



**BOARD OF DIRECTORS
MEETING
AGENDA
Wednesday, May 15, 2019
9:30 AM - 2:00 PM**

			<u>TAB</u>
1.	CALL TO ORDER	Kevin Gay	
2.	APPROVAL OF THE MINUTES	Kevin Gay	1
3.	CHAIRMAN'S REPORT	Kevin Gay	
4.	CEO REPORT	Mary Tobin	
5.	FINANCE COMMITTEE REPORT	Tyra Tutor	2
	• Financial Report March 31, 2019		
6.	GOVERNANCE COMMITTEE REPORT	Dr. Barbara Darby	3
	• Governance Work Plan		
7.	NEW BUSINESS <i>(open for public comments prior to vote)</i>		
	• Acting CEO Signing Authority	Adam Miller	4
	• Youth Sports & Character Development	Kenneth Darity	5
	• Youth STEAM Initiative	Kenneth Darity	6
	• Summer Learning Funding Amendment	Kenneth Darity	7
	• Evening Reporting Center RFP	Katoia Wilkins	8
	• College Success & Access Program	John Everett	9
	• Pre-Teen & Teen Success RFP	John Everett	10
	• Youth Travel Trust Fund Application	Ruth Waters	11
	• Criminal Justice Reinvest. Grant Match	Ruth Waters	12
	• Youth Engagement in Sports Grant	Dae Lynn Helm	13

8. **PRESENTATION**

14

- Kids Hope Alliance FY19-20 Budget

9. **COMMENTS FROM THE BOARD**

10. **PUBLIC COMMENTS**

11. **ADJOURN**

Next Board Meeting

June 19, 2019

10:00 a.m.

Kids Hope Alliance

**The Jacksonville Partnership for Children, Youth and Families
1095 A. Philip Randolph Blvd.
Jacksonville, FL 32206**

Board Meeting Minutes

Meeting Information	Board Member Attendance			
Date: April 17, 2019 Location: 1095 A. Philip Randolph Blvd. 1st floor, Multipurpose Room	Y	Kevin Gay- Chair	Y	Tyra Tutor
	Y	Dr. Barbara Darby	Y	Dr. Marvin Wells
	Y	Rebekah Davis	Y	Donna Orender
	Y	Dr. Nat Glover-Vice Chair		
<p>Advisory: Jackie Simmons, Duval County Public Schools; Elizabeth Webb, Office of the Public Defender; CM Sam Newby and Lisa Page, Office of the State Attorney</p> <p>City Staff: Julia Davis, Johnny Gaffney, Tracy McGeathey and Dawn Lockhart</p> <p>KHA Staff: Delores Williams, Dr. Jennifer Blalock, Adam Miller, Cynthia Nixon, Kenneth Darity, Mary Tobin, Tyrica Young, Mary Nash, Lenora Wilson, Dae Lynn Helm, Ruth Waters, Lucy Farley, Chris McNeilly, Rodger Belcher, Katoia Wilkins, Mari Ganues, Jerelyn Allen, Bridgette Newby, Julia Riggins, and John Everett.</p> <p>Guest: 4.17.19 Guest Sign in.pdf</p>				
Agenda Items	Action/Outcome			
CALL TO ORDER	Kevin Gay called the meeting to order at 10:00 am. Chairman thanked everyone for attending. Chairman stated that comment cards are available for anyone wishing to speak to an item or for general comments at the conclusion of the meeting. Chairman Gay stated that he will move into his report while we wait for board members to come.			
APPROVAL OF THE MINUTES	Chairman Gay asked for a motion to approve the minutes from the March 20 th meeting. Tyra Tutor made the motion to approve and Dr. Wells seconded the motion. Chairman Gay opened the floor for discussion and public comments. With none being heard Chairman Gay asked all in favor to signify by the sign of "aye". All were in favor and the motion passed.			
CHAIRMAN'S REPORT	Chairman Gay says the KHA staff will be working on the budget and have a budget workshop in May for the Board. Chairman Gay encouraged all Board members to participate. Chairman Gay talked about the importance of the timeframe			

<p>NEW BUSINESS ACTION ITEM</p> <p>ACTION ITEM</p>	<p><u>Dr. Blalock introduced Small Grants Fund Application</u></p> <p>Dr. Blalock stated the Board is asked to approve the Intervention and Prevention Small Grants Program application. The Governance Committee and Finance Committee have both given their approval and all changes recommended by the Office of General Counsel have been incorporated. Dr. Blalock highlighted specific areas of interest on the application. The grant amount, maximum amount of points that can be awarded, the minimum amount of points and the criteria for applying. Dr. Darby recommended approval of the item and Ms. Tutor seconded it. Chairman Gay opened the floor for further discussion and public comments. With none being heard, Chairman Gay asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.</p> <p><u>Adam Miller introduced Youth Travel Trust Fund Revised Application.</u></p> <p>Mr. Miller stated the Board had approved the Ordinance Code change and that Governance Committee has working on an application piece. Mr. Miller highlighted the fifty percent advance amount, up to fifty percent of allowable travel expense, and the criteria to apply.</p> <p>Mr. Miller stated the changes to the policy will allow for smaller organizations to apply and allow for travelers to use the funds for educational experiences. Dr. Darby thanked Julia Davis with the Office of General Counsel for all of her help with the travel policy and application. Ms. Tutor made the motion and Dr. Darby seconded it. Chairman Gay opened the floor for discussion and public comments. With none being heard, Chairman Gay asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed</p> <p><u>Dae Lynn Helm introduced SAMHSA Expansion Grant.</u></p> <p>The Board is asked to approve the application for the expansion grant, authorize subcontracting with Managed Access to Child Health Inc. and allow the CEO to execute the contract. We have been in partnership for the past 10 years and a new opportunity is open for Kids Hope Alliance to apply for another four-year grant. Dr. Darby made the motion and Ms. Tutor seconded it. Chairman Gay opened the floor for</p>
--	---


	<p>discussion and public comments. With none being heard, Chairman Gay asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.</p> <p><u>Dae Lynn Helm introduced Opioid Affected Youth Grant.</u> Ms. Helms said we have applied for this grant before and were not selected. Since then the necessary changes to be more competitive have been incorporated into this application. The grant is for three years and will be used to integrate data and increase evidence-based programming to improve public safety, accountability, and life skills. Dr. Darby made them motion to approve the grant application and Ms. Davis seconded it. Chairman Gay opened the floor for discussion and public comments. Dr. Wells asked staff to provide information to the Board as to why we were not selected before. Chairman Gay asked all in favor to signify by the sign of “aye”. All were in favor and the motion passed.</p>
<p>ACTION ITEMS</p>	<p><u>Dae Lynn Helm introduced Partnership to Advance Youth Apprenticeships.</u> The Board is asked to approve the grant application for a planning grant to develop a program to provide youth training and employment opportunities. Due to missing the March board meeting, the application has been submitted. Dr. Blalock added that we would partner with DCPS and work in cohorts. Dr. Wells made the motion and Dr. Glover seconded it. This item has been vetted by both the Governance and Finance Committee. Chairman Gay opened the floor for discussion and public comments. With none being heard, Chairman Gay asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.</p> <p><u>Dae Lynn Helm withdrew the request to apply for Incarcerated Parents and their Minor Children Grant.</u> Ms. Helm stated that there was not enough time to submit the application as they had not been able to obtain a partnership with the agencies that were needed the most.</p> <p><u>Ruth Waters introduced SAMSHA Budget Amendment Request.</u> The Board is asked to approve the carryover of unused funds Year 3 to be used in year 4, allow for terminal leave pay out to</p>

employees, contract amendment to reflect the extension of the grant contract term and authorize the CEO to execute contract or any legal documents. Ms. Tutor said the Finance Committee recommends approval of this action item. Dr. Wells seconded it. Chairman Gay opened the floor for further discussion and public comments. There was discussion on the terminal leave pay out and the carry over funds. Ms. Waytowich stated that the carryover funds is nothing new. They would have to get approval from the State to roll the funds over to next year and be granted the no cost extension in order to use the funds. With no other comments being heard, Chairman Gay asked all in favor to signify by the sign of "aye". All were in favor and the motion was passed.

Kenneth Darity introduced Continuation Program Funding for Afterschool. The board is asked to approve the funding for afterschool site listed on the exhibit, approve legislation for the sites that were not part of the original awards and allow the CEO to execute the contract. The contract period will be from June 1, 2019 thru July 30, 2020 with existing afterschool providers. Dr. Darby made the motion and Ms. Tutor seconded it. Chairman Gay opened the floor for discussion and public comments. With none being heard, Chairman Gay asked all in favor to signify by the sign of "aye". All were in favor and the motion was passed.

Mary Nash introduced Trauma Training. The Board is asked to approve the scope of service and evaluation matrix for a new request for proposal for the implementation of a Trauma Training Program. The purpose is to recognize trauma and respond to the needs of children and youth who have experienced trauma in order to create a culture of connectedness and safety that will promote more positive outcomes for children. Ms. Orender made the motion and Dr. Wells seconded it. Chairman Gay opened the floor for discussion and public comments. Dr. Darby asked which Essential Services Category this would fall under. Ms. Nash said it would be under Special Needs. Dr. Darby asked that staff add the category to each action item on the agenda going forward.

Katoia Wilkins introduced Stop the violence Mini Grant Program. The Board is asked to approve the awarding of the next provider on the list for the Stop the Violence mini grant. Ms. Wilkins stated that due to two providers declining funding

	<p>they will continue to go down the list of providers. Jax Urban League was not awarded the full amount and she is asking to bring them up to the full \$10,000. MS. Tutor made the motion and Ms. Davis seconded it.</p> <p>Dr. Darby and the Governance Committee stated there is a need to have a minimum cut off score for grants and requested that when funds are available that high level performers be awarded the additional funds. Chairman Gay opened the floor for discussion and further comments. With none being heard, Chairman Gay asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.</p>
<p>Partner Presentations</p>	<p>John Everett, Director of Preteen & Teen Introduced his staff and information about the Preteen and Teen programs and services.</p> <p>Chris Conner with Zoo WILD</p>  <p>W.I.L.D. Program.pdf</p> <p>Michelle Harcourt with Fresh Ministries talked about the programs and services they offer to teens. Focus is for 14 to 19 years old. Programs offered are 7 habits of Healthy Families, College Readiness and paid internships during the summer. Enrollment is closed for the summer, but students are more than welcome to view their website for more information.</p>
<p>BOARD COMMENTS</p> <p>PUBLIC COMMENTS</p>	<p>Ms. Tutor made comments on accreditation for small business. Dr. Darby made comments about KHA preparing an annual report on progress and successes.</p> <p>Ms. Tobin thanked everyone for coming today. Bill Haley asked for volunteers to help with a program called Wise Money on May 18th.</p>

ADJOURN

Meeting adjourn at 1:37 pm



Financial Report

for the Period Ended

March 31, 2019

KIDS HOPE ALLIANCE
Combined City Fund, Grants & Trust Funds
Period: City Fiscal Year and Varying Grant Periods
March 31, 2019

REVENUES:	Current Budget	City Funds	Afterschool FY19	Summer Lunch FY 19	Healthy Families FY19	Walkers	Mental Health FY19	21st FY19	21st Teamup - Excel FY19	SAHRISA High Fidelity FY19	Beaches EL	Youth Travel	NOA/Stop the Violence	NOA/Mini Grants	Book Club	Total	Total Encumbered	Remaining Budget
Improvement Revenue	7,279,954		1,352,058		555,070	915,000	60,000	127,503		247,643	49,600	40,794				2,282,274		(4,997,680)
Contributions from Private Sources	1,861,373					419,465		157,718						696,460	201,413	1,862,473		(997,500)
Contributions from Other Funds	1,677,893															1,677,893		(400,000)
Department of Children & Families	400,000																	
Inland Transfer	146,000									146,000								
Trust Fund - Youth Travel	40,794											40,794						
Stop the Violence - Mini Grants	364,550												214,550					
Inland Transfer	158,318	27,188											214,550					
Earnings on Investment	81,297	38,628												158,318				
Rental of City Facilities	81,840	40,920												2,420				
Contributions from General Fund	32,632,359	16,675,789														16,675,789		(40,920)
NC Travelers	2,401,843	2,385,977											15,866			2,401,843		(15,956,571)
Total Revenues	47,127,011	19,168,503	1,352,058	-	1,595,570	1,334,465	60,000	285,221	-	393,643	49,600	40,794	230,416	857,198	201,413	25,568,881	-	(21,558,132)

EXPENDITURES:	Current Budget	City Funds	Afterschool FY19	Summer Lunch FY 19	Healthy Families FY19	Walkers	Mental Health FY19	21st FY19	21st Teamup - Excel FY19	SAHRISA High Fidelity FY19	Beaches EL	Youth Travel	NOA/Stop the Violence	NOA/Mini Grants	Book Club	Total	Total Encumbered	Remaining Budget
Salaries - Permanent and Probationary	3,512,355	1,102,401	91,965	3,789	115,450	302,188	-	61,550	-	27,036	4,224	-	-	-	-	1,708,603	-	1,803,752
Salaries - Part Time	1,413,922	15,476	2,867	-	14,013	11,025	-	115,111	-	12,167	872	-	-	-	-	158,492	-	1,255,430
Employee Benefits	1,321,852	401,280	23,774	791	62,449	119,163	-	27,334	-	-	-	-	-	49	-	647,879	-	623,973
After-School Team Up & S. - Food Cost	2,839,549	-	1,193,242	-	-	-	-	-	-	-	-	-	-	-	-	1,193,242	-	514,777
Summer Lunch - Food Cost	662,718	-	-	-	-	-	-	-	-	-	-	-	-	-	-	662,718	-	662,718
Trust Fund Auditory	954,869	-	-	-	-	-	-	-	-	-	-	-	-	-	-	954,869	-	135,788
Internal Service Charges	900,809	362,041	5,723	-	41,793	1,075	-	-	-	2,123	5,837	-	-	819,081	-	819,081	-	488,054
Other Operating Expenses	2,617,355	195,088	64,773	-	9,748	790,916	8,331	28,757	-	406	-	-	-	144,346	-	1,248,202	-	1,110,645
Food	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	880	880	-	320
Grants and Aide	33,595,483	8,041,233	-	-	910,862	52,926	50,437	-	-	212,857	-	-	-	6,060	-	9,270,840	-	12,509,898
Indirect Costs	88,826	-	-	-	10,649	5,147	295	-	-	-	-	-	-	-	-	69,930	-	18,896
Capital Outlay	13,077	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,147	-	7,930
Travelers	1,809,679	1,491,437	-	-	-	-	-	-	-	-	-	-	-	-	-	1,566,437	-	243,242
Reserves	315,384	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	315,384
Total Expenditures	50,046,878	11,608,956	1,382,244	4,580	1,164,964	1,282,440	59,063	232,752	-	254,389	10,933	40,794	55,651	900,190	145,026	17,101,288	13,204,783	19,746,807
Total Revenues Less Expenditures	(2,919,867)	7,559,547	(30,286)	(4,580)	430,606	52,025	937	52,469	-	138,254	38,667	40,794	174,765	(42,992)	56,387	8,467,593	(13,204,783)	(1,817,325)
Repeal - Prior Year Encumbrances		2,755,953																
Budget Difference		(162,914)																

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

KIDS HOPE ALLIANCE
All Operating Fund Indexes
March 31, 2019

	Original Budget	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:					
Earnings on Investment	77,877	77,877	38,628	-	(39,249)
Rental of City Facilities	81,840	81,840	40,920	-	(40,920)
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	16,675,789	-	(15,956,571)
Total Revenues	\$ 32,344,548	\$ 35,178,053	\$ 19,168,703	\$ -	\$ (16,009,351)
EXPENDITURES:					
Salaries - Permanent and Probationary	\$ 2,406,099	\$ 2,456,099	\$ 1,102,401	\$ -	\$ 1,353,698
Salaries - Part Time	\$ 273,091	\$ 503,091	\$ 15,476	\$ -	\$ 487,615
Employee Benefits	904,735	921,678	401,280	-	520,398
Internal Service Charges	801,085	805,084	362,041	-	443,043
Other Operating Expenses	600,454	1,162,727	195,088	203,772	763,867
Capital Outlay	1	1	-	-	1
Grants and Aids	26,555,520	30,036,263	8,041,233	9,965,691	12,029,339
Transfers	488,179	1,734,679	1,491,437	-	243,242
Reserves	315,384	315,384			315,384
Total Expenditures	\$ 32,344,548	\$ 37,935,006	\$ 11,608,956	\$ 10,169,463	\$ 16,156,587
Total Revenues Less Expend.	\$ -	\$ (2,756,953)	\$ 7,559,747	\$ (10,169,463)	\$ 147,237
Reserve - Prior Year Encumbrances		2,756,953			
Budget Difference		-			

Additional Information:

Kids Hope Alliance
Operating Fund - Expenditure Detail
March 31, 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	\$ 1,078,985	\$ -	\$ 1,426,199
Terminal Leave	\$ -	\$ -	\$ 15,552	\$ -	\$ (15,552)
Salaries Part Time	\$ 273,091	\$ 503,091	\$ 15,476	\$ -	\$ 487,615
Salaries/Benefits Lapse	\$ (67,015)	\$ (67,015)	\$ -	\$ -	\$ (67,015)
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
Leave Rollback/Sellback	\$ -	\$ -	\$ -	\$ -	\$ -
Special Pay	\$ 17,930	\$ 17,930	\$ 7,864	\$ -	\$ 10,066
Lump Sum Payment	\$ -	\$ -	\$ -	\$ -	\$ -
BENEFITS:					
FICA & Medicare	\$ 39,942	\$ 44,002	\$ 15,586	\$ -	\$ 28,416
Pension, Unfunded Liability & Disability & FRS Pension	\$ 368,886	\$ 375,745	\$ 176,765	\$ -	\$ 198,980
GEPP Define Contribution Pension	\$ 159,981	\$ 165,831	\$ 57,959	\$ -	\$ 107,872
Dental, Life & Health Insurance	\$ 318,784	\$ 318,958	\$ 142,394	\$ -	\$ 176,564
Worker's Compensation	\$ 17,142	\$ 17,142	\$ 8,563	\$ -	\$ 8,579
Unemployment Insurance	\$ -	\$ -	\$ 13	\$ -	\$ (13)
PROFESSIONAL SERVICES:					
Professional Services (Incl. 3rd party evaluator)	\$ 296,100	\$ 685,573	\$ 89,447	\$ 185,059	\$ 411,067
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	\$ 2,500	\$ 2,349
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	\$ 7,221	\$ -	\$ 13,773
INTERNAL SERVICE CHARGES					
ITD Allocations	\$ 341,715	\$ 341,714	\$ 143,244	\$ -	\$ 198,470
OGC Legal - IS Allocation	\$ 84,623	\$ 84,623	\$ 43,877	\$ -	\$ 40,746
Copier Consolidation & Copy Center - IS Allocation	\$ 50,418	\$ 53,418	\$ 15,297	\$ -	\$ 38,121
FLEET - Van Maintenance	\$ 6,661	\$ 6,661	\$ 422	\$ -	\$ 6,239
Mailroom - IS Allocation	\$ 1,101	\$ 2,101	\$ 429	\$ -	\$ 1,672
Utilities Allocation - Public Works - IS Allocation	\$ 128,117	\$ 128,117	\$ 64,059	\$ -	\$ 64,058
Building Maintenance - City Wide - IS Allocation	\$ 121,586	\$ 121,586	\$ 60,793	\$ -	\$ 60,793
Guard Service & ADT - IS Allocation	\$ 65,889	\$ 65,889	\$ 32,945	\$ -	\$ 32,944
Ergonomic Assessment	\$ 975	\$ 975	\$ 975	\$ -	\$ -
RENTAL AND LEASES:					
Rentals & Other Rent	\$ 1	\$ 1	\$ -	\$ -	\$ 1
Rentals (Land & Buildings)	\$ -	\$ 7,583	\$ 2,671	\$ -	\$ 4,912
INSURANCE:					
General Liability & Miscellaneous Insurance	\$ 25,315	\$ 25,315	\$ 19,519	\$ -	\$ 5,796
REPAIRS AND MAINTENANCE SERVICE:					
Repairs and Maintenance	\$ 2,000	\$ 2,000	\$ 631	\$ 327	\$ 1,042
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	\$ 10,867	\$ 6,289	\$ 16,870
OTHER CURRENT CHARGES AND OBLIGATIONS:					
Miscellaneous Services and Charges	\$ 5,050	\$ 7,550	\$ -	\$ -	\$ 7,550
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	\$ 4,008	\$ 347	\$ 15,945
Food	\$ 7,900	\$ 8,975	\$ 627	\$ 112	\$ 8,236
Equipment under \$1,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Supplies (Incl. Literacy supplies/books)	\$ 38,867	\$ 42,568	\$ 4,082	\$ 4,038	\$ 34,448
Software, Computer Items Under \$1,000	\$ 1,000	\$ 31,000	\$ -	\$ -	\$ 31,000
Employee Training	\$ 8,798	\$ 8,798	\$ 2,510	\$ -	\$ 6,288
Dues, Subscriptions	\$ 58,374	\$ 58,374	\$ 16,927	\$ -	\$ 41,447
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	\$ 8,041,233	\$ 9,965,691	\$ 12,029,339
INTRAFUND TRANSFERS					
Interfund Transfer - Debt Service Interest	\$ 218,385	\$ 218,385	\$ 110,040	\$ -	\$ 108,345
Interfund Transfer - Debt Service Principle	\$ 229,000	\$ 229,000	\$ 114,500	\$ -	\$ 114,500
Interfund Transfers Out	\$ 40,794	\$ 40,794	\$ 20,397	\$ -	\$ 20,397
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	\$ 11,608,956	\$ 10,169,463	\$ 16,156,587

KIDS HOPE ALLIANCE

After-School Food Program Grant

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

March 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 3,130,928	\$ 1,352,058	\$ -	\$ (1,778,870)
Total Revenues	\$ 3,130,928	\$ 1,352,058	\$ -	\$ (1,778,870)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 167,478	\$ 91,965	\$ -	\$ 75,513
Salaries - Part Time	\$ 8,183	\$ 2,867	\$ -	\$ 5,316
Employee Benefits	46,415	23,774	-	22,641
After-School Team Up - Food Cost	2,839,549	1,193,242	1,131,530	514,777
Internal Service Charges	21,072	5,723	-	15,349
Other Operating Expenses	46,646	64,773	9	(18,136)
Capital Outlay	1,585	-	-	1,585
Indirect Costs	-	\$ -	-	-
Total Expenditures	\$ 3,130,928	\$ 1,382,344	\$ 1,131,539	\$ 617,045
Total Revenues Less Expenditures	\$ -	\$ (30,286)	\$ (1,131,539)	\$ (1,161,825)

Purpose of Grant:

Provide snacks and suppers to children in afterschool programs.

