



January Finance Meeting
January 15, 2025 2:00 p.m. – 3:00 p.m.

1. Introductions and Instructions

Cynthia Nixon, Finance Chair

2. Public Comments

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

3. Approval of November Minutes

Cynthia Nixon, Finance Chair

4. New Business

Dr. Saralyn Grass, Chief Executive Officer
Kenneth Darity, Chief Administrative Officer

a. Jax. Book Club RFP

5. KHA Financial Reports

Jessica Pitts, Finance Director
Cynthia Nixon, Finance Chair

6. Finance Activities

Cynthia Nixon, Finance Chair

- a. Mid-Year Review w/ Projections
- b. Preliminary Discussion on Budget Priorities

7. Public Comments

8. Adjourn



Kids Hope Alliance - November Finance Meeting Minutes
November 13, 2024

1. Introductions and Instructions

Cynthia Nixon, Finance Chair

Mrs. Nixon called the meeting to order at 2:00 p.m. and began with introductions of Board members and KHA Staff.

Members Present: Cynthia Nixon, Kevin Gay (virtually), Marsha Oliver

Member Absent: Carson Tranquille

2. Public Comments

Mrs. Nixon explained that public comments would be taken specifically for each item on the agenda. At the end of the meeting the public will also have an opportunity for general public comments.

3. Approval of September Minutes

Mrs. Cynthia Nixon, Finance Chair

Mrs. Nixon asked if there were any revisions to the minutes. There were none.

Motion: Cynthia Nixon

Second: Marsha Oliver

Approved: 3-0

4. KHA Financial Reports

Jessica Pitts, Director of Finance

Mrs. Pitts reviewed the following reports with the Finance Committee: Operating Fund - With Year End Projections, DOJ- Project RISE, SAMHSA – JSOCC, SAMHSA – reCAST, SAMHSA – CREATE, Comprehensive Anti-gang Youth Program, Criminal Justice Reinvestment Grant, American Rescue Plan (ARP) Fund, Jacksonville Upward Mobility Program (JUMP), KHA- Youth Travel Trust Fund and the KHA Trust Fund- Mini Grants.

5. **New Business**

Dr. Saralyn Grass, Chief Executive Officer
Kenneth Darity, Chief Administrative Officer

a. **Lutheran Services Lease Extension**

Dr. Grass provided an overview of the Lutheran Services Lease Extension action item. The Governance Committee was asked to ratify and approve the filing of legislation by the Kids Hope Alliance (KHA) staff asking the City Council to approve a six-month extension to an existing lease agreement with Lutheran Services Florida. The extension will extend the agreement through June 30, 2025, which will align with their contract cycle for their Head Start grant, which is currently out to bid.

The lease is for \$0.00 so there is no fiscal impact.

Motion – Cynthia Nixon
Second – Marsha Oliver
Approved 3-0

b. **Teen Court Exemption Contract**

Stacy Peterson and Dr. Grass explained that Teen Court provides sanctions and clinical services to young people, up to the age of 18, who have been issued a civil citation for a misdemeanor offense in lieu of being arrested. Using traditional Teen Court mock trials or restorative justice principles at the Neighborhood Accountability Boards, youth are issued individualized sanctions and clinical interventions to be completed within a 90-day time period. Upon successful completion of Teen Court, the civil citation is satisfied, and no arrest or criminal charges will be associated with the youth.

FISCAL IMPACT:

Year 1 Funding amount \$187,000.00
Year 2 Funding amount \$140,000.00
Year 3 Funding amount: \$140,000.00

Motion – Marsha Oliver
Second – Kevin Gay
Approved 3-0

c. **Out of School Time Contract Amendment**

Mr. Darity provided an overview of the OST Contract Amendments which reflect revisions to the contracts at Southside Estates, Charger Academy and Spring Park Elementary. The Committee was also being asked to amend contract amounts increasing the cost per child rate from \$12.50 to \$14.41 for afterschool locations as stated in Exhibit 1 as well decreasing any unspent summer funds.

In addition, this action item will add three additional sites for Communities In Schools of Jacksonville, Inc., Wayman Community Development Corporation, Inc. and Boys & Girls Clubs of Northeast FL, Inc. starting January 1, 2025, through May 31, 2025 so they may finish out the school year. Sites and fiscal impact are highlighted in Exhibit 1.

Motion – Marsha Oliver
Second – Cynthia Nixon
Approved 3-0

d. Read Jax Literacy Contract Amendment

Mr. Darity explained that Kids Hope Alliance's approved 2024 budget included Out of School Time enhancements to increase the cost per child rate from \$12.50 to \$14.41 to assist providers with staff retention. One-time payments will be utilized to reimburse providers for services already rendered starting October 1 through November 30, 2024. The remaining reimbursement requests must be submitted normally through the SAMIS system. Request for payment must be submitted no later than February 10.

The fiscal impact is outlined in Exhibit 2.

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

e. Healthy Families Sole Source Contract

Mr. Darity provided an overview of the Children's Home Society's Healthy Families program. The Committee was being asked to approve a sole source matching award to The Children's Home Society of Florida (CHS) for their continued administration of the Healthy Families program in Duval County in the amount of \$702,420.00.

Motion – Cynthia Nixon
Second – Marsha Oliver
Approved 3-0

The fiscal impact is \$720,420.00 in funding – Special Needs Essential Service Category

6. Finance Activities

Cynthia Nixon, Finance Chair

- a. Annual Timeline and Goals
- b. Finance Policies

Mrs. Nixon led a discussion on the policy for audited statements. It was determined that a revision would be made to add Form 990 as an alternative document which the providers could submit to KHA. Mrs. Nixon also discussed reviewing financial statements with a systematic approach and educating providers on managing their assets and liabilities.

7. Public Comments

Mrs. Nixon asked if there were any public comments and Dr. Grass mentioned the importance of removing barriers for small providers when establishing policies for audited statements. Marsha Oliver reminded everyone of the Board Retreat on December 11th and mentioned that the agenda would include Board and CEO Evaluations.

8. Adjourn

The meeting was adjourned by Mrs. Nixon at 3:05 p.m.

