



## June Governance and Programs Meeting Agenda

Jun 5th, 2023 12:30pm - 1:30pm EDT

KHA Board Room

### 1. Introductions and Instructions

Rose Conry, Governance and Programs Committee Chair

12:30pm

### 2. Public Comment

Public comment will be taken once at the beginning of the meeting for all items that will be voted on at the meeting. These comments should only be in reference to those action items below.

A separate public comment time will be open at the end of the meeting for any general comments to be made by the public.

### 3. Approval of April Minutes

 [Governance and Programs April Meeting Minutes](#)

### 4. New Business

#### a. Emerging Provider RFP Approval

Debbie Verges, Special Projects

 [23-008 Emerging Providers RFP Approval](#)

#### b. Sharon Darling Grant Approval

Dae Lynn Kennedy, Assistant Director of Grants Management

 [23-009 Sharon Darling Grant Approval](#)

 [Intent to Apply - Sharon Darling Grant](#)



5. **Public Comment**

6. **Next Steps and Meeting Schedule**

END  
1:30pm

1. Introductions and Instructions

Rose Conry, Governance and Programs Committee Chair

Rose Conry called the meeting to order at 12:30 p.m. and asked if there were any public comments. There were no public comments; therefore, Ms. Conry moved to the approval of February minutes. Members present included Rose Conry, Marsha Oliver and Board Chair Dr. Marvin Wells. City Council President Terrence Freeman was also in attendance.

2. Approval of February Minutes

Rose Conry asked for a motion to approve the February 2023 minutes.

Motion: Marsha Oliver

Second: Rose Conry

Approved 3-0

3. New Business

Kenneth Darity, Chief Programs Officer

a. Single Source Contracts - (Early Learning and Special Needs)

Mr. Darity requested that the Board approve new Single Source contracts for the Business Leadership Institute for Learning, Inc., the Jacksonville Public Education Fund and the Allison Brundick Haramis Foundation dba Angels for Allison. The effective date for these contracts is August 1, 2023 - May 31, 2024 and the total amount of funding is \$355,000.00.

Motion: Rose Conry

Second: Marsha Oliver

Approved 3-0

b. Contract Exemptions - (Early Learning, Out of School Time, Juvenile Justice and Special Needs)

Mr. Darity asked the Board to approve new contracts based on Procurement contract exemptions. These contracts are for the Early Learning Coalition of Duval, Inc., Lutheran Services Florida, Inc., Boys and Girls Clubs of Northeast Florida, Inc., The District Board of Trustees of Florida State College of Jacksonville and Hope Street, Inc.. The effective date for these 1st year contracts is fiscal year 2023-2024 and the total funding amount is \$3,705,209.

Motion: Marsha Oliver

Second: Rose Conry

Approved 3-0

c. Single Source Contracts - (Preteen/Teen)

Mr. Darity asked the Board to approve Procurement Single Source contracts for Goodwill Industries of North Florida, Inc.'s MYLAC and Take Stock in Children programs. The effective date for these programs is August 1, 2023 - May 31, 2024 and the approximate funding amount is \$170,000.00 for the first year and \$204,000.00 for subsequent years. Rose Conry recused herself from this vote because she is a Contractor for Goodwill. Ms. Conry asked for public comments and there were none. She then asked for a motion to approve this agenda item.

Motion: Marsha Oliver  
Second: Marvin Wells  
Approved 2-0

**d. Grant Application - Special Needs**

Dae Lynn Kennedy requested approval of the application for the Substance Abuse and Mental Health Services Administration (SAMHSA) grant for fiscal year 2023. The grant application was due on March 21, 2023 and the funding amount is \$4,000,000.00 over a four year period. KHA is providing \$75,000 in cash match and \$88,811 as an in-kind match for office space. Rose Conry asked for a motion to approve this agenda item.

Motion: Rose Conry  
Second: Marsha Oliver  
Approved 3-0

Rose Conry thanked the providers for the impact they are making on Jacksonville's children by offering such great services.

**4. Public Comments**

Rose Conry asked if there were any public comments. Leon Baxton, CEO of Communities in Schools, acknowledged Council President Terrence Freeman's presence and thanked him for recently hosting three high school classes at City Hall.

**5. Next Steps and Meeting Schedule**

Mike Weinstein indicated that June meeting dates will be shared with the Board for their approval at a later date. Dr. Grass provided a summary of Family Reading Day which included over 400 families, the dissemination of free books, a Book Character Parade and free lunch. Council President Terrence Freeman thanked CIS for allowing their students to visit City Hall. The meeting was adjourned, by Rose Conry, at 1:30 p.m..

