



November Finance Committee Meeting Agenda

DATE: Wed November 9th, 2022
TIME: 9:30am - 11:00am EST
LOCATION: Kids Hope Alliance Board Room
GROUPS: Finance Committee

1. **Introductions and Instructions**

Tyra Tutor

2. **Approval of the Minutes**

Tyra Tutor

[6.08.22 Finance Committee Meeting Minutes.pdf](#)

3. **Finance Report**

Jessica Pitts & Shari Shuman

[9.30.2022 Finance Committee Materials.pdf](#)

4. **Finance Committee Discussion**

a. **Board Approved Policies Review**

[22-014 Advance Procedure Finance Policy Review.docx](#)

[22-015 Audit Procedure Finance Policy Review.docx](#)

5. **Governance and Programs Committee Discussion**

a. **Board Approved Policies Review**

Rose Conry

[22-016 C.E.O Contract Delegation Authority Policy Review.docx](#)

[22-017 C.E.O. Delegation to C.A.O. Policy Review.docx](#)

[22-018 Small Provider Criteria Policy Review.docx](#)

[22-019 KHA Grant Application Policy Review.docx](#)

b. **Board Self-Assessment Results**

Rose Conry

6. **New Business**

a. **Goodwill Mayors Youth at Work Partnership**

Dr. Saralyn Grass

[22-020 Goodwill Mayors Youth at Work Partnership Amendment.docx](#)

b. **Wallace Foundation Grant Application**

Dr. Saralyn Grass

[22-021 Wallace Foundation Grant Application.docx](#)

7. **Public Comment**

8. **Next Steps and Meeting Schedule**

6.08.22 Finance Committee Meeting Minutes

1. Introductions and Instructions

Tyra Tutor

Meeting was called to order at 9:31 a.m., Tyra Tutor and Jenny Vipperman were in attendance with Rebekah Davis absent.

2. Approval of the Minutes

Tyra Tutor

The minutes were motioned and seconded, approved unanimously.

3. Financial Statements

Shari Shuman & Jessica Pitts

Tyra Tutor introduced the new Director of Finance Jessica Pitts. Shari Shuman read through the end of FY 2020/2021 Financials. Mike Weinstein explained why the accounting this year is more difficult. Mrs. Tutor asked if there was any questions on the submitted May 31st FY 2021/2022 Financials. Jessica Pitts read through the May 31st FY 2021/2022 Financials.

4. New Business

a. FY2021-2022 Recapture Funds Legislation

Mike Weinstein

Mike Weinstein gave context on the previous years recapture funds and that efforts are being made to not need recaptures going forward. Mr. Weinstein recalled the last Board meeting, where the Board extended some providers 6 months, and this would extend the same providers an additional 6 months to complete the full year of funding. Jenny Vipperman asked if all of these providers went to a City Councilmember. Mr. Weinstein responded that these were all of the providers that did not have 6-month coverage and that this was not only providers who went to City Councilmembers. Lawsikia Hodges gave guidance on Roberts Rules of Order. The item was motioned and seconded, approved 2-0.

b. FY2022-2023 Budget

Mike Weinstein

Mike Weinstein explained the process of what MBRC does in the budget approval. Shari Shuman explained that the budget was broken out into 4 categories. Salary, which is not controlled by KHA, has changed since the report was put together. Professional services is net zero. Mrs. Shuman gave the definition used for "current level funding" which is what is required to have the same level of service. The increase of 3.9 million is understood to be current level funding. Shari Shuman explained the Schedule M grant list.

Jenny Viperman asked about debt servicing, Mrs. Shuman responded that the Treasury department includes that number and that number is not derived by staff.

