



**FINANCE COMMITTEE
MEETING
AGENDA**

**Wednesday, July 10, 2019
9:30 AM - 11:00 AM**

		<u>T</u>	<u>AB</u>
1. CALL TO ORDER	Tyra Tutor		
2. APPROVAL OF THE MINUTES	Tyra Tutor		1
3. FINANCE REPORT	Cynthia Nixon		2
• Financial Report – May 31, 2019			
4. NEW BUSINESS <i>(open for public comments)</i>			
Action Items			
• Mini-Grant Legislation	Adam Miller		3
• Youth Travel Trust Fund Application	Ruth Waters		4
• Department of Education 21 st CCLC Grant	Dae Lynn Helm		5
• Open Gyms Partnership	Dr. Blalock		6
• Juvenile Justice Diversion RFP	Katoia Wilkins		7
• Healthy Families Contract Renewal	Mary Nash		8
• STEAM Funding Recommendations	Kenneth Darity		9
5. PUBLIC COMMENTS			
6. ADJOURN			



FINANCE COMMITTEE MEETING SUMMARY
June 12, 2019
9:30 AM – 11:00 AM

Voting Board Member Attendees:

Tyra Tutor
Dr. Wells

Non-voting:

Rebekah Davis

Staff:

Joe Peppers, Cynthia Nixon, Delores Williams, Adam Miller, Mary Tobin, Dr. Jennifer Blalock, Mary Nash, Katoia Wilkins, Ruth Waters, Lenora Wilson, Donnie Horner, Joyce Watson, Delphine Brock, Kenneth Darity, and Joyce Watson

COJ Staff:

Dawn Lockhart, Mayor's Administration, Julia Davis, Office of General Counsel

Guests: Leon Baxton, Communities in Schools; Keto Porter, United Way NEFL; Robin Rose, Girls Inc; Tammy Morgan, Girls Inc.

Call to Order

The Finance Committee Meeting was called to order at 9:30 a.m. by Tyra Tutor, Finance Chair. Ms. Tutor thanked everyone for coming and asked for approval of the May finance summary. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for comments. With none being heard, the motion was passed. Ms. Tutor asked Ms. J. Davis if the workshop summary needed to be approved at the finance meeting or the Board meeting. Ms. J. Davis stated it didn't matter. Dr. Well made a motion to approve the workshop summary and Ms. Tutor seconded it. Ms. Tutor mentioned she may not be able to make the Board meeting and asked Dr. Wells or Mr. Peppers to give the committee report. With no other comments being heard, the motion was passed.

Finance Report

Cynthia Nixon went over the finance report that runs through April 30, 2019. Ms. Nixon went through the combined report that show City funded and grant funded accounts. Ms. Nixon went into details on the Wallace Grant, SAMSHA High Fidelity Grant and the Mini Grant.

Other items discussed:

21st Century Impact Grant and Team Up Excel
Afterschool Food Program Grant
Summer Food Program Grant



Healthy Families Grant
Youth Travel Trust Fund
Jax Kids Book Club
Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant
Beaches Community Fund
Stop the Violence Grant

Ms. Nixon stated that some of these items will be touched on more during Board Action Items and others will be addressed more during the budget workshop discussion.

New Business

Mary Nash introduced the Special Needs Request for Proposal. The Finance Committee is asked to approve the Request for Proposal with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Committee. This request for proposal requires that the provider offer summer camps, be able to connect and partner with the community, and the ability to bill Medicaid. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Mary Nash introduced Healthy Families Contract Amendment.

The Finance Committee is asked to approve the contract amendment between the Ounce of Prevention of Florida and the Kids Hope Alliance, approve the match dollars from the City of Jacksonville for the 2019-2020 fiscal year and authorize the CEO to execute the contract amendment. 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.

Ruth Waters introduced Youth Travel Trust Fund Application.

The Finance Committee is asked to approve the Travel Trust Fund Request from River City Educational Services Inc. for fifteen students to compete in the Science Olympiad National Competition in Ithaca, New York. Ms. Waters said that the travel has already been completed and the reimbursement amount is for \$3,375.00 which is 25% of the total cost trip. Dr. Wells made the motion to approve 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.

Kenneth Darity introduced Legislation to fund new Afterschool Programs.

The Finance Committee is asked to approve direct funding to three afterschool sites at Windy Hill Elementary, Jacksonville Height Elementary, and Ramona Boulevard Elementary to the Young Men’s Christian Association, Inc. Mr. Darity explained these sites were not part of the original afterschool RFP and therefor needs Board approval to be funded.

Dr. Wells made the motion to approve and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. There was discussion on how to fund these sites in the future and what would be the best option to include them on the budget. Dr. Dana Kriznar mentioned that Duval County will be closing some of its schools and we will need to discuss placement of



the children in those afterschool programs. Dr. Kriznar said she would get with Mr. Darity to discuss future planning for those sites. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Katoia Wilkins introduced Juvenile Justice Request for Proposal.

The Finance Committee is asked to approve the Request for Proposal for Juvenile Justice Prevention and Intervention Programs with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Committee. Ms. Wilkins stated that we currently fund four programs in this space which serves about 400 to 500 students. Ms. Wilkins highlighted some of the requirements of this RFP which are the ability to bill Medicaid and the ability to offer programs in the eleven targeted zip codes. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. There was discussion on the time frame for the release of the RFP and the start date of the programs. With other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Budget Discussion

Ms. Nixon and Mr. Peppers went over the proposed budget for FY19-20 and the recommendation for enhancements. As Mr. Peppers went down the list of recommendations and gave some background on the following in more detail.

Part time salaries

Youth Travel Trust Fund

Wallace Grant funds

Funding for two afterschool accessors

Youth Voice and the Mayor’s Youth Advisory Council (MYLAC)

Professional Development

Mayor’s Youth at Work Partnership and future funding

Not funding the Youth Empowerment Center

Funding for Afterschool and Summer programs

Funding for Nutrition

Mr. Peppers said the Board has the authority to rank the recommendations according to their priority. Ms. Nixon asked the Committee to look over the funding broken down by category and by percentage. Mr. Peppers reviewed last year’s approved budget and this year’s request. Ms. Tutor stated that Out of School Time seem to have the bigger pot of money and that Early Learning and Special Needs remains flat. There was discussion on the funding levels and how to increase funding for those that have not changed over the years. There was discussion on how to continue funding for the three new afterschool sites, and funding amount for the Stop the Violence Mini Grants and what programs will be funded one time or receive reoccurring funding. Ms. Nixon stated that all grants must be listed on the schedule M and any direct funded programs must be listed separately. KHA goes before the Mayor’s Budget Review Committee (MBRC) on June 21st at 9:30 am until 11:00 am. Ms. Tutor stated she would be attending. There was discussion on who should come up the priority ranking and it was suggested that the staff should do it. Ms. Tutor said the big picture for her is not the ranking but how the funds are allocated.



Public Comment

Dr. Blalock mention that at the request of Mr. Peppers, she had been working with Dr. Dana Kriznar to have four Duval County Public School gyms open during the summer. They looked at all areas to determine the greatest need and the cost associated with opening these gyms. Dr. Blalock is working with the Office of General Council and Procurement to see how to proceed. Keto Porter of United Way talked about the importance of Trauma Informed Training and the ability to offer it to the providers. Ms. Tobin stated that Trauma Informed Training will be a requirement in all our RFP's and if our providers do not have room in their budgets to pay for the training, KHA will provide the training at no cost.

Leon Baxton stated that KHA does not give themselves enough credit. Your Nutrition Program is providing afterschool and summer meals to a lot of children who live in food deserts. Mr. Baxton stated this is an important story for KHA to tell how your organization is impacting the lives of children who may otherwise go hungry.

Kenneth Darity stated that Out of School Time Task Force still needs a board representative.

ADJOURN

The meeting was adjourned at 11:26 a.m.



