



**GOVERNANCE COMMITTEE  
MEETING  
AGENDA**

**Monday, April 1, 2019  
1:00 PM – 2:30 PM**

		<u>TAB</u>
1. CALL TO ORDER	Dr. Barbara Darby	
2. APPROVAL OF THE MINUTES	Dr. Barbara Darby	1
3. REPORT OF THE CHAIR & WORKPLAN	Dr. Barbara Darby	2
4. NEW BUSINESS:		
· <b>Action Items:</b> <i>(Open for public comments prior to voting each item)</i>		
○ Small Grants Fund Application	Dr. Jennifer Blalock	3
○ Youth Travel Trust Fund Application	Adam Miller	4
○ Revised Grant Matrix	Dae Lynn Helm	5
○ SAMHSA Expansion Grant	Dae Lynn Helm	6
○ Opioid Affect Youth Grant	Dae Lynn Helm	7
5. DISCUSSION:		
○ STOP the Violence Update		8
○ Timeframe for Getting Information to the Board of Directors		9
○ RFP Process & Timeline		10
○ Recommended Kids Hope Alliance Board Policies		
○ Outline of CEO Authority		

6. PUBLIC COMMENTS

7. NEXT STEPS & MEETING SCHEDULE

**Dr. Barbara Darby**

8. ADJOURN



**GOVERNANCE COMMITTEE MEETING SUMMARY**  
**March 4, 2019**  
**1:00 PM – 2:30 PM**

**Voting Board Attendees:**

Dr. Barbara Darby, Committee Chair  
Rebekah Davis  
Kevin Gay

**Staff:**

Joe Peppers, Mary Tobin Adam Miller, Cynthia Nixon, Dae Lyn Helm, Delores Williams, Jennifer Blalock, John Everett, Kenneth Darity, and Najeera Johnson

**COJ Staff:**

Julia Davis, Office of General Counsel

**Guest:**

Ayesha Covington, Terri Florio

**Call to Order**

The Governance Committee meeting was called to order at 1:01 p.m. by Dr. Darby. Dr. Darby thanked everyone for coming today and gave instructions for evacuation in the event of an emergency. Dr. Darby asked for a motion to approve the Governance Summary. Ms. Davis made the motion and Mr. Gay seconded it. Dr. Darby opened the floor for discussion and public comments. With none being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion passed.

**Governance Report and Work plan**

Dr. Darby stated that the work plan has been updated to reflect items that have been completed in green and the tracker sheet with progress dates. Dr. Darby asked if anyone had any questions. Mr. Peppers stated that there will be a Program Committee chaired by Donna Orender. His projected start date is sometime in May. Dr. Blalock spoke about the process to have action items brought through each committee before going to the Board.

**Action Items**

**Dr. Jennifer Blalock introduced the item Small Grants Fund Application**

Dr. Blalock stated that like with the Stop the Violence Mini Grants these funds will be no more than \$5,000 and awarded until all funds are expended. Using the Travel Trust Funds policy as a guide Dr. Blalock put together an application for the mini grant awards. There was extensive discussion on the application and the introduction of legislation to appropriate the funds. Mr.



Gay made a motion to and Ms. Davis seconded it. The Committee had further discussion on the board requirements and the evaluation metrics. Dr. Darby stated if it like the Stop the Violence Mini grants then there are other requirements that need to be considered. Who will evaluate the applications, Risk Management needs to be involved, cost reimbursement and the advance. There was conversation on the Mini Grant cycle and setting a cut-off for the scores.

There was discussion on making sure that the Sunshine laws are followed. Dr. Darby asked for a motion to amend the requested action item. Mr. Kevin Made the motion to amend and Ms. Davis seconded it. Dr. Darby stated that staff needs to eliminate the request to introduce legislation to appropriate the grant funds as it is not needed. There needs to be weight assigned to the application sections, a timeline for the launch of the Mini Grants, will here be waivers, if any from Risk Management has been involved and who will be the evaluators. Mr. Peppers and Dr. Darby discussed the difference between the Youth Travel Trust and the Stop the Violence Mini Grants and their processes and which one this replicate of. The Governance Committee declined the motion to approve. Dr. Darby stated that the Governance Committee will need to review the final changes before it goes to the Board.

**Adam Miller introduced the item Youth Travel Trust Fund**

Mr. Miller stated that updates have been made to the Ordinance language and that legislation has been filed to get approval of the changes. Mr. Miller has been working closely with the Office of General Counsel.

Mr. Gay made the motion and Ms. Davis seconded it. Dr. Darby opened the floor for further discussion and public comments. Dr. Darby asked to the language clarified on page 1, part B. There was discussion on the max amount that can be placed in the Youth Travel Trust and if this amount can be more. There was also discussion on if the funds will lapse or rollover. After all discussion the Committee made a motion to amend the motion to remove the cap amount. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Dae Lynn Helm introduced Career Source of Northeast Florida Grant for Out of School Youth**

The Committee is asked to approve Kids Hope Alliance to apply for a grant through Career Source of Northeast Florida. The grant is designed to enhance programs that already provide out of school youth with innovative and hand on approaches. The Grant must be submitted by April 4, 2019.

Mr. Gay made the motion and Ms. Davis seconded it. Dr. Darby opened the floor for discussion and public comments. Mr. Gay asked who will be providing the funding. Dr. Darby asked if this is considered direct services. There was conversation around staffing, equipment and office space. Dr. Darby stated this could be used as in kind if the application does not specifically ask for match dollars. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.



**Dae Lynn Helm introduced Partnership to Advance Youth Apprenticeship Grant.**

The Committee is asked to give Kids Hope Alliance approval to apply for grant funds to provide youth training and employment opportunities. This grant will help expand high quality youth apprenticeship programs and strengthening equitable outcomes for students, employers and communities. This grant is due by March 8, 2019.

Mr. Gay made the motion and Dr. Darby seconded it. Dr. Darby opened the floor for discussion and public comments. Dr. Darby stated that the in kind would be the same as the other grant. With none being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Public Comment**

The Committee had discussion on the reasonable amount of time that the Board or Committee would need to prepare for a meeting. The expectations were that the Committee would need three days prior to the meeting and one week before a Board meeting and for a special meeting at least three days prior to the meeting. There was discussion on the length of time for the RFP and the procurement process.

Ayesha Covington, concerned parent asked that the Committee hold programs accountable to ensure that they are following Kids Hope Alliance guidelines.

**Adjourn**

The meeting was adjourned at 2:36 p.m.

## Governance Committee Work Plan:

- Youth Travel Trust:

**Due: April Committee Meeting for Packet/Application**

- **Approved Ordinance Code in March**
- Review Policies & Procedures
- Review Ordinance & Eligibility
- Marketing & Communications Strategy
- Create Recommendations for Changes

- Memorandum of Understanding: Parents Who Lead:

- **Completed**

- Review Ordinance on Entering into MOUs
- Essential Services Category
- Metrics & Evaluation
- Draft Policy & Strategy for MOUs

- CEO Performance Evaluation Framework & Process:

- **Completed**

- Review JCC Evaluation Process
- Dr. Darby to consult with COJ Employee Services
- Review City's Evaluation Process
- Recommend Kids Hope Alliance Framework & Process

- Board By-Laws:

- **Completed**

- Update with recommendations from Committee
- Review with Office of General Counsel

- Board Ethics Workshop:

- **Completed**

- Research City & State Policies
- Create Annual Review Process with City Ethics & OGC

- **Grants Framework & Policy:**
  - **Completed**
    - Obtain Board Member Input on Board's Grant Policy
    - Draft Framework for Grants Strategy
- **Legislative Review of Kids Hope Alliance Ordinance:**

**Due: May Committee Meeting**

  - Review Kids Hope Alliance Ordinance, Ch. 77
  - Create recommendation of legislative changes, including Youth Travel Trust Fund
- **Interactions with City Agencies & Community Organizations:**
  - **Completed**
    - Research Ordinance Requirements
    - Create Board Policy & Procedure for Interacting & Partnering with City Departments and Organizations
- **Review of old Jacksonville Children's Commission Board Policies:**

**Due: May Committee Meeting**

  - Review Jacksonville Children's Commission Board Policies
  - Recommendation of New Kids Hope Alliance Board Policies & Procedures
- **Outline: Chief Executive Officer Authority:**

**Due: May Committee Meeting**

  - Review Chief Executive Officer's Authority in Ordinance
  - Create Outline of Board Authority and CEO Authority
- **Board Self-Evaluation:**

**Due: May Committee Meeting**

  - Create Template & Process for Board Self-Evaluation
  - Assist Board Members in Conducting Evaluations
  - Board Teambuilding Exercise & Personal Reflection