Additional Information:

KIDS HOPE ALLIANCE

Summer Food Program Grant

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

March 31, 2019

	Actual Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,038,118	\$ -	\$ -	(1,038,118)
Revenue Fwd from Prior Year Funding	\$ -	\$ -	-	-
Total Revenues	\$ 1,038,118	\$ -	\$ -	\$ (1,038,118)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 72,936	\$ 3,789	\$ -	69,147
Salaries - Part Time	\$ 172,980	\$ -	\$ -	172,980
Employee Benefits	23,817	791	-	23,026
Internal Service Charges	14,800	-	-	14,800
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	\$ 4,580	\$ -	\$ 1,033,538
Total Revenues Less Expenditures	\$ -	\$ (4,580)	\$ -	\$ (4,580)

Additional Information:

KIDS HOPE ALLIANCE

Healthy Families Grant

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

March 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,094,500	\$ 555,070	\$ -	\$ (539,430)
Contributions from Other Funds	1,040,500	1,040,500	-	-
Total Revenues	\$ 2,135,000	\$ 1,595,570	\$ -	\$ (539,430)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 205,550	\$ 115,450	\$ -	\$ 90,100
Salaries - Part Time	\$ 21,430	\$ 14,013	-	7,417
Employee Benefits	88,755	62,449	-	26,306
Internal Service Charges	51,200	41,793	-	9,407
Other Operating Expenses	27,337	9,748	37	17,552
Capital Outlay	2,000	-	-	2,000
Grants and Aids	1,724,600	910,862	382,588	431,150
Indirect Costs	14,128	10,649	-	3,479
Total Expenditures	\$ 2,135,000	\$ 1,164,964	\$ 382,625	\$ 587,411
Total Revenues Less Expenditures	\$ -	\$ 430,606	\$ (382,625)	\$ 47,981

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

March 31, 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	\$ 11,025	-	35,299
Employee Benefits	119,163	119,163	-	-
Internal Service Charges	4,552	1,075	-	3,477
Other Operating Expenses	802,707	791,011	3,250	8,446
Capital Outlay	5,052	5,052	-	-
Indirect Costs	54,479	52,926	-	1,553
Total Expenditures	\$ 1,334,465	\$ 1,282,440	\$ 3,250	\$ 48,775
Total Revenues Less Expenditures	\$ -	\$ 52,025	\$ (3,250)	\$ 48,775

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

March 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 316,408	\$ 127,503	\$ -	\$ (188,905)
Contributions from Other Funds	157,718	157,718	-	-
Total Revenues	\$ 474,126	\$ 285,221	\$ -	\$ (188,905)
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 113,517	\$ 61,550	\$ -	\$ 51,967
Salaries - Part Time	\$ 215,604	\$ 115,111	-	100,493
Employee Benefits	46,768	27,334	-	19,434
Internal Service Charges	500	-	-	500
Other Operating Expenses	97,737	28,757	34,903	34,077
Capital Outlay	-	-	-	-
Indirect Costs	-	-	-	-
Total Expenditures	\$ 474,126	\$ 232,752	\$ 34,903	\$ 206,471
Total Revenues Less Expenditures	\$ -	\$ 52,469	\$ (34,903)	\$ 17,566

Purpose of Grant:

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

Additional Information:

Programs are City operated.

KIDS HOPE ALLIANCE

21st CCLC Program - Teamup Excel

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

March 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 700,000	\$ -	\$ -	\$ (700,000)
Contributions from Other Funds	-	-	-	-
Total Revenues	\$ 700,000	\$ -	\$ -	\$ (700,000)
EXPENDITURES:				
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	-	-	109,972
Capital Outlay	3,339	-	-	3,339
Indirect Costs	-	-	-	-
Total Expenditures	\$ 700,000	\$ -	\$ -	\$ 700,000
Total Revenues Less Expenditures	\$ -	\$ -	\$ -	\$ -

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

March 31, 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	8,331	8,499	4,522
Internal Service Charges	1	-	-	1
Capital Outlay	-	-	-	-
Grants and Aids	429,276	50,437	390,830	(11,991)
Administrative Support	9,370	295	-	9,075
Total Expenditures	\$ 460,000	\$ 59,063	\$ 399,329	\$ 1,608
Total Revenues Less Expenditures	\$ -	\$ 937	\$ (399,329)	\$ (398,392)

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.

KIDS HOPE ALLIANCE

SAMHSA - High Fidelity Wrap Around Grant

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

March 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,000,000	\$ 247,643	\$ -	\$ (752,357)
Intrafund Transfer	146,000	146,000	-	-
Total Revenues	\$ 1,146,000	\$ 393,643	\$ -	\$ (752,357)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 83,495	\$ 27,036	\$ -	\$ 56,459
Employee Benefits	32,246	12,167	-	20,079
Internal Service Charges	2,500	2,123	-	377
Other Operating Expenses	26,659	406	-	26,253
Capital Outlay	1,100	-	-	1,100
Grants and Aids	1,000,000	212,657	787,343	-
Indirect Costs	-	-	-	-
Total Expenditures	\$ 1,146,000	\$ 254,389	\$ 787,343	\$ 104,268
Total Revenues Less Expenditures	\$ -	\$ 139,254	\$ (787,343)	\$ (648,089)

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

March 31, 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	4,224	-	6,867
Employee Benefits	2,682	872	-	1,810
Other Operating Expenses	36,727	5,837	8,038	22,852
Total Expenditures	\$ 50,500	\$ 10,933	\$ 8,038	\$ 31,529
Total Revenues Less Expenditures	\$ -	\$ 38,667	\$ (8,038)	\$ 30,629

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
March 31, 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

March 31, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Interfund Transfer In	364,550	214,550	-	(150,000)
NC-Transfers	15,866	15,866	-	-
Total Revenues	\$ 380,416	\$ 230,416	\$ -	\$ (150,000)
<u>EXPENDITURES:</u>				
Trust Fund Authority	15,866	-	-	15,866
Grants and Aids	364,550	55,651	288,293	20,606
Total Expenditures	\$ 380,416	\$ 55,651	\$ 288,293	\$ 36,472
Total Revenues Less Expenditures	\$ -	\$ 174,765	\$ (288,293)	\$ (113,528)

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

March 31, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
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	\$ -	\$ -
<u>EXPENDITURES:</u>				
Benefits	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
March 31, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Contributions from Private Sources	\$ 201,413	\$ 201,413	\$ -	\$ -
Total Revenues	\$ 201,413	\$ 201,413	\$ -	\$ -
<u>EXPENDITURES:</u>				
Operating Expenses	199,413	144,346	-	55,067
Food	1,000	680	-	320
Internal Service Charges	1,000	-	-	1,000
Total Expenditures	\$ 201,413	\$ 145,026	\$ -	\$ 56,387
Total Revenues Less Expenditures	\$ -	\$ 56,387	\$ -	\$ 56,387

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

Governance Committee Work Plan:

- Youth Travel Trust:

Due: April Committee Meeting for Packet/Application

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

- Memorandum of Understanding: Parents Who Lead:

- **Completed**

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

- CEO Performance Evaluation Framework & Process:

- **Completed**

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

- Board By-Laws:

- **Completed**

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

- Board Ethics Workshop:

- **Completed**

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

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

Due: May Committee Meeting

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

Due: May Committee Meeting

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

Due: May Committee Meeting

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

Due: May Committee Meeting

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

BOARD ACTION ITEM:

GOVERNANCE COMMITTEE: MAY 6, 2019

FINANCE COMMITTEE: MAY 8, 2019

BOARD MEETING DATE: MAY 15, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MARY TOBIN, ACTING CHIEF EXECUTIVE OFFICER

RE: CEO & ACTING CHIEF EXECUTIVE OFFICER SIGNING AUTHORITY

REQUESTED ACTION:

The Board is asked to:

- 1) During such times as the Chief Executive Officer (CEO) of the Kids Hope Alliance is on leave from work or out of town for Kids Hope Alliance business, the Board:
 - a. Appoints the Chief Operating Officer of KHA to serve as Acting CEO of the Kids Hope Alliance in addition to her responsibilities as Chief Operating Officer; and
 - b. Authorizes the Chief Operating Officer and Acting CEO to execute, on behalf of the Board, all contracts and other documents which the Board has authorized the CEO to execute.

- 2) Ratifies and approves all actions taken by, and all contracts and other documents executed by, the Chief Operating Officer as Acting CEO from April 15, 2019 through May 15, 2019, to the extent such actions are consistent with all applicable laws, ordinances and City of Jacksonville and Kids Hope Alliance policies.

NARRATIVE:

This action allows the business of the Kids Hope Alliance to continue uninterrupted during times that the CEO is unavailable because the CEO is on leave from work or out of town for Kids Hope Alliance business.

Section 77.110 allows the Board to authorize the CEO to execute contracts and other documents on the Board's behalf.

KHA's CEO unexpectedly has taken a leave of absence from KHA beginning April 15, 2019 to address long standing health issues. In order to continue KHA's operations, at the Chair's request, the Chief Operating Officer has been serving as Acting CEO since that date.

FISCAL IMPACT:

There shall be no adjustment in salary compensation for the Chief Operating Officer while serving as Acting CEO during the CEO's absence.

GOVERNANCE/PROGRAM IMPACT:

This action allows KHA programs to continue to operate in the absence of the CEO. 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: MAY 6, 2019

FINANCE COMMITTEE: MAY 8, 2019

BOARD MEETING DATE: MAY 15, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MARY TOBIN, ACTING CHIEF EXECUTIVE OFFICER

**RE: REQUEST FOR PROPOSAL: YOUTH SPORTS & CHARACTER
DEVELOPMENT**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the issuance of a Request for Proposals (RFP) for Youth Sports and Character Development with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Board with such changes as are deemed appropriate by KHA staff and the Office of General Counsel.

NARRATIVE:

Successful applicants under this RFP will partner with community-based nonprofit organizations to provide high-quality strategies and tools that foster positive character development through a sports program for youth.

Funding for this RFP was appropriated in Ordinance 2019-23-E.

FISCAL IMPACT:

RFP Amount is up to \$120,000

GOVERNANCE/PROGRAM IMPACT:

The RFP will result in an additional program under the Out of School Time Essential Service Category. 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.

SCOPE OF SERVICES

Program: Youth Sports and Character Development Institute

Statement of need:

Sports can serve as a powerful venue for lifelong lessons through victory and defeat, leadership and cooperation, hard work and engagement, and perseverance, while offering a social and physical activity at a recreational level. Research tells us that sports can be an important part of a child's development during their formative years, and that sports, coupled with Character Development, when implemented strategically in a high-quality program, can help overcome negative societal influences, such as over-emphasizing winning, sports for monetary gain, or cheating for better performance. The **Youth Sports and Character Development Institute** is designed to encourage the implementation of high-quality strategies and tools to foster positive character development, through a sports program, for the youth in the targeted areas of the city.

Program Overview:

OUT-OF-SCHOOL PROGRAMMING consists of programs, services, and activities designed to support children and youth during out-of-school hours (i.e., those hours outside of the minimum state required school hours), including but not limited to, summer, weekends, as well as before and after school programs. For the **Youth Sports and Character Development Institute** initiative, applicants must address Character Development such as leadership, teamwork, sportsmanship, etc. as well as offer sports skill training that includes community intermural activities such as sports leagues. The program must be offered by an applicant experienced in providing youth sports and character development programs as a multi-week Sports and Character program during the summer of 2019. The applicant must partner with one or more community-based non-profit organizations that provide children's services. If the proposal includes multiple sites the sites should be located in the 4 quadrants of Jacksonville – north, south, east and west.

Total Funding Available:

The amount of funds for the Youth Sports and Character Development Institute is \$120,000. KHA may award one contract, or may make multiple awards, in KHA's sole discretion, based on the evaluation criteria described in this RFP.

KHA Essential Services Plan Goals:

Continuum of Service

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
4. Improve Employability and College-Readiness for All At-Hope Children and Youth

Out of School Time

5. Improve Access to and Participation in Out of School Program
6. Improve Core Academic Outcomes
7. Improve Personal, Social, Cultural, and Physical Well-being Program Outcomes
8. Provide a Variety of Healthy Food Options

Essential Services Plan Goals - 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
 - Performance Metrics: 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
 - 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 of 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. Improve Access to and Participation in Out of School Program
 - Continuous improvement in Program Quality Rating Score
 - Continuous improvement in Program Compliance Score
 - Percentage of at-hope children enrolled in Out of School Time programs
 - Percentage of at-hope children who attend Out of School Time programs 3 days or more per week
 - Increase in the percentage of classes operating at the nationally recognized standard of excellence for class size, student impact, and student to staff/provider ratio
 - Percentage of teachers who complete 15 hours or more of professional development training annually
 - Parent/caregiver survey participation and analysis of results
6. Improve Core Academic Outcomes
 - Increase in the percentage of classes operating at the nationally recognized standard of excellence for class size, student impact, and student to staff/provider ratio
 - Unexcused school absences for program participants
 - Detention/school suspensions/conduct referrals for program participants
 - Participants' grade retention
7. Improve Personal, Social, Cultural, and Physical Well-being Program Outcomes
 - Decreased number of unexcused school absences for program participants
 - Decreased number of detention/school suspensions/conduct referrals for program participants
 - Decreased number of program participants retained in grade
 - Increase in the percentage of classes operating at the nationally recognized standard of excellence for class size, student impact, and student to staff/provider ratio
 - Increased number of parent engagement events offered
 - Percentage of parents attending engagement events
 - Parent/caregiver survey participation and analysis of results
8. Provide a Variety of Healthy Food Options
 - Number of sites participating in the Kids Hope Alliance sponsored Afterschool Meals Program
 - Number of students served participating in afterschool programs
 - Number of students served participating in afterschool activities only
 - Adult/Child survey results
 - Quality rating scores

Minimum Qualifications

Applicants must meet the following minimum requirements in order to have their Proposal evaluated by KHA:

- 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 at least 3 years' experience in providing youth sports and character development programs
- Applicant must have all licenses and permits required to conduct its business

Program Design Requirements:

- During the Sports and Character Institute program, the applicant must work in partnership with one or more community-based non-profit organizations. It is anticipated that four (4) **Youth Sports and Character Development Institutes** will be awarded, but KHA reserves the right to award more or less than four (4) Institutes.
- KHA plans to award a program in each of the four (4) quadrants of the city (north, south, east and west), if possible, based on the applicant scores.
- It is projected that a total of 800 students will be served, with an average of 200 per Institute.
- The targeted population should be low-income and underserved youth under age 18.
- Institute grant funds will be based on a calculation of \$150 per student (For example, \$30,000 budget for an institute serving 200 participants). Students must attend no less than six (6) hours of programming of the institute (sports training, intermural competitions, and character development sessions) to count as a full participant. Students attending less than six (6) hours of programming, but at least three (3) hours of programming will count for 50% attendance for that particular week.
- This Sports and Character program may not supplant students already being served in a KHA funded program. In order to address the Essential Goal to "Improve Access to and Participation in Out of School Program," points will be earned for programs involving students currently not being served.
- Community-based partners may include, but are not limited to, community centers or the City of Jacksonville's Parks and Recreation Department.
- This program encourages partnerships, intermural competitions, and must address literacy.
- It is strongly suggested that Institutes should offer sports and character development over a five (5) to six (6) week program, or as long a period as possible taking into consideration the start of the school year.
- Priority points will be given to institutes using high-quality character development curriculum or recognized- programs.
- Implementation is for Summer 2019, Starting after June 4 (last day of 2018-2019 School year is May 31) and ending on or before August 9 (2019-2020 School year starts August 12).

Staff Requirements:

- Institute staff should be experts in sports and/or character education fields.
- Staff must be trained in trauma-based therapy (if training is needed, it may be requested and provided by KHA).
- Staff should have the demonstrated capacity to serve the population in the targeted geographic areas within the City of Jacksonville.
- Staff will have a Level 2 Background Screening as a condition of engagement in the Sports and Character program. 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 on site at all times.

Cultural Responsivity Requirements:

- The **Youth Sports and Character Development Institute** staff should be diverse and culturally competent.

- If hiring staff, priority should be given to members of underrepresented populations and/or those who reflect characteristics the students to be served.

Documentation Requirements:

- **Youth Sports and Character Development Institute** records must include program consents, name, age, demographic information, attendance, residence in the targeted areas, progress notes, parent contact, and outcome measures.

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.).
- 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 STEAM activities in its generated report.
- 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.
- 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).
- Student ID Numbers - Valid Student ID Numbers as assigned by the Duval County Public School System (DCPS) are required for all participants maintained by the funded Contractor in the KHA designated system. The only exception will be for participants who have never been assigned a Student ID by DCPS. In those cases, the funded Contractor will utilize a unique KHA Identification number as described in Data Manager training and or through their contract manager or SAMIS Help Desk. Participants are not eligible for a KHA Identification number if they are or have ever been enrolled in a DCPS school. It will be the funded Contractor's responsibility to obtain and confirm the validity of all DCPS Student ID numbers as well as input those numbers correctly into the assigned data system on or before the date the 10th of the Month. ***Contractors are expected to update participants in the data system weekly.*** If the Contractor is notified by KHA that a participant's ID is invalid, the funded Contractor will have 15 business days to correct the student ID in the system. If

the Student ID is not corrected within the time frame, the Contractor will be subject to the financial penalties.

- 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 student demographic information shall include:
 - Duval County Public Schools (DCPS) Student ID Number
 - Last name
 - First name
 - Home address (street, city, state, zip)
 - Date of Birth
 - School Name
 - Current grade level (rising grade level if recorded during summer vacation)
 - Race
 - Gender

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

- Other Required Data - The Funded 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.

