



March Governance Meeting
March 25, 2024 9:30am – 10:30am

1. Introductions and Instructions

Meredith Chartrand-Frisch, Governance Vice-Chair

2. Public Comments

Public comments will be taken for each item on the agenda. Comments must be made about the specific agenda item. The audience will have an opportunity for public comment on general topics at the end of the meeting.

3. Approval of January Minutes

4. New Business

Rodger Belcher, Chief Strategy Officer
Kenneth Darity, Chief Administrative Officer
Dr. Saralyn Grass, Chief Executive Officer

- a. STEM Hub: 100 Black Men & I'm a Star Foundation
- b. Grant Application: TD Charitable Foundation
- c. Grant Application: DCF Criminal Justice Reinvestment
- d. Grant Application: U.S. Department of Treasury
- e. Literacy Training & Coaching Contracts: UNF/FIE/ELC
- f. Recapture Funds Legislation

5. Governance Activities

Meredith Chartrand-Frisch, Governance Vice-Chair
Dr. Saralyn Grass, Chief Executive Officer

- a. Review Board Approved Policies
 - 22-016 CEO Contract Delegation Authority Policy
 - 22-017 CEO Delegation to CAO
 - 22-018 Small Provider Criteria Policy
 - 22-019 Grant Application Policy

6. Public Comments

7. Adjourn

**Kids Hope Alliance – January Governance Meeting Minutes
January 16, 2024**

1. Introductions and Instructions
Connie Hodges, Governance Chair

Connie Hodges called the meeting to order at 10:00 a.m. and began with introductions of committee members and KHA Staff.

Members Present – Connie Hodges, Lawrence Dennis and Meredith Chartrand-Frisch

2. Public Comments
Mrs. Hodges asked for public comments. There were none. She explained that public comments will be taken for each item on the agenda. The audience will also have an opportunity for public comment on general topics at the end of the meeting.
3. Approval of Minutes – Mrs. Hodges asked the Governance Committee to review the minutes from the November meeting and advise if there were any revisions. There were no revisions so she asked for public comment and there being none, she asked for a motion to approve the minutes.
Motion: Meredith Chartrand-Frisch
Second: Lawrence Dennis
Approved: 3-0

4. New Business

- a. Grant Application: AI for Human Agency Grant
Rodger Belcher, Chief Strategy Officer
Mr. Belcher explained that the deadline for the AI grant application submission passed therefore the application was submitted but unfortunately it was not approved. He also mentioned that KHA may apply for this grant in the future. The purpose of the grant is to provide parents with assistance after hours. NLP Logix helped KHA put together a solution which would begin as a Chatbot on the website. This intelligence will be fast, intuitive and accurate. Dr. Grass explained that KHA will continue to look for similar grants of this nature. This ended the discussion. Mrs. Hodges asked if there were any public comments, there were none. Next, she asked for a motion to approve this application.
Motion: Meredith Chartrand-Frisch
Second: Lawrence Dennis
Approved: 3-0

- b. Mayor's Youth at Work Partnership
Kenneth Darity, Chief Administrator Office
Mr. Darity referred to the MYAWP action item and explained that Staff is asking the Committee to increase the maximum by \$1,250,000 in order to increase the number of Summer 2024 participants from 300 to 600. During the committee discussion, it was determined that the current budget is \$1,300,000. Dr. Grass explained that the Mayor's Youth at Work Partnership program was KHA's flagship program prior to it being outsourced to Goodwill. Currently, we have 8 programs who also have workforce development programs. The purpose of this action item is to double Goodwill's seats for now but we would like to diversify in the future. The program's success is being measured by the number of youth involved and whether or not they finish the

program. Goodwill also administers surveys to youth and employers and they hold youth focus groups to obtain feedback and improvement opportunities. Then, Mrs. Hodges asked for a motion to approve this agenda item.

Motion: Meredith Chartrand-Frisch

Second: Lawrence Dennis

Approved: 3-0

5. Governance Activities

Connie Hodges, Governance Chair

Dr. Saralyn Grass, Chief Executive Officer

a. January – Review and Approval of Bylaws

Mrs. Hodges and Dr. Grass reviewed the proposed changes to the Bylaws which would include Section 8.6, which allows Board members who are not members of a committee to substitute for absent members to obtain a quorum. The other proposed change is to Section 7.5 would allow virtual committee meetings if necessary. Mrs. Hodges then asked the other committee members if they had any revisions to the Bylaws and there were none.

b. March – Review Board Approved Policies, Grant Review

Mrs. Hodges explained that Board Approved Policies and the procedures for Grants will be discussed at the March Governance meeting. She asked for a motion to approve this agenda item.

