



January Finance Meeting

Jan 16, 2024 3:30pm - 4:30pm

1. Introductions and Instructions

Cynthia Nixon, Finance Chair

3:30pm

2. Public Comments

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

3. Approval of Minutes

 [November Finance Meeting Minutes](#)

4. New Business

a. KHA Financial Reports

Jessica Pitts, Finance Director

 [KHA Budget](#)

 [Grant Funds](#)

 [Other Funds](#)

b. Grant Application: AI for Human Agency Grant

Rodger Belcher, Chief Strategy Officer

 [24-001 AI for Human Agency](#)

 [AI Grant Matrix](#)

c. Mayor's Youth at Work Partnership

Kenneth Darity, Chief Administrative Officer


 24-002 MYAWP Increase

5. Finance Activities

Cynthia Nixon, Finance Chair

Dr. Saralyn Grass, Chief Executive Officer

a. January - Review Board Approved Policies

 22-014 Advance Procedure

 22-015 Audit Procedure

b. March - Mid-Year Review w/ Projections, Review of Renewals, Preliminary Discussion on Budget Priorities

6. Public Comments

7. Adjourn

4:30pm

Kids Hope Alliance - November Finance Meeting Minutes

November 27, 2023

1. Introductions and Instructions

Cynthia Nixon, Finance Chair

Cynthia Nixon called the meeting to order at 1:00 p.m. and began by introducing herself as the Treasurer and Chair of the Finance Committee. She then asked the other Finance Committee members and KHA Staff to introduce themselves.

Mrs. Nixon asked for a motion to allow Committee Member Kevin Gay to vote for action items on today's agenda since he joined the call via Zoom.

Motion - Carson Tranquille

Second - Cynthia Nixon

Approved 2-0

Members Present - Cynthia Nixon, Carson Tranquille, Kevin Gay (via Zoom) and Marsha Oliver.

2. Public Comments

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

3. New Business

Dr. Saralyn Grass, Chief Executive Officer

a. KHA Financial Reports

Jessica Pitts, Director of Finance

Mrs. Pitts summarized the Budget to Actual Preliminary statement for FY 22-23 as of 9/30/23. Specifically, she pointed out the preliminary earnings on investment, revenues, contributions from general fund transfers and expenditures year to date. She also emphasized that changes to the budget were mainly due to increases and decreases to other operating expense lines from the budget. Other budget changes were due to the carryover of encumbrances from the prior year.

Mrs. Pitts explained that recapture funds are program dollars which were not expended in the previous year. The final amount of recapture dollars is typically available from the city in the February/March timeframe.

A discussion was had regarding the city auditor's determination of recaptured funds and the ordinance which moves funds from our department to the City if they are unused.

The second report that Mrs. Pitts summarized was the Budget to Actual statement for FY 23-24 which covers 10/1/23 through 10/31/23. This report includes the carryover from FY22-23 which is reflected in Grants/Aids and Other Operating Expenses. She then detailed the revenues and expenditures reflected on the report.

The Finance Committee members requested to view the detailed financial reports which make up the summary reports (trust funds, external grants/aids, etc.) and Mrs. Pitts agreed to provide this information for future meetings.

b. UNF Intensive Summer Literacy

Dr. Grass explained that the purpose of this grant funding is to provide a more intensive summer program which includes high-quality coaching, extensive literacy support and dynamic family engagement components. UNF/FIE has developed a curriculum that was used in prior years and data analysis showed improvement in the summer learning loss. This new contract is based on the Procurement exemption for UNF/FIE in the amount of \$850,000. The contract date is January 1, 2024 through December 31, 2024 for year one and for subsequent years with up to three annual renewal options. Mrs. Nixon asked for a motion to vote on this action item.

Motion - Cynthia Nixon
Second - Kevin Gay
Approved 3-0

c. CAP Youth Artist Program

Lucy Chen, VP of Advocacy and Community Engagement at Cathedral Arts, summarized this Youth Artist Program which includes professional development for DCPS Teachers, pairing academic achievement with a field trip component and expanding these services to more students. The research demonstrated that a single, arts-based field trip initiative for elementary school students is an effective way to not only introduce students to the arts but also help them succeed in school by improving their grades in literacy, math, and science.