The following data points will be required for submittal at the conclusion of Sports and Character Development Institute:

- Nutrition Data - meals and snacks served by data and program site
- Roster of participating students and attendance records.
- Number of children served.
- Number of contacts with parents.
- Number and descriptions of intermural games/events.
- List of character education skills addressed as well as the name of programs utilized in the instruction.
- Continuum of Service data for - Literacy events and improvement, Engagement of families and community, and Access to programs, services and activities,
- Funded Contractor's staff members involved in the Sports Institute: Staff Name, Position, Position Type (FT/PF), Highest level of education/certification, and Years of experience in current role with program.

Protection of Participant Data

- 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.
- Upon termination of the Contract, if requested by KHA and consistent with the retention requirements of Florida's public records laws, Contractor shall destroy all data or information that contains personal information collected and stored under the Contract. Furthermore, Contractor shall ensure that the destruction of that data or information maintains the confidentiality of the contents of

such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).

Outcome Requirements

- Students must attend no less than six (6) hours of programming of the institute activities to count as full attendance. Students attending less than six (6) hours of programming, but at least three (3) hours of programming will count for 50% attendance for that particular week.

Invoice/Payments

- Providers will be reimbursed in two ways: 1) an initial 25% advance payment 2) Monthly submissions and upon approval of the completed deliverables. No payments will be made until all deliverables are submitted and approved by the Kids Hope Alliance.

Deliverables

Deliverable	Description	Frequency	Report Method	Date Due
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.
Clients Served	Detailed reporting of the number of students served, broken out by demographic information.	Weekly	SAMIS (document repository)	The 10 th of the following month.
Progress Reports	Updates on progress of the program, issues that occurred, solutions to the issues, and requested technical assistance.	Weekly	SAMIS (document repository)	The 10 th of the following month.
End of Program Report	Summary of the institute’s services/analysis of outcomes.	Once	SAMIS (document repository)	The 10 th of the month following the end of the contract term and/or fiscal year.

ATTACHMENT A
RESPONSE FORMAT
Youth Sports and Character Development Institute

To maintain comparability and facilitate the evaluation process, applicants shall organize their proposal in the manner set forth below. The applicant must adhere to the page limits designated below.

Completed applications must be submitted by Wednesday, May 15, 2019 at 2 PM EST. An organization may only submit one application. Deliver applications to:

City of Jacksonville
Procurement Division
Attn: Annette Burney
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

Contractors shall submit:

- 1) One (1) original signed paper version of its response. The response must be signed by an officer or employee having authority to legally bind Contractor.
- 2) One (1) flash drive with PDF files labeled as follows:
Contractor Name - Project Title - Required Documents
Contractor Name - Project Title - Budget and Budget Narrative
Contractor Name - Project Title - Project Narrative

REQUIRED DOCUMENTS - GENERAL INFORMATION

Title Page (one-page limit): Include a) RFP Title and Number, b) Contractor's full name and address, c) Contractor's Federal Employer ID Number, d) City of Jacksonville quadrants (north, south, east and west) included in the application, e) Contractor's Project Title, f) the names of the community-based organizations involved in this project and their location, and g) Project dates and times of the multi-week institute.

Cover Letter (one-page limit): Printed on letterhead, the one-page cover letter should include the following: a) Date of Letter, b) RFP Title and Number, c) Contractor's full name and contact information including address, e-mail, and telephone number, d) Name(s) of the persons who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers, e) a brief summary of the proposed project, and f) Signature, printed name, and title of Authorized Representative.

Acknowledgement Statement and Statement of Qualifications (one-page limit which includes signature of authorized representative):

- a) 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.
- b) Include a statement that this project will not supplant current programs or KHA funding.
- c) Include the following information on Minimum Qualifications and priority points, using the following chart or a similar format to clearly respond with yes or no answers:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	The contractor is a Community-based 501(c)(3) non-profit organization incorporated or qualified to do business in the State of Florida.
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	List the community-based site partners with an annual budget under \$100,000:
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The program supports the following Kids Hope Alliance cross-continuum strategic goals: <ul style="list-style-type: none"> <input type="checkbox"/> College & Career Readiness <input type="checkbox"/> Literacy <input type="checkbox"/> Community & Family Engagement <input type="checkbox"/> Access: Focus on Providing KHA services to High Need, High Risk Areas
<input type="checkbox"/>	<input type="checkbox"/>	List the quadrants of the City (north, south, east and west) in which programs will be offered .

Required Forms. Attach all forms identified in Section 1 or in the attachments, if applicable, each signed by an authorized representative. Required forms include:

- 1) Conflict of Interest Certificate.
- 2) Submission Checklist.
- 3) Signed affidavit from Contractor’s insurance agent, to include a copy of the completed Certificate of Insurance.
- 4) A copy of the SunBiz page from the Florida Secretary of State’s office showing an active registration as a non-profit entity
- 5) A copy of IRS 501(c)(3) determination letter.
- 6) The organization’s last complete fiscal year operating budget.
- 7) A copy of the most recent financial audit completed by an independent Florida Certified Public Accountant, including single audit and management reports, if applicable, for Applicant and all community partners. Smaller agencies (those agencies with annual revenues less than \$100,000) may submit unaudited, compiled financial statements prepared by a CPA or appropriate professional.

EVALUATION CRITERIA

PROJECT BUDGET AND BUDGET NARRATIVE (9 POINTS)

Using the Budget/Budget Narrative (Form 1), the budget and budget narrative should be reasonable based on the activities outlined in the project narrative.

1) *Budget Form*

The total amount of the requested funds will be based on a calculation of \$150 per participating student. The budget form may not exceed three pages. List budget expenditure under the correct categories on Budget Form 1, check for accuracy of calculations and appropriateness of the amount.

No item should appear in the budget that is not included as part of the project narrative.

Budget restrictions include the following: incidental costs, such as the costs of amusement, awards, social activities, meals and beverages may not exceed 2% of the budget and equipment or materials that are over \$1,000 must be inventoried and will be returned to the City of Jacksonville after the grant ends. No, funding for capital improvements will be allowed. Incentives must be appropriate to the project and age group. For example, allowable incentives could be a certificate of completion in the sports

program or a donated gift card for someone who demonstrated exemplary character development skills.

The contractor should list/contribute matching funds, staff, or program materials that will be used for the project. In-kind and financial support of the project is strongly encouraged.

2) *Budget Narrative*

This section of your grant proposal package helps explain and, more importantly, justify the numbers in your proposed budget. The narrative should be designed to justify the budget, both in total and in an itemized manner. The narrative details must help explain how and where the grant funds will make a positive impact, should the proposal be accepted. The format should be in sentence structure with an explanation of how the funds were calculated.

The budget narrative should explain all sources of contribution toward the project (grant request and matching funds).

**PROJECT NARRATIVE
(91 POINTS)**

The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this RFP. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 10 single-spaced single-sided 8.5 x 11-inch pages with Times New Roman 12-point text font, and 1-inch margins. Any materials beyond the specified page limit will not be read or considered in the application review process. You must number the Project Narrative beginning with page number 1.

Applicants must use the same section headers identified below for each section of the Project Narrative:

1) *Statement of Need*

The applicant must provide an address of the project location and identify the geographic area in which the project will be located – this includes the contractor and all community-based partners. Identify and discuss the need of the targeted population in these area(s).

2) *Expected Outcomes and Outputs*

All applicants must identify the number of youth participants to be served and provide measurable results, or outcomes, that will result from the project and meet the goals stated in the project plan. State the hours of operation, dates of the program, and both Sports and Character Development skills that will be targeted. When explaining the Sports and Character development skills, cite the best practices that were incorporated and cite the research-base for those practices. The Sports skills should clearly explain the physical skills to be developed in the program and Character development skills should be based on a reputable curriculum with skills clearly explained.

Include a description of how the project activities will align with the KHA Essential Service Plan Goals; please be as specific as possible in listing which goals will be addressed and how they will be addressed with the project plans and activities.

3) *Project Design / Implementation Plan*

Begin this section by stating the project goals.

Include the proposed methods that will be used to address the stated outcomes and outputs and to provide the activities to occur in the Sports & Character Development Institute.

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished and includes a timeline for completion of work (include planning days as well as start and ending dates and hours for the institute). The timeline should be in chart format and be as detailed as possible to include plans per week along with the activities, character skills, sports skill development, and outcomes to be addressed each week.

Account for all functions or activities identified in the application. Include explanations for how you will incorporate partnerships, field trips, character development curriculum, literacy, and a culminating event.

Cite the methods that will be used to teach the physical sports skills and state the reason for taking the proposed approach rather than other approaches. Identify any potential barriers and describe how the project will be able to overcome those barriers.

Since this is a multi-week program, for five-six weeks, if possible, please include details that include curriculum to be used, delivery methods, lunch and snack plans, incentive plans, or any other details of significance to the program. Include how, where, when, and why you will engage parents in the sports and character education program (parent engagement is a required component).

4) Organizational, Administrative, and Fiscal Capacity

Provide information on the contractor's organization and community-based site partners' current mission, structure, staffing, and relevant experience that relate to the Sports and Character Development project. Describe how these factors will contribute to the ability of the organization and partners to conduct the program requirements and meet program expectations. Describe any staff or contractors who will be engaged in the Youth Sports & Character Development Institute and information on how they will be selected (criteria and process). Discuss the quality of the personnel in relationship to both sports and character development education. Be sure to explain the organization's experience in running this type of program, what existing resources will be leveraged to enhance the quality of the program, and the expected experience of the proposed participants.

5) Evaluation and Sustainability

Describe how you will measure success for each of the sport or character development components listed in your project design. Relate the measurements to the Essential Service Plan Goals - Performance Metrics listed in the RFP Scope of Services section. Include plans for measuring participant and parent satisfaction during and at the conclusion of the program. Describe the culminating event, how student success will be celebrated, and how the culminating event will showcase the sports and character development learning that was gained over the course of the multi-week-long institute. Explain how you will continue the learning or program beyond this grant funding.

ATTACHMENT B

EVALUATION MATRIX

The application will be scored on the following matrix and the evaluation maximum point count is identified for each section of the Response Format (Attachment A). Applicants must score a minimum of 70 to be considered for funding. Within the maximum point count, the below criteria will be used.

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

	Superior	Average	Below Average	Poor	Missing
REQUIRED DOCUMENTS - GENERAL INFORMATION					
All requested information is included	5-4	3	2	1	0
PROJECT BUDGET AND BUDGET NARRATIVE					
1) <i>Budget Form</i>	4	3	2	1	0
2) <i>Budget Narrative</i>	5	4-3	2	1	0
PROJECT NARRATIVE:					
1) <i>Statement of Need</i>	10-8	7-5	4-2	1	0
2) <i>Expected Outcomes and Outputs</i>	10-8	7-5	4-2	1	0
<i>Outcomes include Essential Service Goals</i>	10-8	7-5	4-2	1	0
3) <i>Project Design / Implementation Plan</i>	32-25	24-17	16-9	8-1	0
4) <i>Organizational, Administrative, and Fiscal Capacity</i>	14-11	10-7	6-3	2-1	0
5) <i>Evaluation and sustainability</i>	10-8	7-5	4-2	1	0
<i>Total Possible</i>	100				

ATTACHMENT C
SUBMISSION CHECKLIST

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.

- One (1) original signed paper version of the response. The response is signed by an officer or employee having authority to legally bind Contractor.

- _____ 2) One (1) flash drive with PDF files labeled as follows:
Contractor Name - Project Title - Required Documents
Contractor Name - Project Title - Budget and Budget Narrative
Contractor Name - Project Title - Project Narrative
- _____ 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: REQUEST FOR PROPOSAL: YOUTH STEAM INITIATIVE

GOVERNANCE COMMITTEE: MAY 6, 2019

FINANCE COMMITTEE: MAY 8, 2019

BOARD MEETING DATE: MAY 15, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MARY TOBIN, ACTING CHIEF EXECUTIVE OFFICER

RE: REQUEST FOR PROPOSAL: YOUTH STEAM INITIATIVE CAMP

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the issuance of a Request for Proposals (RFP) for Youth STEAM Camps with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Board with such changes as are deemed appropriate by KHA staff and the Office of General Counsel.

NARRATIVE:

Successful applicants under this RFP will provide one-week Youth STEAM Camps that will address all five STEAM topics: Science, Technology, Engineering, Art, and Mathematics. Funding for this RFP was appropriated in Ordinance 2019-23-E.

FISCAL IMPACT:

RFP Amount is up to \$100,000

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.

SCOPE OF SERVICES

Program: Youth STEAM Camps

Statement of need:

According to the U.S. Census Bureau, only 18 percent of children in families with a monthly income less than \$1,500 take lessons outside school (in music, technology, dance, languages and the like), compared with more than 40 percent of children from families making \$6,000 or more a month. Research suggest that summer learning programs can be effective and are likely to have positive impacts when they engage students in learning activities that are hands-on, enjoyable, and have real-world applications. In addition, experts in the field suggest that inquiry, curiosity, being able to find solutions to a problem, and being creative in the finding of the solutions, are all part of the STEAM approach.

Program Overview:

OUT-OF-SCHOOL PROGRAMMING consists of programs, services, and activities designed to support children and youth during out-of-school hours (i.e., those hours outside of the minimum state required school hours), including but not limited to, summer as well as before and after school programs. For the **Youth STEAM Camps** initiative, applicants must address all five STEAM topics: Science, Technology, Engineering, Art, and Mathematics. The program must be offered during a **one-week** summer camp.

Total Funding Available:

The amount of funds for the Youth STEAM Camps Program is \$100,000. KHA may award one contract, or may make multiple awards, in KHA's sole discretion, based on the evaluation criteria described in this RFP.

KHA Essential Services Plan Goals:

Continuum of Service

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
4. Improve Employability and College-Readiness for All At-Hope Children and Youth

Out of School Time

5. Improve Access to and Participation in Out of School Program
6. Improve Core Academic Outcomes
7. Improve Personal, Social, Cultural, and Physical Well-being Program Outcomes
8. Provide a Variety of Healthy Food Options

Essential Services Plan Goals - 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
 - Performance Metrics: 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
 - 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 of 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. Improve Access to and Participation in Out of School Program
 - Continuous improvement in Program Quality Rating Score
 - Continuous improvement in Program Compliance Score
 - Percentage of at-hope children enrolled in Out of School Time programs
 - Percentage of at-hope children who attend Out of School Time programs 3 days or more per week
 - Increase in the percentage of classes operating at the nationally recognized standard of excellence for class size, student impact, and student to staff/provider ratio
 - Percentage of teachers who complete 15 hours or more of professional development training annually
 - Parent/caregiver survey participation and analysis of results
 6. Improve Core Academic Outcomes
 - Increase in the percentage of classes operating at the nationally recognized standard of excellence for class size, student impact, and student to staff/provider ratio
 - Unexcused school absences for program participants
 - Detention/school suspensions/conduct referrals for program participants
 - Participants' grade retention
 7. Improve Personal, Social, Cultural, and Physical Well-being Program Outcomes
 - Decreased number of unexcused school absences for program participants
 - Decreased number of detention/school suspensions/conduct referrals for program participants
 - Decreased number of program participants retained in grade
 - Increase in the percentage of classes operating at the nationally recognized standard of excellence for class size, student impact, and student to staff/provider ratio
 - Increased number of parent engagement events offered
 - Percentage of parents attending engagement events
 - Parent/caregiver survey participation and analysis of results
 8. Provide a Variety of Healthy Food Options
 - Number of sites participating in the Kids Hope Alliance sponsored Afterschool Meals Program
 - Number of students served participating in afterschool programs
 - Number of students served participating in afterschool activities only
 - Adult/Child survey results
 - Quality rating scores

Minimum Qualifications

Applicants must meet the following minimum requirements in order to have their Proposal evaluated by KHA:

- 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

Program Design Requirements:

- During one-week summer camps, applicant must address all five STEAM topics: Science, Technology, Engineering, Art, and Mathematics. Points will be based on the quality of the planned STEAM activities.
- It is projected that approximately six (6) one-week high quality STEAM camps will be selected that combine STEAM topics that may include, but are not limited to, coding, mathematics, technology, and arts instruction.
- The targeted population should be low-income and underserved youth ages 8-14.
- Camp grant funds will be based on a calculation of \$400 per participating student (i.e., a camp composed of 45 students could request \$18,000 in grant funds). Students must attend no less than three of the five camp days to count as a participant.
- Points will be earned when applicants contribute matching funds, staff, or program materials toward the project.
- This one-week summer camp may not supplant activities and students already being served in a KHA funded program. In order to address the Essential Goal to “Improve Access to and Participation in Out of School Program,” points will be earned for programs involving students currently not being served.
- This program encourages partnerships, field trips, literacy, and a culminating event.
- It is strongly suggested that camp hours should be 8:00 – 5:00 for the five days of the one-week summer camp.
- It is estimated that the total awarded one-week summer camps will serve a total of 250 students, estimating that summer camp enrollment will average 40 students.
- Implementation is for Summer 2019 -- Starting after June 4 (last day of the Duval 2018-2019 school-year is May 31) and ending on or before August 9 (first day of the Duval 2019-2020 school-year is August 12).

Staff Requirements:

- Staff should be experts in STEAM or education fields.
- Staff must be trained in trauma-based therapy (if training is needed, it may be requested and provided by KHA).
- Staff should have the demonstrated capacity to serve the population in the targeted geographic areas within the City of Jacksonville.
- Staff will have a Level 2 Background Screening as a condition of engagement in the Sports and Character program. 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 on site at all times.

Cultural Responsivity Requirements:

- The **Youth STEAM Camp** staff should be diverse and culturally competent.
- If hiring summer camp staff, priority should be given to underrepresented populations and/or those who reflect the characteristics of the students to be served.

Documentation Requirements:

- **Youth STEAM Camp** records must include program consents, name, age, demographic information, attendance, residence in the targeted districts, progress notes, parent contact, and outcome measures.

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 the 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.).

- 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 STEAM activities in its generated report.
- 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.
- 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).
- Student ID Numbers - Valid Student ID Numbers as assigned by the Duval County Public School System (DCPS) are required for all participants maintained by the funded Contractor in the KHA designated system. The only exception will be for participants who have never been assigned a Student ID by DCPS. In those cases, the funded Contractor will utilize a unique KHA Identification number as described in Data Manager training and or through their contract manager or SAMIS Help Desk. Participants are not eligible for a KHA Identification number if they are or have ever been enrolled in a DCPS school. It will be the funded Contractor's responsibility to obtain and confirm the validity of all DCPS Student ID numbers as well as input those numbers correctly into the assigned data system on or before the date the 10th of the Month. If the Contractor is notified by KHA that a participant's ID is invalid, the funded Contractor will have 15 business days to correct the student ID in the system. If the Student ID is not corrected within the time frame, the Contractor will be subject to the financial penalties.
- 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 student demographic information shall include:
 - Duval County Public Schools (DCPS) Student ID Number
 - Last name
 - First name
 - Home address (street, city, state, zip)
 - Date of Birth
 - School Name
 - Current grade level (rising grade level if recorded during summer vacation)

- Race
- Gender

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

- Other Required Data - The Funded 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.

The following data points will be required for submittal at the conclusion of the one-week summer STEAM camp:

- Nutrition Data - meals and snacks served by data and program site
- Roster of participating students and attendance records.
- Number of children served.
- Number of contacts with parents.
- Number and descriptions of field trips.
- List of STEAM skills addressed.
- Continuum of Service data for - Literacy events and improvement, Engagement of families and community, and Access to programs, services and activities,
- Funded Contractor's staff members involved in the one-week summer camp: Staff Name, Position, Position Type (FT/PF), Highest level of education/certification, and Years of experience in current role with program.

Protection of Participant Data

- The 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.
- Upon termination of the Contract, if requested by KHA and consistent with the retention requirements of Florida's public records laws, Contractor shall destroy all data or information that contains personal information collected and stored under the Contract. Furthermore, Contractor shall ensure that the destruction of that data or information maintains the confidentiality of the contents of such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).

Outcome Requirements

- Students must attend no less than three of the five camp days to count as a participant.

Invoice/Payments

- Providers will be reimbursed in two payments: 1) an initial 25% advance payment 2) a final payment at the end of the program, and upon submission and approval of the completed deliverables. No payments will be made until all deliverables are submitted and approved by the Kids Hope Alliance.