Financial Report

for the Period Ended

May 31, 2019

KIDS HOPE ALLIANCE
Combined City Fund, Grants & Trust Funds
Period: City Fiscal Year and Varying Grant Periods
May 31, 2019

REVENUES:	Current Budget	City Funds	After-school FY 18	Summer Lunch FY 18	Healthy Families FY 18	Waiver	Mental Health FY 18	21st FY 18	21st Teamup - Excel FY 18	SAH/ISA High Fidelity FY 18	Beeches EL	Youth Travel Trust	KYA Stop the Violence	KYA Mini Grants	Book Club	Total	Total Encumbered	Remaining Budget
Intergovernmental Revenue	7,279,954		1,962,452		715,472	915,000	60,000	127,908		351,314	49,600	40,794				3,157,146		(4,122,800)
Contributions from Private Sources	1,867,873				1,040,500	419,465	60,000	157,718						696,460	205,913	1,866,973		(900)
Contributions from Other Funds	1,677,683															1,677,683		(400,000)
Department of Children & Families	400,000															400,000		
Interfund Transfer	146,000									146,000						146,000		
Trust Fund - Youth Travel	40,794											40,794				40,794		(75,000)
Stop the Violence - Mini Grants	364,550												289,550			289,550		27,188
Interfund Transfers	158,318													158,318		185,506		5,320
Earnings on Investment	80,297															85,617		(27,280)
Rental of City Facilities	81,840															54,560		(7,972,330)
Contributions from General Fund	32,631,359		24,666,029													24,666,029		
NC Transfers	2,401,843		2,385,977										15,866			2,401,843		
Total Revenues	47,131,511	27,210,552	1,962,452	-	1,755,972	1,334,465	60,000	285,626	-	497,314	49,600	40,794	15,866	857,198	205,913	34,565,702	-	(12,566,810)

EXPENDITURES:	Current Budget	City Funds	After-school FY 18	Summer Lunch FY 18	Healthy Families FY 18	Waiver	Mental Health FY 18	21st FY 18	21st Teamup - Excel FY 18	SAH/ISA High Fidelity FY 18	Beeches EL	Youth Travel Trust	KYA Stop the Violence	KYA Mini Grants	Book Club	Total	Total Encumbered	Remaining Budget
Salaries - Permanent and Probationary	3,463,419	1,557,742	124,040	13,384	139,728	302,188	-	75,510	3,681	37,293	6,034	-	-	-	-	2,259,600	-	1,203,819
Salaries - Part Time	1,413,922	27,722	2,867	-	13,765	13,765	-	158,437	-	-	-	-	-	-	-	219,894	-	1,194,028
Employee Benefits	1,317,002	555,996	33,358	3,316	75,471	119,203	-	35,433	495	18,031	1,185	-	-	49	-	842,537	-	474,465
After-School Team Up & St. Food Cost	2,863,433	-	2,117,243	-	-	-	-	-	-	-	-	-	-	-	-	2,117,243	-	481,122
Summer Lunch - Food Cost	663,718	-	-	-	-	-	-	-	-	-	-	-	-	-	-	663,718	-	663,718
Trust Fund Authority	954,869	-	-	-	-	-	-	-	-	-	-	-	-	-	-	954,869	-	135,788
Internal Service Charges	900,810	482,256	6,428	6,681	14,118	1,075	11,241	42,340	4,280	2,578	15,026	-	-	819,081	144,346	547,300	-	353,510
Other Operating Expenses	2,595,487	338,053	9,003	701	791,011	791,011	-	-	2,409	2,409	-	-	-	-	680	1,377,538	-	952,421
Food	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	-	320
Grants and Aids	33,000,743	11,164,166	-	-	1,293,334	52,926	127,652	-	-	294,162	-	-	-	6,060	680	12,977,125	-	6,692,239
Project Costs	88,826	-	-	-	13,237	52,926	1,151	-	-	-	-	-	-	-	-	73,374	-	15,452
Capital Outlay	1,899,679	-	-	-	-	5,052	-	-	-	-	-	-	-	-	-	5,052	-	3,454
Transfers	1,899,679	-	-	-	-	5,052	-	-	-	-	-	-	-	-	-	1,899,679	-	151,465
Reserves	315,384	-	-	-	-	-	-	-	-	-	-	-	-	-	-	315,384	-	315,384
Total Expenditures	49,428,369	15,709,149	2,292,939	24,082	1,600,883	1,285,220	140,044	312,120	8,466	354,423	22,245	-	97,811	900,190	145,026	22,897,596	13,899,546	12,636,225
Total Revenues Less Expenditures	(2,296,858)	11,501,803	(330,487)	(24,082)	155,089	49,245	(80,044)	(26,494)	(8,466)	142,891	27,355	40,794	207,605	(42,992)	60,887	11,672,104	(13,899,546)	70,415
Revenue - Prior Year Encumbrances	2,133,944																	
Budget Difference	(162,914)																	

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

KIDS HOPE ALLIANCE
All Operating Fund Indexes
May 31, 2019

	Original Budget	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:					
Earnings on Investment	77,877	77,877	83,197	-	5,320
Rental of City Facilities	81,840	81,840	54,560	-	(27,280)
Gain/Loss SA			201		201
Intrafund Transfers (Trsf from 192)	-	-	-	-	-
Intrafund Transfers (Trsf from 192)	-	-	27,188	-	27,188
NC Transfers	247,870	2,385,977	2,385,977	-	-
Contributions from General Fund	31,936,961	32,632,359	24,660,029	-	(7,972,330)
Total Revenues	\$ 32,344,548	\$ 35,178,053	\$ 27,211,152	\$ -	\$ (7,966,901)
EXPENDITURES:					
Salaries - Permanent and Probationary	\$ 2,406,099	\$ 2,456,099	\$ 1,557,742	\$ -	\$ 898,357
Salaries - Part Time	273,091	503,091	27,722	-	475,369
Employee Benefits	904,735	921,678	555,996	-	365,682
Internal Service Charges	801,085	805,085	482,256	-	322,829
Other Operating Expenses	600,454	1,162,726	338,053	165,708	658,965
Capital Outlay	1	1	-	-	1
Grants and Aids	26,555,520	29,413,254	11,164,166	11,596,259	6,652,829
Transfers	488,179	1,734,679	1,583,214	-	151,465
Reserves	315,384	315,384			315,384
Total Expenditures	\$ 32,344,548	\$ 37,311,997	\$ 15,709,149	\$ 11,761,967	\$ 9,840,881
Total Revenues Less Expend.	\$ -	\$ (2,133,944)	\$ 11,502,003	\$ (11,761,967)	\$ 1,873,980
Reserve - Prior Year Encumbrances		2,133,944			
Budget Difference		-			

Additional Information:

Kids Hope Alliance
Operating Fund - Expenditure Detail
 May 31, 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	\$ 1,530,920	\$ -	\$ 974,264
Terminal Leave	\$ -	\$ -	\$ 15,552	\$ -	\$ (15,552)
Salaries Part Time	\$ 273,091	\$ 503,091	\$ 27,722	\$ -	\$ 475,369
Salaries/Benefits Lapse	\$ (67,015)	\$ (67,015)	\$ -	\$ -	\$ (67,015)
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
Leave Rollback/Sellback	\$ -	\$ -	\$ -	\$ -	\$ -
Special Pay	\$ 17,930	\$ 17,930	\$ 11,270	\$ -	\$ 6,660
Lump Sum Payment	\$ -	\$ -	\$ -	\$ -	\$ -
BENEFITS:					
FICA & Medicare	\$ 39,942	\$ 44,002	\$ 22,183	\$ -	\$ 21,819
Pension, Unfunded Liability & Disability & FRS Pension	\$ 368,886	\$ 375,745	\$ 250,435	\$ -	\$ 125,310
GEPP Define Contribution Pension	\$ 159,981	\$ 165,831	\$ 82,032	\$ -	\$ 83,799
Dental, Life & Health Insurance	\$ 318,784	\$ 318,958	\$ 189,913	\$ -	\$ 129,045
Worker's Compensation	\$ 17,142	\$ 17,142	\$ 11,420	\$ -	\$ 5,722
Unemployment Insurance	\$ -	\$ -	\$ 13	\$ -	\$ (13)
PROFESSIONAL SERVICES:					
Professional Services (Incl. 3rd party evaluator)	\$ 296,100	\$ 685,573	\$ 193,909	\$ 126,611	\$ 365,053
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	\$ 6,499	\$ 5,130	\$ 400	\$ 969
TRAVEL AND PER DIEM:					
Travel Expenses (Out of County)	\$ 21,877	\$ 21,877	\$ 8,561	\$ -	\$ 13,316
Local Mileage & Parking & Tolls	\$ 20,994	\$ 20,994	\$ 9,933	\$ -	\$ 11,061
INTERNAL SERVICE CHARGES					
ITD Allocations	\$ 341,715	\$ 341,715	\$ 183,609	\$ -	\$ 158,106
OGC Legal - IS Allocation	\$ 84,623	\$ 84,623	\$ 66,331	\$ -	\$ 18,292
Copier Consolidation & Copy Center - IS Allocation	\$ 50,418	\$ 53,418	\$ 19,954	\$ -	\$ 33,464
FLEET - Van Maintenance	\$ 6,661	\$ 6,661	\$ 422	\$ -	\$ 6,239
Mailroom - IS Allocation	\$ 1,101	\$ 2,101	\$ 571	\$ -	\$ 1,530
Utilities Allocation - Public Works - IS Allocation	\$ 128,117	\$ 128,117	\$ 85,411	\$ -	\$ 42,706
Building Maintenance - City Wide - IS Allocation	\$ 121,586	\$ 121,586	\$ 81,057	\$ -	\$ 40,529
Guard Service & ADT - IS Allocation	\$ 65,889	\$ 65,889	\$ 43,926	\$ -	\$ 21,963
Ergonomic Assessment	\$ 975	\$ 975	\$ 975	\$ -	\$ -
RENTAL AND LEASES:					
Rentals & Other Rent	\$ 1	\$ 1	\$ -	\$ -	\$ 1
Rentals (Land & Buildings)	\$ -	\$ 7,583	\$ 2,844	\$ 560	\$ 4,179
INSURANCE:					
General Liability & Miscellaneous Insurance	\$ 25,315	\$ 25,315	\$ 21,451	\$ -	\$ 3,864
REPAIRS AND MAINTENANCE SERVICE:					
Repairs and Maintenance	\$ 2,000	\$ 2,000	\$ 938	\$ 1,013	\$ 49
Hardware/Software Maintenance or Licensing Agreement	\$ 41,000	\$ 107,000	\$ 27,996	\$ 11,580	\$ 67,424
PRINTING AND BINDING/PROMOTIONAL ACTIVITIES:					
Printing and Binding	\$ 1	\$ 1,843	\$ -	\$ -	\$ 1,843
Advertising and Promotion	\$ 8,927	\$ 34,026	\$ 18,102	\$ 8,785	\$ 7,139
OTHER CURRENT CHARGES AND OBLIGATIONS:					
Miscellaneous Services and Charges	\$ 5,050	\$ 6,550	\$ 3,170	\$ 982	\$ 2,398
Stipends	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
Welfare - Burials	\$ 21,366	\$ 21,366	\$ -	\$ -	\$ 21,366
OFFICE AND OPERATING SUPPLIES:					
Postage	\$ 400	\$ 400	\$ (31)	\$ -	\$ 431
Office Supplies	\$ 15,300	\$ 20,300	\$ 5,216	\$ 2,094	\$ 12,990
Food	\$ 7,900	\$ 8,975	\$ 2,706	\$ 804	\$ 5,465
Equipment under \$1,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Supplies (Incl. Literacy supplies/books)	\$ 38,867	\$ 40,819	\$ 12,373	\$ 10,641	\$ 17,805
Software, Computer Items Under \$1,000	\$ 1,000	\$ 32,748	\$ -	\$ 1,748	\$ 31,000
Employee Training	\$ 8,798	\$ 8,798	\$ 3,598	\$ 490	\$ 4,710
Dues, Subscriptions	\$ 58,374	\$ 58,174	\$ 17,057	\$ -	\$ 41,117
Office Furniture	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Computer Equipment	\$ 1	\$ 1	\$ -	\$ -	\$ 1
AIDS TO PRIVATE ORGANIZATIONS:					
Subsidies/Contributions (Agencies & Match \$\$)	\$ 26,555,520	\$ 29,413,254	\$ 11,164,166	\$ 11,596,259	\$ 6,652,829
INTRAFUND TRANSFERS					
Interfund Transfer - Debt Service Interest	\$ 218,385	\$ 218,385	\$ 146,720	\$ -	\$ 71,665
Interfund Transfer - Debt Service Principle	\$ 229,000	\$ 229,000	\$ 152,667	\$ -	\$ 76,333
Interfund Transfers Out	\$ 40,794	\$ 40,794	\$ 30,596	\$ -	\$ 10,198
Intrafund Transfers Out (HF, SAMHSA & Nutrition)	\$ -	\$ 1,246,500	\$ 1,253,231	\$ -	\$ (6,731)
Reserves	\$ 315,384	\$ 315,384	\$ -	\$ -	\$ 315,384
TOTAL OPERATING FUND INDEXES	\$ 32,344,548	\$ 37,311,997	\$ 15,709,149	\$ 11,761,967	\$ 9,840,881

