



**FINANCE COMMITTEE MEETING  
AGENDA  
Wednesday, March 11<sup>th</sup>, 2020  
9:30 AM - 11:00 AM**

		<u>Page #</u>
1. <b>CALL TO ORDER</b>	Tyra Tutor	
2. <b>APPROVAL OF THE MINUTES</b>	Tyra Tutor	02
3. <b>FINANCE REPORT</b>	April Hart	05
• Financial Report – January 31 <sup>st</sup> , 2020		
4. <b>NEW BUSINESS</b>		
<b>Action Items:</b> <i>(open for public comments prior to vote)</i>		
• Summer Camp Continuation Funding Amendment (Out of School Time)	Kenneth Darity	25
• I'm a Star Foundation No Cost Extension (Juvenile Justice)	Ruth Waters	29
5. <b>DISCUSSION</b>		
• Healthy Families RFP (Special Needs)	Mary Nash	31
6. <b>PUBLIC COMMENTS</b>		
7. <b>ADJOURN</b>		



**FINANCE COMMITTEE MEETING SUMMARY**  
**February 12, 2020**  
**9:30 AM – 11:00 AM**

**Voting Board Member Attendees:**

Tyra Tutor  
Rose Conry  
Kevin Gay

**Staff:**

Donnie Horner, Saralyn Grass, Delores Williams, Travis Williams, Cory Armstrong, Joyce Watson, April Hart, Lenora Wilson, Tyrica Young, Dae Lynn Helm, Kenneth Darity, Katoia Wilkins, and Mari Ganues

**COJ Staff:**

Julia Davis, Office of General Counsel, Mary Staffopoulos, Office of General Counsel

**Guests:**

Leon Baxton, Communities in Schools; Jerome Baltazar, Communities in Schools; Bryan Jones, Communities in Schools; Bob Tedeschi, Boys and Girls Club of NEFL; Kevin Carrico, Boys & Girls Club of NEFL; Kristin Carter, Take Stock; Tammy Morgan, Girls Inc.

**Call to Order**

The Finance Committee Meeting was called to order at 9:38 a.m. by Tyra Tutor, Finance Chair. Ms. Tutor thanked everyone for coming and asked that the action items be moved up on the agenda as committee members, Rose Conry must leave.

**New Business**

**Kenneth Darity introduced Continuation of Funding and Contract for Summer 2020**

If approve the Committee is authorizing KHA to continue funding to the providers listed on the attachment, authorize the CEO to execute contracts, and file legislation with the Jacksonville City Council when necessary. The purpose for the continuation funding is to allow applicants time to prepare, the Board time to review minimum requirements and scope of services. Rose Conry made the motion and Tyra Tutor seconded it. Mrs. Tutor opened the floor for discussion and public comments. Ms. Tutor asked that the action item be changed to reflect CEO instead of acting CEO. With no other comments being heard, Mr. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Kenneth Darity introduced Boys & Girls Club seat transfer request.**

The Committee is asked to authorize the transfer of seats within the same contract to other sites that have a waiting list and authorizing the CEO to execute the contracts. Rose Conry made the motion and Tyra Tutor seconded it. The floor was opened for discussion and public comments. With none being heard, Mrs. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.



**Kenneth Darity introduced Communities in Schools seat transfer request.**

The Committee is asked to authorize the transfer of seats within the same contract to other sites that have a waiting list and authorizing the CEO to execute the contracts. There will be no fiscal impact, and this will help with the waiting list for Communities in Schools program sites. Rose Conry made the motion and Tyra Tutor seconded it. Mrs. Tutor opened the floor for discussion and public comments. With none being heard, Mrs. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Nekita McGruder introduced Douglas Anderson Band Boosters, Youth Travel Trust Fund request.**

Douglas Anderson Band Boosters have been invited to perform at the National Concert Band Festival. This funding will assist fifty-seven students to travel to Indianapolis, Indiana on March 11, 2020 through March 15, 2020. Their community service project to be decided before September 2020. Rose Conry made the motion and Tyra Tutor seconded it. Mrs. Tutor opened the floor for discussion and public comments. Mrs. Tutor asked if any of this funding will be used to cover meals. Staff will find out that information and make sure that no funds will be used for food to be included in the contract. Kevin Gay explained that a running total will be included on each travel trust action item and asked about an available link on the KHA website. With no other comments being heard, Mrs. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Nekita McGruder introduced First Baptist Church of Oakland, Youth Travel Trust Fund request.**

