Workers Comp	588.00
Unemployment Ins.	127.00
Health Insurance	3,316.00
Life Insurance	198.00
Dental Insurance	171.00
Disability Insurance	<u>291.00</u>
	\$ 42,369.00

Janitorial Assistant	
Salary	\$22,000.00
FICA	1,683.00
Workers Comp.	2,064.00
Unemployment Ins.	127.00
Health Insurance	3,216.00
Life Insurance	198.00
Dental Insurance	171.00
Disability Insurance	<u>183.00</u>
	\$26,642.00

Culinary/Banquet Instructor	
Salary	\$30,000.00
FICA	2,295.00
Workers Comp	504.00
Unemployment Ins.	127.00
Health Insurance	3,216.00
Life Insurance	198.00
Dental Insurance	171.00
Disability Insurance	<u>250.00</u>
	\$36,761.00

**2-YEAR FINANCIAL  
SUMMARY**

Culinary/Banquet Assistant	
Salary	\$22,000.00
FICA	1,683.00
Workers Comp.	2,064.00
Unemployment Ins.	127.00
Health Insurance	3,216.00
Life Insurance	198.00
Dental Insurance	171.00
Disability Insurance	183.00
	<u>\$29,642.00</u>

Administrative Assistant	
Salary	\$25,000.00
FICA	1,913.00
Workers Comp	2,345.00
Unemployment Ins.	127.00
Health Insurance	3,213.00
Life Insurance	198.00
Dental Insurance	171.00
Disability Insurance	208.00
	<u>\$33,178.00</u>

EQUIPMENT & SUPPLIES:

18" Buffers (2) @ \$850.00 ea	\$1,700.00
Walk Behind Wet Vacs (2) @ \$650.00 ea	1,300.00
Push Brooms w/ handles 24" (4) @ \$15 ea	60.00
Regular Brooms (4) @ \$10 ea	40.00
Mop Buckets (6) w/ Squeezer @ \$70.00 ea	420.00
Case of white mop heads	63.00
Red Mop heads (4) @ \$10.50 ea (for kitchens & break rooms)	42.00
Blue Mop heads (4) @ \$10.50 ea (for bathrooms)	42.00
Commercial Vacuum Cleaners (6) @ \$185 ea	1,110.00
Dust mops w/ handles (6) @ \$25 ea	150.00
Dusters (6) @	250.00
Cobweb dusters w/extension poles (4) @ \$6.50 ea	26.00
Wet Dry Vacs (3) @ \$65.00 ea	260.00
Commercial Extensions Cords (5) @ \$25 ea	125.00
Boxes of Rags (4) @ \$15.00 ea	60.00
Dust Rags (6 pkgs) @ \$5.00 ea	30.00
Cases of paper towels (40 cases) @ \$22.00 ea	880.00
Wax (10) 5 gal buckets @ \$60 ea	300.00
Stripper (4) 5 gal buckets @ \$45 ea	180.00
Case Red Stripping Pads (4) @ \$25 ea	100.00
Case of Green Stripping Pads (4) @ \$25 ea	100.00

Case of Blue Stripping Pads (4) @ \$25 ea	100.00
Case of Black Stripping Pads (5) @ \$25 ea	125.00
Cleaners (various)	2,000.00
Computer, Monitor, Printer	2,500.00
Computer Software	500.00
Food Warner	2,000.00
Chaffing Equipment	1,200.00
Tables wares	1,000.00
Small Wares	1,000.00
Decorations	2,000.00
Linens	2,500.00
Serving Wares	<u>2,500.00</u>
 TOTAL:	 \$24,663.00



**CLARA WHITE MISSION, INC.**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2005**

<u>Support and Revenue</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Government grants:			
Federal	\$ -	\$479,620	\$ 479,620
State and local	-	<u>106,821</u>	<u>106,821</u>
Total government grants	-	<u>586,441</u>	<u>586,441</u>
Public support:			
United Way	146,841	-	146,841
Contributions	118,860	111,905	230,765
Special events (Note 12)	80,661	-	80,661
Membership dues	<u>165</u>	-	<u>165</u>
Total public support	<u>346,527</u>	<u>111,905</u>	<u>458,432</u>
Other Revenue:			
Rent (Note 7)	26,678	-	26,678
Program fees	31,220	-	31,220
Interest and other	<u>1,915</u>	-	<u>1,915</u>
Total other revenue	<u>59,813</u>	-	<u>59,813</u>
Net assets released from restrictions:			
Satisfaction of program restrictions	<u>743,979</u>	<u>(743,979)</u>	-
Total support and revenue	<u>1,150,319</u>	<u>(45,633)</u>	<u>1,104,686</u>
 <u>Expenses</u>			
Program Services:			
Food and other	287,240	-	287,240
Drop-in center	138,894	-	138,894
Residence	454,725	-	454,725
Culinary	224,535	-	224,535
Youth	<u>96,793</u>	-	<u>96,793</u>
Total program services	1,202,187	-	1,202,187
Supporting Services:			
Management and general	36,695	-	36,695
Fundraising	<u>46,914</u>	-	<u>46,914</u>
Total expenses	<u>1,285,796</u>	-	<u>1,285,796</u>
Decrease in net assets	(135,477)	(45,633)	(181,110)
Net assets, beginning of year	<u>2,338,932</u>	<u>143,910</u>	<u>2,482,842</u>
Net assets, end of year	<u>\$2,203,455</u>	<u>\$ 98,277</u>	<u>\$2,301,732</u>

See independent auditor's report and notes to financial statements.

**CLARA WHITE MISSION, INC.**  
**STATEMENTS OF FINANCIAL POSITION**

**ASSETS**

	June 30,	
	2005	2004
Current assets:		
Cash and cash equivalents (Note 3)	\$ 60,228	\$ 116,584
Restricted cash (Note 3)	15,450	13,222
Grants receivable (Note 4)	89,817	83,517
Promises to give (Note 5)	82,827	130,688
Prepaid expenses	12,105	9,950
Total current assets	260,427	353,961
Marketable securities	1,116	848
Collections (Note 6)	-	-
Investment in real estate (Note 7)	153,612	142,288
Property and equipment (Note 8)	2,007,255	2,058,881
	\$2,422,410	\$2,555,978

**LIABILITIES AND NET ASSETS**

Current liabilities:		
Current portion of capital lease obligation (Note 13)	\$ 1,123	\$ 989
Accounts payable and accrued expenses	115,617	67,085
Total current liabilities	116,740	68,074
Capital lease obligation, due after one year (Note 13)	3,938	5,062
Total liabilities	120,678	73,136
Contingencies (Note 10)		
Net assets:		
Unrestricted	2,203,455	2,338,932
Temporarily restricted (Note 9)	98,277	143,910
Total net assets	2,301,732	2,482,842
	\$2,422,410	\$2,555,978

See independent auditor's report and notes to financial statements.

**CLARA WHITE MISSION, INC.**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2006**

<u>Support and Revenue</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Government grants:			
Federal	\$ -	\$427,191	\$ 427,191
State and local	-	84,088	84,088
Total government grants	<u>-</u>	<u>511,279</u>	<u>511,279</u>
Public support:			
United Way	163,466	-	163,466
Contributions	201,702	-	201,702
Special events (Note 12)	101,179	-	101,179
Membership dues	35	-	35
Total public support	<u>466,382</u>	<u>-</u>	<u>466,382</u>
Other Revenue:			
Rent (Note 7)	26,400	-	26,400
Program fees	62,989	-	62,989
Interest and other	1,473	-	1,473
Total other revenue	<u>90,862</u>	<u>-</u>	<u>90,862</u>
Net assets released from restrictions:			
Satisfaction of program restrictions	564,301	(564,301)	-
Total support and revenue	<u>1,121,545</u>	<u>(53,022)</u>	<u>1,068,523</u>
 <u>Expenses</u>			
Program Services:			
Food and other	289,830	-	289,830
Drop-in center	135,916	-	135,916
Residence	509,706	-	509,706
Culinary	225,187	-	225,187
Youth	91,309	-	91,309
	<u>1,251,948</u>	<u>-</u>	<u>1,251,948</u>
Supporting Services:			
Management and general	38,926	-	38,926
Fundraising	52,976	-	52,976
Total expenses	<u>1,343,850</u>	<u>-</u>	<u>1,343,850</u>
Decrease in net assets	(222,305)	(53,022)	(275,327)
Net assets, beginning of year	2,203,455	98,277	2,301,732
Net assets, end of year	<u>\$1,981,150</u>	<u>\$ 45,255</u>	<u>\$2,026,405</u>

See independent auditor's report and notes to financial statements.

**CLARA WHITE MISSION, INC.**  
**STATEMENT OF FINANCIAL POSITION**

**ASSETS**

	<u>June 30,</u>	
	<u>2006</u>	<u>2005</u>
Current assets:		
Cash and cash equivalents (Note 3)	\$ 8,424	\$ 60,228
Restricted cash (Note 3)	24,233	15,450
Grants receivable (Note 4)	55,226	89,817
Promises to give (Note 5)	21,022	82,827
Prepaid expenses	<u>6,017</u>	<u>12,105</u>
Total current assets	114,922	260,427
Marketable securities	1,364	1,116
Collections (Note 6)	-	-
Investment in real estate (Note 7)	153,170	153,612
Property and equipment (Note 8)	<u>1,906,606</u>	<u>2,007,255</u>
	<u>\$2,176,062</u>	<u>\$2,422,410</u>

**LIABILITIES AND NET ASSETS**

Current liabilities:		
Current portion of capital lease obligation (Note 13)	\$ 1,276	\$ 1,123
Accounts payable and accrued expenses	<u>68,362</u>	<u>115,617</u>
Total current liabilities	69,638	116,740
Capital lease obligation, due after one year (Note 13)	2,662	3,938
Mortgage note payable (Note 14)	<u>77,357</u>	<u>-</u>
Total liabilities	<u>149,657</u>	<u>120,678</u>
Contingencies (Note 10)		
Net assets:		
Unrestricted	1,981,150	2,203,455
Temporarily restricted (Note 9)	<u>45,255</u>	<u>98,277</u>
Total net assets	<u>2,026,405</u>	<u>2,301,732</u>
	<u>\$2,176,062</u>	<u>\$2,422,410</u>

See independent auditor's report and notes to financial statements.

**BOARD INFORMATION &  
ORGANIZATIONAL CHART**

## Clara White Mission Board of Directors 2007

### **Kristi Epperson**

Board Title: **Vice Chairman**  
Employer: Citi Cards, N. A.  
14000 Citi Cards Way  
Jacksonville, FL 32258  
HM: 880-6279 WK: 954-2178 Fax: 954-2602  
Email: kristi.bageant-epperson@citigroup.com

### **Craig Gibbs**

Board Title: **Chair, Membership Committee**  
Employer: Law Office of Craig Gibbs  
1200 Riverplace Blvd. #810  
Jacksonville, FL 32207  
HM: 724-9748 WK: 396-4499 Fax: 396-5224  
Email: cgibbs@cgibbslaw.com

### **Doug Harlan**

Employer: Wachovia Bank  
225 Water Street, 5<sup>th</sup> Floor  
Jacksonville, Florida 32202  
HM: 363-6239 WK: 489-3316 Fax: N/A  
Email: Douglas.harlan@wachovia.com

### **Tina Kicklighter**

Employer: The Robin Shepherd Group  
500 Bishopgate Lane  
Jacksonville, Florida 32204  
HM: WK: 359-0981 ext 72 Fax: N/A  
Email: tkicklighter@trsg.net

### **Robert Manning**

Employer: Retired  
12256 Breckenridge Court  
Jacksonville, Florida 32223  
HM: 292-9786 WK: Fax: N/A  
Email: robertmanning@bellsouth.net

### **Brian Murray**

Employer: Allstate Workplace Division  
1776 American Heritage Drive  
Jacksonville, Florida 32224  
HM: 573-2522 WK: 992-3091 Fax: 992-3091  
Email: bmurray@allstate.com

### **Dwinelle P. Ford**

Board Title: **Assistant Treasurer**  
Employer: Dufrensne & Associates, CPA  
P. O. Box 331443  
Atlantic Beach, Florida 32250  
HM: 249-5735 WK: 270-8820 Fax: 270-8821  
Email: JAXBEACHCPA@aol.com

### **Susan Green**

Employer: Green & Kupperman, Inc.  
200 1st Street  
Neptune, Florida 32266  
HM: WK: 241-6611 Fax:  
Email: susangreen@200firststreet.com

### **Mary Hoffman**

Board Title: **Chairman**  
Employer: Mayo Clinic  
4500 San Pablo Road  
Jacksonville, FL 32224  
HM: 280-5313 WK: 953-2171 Fax: 953-7350  
Email: hoffman.mary@mayo.edu

### **Mark Lynn**

Board Title: **Past Chairman**  
Employer: Citi Cards  
14000 Citi Cards Way  
Jacksonville, FL 32258  
HM: 771-4116 WK: 954-7484 Fax: 954-2554  
Email: mark.s.lynn@citigroup.com

### **Kris Mattson**

Employer: Citi Cards  
14000 Citi Cards Way  
Jacksonville, FL 32258  
HM: NA WK: 954-7039 Fax: 954-8207  
Email: Kris.Mattson@citigroup.com

### **Bandelee Onasanya**

Employer: ONAS Corporation  
2044 University Blvd., North  
Jacksonville, Florida 32211  
HM: 509-4352 WK: 745-0508 Fax: 745-1318  
Email: onascorp@bellsouth.net

## Clara White Mission Board of Directors 2007

### **Joseph O'Shields**

Board Title: **Chair, Operations/Real Estate Com.**

Employer: Rogers Towers, P. A.