KIDS HOPE ALLIANCE

After-School Food Program Grant

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

May 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 3,130,928	\$ 1,962,452	\$ -	\$ (1,168,476)
Total Revenues	\$ 3,130,928	\$ 1,962,452	\$ -	\$ (1,168,476)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 167,478	\$ 124,040	\$ -	\$ 43,438
Salaries - Part Time	8,183	2,867	-	5,316
Employee Benefits	46,415	33,358	-	13,057
After-School Team Up - Food/Food Transp	2,863,433	2,117,243	265,068	481,122
Internal Service Charges	21,072	6,428	-	14,644
Other Operating Expenses	22,762	9,003	-	13,759
Capital Outlay	1,585	-	-	1,585
Indirect Costs	-	\$ -	-	-
Total Expenditures	\$ 3,130,928	\$ 2,292,939	\$ 265,068	\$ 572,921
Total Revenues Less Expenditures	\$ -	\$ (330,487)	\$ (265,068)	\$ (595,555)

Purpose of Grant:

Provide snacks and suppers to children in afterschool programs.

Additional Information:

April revenue of \$385,606.16 was posted in June.

KIDS HOPE ALLIANCE

Summer Food Program Grant

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

May 31, 2019

	<u>Actual Budget</u>	<u>Actual Year to Date</u>	<u>Encumbered Year to Date</u>	<u>Remaining Budget</u>
REVENUES:				
Intergovernmental Revenue	\$ 1,038,118	\$ -	\$ -	(1,038,118)
Revenue Fwd from Prior Year Funding	\$ -	\$ -		
Total Revenues	\$ 1,038,118	\$ -	\$ -	\$ (1,038,118)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 72,936	\$ 13,384	\$ -	59,552
Salaries - Part Time	172,980	-	-	172,980
Employee Benefits	23,817	3,316	-	20,501
Internal Service Charges	14,800	6,681	-	8,119
Contractual Services (food contract)	662,718	-	-	662,718
Other Operating Expenses	86,078	701	6,133	79,244
Capital Outlay	-	-	-	-
Indirect Cost	4,789	-	-	4,789
Total Expenditures	\$ 1,038,118	\$ 24,082	\$ 6,133	\$ 1,007,903
Total Revenues Less Expenditures	\$ -	\$ (24,082)	\$ (6,133)	\$ (30,215)

Additional Information:

KIDS HOPE ALLIANCE

Healthy Families Grant

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

May 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,094,500	\$ 715,472	\$ -	\$ (379,028)
Contributions from Other Funds	1,040,500	1,040,500	-	-
Total Revenues	\$ 2,135,000	\$ 1,755,972	\$ -	\$ (379,028)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 156,614	\$ 139,728	\$ -	\$ 16,886
Salaries - Part Time	21,430	16,663	-	4,767
Employee Benefits	83,393	75,471	-	7,922
Internal Service Charges	51,200	48,332	-	2,868
Other Operating Expenses	25,366	14,118	317	10,931
Capital Outlay	-	-	-	-
Grants and Aids	1,782,869	1,293,334	489,535	-
Indirect Costs	14,128	13,237	-	891
Total Expenditures	\$ 2,135,000	\$ 1,600,883	\$ 489,852	\$ 44,265
Total Revenues Less Expenditures	\$ -	\$ 155,089	\$ (489,852)	\$ (334,763)

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

May 31, 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 - Permanent and Probationary	\$ 302,188	\$ 302,188	\$ -	\$ -
Salaries - Part Time	46,324	13,765	-	32,559
Employee Benefits	119,675	119,203	-	472
Internal Service Charges	4,552	1,075	-	3,477
Other Operating Expenses	802,195	791,011	3,250	7,934
Capital Outlay	5,052	5,052	-	-
Indirect Costs	54,479	52,926	-	1,553
Total Expenditures	\$ 1,334,465	\$ 1,285,220	\$ 3,250	\$ 45,995
Total Revenues Less Expenditures	\$ -	\$ 49,245	\$ (3,250)	\$ 45,995

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
May 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 316,408	\$ 127,908	\$ -	\$ (188,500)
Contributions from Other Funds	157,718	157,718	-	-
Total Revenues	\$ 474,126	\$ 285,626	\$ -	\$ (188,500)
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 113,517	\$ 75,510	\$ -	\$ 38,007
Salaries - Part Time	215,604	158,837	-	56,767
Employee Benefits	46,768	35,433	-	11,335
Internal Service Charges	500	-	-	500
Other Operating Expenses	97,737	42,340	27,695	27,702
Capital Outlay	-	-	-	-
Indirect Costs	-	-	-	-
Total Expenditures	\$ 474,126	\$ 312,120	\$ 27,695	\$ 134,311
Total Revenues Less Expenditures	\$ -	\$ (26,494)	\$ (27,695)	\$ (54,189)

Purpose of Grant:

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

Additional Information:

Programs are City operated.

February and March revenue of \$41,758.92 posted in June

KIDS HOPE ALLIANCE

21st CCLC Program - Teamup Excel

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

May 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 700,000	\$ -	\$ -	\$ (700,000)
Contributions from Other Funds	-	-	-	-
Total Revenues	\$ 700,000	\$ -	\$ -	\$ (700,000)
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 100,000	\$ 3,681	\$ -	\$ 96,319
Salaries - Part Time	446,310	-	-	446,310
Employee Benefits	40,279	495	-	39,784
Internal Service Charges	100	-	-	100
Other Operating Expenses	109,972	4,290	4,355	101,327
Capital Outlay	3,339	-	2,571	768
Indirect Costs	-	-	-	-
Total Expenditures	\$ 700,000	\$ 8,466	\$ 6,926	\$ 684,608
Total Revenues Less Expenditures	\$ -	\$ (8,466)	\$ (6,926)	\$ (15,392)

Purpose of Grant:

Provide afterschool program at Cedar Hills and Gregory Drive

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

May 31, 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	11,241	5,591	4,520
Internal Service Charges	1	-	-	1
Capital Outlay	-	-	-	-
Grants and Aids	429,276	127,652	313,614	(11,990)
Administrative Support	9,370	1,151	-	8,219
Total Expenditures	\$ 460,000	\$ 140,044	\$ 319,205	\$ 751
Total Revenues Less Expenditures	\$ -	\$ (80,044)	\$ (319,205)	\$ (399,249)

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.