**Kids Hope Alliance Governance Committee Work Plan Progress:**

<b><u>Action Item:</u></b>	<b><u>Review &amp; Approval of OGC(when applicable):</u></b>	<b><u>Kids Hope Alliance Administration:</u></b>	<b><u>Governance Committee:</u></b>	<b><u>Kids Hope Alliance Board of Directors:</u></b>
Youth Travel Trust Fund	October 1, 2018	October 1, 2018	March 4, 2019	March 20, 2019
MOU Review Framework	October 1, 2018	October 1, 2018	October 1, 2018	November 28, 2018
Program Evaluation Framework:				
CEO Performance Review Process	December 2018	December 2018		
Kids Hope Alliance By-Laws	December 2018	December 2018	January 7, 2019	January 16, 2019
Board Ethics Review	November 5, 2018	November 5, 2018	November 5, 2018	February 2019
Grants Framework	November 5, 2018	November 5, 2018	November 5, 2018	November 28, 2018
Intra-Agency Liaisons	October 2018	October 2018	November 5, 2018	November 28, 2018
Review of JCC Policies	February	February		
KHA Ordinance Review				



<b>Outline of CEO Authority</b>				
<b>Board Self- Evaluation</b>				

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**BOARD ACTION ITEM**

**GOVERNANCE COMMITTEE: APRIL 1, 2019**

**FINANCE COMMITTEE: APRIL 10, 2019**

**BOARD MEETING DATE: APRIL 17, 2019**

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

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**REQUESTED ACTION:**

The Governance Committee is asked to consider the following:

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

**NARRATIVE:**

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

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

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

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

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

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

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

**PROGRAMMATIC IMPACT:**

Programs funded will support the Essential Services Plan.

**OPTIONS:**

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

**STAFF RECOMMENDATION:**

KHA staff leadership recommends approval.



**KIDS HOPE ALLIANCE**

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

**Date Deadline for Applications:**

**Time Deadline for Applications:**

**All Applications Must be Submitted by the Deadlines to**

**ATTENTION: Dae Lynn Helm**

**at the Kids Hope Alliance**

**1095 A. Philip Randolph Blvd. Suite, 3**

**Jacksonville, FL 32206**

**(904) 255-4400**

**Or by Email to [dhelm@coj.net](mailto:dhelm@coj.net)**

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

**Please allow 24 hours for a response.**

## KIDS HOPE ALLIANCE

### Trust Fund Intervention and Prevention Small Grants Program

#### 1. OBJECTIVE

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

#### TOTAL FUNDING AVAILABILITY

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

#### 2. PROBLEM STATEMENT AND TARGETED POPULATION

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

#### 3. COST REIMBURSEMENT AND ADVANCE PAYMENT

Awards will be paid on a cost reimbursement basis. Applications must include the Budget Sheet and Budget Narrative attached as **Form X**. Awarded Proposers may request a 25% advance payment and then additional funding will be based on the invoices and documentation showing funds were spent for the program as shown in the Budget submitted with the Application. **Without proper documentation, organizations will not be reimbursed. Organizations must provide documentation showing expenses for all funding, including advanced funding. Additional funding will be reimbursed only after the organization has submitted documentation that the advance funds have been spent as shown in the Budget.**

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

#### 4. TERM OF AGREEMENT; AGREEMENT TERMS

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

#### 5. BASIS OF AWARD

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

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

#### 6. EVALUATION CRITERIA

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

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

##### a. Competence/ Experience

Provide a detailed explanation of the organization's current or similar experience in providing/administering programs that have promoted positive youth development in prevention and intervention programs for youth to enable every child and youth to reach their academic, career, and civic potential. Priority will be given in bonus points for organizations with annual operating budgets of less than \$100,000. Organizations must provide documentation as evidence of its operating budget to receive the bonus points. **(Maximum 25 points) (Bonus Points 10)**

##### b. Scope of Work

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

- i. A timeline for implementation
  - ii. The number of youth to be served
  - iii. Strategies for prevention and intervention that will enable every child and youth to reach their academic, career, and civic potential
  - iv. Explanation of the need for the prevention and intervention program in the targeted community
  - v. Where, when and how often the services will be provided.
- (Maximum 35 points)**

Describe your organization's proposed plan for meeting area(s) in the KHA Continuum of Services found in its Essential Services Plan. The project receives one bonus point for each KHA Continuum of Services **(Maximum bonus points 5):**

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

**c. Collaborations**

Provide examples of current collaborations in the community for youth prevention and intervention programs. Collaborations may also include the addition of youth voice and input into the program from youth participants. **(Maximum 15 points)**

**d. Budget**

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

**7. MINIMUM REQUIREMENTS**

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

**Proposer must:**

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

**8. INDEMNIFICATION**

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

1. General Tort Liability, for any negligent act, error or omission, recklessness or intentionally wrongful conduct on the part of the Indemnifying Parties that causes injury (whether mental or corporeal) to persons (including death) or damage to property, whether arising out of or incidental to the Indemnifying Parties' performance of the Contract, operations, services or work performed hereunder; and
2. Environmental Liability, to the extent this Contract contemplates environmental exposures, arising from or in connection with any environmental, health and safety liabilities, claims, citations, clean-up or damages whether arising out of or relating to the operation or other activities performed in connection with the Contract; and
3. Intellectual Property Liability, to the extent this Contract contemplates intellectual property exposures, arising directly or indirectly out of any allegation that the Services, any product generated by the Services, or any part of the Services as contemplated in this Contract, constitutes an infringement of any copyright, patent, trade secret or any other intellectual property right. If in any suit or proceeding, the Services, or any product generated by the Services, is held to constitute an infringement and its use is permanently enjoined, the Indemnifying Parties shall, immediately, make every reasonable effort to secure within 60 days, for the Indemnified Parties a license, authorizing the continued use of the Service or product. If the Indemnifying Parties fail to secure such a license for the Indemnified Parties, then the Indemnifying Parties shall replace the Service or product with a non-infringing Service or product or modify such Service or product in a way satisfactory to Buyer, so that the Service or product is non-infringing.

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

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



Kids Hope Alliance Funding Application

MINI GRANT PROGRAM

Program Budget

Fiscal Year 2018 - 2019

Name of Agency: \_\_\_\_\_

Program Title: \_\_\_\_\_

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

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

Categories and line Items	Total Program Budget FY 18/19	KHA Program Budget	Other Resources
<b>Personnel Expenses (Salaries &amp; Wages)</b>			
Salaries/Wages - Position Title	\$0.00		
Salaries/Wages - Position Title	\$0.00		
Salaries/Wages - Position Title	\$0.00		
Salaries/Wages - Position Title	\$0.00		
<b>Subtotal Salaries and Wages</b>	\$0.00	\$0.00	\$0.00
<b>Payroll Taxes and Benefits</b>			
FICA	\$0.00		
Life and Health Insurance	\$0.00		
Retirement Contributions	\$0.00		
Unemployment Compensation	\$0.00		
Workers Compensation	\$0.00		
<b>Subtotal Payroll Taxes and Benefits</b>	\$0.00	\$0.00	\$0.00
<b>Total Personnel Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Operating Expenses</b>			
<b>Special Contracts and Consultants</b>			
Program Consultants and Contractual	\$0.00		
Program Contractual (Security, Janitorial, Other)	\$0.00		
Program Consultants - Enrichment	\$0.00		
<b>Special Contracts and Consultants</b>	\$0.00	\$0.00	\$0.00
<b>Programmatic Supplies &amp; Assistance</b>			
Educational Materials	\$0.00		
Program Supplies	\$0.00		
<b>Subtotal of Programmatic Supplies &amp; Assistance</b>	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>			
Telephone	\$0.00		
Utilities	\$0.00		
Postage, Shipping, Delivery	\$0.00		
Supplies	\$0.00		
Copying	\$0.00		
<b>Subtotal of Office Expenses</b>	\$0.00	\$0.00	\$0.00
<b>Equipment Under-\$1000.00 (Trackable)</b>			
Other Electronics (TVs, Cameras, Videos, Gaming Systems, etc.)	\$0.00		
<b>Subtotal of Equipment Under \$1,000.00</b>	\$0.00	\$0.00	\$0.00
<b>Capital Outlay - Over \$1.000</b>			
Operating Capital Outlay - Computers	\$0.00		
Operating Capital Outlay - Other	\$0.00		
<b>Subtotal of Capital Outlay Expenses</b>	\$0.00	\$0.00	\$0.00
<b>Rentals &amp; Maintenance Contracts</b>			
Lease/Rental - Equipment	\$0.00		
Maintenance - Equipment	\$0.00		
Maintenance - Building	\$0.00		
<b>Subtotal of Rentals &amp; Maintenance Expenses</b>	\$0.00	\$0.00	\$0.00
<b>Insurance Expenses</b>			
Insurance - Insurance other	\$0.00		
<b>Subtotal of Insurance Expenses</b>	\$0.00	\$0.00	\$0.00
<b>Food-Expense</b>			
Food or Snack (Limited to 2% of KHA total amount)	\$0.00		
<b>Subtotal of Food Expense</b>	\$0.00	\$0.00	\$0.00
<b>Field Trips and Transpiration</b>			
Transportation			