The contract amount is \$100,000. The contract date is January 1, 2024 through December 31, 2024 for year one and for subsequent years with up to three annual renewal options. Mrs. Nixon asked for a motion to vote on this action item.

Motion - Cynthia Nixon
Second - Kevin Gay
Approved 3-0

d. Ferst Readers Early Literacy

Dr. Grass summarized this program by explaining that the purpose of this increased funding is to provide one book per month to children from birth to 4 years old who are enrolled in a school readiness program. Children may take these books home and then the child care centers are also provided with a book on behalf of each child to build their classroom libraries. This initiative has already yielded positive results by involving families and teachers in the reading process.

This funding would expand the program for Ferst Readers in the amount of \$100,000. The contract date is January 1, 2024 through May 31, 2024, for year one and for subsequent years with up to three annual renewal options. Mrs. Nixon asked for a motion to vote on this action item.

Motion - Carson Tranquille

Second - Kevin Gay

Approved 3-0

e. Afterschool and Summer Literacy Expansion

Dr. Grass explained that these funds were provided as the result of a recommendation from the Mayor's Public Safety Transition Committee. The purpose of this grant funding is to increase funded seats at school and community based sites due to waiting lists. Mr. Leon Baxton, Communities in Schools, shared that this funding eliminated their 200 student waiting list and will also provide enhanced security in school sites that have over 100 students per day. The increased amount totals \$1,900,000. The contract date is December 15, 2023 through May 31, 2024 for year one and for subsequent years with up to three annual renewal options. Mrs. Nixon asked for a motion to vote on this action item.

Motion - Cynthia Nixon

Second - Carson Tranquille

Approved 3-0

f. Pediatric Mental Health Support

This action item was a recommendation from the Health and Wellness Transition Committee. The purpose of this grant funding is to support Pediatric Mental Health Support, a fully integrated, primary care and behavioral health pediatric practice in a community-based environment. Medical and behavioral services are provided at 9 locations and are open 7 days a week. A telehealth component is also available to break the barriers of transportation. There are 33,000 patients seen annually and of this number 25,000 children who receive Medicaid are served.

The services include traveling to crisis response services, case staffing, school staffing, and group meetings. Staff retention is threatened as compensation is 11% below the state average. The

funding will begin to fill the gap in uncompensated care and implement the model of integrated health in a manner that can be scaled to further improve outcomes for children and families.

The funding amount is \$430,000 over a 12-month period and up to a 10% increase in subsequent years. The contract date is January 1, 2024 through December 31, 2024 for year one and for subsequent years with up to three annual renewal options.

Board members asked the Angel Kids provider (Sarah Sayer) to explain the specific tracking we have in place to ensure that these mental health services are being delivered to the KHA population of students. This information will be discussed in greater detail at the December Board meeting. Mrs. Nixon asked for a motion to vote on this action item.

Motion - Carson Tranquille
Second - Kevin Gay
Approved 3-0

g. Workforce Development Education and Training Services RFP

Mr. Kenneth Darity and Mr. John Everett explained that funding for this RFP originated from The Jacksonville Upward Mobility Program, JUMP, initiative which is dedicated to fostering a resilient and skilled workforce, tailored to meet the evolving demands of contemporary professions. Participants, especially those from distressed communities, will benefit from targeted training sessions and pre-apprenticeships/apprenticeships that not only equip them with competencies for in-demand roles, but also expose them to Jacksonville's diverse industries.

Finance Committee members asked for an explanation of how KHA was able to tailor this funding to specific age groups. Shari Shuman explained the waiver of the age restriction as outlined in Sec. 180.106 of the JUMP ordinance which states that "The Kids Hope Alliance currently houses youth services including pre-apprenticeship and apprenticeship training programs. Accordingly, the Kids Hope Alliance shall administer and oversee JUMP. Notwithstanding any provisions to the contrary in Chapter 77, Ordinance Code, there shall be no age restriction for participation in JUMP. Successful applicants under this RFP will provide workforce development education and training services for a variety of age groups."

The initial term of contracts awarded under this RFP will be June 1, 2024 through May 31, 2025, with options to renew, at the discretion of KHA, for three (3) additional full one-year terms. Mrs. Nixon asked for a motion to vote on this action item.