Finance Committee Timeline and Activities 2024-2025

Month	Activity
Sep 2024	Review Annual Timeline & Goals
Nov 2024	Review Board Approved Policies
Jan 2025	Mid-Year Review w/ Projections Preliminary Discussion on Budget Priorities
Mar 2025	Approval of Final Budget Submission Review of KHA Grants Review of Renewals
May 2025	Financials w/ year end projections
From Board Bylaws:	
<p><u>Role of the Finance Committee.</u> The Finance Committee consists of a minimum of three members. The Finance Committee is responsible for ongoing review and recommendations of the financial functions. The Finance Committee shall also review and make recommendations regarding:</p> <ul style="list-style-type: none"> • Annual Budget; • Financial Statements; • Grant Requests for Submissions; • Program Proposals (i.e. Request for Proposals, Sole Source) 	

BOARD ACTION ITEM: MAYOR’S BOOK CLUB RFP

BOARD ACTION NUMBER: 25-001

CATEGORY: EARLY LEARNING

- GOVERNANCE MEETING: JANUARY 15, 2025**
- FINANCE MEETING: JANUARY 15, 2025**
- BOARD MEETING: JANUARY 22, 2025**

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DR. SARALYN GRASS, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the issuance of the Mayor’s Book Club Request for Proposal (RFP) substantially in the form presented to the Board with such minor changes as deemed appropriate by KHA staff, the Office of General Counsel, and the City of Jacksonville’s Procurement Department.
- 2) Authorize the CEO of Kids Hope Alliance to execute contracts with the selected bidder(s) under the RFP as awarded in accordance with the City of Jacksonville’s Procurement Code requirements.

NARRATIVE:

Kids Hope Alliance is committed to promoting early literacy among young children, ages 0 – 4, recognizing that the early years are critical for brain development and future academic success. KHA is seeking proposals from nonprofit organizations to implement a comprehensive book club. Such literacy initiatives will include the monthly distribution of books to early child development centers and young children not enrolled in early child development centers, quarterly community outreach events focused on early literacy, and professional development for staff and parents/guardians. The primary goals of the Mayor’s Book Club are to:

1. Foster a love of reading and literacy in children from birth to 4 years old;
2. Provide access to age-appropriate books for early learners;
3. Support parents, caregivers, and educators in creating literacy-rich environments;

Funding is intended to provide monthly book distribution to young children in Duval County from birth to age 4, quarterly community outreach events, and accompanying activities for young children (i.e. celebrity readers, accompanying activities, take-home supplement/extended learning, and professional development for staff and parents/guardians). It is expected that 4,500-5,000 children will be served on an annual basis. Subsequent years of service will include fundraising by Contractor to supplement direct services and are dependent on the organization’s success during the first year. The RFP will allow up to 4 years of programming based on successful annual outcomes.

FISCAL IMPACT:

Up to \$200,000 in KHA funding is being made available for the Mayor’s Book Club RFP and will be appropriated to a bidder based on the breadth of applications received. An additional minimum of \$300,000 will be provided through The Public Library Foundation, secured through private donations.

OPTIONS:

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

Board Secretary Signature: _____

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

Print Name and Title: _____

Date: _____

PROCUREMENT DIVISION



BID SPECIFICATIONS

EARLY LITERACY: KHA-MAYOR'S BOOK CLUB

This document has important legal consequences. The information contained in this document is proprietary of the City of Jacksonville. It shall not be used, reproduced, or disclosed to others without the express and written consent of City of Jacksonville.

Proprietary and Confidential _____

REQUEST FOR PROPOSAL

Section 4 General Requirements

Contents

- 4.1 Funding Availability
- 4.2 Book Club Framework
- 4.3 Book Club Design Requirements
- 4.4 Book Club Outcomes
- 4.5 Reporting/ Data Requirements
- 4.6 Collaboration
- 4.7 Payor of Last Resort
- 4.8 Allowable Costs/Reimbursements
- 4.9 Invoice/Deliverables
- 4.10 Method of Payment
- 4.11 Provision of Unspent Funds
- 4.12 ACH Clearing House/ 1Cloud Purchasing System/Agiloft
- 4.13 Final Payment at the Completion of the Contract
- 4.14 Programmatic Monitoring, Fiscal Monitoring & Quality Assessment
- 4.15 Audit Requirements
- 4.16 Incident Reporting
- 4.17 Termination

4.1 Funding Availability and Number to be Served

COJ has made approximately \$500,000 (a combination of \$200,000 of KHA funds and \$300,000 of funds from The Jacksonville Public Library Foundation) available under this RFP to serve up to 10,000 young children annually.

Contractor will submit a budget based on a unit cost for the service of delivering one book to one child per month. Contractor may also submit a cost reimbursement for some components if they deem it necessary for those components. KHA will work with the contractor to create accompanying monthly deliverables and determine if what costs should be reimbursed via units of service, cost reimbursement or based on deliverables. KHA will award one (1) contractor and encourages subcontracting of aspects of the process. Notwithstanding the foregoing, KHA may, in its sole discretion, award more or less the amount of funds shown in this Section. Subsequent years of funding are dependent on the funds available (which will likely increase and lead to expansion), the applicant's performance and their success at completing the requirements outline in this RFP.

4.2 Book Club Framework

1. Who is eligible to be served?

Research underscores the critical importance of early literacy:

- **Brain Development:** 90% of a child's brain develops by age 5. Early exposure to books strengthens neural pathways associated with language and comprehension.
- **Vocabulary Building:** Children exposed to books early have larger vocabulary and stronger language skills by the time they enter kindergarten.
- **School Readiness:** Studies show that early literacy interventions can significantly improve children's readiness for school increasing their chances of academic success.
- **Equity and Opportunity:** Access to books in early childhood helps reduce achievement gaps, especially for children from under-resourced communities.

For detailed research, see references such as *The Early Catastrophe: The 30 Million Word Gap* and reports from organizations like the American Academy of Pediatrics and Zero to Three.

The primary audience of this RFP are young children birth to 4 years old, starting with 4 year olds and moving to younger audiences as each age band is saturated. Collaboration is highly encouraged. KHA will award one (1) contractor; however, the awarded contractor is encouraged to subcontract to other vendors. Furthermore, the awarded contractor must partner with child development centers and the Early Learning Coalition of Duval County to maximize the number of young children served.

2. What are the benefits of early literacy?

Kids Hope Alliance is committed to promoting early literacy among young children, ages 0 - 4, recognizing that the early years are critical for brain development and future academic success. KHA is seeking proposals from nonprofit organizations to implement a comprehensive book club. Such literacy initiative will include the monthly distribution of books to early child development centers and young children not enrolled in early child development centers, quarterly community outreach events focused on early literacy, and professional development for staff and parents/guardians. The primary goals of the Mayor's Book Club are to:

1. Foster a love of reading and literacy in children from birth to 4 years old;
2. Provide access to age-appropriate books for early learners;
3. Support parents, caregivers, and educators in creating literacy-rich environments;
4. Increase community awareness about the importance of early literacy

4.3 Book Club Design Requirements

The selected nonprofit organization will be responsible for the following:

1. **Monthly Book Distribution:**
 - Distribute age-appropriate books to child development centers serving children up to 4 years old.
 - Provide opportunities for book sign-up events for young children not enrolled in child development centers.
 - Ensure books are diverse, culturally inclusive, and support developmental milestones.
2. **Quarterly Community Outreach events:**
 - Plan and execute a minimum of four (4) literacy-focused events per year (one per quarter).
 - Engage families with interactive storytelling, literacy workshops, and activities that encourage at-home reading practices.
 - Enhance visibility and community engagement
3. **Partnership/Fundraising Development:**
 - Collaborate with local businesses, libraries, and community groups to enhance the program's reach.
 - Build sustainable revenue streams
 - Cultivate relationships with donors, sponsors, and partners
4. **Reporting and Evaluation:**
 - Provide monthly updates on program implementation, including metrics such as the number of books distributed, attendance at community outreach events, and community feedback.
 -

4.4 Book Club Outcomes

RESULTS BASED ACCOUNTABILITY FRAMEWORK

In order to achieve sustained, community-wide improvements in child and family well-being, agencies and programs need to participate in collective impact processes. Collective impact includes sharing results, sharing data, sharing strategies and best practices, and mutual accountability (Kania & Kramer, 2011). The Results Based Accountability (RBA) (Friedman, 2015) framework is used to help measure KHA's collective impact process. RBA provides a plain language framework comprised of two perspectives – population level results and Contractor's performance measures.

