



KIDS HOPE ALLIANCE
The Jacksonville Partnership
for Children, Youth & Families

**FINANCE COMMITTEE
MEETING
AGENDA**

**Wednesday, April 10, 2019
9:30 AM – 11:00 AM**

		<u>TAB</u>
1. CALL TO ORDER	Tyra Tutor	
2. APPROVAL OF THE MINUTES	Tyra Tutor	1
3. FINANCE REPORT	Cynthia Nixon	2
• Financial Report – February 28, 2019		
4. NEW BUSINESS (<i>open for public comments</i>)		
Action Items		
• Small Grants Fund Application	Dr. Jennifer Blalock	3
• Youth Travel Trust Fund Application	Adam Miller	4
• SAMHSA Expansion Grant	Dae Lynn Helm	5
• Opioid Affected Youth Grant	Dae Lynn Helm	6
• Partnership to Advance Youth Apprenticeship	Dae Lynn Helm	7
• Office of Juvenile Justice and Delinquency Grant Application	Dae Lynn Helm	8
• SAMHSA Budget Amendment Request	Ruth Waters	9
• Continuation Program Funding Afterschool	Kenneth Darity	10
• Trauma Training Program	Mary Nash	12

5. **FY 19-20 Budget Discussion**

Joe Peppers

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6. **PUBLIC COMMENTS**

7. **ADJOURN**

Next Finance Meeting
May 8, 2019



FINANCE COMMITTEE MEETING SUMMARY
March 13, 2019
9:30 AM – 11:00 AM

Voting Board Member Attendees:

Tyra Tutor
Dr. Wells

Staff:

Joe Peppers, Cynthia Nixon, Delores Williams, Adam Miller, Mary Tobin, Dr. Jennifer Blalock, Mary Nash, Jerelyn Allen, Kenneth Darity, Katoia Wilkins, Joyce Watson

COJ Staff:

Julia Davis, Office of General Counsel.

Guests: Kristin Carter, Take Stock in Children; Dr. Robin Rose, Girls Inc.; Steve Gilbert, Communities in Schools; Terri Florio, Mal Washington; Janet Reagor, Sanctuary on 8th.

Call to Order

The Finance Committee Meeting was called to order at 9:32 a.m. by Tyra Tutor, Finance Chair. Ms. Tutor thanked everyone for coming and asked approval of the January summary. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for comments. With none being heard the motion to approve passed. Ms. Tutor asked for approval of the February summary. Dr. Wells made the motion and Ms. Tutor seconded it and opened the floor for discussion. With none being heard, the motion to approve passed. Ms. Tutor moved the agenda to the first action item.

New Business

Mary Nash introduced a request proposal for Grief and Trauma Counseling.

The Committee is asked to approve the scope of service and evaluation matrix. These services will be contracted out and provide certified grief counselor to victims and/or the community of violent crimes. The agency will be required to develop a relationship with First Responders for referrals and be able to respond to a call within sixty minutes. Ms. Tutor asked for a motion to approve the request. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. The discussion was around fee for services, the scope of services required and certification. The Committee asked about the funding amount being low and how long do we anticipate it will last. Mary Nash will update the action item to reflect the Committees required changes before being presented to the Board. Dr. Wells made a motion to approve the request with the noted changes and Ms. Tutor second it. Ms. Tutor asked all in favor to signify by the sign of "ay". All were in favor and the motion was passed.



Kenneth Darity introduced 2019 Summer Camp Recommendation.

The Committee is asked to approve the extension of summer camp contracts for the term of May 1, 2019 thru August 31, 2019. This is the second and last renewal for summer camps bids under Jacksonville Children’s Commission. Mr. Darity stated that there are six sites that will require legislation to receive funding as they were approved by city council and we not part of the original awards. Those sites are listed on a separate exhibit. Ms. Tutor asked about the length of time to get the legislation approved. Ms. Nixon went over the time line for items that need to be drafted and presented through City Council and the Committees. Ms. Davis also explained the legislative process and add that this was not due to an error on our part, but that City Council has the authority to add or remove funding for projects.

Mr. Darity stated that he and his team will start work getting contracts together while it’s going through legislation. Ms. Tutor asked for a motion to approve the summer camp contract extension and the approval of legislation for the six summer camp extensions. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for further discussion and public comments. With none being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Ms. Tutor turned the floor over to Cynthia Nixon to present the finance report.

Finance Report

Cynthia Nixon stated the report runs through January 31, 2019. The first report is a combined report that show City funded and grant funded accounts into one report. Ms. Nixon went through each grant and line item in detail. Ms. Nixon stated there are grants in which we operate in arrears but then we submit for reimbursement. Ms. Nixon reviewed the detail expense report and line items which everything is on target. Ms. Nixon went state that the Travel Trust Funds are life to date, and she would have to go back to see what the future years amount were. The Travel Trust Fund policies are being worked on by the Governance Committee and until then applications will be accepted under the old criteria. Ms. Nixon talked about the Essential Services categories and how the new funding will be applied. Ms. Nixon talked about programs that were funded directly and the RFPs that will be applied to the categories. Ms. Nixon also talked about afterschool site that were added at the request of City Council Members. Ms. Nixon talked about Boys & Girls Club programming at Southside Middle School. Ms. Nixon added that a part time position will be add under the Safe and Thriving Communities Grant and a position for Character Leadership Grant.

Other items discussed:

- | | |
|---|--|
| All Operation Funds Indexes | 21 st Century Community Learning Center Grant |
| Afterschool Food Program Grant | Healthy Families Grant |
| SAMHSA Grant | Wallace Foundation Grant |
| Youth Travel Trust Fund | Jax Kids Book Club |
| Criminal Justice, Mental Health &
Substance Abuse Reinvestment Grant | |



Public Comment

No comments

ADJOURN

The meeting was adjourned at 10:54 a.m.



Financial Report

for the Period Ended

February 28, 2019

KIDS HOPE ALLIANCE

Combined City Fund, Grants & Trust Funds

Period: City Fiscal Year and Varying Grant Periods

February 28, 2019

	Current Budget	City Funds	After-School FY19	Summer Lunch FY 19	Healthy Families FY19	Wallace	Mental Health FY19	21st FY19	SAHNSA High Fidelity FY19	Beaches EL	Youth Travel Trust	KHA Stop the Violence	KHA Mini Grants	Book Club	Total	Total Encumbered	Remaining Budget
REVENUES:																	
Intergovernmental Revenue	6,579,954		1,034,378		472,409	915,000	84,650			49,600			696,460	176,413	1,591,437		(4,988,517)
Contributions from Private Sources	1,838,373				1,040,500	419,465	457,718								1,837,473		(900)
Contributions from Other Funds	1,677,683														1,977,683		300,000
Department of Children & Families	400,000																(400,000)
Intrafund Transfer	146,000								146,000						146,000		
Trust Fund - Youth Travel	40,794										40,794				40,794		
Earnings on Investment	80,297	20,992											2,420		23,412		(56,885)
Rental of City Facilities	81,840	34,100													34,100		(47,740)
Stop the Violence - Mini Grants	364,550	27,188										139,550			139,550		(225,000)
Intrafund Transfers	158,318	158,318										15,866			185,506		27,188
MC Transfers	599,297	583,431													599,297		
Contributions from General Fund	31,936,961	7,996,150													7,996,150		
Total Revenues	43,904,067	8,661,862	1,034,378	-	1,512,909	1,334,465	60,000	542,368	146,000	49,600	40,794	155,416	857,198	176,413	14,571,403	-	(29,332,665)
EXPENDITURES:																	
Salaries	4,041,927	935,352	80,517	1,478	119,322	313,213	-	159,293	22,528	3,829	-	-	-	-	1,635,532	-	2,406,395
Employee Benefits	1,350,979	335,144	19,317	260	56,939	119,163	-	23,990	10,084	713	-	-	49	-	565,659	-	785,320
After-School Team Up & SL - Food Cost	2,839,549	-	1,119,809	-	-	-	-	-	-	-	-	-	-	-	1,119,809	1,204,962	514,778
Summer Lunch - Food Cost	662,718	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	662,718
Trust Fund Authority	954,869	-	-	-	-	-	-	-	-	-	-	-	-	-	819,081	-	135,788
Internal Service Charges	900,709	303,972	4,331	-	37,421	1,075	-	-	2,123	-	-	-	-	-	348,922	-	551,787
Other Operating Expenses	2,207,662	131,749	63,657	-	6,081	791,011	6,770	17,899	251	2,663	-	-	-	144,346	1,166,427	300,673	740,562
Food	1,000	-	-	-	-	-	-	-	-	-	-	-	-	680	680	-	320
Grants and Aids	31,640,874	6,988,099	-	-	775,446	-	14,475	-	212,657	-	-	43,573	-	-	8,034,250	13,937,120	10,669,504
Capital Outlay	9,765	-	-	-	-	5,052	-	-	-	-	-	-	-	-	5,052	-	4,713
Indirect Costs	157,766	-	-	-	9,621	52,926	295	-	-	-	-	-	6,060	-	68,902	-	88,864
Transfers	1,740,739	1,443,816	-	-	-	-	-	-	-	-	-	-	75,000	-	1,518,816	-	221,923
Reserves	315,384	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	315,384
Total Expenditures	46,823,941	10,138,132	1,287,631	1,738	1,006,830	1,282,440	21,540	201,182	247,643	7,205	-	43,573	900,190	145,026	15,283,130	14,442,755	17,098,056
Total Revenues Less Expenditures	(2,919,874)	(1,476,270)	(253,253)	(1,738)	506,079	57,025	38,460	341,186	(101,643)	42,395	40,794	111,843	(42,992)	31,387	(711,727)	(14,442,755)	(12,234,609)
Reserve Prior Year Encumbrances	2,756,960																
Budget Difference																	

This report combines City and Grant Funds for presentation purposes only. Difference in Mini Grants

KIDS HOPE ALLIANCE
All Operating Fund Indexes
February 28, 2019

	Original Budget	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:					
Earnings on Investment	77,877	77,877	20,992	-	(56,885)
Rental of City Facilities	81,840	81,840	34,100	-	(47,740)
Intrafund Transfers (Trsf from 192)	-	-	-	-	-
Intrafund Transfers (Trsf from 192)	-	-	27,188	-	27,188
NC Transfers	247,870	583,431	583,431	-	-
Contributions from General Fund	31,936,961	31,936,961	7,996,150	-	(23,940,811)
Total Revenues	\$ 32,344,548	\$ 32,680,109	\$ 8,661,862	\$ -	\$ (24,018,247)
EXPENDITURES:					
Salaries	\$ 2,679,190	\$ 2,729,190	\$ 935,352	\$ -	\$ 1,793,838
Employee Benefits	904,735	918,343	335,144	-	583,199
Internal Service Charges	801,085	805,084	303,972	-	501,112
Other Operating Expenses	600,454	852,734	131,749	242,340	478,645
Capital Outlay	1	1	-	-	1
Grants and Aids	26,555,520	28,081,654	6,988,099	10,904,610	10,188,945
Transfers	488,179	1,734,679	1,443,816	-	290,863
Reserves	315,384	315,384	-	-	315,384
Total Expenditures	\$ 32,344,548	\$ 35,437,069	\$ 10,138,132	\$ 11,146,950	\$ 14,151,987
Total Revenues Less Expend.	\$ -	\$ (2,756,960)	\$ (1,476,270)	\$ (11,146,950)	\$ (9,866,260)
Reserve - Prior Year Encumbrances		2,756,960			
Budget Difference		0.00			

Additional Information:

Kids Hope Alliance
Operating Fund - Expenditure Detail
February 28, 2019

	Original Budget	Current Budget	Expenditures Year-to-Date	Encumbered Year-to-Date	Remaining Budget
EXPENDITURES					
REGULAR SALARIES AND WAGES:					
Permanent and Probationary Salaries	\$ 2,455,184	\$ 2,505,184	\$ 900,351	\$ -	\$ 1,604,833
Terminal Leave	\$ -	\$ -	\$ 15,552	\$ -	\$ (15,552)
Salaries Part Time	\$ 273,091	\$ 273,091	\$ 12,936	\$ -	\$ 260,155
Salaries/Benefits Lapse	\$ (67,015)	\$ (67,015)	\$ -	\$ -	\$ (67,015)
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
Leave Rollback/Sellback	\$ -	\$ -	\$ -	\$ -	\$ -
Special Pay	\$ 17,930	\$ 17,930	\$ 6,513	\$ -	\$ 11,417
Lump Sum Payment	\$ -	\$ -	\$ -	\$ -	\$ -
BENEFITS:					
FICA & Medicare	\$ 39,942	\$ 40,667	\$ 13,048	\$ -	\$ 27,619
Pension, Unfunded Liability & Disability & FRS Pension	\$ 368,886	\$ 375,745	\$ 147,307	\$ -	\$ 228,438
GEPP Define Contribution Pension	\$ 159,981	\$ 165,831	\$ 48,801	\$ -	\$ 117,030
Dental, Life & Health Insurance	\$ 318,784	\$ 318,958	\$ 118,840	\$ -	\$ 200,118
Worker's Compensation	\$ 17,142	\$ 17,142	\$ 7,135	\$ -	\$ 10,007
Unemployment Insurance	\$ -	\$ -	\$ 13	\$ -	\$ (13)
PROFESSIONAL SERVICES:					
Professional Services (Incl. 3rd party evaluator)	\$ 296,100	\$ 485,573	\$ 79,758	\$ 194,603	\$ 211,212
Background Checks/DR	\$ 5,949	\$ 5,949	\$ -	\$ -	\$ 5,949
OTHER CONTRACTUAL SERVICES:					
Contractual Services	\$ 10,936	\$ 10,936	\$ -	\$ 5,100	\$ 5,836
Training Workshops	\$ 5,299	\$ 5,299	\$ 450	\$ 2,500	\$ 2,349
TRAVEL AND PER DIEM:					
Travel Expenses (Out of County)	\$ 21,877	\$ 21,877	\$ 7,426	\$ -	\$ 14,451
Local Mileage & Parking & Tolls	\$ 20,994	\$ 20,994	\$ 5,779	\$ -	\$ 15,215
INTERNAL SERVICE CHARGES					
ITD Allocations	\$ 341,715	\$ 341,714	\$ 124,344	\$ -	\$ 217,370
OGC Legal - IS Allocation	\$ 84,623	\$ 84,623	\$ 32,988	\$ -	\$ 51,635
Copier Consolidation & Copy Center - IS Allocation	\$ 50,418	\$ 53,418	\$ 13,389	\$ -	\$ 40,029
FLEET - Van Maintenance	\$ 6,661	\$ 6,661	\$ 422	\$ -	\$ 6,239
Mailroom - IS Allocation	\$ 1,101	\$ 2,101	\$ 357	\$ -	\$ 1,744
Utilities Allocation - Public Works - IS Allocation	\$ 128,117	\$ 128,117	\$ 53,382	\$ -	\$ 74,735
Building Maintenance - City Wide - IS Allocation	\$ 121,586	\$ 121,586	\$ 50,661	\$ -	\$ 70,925
Guard Service & ADT - IS Allocation	\$ 65,889	\$ 65,889	\$ 27,454	\$ -	\$ 38,435
Ergonomic Assessment	\$ 975	\$ 975	\$ 975	\$ -	\$ -
RENTAL AND LEASES:					
Rentals & Other Rent	\$ 1	\$ 1	\$ -	\$ -	\$ 1
Rentals (Land & Buildings)	\$ -	\$ 7,590	\$ (3,749)	\$ 7,455	\$ 3,884
INSURANCE:					
General Liability & Miscellaneous Insurance	\$ 25,315	\$ 25,315	\$ 18,553	\$ -	\$ 6,762
REPAIRS AND MAINTENANCE SERVICE:					
Repairs and Maintenance	\$ 2,000	\$ 2,000	\$ 591	\$ 367	\$ 1,042
Hardware/Software Maintenance or Licensing Agreement	\$ 41,000	\$ 57,000	\$ -	\$ 27,996	\$ 29,004
PRINTING AND BINDING/PROMOTIONAL ACTIVITIES:					
Printing and Binding	\$ 1	\$ 1,843	\$ -	\$ -	\$ 1,843
Advertising and Promotion	\$ 8,927	\$ 34,026	\$ 10,867	\$ -	\$ 23,159
OTHER CURRENT CHARGES AND OBLIGATIONS:					
Miscellaneous Services and Charges	\$ 5,050	\$ 7,550	\$ -	\$ -	\$ 7,550
Stipends	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
Welfare - Burials	\$ 21,366	\$ 21,366	\$ -	\$ -	\$ 21,366
OFFICE AND OPERATING SUPPLIES:					
Postage	\$ 400	\$ 400	\$ -	\$ -	\$ 400
Office Supplies	\$ 15,300	\$ 20,300	\$ 3,322	\$ 34	\$ 16,944
Food	\$ 7,900	\$ 8,975	\$ 627	\$ 112	\$ 8,236
Other Operating Supplies (Incl. Literacy supplies/books)	\$ 38,867	\$ 42,568	\$ 3,827	\$ 4,173	\$ 34,568
Software, Computer Items Under \$1,000	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000
Employee Training	\$ 8,798	\$ 8,798	\$ 2,510	\$ -	\$ 6,288
Dues, Subscriptions	\$ 58,374	\$ 58,374	\$ 1,788	\$ -	\$ 56,586
MACHINERY AND EQUIPMENT: (Capital over \$1,000)					
Computer Equipment	\$ 1	\$ 1	\$ -	\$ -	\$ 1
AIDS TO PRIVATE ORGANIZATIONS:					
Subsidies/Contributions (Agencies & Match \$\$)	\$ 26,555,520	\$ 28,081,654	\$ 6,988,099	\$ 10,904,610	\$ 10,188,945
INTRAFUND TRANSFERS					
Interfund Transfer - Debt Service Interest	\$ 218,385	\$ 218,385	\$ 91,700	\$ -	\$ 126,685
Interfund Transfer - Debt Service Principle	\$ 229,000	\$ 229,000	\$ 95,417	\$ -	\$ 133,583
Interfund Transfers Out	\$ 40,794	\$ 40,794	\$ 10,199	\$ -	\$ 30,595
Intrafund Transfers Out (HF, SAMHSA & Nutrition)	\$ -	\$ 1,246,500	\$ 1,246,500	\$ -	\$ -
Reserves	\$ 315,384	\$ 315,384	\$ -	\$ -	\$ 315,384
TOTAL OPERATING FUND INDEXES	\$ 32,344,548	\$ 35,437,069	\$ 10,138,132	\$ 11,146,950	\$ 14,151,987

KIDS HOPE ALLIANCE

After-School Food Program Grant

Grant Period: October 1, 2018 to September 30, 2019

February 28, 2019

	<u>Current Budget</u>	<u>Actual Year to Date</u>	<u>Encumbered Year to Date</u>	<u>Remaining Budget</u>
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 3,130,928	\$ 1,034,378	\$ -	\$ (2,096,550)
Total Revenues	\$ 3,130,928	\$ 1,034,378	\$ -	\$ (2,096,550)
<u>EXPENDITURES:</u>				
Salaries	\$ 175,661	\$ 80,517	\$ -	\$ 95,144
Employee Benefits	46,415	19,317	-	27,098
After-School Team Up - Food Cost	2,839,549	1,119,809	1,204,962	514,778
Internal Service Charges	21,072	4,331	-	16,741
Other Operating Expenses	46,646	63,657	-	(17,011)
Capital Outlay	1,585	-	-	1,585
Indirect Costs	-	\$ -	-	-
Total Expenditures	\$ 3,130,928	\$ 1,287,631	\$ 1,204,962	\$ 638,335
Total Revenues Less Expenditures	\$ -	\$ (253,253)	\$ (1,204,962)	\$ (1,458,215)

Purpose of Grant:

Provide snacks and suppers to children in afterschool programs.