Motion: Meredith Chartrand-Frisch

Second: Lawrence Dennis

Approved: 3-0

6. Public Comment

Mrs. Hodges asked if there were any public comments, there were none. Dr. Grass shared that KHA is working on outreach efforts citywide but especially on the East side since we're the largest office in the neighborhood. To this end, KHA subsidized educational gifts distributed during the Holiday Giveaway at First Baptist Church of Oakland which is located on the East side. In addition, KHA provided holiday gifts to the children at the Don Brewer Headstart Center. KHA staff attended the 37th Annual MLK, Jr. Breakfast at the Prime Osborn Convention Center. This year's breakfast was well attended and included many heartfelt moments. Dr. Grass also mentioned that KHA is preparing for the Mayor's Literacy event and that two donations had been received, which were from Lucy Gooding and PNC Bank. These monies will be used to fund a Bookmobile. Mrs. Hodges asked that KHA staff share updates on recent accomplishments at future Committee and Board meetings if time allows. Dr. Grass agreed that Staff will do so.

7. Adjourn

The meeting was adjourned at 10:35 a.m. by Connie Hodges.

BOARD ACTION ITEM: STEM HUB – 100 BLACK MEN OF JACKSONVILLE INC. AND I'M A STAR FOUNDATION, INC.

BOARD ACTION ITEM NUMBER: 24-016

CATEGORY: OUT OF SCHOOL TIME

- GOVERNANCE MEETING:** MARCH 25, 2024
- FINANCE MEETING:** MARCH 25, 2024
- BOARD MEETING:** MARCH 27, 2024

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1) Approve funding for 100 Black Men of Jacksonville, Inc. and the I'm A Star Foundation, Inc. to implement a STEM HUB program for underrepresented youth for up to the amount of \$200,000 each.
- 2) Authorize the CEO of KHA to execute a contract with 100 Black Men of Jacksonville, Inc. And I'm A Star Foundation for the period June 1, 2024 through May 30, 2025 with the option to renew the contract for two additional one-year terms, and to take all other actions necessary to accomplish the actions approved in (1) above, along with any subsequent renewals based on the evaluation of outcomes and funding utilization.

NARRATIVE:

The purpose of the program is to provide underrepresented students with opportunities beyond exposure to computer science programs, to include training and job shadowing designed to prepare students for immediate entry-level employment in the STEM field.

Both providers have been operating successfully for the past 3 years.

This request will be submitted under an exemption since legislation has been filed with City Council for them to have a 3-year lease of the building:

Exemption #7. Supplies or services to be provided by those specifically prescribed within authorizing legislation that appropriates the same.

FISCAL IMPACT:

100 Black Men of Jacksonville, Inc. and I'm A Star Foundation, Inc. will receive funding through Kids Hope Alliance in the amount of up to \$200,000 each. The funding is already in the budget since they are currently being funded.

OPTIONS:

- Vote to approve action item.
- Decline to approve action item.
- Vote to approve action item with amendments. If checked, the following amendment to the item is approved:

Board Secretary Signature: _____
(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

BOARD ACTION ITEM: GRANT APPLICATION: TD CHARITABLE
FOUNDATION FUNDS – HOME ROOF
REHABILITATION INITIATIVE FOR FAMILIES

BOARD ACTION NUMBER: 24-017

CATEGORY: SPECIAL NEEDS

- GOVERNANCE MEETING: MARCH 25, 2024
- FINANCE MEETING: MARCH 25, 2024
- BOARD MEETING: MARCH 27, 2024

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1. Approve the application for the TD Charitable Foundation Funds – Home Roof Rehabilitation Initiative grant.
2. Authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder, and all other documents necessary to comply with grant requirements, if awarded, including direct contracts with the partner identified within the grant.

NARRATIVE:

KHA proposes to apply for the TD Housing Grant to provide the Home Roof Rehabilitation Program which will help families in need keep a roof over their heads, helping to provide relief amongst soaring property insurance costs. This grant will provide \$250,000 for 15 at-risk families which will provide opportunity for families to successfully mitigate insurance compliance.

City of Jacksonville's Response

In the 2023-24 budget, Jacksonville allocated \$500,000 for a pilot program, covering 35 homes. Despite a high demand, the waiting list was capped at 125 applicants due to funding constraints.

In partnership with the City of Jacksonville Neighborhoods Division, KHA applied for a grant in February to provide additional support for the Home Roof Rehabilitation Program specifically reaching homeowners with one or more children living in the residence. The Neighborhoods Division will be implementing the grant with KHA providing grant management support in collecting outcomes for the program.