Deliverables

Deliverable	Description	Frequency	Report Method	Date Due
Invoice/ Expense Report	Detail, for each line item in the approved budget, the expenditures against that budget.	Once	SAMIS (document repository)	One week after the conclusion of the summer camp
Clients Served	Detailed reporting of the number of students served, broken out by demographic information.	Once	SAMIS (document repository)	At the conclusion of the one-week summer camp program
Activities	Narrative description of services provided during the camp, including response times and outreach methods.	Once	SAMIS (document repository)	One week after the conclusion of the summer camp
End of Camp Report	Summary of the camp's services/analysis of outcomes, issues that occurred, solutions to the issues, and general lessons learned.	Once	SAMIS (document repository)	One week after the conclusion of the summer camp

BOARD ACTION ITEM:**GOVERNANCE COMMITTEE: MAY 6, 2019****FINANCE COMMITTEE: MAY 8, 2019****BOARD MEETING DATE: MAY 15, 2019**

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**FROM: MARY TOBIN, ACTING CHIEF EXECUTIVE OFFICER****RE: REQUEST FOR PROPOSAL: SUMMER LEARNING FUNDING AMENDED**

REQUESTED ACTION:

The Board is asked to:

- 1) Amend the Board action from the March 20th Board meeting for Program Funding for FY2018-19 Summer Learning Programs to award additional seats to Masters of Education, Communities In Schools Inc., Wayman Community Development Corp., America's Little Leaders, Edward Waters College, and The Potter's House Christian Academy.
- 2) Authorize the CEO to execute contract amendments on behalf of the Kids Hope Alliance.
- 3) Authorize the balance of \$37,860 to be transferred to Afterschool FY18-19 Funding.

NARRATIVE:

The following providers notified the Kids Hope Alliance that they are unable to provide services this summer based on an inability to secure a program location. See Exhibit 1.

- GEERS (Great Expectations Educational Resources and Supports)-approved on 3/20/19 by Board for 120 seats, \$99,480.00
- Livingway Kingdom K.A.R.E- approved on 3/20/19 by Board for 40 seats, \$20,000.

The following sites have demonstrated the capacity to serve additional students and are not currently being funded at their original service levels due to previous funding availability.

BID#	Agency	Site Name	Youth Served	Contract Amount	Revised Youth Served	Revised Contract Amount
0410-17	Masters of Education	Oxford Prep Academy	140	\$79,100	160	\$90,400
BID#	Agency	Site Name	Youth Served	Contract Amount	Revised Youth Served	Revised Contract Amount
0436-17	Communities in Schools	Normandy Village	100	\$85,000	120	\$102,000

0436-17	Wayman Community Dev. Corp	Reynolds Lane Elem.	80	\$68,000	100	\$85,000
0465-17	America's Little Leaders	America's Little Leaders	40	\$20,000	60	\$30,000
0465-17	Edward Waters College	EWC Fire Program	60	\$30,000	80	\$40,000
0466-17	The Potter's House Christian Academy	The Potter's House Christian Academy	80	\$65,280	100	\$81,600
		Totals:	500	\$347,380	620	\$429,000

FISCAL IMPACT:

\$81,620.00 will be reallocated to the above sites. \$37,860 will be transferred to Afterschool FY18-19 funding.

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.

ATTACHMENT A
RESPONSE FORMAT

To maintain comparability and facilitate the evaluation process, applicants shall organize their proposal in the manner set forth below. The applicant must adhere to the page limits designated below.

Completed applications must be submitted by Wednesday, May 15, 2019 at 2 PM EST. An organization may only submit one application. Deliver applications to:

City of Jacksonville
Procurement Division
Attn: Annette Burney
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

Contractors shall submit:

- 1) One (1) original signed paper version of its response. The response must be signed by an officer or employee having authority to legally bind Contractor.
- 2) One (1) flash drive with PDF files labeled as follows:
Contractor Name - Project Title - Required Documents
Contractor Name - Project Title - Budget and Budget Narrative
Contractor Name - Project Title - Project Narrative

REQUIRED DOCUMENTS - GENERAL INFORMATION

Title Page (one-page limit): Include a) RFP Title and Number, b) Contractor’s full name and address, c) Contractor’s Federal Employer ID Number, d) City of Jacksonville quadrants (north, south, east and west) included in the application, e) Contractor’s Project Title, and f) Project dates and times of the one-week summer camp.

Cover Letter (one-page limit): Printer on letterhead, the one-page cover letter should include the following: a) Date of Letter, b) RFP Title and Number, c) Contractor’s full name and contact information including address, e-mail, and telephone number, d) Name(s) of the persons who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers, e) a brief summary of the proposed project, and f) Signature, printed name, and title of Authorized Representative.

Acknowledgement Statement and Statement of Qualifications (one-page limit which includes signature of authorized representative):

- a) 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.
- b) Include a statement that this project will not supplant current programs or KHA funding.
- c) Include the following information on Minimum Qualifications and priority points, using the following chart or a similar format to clearly respond with yes or no answers.:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	The contractor is a Community-based 501(c)(3) non-profit organization incorporated or qualified to do business in the State of Florida.

<input type="checkbox"/>	<input type="checkbox"/>	The contractor's annual budget is under \$100,000.
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> The program supports the following Kids Hope Alliance cross-continuum strategic goals: <ul style="list-style-type: none"> <input type="checkbox"/> College & Career Readiness <input type="checkbox"/> Literacy <input type="checkbox"/> Community & Family Engagement <input type="checkbox"/> Access: Focus on Providing KHA services to High Need, High Risk Areas
<input type="checkbox"/>	<input type="checkbox"/>	List the quadrants of the City (north, south, east and west) in which programs will be offered.

Required Forms. Attach all forms identified in Section 1 or in the attachments, if applicable, each signed by an authorized representative. Required forms include:

- 1) Conflict of Interest Certificate.
- 2) Submission Checklist.
- 3) Signed affidavit from Contractor's insurance agent, to include a copy of the completed Certificate of Insurance.
- 4) A copy of the SunBiz page from the Florida Secretary of State's office showing an active registration as a nonprofit entity
- 5) A copy of IRS 501(c)(3) determination letter.
- 6) The organization's last complete fiscal year operating budget.
- 7) A copy of the most recent financial audit completed by an independent Florida Certified Public Accountant, including single audit and management reports, if applicable. Smaller agencies (those agencies with annual revenues less than \$100,000) may submit unaudited, compiled financial statements prepared by a CPA or appropriate professional.

EVALUATION CRITERIA

**PROJECT BUDGET AND BUDGET NARRATIVE
(9 POINTS)**

Using the Budget/Budget Narrative (Form 1), the budget and budget narrative should be reasonable based on the activities outlined in the project narrative.

1) *Budget Form*

The total amount of the requested funds will be based on a calculation of \$400 per participating student. The budget form may not exceed three pages. List budget expenditure under the correct categories on Budget Form 1, check for accuracy of calculations and appropriateness of the amount.

No item should appear in the budget that is not included as part of the project narrative.

Budget restrictions include the following: incidental costs, such as the costs of amusement, awards, social activities, meals and beverages may not exceed 2% of the budget and equipment or materials that are over \$1,000 must be inventoried and will be returned to the City of Jacksonville after the grant ends. No, funding for capital improvements will be allowed. Incentives must be appropriate to the project and age group. For example, allowable incentives could be a certificate of completion at the end of the one-week camp, a camp T-shirt, or a donated gift card for someone who demonstrated exemplary camp leadership and collaboration skills.

The contractor should list contribute matching funds, staff, or program materials that will be used for the project. In-kind and financial support of the project are strongly encouraged.

2) *Budget Narrative*

This section of your grant proposal package helps explain and, more importantly, justify the numbers in your proposed budget. The narrative should be designed to justify the budget, both in total and in an itemized manner. The narrative details must help explain how and where the grant funds will make a positive impact, should the proposal be accepted. The format should be in sentence structure with an explanation of how the funds were calculated.

The budget narrative should explain all sources of contribution toward the project (grant request and matching funds).

**PROJECT NARRATIVE
(91 POINTS)**

The Project Narrative must demonstrate your capability to implement the grant project in accordance with the provisions of this RFP. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 10 single-spaced single-sided 8.5 x 11-inch pages with Times New Roman 12-point text font, and 1-inch margins. Any materials beyond the specified page limit will not be read or considered in the application review process. You must number the Project Narrative beginning with page number 1.

Applicants must use the same section headers identified below for each section of the Project Narrative:

1) *Statement of Need*

The applicant must provide an address of the project location and identify the geographic area in which the project will be located. Identify and discuss the need of the targeted population in this location.

2) *Expected Outcomes and Outputs*

All applicants must identify the number of youth participants to be served and provide measurable results, or outcomes, that will result from the project and meet the goals stated in the project plan. State the hours of operation and STEAM skills that will be targeted. When explaining the summer camp STEAM skills, cite the best practices that were incorporated and cite the research-base for those practices. The outputs should clearly identify the STEAM skills to be developed in the program and should be based on a reputable curriculum with skills clearly explained.

Include a description of how the project activities will align with the KHA Essential Service Plan Goals; please be as specific as possible in listing which goals will be addressed and how they will be addressed with the project plans and activities.

3) *Project Design / Implementation Plan*

Begin this section by stating the project goals.

Include the proposed methods that will be used to address the stated outcomes and outputs and to provide the activities to occur in the STEAM Camp.

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished for all components STEAM:

SCIENCE:

TECHNOLOGY:

ENGINEERING:

ARTS:

MATH:

and includes a timeline for completion of work (include planning days as well as start and ending dates and hours for the one-week camp). The timeline should be in chart format and be as detailed as possible to include plans for the week along with the activities, skill development, and outcomes to be addressed.

Account for all functions or activities identified in the application. Include explanations for how you will incorporate partnerships, field trips, literacy, and a culminating event.

Cite the methods that will be used to teach the STEAM skills and state the reason for taking the proposed approach rather than other approaches. Identify any potential barriers and describe how the project will be able to overcome those barriers.

Since this is a full day program, for five-days, please include details that include curriculum to be used, delivery methods, lunch and snack plans, incentive plans, or any other details of significance to the program. Include how, where, when, and why you will engage parents in the STEAM education program (parent engagement is a required component).

4) Organizational, Administrative, and Fiscal Capacity

Provide information on the applicant organization's current mission, structure, staffing, and relevant experience. Describe how these factors will contribute to the ability of the organization to conduct the program requirements and meet program expectations. Describe any staff or contractors who will be engaged in the Youth STEAM Camp and information on how they will be selected (criteria and process). Discuss the quality of the personnel in relationship to STEAM education. Be sure to explain the organization's experience in running this type of program, what existing resources will be leveraged to enhance the quality of the program, and the expected experience of the proposed participants.

5) Evaluation and sustainability

Describe how you will measure success for each of the STEAM components listed in your project design. Relate the measurements to the Essential Service Plan Goals - Performance Metrics listed in the RFP Scope of Services section. Include plans for measuring participant and parent satisfaction during and at the conclusion of the program. Describe the culminating event, how student success will be celebrated, and how the culminating event will show case the STEAM learning that was gained over the course of the week-long camp. Explain how you will continue the learning or program beyond this grant funding.

ATTACHMENT B

EVALUATION MATRIX

The application will be scored on the following matrix and the evaluation maximum point count is identified for each section of the Response Format (Attachment A). Applicants must score a minimum of 70 to be considered for funding. Within the maximum point count, the below criteria will be used.

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

	Superior	Average	Below Average	Poor	Missing
REQUIRED DOCUMENTS - GENERAL INFORMATION					
All requested information is included	5-4	3	2	1	0
PROJECT BUDGET AND BUDGET NARRATIVE					
1) <i>Budget Form</i>	4	3	2	1	0
2) <i>Budget Narrative</i>	5	4-3	2	1	0
PROJECT NARRATIVE:					
1) <i>Statement of Need</i>	10-8	7-5	4-2	1	0
2) <i>Expected Outcomes and Outputs</i>	10-8	7-5	4-2	1	0
<i>Outcomes include Essential Service Goals</i>	10-8	7-5	4-2	1	0
3) <i>Project Design / Implementation Plan</i>	32-25	24-17	16-9	8-1	0
4) <i>Organizational, Administrative, and Fiscal Capacity</i>	14-11	10-7	6-3	2-1	0
5) <i>Evaluation and sustainability</i>	10-8	7-5	4-2	1	0
<i>Total Possible</i>	100				

ATTACHMENT C
SUBMISSION CHECKLIST

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.
- One (1) original signed paper version of the response. The response is signed by an officer or employee having authority to legally bind Contractor.
- _____ 2) One (1) flash drive with PDF files labeled as follows:
Contractor Name - Project Title - Required Documents
Contractor Name - Project Title - Budget and Budget Narrative
Contractor Name - Project Title - Project Narrative
- _____ 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:

GOVERNANCE COMMITTEE: MAY 6, 2019

FINANCE COMMITTEE: MAY 8, 2019

BOARD MEETING DATE: MAY 15, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MARY TOBIN, ACTING CHIEF EXECUTIVE OFFICER

RE: REQUEST FOR PROPOSALS: EVENING REPORTING CENTER

REQUESTED ACTION:

The Board is asked to authorize the following actions:

1. Approve the issuance of a Request for Proposals (RFP) for the Evening Reporting Center with the minimum qualifications, scope of services, evaluation criteria and performance metrics presented to the Board with such changes as are deemed appropriate by KHA staff and the Office of General Counsel.
2. Authorize Acting CEO to execute contract upon completion of the process.

NARRATIVE:

Successful applicants under this RFP will provide services to youth who: 1) score for the ERC according to the Detention Risk Assessment Instrument (DRAI), 2) score for Secure Detention (or are at-risk of scoring for Secure Detention) and, 3) are not a public risk, an option to be supervised in their community while ensuring each youth participant will attend required court hearings and not commit any new law or technical violations for a period of twenty-one (21) days or until the youth returns to Court. Funding for this RFP will be appropriated in the annual KHA Budget.

FISCAL IMPACT:

RFP Amount is up to \$180,000.00

PROGRAMMATIC IMPACT:

The RFP will result in a new contract under the Juvenile Justice Essential Service Category beginning October 1, 2019.

GOVERNANCE IMPACT:

Needs Kids Hope Alliance Board approval

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

**KIDS HOPE ALLIANCE
REQUEST FOR PROPOSALS
Evening Reporting Center**

Minimum Qualifications to Apply:

- The Applicant must be a Community-based 501(c)(3) non-profit organization incorporated or qualified to do business in the State of Florida.
- The Applicant must have had experience in providing court ordered services for male youth, ages 13-18, in the Jacksonville community within the past two years.
- The Applicant must be able to offer services at a city-approved, facility owned or leased by the Applicant and located in zip codes 32208 or 32209, in Jacksonville, Florida. Youth may also be referred from other zip codes if transportation is feasible from zip codes 32202, 32205, 32206, 32207, 32210, 32211, 32218, 32244, and 32254.

Total Funding Available:

The amount of funds available for the ERC will be \$180,000 for the first year of the contract – October 1, 2019 through September 30, 2020, subject to appropriation by the Jacksonville City Council in KHA's 2019-2020 Budget Ordinance. KHA shall have the option, in its sole discretion, to renew the contract for two additional one-year periods. KHA intends to make one (1) award based on the Scope of Services described in this RFP and the Response Format (Attachment A).

SCOPE OF SERVICES

Program: Evening Reporting Center (ERC)

Program Overview:

Kids Hope Alliance (KHA) is issuing this Request for Proposal (RFP) for an Evening Reporting Center (ERC). The purpose of the ERC is to provide youth who: 1) score for the ERC according to the Detention Risk Assessment Instrument (DRAI), 2) score for Secure Detention (or are at-risk of scoring for Secure Detention) and, 3) are not a public risk, an option to be supervised in their community while ensuring each youth participant will attend required court hearings and not commit any new law or technical violations for a period of twenty-one (21) days or until the youth returns to Court. Youth may be on **Intake, Probation, Post-Commitment Probation, Conditional Release, Waiting Placement** status.

The goal of an ERC is to deliver educationally-focused program services with structured activities pursuant to the youth's court order that will prevent recidivism and ensure continued participation in any resources offered. Effective programs will facilitate a measurable and positive change in youth behavior, reduce favorable attitudes toward delinquent/criminal behavior(s), and provide youth with skills and tools to support these changes with the goal of preventing recidivism and/or future criminal involvement. Because the target population is at heightened risk for placement in a secure detention and/or a residential commitment program, services will include strategies and techniques to engage the youth and his family by identifying their individual needs, alerting and immediately reporting to the Florida Department of Juvenile Justice ("DJJ") when a mental health and/or substance abuse need is identified and in need of further action.

Success in achieving these goals will be measured through the number and percentage of youth with a) no unexcused absences, b) no failures to appear for court hearings, c) no new law violations pending court or while participating in the program, and d) no technical violations resulting in a secure detention placement.

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 service category is Juvenile Justice. 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 Service

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 and Youth Special Needs

Juvenile Justice

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

Essential Service Plan Goals - 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
 - Performance Metrics: 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-hope youth connected to work
- Increased number of at-hope youth who return to school
- Increased graduation rates
- Increased number of at-hope 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 Requirements:

Core Program Requirements include the following:

- A. **Court Orders Placement:** Youth will be referred to the ERC program based on a court order. The court order must include the start and end dates for ERC placement. Youth may be served for a time period of up to twenty-one (21) calendar days or until he returns to court.

- B. **Program Supervision:** The Contractor shall ensure supervision of youth in the ERC program at all times, to include youth participating in community service projects, outside structured activities, or program incentives with a minimum of 1:5 staff-to-youth ratio.

- C. **Program Orientation:** The Contractor shall conduct an orientation for all youth and his parent(s) or guardian(s) immediately upon the youth’s admission to include, but not limited to, the following: delivery of a handbook/brochure detailing goals and services; copy of the ERC program schedule; telephone usage guidelines (including calls to the Florida Abuse Hotline); transportation plans to and from ERC; name, title, and contact information for key staff members; program goals along with expectations of the youth and his parent(s) or guardian(s); activities for youth and families to interact with each other in positives ways; code of conduct; and dress code.

- D. **Delinquency Interventions:** Youth admitted to the program are required to participate in the following delinquency interventions: Evidence-based and Promising Practices Facilitated Group training, promising practices, or interventions with demonstrated effectiveness. Delinquency Interventions and other services that enhance and support the youth in responsible decision-making and pro-social skills authorized under this RFP are as follows:
 - a. Life Skills Training: The Contractor shall coordinate the delivery of group life skills facilitated training. Live skills training shall improve communication skills, increase a youth’s self-esteem, and build their confidence. Group Life Skills Training sessions shall cover topics relevant to youth, including, but not limited to, the following: communication, self-esteem, restorative justice, needs inventory, understanding behavior, values, stereotyping, judgments, prejudice, conflict resolution, empathy, and leadership.
 - b. Mentoring Services: The Contractor shall deliver mentoring services specifically designed to be relationship-based and ongoing, provided in a manner to help youth transition to adulthood by fostering a strong set of connections to pro-social adults and peers, and a sense of belong to their community.

- c. **Homework Assistance and Tutoring:** the Contractor shall offer homework assistance and/or tutoring for a minimum of one (1) hour daily, with school or vocational assignments, and tutoring with focus on educational or vocational needs.

- E. **Program Case Management:** The Contractor shall be responsible for program case management along with identifying and removing roadblocks to successful service delivery. This will include coordinating that youth are assessed by the care coordinators at the Juvenile Assessment Center (JAC) and linked to appropriate services based on their results of the assessment.

- F. **Meals and Snacks:** The Contractor will be required to participate in the USDA's Childcare Food Program, sponsored by Kids Hope Alliance, at no cost to the Contractor, unless another federal program is providing meals.

- G. **Transportation:**
 - a. The Contractor shall provide youth daily transportation from the youth's school to the program and to the youth's home after program services. Roundtrip transportation shall also be provided on Saturdays from home to ERC or activity site then back to home.
 - b. Youth shall be transported by the Contractor's leased or owned vehicles (vehicle must be inspected annually) which shall be in good, safe driving condition, have working seat belts, have up-to-date maintenance records, and be driven by a licensed and approved staff member.
 - c. Total transportation time between the youth's home and the program facility may not exceed thirty (30) minutes each way unless mutually agreed upon by the Contractor and the Circuit Chief Probation Officer in writing.

- H. **Facility Standards, Property Maintenance, and Repair:** The ERC facility will be Contractor owned or leased, The Contractor shall comply with standards required by fire and health authorities. The Contractor shall ensure that all buildings and grounds, equipment, and furnishing are maintained in a manner that provides a safe, sanitary, and comfortable environment for youth, visitors, and employees. The facility shall have adequate space to provide required interventions, recreational, and other service, as well as a security area/system to maintain confidential records.