Additional Information:

KIDS HOPE ALLIANCE

Summer Food Program Grant

Grant Period: May 1, 2019 to September 30, 2019

February 28, 2019

	<u>Actual Budget</u>	<u>Actual Year to Date</u>	<u>Encumbered Year to Date</u>	<u>Remaining Budget</u>
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 1,038,118	\$ -	\$ -	1,038,118
Revenue Fwd from Prior Year Funding	\$ -	\$ -		
Total Revenues	\$ 1,038,118	\$ -	\$ -	\$ 1,038,118
<u>EXPENDITURES:</u>				
Salaries	\$ 173,175	\$ 1,478	\$ -	171,697
Employee Benefits	96,558	260	-	96,298
Internal Service Charges	14,800	-	-	14,800
Contractual Services (food contract)	662,718	-	-	662,718
Other Operating Expenses	86,078	-	-	86,078
Capital Outlay	-	-	-	-
Indirect Cost	4,789	-	-	4,789
Total Expenditures	\$ 1,038,118	\$ 1,739	\$ -	\$ 1,036,380
Total Revenues Less Expenditures	\$ -	\$ (1,739)	\$ -	\$ (1,739)

Additional Information:

KIDS HOPE ALLIANCE

Healthy Families Grant

Grant Period: July 1, 2018 to June 30, 2019

February 18, 2019

	<u>Current Budget</u>	<u>Actual Year to Date</u>	<u>Encumbered Year to Date</u>	<u>Remaining Budget</u>
REVENUES:				
Intergovernmental Revenue	\$ 1,094,500	\$ 472,409	\$ -	\$ (622,091)
Contributions from Other Funds	1,040,500	1,040,500	-	\$ -
Total Revenues	\$ 2,135,000	\$ 1,512,909	\$ -	\$ (622,091)
EXPENDITURES:				
Salaries	\$ 226,980	\$ 119,322	\$ -	\$ 107,658
Employee Benefits	88,755	56,939	-	\$ 31,816
Internal Service Charges	51,200	37,421	-	\$ 13,779
Other Operating Expenses	27,337	8,081	-	\$ 19,256
Capital Outlay	2,000	-	-	\$ 2,000
Grants and Aids	1,724,600	775,446	518,004	\$ 431,150
Indirect Costs	14,128	9,621	-	\$ 4,507
Total Expenditures	\$ 2,135,000	\$ 1,006,830	\$ 518,004	\$ 610,166
Total Revenues Less Expenditures	\$ -	\$ 506,079	\$ (518,004)	\$ (11,925)

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:

KIDS HOPE ALLIANCE

Wallace Foundation Grant

Grant Period: March 15, 2012 to September 30, 2019

February 28, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
REVENUES:				
Contributions from Private Sources	\$ 915,000	\$ 915,000	\$ -	\$ -
Contributions from Other Funds	419,465	419,465	-	-
Total Revenues	\$ 1,334,465	\$ 1,334,465	\$ -	\$ -
EXPENDITURES:				
Salaries	\$ 313,213	\$ 313,213	\$ -	\$ -
Employee Benefits	119,163	119,163	-	-
Internal Service Charges	4,552	1,075	-	3,477
Other Operating Expenses	837,979	791,011	3,250	43,718
Capital Outlay	5,079	5,052	-	27
Indirect Costs	54,479	52,926	-	1,553
Total Expenditures	\$ 1,334,465	\$ 1,282,440	\$ 3,250	\$ 48,775
Total Revenues Less Expenditures	\$ -	\$ 52,025	\$ (3,250)	\$ 48,775

Purpose of Grant:

Develop a uniformly high quality seamless and coordinated system of out-of-school time, with shared goals for children in Jacksonville.

Additional Information:

Budget appropriated for life of the grant.

Initially a 4 year grant; grant period extended through September 30, 2019.

KIDS HOPE ALLIANCE
21st CCLC Program - Impact Grant
Grant Period: August 1, 2018 to July 31, 2019
February 28, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 316,408	\$ 84,650	\$ -	\$ (231,758)
Contributions from Other Funds	157,718	157,718	-	-
Total Revenues	\$ 474,126	\$ 242,368	\$ -	\$ (231,758)
<u>EXPENDITURES:</u>				
Salaries	\$ 329,121	\$ 159,293	\$ -	\$ 169,828
Employee Benefits	46,768	23,990	-	22,778
Internal Service Charges	500	-	-	500
Other Operating Expenses	97,737	17,899	36,912	42,926
Capital Outlay	-	-	-	-
Indirect Costs	-	-	-	-
Total Expenditures	\$ 474,126	\$ 201,182	\$ 36,912	\$ 236,032
Total Revenues Less Expenditures	\$ -	\$ 41,186	\$ (36,912)	\$ 4,274

Purpose of Grant:

Provide afterschool program at San Jose and Hyde Park elementary schools.

Additional Information:

Programs are City operated.

KIDS HOPE ALLIANCE

Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant

Grant Period: November 1, 2018 to October 31, 2019

February 28, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Department of Children & Families	\$ 400,000	\$ -	\$ -	\$ (400,000)
Contributions from Other Funds	60,000	60,000	-	-
Total Revenues	\$ 460,000	\$ 60,000	\$ -	\$ (400,000)
EXPENDITURES:				
Salaries Part time	1	-	-	1
Other Operating Expenses	21,352	6,770	10,060	4,522
Internal Service Charges	1	-	-	1
Capital Outlay	-	-	-	-
Grants and Aids	429,276	14,475	426,792	(11,991)
Administrative Support	9,370	295	-	9,075
Total Expenditures	\$ 460,000	\$ 21,540	\$ 436,852	\$ 1,608
Total Revenues Less Expenditures	\$ -	\$ 38,460	\$ (436,852)	\$ (398,392)

Purpose of Grant:

Identify and refer youth with a mental health or substance use problems to services in an effort to prevent them from going deeper into the juvenile justice system.

Additional Information:

This is the second year of a three year grant.

KIDS HOPE ALLIANCE

SAMHSA - High Fidelity Wrap Around Grant

Grant Period: September 30, 2018 to September 29, 2019

February 28, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 1,000,000	\$ -	\$ -	\$ (1,000,000)
Intrafund Transfer	146,000	146,000	-	-
Total Revenues	\$ 1,146,000	\$ 146,000	\$ -	\$ (1,000,000)
<u>EXPENDITURES:</u>				
Salaries	\$ 83,495	\$ 22,528	\$ -	\$ 60,967
Employee Benefits	32,246	10,084	-	22,162
Internal Service Charges	2,500	2,123	-	377
Other Operating Expenses	26,659	251	-	26,408
Capital Outlay	1,100	-	-	1,100
Grants and Aids	1,000,000	212,657	787,343	-
Indirect Costs	-	-	-	-
Total Expenditures	\$ 1,146,000	\$ 247,643	\$ 787,343	\$ 111,014
Total Revenues Less Expenditures	\$ -	\$ (101,643)	\$ (787,343)	\$ (888,986)

Purpose of Grant:

This grant is to identify children who are admitted to crisis stabilization in NE Florida (Baker Act), refer them upon discharge to a mental health center; and respond to their immediate physical and mental health needs.

Additional Information:

Year 4 and final year of a SAMHSA pass-through grant

Carryover request for \$543,725 is pending.

KIDS HOPE ALLIANCE

Beaches Community Fund Early Learning Grant

Grant Period: October 1, 2018 to May 31, 2019

February 28, 2019

	<u>Current Budget</u>	<u>Actual Year to Date</u>	<u>Encumbered Year to Date</u>	<u>Remaining Budget</u>
REVENUES:				
Contributions from Privated Sources	\$ 50,500	\$ 49,600	\$ -	\$ (900)
Total Revenues	\$ 50,500	\$ 49,600	\$ -	\$ (900)
EXPENDITURES:				
Salaries	11,091	3,829	-	7,262
Employee Benefits	2,682	713	-	1,969
Other Operating Expenses	36,727	2,663	8,111	25,953
Total Expenditures	\$ 50,500	\$ 7,205	\$ 8,111	\$ 35,184
Total Revenues Less Expenditures	\$ -	\$ 42,395	\$ (8,111)	\$ 34,284

Purpose of Grant:

Improved early learning centers and early learning outcomes for children in the beaches community.

Additional Information:

This is only a 6 month grant

KIDS HOPE ALLIANCE
Youth Travel Trust Fund
February 28, 2019

	Original Budget	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:					
Transfer from Other Funds	\$ 40,794	\$ 40,794	\$ 40,794	\$ -	-
Total Revenues	\$ 40,794	\$ 40,794	\$ 40,794	\$ -	\$ -
EXPENDITURES:					
Grants and Aids	40,794	40,794	-	-	40,794
Total Expenditures	\$ 40,794	\$ 40,794	\$ -	\$ -	\$ 40,794
Total Revenues Less Expenditures	\$ -	\$ -	\$ 40,794	\$ -	\$ 40,794

Purpose of Program:

Assist youth and chaperones with the cost of travel expenses to events when selected to represent Jacksonville.

Additional Information:

Funds left at the end of the year revert to fund balance.

KIDS HOPE ALLIANCE

Kids Hope Alliance Trust Fund - Stop the Violence

February 28, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
REVENUES:				
Interfund Transfer In	364,550	139,550	-	(225,000)
NC-Transfers	<u>15,866</u>	<u>15,866</u>	-	-
Total Revenues	\$ 380,416	\$ 155,416	\$ -	\$ (225,000)
EXPENDITURES:				
Trust Fund Authority	15,866	-		15,866
Grants and Aids	<u>364,550</u>	<u>43,573</u>	<u>300,371</u>	<u>20,606</u>
Total Expenditures	\$ 380,416	\$ 43,573	\$ 300,371	\$ 36,472
Total Revenues Less Expenditures	\$ -	\$ 111,843	\$ (300,371)	\$ (188,528)

Purpose of Program:

Grants up to \$5,000. This fund includes the special appropriation of \$10,000 awarded to address youth violence in the community.

Additional information:

KIDS HOPE ALLIANCE

Kids Hope Alliance Trust Fund - Mini Grants Program

February 28, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Gain/Loss	2,420	2,420	-	-
Contributions from Private Sources	696,460	696,460	-	-
Interfund Transfer In	158,318	158,318	-	-
Total Revenues	\$ 857,198	\$ 857,198	\$ -	\$ -
<u>EXPENDITURES:</u>				
Benefits	49	49	-	-
Trust Fund Authority	939,003	819,081	-	119,922
Interfund Transfer Out	75,000	75,000	-	-
Indirect Cost	6,060	6,060	-	-
Total Expenditures	\$ 1,020,112	\$ 900,190	\$ -	\$ 119,922
Total Revenues Less Expenditures	\$ (162,914)	\$ (42,992)	\$ -	\$ 119,922

Purpose of Program:

Mini Grants up to \$5,000 per KHA Trust Sec 111.850 Part A

Additional information:

KIDS HOPE ALLIANCE
Jax Kids Book Club Trust Fund
February 28, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Contributions from Private Sources	\$ 176,413	\$ 176,413	\$ -	\$ -
Total Revenues	\$ 176,413	\$ 176,413	\$ -	\$ -
<u>EXPENDITURES:</u>				
Operating Expenses	174,413	144,346	-	30,067
Food	1,000	680	-	320
Internal Service Charges	1,000	-	-	1,000
Total Expenditures	\$ 176,413	\$ 145,026	\$ -	\$ 31,387
Total Revenues Less Expenditures	\$ -	\$ 31,387	\$ -	\$ 31,387

Purpose of Program:

Provide books to children at the end of their VPK year as they transition to kindergarten to help encourage reading over the summer.

Additional information:

Self-appropriating Trust Fund

BOARD ACTION ITEM

GOVERNANCE COMMITTEE: APRIL 1, 2019

FINANCE COMMITTEE: APRIL 10, 2019

BOARD MEETING DATE: APRIL 17, 2019

TO: KIDS HOPE ALLIANCE GOVERNANCE/ BOARD OF DIRECTORS
FROM: DR. JENNIFER BLALOCK, CHIEF STRATEGY OFFICER
RE: KHA INTERVENTION AND PREVENTION TRUST FUND SMALL GRANTS

REQUESTED ACTION:

The Governance Committee is asked to consider the following:

- 1) Approve the Trust Fund Intervention and Prevention Small Grants Program as presented to the Board.
- 2) Approve the documents presented to the Board substantially in the form reviewed by the Board with such changes as may be deemed appropriate by KHA staff and the Office of General Counsel.

NARRATIVE:

Section 111.850, Part A, Jacksonville Municipal Code, provides for a Kids Hope Alliance Trust Fund as follows:

There is created within the General Trust and Agency Fund an agency account to be known as the *Kids Hope Alliance Trust Fund*, hereinafter called the *Fund*. The Chief Executive Officer ("CEO") of the Kids Hope Alliance ("Board") shall deposit into the fund all donations and contributions of money, including gifts and grants, received for use toward achieving the purposes, functions and goals set forth in the Essential Services Plan for Kids and Chapter 77, Ordinance Code. All such donations and contributions shall be accounted for separately within the fund by the CEO.

All sums placed into the fund, which shall include all interest earned or accrued thereon, shall be appropriated by the Council prior to expenditure, and shall be utilized for operating, maintaining and improving the Essential Services Plan for Kids provided in Chapter 77, Ordinance Code, and to provide funding for the Board's mini-grant program. The mini-grants of up to \$5,000 may be awarded to organizations that provide programs for children and youth in the Jacksonville community and that are within the services, programs and activities identified in the Essential Services Categories under Chapter 77, Ordinance Code. The mini-grant funds shall not lapse at the close of any

fiscal year, but instead shall carry over to the next fiscal year. Funds provided through the Fund shall not be used for ongoing program costs or fundraising efforts.

The CEO shall make grant and other expenditure recommendations to the Board. The Board shall approve all expenditure amounts and the CEO shall award the amounts as directed by the Board. The CEO or its designee shall review the expenditures to ensure that the funds were expended for those items as approved by the Board. The Director of Finance and Administration, or his designee, is authorized and directed to make disbursements from the Fund after appropriation by the Council and upon written requisition of the CEO, or his designee, subject to the availability of funds in the Fund. Nothing in this Section shall prohibit or otherwise limit any appropriations which may be made by the Council to the Board for use toward achieving the purposes, functions and goals set forth in the Essential Services Plan for Kids and Chapter 77, Ordinance Code.

Recognizing that nonprofits in Jacksonville are in varying sizes and complexities, the *Kids Hope Alliance Intervention and Prevention Small Grants Program* will be limited to nonprofits with an overall budget size of \$100,000 or smaller, and grant requests must be for \$5,000, or less.

FISCAL IMPACT: An aggregate of \$119,000.00 will be available for the KHA Intervention and Prevention Small Grants Program. The funds are in the KHA Trust Fund.

PROGRAMMATIC IMPACT:

Programs funded will support the Essential Services Plan.

OPTIONS:

1. Vote to approve.
2. Decline to approve.

STAFF RECOMMENDATION:

KHA staff leadership recommends approval.



KIDS HOPE ALLIANCE

**Trust Fund Intervention and Prevention Small Grants
Program**

Date Deadline for Applications:

Time Deadline for Applications:

All Applications Must be Submitted by the Deadlines to

ATTENTION: Dae Lynn Helm

at the Kids Hope Alliance

1095 A. Philip Randolph Blvd. Suite, 3

Jacksonville, FL 32206

(904) 255-4400

Or by Email to dhelm@coj.net

**Further questions regarding the Small Grants may be directed to Dae
Lynn Helm at dhelm@coj.net or (904) 255-4406.**

Please allow 24 hours for a response.

