



**FINANCE COMMITTEE
MEETING
AGENDA**

**Wednesday, June 12, 2019
9:30 AM - 11:00 AM**

		<u>T AB</u>
1. CALL TO ORDER	Tyra Tutor	
2. APPROVAL OF THE MINUTES	Tyra Tutor	1
3. FINANCE REPORT	Cynthia Nixon	2
• Financial Report – April 30, 2019		
4. NEW BUSINESS <i>(open for public comments)</i> Action Items		
• Special Needs RFP	Mary Nash	3
• Health Families Contract Amendment With the Ounce of Prevention Fund	Mary Nash	4
• Youth Travel Trust Fund Application	Ruth Waters	5
• Legislation to fund new Afterschool Programs	Kenneth Darity	6
• Juvenile Justice RFP	Katoia Wilkins	7
5. Old Business		
• Budget Discussion	Joe Peppers	8
6. PUBLIC COMMENTS		
7. ADJOURN		



FINANCE COMMITTEE MEETING SUMMARY
May 8, 2019
9:30 AM – 11:00 AM

Voting Board Member Attendees:

Tyra Tutor
Dr. Wells

Non-voting:

Kevin Gay
Rebekah Davis

Staff:

Cynthia Nixon, Delores Williams, Adam Miller, Mary Tobin, Dr. Jennifer Blalock, Mary Nash, Jerelyn Allen, Chandra Brown, Jared Muse, Katoia Wilkins, Ruth Waters, Dae Lynn Helm, Shaterica Moore, John Everett, and LaRaya Strong

COJ Staff:

Julia Davis, Office of General Counsel

Guests: Johnna Daniels, Early Learning Coalition; Jerome Baltazar, Communities in Schools; Leon Baxton, Communities in Schools; LeVasiyea Haslem, 1K Nation Inc.; Ebony Williams, ECS; and Angel Carro, Early Learning Coalition

Call to Order

The Finance Committee Meeting was called to order at 9:30 a.m. by Tyra Tutor, Finance Chair. Ms. Tutor thanked everyone for coming and asked approval of the April finance summary. Dr. Wells stated the version of the summary he received had Dr. Darby names on the action item and that he needed a moment to look over the updated summary included in the packet today for corrections. Once completed, Dr. Wells made the motion to approve the changes and Ms. Tutor seconded it. Ms. Tutor opened the floor for comments. With none being heard, the motion to approve passed.

Finance Report

Cynthia Nixon stated the report runs through March 31, 2019 and we are six months into the fiscal year. The first report is a combined report that show City funded and grant funded accounts into one report. Ms. Nixon went through each grant and line item in detail. Ms. Nixon stated that a previous request from the Finance Committee was to break out the part time staff salary dollars to the report which she did.

Other items discussed:

All Operation Funds Indexes
Afterschool Food Program Grant

21st Century Impact Grant and TeamUp Excel
Summer Food Program Grant



Healthy Families Grant
SAMHSA Grant
Youth Travel Trust Fund
Criminal Justice, Mental Health &
Substance Abuse Reinvestment Grant
Mini Grants Program

Wallace Foundation Grant
Jax Kids Book Club
Beaches Community Fund
Stop the Violence

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

New Business

Jared Muse introduced the Youth Sports and Character Development Request for Proposal. The Finance Committee is asked to approve the Request for Proposal with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Committee. Mr. Muse stated that the Governance Committee had approved the item with the requested changes being presented to the Finance Committee. Removing the definitions from the scoring matrix, removing the points for completing an application from the Attachment A. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Dr. Wells asked about the process for the Committees to view action items. Ms. Tobin stated that Donna Orender will soon head up the Programs Committee and that the Finance Committee will only vet items that have a financial impact. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Jared Muse introduced the Youth Steam Camp Initiative.

The Committee is asked to approve the Request for Proposal with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Committee. The camps will offer the 5 STEAM topics, Science, Technology, Engineering, Arts and Mathematics.

Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for further discussion and public comments. With no comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor of the amendment and the motion as amended.

Jared Muse introduced Summer Learning.

The Committee is asked to amend a request brought to the Board on March 20th to provide funding for summer learning. Due to providers not being able to offer camps for one or more reasons, these funds will be used to provide additional seats to existing providers listed on this action item. Dr. Wells made a motion to approve and Ms. Tutor seconded it. Ms. Tutor opened the floor for further discussion and public comments. The language on the action item should be changed to this fiscal year FY18-19 not FY19-20.

With none being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.



Katoia Wilkins introduced the Evening Reporting Center Request for Proposal.

The Finance Committee is asked to approve the Request for Proposal with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Committee. This item has been vetted by the Governance Committee and all requested changes have been incorporated in item presented to the Finance Committee. Dr. Wells made the motion to approve and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

College Success and Access Academy Request for Proposal.

The Finance Committee is asked to approve the Request for Proposal with the minimum qualifications, scope of services, evaluation criteria and performance metrics. This item has been vetted by the Governance Committee and all requested changes have been incorporated in the item presented to the Finance Committee. The program will serve 50 students at 7 possible schools. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. With none being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

John Everett introduced PreTeen and Teen Success Afterschool and Summer Request for Proposal.

The Finance Committee is asked to approve the Request for Proposal with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Committee. The Governance Committee has vetted this item and recommends approval with the changes that is presented to the Finance Committee. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. There was discussion on whether there are other vendors that do this and is this considered direct services. Mr. Gay stated that the age range was incorporated to include middle school youth. Dr. Wells talked about not being to be restrictive on the ages that can be served. Dr. Wells said that in reference to the previous action item on STEM, he would like to take a moment of silence for the student of Colorado STEM school affected by gun violence. With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Ruth Waters introduced Youth Travel Trust Fund Request.

The Finance Committee is asked to approve the application request from the Boys & Girls Club of NE Florida to assist a participant to attend the state competition for Youth of the Year. Ms. Waters stated that the travel has already occurred, and the reimbursement amount will be \$457.00. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. With none being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.



Ruth Waters introduced Criminal Justice Mental Health and Substance Abuse Reinvestment Grant Match request.

The Finance Committee is asked to approve the budget amendment that exceeds 10% change within a cost category. Ms. Tutor asked for additional information to support the extreme amount requested as compared to the salary. Ms. Ruth stated it was due to the increase in health benefits. Ms. Tutor asked for a comparison between the increase in benefits to salary from the prior years. The Finance Committee decided not to take any action on this item.

Dae Lynn Helm introduced the Youth Engagement in Sports, Collaboration to Improve Adolescent Physical Activity and Nutrition.

The Finance Committee is asked to approve Kids Hope Alliance to apply for a grant from the Department of Health and Human Services. This grant is to improve physical activity and nutrition via increased sports participation. Target 6th through 8th grade for youth in areas where no sports or few sports programs exist. There is no cash match to apply. Ms. Tutor asked a motion to approve the grant application. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. With none being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Chandra Brown introduced I. M. Sulzbacher line item request.

The Finance Committee is asked to approve the addition of a new line item. The line item to be added is for conferences and staff development. Ms. J. Davis explained that since this specific line item was not part of the budget, this line item must be created. There was discussion on what is the internal policy for adding a line item and why was this brought before the Committee. Ms. Nixon stated that there is a JCC policy around this type of request but not for Kids Hope Alliance. If the request is less than 10% it does not need Committee or Board approval. Ms. Tutor stated that she would still want to see the request whether it be for more or less than 10%. for examples, if the dollar amount is large enough, but doesn't reach 10%, the amendment may need to be brought to the Board so we know how the funds will be used or changed.

After all discussion if was decide this item did not need Committee approval. Ms. Tutor asked that the Governance Committee look at a policy for this for creating a line item for 10% of the actual budget.

Public Comment

No public comments

ADJOURN

The meeting was adjourned at 10:44 a.m.



Financial Report

for the Period Ended

April 30, 2019

KIDS HOPE ALLIANCE
Combined City Fund, Grants & Trust Funds
 Period: City Fiscal Year and Varying Grant Periods
 April 30, 2019

	Current Budget	City Funds	Afterschool FY19	Summer Lunch FY 19	Healthy Families FY19	Wellness	Mental Health FY19	21st Century FY19	21st Teamup - Excel FY19	High Fidelity FY19	Beaches EL	Youth Travel Trust	KHA Stop the Violence	IOVA Mini Grants	Book Club	Total	Total Encumbered	Remaining Budget
REVENUES:																		
Improvemental Revenue	7,279,954		1,685,945		639,733	915,000		127,503		254,389	49,600	40,794		696,460	201,413	2,707,470	1,862,473	(457,284)
Contributions from Private Sources	1,863,373				1,040,500	419,465	60,000	157,718								1,677,683		(900)
Contributions from Other Funds	1,677,683																	
Department of Children & Families	400,000																	
Journal Fund Transfer	146,000									146,000								(400,000)
Total Fund - Youth Travel	40,794											40,794						
Stop the Violence - Mini Grants	364,550												299,550					(75,000)
Interfund Transfers	158,318													158,318				(27,188)
Earnings on Investment	80,297																	(20,731)
Rental of City Facilities	81,840																	(34,100)
Contributions from General Fund	32,632,359	24,660,029														24,660,029		(7,972,330)
HC Transfers	2,401,843	2,395,977										15,866				2,401,843		
Total Revenues	47,127,011	27,128,081	1,685,945		1,680,233	1,334,465	60,000	285,221		400,389	49,600	40,794	305,416	857,198	201,413	34,078,655		(13,048,357)
EXPENDITURES:																		
Salaries - Permanent and Probationary	3,512,355	1,279,150	105,263	6,910	123,090	302,188		65,260		30,710	4,952					1,912,523		1,594,832
Salaries - Part Time	1,413,922	19,886	2,867		15,690	11,925		133,221								183,597		1,230,325
Employee Benefits	1,372,364	467,545	28,931	1,958	67,594	119,176		30,741		15,084	1,025			49		732,103		590,761
After School Team Up & S. - Food Cost	2,839,549		1,724,681													1,724,681	600,091	514,777
Summer Lunch - Food Cost	662,718															662,718		662,718
Trust Fund Authority	954,869													819,081		819,081		135,788
Internal Services Expenses	900,809	418,350	6,428	2,015	46,243	1,075		35,828		2,123	13,618					476,234	247,541	424,575
Other Operating Expenses	2,616,843	253,264	65,939		13,989	791,011				2,254						1,328,571		1,040,731
Food	1,000															680		320
Grants and Aids	33,995,483	9,225,072			1,035,661		60,965			294,162				6,060		10,702,280	13,332,656	9,560,547
Indirect Costs	88,026				11,597		52,926									71,734		17,092
Capital Outlay	1,310,777					5,052										5,052		8,025
Transfers	1,809,679	1,539,059														1,614,059		195,620
Reserves	315,384															315,384		315,384
Total Expenditures	50,046,678	13,202,226	1,934,099	10,883	1,313,872	1,203,353	70,449	265,050		344,333	19,595		86,419	900,190	145,026	19,575,595	14,180,788	16,290,995
Total Revenues Less Expenditures	(2,919,667)	13,925,755	(248,254)	(10,883)	366,361	51,112	(10,449)	20,171		56,056	30,005	40,794	218,997	(42,992)	56,387	14,503,060	(14,180,288)	3,242,638
Reserve - Prior Year Encumbrances		2,756,953																
Budget Difference		(162,914)																