Field Trip Entrances Fees			
Other Student Transportation (Travel to Program and Home)			
<b>Subtotal of Field Trips and Transportation</b>	\$0.00	\$0.00	\$0.00
<b>Professional Development</b>			
Staff Travel	\$0.00		
Conferences and Staff Development	\$0.00		
Membership Fees and Subscriptions (Staff)	\$0.00		
<b>Subtotal of Professional Development Expenses</b>	\$0.00	\$0.00	\$0.00
<b>Other Operating Expenses</b>			
Background and Drug Screenings	\$0.00		
Other (specify):	\$0.00		
<b>Subtotal of Other Operating Expenses</b>	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Direct Costs (Personnel and Operating Expenses)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Percent of the Budget</b>	100 %		

All items must be included in the narrative section of the Budget



**Budget Narrative (Max. 3 Pages)**

**REVENUE:** Describe and list all "Other Funding Sources" for this program

**Agency Provided Funding**

**Kids Hope Alliance**

**EXPENSES:**

Please provide a narrative description for all categories for which you are seeking funding, and explain relevant mathematical calculations. See "Budget Information" pages for additional guidance.

Please feel free to add additional lines as necessary to provide explanations.

**Personnel Expenses**

**NOTE:** Each position classification (i.e. "Teacher", "Case Worker") should be listed individually, with portion to be funded by KHA grant noted (i.e. 2 FTE, 1 FTE, .5 FTE).

<b>Salary &amp; Wages Titles</b>	<b>Salary Break down</b>
(Position)	
(Position)	<input type="text"/>
(Position)	
(Position)	<input type="text"/>
(Position)	<input type="text"/>
(Position)	<input type="text"/>
<b>Benefits (listed)</b>	
Payroll Taxes & Benefits	
FICA	
Retirement	
Workers Comp	
Health	<input type="text"/>
Unemployment	<input type="text"/>

Direct Costs are those costs that can be identified specifically with particular cost objectives such as a grant, contract, project function or activity.

<b><u>Operating Expenses:</u></b>	<b><u>Amount</u></b>	<b><u>Detail Description</u></b>
<b>Special Contracts &amp; Consultants</b>		
Program Consultants and Contractual		
Program Contractual (SRO, Janitorial, Other)		
Program Consultants (Enrichment)		
<b>Programmatic Supplies &amp; Assistance</b>		
Educational Materials		
Program Supplies		
<b>Office Expenses</b>		
Telephone		
Utilities		
Postage, Shipping, Delivery		
Supplies		
Copying		
<b>Capital Outlay</b>		
Operating Capital Outlay - Computers		
Operating Capital Outlay - Other		
<b>Equipment Under-\$1000.00 (Trackable)</b>		
Other Electronics (TVs, Cameras, Videos, Gaming Systems, etc.)		
<b>Rentals &amp; Maintenance Contracts</b>		
Lease/Rental - Equipment		
Maintenance - Equipment		
Maintenance - Building		
<b>Insurance Expenses</b>		

Insurance - Insurance other

**Food-Expense**

Food or Snack (2% limit)

**Field Trips and Transpiration**

Transportation

Field Trip Entrances Fees

Other Student Transportation (Travel to Program and Home)

**Professional Development**

Staff Travel

Conferences and Staff Development

Membership Fees and Subscriptions (Staff)

**Other Operating Expenses**

Background and Drug Screenings

Other (specify):

Other (specify):

**FORM 2  
CONFLICT OF INTEREST CERTIFICATE**

Bidder must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either section may result in rejection of this bid proposal.

**SECTION I**

I hereby certify that no official or employee of the City of independent agency requiring the goods or services described in these specifications has a material financial interest in this company.

\_\_\_\_\_

Signature

\_\_\_\_\_

Company Name

\_\_\_\_\_

Name of Official (type or print)

\_\_\_\_\_

Business Address

\_\_\_\_\_

City, State, Zip Code

**SECTION II**

I hereby certify that the following named City officials(s) and/or employee(s) having material financial interest(s) (in excess of 5%) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 105 East Monroe Street, Jacksonville, Duval County Florida, prior to bid opening.

Name	Title of Position	Date of Filing

\_\_\_\_\_

Signature

\_\_\_\_\_

Company Name

\_\_\_\_\_

Name of Official (type or print)

\_\_\_\_\_

Business Address

\_\_\_\_\_

City, State, Zip Code

FORM 3 – CONTRACT FORM

TRUST FUND INTERVENTION AND PREVENTION  
SMALL GRANT AGREEMENT

THIS TRUST FUND INTERVENTION AND PREVENTION SMALL

GRANT AGREEMENT (“*Agreement*”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 2018 (“*Effective Date*”), between the KIDS HOPE ALLIANCE, a public body acting on behalf of the City of Jacksonville, a consolidated government existing under the laws of the State of Florida (“*KHA*”) and \_\_\_\_\_ (the “*Recipient*”).

RECITALS

WHEREAS, the KHA issued the Trust Fund Intervention and Prevention Small Grant Program grant application solicitation for intervention and prevention programs to address youth (the “*Grant Solicitation*”);

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

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

1. **Recitals.** The recitals above are true and correct and are incorporated herein by this reference.
2. **Term.** The term of this Agreement shall commence on the Effective Date and shall continue in full force and effect until September 30, 2019, unless this Agreement is earlier terminated as provided in this Agreement.
3. **Maximum Indebtedness.** KHA’s maximum indebtedness under this Agreement shall not exceed the amount of \_\_\_\_\_ NO/100 DOLLARS (\$ \_\_\_\_\_ .00) (“*City Funds*” or “*Maximum Indebtedness*”), contingent upon availability of lawfully appropriated funds for this Agreement. Contractor shall expend the City Funds solely and exclusively for the services described in Section 4 of this agreement.
4. **Contract Documents.** This Agreement consists of the following documents which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:
  - Agreement;
  - Grant Solicitation, including any issued amendments thereto;
  - Grant Application and Response, provided, however, that any terms in the Grant Application and Response that are inconsistent with the Grant Solicitation terms shall not be included in this Agreement, unless expressly agreed to in writing by the KHA.

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
Jacksonville, Florida \_\_\_\_\_  
Attn: \_\_\_\_\_

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

**11. Miscellaneous Provisions.**

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

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

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

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

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

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

party or parties to be bound thereby.

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

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

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

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

**WITNESS:**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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

By: Joseph Peppers, Chief Executive Officer

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

\_\_\_\_\_  
Director of Finance  
Contract # \_\_\_\_\_

**FORM APPROVED:**

\_\_\_\_\_  
OFFICE OF GENERAL COUNSEL



**Exhibit A to Agreement  
Indemnification**

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

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

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

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

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

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

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

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

Name of Organization Making Request: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Organization's CEO/Lead: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Total Funding Request: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Requested Contract Length (in months): \_\_\_\_\_

1. Is the organization a community based or faith based non-profit, association or an unincorporated group? (Attach a copy of the organization's Tax ID, W-9, and Sun Biz registration, or other organizing documentation as evidence) **YES NO**
  
2. Is the organization able to provide current proof of all business licenses required by local, state, and federal laws as applicable? (Attach a copy of the organization's supporting documentation as proof) **YES NO**

3. Have all staff working with children in the program completed a Level II background screening? (This is not required to apply for funding this is for information only.) **YES NO**

4. Does the program have valid Insurance? Attach insurance documentation. (Insurance is not required for funding, this is for information only.) **YES NO**

Signature of Signing Authority:

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Print (name)

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Date

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

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

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

**Response:**

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

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

- i.** A timeline for implementation
- ii.** The number of youth to be served
- iii.** Strategies for prevention and intervention that will enable every child and youth to reach their academic, career, and civic potential
- iv.** Explanation of the need for the prevention and intervention program in the targeted community
- v.** Where, when and how often the services will be provided.