This grant was submitted on February 13, 2024 to meet the grant deadline. Acceptance of the award will be based on the decision of approval by the board.

FISCAL IMPACT:

Grant awards \$250,000 with no required cash match.

OPTIONS:

- Vote to approve action item.
- Decline to approve action item.
- Vote to approve action item with amendments. If checked, the following amendment to the item is approved:

Board Secretary Signature: _____
(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

Attachment A – Grant Matrix

Funding Opportunity Name: TD Charitable Foundation Funds – Home Roof Rehabilitation Initiative for Families grant. Date: 3-6-24

Deadline(s): 2-13-24 Size of Award: 24 months - \$250,000

Required Match Needed? No If yes, amount and funding: In-kind or cash match is required: Enhancement Funding Needed? No If yes, amount and funding Index Code:

Prioritized Checklist for Reviewing a Grant Application				
Category	Assessment Question	Yes	No	Unsure
Purpose	Is there a close match between KHA’s mission and experience and the funding agency’s purpose for providing this grant?	X		
	Is the grant consistent with KHA’s Essential Services Plan?	X		
Eligibility	Is KHA (a government entity) eligible to apply for this opportunity? Is applying for this grant within the authority given to KHA in Chapter 77 of the City of Jacksonville’s Ordinance Code?	X		
		X		
Competing Community Partners	Is there a community organization that is applying for this grant or eligible for this opportunity that would be a better fit than KHA?			X
Deadline	Is the time between now and the deadline sufficient for KHA to prepare the grant proposal?	X		
Funding Amount/ ROI	Can KHA fit the budget for the proposed program between the funding floor (minimum grant allowed) and the funding ceiling (maximum award)?	X		
	Is the grant award adequate for the investment?	X		
Matching Requirements	Can KHA meet any matching funds requirement?	N/A		
	May in-kind contributions count toward the match?	N/A		
Number of Awards	Is the number of anticipated awards high enough that KHA is likely to be competitive?	X		
Partnering Requirements	Does KHA have time to establish relationships or do we have existing relationships with required partners or are we members of an eligible coalition?	X		
Level of Staffing Available	Does KHA have the resources and expertise (and are there sufficient funds allowed in the grant budget) to manage the grant program expected by the funding agency? If not, does the grant provide funding for additional resources?	X		
		N/A		
Regularity of Competition	Will KHA have another opportunity to apply for this program in the future if we decide not to pursue it now?			X
Technical Assistance	Will there be a workshop or webinar offered by the funding agency to help applicants know how to apply?	X		
Prior Experience	Will a new applicant receive as many points as applicants with previous grants or prior experience?	N/A		
Priority/Bonus Points	Can we meet any required or optional competitive preference priorities or otherwise earn bonus points?	N/A		
Agencies/Providers	Are there any other agencies/ providers currently offering these services?	X		
Youth Served	How many children and/or youth will be served?	15 families		

Decision to Write This Proposal: X Yes, pursue No, do not Pursue

Notes:

Approved by: Dr. Saralyn Grass Date: 3/21/24

BOARD ACTION ITEM: GRANT APPLICATION: DEPARTMENT OF CHILDREN AND FAMILIES - CRIMINAL JUSTICE REINVESTMENT GRANT (CJRG)

BOARD ACTION NUMBER: 24-018

CATEGORY: JUVENILE JUSTICE

- GOVERNANCE MEETING: MARCH 25, 2024
- FINANCE MEETING: MARCH 25, 2024
- BOARD MEETING: MARCH 27, 2024

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1. Approve the application for the Criminal Justice Reinvestment Grant (CJRG) funded by the Florida Department of Children and Families.
2. Authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder, and all other documents necessary to comply with grant requirements, if awarded, including direct contracts with the partner identified within the grant.

NARRATIVE:

The Criminal Justice, Mental Health, and Substance Abuse (CJMHS) Reinvestment Grant Program was created by section 394.656, Florida Statutes (F.S.), and is housed within the Department of Children and Families (Department). The purpose of the funding is to plan, implement, or expand initiatives that increase public safety, avert increased spending on criminal and juvenile justice systems, and improve the accessibility and effectiveness of treatment services for adults and juveniles who have a mental illness, substance use disorder, or co-occurring mental health and substance use disorders, and who are in, or at risk of entering, the criminal or juvenile justice systems.