Revenue of \$197,000 was posted in June.

KIDS HOPE ALLIANCE

SAMHSA - High Fidelity Wrap Around Grant

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

May 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,000,000	\$ 351,314	\$ -	\$ (648,686)
Intrafund Transfer	146,000	146,000	-	-
Total Revenues	\$ 1,146,000	\$ 497,314	\$ -	\$ (648,686)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 83,495	\$ 37,293	\$ -	\$ 46,202
Employee Benefits	32,246	18,031	-	14,215
Internal Service Charges	2,500	2,528	-	(28)
Other Operating Expenses	26,659	2,409	24	24,226
Capital Outlay	1,100	-	-	1,100
Grants and Aids	1,000,000	294,162	705,838	-
Indirect Costs	-	-	-	-
Total Expenditures	\$ 1,146,000	\$ 354,423	\$ 705,862	\$ 85,715
Total Revenues Less Expenditures	\$ -	\$ 142,891	\$ (705,862)	\$ (562,971)

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 June 30, 2019

May 31, 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 - Permanent and Probationary	\$ 11,091	\$ 6,034	\$ -	\$ 5,057
Employee Benefits	2,682	1,185	-	1,497
Other Operating Expenses	36,727	15,026	3,425	18,276
Total Expenditures	\$ 50,500	\$ 22,245	\$ 3,425	\$ 24,830
Total Revenues Less Expenditures	\$ -	\$ 27,355	\$ (3,425)	\$ 23,930

Purpose of Grant:

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

Additional Information:

This grant has been extended until June 30, 2019.

KIDS HOPE ALLIANCE
Youth Travel Trust Fund
May 31, 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

May 31, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Interfund Transfer In	\$ 364,550	\$ 289,550	\$ -	\$ (75,000)
NC-Transfers	15,866	15,866	-	-
Total Revenues	\$ 380,416	\$ 305,416	\$ -	\$ (75,000)
<u>EXPENDITURES:</u>				
Trust Fund Authority	\$ 15,866	\$ -	\$ -	\$ 15,866
Grants and Aids	364,550	97,811	256,133	10,606
Total Expenditures	\$ 380,416	\$ 97,811	\$ 256,133	\$ 26,472
Total Revenues Less Expenditures	\$ -	\$ 207,605	\$ (256,133)	\$ (48,528)

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

May 31, 2019

	<u>Current Budget</u>	<u>Actual Life to Date</u>	<u>Encumbered</u>	<u>Remaining Budget</u>
<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>				
Other Operating Expenses	\$ 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
May 31, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Contributions from Private Sources	\$ 205,913	\$ 205,913	\$ -	\$ -
Total Revenues	\$ 205,913	\$ 205,913	\$ -	\$ -
<u>EXPENDITURES:</u>				
Operating Expenses	\$ 203,913	\$ 144,346	\$ 54,030	\$ 5,537
Food	1,000	680	-	320
Internal Service Charges	1,000	-	-	1,000
Total Expenditures	\$ 205,913	\$ 145,026	\$ 54,030	\$ 6,857
Total Revenues Less Expenditures	\$ -	\$ 60,887	\$ (54,030)	\$ 6,857

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: JULY 1, 2019
FINANCE COMMITTEE: JULY 10, 2019
BOARD MEETING DATE: JULY 17, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: JOE PEPPERS, CHIEF EXECUTIVE OFFICER
RE: AUTHORIZING LEGISLATION TO AMEND MINI-GRANTS PROGRAM

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize the Kids Hope Alliance staff to file legislation that amends Sec.111.850 Part A, to increase the maximum mini-grant award from \$5,000 to \$25,000.

NARRATIVE:

As outlined in Sec. 111.850 Part A, the Kids Hope Alliance Trust Fund was created to allow the Kids Hope Alliance Board to fund the mini-grants 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. Funds provided through the mini-grants program shall not be used for ongoing program costs or fundraising efforts.

The suggestion to increase the maximum award from \$5,000 to \$25,000 was conveyed to the Board at the June 2019 meeting. This change would require legislation to be filed. If approved prior to the enactment of the FY19-20 budget , any new mini-grants approved by the Board in the next fiscal year could be up to \$25,000.

FISCAL IMPACT:

The passage of this action item does not require any additional funding. If this action item and legislation are approved, this would allow mini-grant awards to be funded up to \$25,000

GOVERNANCE/PROGRAM IMPACT:

Approval of this action item authorizes Kids Hope Alliance staff to file legislation to amend Sec.111.850 Part A and the requirements of the mini-grants program. 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

GOVERNANCE COMMITTEE: JULY 1, 2019

FINANCE MEETING: JULY 10, 2019

BOARD MEETING DATE: JULY 17, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: JOSEPH PEPPERS, CHIEF EXECUTIVE OFFICER

RE: REQUEST FOR FUNDING: YOUTH TRAVEL TRUST FUND

REQUESTED ACTION:

The Board is asked to:

- 1) Approve a request for funding from the Kids Hope Alliance, Youth Travel Trust Fund, to the Jacksonville Children’s Chorus, Inc.
- 2) Authorize the CEO to execute any contract or legal document necessary.

NARRATIVE:

- The Jacksonville Children’s Chorus received invitations to sing in Dublin, Ireland at the historic Trinity College Dublin, at GRUND retirement home in Reykjavik, Ireland, and the Parish Priest and Pastoral Council of St. Malachy’s Parish, Belfast, in the Diocese of Down and Connor.
- Twenty-four (24) youths will travel.
- The travel will occur July 7 – 21, 2019. The destinations are: Cork, Ireland; Dublin, Ireland; Belfast, Northern Ireland; and Reykjavik.
- For a Community Service Project, the Chorus will continue a local Mini-Tour in August and December – as performed annually, serving both an artistic and educational purpose. The venue for the local tour will be announced subsequent to travel.

FISCAL IMPACT:

The amount requested is \$25,000.00, 16% of the total estimated cost of \$154,259.00.

GOVERNANCE/PROGRAM IMPACT:

This request requires KHA Board Approval. 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

GOVERNANCE COMMITTEE: JULY 1, 2019

FINANCE COMMITTEE: JULY 10, 2019

BOARD MEETING DATE: JULY 17, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

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

**RE: GRANT APPLICATION FOR FLORIDA DEPARTMENT OF EDUCATION: 21ST
CENTURY COMMUNITY LEARNING CENTERS**

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize KHA to apply for a grant from the Florida Department of Education: 21st Century Community Learning Centers
- 2) Authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements, and
- 3) Authorize introducing legislation to appropriate the grant funds upon notice of award.

NARRATIVE:

KHA proposes to partner with the Duval County Public Schools to submit a proposal to implement afterschool and summer programs for up to two schools (schools to be chosen by July 18, 2019). The purpose of the 21st CCLC program is to provide opportunities for communities to establish or expand community learning centers:

- (1) provide opportunities during non-school hours for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;
- (2) offer students a broad array of additional services, programs and activities during non-school hours such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and
- (3) offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

This program corresponds with the Out-of-School Time Essential Services Category. The application due date is July 19, 2019 and the anticipated program start date is October 1, 2019.

The program will serve 200 youth during the school year and 80 youth during the summer at two high schools.

FISCAL IMPACT:

The 21st CCLC grant covers up to 10% of administrative costs. The fiscal impact for KHA is to cover the necessary administrative cost to implement a successful program which includes salary and benefits for full time site coordinator, incentives and misc. items not covered by grant (cash funding no more than \$64,000 per year one) and contract and fiscal management services (in-kind). The maximum award available is up to \$700,000.00.

Estimated KHA Year 1 contribution/budget:

\$64,000 Program materials, curriculum and supplies

No match dollars are required for this grant in future years.

GOVERNANCE/PROGRAMMATIC IMPACT:

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

This action requires Board approval. 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.

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>	Florida Department of Education: 21 st Century Community Learning Centers (CCLC). \$700,000 x 5 years	Florida Department of Education: 21 st Century Community Learning Centers (CCLC). \$700,000 x 5 years		
Does this fall within the Kids Hope Alliance Ordinance?	Yes.	Yes. PreTeen Teen is tasked with providing college and career readiness for pre-teens and teens.		
Does this align with the Essential Services Plan? Which category is this in?	Yes, Out of School Time & PreTeen Teen.	This grant program proposal will focus on providing after-school programming to PreTeen Teens attending the selected DCPS high schools, in the afterschool space.		
Does this align with the Mission, Vision, and Purpose?	Yes, youth will reach their academic, career and civic potential through afterschool programs.	The vision and mission statements of KHA clearly support providing a continuum of services to promote academic, career and civic potential for Duval County youth.		