Mike Weinstein read the enhancement requests. Mrs. Tutor commented on how KHA deserves the additional dollars. The item was motioned and seconded, approved 2-0.

c. Florida Blue Health Equity, Diversity, and Inclusion Grant Application

Tyrica Young

Tyrica Young read the Florida Blue Health Equity, Diversity, and Inclusion Grant Application action item. Dr. Grass commented that the grant has already been submitted because of the deadline to apply but the application can always be pulled. Tyra Tutor commented that the timing scenario happens often. Lawsikia Hodges pointed that this would authorize the CEO to contract with the provider listed within the item. The item was motioned and seconded, approved 2-0.

d. Office of Juvenile Justice and Delinquency Prevention Strategies to Support Children Exposed to Violence Grant Application

Tyrica Young

Tyrica Young read the Office of Juvenile Justice and Delinquency Prevention Strategies to Support Children Exposed to Violence Grant Application. Dae Lynn Kennedy stated that the grant fits very well with our network of providers, notably the Partnership for Child Health. The item was motioned and seconded, approved 2-0.

e. I.M. Sulzbacher Six Month Contract Extension

Dr. Saralyn Grass

Dr. Saralyn Grass read both the Six Month Contract Extension action item and the Out of School Time Contract Renewals action item because they are both corrections to previously approved action items. The item was motioned and seconded, approved 2-0.

f. Out of School Time Contract Renewals

Dr. Saralyn Grass

The item was motioned and seconded, approved 2-0.

5. Committee Discussion

Tyra Tutor shared that she visited a site with Dr. Saralyn Grass and that it is very helpful to go bi-monthly.

6. Public Comment

Kenneth Darity shared that staff meetings continuously take place to make sure that contracts are meeting each of the goals and stay on track.

7. Next Steps and Meeting Schedule

Meeting adjourned.



KIDS HOPE ALLIANCE

The Jacksonville Partnership
for Children, Youth & Families

9.30.2022

Budget to Actual

KIDS HOPE ALLIANCE
Income Statement- Operating Fund (Preliminary)
September 30, 2022

	A	B	C	F	
	Original Budget	Current Budget	Actual Expenditures as of 09/30/2022 Year to Date	Budget Variance Budget	
REVENUES:					
Earnings on Investment	77,038	77,038	47,347	(29,691)	
Miscellaneous	-	-	1,169	1,169	
Transfer from Fund Balance	-	1,957,523	-	-	
Contributions from General Fund	35,250,495	38,394,909	38,394,909	-	
Total Revenues	\$ 35,327,533	\$ 40,429,470	\$ 38,443,425	\$ (28,522)	
EXPENDITURES:					
Salaries and Benefits	\$ 4,448,986	\$ 4,227,903	4,027,985	\$ 421,001	A
Internal Service Charges	773,306	774,956	655,357	119,599	
Other Operating Expenses	944,357	1,150,119	831,014	319,105	B
Capital Outlay	2	2	-	2	
Grants and Aids	36,066,691	40,205,017	27,718,574	12,486,443	C
Transfers	799,185	1,776,467	1,735,485	40,982	
Total Expenditures	\$ 43,032,527	\$ 48,134,464	\$ 34,968,416	\$ 13,387,131	
Total Revenues Less Expend.	\$ (7,704,994)	\$ (7,704,994)	\$ 3,475,009	\$ 13,358,609	
Reserve - Prior Year Encumbrances		7,704,994			
Budget Difference		<u><u>0</u></u>			

A- \$120,000 Decrease to Salaries
B- \$500 increase to Office Supplies
C- \$119,500 increase to OST

KIDS HOPE ALLIANCE

Criminal Justice Reinvestment Grant

Grant Period: October 1, 2021 to September 30, 2022

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 400,000	\$ 300,000	\$ -	\$ (100,000)
Interfund Transfer	85,000	85,000	-	-
Total Revenues	\$ 485,000	\$ 385,000	\$ -	\$ (100,000)
EXPENDITURES:				
Salaries and Benefits	44,134	39,203	-	4,931
Grants and Aids	440,866	247,934	-	192,932
Total Expenditures	\$ 485,000	\$ 287,137	\$ -	\$ 197,863
Total Revenues Less Expenditures	\$ -	\$ 97,863	\$ -	\$ 97,863

Purpose of Grant:

The purpose of this grant is to provide services for youth who reside in Duval County with Substance Abuse and mental health problems that are at risk for entry into the criminal or juvenile justice systems.