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

KIDS HOPE ALLIANCE
All Operating Fund Indexes
April 30, 2019

	Original Budget	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:					
Earnings on Investment	77,877	77,877	57,146	-	(20,731)
Rental of City Facilities	81,840	81,840	47,740	-	(34,100)
Gain/Loss SA			201		201
Intrafund Transfers (Trsf from 192)	-	-	-	-	-
Intrafund Transfers (Trsf from 192)	-	-	27,188	-	27,188
NC Transfers	247,870	2,385,977	2,385,977	-	-
Contributions from General Fund	31,936,961	32,632,359	24,660,029	-	(7,972,330)
Total Revenues	\$ 32,344,548	\$ 35,178,053	\$ 27,178,281	\$ -	\$ (7,999,772)
EXPENDITURES:					
Salaries - Permanent and Probationary	\$ 2,406,099	\$ 2,456,099	\$ 1,279,150	\$ -	\$ 1,176,949
Salaries - Part Time	\$ 273,091	\$ 503,091	\$ 19,886	\$ -	\$ 483,205
Employee Benefits	904,735	921,678	467,545	-	454,133
Internal Service Charges	801,085	805,084	418,350	-	386,734
Other Operating Expenses	600,454	1,162,727	253,264	177,596	731,867
Capital Outlay	1	1	-	-	1
Grants and Aids	26,555,520	30,036,263	9,225,072	11,731,203	9,079,988
Transfers	488,179	1,734,679	1,539,059	-	195,620
Reserves	315,384	315,384			315,384
Total Expenditures	\$ 32,344,548	\$ 37,935,006	\$ 13,202,326	\$ 11,908,799	\$ 12,823,881
Total Revenues Less Expend.	\$ -	\$ (2,756,953)	\$ 13,975,955	\$ (11,908,799)	\$ 4,824,109
Reserve - Prior Year Encumbrances		2,756,953			
Budget Difference		-			

Additional Information:

Kids Hope Alliance
Operating Fund - Expenditure Detail
 April 30, 2019

	Original Budget	Current Budget	Expenditures Year-to-Date	Encumbered Year-to-Date	Remaining Budget
EXPENDITURES					
REGULAR SALARIES AND WAGES:					
Permanent and Probationary Salaries	\$ 2,455,184	\$ 2,505,184	\$ 1,254,385	\$ -	\$ 1,250,799
Terminal Leave	\$ -	\$ -	\$ 15,552	\$ -	\$ (15,552)
Salaries Part Time	\$ 273,091	\$ 503,091	\$ 19,886	\$ -	\$ 483,205
Salaries/Benefits Lapse	\$ (67,015)	\$ (67,015)	\$ -	\$ -	\$ (67,015)
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
Leave Rollback/Sellback	\$ -	\$ -	\$ -	\$ -	\$ -
Special Pay	\$ 17,930	\$ 17,930	\$ 9,213	\$ -	\$ 8,717
Lump Sum Payment	\$ -	\$ -	\$ -	\$ -	\$ -
BENEFITS:					
FICA & Medicare	\$ 39,942	\$ 44,002	\$ 18,153	\$ -	\$ 25,849
Pension, Unfunded Liability & Disability & FRS Pension	\$ 368,886	\$ 375,745	\$ 206,226	\$ -	\$ 169,519
GEPP Define Contribution Pension	\$ 159,981	\$ 165,831	\$ 67,356	\$ -	\$ 98,475
Dental, Life & Health Insurance	\$ 318,784	\$ 318,958	\$ 165,805	\$ -	\$ 153,153
Worker's Compensation	\$ 17,142	\$ 17,142	\$ 9,992	\$ -	\$ 7,150
Unemployment Insurance	\$ -	\$ -	\$ 13	\$ -	\$ (13)
PROFESSIONAL SERVICES:					
Professional Services (Incl. 3rd party evaluator)	\$ 296,100	\$ 685,573	\$ 132,842	\$ 146,849	\$ 405,882
Background Checks/DR	\$ 5,949	\$ 5,949	\$ -	\$ -	\$ 5,949
OTHER CONTRACTUAL SERVICES:					
Contractual Services	\$ 10,936	\$ 10,936	\$ 5,100	\$ -	\$ 5,836
Training Workshops	\$ 5,299	\$ 5,299	\$ 450	\$ 2,900	\$ 1,949
TRAVEL AND PER DIEM:					
Travel Expenses (Out of County)	\$ 21,877	\$ 21,877	\$ 8,163	\$ -	\$ 13,714
Local Mileage & Parking & Tolls	\$ 20,994	\$ 20,994	\$ 7,666	\$ -	\$ 13,328
INTERNAL SERVICE CHARGES					
ITD Allocations	\$ 341,715	\$ 341,714	\$ 158,607	\$ -	\$ 183,107
OGC Legal - IS Allocation	\$ 84,623	\$ 84,623	\$ 56,154	\$ -	\$ 28,469
Copier Consolidation & Copy Center - IS Allocation	\$ 50,418	\$ 53,418	\$ 17,597	\$ -	\$ 35,821
FLEET - Van Maintenance	\$ 6,661	\$ 6,661	\$ 422	\$ -	\$ 6,239
Mailroom - IS Allocation	\$ 1,101	\$ 2,101	\$ 500	\$ -	\$ 1,601
Utilities Allocation - Public Works - IS Allocation	\$ 128,117	\$ 128,117	\$ 74,735	\$ -	\$ 53,382
Building Maintenance - City Wide - IS Allocation	\$ 121,586	\$ 121,586	\$ 70,925	\$ -	\$ 50,661
Guard Service & ADT - IS Allocation	\$ 65,889	\$ 65,889	\$ 38,435	\$ -	\$ 27,454
Ergonomic Assessment	\$ 975	\$ 975	\$ 975	\$ -	\$ -
RENTAL AND LEASES:					
Rentals & Other Rent	\$ 1	\$ 1	\$ -	\$ -	\$ 1
Rentals (Land & Buildings)	\$ -	\$ 7,583	\$ 2,844	\$ -	\$ 4,739
INSURANCE:					
General Liability & Miscellaneous Insurance	\$ 25,315	\$ 25,315	\$ 20,485	\$ -	\$ 4,830
REPAIRS AND MAINTENANCE SERVICE:					
Repairs and Maintenance	\$ 2,000	\$ 2,000	\$ 938	\$ 1,013	\$ 49
Hardware/Software Maintenance or Licensing Agreement	\$ 41,000	\$ 107,000	\$ 27,996	\$ -	\$ 79,004
PRINTING AND BINDING/PROMOTIONAL ACTIVITIES:					
Printing and Binding	\$ 1	\$ 1,843	\$ -	\$ -	\$ 1,843
Advertising and Promotion	\$ 8,927	\$ 34,026	\$ 13,863	\$ 11,801	\$ 8,362
OTHER CURRENT CHARGES AND OBLIGATIONS:					
Miscellaneous Services and Charges	\$ 5,050	\$ 7,550	\$ 3,170	\$ -	\$ 4,380
Stipends	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
Welfare - Burials	\$ 21,366	\$ 21,366	\$ -	\$ -	\$ 21,366
OFFICE AND OPERATING SUPPLIES:					
Postage	\$ 400	\$ 400	\$ (31)	\$ -	\$ 431
Office Supplies	\$ 15,300	\$ 20,300	\$ 4,415	\$ 1,696	\$ 14,189
Food	\$ 7,900	\$ 8,975	\$ 627	\$ 112	\$ 8,236
Equipment under \$1,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Supplies (Incl. Literacy supplies/books)	\$ 38,867	\$ 42,568	\$ 5,169	\$ 12,735	\$ 24,664
Software, Computer Items Under \$1,000	\$ 1,000	\$ 31,000	\$ -	\$ -	\$ 31,000
Employee Training	\$ 8,798	\$ 8,798	\$ 2,510	\$ 490	\$ 5,798
Dues, Subscriptions	\$ 58,374	\$ 58,374	\$ 17,057	\$ -	\$ 41,317
Office Furniture	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Computer Equipment	\$ 1	\$ 1	\$ -	\$ -	\$ 1
AIDS TO PRIVATE ORGANIZATIONS:					
Subsidies/Contributions (Agencies & Match \$\$)	\$ 26,555,520	\$ 30,036,263	\$ 9,225,072	\$ 11,731,203	\$ 9,079,988
INTRAFUND TRANSFERS					
Interfund Transfer - Debt Service Interest	\$ 218,385	\$ 218,385	\$ 128,380	\$ -	\$ 90,005
Interfund Transfer - Debt Service Principle	\$ 229,000	\$ 229,000	\$ 133,583	\$ -	\$ 95,417
Interfund Transfers Out	\$ 40,794	\$ 40,794	\$ 30,596	\$ -	\$ 10,198
Intrafund Transfers Out (HF, SAMHSA & Nutrition)	\$ -	\$ 1,246,500	\$ 1,246,500	\$ -	\$ -
Reserves	\$ 315,384	\$ 315,384	\$ -	\$ -	\$ 315,384
TOTAL OPERATING FUND INDEXES	\$ 32,344,548	\$ 37,935,006	\$ 13,202,326	\$ 11,908,799	\$ 12,823,881

KIDS HOPE ALLIANCE

After-School Food Program Grant

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

April 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 3,130,928	\$ 1,685,845	\$ -	\$ (1,445,083)
Total Revenues	\$ 3,130,928	\$ 1,685,845	\$ -	\$ (1,445,083)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 167,478	\$ 105,263	\$ -	\$ 62,215
Salaries - Part Time	\$ 8,183	\$ 2,867	\$ -	5,316
Employee Benefits	46,415	28,931	-	17,484
After-School Team Up - Food Cost	2,839,549	1,724,681	600,091	514,777
Internal Service Charges	21,072	6,428	-	14,644
Other Operating Expenses	46,646	65,929	-	(19,283)
Capital Outlay	1,585	-	-	1,585
Indirect Costs	-	\$ -	-	-
Total Expenditures	\$ 3,130,928	\$ 1,934,099	\$ 600,091	\$ 596,738
Total Revenues Less Expenditures	\$ -	\$ (248,254)	\$ (600,091)	\$ (848,345)

Purpose of Grant:

Provide snacks and suppers to children in afterschool programs.

Additional Information:

March revenue of \$276,607 was posted in May.