KIDS HOPE ALLIANCE

Trust Fund Intervention and Prevention Small Grants Program

1. OBJECTIVE

Kids Hope Alliance (KHA) is seeking proposals from organizations (e.g, community based or faith based organizations, non-profits corporations, 501(c)(3) organizations, associations or unincorporated groups) that can demonstrate a willingness and readiness to provide services to enable every child and youth to reach their academic, career, and civic potential. All proposals must be consistent with KHA's Essential Services Plan and fall within one of the Plan's Essential Service Categories. Funds provided under this Request for Proposals (RFP) shall not be used for ongoing program costs or fundraising efforts.

TOTAL FUNDING AVAILABILITY

The amount of funds for the KHA Trust Fund Intervention and Prevention Small Grants Program is \$XXXXXXX. The Kids Hope Alliance intends to make multiple small grant awards until all funds have been depleted. The maximum lump sum grant award amount is \$5,000. The grant amount will be based on the total cost to provide activities that meet the program objectives as shown in the program budget submitted with the application.

2. PROBLEM STATEMENT AND TARGETED POPULATION

The Kids Hope Alliance seeks to increase opportunities for the community to reach youth in the various Duval County neighborhoods through programs meeting the interests and needs of the community for intervention and prevention programs that enable every child and youth to reach their academic, career, and civic potential. Population served must be children and youth in Duval County through age 18, or between ages 19 and 21 (22 years in the case of special needs persons) if enrolled in a Duval County high school, general education development (GED) program, high school equivalency program.

3. COST REIMBURSEMENT AND ADVANCE PAYMENT

Awards will be paid on a cost reimbursement basis. Applications must include the Budget Sheet and Budget Narrative attached as Form X. Awarded Proposers may request a 25% advance payment and then additional funding will be based on the invoices and documentation showing funds were spent for the program as shown in the Budget submitted with the Application. Without proper documentation, organizations will not

be reimbursed. Organizations must provide documentation showing expenses for all funding, including advanced funding. Additional funding will be reimbursed only after the organization has submitted documentation that the advance funds have been spent as shown in the Budget.

All funds also must be spent as shown in KHA's Small Grants Financial Requirements listed in Attachment X.

4. TERM OF AGREEMENT; AGREEMENT TERMS

The term of agreement will be requested by the proposer on the application, but shall not exceed a one year period. All contracts are subject to the early termination provisions outlined in the Contract. The proposer shall execute a grant contract in substantially the form attached hereto as Form 3 ("Contract"), as may be further modified by the Office of General Counsel in the best interest of the Kids Hope Alliance. The organization shall be required to perform any background screenings in the provision of services as required by Florida law and the terms of the Contract.

5. BASIS OF AWARD

The Kids Hope Alliance Board will make multiple mini-grant awards up to \$5,000 until all funds are depleted. Additional awards of \$5,000 may be recommended by the Kids Hope Alliance CEO and approved by the Kids Hope Alliance Board with any remaining funds in the Kids Hope Alliance Trust Fund.

In accordance with Section 111.850, *Ordinance Code*, The Kids Hope Alliance CEO will make grant award recommendations to the Kids Hope Alliance Board for final approval. The Kids Hope Alliance CEO's recommendations will be based on the highest scoring proposers according to the evaluation criteria stated in Section 8 "Evaluation Criteria". The Kids Hope Alliance Board will award to the highest scoring proposer the requested amount shown in the program budget up to a maximum of \$5,000.00. KHA will then award to the next highest proposer and so on until all funds are depleted or the remaining proposals score below 75. Awards will not be made for proposals achieving less than a minimum score of 75. Grant awards made by the Kids Hope Alliance Board shall be the final decision regarding such grant awards.

6. EVALUATION CRITERIA

The total possible points to be earned is 114. The response to the criteria will be typed, single spaced, and be no longer than five (5) pages. **Attachments and any required forms are not included in the 5-page limit.** Please number the pages and place the organization's

name on each page.

Applications must contain the following information which shall be evaluated and scored by KHA as shown below:

a. Competence/ Experience

Provide a detailed explanation of the current or similar experience in providing/administering programs that have promoted positive youth development to address the needs for intervention and prevention programs that enable every child and youth to reach their academic, career and civic potential. Priority will be given in bonus points for organizations with annual operating budgets of less than \$100,000.

(Maximum 25 points) (Bonus Points 10)

b. Scope of Work

Describe your organization's proposed plan for meeting the program objective.

Responses must include:

- i. A timeline for implementation
- ii. The number of youth to be served
- iii. Strategies for prevention and intervention that will enable every child and youth to reach their academic, career, and civic potential
- iv. Explanation of the need for the prevention and intervention program in the targeted community
- v. Where, when and how often the services will be provided.
- vi. Denote items selected for list of essential services: Juvenile Justice, Early Learning, Special Needs, Out-of-School time, Pre-Teen/Teen.

(Maximum 35 points)

Describe your organization's proposed plan for meeting area(s) in the KHA Continuum of Services found in its Essential Services Plan.

The project receives one bonus point for each KHA Continuum of Services **(Maximum bonus points 4)**:

- College & Career Readiness **(1 bonus point)**
- Literacy **(1 bonus point)**
- Community & Family Engagement **(1 bonus point)**
- Access: Focus on Providing KHA services to High Need, High Risk Areas **(1 bonus point)**

c. Collaborations

Provide examples of current collaborations in the community for youth prevention and intervention programs that enable every child and youth to reach their academic, career and civic potential. Collaborations may also include the addition of youth voice and input into the program from youth participants. (Maximum 15 points)

d. Budget

Provide completed Budget Form (Excel Tab 1) and Budget Narrative (Excel Tab 2) (Form 1), for the implementation of the program, including narratives of the activities. (Maximum 25 points)

7. MINIMUM REQUIREMENTS

The organization must satisfy the following mandatory minimum requirements in order to have their Grant Application evaluated. By submitting, the Organization warrants and represents that it satisfies these requirements. Failure to meet these requirements may result in the Grant Application not being evaluated and being rejected as non- responsive:

Proposer must:

- a. Provide evidence of the organization's formation or structure.
 - If the organization is a nonprofit corporation provide the evidence of registration with the Secretary of State of Florida or another state.
 - If the organization is a 501(c)(3) organization, provide a copy of the IRS determination letter.
 - If the organization is an association or unincorporated group, provide the evidence of that formation and a list of the organization's members, each member's role in the organization and the date the organization was formed.
 - If the organization is another type of organization not listed here, provide evidence of the formation and similar relevant information.
 - For profit entities are not eligible for awards.
- b. Provide current proof of any business licenses required by local, state, and federal law as applicable.
- c. Provide a Tax ID number, or if there is no registered Tax ID number, provide Social Security Number(s) of the member(s) of the organization who will receive the funds, execute the contract and be responsible for the organization.

- d. The program must provide services to Duval County youth.
- e. The program activities must fall within at least one of the Essential Services Categories in the Kids Hope Alliance's Essential Services Plan.

8. INDEMNIFICATION

Proposers shall hold harmless, indemnify, and defend the City of Jacksonville and City's members, officers, officials, employees and agents (collectively the "Indemnified Parties") from and against, without limitation, any and all claims, suits, actions, losses, damages, injuries, liabilities, fines, penalties, costs and expenses of whatsoever kind or nature, which may be incurred by, charged to or recovered from any of the foregoing Indemnified Parties for:

1. General Tort Liability, for any negligent act, error or omission, recklessness or intentionally wrongful conduct on the part of the Indemnifying Parties that causes injury (whether mental or corporeal) to persons (including death) or damage to property, whether arising out of or incidental to the Indemnifying Parties' performance of the Contract, operations, services or work performed hereunder; and

2. Environmental Liability, to the extent this Contract contemplates environmental exposures, arising from or in connection with any environmental, health and safety liabilities, claims, citations, clean-up or damages whether arising out of or relating to the operation or other activities performed in connection with the Contract; and

3. Intellectual Property Liability, to the extent this Contract contemplates intellectual property exposures, arising directly or indirectly out of any allegation that the Services, any product generated by the Services, or any part of the Services as contemplated in this Contract, constitutes an infringement of any copyright, patent, trade secret or any other intellectual property right. If in any suit or proceeding, the Services, or any product generated by the Services, is held to constitute an infringement and its use is permanently enjoined, the Indemnifying Parties shall, immediately, make every reasonable effort to secure within 60 days, for the Indemnified Parties a license, authorizing the continued use of the Service or product. If the Indemnifying Parties fail to secure such a license for the Indemnified Parties, then the Indemnifying Parties shall replace the Service or product with a non-infringing Service or product or modify such Service or product in a way satisfactory to Buyer, so that the Service or product is non-infringing.

If an Indemnifying Party exercises its rights under this Contract, the Indemnifying Party will (1) provide reasonable notice to the Indemnified Parties of the applicable claim or liability, and (2) allow Indemnified Parties, at their own expense, to participate in the litigation of such claim or liability to protect their interests. **The scope and terms of the indemnity obligations herein described are separate and apart from, and shall not be limited by any insurance provided**

pursuant to the Contract or otherwise. Such terms of indemnity shall survive the expiration or termination of the Contract.

In the event that any portion of the scope or terms of this indemnity is in derogation of Section 725.06 or 725.08 of the Florida Statutes, all other terms of this indemnity shall remain in full force and effect. Further, any term which offends Section 725.06 or 725.08 of the Florida Statutes will be modified to comply with said statutes.

Insert Budget Pages

**FORM 2
CONFLICT OF INTEREST CERTIFICATE**

Organization 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 your Application.

SECTION I

I hereby certify that no official or employee of the City or KHA has a material financial interest in the Organization.

Signature

Organization Name

Name and Title of Authorized Representative (type or print)
Business Address

City, State, Zip Code

SECTION II

I hereby certify that the following named City or KHA officials(s) and/or employee(s) having material financial interest(s) (in excess of 5%) in the Organization 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 of Position	Date of Filing

Signature

Organization Name

Name and Title of Authorized Representative (type or print)
Business Address

City, State, Zip Code

FORM 3 – CONTRACT FORM

KIDS HOPE ALLIANCE
TRUST FUND INTERVENTION AND PREVENTION
SMALL GRANTS PROGRAM AGREEMENT

THIS KIDS HOPE ALLIANCE TRUST FUND INTERVENTION AND PREVENTION SMALL GRANTS PROGRAM AGREEMENT ("*Agreement*") is made this _____ day _____ of _____, 2018 ("*Effective Date*"), between the KIDS HOPE ALLIANCE, a public body acting on behalf of the City of Jacksonville, a consolidated government existing under the laws of the State of Florida ("*KHA*") and _____ (the "*Recipient*").

RECITALS

WHEREAS, the KHA issued the KHA Trust Fund Intervention and Prevention Small Grants Program grant application solicitation for intervention and prevention programs that enable every child and youth to reach their academic, career and civic potential(the "*Grant Solicitation*");

WHEREAS, based on Recipient's grant application and response, a copy of which is on file with the KHA (the "*Grant Application and Response*"), this Agreement was awarded to Recipient by KHA in accordance with Section 111.850, *Ordinance Code*, to provide the youth program, as more particularly described in the Grant Application and Response (the "*Program*").

NOW THEREFORE, in consideration of the premises and the mutual covenants contained below, the parties agree as follows:

1. **Recitals.** The recitals above are true and correct and are incorporated herein by this reference.
2. **Term.** The term of this Agreement shall commence on the Effective Date and shall continue in full force and effect until _____, unless this Agreement is earlier terminated as provided in this Agreement.
3. **Maximum Indebtedness.** KHA's maximum indebtedness under this Agreement shall not exceed the amount of _____ NO/100 DOLLARS (\$ _____ .00) ("*City Funds*" or "*Maximum Indebtedness*"), contingent upon availability of lawfully appropriated funds for this Agreement. Recipient shall expend the City Funds solely and exclusively for the services described in Section 5 of this Agreement.
4. **Contract Documents.** This Agreement consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:
 - Agreement;
 - Grant Solicitation, including any issued amendments thereto;
 - Grant Application and Response, provided, however, that any terms in the Grant Application and Response that are inconsistent with the Grant Solicitation terms shall not be included in this Agreement, unless expressly agreed to in writing by the KHA.

5. **Scope of Work.** Recipient shall provide services for the Program as set forth in the description of the scope of work for the proposed program and the budget contained in the Grant Application and Response ("*Scope of Services*" or "*Services*"). The Services performed by Recipient under this Agreement shall only be performed in and for the benefit of youth in Duval County, Florida. All staff working in the Program must obtain Level 2 background screening and fingerprinting requirements for each employee, volunteer, and subcontracted personnel who work in direct contact with youth. The Program must maintain staff personnel files which reflect the screening result was received and reviewed to determine eligibility of staff to work in the Program prior to any staff working in the Program. Recipient further agrees to comply with any requirements under federal, state or local law in the provision of the Services, as applicable. In providing the Services under this Agreement, Recipient, including its officers, employees, agents and subcontractors, shall exercise that degree of skill and care required by customarily accepted good practices and procedures for the performance of the same or similar Services.

6. **Required Program Reports; Technical Assistance.** Recipient shall submit monthly program reports in a format approved by the KHA and with such information as requested by KHA regarding the status of the Program's goals and objectives and the number of youth served. Recipient agrees to accept technical assistance related to reporting from the KHA and make any reasonable changes in its reporting procedures, which will better facilitate the documentation of Program efficiency and effectiveness. Recipient agrees to accept technical assistance from KHA related to programmatic and administrative issues concerning the provision of the Services. KHA shall notify the City if sufficient staff, facilities and equipment necessary to deliver the Services for the Program cannot be maintained.

7. **Payment; Advance.** Except for any permitted advance payment hereunder, KHA shall pay Recipient for the Services on a reimbursement basis only and in accordance with the Recipient's budget contained in the Grant Application and Response. Requests for payments shall be on an approved payment request form provided by KHA. All payment requests shall include documentation evidencing the Services were performed. Recipient shall not be reimbursed for any expenditures included on **Exhibit B** attached hereto (the "*Unallowable Expenditures*"), and such other expenditures as may be deemed inappropriate by KHA regarding the Program. Acceptable documentation includes, but is not limited to purchase orders, paid vouchers, invoices and any other documentation deemed necessary and approved by the KHA, for release of payments under this Agreement. Recipient agrees that any funds provided by KHA for Services under this Agreement which are residual funds remaining unspent or unencumbered by any existing legal obligation at the conclusion of this Agreement, shall be returned to the KHA in the form of a negotiable instrument not later than fifteen (15) days after the close of the aforesaid Service period. Recipient may request an advance payment in writing of up to twenty-five percent (25%) of the Maximum Indebtedness. Recipient shall certify that such advance payment is necessary to commence the Services hereunder with respect to such Program. Such request shall be reviewed within fifteen (15) business days of receiving said written request in accordance with KHA advance payment policies.

8. **Indemnification.** Recipient agrees to indemnify the KHA and the City pursuant to the indemnification provisions attached hereto as **Exhibit A**.

Termination; Suspension of Work. If the Recipient breaches any term of this Agreement, KHA may, by written notice of breach to the Recipient, terminate the whole or any part of this Agreement in any of the following circumstances: (i) if the Recipient fails to provide the Services within the time specified herein or any extension thereof; or (ii) If the Recipient fails to perform any of the other provisions of this Agreement; and fails to correct said breach within five (5) business days from receipt of the written notice of breach. Termination shall be upon no less than twenty-four (24) hours' notice in writing, if the breach has not been corrected within the five (5) business days. Said notice shall be delivered by certified mail, return receipt requested, or by any other means of delivery with proof of delivery. Upon receipt of a notice of termination and, except as otherwise directed, the Recipient shall (i) cease working under this Agreement on the date and to the extent specified in the notice of termination; (ii) place no further orders or subcontracts to the extent that they relate to the performance of the work, which was terminated; (iii) terminate all orders and subcontracts to the extent that they relate to the performance of the work, which was terminated; and (iv) prepare all necessary reports and documents required under the terms of this Agreement up to the date of termination, including the final report without reimbursement for the Services rendered in completing said reports beyond the termination date.

Additionally, KHA may suspend the performance of the Services rendered by providing five (5) days written notice of such suspension. Schedules for performance of the Services shall be amended by mutual agreement to reflect such suspension. In the event of suspension of Services, the Recipient shall resume the full performance of the Services when directed in writing to do so by the KHA contract administrator. Suspension of Services for reasons other than the Recipient's negligence or failure to perform, shall not affect the Recipient's compensation as outlined in this Agreement.

9. **Notices.** All notices under this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other method of delivery with confirmation of receipt, to the following:

As to the City:
c/o Kids Hope Alliance
1095 A. Philip Randolph Blvd.
Jacksonville, Florida 32206
Attn: Chief Executive Officer

With a Copy to:
Office of General Counsel
117 West Duval Street, Suite 480
Jacksonville, Florida 32202
Attn: Corporation Secretary

As to Recipient:

Jacksonville, Florida _____
Attn: _____

All notices shall be deemed to be effective when given to (or tender to and rejection by) the intended recipient or other person at the address specified for the intended recipient.