Additional Information:

Invoice for remaining \$100,000 has been submitted

KIDS HOPE ALLIANCE

Comprehensive Anti-Gang Youth Program

Grant Period: October 1, 2021 to September 30, 2022

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 162,865	\$ 120,685	\$ -	\$ (42,180)
Interfund Transfer	69,174	69,174	-	-
Total Revenues	\$ 232,039	\$ 189,859	\$ -	\$ (42,180)
EXPENDITURES:				
Salaries and Benefits	82,669	39,196	-	43,473
Other Operating Expenses	340	6	-	-
Grants and Aids	149,030	123,140	-	25,890
Total Expenditures	\$ 232,039	\$ 162,342	\$ -	\$ 69,363
Total Revenues Less Expenditures	\$ -	\$ 27,517	\$ -	\$ 27,517

Purpose of Grant:

The purpose of this grant is to provide intervention in three areas: community mobilization, opportunities provision, and social interventions.

Additional Information:

KIDS HOPE ALLIANCE

SAMHSA reCAST

Grant Period: October 1, 2021 to September 30, 2022

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 991,201	\$ 447,220	\$ -	\$ (543,981)
Interfund Transfer	-	-	-	-
Total Revenues	\$ 991,201	\$ 447,220	\$ -	\$ (543,981)
EXPENDITURES:				
Salaries and Benefits	40,000	32,135	-	7,865
Grants and Aids	951,201	560,929	-	390,272
Total Expenditures	\$ 991,201	\$ 593,064	\$ -	\$ 398,137
Total Revenues Less Expenditures	\$ -	\$ (145,844)	\$ -	\$ (145,844)

Purpose of Grant:

The purpose of this grant is to improve behavioral health, empower community residents, reduce trauma, and sustain community change for high-risk youth and their families.

Additional Information:

KIDS HOPE ALLIANCE

SAMHSA - Jax System Collaborative Care

Grant Period: September 30, 2021 to September 29, 2022

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 1,000,000	\$ 718,274	\$ -	\$ (281,726)
Intrafund Transfer	75,000	75,000	-	-
Total Revenues	\$ 1,075,000	\$ 793,274	\$ -	\$ (281,726)
<u>EXPENDITURES:</u>				
Salaries and Benefits	68,317	32,130	-	36,187
Internal Service Charges	350	-	-	350
Other Operating Expenses	6,333	15	-	6,318
Grants and Aids	1,000,000	761,128	-	238,872
Total Expenditures	\$ 1,075,000	\$ 793,274	\$ -	\$ 281,726
Total Revenues Less Expenditures	\$ -	\$ -	\$ -	\$ -

Purpose of Grant:

The purpose of this grant is to improve the mental health outcomes for children and youth with serious emotional disturbance (SED) and their families.

Additional Information:

This is year 3 of a 4 year grant.

Unspent funding from year 3 of this grant will be carried over to year 4 upon COJ Budget Office approval.

KIDS HOPE ALLIANCE

Healthy Families Grant

Grant Period: July 1, 2022 to June 30, 2023

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,094,500	\$ 61,076	\$ -	\$ (1,033,424)
Contributions from Other Funds	940,500	940,500	-	-
Total Revenues	\$ 2,035,000	\$ 1,001,576	\$ -	\$ (1,033,424)
EXPENDITURES:				
Salaries and Benefits	169,584	30,790	-	138,795
Internal Service Charges	11,164	3,074	-	8,090
Other Operating Expenses	86,886	5	-	86,881
Capital Outlay	1,000	-	-	1,000
Grants and Aids	1,752,000	247,142	-	1,504,858
Indirect Costs	14,366	2,230	-	12,136
Total Expenditures	\$ 2,035,000	\$ 283,241	\$ -	\$ 1,751,759
Total Revenues Less Expenditures	\$ -	\$ 718,336	\$ -	\$ 718,336

Purpose of Grant:

An evidence-based, voluntary home visitation program proven to prevent child abuse/neglect for Jacksonville's highest at-risk families.