This grant submission will seek to serve youth that are identified Youth who are “at-risk” for involvement in the juvenile justice system, have factors associated with possible delinquent behaviors that can lead to involvement in the juvenile justice system, including individual factors, family factors, peer group factors, school-related factors, or community environmental factors.

The City of Jacksonville has provided KHA with a letter of support for the grant which is required. KHA, in partnership with the Partnership for Child Health and the Jacksonville Sherriff’s office, has provided this service through this funder for the past nine years and has found it to be impactful in

identifying and treating youth needing services. KHA submitted a grant on March 22, 2024 to meet the grant deadline. Acceptance of the award will be based on the decision of approval by the board.

FISCAL IMPACT:

\$1,200,000.00 funding for three years. Local matching funds of 100% are required under the Reinvestment Grant Program and will be provided by the Jacksonville Sherrif’s Office for detention, security and space. KHA provides a cash match up to \$85,000 for grant management support and monitoring.

OPTIONS:

- Vote to approve action item.
- Decline to approve action item.
- Vote to approve action item with amendments. If checked, the following amendment to the item is approved:

Board Secretary Signature: _____
(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

Attachment A – Grant Matrix

Funding Opportunity Name: Department of Children and Families – Criminal Justice Reinvestment Grant.

Date: 3-13-24

Deadline(s): March 20, 2024

Size of Award: 36 months - \$1,200,000 Required Match (provided by the JSO) Needed? YES If yes, amount and funding: In-kind or cash match is required: Enhancement Funding Needed? Yes - \$85,000 If yes, amount and funding Index Code: To be Determined.

Prioritized Checklist for Reviewing a Grant Application				
Category	Assessment Question	Yes	No	Unsure
Purpose	Is there a close match between KHA’s mission and experience and the funding agency’s purpose for providing this grant?	X		
	Is the grant consistent with KHA’s Essential Services Plan?	X		
Eligibility	Is KHA (a government entity) eligible to apply for this opportunity? Is applying for this grant within the authority given to KHA in Chapter 77 of the City of Jacksonville’s Ordinance Code?	X		
		X		
Competing Community Partners	Is there a community organization that is applying for this grant or eligible for this opportunity that would be a better fit than KHA?		X	
Deadline	Is the time between now and the deadline sufficient for KHA to prepare the grant proposal?	X		
Funding Amount/ ROI	Can KHA fit the budget for the proposed program between the funding floor (minimum grant allowed) and the funding ceiling (maximum award)?	X		
	Is the grant award adequate for the investment?	X		
Matching Requirements	Can KHA meet any matching funds requirement?	N/A		
	May in-kind contributions count toward the match?	N/A		
Number of Awards	Is the number of anticipated awards high enough that KHA is likely to be competitive?	X		
Partnering Requirements	Does KHA have time to establish relationships or do we have existing relationships with required partners or are we members of an eligible coalition?	X		
Level of Staffing Available	Does KHA have the resources and expertise (and are there sufficient funds allowed in the grant budget) to manage the grant program expected by the funding agency?	X		
	If not, does the grant provide funding for additional resources?	N/A		
Regularity of Competition	Will KHA have another opportunity to apply for this program in the future if we decide not to pursue it now?			X
Technical Assistance	Will there be a workshop or webinar offered by the funding agency to help applicants know how to apply?	X		
Prior Experience	Will a new applicant receive as many points as applicants with previous grants or prior experience?			X
Priority/Bonus Points	Can we meet any required or optional competitive preference priorities or otherwise earn bonus points?	N/A		
Agencies/Providers	Are there any other agencies/ providers currently offering these services?	X		
Youth Served	How many children and/or youth will be served?		1,000	

Decision to Write This Proposal: X Yes, pursue No, do not Pursue

Notes:

Approved by: Dr. Saralyn Grass Date: 3/21/24

BOARD ACTION ITEM: GRANT OPPORTUNITY - TREASURY DEPARTMENT - SOCIAL IMPACT PARTNERSHIPS TO PAY FOR RESULTS ACT (SIPPRA)

BOARD ACTION NUMBER: 24-019

CATEGORY: EARLY LEARNING

- GOVERNANCE MEETING:** MARCH 25, 2024
- FINANCE MEETING:** MARCH 25, 2024
- BOARD MEETING:** MARCH 27, 2024

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1. Approve the application for the grant opportunity from the U.S. Department of Treasury (Treasury): Office of Economic Policy– Social Impact Partnership to Pay for Results Act (SIPPRA).
2. Authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder, and all other documents necessary to comply with grant requirements, if awarded, including direct contracts with the partner identified within the grant.