First Baptist Church of Oakland is requesting funding to send twenty students on a spring break college tour on March 8, 2020 through March 14, 2020. Students will tour various colleges and universities in Alabama, Washington, Tennessee and Maryland. Community service project will be decided before September 2020. Rose Conry made the motion and Tyra Tutor seconded it. Mrs. Tutor opened the floor for discussion and public comments. With none being heard, Mrs. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Approval of the minutes**

Mrs. Tutor asked for approval of the December 2, 2019 finance summary. Rose Conry made the motion and Tyra Tutor seconded it. Mrs. Tutor opened the floor for discussion and public comments. With none being heard, Mrs. Tutor asked all in favor of passing the summary signify by the sign of “aye”. All were in favor and the motion was passed.

**Finance Report**

April Hart, Assistant Director of Finance, went over the finance report ending on September 30, 2019 and gave an update on the grants below. Ms. Hart went into more detail on grant items that were highlighted on her report. This consisted of grants that were closing out, renewed or still waiting approval of reimbursements from the grantors.

Afterschool Food Program 2018-2019	Afterschool Food Program 2019-2020
Summer Food Program 2019	Summer Food Program 2020
Wallace Foundation Grant	
21 <sup>st</sup> CCLC Program Impact Grant 2019	21 <sup>st</sup> CCLC Program Impact 2020
21 <sup>st</sup> CCLC Program Team Up Excel 2019	21 <sup>st</sup> CCLC Program Team Up Excel 2020
Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant	
SAMHSA High Fidelity Wrap Around Grant	
SAMHSA Jax System Collaborative Care	
Beaches Community Fund Early Learning Grant	
Youth Travel Trust Fund	



Kids Hope Alliance Trust Fund- Stop the Violence  
Kids Hope Alliance Trust Fund- Mini Grants Program  
Jax Kids Book Club Trust Fund

Mrs. Tutor likes the finance summary and would like to continue to go over the grants during the meeting. Mrs. Tutor asked staff if the auditors would be wrapping up any time soon. There is not a completion date at this time.

**Discussion and Public Comments:**

Dr. Saralyn Grass and Kenneth Darity went over the draft for the Out of School Time RFP. Dr. Grass went over a few highlighted areas contained in the RFP.

- Best Practices
- Benchmarks
- Data collections
- Outcomes, results-based accountability

RFP to reflect whether it will be community based or school based, how do we measure the programs.

Other topics discussed in the RFP were:

Surveys

Program design

College Readiness

Career Readiness

Family Engagement

Quality Assessments

Advance

In kind match or cash match

Units of service

Seat transfer, billing and length of the program

Staff signing authority to move seats within a contract

Evaluators, training and scoring

**Public Comment**

Leon Baxton thanked staff for listening when it came to the structure of the RFP.

**Adjourn**

The meeting was adjourned at 10:54 a.m.



Financial Report  
Period Ending:  
Final January 31, 2020

**KHA**  
**Financial Report Highlights**  
**January 31, 2020**

Financial  
Summary

Reference Below includes grant financial report notes and updates.

E. **21st CCLC: Impact Grant 19-20**

State has not approved budget for grant, as a result Oct-Jan reimbursements have not been received.

F. **21st CCLC: Teamup Excel Grant 19-20**

State has not approved budget for grant, as a result Oct-Jan reimbursements have not been received.

Kids Hope Alliance  
Financial Report Summary  
31-Jan-20

<b>A. All Operating Funds</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 35,111,386	\$ 17,731,506		\$ (17,379,880)
Expenditures	\$ 38,818,586	\$ 8,353,623	\$ 16,924,900	\$ 13,540,063
Total Revenues Less Expenditures	\$ (3,707,200)	\$ 9,377,883	\$ (16,924,900)	\$ (3,839,817)
Reserve-Prior Year Encumbrances	\$ 3,707,200			
Budget Difference	\$ -			

<b>B. After School Food Program Grant 19-20</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 1,517,417	\$ 127,505		\$ (1,389,912)
Expenditures	\$ 1,517,417	\$ 60,945	\$ 631	\$ 1,455,841
Total Revenues Less Expenditures	\$ -	\$ 66,560	\$ (631)	\$ 65,929

<b>C. Healthy Families Grant 19-20</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 2,135,000	\$ 1,439,959		\$ (695,041)
Expenditures	\$ 2,135,000	\$ 984,845	\$ 77,699	\$ 1,072,456
Total Revenues Less Expenditures	\$ -	\$ 455,114	\$ (77,699)	\$ 377,415