Additional Information:



**BOARD POLICY
ADVANCE PAYMENT POLICY**

Section:	Finance		
Subject:	Advance Payments and Recouping Advance Payments		
Effective Date:	August 18, 2021	Review Date:	November 9, 2022
Approved: KHA Board, December 8, 2021			

AUTHORITY:

Ordinance Code, Section 77.109(a)(9) – Kids Hope Alliance Powers:

KHA in developing, overseeing, implementing and managing the Essential Services Plan for Kids under this Chapter shall have the following powers to: Advance funds up to 25 percent of the contract amount to Providers, Small Providers and Agencies, subject to applicable Board rules and policies, for the purpose of providing the start-up funds necessary to commence services.

POLICY:

The CEO, or the CEO’s designee, may approve advances in accordance with Section 77.109(a)(9), Ordinance Code, and this Policy. The amount of an advance shall not exceed 20 percent of the contracted amount for the then current term of the contract.

If a Provider, Small Provider or Agency is requesting an advance, and the contract is funded by the Kids Hope Alliance with funds from a grant or other source of funds outside the City of Jacksonville, the amount of the advance shall only be available to the extent the funds have been received and appropriated by the Jacksonville City Council, and will follow the guidelines of the granting agency.

PROCEDURE:

1. Upon execution of a contract with the Kids Hope Alliance, the Small Provider, Provider or Agency will submit an Advance Payment Option Form indicating the percentage they are requesting, which can range from 0% to 20% (or other amount if funded with outside funds). KHA Finance will forward a payment request to the City of Jacksonville General Accounting Division for processing of the requested advance.

RECOUPING THE ADVANCE:

The advance shall be recouped in accordance with the following:

1. The advance payment shall be recouped starting in the payment period (month or quarter) that is halfway through the current term of the contract or the program. For example, for a 12-month contract that begins August 1 and is payable monthly, recoupment of the advance will begin by reducing the monthly payment for February. If the halfway point is in the middle of a payment period, recoupment of the advance will start in the following payment period. For a 12-month contract with a program that only runs the length of the school year, the repayment of the advance would begin starting month 5.

The advance will be repaid during each payment period remaining under the contract in equal installment amounts determined by dividing the total amount of the advance by the total payment periods remaining in the current term of the contract. If the amount otherwise payable for any payment period is not sufficient to cover the applicable recoupment amount, the balance shall be paid from the next monthly or quarterly payment amount. The intent is to repay the advance in full by the end of the current contract term or end of program and to make no other advances or payments for any renewal term, program or new contract until the advance has been repaid in full.

2. The CEO may extend the advance payback period as needed based on extenuating circumstances, such as natural disasters or extreme financial hardship, provided that the CEO, or the CEO's designee, and the Small Provider, Provider or Agency have worked out a repayment plan that is acceptable to KHA in the CEO's reasonable discretion.
3. A Small Provider, Provider or Agency will not receive an advance or payments for any renewal term, or any new contract for essentially the same services, until the advance for a prior term or contract is fully recouped.
4. A Small Provider, Provider or Agency at any time may elect to pay back the advance sooner than required under this Policy.