NARRATIVE:

In 2018, Congress appropriated \$100 million to the Treasury to implement the Social Impact Partnerships to Pay for Results Act (SIPPRA), a new grant program designed to improve social services and encourage funding programs that achieve tangible results. In February 2024, Treasury issued this Notice of Funding Availability (NOFA) to invite applications from State and local governments to apply for a Pay for Success” Model.

In the “Pay for Success” (also referred to as pay for results) model, the grantor agrees to make payments only if specific, pre-determined, measurable outcomes are achieved. If the intervention does not achieve the pre-determined outcomes, then the grantor will not make an outcome payment. The payment to the Awardee must be less than or equal to the value of the outcome to the federal government over a period not exceeding ten years from the date implementation commences.

Treasury will prioritize projects that directly benefit children in order to meet the statutory threshold that 50 percent of awarded funds be used on awards that directly benefit children. The FY24 NOFA allows

applicants to use the savings accrued to State, Local, or Tribal governments in the savings calculation required for SIPBRA eligibility.

Under the FY24 NOFA, a project is considered to directly benefit children if:

- 1) the target population is children (aged 0-19 at the beginning of the intervention);
- 2) or the target population is parents of children.

In addition, State and local governments receiving project grants will be eligible to receive a grant for up to 15% of the project grant amount to pay for all or a portion of the cost of a statutorily required independent evaluation, which will be paid regardless of whether outcomes have been met.

The purposes of the SIPBRA program are:

- (1) To improve the lives of families and individuals in need;
- (2) To redirect funds away from programs that, based on objective data, are ineffective, and into programs that achieve demonstrable, measurable results;
- (3) To ensure federal funds are used effectively on social services to produce positive outcomes for both service recipients and taxpayers;
- (4) To establish the use of social impact partnerships to address some of the Nation's most pressing problems;
- (5) To facilitate the creation of public-private partnerships that bundle philanthropic or other private resources with existing public spending to scale up effective social interventions already being implemented;
- (6) To bring pay for performance to the social sector, allowing the United States to improve the impact and effectiveness of vital social services programs while redirecting inefficient or duplicative spending; and
- (7) To incorporate outcomes measurement and randomized controlled trials or other rigorous methodologies for assessing program impact.

This grant will serve all children in Duval County not reading on grade level.

This specialized funding opportunity requires expertise in this type of grant development and an informal bid is being released for consultation in planning the grant and support.

The grant award may be for up to ten years from October 1, 2024 through September 31, 2032.

FISCAL IMPACT:

Grant awards are expected to be up to \$10,000,000 in funding if available with a 50 percent match, but the match required does not need to be from the applicant. If the required federal savings outcomes are met at the end of program, the Treasury will provide the full requested amount. If the required federal savings outcomes are not met at the end of the program, no penalties will be issued.

OPTIONS:

- Vote to approve action item.
- Decline to approve action item.

- Vote to approve action item with amendments. If checked, the following amendment to the item is approved:

Board Secretary Signature: _____
(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

Attachment A – Grant Matrix

Funding Opportunity Name: U.S. Depart. Of Treasury- Social Impact Partnership to Pay for Results Act (SIPRA).

Date: 3-13-24

Deadline(s): 4-15-24

Size of Award: Up to ten years and \$10,000,000 with 50% match.

Required Match Needed? Yes

If yes, amount and funding: In-kind or cash match is required but not necessarily from the applicant.

Enhancement Funding Needed? No

If yes, amount and funding

Index Code: This will be determined in the planning stage.