- I. **Community Service:** Services shall also include structured activities and support services beyond the delinquency intervention to include a community service component.

- J. **Family Engagement Component:** The ERC program must include family engagement. Under this component, mentoring should be available for siblings of youth in the ERC.

Target Population:

The program shall serve males, ages 13-18, who are court-ordered to the ERC or are referred as a probation sanction. The youth shall reside and attend school within the targeted high referral neighborhoods of Jacksonville, with zip codes 33208 or 32209. Youth may also be referred from other zip codes if transportation is feasible from zip codes 32202, 32205, 32206, 32207, 32210, 32211, 32218, 32244, and 32254.

Number of Participants served:

The ERC must serve up to fifteen (15) males between the ages of thirteen (13) through eighteen (18) at a time, or one hundred (100) youth annually.

Youth Referral & Determination for Services:

- A. The following are ways that a referral to the ERC shall be completed:
 - Based upon the youth scoring for the ERC on the DRAI and meeting the qualifying ERC criteria, DJJ will make a recommendation to the Court at the Detention Hearing. The Court shall sign a court order that places the youth at the ERC.
 - Youth may be referred to the ERC by a Juvenile Probation Officer (JPO) as a probation sanction or in lieu of a technical violation of probation. The Chief Probation Officer, Assistant Probation Officer, or designated DJJ representative, Juvenile Detention Alternatives Initiative (JDAI) Coordinator, and the director of the ERC shall staff each referral. If the youth is deemed inappropriate, the reason must be documented by the ERC and DJJ.
- B. Program admission must be initiated within the next business day. It is expected that the youth will report directly to the ERC on the date of the court order unless directed otherwise by the court, and the DJJ, based on the referral. Transportation will be provided by the program staff after the first day the youth reports.
- C. If the youth/parent fails to show up to the intake appointment, the Chief Probation Officer, Assistant Chief Probation Officer, and JDAI Coordinator shall be contacted immediately.
- D. The Contractor is responsible for orientation with the youth and parent(s)/guardian(s) upon initial face-to-face contact.
- E. If the ERC is at capacity, the Contractor shall send written documentation to the court, DJJ's Chief Probation Officer, Assistant Chief Probation Officer, JDAI Coordinator, and Detention Expeditor stating that the Center is at capacity along with the anticipated date a slot will be available. No youth shall be placed on a waiting list.
- F. In the event a youth refuses to attend the program, the Contractor shall immediately contact the Chief Probation Officer, Assistant Chief Probation Officer, and JDAI Coordinator, and Detention Expeditor about the youth's refusal to attend the program.
- G. The Contractor shall work cooperatively with DJJ to engage the youth to attend the program pursuant to the court order.
- H. Connections and referral streams should connect to the Full-Service Schools, when appropriate.

Disqualifying criteria includes:

- Youth who present on any new law violation that scores for Secure Detention according to the new DRAI (implementation beginning July 1, 2019) will not be accepted into the ERC. Those charges include:
 - Capital, life, or first-degree felonies punishable by life (PBL)
 - Violent first- or second-degree felony, or vehicular homicide
 - Any offense involving use or possession of firearm
- Youth with a history of capital, life, or first-degree felonies punishable by life will not be accepted into the ERC
- Youth with a history of violent 1st and 2nd degree felonies and/or firearm offenses of any type shall be staffed by the director of the Evening Reporting Center and DJJ to determine eligibility
- Youth with a history of absconding or failing to appear more than two times shall be staffed by the director of the Evening Reporting Center and DJJ to determine eligibility
- Youth shall have no current or history of sex offenses

Service Time, Frequency, and Location:

- The ERC must be in zip code area, 32208 or 32209.
- The ERC will operate form 2:00 pm – 8:00 pm Monday through Friday, including transportation time, and for three (3) hours on Saturday.
- Youth must arrive at the ERC immediately after school dismissal/ within 30 minutes, including early release days.
- The ERC will be closed on State of Florida holidays.
- Youth will be pending delinquency proceedings, and court ordered to report to an ERC, for up to twenty-one (21) calendar days or he will return to court.

Length of Program Participation:

Youth must be enrolled in the program within twenty-four (24) hours of the court order and will remain until the youth has successfully completed the ERC placement, as directed by court order (twenty-one days or less) or until:

- The youth has returned to court and released by court order from the ERC; or
- The youth has been unsuccessful in an ERC placement, and the court has decided to place the youth in secure detention pending court, or releases the youth to the DJJ or other program provider agency to supervise in another alternative community-based supervision program; or
- He has been terminated from the system; or
- He has successfully completed the program and returned to the supervision of the DJJ.

Staff Requirements:

A. Staffing Levels: The Contractor’s staff shall maintain a minimum ratio of 1:5 for adult-to-youth that shall not be exceeded during the terms of the contract. The ERC will be required to employ a full-time Project Director and staff to provide transportation and program services. ERC staff shall provide round trip transportation and have a valid Florida driver’s license. The Contractor may recruit volunteers and interns to be utilized during ERC operating hours. In addition, the Provider shall maintain staffing level ratios and specifically address handling of any vacancies, absences, or emergencies.

B. Staffing Qualifications

- a. Project Director (full-time):** The Project Director shall possess, at a minimum, a bachelor’s degree from an accredited college or university, one (1) year experience working with youth, and shall have a minimum of one (1) year of supervisory/management experience. Note: The Project Director must be approved by a committee made up of a member of the Juvenile Detention Alternative Initiative (JDAI) and the KHA and other subject matter experts. The JDAI Coordinator will approve the job description, prior to the position being advertised by the Contractor.
- b. Staff Assistant (full-time or part-time):** The Staff Assistant shall possess, at a minimum, a bachelor’s degree from an accredited college or university.
- c. All staff hired at the ERC must have been screened using a Level 2 Background check. All staff must be certified in the specific programs that will be used in this initiative.**

C. Required Staff Training:

- a. The Contractor shall provide the following training prior to the delivery of services:**
 - i. Overview of ERC services and programming,**
 - ii. Incident reporting,**
 - iii. CPR/First Aid.**
 - iv. Trauma-Informed Training,**
 - v. Youth Mental Health First aid,**
 - vi. FERPA Awareness training**

- b. The Contractor is responsible for all training costs associated with the contract. However, some of these training is available at KHA. Check the KHA website for course and available training (kidshopealliance.org).
- c. 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 provide, 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.

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.

Performance Measures:

Listed below are the key Performance Measures/Outcomes, with minimum standards of performance, deemed most crucial to the success of the overall desired service delivery. The Contractor shall ensure that the stated performance measures and standards (level of performance) are met. Performance shall be measured monthly, quarterly, and annually during the first-year service has been fully implemented.

A. Performance Outcome:

- **Goal:** 100% of enrolled youth shall successfully complete the program.
- **Measure:** This percentage will be calculated by taking the number of youths who successfully completed the program divided by the number of youths referred and accepted by the program. NOTE: Successful completion defined as having none of the following:
 - a) Unexcused absences -- daily attendance is required,
 - b) Failures to appear for court hearings,
 - c) New law violations pending court or while participating in the program, and
 - d) Technical violations resulting in a secure detention placement.
- **Minimum Standard:** 85% of enrolled youth shall successfully complete the program for the initial year.

B. Outcome Evaluation:

- The Contractor, throughout the term of the contract, shall document compliance with required service tasks, performance, and provide documentation of such for inspection via contract management, annual program monitoring, and quality improvement inspections and deliver findings in applicable reports.
- The evaluation will use the process and outcome data collected throughout the duration of the contract to determine the effectiveness of the services.
- The results may be used in evaluation of the service needs or the Contractor's performance when considering future contracts.

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.
- 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:
 - DJJ ID Number
 - 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) and JDAI Executive Committee.
 - Youth Census Report - A daily census report will be sent to the DJJ Chief, Assistant Chief, JDAI Coordinator, and Detention Expeditor with list of youth in attendance.
 - 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 and 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.

Invoice/Payments

- 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.

Deliverables

Deliverable	Description	Frequency	Report Method	Date Due
Invoice/ Expense Report	Detail, for each line item in the approved budget, the expenditures against that budget for the reporting period, the expenditure year-to-date, and the balance remaining.	Monthly	SAMIS (document repository)	The 10 th of the following month.
Youth Census Report	Daily attendance in the program	Weekly	Emailed to DJJ, JDAI Coordinator, and Detention Expeditor	Every Friday.
Monthly Summary Report	Intervention and activity services provided over the past 21 days, # of youth that received services, youth progress towards meeting goals, incidents, and a summary of youth efforts. 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.	Monthly	SAMIS (document repository)	The 10 th of the following month.
End of Program Report	Summary of the year's activities/analysis of outcomes. 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.	Yearly	SAMIS (document repository)	The 45 days following the end of the contract term.

ATTACHMENT A
RESPONSE FORMAT
Evening Reporting Center

To maintain comparability and facilitate the evaluation process, applicants shall organize their proposal in the manner set forth below. The applicant must adhere to the page limits designated below.

Completed applications must be submitted by **Wednesday, June 19, 2019** at 2 PM EST. An organization may only submit one application. Deliver applications to:

City of Jacksonville
Procurement Division
Attn: Annette Burney
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

Applications submitted in response to this RFP must consist of three separate and distinct parts: (1) The Required Documents (2) Project Budget and Budget Narrative; and (3) Project Narrative. An original and three (3) copies should be submitted.

REQUIRED DOCUMENTS - GENERAL INFORMATION

Title Page (one-page limit): Include a) RFP Title and Number, b) Contractor 's full name and address, c) Contractor's Federal Employer ID Number, d) City of Jacksonville City Council District(s) included in the application, e) Contractor's Project Title, and f) Project dates and times for the Evening Reporting Center (ERC).

Cover Letter (one-page limit): Printed on letterhead, the one-page cover letter should include the following: a) Date of Letter, b) RFP Title and Number, c) Contractor's full name and contact information including address, e-mail, and telephone number, d) Name(s) of the persons who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers, e) a brief summary of the proposed project, and f) Signature, printed name, and title of Authorized Representative.

Acknowledgement Statement and Statement of Qualifications (one-page limit which includes signature of authorized representative):

- a) 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.
- b) Include a statement that this project will not supplant current programs or KHA funding.

- c) Include the following information on Minimum Qualifications and other requirements, using the following chart or a similar format to clearly respond with yes or no answers:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	The contractor is a 501(c)(3) non-profit organization incorporated or qualified to do business in the State of Florida.
<input type="checkbox"/>	<input type="checkbox"/>	The contractor has experience in providing court ordered service for male youth, ages 13-18, in the Jacksonville community within the past two years.
<input type="checkbox"/>	<input type="checkbox"/>	The contractor employs staff who are certified in the specific programs that will be used in this initiative.
<input type="checkbox"/>	<input type="checkbox"/>	The contractor will offer services at a city-approved, contractor owned/leased facility located in zip codes 32208, 32209 or other identified high priority zip codes in Jacksonville, Florida.

Required Forms/Attachments. Attach all forms identified in Section 1 or in the attachments, if applicable, each signed by an authorized representative. Required forms include:

- 1) Conflict of Interest Certificate.
- 2) Submission Checklist.
- 3) Signed affidavit from Contractor’s insurance agent, to include a copy of the completed Certificate of Insurance.
- 4) A copy of the SunBiz page from the Florida Secretary of State’s office showing an active registration as a non-profit corporation (or similar evidence from another state)
- 5) A copy of IRS 501(c)(3) determination letter.
- 6) The organization’s last complete fiscal year operating budget.
- 7) A copy of the most recent financial audit completed by an independent Florida Certified Public Accountant, including single audit and management reports, if applicable Smaller agencies (those agencies with annual revenues less than \$100,000) may submit an unaudited, compiled financial statements prepared by a CPA or appropriate professional.
- 8) Documentation that demonstrates staff are certified in the proposed programs.
- 9) One-page Letters of Collaboration from each partner mentioned in the response, along with a description of the nature of the partnership and services they provide.

EVALUATION CRITERIA

**PROJECT BUDGET AND BUDGET NARRATIVE
(10 POINTS POSSIBLE)**

Using the Budget/Budget Narrative (Form 1), the budget and budget narrative should be reasonable based on the activities outlined in the project narrative.

1) *Budget Form*

The total amount of the requested funds will be based on a projection of \$180,000 per year for three years.

The budget form may not exceed three pages. List budget expenditure under the correct categories on Budget Form 1, check for accuracy of calculations and appropriateness of the amount.

No item should appear in the budget that is not included as part of the project narrative.

The budget must include required staff members and enough funds to address the activities and program requirements in the Evening Reporting Center (ERC) Scope of Services.

Budget restrictions include the following: incidental costs, such as the costs of amusement, awards, social activities, meals and beverages, may not exceed 2% of the budget and equipment or materials that are over \$1,000 must be inventoried and will be returned to the City of Jacksonville after the grant ends. No, funding for capital improvements will be allowed.

The contractor should list/contribute matching funds, staff, or program materials that will be used for the project. In-kind and financial support of the project is strongly encouraged.

2) *Budget Narrative*

This section of your grant proposal package helps explain and, more importantly, justify the numbers in your proposed budget (Budget Form 1). The narrative should be designed to justify the budget, both in total and in an itemized manner. The narrative details must help explain how and where the grant funds will make a positive impact, should the proposal be accepted. The format should be in sentence structure with an explanation of how the funds were calculated.

The budget narrative should explain all sources of contribution toward the project (grant request and matching funds). Priority will be given to organizations that maximize the ERC dollars.

PROJECT NARRATIVE (90 POINTS POSSIBLE)

The Project Narrative must demonstrate your capability to implement the ERC program in accordance with the provisions of this RFP. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 10 single-spaced single-sided 8.5 x 11-inch pages with Times New Roman 12-point text font, and 1-inch margins. Any materials beyond the specified page limit will not be read or considered in the application review process. You must number the Project Narrative beginning with page number 1.

Applicants must use the same section headers identified below for each section of the Project Narrative:

1) *Statement of Need*

The applicant must provide an address of the project location and identify the geographic area in which the project will be located – this includes the contractor and any community-based partners. Identify and discuss the need of the targeted population in this location.

Part of the need statement should be a clear vision for working with the targeted population and how the contractor plans to understand the needs and feelings of the community. The contractor should also identify any systems already in place and, if applicable, build on existing work before identifying gaps that call for new program components. The statement should also include a clear vision for what is needed in terms of serving the targeted population and working with community partners that is different from what has already been provided in the community and/or what gaps in knowledge need to be addressed.

2) *Expected Outcomes and Outputs*

All applicants must identify the number of participants to be served and provide measurable results, or outcomes, that will result from the project and meet the goals stated in the Scope of Services. State the hours of operation, dates of the program, and skills that will be targeted. If using a recognized curriculum/program, please list and explain with expected outcomes.

Explain the intended outputs of any community partners along with the services they intend to provide. Make sure one-page letters of collaboration are included in the application package for each of these community partners.

3) Project Design / Implementation Plan

Begin this section by stating the project goals.

Include the proposed methods that will be used to address the stated outcomes and outputs and to provide the activities to occur in the ERC. Specify how the proposed methods are innovative as well as appropriate for the targeted population in Jacksonville and how the community will be creatively engaged in ERC services.

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished and includes a timeline for completion of work (Include planning days, a sample timeline of activities, as well as start and ending dates and hours for the ERC). The timeline should cover the three-year project period.

Please include details that include procedures, services, delivery methods, meal and/or snack plans, incentive plans, or any other details of significance to the program. The program should include Cultural sensitivity, models of services for court-ordered youth, and trust-based interventions. The program should utilize evidence-based models that have demonstrated positive outcomes. The ERC plan should include:

- Placement, Supervision, program orientation
- Delinquency Interventions
- Case Management
- Transportation
- Program Activities and Community Service
- Youth referral process including determination and details for services
- System of Care Values and Core Principals
- Family Engagement

4) Essential Services Goals and Performance Measures

Include a description of how the project activities will align with the KHA Essential Services Plan Goals; please be as specific as possible in listing which goals will be addressed and how they will be addressed with the project plans and activities. Includes a description of how the project activities will align with the ERC Performance Measures.

5) Organizational, Administrative, and Fiscal Capacity along with staffing and staffing requirements

Provide information on the contractor's organization, facilities, and current mission, structure, staffing, and relevant experience that relate to the trauma training initiative. Describe how these factors will contribute to the ability of the organization and partners to conduct the program requirements and meet program expectations.

Describe required staff hiring, qualification, training, and responsibilities along with information on how they will be selected (criteria and process). Discuss the quality of the personnel in relationship to the targeted population education/experience as well as their capacity and qualification for providing the program listed under 3) *Project Design / Implementation Plan*.

Include roles and responsibilities for reporting and data requirements.

6) Evaluation, reporting, and sustainability

Describe how you will measure success for each ERC component listed in your project design. Relate the measurements to the Essential Services Plan Goals - Performance Metrics listed in the RFP Scope of

Services section. Describe any culminating events, how participant success will be celebrated, and how the culminating event will showcase the ERC learning that was gained over the course of the program. Explain how you will continue the learning or program over the three-year program and beyond this grant funding.

ATTACHMENT B

EVALUATION MATRIX

The application will be scored on the following matrix and the evaluation maximum point count is identified for each section of the Response Format (Attachment A).

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

	Yes		No		Comments
REQUIRED DOCUMENTS - GENERAL INFORMATION					
All requested information is included	Superior	Average	Below Average	Poor	Missing
PROJECT BUDGET AND BUDGET NARRATIVE (10 TOTAL POINTS POSSIBLE)					
1) <i>Budget Form</i>	5	4-3	2	1	0
2) <i>Budget Narrative</i>	5	4-3	2	1	0
PROJECT NARRATIVE: (90 TOTAL POINTS POSSIBLE)					
1) <i>Statement of Need</i>	10	9-5	4-2	1	0
2) <i>Expected Outcomes and Outputs along with community partners output (and a one-page letter of commitment for each)</i>	10	9-5	4-2	1	0
3) <i>Project Design / Implementation Plan</i>	30	29-20	19-9	8-1	0
4) <i>Essential Services Goals and Performance Measures</i>	15	9-5	4-2	1	0
5) <i>Organizational, Administrative, and Fiscal Capacity along with staffing and staffing requirements</i>	15	14-7	6-3	2-1	0
6) <i>Evaluation, reporting, and sustainability</i>	10	9-5	4-2	1	0
<i>Total Possible</i>	100				

ATTACHMENT E
SUBMISSION CHECKLIST

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, Budget and Budget Narrative, and Project Narrative) should be included and submitted in an application package. One original and three (3) copies should be submitted to:

City of Jacksonville
Procurement Division
Attn: Annette Burney
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

- _____ Required forms are included in Required Documents file. This file includes Letters of Collaboration from each named partner.
- _____ 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:

GOVERNANCE COMMITTEE: MAY 6, 2019

FINANCE COMMITTEE: MAY 8, 2019

BOARD MEETING DATE: MAY 15, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MARY TOBIN, ACTING CHIEF EXECUTIVE OFFICER

RE: REQUEST FOR PROPOSAL: COLLEGE SUCCESS AND ACCESS

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the issuance of a Request for Proposals (RFP) for College Success and Access 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 one-week College Success Intensive Bootcamps that will address Standardized Test Taking Strategies, ACT/SAT Prep test practice and strategies, and College/Scholarship Search and Admissions strategies.

FISCAL IMPACT:

RFP Amount is up to \$100,000

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
COLLEGE SUCCESS INTENSIVE BOOTCAMP PROGRAM**

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 College Success programs.

Total Funding Available:

The amount of funds for the College Success Intensive Bootcamp Program is \$100,000. The Kids Hope Alliance intends to enter into one or more contracts with Contractors agreeing to serve currently enrolled Duval County public school at-home students, at up to seven high school sites selected in partnership with KHA and DCPS, based on identified student need and opportunity supported by DCPS student outcome data and school site availability/partnership. KHA may award one contract for bootcamps serving students at all seven targeted high schools, or may make multiple awards, in KHA's sole discretion, based on the evaluation criteria described in this RFP.