10. **Miscellaneous Provisions.**

(a) **Public Records.** All documents received by KHA in connection with this Agreement are subject to Chapter 119, Florida Statutes (the "Florida Public Records Law"). In accordance with Section 119.0701, Florida Statutes, the Recipient shall:

- i. Keep and maintain public records required by City to perform the services; and
- ii. Upon request from City's custodian of public records, provide City with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and
- iii. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Recipient does not transfer the records to City; and
- iv. Upon completion of this Contract, transfer to City at no cost all public records in possession of Recipient or keep and maintain public records required by City to perform the service. If Recipient transfers all public records to City upon completion of this Contract, Recipient shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Recipient keeps and maintains public records upon completion of this Contract, Recipient shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to City upon request from City's custodian of public records in a format that is compatible with City's information technology systems.

The above requirements are only applicable to "Contractors" as defined in Section, 119.0701, Florida Statutes.

IF RECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS AT (904) 630-7678; PRR@COJ.NET; CITY OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1180, JACKSONVILLE, FLORIDA 32202.

(b) **Civil Rights.** There will be no discrimination against any employee or person served on account of race, color, sex, age, religion, ancestry, national origin, handicap or marital status in the performance of this Agreement. The Recipient shall comply with: (i) Title VI of the Civil Rights Act of 1964 (42 USC 2000d) in regard to the persons served; (ii) Title VII of the Civil Rights Act of 1964 (42 USC 2000e) in regard to employees or applicants for employment; (iii) Section 504 of the Rehabilitation Act of 1973 in regard to employees or applicants for employment and clients served; and (iv) the Americans with Disabilities Act of 1990 (Public Law 101-336) in regard to employees and persons served.

(c) **Entire Agreement.** This Agreement represents the entire and complete understanding between the parties relative to the subject matter, and there are no oral or written agreements between the parties, nor any representations made by either party relative to the subject matter, which are not expressly set forth herein. This Agreement may be amended only by a written instrument executed by the

party or parties to be bound thereby.

(d) Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Florida and the laws of the United States pertaining to transactions in Florida. Venue for any action arising in connection with this Agreement shall lie in the jurisdictional courts of Duval County, Florida.

(e) Successor and Assigns. Recipient may not transfer or assign this Agreement to any third party without the prior written consent of KHA, which may be withheld in its sole and absolute discretion.

(f) Independent Contractor. In the performance of this Agreement, Recipient shall be acting in the capacity of an independent contractor and not as an agent, employee, partner of KHA.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement the day and year as indicated below.

WITNESS:

Name: _____
Title: _____

KIDS HOPE ALLIANCE, a public body acting on behalf of the City of Jacksonville, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida

By: Joseph Peppers, Chief Executive Officer

In compliance with Section 24.103(e) of the *Ordinance Code* of the City of Jacksonville, I do certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the current year portion of the foregoing Agreement and that provision has been made for the payment of the monies provided therein to be paid.

Director of Finance
Contract # _____

FORM APPROVED:

OFFICE OF GENERAL COUNSEL

**Exhibit A to Agreement
Indemnification**

Recipient shall hold harmless, indemnify, and defend the City of Jacksonville and City's members, officers, officials, employees and agents (collectively the "Indemnified Parties") from and against, without limitation, any and all claims, suits, actions, losses, damages, injuries, liabilities, fines, penalties, costs and expenses of whatsoever kind or nature, which may be incurred by, charged to or recovered from any of the foregoing Indemnified Parties for:

1. General Tort Liability, for any negligent act, error or omission, recklessness or intentionally wrongful conduct on the part of the Indemnifying Parties that causes injury (whether mental or corporeal) to persons (including death) or damage to property, whether arising out of or incidental to the Indemnifying Parties' performance of the Contract, operations, services or work performed hereunder; and

2. Environmental Liability, to the extent this Contract contemplates environmental exposures, arising from or in connection with any environmental, health and safety liabilities, claims, citations, clean-up or damages whether arising out of or relating to the operation or other activities performed in connection with the Contract; and

3. Intellectual Property Liability, to the extent this Contract contemplates intellectual property exposures, arising directly or indirectly out of any allegation that the Services, any product generated by the Services, or any part of the Services as contemplated in this Contract, constitutes an infringement of any copyright, patent, trade secret or any other intellectual property right. If in any suit or proceeding, the Services, or any product generated by the Services, is held to constitute an infringement and its use is permanently enjoined, the Indemnifying Parties shall, immediately, make every reasonable effort to secure within 60 days, for the Indemnified Parties a license, authorizing the continued use of the Service or product. If the Indemnifying Parties fail to secure such a license for the Indemnified Parties, then the Indemnifying Parties shall replace the Service or product with a non-infringing Service or product or modify such Service or product in a way satisfactory to Recipient, so that the Service or product is non-infringing.

If an Indemnifying Party exercises its rights under this Contract, the Indemnifying Party will (1) provide reasonable notice to the Indemnified Parties of the applicable claim or liability, and (2) allow Indemnified Parties, at their own expense, to participate in the litigation of such claim or liability to protect their interests. **The scope and terms of the indemnity obligations herein described are separate and apart from, and shall not be limited by any insurance provided pursuant to the Contract or otherwise. Such terms of indemnity shall survive the expiration or termination of the Contract.**

In the event that any portion of the scope or terms of this indemnity is in derogation of Section 725.06 or 725.08 of the Florida Statutes, all other terms of this indemnity shall remain in full force and effect. Further, any term which offends Section 725.06 or 725.08 of the Florida Statutes will be modified to comply with said statutes.

Attachment A
KIDS HOPE ALLIANCE
TRUST FUND INTERVENTION AND
PREVENTION SMALL GRANTS PROGRAM
APPLICATION

Please answer completely the questions below and Yes or No to the following eligibility criteria. Attach any necessary documentation to support your responses. Please respond to all questions below to have a completed application.

Name of Organization Making Request: _____

Address of Organization: _____

Mailing Address: _____

Name of Organization's CEO/Lead: _____

Email Address: _____

Telephone Number: _____ Fax: _____

Total Funding Request: _____

Program Start Date: _____

Requested Contract Length (in months)(may not be longer than 12 months): _____

1. Is the organization a community based or faith based non-profit, association or an unincorporated group? (Attach a copy of the organization's Tax ID, W-9, and Sun Biz registration, or other organizing documentation as evidence) **YES NO**

2. Is the organization able to provide current proof of all business licenses required by local, state, and federal laws as applicable? (Attach a copy of the organization's supporting documentation as proof) **YES NO**

3. Have all staff working with children in the program completed a Level II background screening? (This is not required to apply for funding, but is required to be completed prior to provision of any services funded by KHA.) **YES** **NO**
4. Does the program have valid Insurance? Attach insurance documentation. (Insurance is not required for funding, this is for information only.) **YES** **NO**

Signature of Signing Authority:

Print (name)

Date

Competence/ Experience: (Maximum 25 points) & (Bonus Points 10)

Provide a detailed explanation of the current or similar experience in providing/administering programs that have promoted positive youth development to address the needs for intervention and prevention programs that enable every child and youth to reach their academic, career and civic potential. Priority will be given in bonus points for organizations with annual operating budgets of less than \$100,000.

Organizations must provide documents as evidence of its operating budget to receive the bonus points.

Response:

Scope of Work: (Maximum 35 points and up to 5 Bonus Points)

Describe your organization's proposed plan for meeting the program objective.
Responses must include:

- A timeline for implementation
- The number of youth to be served
- Strategies and interventions that will impact violence and crime
- Explanation of the need for the intervention in the targeted community
- Where, when and how often the services will be provided.

Describe your organization's proposed plan for meeting area(s) in the KHA Continuum of Services found in its Essential Services Plan. You will receive one bonus point for each KHA Continuum of Services met.

- College & Career Readiness
- Literacy
- Community & Family Engagement
- Access: Focus on Providing KHA services to High Need, High Risk Areas

Response:

Collaborations: (Maximum 15 points)

Provide examples on current collaborations in the community for intervention and prevention programs that enable every child and youth to reach their academic, career and civic potential. Collaborations may also include the addition of youth voice and input into the program from youth participants.

(Maximum 15 points)

Response:

Attachment B



Kids Hope Alliance Trust Fund Intervention and Prevention Small Grants Program Financial Requirements

Timeline: Term is as stated in Organization's Grant Application and Response, but no longer than 12 months

Purpose of Funds: All KHA Funds must be expended

- To provide programs for children and youth in the Jacksonville community and that are within the services, programs and activities identified in the Organization's Grant Application and Response.
- In accordance with all applicable governing laws and regulations of the State of Florida and the City of Jacksonville.

Unallowable Expenses: KHA Funds may not be expended for the purposes listed below and any other additional purposes as may be determined by KHA, in its sole discretion, to be inconsistent with the purposes of the Intervention and Prevention Small Grants Program:

- Any expense not approved in the approved budget submitted in the Response, including field trips.
- Staff bonuses or severance pay
- Losses arising from uncollectible accounts and other claims, and related costs
- Contributions to a contingency reserve or a similar provision for unforeseen events
- Contributions and donations to other groups or organizations
- Debt financing - interest on borrowing, cost of financing and refinancing, bond payments, etc.
- Mortgage or Rent Payments for facilities
- Fines, Penalties, Late Payments and Cancellation Fees
- Lobbying Activities
- Non-cash Expenses – such as depreciation, compensated absences and accruals for estimates
- Cost of Audits and/or Legal fees and any costs resulting from collecting these funds
- Cost associated with fundraising activities
- Sales Tax – If a recipient is a tax-exempt organization a tax-exempt certificate should be provided prior to payment
- Equipment costing more than \$1000
- Incentives
- Incidental costs Related to Program (e.g. costs of amusement, awards, social activities, meals, and beverages in excess of 2%)
- Funds may not be used for "self-enrichment" as outlined on the conflict of interest form

Other Considerations:

- Recipient agrees to return to the Kids Hope Alliance funds expended for disallowed expenses as determined by the City Council, Council Auditor, or Kids Hope Alliance.
- Agreeing to return within 15 days of demand upon the City Council's, Council Auditor's, or Kids Hope Alliance Monitor's findings that the terms of an agreement has been violated.

Documentation for Reimbursements:

- Reimbursement means the expense must have been paid. When submitting a payment request for reimbursement, please attach an invoice and proof of payment.
- Proof of payment includes:
 - Credit card statement with vendor name and amount paid
 - A copy of the cancelled check (front and back),
 - A copy of the check stub with a bank documented transaction including the check number, dollar amount and the date that the check cleared,
 - Electronic receipts with a zero balance, with the check number entered on the receipt, with a copy of the check stub, or
 - Along with check stubs, a copy of the bank statement (redact the account number and/or balances) with the check number, amount of the check and cleared date highlighted.
 - Cash Payments will **not** be reimbursed because they are very difficult to document.
 - Handwritten receipts will **not** be accepted

Note:

Any rebates, discounts, refunds issued or received must be reflected in the request and returned to the City.

Distribution of Funds: Monthly Invoices are due from the Recipient by the 20th day of the month

- 25% Advance for program start-up
- The advance payment shall be recouped from the recipient's first reimbursement request and no other payments shall be made until the advance has been repaid in full
- Additional payments will be made on a reimbursement basis, with supporting documentation showing the funds have been spent.

Any funds which are residual funds remaining unspent shall be returned to the the Kids Hope Alliance in the form of a negotiable instrument not later than 30 days after the close of the period.

The Kids Hope Alliance or City retains the right to disallow expenditures of these funds. The Kids Hope Alliance or Council Auditor may audit the expenditures of City funds by each recipient. The audit report of the Auditor delineating the questioned expenditures shall be delivered, by certified mail, to the recipient affected. The questioned expenditures shall be disallowed expenditures and the disallowed amount shall be immediately returned to the Kids Hope Alliance.

A recipient failing to comply with requirements of these funds shall be ineligible to apply for or receive future Kids Hope Alliance funds.

BOARD ACTION ITEM:

GOVERNANCE COMMITTEE: **APRIL 1, 2019**
FINANCE COMMITTEE: **APRIL 10, 2019**
BOARD MEETING DATE: **APRIL 17, 2019**

TO: **KIDS HOPE ALLIANCE BOARD OF DIRECTORS**
FROM: **JOSEPH PEPPERS, CHIEF EXECUTIVE OFFICER**
RE: **YOUTH TRAVEL TRUST FUND REVISED APPLICATION**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the revised Youth Travel Trust Fund Application with recommendations and changes consistent with the Kids Hope Alliance Board of Directors' approved changes to Sec. 111.850 Part B.

NARRATIVE:

The Youth Travel Trust Fund is a trust fund under the purview of the Kids Hope Alliance Board of Directors, for the purpose of authorizing allocations to allow Duval County youth groups to travel to competitions and events around the United States. Sec. 111.850 Part B of the City's Ordinance Code outlines the requirements and restrictions on the funding.

Along with the requirements and parameters outlined in the ordinance code, the Kids Hope Alliance is required to create a process for awarding the available funds. Attached to this action item is a recommended new process and application for organizations to apply for the available funding.

With the intention of making this funding available to as many youth groups as possible, the Kids Hope Alliance has approved legislation to be filed in order to make changes to the current ordinance code. The changes to the Youth Travel Trust Fund application are consistent with the legislative changes previously approved by the Kids Hope Alliance Board of Directors at the March 2019 meeting.

FISCAL IMPACT:

The current balance of the Youth Travel Trust fund is approximately \$50,000 for FY19, available October 1, 2018

GOVERNANCE/PROGRAM IMPACT:

Upon approval of this action item and the City Council's approval of legislation revising Sec. 111.850 Part B, this new application will be disbursed and implemented by Kids Hope Alliance staff.

OPTIONS:

1. Vote to approve.
2. Decline to approve.

STAFF RECOMMENDATION: Staff recommends approval.

**KIDS HOPE ALLIANCE
GUIDELINES FOR APPLICATION TO THE
YOUTH TRAVEL TRUST FUND**

NARRATIVE:

Chapter 111.850 of the City of Jacksonville's Ordinance Code, as amended, grants the Kids Hope Alliance authority, upon appropriation by the City Council, for determining and authorizing funds from the Youth Travel Trust fund for certain types of youth travel that may be deemed a valid public purpose. It is the intent of the City Council that the Youth Travel Grant Program is established to allow students and youth groups in Duval County to travel to competitions and events around the country. This gives our youth a perspective and experience they might not have the ability to participate with these funds. No organization may make a request for youth travel except through an allocation from the Youth Travel Trust Fund.

These guidelines are established by Jacksonville City Council ordinance to assist the Kids Hope Alliance in determining the appropriate use of monies contained within the Youth Travel Trust Fund.

A. Minimum Qualifications to Apply:

Organizations must:

1. be a tax exempt organization under 501(c) (3) of the Internal Revenue Code, OR the organization must be a school-related organization regulated by the Duval County School Board, including and in compliance with all DCPS requirements including requirements pertaining to financial accounting and auditing
2. be a not-for-profit corporation chartered by the Secretary of State under FS Chapter 617, Part 1
3. operate in Duval County
4. have been in existence for at least one (1) year
5. have a membership policy open to as large a percentage of the public as possible, subject to non-discriminatory conditions and qualifications for membership
6. have submitted all required reports from previous grants, if the organization has received funding in the past

Individuals, local, state and federal agencies are ineligible for funding.

B. Application Process

1. Organizations will apply electronically after the city wide implementation of the OneView Portal or through a paper application at the Kids Hope Alliance office.
2. Organizations that meet the minimum qualifications as stated in A. Minimum Qualifications to Apply will be evaluated in accordance with C. Evaluation Criteria by a review team made up of Kids Hope Alliance staff.
3. Kids Hope Alliance staff will make a recommendation to award or not award to the KHA Committees and will notify the applying organization of the recommendation.
4. Final awards will be made at a public meeting of the full KHA Board of Directors. Organizations will be given an opportunity to make an oral or written presentation to further justify or explain their respective appropriation request.
5. Organization may only be awarded funding from the Youth Travel Trust Fund one time be City Fiscal Year (October 1st – September 30th).
6. Organizations must submit their application for Youth Travel Trust Funding prior to the travel outlined in their application.

C. Evaluation Criteria

1. At least fifty percent (50%) of the organization's revenue for the youth travel must be derived from other sources and raised prior to submitting the application
2. No more than fifty (50%) of the allowable travel funds, or up to \$25,000, whichever is less, is being requested.
3. Travel is in connection with an invitation recognizing and resulting from the outstanding performance or achievement of the traveling organization or be an educational and/or unique developmental opportunity for children and youth to experience.
4. A commitment to provide a service to the community upon return the travel has been made

D. Payment and Terms

1. Organizations approved for an award will have funds allocated by contract between the Kids Hope Alliance and the organization.
2. Once fully executed, the Kids Hope Alliance may issue an advance payment equal to the 50% of the amount of the funding request, but no more than 45 days prior to the travel.
3. Funds derived from sources other than from this program shall first be used to finance the travel and reduce the Youth Travel Fund grant. Any unused travel funds, up to the amount provided by the Kids Hope Alliance, shall be returned to the Kids Hope Alliance along with the final report.
4. Youth travel grant funds may not be used for:
 - i. Capital purchases;
 - ii. Endowments or escrow accounts;
 - iii. Contributions or donations to other organizations;
 - iv. Penalty fees for violations of federal, state or local laws;

- v. Interest payments or professional fees;
- vi. Reimbursement to individuals for other than travel expenses; or
- vii. Uniforms, supplies, equipment and other similar items.

5. Expenditures and disbursements must be properly documented and supported by receipts, invoices, canceled checks and/or other information as required by the Kids Hope Alliance. Financial reports with all supporting documentation from the recipient shall be due to the Kids Hope Alliance within 90 days of completion of the travel.
6. Documentation of community service shall be provided no later than ninety (90) days of completion of the travel.

E. Reporting

The Kids Hope Alliance shall establish a quarterly reporting system for all funded organizations which provides financial and programmatic information documenting the use and impact of the Youth Travel Grant Program funds. This shall be part of the KHA's Quarterly Budget Summary Report.