KIDS HOPE ALLIANCE

Summer Food Program Grant

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

April 30, 2019

	<u>Actual Budget</u>	<u>Actual Year to Date</u>	<u>Encumbered Year to Date</u>	<u>Remaining Budget</u>
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 1,038,118	\$ -	\$ -	(1,038,118)
Revenue Fwd from Prior Year Funding	\$ -	\$ -		
Total Revenues	\$ 1,038,118	\$ -	\$ -	\$ (1,038,118)
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 72,936	\$ 6,910	\$ -	66,026
Salaries - Part Time	\$ 172,980	\$ -	\$ -	172,980
Employee Benefits	23,817	1,958	-	21,859
Internal Service Charges	14,800	2,015	-	12,785
Contractual Services (food contract)	662,718	-	-	662,718
Other Operating Expenses	86,078	-	-	86,078
Capital Outlay	-	-	-	-
Indirect Cost	4,789	-	-	4,789
Total Expenditures	\$ 1,038,118	\$ 10,883	\$ -	\$ 1,027,235
Total Revenues Less Expenditures	\$ -	\$ (10,883)	\$ -	\$ (10,883)

Additional Information:

KIDS HOPE ALLIANCE

Healthy Families Grant

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

April 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,094,500	\$ 639,733	\$ -	\$ (454,767)
Contributions from Other Funds	1,040,500	1,040,500	-	-
Total Revenues	\$ 2,135,000	\$ 1,680,233	\$ -	\$ (454,767)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 205,550	\$ 123,090	\$ -	\$ 82,460
Salaries - Part Time	\$ 21,430	\$ 15,698	-	5,732
Employee Benefits	88,755	67,594	-	21,161
Internal Service Charges	51,200	46,243	-	4,957
Other Operating Expenses	27,337	13,989	-	13,348
Capital Outlay	2,000	-	-	2,000
Grants and Aids	1,724,600	1,035,661	257,789	431,150
Indirect Costs	14,128	11,597	-	2,531
Total Expenditures	\$ 2,135,000	\$ 1,313,872	\$ 257,789	\$ 563,339
Total Revenues Less Expenditures	\$ -	\$ 366,361	\$ (257,789)	\$ 108,572

Purpose of Grant:

An evidence-based, voluntary home visitation program proven to prevent child abuse/neglect for Jacksonville's highest at-risk families.

Additional Information:

KIDS HOPE ALLIANCE
Wallace Foundation Grant

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

April 30, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Contributions from Private Sources	\$ 915,000	\$ 915,000	\$ -	\$ -
Contributions from Other Funds	419,465	419,465	-	-
Total Revenues	\$ 1,334,465	\$ 1,334,465	\$ -	\$ -
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 302,188	\$ 302,188	\$ -	\$ -
Salaries - Part Time	\$ 46,324	\$ 11,925		34,399
Employee Benefits	119,675	119,176	-	499
Internal Service Charges	4,552	1,075	-	3,477
Other Operating Expenses	802,195	791,011	3,250	7,934
Capital Outlay	5,052	5,052	-	-
Indirect Costs	54,479	52,926	-	1,553
Total Expenditures	\$ 1,334,465	\$ 1,283,353	\$ 3,250	\$ 47,862
Total Revenues Less Expenditures	\$ -	\$ 51,112	\$ (3,250)	\$ 47,862

Purpose of Grant:

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

Additional Information:

Budget appropriated for life of the grant.

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

KIDS HOPE ALLIANCE

21st CCLC Program - Impact Grant

Grant Period: August 1, 2018 to July 31, 2019

April 30, 2019

	<u>Current Budget</u>	<u>Actual Year to Date</u>	<u>Encumbered Year to Date</u>	<u>Remaining Budget</u>
REVENUES:				
Intergovernmental Revenue	\$ 316,408	\$ 127,503	\$ -	\$ (188,905)
Contributions from Other Funds	157,718	157,718	-	-
Total Revenues	\$ 474,126	\$ 285,221	\$ -	\$ (188,905)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 113,517	\$ 65,260	\$ -	\$ 48,257
Salaries - Part Time	\$ 215,604	\$ 133,221	-	82,383
Employee Benefits	46,768	30,741	-	16,027
Internal Service Charges	500	-	-	500
Other Operating Expenses	97,737	35,828	34,233	27,676
Capital Outlay	-	-	-	-
Indirect Costs	-	-	-	-
Total Expenditures	\$ 474,126	\$ 265,050	\$ 34,233	\$ 174,843
Total Revenues Less Expenditures	\$ -	\$ 20,171	\$ (34,233)	\$ (14,062)

Purpose of Grant:

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

Additional Information:

Programs are City operated.

February and March revenue is still pending.

KIDS HOPE ALLIANCE

21st CCLC Program - Teamup Excel

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

April 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 700,000	\$ -	\$ -	\$ (700,000)
Contributions from Other Funds	-	-	-	-
Total Revenues	\$ 700,000	\$ -	\$ -	\$ (700,000)
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 100,000	\$ -	\$ -	\$ 100,000
Salaries - Part Time	\$ 446,310	\$ -	-	446,310
Employee Benefits	40,279	-	-	40,279
Internal Service Charges	100	-	-	100
Other Operating Expenses	109,972	-	11,040	98,932
Capital Outlay	3,339	-	2,571	768
Indirect Costs	-	-	-	-
Total Expenditures	\$ 700,000	\$ -	\$ 13,611	\$ 686,389
Total Revenues Less Expenditures	\$ -	\$ -	\$ (13,611)	\$ (13,611)

Purpose of Grant:

Provide afterschool program at Cedar Hills and Gregory Drive

Additional Information:

Programs are City operated.

KIDS HOPE ALLIANCE

Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant

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

April 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Department of Children & Families	\$ 400,000	\$ -	\$ -	\$ (400,000)
Contributions from Other Funds	60,000	60,000	-	-
Total Revenues	\$ 460,000	\$ 60,000	\$ -	\$ (400,000)
EXPENDITURES:				
Salaries Part Time	1	-	-	1
Other Operating Expenses	21,352	8,332	8,499	4,521
Internal Service Charges	1	-	-	1
Capital Outlay	-	-	-	-
Grants and Aids	429,276	60,966	380,301	(11,991)
Administrative Support	9,370	1,151	-	8,219
Total Expenditures	\$ 460,000	\$ 70,449	\$ 388,800	\$ 751
Total Revenues Less Expenditures	\$ -	\$ (10,449)	\$ (388,800)	\$ (399,249)

Purpose of Grant:

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

Additional Information:

This is the second year of a three year grant.
Revenue of \$197,000 is pending receipt.

KIDS HOPE ALLIANCE

SAMHSA - High Fidelity Wrap Around Grant

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

April 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,000,000	\$ 254,389	\$ -	\$ (745,611)
Intrafund Transfer	146,000	146,000	-	-
Total Revenues	\$ 1,146,000	\$ 400,389	\$ -	\$ (745,611)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 83,495	\$ 30,710	\$ -	\$ 52,785
Employee Benefits	32,246	15,084	-	17,162
Internal Service Charges	2,500	2,123	-	377
Other Operating Expenses	26,659	2,254	470	23,935
Capital Outlay	1,100	-	-	1,100
Grants and Aids	1,000,000	294,162	705,838	-
Indirect Costs	-	-	-	-
Total Expenditures	\$ 1,146,000	\$ 344,333	\$ 706,308	\$ 95,359
Total Revenues Less Expenditures	\$ -	\$ 56,056	\$ (706,308)	\$ (650,252)

Purpose of Grant:

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

Additional Information:

Year 4 and final year of a SAMHSA pass-through grant
Carryover request for \$543,725 is pending.

KIDS HOPE ALLIANCE

Beaches Community Fund Early Learning Grant

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

April 30, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Contributions from Privated Sources	\$ 50,500	\$ 49,600	\$ -	\$ (900)
Total Revenues	\$ 50,500	\$ 49,600	\$ -	\$ (900)
EXPENDITURES:				
Salaries - Permanent and Probationary	11,091	4,952	-	6,139
Employee Benefits	2,682	1,025	-	1,657
Other Operating Expenses	36,727	13,618	3,023	20,086
Total Expenditures	\$ 50,500	\$ 19,595	\$ 3,023	\$ 27,882
Total Revenues Less Expenditures	\$ -	\$ 30,005	\$ (3,023)	\$ 26,982

Purpose of Grant:

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

Additional Information:

This is only a 6 month grant

KIDS HOPE ALLIANCE
Youth Travel Trust Fund
April 30, 2019

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

Purpose of Program:

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

Additional information:

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

KIDS HOPE ALLIANCE

Kids Hope Alliance Trust Fund - Stop the Violence

April 30, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
REVENUES:				
Interfund Transfer In	364,550	289,550	-	(75,000)
NC-Transfers	15,866	15,866	-	-
Total Revenues	\$ 380,416	\$ 305,416	\$ -	\$ (75,000)
EXPENDITURES:				
Trust Fund Authority	15,866	-	-	15,866
Grants and Aids	364,550	86,419	257,525	20,606
Total Expenditures	\$ 380,416	\$ 86,419	\$ 257,525	\$ 36,472
Total Revenues Less Expenditures	\$ -	\$ 218,997	\$ (257,525)	\$ (38,528)

Purpose of Program:

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

Additional information:

KIDS HOPE ALLIANCE

Kids Hope Alliance Trust Fund - Mini Grants Program

April 30, 2019

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

Purpose of Program:

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

Additional information:

KIDS HOPE ALLIANCE
Jax Kids Book Club Trust Fund
April 30, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
REVENUES:				
Contributions from Private Sources	\$ 201,413	\$ 201,413	\$ -	\$ -
Total Revenues	\$ 201,413	\$ 201,413	\$ -	\$ -
EXPENDITURES:				
Operating Expenses	199,413	144,346	9,430	45,637
Food	1,000	680	-	320
Internal Service Charges	1,000	-	-	1,000
Total Expenditures	\$ 201,413	\$ 145,026	\$ 9,430	\$ 46,957
Total Revenues Less Expenditures	\$ -	\$ 56,387	\$ (9,430)	\$ 46,957

Purpose of Program:

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

Additional information:

Self-appropriating Trust Fund

BOARD ACTION ITEM:

FINANCE COMMITTEE: JUNE 12, 2019

BOARD MEETING DATE: JUNE 19, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: JOE PEPPERS, CHIEF EXECUTIVE OFFICER

RE: REQUEST FOR PROPOSALS: SPECIAL NEEDS

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the issuance of a Request for Proposals (RFP) for Special Needs with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Board.

NARRATIVE:

The KHA Special Needs Programming Division consists of programs, services and activities designed to support and assist children and youth living with special needs, including but not limited to, mental, behavioral, emotional or physical disabilities. In order to increase access to and participation in programs that provide prevention and intervention services in these areas, KHA is seeking qualified non-profit organizations interested in contracting with the City of Jacksonville to provide evidence-based, high quality programming in this category. Proposed programming should be designed to support children in addressing individual goals/treatment plans in an effort to prepare for, and succeed in, their future. Programming awarded in this RFP will be considered in one of two categories: 1. Programming that Addresses Mental, Emotional and/or Behavioral Needs, and 2. Programming for Children Living with Identified Disabilities/Exceptionalities.

FISCAL IMPACT:

RFP Amount is up to \$1,471,595.00

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

SECTION 4 DESCRIPTION OF SERVICES AND DELIVERABLES

Minimum Qualifications to Apply:

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

Total Funding Available:

KHA plans to award \$1,166,070.00 to fund Special Needs Programs for the contract period October 1, 2019 through September 30, 2020, subject to appropriation by the Jacksonville City Council in KHA's 2019-2020 Budget Ordinance. KHA will have the option, in its sole discretion, to renew the contract for two additional one-year periods. The number of awards made and the amount of individual awards will be based, in KHA's sole discretion, on the merits of the proposed programs in light of KHA's Goals and Strategies as set forth in its Essential Services Plan and the evaluation criteria described in this RFP. KHA reserves the right to accept or reject all or any part of any proposal.

1.0 Statement of need:

Under the Kids Hope Alliance (KHA) mission and vision, a pathway to academic, career, and civic success is envisioned for every child in Duval County. To accomplish this goal, KHA seeks to fund programs in the Essential Category of Special Needs that:

1. Address issues and challenges related to mental, emotional, behavioral or identified disabilities, which have the potential for impacting performance and behavior issues.
2. Use evidence-based practices believed to be the most successful in providing prevention and intervention services as related to mental, emotional, behavioral and/or identified disabilities.
3. Ensure at-risk youth participants' growth and success in academic, career, and civic potential.