Contractor performance measures are required for all Contractors to answer three key questions: How much did we do? How well did we do it? Is anyone better off? These required program evaluation components provide data to KHA for the collective impact process allowing KHA to measure the effectiveness of the Contractor's program including the number of youth served, the number of services provided, program monitoring, satisfaction surveys and other measures to show improvement in the knowledge, skills, attitude, behavior, and circumstances of children and caregivers served.

1. How Much Did We Do?

a. **Statistical Demographic Report:** The Provider agrees to maintain and report monthly (where applicable) information on client demographics which includes partial social security number, age, gender, race, cultural influence, ethnicity, language spoken at home, country of birth, parental marital status, education levels and status in SAMIS or other format provided by, or approved in writing by, the KHA. The Provider agrees to track overall client household income, other benefits received, types of services provided, and other information as required by the KHA.

b. **Internal Documentation**

- Units of service provided and appropriate backup documentation
- Client files as required, and other service documentation
- Client/parent information release forms
- Maintain all documents as outlined in the KHA guidelines/contract.

2. How Well Did We Do It?

- a. **Monitoring:** Monitoring of programs contracted through this competitive solicitation will be conducted by KHA staff and/or outsourced KHA consultants. KHA monitoring may be conducted in collaboration with other funding bodies, with the intent to reduce duplication and promote cooperation.
- b. **Client Satisfaction Surveys:** The provider must conduct random satisfaction surveys with parents and childcare development centers which are collected, analyzed, and used to encourage program improvements.
- c. **Fundraising Efforts:** The provider must develop a comprehensive fundraising plan aligned with the book club's mission. Identify diverse revenue streams, such as grants, sponsorships, and individual donations.

3. Is Anyone Better Off?

The Contractor shall submit client Outcome Measurement data, in SAMIS and/or other format provided by KHA, within time frames specified by KHA. The Contractor shall also report any barriers experienced in outcome achievement. The report should also include any noteworthy activities that have occurred during the term of this Agreement.

The Contractor shall make all records and services pertaining to eligible clients, subject always to inspection, review and/or audit at any location or service delivery site as specified by KHA. See the Performance Measures chart. Each Contractor will ultimately work with their contract manager to develop a similar outline of their performance measures that will be evaluated throughout the year and utilized to make recommendations for improvement.

PERFORMANCE MEASURES				
The Contractor must submit client performance measure data in SAMIS, within the time frames specified by COJ. The Contractor will also report any barriers experienced in performance measure achievement, along with noteworthy activities that have occurred during the term of this Agreement.				
DESIRED RESULT:				
Results based accountability utilizes data to improve performance outcome measures to achieve the desired customer result. When applied, performance measurement answers the following key questions:				
Key Question	Performance	KHA Goal*	Evaluation Tool	Admin Schedule
How Much Did We Do?	% of books distributed*	95%	SAMIS Data	Analyzed on Semi-Annual Schedule
	% of funded allocation utilized.	95%	SAMIS Data	Analyzed on Semi-Annual Schedule
How Well Did We Do It?	Program Services Monitoring	Meets Expectations	Monitoring and Site Visits	1 st Year - Quarterly 2 nd & 3 rd Year - Bi-Annually
	Tracking Integrity	95%	SAMIS Quality Assurance Report	Analyzed on Semi-Annual Schedule
	Perception Surveys (parent/guardians/caregivers, partners)	80%	Client Satisfaction Surveys	Annually
Is Anybody Better Off?	Performance measures	Increasing or Decreasing	Tool	Frequency
	Performance measures	Increasing or Decreasing	Tool	Frequency
	Performance measures	Increasing or Decreasing	Tool	Frequency

* KHA will determine these based on Contractor’s responses and financial data entered into SAMIS.

** KHA will determine these based on Contractor’s responses.

4.5 Reporting/Data Requirements

1. Agency Contact Information

Prior to SAMIS utilization or upon request by KHA, providers will submit or update the Agency Administration Contact Form to the KHA Data Systems team with current contact information for their organization’s CEO, assigned primary contact for SAMIS

communications and the designated persons authorized to request and sign SAMIS user account request forms known as the Provider Account Manager.

- a. The assigned primary contact for SAMIS communications is responsible for receiving and disseminating all KHA information sent from the SAMIS system to the appropriate personnel within their organization. This person must ensure SAMIS messages are not intercepted or blocked by a SPAM filter. If the primary contact is replaced or leaves the organization the provider must notify KHA Data Systems at samis@coj.net within 1 business day to ensure a new person has been designated to receive and process official email communications from KHA and the SAMIS system.
- b. The Provider Account Manager is the person authorized to request and sign SAMIS system user accounts to include those for Program and Finance Managers and is responsible for ensuring those individuals have been properly vetted to work with sensitive information and are trustworthy to be good stewards of your organization's confidential PII and or financial data. New user accounts or modifications to existing user accounts for your organization will only be granted upon request in writing using the official form supplied by the KHA Data System or Contract Management teams.

2. SAMIS Program Manager (Delivery) and Finance Manager (Fiscal) S3 Trainings

All new Program and Finance Managers must attend and satisfactorily complete the SAMIS training classes relevant to their assigned job(s) or system user role(s).

- Required SAMIS trainings may include but are not limited to SAMIS 3.0 system Online or Instructor Led Trainings for Program Managers and Finance Manager provided by the KHA Data Systems department through the KHA Training Institute.
- [FERPA 101](#) online training course from the U.S. Department of Education to ensure the proper handling of Personal Identifiable Information (PII). This is a one-time training module required for Program Managers (Delivery) and optional for Finance Managers (Fiscal). The course takes approximately 45 minutes. The Certificate of Completion must be printed and kept on file by the provider for review upon request.

3. Eligibility requirements for candidates requiring SAMIS 3.0 system training.

SAMIS training constitutes proprietary system information and may include access to confidential PII data and therefore can only be provided to eligible employees of providers currently under contract with Kids Hope Alliance.