1301 Riverplace Blvd., #1500

Jacksonville, FL 32207

HM: 399-5916 WK: 346-5507 Fax: 396-0663

Email: joshield@rtlaw.com

### **Cynthia Thomas**

Board Title: **Secretary**

Employer: George Barnes Realty

4991 Soutel Drive

Jacksonville, Florida 32208

HM: 766-7863 WK: 765-5505 Fax: 765-3310

Email: cdthomas@comcast.net

### **Carrie Davis**

Employer: Housing Partnership of NE Florida

4401 Emerson Street

Jacksonville, Florida 32207

HM: WK: 398-4424 Fax:

Email: cdavis@thehousingpartnership.org

### **Kevin Monahan**

Employer: University of North Florida

8357 Warlin Drive South

Jacksonville, Florida 32216

HM: 996-2454 WK: Fax:

Email: keymon55@comcast.net

### **Assistant Chief Don Redmond**

Board Title: **Treasurer**

Employer: Jacksonville Sheriff's Office

500 East Adams Street

Jacksonville, Florida 32202

HM: NA WK: 630-5713 Fax: 630-5825

Email: 6921dwr@jaxsheriff.com

### **Glenda Washington**

Board Title: **Chaplain**

Employer: Jacksonville Chamber of Commerce

5000-3 Norwood Avenue

Jacksonville, Florida 32208

HM: WK: 924-1100 ext. 226 Fax: 765-8966

Email: glenda.washington@myjaxchamber.com

### **Marilyn Wilkerson Williams**

6172 W. Pettiford Drive

Jacksonville, Florida 32209

HM: 765-8982 WK: Fax:

Email: mjwnyny@aol.com

### **Sharon Wright**

Employer: Total Care Mortgage

6501 Arlington Exp. #A156

Jacksonville, Florida 32211

HM: 744-1202 WK: 726-8002 Fax: 726-8003

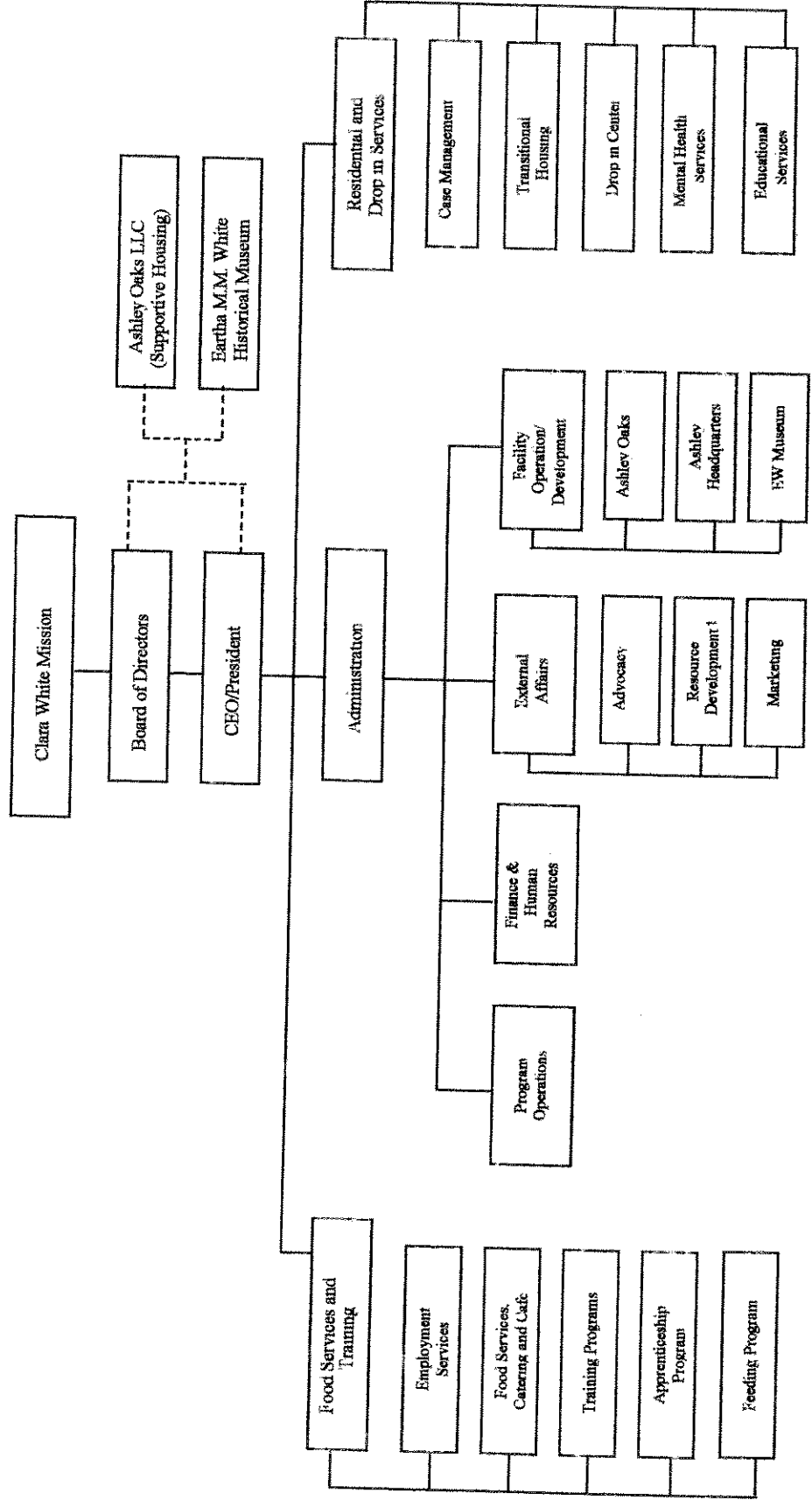
Email: totalcm@bellsouth.net

## IV. ORGANIZATIONAL RESTRUCTURING

### A. Organizational Structure and Subsidiaries

The following organizational structure represents Clara White Mission's current and proposed plans for continuing to expand the range and scope of services enabling it to provide a Continuum of Care in servicing those at risk.

**Organizational Chart  
2007-2012**





## STAFFING PLAN

STAFFING PLAN  
CULINARY/BANQUET/CUSTODIAL TRAINING &  
PLACEMENT PROGRAM

- CULINARY/BANQUET INSTRUCTOR
- CULINARY/BANQUET ASSISTANT
- CUSTODIAL INSTRUCTOR
- CUSTODIAL ASSISTANT
- ADMINISTRATIVE ASSISTANT

## PARTNERSHIP AGREEMENTS



June 14, 2007

Ms. Ju'Coby Pittman  
President  
Clara White Mission  
134 Ashley St.  
Jacksonville, FL 32206

Ms. Pittman,

I apologize for the length of time it has taken to get this into this form. As with any institution, the approval process takes some time.

We now have the figures that are needed to proceed with this proposal. Our proposal will be for a 15 month period stemming from April 1 of 2007 until June 30 of 2008. The amount on an annual basis will be \$49000, or \$4083.33 billed monthly. This is based on a 50 week year, with the 2 weeks at Christmas being the non-covered weeks, as that is what the situation is currently. This amount would be to cover the expenses of a full time instructor and the previously discussed administrative costs. We would be responsible for providing the instructor for the time of instruction.

I will begin to draft a memo of understanding for our signatures and we can proceed and move to put this behind us.

If you have any questions, please don't hesitate to give me a call.

Sincerely,

Noel Ridsdale, CEC, CCA, AAC  
Culinary Coordinator

First Coast Technical Institute- School of Culinary Arts  
2980 Collins Ave.

St. Augustine, FL 32084

Phone 904-829-1061

Email. [ridsdan@fcti.org](mailto:ridsdan@fcti.org)

FAX: 904-829-1089

## SPACE USAGE AGREEMENT

### CLARA WHITE MISSION & ST. JOHN'S CATHEDRAL

1. This Agreement ("Agreement") is made this 23<sup>rd</sup> day of March 2007 between the **Clara White Mission, Inc.** a non-profit Florida corporation and **The Rector, Wardens, and Vestry of St. Johns Parish** (hereinafter "**St. John's Cathedral**"). The two organizations (**Clara White Mission and St. John's Cathedral**) have undertaken to create a training cafe for students/graduates enrolled in the **Clara White Mission** certified Culinary Arts Program. The program will provide additional and extensive training for students and graduates to perfect their skills in culinary arts at the **St. John's Cathedral** located at 256 East Church Street, Jacksonville, Florida 32202.
2. **St. John's Cathedral** is supporting this collaborative effort with the **Clara White Mission** by providing in-kind space, **Taliaferro Hall, Kitchen, and entrance area** (hereinafter "allocated space"), to develop and implement "**Clara's At the Cathedral Cafe**" for the community to patronize for a nominal cost once a week.
3. This Agreement for "**Clara's At The Cathedral**" will be reviewed annually for renewal status. The renewal shall be made by mutual agreement and satisfaction of programmatic and financial performance by **Clara White Mission and St. John's Cathedral**. The annual renewal shall be confirmed in writing and executed by both parties.
4. **St. John's Cathedral** agrees to provide storage for utilization by the **Clara White Mission** for refrigerated food/miscellaneous serving items.
5. Sub-letting by **Clara White Mission** is prohibited. Further, **Clara White Mission** may not authorize use of the allocated space by any other group or agency, unless authorized in writing by **St. John's Cathedral**.
6. The scheduling of space is to be coordinated with **St. John's Cathedral's** designated representative to ensure there is no scheduling conflict to hinder/delay weekly (Fridays) opening from 11:00 a.m. to 1:00 p.m. **St. John's Cathedral** agrees to make the allocated space available to **Clara White Mission** on Thursdays after 1 pm but reserves the right to schedule and use the allocated space on occasion for its own events Thursday afternoons and evenings in which case the allocated space would not be available to **Clara White Mission** until 7 am on Friday morning. In that event, **Clara White Mission** will be given at least two weeks advance notice to assist for planning and preparation.
7. **Clara White Mission** shall not alter/renovate the allocated space without written or verbal permission from **St. John's Cathedral**.
8. **Clara White Mission** shall keep and maintain the allocated space in a clean and orderly manner, return it to its initial condition upon departure, and make its best effort to depart by 4 pm on Fridays.
9. **St. John's Cathedral** agrees to assume expenses for utilities/maintenance incurred in connection with **Clara White Mission's** use of the allocated space and is responsible for table set-ups. **St. John's Cathedral** will arrange for linen (tablecloths and napkins) to be available, for which costs **Clara White Mission** will reimburse **St. John's Cathedral** on a quarterly basis.
10. **Clara White Mission** shall indemnify **St. John's Cathedral** and save it harmless from suits, actions, damages, liabilities and expense in connections with loss of life, bodily or personal injury or property or

any other damage arising from or out of the use of the allocated space. The General Agreement Insurance (\$2,000,000) shall name **St. John's Cathedral** as an additional insured prior to opening on April 13, 2007, and a copy of the endorsement and certificate verifying coverage shall be provided to **St. John's Cathedral**.

11. **Termination of Agreement:** Either party may terminate this Agreement at any time without cause by giving the other party at least ninety (90) days prior written notice.

IN WITNESS WHEREOF, the **Clara White Mission** and **St John's Cathedral** have caused this Agreement to be executed by themselves or their duly authorized officers, as of the day and year first above written.

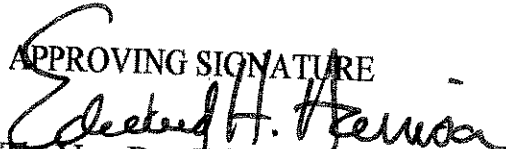
REQUESTING SIGNATURE

  
JuCoby Pittman,  
CEO/President  
Clara White Mission, Inc.

Date

5/3/07

APPROVING SIGNATURE

  
The Very Rev. Edward H. Harrison  
Dean  
St. John's Cathedral

Date

3 May 2007

**PARTNERSHIP AGREEMENT  
BETWEEN  
CLARA WHITE MISSION, INC  
AND  
RIVER REGION HUMAN SERVICES, INC.**

---

**THIS IS A PARTNERSHIP AGREEMENT** (the "Agreement") made and entered into on this 15<sup>th</sup> day of August 2006, executed by the parties, by and between the following parties:

1. **RIVER REGION HUMAN SERVICES, INC.**, a Florida non-profit corporation, 666 Park Street, Jacksonville, Florida 32204 ("RRHS")

**Customer, CLARA WHITE MISSION, INC.**,  
a Florida non-profit corporation  
613 West Ashley Street  
Jacksonville, Florida 32202

**WHEREAS, RRHS** provides drug testing and medical review services to companies to support drug testing programs and policies; and

**CLARA WHITE MISSION** has a policy for drugs of abuse testing of volunteers and/or employees and requires medical review office services that RRHS can provide.

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Partnership Agreement, **RRHS** and **CLARA WHITE MISSION** hereby enter into this Agreement under the following terms and conditions:

**SECTION 1: RRHS SCOPE OF SERVICES**

**(CLARA WHITE MISSION will initial the services that they have selected to receive.)**

- A. **RRHS** will provide the necessary personnel and materials to conduct urine testing. This will include trained personnel, specimen bottles, chain of custody forms, and blue transporting boxes.
- B. **RRHS** will provide urine testing to designated personnel of **CLARA WHITE MISSION** at 660 Park Street, Jacksonville, Florida 32204 or another assigned site of **RRHS**.
- C. Results will be received at **RRHS** and will be reviewed by the Medical Review Officer, Raymond M. Pomm, MD ("MRO").
- D. The Primary role of the medical review officer is to review and interpret confirmed positive test results obtained through **CLARA WHITE MISSION's** testing program. In carrying out this responsibility, the MRO shall examine alternative medical explanations for any positive test results.
- E. All negative results and confirmed positive results will be communicated to Ju'Coby Pittman, CEO/President or Meg Fisher, Vice President upon arrival.

F. **RRHS** will be responsible is sending all communiqué to the designated laboratory regarding urine drop testing.

## 2. **SCOPE OF RESPONSIBILITY OF CLARA WHITE MISSION**

A. **CLARA WHITE MISSION** will be responsible in communicating the drug free procedure to the employee/applicant and/or volunteer.

B. **CLARA WHITE MISSION** will provide release of information forms to **RRHS** for their designated personnel being tested and instruct them to bring with them a photo identification document.

C. **CLARA WHITE MISSION** will communicate with the designated personnel to inform them that they must report to the 660 Park Street location, 330 West State Street or 2981 Parental Home Road by 4:00 p.m. of the day of testing.

D. If the test has been received noting o confirmed positive, it is the responsibility of the **CLARA WHITE MISSION** representative to contact the applicant/employee to be given an opportunity to discuss a laboratory confirmed positive test result with the MRO.

E. **CLARA WHITE MISSION** will provide **RRHS** with the most recent Drug and Alcohol Procedure of **CLARA WHITE MISSION**.

## 3. **OBTAINING ADDITIONAL LABORATORY TEST, REANALYSIS, AND INFORMATION:**

If a retest is requested on a specimen, the MRO will direct, in writing, a reanalysis of the original sample if requested within 72 hours of the employee/applicant's have been informed of a verified positive test.

It is the responsibility of the employee/applicant or the designated party requesting the retest to direct the MRO on the laboratory that will be conducting the test, and they will be responsible for the additional expense of the test.

## 4. **RECORDKEEPING AND RECORD RETENTION:**

**CLARA WHITE MISSION** representative will be the sole custodian of the individual's test results. A Copy will be kept by **RRHS** for up to five years for verified positive test results

**CLARA WHITE MISSION** agrees to keep test results in a secure and confidential area. Such results and information will be released to individuals with a business need for the information.

**RRHS** will not release individual test results to anyone except the designated **CLARA WHITE MISSION** representative and its' assigned alternate. Any other inquiries will be directed to **CLARA WHITE MISSION** representative.

## 5. **FEEES AND PAYMENTS**

A. **CLARA WHITE MISSION** agrees to pay \$25.00 per urine test conducted at 660 Park Street location or other designated sites.



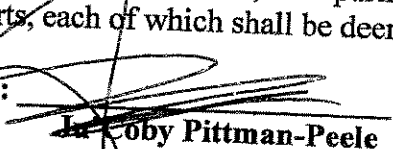
B. RRHS will invoice CLARA WHITE MISSION for services provided on a monthly basis. Payment terms are net thirty (30) days after the date of any invoice. Overdue payments are subject to additional interest and service charges.