Prioritized Checklist for Reviewing a Grant Application				
Category	Assessment Question	Yes	No	Unsure
Purpose	Is there a close match between KHA’s mission and experience and the funding agency’s purpose for providing this grant?	X		
	Is the grant consistent with KHA’s Essential Services Plan?	X		
Eligibility	Is KHA (a government entity) eligible to apply for this opportunity? Is applying for this grant within the authority given to KHA in Chapter 77 of the City of Jacksonville’s Ordinance Code?	X		
		X		
Competing Community Partners	Is there a community organization that is applying for this grant or eligible for this opportunity that would be a better fit than KHA?		X	
Deadline	Is the time between now and the deadline sufficient for KHA to prepare the grant proposal?	X		
Funding Amount/ ROI	Can KHA fit the budget for the proposed program between the funding floor (minimum grant allowed) and the funding ceiling (maximum award)?	X		
	Is the grant award adequate for the investment?	X		
Matching Requirements	Can KHA meet any matching funds requirement?	N/A		
	May in-kind contributions count toward the match?	N/A		
Number of Awards	Is the number of anticipated awards high enough that KHA is likely to be competitive?	X		
Partnering Requirements	Does KHA have time to establish relationships, or do we have existing relationships with required partners or are we members of an eligible coalition?	X		
Level of Staffing Available	Does KHA have the resources and expertise (and are there sufficient funds allowed in the grant budget) to manage the grant program expected by the funding agency?	X		
	If not, does the grant provide funding for additional resources?	N/A		
Regularity of Competition	Will KHA have another opportunity to apply for this program in the future if we decide not to pursue it now?			X
Technical Assistance	Will there be a workshop or webinar offered by the funding agency to help applicants know how to apply?	X		
Prior Experience	Will a new applicant receive as many points as applicants with previous grants or prior experience?	N/A		
Priority/Bonus Points	Can we meet any required or optional competitive preference priorities or otherwise earn bonus points?	N/A		
Agencies/Providers	Are there any other agencies/ providers currently offering these services?	X		
Youth Served	How many children and/or youth will be served?	All children not on grade level.		

Decision to Write This Proposal: X Yes, pursue No, do not Pursue Notes:

Approved by: Dr. Saralyn Grass Date: 3/21/24

BOARD ACTION ITEM: LITERACY TRAINING AND COACHING

BOARD ACTION ITEM NUMBER: 24-020

CATEGORY: EARLY LEARNING

- GOVERNANCE MEETING: MARCH 25, 2024**
- FINANCE MEETING: MARCH 25, 2024**
- BOARD MEETING: MARCH 27, 2024**

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1. Approve a new contract based on the Procurement exemption for the following contractors: UNF/FIE, ELC and University of Florida in the combined amount not to exceed \$750,000 for literacy coaching and training. The contract date is June 1, 2024 to May 31, 2025 for year 1 and for subsequent years with up to three (3) annual renewal options. Each subsequent year's option will be based on an evaluation of the effectiveness of the prior year.
2. If awarded, authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder and all other documents necessary to comply with grant requirements, including any sub-contracts identified in the grant proposal.

NARRATIVE:

The purpose of this grant funding is to provide a more intensive summer program which includes high-quality coaching, extensive literacy support and dynamic family engagement components and includes year-round activities. UNF/FIE, ELC and the University of Florida will work collaboratively in this endeavor to show improvement in the summer learning loss. This is part of the Mayor's initiative and funding was provided through the recently awarded extra dollars.

Programming can be funded through a Procurement Exemption from competitive solicitation as outlined in Section VII of the City of Jacksonville's Procurement Manual, October 2020, because the services meet the following exemption criteria: Supplies, services or commodities provided by governmental entities or agencies.

FISCAL IMPACT:

\$750,000 in year 1 and up to a 10% increase in subsequent years. KHA may reduce the contract depending upon reduced need or unspent funds.

OPTIONS:

- Vote to approve action item.
- Decline to approve action item.
- Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

Board Secretary Signature: _____
(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

BOARD ACTION ITEM: RECAPTURE OF KHA 2022-2023 FUNDS
BOARD ACTION ITEM NUMBER: 24-021
ESSENTIAL SERVICE CATEGORIES: SPECIAL NEEDS, EARLY LEARNING,
 JUVENILE JUSTICE, PRE-TEEN/TEEN

- GOVERNANCE MEETING:** MARCH 25, 2024
- FINANCE MEETING:** MARCH 25, 2024
- BOARD MEETING:** MARCH 27, 2024

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1) Ratify and approve the filing of legislation by the Kids Hope Alliance (KHA) staff asking City Council to appropriate approximately \$1,433,508 to the KHA program fund and to direct the recaptured funds to the following essential service categories:

Category	Amount
Special Needs	\$150,000
Juvenile Justice	\$355,000
Pre-Teen/Teen	\$455,000
Out-of-School Time	\$140,000
Early Learning	\$400,000
Total	\$1,433,508

Note: If the total amount available is updated prior to filing, the amount in Early Learning will increase.

NARRATIVE:

KHA is requesting the Board to authorize legislation to recoup the \$1,400,000 recaptured from the year-end processing of FY 2020:

- \$1,076,498 will go towards funding providers that responded and scored well on our last RFP but were not funded due to limited funding.
- \$140,000 will go towards opening a new OST site in or near the Eureka Gardens area.
- The remaining amount will go to Early Learning to expand ongoing literacy efforts.