Research shows that children living with Special Needs have fewer social connections and lower participation rates in both in-school and out-of-school activities than their peers without disabilities. Unfortunately, a lack of service availability continues to exist for both mental health services and programs for children living with identified disabilities/exceptionalities.

In the area of mental, emotional and behavioral needs, 1-in-5 children experience a mental disorder in a given year. In addition, 19% of Duval middle and high-school students report an attempt at suicide, according to the 2017 Youth Risk Behavior Survey. Currently, the Kids Hope Alliance funds 63 therapists in the Duval County Full Service School model. While this funding assists with meeting the needs of this population, the demand is increasingly high and cannot be met by Full Service Schools alone.

In the area of programming for children living with moderate to severe disabilities, we see an even greater gap in available resources. Of the 19,000 children in Duval County Public Schools with an Individual Education Plan, KHA currently funds services for approximately 410 children each year. In addition, an increase in this area has not been given in 12 years, insurance companies are not covering necessary therapeutic services, and there are few programs that offer extended care and summer camp services for this population.

2.0 Program Overview:

The KHA Special Needs Programming Division consists of programs, services and activities designed to support and assist children and youth living with special needs, including but not limited to, mental, behavioral, emotional or physical disabilities. In order to increase access to and participation in programs that provide prevention and intervention services in these areas, KHA is seeking qualified non-profit organizations interested in contracting with the City of Jacksonville to provide evidence-based, high

quality programming in this category. Proposed programming should be designed to support children in addressing individual goals/treatment plans in an effort to prepare for, and succeed in, their future.

Programming awarded in this RFP will be considered in Special Needs programming. Examples of these services could include, but are not limited to:

- Extended Care Services for Children with Special Needs
- Summer Camp Programs for Children with Special Needs
- Therapeutic Services
- Mental Health Identification and Treatment
- Trauma Treatment
- Partnerships to Provide Mental Health Services for Children Not Otherwise Served (i.e. Early Childhood, Summer Camps, After School Programs, Children Living with Chronic or Terminal Illness)
- Services to Address the Needs of Children Living in Homelessness

3.0 KHA Essential Services Plan:

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

Continuum of Services

1. Improve Literacy for All At-Hope Children and Youth
2. Improve Family and Community Engagement for All At-Hope Children and Youth
3. Improve access to KHA programs, services, and activities for at-hope children and youth in all geographic regions of Jacksonville and council districts
4. Improve Employability and College-Readiness for All At-Hope Children

Special Needs

5. Improve Access to and Participation in the Continuum of Services for Children and Youth with Special Needs
6. Increase Participant, Family, and Caregiver Access to Support Systems

4.0 Program Design Requirements:

- Develop a program model for providing services to children at-risk for or currently living special needs which may include, but not be limited to: mental, emotional, behavioral and physical disabilities.
- Program model must address the needs of a unique population not currently being served in the same way through Duval County Public Schools or other community programming.
- Target children should reside in Duval County and be between the ages of birth and 18-years-old (or up to 22 years, with an Individual Education Plan, still enrolled with Duval County Public Schools and working toward a high school diploma)
- Establish partnerships and agreements within the community to facilitate referrals contacts.
- Employ highly qualified staff that are trained and certified as appropriate in the care of children living with special needs.
- Provide initial consultation and ongoing services to children referred to the program to determine therapeutic needs and appropriate methods of delivery.

- Utilize valid and reliable assessment tools to identify needs in the absence of a pre-existing Individualized Education Plan and/or Treatment Plan.
- Develop treatment plans (or individual goal plans) for children, monitor ongoing progress and adjust goals and treatment/services as needed.
- Provide age-appropriate therapeutic, educational and/or behavioral services.
- Provide a multi-tiered, multi-generational support system to best serve the mental health and educational needs of both children and their families.
- Provider will participate in collaborative efforts with other partners in the community to provide additional referrals as needed to appropriately meet the needs of the child and family.
- Establish a program model that is designed to ensure family engagement.
- Incorporate literacy activities into program model.
- Demonstrate a commitment to staff development through promoting attendance at ongoing professional development opportunities.

5.0 Staff Requirements:

- Staff will have Level 2 Background Screening as a condition of employment. Provider shall repeat the Level 2 Background Screening at least every 5 years from the date of the initial screening or re-screening.
- Therapists must either be licensed or have appropriate supervision by a licensed mental health clinician.
- Staff has demonstrated experience providing Special Needs services with Jacksonville communities.
- Staff must have documented evidence of training in trauma informed care. This can include Youth Mental Health First Aid or other similar training.
- Agency and staff are current providers for Medicaid and are able to bill for services as such.

6.0 Cultural Responsivity Requirements:

- Agency actively promotes and supports a culturally and linguistically diverse leadership and workforce that are responsive to the communities that they are servicing.
- Agency will offer language assistance to individuals who have limited English proficiency and/or other communication needs at no cost to the family.
- Agency must provide written materials in easy to understand language and in other languages as commonly used by populations in the service area.
- Agency must show experience in serving zip codes or areas with major disproportionalities in exposure to persistent traumatic stress.
- Agency must show ability to stratify data by cultural factors and zip codes to ensure the population needs are being met effectively.

7.0 Documentation Requirements:

Client records must include program consents, demographic information, referral source, presenting problem, financial eligibility (Medicaid, private insurance, none) and the name of the individual with primary responsibility for the child, screening and assessment information, treatment/service plan, progress notes, medication profile, release of confidential information, summary service reports, parent and teacher contact, and outcome measures.

8.0 Reporting/Data Requirements:

The following data points will be required for submittal on a monthly basis:

1. Number of children served
2. Units of Service Provided (as defined by program proposal)
3. Data proposed in the accepted application that details the three components of results-based accountability:
 - **How much did you do?**

- **How well did you do it?**
 - **Is anyone better off?**
- Contractor must input and maintain all required client related data in the designated data system assigned to Contractor by the Kids Hope Alliance (KHA). Required client data will be defined by KHA with the necessary data input fields and structures provided as part of the assigned data system and or supporting processes. Data input will be performed directly into the assigned data system for each client and only by Contractor's authorized data system user.
 - Parental Consent Forms for all clients must be obtained by Contractor and maintained at the program site or agency administrative office. Parental Consent Forms must give permission for KHA to access and or use participant data, caregiver data and service records of the participant in the designated data system or its generated reports.
 - Authorized Data System Users will be granted system access with a unique username and password only after Contractor successfully completes the required submission of a new user request form. Under no circumstances shall the Contractor share the username and password of an authorized user with anyone that has not been formally granted system access by the appropriate KHA data system administrator(s). Using the username and password of another person is strictly prohibited. Contractor is responsible for vetting the candidates they request system access for and will be responsible for all actions within the system of persons working with the system on their behalf.
 - Upon the termination of employment or volunteer service of an authorized data system user, Contractor must report to a KHA data system administrator(s) in writing and or via email requesting the former employee's or volunteer's system account be de-activated. This notification must be received no later than three business days after termination.

9.0 Protection of Participant Data

- In the course of providing the Services, Contractor may have access to child Personally Identifiable Information (PII) or Personal Health Information (PHI) that is subject to the Family Educational Rights and Privacy Act (FERPA) and/or the Health Insurance Portability and Accountability Act (HIPAA). Contractor shall not use PII or PHI for any purpose other than in the performance of the Services. Except as required by law, Contractor shall not disclose or share PH with any third party unless permitted by the terms of the Contract or to subcontractors who have agreed to maintain the confidentiality of the PII/PHI to the same extent required of Contractor under this Contract.
- Contractor shall require all employees and or volunteers who process or view PII and PHI data to complete FERPA and HIPAA training as directed by KHA to coincide with or precede their first day of access and maintain as well as provide proof of completion of that training to KHA upon request. Furthermore, Contractor will only authorize the access of data by properly trained personnel who have signed a non-disclosure statement provided by the KHA.
- If Contractor experiences a security breach concerning any student's information covered by this Contract, then Contractor will immediately notify the KHA and take immediate steps to limit and mitigate such security breach to the extent possible. Any breach of the confidentiality obligation set forth in the Contract may, at the KHA's discretion, result in cancellation of further consideration for contract award for a period determined by KHA. In addition, Contractor agrees to indemnify and hold KHA harmless for any loss, cost, damage or expense suffered by KHA, including but not limited to the cost of notification of affected persons as a direct result of the unauthorized disclosure of education records.

10.0 Outcome Requirements

- 85% of proposed units of service will be met (as defined by program proposal).
- 85% of the proposed number of children will be served.

11.0 Invoice/Payments

- Providers must outline program costs in their proposal and will be reimbursed quarterly (or monthly if requested) based on the submission of an invoice with associated costs. An initial 25% advance payment can be provided at the request of the contract.
- When the service provided is a billable service, following the first contact, the provider should demonstrate attempts to bill the health insurance provider for individuals before requesting payment through KHA.
- Provider will charge a maximum rate consistent with the Medicaid rates outlined in the Florida Agency for Healthcare Administration guidelines. These are:

Service Type	Unit of Measure	Maximum Unit Cost Rate
Individual Therapy	Contact Hour	\$73.32
Bio-psychosocial Assessment	Event (1x year)	\$48.00
Treatment Plan	Event (1/youth)	\$97.00
Group Therapy	Contact Hour	\$26.68

12.0 Deliverables

Deliverable	Description	Frequency	Method of Reporting	Date Due
Invoice/Expense Report	Detail, for each line item, the approved budget, the expenditures against that budget for the reporting period, the expenditures year to date and the balance remaining	Quarterly	SAMIS	10 th of the following month
Clients Served	Detailed reporting of the number of clients served, broken out by individual contacts and group contacts	Monthly	SAMIS	10 th of the following month
Progress Reports	Updates on progress of the program, issues that may impede program's success, requested technical assistance	Monthly	SAMIS	10 th of the following month
Activities	Narrative description of services provided during the previous month, including response times and outreach methods.	Monthly	Email to Contract Manager	10 th of the following month
End of Year Report	Summary of the year's services/analysis of outcomes	Yearly, End of the Fiscal Year	SAMIS	10 th of the month following the end of the contract term and/or fiscal year.

(Remainder of page intentionally left blank)

ATTACHMENT A
RESPONSE FORMAT

To maintain comparability and facilitate the evaluation process, Responses shall be organized in the manner set forth below. Tab delineations for each of the five sections would be helpful.

- 1) **Title Page:** Include RFP Title, RFP Number, Contractor's full name, address, phone number.
- 2) **Cover Letter:** Include the following:
 - Date of Letter.
 - RFP Title and Number
 - Contractor's full name, address, email and phone number.
 - Project title and date
 - Names of the persons who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers
 - Brief summary of proposed project.
 - Contractor's Federal Employer ID Number.
 - Acknowledgement that (i) the Response is based on the terms set forth in the RFP and all amendments thereto posted on Buyer's website as of the date of the Response, and (ii) the Contractor will be responsible for monitoring Buyer's website for subsequent amendments and for either maintaining, amending or withdrawing the Response prior to the Response Due Date based on those subsequent amendments.
 - Include a statement that this project will not supplant current programs or KHA funding.
 - Signature, printed name and title of Authorized Representative.
- 3) **Required Forms.** Attach all forms identified in Section 1 or in Attachments C or E, each signed by an authorized representative. Examples of the forms that may be required include:
 - Budget/Budget Narrative (Form 1).
 - Conflict of Interest Certificate
 - Insurance Agent Acknowledgment. (Form 3)
 - IRS 501(c) (3) determination letter
- 4) **Proof of Minimum Requirements.** Responses will ONLY be accepted from companies meeting the minimum requirements in Section 1 of the RFP. Contractor must provide clear documentation that they meet the minimum requirements.
- 5) **Evaluation Criteria.** This portion of the Response will be used to provide the information Buyer needs to evaluate how well the Contractor meets the criteria listed in Attachment B - Evaluation Criteria. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive. Please divide this portion of the Response into subsections (one subsection for each of the listed criteria).