- An active SAMIS account authorized for access to the Delivery and or Fiscal components of a KHA funded provider's program in SAMIS as defined by a current finalized contract is required before attending SAMIS system trainings.
- A SAMIS Account Request Form for the candidate must be submitted, approved, and maintained on file with KHA Data Systems. The form must have the appropriate authorization signature of the funded provider to be considered valid for attending training
- The PII Non-Disclosure Form signed by the candidate, must be submitted, approved and on file with KHA Data Systems to be considered valid for attending training.

4. SAMIS user accounts security requirements:

SAMIS user accounts are subject to strict cybersecurity protocol requirements.

- Under no circumstances are SAMIS system credentials to be shared or used by anyone other than the person they have been assigned to. Accessing SAMIS with the username and password assigned to another individual is strictly prohibited.
- System access is granted on a need-to-know basis only for specific authorized persons known to KHA with predetermined user roles allowing access to certain confidential modules and datasets as authorized by the Provider Account Manager.

- SAMIS user accounts will not be used to download data for unofficial purposes nor create or upload to SAMIS unofficial data or data that contains malicious code, scripts or files containing malware that in any way may harm or degrade the SAMIS system, its performance or data contained therein.
- Kids Hope Alliance reserves the right to change and or require additional cybersecurity measures, processes and procedures as needed to ensure the security and protection of the SAMIS system and its data.

5. SAMIS user account management:

SAMIS user accounts will be granted or modified upon request for funders with a currently active contract with KHA when a completed SF-1 form has been properly signed by the designated Provider Account Manager and submitted to the KHA Data Systems team.

- The designated Provider Account Manager on file with the KHA Data Systems team will obtain the SAMIS Account User Request Form (SF-1) from their assigned KHA Contract Manager or by emailing a request to samis@coj.net.
- All SF-1 forms submitted to KHA must include the authorized signature of the Provider Account Manager on file with the Data Systems Team.
- Account request must include the Employee's first and last name, title, organization, work address, telephone number and their official work email address. The request should identify the user role. E.g., Program/Data Manager, Finance Manager, etc.
- Finance Managers must be designated as Creator, Submitter or Both for fiscal documents in SAMIS to include budgets, reimbursements and amendments.
- Each program page (site location) the user is to have access to must be explicitly listed by its official contract name. Any SF-1 form submitted with ambiguous or unofficial program page names (site locations) or they do not list each program page where access is needed will not be accepted for processing.

6. SAMIS 3.0 Training registration:

Once all eligibility requirements for attending a SAMIS training have been met, candidates may register for a scheduled training class at <https://www.kidshopealliance.org/Training-Institute/Training-Events.aspx> or by emailing a training request to samis@coj.net.

7. Record Keeping and Reporting

Contractors required to maintain demographic files of participants receiving services will do so within the SAMIS delivery system on the program page designated for their site location.

- Demographic records of participants are confidential Personal Identifiable Information (PII) and will not be shared with a 3rd party without written consent of the participant's parent or guardian and formal approval by Kids Hope Alliance or by a valid court order.
- In the event a court order is received by the contractor for the release of PII stored in SAMIS, the contractor shall immediately forward the order to the Director of Data Systems, KHA Chief of Programs and the KHA Chief Administrative Officer at the Kids Hope Alliance for review and validation by the Office of General Council, City of Jacksonville before any decision is made regarding a potential data release.
- The Contractor will make every effort to protect all data related to KHA funded programs. However, if program related data is lost, stolen or viewed by an unauthorized person while in SAMIS or externally to SAMIS in printed or electronic form, downloaded or otherwise transferred to an unauthorized person through a cyber security breach or by any other unauthorized means the contractor will notify the Kids Hope Alliance immediately and work with KHA to limit and mitigate the breach to the extent possible.

8. Cyber Security: Cyber Liability & Data Storage

Cyber Liability coverage is encouraged. If applicable it should be provided on an Occurrence Form, or on a Claims Made Form. The retroactive date must be no later than the first date of this Contract and such claims-made coverage must respond to all claims reported within three years following the period for which coverage is required, and which would have been covered had the coverage been on an occurrence basis. The following categories of coverage are the minimum necessary to meet this requirement:

- Cyber Extortion
- Data Loss and System Damage Liability (when applicable)
- Security Liability
- Privacy Liability
- Privacy/Security Breach Response Coverage, including Notification Expenses

4.6 Collaboration

KHA is committed to promoting the coordination of children's services in Duval County. Therefore, to maximize funding dollars, applicants are required to form clearly defined, meaningful interagency agreements with other Providers that are cost effective and provide a direct impact on clients served. Agencies applying in collaboration must submit specific and complete Interagency/Partnership Agreements prior to contract award.

4.7 Payor of Last Resort

KHA should be the payor of last resort for services that can be billed to insurance or other outside means. When the service provided is an insurance billable service, following the first contact, the provider should demonstrate attempts to bill the health insurance provider for individuals before requesting payment through KHA.

4.8 Allowable Costs/Reimbursements

Please refer to the Financial Reference Guide on KHA's website, KHA's website for the Financial Guide.

4.9 Invoice/Deliverables

Contractors must submit an invoice and deliverables to KHA using the SAMIS **reimbursement module**. These invoices are due to KHA by the 10th of each month for the previous month's services, unless a special agreement has been made with the contractor based on an extenuating circumstance. Failure to submit a timely or accurate invoice may result in payments being withheld or delay in payment. Payment for Contracted services will be contingent upon submitting accurate information for the Contract period and the receipt of current and correct evaluation data and reports. Contractor must meet deliverables as outlined in the contract in order to receive payment. KHA reserves the right to amend the financial reimbursement process for any renewal terms.

Contractors who fail to submit invoices to KHA by the 10th of each month shall adhere to the following guidelines:

- Reimbursements submitted between days 11th – 29th will be reviewed, approved, and distributed in the order in which such is received (payment subsequently delayed).
- Reimbursements submitted more than thirty (30) days late require the contractor must receive technical assistance from the assigned Contract Manager prior to submission of the reimbursement request.
- Contractors who consistently submit reimbursement requests late may not be awarded a contract for the subsequent year.

Monitoring and other reports as determined by KHA and/or other social service funding agencies and achievement of contract and performance requirements, timeliness of requested information and fiscal stability shall be considered factors in evaluating future funding requests. Furthermore, contracts may be increased or decreased between renewals based on participant participation and funding utilization.

4.10 Method of Payment

Contractors will be paid by Units of Service, Deliverables, or Cost Reimbursement with required deliverables. KHA is striving to move all contracts to the Unit of Service method; therefore, an attempt will be made to convert submitted budgets to mutually agreeable units. The contractor will be paid monthly for the prior month period. No payments will be made until all deliverables are submitted and approved or waived. Minimum service payment standards will be developed with the contractor.