6. GENERAL TERMS

- A. This agreement shall be in effect from the date of execution. If either party desires to discontinue this agreement they both agree to provide the other party a 30-day notice. Also, if there are any price changes for the testing, River Region Human Services agrees to provide a 30-day notice prior to the change.
- B. The parties understand and agree that RRHS and MRO do not make any employee decisions for CLARA WHITE MISSION such as hiring of applicants, termination, discipline or retention of any employee or former employee and that employer has sole responsibility for all such decisions. RRHS nor MRO shall not be responsible for any damages resulting from acts or omissions of the Employer under the Employer's substance abuse procedure policy.
- C. If during the term of this agreement there is a significant change in the requirements of the MRO or of drug testing, or other services covered under this agreement as the result of regulatory changes, or changes mandated by federal and state law, both parties agree to renegotiate the services and fees provided therein.
- D. If any provision of the Partnership Agreement is held to be illegal, invalid or unenforceable by a court of competent jurisdiction, the parties shall, if possible agree on a legal, valid and enforceable substitute provision which is as similar in effect to the deleted provision as possible. The remaining portion of the Partnership Agreement not declared illegal, invalid or unenforceable shall, in any event, remain valid and effective for the term remaining unless the provision found illegal, invalid or unenforceable goes to the essence of this Agreement.

IN WITNESS WHEREOF, the parties hereto have cause these present to be executed in several counterparts, each of which shall be deemed an original, as of the day and year above set forth.

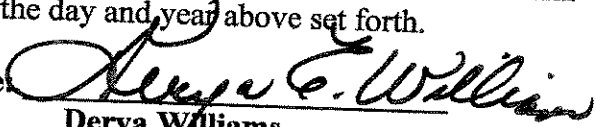
Signature:

  
Coby Pittman-Peele  
CEO/President  
Clara White Mission, Inc.

Date:

8/16/06

Signature:

  
Derya Williams  
Executive Director  
River Region Human Services, Inc.

Date:

8/16/06

**PARTNERSHIP AGREEMENT  
BETWEEN  
CLARA WHITE MISSION, INC.  
AND  
JACKSONVILLE HOSPITALITY INSTITUTE**

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This Agreement, entered into on **October 1, 2006**, by and between **Clara White Mission, Inc.** whose mailing address is 613 West Ashley Street, Jacksonville, Florida 32202 and **FreshMinistries d.b.a. Jacksonville Hospitality Institute**, having its principal place of business in Jacksonville, Florida, whose mailing address is 1830 Main Street, Jacksonville, Florida 32206.

**WITNESSETH:**

**WHEREAS, Clara White Mission**, in its culinary arts program has developed and implemented a technical skills program for individuals, who are eligible and selected to participate in the culinary arts disciplines to complete their professional development (males & females); and provide transitional housing for males (only) on an as needed basis.

**WHEREAS, Jacksonville Hospitality Institute**, has the responsibility to refer, screen and select potential students to enroll and participate in the culinary arts program on-site at **Clara White Mission**; and

**WHEREAS**, in fulfillment of said responsibility, **Clara White Mission**, will partner with **Jacksonville Hospitality Institute** for providing culinary training by a certified instructor, with experience in the education of culinary arts; provide case management, life management and employment resources, job placement base on student qualifications.

**WHEREAS**, the educational instructions of contract services will enhance the vocational skills of selected individuals through this cooperative effort of **Clara White Mission and the Jacksonville Hospitality Institute** and benefit the regional hospitality industry; and if students are referred by the Jacksonville Hospitality Institute to Clara White Mission and do not qualify as homeless under the established definitions, Jacksonville Hospitality Institute agrees to pay an agreed fee to Clara White Mission.

**NOW, THEREFORE**, for and in consideration of the terms and conditions hereafter set forth and the mutual benefits to be received, **Jacksonville Hospitality Institute and Clara White Mission** agree as follows:

**1. CLARA WHITE MISSION RESPONSIBILITIES:**

A. **Service/Support**: **Clara White Mission** will provide the following service/support:

- Select and assign the appropriate materials to provide basic skills in culinary arts, during the Partnership Agreement.
- Provide educational services for a total of fourteen (14) weeks with culinary modules presented up to four (4) times annually.
- Provide Case Management and Life Management to students in the program
- Students are on an initial probationary period of two (2) weeks.

- Provide twelve (12) weeks of follow-up after graduation.
- Provide adequate classroom space, training-kitchen, equipment, daily meals, professional text books, uniforms, drug screening, staff/student evaluations, bus tokens, and resources and job placement in training related job.
- Provide Mental/Physical Health Assessments
- Promote partnership efforts in helping the unemployed and underemployed program participants secure training and employment.
- Discuss information on recruitment, training and job placement that will be utilized for internal use to strengthen program curriculum. If external use is necessary, both agencies will agree upon format distribution and for continuity.
- Assume responsibility for any liabilities incurred while students are participating in the on site training at Clara White Mission.
- Refer appropriate candidates to the hospitality training provided by the Jacksonville Hospitality Institute.

B. **Time Obligation:** Program services are provided on-site at the Clara White Mission, 613 West Ashley Street, Monday through Friday, 7:30 a.m. to 4:00 p.m.

## 2. JACKSONVILLE HOSPITALITY INSTITUTE RESPONSIBILITIES:

- A. **Service/Support:** Jacksonville Hospitality Institute responsibilities will include: Referring, screening and selection of individuals for the culinary program, conduct meetings and updates to Clara White Mission staff regarding program evaluations, student issues and concerns, and case management services.
- B. Promote partnership efforts in helping the unemployed and underemployed program participants secure training and employment.
- C. Discuss information on recruitment, training and placement that will be utilized for internal use to strengthen program curriculum. If external use is necessary both agencies will agree on format distribution and for continuity.
- D. Provide training and case management in housekeeping, food services and front desk operations as the demand warrants.
- E. Assume responsibility for any liabilities incurred while participants are present at the facilities of the Jacksonville Hospitality Institute.

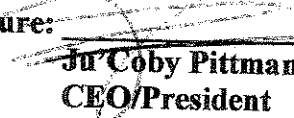
## 3. TERMS AND TERMINATION, AMENDMENT:

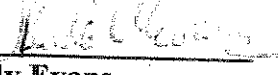
- A. **Term of Agreement:** This Partnership Agreement shall commence on the effective date and end on **October 1, 2007**. This Partnership Agreement may be renewed on a yearly basis for no more than one (1) year. Such renewal shall be made by mutual agreement and shall be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by Clara White Mission and Jacksonville Hospitality Institute and the availability of funding. Each renewal shall be confirmed in writing and shall be subject to the same terms and conditions as set forth in the initial Partnership Agreement executed by both parties hereto. In the event of planned nonrenewal, each party agrees to provide the other with not less than 60 days advance notice in writing.
- B. **Termination of Agreement:** Either party may terminate the Memorandum of Agreement at any time with or without cause by giving the other party at least ninety (90) days prior written notice.

4. MISCELLANEOUS PROVISIONS

- A. **Assignment:** Neither party hereto may assign or transfer this Partnership of Agreement, in whole or in part, nor any interest arising hereunder, without the prior written consent of the other party, which consent may be withheld in the sole discretion of party whose consent is required.
- B. **Entirety of Agreement:** This Partnership Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof and supersedes any prior agreements, oral or written, and all other communications between the parties. Any modifications to this agreement shall be valid only when executed in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have cause these present to be executed in several counterparts, each of which shall be deemed an original, as of the day and year above set forth.

Signature:   
Ju Coby Pittman-Peele  
CEO/President  
Clara White Mission, Inc.

Signature:   
Randy Evans  
President, U.S.A. Ministries at Fresh Ministries  
Fresh Ministries d.b.a. Jacksonville Hospitality  
Institute

Date: Sept 29, 2006

Date: Oct 4, 2006



**Executive Staff**

The Rev. Dr. Robert V. Lee III, Chairman  
Chief Executive Officer  
The Rev. Dr. Bruce R. Grob, Vice Chairman  
Executive Director, Siyafundisa  
J. Randall Evans, President  
U.S.A. Ministries  
Michael Bryant, Director  
Center for Urban Initiatives  
Vanessa D. Boyer, Associate Director  
Center for Urban Initiatives  
Vicki Burke, Director  
Education and Youth  
Beverly Toney, Coordinator  
East Jacksonville Housing

October 4, 2006

Ms. Ju' Coby Pittman-Peele  
Clara White Mission  
613 West Ashley Street  
Jacksonville, FL 32202

Re: Hospitality Partnership

Dear Ju'Coby,

Thanks for your letter of September 27<sup>th</sup> and the enclosed partnership agreement. We are enclosing a fully executed copy for your file along with a copy of our recruiting flyer. We look forward to working with you and your team in expanding the training opportunities for First Coast residents.

Todd will be in touch with Bob Stone as he comes across possible candidates for the culinary training. I will be in touch later in the month as we plan further publicity concerning the initial JHI classes. Let me know if any questions arise in the interim.

Very truly yours,

Michael Bryant

Enclosures

**PARTNERSHIP AGREEMENT  
BETWEEN  
CLARA WHITE MISSION, INC.  
AND  
CITY RESCUE MISSION, INC.**

---

This Agreement, entered into on **September 1, 2006**, by and between **Clara White Mission, Inc.** whose mailing address is 613 West Ashley Street, Jacksonville, Florida 32202 and **City Rescue Mission**, having its principle place of business in Jacksonville, Florida, whose mailing address is 426 South McDuff Avenue, Jacksonville, Florida 32254.

**WITNESSETH:**

**WHEREAS, Clara White Mission**, in its culinary arts program will develop/implement a technical skilled program for individuals, who are eligible and selected to participate in the culinary arts disciplines to complete their professional development (males & females); and provide transitional housing for males (only) on a as needed basis.

**WHEREAS, City Rescue Mission**, has the responsibility to select, screen and refer potential students to enroll and participate in the culinary arts program on-site at **Clara White Mission**; and

**WHEREAS**, in fulfillment of said responsibility, **Clara White Mission**, wishes to partner with **City Rescue Mission** for providing culinary training by a certified instructor, with experience in the education of culinary arts; provide case management, life management and employment resources/placement base on student qualifications.

**WHEREAS**, the educational instructions of partner services will enhance the vocational skills of selected individuals through this cooperative effort of **Clara White Mission, City Rescue Mission** and the food service industry.

**NOW, THEREFORE**, for and in consideration of responsible, terms and conditions hereafter set forth and the mutual benefits to be received, **City Rescue Mission** and **Clara White Mission** agree as follows:

**1. CLARA WHITE MISSION RESPONSIBILITIES:**

A. **Service/Support**: **Clara White Mission** will provide the following service/support:

- Select and assign the appropriate materials to provide basic skills in culinary arts, during the Contract Term.
- Provide educational services for a total of fourteen (14) weeks with culinary modules presented up to four (4) times annually.
- Students are on probation of initially for (2) weeks.
- Case Management
- Provide twelve (12) weeks of follow-up after graduation.
- Provide adequate classroom space, training-kitchen, equipment, daily meals, professional textbooks, uniforms, drug screening, staff/student evaluations, bus tokens, and resources and job placement in training related job.

- B. **Time Obligation:** Program services are provided on-site at the Clara White Mission, 613 West Ashley Street, Monday through Friday, 7:00 a.m. to 3:00 p.m.

2. **CITY RESCUE MISSION RESPONSIBILITIES:**

- A. **Service/Support:** City Rescue Mission responsibilities will include: selecting, screening and referring of individuals for the culinary program, conduct meetings and updates to Clara White Mission staff regarding program evaluations, student issues and concerns, and case management services.

3. **TERMS AND TERMINATION, AMENDMENT:**

- A. **Term of Agreement:** This Partnership Agreement shall commence on the Effective Date and end on **September 30, 2008**. Such renewal shall be made by mutual agreement and shall be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by Clara White Mission and City Rescue Mission and the availability of funding. Each renewal shall be confirmed in writing and shall be subject to the same terms and conditions as set forth in the initial Partnership Agreement executed by both parties hereto.
- B. **Termination of Agreement:** Either party may terminate the Partnership Agreement at any time with or without cause by giving the other party at least thirty (30) days prior written notice.

4. **MISCELLANEOUS PROVISIONS**

- A. **Assignment:** Neither party hereto may assign or transfer this Partnership Agreement, in whole or in part, or any interest arising hereunder, without the prior written consent of the other party, which consent may be withheld in the sole discretion of party whose consent is required.
- B. **Entirety of Agreement:** This Partnership Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof and supersedes any prior agreements, oral or written, and all other communications between the parties. Any modification to this agreement shall be valid only when executed in writing by both parties.

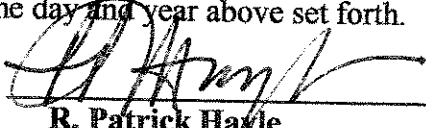
IN WITNESS WHEREOF, the parties hereto have cause these present to be executed in several counterparts, each of which shall be deemed an original, as of the day and year above set forth.

Signature: \_\_\_\_\_

~~Ju' Coby Pittman-Peele~~  
CEO/President  
Clara White Mission, Inc.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

  
R. Patrick Hayle  
Executive Director  
City Rescue Mission, Inc.

Date: Oct. 19, 2006.

**PARTNERSHIP AGREEMENT  
BETWEEN  
CLARA WHITE MISSION, INC.  
AND  
I. M. SULZBACHER CENTER FOR THE HOMELESS, INC.**

---

This Agreement, entered into on **September 1, 2006**, by and between **Clara White Mission, Inc.** whose mailing address is 613 West Ashley Street, Jacksonville, Florida 32202 and **I. M. Sulzbacher Center for the Homeless, Inc.**, having its principle place of business in Jacksonville, Florida, whose mailing address is 611 East Adams Street, Jacksonville, Florida 32202.

**WITNESSETH:**

**WHEREAS, Clara White Mission**, in its culinary arts program will develop/implement a technical skilled program for individuals, who are eligible and selected to participate in the culinary arts disciplines to complete their professional development (males & females); and provide transitional housing for males (only) on a as needed basis.

**WHEREAS, I. M. Sulzbacher Center for the Homeless**, has the responsibility to refer, screen and select potential students to enroll and participate in the culinary arts program on-site at **Clara White Mission**; and

**WHEREAS**, in fulfillment of said responsibility, **Clara White Mission**, wishes to partner with **I. M. Sulzbacher Center for the Homeless** to provide culinary training by a certified instructor, with experience in the education of culinary arts; provide case management, life management and employment resources/placement base on student qualifications.

**WHEREAS**, the educational instructions of partner services will enhance the vocational skills of selected individuals through this cooperative effort of **Clara White Mission, I. M. Sulzbacher Center For The Homeless** and the food service industry.