**KIDS HOPE ALLIANCE
YOUTH TRAVEL TRUST FUND ELIGIBILITY
SCREENING**

Please answer Yes or No to the following eligibility criteria and attach the documentation requested. If an applicant cannot respond 'yes' and supply appropriate supporting documentation for each of the criteria, the organization will not be eligible for funding.

Name of Organization Making Request: _____

Address of Organization: _____

Mailing address: _____

Name of Director/Administrator: _____

Contact Person: _____

Telephone Number: _____ Fax: _____

- 1.** Is the organization an outside school-related organization which exists and operates to provide support for school activities? (Attach a copy of the annual audit provided to the Duval County School Board for the preceding year) **YES NO**

IF NOT, PLEASE ANSWER QUESTION 2

- 2.** Is the organization tax exempt under Section 501(c)(3) of the Federal Internal Revenue Code? (Attach a copy of the organization's letter of exemption from the Internal Revenue Service and all amendments thereto) **YES NO**

- 3.** Is the organization a not-for-profit corporation chartered by the Secretary of State under Part 1, Chapter 617, Florida Statutes? (Attach a copy of the corporate charter and all amendments thereto) **YES NO**

- 4.** Does the organization operate in Duval County? **YES NO**

5. Is the travel in connection with an invitation recognizing and resulting from the outstanding performance or achievement of the traveling organization or educational and/or give children and youth unique experiences? **YES** **NO**

6. Has the organization existed for at least one year? **YES** **NO**

7. Does the organization have an open membership policy? (Attach a copy of the organization's membership eligibility) **YES** **NO**

8. Can the organization document that fifty percent of the organization's revenue for the planned travel is derived from sources other than the Travel Trust Fund? (Attach documentation to support the specific amounts committed and obtained which will equal 50% of the total travel cost) **YES** **NO**

9. Has the organization been a past recipient of a Youth Travel Trust Fund grant? **YES** **NO**

10. If YES, has the organization submitted all required documentation from previous Youth Travel Trust funded trips? **YES** **NO**

Signature _____

Print (name) _____

Date _____

**KIDS HOPE ALLIANCE APPLICATION TO
THE YOUTH TRAVEL TRUST FUND**

Carefully read the Guidelines for Application to the Youth Travel Trust Fund before completing this form. All inquiries should be directed to Ruth Waters @ (904) 255-4407 or ruthw@coj.net.

NOTE: THE MAXIMUM ALLOCATION PER REQUEST IS LIMITED TO \$25,000 OR 50% OF THE TOTAL TRAVEL COST (WHICHEVER IS LESS) EXCLUDING THE RESTRICTIONS MENTIONED IN SECTION "E" OF THE GUIDELINES. AT LEAST 50% OF THE ORGANIZATION'S REVENUE FOR THE PLANNED YOUTH TRAVEL MUST HAVE BEEN RAISED OR COMMITTED PRIOR TO MAKING THIS APPLICATION.

^e

Name of Organization: _____

I. Amount Requested and Destination

We request funding in the amount of \$ _____ to be used for travel to:

II. Purpose of Travel:

III. Dates of travel:

Departure: _____ Return: _____

IV. Number of youth making the trip: _____

(There should be no more than a 10:1 youth to chaperone ratio)

V. Mode of Transportation: _____

VI. Budgetary Information

This section should detail the total revenues and expenditures for the travel project for which you are requesting funds from the Kids Hope Alliance.

A. Revenues

Please list known and anticipated sources of funding for the proposed project from all sources.

<u>Source of Funds</u>	<u>Obtained or Committed</u>	<u>Percent</u>
Kids Hope Alliance	_____	_____
Other City Funds	_____	_____
Federal & State Funds	_____	_____
Other (Identify)	_____	_____
	_____	_____
TOTAL	_____	100%

B. Expenditures

Please list planned expenditures for the proposed project across the line items below.

Line Items:

Travel	_____
Meals	_____
Lodging	_____
Other (Identify)	_____

TOTAL	_____

Note: The revenues total and expenditures total should be the same.

C. Funds Requested from the Kids Hope Alliance:

Based on the budgetary information provided above, please identify the total amount of funding requested from the Kids Hope Alliance and describe in detail how Kids Hope Alliance funding will be used. Please list the cost of each item if funding will be used for more than one component of the project. Also, please describe the desired results of the proposed project and explain the benefits which will be gained by participants.

Total Funding Request: _____

Specific Uses of Funds: _____

Please describe the manner in which your organization was invited to this event and will be representing the City of Jacksonville. If there was not invitation to this event, please describe the educational and/or unique developmental benefits of this travel.

Please describe the outcomes of this travel:

Recipients of Youth Travel Trust Funds are required to perform a community service project. What community service project will you perform upon your return and when will it be completed?

**KIDS HOPE ALLIANCE
YOUTH TRAVEL TRUST FUND
FINAL ACCOUNTING REPORT**

Agency/Organization Name: _____

Program name: _____

Mailing Address: _____

Phone # _____ Fax # _____

Contact Person: _____

Nature of Activity: _____

Date(s) of Activity: _____

Total KHA Award: _____

Total KHA Award Used: _____

(Copies of invoices, bills, or canceled checks as appropriate, should be forwarded as part of this report.)

Total Number of Invoices Attached: _____

Number of Children Served: _____

Statement of benefit resulting from Activity: _____

Submit report to: Ruth Waters
 Kids Hope Alliance
 1095 A. Philip Randolph Blvd.
 Jacksonville, FL 32206
 Phone: (904) 255-4407

I certify that the above information is correct to the best of my knowledge. I also certify the funds were not used for salaries and were used in accordance with the Travel Trust Fund conditions and stipulations.

Signature

Date

BOARD ACTION ITEM

GOVERNANCE COMMITTEE: APRIL 1, 2019

FINANCE COMMITTEE: APRIL 10, 2019

BOARD MEETING DATE: APRIL 17, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DAE LYNN HELM, ASSISTANT DIRECTOR OF RESEARCH & GRANTS

RE: GRANT APPLICATION FOR SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) – SYSTEM OF CARE EXPANSION AND SUSTAINABILITY GRANT

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize KHA to apply for a grant from the Department of Health and Human Services, Substance Abuse and Mental Health Services for a new System of Care (SOC) Expansion and Sustainability Grant;
- 2) Authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements,
- 3) Authorize sub-contracting with Managed Access to Child Health, Inc., as the service provider agency; and
- 4) Approve the specified KHA in-kind to be included in KHA's budget request for 2019-2020
- 5) Authorize introducing legislation to appropriate the grant funds "upon notice of award" to be consistent with other grant action items.

NARRATIVE:

This grant has been provided in Duval County through the Jacksonville Children's Commission for the past 10 years. A new opportunity is open for KHA to apply for another four year grant.

The purpose of this program is to improve the mental health outcomes for children and youth, birth through age 21, with serious emotional disturbance (SED), and their families. This program will support the implementation, expansion, and integration of the SOC approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children and their Families Program (also known as the Children's Mental Health Initiative or CMHI).

This grant will support the provision of mental health and related recovery support services to children and youth with SED and those with early signs and symptoms of serious mental illness (SMI), including first episode psychosis (FEP). The intent is to build upon progress made in developing comprehensive SOC by focusing on sustainable financing, cross-agency collaboration, the creation of policy and

FISCAL IMPACT:

The grant amount is \$4,000,000 (\$1,000,000 per year for four years); total in-kind match of \$1,748,060 to be provided by KHA and the service provider agency - MATCH.

In-kind match from KHA: Space for 13 staff - \$4,515.03 per year for 4 years.

Program Match Years 1-4

Year	Who	Type	Amount	Total
1 - 3	KHA	Space for 13 staff	\$4,515 x 3	\$13,545
1 - 3	MATCH	Collaborative Care	100,000 x 3	\$300,000
1 - 3	MATCH	Nurse Care Coordination	120,000 x 3	\$360,000
			Total Years 1-3	\$673,545
4	KHA	Space for 13 staff	\$4,515 x 1	\$4,515
4	MATCH	Collaborative Care	100,000 x 1	\$100,000
4	MATCH	Nurse Care Coordination	120,000 x 1	\$120,000
4	Daniel	Wraparound/Care coordination	250,000 x 1	\$250,000
4	UF	JAXHats	250,000 x 1	\$250,000
4	LSF	Mobile Crisis Response	350,000 x 1	\$350,000
			Total Year 4	\$1,074,515
			Total Year 1-4	\$1,748,060

PROGRAMMATIC IMPACT:

This program provides for optimization of behavioral and medical health, and well-being of all youth who require crises stabilization in Northeast Florida.

GOVERNANCE/PROGRAM IMPACT:

1. This request requires KHA Board Approval.
2. Approval of this Board Action Item is inclusive of any necessary waivers and other administrative actions as determined by the Office of General Counsel.
3. Authorize introducing legislation to appropriate the grant funds upon notice of award." to be consistent with other grant action items.

OPTIONS:

1. Vote to approve
2. Decline to approve

STAFF RECOMMENDATION:

Staff recommends approval.

Framework for Grant Guiding Applications:

Below is an evaluation tool that is utilized by the Kids Hope Alliance Board of Directors to determine whether to invest resources in applying for a grant. The Kids Hope Alliance staff and leadership is required to respond to each of these questions before presenting it to the Board of Directors for their response and action.

<u>Requirement Questions:</u>	<u>Staff Response:</u>	<u>KHA Leadership:</u>	<u>Office of General Counsel (as applicable):</u>	<u>Governance Committee Agree or Disagree:</u>
<u>Name of the grant:</u>	System of Care (SOC) Expansion and Sustainability Grants.			
Does this fall within the Kids Hope Alliance Ordinance? Yes	Yes.			
Does this align with the Essential Services Plan? Which category is this in?	Yes. Special Needs.			
Does this align with the Mission, Vision, and Purpose?	Yes, the purpose of the SOC grant is to build and ensure access to a continuum of comprehensive and integrated programs and services that address the critical needs of children and youth.			
Does this have a significant return on investment?	Yes.			

Title of Grant: System of Care (SOC) Expansion and Sustainability Grants

<p>Does this address a requirement of an existing grant?</p>	<p>This grant expands and builds upon the existing SOC grant.</p>			
<p>Is this associated with an existing contract or program?</p>	<p>Yes; this is an expansion of the current SAMHSA SOC grants.</p>			
<p>How many children will be served/ impacted?</p>	<p>As this is a systems building grant, based on the prior SOC successes, more than 50k children and youth have been served thru mental health screenings, assessments, and treatment since 2010. The proposed SOC will focus on increasing access and expanding capacity for treatment for the SED population. It is anticipated that at least 500 children and adolescents will be enrolled in a medical/behavioral health home, and at least 500 professionals will receive training to increase their capacity.</p>			

<p>Does this have defined outcomes that improve the lives of children? What are they?</p>	<p>The overarching goals of the grant are to:</p> <ul style="list-style-type: none"> • Expand community capacity to serve children and adolescents identified with serious emotional disturbances by expanding the integration of physical and behavioral health through the development of the pediatric/psychiatric collaborative care model in marginalized communities; • Increase the community capacity to provide a broad array of accessible, clinically effective and fiscally accountable services, treatments and supports for children and families; • Expand the implementation of authentic participation of families and youth 			
--	--	--	--	--

Title of Grant: System of Care (SOC) Expansion and Sustainability Grants

	<p>in the development, evaluation and sustainability of local services and supports and in overall system transformation activities.</p> <ul style="list-style-type: none"> • Further specific outcomes will be developed by the SOC Board, community stakeholders and the grantee. 		
<p>Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details.</p>	<p>Yes; there is a 1:3 match requirement for years 1-3 and a 1:1 match requirement for year 4. This match can be either cash, in-kind or a combination. We have had no issues with obtaining the required match in the past. Historically, however, we have provided 5-10% cash</p>		

Title of Grant: System of Care (SOC) Expansion and Sustainability Grants

	<p>match for these grants to show community investment.</p>			
<p>Is this in the Kids Hope Alliance budget?</p>	<p>If we choose to not provide a cash match, then it has no fiscal impact other than documenting the in-kind.</p>			
<p>What partners or partnerships are involved?</p>	<p>As this is an expansion of the existing SAMHSA grant and it is expanding the system of care, the partners continue to be the community providers, stakeholders and family and youth, with the Partnership for Child Health continuing to implement.</p>			
<p>Is any legislation required?</p>	<p>Yes, if awarded, legislation will be required for appropriation.</p>			

Title of Grant: System of Care (SOC) Expansion and Sustainability Grants

Grants Department: _____ Date: _____

Disapprove: _____

Approve: _____

Finance Chair Signature: _____

Defer: _____

Disapprove: _____

Leadership Signatures: Date: _____

Chief of Strategic Partnership Signature: _____

Approve: _____

Governance Committee Action: _____

Defer: _____

Date: _____

Disapprove: _____

Approve: _____

CEO Signature: _____

Defer: _____

Board Approval: _____ Date: _____

Disapprove: _____

Governance Chair Signature: _____

Approve: _____

Finance Committee Action: _____

Defer: _____

Date: _____

Approve: _____

Disapprove: _____

Defer: _____

Board Chair Signature: _____

BOARD ACTION ITEM

GOVERNANCE COMMITTEE DATE: APRIL 1, 2019

FINANCE COMMITTEE: APRIL 10, 2019

BOARD MEETING DATE: APRIL 17, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: DAE LYNN HELM, ASSISTANT DIRECTOR OF RESEARCH & GRANTS
RE: GRANT: OFFICE OF JUVENILE JUSTICE AND DELIQUENCY
PREVENTION: OPIOID AFFECTED YOUTH INITIATIVE

REQUESTED ACTION:

The Board is asked to authorize the Kids Hope Alliance to:

- 1) Apply for a U. S. Department of Juvenile Justice and Delinquency Prevention grant Opioid Affected Youth Initiative for up to \$1,000,000 over three years;
- 2) Authorize introducing legislation to appropriate the grant funds upon notice of award, and
- 3) Authorize CEO to execute any grant contracts or agreements necessary to fulfill the grant requirements.

NARRATIVE:

The Kids Hope Alliance proposes to partner with Managed Access to Child Health (dba Partnership for Child Health) to understand the effects of opioids on Jacksonville's youth. The Partnership was asked to partner with the Kids Hope Alliance on this project because it is uniquely positioned to integrate several systems to implement the activities and services of this program. Because the program implementation will reside with the Partnership for Child Health as a sub-recipient, the legislation to implement this program will require a waiver of Section(s) 77.111 (a) Ordinance Code (procurement to competitive bid this subcontracting) and will necessitate invoking the exception to Section 126.107 (g) Ordinance Code.

KHA has a past and current history with the Partnership on systems-building efforts around mental health, with a focus on youth in the juvenile justice system, child welfare system and early learning system. Additionally, the Partnership's Jacksonville System of Care Advisory Board currently has a membership made up of the same required members as required by this grant application. The Partnership is also providing quality oversight of the Criminal Justice Reinvestment Grant, the funding source that provides the substance abuse assessments for youth entering the juvenile justice system in Duval County.

KHA will convene a multidisciplinary task force focused on integrating data and increasing evidence-based programming to improve public safety, accountability, and life skills. The Kids

Hope Alliance will also coordinate a uniform response system that identifies, treats, prevents, enforces, and deters the effects of the opioid epidemic and its impact on youth and communities.

Jacksonville's efforts will begin by adapting intake screenings for justice-involved youth. In the short term, justice-involved youth in Jacksonville will be accurately screened for effects of opioid abuse, referred for appropriate services, tracked, and provided a continuum of care that improves outcomes for children, families, and public safety. The Bridges to Hope Project provides effective prevention and intervention programs for children, youth, and at-risk juveniles and their families who have been impacted by the opioid crisis and drug addiction in Jacksonville. Over time, the Kids Hope Alliance will scale implementation to ensure that youth in Jacksonville will no longer be exposed to or affected by opioids.

This program corresponds with the Special Needs and Juvenile Justice Essential Services Category. The application is due April 19, 2019 and anticipated start is October 1, 2019.

FISCAL IMPACT:

- Year 1: \$233,830, Year 2: \$383,099 and Year 3: \$383,071 for a total of \$1,000,000.

PROGRAMMATIC IMPACT:

This proposal will have the program implemented through the Kids Hope Alliance for the three years of the grant with the anticipation that it will be sustained through a community partners and the Kids Hope Alliance.

GOVERNANCE/PROGRAM IMPACT:

The proposal submission needs Kids Hope Alliance Board approval.

OPTIONS:

1. Vote to approve.
2. Decline to approve.

STAFF RECOMMENDATION:

Staff recommends approval.

Framework for Grant Guiding Applications:

Below is an evaluation tool that is utilized by the Kids Hope Alliance Board of Directors to determine whether to invest resources in applying for a grant. The Kids Hope Alliance staff and leadership is required to respond to each of these questions before presenting it to the Board of Directors for their response and action.