<b>D. Wallace Foundation Grant 12-20</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 1,334,465	\$ 1,334,465		\$ -
Expenditures	\$ 1,334,465	\$ 1,288,466	\$ 3,250	\$ 42,749
Total Revenues Less Expenditures	\$ -	\$ 45,999	\$ (3,250)	\$ 42,749

<b>E. 21st CCLC: Impact Grant 19-20</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 383,657	\$ 157,718		\$ (225,939)
Expenditures	\$ 383,657	\$ 83,056	\$ 9,612	\$ 290,989
Total Revenues Less Expenditures	\$ -	\$ 74,662	\$ (9,612)	\$ 65,050

<b>F. 21st CCLC: Teamup Excel Grant 19-20</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 559,999	\$ -		\$ (559,999)
Expenditures	\$ 559,999	\$ 112,834	\$ 6,667	\$ 440,498

Total Revenues Less Expenditures	\$ -	\$ (112,834)	\$ (6,667)	\$ (119,501)
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<b>G. Criminal Justice, Mental Health &amp; Sub Abuse Reinvestment 19-20</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 460,000	\$ 60,000		\$ (400,000)
Expenditures	\$ 460,000	\$ 27,387	\$ 400,875	\$ 31,738
Total Revenues Less Expenditures	\$ -	\$ 32,613	\$ (400,875)	\$ (368,262)

<b>H. SAMHSA-High Fidelity Wrap Around Grant 18-20</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 1,689,725	\$ 964,939		\$ (724,786)
Expenditures	\$ 1,689,725	\$ 1,057,848	\$ 596,276	\$ 35,601
Total Revenues Less Expenditures	\$ -	\$ (92,909)	\$ (596,276)	\$ (689,185)

<b>I. SAMHSA-Jax System Collaborative Care Grant 19-20</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 1,000,000	\$ -		\$ (1,000,000)
Expenditures	\$ 1,000,000	\$ 65	\$ 1,000,000	\$ (65)
Total Revenues Less Expenditures	\$ -	\$ (65)	\$ (1,000,000)	\$ (1,000,065)

<b>J. Youth Travel Trust Fund</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 90,794	\$ 90,794		\$ -
Expenditures	\$ 90,794	\$ 29,316	\$ 1,983	\$ 59,495
Total Revenues Less Expenditures	\$ -	\$ 61,478	\$ (1,983)	\$ 59,495

<b>K. Stop the Violence Trust Fund</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 580,416	\$ 480,416		\$ (100,000)
Expenditures	\$ 580,416	\$ 284,547	\$ 94,997	\$ 200,872
Total Revenues Less Expenditures	\$ -	\$ 195,869	\$ (94,997)	\$ 100,872

<b>L. Mini Grants Trust Fund</b>				
Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 857,688	\$ 863,169		\$ 5,481
Expenditures	\$ 1,020,112	\$ 900,190		\$ 119,922
Total Revenues Less Expenditures	\$ (162,424)	\$ (37,021)	\$ -	\$ 125,403



<b>Jax Kids Book Club Trust Fund</b> Detailed report found in financial report packet	Current Budget	Actual YTD	Encumbrances	Remaining Budget
Revenue	\$ 236,789	\$ 236,789		\$ -
Expenditures	\$ 236,789	\$ 208,008	\$ 10	\$ 28,771
Total Revenues Less Expenditures	\$ -	\$ 28,781	\$ (10)	\$ 28,771

**KIDS HOPE ALLIANCE**  
**Combined City Fund, Grants & Trust Funds**  
**Period: City Fiscal Year and Varying Grant Periods**  
**January 31, 2020**