SCOPE OF SERVICES

Program: College Success Intensive Bootcamp

Statement of Need:

In today's economy, higher education is a necessity for individual economic opportunity and citizenry as well as America's competitiveness in the global economy. At a time when jobs can go anywhere in the world, skills and education will determine success, for individuals and for nations. As a result, college education is one of the best investments a student can make for their future. Together with this intent, social and psychological college preparation is extremely important to college success. Once a student has navigated the college admission maze, the dropout rate is high, with the National Center for Education Statistics reporting that only 60 percent of college freshmen who began school in 2010 completed school within six years. According to a study published in "Organizational Behavior and Human Decision Process," college preparedness can play a major role in reducing dropout rates. Even when students don't leave college, feeling unprepared can lead to lower grades, difficulty making friends, and stress.

Program Overview:

The Kids Hope Alliance (KHA) PRE-TEEN AND TEEN PROGRAMMING (PTP) consists of programs, services and activities designed to support and assist children and youth during preteen and teen years; including but not limited to, mentoring, job training, career counseling, and youth employment programs. The College Success & Access Academy is an initiative designed to address higher education preparation. The organization structure includes the following:

Organization:	Kids Hope Alliance (KHA)
Department:	PRE-TEEN AND TEEN PROGRAMMING (PTP)
Initiative:	College Success & Access Academy
Program:	College Success Intensive Bootcamp

In order to assist students in their preparation for higher education, **the College Success Intensive Bootcamp program** is designed for freshman to rising seniors preparing for college. Hands-on bootcamp activities should be designed to help students develop essential skills needed to prepare for, and succeed in, college. Those skills should include test taking strategies, college search and admission tactics, scholarship understanding, study approaches, and individual goal setting.

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 Services 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 Preteen and Teen Programming (PTP). 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.

Preteen and Teen Programming

5. Increase Access to and Knowledge of College and Career Opportunities and Strategies for Success
6. Increase Civic Engagement

Essential Services Plan Goals – Impact Strategies and Performance Metrics:

1. Improve Literacy for All At-Hope Children and Youth

Impact Strategy:

- Increase family and child access to literacy programs by integrating literacy as a priority in all Essential Services categories
- Establish partnerships with community, city, business, and educational partners to fund, expand, and collaborate on literacy initiatives

Performance Metrics:

- 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

Impact Strategy:

- Increase family and community engagement opportunities for all at-hope children, youth, and their families

Performance Metrics:

- 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

Impact Strategy:

- Conduct organizational analysis of KHA funded activities, programs, and home zip code of participants to inform funding
- Conduct needs analysis using the Kids Hope Alliance Neighborhood Opportunity Index to compare the needs of services for at-hope kids and access to quality programs

Performance Metrics:

- Decrease in disparity between at-hope children and youth need for KHA essential services and access to services
- Increase in equity of funding to support appropriate and demonstrated need in all of the Kids Hope Alliance's geographic areas of service

4. Improve Employability and College-Readiness for All At-Hope Children and Youth

Impact Strategy:

- Increase career and college exposure and inclusion in all KHA Essential Services category programs

Performance Metrics:

- 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. Increase Access to and Knowledge of College and Career Opportunities and Strategies for Success

Impact Strategy:

- Implementation of year-round youth job readiness training program
- Facilitate awareness of social service resources available to youth and family members
- Develop employment pipelines that connect eligible youth to viable employment, certifications, and career pathways
- Develop formal college preparatory, internship, and collaborative partnerships with the local higher education or post-secondary education system
- Develop strategic partnerships with Jacksonville Chamber of Commerce and local businesses to facilitate additional opportunities for the Summer Work Program

Performance Metrics:

- Increased number of at-hope students employed through the Mayor's Youth at Work Partnership
 - Increased participation in the Mayor's Youth at Work Partnership by at-hope youth living in or attending schools categorized as high-opportunity by the Kids Hope Alliance Neighborhood Opportunity Index
 - Increased number of at-hope student interns recruited
 - Increased number of Mayor's Youth at Work business partners
 - Increased graduation rate
 - Increased percentage of youth with no behavioral referrals or suspensions
 - Increased percentage of youth promoted on time to the next grade
 - Increased school attendance
 - Increased number of apprenticeships completed
 - Increased number of industry-level certifications obtained
 - Parent and Youth Survey Participation and Analysis of Results
 - Increased college application, scholarship application and Free Application for Federal Student Aids (FAFSA) submissions, overall acceptance and award rates
 - Increased post-secondary readiness rates in reading and math
 - Increased post high school employment rates
6. Increase Civic Engagement

Impact Strategy:

- Increased number of youth-led service-learning projects centered on civic-mindedness
- Implementation of community-based learning activities that foster multi-generational engagement

Performance Metric:

- Increased number of students actively involved in the Mayor's Young Leaders Advisory Council
- Increased participation in the Mayor's Young Leaders Advisory Council by at-hope youth living in or attending schools categorized as high-opportunity by the Kids Hope Alliance Neighborhood Opportunity Index
- Increased number of students actively involved in on-campus extracurricular activities
- Increased number of students involved in civic or nonprofit organizations
- Increased number of student volunteers who complete community service projects
- Parent and Youth Survey Participation and Analysis of Results

Program Design Requirements:

Provide a one-week College Success Intensive Bootcamps as follows:

- Monday thru Friday, 8:00 am to 2:00 pm or equivalent out-of-school hours if offered during the school year to be completed no later than 12/31/19.
- Target/recruit at-hope students (freshmen to rising seniors).
- Content to include:
 - Standardized Test Taking Strategies: Time management, answer approach, managing stress, self-confidence, pre-test strategies, practice & preparation

- ACT Prep test practice, strategies, and instruction in each of the subject areas: English, Math, Science & Reading
- SAT Prep test practice, strategies and instruction in each of the subject areas: Math, Reading, Writing
- College Search and Admissions strategies
- Scholarship Search and strategies: Financial aid; local, state, national, institutional scholarship search; scholarship essay preparation; scholarship interviews
- Preparing for college: study strategies, majors/careers, etc...
- Individualized student college and scholarship preparation checklist and action plan
- Transportation for participants to and from program
- Implementation for Summer-Fall 2019 with all contracts executed by September 30, 2019 and all program and expenditures concluded by December 30, 2019.

Staff Requirements:

- Minimum 25% of Instruction provided by Florida certified high school teacher, with specialization in Math, English, Reading preferred Or Demonstrated 3-5 years of experience in SAT/ACT and college preparation curriculum and delivery, with demonstration of student performance post-completion.
- Staff must be certified educators in the specific curriculum that will be used in this College Success Intensive Bootcamp program.
- Staff must be trained in trauma-based therapy (if training is needed, it may be requested and provided by KHA).
- Staff should have the demonstrated capacity to serve the population in the targeted high schools within the City of Jacksonville.
- Staff will have a Level 2 Background Screening as a condition of engagement in the College Success Intensive Bootcamp program. 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.

Cultural Responsivity Requirements:

- Staff should be diverse, culturally competent, and reflect the communities that they will serve.

Documentation Requirements:

- College Success & Access Academy/College Success Intensive Bootcamp program records must include program roster, name, age, demographic information, attendance, progress notes, and outcome measures.

Reporting/Data Requirements:

- The SAMIS data system, designed by KHA for reporting Program Units of Service, Participant Demographics, Continuum of Services and Fiscal Reporting, must be used by all contractors. 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.).
- 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 bootcamp activities in its generated report.
- 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.
- 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).
- Student ID Numbers – Valid Student ID Numbers as assigned by the Duval County Public School System (DCPS) are required for all participants maintained by the funded Contractor in the KHA designated system. The only exception will be for participants who have never been assigned a Student ID by DCPS. In those cases, the funded Contractor will utilize a unique KHA Identification number as described in Data Manager training and or through their contract manager or SAMIS Help Desk. Participants are not eligible for a KHA Identification number if they are or have ever been enrolled in a DCPS school. It will be the funded Contractor's responsibility to obtain and confirm the validity of all DCPS Student ID numbers as well as input those numbers correctly into the assigned data system on or before the date the 10th of the Month. If the Contractor is notified by KHA that a participant's ID is invalid, the funded Contractor will have 15 business days to correct the student ID in the system. If the Student ID is not corrected within the time frame, the Contractor will be subject to the financial penalties.
- 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:
 - Duval County Public Schools (DCPS) Student ID Number
 - Last name
 - First name
 - Home address (street, city, state, zip)
 - Date of Birth
 - School 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.

- Other Required Data - The funded 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. The following data points will be required for submittal at the conclusion of College Success Intensive Bootcamp Initiative:
 - Nutrition Data – meals and snacks served by data and program site
 - Daily roster of participants and attendance records, which must be input in SAMIS.
 - Number of students served.
 - Number of contacts with parents.
 - Number and description of any field trips or guest speakers.
 - List of College Success skills addressed.
 - Continuum of Services data for - Literacy events and improvement, Engagement of families and community, and Access to programs, services and activities,
 - Funded Contractor's staff members involved in the bootcamp: Staff Name, Position, Position Type (FT/PF), Highest level of education/certification, and Years of experience in current role with program.

Protection of Participant Data

- The 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 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.

- Upon termination of the Contract, if requested by KHA and consistent with the retention requirements of Florida's public records laws, Contractor shall destroy all data or information that contains personal information collected and stored under the Contract. Furthermore, Contractor shall ensure that the destruction of that data or information maintains the confidentiality of the contents of such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).

Outcome Requirements

- Participants must attend no less than 80% of the bootcamp activities to count as full attendance.
- The bootcamp must serve at least 50 students per camp.
- Students must demonstrate efficacy, confidence, and understanding of SAT, ACT, college and scholarship readiness. Pre and post testing are recommended to achieve this outcome.
- Students must show increase in score or confidence on practice tests for ACT, SAT through pre and post practice testing documentation, as well as participant survey.
- Student will complete a KHA College and Scholarship Action plan.
- The bootcamp must include a completion ceremony for each camp or program.
- Students must earn a digital badge for “KHA College Success Bootcamp.”
- Students must show gains in literacy, college and career readiness, as documented by reporting of related learning activities and measurable gains.
- At least one family engagement activity must be included to build external support and awareness of college readiness.

These outcomes should be explained in the proposal and documented in the deliverables listed below.

Invoice/Payments

- Providers will be reimbursed as services are provided. Providers should outline bootcamp costs in their proposal and will be reimbursed monthly based on the submission of an invoice with associated monthly costs. An initial 25% advance payment can be provided at the request of the contractor.

Deliverables

Deliverable	Description	Frequency	Report Method	Date Due
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.
Clients Served	Detailed reporting of the number of students served, broken out by demographic information.	Monthly*	SAMIS (document repository)	The 10 th of the following month.
Activities	Narrative description of services provided during the camp, including response times and outreach methods. Summary of cumulative activities related to increase and achievement of KHA PT T Essential Services Goals and Continuum of Services Goals.	Monthly*	SAMIS (document repository)	The 10 th of the following month.
End of Program Report	Summary of the camp's services/analysis of outcomes, issues that occurred, solutions to the issues, and general lessons learned. Summary of cumulative activities	Once	SAMIS (document repository)	One week after the conclusion of the bootcamp.

	related to increase and achievement of KHA PT T Essential Services Goals and Continuum of Services Goals.			
--	---	--	--	--

* if the program is delivered in a one-week bootcamp, the reports will be due one week after the conclusion of the bootcamp.

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 (on letterhead, one-page limit):**

Include the following:

- Date of Letter.
- RFP Title and Number
- Contractor's full name, address and phone number.
- Names of the persons who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers.
- Contractor's Federal Employer ID Number.
- City of Jacksonville High School(s) included in the response
- Project Title, Dates and Times
- 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 of KHA funding.
- Signature and printed name and title of Authorized Representative.

3) **Required Forms.** Attach all forms or requested documentation identified in Section 1 or in the Attachments, if applicable. Each must be signed by an authorized representative. Required forms/documentation include:

- Budget/Budget Narrative (Form 1)
- Conflict of Interest Certificate (Form 2)
- Insurance Agent Acknowledgment (Form 3)
- Proof of 501(c) (3) non-profit status or State of Florida registration through Sunbiz.org
- A copy of the most recent financial audit completed by an independent Florida Certified Public Accountant, including single audit and management reports, if applicable. Smaller agencies (those agencies with annual revenues less than \$100,000) may submit unaudited, compiled financial statements prepared by a CPA or appropriate professional.
- Sample parent permission form
- List of staff and date of Level 2 screening or how they meet the DCPS requirements, policies and procedures for fingerprinting and background screening. This must be met prior to the start of the program.

- 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) **Statement of Qualifications.** 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 that correspond to each of the listed criteria.

(Remainder of page intentionally left blank)

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.** Contractors are encouraged to arrange their responses in a format that will offer ready review and evaluation of each criterion.

The Contractor must demonstrate capability to implement the project in accordance with the provisions of this RFP. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 10 single-spaced single-sided 8.5 x 11-inch pages with Times New Roman 12-point text font, and 1-inch margins. Any materials beyond the specified page limit will not be read or considered in the evaluation process. You must number the Project Narrative beginning with page number 1.

Contractor must use the same section headers identified below for each section of the Project Narrative:

I. PROJECT NARRATIVE (80 POINTS)

A. Program Plan and Description

1) Statement of Need (5 Points)

- a. The Contractor must provide names of Title I high schools to be served in program and address of the project location and identify the geographic area in which the project will be located – this includes the Contractor and any community-based partners, if appropriate. Identify and discuss the need of the targeted population in these areas.
- b. Part of the need statement should be a clear vision for working with college success and bootcamps, along with how the contractor plans to understand the needs and feelings of the community and students. The contractor should also identify any systems already in place and, if applicable, build on existing work before identifying gaps that call for new initiatives. The statement should also include a clear vision for what is needed in terms of college preparation that is different from what has already been provided in the community or school and/or what gaps in knowledge need to be addressed.

2) Expected Outcomes and Outputs (10 Points)

All Contractors must identify the number of student participants to be served and provide measurable results, or outcomes, that will result from the project and meet the goals stated in the project plan. State the hours of operation, dates of the program, and college preparation skills that will be targeted – be very specific. If using a recognized curriculum/program, please list and explain the skills with expected outcomes.

3) Project Design / Implementation Plan (15 Points)

- a. Begin this section by stating the project goals. Include the proposed methods that will be used to address the stated outcomes and outputs and to provide the activities to occur in the college preparation bootcamp. Specify how the proposed methods are innovative in Jacksonville and how the community as well as parents will be creatively engaged in the student's success.

- b. Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished and includes a timeline for completion of work (Include planning days, a sample timeline of activities, as well as start and ending dates and hours for the bootcamp).

- c. Please include details on the curriculum to be used, delivery methods, lunch and snack plans, incentive plans, or any other details of significance to the program. The curriculum should include cultural sensitivity and should be evidence-based models. The bootcamp plan should include, but is not limited to, the following:
 - Standardized Test Taking Strategies: Time management, answer approach, managing stress, self-confidence, pre-test strategies, practice & preparation
 - ACT Prep test practice, strategies, and instruction in each of the subject areas: English, Math, Science & Reading
 - SAT Prep test practice, strategies and instruction in each of the subject areas: Math, Reading, Writing
 - College Search and Admissions strategies
 - Scholarship Search and strategies: Financial aid; local, state, national, institutional scholarship search; scholarship essay preparation; scholarship interviews
 - Preparing for college: study strategies, majors/careers, etc.
 - Individualized student college and scholarship preparation checklist and action plan
 - Transportation for participants to and from program
 - At least one parent engagement activity
 - Literacy, career, and college readiness activities and teaching strategies

B. Organizational and Subject Matter Program Competence

4) Essential Services Goals (13 Points)

Include a description of how the project activities will align with the KHA Essential Services Goals; please be as specific as possible in listing which goals will be addressed and how they will be addressed with the project plans and activities.

5) Evaluation and Sustainability (12 Points)

Describe how you will measure success for each of the college preparation components listed in your project design. Relate the measurements to the Essential Services Performance Measures listed in the RFP Scope of Services section. Describe any culminating events, how participant success will be celebrated, and how the culminating event will showcase the college preparation learning that was gained over the course of the program. Explain how you will continue the learning or program beyond this grant funding.

C. Experience and Knowledge

6) Organizational, Administrative, and Fiscal Capacity (13 Points)

Provide information on the contractor's organization and current mission, structure, staffing, and relevant experience that relate to the College Success Intensive Bootcamp program. Describe how these factors will contribute to the ability of the organization (and partners, if appropriate) to conduct the program requirements and meet program expectations. Discuss the quality of the leadership personnel in relationship to the program as well as their capacity and qualification for providing the oversight of the plan, including reporting process and who will provide SAMIS information. Include an organizational chart showing the College Success Intensive Bootcamp administration, staff, and students (not the contractor's organizational chart, but the program's organizational chart).

7) Staff Qualifications (12 Points)

Describe any staff or subcontractors who will be engaged and information on how they will be selected (criteria and process). Provide a description of the staff to be engaged in the College Success Intensive Bootcamp program, their roles and responsibilities, time dedicated to the project, and experience. Include information on staff diversity, cultural competence, and how they reflect the communities that they will serve.

II. PROJECT BUDGET AND BUDGET NARRATIVE (20 POINTS)

Use the Budget/Budget Narrative (**Form 1**) to detail the budget, which should be reasonably based on the activities outlined in the project narrative.

1) Budget Form (10 Points)

The total amount of the requested funds will be based on a calculation of up to \$14,286.00 per one-week bootcamp (or a project involving equivalent instructional hours offered during the school year), composed of 50 students per bootcamp. (KHA plans to offer up to seven grants for a total of 350 students served).

The budget form may not exceed three pages. List budget expenditure under the correct categories on **Form 1**. Check for accuracy of calculations and appropriateness of the amount.

No item should appear in the budget that is not included as part of the project narrative.

Budget restrictions include the following: 1) incidental costs, such as the costs of amusement, awards, social activities, meals and beverages, may not exceed 2% of the budget, 2) equipment or materials that are over \$1,000 must be inventoried and will be returned to the City of Jacksonville after the grant ends, and 3) No funding for capital improvements will be allowed.

The contractor should list/contribute matching funds, staff, or program materials that will be used for the project. In-kind and financial support of the project is strongly encouraged.

2) Budget Narrative (10 Points)

This section of your response helps explain and, more importantly, justify the numbers in your proposed budget. The narrative should be designed to justify the budget, both in total and in an itemized manner. The narrative details must help explain how and where the grant funds will make a positive impact, should the proposal be accepted. The format should be in sentence structure with an explanation of how the funds were calculated.

The budget narrative should explain all sources of contribution toward the project (grant request and matching funds). Priority will be given to organizations that maximize the KHA dollars.

(Remainder of page intentionally left blank)

ATTACHMENT B

EVALUATION MATRIX

(Continued)

The response to the above criteria will be scored on the following matrix and the evaluation maximum point count is identified for Sections A & B. Only submissions receiving a cumulative score of 80 points or higher will be considered for award.

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

Evaluation Criteria	Superior	Average	Below Average	Poor	Missing
I. Project Narrative (80 Total Points)					
A. Program Plan/Description (30 Point)	30-25	17-24	9-16	1-8	0
1) Statement of Need					
2) Expected Outcomes and Outputs					
3) Project Design / Implementation Plan					
B. Organizational and Subject Matter Program Competence (25 Points)	25	11-24	6-10	1-5	0
4) Essential Services Goals					
6) Evaluation and sustainability					
C. Experience and Knowledge (25 Points)	25	11-24	6-10	1-5	0
6) Organizational, Administrative, and Fiscal Capacity					
7) Staff Qualifications					
II. Project Budget and Budget Narrative (20 Total Points)					
1) Budget Form	10	6-9	3-5	1-2	0
2) Budget Narrative	10	6-9	3-5	1-2	0
Total Points	100				

ATTACHMENT E

SUBMISSION CHECKLIST

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.

_____ One (1) original and three (3) copies should be submitted in three (3) separate and distinct sections (Required Documents, Project Narrative and Budget and Budget Narrative). The response is signed by an officer or employee having authority to legally bind Contractor.