<u>Requirement Questions:</u>	<u>Staff Response:</u>	<u>KHA Leadership:</u>	<u>Office of General Counsel (as applicable):</u>	<u>Governance Committee Agree or Disagree:</u>
<u>Name of the grant:</u>	U. S. Department of Juvenile Justice and Delinquency Prevention grant Opioid Affected Youth Initiative for up to \$1,000,000 over three years			
Does this fall within the Kids Hope Alliance Ordinance? Yes	Yes.			
Does this align with the Essential Services Plan? Which category is this in?	Yes. Juvenile Justice			
Does this align with the Mission, Vision, and Purpose?	Yes.			
Does this have a significant return on investment?	Yes. The Administration for Children and Families reports an increase in			

Title of Grant: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION: OPIOID AFFECTED YOUTH INITIATIVE

	<p>the number of children in foster care due to parental substance abuse, including opioid abuse, and confirmed that "approximately 92,000 children were removed from their home in FY 2016 because at least one parent had a drug abuse issue."</p>			
<p>Does this address a requirement of an existing grant?</p>	<p>No.</p>			
<p>Is this associated with an existing contract or program?</p>	<p>This grant expands and builds upon the existing CJRG grant.</p>			
<p>How many children will be served/ impacted?</p>	<p>300</p>			
<p>Does this have defined outcomes that improve the lives of children? What are they?</p>	<ul style="list-style-type: none"> • Increase the percent of youth exhibiting short- and long-term desired behavioral changes. • Increase the number of program youth and families completing prevention, intervention, and diversion programs. 			

Title of Grant: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION: OPIOID AFFECTED YOUTH INITIATIVE

	<ul style="list-style-type: none"> •Decrease the number and percent of program youth who offend or re-offend over short- and long-term periods. •Decrease the number of program youth who are victimized or re-victimized over short- and long-term periods. •Decrease the percent of youth arrested for opioid-related offenses. •Increase the percent of youth referred to community-based treatment and diverted from prosecution for substance abuse. 			
<p>Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details.</p>	<p>No.</p>			
<p>Is this in the Kids Hope Alliance budget?</p>	<p>No.</p>			
<p>What partners or partnerships are involved?</p>	<p>Managed Access to Child Health (dba Partnership for Child Health, substance and mental health providers.</p>			

Title of Grant: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION: OPIOID AFFECTED YOUTH INITIATIVE

Is any legislation required?	Yes, if awarded, legislation will be required for appropriation.			
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Title of Grant: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION: OPIOID AFFECTED YOUTH INITIATIVE

Grants Department: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Chief of Strategic Partnership Signature: _____

Governance Committee Action: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Governance Chair Signature: _____

Finance Committee Action: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Finance Chair Signature: _____

Leadership Signatures: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Title of Grant: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION: OPIOID AFFECTED YOUTH INITIATIVE

CEO Signature: _____

Board Approval: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Board Chair Signature: _____

BOARD ACTION ITEM

GOVERNANCE COMMITTEE: MARCH 4, 2019

FINANCE COMMITTEE: APRIL 10, 2019

BOARD MEETING DATE: APRIL 17, 2019

TO: KIDS HOPE ALLIANCE GOVERNANCE/ BOARD OF DIRECTORS
FROM: DAE LYNN HELM, ASSISTANT DIRECTOR OF RESEARCH & GRANTS
RE: GRANT APPLICATION: PARTNERSHIP TO ADVANCE YOUTH APPRENTICESHIP (PAYA)

REQUESTED ACTION:

The Committee is asked to consider the following:

- 1) Apply for a grant through from the Partnership to Advance Youth Apprenticeship (PAYA)
- 2) Authorize introducing legislation to appropriate the grant funds upon notice of award.

NARRATIVE:

The Kids Hope Alliance proposes to apply for a grant to provide youth training and employment opportunities through a grant from the Partnership to Advance Youth Apprenticeship (PAYA) which seeks applicants from cities that are expanding participation in high-quality youth apprenticeship programs and strengthening equitable outcomes for students, employers, and communities. Planning grants are available. Grants will support cross-site learning, strategy development, and implementation activities between May 2019 and October 2020. **APPLICATION DUE: March 8th, 2019.**

FISCAL IMPACT: The grant ceiling amount is underdetermined. No cash or defined in-kind *required*. The application asks what additional cash or in-kind resources the applicant will bring to the project.

PROGRAMMATIC IMPACT:

Pre- Teen and Teen Programming and Career Development are part of the Essential Services Plan.

The goal is to launch of a new, scalable, high-quality youth apprenticeship program by fall 2020.

- **Launch and expand youth apprenticeship pathways** that are aligned to careers that pay family supporting wages and address the workforce needs of local industry partners;
- **Advance policy and system alignment** to mainstream youth apprenticeship as a high-quality post-secondary option with equitable access and outcomes; and,
- **Improve understanding and awareness** of youth apprenticeship to lay a foundation for sustainable expansion in more industries and communities across the country.

GOVERNANCE/PROGRAM IMPACT:

The proposal application/submission needs Kids Hope Alliance Governance, Finance and Board approval.

OPTIONS:

1. Vote to approve.
2. Decline to approve.

STAFF RECOMMENDATION:

Leadership recommends approval.

Title of Grant: Partnership to Advance Youth Apprenticeship (PAYA).

Framework for Grant Guiding Applications:

Below is an evaluation tool that is utilized by the Kids Hope Alliance Board of Directors to determine whether to invest resources in applying for a grant. The Kids Hope Alliance staff and leadership is required to respond to each of these questions before presenting it to the Board of Directors for their response and action.

<u>Requirement Questions:</u>	<u>Staff Response:</u>	<u>KHA Leadership:</u>	<u>Office of General Counsel (as applicable):</u>	<u>Governance Committee Agree or Disagree:</u>
<u>Name of the grant:</u>	<p>The Partnership to Advance Youth Apprenticeship (PAYA) seeks applicants from cities that are expanding participation in high-quality youth apprenticeship programs and strengthening equitable outcomes for students, employers, and communities. Planning grants are available. Grants will support cross-site learning, strategy development, and implementation activities between May 2019 and October 2020. APPLICATION DUE: March 8th, 2019.</p>			

Title of Grant: Partnership to Advance Youth Apprenticeship (PAYA).

Does this fall within the Kids Hope Alliance Ordinance?	Yes. Pre- Teen and Teen Programming and Career Development.	Yes. Pre- Teen and Teen Programming and Career Development.		
Does this align with the Essential Services Plan? Which category is this in?	Yes. Pre- Teen and Teen Programming and Career Development.	Yes. Pre- Teen and Teen Programming and Career Development.		
Does this align with the Mission, Vision, and Purpose?	Yes.	Yes.		
Does this have a significant return on investment?	Yes. The average dropout can expect to earn an annual income of \$20,241, according to the U.S. Census Bureau (PDF). That's a full \$10,386 less than the typical high school graduate, and \$36,424 less than someone with a bachelor's degree.			
Does this address a requirement of an existing grant?	No.	No.		
Is this associated with an existing contract or program?	No.	No.		
How many children will be served/ impacted?	To be determined in the planning grant.			

Title of Grant: Partnership to Advance Youth Apprenticeship (PAYA).

<p>Does this have defined outcomes that improve the lives of children? What are they?</p>	<p>Launch of a new, scalable, high-quality youth apprenticeship program by fall 2020.</p> <ul style="list-style-type: none"> ● Launch and expand youth apprenticeship pathways that are aligned to careers that pay family supporting wages and address the workforce needs of local industry partners; ● Advance policy and system alignment to mainstream youth apprenticeship as a high-quality post-secondary option with equitable access and outcomes; and, ● Improve understanding and awareness of youth apprenticeship to lay a foundation for sustainable expansion in more industries and communities across the country. 			
<p>Is there Kids Hope Alliance funding (cash or in-kind)?</p>	<p>No cash or defined in-kind required. The application asks what additional cash</p>	<p>No cash or defined in-kind required. The application asks what additional cash or in-kind</p>		

Title of Grant: Partnership to Advance Youth Apprenticeship (PAYA).

required? If so, provide details.	or in-kind resources will the applicant bring to the project.	resources will the applicant bring to the project.
Is this in the Kids Hope Alliance budget?	No.	No.
What partners or partnerships are involved?	KHA, Mayor's office, DCPS, Habijax and other tech field leaders.	
Is any legislation required?	If the grant is won, yes, legislation will be required to appropriate the funding.	If the grant is won, yes, legislation will be required to appropriate the funding.

KHA Grants Department: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Chief of Strategic Partnership Signature: _____

KHA Governance Committee Action: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Governance Chair Signature: _____

Title of Grant: Partnership to Advance Youth Apprenticeship (PAYA).

KHA Finance Committee Action: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Finance Chair Signature: _____

KHA Leadership Signatures: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

CEO Signature: _____

KHA Board Approval: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Board Chair Signature: _____

BOARD ACTION ITEM

FINANCE COMMITTEE: APRIL 10, 2019

BOARD MEETING DATE: APRIL 17, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DAE LYNN HELM, ASSISTANT DIRECTOR OF RESEARCH & GRANTS

**RE: GRANT APPLICATION FOR OJJDP FY 2019 SECOND CHANCE ACT
ADDRESSING THE NEEDS OF INCARCERATED PARENTS AND
THEIR MINOR CHILDREN**

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize KHA to apply for a grant from the Office of Juvenile Justice and Delinquency Prevention to address the needs of incarcerated parents and their minor children;
- 2) Authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements,
- 3) Authorize sub-contracting with identified agencies as a the service provider agency; and
- 4) Authorize introducing legislation to appropriate the grant funds upon notice of award.

NARRATIVE:

This program will promote and expand services in detention and correctional facilities to incarcerated individuals and their minor children younger than age 18, and provide services to children of incarcerated parents by facilitating access to services that support their needs. This program will provide states and localities with funding to implement positive family engagement strategies and activities that address the needs of incarcerated parents and their minor children. Program activities include developing strategies to increase and enhance communication between the child and his or her incarcerated parent while maintaining safe facilities, providing transitional reentry services that incorporate a focus on parental responsibility for incarcerated parents, and supporting the delivery of community-based services to meet the needs of minor children with an incarcerated parent.

Programs proposed should aim to prevent violent crime, reduce recidivism, and protect the safety of law enforcement (correctional officers) within state and locally managed facilities or private facilities under contract with a state or locality. In addition to engaging incarcerated parents and their children, this program supports the delivery of transitional reentry services, including services to minor children, upon release to reduce recidivism and prevent violent crime.

FISCAL IMPACT:

The grant amount ranges from \$500,000 to \$750,000 for three years.

PROGRAMMATIC IMPACT:

This program provides funding to reduce violent crime, protect law enforcement (correctional officers and reduce recidivism. Research suggests that intervening in the lives of incarcerated parents and their children, to preserve and strengthen positive family connections, can yield positive societal benefits in the form of reduced antisocial behaviors and improved healthy child development, which can reduce the likelihood of intergenerational criminal behavior.

GOVERNANCE/PROGRAM IMPACT:

1. This request requires KHA Board Approval.
2. Approval of this Board Action Item is inclusive of any necessary waivers and other administrative actions as determined by the Office of General Counsel.
3. Authorize introducing legislation to appropriate the grant funds upon notice of award.

OPTIONS:

1. Vote to approve
2. Decline to approve

STAFF RECOMMENDATION:

Staff recommends approval.

Framework for Grant Guiding Applications:

Below is an evaluation tool that is utilized by the Kids Hope Alliance Board of Directors to determine whether to invest resources in applying for a grant. The Kids Hope Alliance staff and leadership is required to respond to each of these questions before presenting it to the Board of Directors for their response and action.

<u>Requirement Questions:</u>	<u>Staff Response:</u>	<u>KHA Leadership:</u>	<u>Office of General Counsel (as applicable):</u>	<u>Governance Committee Agree or Disagree:</u>
<u>Name of the grant:</u>	Second Chance Act Addressing the Needs of Incarcerated Parents and Their Minor Children (SCACIP) Due April 15, 2019			
Does this fall within the Kids Hope Alliance Ordinance?	Yes.			
Does this align with the Essential Services Plan? Which category is this in?	Yes.			
Does this align with the Mission, Vision, and Purpose?	Yes.			
Does this have a significant return on investment?	Yes. Research suggests that intervening in the lives of incarcerated parents and their children, to preserve and strengthen positive family connections, can yield			

Title of Grant: OJJDP FY 2019 Second Chance Act Addressing the Needs of Incarcerated Parents and Their Minor Children

	<p>positive societal benefits in the form of reduced antisocial behaviors and improved healthy child development which can reduce the likelihood of intergenerational criminal behavior.</p>			
<p>Does this address a requirement of an existing grant?</p>	<p>No.</p>			
<p>Is this associated with an existing contract or program?</p>	<p>No.</p>			
<p>How many children will be served/ impacted?</p>	<p>To be Determined. 200-4000</p>			

<p>Does this have defined outcomes that improve the lives of children? What are they?</p>	<p>Key Measures:</p> <p>Number and percent of parents who exhibited a change in positive parenting behaviors during the reporting period. This includes changes in:</p> <ul style="list-style-type: none"> • Homework assistance • Words of encouragement/support • Limit setting • Affection/hugging/praise • Family/child activities <p>Number and percent of parents who exhibited a change in positive parenting behaviors 6–12 months after exiting the program. This includes changes in:</p> <ul style="list-style-type: none"> • Homework assistance • Words of encouragement/support • Limit setting • Affection/hugging/praise • Family/child activities <p>Number and percent of program youth who have exhibited a desired change</p>		
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Title of Grant: OJJDP FY 2019 Second Chance Act Addressing the Needs of Incarcerated Parents and Their Minor Children

	<p>in the targeted behavior during the reporting period or 6–12 months after exiting the program. Targeted behavior will depend on specific program goals and activities and may include academic achievement, school attendance, social skills, etc.</p>			
<p>Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details.</p>	<p>No.</p>			
<p>Is this in the Kids Hope Alliance budget?</p>	<p>No.</p>			
<p>What partners or partnerships are involved?</p>	<p>DJJ, State’s Attorney’s Office, FSS, Project Hope and Parenting Providers.</p>			
<p>Is any legislation required?</p>	<p>If the grant is awarded, legislation for appropriation is required.</p>			

Title of Grant: OJJDP FY 2019 Second Chance Act Addressing the Needs of Incarcerated Parents and Their Minor Children

Grants Department: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Chief of Strategic Partnership Signature: _____

Governance Committee Action: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Governance Chair Signature: _____

Finance Committee Action: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Finance Chair Signature: _____

Leadership Signatures: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Title of Grant: OJJDP FY 2019 Second Chance Act Addressing the Needs of Incarcerated Parents and Their Minor Children

CEO Signature: _____

Board Approval: _____ Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Board Chair Signature: _____

FISCAL IMPACT:

The overall budget amount would remain unchanged with this budget amendment. With the Year 3 Carryover Funds, the FY-4 budget will increase by \$543,725.00.

PROGRAMMATIC IMPACT:

This program provides optimization of behavioral and medical health well-being for youth requiring crises stabilization in Duval County.

GOVERNANCE/PROGRAM IMPACT:

1. This request requires KHA Board Approval.
2. Approval of this Board Action Item is inclusive of any necessary waivers and other administrative actions as determined by the Office of General Counsel.

OPTIONS:

1. Vote to approve
2. Decline to approve

STAFF RECOMMENDATION:

Staff recommends approval.



BOARD ACTION ITEM

FY 2019-20: CONTINUATION PROGRAM FUNDING FOR AFTERSCHOOL PROGRAMS FY 2019-20

FINANCE MEETING DATE: APRIL 10, 2019

BOARD OF DIRECTORS MEETING: APRIL 17, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: JOE PEPPERS, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to authorize:

- 1) The funding at the site locations for afterschool programming as outlined in Exhibit 1 in the amount of **\$11,942,307**, of which **\$3,033,704.75** is from FY18/19 funding, and the remainder of **\$8,916,730.25** is subject to appropriation by City Council in KHA's FY19/20 budget.
- 2) Exercising the second and final renewal option under the Jacksonville Children's Commission and Jacksonville Journey contracts for these sites and issuing an advance payment of up to 25% per the terms of RPF(s) ESC-0410-17, ESC-0422-17, ESC-0436-17, ESC-0465-17 and ESC-0466-17 as applicable.
- 3) Authorize the CEO to execute the contracts and amendments as necessary.
- 4) Authorization to file legislation as necessary to authorize the renewal and funding of contracts not awarded under RFPs.

NARRATIVE:

This action item will exercise the final renewal option of the aforementioned RFPs issued for afterschool. Furthermore, it provides the authority to enter into contracts effective 7/1/19 - 6/30/20 with existing afterschool providers.

The following sites were not included in the initial RFPs and will require legislation for renewal and funding:

- Alfred DuPont Middle – Communities in Schools of Jacksonville, Inc.
- Palm Avenue Exceptional Student Center – Police Athletic League of Jacksonville, Inc.
- Alden Road Exception Student Center – Hope Haven Association, Inc.
- Southside Middle School – Young Men's Christian Association of Florida's First Coast, Inc.

FISCAL IMPACT:

Funding is currently approved in the KHA FY 18/19 budget to cover contracts through 9/30/19. The balance of funds to cover contracts from 10/1/19- 6/30/20 will be included in the FY 19/20 budget request for OST.



GOVERNANCE/PROGRAM IMPACT:

This action requires board approval.

OPTIONS:

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

STAFF RECOMMENDATION:

Staff recommends approval.