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

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

**Response:**

**Collaborations: (Maximum 15 points)**

Provide examples on current collaborations in the community for youth prevention and intervention programs. Collaborations may also include the addition of youth voice and input into the program from youth participants.  
**(Maximum 15 points)**

**Response:**

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Attachment B.  
Small Grants  
Financial Requirements

Timeline: Through September 30, 2019

Purpose of Funds: KHA Trust Fund Small Grants

- Provide programs for children and youth in the Jacksonville community and that are within the services, programs and activities identified in the KHA Trust Fund Small Grants approved in application for funding.
- City funds expended by a recipient shall be in accordance with governing laws and regulations of the state and the City.
- Recipients shall expend City funds in accordance with the budget approved by the City Council, Mayor and Kids Hope Alliance.

Unallowable Expenses: –City Funds under this Agreement may not be expended for the following purposes listed below and such other additional purposes as may be determined by KHA to be inconsistent with the Small Grants Program intent:

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

### Other Considerations:

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

### Documentation for Reimbursements:

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

### Note:

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

### Distribution of Funds: Monthly – Due by the 20<sup>th</sup> day of the month

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

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

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

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

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**BOARD ACTION ITEM:**

**GOVERNANCE COMMITTEE:      APRIL 1, 2019**

**BOARD MEETING DATE:            APRIL 17, 2019**

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**TO:                    KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

**FROM:                JOSEPH PEPPERS, CHIEF EXECUTIVE OFFICER**

**RE:                    YOUTH TRAVEL TRUST FUND REVISED APPLICATION**

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**REQUESTED ACTION:**

The Board is asked to:

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

**NARRATIVE:**

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

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

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

**FISCAL IMPACT:**

The current balance of the Youth Travel Trust fund is approximately \$50,000 for FY19, available October1, 2018

**GOVERNANCE/PROGRAM IMPACT:**

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

**OPTIONS:**

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

**STAFF RECOMMENDATION: Staff recommends approval.**

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

**NARRATIVE:**

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

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

**A. Minimum Qualifications to Apply:**

**Organizations must:**

1. provide evidence of the organization’s formation or structure (e.g. articles of incorporation as to incorporated organizations, or listing of the organization’s members, each member’s role in the organization and date organization was formed as to unincorporated organizations).
2. operate in Duval County
3. provide current proof of any business licenses required by local, state, and federal law as applicable.
4. have a membership policy open to as large a percentage of the public as possible, subject to non-discriminatory conditions and qualifications for membership
5. have submitted all required reports from previous grants, if the organization has received funding in the past

Local, state and federal agencies are ineligible for funding.

## **B. Application Process**

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

## **C. Evaluation Criteria**

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

## **D. Payment and Terms**

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

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

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

**E. Reporting**

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

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

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

Name of Organization Making Request: \_\_\_\_\_

Address of Organization: \_\_\_\_\_  
\_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Name of Director/Administrator: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**1.** Does the organization have the required information outlining the organization's formation, structure, or membership? (Attach a copy of the required documentation as required under Sec.111.850 Part B(e) 1) **YES NO**

**IF NOT, PLEASE ANSWER QUESTION 2**

**2.** Does the organization have all of the required local, state, and federal licenses as applicable? (Attach a copy of the organization's required information)  
**YES NO**

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

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

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

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

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

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

Signature \_\_\_\_\_

Print (name) \_\_\_\_\_

Date \_\_\_\_\_

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

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

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

<sup>e</sup>  
Name of Organization: \_\_\_\_\_

**I. Amount Requested and Destination**

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

**II. Purpose of Travel:**

\_\_\_\_\_

**III. Dates of travel:**

Departure: \_\_\_\_\_ Return: \_\_\_\_\_

**IV. Number of youth making the trip: \_\_\_\_\_  
(There should be no more than a 10:1 youth to chaperone ratio)**

**V. Mode of Transportation: \_\_\_\_\_**



**VI. Budgetary Information**

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

**A. Revenues**

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

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

**B. Expenditures**

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

**Line Items:**

Travel	_____
Meals	_____
Lodging	_____
Other (Identify)	_____
_____	_____
<b>TOTAL</b>	_____

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

**C. Funds Requested from the Kids Hope Alliance:**

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

Total Funding Request: \_\_\_\_\_

Specific Uses of Funds: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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\_\_\_\_\_

Please describe the outcomes of this travel and how those outcomes are measured or obtained:

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

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

Agency/Organization Name: \_\_\_\_\_

Program name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contact Person: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Total KHA Award: \_\_\_\_\_

Total KHA Award Used: \_\_\_\_\_

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

Total Number of Invoices Attached: \_\_\_\_\_

Number of Children Served: \_\_\_\_\_

Statement of benefit resulting from Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sec. 111.850. - Kids Hope Alliance Trust Funds.

*Part A. Kids Hope Alliance Trust Fund*

There is created within the General Trust and Agency Fund a trust fund account to be known as the *Kids Hope Alliance Trust Fund*, hereinafter called the *Fund*. The Chief Executive Officer ("CEO") of the Kids Hope Alliance ("Board") shall deposit into the fund all donations and contributions of money, including gifts and grants, received for use toward achieving the purposes, functions and goals set forth in the Essential Services Plan for Kids and Chapter 77, Ordinance Code. All such donations and contributions shall be accounted for separately within the fund by the CEO. All sums placed into the fund, which shall include all interest earned or accrued thereon, shall be appropriated by the Council prior to expenditure, and shall be utilized for operating, maintaining and improving the Essential Services Plan for Kids provided in Chapter 77, Ordinance Code, and to provide funding for the Board's mini-grant program. The mini-grants of up to \$5,000 may be awarded to organizations that provide programs for children and youth in the Jacksonville community and that are within the services, programs and activities identified in the Essential Services Categories under Chapter 77, Ordinance Code. The mini-grant funds shall not lapse at the close of any fiscal year, but instead shall carry over to the next fiscal year. Funds provided through the Fund shall not be used for ongoing program costs or fundraising efforts. The CEO shall make grant and other expenditure recommendations to the Board. The Board shall approve all expenditure amounts and the CEO shall award the amounts as directed by the Board. The CEO or its designee shall review the expenditures to ensure that the funds were expended for those items as approved by the Board. The Director of Finance and Administration, or his designee, is authorized and directed to make disbursements from the Fund after appropriation by the Council and upon written requisition of the CEO, or his designee, subject to the availability of funds in the Fund. Nothing in this Section shall prohibit or otherwise limit any appropriations which may be made by the Council to the Board for use toward achieving the purposes, functions and goals set forth in the Essential Services Plan for Kids and Chapter 77, Ordinance Code.

*Part B. Youth Travel Trust Fund*

There is created within the General Trust and Agency Fund a trust fund account to be known as the Youth Travel Trust Fund. The Board of Directors of the Kids Hope Alliance is hereby designated as the agent of the City for the purposes of determining and authorizing the allocation of a travel grant appropriation designated in the annual budget ordinance or in supplemental appropriation ordinances as being appropriated for eligible recipients. The Board shall also deposit into the fund all donations and contributions of money, including gifts and grants, received for use toward youth travel. All such donations and contributions shall be accounted for separately within the fund. Unencumbered funds in the Youth Travel Trust Fund shall not lapse at the close of any fiscal year, but instead shall carry over to the next fiscal year in this fund at year end. ~~The annual appropriation to this fund may not exceed \$50,000. The \$50,000 Appropriations to this fund~~ may be comprised of contributions to the fund and appropriations of this fund's fund balance to the extent available. No organization may make a request for youth travel support except through an allocation from the Youth Travel Trust Fund and all requests from Council for youth travel appropriations shall be directed to the Board in compliance with the directives set forth in this Part B.

- (a) The process for the annual youth travel appropriation will begin with the Board's preparation of an annual appropriation request. This request will reflect a lump sum appropriation to be indicated in the annual City budget as Youth Travel ~~Grant Program Trust Fund~~. The Board's Youth Travel ~~Grant Program Trust Fund~~ request shall be submitted to the Mayor for review by the Mayor's Budget Review Committee ("MBRC") which will recommend a lump sum appropriation to be included in the proposed budget for the upcoming fiscal year. In presenting its youth travel appropriation request, the Board shall include relevant information regarding youth travel grants and shall be responsible for documenting the validity of the request to the MBRC, the City Council Finance Committee and full City Council throughout the budgeting process.
- (b) Funding will be allocated by contract between the recipient organization and the Board, which shall be signed by the Mayor or his or her designee, or the Chief Executive Officer of the Kids

Hope Alliance, on behalf of the Board. Organizations will be notified in writing of the results of their request and will be provided with any support information or justification for the decision which might be helpful.