_____ Envelope is sealed and labeled with the company/program name bid # and bid title

_____ One (1) flash drive with PDF files labeled as follows:
Contractor Name – Project Title – Required Documents
Contractor Name – Project Title – Budget and Budget Narrative
Contractor Name – Project Title – Project Narrative

_____ 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:

GOVERNANCE COMMITTEE: MAY 6, 2019

FINANCE COMMITTEE: MAY 8, 2019

BOARD MEETING DATE: MAY 15, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MARY TOBIN, ACTING CHIEF EXECUTIVE OFFICER

**RE: REQUEST FOR PROPOSAL: PRE-TEEN & TEEN SUCCESS AFTERSCHOOL
AND SUMMER PROGRAMS**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the issuance of a Request for Proposals (RFP) for Pre-Teen & Teen Success Afterschool and Summer 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 programming, services, and activities designed to support and assist children and youth during preteen and teen years; including but not limited to, mentoring, job training, career counseling, and youth employment programs. In order to assist students in their preparation for high school completion and civic engagement, the Preteen/Teen Success program is designed to offer activities/strategies that include college readiness, literacy, career readiness, civic engagement, and high school success/completion. Hands-on, evidence-based practices, basic skills, ongoing incentives, family engagement, multi-generational engagement, community-based learning activities should be designed to help students develop essential skills needed to prepare for, and succeed in, their future.

FISCAL IMPACT:

RFP Amount is up to \$1,541, 370

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
PRETEEN/TEEN SUCCESS AFTERSCHOOL AND SUMMER 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 preteen/teen, at-hope, student success programs.

Total Funding Available:

KHA plans to award up to \$1.5 million to fund Preteen/Teen Success Afterschool and Summer 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.

SCOPE OF SERVICES

Program: Preteen/Teen Success Afterschool and Summer 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 preteen and teen in Duval County. To accomplish this goal, KHA seeks to fund Preteen/Teen Success afterschool and summer programs that:

1. Address issues and challenges which prevent at-hope youth in grades 6 - 12 from achieving their academic, career, and civic potential.
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 PRE-TEEN AND TEEN PROGRAMMING (PTP) Division consists of programs, services and activities designed to support and assist children and youth during preteen and teen years; including but not limited to, mentoring, job training, career counseling, and youth employment programs. In order to assist students in their preparation for school completion and civic engagement, the Preteen/Teen Success program is designed to offer activities/strategies that include college readiness, literacy, career readiness, civic engagement, and high school success/completion. Hands-on, evidence-based practices, basic skills, ongoing incentives, family engagement, multi-generational engagement, community-based learning activities should be designed to help students develop essential skills needed to prepare for, and succeed in, their future.

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 Preteen and Teen Programming (PTP). 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.

Preteen and Teen Programming (PTP)

5. Increase Access to and Knowledge of College and Career Opportunities and Strategies for Success
6. Increase Civic Engagement

Essential Services Plan Goals – Impact Strategies and Performance Metrics:

1. Improve Literacy for All At-Hope Children and Youth
Impact Strategy:
 - Increase family and child access to literacy programs by integrating literacy as a priority in all Essential Services categories
 - Establish partnerships with community, city, business, and educational partners to fund, expand, and collaborate on literacy initiativesPerformance Metrics:
 - 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
Impact Strategy:
 - Increase family and community engagement opportunities for all at-hope children, youth, and their familiesPerformance Metrics:
 - Increase the number of parents, family, and community engagement events hosted by Kids Hope Alliance partners
 - Increase in attendance of parents, family, and community at KHA partner events.
3. Improve access to KHA programs, services, and activities for at-hope children and youth in all geographic regions of Jacksonville and council districts
Impact Strategy:
 - Conduct organizational analysis of KHA funded activities, programs, and home zip code of participants to inform funding
 - Conduct needs analysis using the Kids Hope Alliance Neighborhood Risk Index to compare the needs of services for at-hope kids and access to quality programsPerformance Metrics:
 - Decrease in disparity between at-hope children and youth need for KHA essential services 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
Impact Strategy:
 - Increase career and college exposure and inclusion in all KHA Essential Services category programs

Performance Metrics:

- 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. Increase Access to and Knowledge of College and Career Opportunities and Strategies for Success

Impact Strategy:

- Implementation of year-round youth job readiness training program
- Facilitate awareness of social service resources available to youth and family members
- Develop employment pipelines that connect eligible youth to viable employment, certifications, and career pathways
- Develop formal college preparatory, internship, and collaborative partnerships with the local higher education or post-secondary education system
- Develop strategic partnerships with Jacksonville Chamber of Commerce and local businesses to facilitate additional opportunities for the Summer Work Program

Performance Metrics:

- Increased number of at-hope students employed through the Mayor's Youth at Work Partnership
- Increased participation in the Mayor's Youth at Work Partnership by at-hope youth living in or attending schools categorized as high-risk by the Kids Hope Alliance Neighborhood Risk Index
- Increased number of at-hope student interns recruited
- Increased number of Mayor's Youth at Work business partners
- Increased graduation rate
- Increased percentage of youth with no behavioral referrals or suspensions
- Increased percentage of youth promoted on time to the next grade
- Increased school attendance
- Increased number of apprenticeships completed
- Increased number of industry-level certifications obtained
- Parent and Youth Survey Participation and Analysis of Results
- Increased college application, scholarship application and Free Application for Federal Student Aids (FAFSA) submissions, overall acceptance and award rates
- Increased post-secondary readiness rates in reading and math
- Increased post high school employment rates

6. Increase Civic Engagement

Impact Strategy:

- Increased number of youth-led service-learning projects centered on civic-mindedness
- Implementation of community-based learning activities that foster multi-generational engagement

Performance Metric:

- Increased number of students actively involved in the Mayor's Young Leaders Advisory Council
- Increased participation in the Mayor's Young Leaders Advisory Council by at-hope youth living in or attending schools categorized as high-risk by the Kids Hope Alliance Neighborhood Risk Index
- Increased number of students actively involved in on-campus extracurricular activities
- Increased number of students involved in civic or nonprofit organizations
- Increased number of student volunteers who complete community service projects
- Parent and Youth Survey Participation and Analysis of Results

Program Design Requirements:

Provide a year-round, after school and summer camp Preteen/Teen Success program, for up to three years, as follows:

- Target freshmen to rising senior, at-hope, students.
- Include required content to include College Readiness, Literacy, Career Readiness, Civic Engagement, and High School Success/Completion
- Consider recommended content may include Financial Literacy, Life Skills, Mentoring, and Leadership.
- Address recommended activities which may include, but are not limited to, evidence-based practices, basic academic skills, ongoing incentives, family engagement, multi-generational engagement, and community-based learning.
- Engage partners (required) which may include faith-based organizations, industry/business, and community organizations.

Implement the program Fall 2011 ATTACHMENT E

SUBMISSION CHECKLIST

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.

_____ One (1) original and three (3) copies should be submitted in three (3) separate and distinct sections (Required Documents, Project Narrative and Budget and Budget Narrative). The response is signed by an officer or employee having authority to legally bind Contractor.

_____ Envelope is sealed and labeled with the company/program name bid # and bid title

_____ One (1) flash drive with PDF files labeled as follows:
Contractor Name - Project Title - Required Documents

Contractor Name - Project Title - Budget and Budget Narrative
Contractor Name - Project Title - Project Narrative

_____ 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

- through Summer 2020 with a possible renewal for up to two more one-year terms in KHA's sole discretion.

Staff Requirements:

- Minimum 25% of Instruction provided by Florida certified high school teacher, with specialization in Math, English, Reading preferred or demonstrated 3-5 years of experience working with at-hope students, with demonstration of student performance post-completion.
- Staff must be trained in Trauma Informed Training (if training is needed, it may be requested and provided by KHA).
- Staff should have the demonstrated capacity to serve the population attending at-hope or Title I middle and high schools within the City of Jacksonville.
- Staff will have a Level 2 Background Screening as a condition of engagement in the Preteen/Teen Success program. 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.

Cultural Responsivity Requirements:

- Staff should be diverse, culturally competent, and reflects the communities that they will serve.

Documentation Requirements:

- Preteen/Teen Success program records must include program roster, name, age, gender, address, school of enrollment, other demographic information, attendance, progress notes, and outcome measures.

Reporting/Data Requirements:

- The SAMIS data system, designed by KHA for reporting Program Units of Service, Participant Demographics, Continuum of Service and Fiscal Reporting, must be used by all contractors. 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.).
- 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.
- 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 and will result in access restrictions and/or potential disciplinary action. 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.
- 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).

- Student ID Numbers - Valid Student ID Numbers as assigned by the Duval County Public School System (DCPS) are required for all participants maintained by the funded Contractor in the KHA designated system. The only exception will be for participants who have never been assigned a Student ID by DCPS. In those cases, the funded Contractor will utilize a unique KHA Identification number as described in Data Manager training and or through their contract manager or SAMIS Help Desk. Participants are not eligible for a KHA Identification number if they are or have ever been enrolled in a DCPS school. It will be the funded Contractor's responsibility to obtain and confirm the validity of all DCPS Student ID numbers as well as input those numbers correctly into the assigned data system on or before the date the 10th of the Month. If the Contractor is notified by KHA that a participant's ID is invalid, the funded Contractor will have 15 business days to correct the student ID in the system. If the Student ID is not corrected within the time frame, the Contractor will be subject to the financial penalties.
- 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:
 - Duval County Public Schools (DCPS) Student ID Number
 - Last name
 - First name
 - Home address (street, city, state, zip)
 - Date of Birth
 - School 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.

- Other Required Data - The funded 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. The following data points will be required for submittal at the conclusion of Preteen-Teen Success program:
 - Nutrition Data - meals and snacks served by data and program site
 - Roster of participants and attendance records.
 - Number of students served.
 - Number of contacts with parents.
 - Number and description of any field trips or guest speakers.
 - List of College Success skills addressed.
 - Continuum of Service data for - Literacy events and improvement, Engagement of families and community, and Access to programs, services and activities,
 - Funded Contractor's staff members involved in the Preteen/Teen Success program: Staff Name, Position, Position Type (FT/PF), Highest level of education/certification, and Years of experience in current role with program.

Protection of Participant Data

- The 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 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.

- Upon termination of the Contract, if requested by KHA and consistent with the retention requirements of Florida’s public records laws, Contractor shall destroy all data or information that contains personal information collected and stored under the Contract. Furthermore, Contractor shall ensure that the destruction of that data or information maintains the confidentiality of the contents of such records (e.g. shredding paper records, erasing and reformatting hard drives, erasing and/or physically destroying any portable electronic devices).

Outcome Requirements

- Participants must attend no less than 80% of the program activities to count as full attendance.
- Students must demonstrate efficacy, confidence, and understanding of program skills under the academic, career, and civic success program.
- Students must show increase in score or confidence in academic achievement (evidence such as grades, tests, etc.).
- Student will complete an academic, career, and civic success Action Plan.
- The Preteen/Teen Success program is encouraged to include milestone achievement celebrations and success ceremonies.
- These outcomes should be explained in the proposal and documented in the deliverables listed below.

Invoice/Payments

- Providers should outline program costs in their proposal and will be reimbursed monthly based on the submission of an invoice with associated monthly costs. An initial 25% advance payment can be provided at the request of the contractor.

Deliverables

Deliverable	Description	Frequency	Report Method	Date Due
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.
Clients Served	Detailed reporting of the number of students served, broken out by demographic information.	Monthly	SAMIS (document repository)	The 10 th of the following month.
Activities	Narrative description of services provided during the program, including response times and outreach methods.	Monthly	SAMIS (document repository)	The 10 th of the following month.
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	Four times each year	SAMIS (document repository)	Last work day in the months of March, June, Sep, and Dec.

	connectivity to identified quantifiable and qualitative outcomes; KHA Essential Services Plan; and KHA Continuum of Service goals.			
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.

ATTACHMENT A

RESPONSE FORMAT

Preteen/Teen Success Afterschool and Summer Programs

To maintain comparability and facilitate the evaluation process, applicants shall organize their proposal in the manner set forth below. The applicant must adhere to the page limits designated below.

Completed applications must be submitted by Wednesday, June 19, 2019 at 2 PM EST. An organization may only submit one application. Deliver applications to:

City of Jacksonville
Procurement Division
Attn: Annette Burney
214 N. Hogan Street, Room 105
Jacksonville, Florida 32202

Applications submitted in response to this RFP must consist of three separate and distinct parts: (1) The Required Documents (2) Project Budget and Budget Narrative; and (3) Project Narrative. An original and three (3) copies should be submitted.

REQUIRED DOCUMENTS - GENERAL INFORMATION

Title Page (one-page limit): Include a) RFP Title and Number, b) Contractor’s full name and address, c) Contractor’s Federal Employer ID Number, d) Duval County Middle and High School(s) included in the application, e) Contractor’s Project Title, and f) Project dates and times for the Preteen/Teen Success program.

Cover Letter (one-page limit): Printed on letterhead, the one-page cover letter should include the following: a) Date of Letter, b) RFP Title and Number, c) Contractor’s full name and contact information including address, e-mail, and telephone number, d) Name(s) of the persons who will be authorized to make representations for the Contractor, their titles, addresses (including email address) and telephone numbers, e) a brief summary of the proposed project with the dollar amount of the request, and f) Signature, printed name, and title of Authorized Representative.

Acknowledgement Statement and Statement of Qualifications (one-page limit which includes signature of authorized representative):

- a) 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.
- b) Include a statement that this project will not supplant current programs or KHA funding.
- c) Include the following information on Minimum Qualifications and other requirements, using the following chart or a similar format to clearly respond with yes or no answers.:

Yes	No	
		The Contractor is a 501(c)(3) non-profit entity organized or qualified to do business in the State of Florida. The Contractor has all licenses and permits required to conduct its business.
<input type="checkbox"/>	<input type="checkbox"/>	The Contractor will serve at-home students in grades 9 – 12, attending at-home or Title I middle and high schools in Duval County in an after school and summer program. Specify which schools will be included: _____

<input type="checkbox"/>	<input type="checkbox"/>	The Contractor has prior experience providing preteen/teen, at-hope, student success programs.
<input type="checkbox"/>	<input type="checkbox"/>	The Contractor employs staff who have been screened using Level 2 background checks (or will be screened prior to start of program) and meet the staff requirements as outlined in this Scope of Services.
		The program supports the following Kids Hope Alliance Continuum of Services Goals:
<input type="checkbox"/>	<input type="checkbox"/>	Improve Literacy for All At-Hope Children and Youth
<input type="checkbox"/>	<input type="checkbox"/>	Improve Family and Community Engagement for All At-Hope Children and Youth
<input type="checkbox"/>	<input type="checkbox"/>	Improve access to KHA programs, services, and activities for at-hope children and youth in all geographic regions of Jacksonville and council districts
<input type="checkbox"/>	<input type="checkbox"/>	Improve Employability and College-Readiness for All At-Hope Children.
		The program supports the following Kids Hope Alliance Preteen and Teen Programming Goals:
<input type="checkbox"/>	<input type="checkbox"/>	Increase Access to and Knowledge of College and Career Opportunities and Strategies for Success
<input type="checkbox"/>	<input type="checkbox"/>	Increase Civic Engagement

Required Forms. Attach all forms signed by an authorized representative. Required forms include:

- 1) Conflict of Interest Certificate.
- 2) Submission Checklist.
- 3) Signed affidavit from Contractor's insurance agent, to include a copy of the completed Certificate of Insurance.
- 4) A copy of the SunBiz page from the Florida Secretary of State's office showing an active registration as a nonprofit entity
- 5) A copy of IRS 501(c)(3) determination letter.
- 6) A copy of the most recent financial audit completed by an independent Florida Certified Public Accountant, including single audit and management reports, if applicable. Smaller agencies (those agencies with annual revenues less than \$100,000) may submit unaudited, compiled financial statements prepared by a CPA or appropriate professional.
- 5) Sample parent permission form.
- 6) List of staff and date of Level 2 background screening or how they meet the DCPS requirements, policies and procedures for fingerprinting and background screening.

PROJECT BUDGET AND BUDGET NARRATIVE (20 POINTS)

Using the Budget/Budget Narrative (Form 1), the budget and budget narrative should be reasonable based on the activities outlined in the project narrative.

1) Budget Form (10 Points)

The total amount of the requested funds will be based on a calculation by the Contractor for their proposed plan. (KHA is not providing an amount per award nor requiring a set number of students to be served per award – it is the responsibility of the Contractor to present a reasonable budget, per student amount, with a justification for their request).

The budget form may not exceed three pages. List budget expenditure under the correct categories on Budget Form 1, check for accuracy of calculations and appropriateness of the amount.

No item should appear in the budget that is not included as part of the project narrative.

Budget restrictions include the following: 1) incidental costs, such as the costs of amusement, awards, social activities, meals and beverages, may not exceed 2% of the budget, 2) equipment or materials that are over \$1,000 must be inventoried and will be returned to the City of Jacksonville after the grant ends, and 3) No funding for capital improvements will be allowed.

The Contractor should list/contribute matching funds, staff, or program materials that will be used for the project. In-kind and financial support of the project is strongly encouraged.

2) *Budget Narrative (10 Points)*

This section of your grant proposal package helps explain and, more importantly, justify the numbers in your proposed budget. The narrative should be designed to rationalize the budget, both in total and in an itemized manner, showing how the amounts requested were calculated. The narrative details must help explain how and where the grant funds will make a positive impact, should the proposal be accepted. The format should be in sentence structure with an explanation of how the funds were calculated.

The budget narrative should explain all sources of contribution toward the project (grant request and matching funds). Priority will be given to organizations that maximize the KHA dollars.

**PROJECT NARRATIVE
(80 POINTS)**

The Project Narrative must demonstrate your capability to implement the project in accordance with the provisions of this RFP. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Project Narrative is limited to 10 single-spaced single-sided 8.5 x 11-inch pages with Times New Roman 12-point text font, and 1-inch margins. Any materials beyond the specified page limit will not be read or considered in the application review process. You must number the Project Narrative beginning with page number 1.

Applicants must use the same section headers identified below for each section of the Project Narrative:

Program Plan and Description

1) *Statement of Need (5 points)*

The applicant must provide the school name(s) and address(es) where the participating students attend and identify the geographic area in which the Preteen/Teen Success project will be located – this includes the Contractor and any partners, if appropriate. Identify and discuss the need of the targeted population in the(se) district(s).

Part of the need statement should be a clear vision for working with at-home preteen/teen students, along with how the Contractor plans to understand the needs of the community and students. The Contractor should also identify any systems already in place and, if applicable, build on existing work before identifying gaps that call for new initiatives. The statement should also include a clear vision for what is needed in terms of academic, career, and civic rationale that is different from what has already been provided in the community or school and/or what gaps in knowledge need to be addressed.

2) *Expected Outcomes and Outputs (10 points)*

All applicants must identify the number of student participants to be served and provide measurable results, or outcomes, that will result from the project and meet the goals stated in the project plan. State the hours of operation, dates of the program, and academic, career, and civic skills that will be targeted

- be very specific. If using a recognized curriculum/program, please list and explain the skills with expected outcomes.

3) Project Design / Implementation Plan (15 points)

Begin this section by stating the project goals.

Include the proposed methods that will be used to address the stated outcomes and outputs and to provide the activities to occur in the Preteen/Teen Success program. Specify how the proposed methods are innovative in Jacksonville and how the community as well as parents will be creatively engaged in the student's success.

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished and includes a timeline for completion of work (Include planning days, a sample timeline of activities, as well as start and ending dates and hours for the program).

Please include details on the curriculum to be used, delivery methods, lunch and snack plans, incentive plans, or any other details of significance to the program. The curriculum should include cultural sensitivity and should be evidence-based models. The program plan should include, but is not limited to, the following:

- Target rising sixth graders to rising senior, at-home, students.
- Include required content: College Readiness, Literacy, Career Readiness, Civic Engagement, and High School Success/Completion
- Consider recommended content which may include Financial Literacy, Life Skills, Mentoring, and Leadership.
- Address recommended activities which may include, but are not limited to, evidence-based practices, basic academic skills, ongoing incentives, family engagement, multi-generational engagement, and community-based learning.
- Engage partners (required) which may include faith-based organizations, industry/business, and community organizations.
- Explain how you and each student will develop, monitor, and measure success with the student's academic, career, and civic success Action Plan.

Organizational and Subject Matter Program Competence

4) Essential Services Goals (13 Points)

Include a description of how the project activities will align with the KHA Essential Services Goals; please be as specific as possible in listing which goals will be addressed and how they will be addressed with the project plans and activities.

5) Evaluation and sustainability (12 Points)

Describe how you will measure success for each of the Preteen/Teen Success program components listed in your project design. Relate the measurements to the Essential Services Performance Measures listed in the RFP Scope of Services section. Describe any culminating events, how participant success will be celebrated, and how the culminating event will showcase the academic, career, and civic learning that was gained over the course of the program. Explain how you will continue the learning or program beyond this grant funding.