FY 2019-20 AFTERSCHOOL FUNDING RECOMMENDATIONS

BID	Agency Name	Site Name	Site Address	Zip	FY 2019-20 Recommended Seats	FY 2019-20 Cost/Youth	FY2018-2019 (7/1 - 9/30)	Adjustments	FY2019-2020 (10/1 - 6/30)	FY 2019-20 Funding
FSC-0410-17	Jacksonville Arts and Music School, Inc	JAMS	3315 N. Liberty St	32206	40	\$ 1,600	\$ 16,000.00		\$ 48,000.00	\$ 64,000.00
FSC-0410-17	Father's H.A.R.B.O.R Academy, Inc.	Father's HARBOR Academy	4519 Beach Boulevard	32207	40	\$ 1,600	\$ 16,000.00		\$ 48,000.00	\$ 64,000.00
ESC-0410-17	Girls Incorporated of Jacksonville	Fl. Caroline Elementary	3925 Athore Drive	32277	40	\$ 1,600	\$ 16,000.00		\$ 48,000.00	\$ 64,000.00
ESC-0410-17	Girls Incorporated of Jacksonville	Biscayne Elementary	12230 Biscayne Blvd	32218	40	\$ 1,600	\$ 16,000.00		\$ 48,000.00	\$ 64,000.00
FSC-0410-17	Girls Incorporated of Jacksonville	Spring Park Elementary	2250 Spring Park Road	32207	40	\$ 1,600	\$ 16,000.00		\$ 48,000.00	\$ 64,000.00
ESC-0410-17	Jacksonville Alliance for KIPP Schools, Inc	KIPP Impact Middle	1440 McDuff Ave N	32254	220	\$ 723	\$ 39,778.25		\$ 119,334.75	\$ 159,113.00
ESC-0410-17	Jacksonville Alliance for KIPP Schools, Inc.	KIPP Voice Elementary	1440 McDuff Ave N	32254	400	\$ 740	\$ 73,953.00		\$ 221,859.00	\$ 295,812.00
FSC-0410-17	Jacksonville Alliance for KIPP Schools, Inc	KIPP Jacksonville Elementary	2525 W. 1st Street	32254	240	\$ 734	\$ 44,023.25		\$ 132,069.75	\$ 176,093.00
FSC-0410-17	MaiWai WashingtonKids Foundation, Inc.	TnT (Tennis and Tutoring) Program	1096 West 6th Street	32209	140	\$ 1,600	\$ 56,000.00		\$ 168,000.00	\$ 224,000.00
FSC-0410-17	Police Athletic League of Jacksonville, Incorporated	JaxPal Eastside	1050 Franklin Street	32206	40	\$ 1,600	\$ 16,000.00		\$ 48,000.00	\$ 64,000.00
ESC-0410-17	Police Athletic League of Jacksonville, Incorporated	JaxPal Westside	441 Day Avenue	32254	40	\$ 1,600	\$ 16,000.00		\$ 48,000.00	\$ 64,000.00
FSC-0410-17	Police Athletic League of Jacksonville, Incorporated	JaxPal Monument	3450 Monument Road	32225	80	\$ 1,600	\$ 32,000.00		\$ 96,000.00	\$ 128,000.00
ESC-0410-17	Police Athletic League of Jacksonville, Incorporated	JaxPal Northside	2165 West 33rd Street	32209	80	\$ 1,600	\$ 32,000.00		\$ 96,000.00	\$ 128,000.00
ESC-0410-17	The Sanctuary of Northeast Florida, Inc.	Sanctuary on 8th Street	120 Eight Street E	32206	40	\$ 1,600	\$ 16,000.00		\$ 48,000.00	\$ 64,000.00
ESC-0410-17	The Young Men's Christian Association of Florida's First Coast, Inc.	Rufus Payne Elementary	6725 Hema Road	32209	100	\$ 1,594	\$ 39,847.00		\$ 119,541.00	\$ 159,388.00
ESC-0410-17	The Young Men's Christian Association of Florida's First Coast, Inc.	Tiger Academy	6079 Bagley Road	32209	120	\$ 1,598	\$ 47,931.00		\$ 143,793.00	\$ 191,724.00
ESC-0410-17	Vision for Excellence, Inc	McGirts Creek	8435 118th Street	32244	40	\$ 1,600	\$ 16,000.00		\$ 48,000.00	\$ 64,000.00
ESC-0436-17	Boys' and Girls' Club of Northeast Florida, Inc.	Victory Point Club	6750 Ramona Blvd	32205	80	\$ 1,600	\$ 32,000.00		\$ 96,000.00	\$ 128,000.00

FY 2019-20 AFTERSCHOOL FUNDING RECOMMENDATIONS

FSC-0436-17	Communities in Schools of Jacksonville, Inc.	Lake Shore Middle School	2519 Bayview Rd	32210	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
ESC-0436-17	The Young Men's Christian Association of Florida's First Coast, Inc.	Sallye Mathis Elementary	3501 Winton Drive	32208	100	\$	2,887	\$	77,175.00	\$	216,525.00	\$	288,700.00
ESC-0436-17	Wayman Community Development Corporation	Wayman Academy of the Arts	1176 LaBelle Street	32205	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
FSC-0465-17	America's Little Leaders, Inc.	America's Little Leaders	1527 Gandy St	32208	40	\$	1,600	\$	16,000.00	\$	48,000.00	\$	64,000.00
FSC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	John Love Elementary	1531 Winthrop St	32206	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
ESC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	SP Livingston Elementary	8711 Newton Road	32216	120	\$	1,600	\$	47,999.50	\$	143,998.50	\$	191,998.00
FSC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	Arlington Elementary	1201 University Blvd N	32211	100	\$	2,916	\$	72,900.00	\$	218,700.00	\$	291,600.00
FSC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	Woodland Acres Club	191 Pecan Street	32211	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
FSC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	NFL Youth Education Town Center	555 W 25th Street	32206	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
FSC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	St. Clair Evans Elementary	5443 Moncrief Road	32209	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
FSC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	Southwind Villas	1128 Barber St	32209	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
FSC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	Annie Morgan Elementary	964 St Clair Street	32254	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
FSC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	Fl. Caroline Middle	3787 University Club Blvd	32277	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
ESC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	Eugene Butler Middle	900 Acorn Street	32209	160	\$	1,600	\$	64,000.00	\$	192,000.00	\$	256,000.00
ESC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	North Shore Elementary	5701 Silver Plaza	32208	160	\$	1,600	\$	64,000.00	\$	192,000.00	\$	256,000.00
FSC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	The Bridge Boys and Girls Club	1824 North Pearl Street	32206	240	\$	1,600	\$	96,000.00	\$	288,000.00	\$	384,000.00
FSC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	Arlington Community Academy	5900 Fort Caroline Rd	32277	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
ESC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	Martin Luther King Elementary	8801 Lake Placid Drive	32208	160	\$	1,600	\$	64,000.00	\$	192,000.00	\$	256,000.00
ESC-0465-17	Boys and Girls' Club of Northeast Florida, Inc.	Susie E. Tolbert Elementary	1925 W 13th, Jacksonville	32209	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00

FY 2019-20 AFTERSCHOOL FUNDING RECOMMENDATIONS

ESC-0465-17	Boys' and Girls' Club of Northeast Florida, Inc.	Beaches Club	820 20th Ave	32250	60	\$	1,600	\$	24,000.00	\$	72,000.00	\$	96,000.00
ESC-0465-17	Boys' and Girls' Club of Northeast Florida, Inc.	Arlington Heights Elementary	1520 Sprinkle Drive	32211	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
ESC-0465-17	Boys' and Girls' Club of Northeast Florida, Inc.	Fort Caroline Elementary	3925 Athore Drive	32277	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
ESC-0465-17	Boys' and Girls' Club of Northeast Florida, Inc.	Rutledge Pearson Elementary	4346 Roanoke Avenue	32208	120	\$	1,600	\$	48,000.00	\$	144,000.00	\$	192,000.00
ESC-0465-17	Boys' and Girls' Club of Northeast Florida, Inc.	Hyde Grove Elementary	2056 Lane Ave S.	32210	140	\$	1,600	\$	56,000.00	\$	168,000.00	\$	224,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Long Branch Elementary School	3723 Franklin St	32206	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Normandy Village Elementary	8257 Herlong Rd	32210	100	\$	2,921	\$	73,025.00	\$	219,075.00	\$	292,100.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Woodland Acres Elementary School	328 Bowlin St, Jacksonville	32211	160	\$	1,600	\$	64,000.00	\$	192,000.00	\$	256,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Carter G Woodson Elementary School	2334 Butler Ave	32209	120	\$	1,600	\$	48,000.00	\$	144,000.00	\$	192,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Mayport Middle School	2600 Mayport Rd	32233	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Sadie Tillis Elementary School	6084 Morse Ave	32244	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Andrew Robinson Elementary	101 W. 12th Street	32206	120	\$	1,600	\$	48,000.00	\$	144,000.00	\$	192,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Lake Forest Elementary School	901 Kennard St	32208	120	\$	1,600	\$	48,000.00	\$	144,000.00	\$	192,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Pickett Elementary School	6305 Old Kings Rd	32254	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Highlands Middle School	10913 Pine Estates Rd E	32218	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	JEB Stuart Middle School	4815 Wesconnett Blvd	32210	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Jefferson Davis Middle School	7050 Melvin Rd	32210	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Joseph Stillwell Middle School	7840 Burma Rd	32221	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	George W. Carver Elementary	2854 W. 45th Street	32209	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00

FY 2019-20 AFTERSCHOOL FUNDING RECOMMENDATIONS

ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Northwestern Middle School	2100 W 45th St	32209	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Ribault Middle School	3610 Ribault Scenic Dr	32208	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Arlington Middle School	8141 Lone Star Rd	32211	120	\$	1,600	\$	48,000.00	\$	144,000.00	\$	192,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Matthew Gilbert Middle School	1424 Franklin St	32206	120	\$	1,600	\$	48,000.00	\$	144,000.00	\$	192,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	S.A. Hull Elementary School	7528 Hull St, Jacksonville	32219	120	\$	1,600	\$	48,000.00	\$	144,000.00	\$	192,000.00
ESC-0465-17	Communities in Schools of Jacksonville, Inc.	Pinedale Elementary School	4729 Edison Ave	32254	140	\$	1,600	\$	56,000.00	\$	168,000.00	\$	224,000.00
ESC-0465-17	Cornerstone of Jacksonville, Inc.	Cornerstone - Afterschool	9039 Beach Blvd.	32216	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
ESC-0465-17	Don't Miss a Beat, Inc.	Don't Miss a Beat - Edith Ford	2839 West Beaver Street	32254	40	\$	1,489	\$	14,890.00	\$	44,670.00	\$	59,560.00
ESC-0465-17	Girls Incorporated of Jacksonville	Parkwood Heights Elementary	1709 Lansdowne Avenue	32211	60	\$	1,600	\$	24,000.00	\$	72,000.00	\$	96,000.00
ESC-0465-17	Jacksonville Science Festival, Inc.	The Foundation Academy	3675 San Pablo Rd S	32224	40	\$	1,415	\$	14,152.50	\$	42,457.50	\$	56,610.00
ESC-0465-17	Teen Leaders of America, Inc. (Turnus)	Sandalwood High School - Each One Teach One	2750 John Prom Blvd	32246	40	\$	1,600	\$	16,000.00	\$	48,000.00	\$	64,000.00
ESC-0465-17	The Carpenter's Shop Center, Inc.	The Carpenter Shop Center	1601 University Blvd N	32211	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
ESC-0465-17	Tiphine Dar'shay Hollis Foundation	Tiphine Dar'shay Hollis Foundation	5013 Broadway Ave	32254	40	\$	1,586	\$	15,861.00	\$	47,583.00	\$	63,444.00
ESC-0465-17	Wayman Community Development Corporation	Highlands Elementary	1000 DePaul Drive	32218	100	\$	1,600	\$	40,000.00	\$	120,000.00	\$	160,000.00
ESC-0465-17	Wayman Community Development Corporation	Biltmore Elementary	2101 Palm Avenue	32254	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
ESC-0465-17	Wayman Community Development Corporation	Reynolds Lane Elementary	840 Reynolds Lane	32254	80	\$	2,833	\$	56,660.00	\$	169,980.00	\$	226,640.00
ESC-0465-17	Wayman Community Development Corporation	Garden City Elementary	2814 Dunn Avenue	32218	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
Exemption	Communities In Schools of Jacksonville, Inc.	Alfred I. duPont Middle School	2710 duPont Ave	32217	80	\$	1,600	\$	32,000.00	\$	96,000.00	\$	128,000.00
Exemption	Police Athletic League of Jacksonville, Inc.	Police Athletic League of Jacksonville, Inc.	1301 Palm Ave	32254	35	\$	3,742	\$	32,742.75	\$	98,228.25	\$	130,971.00
Exemption	Hope Haven Association, Inc.	Alden Road Exceptional Student Center	11780 Alden Rd	32246	30	\$	5,818	\$	43,638.50	\$	130,915.50	\$	174,554.00

FY 2019-20 AFTERSCHOOL FUNDING RECOMMENDATIONS

Exemption Ord. 2019-153	The Young Men's Christian Association of Florida's First Coast, Inc.	Southside Middle School	2948 Knights Lane	32216	100	\$	1,600	\$	88,128.00	\$	(8,128.00)	\$	80,000.00	\$	160,000.00
						\$	3,033,704.75	\$	(8,128.00)	\$	8,916,730.25	\$	11,942,307.00		

BOARD ACTION ITEM

REQUEST FOR PROPOSAL: TRAUMA TRAINING

FINANCE COMMITTEE: 4/10/2019

BOARD MEETING DATE: 4/17/2019

TO: KIDS HOPE ALLIANCE (KHA) BOARD OF DIRECTORS

FROM: JOSEPH PEPPERS, CEO, KIDS HOPE ALLIANCE

REQUESTED ACTION:

The Board is asked to authorize the following actions:

1. Approve the Scope of Service and Evaluation Matrix for a new Request for Proposals for the implementation of a Trauma Training program.
2. Authorize CEO to execute contract upon completion of the process.

NARRATIVE:

Services delivered under this award will include trauma training that will provide knowledge and strategies to appropriately recognize and respond to the needs of children and youth who have experienced trauma in order to create a culture of connectedness and safety that will promote more positive outcomes for children. The program targets parents, providers, youth, and community leaders working with children in the City of Jacksonville.

FISCAL IMPACT:

RFP amount is \$50,000.00

PROGRAMMATIC IMPACT:

The RFP will result in an additional contract under the Special Needs essential service category.

GOVERNANCE/PROGRAM IMPACT:

Needs Kids Hope Alliance Board Approval

OPTIONS:

1. Vote to approve recommendation.
2. Decline to approve recommendation.

STAFF RECOMMENDATION:

Staff recommends approval.

**KIDS HOPE ALLIANCE
REQUEST FOR PROPOSALS
TRAUMA TRAINING**

Minimum Qualifications to Apply:

- The contractor is a Community-based 501(c)(3) non-profit organization incorporated or qualified to do business in the State of Florida.
- The contractor has experience in providing trauma training in the Jacksonville community within the past two years.
- The contractor employs staff who are certified trainers in the specific curriculum that will be used in this training initiative.

SCOPE OF SERVICES

Program: Trauma Training

Statement of need:

Individual trauma results from an event, series of events, or set of circumstances experienced by an individual as physically or emotionally harmful or life-threatening with lasting adverse effects on the individual's functioning and mental, physical, social, emotional, or spiritual well-being (SAMHSA). Although agencies located in high-poverty and high-crime areas are most likely to serve youth that experience trauma, the Adverse Childhood Experiences (ACE) study demonstrates that there are children who have experienced trauma and toxic stress in nearly every school, program or neighborhood and this stress is more common than once understood. The study found that exposure to intense, frequent, or sustained stress without the buffering care of a supportive adult, can change children's brains and bodies, including disrupting learning, behavior, immunity, growth, hormonal systems, immune systems, and even the way DNA is read and transcribed (<https://centerforyouthwellness.org>). This Trauma Training initiative is designed to encourage the implementation of high-quality strategies that foster trauma informed care from a child-centered, family-focused, and community-based lens, for the caregivers working with children and youth in the City of Jacksonville.

Program Overview:

This Scope describes a Trauma Training initiative which will be implemented as a step to creating a trauma informed community. The initiative targets parents, providers, youth, the Mayor's Youth Leadership Advisory Council, and community leaders (i.e., caregivers) working with children in the City of Jacksonville. Most importantly, the initiative will shift the culture for caregivers working with children and youth from a perspective of "what's wrong with you?" to "what happened to you?" This will be accomplished through the provision of trauma training that will provide knowledge and strategies to appropriately recognize and respond to the needs of children and youth who have experienced trauma in order to create a culture of connectedness and safety that will promote more positive outcomes for children.

KHA Essential Service Plan:

The KHA Essential Service Plan is a comprehensive guide which details the mission of the Kids Hope Alliance and functions as a guide for programs and activities coordinated and funded under KHA. As such, all Requests for Proposals out of the Kids Hope Alliance should address the Continuum of Service areas prioritized by KHA as well as related goals under the Essential Service Category related to the funding. In this case, the essential service category is Special Needs. The goals and performance metrics are below for reference and more information can be found in the Essential Service Plan document, which can be downloaded from the Kids Hope Alliance website: www.kidshopealliance.org.