ATTACHMENT B

EVALUATION MATRIX

The evaluations will be based upon the following criteria, and Contractors are requested to provide, as a minimum, the information listed under each criterion. **Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive.** The response to each of the criterion will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder for the Evaluation Criteria. Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

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

Note: Based on the explanation provided in the Statement of Need and Program Overview, funding preference will be given to proposals that target services to children living with moderate to severe disabilities, fill an existing gap in services for this population and are not exclusively related to mental health services. This preference will be given through bonus points added during the scoring process.

I. **COMPETENCE/EXPERIENCE/PAST RECORD OF PERFORMANCE (15 Maximum Points)**

Contractor must demonstrate a proven track record in providing high quality Special Needs services—and a willingness to work collaboratively with community partners to achieve desired goals.

- a. **Provide a detailed explanation of current or similar projects that the organization has managed.** The explanation must include any staffing, goals, cost, and program outcomes.
- b. Provide statistical data documenting performance measures achieved in current, similar programs.
- c. If currently receiving a contract with the City of Jacksonville or the Kids Hope Alliance, provide results of monitoring reports or other performance reports. **NOTE: The evaluation committee reserves the right to verify the response against documents contained by the City.**

II. **CURRENT WORKLOAD and STAFF CAPACITY (15 Maximum Points)**

- a. Provide the number and size of all programs currently being performed.
- b. Discuss your staff capacity to meet the need of the population proposed to serve.
- c. Discuss the program costs under this contract and how services will be maximized through community partnerships and/or other funding sources.
- d. Discuss past ability to deliver projects on a timely basis under similar current workload conditions.
- e. In addition, discuss how problems with program implementation have been resolved in the past.

III. **ACCESS TO TARGET POPULATION (20 Maximum Points)**

- a. Contractor must describe the populations currently served as well as your current ability to access children and families with mental, emotional, behavioral and/or physical disabilities.
- b. Contractor must describe the community need for the proposed programming and how the proposal will fill a gap in services for the community.
- c. In addition, describe your agency's plan for fostering outreach/access to the population to be served.
- d. Discuss how cultural responsiveness is demonstrated in program execution and service delivery?

IV. IMPLEMENTATION PLAN (20 Maximum Points)

- a. Identify which of the following populations the proposal targets:
 - 1. Programming that Addresses Mental, Emotional and/or Behavioral Needs
 - 2. Programming for Children Living with Identified Disabilities/Exceptionalities
- b. Contractor must describe plans for implementing the program successfully. Provide an outline of a plan for complete implementation.
- c. If proposal addresses programming for mental, emotional and/or behavioral needs, contractor must specify how the proposal will provide services to a unique population that is not currently being served through the DCPS Full Service School model.
- d. Discuss how trauma-informed service delivery is integrated into programming and organizational culture.
- e. Provide a detailed proposal for monitoring program outcomes using the results-based accountability model. Proposal must include data points that will be gathered as well as the methods/tools that will be utilized in this process. Be sure data can answer the following questions:
 - o **How much did you do?**
 - o **How well did you do it?**
 - o **Is anyone better off?**

VI. COMMUNITY COLLABORATION (15 points maximum score)

Contractor must describe plans for collaborating with the community to educate others about this program and to establish agreements that benefit program participants, staff, and the larger community.

VII. BUDGET AND FINANCIAL RESPONSIBILITY (15 points maximum score)

- a. Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion.
- b. Provide a budget format illustrating how the program will be fiscally administered. With each budget line item, include a narrative for how each line item will be spent.
- c. Include any additional documentation that demonstrates the fiscal health of the organization. Items of interest would include past tax returns, 990s, income statements, balance sheets, statements of cash flow, and most recent audited financial statements.
- d. Contractor must also disclose all sources of current City of Jacksonville funding as well as explain, if awarded the contract from this bid, what percentage of the Contractor's total operating budget this contract would represent.

(Remainder of page intentionally left blank)

EVALUATION MATRIX
(Continued)

The response will be scored based on the following matrix, and the evaluation maximum points count is identified for each section above. Contractors must score a minimum of 70 to be considered for funding.

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

Evaluation Criteria	Superior	Average	Below Average	Poor	Missing
Project Narrative					
Competence/Experience/Past Record of Performance	14-15	10-13	5-9	0-4	0
Current Workload and Staff Capacity	14-15	10-13	5-9	0-4	0
Access to Target Population	16-20	11-15	6-10	0-5	0
Implementation Plan	16-20	11-15	6-10	0-5	0
Community Collaboration	14-15	10-13	5-9	0-4	0
Budget and Financial Responsibility	14-15	10-13	5-9	0-4	0
Total Points	100				

Bonus Points:

20 Bonus Points will be given for proposals that target services to children/youth living with moderate to severe disabilities, fill an existing gap in services for this population and are not exclusively related to mental health services.

Bonus Points will only be given if points totals meet the baseline threshold of 70 points before bonus is added.

ATTACHMENT C
EQUAL BUSINESS OPPORTUNITY PROGRAM

Encouragement Plan

(See Attached)

ATTACHMENT D

**SERVICES CONTRACT
BETWEEN
[THE CITY OF JACKSONVILLE]
AND
(INSERT CORPORATE NAME OF CONTRACTOR)
FOR
(INSERT SUMMARY OF SERVICES TO BE PERFORMED)**

THIS CONTRACT, made and entered into this ___ day of _____, 201__ (the "Effective Date"), by and between the CITY OF JACKSONVILLE (the "CITY"), a municipal corporation existing under the Constitution and the laws of the State of Florida, and _____(the "CONTRACTOR"), a _____corporation authorized to transact business in Florida and with its principal offices at _____.

WHEREAS, the CITY (as the "Buyer") issued a Request for Proposal No. _____ (the "RFP") for certain services described in the RFP (the "Services"); and

WHEREAS, based on CONTRACTOR'S response to the RFP dated _____, consisting of ___ pages (the "Response"), the CITY has awarded this Contract to CONTRACTOR;

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

1. Performance of Services. The Services will be performed by CONTRACTOR as specified in the RFP and the Response.

2. Compensation. CONTRACTOR will be paid by the CITY for the Services [as follows: _____] or [as specified on the Price Sheets attached as Exhibit ____].

3. Maximum Indebtedness. As required by Section 106.431, *Ordinance Code*, the CITY's maximum indebtedness, for all products and services under this Contract shall be a fixed monetary amount not-to-exceed _____(\$_____).

4. Term. The initial term of this Contract shall commence on the Effective Date and shall expire on _____, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for up to _____additional one (1) year periods by (i) the CITY, at its sole discretion, upon written notice to CONTRACTOR at least sixty (60) days prior to end of the then-current term, or (ii) upon the mutual agreement of the parties.

5. Contract Documents. This Contract 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:

- This document, as modified by any subsequent signed amendments
- Any amendments to the RFP
- Specific Information Regarding The RFP (Section 1 of the RFP)
- Description of Services and Deliverables (Section 4 of the RFP)
- General Instructions to Respondents (Section 2 of the RFP)
- General Contract Conditions (Section 3 of the RFP)
- Any Purchase Order under the Contract
- The Response, provided that any terms in the Response that are prohibited under the RFP shall not be included in this Contract.

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

As to the CITY:

As to the CONTRACTOR:

7. **Contract Managers.** Each Party will designate a Contract Manager during the term of this Contract whose responsibility shall be to oversee the Party's performance of its duties and obligations pursuant to the terms of this Contract. As of the Effective Date, CITY'S Contract Manager is [Insert Name and Address], and the CONTRACTOR'S Contract Manager is [Insert Name and Address]. Each Party shall provide prompt written notice to the other Party of any changes to the Party's Contract Manager or his or her contact information; provided, such changes shall not be deemed Contract amendments and may be provided via email.

8. **Entire Agreement.** This Contract constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by the CONTRACTOR. No statement, representation, writing, understanding, agreement, course of action or course of conduct, made by either party or any representative of either party, which is not expressed herein shall be binding. CONTRACTOR may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to the CITY (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. CONTRACTOR acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

9. **Amendments.** All changes to, additions to, modifications of, or amendment to this Contract, or any of the terms, provisions and conditions hereof, shall be binding only when in writing and signed by the authorized officer, agent or representative of each of the parties hereto.

10. **Counterparts.** This Contract, and all amendments thereto, may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year first above written.

ATTEST:

CITY OF JACKSONVILLE

By _____
James R. McCain, Jr.
Corporation Secretary

By _____
Lenny Curry
Mayor

In accordance with the *Ordinance Code*, of the City of Jacksonville, I do hereby certify that there is an unexpended, unencumbered, and un-impounded balance in the appropriation sufficient to cover the foregoing agreement; and that provision has been made for the payment of monies provided therein to be paid.

Director of Finance
CITY Contract Number: _____

Form Approved:

Office of General Counsel

ATTEST:

INSERT NAME OF CONTRACTOR.

By _____
Signature

By _____
Signature

Type/Print Name

Type/Print Name

Title

Title

CONTRACT NUMBER _____
(Contract Number to be inserted by the City of Jacksonville)

ATTACHMENT E
SUBMISSION CHECKLIST

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

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

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

Signature

Date

Print name and Title

BOARD ACTION ITEM:

FINANCE COMMITTEE: JUNE 12, 2019

BOARD MEETING DATE: JUNE 19, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: JOE PEPPER, CHIEF EXECUTIVE OFFICER

**RE: HEALTHY FAMILIES JACKSONVILLE CONTRACT AMENDMENT WITH
THE OUNCE OF PREVENTION FUND OF FLORIDA FOR 2019/2020**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve a contract amendment between the Ounce of Prevention Fund of Florida and the Kids Hope Alliance, authorizing the receipt of Ounce funding in the amount of \$1,094,500.00 and the continuation of the Healthy Families program contract for the 2019/2020 year.
- 2) Approve a match of \$1,040,500.00 from the City of Jacksonville for the 2019/2020 local contribution to the Healthy Families Jacksonville program.
- 3) Authorize the CEO to execute the final contract amendment on behalf of the Kids Hope Alliance.

NARRATIVE:

- Healthy Families is an evidenced based, voluntary home visiting program that is proven to prevent child abuse/neglect and improve outcomes for Florida's highest risk families.
- The Healthy Families Jacksonville contract, through the Ounce of Prevention Fund of Florida and a City of Jacksonville match, provides funding in the amount of \$2,135,000.00 to operate the Healthy Families Jacksonville program.
- The contract remains unchanged from the previous year.

FISCAL IMPACT:

This action required approval for the amount of \$1,040,500.00 to be appropriated for Healthy Families Jacksonville from the 2019/2020 budget contingent approval of the budget by city council.