If funds are available, an initial advance up to 25% may be given at the beginning of the program. Contractor must complete KHA's Advance Payment Option Form. Advances will be made once a contract is fully executed. Contractor Advances will be recouped in accordance with KHA's advance payment policies, and the schedule chosen in the advance payment form.

An active Contractor's Certificate of Insurance and/or License/Exemption (if applicable) are required to operate the program. Contracts may be signed without these documents on file, but programming should not begin, and reimbursements will not be made until they are submitted and approved. Similarly, contracts may be signed if a final contract amount has been agreed upon, but the final line-item budget may still be in negotiation; therefore, payments will not be made until a finalized budget is agreed upon by both parties.

4.11 Provision for Unspent Funds

The Contractor agrees that any funds provided by KHA for the Services which are residual funds remaining unspent or unencumbered by any existing obligation at the conclusion of the Contract, shall be returned to KHA in the form of a negotiable instrument no later than ten (10) days after the end of the Term.

Renewal contracts will not be issued until all unspent funds are returned to KHA.

4.12 ACH Clearing House/1 Cloud System/Agiloft

KHA will make payments via the Automated Clearing House (ACH) and the Contractor agrees to submit forms to establish this payment method in a timely manner.

a. 1Cloud Registration

- i. In order to conduct business with the City of Jacksonville as a vendor, the contractor must register their organization/agency with the City of Jacksonville. The link to the City of Jacksonville's Department of Procurement on-line purchasing system, 1Cloud is <https://www.coj.net/departments/finance/procurement/supplier-portal>.
- ii. 1Cloud will act as the City's portal for all purchasing activity, including vendor management, bid posting, online bid submission, and purchase order distribution. Online seller registration allows vendors wishing to do business with the City of Jacksonville to register with the City and maintain their organization information. Registration allows a seller to view bid opportunities as well as receive purchase orders.

b. Agiloft Registration

- i. In order for a Contractor's applications/responses to be scored, the contractor must register their organization/agency in Agiloft. Please visit KHA's website for Agiloft Registration information.

- ii. Agiloft will be utilized for developing and scoring RFPs, generating and processing contracts, e-signature integration with DocuSign, submission and management of certificates of insurance and other vendor related attachments as well as the full automation of internal administrative communications, reports and tasks related to managing a robust contract and sourcing solution as needed in support of the KHA portfolio.

Please note, that Agiloft will not replace SAMIS or the COJ 1Cloud system. Those solutions will continue to be used as resources for submission of contract deliverables, data management, and reimbursements as well as supplier related information

KHA will make payments via the Automated Clearing House (ACH) method of payment and the Contractor agrees to timely complete and submit such forms as necessary to establish such payment methods.

4.13 Final Payment at the Completion of the Contract

The final invoice for payment, along with all data and deliverables, shall be submitted to KHA no more than thirty (30) days after the contract ends or is terminated. If the Contractor fails to do so, all rights to payments are forfeited and KHA will not honor requests submitted after that. Special waivers may be issued for certain circumstances.

4.14 Programmatic Monitoring, Fiscal Monitoring & Quality Assessment

Programs funded by KHA agree to provide the Services as described in this RFP and their Response. If a minor aspect of the scope of services needs to be modified based on the demonstrated needs of the population (i.e., tried to deliver services a certain way only to realize that individuals could not be reached with that method), a Modification of Scope form will need to be completed which will include the why, what, how and when for implementing changes. This form will become a note to file. If major changes to the scope are required that would substantially modify the intent or services of this application, the contract may be voided.

Contractors must comply with the requirements to provide all records necessary to monitor the program. At all reasonable times for as long as the records are maintained, the Contractor must allow people duly authorized by KHA (including the City of Jacksonville's auditor and inspector general offices), to have full access to and the right to examine, copy or audit records, regardless of the form in order to monitor the implementation of the program.

KHA's Quality Improvement System (QIS) will be utilized for KHA funded programs. Please refer to KHA's website for the most current version of the Quality Improvement System (QIS).

4.15 Fiscal Monitoring and Audit

Audit requirements are approved by the KHA Board on an annual basis. Please refer to KHA's website for Audit information.

4.16 Incident Reporting

KHA Contract Manager reviews Incident Reporting monthly. Please view KHA's website for Incident reporting information.

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.

4.17 Termination

In addition to the remedies provided in Section 3.23 and 3.24 of this RFP, upon Contractor's receipt of a notice of termination for an Event of Default, and, except as otherwise directed, Contractor shall:

- a. Cease providing Services under the Contract on the date and to the extent specified in the notice of termination.
- b. Prepare all necessary reports and documents required under the terms of the Contract up to the date of termination, including the final report without payment for Services rendered in completing said reports beyond the termination date.

(Remainder of page intentionally left blank)

THE RESPONSE (INCLUDING QUESTIONS) SHOULD NOT EXCEED EIGHT (8) PAGES EXCLUDING THE BUDGET PAGES.

Contractor Legal Name: _____				
Contractor Legal Name must match Contractor's name as listed on the Florida Department of State Division of Corporation website: www.sunbiz.org				
Main Administrative Street Address: _____				
City & State: _____			Zip Code: _____	
Federal Identification Number: _____				
Position	Name	Title	Email	Phone #
Chief Executive Officer				
Chief Financial Officer				
Response Contact				
Is Contractor a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code? __ Yes __ No				
Is Contractor registered as a nonprofit entity under the laws of the State of Florida (must have an "Active" status with the FL Dept. of State (www.sunbiz.org))? __ Yes __ No				
Is Contractor's file date on Sunbiz prior to June 1, 2022? __ Yes __ No (submit a copy of Contractor's detailed page)				
Has the Contractor (not just individuals employed by the Contractor) operated a youth development and/or social service program for at least one (1) year that served at least twenty (20) participants? Operation must have occurred in 2022, 2021, or 2020. __ Yes __ No				
What is the Contractor's fiscal year? Beginning: _____ Ending: _____				
If Contractor answered No to any of the questions above, Contractor is not eligible to apply. Please do not continue with this application as Contractor will be disqualified upon receipt.				

THE RESPONSE (INCLUDING QUESTIONS) SHOULD NOT EXCEED EIGHT (8) PAGES EXCLUDING THE BUDGET PAGES.

AGENCY BACKGROUND (MAX 25 POINTS)

1. Provide a concise description of the Contractor, including history, years of operation, general service, mission, and primary services provided. Describe, if applicable, any partner organizations that the agency works with. Include as an attachment and Organizational Chart. **(Approximately 1 ½ pages)**

IMPLEMENTATION PLAN (MAX 30 POINTS)

2. Detailed description of how the Contractor will execute the book club, including timelines, and partnerships. **(Max 15 Points; Approximately 2 pages):**
 - a. Identify priority child development centers and include the criteria used to determine priority
 - b. How will you reach young children who are not enrolled in child development centers?
 - c. Describe the selection of diverse book selections to address the diverse population of young children (different languages, ethnicities, etc.).
 - d. How will your organization effectively track book distribution?
3. Describe how your organization will initiate contacts and establish partnerships for collaboration and fundraising. Each of the following should be addressed in your response **(Max 15 Points; Approximately 2 pages):**
 - a. How will your organization solicit organizations for partnerships/collaborations?
 - b. Develop a comprehensive fundraising plan aligned with the book club’s mission. Identify diverse revenue streams, such as grants, sponsorships, and individual donations.