Title of Grant: Florida Department of Education: 21st Century Community Learning Centers (CCLC)

<p>Does this have a significant return on investment?</p>	<p>Yes, effective after-school programs save between \$1.87 to \$5.29 for every \$1 spent because participants commit fewer crimes (Washington State Institute for Public Policy, 2001).</p>	<p>Absolutely – providing teens with constructive, developmental after-school programming that builds their academic, college, career and civic foundation has tremendous potential for impact and ROI in increased high school graduation, attendance, & college and career readiness.</p>		
<p>Does this address a requirement of an existing grant?</p>	<p>No.</p>	<p>No</p>		
<p>Is this associated with an existing contract or program?</p>	<p>No.</p>	<p>No</p>		
<p>How many children will be served/ impacted?</p>	<p>Range of 300-500.</p>	<p>We are looking at partnering with two identified DCPS high schools and serving up to 200 students.</p>		
<p>Does this have defined outcomes that improve the lives of children? What are they?</p>	<p>Improve English Language Arts performance to a satisfactory level or above or maintain an above satisfactory level of performance; Improve mathematics performance to a satisfactory level or above or maintain an</p>	<p>DCPS academic/core competency area achievement and growth (English Language Arts, Algebra 1), graduation/completion and college/career/post-secondary success.</p>		

Title of Grant: Florida Department of Education: 21st Century Community Learning Centers (CCLC)

	<p>above satisfactory level of performance and Improve science performance to a satisfactory level or higher or maintain an above satisfactory level of performance.</p> <p>For High School Programs: Improve the passing rate of the required Algebra I End-of Course test for students enrolled in the course and Improve timely graduation rate within the 4-year cohort for high school students.</p>			
<p>Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details.</p>	<p>The funding does not cover certain costs associated with operating a quality program. This budget is to be developed in the next weeks. It will be approximately \$64,000.</p>	<p>Yes. We have consulted with the Senior Director of Finance at KHA to identify \$64,000 in funding that can be utilized to support the success of this program and supplement the programming.</p>		
<p>Is this in the Kids Hope Alliance budget?</p>	<p>No.</p>	<p>Money has been identified and this will be added to KHA's 2019-2020 Schedule M.</p>		
<p>What partners or partnerships are involved?</p>	<p>School district and other community partners such as Full-Service Schools,</p>	<p>Duval County Public Schools High School Leadership and DCPS District Leadership</p>		

Title of Grant: Florida Department of Education: 21st Century Community Learning Centers (CCLC)

	Parent Academy and Workforce Development.			
Is any legislation required?	If the grant is approved, legislation is required.	If the grant is approved, legislation is required.		

KHA Grants Department: Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Chief of Strategic Partnership Signature: _____

KHA Governance Committee Action: Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Governance Chair Signature: _____

KHA Finance Committee Action: Date: _____

Approve: _____

Defer: _____

Title of Grant: Florida Department of Education: 21st Century Community Learning Centers (CCLC)

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: DUVAL COUNTY SCHOOL BOARD – OPEN GYMS PROGRAM
FINANCE COMMITTEE: JULY 10, 2019
BOARD MEETING DATE: JULY 17, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: JOSEPH PEPPERS, CHIEF EXECUTIVE OFFICER
RE: DUVAL COUNTY SCHOOL BOARD – OPEN GYMS PROGRAM

REQUESTED ACTION:

The Board is asked to authorize the following actions:

1. Approve the funding of an Open Gym Program with the Duval County School Board and Kids Hope Alliance direct support in the amount of **\$45,000** with the scope of services, performance metrics and reporting requirements presented to the Board with such changes as are deemed appropriate by KHA staff and the Office of General Counsel.
2. Authorize the execution by the CEO of an agreement and all other documents consistent with the action approved above.

NARRATIVE:

The Duval County Public Schools will offer a Summer Open Gym program during selected weeks during the month of July at Darnell Cookman, Northwestern, J.E.B. Stuart and Jeff Davis Middle Schools. The Program will operate from 4-10 pm weeknights and serve students ages 13-18 and during future school breaks, where appropriate.

FISCAL IMPACT:

Contracted amount is up to \$45,000.

PROGRAMMATIC IMPACT:

The Program will provide another summer program for at hope kids in Duval County in the Out of School Time Essential Services Category.

GOVERNANCE IMPACT:

Needs Kids Hope Alliance Board approval

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

Kids Hope Alliance

Scope of Work Template

Program Summary: Duval County Public Schools will host a “Summer & School Break Open Gym Program”.

Program Location(s)

**Darnell Cookman Middle School
1701 Davis St. N. 32209**

**Northwestern Middle School
2100 W. 45th St. 32209**

**J.E.B. Stuart Middle School
4815 Wesconnett Blvd 32210**

**Jeff Davis Middle School
7040 Melvin Rd 32210**

Program Dates

July 22-25, 2019

July 29-August 1, 2019

Budget Narrative

**The program will use \$45,000 to serve at risk youth.
Funds will be reimbursed using cost reimbursement.**

- **Scope of Work: DCPS will host a narrowly tailored “Summer Open Gym” program at the locations mentioned above.**
- **The Program will operate on modified schedule of 4-10 pm and will serve students ages 13-18.**
- **Program will operate for two (2) weeks beginning July 22nd, 2019.**
- **Students will be required to sign in each day and show identification validating they are under 18 but do not have to register to attend.**
- **DCPS staffing will include a district representative (ideally member of school’s athletic coaching staff, custodian and law enforcement officer)**

<ul style="list-style-type: none"> ▪ DCPS will use funds to purchase equipment and supplies (gym equipment) for use. There will be no allowed use of DCPS purchased school equipment or score boards. 	
Expected Participants	Teenage students living in the neighborhoods zoned to attend Darnell Cookman Middle School; Northwestern Middle School; J.E.B. Stuart Middle School; and Jeff Davis Middle School
Target Population	13-18 year old youth in and around the site locations.
Rationale for Services	Violence, crime, and gang activity rates for youth attending school in areas that have high poverty and high crime rates are higher when compared to those in higher income, reduced crime rate geographic regions in Jacksonville. This program will provide youth with alternatives giving them a safe, positive structured environment to go to for the month of July.
Methodology	DCPS employees will leverage sports activities to expose youth to positive adult role models, strengthen relationships with law enforcement officers, build family foundation, and educate families on available services offered through DCPS. Youth will also be given instruction designed to instill valuable character traits such as teamwork, dedication, and sportsmanship.

Kids Hope Alliance

Scope of Work Template

Evaluation & Measurement

Goal	Strategy	Performance Metrics	Cost
To decrease the incidence of criminal activity and youth violence in the surrounding areas of each of the participating schools.	Provide 13-18 year old youth with free, accessible, and positive socio-emotional and physical outlets of expression, collaboration, communication, and leadership.	# of youth participating per site (target of 50 per week) % of juvenile crime in the surrounding area of each site, compared to the previous year (target of decrease by 10%)	\$15,633.20
To increase the social, emotional, and physical well-being of youth, ages 13-18, in the surrounding areas of each of the participating schools.	Provide 13-18 year old youth with free access to positive health and physical activity in a safe and nurturing environment.	# of youth participating in/attending open gyms (100 youth per week) # of hours per youth attending open gyms (Target 4800 hours total)	\$15,633.20

<p>Increase athletic, physical, and health status of 13-18 year olds in selected areas.</p>	<p>Provide access to basketball, soccer, and other interactive games and equipment.</p>	<p>Basketball Equipment: \$3000</p> <p>Soccer Equipment: \$3000</p> <p>Water & Supplies: \$1500</p> <p>General Sports Equipment: \$2500</p> <p>Advertising & Supported Supplies: \$3733.60</p>	<p>\$13,733.60</p>
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Budget Narrative:

By increasing access to positive activities in safe environments that promote health and wellness, youth will achieve a higher quality of health, lifestyle, and well-being. The money provided will allow youth to increase their physical activity in a safe, walkable environment and to have access to positive physical activity. The money will pay DCPS staff members to ensure the safety and security of the environment, as well as to purchase sports equipment to provide meaningful, substantive enrichment activities for hands-on, interactive learning and physical activity.



Staffing Costs – 8 days

School	AD/Coach	rate of pay	Custodian	rate of pay	SRO	rate of pay	Total per week	Total for 2 weeks
		\$35 hr		\$31.11 hr		\$50 hr		
JEB		7 hours a day =\$245		6 hours a day = \$186.66		7 hrs a day =\$350	Employee - \$1225 Custodian-\$933.33 JSO -\$1,750	\$7816.60
Jeff Davis		7 hours a day =\$245		6 hours a day = \$186.66		7 hrs a day =\$350	Employee - \$1225 Custodian-\$933.33 JSO -\$1,750	\$7816.60
Darnell Cookman		7 hours a day =\$245		6 hours a day = \$186.66		7 hrs a day =\$350	Employee - \$1225 Custodian-\$933.33 JSO -\$1,750	\$7816.60
Northwestern		7 hours a day =\$245		6 hours a day = \$186.66		7 hrs a day =\$350	Employee - \$1225 Custodian-\$933.33 JSO -\$1,750	\$7816.60

Total: \$31,266.40

\$13,733.60 for DCPS to host additional weeks in the future, as well as purchase equipment, supplies, and marketing/advertising.