Motion - Cynthia Nixon
Second - Carson Tranquille
Approved 3-0

4. Discussion of Activities and Timelines

Mr. Darity shared the proposed dates for upcoming Finance meetings which include January 16th at 3:30pm, March 25th at 2pm, May 15th at 2pm and July 17th at 2pm. Board Chair, Marsha Oliver, explained that increasing provider engagement and continuing bi-monthly site visits will continue to be a priority. A discussion was had and it was determined that Sunshine Laws allow committee members to host workshops, via Zoom, to obtain a greater understanding of KHA departments and for educational purposes. A quorum is not required for these workshops. Committee members decided to use this workshop meeting method instead of hosting monthly committee meetings.

5. Public Comments

There were none.

6. Adjourn

The meeting was adjourned by Cynthia Nixon at 2:42pm.

KIDS HOPE ALLIANCE

DOJ- Project RISE

Grant Period: October 1, 2023 to September 30,2024

Report Period: October 1, 2023 - December 31, 2023

	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:				
Intergovernmental Revenue	\$ 300,000	\$ -		\$ (300,000)
Interfund Transfer	\$ -	\$ -		\$ -
Total Revenues	\$ 300,000	\$ -		\$ (300,000)
EXPENDITURES:				
Salaries and Benefits	\$ 32,000	\$ 6,463	\$ -	\$ 25,537
Grants and Aids	\$ 268,000	\$ 25,014	\$ 242,986	\$ -
Total Expenditures	\$ 300,000	\$ 31,477	\$ 242,986	\$ 25,537
Total Revenues Less Expenditures	\$ -	\$ (31,477)	\$ (242,986)	\$ (274,463)

Purpose of Grant:

The purpose of the Project RISE grant is to develop and implement prevention strategies at an individual and community level to increase resiliency of children and youth exposed to violence.

Additional Information:

This grant is in year 2 of 3.

Drawdown of funds will be requested in January.

KIDS HOPE ALLIANCE

SAMHSA - JSOCC

Grant Period: September 30, 2022 to June 30, 2024

Report Period: September 30, 2022 - December 31, 2023

	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:				
Intergovernmental Revenue	\$ 1,000,000	\$ 769,185		\$ (230,815)
Intrafund Transfer	\$ 75,000	\$ 75,000		-
Total Revenues	\$ 1,075,000	\$ 844,185		\$ (230,815)
EXPENDITURES:				
Salaries and Benefits	\$ 74,500	\$ 50,482	\$ -	\$ 24,018
Internal Service Charges	\$ 500	\$ -	\$ -	\$ 500
Grants and Aids	\$ 1,000,000	\$ 877,577	\$ 122,423	-
Total Expenditures	\$ 1,075,000	\$ 928,060	\$ 122,423	\$ 24,517
Total Revenues Less Expenditures	\$ -	\$ (83,875)	\$ (122,423)	\$ (206,297)

Purpose of Grant:

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

Additional Information:

This 4 year grant was scheduled to end September 2023 but was granted a no-cost extension until June 30, 2024.

Drawdown of funds will be requested in January.

KIDS HOPE ALLIANCE
SAMHSA - reCAST

Grant Period: September 30, 2023 to September 29, 2024

Report Period: September 30, 2023 - December 31, 2023

	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:				
Intergovernmental Revenue	\$ 1,000,000	\$ 25,278		\$ (974,722)
Intrafund Transfer	\$ -	\$ -		\$ -
Total Revenues	\$ 1,000,000	\$ 25,278		\$ (974,722)
EXPENDITURES:				
Salaries and Benefits	\$ 40,000	\$ 11,676	\$ -	\$ 28,324
Grants and Aids	\$ 960,000	\$ 79,348	\$ 880,652	\$ -
Total Expenditures	\$ 1,000,000	\$ 91,024	\$ 880,652	\$ 28,324
Total Revenues Less Expenditures	\$ -	\$ (65,746)	\$ (880,652)	\$ (946,397)

Purpose of Grant:

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

Additional Information:

This grant is in year 3 of 3.

Drawdown of funds will be requested in January.