	Current Budget	City Funds	AfterSchool FY20	Healthy Families FY19	Wallace	Mental Health FY20	21st Impact FY20	21st Teamup Excel FY20	Criminal Justice Reinvestment FY20	SAMHSA High Fidelity FY19	SAMHSA Jax System Collaborative Care FY20	Youth Travel Trust	KHA Stop the Violence	KHA Mini Grants	Book Club	Total	Total Encumbered	Remaining Budget
<b>REVENUES:</b>																		
Intergovernmental Revenue	5,931,580		127,505	399,459			-	-		818,939	-					1,345,903		(4,585,677)
Contributions from Private Sources	1,848,249				915,000											1,853,730		5,481
Contributions from Other Funds	1,778,477			1,040,500	419,465	60,000	157,718	-	60,000							1,737,683		(40,794)
Department of Children & Families	400,000															-		(400,000)
Intrafund Transfer	868,868									146,000						146,000		(722,868)
Revenue Fwd from Prior Year Funding	-															-		-
Earnings on Investment	96,219	73,050														75,470		(20,749)
Rental of City Facilities	40,920	13,640														13,640		(27,280)
Gain/Loss	2,420	-														-		(2,420)
Miscellaneous	-	-														-		-
Contributions from General Fund	34,658,863	17,329,432														17,329,432		(17,329,431)
Debt & Other ERP CleanUp	490															490		-
NC Transfers	331,250	315,384											15,866			331,250		-
<b>Total Revenues</b>	<b>45,957,336</b>	<b>17,731,507</b>	<b>127,505</b>	<b>1,439,959</b>	<b>1,334,465</b>	<b>60,000</b>	<b>157,718</b>	<b>-</b>	<b>60,000</b>	<b>964,939</b>	<b>-</b>	<b>-</b>	<b>15,866</b>	<b>704,851</b>	<b>236,789</b>	<b>22,833,108</b>	<b>-</b>	<b>(23,123,738)</b>
<b>EXPENDITURES:</b>																		
Salaries - Permanent and Probationary	3,538,692	831,021	39,349	82,359	302,188		17,413	19,983		71,863						1,364,176		2,174,516
Salaries - Part Time	1,460,643	38,141	7,586	-	16,965		55,148	84,110								201,950		1,258,693
Employee Benefits	1,265,214	295,137	10,855	33,641	119,249		6,428	6,241		29,715				49		501,315		763,899
After-School Team Up & SL - Food Cost	1,285,630	-	-	-	-		-	-		-				-		-		1,285,630
Summer Lunch - Food Cost	-	-	-	-	-		-	-		-				-		-		-
Trust Fund Authority	954,869	-	-	-	-		-	-		-			11,248	819,081		830,329	3,752	120,788
Internal Service Charges	958,830	229,134	2,387	20,677	1,075					4,810	65			9		258,157		700,673
Other Operating Expenses	2,430,494	253,721	768	11,850	791,011	102	4,067	2,500		4,011				207,319		1,275,349	358,027	797,118
Food	1,000	-	-	-	-		-	-		-				680		680		320
Grants and Aids	35,713,003	5,372,283	-	829,124	-	27,285			27,285	947,449	-	29,316	273,299			7,506,041	18,755,121	9,451,841
Indirect Costs	84,040	-	-	7,194	52,926					-				6,060		66,180		17,860
Capital Outlay	13,154	-	-	-	5,052					-						5,052		8,102
Transfers	1,883,404	1,334,186	-	-	-					-				75,000		1,409,186		474,218
Administrative Support	4,202								102									
Reserves	233,784	-	-	-	-					-						-		233,784
<b>Total Expenditures</b>	<b>49,826,959</b>	<b>8,353,623</b>	<b>60,945</b>	<b>984,845</b>	<b>1,288,466</b>	<b>27,387</b>	<b>83,056</b>	<b>112,834</b>	<b>27,387</b>	<b>1,057,848</b>	<b>65</b>	<b>29,316</b>	<b>284,547</b>	<b>900,190</b>	<b>208,008</b>	<b>13,418,415</b>	<b>19,116,900</b>	<b>17,287,442</b>
<b>Total Revenues Less Expenditures</b>	<b>(3,869,623)</b>	<b>9,377,884</b>	<b>66,560</b>	<b>455,114</b>	<b>45,999</b>	<b>32,613</b>	<b>74,662</b>	<b>(112,834)</b>	<b>32,613</b>	<b>(92,909)</b>	<b>(65)</b>	<b>(29,316)</b>	<b>(268,681)</b>	<b>(195,339)</b>	<b>28,781</b>	<b>9,414,693</b>	<b>(19,116,900)</b>	<b>(5,836,296)</b>
Reserve - Prior Year Encumbrances	3,707,200																	
Budget Difference																		(162,423)