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**BOARD ACTION ITEM:**                    **REQUEST FOR PROPOSAL:  
CAPACITY BUILDING: EMERGING PROVIDER  
ACADEMY**

**CATEGORY:**                                **EARLY LEARNING, SPECIAL NEEDS, JUVENILE  
JUSTICE, OUT OF SCHOOL TIME, PRE-TEEN/TEEN**

**GOVERNANCE MEETING:**            **JUNE 5, 2023**

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

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve the issuance of the following Request for Proposal (RFP) with the minimum qualifications, scope of services, evaluation criteria and performance metrics in the form presented to the Board with such minor changes as deemed appropriate by KHA staff, the office of General Counsel and the City of Jacksonville’s Procurement department:
  - o Capacity Building: Emerging Provider Academy

This RFP is being released in tandem with the Office of Grants and Contracts Compliance.

- 2) Authorize the CEO of Kids Hope Alliance to execute contracts with the selected bidder (s) under the RFP as awarded in accordance with the City of Jacksonville’s Procurement Code.

**NARRATIVE:**

Successful applicants under this RFP will provide programming in any essential service category. The initial term of contracts awarded under the RFP will be September 1, 2023, through May 31, 2024, with options to renew for three additional full one-year terms, at the discretion of KHA.

**FISCAL IMPACT:**

Funding is made available through the KHA Trust Fund as follows: Year One: Up to \$200,000, Year Two: Up to \$280,000, Year Three: Up to \$400,000 and Year Four – Up to \$520,000.

**OPTIONS:**

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

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

Print Name and Title: \_\_\_\_\_

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

**FINANCE MEETING:      JUNE 7, 2023**

**BOARD MEETING:      JUNE 8, 2023**

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**BOARD ACTION ITEM:**                    **GRANT APPLICATION: THE SHARON DARLING INNOVATION FUND (SDIF) FAMILY LEARNING SYSTEM CHALLENGE AT THE NATIONAL CENTER FOR FAMILIES LEARNING (NCFL)**

**CATEGORY:**                                **EARLY LEARNING**

**GOVERNANCE MEETING:**            **JUNE 5, 2023**

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

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve the application for The Sharon Darling Innovation Fund (SDIF) Family learning System Challenge at the National Center for Families Learning (NCFL) grant.
  
- 2) If awarded, authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder and all other documents necessary to comply with grant requirements, including any sub-contracts identified in the grant proposal.

**NARRATIVE:**

The purpose of this grant funding is to develop and implement innovative programs, products, processes, or strategies aimed at significantly improving family literacy, engagement and leadership. The goals of this grant are to support the development of strong, positive relationships between families, schools or community organizations and to provide families with the resources and support they need to participate in literacy and learning activities. Additional goals include improving learning outcomes for children and adults, such as literacy and language skills, which lead to equitable and thriving communities.

Goals and Objectives of the Grant:

- Increase access and quality of educational opportunities for their families.
- Increase the number of families participating in literacy and learning activities.
- Improve the learning outcomes for children and their parents.
- Enhance and increase positive interactions between parenting adults and their children.
- Develop the leadership skills of parenting adults and caregivers.
- Support and promote the development of strong, positive relationships and engagement between families and schools or communities.

This grant proposes activities to support Celebrate Reading Week in Spring 2024, including a Science, Technology, Engineering and Math (STEM) Make and Take-Home Family Toolkit for Pre-K – 3<sup>rd</sup> grade youth and their families. The toolkit was developed by the University of North Florida’s College of Education and Human Services.

This grant will be in collaboration with ReadJax, Jacksonville Public Education Fund, Jacksonville Public Library, University of North Florida’s College of Education and Human Services, and other community providers. Six hundred youth and families will be served.

The grant application was due May 1, 2023, prior to the board meeting and was submitted. If the vote is to decline the submission, the application will be withdrawn from funding consideration.

**FISCAL IMPACT:**

The grant is for \$30,000.00 over an eighteen month period. In-kind or cash match is encouraged. KHA is providing \$10,000 in cash match for Celebrate Reading Week activities.