KIDS HOPE ALLIANCE
SAMHSA - CREATE

Grant Period: September 30, 2023 to September 29, 2024

Report Period: September 30, 2023 - December 31, 2023

	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:				
Intergovernmental Revenue	\$ 1,000,000	\$ -		\$ (1,000,000)
Intrafund Transfer	\$ 75,000	\$ 75,000		\$ -
Total Revenues	\$ 1,075,000	\$ 75,000		\$ (1,000,000)
EXPENDITURES:				
Salaries and Benefits	\$ 75,000	\$ -	\$ -	\$ 75,000
Grants and Aids	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000
Total Expenditures	\$ 1,075,000	\$ -	\$ -	\$ 1,075,000
Total Revenues Less Expenditures	\$ -	\$ 75,000	\$ -	\$ 75,000

Purpose of Grant:

This grant will provide mental health services for children with serious emotional disturbances, targeting children identified by SAMHSA—children and youth with special health care needs (CYSHCN), youth transitioning from pediatric to adult care (HCT), and LGBTQ+ children and youth.

Additional Information:

This grant is in year 1 of 4. Contract with Managed Access is in the process of being drafted.

KIDS HOPE ALLIANCE

Comprehensive Anti-gang Youth Program

Grant Period: October 1, 2022 to September 30, 2024

Report Period: October 1, 2022- December 31, 2023

	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:				
Intergovernmental Revenue	\$ 162,865	\$ 88,489		\$ (74,376)
Interfund Transfer	\$ 67,040	\$ 67,040		\$ -
Total Revenues	\$ 229,905	\$ 155,529		\$ (74,376)
EXPENDITURES:				
Salaries and Benefits	\$ 80,875	\$ 54,780	\$ -	\$ 26,095
Grants and Aids	\$ 149,030	\$ 114,993	\$ 34,037	\$ -
Total Expenditures	\$ 229,905	\$ 169,773	\$ 34,037	\$ 26,095
Total Revenues Less Expenditures	\$ -	\$ (14,244)	\$ (34,037)	\$ (48,281)

Purpose of Grant:

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

Additional Information:

This grant was originally scheduled to end in September 2023 but was granted a no-cost extension until September 30, 2024.

Drawdown of funds will be requested in January.

KIDS HOPE ALLIANCE
Criminal Justice Reinvestment Grant

Grant Period: October 1, 2023 to September 30, 2024

Report Period: October 1, 2023 - December 31, 2023

	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:				
Intergovernmental Revenue	\$ 400,000	\$ 100,000		\$ (300,000)
Interfund Transfer	\$ 85,000	\$ 85,000		\$ -
Total Revenues	\$ 485,000	\$ 185,000		\$ (300,000)
EXPENDITURES:				
Salaries and Benefits	\$ 44,134	\$ 5,109	\$ -	\$ 39,025
Grants and Aids	\$ 440,866	\$ 41,195	\$ 399,671	\$ -
Total Expenditures	\$ 485,000	\$ 46,304	\$ 399,671	\$ 39,025
Total Revenues Less Expenditures	\$ -	\$ 138,696	\$ (399,671)	\$ (260,975)

Purpose of Grant:

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

Additional Information:

This grant is in year 3 of 3.

Reimbursement for this grant is requested on a quarterly basis. \$100K is received in advance quarterly.

KIDS HOPE ALLIANCE
KHA Trust Fund
Report Period: October 1, 2023 - December 31, 2023

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C	Full Year Projection E	Budget Variance F = A-E
REVENUES:							
Contributions from General Fund	\$ 428,000	\$ 428,000	\$ 107,000		\$ (321,000)	\$ 428,000	\$ -
Total Revenues	\$ 428,000	\$ 428,000	\$ 107,000		\$ (321,000)	\$ 428,000	\$ -
EXPENDITURES:							
Subsidies & Contributions to Private Org.	\$ 430,293	\$ 430,293	\$ 72,987	\$ 122,000	\$ 235,306	\$ 430,293	\$ -
Total Expenditures	\$ 430,293	\$ 430,293	\$ 72,987	\$ 122,000	\$ 235,306	\$ 430,293	\$ -
Total Revenues Less Expenditures	\$ (2,293)	\$ (2,293)	\$ 34,013	\$ (122,000)	\$ (85,694)	\$ (2,293)	\$ -