- (c) The Board shall develop and be responsible for the administration of the Youth Travel ~~Grant Program~~ Trust Fund. Procedures shall be established and amended as necessary to meet the mission of the program and current needs of the community. The Board may classify organizations in reasonable classifications for the purpose of this program and may adopt such other administrative and operating procedures as are not inconsistent with this Part B of Section 111.850, Ordinance Code. The procedure prescribed herein, as further developed by the Board, shall be the only procedure available to organizations for requesting youth travel public support.
- (d) The following components shall be included in any administrative and operating procedures developed and implemented by the Board:
  - (1) The Board shall promulgate a written procedure for the submission of appropriation requests by organizations, which procedure shall be made known to each requesting organization at the time the appropriation request form is supplied to the requesting organization.
  - (2) The Board shall consider appropriation requests returned by the requesting organizations. The Board shall afford the requesting organizations an opportunity to make an oral or written presentation to further justify or explain their respective appropriation requests.
  - (3) The Board shall accept and consider appropriation requests for youth travel grants in amounts of up to \$25,000.
- (e) In order to be eligible for funding, an organization must meet the following criteria:
  - (1) The organization must provide evidence of the organization's formation or structure (e.g., articles of incorporation as to incorporated organizations, or listing of the organization's members, each member's role in the organization and date organization was formed as to unincorporated organizations).
    - ~~The organization must be tax exempt under Section 501(c)(3) of the Federal Internal Revenue Code. A copy of the organization's letter of exemption from the Internal Revenue Service and all amendments thereto shall be provided when the organization submits its first appropriation request and thereafter when any change is made. In the alternative, an organization must be an outside school-related organization regulated by the Duval County School Board and complying with all requirements of the Duval County School Board with respect to such organizations, including compliance with requirements pertaining to financial accounting and auditing. An outside school-related organization shall provide, with any request for a youth travel grant, copies of annual audits provided to the Duval County School Board for the preceding year.~~
    - ~~(2) The organization must be a not-for-profit corporation chartered by the Secretary of State under F.S. Ch. 617, Pt. 1. A copy of the corporate charter and all amendments thereto shall be provided when the corporation submits its first appropriation request and thereafter when any change is made.~~
  - (2) The organization must provide current proof of any business licenses required by local, state, and federal law as applicable.
  - (3) The organization must operate in Duval County.
  - ~~(4) The organization must have been in existence for at least one year.~~
- ~~(f)~~ ~~(4)~~ The membership of the organization shall be open to as large a portion of the public as possible, subject to nondiscriminatory conditions and qualifications for membership.
- ~~(g)~~ ~~(5)~~ If the organization is a previous recipient of Youth Travel Grant, the organization must have submitted all required reports for previous grants.

- (hf) All applications to the Youth Travel ~~Grant Program~~Trust Fund will be evaluated based on criteria established by the Board which criteria will include, but not be limited to:
- (1) That at least ~~75-50~~ percent of the organization's revenue for the planned youth travel is derived from sources other than this program, which revenue must have been raised prior to application for funding from the Youth Travel Trust Fund.
  - (2) That the Youth Travel Trust Fund may provide no more than ~~25-50~~ percent of the allowable travel funds ~~or up to a maximum of \$25,000, whichever is less; provided, however, that the Board shall not set lower limits of maximum funding available from the Youth Travel Fund;~~ and
  - (3) That the travel must be in connection with an invitation recognizing and resulting from the outstanding performance or achievement of the traveling organization or the travel must be educational and/or developmental and give children and youth unique experiences; and
  - (4) Receiving a commitment from the organization to provide a service to the community upon their return.
- (5) Funds received from the Youth Travel Trust Fund may not be used for ongoing program costs of other Kids Hope Alliance programs or the organization's fundraising efforts.
- (i) Restrictions on use of youth travel grants:
- (1) No grants shall be made to individuals, or local, state or federal agencies.
  - (2) Youth travel grant funds may not be used for:
    - (i) Capital purchases;
    - (ii) Endowments or escrow accounts;
    - (iii) Contributions or donations to other organizations;
    - (iv) Penalty fees for violations of federal, state or local laws;
    - (v) Interest payments or professional fees;
    - (vi) Reimbursement to individuals for other than travel expenses; or
    - (vi) Uniforms, supplies, equipment and other similar items.
- (j) The Board may advance funds up to 50 percent of the grant amount to grant recipients, subject to applicable Board rules and policies, for the purpose of funding expenses necessary to be paid in advance of the travel, including expenses necessary to secure travel arrangements.
- (j) Youth travel funds, other than advances made in accordance with subsection (j), will be paid by Kids Hope Alliance as reimbursement for travel expenses upon submission of proper documentation, receipts Requests forand disbursements must be properly documented and supported by receipts, invoices, canceled checks and/or other information as required by the Board. Financial reports with all supporting documentation from the recipient shall be due to the Board within 90 days of completion of the travel.
- (k) The Board shall establish a quarterly reporting system for all funded organizations which provides financial and programmatic information documenting the use and impact of the Youth Travel ~~Grant Program~~Trust funds. This shall be part of the KHA's Quarterly Budget Summary Report.
- (l) Funds derived from sources other than from this program shall first be used to finance the travel and reduce the Youth Travel Fund grant. Any unused travel funds, up to the amount provided by the Board, shall be returned to the Board along with the final report. All application forms, procedures, reporting requirements, and contract agreements for recipient organizations will be



developed by the Board and will be between the Board and the individual recipient organizations.

*Part C. Summer Camp Trust Fund*

There is created within the General Trust and Agency Fund a trust fund account to be known as the *Summer Camp Trust Fund*, hereinafter called "the Fund." The Board of Directors of the Kids Hope Alliance, hereinafter called the Board, is hereby designated as the agent of the city for the purposes of determining and authorizing the allocation of summer campships. The Board, by and through its Executive Director, shall also deposit into the fund all donations, and contributions of money, including gifts and grants received for use toward summer campships. All such donations and contributions shall be accounted for separately within the fund, by the Executive Director. All sums placed into the fund, which shall include all interest earned or accrued thereon, shall be appropriated by the Council prior to expenditure, and shall be utilized for establishing summer campships. Funds provided through the fund shall not be used for ongoing program costs of fundraising efforts. The Executive Director shall make expenditure recommendations, for summer campships, to the Board. The Board shall approve all expenditure amounts, for summer campships, and the Executive Director shall award the amounts, for summer campships, as directed. The Executive Director or designee shall review the expenditures to ensure that the funds were expended for the summer campships, as approved by the Board. The Director of Finance and Administration, or designee, is authorized and directed to make disbursements from the fund, after appropriation by the Council, and upon written requisition of the Executive Director, or designee, subject to the availability of funds in the fund. Funds, in the fund, that are unencumbered, at the end of any fiscal year shall lapse at the end of that fiscal year.

(Ord. 87-1264-702, § 1; Ord. 90-545-252, § 1; Ord. 91-806-602, § 1; Ord. 2000-446-E, § 1; Ord. 2000-580-E, § 1; Ord. 2001-1010-E, § 2; Ord. 2006-422-E, § 46; Ord. 2007-342-E, § 1; Ord. 2007-813-E, § 10.8; Ord. 2011-732-E, § 37; Ord. [2016-140-E](#), § 16; Ord. [2017-563-E](#), §§ 3, 11)

**Editor's note**— Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

**Note**— Former 110.344.

[GC-#1260811-v2-KHA Youth Travel Trust Fund 2019 changes.doc](#)

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**BOARD ACTION ITEM**

**GOVERNANCE COMMITTEE: APRIL 1, 2019**

**FINANCE COMMITTEE: APRIL 10, 2019**

**BOARD MEETING DATE: APRIL 17, 2019**

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**TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

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

**RE: REVISED GRANTS MATRIX FORM**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve the revised Grants Matrix Form that includes signature lines for Office of General Counsel.

**NARRATIVE:**

This revision includes an area to have OGC sign the document. See attached.

**FISCAL IMPACT:**

None.

**PROGRAMMATIC IMPACT:**

This revision includes an area to have OGC sign the document.

**GOVERNANCE/PROGRAM IMPACT:**

1. This request requires KHA Board Approval.

**OPTIONS:**

1. Vote to approve
2. Decline to approve

**STAFF RECOMMENDATION:**

Staff recommends approval.