**NOW, THEREFORE**, and in consideration of responsible terms and conditions hereafter set forth and the mutual benefits to be received, **I. M. Sulzbacher Center for the Homeless and Clara White Mission** agree as follows:

**1. CLARA WHITE MISSION RESPONSIBILITIES:**

A. **Service/Support**: **Clara White Mission** will provide the following service/support:

- Select and assign the appropriate materials to provide basic skills in culinary arts, during the Contract Term.
- Provide educational services for a total of fourteen (14) weeks with culinary modules presented up to seven (4) times annually.
- Case Management.
- Students are on probation of initial for (2) weeks.
- Provide twelve (12) weeks of follow-up after graduation.



- Provide adequate classroom space, training-kitchen, equipment, daily meals, professional text books, uniforms, drug screening, staff/student evaluations, bus tokens, resources and training-related job placement.

B. **Time Obligation:** Program services are provided on-site at the **Clara White Mission**, 613 West Ashley Street, Monday through Friday, 7:00 a.m. to 3:00 p.m.

## 2. **I. M. SULZBACHER CENTER FOR THE HOMELESS RESPONSIBILITIES:**

A. **Service/Support:** **I. M. Sulzbacher Center for the Homeless** responsibilities will include: Referring, screening and selection of individuals for the culinary program, and/or housing, conduct meetings and updates to **Clara White Mission** staff regarding program evaluations, student issues and concerns, and case management services.

## 3. **TERMS AND TERMINATION, AMENDMENT:**

A. **Term of Agreement:** This Partnership Agreement shall commence on the Effective Date and end on **September 30, 2008**. Such renewal shall be made by mutual agreement and shall be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by **Clara White Mission** and **I. M. Sulzbacher Center for the Homeless** and the availability of funding. Each renewal shall be confirmed in writing and shall be subject to the same terms and conditions as set forth in the initial Partnership Agreement executed by both parties hereto.

B. **Termination of Agreement:** Either party may terminate the Partnership Agreement at any time with or without cause by giving the other party at least thirty (30) days prior written notice.

## 4. **MISCELLANEOUS PROVISIONS**

A. **Assignment:** Neither party hereto may assign or transfer this Partnership Agreement, in whole or in part, or any interest arising hereunder, without the prior written consent of the other party, which consent may be withheld in the sole discretion of party whose consent is required.

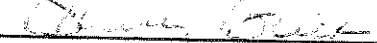
B. **Entirety of Agreement:** This Partnership Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof and supersedes any prior agreements, oral or written, and all other communications between the parties. Any modification to this agreement shall be valid only when executed in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have cause these present to be executed in several counterparts, each of which shall be deemed an original, as of the day and year above set forth.

Signature: 

**Ju' Coby Pittman-Peele**  
**CEO/President**  
**Clara White Mission, Inc.**

Date: 9/26/16

Signature: 

**Sherry Burns**  
**President/CEO**  
**I. M. Sulzbacher Center for the Homeless, Inc.**

Date: 10-6-16

**PARTNERSHIP AGREEMENT  
BETWEEN  
CLARA WHITE MISSION, INC.  
AND  
NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC.**

---

This Agreement, entered into on **October 1, 2006**, by and between **Clara White Mission, Inc.** whose mailing address is 613 West Ashley Street, Jacksonville, Florida 32202 and **Northeast Florida Community Action Agency, Inc. (NFCAA)**, having its principal place of business in Jacksonville, Florida, whose mailing address is 4070 Boulevard Center Drive, Suite 200, 4500 Building, Jacksonville, Florida 32207.

**WITNESSETH:**

**WHEREAS, Clara White Mission**, in its culinary arts program will develop/implement a technical skilled program for individuals, who are eligible and selected to participate in the culinary arts disciplines to complete their professional development (males & females); and provide transitional housing for males (only) on an as needed basis.

**WHEREAS, NFCAA**, has the responsibility to refer, screen and select potential students to enroll and participate in the culinary arts program on-site at **Clara White Mission**; and

**WHEREAS**, in fulfillment of said responsibility, **Clara White Mission**, wishes to partner with **NFCAA** for providing culinary training by a certified instructor, with experience in the education of culinary arts; provide case management, life management and employment resources/placement based on student qualifications.

**WHEREAS**, the educational instructions of partner services will enhance the vocational skills of selected individuals through this cooperative effort of **Clara White Mission, NFCAA** and the food service industry.

**NOW, THEREFORE**, for and in consideration of the respective, terms and conditions hereafter set forth and the mutual benefits to be received, **NFCAA** and **Clara White Mission** agree as follows:

**1. CLARA WHITE MISSION RESPONSIBILITIES:**

**A. Service/Support: Clara White Mission will provide the following service/support:**

- Select and assign the appropriate materials to provide basic skills in culinary arts, during the Contract Term.
- Provide educational services for a total of fourteen (14) weeks with culinary modules presented up to seven (4) times annually.
- Case Management
- Students are on probation of initial for (2) weeks.
- Provide twelve (12) weeks of follow-up after graduation.
- Provide adequate classroom space, training-kitchen, equipment, daily meals, professional text books, uniforms, drug screening, staff/student evaluations, bus tokens, and resources and job placement in training related job.

- B. **Time Obligation:** Program services are provided on-site at the Clara White Mission, 613 West Ashley Street, Monday through Friday, 7:00 a.m. to 3:00 p.m.

2. **NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC. RESPONSIBILITIES:**

- A. **Service/Support:** NFCAA responsibilities will include: Referring, screening and selection of individuals for the culinary program, conduct meetings and updates to Clara White Mission staff regarding program evaluations, student issues and concerns, and case management services.

3. **COMPENSATION FOR CONTRACTUAL FEES:**

- A. **Compensation:** The period from the commencement of any given 14-week class shall be referred to as effective billing date. Commencing on the Effective Date, NFCAA shall pay Clara White Mission for services provided as described in Section 1.A. herein a total of \$1,800 for program services.

4. **INDEPENDENT CONTRACTOR RELATIONSHIP:**

- A. **Independent Agencies:** Both parties expressly intend that with regard to the provisions of the Contract, said parties are independent agencies and no party hereto shall receive any benefits those expressly provided for herein. This Partnership Agreement will remain on file with the Clara White Mission and NFCAA for documentation.

5. **TERMS AND TERMINATION, AMENDMENT:**

- A. **Term of Agreement:** This Partnership Agreement shall commence on the Effective Date and end on September 30, 2007. Such renewal shall be made by mutual agreement and shall be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by Clara White Mission and NFCAA and the availability of funding. Each renewal shall be confirmed in writing and shall be subject to the same terms and conditions as set forth in the initial Partnership Agreement executed by both parties hereto or other terms and conditions agreeable to both parties.
- B. **Termination of Agreement:** Either party may terminate the Partnership Agreement at any time with or without cause by giving the other party at least thirty (30) days prior written notice, certified, return receipt required.

6. **MISCELLANEOUS PROVISIONS**

- A. **Assignment:** Neither party hereto may assign or transfer this Partnership Agreement, in whole or in part, or any interest arising hereunder, without the prior written consent of the other party, which consent may be withheld in the sole discretion of party whose consent is required.
- B. **Entirety of Agreement:** This Partnership Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof and supersedes any prior agreements.

oral or written, and all other communications between the parties. Any modification to this agreement shall be valid only when executed in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed in several counterparts, each of which shall be deemed an original, as of the day and year above set forth.

Signature: \_\_\_\_\_

**Ja'Coby Pittman-Peele**  
**CEO/President**  
**Clara White Mission, Inc.**

Date: \_\_\_\_\_

9/18/06

Signature: \_\_\_\_\_

**John W. Edwards, Jr.**  
**Executive Director**  
**Northeast Florida Community**  
**Action Agency, Inc.**

Date: \_\_\_\_\_

9.15.06

**PARTNERSHIP AGREEMENT  
BETWEEN  
CLARA WHITE MISSION, INC.  
AND  
TRINITY RESCUE MISSION, INC.**

---

This Agreement, entered into on **September 1, 2006**, by and between **Clara White Mission, Inc.** whose mailing address is 613 West Ashley Street, Jacksonville, Florida 32202 and **Trinity Rescue Mission**, having its principal place of business in Jacksonville, Florida, whose mailing address is 611 East Adams Street, Jacksonville, Florida 32202.

**WITNESSETH:**

**WHEREAS, Clara White Mission**, in its culinary arts program will develop/implement a technical skilled program for individuals, who are eligible and selected to participate in the culinary arts disciplines to complete their professional development (males & females); and provide transitional housing for males (only) on an as needed basis.

**WHEREAS, Trinity Rescue Mission**, has the responsibility to refer, screen and select potential students to enroll and participate in the culinary arts program on-site at **Clara White Mission**; and

**WHEREAS**, in fulfillment of said responsibility, **Clara White Mission**, wishes to partner with **Trinity Rescue Mission** for providing culinary training by a certified instructor, with experience in the education of culinary arts; provide case management, life management and employment resources/placement based on student qualifications.

**WHEREAS**, the educational instructions of partner services will enhance the vocational skills of selected individuals through this cooperative effort of **Clara White Mission, Trinity Rescue Mission** and the food service industry.

**NOW, THEREFORE**, for and in consideration of the respective, terms and conditions hereafter set forth and the mutual benefits to be received, **Trinity Rescue Mission** and **Clara White Mission** agree as follows:

**1. CLARA WHITE MISSION RESPONSIBILITIES:**

**A. Service/Support: Clara White Mission** will provide the following service/support:

- Select and assign the appropriate materials to provide basic skills in culinary arts, during the Contract Term.
- Provide educational services for a total of fourteen (14) weeks with culinary modules presented up to seven (4) times annually.
- Students are on probation of initial for (2) weeks.
- Case Management
- Provide twelve (12) weeks of follow-up after graduation.
- Provide adequate classroom space, training-kitchen, equipment, daily meals, professional text books, uniforms, drug screening, staff/student evaluations, bus tokens, and resources and job placement in training related job.

B. **Time Obligation:** Program services are provided on-site at the **Clara White Mission**, 613 West Ashley Street, Monday through Friday, 7:00 a.m. to 3:00 p.m.

2. **TRINITY RESCUE MISSION RESPONSIBILITIES:**

A. **Service/Support:** **Trinity Rescue Mission** responsibilities will include: Referring, screening and selection of individuals for the culinary program, conduct meetings and updates to **Clara White Mission** staff regarding program evaluations, student issues and concerns, and case management services.

4. **TERMS AND TERMINATION, AMENDMENT:**

A. **Term of Agreement:** This Partnership Agreement shall commence on the Effective Date and end on **September 30, 2008**. Such renewal shall be made by mutual agreement and shall be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by **Clara White Mission** and **Trinity Rescue Mission** and the availability of **funding**. Each renewal shall be confirmed in writing and shall be subject to the same terms and conditions as set forth in the initial Partnership Agreement executed by both parties hereto.

B. **Termination of Agreement:** Either party may terminate the Partnership Agreement at any time with or without cause by giving the other party at least thirty (30) days prior written notice.

5. **MISCELLANEOUS PROVISIONS**

A. **Assignment:** Neither party hereto may assign or transfer this Partnership Agreement, in whole or in part, or any interest arising hereunder, without the prior written consent of the other party, which consent may be withheld in the sole discretion of party whose consent is required.

B. **Entirety of Agreement:** This Partnership Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof and supersedes any prior agreements, oral or written, and all other communications between the parties. Any modification to this agreement shall be valid only when executed in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have cause these present to be executed in several counterparts, each of which shall be deemed an original, as of the day and year above set forth.

Signature: \_\_\_\_\_

**Ju' Coby Pittman-Peele**  
**CEO/President**  
**Clara White Mission, Inc.**

Date: \_\_\_\_\_

9/07/06

Signature: \_\_\_\_\_

**Gene Pruitt**  
**Executive Director**  
**Trinity Rescue Mission, Inc.**

Date: \_\_\_\_\_

9/06/2006

**PARTNERSHIP AGREEMENT  
BETWEEN  
CLARA WHITE MISSION, INC.  
AND  
COMMUNITY CONNECTIONS INC.**

---

This Agreement, entered into on **September 30, 2006**, by and between **Clara White Mission, Inc.** whose mailing address is 613 West Ashley Street, Jacksonville, Florida 32202 and **Community Connections, Inc.**, having its principal place of business in Jacksonville, Florida, whose mailing address is 325 East Duval Street, Jacksonville, Florida 32202.

**WITNESSETH:**

**WHEREAS, Clara White Mission**, in its culinary arts program will develop/implement a technical skilled program for individuals, who are eligible and selected to participate in the culinary arts disciplines to complete their professional development (males & females); and provide transitional housing for males (only) on an as needed basis.

**WHEREAS, Community Connections**, has the responsibility to refer, screen and select potential students to enroll and participate in the culinary arts program on-site at **Clara White Mission**; and

**WHEREAS**, in fulfillment of said responsibility, **Clara White Mission**, wishes to partner with **Community Connections** for providing culinary training by a certified instructor, with experience in the education of culinary arts; provide case management, life management and employment resources/placement based on student qualifications.

**WHEREAS**, the educational instructions of partner services will enhance the vocational skills of selected individuals through this cooperative effort of **Clara White Mission, Community Connections** and the food service industry.

**NOW, THEREFORE**, for and in consideration of responsible terms and conditions hereafter set forth and the mutual benefits to be received, **Community Connections** and **Clara White Mission** agree as follows:

**1. CLARA WHITE MISSION RESPONSIBILITIES:**

**A. Service/Support: Clara White Mission** will provide the following service/support:

- Select and assign the appropriate materials to provide basic skills in culinary arts, during the Contract Term.
- Provide educational services for a total of fourteen (14) weeks with culinary modules presented up to seven (4) times annually.
- Case Management
- Students are on probation of initial for (2) weeks.
- Provide twelve (12) weeks of follow-up after graduation.
- Provide adequate classroom space, training-kitchen, equipment, daily meals, professional text books, uniforms, drug screening, staff/student evaluations, bus tokens, and resources and job placement in training related job.



- B. **Time Obligation:** Program services are provided on-site at the Clara White Mission, 613 West Ashley Street, Monday through Friday, 7:00 a.m. to 3:00 p.m.

2. **COMMUNITY CONNECTIONS RESPONSIBILITIES:**

- C. **Service/Support:** Community Connections responsibilities will include: Referring, screening and selection of individuals for the culinary program, conduct meetings and updates to Clara White Mission staff regarding program evaluations, student issues and concerns, and case management services.

3. **TERMS AND TERMINATION, AMENDMENT:**

- A. **Term of Agreement:** This Partnership Agreement shall commence on the Effective Date and end on **September 30, 2008**. Such renewal shall be made by mutual agreement and shall be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by Clara White Mission and Community Connections and the availability of funding. Each renewal shall be confirmed in writing and shall be subject to the same terms and conditions as set forth in the initial Partnership Agreement executed by both parties hereto.
- B. **Termination of Agreement:** Either party may terminate the Partnership Agreement at any time with or without cause by giving the other party at least thirty (30) days prior written notice.