Prior Year Carry-Over	\$ 2,293
Budget Difference	<u>\$ -</u>

KIDS HOPE ALLIANCE
American Rescue Plan (ARP) Fund
Report Period: October 1, 2023 - December 31, 2023

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C	Full Year Projection E	Budget Variance F = A-E
ARP Funding							
KHA- Youth Civic Engagement Pilot Program	\$ 170,000	\$ 170,000	\$ -	\$ -	\$ 170,000	\$ 170,000	\$ -
KHA- Mayor's Literacy Initiative	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -
Afterschool/Summer Literacy	\$ 1,900,000	\$ 1,900,000	\$ -	\$ -	\$ 1,900,000	\$ 1,900,000	\$ -
Teacher Training and Coaching in Literacy	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ -
Intensive Summer Literacy	\$ 850,000	\$ 850,000	\$ -	\$ -	\$ 850,000	\$ 850,000	\$ -
Early Literacy Initiatives	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ -
Mayor's Youth at Work Partnership	\$ 890,215	\$ 890,215	\$ -	\$ -	\$ 890,215	\$ 890,215	\$ -
Total Expenditures	\$ 4,910,215	\$ 4,910,215	\$ -	\$ -	\$ 4,910,215	\$ 4,910,215	\$ -

KIDS HOPE ALLIANCE
KHA- Youth Travel Trust Fund
Report Period: October 1, 2023 - December 31, 2023

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C	Full Year Projection E	Budget Variance F = A-E
REVENUES:							
Earnings on Investment	\$ -	\$ -	\$ 665		\$ -	\$ -	\$ (665)
Contributions from General Fund	\$ 50,000	\$ 50,000	\$ 12,500		\$ (37,500)	\$ 50,000	\$ -
Total Revenues	\$ 50,000	\$ 50,000	\$ 13,165		\$ (37,500)	\$ 50,000	\$ (665)
EXPENDITURES:							
Subsidies & Contributions to Private Org.	\$ 96,522	\$ 96,522	\$ -	\$ -	\$ 96,522	\$ 96,522	\$ -
Total Expenditures	\$ 96,522	\$ 96,522	\$ -	\$ -	\$ 96,522	\$ 96,522	\$ -
Total Revenues Less Expenditures	\$ (46,522)	\$ (46,522)	\$ 13,165	\$ -	\$ 59,022	\$ (46,522)	\$ (665)

Prior Year Carry-Over	\$ 46,522
Budget Difference	<u>\$ -</u>

Additional Notes:
Currently, there are three applications going through the approval process totaling \$38,687

KIDS HOPE ALLIANCE
Jacksonville Upward Mobility Program (JUMP)
Report Period: October 1, 2023 - December 31, 2023

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C	Full Year Projection E	Budget Variance F = A-E
REVENUES:							
Contributions from General Fund	\$ 350,850	\$ 350,850	\$ 87,713		\$ (263,138)	\$ 350,850	\$ -
Total Revenues	\$ 350,850	\$ 350,850	\$ 87,713		\$ (263,138)	\$ 350,850	\$ -
EXPENDITURES:							
Trust Fund Authorized Expenditures	\$ 450,850	\$ 450,850	\$ -	\$ 50,000	\$ 400,850	\$ 450,850	\$ -
Total Expenditures	\$ 450,850	\$ 450,850	\$ -	\$ 50,000	\$ 400,850	\$ 450,850	\$ -
Total Revenues Less Expenditures	\$ (100,000)	\$ (100,000)	\$ 87,713	\$ (50,000)	\$ 137,713	\$ (100,000)	\$ -

Prior Year Carry-Over	\$ 100,000
Budget Difference	<u>\$ -</u>

Additional Notes:
This fund will be utilized for the RFP recently approved by the Board.

BOARD ACTION ITEM: GRANT APPLICATION: AI FOR HUMAN AGENCY
BOARD ACTION NUMBER: 24-001
CATEGORY: ALL

GOVERNANCE MEETING: JANUARY 16, 2024
 FINANCE MEETING: JANUARY 16, 2024
 BOARD MEETING: JANUARY 24, 2024

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

REQUESTED ACTION:

The Board is asked to:

1. Approve the application for the AI for Human Agency grant.
2. Authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder, and all other documents necessary to comply with grant requirements, if awarded, including direct contracts with the partner identified within the grant.