FISCAL IMPACT:

Upon approval by the KHA Board and the full City Council, the fiscal impact would be a total of \$1,433,508, with \$1,216,498 funding new programming and the remainder to expand existing literacy efforts. This money will be carried forward to the KHA 2024/2025 budget.

OPTIONS:

- Vote to approve action item.
- Decline to approve action item.
- Vote to approve action items with amendments. If checked, the following amendment to the item is approved:

Board Secretary's Signature: _____
(in the event the board secretary is not present, the board chair may sign and authority shall pass down accordingly).

Print name and title: _____

Date: _____



**BOARD POLICY
DELEGATION OF EXECUTION
AUTHORITY TO CEO**

Section:	Administration		
Subject:	Delegation of Execution Authority to Chief Executive Officer		
Effective Date:	March 17, 2021	Review Date:	November 16, 2022
Approved: KHA Board, November 16, 2022			

AUTHORITY

Section 77.110(a) of the Kids Hope Alliance enabling Ordinance Code states that the “Board may authorize the CEO to execute contracts and other documents on the Board’s behalf.”

PURPOSE:

This policy delegates from the KHA Board to the CEO the authority to execute certain contracts and documents.

POLICY

The Board authorizes the Chief Executive Officer of the Kids Hope Alliance (“KHA”) to execute the following contracts and documents on behalf of the Board:

- All agreements and contracts, including, but not limited to, contracts for services for children and youth, professional services contracts, grant contracts, interlocal agreements, memorandums of understanding, intergovernmental contracts, and joint and cooperative purchasing contracts with other governmental agencies (“Contracts”) which do not involve the receipt or payment by KHA of more than \$65,000 in a fiscal year;
- Ancillary documents related to existing Contracts that are consistent with the terms of the Contracts and do not involve any financial obligation;

- Contracts approved by the Board;
- Contracts awarded under a Request for Proposal approved by the Board;
- Amendments to the terms and conditions of existing Contracts as long as the scope of services and performance metrics under the Contract remain substantially the same and the Amendment does not increase or decrease the annual amount payable under the Contract by more than 10%;
- Amendments renewing existing Contracts as long as the terms and conditions remain substantially the same and the Contractor has substantially met the minimum performance metrics as established in the Contract;
- Amendments extending existing Contracts for a period of not more than 6 months as long as the terms and conditions remain substantially the same and the Contractor has substantially met the minimum performance metrics as established in the Contract;
- Contracts and Amendments during any period that a quorum of the Board is unable to meet to take action in accordance with applicable laws due to extraordinary circumstances, including, but not limited to, a natural disaster, epidemic or pandemic, City or State declared state of emergency, or other circumstances deemed by the Chair of the Board and the CEO to prevent the Board from safely meeting and taking action in accordance with applicable laws. All Contracts and Amendments executed by the CEO under this section 8 authorization are required to be communicated to the Kids Hope Alliance Board Chair and the Finance Committee Chair in advance and reported to the full Board at its next meeting.

All Contracts executed by the CEO under this Authorization must be in compliance with the City of Jacksonville's Municipal Code, including, but not limited to, Chapters 77 and 126 thereof, and all other applicable laws.

All Contracts executed by the CEO under this Authorization must be consistent with KHA's Essential Services Plan.

The CEO shall provide the Board with a report on all Contracts and Amendments executed under this Authorization at the Board meeting immediately following execution of the Contract or Amendment. This report will include information related to performance metrics, including whether the Contractor has met any existing performance metrics, if applicable.



**BOARD POLICY
DELEGATION OF CEO AUTHORITY TO CAO**

Section:	Administration		
Subject:	Delegation of CEO Authority to Chief Administrative Officer		
Effective Date:	March 17, 2021	Review Date:	November 16, 2022
Approved: KHA Board, November 16, 2022			

AUTHORITY:

Section 77.110(a) of the Kids Hope Alliance enabling Ordinance Code states that the “Board may authorize the CEO to execute contracts and other documents on the Board's behalf.”

PURPOSE:

This policy delegates the execution authority for contracts and other documents to the CAO during the times that the CEO is unavailable because the CEO is on leave from work or out of town for Kids Hope Alliance business. This delegation allows the business of the Kids Hope Alliance to continue uninterrupted.

POLICY:

During such times as the Chief Executive Officer (CEO) of the Kids Hope Alliance in on leave from work or out of town for Kids Hope Alliance business, the Board:

1. Authorizes the Chief Administrative Officer to execute, on behalf of the Board, all contracts, and other documents which the Board has authorized the CEO to execute.
2. Authorizes the Chief Administrative Officer to take all other actions consistent with the responsibilities delegated to the CEO by the Board to the extent necessary to allow the Kids Hope Alliance to continue operations and programming during the CEO’s absence.