Title of Grant:

### **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.

<b><u>Requirement Questions:</u></b>	<b><u>Staff Response:</u></b>	<b><u>KHA Leadership:</u></b>	<b><u>Office of General Counsel (as applicable):</u></b>	<b><u>Governance Committee Agree or Disagree:</u></b>
<b><u>Name of the grant:</u></b>				
<b>Does this fall within the Kids Hope Alliance Ordinance?</b>				
<b>Does this align with the Essential Services Plan? Which category is this in?</b>				
<b>Does this align with the Mission, Vision, and Purpose?</b>				
<b>Does this have a significant return on investment?</b>				
<b>Does this address a requirement of an existing grant?</b>				
<b>Is this associated with an existing contract or program?</b>				

Title of Grant:

<b>How many children will be served/ impacted?</b>				
<b>Does this have defined outcomes that improve the lives of children? What are they?</b>				
<b>Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details.</b>				
<b>Is this in the Kids Hope Alliance budget?</b>				

Title of Grant:

<b>What partners or partnerships are involved?</b>				
<b>Is any legislation required?</b>				

**Governance Committee Action:**

**Approve:** \_\_\_\_\_

**Defer:** \_\_\_\_\_

**Disapprove:** \_\_\_\_\_

**Finance Committee Action:**

**Approve:** \_\_\_\_\_

**Defer:** \_\_\_\_\_

**Disapprove:** \_\_\_\_\_

**Leadership Signatures:**

**Staff Member:** \_\_\_\_\_

**OGC Signature:** \_\_\_\_\_

**KHA CEO:** \_\_\_\_\_

**Governance Chair:** \_\_\_\_\_

Title of Grant:

**Board Approval:** \_\_\_\_\_

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

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**BOARD ACTION ITEM**

**GOVERNANCE COMMITTEE: APRIL 1, 2019**

**FINANCE COMMITTEE: APRIL 10, 2019**

**BOARD MEETING DATE: APRIL 17, 2019**

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**TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**

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

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

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Authorize KHA to apply for a grant from the Department of Health and Human Services, Substance Abuse and Mental Health Services for a new System of Care (SOC) Expansion and Sustainability Grant;
- 2) Authorize the CEO to execute any contract or legal document necessary,
- 3) Authorize sub-contracting with Managed Access to Child Health, Inc., as the service provider agency; and
- 4) Approve match and/or cash (to be determined).

**NARRATIVE:**

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

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

**FISCAL IMPACT:**

The grant amount is \$4,000,000 (\$1,000,000 per year for four years); In-Kind Match of \$1,900,000 to be produced by the service provider agency - MATCH. Cash match to be determined.

**PROGRAMMATIC IMPACT:**

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

**GOVERNANCE/PROGRAM IMPACT:**

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

**OPTIONS:**

1. Vote to approve
2. Decline to approve

**STAFF RECOMMENDATION:**

Staff recommends approval.



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

**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.

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

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

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

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

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

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

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

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

**Governance Committee Action:**

Approve: \_\_\_\_\_

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

**Defer:** \_\_\_\_\_

**Disapprove:** \_\_\_\_\_

**Finance Committee Action:**

**Approve:** \_\_\_\_\_

**Defer:** \_\_\_\_\_

\_\_\_\_\_

**Disapprove:** \_\_\_\_\_

\_\_\_\_\_

**Board Approval:** \_\_\_\_\_

**Leadership Signatures:**

**Staff Member:** \_\_\_\_\_

**OGC Signature:**

**KHA CEO:** \_\_\_\_\_

**Governance Chair:** \_\_\_\_\_

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

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**BOARD ACTION ITEM**

**GOVERNANCE COMMITTEE DATE: APRIL 1, 2019**

**FINANCE COMMITTEE: APRIL 10, 2019**

**BOARD MEETING DATE: APRIL 17, 2019**

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

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**REQUESTED ACTION:**

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

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

**NARRATIVE:**

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

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

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

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

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

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

**FISCAL IMPACT:**

- Year 1: \$233,830, Year 2: \$383,099 and Year 3: \$383,071 for a total of \$1,000,000.
- .50 FTE for a Grants Contract Manager at the Kids Hope Alliance

**PROGRAMMATIC IMPACT:**

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

**GOVERNANCE/PROGRAM IMPACT:**

The proposal submission needs Kids Hope Alliance Board approval.

**OPTIONS:**

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

**STAFF RECOMMENDATION:**

Staff recommends approval.



**Framework for Grant Guiding Applications:**

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

<b><u>Requirement Questions:</u></b>	<b><u>Staff Response:</u></b>	<b><u>KHA Leadership:</u></b>	<b><u>Office of General Counsel (as applicable):</u></b>	<b><u>Governance Committee Agree or Disagree:</u></b>
<b><u>Name of the grant:</u></b>	Office of Juvenile Justice and Delinquency Prevention: Opioid Affected Youth Initiative			
<b><u>Does this fall within the Kids Hope Alliance Ordinance?</u></b>	Yes.			
<b><u>Does this align with the Essential Services Plan? Which category is this in?</u></b>	Yes. Special Needs and Juvenile Justice			
<b><u>Does this align with the Mission, Vision, and Purpose?</u></b>	Yes.			
<b><u>Does this have a significant return on investment?</u></b>	Yes. Youth identified with risk factors to addiction early in teen years will be less likely to progress to addiction.			

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

<b>Does this address a requirement of an existing grant?</b>	No.			
<b>Is this associated with an existing contract or program?</b>	No.			
<b>How many children will be served/ impacted?</b>	300			
<b>Does this have defined outcomes that improve the lives of children? What are they?</b>				
<b>Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details.</b>	No.			
<b>Is this in the Kids Hope Alliance budget?</b>	No.			
<b>What partners or partnerships are involved?</b>	Managed Access to Child Health (dba Partnership for Child Health)			
<b>Is any legislation required?</b>	Yes, if the grant is awarded it must be appropriated.			

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

**Governance Committee Action:**

Approve: \_\_\_\_\_

Defer: \_\_\_\_\_

Disapprove: \_\_\_\_\_

**Finance Committee Action:**

Approve: \_\_\_\_\_

Defer: \_\_\_\_\_

Disapprove: \_\_\_\_\_

**Leadership Signatures:**

Staff Member: \_\_\_\_\_

OGC Signature: \_\_\_\_\_

KHA CEO: \_\_\_\_\_

Governance Chair: \_\_\_\_\_

**Board Approval:** \_\_\_\_\_

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

## STOP the Violence Mini-Grants

Name of Agency	CTJC Numbers	Application Number		Total Score	Average Score	Bonus Points	Contract Numbers	Funding Awarded	Advance Paid	Comments
Revitalize Arlington, Inc.	19000092 01	25		193	96.5	10	10519-01	\$ 9,875	\$ 2,468.75	
Northside Coalition of Jacksonville	19000097 01	31		170	85.0	10	10544	\$ 10,000	\$ 2,500.00	
Don't Miss A Beat, Inc.	19000088 01	28		188	94.0	0	9371-15	\$ 10,000		
Jacksonville Community Coalition, Inc.	19000094 01	3		186	93.0	0	10540	\$ 10,000	\$ 2,500.00	
Cage Consulting	19000101 01	5		185	92.5	0	10547	\$ 9,820	\$ 2,454.93	
Northwest Behavioral Health Service, Inc.	19000076 01	16		180	90.0	0	7592-72	\$ 10,000		
Boy Scouts of America, North Florida Council, Inc	19000081 01	22		178	89.0	0	10245-02	\$ 10,000		
Boys' and Girls' Club	19000086 01	32		176	88.0	0	9531-74	\$ 10,000		
Tristan's Acceleration Academy	19000093 01	11		173	86.5	0	10334-02	\$ 10,000	\$ 2,500.00	
WILD edu		14		173	86.5	0		\$ 10,000		
God's Glory from Heaven Outreach Ministries Inc.	19000079 01	30		172	86.0	0	10525	\$ 10,000	\$ 1,360.00	
Trinity Delivernce Christian Church	19000096 01	34		147	73.5	10	10543	\$ 10,000	\$ 2,500.00	
Marathon High Non-Profit	19000103 01	10		141	70.5	10	10550	\$ 10,000		
The Foundation Academy	19000098 01	19		160	80.0	0	10545	\$ 10,000	\$ 2,500.00	
2nd Mile Ministries	19000091 01	99		159	79.5	0	10539	\$ 9,970		
Us & Our Children	19000090 01	27		159	79.5	0	10538	\$ 10,000		
Excellence Academy for the Performing and Visual Arts	19000073 01	7		157	78.5	0	10522	\$ 10,000	\$ 2,500.00	
Carver Lincoln	19000089 01	33		153	76.5	0	10436-01	\$ 10,000	\$ 2,500.00	
Annie Ruth Foundation	19000083 01	46		132	66.0	10	10342-03	\$ 10,000		
Project A.K.A.	19000104 01	49		132	66.0	10	10542	\$ 10,000		
Solid Rock Missionary Baptist Church	19000102 01	97		131	65.5	10	10546	\$ 10,000	\$ 2,500.00	
Empowerment Resources	19000100 01	91		130	65.0	10	10348-01	\$ 10,000		
Cathedral Arts Project	19000084 01	29		148	74.0	0	10536	\$ 10,000	\$ 2,500.00	
Police Athletic League of Jacksonville, Inc.	19000074 01	69		148	74.0	0	6556-115	\$ 10,000		
AMIkids Jacksonville		21		147	73.5	0		\$ 9,872		Declined Award
P.S. Never Give Up Hope Inc.	19000082 01	18		147	73.5	0	10527	\$ 10,000		
Heart for Children	19000099 01	82		127	63.5	10	8723-07	\$ 10,000		Declined Award
Heart To Heart Christian Academy & Childcare Inc.	19000077 01	44		127	63.5	10	10523	\$ 10,000	\$ 2,500.00	
Electas House Inc	19000105 01	68		144	72.0	0	10555	\$ 9,959	\$ 2,489.75	
YMCA	19000085 01	35		144	72.0	0	7255-55	\$ 10,000		