NARRATIVE:

KHA has applied for the AI for Human Agency grant to provide a web based Artificial Intelligence solution to those seeking information regarding services for children and youth in Duval County. The grant was made to known to KHA after the last Board meeting and the deadline was before the following Board meeting. The implementation would allow a parent or caregiver to interact with a user-friendly AI tool that will guide their search by asking relevant questions. The technology will enhance the user's experience by quickly generating a comprehensive list of available desired services. Moreover, through an intuitive conversational interface the user who may not know what types of services are offered will be introduced to the various categories of programming and helped to understand the specifics of those they are interested in learning more about. This technology will provide an intuitive automated solution to help the community quickly and accurately navigate the ever-growing list of services for children and youth in Jacksonville.

KHA prepared this application with NLP Logix, our partner for advanced analytics and machine learning,

FISCAL IMPACT:

Grant awards \$300,000 with no required cash match.

OPTIONS:

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

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

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

Print Name and Title: _____

Date: _____

Attachment A

Funding Opportunity Name: AI for Human Agency

Date: 12-8-23

Deadline(s): December 22, 2023

Size of Award: 24 months - \$300,000

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

Funding Needed? No If yes, amount and funding Index Code:

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

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

Approved by: *Sacalyn Grass*

Date: 12-8-23

BOARD ACTION ITEM: MAYOR’S YOUTH AT WORK PARTNERSHIP (MYAWP), ESC-0315-21, GOODWILL INDUSTRIES OF NORTH FLORIDA, INC.

CATEGORY: WORKFORCE DEVELOPMENT

BOARD ACTION NUMBER: 24-002

- GOVERNANCE MEETING:** JANUARY 16, 2024
- FINANCE MEETING:** JANUARY 16, 2024
- BOARD MEETING:** JANUARY 24, 2024

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

REQUESTED ACTION:

The Board is asked to:

- 1) Amend ESC-0315-21 Mayor’s Youth at Work Partnership (MYAWP) program contract to increase maximum indebtedness by \$1,250,000.
- 2) Authorize the CEO of Kids Hope Alliance to execute a contract and any other documents necessary to accomplish the purpose of the approval in (1) above.

NARRATIVE:

Mayor’s Youth at Work Partnership (MYAWP) program, ESC-0315-21 as awarded to Goodwill Industries of North Florida, Inc., overarching goal is to provide participating youth and young adults with a set of work-related skills and experiences that prepare them to succeed in employment.

The current recommendation is to provide an additional \$1,250,000, which was provided by the Mayor’s office for this purpose, to increase the number of participants for Summer 2024 from 300 participants to 600 participants. The City of Jacksonville is committed to creating positive career pathways for youth and young adults in Duval County.

FISCAL IMPACT:

The provider listed above will receive additional funding as indicated above in the amount not to exceed \$1,250,000.

OPTIONS:

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

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

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

Print Name and Title: _____

Date: _____



**BOARD POLICY
ADVANCE PAYMENT POLICY**

Section:	Finance		
Subject:	Advance Payments and Recouping Advance Payments		
Effective Date:	August 18, 2021	Review Date:	November 16, 2022
Approved: KHA Board, November 16, 2022			

AUTHORITY:

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

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

POLICY:

The CEO, or the CEO’s designee, may approve advances in accordance with Section 77.109(a)(9), Ordinance Code, and this Policy. The amount of an advance shall not exceed 25 percent of the contracted amount for the then current term of the contract.

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

PROCEDURE:

1. Upon execution of a contract with the Kids Hope Alliance, the Small Provider, Provider or Agency will submit an Advance Payment Option Form indicating the percentage they are requesting, which can range from 0% to ~~20~~5% (or other amount if funded with outside funds). KHA Finance will forward a payment request to the City of Jacksonville General Accounting Division for processing of the requested advance.

RECOUPING THE ADVANCE:

The advance shall be recouped in accordance with the following:

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

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

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



**BOARD POLICY
AUDITED FINANCIAL STATEMENT
REQUIREMENTS**

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

AUTHORITY

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

PURPOSE:

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

POLICY

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

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

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

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

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

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

PROCEDURE:

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