Experience and Knowledge

6) Organizational, Administrative, and Fiscal Capacity (13 Points)

Provide information on the Contractor's organization and current mission, structure, staffing, and relevant experience that relate to the Preteen/Teen Success program. Describe how these factors will contribute to the ability of the organization (and partners) to conduct the program requirements and meet program expectations. Discuss the quality of the leadership personnel in relationship to the

program as well as their capacity and qualification for providing the oversight of the plan, including reporting process and who will provide SAMIS information. Include an organizational chart showing the Preteen/Teen Success administration, staff, and students (not the Contractor's organizational chart, but the program's organizational chart).

7) Staff Qualifications (12 Points)

Describe any staff or subcontractors who will be engaged and information on how they will be selected (criteria and process). Provide a description of the staff to be engaged in the Preteen/Teen Success program, their roles and responsibilities, time dedicated to the program, and experience. Include information on staff diversity, cultural competence, and how they reflect the communities that they will serve. Explain how the staff will meet all staff requirements, including required training.

ATTACHMENT B

EVALUATION MATRIX

The application will be scored on the following matrix and the evaluation maximum point count is identified for each section of the Response Format (Attachment A).

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

REQUIRED DOCUMENTS - GENERAL INFORMATION					
All requested information is included	Yes		No		
	Superior	Average	Below Average	Poor	
PROJECT BUDGET AND BUDGET NARRATIVE					
1) <i>Budget Form</i>	10	6-9	3-5	1-2	0
2) <i>Budget Narrative</i>	10	6-9	3-5	1-2	0
PROJECT NARRATIVE:					
Program plan/description	30	11-24	6-10	1-5	0
1) <i>Statement of Need (5 points)</i>					
2) <i>Expected Outcomes and Outputs (10 points)</i>					
3) <i>Project Design / Implementation Plan (10 points)</i>					
Organizational and subject matter program competence	25	11-24	6-10	1-5	0
4) <i>Essential Services Goals (13 points)</i>					
5) <i>Evaluation and sustainability (12 points)</i>					
Experience and knowledge	25	11-24	6-10	1-5	0
6) <i>Organizational, Administrative, and Fiscal Capacity (13 points)</i>					
7) <i>Staff Qualifications (12 points)</i>					
<i>Total Possible</i>	100				

ATTACHMENT E
SUBMISSION CHECKLIST

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, Budget and Budget Narrative, and Project Narrative) should be included and submitted in an application package. One original and three (3) copies should be submitted to:
 - City of Jacksonville
 - Procurement Division
 - Attn: Annette Burney
 - 214 N. Hogan Street, Room 105
 - Jacksonville, Florida 32202
- _____ Required forms are included in Required Documents file.
- _____ Checklist is completed and signed. **Failure to sign this checklist, follow formatting, 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:

GOVERNANCE COMMITTEE: MAY 6, 2019

FINANCE COMMITTEE: MAY 8, 2019

BOARD MEETING DATE: MAY 15, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: MARY TOBIN, ACTING CHIEF EXECUTIVE OFFICER

**RE: YOUTH TRAVEL TRUST FUND APPLICATION: BOYS & GIRLS CLUB OF
NORTHEAST FLORIDA**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve a request to fund Boys' and Girls' Clubs of Northeast Florida, Inc. from the Kids Hope Alliance Youth Travel Trust Fund to assist a participant of the Boys' and Girls' Clubs of NE Florida in attending the state competition of for the Boys' and Girls' Clubs' Youth of the Year, for which he received an invitation to participate in the state competition.
- 2) Authorize the CEO to execute any contract or legal document necessary.

NARRATIVE:

Since 1947, Youth of the Year has been Boys & Girls Clubs of America's premier recognition program, celebrating the extraordinary achievements of Club members. Each year, one exceptional Club member is selected to be the National Youth of the Year. The National Youth of the Year serves as both an exemplary ambassador for Boys' & Girls' Clubs youth and as a strong voice for all of our nation's young people.

The journey to being named National Youth of the Year begins locally and progresses to the state, regional, and national levels. To achieve the title of Youth of the Year on any level, Club members must embody the values of leadership and service; academic excellence; and healthy lifestyles. They should exemplify the critical impact that Boys & Girls Clubs have on the lives of young people.

This year, the state competition was held in Ft. Walton Beach, Florida.

The Boys' & Girls Clubs of NE Florida learned of and applied for a Youth Travel Trust Fund grant subsequent to the KHA Board's April Meeting; travel occurred during April 11 through 13, 2019.

As a community service project, the participant will facilitate a Leadership Workshop for younger members of the Boys & Girls Clubs of NE Florida.

FISCAL IMPACT:

The amount requested for funding is 25% of the total travel cost of \$1,694. The Youth Travel Trust Fund will provide \$ 457.00.

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.

BOARD ACTION ITEM**FINANCE COMMITTEE: MAY 8, 2019****BOARD MEETING DATE: MAY 15, 2019**

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**FROM: MARY TOBIN, ACTING CHIEF EXECUTIVE OFFICER****RE: CRIMINAL JUSTICE MENTAL HEALTH AND SUBSTANCE ABUSE
REINVESTMENT GRANT / MATCH-SUBGRANTEE**

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize approval of a budget amendment that exceeds 10% change within on cost category;
- 2) Authorize the CEO to execute any contract or legal document necessary.

NARRATIVE:

- Managed Access to Child Health, Inc. (MATCH), a sub-grantee of the Kids Hope Alliance contract with the Department of Children and Families, for a program called Criminal Justice Mental Health and Substance Abuse Reinvestment Grant, requests a budget amendment approval to move budget that exceeds 10% in one cost category to another.
- The original budget cost categories and requested changes are reflected below:

**Criminal Justice Reinvestment Grant / MATCH-sub-Grantee
FY 2018-2019
Budget Amendment Request**

	<u>Approved Budget</u>	<u>Amendment Request</u>	<u>Difference</u>	<u>%-Change</u>
Salaries	\$50,000	\$50,000		
Fringe Benefits	\$13,500	\$20,785	\$7,285	11.5%
	<u>\$63,500</u>	<u>\$70,785</u>		
Consultants/ Contractual	\$136,650	\$131,511	(\$5,139)	
Job Coach	\$ 500	\$ 50	(\$ 450)	
Supplies	\$ 120	\$ 120		
Mileage	\$ 350	\$ -0-	(\$ 350)	
Other Supplies	\$ 5,530	\$ 5,880	\$ 350	
Indirect Costs	<u>\$ 22,961</u>	<u>\$ 21,265</u>	<u>(\$1,696)</u>	
	<u>\$ 166,111</u>	<u>\$158,826</u>	<u>(\$7,285)</u>	<u>-4.4%</u>
TOTAL	<u>\$229,611</u>	<u>\$229,611</u>	<u>-0-</u>	

FISCAL IMPACT:

The Health Insurance benefit increased during this program year requiring an amendment to the approved budget line items to authorize a change that exceeds 10%; however, there is no overall fiscal impact.

PROGRAMMATIC IMPACT:

There is no programmatic impact associated with this request.

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

1. Vote to approve
2. Decline to approve

STAFF RECOMMENDATION:

Staff recommends approval.

Criminal Justice Reinvestment Grant
Year 3 - Extension May 1 - October 31, 2017

Description	Budget
Salaries:	
a. Program Coordinator - 1.0 FTE	25,000.00
Benefits:	
FICA	1,912.50
Retirement	2,250.00
Insurance	0.00
Worker Comp	118.00
Unemployment	125.00
Total S&B	29,405.50
Consultants and Subcontracted Services:	
Family Foundations	30,000.00
Daniel	50,000.00
Gateway	25,000.00
Jewish Families	30,000.00
Cener for Children's Rights	5,000.00
Total Consultants and Subcontracted Services:	140,000.00
Treatment Services	50,000.00
Travel & Mileage:	600.00
Telecommunications:	180.00
Indirect Expenses (10%TDC)	22,018.00
Total	242,203.50

EXHIBIT F

11/1/2018

Budget and Budget Narrative

Contract # 9458-10 / Y-2

MATCH/ CJRG

MANAGED ACCESS TO CHILD HEALTH, INC.		Description	Local Cash Match	Grant Funds
SALARIES		Program Coordinator (1-FTE) to oversee and coordinate program activities and manage MOUs / Sub-Agreements with CJRG service providers	\$ 50,000	\$ 50,000
FRINGE BENEFITS	\$ 20,785	Rate 41.57%: consists of FICA and Medicare (7.65%), WC (.47%) Health and Life Insurance (24.4%), Retirement (9%), Unemploy (.26%).		\$ 20,785
CONSULTANTS/ CONTRACTUAL	\$ 121,511	Various Treatment and Collateral Services for Program all participants, directed by the LMHC to include, and not limited to, youth who are not Covered by Insurance. The LMHC ratifies and refers Program participants based on diagnosis; a youth is then enrolled in this Program. Estimated costs \$11,803/ month x 12 months.	\$ 10,000	\$ 131,511
Treatment Services				
Jobs Coach	\$ 50	A Partnering agency to provide the Job Coach services at no cost to the Program. <i>Purpose</i> : to mentor eligible enrollees, identify jobs for participants who have completed job training services; train enrollees to become job-ready, provide tutoring and GED training, coach on basic employment skills, and match participants with job opportunities.		\$ 50
EXPENSES: Supplies	\$ 120	>Mailings and office supplies. \$10 x 12 months = \$120		\$ 120
Other Expenses	\$ 5,880	>Incentives for youth, i.e., tickets for extra curriculum activities; school uniforms based on Program guidelines; etc.		\$ 5,880
INDIRECT COSTS	\$ 21,265	Administrative Costs		\$ 21,265
TOTAL MATCH	\$ 169,611		\$ 60,000	\$ 229,611

BOARD ACTION ITEM**GOVERNANCE COMMITTEE: MAY 6, 2019****FINANCE COMMITTEE: MAY 8, 2019****BOARD MEETING DATE: MAY 15, 2019**

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**FROM: MARY TOBIN, ACTING CHIEF EXECUTIVE OFFICER****RE: GRANT APPLICATION FOR YOUTH ENGAGEMENT IN SPORTS:
 COLLABORATION TO IMPROVE ADOLESCENT PHYSICAL ACTIVITY AND
 NUTRITION**

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize KHA to apply for a grant from the Department of Health and Human Services for Youth Engagement in Sports: Collaboration to Improve Adolescent Physical Activity and Nutrition
- 2) Authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements, and
- 3) Authorize introducing legislation to appropriate the grant funds upon notice of award.

NARRATIVE:

The YES Initiative intends to identify characteristics of effective collaborations that improve physical activity and nutrition via increased sports participation. The target population is racial/ethnic minority and/or socio-economically disadvantaged male and female 6th, 7th and/or 8th graders, particularly those who reside in communities where no or few youth sports programs exist.

Other partners can include but are not limited to: institutions of higher education, local school districts, community and faith-based groups, sports/recreation organizations, public health entities, and community health centers.

The YES Initiative projects will develop and implement sports fitness programs based on successful evidenced-based strategies of youth engagement. Projects are expected to serve and retain a minimum of 130 youth over a two-year YES Initiative period, and encouraged to maximize the number of youth served. Youth recruited, served, and retained over of the course of the intervention should be those who do not meet current physical activity guidelines for children and youth at baseline.

The YES Initiative will result in the following primary outcomes for racial/ethnic minority and socio-economically disadvantaged youth:

- 1) increased participation in physical activity for youth who do not meet current physical activity guidelines at baseline;
- 2) improved physical literacy;
- 3) increased consumption of dark green, orange, and red vegetables and whole fresh fruit and decreased consumption of sugar-sweetened beverages; and
- 4) development of an action plans for ensuring the sustainability of highly successful collaboration strategies.

The YES Initiative is grounded in research reporting that for many youth, especially those from minority populations, participation in team sports has declined. In 2011, youth participation in individual sports and team sports were at 53.2% and 41.5% respectively. In 2016, those numbers were down to 49.8% and 36.9% respectively. The decline in youth participation in sports is amplified by disparities relative to access, especially

for youth in socio-economically disadvantaged areas and girls.

FISCAL IMPACT:

The grant amount is up to \$800,000 (\$400,000 per year for two years) with an option for a third year of funding. No match dollars are required.

GOVERNANCE/PROGRAMMATIC IMPACT:

This program provides for optimization of opportunities for youth in afterschool and nutrition. It matches the Essential Service Plan in the areas of Out-of-School Time.

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.

Framework for Grant Guiding Applications:

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

<u>Requirement Questions:</u>	<u>Staff Response:</u>	<u>KHA Leadership:</u>	<u>Office of General Counsel (as applicable):</u>	<u>Governance Committee Agree or Disagree:</u>
<u>Name of the grant:</u>	Department of Health and Human Services for Youth Engagement in Sports (YES): Collaboration to Improve Adolescent Physical Activity and Nutrition. APPLICATION DUE: May 31, 2019	The YES Initiative will expand youth participation in sports and encourage regular physical activity, especially for youth populations with lower rates of sports participation and communities with limited access to athletic facilities or recreational areas.		Governance Committee Approves.
Does this fall within the Kids Hope Alliance Ordinance?	Yes. Out-of-School Time.	Yes. Out-of-School Time.		Governance Committee Approves.
Does this align with the Essential Services Plan? Which category is this in?	Yes. Out-of-School Time.	Yes. Out-of-School Time.		Governance Committee Approves.
Does this align with the Mission,	Yes.	Yes. A goal of Out of School Time is to improve access to and participation in Out of		Governance Committee Approves.

Title of Grant: Youth Engagement in Sports: Collaboration to Improve Adolescent Physical Activity and Nutrition

<p>Vision, and Purpose?</p>		<p>School Time Programs. The YES Initiative will identify effective collaboration and/or existing community organizations partnerships that aim to improve physical activity and nutrition by increasing sports participation of racial/ethnic minority and/or socio-economically disadvantaged youth, including specifically girls.</p>	
<p>Does this have a significant return on investment?</p>	<p>Yes. The estimated annual health care costs of obesity-related illness are a staggering \$190.2 billion or nearly 21% of annual medical spending in the United States. Childhood obesity alone is responsible for \$14 billion in direct medical costs.¹</p> <p>The annual obesity-attributable medical cost per overweight child has been estimated at \$240 (2012 dollars) for</p>	<p>Award Floor: \$250,000 \$1,800 per child = 139 total Award Ceiling: \$325,000 \$1,800 per child = 181 total</p>	<p>Governance Committee Approves.</p>

¹ <http://www.healthycommunitieshealthyfuture.org/learn-the-facts/economic-costs-of-obesity/>

Title of Grant: Youth Engagement in Sports: Collaboration to Improve Adolescent Physical Activity and Nutrition

<p>Does this address a requirement of an existing grant?</p>	<p>children aged 8 to 13 years and \$320 (2012 dollars) for children aged 14 to 19 years old.²</p> <p>Yes.</p> <ul style="list-style-type: none"> Personal Enrichment objective for 21st CCLC (elementary programs) "improve agility, flexibility, endurance, and/or strength and knowledge of healthy lifestyle choices. Afterschool Meals Program and Summer Food Program grants are committed to decreasing the obesity rate of children and youth. 	<p>Yes.</p> <ul style="list-style-type: none"> BID # ESC-0465-17 4.1.1.4 Physical Activity – Physical activity and nutritious snacks and meals positively impact physical, social, and emotional health and can reverse harmful trends in the health status of children. <p>Kids Hope Alliance (KHA) recognizes that regular physical activity is central to the promotion of wellness and healthy lifestyles and has a positive impact on academic performance, mood, and self-esteem. Yet, less than half (47%) of all Duval middle school participants were sufficiently active less than 60 minutes on five or more days in the previous week to raise their</p>	<p>Governance Committee Approves.</p>
--	--	---	---------------------------------------

² <https://pediatrics.aappublications.org/content/133/5/854>

Title of Grant: Youth Engagement in Sports: Collaboration to Improve Adolescent Physical Activity and Nutrition

		<p>heart rate and make them breathe hard for some of the time. Boys (55%) were much more likely to be physically active than girls (39%). Therefore, KHA requires the inclusion of structured physical fitness activities in all afterschool and summer learning programs. Activities should promote fitness, fun, teamwork, and cooperative play, and most importantly, keep participants moving. The fitness component should include active programming for participants and offer a variety of activities that encourage participants for all skill levels and abilities. Alternatives for rainy days and other flexible activities should be considered as well.</p> <p>The YES Initiative will allow partners to implement nutrition programming that facilitates healthy eating habits and administer baseline and periodic assessments of youth</p>		
--	--	---	--	--

Title of Grant: Youth Engagement in Sports: Collaboration to Improve Adolescent Physical Activity and Nutrition

			participation in sports programming, amount of physical activity, and consumption of dark green, orange, and red vegetables, whole fresh fruit and sugar-sweetened beverages.		
Is this associated with an existing contract or program?	No.		No.		Governance Committee Approves.
How many children will be served/ impacted?	130 youth at minimum for two years.	130 youth at minimum for two years. Award Floor: \$250,000	\$1,800 per child = 139 total		Governance Committee Approves.

Title of Grant: Youth Engagement in Sports: Collaboration to Improve Adolescent Physical Activity and Nutrition

<p>Does this have defined outcomes that improve the lives of children? What are they?</p>	<p>1) increased participation in physical activity for youth who do not meet current physical activity guidelines at baseline; 2) improved physical literacy; 3) increased consumption of dark green, orange, and red vegetables and whole fresh fruit and decreased consumption of sugar-sweetened beverages; and 4) development of an action plans for ensuring the sustainability of highly successful collaboration strategies.</p>	<p>The YES Initiative will increase the social emotional well-being of youth by implementing sports programming that allows for youth of all ability levels to equally participate and does not require “try-outs” or performance-based exclusion of participants. Schedule regular programming that allows for youth to complete at least 60 minutes per day of moderate or vigorous intensity physical activity during programming. Offer practice/play experience that are designed to match the age, ability, developmental needs, and fitness level of the participating youth.</p>	<p>Governance Committee Approves.</p>
<p>Is there Kids Hope Alliance funding (cash or in-kind) required? If so, provide details.</p>	<p>No.</p>	<p>No.</p>	<p>Governance Committee Approves.</p>
<p>Is this in the Kids Hope Alliance budget?</p>	<p>No.</p>	<p>No.</p>	<p>Governance Committee Approves.</p>

Title of Grant: Youth Engagement in Sports: Collaboration to Improve Adolescent Physical Activity and Nutrition

<p>What partners or partnerships are involved?</p>	<p>KHA, Mayor's office, Parks & Rec, Afterschool Programs, DCPS, etc.</p>	<p>Non-profit organizations with a vested interest in engaging youth in physical activity and nutrition.</p>		<p>Governance Committee Approves.</p>
<p>Is any legislation required?</p>	<p>If the grant is won, yes, legislation will be required to appropriate the funding.</p>	<p>Yes, pending award of grant, legislation will be required.</p>		<p>Governance Committee Approves.</p>

Title of Grant: Youth Engagement in Sports: Collaboration to Improve Adolescent Physical Activity and Nutrition

<p>What partners or partnerships are involved?</p>	<p>KHA, Mayor's office, Parks & Rec, Afterschool Programs, DCPS, etc.</p>	<p>Non-profit organizations with a vested interest in engaging youth in physical activity and nutrition.</p>	
<p>Is any legislation required?</p>	<p>If the grant is won, yes, legislation will be required to appropriate the funding.</p>	<p>Yes, pending award of grant, legislation will be required.</p>	

KHA Grants Department: Date: 5-2-19
 Approve: [Signature]

Defer: _____

Disapprove: _____

Chief of Strategic Partnership Signature: [Signature]

KHA Governance Committee Action: Date: 5-6-19

Approve: [Signature]

Defer: [Signature]

Disapprove: _____

Governance Chair Signature: _____


KHA Finance Committee Action: Date: 5.8.19

Approve: [Signature]

Defer: _____

Disapprove: _____

Title of Grant: Youth Engagement in Sports: Collaboration to Improve Adolescent Physical Activity and Nutrition

Finance Chair Signature:  _____

KHA Leadership Signatures: Date: _____

Approve: _____

Defer: _____

Disapprove: _____

CEO Signature: _____

KHA Board Approval: Date: _____

Approve: _____

Defer: _____

Disapprove: _____

Board Chair Signature: _____