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

BOARD ACTION ITEM

GOVERNANCE COMMITTEE: JUNE 3, 2019

FINANCE MEETING: JUNE 12, 2019

BOARD MEETING DATE: JUNE 19, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: JOE PEPPERS, CHIEF EXECUTIVE OFFICER

RE: REQUEST FOR FUNDING: YOUTH TRAVEL TRUST FUND

REQUESTED ACTION:

The Board is asked to:

- 1) Approve a request for funding from the Kids Hope Alliance, Youth Travel Trust Fund, to River City Educational Services, Inc. for fifteen River City Science Academy Olympiad Team members to compete in the Science Olympiad National Competition.
- 2) Authorize the CEO to execute any contract or legal document necessary.

NARRATIVE:

- The River City Science Olympiad Team has competed with 3800 teams to be ranked 1 of 60 teams invited, from across the country, to compete in a national competition.
- Fifteen (15) youth will participate in this once in a lifetime opportunity.
- Travel will occur May 30 – June 2, 2019. The travel destination is Cornell University, Ithaca, New York.
- A community service project to occur in September or October 2019, will involve: a beach clean-up or tutoring elementary science Olympiad students.

FISCAL IMPACT:

The amount requested is \$3,375.00, 25% of the total estimated cost of \$13,500.00

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

1. Vote to approve
2. Decline to approve

STAFF RECOMMENDATION: Staff recommends approval.

BOARD ACTION ITEM: REQUESTING APPROVAL OF THREE NEW AFTERSCHOOL PROGRAMS

GOVERNANCE COMMITTEE:

FINANCE COMMITTEE: JUNE 12, 2019

BOARD MEETING DATE: JUNE 19, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: JOSEPH PEPPERS, CHIEF EXECUTIVE OFFICER

RE: REQUESTING APPROVAL OF THREE NEW AFTERSCHOOL PROGRAMS

REQUESTED ACTION:

The Board is asked to:

- 1) Approve **\$71,874** in direct funding for Windy Hill Elem., Jacksonville Heights Elem., and Ramona Boulevard Elem. to Young Men’s Christian Association, Inc. This equals **\$23,968** for each site for August 1, 2019 – September 30, 2019 for 80 students at each site.
- 2) Authorize the CEO to execute contracts and amendments if necessary, on behalf of the Kids Hope Alliance.
- 3) Ratify the filing of legislation to approve the actions in (1) and (2) above, including any and all necessary waivers

NARRATIVE:

The above sites were awarded to the Young Men’s Christian Association through the 21st Century Community Learning Center (21stCCLC) grant. Due to the YMCA receiving federal grant funds, they did not apply for funding through BID# ESC0410-17. The 21 Century federal grant funding for these sites expires on July 30, 2019. If not funded, 240 youth will be impacted. Staff recommends adding an enhancement of **\$312,126** to the Kids Hope Alliance FY 19-20 Budget Enhancement List to fund Windy Hill, Jacksonville Heights, and Ramona Elementary afterschool programs from October 1, 2019 – June 30, 2020 for 80 at-home students at each program.

FISCAL IMPACT:

Total amount is **\$71,874** paid out of the Kids Hope Alliance fund balance.

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

BOARD ACTION ITEM:

FINANCE COMMITTEE: JUNE 12, 2019

BOARD MEETING DATE: JUNE 19, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: JOE PEPPERS, CHIEF EXECUTIVE OFFICER

RE: REQUEST FOR PROPOSAL: JUVENILE JUSTICE PREVENTION AND INTERVENTION PROGRAMS

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the issuance of a Request for Proposals (RFP) for the Essential Services Category Juvenile Justice for Prevention and Intervention Programs with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Board.

NARRATIVE:

Successful applicants under this RFP will provide innovative and effective programs to address juvenile delinquency prevention and intervention efforts throughout Duval County that include, but are not limited to: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational program, substance abuse intervention, education enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system. The programs will engage and work with parents, families, caregivers, and other key support networks. Funding for this RFP will be appropriated in the annual KHA Budget.

FISCAL IMPACT:

RFP Amount is up to \$507,016.00.

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

**KIDS HOPE ALLIANCE
REQUEST FOR PROPOSALS
JUVENILE JUSTICE PREVENTION AND INTERVENTION PROGRAMS**

Minimum Qualifications to Apply:

- Applicant must be a 501(c)(3) nonprofit entity organized in the State of Florida or authorized to do business in the State of Florida.
- Applicant must have all licenses and permits required to conduct its business.
- Applicant must have at least one year of prior experience providing Juvenile Justice Programs.
- The Applicant must be able to offer services at a city-approved, facility owned or leased by the Applicant located in zip codes 32202, 32205, 32206, 32207, 32208, 32209, 32210, 32211, 32218, 32244, and 32254.

Total Funding Available:

KHA plans to award up to \$507,016.00 to fund Juvenile Justice Programs and services for the contract period October 1, 2019 through September 30, 2020, subject to appropriation by the Jacksonville City Council in KHA's 2019-2020 Budget Ordinance. KHA will have the option, in its sole discretion, to renew the contract for two additional one-year periods. The number of awards made and the amount of individual awards will be based, in KHA's sole discretion, on the merits of the proposed programs in light of KHA's Goals and Strategies as set forth in its Essential Services Plan and the evaluation criteria described in this RFP. KHA intends to make multiple awards based on the scope of services described in the responses and the evaluation criteria.

SCOPE OF SERVICES

Program: Juvenile Justice Prevention and Intervention Programs

Statement of Need:

Under the Kids Hope Alliance (KHA) mission and vision, a pathway to academic, career, and civic success is envisioned for every at-hope youth in Duval County. To accomplish this goal, KHA seeks to fund Juvenile Justice Programs that:

1. Address the issues and challenges facing at-hope youth age 10 - 18 years old who are justice involved or at risk of delinquency.
2. Use evidence-based practices believed to be the most successful in empowering youth to overcome these issues and challenges to achieve success.
3. Ensure at-hope youth participants' growth and success in academic, career, and civic potential.

Program Overview:

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

KHA seeks the implementation and delivery of innovative and effective programs to address juvenile delinquency prevention and intervention efforts throughout Duval County that include, but are not limited to: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational program, substance abuse intervention, education

enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system. The proposed Program should address how the Program will engage and work with parents, families, caregivers, and other key support networks.

KHA Essential Services Plan:

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

Continuum of Services

1. Improve Literacy for All At-Hope Children and Youth
2. Improve Family and Community Engagement for All At-Hope Children and Youth
3. Improve access to KHA programs, services, and activities for at-hope children and youth in all geographic regions of Jacksonville and council districts
4. Improve Employability and College-Readiness for All At-Hope Children.

Juvenile Justice Prevention and/or Intervention Programs:

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

Essential Services Plan Goals – Impact Strategies and Performance Metrics:

1. Improve Literacy for All At-Hope Children and Youth
 - Increase in number of literacy activities hosted by KHA and its programs for at-hope children and youth
 - Increase in number of KHA at-hope children, youth, and families attending literacy activities
2. Improve Family and Community Engagement for All At-Hope Children and Youth
 - Increase the number of parents, family, and community engagement events hosted by the Kids Hope Alliance and its partners
 - Increase in attendance of parents, family, and community at KHA and partner event
3. Improve access to KHA programs, services, and activities for at-hope children and youth in all geographic regions of Jacksonville and council districts
 - Decrease in disparity between at-hope children and youth need for KHA essential service and access to service
 - Increase in equity of funding to support appropriate and demonstrated need in all the Kids Hope Alliance's geographic areas of service
4. Improve Employability and College-Readiness for All At-Hope Children and Youth
 - Percentage increase in youth affirming awareness of college and career options and personal planning as measured through KHA youth program participant pre and post surveys
5. Prevent Child and Youth Involvement in Delinquent Behaviors
 - Decrease in number of disciplinary referrals & suspension rates
 - Decrease in percentage of chronic absenteeism and truancy rates
 - Increase in graduation and high school equivalency rates for youth who have been involved with the juvenile justice system
 - Parent and Youth Survey Participation and analysis of results

6. Increase Child and Youth Desistance

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

Program Design Options: Applicants will select a prevention or an intervention program:

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

Program Design Requirements:

- **Applicant will provide a data-driven statement of need that identifies the unmet programmatic needs of at-home youth age 10 – 18 years old who are justice involved or at risk of delinquency.**
 - Statement of need will address the implementation and delivery of innovative and effective programs to address juvenile delinquency prevention and intervention efforts throughout Duval County.
 - Applicant will address the problem identified in the statement of need and develop a comprehensive solution in response to the problem (program design).
 - Applicant will describe program staffing requirements and qualifications.
 - Applicant will describe how the program will engage families, caregivers, informal and formal supports (including faith-based and community organizations).
 - Metric recidivism/arrest.
 - An applicant proposing therapeutic interventions must be a Medicaid provider.
 - Applicant will describe how they will identify and address trauma in the population of focus.
 - Applicant will describe how they will incorporate restorative justice principals, if applicable.
 - Applicant must propose the number of children they will serve during the contract period.

- Family Engagement Component: The program must include family engagement. Under this component, mentoring should be available to participants.

Provide a year-round program, for up to three years, as follows:

- Target age 10-18, juvenile justice involved youth or youth who are at risk of delinquency.
- Implement the program Fall 2019

Target Population:

- Target age 10-18, juvenile justice involved youth or youth who are at risk of delinquency.
- The Applicant must be able to offer services at a city-approved, facility owned or leased by the Applicant located in zip codes 32202, 32205, 32206, 32207, 32208, 32209, 32210, 32211, 32218, 32244, and 32254.

Staff Requirements:

Required Staff Training:

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

Staff Changes

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

Cultural Responsivity Requirements:

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

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

Collaboration with Community Partners:

KHA places value on collaboration among community organizations. Across all initiatives, the cross-collaboration strategies are intended to build upon established relations and create new relationships with community organizations that support a variety of needs of children and family participants. It is within this context that KHA expects Contractor's programs to serve as gateways to other needed services that are not directly provided by the Contractor. KHA expects successful Contractors to clearly demonstrate that the proposed program is not being performed in isolation, but rather the service is connected to and integrated with the community considering existing programs, initiatives, systems of care, and identified community needs.

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

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

System of Care Values and Core Principals:

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

Reporting/Data Requirements:

- All Contractors are required to use the SAMIS data system designated by KHA for reporting Program Units of Service, Participant Demographics, Continuum of Services and Fiscal Reporting. This data will be submitted in that system as follows: 1) Electronically via Internet Access, 2) In accordance with all required deliverables, and 3) With all Invoice/Expenditure report requests being submitted with accompanying supporting documentation to justify the expenses (e.g., check numbers, payroll ledger data, sign-in sheets, etc.).
- Authorized Data System Users will be granted system access with a unique username and password only after Contractor successfully completes the required submission of a new user request form. Under no circumstances shall the Contractor share the username and password of an authorized user with anyone that has not been formally granted system access by the appropriate KHA data system administrator(s). Using the username and password of another person is strictly prohibited. Contractor is responsible for vetting the candidates they request system access for and will be responsible for all actions within the system of persons working with the system on their behalf. Upon the termination of employment or volunteer service of an authorized data system user, the funded Contractor will report to a KHA data system administrator(s) in writing and or via email

requesting the former employee's or volunteer's system account be de-activated. This notification must be received no later than three business days after termination.