4. **MISCELLANEOUS PROVISIONS**

- A. **Assignment:** Neither party hereto may assign or transfer this Partnership Agreement, in whole or in part, or any interest arising hereunder, without the prior written consent of the other party, which consent may be withheld in the sole discretion of party whose consent is required.
- B. **Entirety of Agreement:** This Partnership Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof and supersedes any prior agreements, oral or written, and all other communications between the parties. Any modification to this agreement shall be valid only when executed in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have cause these present to be executed in several counterparts, each of which shall be deemed an original, as of the day and year above set forth.

Signature: \_\_\_\_\_

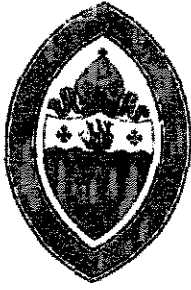
Ju' Coby Pittman-Peele  
CEO/President  
Clara White Mission, Inc.

Date: 9/8/06

Signature: Janice Ancrum

Associate Executive Director  
Community Connections

Date: 9/6/06



Saint  
John's  
Cathedral

T  
--- in the heart of the city  
with the city in its heart "

July 26, 2007

Ju'Coby Pittman  
CEO/President  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, FL 32202

Dear Ms. Pittman-Peele:

Please accept this letter of support for the Clara White Mission's to obtain funding to support your workforce training program for special targeted groups within our community.

St. John's Cathedral is supporting a collaborative effort with the Clara White Mission. Our parish has made a commitment to provide in-kind space \$2,500 monthly (\$30,000 annually) to develop and implement "Clara's at the Cathedral". This off-site facility will provide additional and extensive training for students and graduates to perfect their hands-on skills in culinary arts.

Per our conversation, community patrons will dine at the cafe giving program participants an opportunity to showcase their talent in the culinary arts.

We are excited to partner and provide assistance in this unique initiative in preparing participants in a promising career in the hospitality industry.

St. John's Cathedral looks forward in pledging our support 100%. If you have any questions, please call me at 904-356-5507.

Sincerely yours,

The Very Rev. Edward H. Harrison  
Dean of the Cathedral

---

256 E. Church Street • Jacksonville, Florida 32202  
Office: 904-356-5507 Fax: 904-798-9473  
Email : office@saintjohnscathedral.org  
www.saintjohnscathedral.org



PO Box 18018

Jacksonville, FL

32229-0018

[www.jaa.aero](http://www.jaa.aero)

December 13, 2006

Clara White Mission  
Ju'Coby Pittman-Peele  
613 W. Ashley Street  
Jacksonville, Florida 32202

Dear Ms. Pittman-Peele:

Some landmarks in are so uniquely tied to Jacksonville - the St. Johns River, Alltel Stadium, the Modis Building and Jacksonville International Airport - that they automatically become symbols of the community.


The business showcase displays in the terminal convey to more than 14 million passengers and guests that your business is a part of the community through association with JIA. Your display is the first and last impression of Jacksonville these passengers and guest will see.

Benefit from this association through JIA's Community Awareness Program, which offers local charities the opportunity to showcase your organization in the terminal on a rotating basis when a display is unleased.

Typically, a display costs about \$1000 to 3000 per month; however, through the Community Awareness Program, we are offering these displays at no cost to your organization. There is a nominal fee for the creative and printing services that you can procure through Jacksonville Aviation Authority or an outside vendor.

I would like to explain this program further to you. If you are interested, please call me to set up an appointment.

Sincerely,

  
Robin Camputaro  
904-741-2063  
Email: [rcamputaro@jaa.aero](mailto:rcamputaro@jaa.aero)



UNIVERSITY OF  
FLORIDA

IFAS EXTENSION

Duval  
1010 N McDuff Ave  
Jacksonville, FL 32254-2083  
(904) 387-8850  
Fax: (904) 387-8902  
Website: www.coj.net

Ju'Coby Pittman  
CEO/President  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, Florida 32202

RE: Support Letter


Dear Ms. Pittman:

This letter is to confirm Duval County Extension Office collaboration with the Clara White Mission. The Duval County Extension Office agrees to provide the following services for homeless clients enrolled your programs:  
The GET CHECKING program, which provides education in the areas of development of a spending and savings plan, methods for tracking income and expenses, the wise use of credit, choosing financial institutions and appropriate services, and managing a checking account. Upon successful completion of the class, the participants earn the opportunity to open a savings or checking account with Jax Federal Credit Union. Our partnership and support of in-kind service amount is approximately \$3745 per year in materials and professional time.

As a community provide of services in the Jacksonville area the Duval County Extension Office is aware of the needs among the homeless population and the barriers many encounter in financial planning and accessing banking services.

The Duval County Extension Office looks forward to working with you and your staff in developing financial programs to assist the homeless in becoming independent and self-sufficient.

Sincerely,

  
Anita McKinney  
Extension Educator



COMMUNITY REHABILITATION CENTER, INC.

623 Beechwood Street • Jacksonville, Florida 32206

Board of Directors

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Mr. Dwaine Stevens

Ms. Carol Wells

State Senator Stephen Wise

Ms. Ju'Coby Pittman  
CEO/President  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, FL 32202

RE: Support Letter

Dear Ms. Pittman:

This letter serves as a written agreement acknowledging that the Community Rehabilitation Center (CRC) has collaborated with the Clara White Mission (CWM). Our joint effort is evidenced by CRC's in-kind services of \$5000.00, which provide HIV/AIDS Awareness/Prevention, Health Education & Risk Reduction programs on-site at the CWM to homeless individuals who are enrolled in your vocational and transitional housing programs.

CRC commends the CWM for its efforts in developing and addressing services for the homeless in our community.

CRC looks forward to strengthening and continuing its collaboration with the CWM. We anticipate working harmoniously in broadening this partnership as well.

Sincerely

  
Reginald Gaffney

RG/mc

*Light of The Word Ministries, Inc.*  
Rev. Eric Lockett, Pastor & Founder  
P. O. Box 66018  
Jacksonville, Florida 32208  
Phone: (904) 891-0645  
Email: [pastorelockett@yahoo.com](mailto:pastorelockett@yahoo.com)

Ju' Coby Pittman  
CEO/President  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, Florida 32202

RE: Support Letter

Dear Ms. Pittman:

This letter serves as a written agreement acknowledging that **Light Of The Word Ministries, Inc.** have a collaboration with the Clara White Mission. **Light of The Word Ministries, Inc.** agrees to provide a support group and motivational sessions on-site at the Clara White Mission. My in-kind services of \$10,000 consist of drug addiction/recovery support, goal setting and follow-up to homeless individuals that are enrolled in your vocational training and transitional housing program.

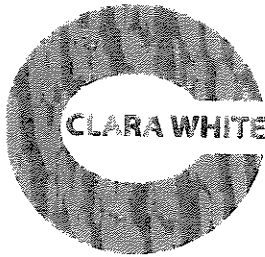
We applaud the Clara White Mission efforts in developing and addressing services for the homeless.

We look forward to continuing to work with you in this expanded partnership.

Sincerely,

*Rev. Eric Lockett*

Rev. Eric Lockett  
Light Of The Word Ministries



CLARA WHITE MISSION

Food for today. Skills for life.

July 27, 2007

PROGRAMS

CWM Feeding Program

School of Culinary Arts Training  
"Operation Turning Point"  
Transitional Housing Program &  
Drop-in Day Center

CWM Historical Museum

"Greater Expectations"  
Youth Program

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GRAYCE BATEMAN  
HONORABLE REGGIE FULLWOOD  
RALPH TISDALE

CEO / PRESIDENT

JU'COBY PITTMAN-PEELE

Ju' Coby Pittman-Peele  
CEO/President  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, FL 32202

RE: Letter of support


Dear Ms. Pittman-Pittman

This is to verify that the "Friends of Clara White Mission" a volunteer component of the Clara White Mission is committed to providing forty volunteers per month on a rotating schedule to accommodate the Clara White

Mission Homeless Programs. The friends are committed to forty volunteers, once a month for three hours annually. The value of these services is \$8,500 based on the minimum wage.

The Friends of Clara White has been in existence for twelve(12) years by providing assistance in fundraising and volunteer services to the Clara White Mission.

Sincerely,

  
Khamil Ojoyo  
Membership Chairman  
Friends of Clara White Mission



# Jacksonville Temporary Staffing, Inc.

9951 Atlantic Blvd., Suite 249 • Jacksonville, FL 32225  
(904) 727-9774 • Fax: (904) 727-7738  
E-mail: cdavis@jacksonvilletempstaffing.com

July 27, 2007

Ju'Coby Pittman  
CEO/President Clara White  
Mission 613W, Ashley Street  
Jacksonville, Florida 32202

RE: Support Letter

Dear Ms. Pittman:

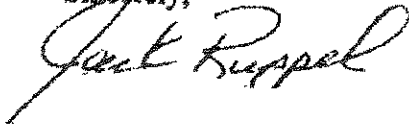
The purpose of this letter is to confirm **Jacksonville Temporary Staffing Inc (JTS Inc.)** agreement with the Clara White Mission regarding potential employment opportunities. JTS Inc agrees to consider employment opportunities to homeless individuals that successfully complete your vocational training program in Culinary Arts.

As a community employer of services in the Jacksonville area our company is committed to providing quality consumer services with an effort to develop careers in the hospitality industry as well as other opportunities.

We applaud Clara White Mission's efforts in recruiting and addressing services to support employment skills providing strong opportunities and positive outcomes for the homeless.

We look forward to continuing to work with you and your staff in this expanded partnership.

Sincerely,



Jack Ruppel  
President

# Sodexo

-HEALTH CARE SERVICES -

July 27, 2007

Ju' Coby Pittman  
CEO/President  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, Florida 32202

**RE: Support Letter**

**Dear Ms. Pittman:**

**This letter serves as a written agreement acknowledging that Sodexo has collaborated with the Clara White Mission to provide work opportunities in Food Services. Sodexo has had many success stories in employing individuals that complete their vocational training program in Culinary Arts at Clara White.**

**As a community employer of services in the Jacksonville area, our company is committed to providing quality consumer services with an effort to develop careers in the hospitality industry.**

**We applaud the Clara White Mission efforts in recruiting and addressing services to support employment skills that will strengthen opportunities and outcomes for the homeless.**

**We look forward to continuing to work with you in this expanded partnership. Sodexo is committed to workforce diversity.**

**Sincerely,**



**Cynthia Talley, MS, HR  
HR Manager  
Sodexo at St Luke's Hospital**



**United Temps, Inc.**

TEMPORARY LABOR AROUND THE CLOCK • A UNITED SERVICE COMPANY

July 27, 2007

Ju'Coby Pittman CEO/President  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, Florida 32202

RE: Support Letter

Dear Ms. Pittman:

This letter serves as a written agreement acknowledging that **United Service Companies** have a collaboration with the Clara White Mission. **United Service Companies** agrees to consider employment opportunities to homeless individuals that complete your vocational training program in Culinary Arts.

As a community employer of services in the Jacksonville area United Service Companies is committed to providing quality consumer services with an effort to develop careers in the hospitality industry.

We applaud the Clara White Mission efforts in recruiting and addressing services to supports employments skills that will strengthen opportunities and outcomes for the homeless.

As an employer, using participants in the Clara White Culinary Arts program has been a bonus. The students have proven to be reliable, responsible and eager to perform well with any assigned task. Overall they have been our best recruits.

We look forward to continuing to work with you in this expanded partnership. Respectfully,

Colleen Kogos, Branch Manager  
United Service Companies 3728  
Phillips Highway, Suite 214  
Jacksonville, FL 32207



CHARLESTON, SC; JACKSONVILLE, FL; HOLLYWOOD, FL; WEST PALM BEACH, FL; ORLANDO, FL; SHADES OF GREEN, ORLANDO, FL

Ju'Coby Pittman  
CEO/President  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, Florida 32202

RE: Support Letter

Dear Ms. Pittman:

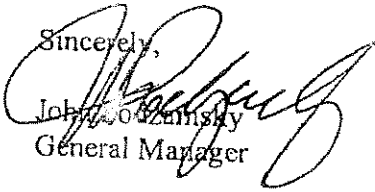
This letter serves as a written agreement acknowledging that HospitalityStaff® has collaboration with the Clara White Mission. HospitalityStaff® agrees to help provide employment opportunities to individuals that complete your Culinary Arts vocational training.

As a community employer of services in the Jacksonville area, HospitalityStaff® is committed to providing quality employees to our clients with good job opportunities for our employees. Our effort is to help individuals develop rewarding careers in the hospitality industry while providing quality employees for our clients.

We applaud the Clara White Mission's efforts in providing opportunities for the homeless through training new job skills and thereby expanding possibilities for their clients.

We look forward to continuing to work with you in and expanding our partnership.

Sincerely,

  
John J. Zimsky  
General Manager

## LETTERS OF SUPPORT

.....

# WORKSource

July 27, 2007

Ju'Coby Pittman  
CEO/President Clara White  
Mission 613 W. Ashley Street  
Jacksonville, FL 32202

RE: Support Letter

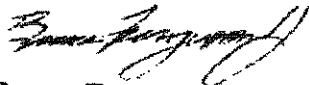
This correspondence serves as a support letter for the Clara White Mission to secure funding in providing programs to the homeless in the Jacksonville community. When funding is secured by the Clara White Mission, funds will provide educational, counseling and life management initiatives on-site at the mission for the homeless.

WorkSource-Veteran Employment has had an active partnership with the mission for several years in serving homeless veterans enrolled in your program. .

Securing funding would allow the Clara White Mission an opportunity to develop and implement vital programs that would enhance the live of the homeless that the Clara White Mission.

We look forward to working with you on this important project.

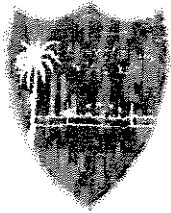
Sincerely,



Bruce Ferguson,  
Jr. President &

2141 Loch Rane Blvd.\* Suite 107 • Orange Park, Florida • 32073  
(904) 213-3800 • (ax (904) 272-8927 - [www.worksourcefl.com](http://www.worksourcefl.com)  
Member: Employ Florida

\* \* \*



# OFFICE OF THE SHERIFF

CONSOLIDATED CITY OF JACKSONVILLE

501 EAST BAY STREET • JACKSONVILLE, FLORIDA 32202-2975

John H. Rutherford  
Sheriff

May 30, 2007

Ju'Coby Pittman  
CEO/President  
613 W. Ashley Street  
Jacksonville, FL 32202

**RE: Incarcerated Veterans and Ex-Offenders**

Dear Pittman:

I am writing this letter of endorsement for the Clara White Mission to acquire funding to support your efforts in providing training to ex-offenders. If funding is awarded to your agency, it will enable the mission to provide transitional housing and educational training programs for incarcerated veterans and ex-offenders.

CCD, has been a strong supporter and partner of the Clara White Mission for eight (8) years. Our collaboration consists of referring inmates for transitional housing, social services, and employment training.

We strongly endorse the Clara White Mission's efforts in making a difference in the lives of the homeless in the Northeast Florida Community. If you have any questions, please call me at (904) 630-2874.