Total = \$45,000

BOARD ACTION ITEM:

FINANCE COMMITTEE: JULY 10, 2019

BOARD MEETING DATE: JULY 17, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: JOE PEPPERS, CHIEF EXECUTIVE OFFICER

RE: REQUEST FOR PROPOSALS: JUVENILE JUSTICE DIVERSION PROGRAMS

REQUESTED ACTION:

The Board is asked to authorize the following actions:

1. Approve the issuance of a Request for Proposals (RFP) for Juvenile Justice Diversion Programs with the minimum qualifications, scope of services, evaluation criteria and performance metrics presented to the Board with such changes as are deemed appropriate by KHA staff and the Office of General Counsel.

NARRATIVE:

Successful applicants under this RFP will provide innovative and effective programs that focus on a comprehensive systemic framework for a diversion system of care that will utilize evidence-based practices for eligible youth diverted from formal prosecution. \$195,609.00 of the funds for this RFP were appropriated under Ordinance 2019-023. Remaining funds in the amount of \$514,609.00 are subject to appropriation in KHA's 2019-2020 Annual Budget Ordinance. KHA seeks to fund a diversionary pilot that:

1. Provides a trauma-informed framework grounded in a rights-based approach and utilizes restorative justice principles.
2. Implements valid instruments and tools to guide overall services and supports.
3. Aligns with the Kids Hope Alliance Essential Services Plan.
4. Is congruent with the Circuit 4 Juvenile Justice Advisory Board's Comprehensive Plan.
5. Adheres to the recommendations of the Juvenile Justice Advisory Committee.

FISCAL IMPACT:

RFP Amount is up to \$710,218.00

PROGRAMMATIC IMPACT:

The RFP will result in a new contract under the Juvenile Justice Essential Service Category.

GOVERNANCE IMPACT:

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.

ATTACHMENT A

RESPONSE FORMAT Diversion

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, July 31, 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

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 City Council District(s) included in the application, e) Contractor's Project Title, and f) Project term.

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 and other requirements, using the following chart or a similar format to clearly respond with yes or no answers:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	The contractor is a 501(c)(3) non-profit organization incorporated or qualified to do business in the State of Florida.
<input type="checkbox"/>	<input type="checkbox"/>	Applicant must have at least one year of prior experience providing Juvenile Justice Programs.
<input type="checkbox"/>	<input type="checkbox"/>	Applicant must have all licenses and permits required to conduct its business.

Required Forms/Attachments. 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.
- 6) The organization's last complete fiscal year operating budget.
- 7) 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.
- 8) Documentation that demonstrates staff are certified in the proposed programs.
- 9) One-page Letters of Collaboration from each partner mentioned in the response, along with a description of the nature of the partnership and services they provide.

EVALUATION CRITERIA

PROJECT BUDGET AND BUDGET NARRATIVE (10 POINTS POSSIBLE)

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 (5 Points)

Provide a budget format illustrating how the program will be fiscally administered. With each budget line item, include a narrative for how each line item will be spent.

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.

The budget must include required staff members and enough funds to address the activities and program requirements.

Budget restrictions include the following: 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 (5 Points)*

This section of your grant proposal package helps explain and, more importantly, justify the numbers in your proposed budget (Budget Form 1). 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).

**PROJECT NARRATIVE
(90 POINTS POSSIBLE)**

The Project Narrative must demonstrate your capability to implement the diversion program 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 (10 Points)*

The applicant must provide an address 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 this location.

Part of the need statement should be a clear vision for working with the targeted population 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 program components. The statement should also include a clear vision for what is needed in terms of serving the targeted population and working with community partners 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 (10 Points)*

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

Explain the intended outputs of any community partners along with the services they intend to provide. Make sure one-page letters of collaboration are included in the application package for each of these community partners.

3) *Project Design / Implementation Plan (40 Points)*

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 program. Specify how the proposed methods are innovative as well as appropriate for the targeted population in Jacksonville and how the community will be creatively engaged in services.

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 program).

Please include details that include procedures, services, delivery methods, meal and/or snack plans, incentive plans, or any other details of significance to the program. The program should include Cultural sensitivity, models of services for juvenile justice involved youth or at-risk youth, and trust-based interventions. The program should utilize evidence-based models that have demonstrated positive outcomes. The program should strive to ensure at-risk youth participants' growth and success in academic, career, and civic potential. Include:

- Program orientation
- Program Activities
- System of Care Values and Core Principles
- Family Engagement
- Metric recidivism/arrest.

4) *Essential Services Goals and Performance Measures (10 Points)*

Include a description of how the project activities will align with the KHA Essential Services Plan 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. Includes a description of how the project activities will align with the Program Performance Measures.

5) *Organizational, Administrative, and Fiscal Capacity along with staffing and staffing requirements (10 Points)*

Provide information on the contractor's organization, facilities, and current mission, structure, staffing, and relevant experience. Describe how these factors will contribute to the ability of the organization and partners to conduct the program requirements and meet program expectations.

Describe required staff hiring, qualification, training, and responsibilities along with information on how they will be selected (criteria and process). Discuss the quality of the personnel in relationship to the targeted population education/experience as well as their capacity and qualification for providing the program listed under *Project Design / Implementation Plan*. Include roles and responsibilities for reporting and data requirements.

6) *Evaluation, reporting, and sustainability (10 Points)*

Describe how you will measure success for each program component listed in your project design. Relate the measurements to the Essential Services Plan Goals - Performance Metrics 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 participant learning that was gained over the course of the program. Explain how you will continue the program.

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:

REQUIRED DOCUMENTS - GENERAL INFORMATION	Yes		No		
All requested information is included					
PROJECT BUDGET AND BUDGET NARRATIVE (10 TOTAL POINTS POSSIBLE)	Superior	Average	Below Average	Poor	Missing
1) <i>Budget Form</i>	5	4-3	2	1	0
2) <i>Budget Narrative</i>	5	4-3	2	1	0
PROJECT NARRATIVE: (90 TOTAL POINTS POSSIBLE)					
1) <i>Statement of Need</i>	10	9-5	4-2	1	0
2) <i>Expected Outcomes and Outputs along with community partners output (and a one-page letter of commitment for each)</i>	10	9-5	4-2	1	0
3) <i>Project Design / Implementation Plan</i>	40-30	29-19	18-8	8-1	0
4) <i>Essential Services Goals and Performance Measures</i>	10	9-5	4-2	1	0
5) <i>Organizational, Administrative, and Fiscal Capacity along with staffing and staffing requirements</i>	10	9-5	4-2	1	0
6) <i>Evaluation, reporting, and sustainability</i>	10	9-5	4-2	1	0
<i>Total Possible</i>	90-100				

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:

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

- _____ Required forms are included in Required Documents file. This file includes Letters of Collaboration from each named partner.
- _____ 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

**KIDS HOPE ALLIANCE
REQUEST FOR PROPOSALS
JUVENILE JUSTICE DIVERSION PROGRAMS**

Minimum Qualifications to Apply:

- Applicant must be a 501(c)(3) nonprofit entity organized in the State of Florida or authorized to do business in the State of Florida.
- Applicant must have all licenses and permits required to conduct its business.
- Applicant must have at least one year of prior experience providing Juvenile Justice Programs.

Total Funding Available:

KHA plans to award up to \$710,218.00 to fund a diversionary pilot Juvenile Justice Program and services for the contract period September 1, 2019 through September 30, 2020. As of the date of this RFP, \$195,609.00 has been appropriated for the Program by the Jacksonville City Council. The remaining funds are subject to appropriation by the Jacksonville City Council in KHA's 2019-2020 Budget Ordinance. KHA will have the option, in its sole discretion, to renew the contract for two additional one-year periods.

SCOPE OF SERVICES

Program: Juvenile Justice Prevention and Intervention Programs

Statement of Need:

Under the Kids Hope Alliance (KHA) mission and vision, KHA seeks to develop a comprehensive systemic framework for a diversion system of care that will utilize evidence-based practices for eligible youth diverted from formal prosecution. To accomplish this goal, KHA seeks to fund a diversionary pilot that:

1. provides a trauma-informed framework grounded in a rights-based approach and utilizes restorative justice principles.
2. implements valid instruments and tools to guide overall services and supports.
3. aligns with the Kids Hope Alliance Essential Services Plan.
4. is congruent with the Circuit 4 Juvenile Justice Advisory Board's Comprehensive Plan.
5. adheres to the recommendations of the Juvenile Justice Advisory Committee.

Program Overview:

The KHA Juvenile Justice Programs consist of programs, services and activities designed to invest in children before they exhibit behaviors that require system interventions and reduced delinquency and crime. Programs in this category will directly target "at-hope" children and youth and those who exhibit problem behaviors such as defiance, truancy, running away from home and other pre-delinquent behaviors.