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

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

- Program Data Collection - The Contractor shall keep their own reports on all referrals, placement (admissions), and releases with dates and reasons notated for each youth. At a minimum, the following data shall be collected and reported on a monthly basis to the JDAI Executive Committee as well as in the KHA SAMIS system as required throughout the term of the contract:
 - Demographic information as listed above
 - Date of youth admission for service, and date of discharge/release
 - Release reason for each youth admitted,
 - Behavior characteristics of youth admitted to the program.
 - Types of intervention services provided, and
 - Successful and unsuccessful completions. NOTE: Successful completion is defined as having none of the following: a) failure to appear for court hearings, b) new law violations pending court or while participating in the program, and c) technical violations resulting in a secure detention placement.
- Other Required Data
 - The Contractor will, as designated by the KHA, facilitate the administration of any surveys issued on behalf of the KHA with program staff, students and/or students' families as part of ongoing satisfaction and quality improvement assessment efforts of the KHA.
 - Written reports and appropriate data will be provided to KHA (via SAMIS).
 - Monthly Summary Report - Submitted monthly, the report will include each youth

admitted to the program which details the intervention services and activities provided over the past twenty-one (1) calendar days, the number of days the youth received services, the youth's progress in meeting goals of the court order, incidents, and a summary of the youth efforts as successful as well as unsuccessful exits along with explanations. Documentation of progress in achieving gains in KHA Continuum of Services goals as well as JJ goals, as reflected in the KHA Essential Services Plan.

Protection of Participant Data

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

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

Staff Requirements:

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

Documentation Requirements:

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

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- The Contractor will only authorize the access of data by properly trained personnel who have signed a non-disclosure statement provided by the KHA.
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such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).

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The Contractor will:

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

Criteria for Final Completion of the Contract.

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

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

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

Additional Terms and Conditions

Voice and Image Release Reporting

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

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- a) The Contractor is to establish procedures to facilitate reporting of incidents to program management and to the Kids Hope Alliance
- b) The Contractor will notify the Kids Hope Alliance Contract Administrator via telephone and/or fax immediately upon learning of an out-of-the-ordinary incident and after being assured that any remaining hazards have been eliminated and any necessary emergency assistance has been obtained. After such notification, the Contractor will submit the required written report as required.
- c) All incidents must be reported on the form provided by the Kids Hope Alliance and reported no later than forty-eight hours after occurrence. KHA requires reporting of incidents, occurrences or events within funded programs which:
 1. Place clients or employees at risk
 2. Result in serious injury to clients or employees
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- d) Reportable incidents include, but are not limited to, the following examples:
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 5. Employee misconduct including law violations
 6. Epidemic or other public health emergency
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- e) Any incidents or allegations of Abuse, Neglect or Exploitation must be reported immediately to the Abuse Registry at 1-800-96-ABUSE, as well as to KHA within 48 hours.

Deliverables

Deliverable	Description	Frequency	Report Method	Date Due
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Invoice/ Expense Report	Detail, for each line item in the approved budget, the expenditures against that budget.	Monthly	SAMIS (document repository)	The 10 th of the following month.
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Quarterly Reports	Summary (to-date) of the program's services/analysis of outcomes, issues that occurred, solutions to the issues, and general lessons learned. Specific connectivity to identified quantifiable and qualitative outcomes; KHA Essential Services Plan; and KHA Continuum of Service goals.	Four times each year	SAMIS (document repository)	Last work day in the months of March, June, Sep, and Dec.
End of Program Report	Summary of the program's services/analysis of outcomes, issues that occurred, solutions to the issues, and general lessons learned. Specific connectivity to identified quantifiable and qualitative outcomes; KHA Essential Services Plan; and KHA Continuum of Services goals.	Once	SAMIS (document repository)	Forty-five days after the conclusion of the program.

**KIDS HOPE ALLIANCE
REQUEST FOR PROPOSALS
JUVENILE JUSTICE PREVENTION AND INTERVENTION PROGRAMS**

Minimum Qualifications to Apply:

- Applicant must be a 501(c)(3) nonprofit entity organized in the State of Florida or authorized to do business in the State of Florida.
- Applicant must have all licenses and permits required to conduct its business.
- Applicant must have at least one year of prior experience providing Juvenile Justice Programs.
- The Applicant must be able to offer services at a city-approved, facility owned or leased by the Applicant located in zip codes 32202, 32205, 32206, 32207, 32208, 32209, 32210, 32211, 32218, 32244, and 32254.

Total Funding Available:

KHA plans to award up to \$507,016.00 to fund Juvenile Justice Programs and services for the contract period October 1, 2019 through September 30, 2020, subject to appropriation by the Jacksonville City Council in KHA's 2019-2020 Budget Ordinance. KHA will have the option, in its sole discretion, to renew the contract for two additional one-year periods. The number of awards made and the amount of individual awards will be based, in KHA's sole discretion, on the merits of the proposed programs in light of KHA's Goals and Strategies as set forth in its Essential Services Plan and the evaluation criteria described in this RFP. KHA intends to make multiple awards based on the scope of services described in the responses and the evaluation criteria.

SCOPE OF SERVICES

Program: Juvenile Justice Prevention and Intervention Programs

Statement of Need:

Under the Kids Hope Alliance (KHA) mission and vision, a pathway to academic, career, and civic success is envisioned for every at-hope youth in Duval County. To accomplish this goal, KHA seeks to fund Juvenile Justice Programs that:

1. Address the issues and challenges facing at-hope youth age 10 - 18 years old who are justice involved or at risk of delinquency.
2. Use evidence-based practices believed to be the most successful in empowering youth to overcome these issues and challenges to achieve success.
3. Ensure at-hope youth participants' growth and success in academic, career, and civic potential.

Program Overview:

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

KHA seeks the implementation and delivery of innovative and effective programs to address juvenile delinquency prevention and intervention efforts throughout Duval County that include, but are not limited to: mentoring, tutoring, academic assistance, life skills training, job internships, learning to live violence-free, family engagement, recreational program, substance abuse intervention, education

enhancement, and other services that will support prevention and intervention of youth from the juvenile justice system. The proposed Program should address how the Program will engage and work with parents, families, caregivers, and other key support networks.

KHA Essential Services Plan:

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

Continuum of Services

1. Improve Literacy for All At-Hope Children and Youth
2. Improve Family and Community Engagement for All At-Hope Children and Youth
3. Improve access to KHA programs, services, and activities for at-hope children and youth in all geographic regions of Jacksonville and council districts
4. Improve Employability and College-Readiness for All At-Hope Children.

Juvenile Justice Prevention and/or Intervention Programs:

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

Essential Services Plan Goals – Impact Strategies and Performance Metrics:

1. Improve Literacy for All At-Hope Children and Youth
 - Increase in number of literacy activities hosted by KHA and its programs for at-hope children and youth
 - Increase in number of KHA at-hope children, youth, and families attending literacy activities
2. Improve Family and Community Engagement for All At-Hope Children and Youth
 - Increase the number of parents, family, and community engagement events hosted by the Kids Hope Alliance and its partners
 - Increase in attendance of parents, family, and community at KHA and partner event
3. Improve access to KHA programs, services, and activities for at-hope children and youth in all geographic regions of Jacksonville and council districts
 - Decrease in disparity between at-hope children and youth need for KHA essential service and access to service
 - Increase in equity of funding to support appropriate and demonstrated need in all the Kids Hope Alliance's geographic areas of service
4. Improve Employability and College-Readiness for All At-Hope Children and Youth
 - Percentage increase in youth affirming awareness of college and career options and personal planning as measured through KHA youth program participant pre and post surveys
5. Prevent Child and Youth Involvement in Delinquent Behaviors
 - Decrease in number of disciplinary referrals & suspension rates
 - Decrease in percentage of chronic absenteeism and truancy rates
 - Increase in graduation and high school equivalency rates for youth who have been involved with the juvenile justice system
 - Parent and Youth Survey Participation and analysis of results

6. Increase Child and Youth Desistance

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

Program Design Options: Applicants will select a prevention or an intervention program:

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

Program Design Requirements:

- **Applicant will provide a data-driven statement of need that identifies the unmet programmatic needs of at-home youth age 10 – 18 years old who are justice involved or at risk of delinquency.**
 - Statement of need will address the implementation and delivery of innovative and effective programs to address juvenile delinquency prevention and intervention efforts throughout Duval County.
 - Applicant will address the problem identified in the statement of need and develop a comprehensive solution in response to the problem (program design).
 - Applicant will describe program staffing requirements and qualifications.
 - Applicant will describe how the program will engage families, caregivers, informal and formal supports (including faith-based and community organizations).
 - Metric recidivism/arrest.
 - An applicant proposing therapeutic interventions must be a Medicaid provider.
 - Applicant will describe how they will identify and address trauma in the population of focus.
 - Applicant will describe how they will incorporate restorative justice principals, if applicable.
 - Applicant must propose the number of children they will serve during the contract period.

- Family Engagement Component: The program must include family engagement. Under this component, mentoring should be available to participants.

Provide a year-round program, for up to three years, as follows:

- Target age 10-18, juvenile justice involved youth or youth who are at risk of delinquency.
- Implement the program Fall 2019

Target Population:

- Target age 10-18, juvenile justice involved youth or youth who are at risk of delinquency.
- The Applicant must be able to offer services at a city-approved, facility owned or leased by the Applicant located in zip codes 32202, 32205, 32206, 32207, 32208, 32209, 32210, 32211, 32218, 32244, and 32254.

Staff Requirements:

Required Staff Training:

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

Staff Changes

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

Cultural Responsivity Requirements:

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

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

Collaboration with Community Partners:

KHA places value on collaboration among community organizations. Across all initiatives, the cross-collaboration strategies are intended to build upon established relations and create new relationships with community organizations that support a variety of needs of children and family participants. It is within this context that KHA expects Contractor's programs to serve as gateways to other needed services that are not directly provided by the Contractor. KHA expects successful Contractors to clearly demonstrate that the proposed program is not being performed in isolation, but rather the service is connected to and integrated with the community considering existing programs, initiatives, systems of care, and identified community needs.

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

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

System of Care Values and Core Principals:

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

Reporting/Data Requirements:

- All Contractors are required to use the SAMIS data system designated by KHA for reporting Program Units of Service, Participant Demographics, Continuum of Services and Fiscal Reporting. This data will be submitted in that system as follows: 1) Electronically via Internet Access, 2) In accordance with all required deliverables, and 3) With all Invoice/Expenditure report requests being submitted with accompanying supporting documentation to justify the expenses (e.g., check numbers, payroll ledger data, sign-in sheets, etc.).
- Authorized Data System Users will be granted system access with a unique username and password only after Contractor successfully completes the required submission of a new user request form. Under no circumstances shall the Contractor share the username and password of an authorized user with anyone that has not been formally granted system access by the appropriate KHA data system administrator(s). Using the username and password of another person is strictly prohibited. Contractor is responsible for vetting the candidates they request system access for and will be responsible for all actions within the system of persons working with the system on their behalf. Upon the termination of employment or volunteer service of an authorized data system user, the funded Contractor will report to a KHA data system administrator(s) in writing and or via email

requesting the former employee's or volunteer's system account be de-activated. This notification must be received no later than three business days after termination.