Sincerely,

John H. Rutherford  
Sheriff

Nancy L. Laughter  
Correctional Programs Manager

*A Nationally Accredited*

*An Equal Opportunity Employer*



LOCAL INITIATIVES SUPPORT CORPORATION  
10 West Adams Street, Suite 100, Jacksonville, FL 32202  
ph 904.353.1300 fax 904.353.1314 www.lisc.org/jacksonville

May 29, 2007

Ms. Ju'Coby Pitman, CEO  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, FL 32202

Dear Ju'Coby:

Jacksonville LISC has been a proud sponsor of the efforts of the Clara White Mission in its continued movement to provide affordable housing. You are one of the 10 CDC's in Jacksonville that we currently work with. In order to work with Jacksonville LISC an organization must be a valid CDC. We have determined that the Clara White Mission is a valid CDC and will continue to enjoy working with the Clara White Mission.

Sincerely,

Sanford M. Horvitz  
Sr. Program Officer





VET CENTER  
Veterans Readjustment Counseling  
300 East State Street  
Jacksonville, Florida 32202

---

(904)232-3621 • fax; (904) 232-3167

May 19, 2007

Ju' Coby Pittman  
CEO/President  
613 W. Ashley Street  
Jacksonville, Florida 32202

Dear Ms. Pittman:

This letter serves as an endorsement to lend our full support to the Clara White Mission in your efforts to obtain funding from Federal, State and local government to support veterans that are enrolled in your training and housing program.

For over 100 years the mission has served over 300 community clients daily. On an annual basis 37% of the missions' service population have been homeless veterans.

The Jacksonville Vet Center has been working in partnership with the mission for over five-years. Our team provides PTSD counseling and referral services to homeless veterans served by the mission. We estimate our direct service delivery in staff activity for the mission to approximately \$10,000.00 dollars annually.

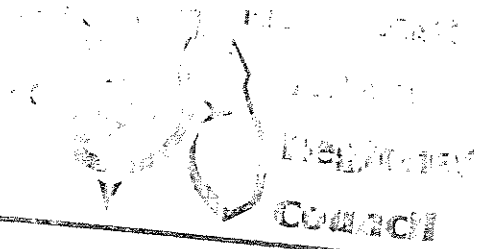
The collaboration is unique in that it enables our staff to identify homeless veterans on-site in need of readjustment counseling and other health related needs. It further enables easier access to additional VHA services maintaining a continuum of health care quality to this population.

We believe from our experiences that the Clara White Mission with funding will be equip to provide the needed services of transitional housing and educational programs to homeless veterans. We look forward to continuing our relationship with you'll in the future.

Please contact me if I can be of further assistance.

Sincerely,

Reginald M. Lawrence, RCT  
Team Leader



*Bringing Communities Together*

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

Ju' Coby Pittman, President & CEO  
Clara White Mission, Inc.  
613 West Ashley Street  
Jacksonville, FL 32202

SAI# EXEMPT  
NEFRPC# DV0019

**Program title:** Application for Federal Assistance – Clara White Mission – Transitional Housing and Vocational Training for Homeless Veterans and Ex-Offenders – Compassion Capital Fund – Jacksonville, Duval County.

Attn: Ms. Pittman:

The Northeast Florida Planning Council has reviewed the above Activity. Response sheets were sent out to notify potentially affected agencies concerning project intentions. There were two endorsements received in regard to this application from:

**Jacksonville Sheriff's Office**

**City of Jacksonville Community Services Department:** "The City is pleased to have additional transitional housing for vets."

Based on the information contained in the project description and after review of the Strategic Regional Policy Plan goals and policies, the staff finds the proposal to be "consistent" with the regional policy, as well as, the Northeast Florida Planning Council's policies, plans and programs. This letter signifies that the Northeast Florida Regional Planning Council has no objection to the above-cited Activity.

Sincerely,

Maurice Postal  
Asst. Regional Planner  
Intergovernmental Coordination & Review

United Way  
of Northeast Florida



April 10, 2007

**Ju'Coby Pittman**  
CEO/President  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, Florida 32202

**RE: Funding for Training and Housing**

Dear Ms. Pittman

I am pleased to send this letter of endorsement on behalf of United Way of Northeast Florida, in support of the Clara White Mission's efforts to secure funding for Affordable Housing and Vocational Training. These funds would be used to provide affordable housing and educational initiatives for homeless people in our community.

The Clara White Mission has received United Way funding for the past 82 years. Volunteers and staff annually review the financials and results of the program receiving United Way funding. The Mission has had great success through its culinary arts programs having graduated more than 100 students since inception who have been helped to secure stable employment in culinary arts earning an average of \$8 - \$10 per hour.

The Mission is recognized as meeting the urgent and ever increasing need of our homeless population in Jacksonville. Securing funding would allow the agency an opportunity to develop and implement programs that would enhance the lives of the homeless served by the Clara White Mission.

If you have any questions, please call me at (904) 390-3218.

Sincerely,

A handwritten signature in cursive script that reads "Connie Hodges".

**Connie Hodges**  
President



JACKSONVILLE  
ECONOMIC DEVELOPMENT  
COMMISSION

January 23, 2007

Ms. Ju'Coby Pittman  
CEO and President  
Clara White Mission  
613 W. Ashley Street  
Jacksonville, FL 32202

Dear Ju'Coby:

The purpose of this letter is to provide a letter of explanation and intent of our involvement with the Clara White Mission project expansion. In the past, the City of Jacksonville through the Jacksonville Economic Development Commission (JEDC) has been a partner with the Clara White Mission on several different levels. We support your vision, mission and future initiative to construct a fifty unit affordable housing development that will serve as transitional housing for graduates of your culinary arts program.

From 2000 to 2005, the JEDC partnered with the Clara White Mission to secure grant funding totaling \$350,000, and participated in a land exchange arrangement so that the Mission could renovate their existing 12,000 square foot building and construct a new 6,000 square foot multi-purpose building that has been used for your transitional living facility, and your culinary arts program. The successes of this program have served a critical need in the community.

Currently, the JEDC has a project pending with the Clara White Mission that would support another vital continuum. It is the intention of the JEDC to enter into a Development Agreement with the Mission to execute a land exchange of three City-owned parcels on LaVilla Block 21, where Clara White is currently located. In turn, the Clara White Mission will swap property they own on LaVilla Block 16. We are working expeditiously through the City of Jacksonville's Office of General Counsel to procure the required documentation for the finalization of the exchange. It is our intention to complete this transaction as soon as possible.

Please do not hesitate to contact me or Karen Nasrallah, Redevelopment Manager at (904) 630-2272 with any questions you may have regarding the details of this project.

Sincerely,

Ronald D. Barton  
Executive Director

Cecil Commerce Center    Downtown Development    Empowerment Zone    Enterprise Zone    Film & Television  
Community Redevelopment Agency    JIA Community Redevelopment Area    Northwest Area Economic Development  
Sports & Entertainment

220 East Bay Street, Suite 1400

Jacksonville, Florida 32202

904-630-1858

Fax 904-630-2010

August 10, 2006

Ju'Coby Pittman  
CEO/President  
Clara White Mission, Inc.  
613 West Ashley Street  
Jacksonville, Florida 32202

**RE: Workforce Services For Targeted Groups**

Dear Ms. Pittman:

This correspondence is to express my support for the Clara White Mission to acquire funding through "Workforce Services for Special Targeted Groups".

I am excited regarding an opportunity for Communities In Schools to partner with Clara White Mission in providing vocational training in culinary arts for youth offenders enrolled in our Communities In Schools program.

Securing funding will assist in reducing the crime in our community and provide hands-on training to youth with a career within the hospitality industry.

Communities In Schools provides services to champion the connection of needed community resources with schools to help young people successfully learn, stay in school and prepare for life. Communities In Schools will refer students to Clara White Mission's program "Workforce Services for Targeted Groups".

We look forward to working with you, while enhancing the lives of the youth we serve.

Sincerely,



Jon Heymann  
CEO  
Communities In Schools

Sincerely,



Leon Baxton  
COO  
Communities In Schools





HARRY L. SHORSTEIN  
STATE ATTORNEY

**STATE ATTORNEY**  
Fourth Judicial Circuit of Florida  
Duval County Courthouse  
Jacksonville, Florida 32202-2982  
Tel: (904) 630-2400  
Fax: (904) 630-1848

A. JAY PLOTKIN  
CHIEF ASSISTANT

August 9, 2006

Ms. Ju'Coby Pittman  
CEO/President  
Clara White Mission, Inc.  
613 West Ashley Street  
Jacksonville, Florida 32202

Dear Ms. Pittman:

This letter is in support of the Clara White Mission's efforts to obtain funding from Workforce Services for Targeted Groups to provide educational programs for youth prosecuted by the State Attorney's Office.

The Clara White Mission initiative to provide vocational training, job placement and follow-up would be a tremendous addition to State Attorney's crime prevention programs already in place. Youthful offenders in our community desperately need these type services and I believe programs such as proposed by Clara White Mission can reduce recidivism amongst this at-risk population.

The State Attorney's Office agrees to participate in the vocational training program and we look forward to this collaborative effort.

If you have any questions, please call me at 904-630-2488.

Sincerely,

A handwritten signature in cursive script that reads "A. Jay Plotkin".

A. Jay Plotkin  
Chief Assistant State Attorney  
Director Juvenile Division

AJP/sb



OFFICE OF THE MAYOR

JOHN PEYTON  
MAYOR

ST. JAMES BUILDING  
117 WEST DUVAL STREET  
SUITE 400  
JACKSONVILLE, FLORIDA 32202

April 13, 2006

Mr. Robin L. Grantham  
Grants Administrator  
Florida Housing Finance Corporation  
227 Bronough Street, Ste. 5000  
Tallahassee, Florida 32301-1329

**RE: Development and/or rehabilitation of housing for special needs populations**

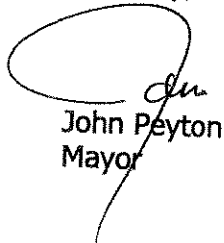
Dear Mr. Grantham:

As Mayor of the City of Jacksonville, I am pleased to provide this letter of support for the Clara White Mission's application for funding through the Florida Housing Finance Commission. The mission will use this funding to provide housing for special needs populations.

For more than 100 years, the Clara White Mission has provided Jacksonville's neediest individuals with the necessary resources to gain self-sufficiency and become contributing members of society. The mission has been recognized by our local community and throughout the state for its many outstanding programs offering transitional housing, vocational training, case management, life skills training and a drop-in center. If awarded this grant, I am confident that the mission will effectively accomplish all aspects of its objectives.

The City of Jacksonville allocates funding annually to support the Clara White Mission's programs and strongly endorses its efforts to provide housing opportunities for our homeless population. Your favorable consideration of this request would be greatly appreciated.

Sincerely,

  
John Peyton  
Mayor

JP/js





United States Senate

WASHINGTON, DC 20510-090-5

BILL NELSON FLORIDA

November 22, 2006

Ms. Ju'Coby Pittman-Peele  
Chief Executive Officer  
Clara White Mission  
613 West Ashley Street  
Jacksonville, Florida 32202

Dear Ms. Pittman-Peele:

Please find enclosed a letter of support to accompany your grant application to obtain Workforce Training funding for homeless and at-risk individuals enrolled in your program. I appreciate all the hard work that has gone into not only the grant application, but the program itself. Thank you for providing such important services to our community.

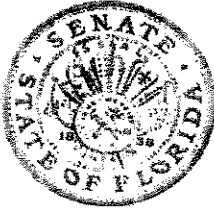
As your U.S. Senator, I am committed to supporting quality programs serving the residents of Duval County. Please contact me when you are informed of the decision regarding your grant. Good luck and thank you for the opportunity to serve you. If I can assist you in any other way, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Bill Nelson".

BN/pg Enclosure





# THE FLORIDA SENATE

Tallahassee, Florida 32399-1100

COMMITTEES:  
Regulated Industries, Vice Chair  
Community Affairs Domestic  
Security  
Transportation and Economic  
Development Appropriations

JOINT COMMITTEE:  
Legislative Auditing

SENATOR ANTHONY C. "TONY" HILL, SR.  
*Democratic Lead Whip*  
1st District

*November 22, 2006*

*Ju'Coby Pittman*  
*CEO/President*  
*Clara White Mission*  
*613 W. Ashley Street*  
*Jacksonville, FL 32202*

*RE: Housing and Training For Special Needs Population*

*Dear Ms. Pittman:*

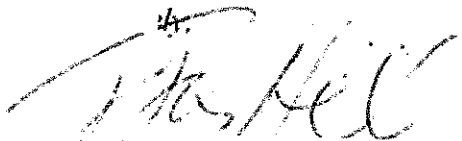
*I am please to write this letter of support for the Clara White Mission to acquire funding for the homeless and in-risk individuals. I am fully in support of the mission providing vocational/educational and transitional housing programs for the homeless in the Jacksonville community.*

*The proven track record of the Clara White Mission has served our community tremendously since 1904, providing hot meals and programs for the indigent, homeless, transients and individuals seeking emergency services. Clara White Mission has been a strong advocate to ensure that homeless individuals are not abused and taken advantaged of.*

*The innovative initiatives of the mission to provide transitional housing and an on-site training facility to assist the homeless are an asset to the Jacksonville community.*

*I urge your support and consideration for the application*

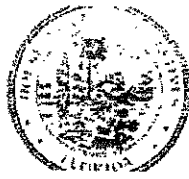
*submitted by the Clara White Mission. Sincere*

  
*Anthony C. "Tony" Hill,*  
*State Senator, District I*

REPLY TO:

H 5600 New Kings Road, Suite 6, Jacksonville, Florida 32209 (804) 824-1646

a 213 Senate Office Building, 404 South Monroe Street, Tallahassee, Florida 32399-1100 (850) 487-6024



**Audrey Gibson**  
Florida House of Representatives  
District 15

*Committees/Councils*

*Colleges & Universities • Juvenile Justice • Military & Veteran Affairs • State Administration Appropriations\* State Administration Council*

November 22, 2006

JuCoby Pittman  
Clara White Mission  
613 Ashley Street  
Jacksonville, FL 32202

Dear Ms. Pittman:

I am writing in support of Clara White Mission's to seek funding for Workforce Training for Homeless and at-risk individuals.

The Clara White Mission has a 100-year rich history of outstanding social service in Jacksonville, providing housing, training and meals to the homeless and disadvantaged. "The Mission" has developed several programs to assist individuals to moving to self-sufficiency, including the School of Culinary Arts an exceptional program that provides individuals additional vocational training, and includes job placement, mentorship and work experience. The culinary students not only prepare meals for the Mission's daily meals program, they volunteer their services to after school programs, and offer on and off-site catering for community groups.

It is worth noting that the Clara White Mission has been on the frontline in providing Transitional Housing with the goal of moving homeless persons to permanent housing and independent living within 24 months. This is accomplished by "one stop" services that include case management and life skills training in addition to the vocational components. This allows residents a smooth transition back into the workforce and the community.

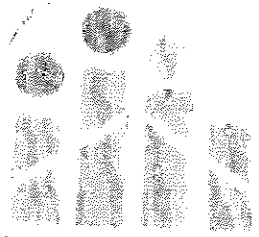
I have personally visited the Clara White Mission as a "Celebrity Server" for your annual "Miracle on Ashley Street" fundraiser and other events and I am always inspired by your efforts to raise funds.