Delta Sigma Theta Sorority, Inc.		12		121	60.5	10		\$ 10,000		
Hope at Hand, Inc.	19000095 01	23		140	70.0	0	10541	\$ 10,000		
Jacksonville Arts & Music School	19000075 01	24		140	70.0	0	10314-02	\$ 10,000	\$ 2,500.00	
Junior Achievement of North Florida	19000078 01	100		139	69.5	0	10524	\$ 9,920		
100 Black Men	19000087 01	90		119	59.5	10	10537	\$ 10,000	\$ 2,500.00	
The Chosen of God Miracle Kingdom Builders	19000080 01	86		116	58.0	10	10526	\$ 10,000	\$ 1,360.00	
Jacksonville Urban League	19000068 01	58		135	67.5	0	4192-62	\$ 4,400		

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**BOARD ACTION ITEM****FINANCE COMMITTEE: APRIL 10, 2019****BOARD MEETING DATE: APRIL 17, 2019**

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**TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS****FROM: JOSEPH PEPPERS, CHIEF EXECUTIVE OFFICER****RE: RECOMMENDATIONS FROM THE CEO FOR FUNDING APPROVALS  
FROM THE KIDS HOPE ALLIANCE FOR THE STOP THE VIOLENCE MINI  
GRANT PROGRAMS**

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**REQUESTED ACTION:**

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

- 1) Authorize awarding additional organizations in order of their original scores up to \$10,000.00 each for the Stop the Violence Mini Grants with funding from the organizations that declined the original awards. Two providers will be awarded \$10,000.00 &
- 2) Authorize awarding three providers up to \$5,000.00 each from the \$15,000.00 of additional funding that was appropriated for The Stop The Violence Mini Grants &
- 3) The board is asked to authorize the CEO to execute any contract or legal document necessary.

<b>Name of Agency</b>	<b>Application Number</b>	<b>Total Score</b>	<b>Average Score</b>	<b>Bonus Points</b>	<b>Total Final</b>	<b>Funding Requested</b>
Revitalize Arlington, Inc.	25	193	96.5	10	106.50	\$ 9,875
Northside Coalition of Jacksonville	31	170	85.0	10	95.00	\$ 10,000
Don't Miss A Beat, Inc.	28	188	94.0	0	94.00	\$ 10,000
Jacksonville Community Coalition, Inc.	3	186	93.0	0	93.00	\$ 10,000
Cage Consulting	5	185	92.5	0	92.50	\$ 10,000
Northwest Behavioral Health Service, Inc.	16	180	90.0	0	90.00	\$ 10,000
Boy Scouts of America, North Florida Council, Inc	22	178	89.0	0	89.00	\$ 10,000
Boys' and Girls' Club	32	176	88.0	0	88.00	\$ 10,000
Tristan's Acceleration Academy	11	173	86.5	0	86.50	\$ 10,000
WILD edu	14	173	86.5	0	86.50	\$ 10,000

God's Glory from Heaven Outreach Ministries Inc.	30	172	86.0	0	86.00	\$ 10,000
Trinity Deliverance Christian Church	34	147	73.5	10	83.50	\$ 10,000
Marathon High Non-Profit	10	141	70.5	10	80.50	\$ 10,000
The Foundation Academy	19	160	80.0	0	80.00	\$ 10,000
2nd Mile Ministries	99	159	79.5	0	79.50	\$ 9,970
Us & Our Children	27	159	79.5	0	79.50	\$ 10,000
Excellence Academy for the Performing and Visual Arts	7	157	78.5	0	78.50	\$ 10,000
Carver Lincoln	33	153	76.5	0	76.50	\$ 10,000
Annie Ruth Foundation	46	132	66.0	10	76.00	\$ 10,000
Project A.K.A.	49	132	66.0	10	76.00	\$ 10,000
Solid Rock Missionary Baptist Church	97	131	65.5	10	75.50	\$ 10,000
Empowerment Resources	91	130	65.0	10	75.00	\$ 10,000
Cathedral Arts Project	29	148	74.0	0	74.00	\$ 10,000
Police Athletic League of Jacksonville, Inc.	69	148	74.0	0	74.00	\$ 10,000
AMIkids Jacksonville	21	147	73.5	0	73.50	\$ 9,872
P.S. Never Give Up Hope Inc.	18	147	73.5	0	73.50	\$ 10,000
Heart for Children	82	127	63.5	10	73.50	\$ 10,000
Heart To Heart Christian Academy & Childcare Inc.	44	127	63.5	10	73.50	\$ 10,000
Electas House Inc	68	144	72.0	0	72.00	\$ 9,959
YMCA	35	144	72.0	0	72.00	\$ 10,000
Delta Sigma Theta Sorority, Inc.	12	121	60.5	10	70.50	\$ 10,000
Hope at Hand, Inc.	23	140	70.0	0	70.00	\$ 10,000
Jacksonville Arts & Music School	24	140	70.0	0	70.00	\$

						10,000
Junior Achievement of North Florida	100	139	69.5	0	69.50	\$ 9,920
100 Black Men	90	119	59.5	10	69.50	\$ 10,000
The Chosen of God Miracle Kingdom Builders	86	116	58.0	10	68.00	\$ 10,000
Jacksonville Urban League	58	135	67.5	0	67.50	\$ 10,000
America's Little Leaders Inc	4	134	67.0	0	67.00	\$ 10,000
Pearls of Perfection	83	134	67.0	0	67.00	\$ 10,000
Hope Street, Inc.	98	133	66.5	0	66.50	\$ 10,000
Great Expectations Educational Resources and Supports	77	131	65.5	0	65.50	\$ 10,000
Krumpin 4 Success	45	131	65.5	0	65.50	\$ 10,000
Straight And Narrow Project	57	128	64.0	0	64.00	\$ 10,000
The First Tee of North Florida	20	128	64.0	0	64.00	\$ 10,000
Fitness And Character Education, Inc.	1	127	63.5	0	63.50	\$ 10,000
West Jacksonville Restoration Center	84	127	63.5	0	63.50	\$ 10,000
Children Enriched with Opportunities	96	126	63.0	0	63.00	\$ 9,534
Mad Dads Jacksonville Charter	17	126	63.0	0	63.00	\$ 10,000
Literacy Pros of Jacksonville	85	125	62.5	0	62.50	
Fresh Ministries Inc	74	124	62.0	0	62.00	\$ 9,998
Shoes for Africa	92	123	61.5	0	61.50	\$ 9,980
Jacksonville Sister Cities Association - Nelson Mandela Youth Ambassadors Program	71	121	60.5	0	60.50	\$ 10,000
Andrew Jackson Ministries	78	120	60.0	0	60.00	\$ 10,000
Mental Health America of Northeast Florida	73	120	60.0	0	60.00	\$ 10,000
Bridge Builders United, Inc.	56	117	58.5	0	58.50	\$ 10,000