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

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

- Program Data Collection - The Contractor shall keep their own reports on all referrals, placement (admissions), and releases with dates and reasons notated for each youth. At a minimum, the following data shall be collected and reported on a monthly basis to the JDAI Executive Committee as well as in the KHA SAMIS system as required throughout the term of the contract:
 - Demographic information as listed above
 - Date of youth admission for service, and date of discharge/release
 - Release reason for each youth admitted,
 - Behavior characteristics of youth admitted to the program.
 - Types of intervention services provided, and
 - Successful and unsuccessful completions. NOTE: Successful completion is defined as having none of the following: a) failure to appear for court hearings, b) new law violations pending court or while participating in the program, and c) technical violations resulting in a secure detention placement.
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FY2019 – 2020 Proposed Budget

Kids Hope Alliance
Mayor's Budget Review Committee Meeting
Friday, June 21, 2019
9:30am – 11:00am

KIDS HOPE ALLIANCE
FY19-20 REQUESTED ENHANCEMENTS FROM DEPARTMENTS:

Recurring One-Time	SF	ID	Dpt	Indexcode	Subobject	Title	Amount	FTE	Pt Hours	Dpt Ranking	Description
							\$2,283,965	2	62,600		
Recurring	191	KHA	JCOD191ESJPI	Various	Salaries & Benefits	\$0	1				Convert grant position to COJ position - KHA - Contract Manager - Grants This position is currently funded from COJ funds allocated to the SAMHSA grant.
Recurring	191	KHA	JCOD191ESSN	Various	Salaries & Benefits	\$0	1				Convert grant position to COJ position - KHA - Family Engagement Coordinator This position is currently funded from COJ funds allocated to the SAMHSA grant.
Recurring	64M	KHA	JCYT64M	08201	Subsidies & Contributions to Private Organizations	\$9,206					Increase the amount for the Youth Travel Trust Fund to the amount allowed by ordinance. This increases the existing budget from \$40,794 to \$50,000.
One-Time	191	KHA	JCOD191ESOS	01306	Salaries Part time	\$40,800			2,040		Part time dollars to hire Program Assessors for the afterschool and summer camp programs.
One-Time	191	KHA	JCOD191	01306	Salaries Part time	\$40,800			2,040		Part time dollars to hire additional part time employees to evaluate RFPs and assist with additional program assessments.
Recurring	191	KHA	JCOD191ESEL	08201	Subsidies & Contributions to Private Organizations	\$50,000					Early Learning enhancements including curriculum, training, and additional scholarships in geographic areas of high need.
Recurring	191	KHA	JCOD191ESJPI	08201	Subsidies & Contributions to Private Organizations	\$514,609					Diversionary programs offering tutoring, job training, and life skills to teens and youth in the juvenile justice system and/or targeted populations to include but not limited to alternative schools, foster care system, homeless and teen parents.
Recurring	191	KHA	JCOD191SJP	01306	Salaries Part time	\$229,500	0		27,000		Part time dollars for Mayor's Youth at Work Partnership. This will fund 225 students for 6 weeks, working 20 hours per week at \$8.50/hr.
Recurring	191	KHA	JCOD191SJP	02102	Medicare Tax	\$3,328					Medicare Tax on the wages added to the Mayor's Youth at Work Partnership program above.
Recurring	191	KHA	JCOD191SJP	03110A	Background Screening	\$8,550					Increased cost for background screenings for 225 summer jobs students at a cost of \$38 per screening.
Recurring	191	KHA	JCOD191ESPTP	08201	Subsidies & Contributions to Private Organizations	\$100,000					Young Men's Success Summit - Agency to develop and host Young Men's Success Summit & Summer Success Institute: 5th to 6th and 8th to 9th grade transition. Six one week sessions.
Recurring	191	KHA	JCOD191ESPTP	08201	Subsidies & Contributions to Private Organizations	\$100,000					College Success & Access Academy - Preteen / Teen: Agency to provide College Success Test prep and College Pathway support for five Title One high schools.
Recurring	191	KHA	JCOD191ESPTP	08201	Subsidies & Contributions to Private Organizations	\$42,000					MYLAC to include Youth Mental Health and other Youth Summits determined by Jacksonville's Youth in Jacksonville.
Recurring	191	KHA	JCOD191ESSN	08201	Subsidies & Contributions to Private Organizations	\$50,000					Trauma Informed Training and Special Needs Programming: Funding for additional Trauma-Informed training, screening and enhanced programming for Special Needs programs.
Recurring	191	KHA	JCOD191	04002	Travel Expense	\$9,618					Funds for professional development for staff.
Recurring	191	KHA	JCOD191	36203	Rental of City Facilities	\$81,840					Provide in-kind match for the Head Start Program run by Lutheran Services Florida and housed in KHA's Don Brewer Early Learning Center. This request eliminates the revenue for use of City facility. Therefore, the General Fund contribution increases.
Recurring	191	KHA	JCOD191ESPTP	01306	Salaries Part time	\$274,040			31,520		Mayor's Pathways Academy will employ students to work part time during the year, after school hours. The program will consist of 2 cohorts of 110 students for a fall and spring cohort. The students will work 7 weeks and receive valuable jobs coaching during the program. Funding includes hiring 4 Job Coaches. 2 for fall and spring. The Job Coaches will come onboard a week earlier to start the program and stay a week later to wrap up the program, for a total of 9 weeks.
Recurring	191	KHA	JCOD191ESPTP	02102	Medicare Tax	\$3,974					Medicare Tax for additional dollars added to the Pathways Academy year-round jobs program above.
Recurring	191	KHA	JCOD191ESPTP	03110A	Background Screening	\$8,512					Increased cost for background screenings for 224 additional Pathways Job Coaches and students at \$38 per screening.

Recurring One-Time	SF	ID	Dpt	Indexcode	Subject	Title	Amount	FTE	Pt Hours	Dpt Ranking	Description
Recurring	191		KHA	JCOD191SUM	08201	Subsidies & Contributions to Private Organizations	\$204,000				Additional funds needed to provide Summer Camp Program at Southside Middle School
Recurring	191		KHA	JCOD191ESOS	08201	Subsidies & Contributions to Private Organizations	\$503,188				Additional funds needed to provide current level services for Afterschool Programs

KIDS HOPE ALLIANCE
FY 2019-20 Proposed Budget
City of Jacksonville Funds

TYPE OF PROGRAM OR SERVICE	TOTAL FUNDS	FY20 PROPOSED BUDGET	FY20 ENHANCEMENTS	Comments
EARLY LEARNING PROGRAMS				
EARLY LEARNING COALITION OF DUVAL	\$ 829,500	\$ 779,500.00	\$ 50,000	
EARLY LEARNING COALITION OF DUVAL	\$ 1,352,194	\$ 1,352,194		
ELC - CHILDCARE MATCH	\$ 625,000	\$ 625,000.00		
TOTAL	\$ 2,806,694	\$ 2,756,694	\$ 50,000	
JUVENILE PREVENTION & INTERVENTION PROGRAMS				
JUVENILE JUSTICE RFP	\$ 507,016	\$ 507,016		
JUVENILE JUSTICE - EVENING REPORTING CENTER RFP	\$ 180,000	\$ 180,000		
GRANT MATCH: DEPT. OF CHILDREN & FAMILIES - CRIMINAL JUSTICE REINVESTMENT	\$ 60,000	\$ 60,000		
DIVERSIONARY PROGRAMS - RFP	\$ 514,609		\$ 514,609	
TOTAL	\$ 1,261,625	\$ 747,016	\$ 514,609	
OUT-OF-SCHOOL TIME PROGRAMS				
AFTERSCHOOL PROGRAMS - (Existing Contracts 9 months - 10/1/19 - 6/30/20)	\$ 8,975,587	\$ 8,646,213	\$ 329,374	Windy Hill, Jacksonville Heights, Ramona
AFTERSCHOOL PROGRAM RFP (New Contracts 7/1/20 - 9/30/2020)	\$ 3,047,862	\$ 2,874,048	\$ 173,814	Southside, Windy Hill, Jacksonville Heights, Ramona, San Jose & Hyde Park
SUMMER LEARNING PROGRAMS	\$ 3,954,000	\$ 3,750,000	\$ 204,000	Southside, Windy Hill, Jacksonville Heights, Ramona
GRANT MATCH: 21ST CCLC AFTERSCHOOL PROGRAMS	\$ 157,718	\$ 157,718		
GRANT MATCH: NUTRITION AFTERSCHOOL GRANT	\$ 10,000	\$ -	\$ 10,000	
TOTAL	\$ 16,145,167	\$ 15,427,979	\$ 717,188	
PRETEEN AND TEEN PROGRAMS				
PRETEEN AND TEEN PROGRAMS - RFP	\$ 1,541,370	\$ 1,541,370		
YOUNG MEN'S SUCCESS PROGRAM RFP	\$ 100,000		\$ 100,000	
COLLEGE SUCCESS & ACCESS ACADEMY - RFP	\$ 100,000		\$ 100,000	
MYLAC PROGRAMMING	\$ 42,000		\$ 42,000	
MAYOR SUMMER YOUTH AT WORK PARTNERSHIP PROGRAM	\$ 475,483	\$ 234,105	\$ 241,378	
MAYOR'S PATHWAYS ACADEMY YEARLY EMPLOYMENT PROGRAM	\$ 286,526	\$ -	\$ 286,526	
TOTAL	\$ 2,545,379	\$ 1,775,475	\$ 769,904	
SPECIAL NEEDS PROGRAMS				
FULL SERVICE SCHOOLS	\$ 3,403,000	\$ 3,403,000		
SPECIAL NEEDS RFP	\$ 1,471,595	\$ 1,471,595		
GRANT MATCH: DEPT. OF HEALTH & HUMAN SERVICES - SAMHSA WRAP AROUND GRANT	\$ -	\$ 146,000	\$ (146,000)	
GRANT MATCH: HEALTHY FAMILIES JACKSONVILLE	\$ 1,040,500	\$ 1,040,500		
GRIEF COUNSELING & BURIAL COST	\$ 42,732	\$ 42,732		
TRAUMA INFORMED TRAINING	\$ 50,000		\$ 50,000	
TOTAL	\$ 6,007,827	\$ 6,103,827	\$ (96,000)	
TOTAL PROGRAM FUNDING TO PROVIDERS (08201)	\$ 28,766,692	\$ 26,810,991	\$ 1,955,701	
OTHER PROGRAM FUNDING				
YOUTH TRAVEL TRUST FUND	\$ 50,000	\$ 40,794	\$ 9,206	
TOTAL OTHER PROGRAM FUNDING	\$ 50,000	\$ 40,794	\$ 9,206	
OPERATING EXPENSES				
KHA ADMINISTRATION COST	\$ 5,638,763	\$ 5,492,763	\$ 146,000	
ADDITIONAL ADMINISTRATION FUNDS	\$ 91,218	\$ -	\$ 91,218	Part time salaries & prof. dev
TOTAL OPERATING EXPENSES	\$ 5,729,981	\$ 5,492,763	\$ 237,218	
TOTAL PROGRAM & OPERATING BUDGET	\$ 34,546,673	\$ 32,344,548	\$ 2,202,125	
GRAND TOTAL EXPENDITURES	\$ 34,546,673	\$ 32,344,548	\$ 2,202,125	
REVENUE ELIMINATION FOR HEAD START RENTAL	\$ -	\$ -	\$ 81,840	Head Start - Inkind Match
TOTAL ENHANCEMENTS			\$ 2,283,965	