PROPOSED STAFF INFORMATION, HIRING, TRAINING AND SUPERVISION (MAX 15 POINTS)

4. Describe how the book club will be staffed including subcontractors. In the chart below, list all positions that will be providing direct services. Include the position/job title (which must match the job title used in the budget narratives); minimum education (including degree area) and training; experience requirements; primary duties (not an exhaustive list); and the percentage of each position’s time that will be devoted to this program. **Chart positions must match positions in the proposed budget.** (Approximately ½ page)

# of staff	Position/Job Title	Education/ Training	Experience	Primary Duties	% of time devoted to program
1	Example: Executive Director	Example: Bachelor’s degree or equivalent experience in early learning or social services;	4 years’ experience in related field with similar responsibilities.	Managing the day-to-day operations of the book club.	(Insert Example) 25%
2	Example: Fundraising/Development Coordinator	Bachelor’s degree in related field	3 years’ fundraising experience	Solicit funds for continued support and sustainability of book club	20% of time

EVALUATION PLAN (MAX 25 POINTS)

5. Outline how the program’s success will be measured. Include specific, measurable, achievable, relevant, and time-bound (SMART) goals. The metrics must be clear, attainable goals that holds the contractor accountable to a deadline. **(Max 25 points, approximately 2 pages)**

BUDGET AND BUDGET NARRATIVE (MAX 5 POINTS)

6. Proposal must include a line-item budget (see form 1). Budget forms must be completed in the excel template provided (Max 5 Points).

When completing the budget narrative, describe each expense/item requested in detail, and ensure that your method of calculation is clearly indicated (e.g., 4500 books \$5.00 per book for a total of \$2250.00.) All budget items must relate to the organization and the services described in the book club proposal. All expenses must reflect reasonable costs.

Evaluation Matrix

The evaluations will be based upon the following 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. The response to each of the criterion will be evaluated relative to the other responses received. Contractors are encouraged to arrange their responses in the exact format as the application in Attachment A, which will offer ready review and evaluation of each criterion. Please note that the final score will be the percentage of points received. **For example, receiving 80 points out of a possible 100 would result in a score of 80%. Contractors must score a minimum of 75% of points overall to be considered for funding.**

APPLICATION REFERENCE POINT	0-8 Points	9-16 Points	17-25 Points
Agency Background Question #1 (Maximum Points 25)	Agency history one year or less. Description of agency mission or services provided is missing, unclear, or minimally described. An organizational chart is not included.	Agency history is two years or more. Agency mission and history described but the response does not address all sections of the prompt or is unclear.	Agency history is two years or more. Agency mission and history clearly support the provision of services for the program described in the RFP. An organizational chart is included, the position responsible for direct supervision is clear. The applicant answered all components of the contractor detail section.
APPLICATION REFERENCE POINT	0-6 Points	7-10 Points	10-15 Points
Implementation Plan Question #2 (Maximum Points 15)	Response does not address the questions in the program design section. There is little or no detail in the response on how services will be provided and will address the needs of the population served.	Response is somewhat complete. Response appears reasonable for the services described. The applicant may describe some of the activities but is missing critical detail.	Response is complete. Responses appear reasonable and all the questions are answered clearly. The response aligns with all other sections of the application.
Partnerships/Collaboration Question #3 (Maximum Points 15)	The response does not address how partnerships will be established or how book distributions will be tracked.	The response somewhat describes how partnerships will be established and how book distributions will be tracked.	The response clearly describes how partnerships will be established for collaboration and how book distributions will be tracked.

Proposed Staff Information, Question #4 (Maximum Points 15)	Staffing proposed is incomplete, or the number/type of staff included does not seem appropriate/adequate for the positions & services identified. Staff education & experience requirements do not appear appropriate or do not align well with job duties.	Staffing proposed is somewhat complete. Duties for each position are somewhat described, but only some education & experience appear reasonable for job duties. The number of professional staff may or may not be sufficient for the number of participants to be served & service model.	Staffing chart is fully complete. Duties for each position are clearly described, & education & experience appear reasonable for job duties. The number of professional staff is sufficient for the number of participants to be served & service model. Chart positions match the positions in the budget.
APPLICATION REFERENCE POINT	0-8 Points	9-16 Points	17-25 Points
Evaluation Plan Question #5 (Maximum Points 25)	Response does not address the questions in the program design section. There is little or no detail in the response on how services will be provided and will address the needs of the population served.	Response is somewhat complete. Response appears reasonable for the services described. The applicant may describe some of the activities but is missing critical detail.	Response is complete. Responses appear reasonable and all the questions are answered clearly. The response aligns with all other sections of the application.
APPLICATION REFERENCE POINT	0-2 Points	3-5 Points	
Budget Attachment (Maximum Points 5)	The budget is incomplete and/or unclear. Budget amounts may seem reasonable or necessary to support the program. The budget summary form is incomplete or missing critical programming components.	The budget workbook is complete and accurate. Costs appear reasonable and support the proposed program. Expenses align with other components of the application (e.g. staffing chart and program elements).	Not Applicable
100	Total Points Possible		
	Points Awarded		
	Percentage of Points Achieved		
Applications must score a minimum of 75% of points overall to be considered for funding.			

KIDS HOPE ALLIANCE
American Rescue Plan (ARP) Fund
Report Period: October 1, 2023 - December 31, 2024

	Original Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C	
ARP Funding					
KHA- Youth Civic Engagement Pilot Program	\$ 170,000	\$ -	\$ 170,000	\$ -	Goodwill (\$70,660) & First Coast Leadership Foundation (\$99,340)
KHA- Mayor's Literacy Initiative	\$ 250,000	\$ 170,891	\$ 78,256	\$ 852	*
Afterschool/Summer Literacy	\$ 1,900,000	\$ 1,567,105	\$ 332,896	\$ -	OST Seat increases and Security
Teacher Training and Coaching in Literacy	\$ 750,000	\$ 246,500	\$ 503,500	\$ -	\$75k ELC, \$211k UF, \$464k FIE
Intensive Summer Literacy	\$ 850,000	\$ 700,000	\$ 150,000	\$ -	Jax SOARS
Early Literacy Initiatives	\$ 100,000	\$ 41,650	\$ 58,350	\$ -	FERST Readers
Mayor's Youth at Work Partnership	\$ 890,215	\$ 890,215	\$ -	\$ -	Goodwill
Total Expenditures	\$ 4,910,215	\$ 3,616,360	\$ 1,293,002	\$ 852	