I know the Clara White Mission is deserving of support and I embrace your efforts.

Sincerely,

A handwritten signature in black ink that reads "Audrey Gibson".

Audrey Gibson  
State Representative



# Families FIRST

A community service and  
affordable housing initiative

2574 Atlantic Blvd.  
Jacksonville, FL 32207  
904.353.0801  
Fax: 904.353.1801  
familiesfirst@jacksonville-fl.net

April 3, 2006

Ms. Ju'Coby Pittman-Peele, CEO/President  
Clara White Mission  
613 West Ashley Street  
Jacksonville, FL 32202

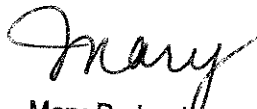
Dear Ju'Coby:

It was a pleasure to meet recently with you and your Board of Directors to discuss a partnership between Clara White Mission and Families FIRST. As discussed in this meeting, we have the experience of developing five affordable multi-family communities in Jacksonville and are proud of the community services that are coordinated daily at each of those communities. It has always been our belief that the combination of quality affordable housing and positive, life-enhancing community services is what makes us unique and able to provide incredible opportunities for growth to low-income families and children in Jacksonville.

Families FIRST looks forward to developing ways in which we can partner with Clara White Mission to continue bringing an affordable housing product coupled with community services which will allow low-income individuals and families to create positive economic and social impact in their own lives.

I look forward to our next meeting and continuing the development of this partnership.

Sincerely,

  
Mary-Parker Lamm  
Executive Director

Board of Trustees

Ingrid Bethel

Michael Bryant

Bob Clarkson

Patricia Dodson

Therese Gamble

Sue Haehnel

Ronald C. Jackson

Bob Johns

Carol McCormack

Cynthia Montgomery

Sandra Mungin-Smith

Jim Pellet

Clayton Roach

Mike Rutledge

Winnie Wagner

Shari Weitzner

Delores Willis

Executive Director

Mary-Parker Lamm

## DOCUMENTATION OF MATCH



DEPARTMENT OF VETERANS AFFAIRS  
Veterans Health Administration  
Washington DC 20420

October 5, 2000

In Reply Refer To: 116E

Mr. Ju'Coby Pittman  
Clara White Mission, Inc.  
613 West Ashley Street  
Jacksonville, FL 32202

Dear Mr. Pittman:

On behalf of the Secretary of Veterans Affairs, I am pleased to inform you that your application to the Department of Veterans Affairs (VA) Homeless Providers Grant and Per Diem Program has been approved. Funding is contingent on your project's compliance with state and local fire and safety regulations, and federal regulations governing accessibility, environmental review, and historic preservation.

The project included in this approval is described as follows:  
This organization requests \$660,870 from VA for the renovation of 605-613 Ashley St., Jacksonville, FL 32202, to create transitional housing that will provide 20 beds for homeless veterans and a supportive service center that will provide 500 contacts with homeless veterans per month.

Within this package is information on accessing grant funds obligated to your project. You must retain careful records and documentation of all costs related to the project.

It was the Secretary's pleasure to sign the enclosed Memorandum of Agreement. The release of funding for these grants means that VA and our community partners can put fresh resources on the front lines to give more homeless veterans the help they need and deserve.

Sincerely,

A handwritten signature in cursive script that reads "M. Gay Koerber".

M. Gay Koerber  
Associate Chief Consultant,  
Health Care for Homeless Veterans

Enclosure

RATE OF PER DIEM HOUSING

**VA Homeless Providers Per Diem Payment Voucher**

The Per Diem Payment Voucher is to be used after the recipient is determined eligible for per diem payments and submitted monthly to the VA Liaison. Who in turn will forward it to the GPD Field Office.

<b>Program Name &amp; Address:</b> Clara White Mission, Inc. 613 West Ashley Street Jacksonville, FL 32202	<b>Date:</b> 6/30/07
	<b>Project Number: (Required for processing)</b> 00-147 FL
	<b>Billing Period: (mm/dd/yy to mm/dd/yy)</b> 6/10/07 to 6/30/07

**Billing Amounts - Complete the appropriate sections below:**

**Supportive Housing:** The rate of per diem payments for each veteran in supportive housing shall be the lesser of (i) The daily cost of care estimated by the per diem recipient minus other sources of payments to the per diem recipient for furnishing services to homeless veterans that the per diem recipient certifies to be correct (other sources include payments and grants from other departments and agencies of the United States, from departments of State and local governments, from private entities or organizations, and from program participants), or (ii) The current VA State Home Program per diem rate for domiciliary care.

Total Number of Bed Days of Care	Multiplied by the Rate of Per Diem	Equals	Total Amount Requested	Amount Paid by VAMC
396	\$6.17	=	\$2,423.22	\$

**Service Centers:** The per diem amount for service centers shall be one eighth of the lesser of the amounts in paragraphs (i) and (ii) for supportive housing above, not to exceed eight hours in any day (e.g., State Home Rate is \$26.95 then the hourly rate is \$3.37).

Total Number of 1 hour Visits	Multiplied by 1/8 Rate of Per Diem	Equals	Total Amount Requested	Amount Paid by VAMC
		=	\$	\$

**Validation - Complete the appropriate sections below:**

**Service Provider Authorized Agent Signature:** To the best of my ability I certify the billing requested is accurate, based on actual costs, and when divided does not exceed 100% of the daily cost of care, per veteran, per day.

Name: \_\_\_\_\_ Title: CEO/President Date: 6/24/07

**VA GPD Liaison Validation Signature:** To the best of my ability I certify the billing is accurate and the funds paid are for the services and/or housing that have been provided.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

After Completion Fax to: VA Homeless Providers Grant and Per Diem Program @ 1-877-332-0335 or (813) 979-3569

RATE OF PER DIEM / SUPPORT SERVICES

**VA Homeless Providers Per Diem Payment Voucher**

The Per Diem Payment Voucher is to be used after the recipient is determined eligible for per diem payments and submitted monthly to the VA Liaison. Who in turn will forward it to the GPD Field Office.

<b>Program Name &amp; Address:</b> Clara White Mission, Inc. 613 West Ashley Street Jacksonville, FL 32202	<b>Date:</b> 6/29/07
	<b>Project Number: (Required for processing)</b> 00-147 FL
	<b>Billing Period: (mm/dd/yy to mm/dd/yy)</b> 6/15/07 to 6/30/07

**Billing Amounts – Complete the appropriate sections below:**

**Supportive Housing:** The rate of per diem payments for each veteran in supportive housing shall be the lesser of (i) The daily cost of care estimated by the per diem recipient minus other sources of payments to the per diem recipient for furnishing services to homeless veterans that the per diem recipient certifies to be correct (other sources include payments and grants from other departments and agencies of the United States, from departments of State and local governments, from private entities or organizations, and from program participants), or (ii) The current VA State Home Program per diem rate for domiciliary care.

Total Number of Bed Days of Care	Multiplied by the Rate of Per Diem	Equals	Total Amount Requested	Amount Paid by VAMC
			\$	\$

**Service Centers:** The per diem amount for service centers shall be one eighth of the lesser of the amounts in paragraphs (i) and (ii) for supportive housing above; not to exceed eight hours in any day (e.g., State Home Rate is \$26.95 then the hourly rate is \$3.37).

Total Number of 1 hour Visits	Multiplied by 1/8 Rate of Per Diem	Equals	Total Amount Requested	Amount Paid by VAMC
1500	3.59		\$ 5385.00	\$

**Validation – Complete the appropriate sections below:**

**Service Provider Authorized Agent Signature:** To the best of my ability I certify the billing requested is accurate, based on actual costs, and when divided does not exceed 100% of the daily cost of care, per veteran, per day.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: 6/29/07

**VA GPD Liaison Validation Signature:** To the best of my ability I certify the billing is accurate and the funds paid are for the services and/or housing that have been provided.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

After Completion Fax to: VA Homeless Providers Grant and Per Diem Program @ 1-877-332-0335 or (813) 979-3569

**Grant Contract REVISED  
Summer 2006 Grant Cycle**

**ORGANIZATION:** Clara White Mission

**AMOUNT:** \$ 45,760 over a two-year period

**PURPOSE:** *Mental Health/Substance Abuse Counseling*

**DURATION:** Two years, commencing January 1, 2007 pending execution of this contract

**GRANT NUMBER:** 3-06-38

**1. Use of Grant Funds** You may only use the grant funds for religious, charitable, scientific, literary or educational purposes within the meaning of Section 170(c)(2)(B) of the Internal Revenue Code of 1954, as amended (the "Code"), and more specifically may use the grant funds only for the purpose outlined above.

You acknowledge that The Blue Foundation for a Healthy Florida, Inc. (the "Foundation") has not earmarked the use of the grant funds or any portion thereof for any other organization or individual. By signing this contract, you agree to repay the amount of any grant funds that you expend for any purpose other than those stated in your Application. You also acknowledge that no portion of the grant funds will be used to carry on lobbying activities, to attempt to influence legislation or the outcome of any public election, or to carry on any voter registration drive. You also agree to return any unused funds in the event that your organization and/or the funded program becomes insolvent or dissolves for other reasons.

You further acknowledge that you will expend the grant funds as specifically itemized line-by-line in the proposal budget or that any deviation from such line-by-line itemized budget will not exceed \$45,760 in total. The Foundation must approve transfers within lines of the budget in excess of \$45,760.





November 15, 2006

Ju'Coby Pittman-Peele  
CEO/President  
Clara White Mission, Inc.  
613 West Ashley Street  
Jacksonville, FL 32202

Dear Ms. Pittman-Peele:

It is my pleasure to inform you that at a recent meeting the trustees of the Jessie Ball duPont Religious, Charitable and Educational Fund made a grant of \$125,000 to provide core-operating support and **up to** an additional \$50,000 to hire a consultant to provide executive coaching to you. Upon receipt of the executed grants letter, we plan to pay this grant as follows: \$62,500 on or about December 1, 2006 and \$62,500 on or about December 1, 2007, contingent upon the Fund's receipt of a program and fiscal report on the previous year's grant activities and expenditures. Additionally, we plan to pay **up to** \$50,000 in consulting fees for executive coaching on or before December 1, 2007, contingent upon an agreement between you and the duPont Fund on the selection and services of an executive coaching consultant and receipt of a copy of the consulting contract. **Due to the fact that this grant is made at the end of the Jessie Ball duPont Fund's fiscal year, we ask that you expedite the return of this contract.**

The completed evaluation form (copy enclosed) and final fiscal accounting are due at the end of the grant period. In writing to us about this grant, please refer to **Grant No. 2006-371.**

In order that the Fund may comply with all Internal Revenue Code Regulations and other requirements, we ask that you indicate your agreement to follow the terms stated below by signing the copy of this letter in the space provided and returning it to our office:

1. Applicant agrees to expend the funds from this grant only for the purposes stated above and in accordance with section 501(c)(3), section 4945 and other applicable provisions of the Internal Revenue Code.
2. The Jessie Ball duPont Fund may monitor and conduct an evaluation of operations under this grant, including full and complete access to your files and financial records relating to the grant or your tax status, upon a reasonably timely request.

# Fanny Landwirth Foundation

1100 Sawgrass Village Drive, Suite 201A  
Ponte Vedra, Florida 32082  
(904) 543-9111  
fannylandwirthfd@aol.com

FAX  
543-9881

## GRANT CONTRACT AGREEMENT

By signing this Agreement, the Fanny Landwirth Foundation acknowledges that it will make the grant to the organization described below as grantee ("the Grantee"), and the Grantee acknowledges that it will accept such grant, for the explicit purposes described in the Grantee's request as summarized below, subject to the general conditions of the Agreement and any special conditions described below.

**TO ACCEPT THE GRANT SUBJECT TO THE GENERAL AND SPECIAL CONDITIONS, AND TO BE THEREFORE ELIGIBLE TO RECEIVE FUNDS, THE GRANTEE MUST SIGN THE CONTRACT AND RETURN IT TO: Fanny Landwirth Foundation, 1100 Sawgrass Village Drive, Suite 201A, Ponte Vedra, Florida, 32082**

Grantee: Clara White Mission, 613 West Ashley Street, Jacksonville, Florida 32202  
Amount: \$37,440.00  
Start Date: December 31, 2006

**Grant Project Title and Purpose:** Restricted to Culinary Program/Chef and Assistant

### SPECIAL CONDITIONS

**Mid Year Report: June 1, 2007 -Progress Report**

**Final Report Required: December 31, 2007 (questionnaire enclosed)**

Please note that a requirement of this grant is that the Final Report Form be completed and returned to the Foundation office.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

#### I. EXPENDITURE OF FUNDS

- A. Since this grant is to be used for the purpose described in the Grantee's grant request as summarized above in accordance with the approved budget, the Grantee's program is subject to modification only with the Foundation's written approval.

FOR THE SAKE OF PEACE



... let us never forget  
the pain and the agony  
of the innocent victims  
of the Holocaust.  
MK 02

## SUCCESS STORIES

**Ju'Coby Pittman-Peele**

**Subject: FW: letter for grant**

July 27, 2007

The Impact Clara White Culinary Program Has Had On Me!

Greetings Ms. Pittman,

I'm writing this to let you know just what type of impact the program has had on my life. I am a 36yr old male that has had his fair share of many tries and what I felt as failure. In 2002 I was sentenced to 2.5 yrs for defending myself yet it wasn't looked upon that way. Because of this I lost the right to continue in my profession of health care. After being released from prison in 2005 I felt that I had limited choices for my future yet I pressed on and became a manager for a fast food restaurant with this I began to dream of doing more than just do fast food I wanted the chance to learn more so that I could do more and touch lives in another way other than health care. I was told about your program here at Clara White and in August of 2006 I took on the first steps of a whole new way of thinking as well as the first steps of being proud of who I am as a black man doing something constructive and rebuilding a life that had been torn apart by the wrong person being apart of my life. Since graduating the program I have had the positions of being a lead for west club at Jacksonville Municipal Stadium which I will be again this season. I was awesomely blessed to become apart of a vision of one of Jacksonville great leaders and movers and shakers by being given a job right where I started from this too me is one gift that means the world to me that I was thought of and good enough to be chosen to be apart of a great family. You will never know just how much your smile and the pride that you take in us have enriched my life and push me to strive for the gold and reach back and grab the hand of those that want to make the same positive move in their life.

Respectfully,  
Mr. Craigston O. Steele  
Kitchen Manager

## HEZEKIAH WILCOXSON



CLARA WHITE MISSION, JACKSONVILLE, FL

Hezekiah Wilcoxson, a native of Havana, Florida joined the army on October 8, 1980 and was discharged October 8, 1983. He was stationed at Fort Jackson and enjoyed the life of a family man and serving his country. He mentioned that being married and being in the military made him grounded.

Unfortunately after he was discharged, his perfect family life was shattered by the death of his wife, whom he loved dearly. He found that coping and living without her was very challenging, which lead to a spiraling life of drugs. To soothe his pain, he began using “crack” cocaine.