Youth for Christ	8	117	58.5	0	58.50	\$ 10,000
Believing Unto Righteousness	87	116	58.0	0	58.00	\$ 10,000
Gods Ark of Safety	88	116	58.0	0	58.00	\$ 10,000
Greater Love Development Christian Center	89	116	58.0	0	58.00	\$ 10,000
One Accord Ministries International Inc.	52	115	57.5	0	57.50	\$ 10,000
Abundant Life Christian Center #2	39	94	47.0	10	57.00	\$ 10,000
For Your Soul Gospel International Ministries Inc.	40	94	47.0	10	57.00	\$ 10,000
Love Fellowship Christian Centers	41	94	47.0	10	57.00	\$ 10,000
1K Nation, Inc.	79	112	56.0	0	56.00	\$ 10,000
Project 180, Inc.	61	112	56.0	0	56.00	\$ 10,000
Meachum L. Clarke Incorporated	72	110	55.0	0	55.00	\$ 10,000
Lutheran Social Services of Northeast Florida, Inc.	6	109	54.5	0	54.50	\$ 10,000
The Performers Academy	50	89	44.5	10	54.50	\$ 10,000
Child Guidance Center	38	108	54.0	0	54.00	\$ 10,000
West Jacksonville Restoration Center	36	108	54.0	0	54.00	\$ 10,000
Rylans Way Incorporated	15	107	53.5	0	53.50	\$ 10,000
Greater El Beth El Divine Holiness Church Inc	101	102	51.0	0	51.00	\$ 10,000
B.E.T.T.A. Movement, Inc	75	101	50.5	0	50.50	\$ 10,000
New Beginnings Ministries of Jacksonville Florida	37	81	40.5	10	50.50	\$ 10,000
United Youth Athletic Association	95	100	50.0	0	50.00	\$ 10,000
Spiritual Moving Bodies for Christ Inc.	13	96	48.0	0	48.00	\$ 10,000
Born 2 Excel Inc.	48	95	47.5	0	47.50	\$ 10,000
Project 180 Inc	93	94	47.0	0	47.00	\$

						10,000
Seven S.E.A.S.	2	94	47.0	0	47.00	\$ 10,000
Princess & Co	80	93	46.5	0	46.50	\$ 10,000
First Coast Taekwondo Club, Inc	9	92	46.0	0	46.00	\$ 10,000
School For Accelerated Learning and Technologies	59	89	44.5	0	44.50	\$ 10,000
City Kids Art Factory	42	81	40.5	0	40.50	\$ 10,000
Project Delantero Community Services, Inc.	26	79	39.5	0	39.50	\$ 10,000
Stop The Madness Incorporated	54	59	29.5	10	39.50	\$ 10,000
The 100 Strong Foundation Inc	47	75	37.5	0	37.50	\$ 10,000
Shoes for Africa	53	73	36.5	0	36.50	\$ 10,000
First Coast Leadership Foundation	94	69	34.5	0	34.50	\$ 10,000
Women of War Inc	76	69	34.5	0	34.50	\$ 10,000
Westside Jacksonville Young Life	63	47	23.5	10	33.50	\$ 10,000
A Humble Beginning Restoral Project Inc.	51	65	32.5	0	32.50	\$ 10,000
I Am changed Foundation Inc.	55	54	27.0	0	27.00	\$ 10,000
The Richard Allen Green Foundation	70	54	27.0	0	27.00	\$ 10,000
Highest Horizon Support Services Inc.	67	53	26.5	0	26.50	\$ 10,000
Len Mattiace Foundation	43	53	26.5	0	26.50	\$ 10,000
Herb N Chick Inc.	62	46	23.0	0	23.00	\$ 10,000
Safe Haven of NE FL	66	33	16.5	0	16.50	\$ 10,000
Read 30 Inc.	60	32	16.0	0	16.00	\$ 10,000
Nedrah Educational Community Development Corp.	64	16	8.0	0	8.00	\$ 10,000
Dee Tressure Pleasure	65	9	4.5	0	4.50	\$ 10,000

**NARRATIVE:**

The Kids Hope Alliance will contract with organizations to provide professional services to young people for prevention and intervention programs that will assist in combating youth violence in high violence areas of the city. The red highlight indicates the organizations that declined the original funding. The green highlight indicates where we will begin offering the awards based on scoring and ability to still execute the program by September 30, 2019.

Providers will have an emphasis on early intervention and prevention programs, and clear pathways out of violence. Providers will work together across the government and the community to end youth violence.

Additionally, this grant is expected to align with the essential service plan by meeting the requirements of the Juvenile Justice Essential Service Categories, as defined in Sec. 77.107.

**FISCAL IMPACT:**

- No Fiscal impact the funds have already been appropriated.

**PROGRAMMATIC IMPACT:**

The Stop the Violence Mini-grant program was designed to support community-based organizations in providing prevention and intervention activities throughout our community. The selected programs represent several of the KHA Essential Services categories, including Special Needs, Juvenile Justice, PreTeen/Teen, and Out of School/Afterschool.

**GOVERNANCE/PROGRAM IMPACT:**

The proposal submission needs Kids Hope Alliance Board approval.

Approval of this 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.

## 2019 Kids Hope Alliance Committee & Board Meeting Tracker

Below is the 2019 schedule for the monthly Kids Hope Alliance Governance Committee, Finance Committee, and Board of Directors Meetings. The Governance Committee will meet the first Monday of the month at 1:00 p.m., unless otherwise advertised. The Finance Committee will meet the second Wednesday of every month at 9:30 a.m., unless otherwise advertised. The Board of Directors will meet the third Wednesday of every month at 10:00 a.m., unless otherwise advertised.

Below is also the due date for KHA Staff to submit action items and supporting documents for the committee meetings. All Governance Committee & Board Meeting items are due electronically (in Word or Excel format) to Adam Miller via e-mail at [MillerA@coj.net](mailto:MillerA@coj.net) by close of business on the dates outlined below. All Finance Committee action items and materials are due to electronically via e-mail to Delores Williams (Copying Cynthia Nixon) at [DeloresD@coj.net](mailto:DeloresD@coj.net) as outlined below. All items requiring board action are required to go through the Governance Committee and/or the Finance Committee before being presented to the Board.

<u>Governance Committee Materials Due from Staff:</u>	<u>Governance Packets Sent Out:</u>	<u>Governance Committee Meeting:</u>	<u>Finance Committee Materials Due from Staff:</u>	<u>Finance Committee Packets Sent Out:</u>	<u>Finance Committee Meeting:</u>	<u>Board Meeting Packets Sent Out:</u>	<u>Board of Directors Meeting:</u>
2/27/2019	3/1/2019	3/4/2019	3/4/2019	3/8/2019	3/13/2019	3/13/2019	3/20/2019
3/21/2019	3/25/2019	4/1/2019	4/1/2019	4/5/2019	4/10/2019	4/10/2019	4/17/2019
4/25/2019	4/29/2019	5/6/2019	4/29/2019	5/3/2019	5/8/2019	5/8/2019	5/15/2019
5/23/2019	5/28/2019	6/3/2019	6/3/2019	6/7/2019	6/12/2019	6/12/2019	6/19/2019
6/20/2019	6/24/2019	7/1/2019	7/1/2019	7/5/2019	7/10/2019	7/10/2019	7/17/2019
7/25/2019	7/29/2019	8/5/2019	8/5/2019	8/9/2019	8/14/2019	8/14/2019	8/21/2019
8/22/2019	8/27/2019	9/3/2019	8/30/2019	9/6/2019	9/11/2019	9/11/2019	9/18/2019
9/26/2019	9/30/2019	10/7/2019	9/30/2019	10/4/2019	10/9/2019	10/9/2019	10/16/2019
10/24/2019	10/28/2019	11/4/2019	11/4/2019	11/8/2019	11/13/2019	11/13/2019	11/20/2019
11/21/2019	11/25/2019	12/2/2019	12/2/2019	12/6/2019	12/11/2019	12/11/2019	12/18/2019

COJ FY19 (2019)

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Category:</b>												
Out-of-School Time										Draft	Community Listening Session	Scope Approval
Early Learning		Community Listening Sessions	Draft		Scope Approval	RFP			Board Approval of Awards	Launch New RFP		
Special Needs		Community Listening Sessions	Draft	Scope Approval	RFP		Board Approval			Launch New RFP		
Pre-Teen & Teen		Community Listening Sessions	Draft		Scope Approval	RFP			Board Approval of Awards	Launch New RFP		
Juvenile Justice		Community Listening Sessions	Draft		Scope Approval	RFP			Board Approval of Awards	Launch New RFP		

**OCG and Procurement  
Engagement and Review**

**COJ FY20 (2020)**

	January	February	March	April	May	June
<b>Category:</b>						
<b>Out-of-School Time</b>	<b>RFP</b>			<b>Board Approval</b>		<b>Launch New RFP</b>
<b>Early Learning</b>						
<b>Special Needs</b>						
<b>Pre-Teen &amp; Teen</b>						
<b>Juvenile Justice</b>						