**BOARD POLICY
SMALL PROVIDER CRITERIA**

Section:	Research and Grants		
Subject:	Small Provider Criteria		
Effective Date:	June 17, 2020	Review Date:	November 16, 2022
Approved: KHA Board, November 16, 2022			

AUTHORITY

KHA Ordinance, Sec. 77.105.(1)-
Definitions

Small Provider(s) shall mean any public or private non-profit entity that provides Services to KHA in the amount of \$65,000 or less and meets the Small Provider Criteria established by the Board, which criteria at a minimum provides maximum caps on the entity's operating budget size, staff capacity, and number of children served.

KHA Ordinance, Sec. 77.109.a(13)-

Create Small Provider programs by means of Chapter 126, Ordinance Code, subject to Section 77.111(b), to enable Small Providers to provide a portion of the Services permitted under the Plan;

KHA Ordinance, Sec. 77.111(b)
Contracts; contract administration; carryover.

Small Provider Contracts; Technical assistance. Small Provider Contracts shall be procured by the Board under Chapter 126, Ordinance Code, using informal bid requirements. The Board shall establish "Small Provider Criteria", which criteria at a minimum shall provide maximum caps on the entity's operating budget size, staff capacity, and number of children served. Small Provider Contracts may include contract provisions regarding financial reporting and insurance that are less stringent than Provider Contracts, as approved by the CEO and the City Risk

Manager. KHA will provide workshops and information sessions regarding opportunities for funding under this Chapter.

PURPOSE

This policy further defines the criteria for Small Providers, based upon expectations set in the Ordinance. These criteria will help in the efforts being set forth to develop programming to build capacity of Small Providers.

POLICY

To be considered a “Small Provider”, a provider of children’s services must:

- a. Be a non-profit entity that (i) has been in existence for a minimum of one (1) year, and (ii), if required by law, is registered and in good standing with the Florida Department of State, Division of Corporations;
- b. Have an annual operating budget of \$250,000 or less based upon the organization’s financial statements (or other information) for its most recently completed fiscal year;
- c. Have a minimum of 1 full or part-time employee, with a maximum of 15 full or part-time employees; and
- d. Serve a minimum of 10 and a maximum of 500 children, excluding strictly event-based programming that may serve larger numbers.

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Applicants for funding designated by KHA for Small Providers must meet the Small Provider Criteria at the time of application for Small Provider funding.



**BOARD POLICY
APPROVAL OF GRANT APPLICATIONS**

Section:	Research and Grants	
Subject:	Approval of Grant Applications	
Effective Date:	February 17, 2021	Review Date: November 16, 2022
Approved: KHA Board, November 16, 2022		

AUTHORITY

Section 77.109(a)(8) of the Kids Hope Alliance enabling Ordinance states that KHA has the power to “File applications for federal, state and privately funded grants in order to obtain funding for programs and services that are consistent with the Plan and execute documents, including final grant agreements, necessary to fulfill grant application requirements.”

PURPOSE:

The KHA grant development department will provide a summary of the grant opportunity, the completed grant matrix, and any financial obligations to the Board for approval at the next scheduled Board meeting. The goal is to gain approval before submission, however, dependent on the deadline, it may be after. If after, and the Board does not provide authority for submission, the granting agency will be notified to pull the proposal from competition.

This Authorization will increase the efficiency of KHA’s grant department and allow them to apply for grants even if the deadline is such that Board approval may not be gained before submission.

POLICY

(1) The Board authorizes the Chief Executive Officer of the Kids Hope Alliance (the “CEO”) to submit grant applications on behalf of the Kids Hope Alliance when the following criteria are met:

- a. The CEO deems the grant advisable using the logic applied in the attached Grant Funding Application Decision Matrix.
- b. The CEO seeks Board approval before filing the application or at the Board meeting immediately following submission of the application.

(2) The Board authorizes the CEO to submit renewal applications for existing grants when the following criteria are met:

- a. The original grant was authorized by the Board.
- b. The renewal application does not change the terms of the grant in any material respect and does not increase the financial obligations of KHA.

(For the sake of clarity, no separate Board approval is required for renewal applications if the criteria in (a) and (b) above are met.)

(3) The Board authorizes the CEO to execute all documents, including final grant agreements, necessary to fulfill grant application requirements in connection with grant applications and renewal applications authorized under (1) and (2) above.

The CEO shall not accept any grant applied for under this Authorization until acceptance of the grant has been approved by the Board.