KHA seeks the development, implementation and delivery of innovative and effective programs to address juvenile delinquency prevention and intervention efforts throughout Duval County that will guide and support the KHA diversion efforts and include, but are not limited to: conducting diversionary hearings, screening, assessment, case management/case planning, care coordination, mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational program, substance abuse intervention, education enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system.

The proposed Program should address how the Program will engage and work with parents, families, caregivers, and other key support networks.

KHA Essential Services Plan:

The KHA Essential Services 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 Services Category related to the funding. In this case, the essential services category is Juvenile Justice Prevention and/or Intervention Programs. The goals and performance metrics are below for reference and more information can be found in the Essential Services Plan document, which can be downloaded from the Kids Hope Alliance website: www.kidshopealliance.org.

Continuum of Services

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.

Juvenile Justice Prevention and/or Intervention Programs:

5. Prevent Child and Youth Involvement in Delinquent Behaviors
6. Increase Child and Youth Desistance

Essential Services Plan Goals – Impact Strategies and 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
 - 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 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. Prevent Child and Youth Involvement in Delinquent Behaviors
 - Decrease in number of disciplinary referrals & suspension rates
 - Decrease in percentage of chronic absenteeism and truancy rates
 - Increase in graduation and high school equivalency rates for youth who have been involved with the juvenile justice system
 - Parent and Youth Survey Participation and analysis of results

6. Increase Child and Youth Desistance

- Decrease in recidivism as measured by: Any rearrests-with a delineation of the type of crime adjudicated arrest
- Number of students screened for mental and behavioral health factors
- Number of student referrals for mental health counseling
- Number of students completing treatment
- Percentage of students improving overall functioning after completing treatment, as assessed by a decrease in CFARS (Children's Functional Assessment Rating Score) post-test scores
- Increased number of at-hope youth connected to work
- Increased number of at-hope youth who return to school
- Increased graduation rates
- Increased number of at-hope youth who earn high-school equivalency degree
- Decreased truancy rates
- Decreased number of conduct referrals
- Increased school attendance
- Improved school performance (academic and behavioral)
- Increased participation in school or community related activities

Program Design Options: Applicants will propose a program that provides an innovative diversion framework:

- In addition to the required performance metric of recidivism/arrest, Applicant will select appropriate and relevant programmatic metrics from the **Juvenile Justice Prevention and/or Intervention** Essential Service Plan metrics listed above.
- Diversion model programs are focused on eligible youth diverted from formal prosecution who may be disengaged in school, have experienced trauma or violence, are suffering from learning or emotional difficulties, or making poor decisions that increase the possibility of interaction with the criminal justice system.

Program Design Requirements:

- **Applicant will provide a data-driven statement of need that identifies the unmet programmatic needs of at-hope youth who have been arrested and are eligible for juvenile justice diversion.**
 - Statement of need will address the implementation and delivery of an innovative and effective program to address juvenile diversion efforts throughout Duval County.
 - Applicant will address the problem identified in the statement of need and develop a comprehensive solution in response to the problem (program design).
 - Applicant will describe program staffing requirements and qualifications.
 - Applicant will describe how the program will engage families, caregivers, informal and formal supports (including faith-based and community organizations).
 - Metric recidivism/arrest.
 - An applicant proposing to provide therapeutic interventions must be a Medicaid provider.
 - Applicant will describe how they will identify and address trauma in the population of focus.
 - Applicant will describe how they will incorporate restorative justice principals, if applicable.
 - Applicant must propose the number of children they will serve during the contract period.
 - The program must demonstrate ability to engage families.

- o Applicant must demonstrate history of delinquency program development, implementation and evaluation.

Staff Requirements:

Required Staff Training:

- a. The Contractor shall ensure staff have the following training prior to the delivery of services:
 - i. Overview of services and program
 - ii. Level 2 Background Screening
 - iii. Incident reporting,
 - iv. CPR/First Aid,
 - v. Trauma-Informed Training,
 - vi. Youth Mental Health First aid,
 - vii. FERPA/HIPPA Awareness training
 - viii. Restorative justice principles
 - ix. Cultural competency
- b. The Contractor is responsible for all training costs associated with the contract. However, some of these trainings are available at KHA. Check the KHA website for course and available training (kidshopealliance.org).
- c. Staff must have a Level 2 Background Screening as a condition of employment. Provider shall repeat the Level 2 Background Screening at least every 5 years from the date of the initial screening or re-screening.
- d. All staff delivering services to DJJ youth must have in his/her personnel file, maintained by the Contractor, documentation demonstrating successful completion of required training, documents of required training for the delinquency intervention to be provided, and minimum education and professional qualification for the applicable position documentation of the completion of minimum training topics, with the number of hours earned shall be maintained in each employee's personnel file, updated on a yearly basis, and available for review by KHA contract manager.

Staff Changes

Awarded Contractors are required to notify KHA in memorandum form of any change to top staff or program personnel within seventy-two (72) hours of the change. Failure to do so is grounds for termination at the sole discretion of KHA.

Cultural Responsivity Requirements:

Staff should be diverse, culturally competent and reflect the communities that they will serve. To effectively meet the needs of individual families and children while delivering the program, the Applicant must describe how they will:

- Hire highly qualified staff (e.g., training, education, skills and experience acquired),
- Hire staff that is diverse, culturally competent, and multi-lingual that reflects the community they will be serving.
- Deliver services to youth and families that are culturally and linguistically competent and are youth-guided and family-driven.

Collaboration with Community Partners:

KHA places value on collaboration among community organizations. Across all initiatives, the cross-collaboration strategies are intended to build upon established relations and create new relationships with community organizations that support a variety of needs of children and family participants. It is within this context that KHA expects Contractor's programs to serve as gateways to other needed services that are not directly provided by the Contractor. KHA expects successful Contractors to clearly

demonstrate that the proposed program is not being performed in isolation, but rather the service is connected to and integrated with the community considering existing programs, initiatives, systems of care, and identified community needs.

Whenever appropriate, Contractors are encouraged to establish and maintain local and systemic partnerships with other services and programs funded by the KHA, Duval County Public Schools, faith-based organizations and churches, and/or local parks and recreation centers. These community partnerships may provide for the use of other in-kind resources. Proposed collaborations with other organizations are expected to demonstrate systemic opportunities for sharing services and data, which adds value to the proposed programming structure, such as referral sources and follow-up for needed services which are not provided directly by the Contractor.

NOTE: Letters of Collaboration will be required from all partners mentioned in the response, along with a description of the nature of the partnership and services they provide.

System of Care Values and Core Principals:

KHA is committed to System of Care values and core principals. A System of Care is an organization framework that involves collaboration across agencies, families, and youth for the purpose of improving access and expanding the array of community-based, culturally and linguistically competent services and supports for children and youth with emotional, mental, or behavioral challenges and their families. The values and core principles of System of Care indicate that programs serving children, youth, and families will be family-driven, youth-guided, and culturally and linguistically competent. Programs that are family-driven recognize that families have a primary role in the care of their children. Youth-guided program create safe environments that give young people a voice in the care of their own treatment. Cultural and linguistic competence is defined as the capacity of an organization to provide services that are respectful and responsive to cultural differences such as race, ethnicity, sex, religion, age, language proficiency, etc.

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.
- Parental Consent Forms for all participating students must be obtained by Contractor and maintained at the program site or agency administrative office. Parental Consent Forms must give permission for KHA to access and or use participant data, program data, and program activities in its generated report.

- 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:
 - DCPS 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.

- Program Data Collection - The Contractor shall keep their own reports on all referrals, placement (admissions), and releases with dates and reasons notated for each youth. At a minimum, the following data shall be collected and reported on a monthly basis to the governing Task Force as well as in the KHA SAMIS system as required throughout the term of the contract:
 - Demographic information as listed above
 - Date of youth admission for service, and date of discharge/release
 - Release reason for each youth admitted,
 - Behavior characteristics of youth admitted to the program.
 - Types of intervention services provided, and
 - Successful and unsuccessful completions. NOTE: Successful completion is defined as having none of the following: a) failure to appear for court hearings, b) new law violations pending court or while participating in the program, and c) technical violations resulting in a secure detention placement.
- Other Required Data
 - The 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.
 - Written reports and appropriate data will be provided to KHA (via SAMIS).
 - Monthly Summary Report - Submitted monthly, the report will include each youth admitted to the program which details the intervention services and activities provided over the past twenty-one (1) calendar days, the number of days the youth received services, the youth's progress in meeting goals of the court order, incidents, and a summary of the youth efforts as successful as well as unsuccessful exits along with explanations. Documentation of progress in achieving gains in KHA Continuum of Services goals as well as JJ goals, as reflected in the KHA Essential Services Plan.

Protection of Participant Data

- If Contractor experiences a security breach concerning any information covered by this RFP, 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.

Invoice/Payments

Contractors will be reimbursed on a monthly basis on the submission of an invoice with associated monthly costs. An initial 25% advance payment can be provided at the request of the Contractor. Applicants should outline program costs in their proposal.