He moved to Tallahassee to run away. He immediately began a new job and almost everyday, he used drugs. He eventually, lost his job and started stealing to support his habit. He was arrested for the possession of drugs and served three months in jail. He was also, placed in a rehabilitation program to combat his addiction. After he completed his sentence/rehab program, he moved to Jacksonville, Florida for a fresh start and enrolled in the Clara White Mission Culinary Arts Training /Transitional Housing Program, which is supported by the Veterans Administration. He adjusted well and excelled in the program.

Three days after graduation he was employed by Morning Star Foods, three months later he saved his money and moved into his own apartment. Three years clean, Mr. Wilcoxson has met his personal and career goals. He has found himself and got his life back.

Clara White Mission  
Student Success 2006

*Clara White Mission Student Success 2006*

The three individuals that I'm about to describe are individuals that have compelling stories, who have succeeded against all odds. Their struggles due to drug abuse, incarceration, mental stress and family separation. These individuals had a life before coming to Clara White. But circumstance lead to their challenges. They were beat down in many aspects, constantly living on the edge, and holding on to unhealthy behaviors and relationships. It wasn't until they received HELP from several community agencies that provided a hand up not a hand out.

**Tinika Anderson**

**Tinika Anderson**, enrolled in Clara White Mission's Culinary Arts program after years of drug abuse, deception and deceit. Her life included friends with spiraling down lifestyles. She came from a single parent household, a graduate of Jean Ribault High School, after graduation she attended FAMU. She admits to partying and having fun on a social level, but was consumed by drugs and the party life. She returned to Jacksonville only to continue her behavior. She finally was tired of her lifestyle and reached out for help. She seek out services from City Rescue Mission, which provided a strong Recovery Program to gain control of her life. The City Rescue Mission provided a structured environment for her to trust herself and prepare for independence.

During her stay at City Rescue Mission, one of the counselors shared information about the Clara White Mission Culinary Arts Program and she had heard about the program from a few residences that had graduated from the program. She eagerly, enrolled in the program, but initially had a tough time following the guidelines of the program. She was late on many occasions, but the staff saw the natural potential and was familiar with her background, and didn't want to give up on her. One of our Case Managers took it upon himself to provide transportation to her until we were able to get her a bicycle. When she realized that we had as much interest in her as City Rescue Mission, she made a 190 degree turn around.

**Tinika** completed the 450 hours of Culinary training and graduated with honors. Ten days before graduation, Clara White Mission had a kitchen manager's position available. Several students applied, and based on **Tinika's** interview skills, class performance, rapport with her peers and her genuine people skills, she was offered the job, with high expectations. **Tinika** has been employed with the Mission for almost a year. She doesn't know it, but she is being considered for a promotion as the Catering/Special Events Manager.

**Tinika** has graduated from City Rescue Mission and Clara White Mission with the skills and vocational tools that will enhance her to become independent and self-sufficient. To ensure students are healthy, our partnership with I. M. Sulzbacher provided dental assistance during her enrollment. Currently, she resides at Gateway Rehab., Alumni House which provides housing and ongoing supportive services. She has reunited with her family and she gives thanks to her spiritual being and the support of the many that gave her a **Second Chance.**

### **Evandon Croston**

**Evandon Croston**, served his country for four in the United States Navy. He was Honorable Discharged with a plan to get married and live the American dream. He got addicted to drugs and alcohol and couldn't afford his habit. One struggle led to another. He was arrested for burglary and spent eight years incarcerated. Once he was released, he moved to Jacksonville to start a productive life. Unfortunately, due to his criminal background, steady employment was difficult. He tried to maintain, but soon became unemployed and lived on the streets for ninety days. He utilized several community agencies such as Trinity Mission and City Rescue Mission before seeking assistance from Clara White Mission.

**Evando**, interviewed and took a drug screening in hopes of receiving a slot in the upcoming program, which was Class 14. He had been clean and wanted an opportunity to complete the program. He came back that afternoon to see if he was approved for the program and saw his name on the Case Managers door. This second chance, provided housing and training, which offered a career in culinary arts. He no longer had to live on the streets. While he was enrolled in the program at Clara White, until he was able to get an appointment with the Veterans Administration, the I. M. Sulzbacher provided dental, medical and Gateway Services provided a mental health assessment and substance abuse counseling.

As part of the mission programs, students are given random drug screening throughout the program. During his time residing at the mission he remains clean from substance abuse and became a role model.

**Evando**, followed all of the guidelines that would provide him with a fresh start. He received many honors upon graduation; Attendance Award, Student of the Month and the Chef Award. Receiving his diploma from First Coast Tech. Institute was the turning point that he worked so hard to achieve. The ceremony was very emotional. After completing the program he was united with his sister, which they had been estranged because of his lifestyle.

Thirty days before graduation, he was offered a job by Ribs on Wheels in Riverside as the Kitchen Manager. He has moved into his on apartment and is doing very well.

The staff often dine at Rib On Wheels to show our support and get the best ribs in town.

**Evando** is a native of Philadelphia, Pennsylvania, African American male in his mid 50's. With the assistance and financial support from the community and tools from Clara White Mission he has gained a new perspective on life.

### **Carida Dorta**

**Carida Dora**, before coming to Jacksonville had a life, career, and family. She owned a successful Cuban Resturant, which she enjoyed cooking and meeting people. She and her husband had a rocky marriage. She accepted several years of physical and verbal abuse to keep the family together. Due to her commitment to being a wife and mother she endured the unhealthy situation. Carida was hoping their relationship would get better. She tired to make the marriage work, even suggested counseling. Her husband wasn't support of any suggestions.

One day after working long hours, when she arrived home her husband and the children were gone. The house was empty. Her husband had abandoned her and left a note that he and their three children had moved to another state. She was devastated and called the police, but had no recourse.

She was surprised by the transition that had occurred. She loved her children and had no way of contacting her husband, which made matters worse. She went into deep depression, thought about suicide and lost her business and house. Without the income from her husband, she was not able to maintain all of the financial obligations. All that she had worked for was gone. She had no motivation to move on in life.

After feeling sorry for herself, she was determined to get her life back. However, she needed some help. She moved from Georgia to Jacksonville and left her old life behind. When she arrived in Jacksonville, she was homeless with no where to go or stay. She became resourceful pretty quick and was able to reside at City Rescue Mission and Community Connection. She found out about the Clara White Mission Culinary Program. During her interview for the program, she shared her story with the staff. She mentions that she was very depressed and suffered from mental illness. After she was approved for the program the staff immediately coordinated services by contacting Sulzbacher to provide a mental health assessment and medication. Gateway Services provided a physical and a follow-up mental health assessment.



She is another example of how our program have developed community partnership to assistance the homeless and working poor.

**Carida**, graduate our program with honors, Student of the Month, Academic Award and Chef Award. She is employed by Bolero's on Beach Blvd, as the Head Chef. She is back in her element and looks forward to opening her own restaurant in the future. Recently, she prepared dinner for Bill Crosby as his personal Chef, while he was visiting our community for a fundraiser for Malvi Washington.

**Carida** is a native of Cuba and was raised in Miami, she's in her mid 30's, owned a family restaurant, separation lead to homelessness. However, she has a great future ahead of her.

## MEDIA COVERAGE

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# Clara White culinary arts students getting opportunity at St. John's

Students from Clara White Mission's School of Culinary Arts aren't worrying about whether they'll get rave reviews when they begin serving their specialties to the public next month.

That's because each day they deal with a tough clientele.

"When you're cooking for homeless people, they'll certainly tell you what they think," Carey Green, one of the students, told me last week. "Most of the time, their opinion is just what ours is."



Tonyaa Weathersbee

But, said Shala Collins, the homeless people are grateful for the meals — and she and the other students are grateful for their candor. It helps them learn. And such learning will be invaluable once

they open up shop in the banquet hall of St. John's Cathedral Episcopal Church on April 13.

The Friday lunches will feature upscale fare for the bargain price of \$7.50.

"This is something I've always wanted to do," said Collins, a displaced homemaker. "The baking, the seeing people enjoying their food — I love all of it..."

If Friday was any indication, people other than the homeless will be loving it as well.

The students tried out their creations on a gathering of community leaders. On the menu was tomato bisque soup, turkey and provolone croissants with honey-mustard dressing, a salad with spring greens, strawberries and nuts, and chips. Dessert was especially divine — a peach dumpling with sauce on glaze.

The students didn't get any criticism here. Only applause.

Ju'Coby Pittman, president of the Clara White Mission, said the partnership was born

of serendipity. She had been looking for a place to showcase the skills of the culinary students — some of whom are overcoming battles with drugs, alcohol and homelessness — to the general public. And Edward Harrison, dean of St. John's Cathedral, was looking for a way to put their banquet hall to greater use.

"I kept thinking, 'This is a gorgeous space. It belongs to the people of Jacksonville,'" Harrison said. "I carried this thought around with me for four years when I called Ju'Coby.

"She said 'I've been having the same dream.'"

"It was really a God thing," Pittman said. "I was thinking about doing this at the mission, but I knew we didn't have the resources to do it there. So the dean and I got together, and the rest is history."

Proceeds from the lunches will go to the mission, Harrison said.

Pittman said the collaboration will show what individuals can do once they're given a second chance. Already, she said, of the 210 or so students who have graduated from the culinary arts program, more than half are working — and making anywhere from \$8 to \$17 an hour.

The program is also building dreams.

Leo Huderson, a New Orleans native, said he plans to use his skills to open his own creole and soul restaurant. He's already come up with the name — Marshalla's. And James Stevens, who has struggled through divorce and alcoholism, plans to continue his culinary education in St. Augustine.

It's good that Clara White Mission and St. John's Cathedral are giving people like Stevens a chance to make things right.

Here's hoping the public will do so as well.

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**A.M. STIR**  
 ← **Trivia quiz: Aerosmith's Steven Tyler** PAGE B-2  
**ON NUTRITION**  
**How safe is your water?** PAGE F-3

**THURSDAY**  
 APRIL 12, 2007  
 THE TIMES-UNION



Donnie Richard heads toward the kitchen for more entrees while serving lunch at Clara's at the Cathedral. This trial run in late March allowed students from the Clara White Mission's culinary program to practice for the real thing. The cafe opens for business Friday at St. John's Cathedral. Photos by JOHN PENNERTON/The Times Union



Tinika Anderson, kitchen manager at Clara's at the Cathedral, inspects glasses before they're placed on tables.

# What's cooking at the cathedral?

A downtown church is uniting with the Clara White Mission for Friday lunch, bringing a new cafe to diners and meaningful experience to workers.



The kitchen is busy with activity as students and instructors from the Clara White Mission's culinary program prepare salads for 160 people at Clara's at the Cathedral.

To see more photos from Clara's at the Cathedral, go to [Jacksonville.com](http://Jacksonville.com), keyword: Clara.

**BY DAN MACDONALD**  
Times-Union food editor

**D**OWNTOWN is always in need of a new lunch spot. Friday, a new one opens with a difference.

Clara's at the Cathedral not only has the customer in mind, but also its workers.

The cafe at St. John's Cathedral, 256 E. Church St., is the result of a project between the Clara White Mission and the church.

Lunch is prepared and served by 17 members of the Clara White culinary program. These vocational students are among those who receive the benefits of the mission's rehabilitative services.

Clara's will be open from 11 a.m. to 1 p.m. on Fridays. The limited menu will vary weekly and include a choice of soup or salad, a couple of hot or cold entrees and a dessert for less than \$8. Although dinner is served in the cathedral's spacious Tallaferra Hall, this is a dining experience, not a religious one.

However, it may have had some divine inspiration.

"This has been a dream

**CLARA'S continues on E-6**

Continued from E-1

since my first day when I saw this beautiful space," said the Very Rev. Edward Harrison, dean of the cathedral. "We use this space on Sunday and Wednesday, but this belongs to the community."

Harrison had heard of other churches offering similar programs and wanted to do something here.

He remembered the day he acted upon the inspiration and approached Ju/Coby Pittman-Peele, CEO and president of the Clara White Mission, with the idea. He was met by silence.

"When she finally spoke, she said, 'We have the same dream.'"

The week before the call, Pittman-Peele wondered how to expand the culinary program.

"I wanted to do a cafe, but I didn't want to do it at the mission," she said. "I wanted something upscale."

The cafe's purpose is to give hands-on experience to the students, generate funds for the mission and to offer more visibility, Pittman-Steele said.

"This lets the community know that we are more than just a soup kitchen. We are really a community development center in terms of restoring and building lives of people."

In its third year, the four-month culinary program teaches food preparation, baking and cooking, as well as front-of-the-house service training. The students prepare meals that are served daily at the mission and also work as part of the mission's catering service.

After students complete the program, the mission arranges internships and job placement assistance.

The mission's statistics show that 70 percent of graduates have a full or part-time job 30 days after leaving. Also, half of those who have completed the program are still employed at jobs that pay between \$8 and \$15 per hour.



John Chaney, a culinary student, takes lunch entrees to diners at Clara's at the Cathedral.

Clara's at the Cathedral is counting on local office workers to make dining there a weekly habit. Bob Stone, program director, said the cafe's goal is to be self-sufficient and one day soon to take reservations.

"Even at one day a week, I think [it will support itself] and always have a little left over for Clara," Stone said.

It took a year for the dream to become a reality. To prepare for it, Pittman-Peele said the culinary program expanded to include more students.

"We reached out to the other non-profits to identify individuals who are ready and suited for this type of program," she said.

In late March, the cafe had two trial runs, serving 160 guests at each meal. On Friday, the room will be set up to serve about 120. There will be white tablecloths and floral centerpieces on the tables, Stone said.

During the VIP dinners, the students were divided into cook and wait staffs. In Talferro Hall's small gallery-style kitchen, the cooks worked silently assembling croissant sandwiches. Dressed in white

chef's jackets and black-and-white checkered trousers, this staff was no different than those found in other kitchens in the city.

The first meal consisted of Tomato Basil Soup, Baked Turkey and Provolone Croissant with Honey Mustard Sauce served on a Spring Salad with Strawberry Slices and Poppy Seed dressing. Dessert was Peach Dumping in Puff Pastry. It came off very well considering it was the first time the cooks had prepared it.

"There was no practice. There was no time for that," said Patti Beard, executive training chef. "I demonstrated it once and showed them how to plate it."

Many of the students have worked in professional kitchens in the past but few have had any classroom training. They agree that the culinary course

is offering a life-changing opportunity.

"This got me off the streets and gave me my life back," said waiter John Chaney, 52 of Jacksonville Beach, who is in a drug rehabilitation program.

Chaney, a tall slender man with a quiet demeanor, hopes to one day take his waiting skills to a cruise ship so that he can work while seeing different parts of the world. He finds the work exhilarating.

Carey Green, 39, of Jacksonville, had past military kitchen experience before entering the Clara White program. He's learning about proper sanitation practices and other skills. He lost his last job after being hurt in a car accident.

"A bad thing turned into a wonderful thing."

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