Continuum of Service

1. Improve Literacy for All At-Hope Children and Youth
2. Improve Family and Community Engagement for All At-Hope Children and Youth
3. Improve access to KHA programs, services, and activities for at-hope children and youth in all geographic regions of Jacksonville and council districts
4. Improve Employability and College-Readiness for All At-Hope Children and Youth Special Needs
5. Improve Access to and Participation in the Continuum of Services for Children and Youth with Special Needs
6. Increase Participant, Family, and Caregiver Access to Support Systems

Essential Service Plan Goals - Performance Metrics:

1. Improve Literacy for All At-Hope Children and Youth
 - Increase in number of literacy activities hosted by KHA and its programs for at-hope children and youth
 - Performance Metrics: Increase in number of KHA at-hope children, youth, and families attending literacy activities
2. Improve Family and Community Engagement for All At-Hope Children and Youth
 - Increase the number of parents, family, and community engagement events hosted by the Kids Hope Alliance and its partners
 - Increase in attendance of parents, family, and community at KHA and partner event
3. Improve access to KHA programs, services, and activities for at-hope children and youth in all geographic regions of Jacksonville and council districts
 - Decrease in disparity between at-hope children and youth need for KHA essential service and access to service
 - Increase in equity of funding to support appropriate and demonstrated need in all of the Kids Hope Alliance's geographic areas of service
4. Improve Employability and College-Readiness for All At-Hope Children and Youth
 - Percentage increase in youth affirming awareness of college and career options and personal planning as measured through KHA youth program participant pre and post surveys
5. Improve Access to and Participation in the Continuum of Services for Children and Youth with Special Needs
 - Number of student referrals for mental health counseling in Full-Service Schools
 - Number of students completing treatment in Full-Service Schools
 - Number of students referred for mental health counseling who receive assessments and follow-up treatment
 - Percentage of students improving overall functioning after completing treatment (Decrease in CFARS post-test scores)
 - Number of students referred for disciplinary concerns
 - Student achievement data
 - Number of children screened for mental and behavioral health disabilities and or challenges as well as percentage of total eligible for screening
6. Increase Participant, Family, and Caregiver Access to Support Systems
 - Number of families connected to respite care
 - Number of families connected to social service resources
 - Number of parent/caregiver/non-parent referral sources who report improvement in child's behavior upon completion of treatment
 - Number of parents/caregivers who are screened for mental and behavioral health well-being
 - Number of parents trained on child travel safety, safe sleep, and early diagnosis of speech, hearing, and learning challenges

Program Design Requirements:

- Cultural Sensitivity
- Training should utilize an evidence-based model for trauma training that has demonstrated positive outcomes. Preference will be shown to proposals that include a train-the-trainer component to the training model so that the training can be sustained past this funding opportunity.
- Training will be provided for up to 600 individuals, including:
 - Kids Hope Alliance funded summer camp staff
 - Kids Hope Alliance funded after-school program staff
 - Kids Hope Alliance supported Early Learning “Super Centers”
 - Kids Hope Alliance supported Early Learning Summer Innovation site staff
 - Community Members
 - Youth
- Staff should be trained in the identified model of trauma informed care
- The training plan should include:
 - Identification of trauma and associated symptoms
 - Knowledge of the impact of trauma on individuals and communities
 - Ways to fully integrate the knowledge of trauma into programs and practices
 - Ways that caregivers can identify signs of trauma in themselves and how this can impact their interaction with the children in their care
 - Ways programs can engage families in programs as part of the healing process with their child
 - Strategies for promotion of felt-safety for children and caregivers
 - Strategies for the development of healing relationships within programs
 - Knowledge of how to address trauma without re-traumatizing the child, staff and/or family
- Implementation is for Spring-Summer 2019

Staff Requirements:

- Trainers should have been trained in the identified trauma training model to be used in the plan.
- Staff should have the demonstrated capacity to train multiple audiences.
- Staff should be able to demonstrate experience providing trauma response services with Jacksonville communities in both small and large group settings.

Cultural Responsivity Requirements:

- Staff should be diverse, culturally competent and reflects the communities that they will serve.

Documentation Requirements:

- **Trauma Training** records must include program training roster, name, age, demographic information, attendance, progress notes, and outcome measures.
- Documentation that includes the number of people trained in in a community-based setting (open to all) and the number of people trained that are employed by a community partners/agency.

Reporting/Data Requirements:

- All Contractors are required to use the SAMIS data system designated by KHA for reporting Program Units of Service, Participant Demographics, Continuum of Services and Fiscal Reporting. This data will be submitted in that system as follows: 1) Electronically via Internet Access, 2) In accordance with all required deliverables, and 3) With all Invoice/Expenditure report requests being submitted with accompanying supporting documentation to justify the expenses (e.g., check numbers, payroll ledger data, sign-in sheets, etc.).
- Authorized Data System Users will be granted system access with a unique username and password only after Contractor successfully completes the required submission of a new user request form. Under no circumstances shall the Contractor share the username and password of an authorized user

with anyone that has not been formally granted system access by the appropriate KHA data system administrator(s). Using the username and password of another person is strictly prohibited. Contractor is responsible for vetting the candidates they request system access for and will be responsible for all actions within the system of persons working with the system on their behalf. Upon the termination of employment or volunteer service of an authorized data system user, the funded Contractor will report to a KHA data system administrator(s) in writing and or via email requesting the former employee's or volunteer's system account be de-activated. This notification must be received no later than three business days after termination.

- Required Data System trainings - The Contractor will ensure their designated Data Manager and all other staff tasked with using the SAMIS system will register for, attend and successfully complete the required SAMIS Data Manager orientation class prior to system utilization. Data Managers will also participate with required SAMIS system Webinars as directed by the KHA.
- Reporting in KHA's Data System - The funded Contractor will input and maintain all required participant related data in the designated SAMIS data system program page assigned to the funded Contractor by the KHA. Required participant data will be defined by the KHA with the necessary data input fields and structures provided as part of the assigned data system and or supporting processes. Data input will be performed directly into the KHA assigned data system for each participant and only by the funded Contractor's authorized data system user(s).
- Demographic Data – In adherence with all program data tracking requirements to include maintaining a data record with all required information for each funded participant and maintain accurate program units of service for each funded participant for each contracted month of service, no later than the relevant date of the following month. Required demographic information shall include:
 - ID Number
 - Last name
 - First name
 - Home address (street, city, state, zip)
 - Date of Birth
 - Community agency name
 - Race
 - Gender

The Funded Contractor may also be responsible for recording household demographic data for each participant to include Marital Status and Household income.

- Other Required Data - The funded Contractor will, as designated by the KHA, facilitate the administration of any surveys issued on behalf of the KHA with program staff, students and/or students' families as part of ongoing satisfaction and quality improvement assessment efforts of the KHA. The following data points will be required for submittal at the conclusion of Trauma Training Initiative:
 - Roster of participants and attendance records.
 - Number of participants served.
 - Number and descriptions of training sessions.
 - Locations of trainings (i.e. community based vs. program based) and the number of people trained in each category.
 - List of trauma training skills addressed as well as the name of programs utilized in the instruction.
 - Continuum of Service data for - Literacy events and improvement, Engagement of families and community, and Access to programs, services and activities,
 - Funded Contractor's staff members involved in the training: Staff Name, Position, Position Type (FT/PF), Highest level of education/certification, and Years of experience in current role with program.

Protection of Participant Data

- If Contractor experiences a security breach concerning any information covered by this Contract, then Contractor will immediately notify the KHA and take immediate steps to limit and mitigate such security breach to the extent possible. Any breach of the confidentiality obligation set forth in the Contract may, at the KHA's discretion, result in cancellation of further consideration for contract award for a period determined by KHA. In addition, Contractor agrees to indemnify and hold KHA harmless for any loss, cost, damage or expense suffered by KHA, including but not limited to the cost of notification of affected persons as a direct result of the unauthorized disclosure of education records.

Outcome Requirements

- Participants must attend no less than 80% of the training activities to count as full attendance.

Invoice/Payments

- Providers will be reimbursed as services are provided. Providers should outline training costs in their proposal and will be reimbursed monthly based on the submission of an invoice with associated monthly costs. An initial 25% advance payment can be provided at the request of the contractor.

Deliverables

Deliverable	Description	Frequency	Report Method	Date Due
Invoice/ Expense Report	Detail, for each line item in the approved budget, the expenditures against that budget.	Monthly	SAMIS (document repository)	The 10 th of the following month.
Clients Served	Detailed reporting of the number of students served, broken out by demographic information.	Weekly	SAMIS (document repository)	The 10 th of the following month.
Progress Reports	Updates on progress of the program, issues that occurred, solutions to the issues, and requested technical assistance.	Weekly	SAMIS (document repository)	The 10 th of the following month.
End of Program Report	Summary of the institute's services/analysis of outcomes.	Once	SAMIS (document repository)	The 10 th of the month following the end of the contract term and/or fiscal year.

ATTACHMENT A

**RESPONSE FORMAT
Trauma Training**

To maintain comparability and facilitate the evaluation process, applicants shall organize their proposal in the manner set forth below. The applicant must adhere to the page limits designated below.

Completed applications must be submitted by Wednesday, May 15, 2019 at 2 PM EST. An organization may only submit one application. Deliver applications to:

City of Jacksonville
Procurement Division
Attn: Annette Burney
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

Applications submitted in response to this RFP must consist of three separate and distinct parts: (1) The Required Documents (2) Project Budget and Budget Narrative; and (3) Project Narrative. An original and three (3) copies should be submitted.

**REQUIRED DOCUMENTS – GENERAL INFORMATION
(5 POINTS)**

Title Page (one-page limit): Include a) RFP Title and Number, b) Contractor 's full name and address, c) Contractor's Federal Employer ID Number, d) City of Jacksonville District(s) included in the application, e) Contractor's Project Title, and f) Project dates and times for the trauma training.

Cover Letter (one-page limit): Printed on letterhead, the one-page cover letter should include the following: a) Date of Letter, b) RFP Title and Number, c) Contractor's full name and contact information including address, e-mail, and telephone number, d) Name(s) of the persons who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers, e) a brief summary of the proposed project, and f) Signature, printed name, and title of Authorized Representative.

Acknowledgement Statement and Statement of Qualifications (one-page limit which includes signature of authorized representative):

- a) Acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending or withdrawing the Response prior to the Response Due Date based on those subsequent amendments.
- b) Include a statement that this project will not supplant current programs or KHA funding.
- c) Include the following information on Minimum Qualifications, using the following chart or a similar format to clearly respond with yes or no answers.:

Yes	No	
		The contractor is a 501(c)(3) non-profit organization incorporated or qualified to do business in the State of Florida.
		The contractor has experience in providing trauma training in the Jacksonville community within the past two years.

		The contractor employs staff who are certified trainers in the specific curriculum that will be used in this training initiative.
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Required Forms. Attach all forms identified in Section 1 or in the attachments, if applicable, each signed by an authorized representative. Required forms include:

- 1) Conflict of Interest Certificate.
- 2) Submission Checklist.
- 3) Signed affidavit from Contractor's insurance agent, to include a copy of the completed Certificate of Insurance.
- 4) A copy of the SunBiz page from the Florida Secretary of State's office showing an active registration as a non-profit corporation (or similar evidence from another state)
- 5) A copy of IRS 501(c)(3) determination letter.
- 5) The organization's last complete fiscal year operating budget.
- 6) A copy of the most recent financial audit completed by an independent Florida Certified Public Accountant, including single audit and management reports, if applicable. Smaller agencies (those agencies with annual revenues less than \$100,000) may submit an unaudited, compiled financial statements prepared by a CPA or appropriate professional.
- 7) Documentation that demonstrates staff are certified trainers on the proposed curriculum.

PROJECT BUDGET AND BUDGET NARRATIVE (9 POINTS)

Using the Budget/Budget Narrative (Form 1), the budget and budget narrative should be reasonable based on the activities outlined in the project narrative.

1) Budget Form

The total amount of the requested funds will be based on a calculation of \$83.33 per participant. For example, a project training 100 individual could request a grant of \$8,333. KHA plans to offer grants to train up to 600 individuals).

The budget form may not exceed three pages. List budget expenditure under the correct categories on Budget Form 1, check for accuracy of calculations and appropriateness of the amount.

No item should appear in the budget that is not included as part of the project narrative.

Budget restrictions include the following: **feed** incidental costs, such as the costs of amusement, awards, social activities, meals and beverages, may not exceed 2% of the budget and equipment or materials that are over \$1,000 must be inventoried and will be returned to the City of Jacksonville after the grant ends. No, funding for capital improvements will be allowed.

The contractor should list/contribute matching funds, staff, or program materials that will be used for the project. In-kind and financial support of the project is strongly encouraged.

2) Budget Narrative

This section of your grant proposal package helps explain and, more importantly, justify the numbers in your proposed budget. The narrative should be designed to justify the budget, both in total and in an itemized manner. The narrative details must help explain how and where the grant funds will make a positive impact, should the proposal be accepted. The format should be in sentence structure with an explanation of how the funds were calculated.

The budget narrative should explain all sources of contribution toward the project (grant request and matching funds). Priority will be given to organizations that maximize the training dollars.

PROJECT NARRATIVE (86 POINTS)

The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this RFP. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 10 single-spaced single-sided 8.5 x 11-inch pages with Times New Roman 12-point text font, and 1-inch margins. Any materials beyond the specified page limit will not be read or considered in the application review process. You must number the Project Narrative beginning with page number 1.

Applicants must use the same section headers identified below for each section of the Project Narrative:

1) Statement of Need

The applicant must provide an address and district of the project location and identify the geographic area in which the project will be located – this includes the contractor and any community-based partners. Identify and discuss the need of the targeted population in these district(s).

Part of the need statement should be a clear vision for working with trauma and how the contractor plans to understand the needs and feelings of the community. The contractor should also identify any systems already in place and, if applicable, build on existing work before identifying gaps that call for new initiatives. The statement should also include a clear vision for what is needed in terms of trauma training that is different from what has already been provided in the community and/or what gaps in knowledge need to be addressed.

2) Expected Outcomes and Outputs

All applicants must identify the number of training participants to be served and provide measurable results, or outcomes, that will result from the project and meet the goals stated in the project plan. State the hours of operation, dates of the program, and trauma training skills that will be targeted. If using a recognized curriculum/program, please list and explain the skills with expected outcomes.

3) Project Design / Implementation Plan

Begin this section by stating the project goals.

Include the proposed methods that will be used to address the stated outcomes and outputs and to provide the activities to occur in the trauma training. Specify how the proposed methods are innovative in Jacksonville and how the community will be creatively engaged in trainings.

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished and includes a timeline for completion of work (Include planning days, a sample timeline of activities, as well as start and ending dates and hours for the training).

Please include details that include curriculum to be used, delivery methods, lunch and snack plans, incentive plans, or any other details of significance to the program. The curriculum should include Cultural sensitivity, models of trauma informed care, and trust-based interventions. Training should utilize an evidence-based model for trauma training that has demonstrated positive outcomes. The training plan should include:

- Identification of trauma and associated symptoms
- Knowledge of the impact of trauma on individuals and communities
- Ways to fully integrate the knowledge of trauma into programs and practices

- Ways that caregivers can identify signs of trauma in themselves and how this can impact their interaction with the children in their care
- Ways programs can engage families in programs as part of the healing process with their child
- Strategies for promotion of felt-safety for children and caregivers
- Strategies for the development of healing relationships within programs
- Knowledge of how to address trauma without re-traumatizing the child, staff and/or family
- Knowledge of how trauma training can create a positive change in the community
- Knowledge of community resources available to children and families who experience trauma and how to access these resources

Preference will be shown to proposals that include a train-the-trainer component to the training model (so that the training can be sustained past this funding opportunity – see 6) Evaluation and sustainability).

4) Essential Service Goals

Include a description of how the project activities will align with the KHA Essential Service Goals; please be as specific as possible in listing which goals will be addressed and how they will be addressed with the project plans and activities.

5) Organizational, Administrative, and Fiscal Capacity

Provide information on the contractor's organization and current mission, structure, staffing, and relevant experience that relate to the trauma training initiative. Describe how these factors will contribute to the ability of the organization and partners to conduct the program requirements and meet program expectations. Describe any staff or contractors who will be engaged and information on how they will be selected (criteria and process). Discuss the quality of the personnel in relationship to their current trauma training education/experience as well as their capacity and qualification for providing the training listed under 3) *Project Design / Implementation Plan*

6) Evaluation and sustainability

Describe how you will measure success for each of the trauma training components listed in your project design. Relate the measurements to the Essential Service Performance Measures listed in the RFP Scope of Services section. Describe any culminating events, how participant success will be celebrated, and how the culminating event will showcase the trauma training learning that was gained over the course of the program. Explain how you will continue the learning or program beyond this grant funding.

ATTACHMENT B
EVALUATION MATRIX

The application will be scored on the following matrix and the evaluation maximum point count is identified for each section of the Response Format (Attachment A).

The application will be evaluated on how effectively it demonstrates the following:

	Superior	Average	Below Average	Poor	Missing
REQUIRED DOCUMENTS – GENERAL INFORMATION					
All requested information is included	5-4	3	2	1	0
PROJECT BUDGET AND BUDGET NARRATIVE					
1) Budget Form	4	3	2	1	0
2) Budget Narrative	5	4-3	2	1	0
PROJECT NARRATIVE:					
1) Statement of Need	10-8	7-5	4-2	1	0
2) Expected Outcomes and Outputs	10-8	7-5	4-2	1	0
3) Project Design / Implementation Plan	32-25	24-17	16-9	8-1	0
4) Essential Service Goals	10-8	7-5	4-2	1	0
5) Organizational, Administrative, and Fiscal Capacity	14-11	10-7	6-3	2-1	0
6) Evaluation and sustainability	10-8	7-5	4-2	1	0
<i>Total Possible</i>	100				

ATTACHMENT E
SUBMISSION CHECKLIST

Submission Checklist

Place a check mark on the line for each item submitted. Please keep a copy for your records.

- Ensure all items in Attachment A, Response Format, are completed
- The RFP and General Terms and Conditions and Special Terms and Conditions and examples and other information have been read and understood.
- All information is typed, using the identified font and spacing.
- Three separate and distinct sections (Required Documents, Budget and Budget Narrative, and Project Narrative) should be included and submitted in an application package. One original and three (3) copies should be submitted to:
- Required forms are included in Required Documents file.
- Checklist is completed and signed. Failure to sign this checklist and provide all information may be grounds for rejection.

RESPONSE RECEIVED IN AN UNORGANIZED FORMAT WILL NOT BE REVIEWED AND WILL BE GROUNDS for REJECTION.

Signature

Date

Print name and Title