* After December 18th, any remaining balance from the Mayor's Literacy Initiative Account was utilized by COJ Finance

KIDS HOPE ALLIANCE
Jacksonville Upward Mobility Program (JUMP)
Report Period: October 1, 2024 - December 31, 2024

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:					
Contributions from General Fund	\$ 310,000	\$ 310,000	\$ 77,500	\$ -	\$ 232,500
Total Revenues	\$ 310,000	\$ 310,000	\$ 77,500	\$ -	\$ 232,500
EXPENDITURES:					
Trust Fund Authorized Expenditures	\$ 976,388	\$ 976,388	\$ 3,960	\$ 447,828	\$ 524,600
Total Expenditures	\$ 976,388	\$ 976,388	\$ 3,960	\$ 447,828	\$ 524,600
Total Revenues Less Expenditures	\$ (666,388)	\$ (666,388)	\$ 73,540	\$ (447,828)	\$ 757,100
Prior Year Carry-Over		\$ 666,388			
Budget Difference		\$ -			

KIDS HOPE ALLIANCE
KHA- Youth Travel Trust Fund
Report Period: October 1, 2024 - December 31, 2024

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:					
Earnings on Investment	\$ -	\$ -	\$ 175	\$ -	\$ -
Contributions from General Fund	\$ 50,000	\$ 50,000	\$ 12,500	\$ -	\$ (37,500)
Total Revenues	\$ 50,000	\$ 50,000	\$ 12,675	\$ -	\$ (37,500)
EXPENDITURES:					
Subsidies & Contributions to Private Org.	\$ 66,056	\$ 66,056	\$ (40)	\$ -	\$ 66,096
Total Expenditures	\$ 66,056	\$ 66,056	\$ (40)	\$ -	\$ 66,096
Total Revenues Less Expenditures	\$ (16,056)	\$ (16,056)	\$ 12,715	\$ -	\$ 28,596

Prior Year Carry-Over	\$ 16,056
Budget Difference	<u><u>-</u></u>

KIDS HOPE ALLIANCE
KHA Trust Fund- Mini Grants
Report Period: October 1, 2024 -December 31, 2024

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C
REVENUES:					
Contributions from General Fund	\$ 200,000	\$ 200,000	\$ 50,000	\$ -	\$ (150,000)
Total Revenues	\$ 200,000	\$ 200,000	\$ 50,000	\$ -	\$ (150,000)
EXPENDITURES:					
Subsidies & Contributions to Private Org.	\$ 269,140	\$ 269,140	\$ 44,178	\$ 210,900	\$ 14,062
Total Expenditures	\$ 269,140	\$ 269,140	\$ 44,178	\$ 210,900	\$ 14,062
Total Revenues Less Expenditures	\$ (69,140)	\$ (69,140)	\$ 5,822	\$ (210,900)	\$ (135,938)

Prior Year Carry-Over
Budget Difference

\$ 69,140
\$ -

KIDS HOPE ALLIANCE

SAMHSA - JSOCC

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

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,408,173	\$ 1,404,454	\$ -	\$ (3,719)
Intrafund Transfer	\$ 76,406	\$ 75,000	\$ -	\$ (1,406)
Total Revenues	\$ 1,484,579	\$ 1,479,454	\$ -	\$ (5,125)
EXPENDITURES:				
Salaries and Benefits	\$ 74,500	\$ 70,424	\$ -	\$ 4,076
Internal Service Charges	\$ 500	\$ -	\$ -	\$ 500
Grants and Aids	\$ 1,409,579	\$ 1,409,030	\$ -	\$ 549
Total Expenditures	\$ 1,484,579	\$ 1,479,454	\$ -	\$ 5,125
Total Revenues Less Expenditures	\$ -	\$ -	\$ -	\$ -

Purpose of Grant:

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

Additional Information:

Provider: Managed Access

A No-Cost Extension was granted until June 30, 2024

This grant is closed

KIDS HOPE ALLIANCE
SAMHSA - reCAST

Grant Period: September 30, 2024 to September 29, 2025

Report Period: September 30, 2024 - December 31, 2024

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,000,000	\$ -	\$ -	\$ (1,000,000)
Intrafund Transfer	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 1,000,000	\$ -	\$ -	\$ (1,000,000)
EXPENDITURES:				
Salaries and Benefits	\$ 40,000	\$ 11,308	\$ -	\$ 28,692
Grants and Aids	\$ 960,000	\$ 60,993	\$ 899,007	\$ -
Total Expenditures	\$ 1,000,000	\$ 72,301	\$ 899,007	\$ 28,692
Total Revenues Less Expenditures	\$ -	\$ (72,301)	\$ (899,007)	\$ (971,308)

Purpose of Grant:

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

Additional Information:

Provider: Managed Access

Grant is in Year 4 of 5

**KIDS HOPE ALLIANCE
SAMHSA - CREATE**

Grant Period: September 30, 2024 to September 29, 2025

Report Period: September 30, 2024 - December 31, 2024

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,000,000	\$ -	\$ -	\$ (1,000,000)
Intrafund Transfer	\$ 75,000	\$ 75,000	\$ -	\$ -
Total Revenues	\$ 1,075,000	\$ 75,000	\$ -	\$ (1,000,000)
EXPENDITURES:				
Salaries and Benefits	\$ 75,000	\$ 10,265	\$ -	\$ 64,735
Grants and Aids	\$ 1,000,000	\$ 57,795	\$ 942,205	\$ -
Total Expenditures	\$ 1,075,000	\$ 68,059	\$ 942,205	\$ 64,735
Total Revenues Less Expenditures	\$ -	\$ 6,941	\$ (942,205)	\$ (935,265)

Purpose of Grant:

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

Additional Information:

Provider: Managed Access

Grant is in year 2

KIDS HOPE ALLIANCE

Comprehensive Anti-gang Youth Program

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

Report Period: October 1, 2022 - September 30, 2024

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 303,330	\$ 200,870	\$ -	\$ (102,459)
Interfund Transfer	\$ 126,993	\$ 126,993		\$ (0)
Total Revenues	\$ 430,323	\$ 327,863	\$ -	\$ (102,459)
<u>EXPENDITURES:</u>				
Salaries and Benefits	\$ 80,875	\$ 75,920	\$ -	\$ 4,955
Grants and Aids	\$ 349,448	\$ 251,293	\$ 98,154	\$ -
Total Expenditures	\$ 430,323	\$ 327,214	\$ 98,154	\$ 4,955
Total Revenues Less Expenditures	\$ -	\$ 650	\$ (98,154)	\$ (97,505)

Purpose of Grant:

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

Additional Information:

Provider: Managed Access

Granted a No-cost Extension until September, 2024

Grant is in the closeout process

KIDS HOPE ALLIANCE
Criminal Justice Reinvestment Grant

Grant Period: October 1, 2023 to March 31, 2025

Report Period: October 1, 2024 - December 31, 2024

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 400,000	\$ 400,000	\$ -	\$ -
Interfund Transfer	\$ 85,000	\$ 85,000	\$ -	\$ -
Total Revenues	\$ 485,000	\$ 485,000	\$ -	\$ -
EXPENDITURES:				
Salaries and Benefits	\$ 44,134	\$ 41,824	\$ -	\$ 2,310
Grants and Aids	\$ 440,866	\$ 333,280	\$ 107,586	\$ -
Total Expenditures	\$ 485,000	\$ 375,104	\$ 107,586	\$ 2,310
Total Revenues Less Expenditures	\$ -	\$ 109,896	\$ (107,586)	\$ 2,310

Purpose of Grant:

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

Additional Information:

Provider: Managed Access

A no-cost extension has been granted until March 2025

KIDS HOPE ALLIANCE
DOJ- Project RISE

Grant Period: October 1, 2024 to September 30, 2025

Report Period: October 1, 2024 - December 31, 2024

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 300,000	\$ -	\$ -	\$ (300,000)
Interfund Transfer	\$ 32,000	\$ 32,000		\$ -
Total Revenues	\$ 332,000	\$ 32,000	\$ -	\$ (300,000)
EXPENDITURES:				
Salaries and Benefits	\$ 32,000	\$ 11,232	\$ -	\$ 20,768
Grants and Aids	\$ 300,000	\$ -	\$ 300,000	\$ -
Total Expenditures	\$ 332,000	\$ 11,232	\$ 300,000	\$ 20,768
Total Revenues Less Expenditures	\$ -	\$ 20,768	\$ (300,000)	\$ (279,232)

Purpose of Grant:

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

Additional Information:

Provider: Managed Access

Grant is in year 3 of 3

KIDS HOPE ALLIANCE
Operating Fund - With Year End Projections
October 1, 2024- December 31, 2024

	Original Budget	Current Budget A	Actual Year to Date B	Encumbered Year to Date C	Remaining Budget D = A-B-C	Full Year Projection E	Budget Variance F = A-E
REVENUES:							
Earnings on Investment	\$ 558,380	\$ 558,380	\$ 68,719		\$ 489,661	\$ 558,380	\$ -
Transfer from Fund Balance							
Contributions from General Fund	\$ 56,843,734	\$ 56,843,734	\$ 17,360,934		\$ 39,482,801	\$ 56,843,734	\$ -
Total Revenues	\$ 57,402,114	\$ 57,402,114	\$ 17,429,653		\$ 39,972,461	\$ 57,402,114	\$ -
EXPENDITURES:							
Salaries and Benefits	\$ 5,105,811	\$ 5,105,811	\$ 1,134,676	\$ -	\$ 3,971,135	\$ 5,105,811	\$ -
Internal Service Charges	\$ 835,947	\$ 835,947	\$ 185,377	\$ -	\$ 650,570	\$ 835,947	\$ -
Professional & Contractual Services	\$ 500,389	\$ 500,389	\$ 32,685	\$ 213,969	\$ 253,735	\$ 500,389	\$ -
Travel (per diem & local mileage)	\$ 18,149	\$ 18,149	\$ 7,889	\$ -	\$ 10,260	\$ 18,149	\$ -
Insurance (General Liability and Misc. Ins.)	\$ 49,731	\$ 49,731	\$ 37,421	\$ -	\$ 12,310	\$ 49,731	\$ -
Other Operating Expenses and Supplies	\$ 95,725	\$ 95,725	\$ 45,960	\$ 7,030	\$ 42,734	\$ 95,725	\$ -
Dues & Subscriptions	\$ 60,238	\$ 60,238	\$ 49,542	\$ -	\$ 10,697	\$ 60,238	\$ -
Hardware/Software Maintenance or Licensing Agreement	\$ 89,886	\$ 89,886	\$ 71,972	\$ 9,046	\$ 8,868	\$ 89,886	\$ -
Total	\$ 245,848	\$ 245,848	\$ 167,474	\$ 16,076	\$ 62,299	\$ 245,848	\$ -
Capital Outlay	\$ 2	\$ 2	\$ -	\$ -	\$ 2	\$ -	\$ 2
Aids to Private Organizations							
Out of School Time	\$ 30,320,415	\$ 30,320,415	\$ 3,444,421	\$ 15,531,447	\$ 11,344,547	\$ 29,574,483	\$ 745,933
Early Learning	\$ 12,066,612	\$ 12,066,612	\$ 1,125,704	\$ 3,686,214	\$ 7,254,693	\$ 8,383,390	\$ 3,683,222
Special Needs	\$ 11,088,808	\$ 11,013,808	\$ 1,853,123	\$ 5,908,040	\$ 3,252,645	\$ 10,125,921	\$ 887,886
Juvenile Justice	\$ 3,869,803	\$ 3,837,803	\$ 939,865	\$ 2,738,537	\$ 159,400	\$ 4,940,771	\$ (1,102,968) B
Preteen & Teen	\$ 6,419,297	\$ 6,419,297	\$ 971,700	\$ 3,518,902	\$ 1,928,694	\$ 6,753,032	\$ (333,735) C
Grief and Burials	\$ 47,527	\$ 47,527	\$ 47,527	\$ -	\$ -	\$ 47,527	\$ -
Mayor's Youth at Work Partnership	\$ 1,355,000	\$ 1,355,000	\$ 325,000	\$ 975,000	\$ 55,000	\$ 1,580,833	\$ (225,833) D
Youth Artists	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -
Pediatric Mental Support	\$ 218,518	\$ 218,518	\$ 196,249	\$ 22,269	\$ -	\$ 218,518	\$ -
Contingency	\$ 70,000	\$ 70,000	\$ -	\$ -	\$ -	\$ 70,000	\$ -
Total Grants & Aids	\$ 65,555,979	\$ 65,448,979	\$ 8,903,590	\$ 32,480,410	\$ 23,994,980	\$ 61,724,475	\$ 3,654,504.08
Transfers	\$ 656,355	\$ 763,355	\$ 169,500	\$ -	\$ 593,855	\$ 763,355	\$ -
Total Expenditures	\$ 72,968,211	\$ 72,968,211	\$ 10,638,611	\$ 32,710,455	\$ 29,549,146	\$ 69,243,705	\$ 3,724,506
Total Revenues Less Expenditures	\$ (15,566,097)	\$ (15,566,097)	\$ 6,791,042	\$ (32,710,455)	\$ 10,423,315	\$ (11,841,591)	\$ (3,724,506)

Reserve - Prior Year Encumbrances \$ 15,566,097
Budget Difference \$ -

B-D. We are projecting a deficit in JJ, MYAWP & PTT ESC going into year 3. Funds from other ESCs will be reallocated to cover this deficit.