**OPTIONS:**

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

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

Print Name and Title: \_\_\_\_\_

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

**FINANCE MEETING:      JUNE 7, 2023**

**BOARD MEETING:        JUNE 8, 2023**



**MEMORANDUM**

**TO:** Michael Weinstein, Chief Executive Officer  
Kenneth Darity, Chief Programs Officer

**FROM:** Dae Lynn Kennedy, Assistant Director, Research and Grants  
Eric McClure, Director of Grants Management

**SUBJECT:** Intent to Apply for Grant: The Sharon Darling Innovation Fund (SDIF)  
Family learning System Challenge at the National Center for Families Learning (NCFL)

**DATE:** April 26, 2023

**Board of Directors**

- Dr. Marvin Wells  
*Chair*
- Tyra Tutor  
*Vice Chair & Treasurer*
- Rose Conry  
*Secretary*
- Rebekah Davis
- Kevin Gay
- Marsha Oliver
- Jenny Vipperman

**Board Liaisons**

- Duval County Public Schools
- Jacksonville City Council
- Jacksonville Sheriff's Office
- Public Defender's Office
- State Attorney's Office

**Executive Staff**

- Mike Weinstein, J.D.  
*Chief Executive Officer*
- Saralyn Grass, Ed.D.  
*Chief Administrative Officer*
- Kenneth Darity  
*Chief Programs Officer*

The Research and Grants Department of Kids Hope Alliance (KHA) respectfully request Senior Leadership to review the recommendation as provided on the attached Grant Matrix. The attached Grant Matrix provides an overview of the minimum requirements of the prospective grant and KHA obligations if an application is submitted.

Upon review of the attached Grant Matrix, Senior Leadership recommends the following:

- Submit a grant application on behalf of KHA
- Further information is requested, schedule a follow up meeting
- Do not submit a grant application on behalf of KHA for the following reason(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following documentation is accompanying this memo:

Exhibit 1: Completed Grant Matrix

**Cc:** Saralyn Grass, Chief of Grants and Contract Compliance

Attachment A

Funding Opportunity Name: The Sharon Darling Innovation Fund (SDIF) Family Learning System

Challenge at the National Center for Families Learning (NCFL) Date: 4/26/2023

Deadline(s): 5/1/23 Size of Award: \$30,000 per year for 1.5 years

Required Match Needed? Y If yes, amount and funding Index Code \_\_\_\_\_ In-kind \_\_\_\_\_

Enhancement Funding Needed? N If yes, amount and funding Index Code \_\_\_\_\_

Prioritized Checklist for Reviewing a Grant Application				
Category	Assessment Question	Yes	No	Unsure
Purpose	Is there a close match between KHA's mission and experience and the funding agency's purpose for providing this grant?	X		
	Is the grant consistent with KHA's Essential Services Plan?	X		
Eligibility	Is KHA (a government entity) eligible to apply for this opportunity? Is applying for this grant within the authority given to KHA in Chapter 77 of the City of Jacksonville's Ordinance Code?	X		
		X		
Competing Community Partners	Is there a community organization that is applying for this grant or eligible for this opportunity that would be a better fit than KHA?		X	
Deadline	Is the time between now and the deadline sufficient for KHA to prepare the grant proposal?	X		
Funding Amount/ ROI	Can KHA fit the budget for the proposed program between the funding floor (minimum grant allowed) and the funding ceiling (maximum award)?	X		
	Is the grant award adequate for the investment?	X		
Matching Requirements	Can KHA meet any matching funds requirement?	X		
	May in-kind contributions count toward the match?	X		
Number of Awards	Is the number of anticipated awards high enough that KHA is likely to be competitive?			X
Partnering Requirements	Does KHA have time to establish relationships, do we have existing relationships with required partners or are we members of an eligible coalition?	X		
Level of Staffing Available	Does KHA have the resources and expertise (and are there sufficient funds allowed in the grant budget) to manage the grant program expected by the funding agency?	X		
	If not, does the grant provide funding for additional resources?			
Regularity of Competition	Will KHA have another opportunity to apply for this program in the future if we decide not to pursue it now?			X
Technical Assistance	Will there be a workshop or webinar offered by the funding agency to help applicants know how to apply?		X	
Prior Experience	Will a new applicant receive as many points as applicants with previous grants or prior experience?			X
Priority/Bonus Points	Can we meet any required or optional competitive preference priorities or otherwise earn bonus points?		X	
Agencies/Providers	Are there any other agencies/ providers currently offering these services?	X		
Youth Served	How many children and/or youth will be served?	400-600		

Decision to Write This Proposal: x Yes, pursue \_\_\_\_\_ No, do not Pursue

Notes: \_\_\_\_\_

Approved by: Mike Weinstein Date: May 30, 2023