Staff Requirements:

- Staff must be trained in Trauma Informed Training (if training is needed, it may be requested and provided by KHA).
- Organization must demonstrate experience in delinquency program development, implementation and evaluation
- Staff will have a Level 2 Background Screening. Staff must be screened and cleared prior to the start of the program.
- At least one staff member must be CPR/First Aid trained and a CPR/First Aid trained staff member must always be on site.

Documentation Requirements:

Juvenile Justice Program records must include program roster, name, age, gender, address, school of enrollment, other demographic information, attendance, progress notes, and outcome measures.

Protection of Participant Data

- The Contractor will only authorize the access of data by properly trained personnel who have signed a non-disclosure statement provided by the KHA.
- 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.
- Upon termination of the Contract, if requested by KHA and consistent with the retention requirements of Florida's public records laws, Contractor shall destroy all data or information that contains personal information collected and stored under the Contract. Furthermore, Contractor shall ensure that the destruction of that data or information maintains the confidentiality of the contents of such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).

Monitoring

The Contractor will:

1. Provide progress reports, including data reporting requirements as specified in this **Section 4**. These reports will be used for monitoring progress and performance of the services as specified in Contractor's application for funding.
2. Provide access to, or furnish whatever information is necessary to effect this monitoring.
3. Permit the City and/or KHA to monitor the program operated by the Contractor or approved subcontractor or assignee to ensure compliance with applicable city, state and federal laws and regulations. Said monitoring will include access to all client records and records of all personnel who have access to clients.
4. The Contractor shall maintain financial and accounting records and conduct transactions in accordance with generally accepted accounting principles, as required in Florida Statutes. All Contractor's financial records shall be maintained in such a manner so as to permit positive and ready identification at all times.
5. Contractor's records shall be made available for audit, copying or inspection purposes at any time during normal business hours and as often as KHA or the City of Jacksonville Council Auditor may deem necessary.
6. Failure of Contractor to keep and maintain records as required in this Agreement shall be a material breach of this Agreement and shall justify termination by KHA, at the sole and exclusive discretion of the Kids Hope Alliance

Criteria for Final Completion of the Contract.

The contract will be completed upon submission and acceptance of the following:

1. Final Invoice
2. Return of unused funds (if applicable)
3. End of Year Report

The Contractor shall submit to the Kids Hope alliance forty-five (45) days after the close of this Agreement, a final report. Such report will summarize all contract activities, services provided, clients served, and outcomes documented to date. The report will also contain current demographic data, the levels of achievement attained for each client performance indicator and outcome measures, including a description of the data and methodology used to determine the reported outcomes. Outcomes requiring a one-year follow-up of clients will be reported again to the Kids Hope Alliance no later than thirty (30) days after the end of the contract year.

Additional Terms and Conditions

Voice and Image Release Reporting

The Contractor shall ensure that a Voice and Image Release form, a copy of which has been provided to Contractor, is completed prior to publishing and copyrighting any activities involving children participating in the Program.

Incident Reporting

- a) The Contractor is to establish procedures to facilitate reporting of incidents to program management and to the Kids Hope Alliance
- b) The Contractor will notify the Kids Hope Alliance Contract Administrator via telephone and/or fax immediately upon learning of an out-of-the-ordinary incident and after being assured that any remaining hazards have been eliminated and any necessary emergency assistance has been obtained. After such notification, the Contractor will submit the required written report as required.
- c) All incidents must be reported on the form provided by the Kids Hope Alliance and reported no later than forty-eight hours after occurrence. KHA requires reporting of incidents, occurrences or events within funded programs which:
 1. Place clients or employees at risk
 2. Result in serious injury to clients or employees
 3. Require the direct intervention of program or agency management staff
 4. Could generate favorable or negative public reaction or media attention.
- d) Reportable incidents include, but are not limited to, the following examples:
 1. Notable client achievement(s)
 2. Abduction/kidnapping of a client
 3. Auto accident resulting in injury
 4. Bomb threat
 5. Employee misconduct including law violations
 6. Epidemic or other public health emergency
 7. Fire, flood or other disaster
 8. Injury to client or employee requiring medical attention
 9. Media coverage - actual or potential
 10. Missing client/ runaway
- e) Any incidents or allegations of Abuse, Neglect or Exploitation must be reported immediately to the Abuse Registry at 1-800-96-ABUSE, as well as to KHA within 48 hours.

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.	Monthly	SAMIS (document repository)	The 10 th of the following month.
Activities	Narrative description of services provided during the program, including response times and outreach methods.	Monthly	SAMIS (document repository)	The 10 th of the following month.
Quarterly Reports	Summary (to-date) of the program's services/analysis of outcomes, issues that occurred, solutions to the issues, and general lessons learned. Specific connectivity to identified quantifiable and qualitative outcomes; KHA Essential Services Plan; and KHA Continuum of Service goals.	Four times each year	SAMIS (document repository)	Last work day in the months of March, June, Sep, and Dec.
End of Program Report	Summary of the program's services/analysis of outcomes, issues that occurred, solutions to the issues, and general lessons learned. Specific connectivity to identified quantifiable and qualitative outcomes; KHA Essential Services Plan; and KHA Continuum of Services goals.	Once	SAMIS (document repository)	Forty-five days after the conclusion of the program.

BOARD ACTION ITEM:

FINANCE COMMITTEE: JULY 10, 2019

BOARD MEETING DATE: JULY 17, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: JOE PEPPERS, CHIEF EXECUTIVE OFFICER

**RE: HEALTHY FAMILIES JACKSONVILLE SUBCONTRACT RENEWAL WITH
THE NORTHEAST FLORIDA HEALTHY START COALITION FOR 2019/2020**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve recommending a renewal to the following procurement award, to be executed for 3 months from July 1, 2019 – September 30, 2019 with the option to renew for an additional 3 months after this period.

<i>BID</i>	<i>AGENCY</i>	<i>PROGRAM</i>	<i>FUNDING</i>
ESC-0490-16	Northeast Florida Healthy Start Coalition	Healthy Families	\$452,584.75

- 2) Authorize the CEO to execute the final contract amendment on behalf of the Kids Hope Alliance.

NARRATIVE:

Each year, funding recommendations are made to the Board for the following fiscal year. The recommendations are based on an analysis of programmatic outcomes, priorities determined by the Board of Directors, as well as a projection of anticipated funding for the following year.

The Northeast Florida Healthy Start Coalition, Inc. became the subcontractor for Healthy Families Jacksonville services on October 1, 2016 and continues to provide those services at current. The current recommendation is to recommend the renewal for 3 months with an option to renew pending the outcome of a corrective action plan for an improvement in program performance.

FISCAL IMPACT:

The Northeast Florida Healthy Start Coalition will receive funding in the amount of \$452,584.75.

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval. 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:

GOVERNANCE COMMITTEE:

FINANCE COMMITTEE:

BOARD MEETING DATE: JUNE 19, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: JOSEPH PEPPERS, CHIEF EXECUTIVE OFFICER

**RE: FUNDING RECOMMENDATIONS: BID # ESC 0497-19 YOUTH STEAM
 CAMPS**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the funding of Communities In Schools of Jacksonville Inc., Renaissance Jacksonville Inc., and Teen Leader's of America Inc. as listed in Exhibit I.

- 2) Approve issuing an advance payment of up to 25% per the terms of RFP ESC-0497-19.

- 3) Authorize the CEO to execute contracts and amendments as necessary.

NARRATIVE:

Bid # ESC 0497-19 Youth STEAM Camps closed on June 12th 2019. Communities In Schools of Jacksonville, Renaissance Jacksonville and Teen Leader's of America met all of the minimum contractor requirements as stated in **Section 1.4** and submitted all required documents as stated in **Attachment A** of the RFP. Additionally, each provider scored above the minimum score of 70. Award amounts were determined based on the applicants score/request from highest to lowest.

FISCAL IMPACT:

Total award amount is \$100,000.00. See Exhibit I

GOVERNANCE/PROGRAM IMPACT:

This action requires Board approval.

OPTIONS:

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

STAFF RECOMMENDATION:

Staff recommends approval.

ESC 0497-19 Funding Recommendations

	BID	Agency Name	Site Name	Site Address	City	State	Zip	Scores	# Children Served	FY 19 COST / YOUTH	FY 19 FUNDING
1	ESC 0497-19	Teen Leaders of America	Edwards Waters College	1859 Kings Rd.	Jacksonville	FL	32209	89	40	\$ 400	\$ 16,000.00
2	ESC 0497-19	Communities in Schools	Shiva Robotics Academy	7044 Beach Blvd	Jacksonville	FL	32216	73	80	\$ 400	\$ 32,000.00
3	ESC 0497-19	Renaissance Jacksonville	Jacksonville Arts and Music School	3315 Liberty St N,	Jacksonville	FL	32206	72	50	\$ 400	\$ 20,000.00
3	ESC 0497-19	Renaissance Jacksonville	Renaissance Jax	2671 Gilmore St.	Jacksonville	FL	32204	72	80	\$ 400	\$ 32,000.00
										TOTAL	\$ 100,000