**BOARD POLICY
AUDITED FINANCIAL STATEMENT
REQUIREMENTS**

Section:	Finance	
Subject:	Audited Financial Statement Requirements	
Effective Date:	May 19, 2021	Review Date: December 8, 2021
Approved: KHA Board, December 8, 2021		

AUTHORITY

Ordinance 77.109 (a) (18) – Kids Hope Alliance Powers
 Kids Hope Alliance in developing, overseeing, implementing and managing the Essential Services Plan for Kids under this Chapter shall have the following powers to: Make and adopt bylaws, rules, regulations and policies for the Board’s guidance, operation, and governance; however, the Board’s bylaws, rules, regulations and policies shall not be inconsistent with this Chapter, Federal or State laws or other applicable City ordinances.

PURPOSE:

The Procurement Code under Chapter 126 does not require providers and agencies awarded contracts to submit audited financial statements. As such, the purpose of this policy is to create requirements for Providers and Small Providers funded by the Kids Hope Alliance to submit financial statements to determine their ongoing financial standing.

POLICY

I. Providers and Small Providers with cumulative annual payment amounts funded by Kids Hope Alliance less than \$200,000 shall furnish the Kids Hope Alliance annual unaudited financial statements certified as to its accuracy by the Board Chair. The statements must be submitted within 90 days of the close of the Provider’s or Small Provider’s fiscal year.

II. Providers and Small Providers with cumulative annual payment amounts funded by Kids Hope Alliance from \$200,000 to \$750,000, shall furnish the Kids Hope Alliance a

copy of an audit report in accordance with Generally Accepted Auditing Standards (GAAS) issued by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA). This report shall be due within 180 days of the close of the Provider's or Small Provider's fiscal year.

III. Providers and Small Providers with cumulative annual contract amounts funded by Kids Hope Alliance more than \$750,000, shall furnish the Kids Hope Alliance a copy of an audit report conducted in accordance with both GAAS and Government Auditing Standards (GAS), issued by the Comptroller General of the United States, and if applicable the provisions of the Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations," of its financial affairs. This report shall be due within 180 days of the close of the Provider's or Small Provider's fiscal year.

KHA shall have the authority to waive the audit requirements related to Government Auditing Standards under any of the following conditions:

- If KHA recognizes that the cost of implementing such an audit requirement adds substantially to the total cost of the audit; or
- If KHA is the only entity that is requiring that the audit be conducted in accordance with Government Auditing Standards; or
- The recipient provides other requested information that in the opinion of KHA satisfies the Government Auditing Standards requirements; or
- If the recipient will no longer receive funding from KHA in a future year due to dissolution of its operation

PROCEDURE:

1. Submission of financial statements shall be a deliverable included in the contract requirements for Providers and Small Providers.
2. The Kids Hope Alliance (Finance Department) shall maintain a worksheet to track the due date for financial statements or audit reports to be submitted by Providers and Small Providers.
3. When the financial statements or audit report is received, the Kids Hope Alliance Finance Director or designee shall review the financial statements or audit and the management letter from the audit for financial viability and any evidence of internal control weakness.
4. If the financial statements or audit report has not been received by the required date, no payments will be made under any Kids Hope Alliance contracts until the audit report has been submitted.
5. If the financial statements, audit or management letter from the audit reveals evidence of financial instability or internal control weakness, the Kids Hope Alliance Finance Committee will review and recommend appropriate action to the Board.



**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 9, 2022
Approved: KHA Board, December 8, 2021			

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 9, 2022
Approved: KHA Board, December 8, 2021			

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 9, 2022
Approved: KHA Board, December 8, 2021			

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 9, 2022
Approved: KHA Board, December 8, 2021		

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.

BOARD ACTION ITEM: GOODWILL INDUSTRIES OF NORTHEAST FLORIDA, INC. MAYOR'S YOUTH AT WORK PARTNERSHIP AMENDMENT

ESSENTIAL SERVICE CATEGORY: PRETEEN/TEEN
FINANCE MEETING: NOVEMBER 9, 2022
BOARD MEETING: NOVEMBER 16, 2022

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: MICHAEL WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1) Approve contract amendment for Goodwill Industries of Northeast Florida, Inc, Mayor's Youth at Work Partnership, MYAWP, program to include an additional amount up to \$500,000 to increase the number of READ USA tutors at specified Duval County Public Schools, DCPS.
- 2) Authorize the CEO to execute contract amendment and any other documents necessary to accomplish the purposes of the approval in (1) above.

NARRATIVE:

READ USA received approval from DCPS to implement an enhanced tutoring program at specified DCPS schools. Goodwill Industries of Northeast Florida, Inc. MYAWP program provides human resources onboarding for READ USA tutors. The partnership between READ USA, Duval County Public Schools, and Kids Hope Alliance will increase the total number of READ USA tutors to 201.

The current recommendation is for additional funding to increase the number of READ USA tutors in specified DCPS schools.

FISCAL IMPACT:

Goodwill of Northeast Florida, Inc., MYAWP program will receive additional funding in their contract as indicated above for a total not to exceed \$1,800,000.

GOVERNANCE/PROGRAM IMPACT:

1. This request requires KHA Board Approval.

OPTIONS:

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

STAFF RECOMMENDATION:

Staff recommends approval.

**BOARD ACTION ITEM: GRANT APPLICATION FOR WALLACE FOUNDATION:
ADVANCE CROSS-SECTOR PARTNERSHIPS FOR
ADOLESCENTS**

ESSENTIAL SERVICE CATEGORY: PRE-TEEN/ TEEN
FINANCE MEETING: NOVEMBER 9, 2022
BOARD MEETING: NOVEMBER 16, 2022

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1. Approve the application for the Wallace Foundation: Advance Cross-Sector Partnerships for Adolescents grant.
2. Authorize the CEO to execute a grant contract and any other documents necessary to fulfill grant requirements including any sub-contracts identified in the grant proposal.

NARRATIVE:

The Wallace Foundation (Wallace) is seeking expressions of interest from groups of organizations that are working together to promote youth development, are seeking financial support to strengthen their work and can help Wallace determine new directions for the Learning and Enrichment programs they support.

The Advance Cross-Sector Partnerships for Adolescents grant recipients will be groups of organizations working together in formal or informal partnerships to support adolescent youth development. Each group of organizations selected will receive grants averaging \$200,000 for a year of work, as well as access to other supports such as peer learning and technical assistance.

Wallace has three goals for this effort:

1. To support innovative partnerships that serve youth and strengthen the communities in which they reside;
2. To learn about those partnerships' strengths, challenges, and opportunities for improvement; and
3. To use what we learn during this period – which we are referring to as an exploratory phase – to inform the design of future Wallace initiatives.

Participants will use Wallace support to implement or improve their work, reflect on their progress and identify the resources they need to meet their objectives. Independent researchers, youth development experts and Wallace staff will study the work to help the Wallace Foundation learn more about the kinds of partnerships that exist, the goals they hope to achieve, the strategies they employ to achieve them, the

barriers they confront and the supports they need to make progress. Researchers will share their findings with Wallace and the partnerships selected to participate in the exploratory phase.

KHA will be the lead organization with partners: Jax USA Partnership, Florida State College of Jacksonville, University of North Florida, CareerSource, Duval County Public Schools, Jax Transportation Authority, United Way of Northeast Florida, and Baptist Health which is currently an established consortium focusing on Mayor's Youth at Work steering committee.

KHA may request that these funds may go to support efforts including but not limited to:

- Cross-sector planning;
- Efforts to strengthen governance, accountability and improvement systems;
- Program planning or implementation;
- Community engagement and youth voice efforts;
- Fiscal planning or data mapping;
- Market research;
- Professional development;
- Technical Assistance and Coaching and;
- Peer Learning.

FISCAL IMPACT:

Average grant \$200,000.00 funding over one (1) year. No cash match is required.

GOVERNANCE/PROGRAM IMPACT:

Exploratory year estimated to be March 2023 to March 2024. This action requires board approval.

OPTIONS:

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

STAFF RECOMMENDATION:

Staff recommends approval.