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

**KIDS HOPE ALLIANCE**  
**All Operating Fund Indexes**  
**January 31, 2020**

	<b>Original Budget</b>	<b>Current Budget</b>	<b>Actual Year to Date</b>	<b>Encumbered Year to Date</b>	<b>Remaining Budget</b>
<b>REVENUES:</b>					
Earnings on Investment	96,219	96,219	73,050	-	(23,169)
Rental of City Facilities	40,920	40,920	13,640	-	(27,280)
NC Transfers	315,384	315,384	315,384	-	-
Contributions from General Fund	34,658,863	34,658,863	17,329,432	-	(17,329,431)
<b>Total Revenues</b>	<b>\$ 35,111,386</b>	<b>\$ 35,111,386</b>	<b>\$ 17,731,506</b>	<b>\$ -</b>	<b>\$ (17,379,880)</b>
<b>EXPENDITURES:</b>					
Salaries - Permanent and Probationary	\$ 2,758,092	\$ 2,758,092	\$ 831,021	\$ -	\$ 1,927,071
Salaries - Part Time	870,521	870,521	38,141	-	832,380
Employee Benefits	969,263	969,263	295,137	-	674,126
Internal Service Charges	892,254	893,696	229,134	-	664,562
Other Operating Expenses	644,797	996,965	253,721	336,204	407,040
Capital Outlay	1	1	-	-	1
Grants and Aids	28,278,554	30,287,860	5,372,283	16,588,696	8,326,881
Transfers	697,904	1,808,404	1,334,186	-	474,218
Reserves	-	233,784	-	-	233,784
<b>Total Expenditures</b>	<b>\$ 35,111,386</b>	<b>\$ 38,818,586</b>	<b>\$ 8,353,623</b>	<b>\$ 16,924,900</b>	<b>\$ 13,540,063</b>
<b>Total Revenues Less Expend.</b>	<b>\$ -</b>	<b>\$ (3,707,200)</b>	<b>\$ 9,377,883</b>	<b>\$ (16,924,900)</b>	<b>\$ (3,839,817)</b>
Reserve - Prior Year Encumbrances		3,707,200			
Budget Difference		(0.00)			

Additional Information:

**Kids Hope Alliance**  
**Operating Fund - Expenditure Detail**  
**January 31, 2020**

	Original Budget	Current Budget	Expenditures Year-to-Date	Encumbered Year-to-Date	Remaining Budget
<b>EXPENDITURES</b>					
<b>REGULAR SALARIES AND WAGES:</b>					
Permanent and Probationary Salaries	\$ 2,817,262	\$ 2,817,262	\$ 823,995	\$ -	\$ 1,993,267
Terminal Leave	\$ -	\$ -	\$ 110	\$ -	\$ (110)
Salaries Part Time	\$ 870,521	\$ 870,521	\$ 38,141	\$ -	\$ 832,380
Salaries/Benefits Lapse	\$ (82,205)	\$ (82,205)	\$ -	\$ -	\$ (82,205)
Overtime	\$ -	\$ -	\$ 157	\$ -	\$ (157)
Leave Rollback/Sellback	\$ -	\$ -	\$ -	\$ -	\$ -
Special Pay	\$ 23,035	\$ 23,035	\$ 6,759	\$ -	\$ 16,276
Lump Sum Payment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>BENEFITS:</b>					
FICA & Medicare	\$ 52,764	\$ 52,764	\$ 12,225	\$ -	\$ 40,539
Pension, Unfunded Liability & Disability & FRS Pension	\$ 400,794	\$ 400,794	\$ 128,018	\$ -	\$ 272,776
GEPP Define Contribution Pension	\$ 169,914	\$ 169,914	\$ 45,215	\$ -	\$ 124,699
Dental, Life & Health Insurance	\$ 330,704	\$ 330,704	\$ 104,340	\$ -	\$ 226,364
Worker's Compensation	\$ 15,087	\$ 15,087	\$ 5,029	\$ -	\$ 10,058
Unemployment Insurance	\$ -	\$ -	\$ 310	\$ -	\$ (310)
<b>PROFESSIONAL SERVICES:</b>					
Professional Services (Incl. 3rd party evaluator)	\$ 305,718	\$ 580,260	\$ 116,334	\$ 250,565	\$ 213,361
Background Checks/DR	\$ 23,011	\$ 23,011	\$ 888	\$ -	\$ 22,123
<b>OTHER CONTRACTUAL SERVICES:</b>					
Contractual Services	\$ 6,030	\$ 10,254	\$ 4,224	\$ -	\$ 6,030
Training Workshops	\$ 7,799	\$ 6,649	\$ -	\$ 800	\$ 5,849
<b>TRAVEL AND PER DIEM:</b>					
Travel Expenses (Out of County)	\$ 21,877	\$ 21,877	\$ 8,685	\$ -	\$ 13,192
Local Mileage & Parking & Tolls	\$ 22,000	\$ 22,000	\$ 1,402	\$ -	\$ 20,598
<b>INTERNAL SERVICE CHARGES</b>					
ITD Allocations	\$ 418,997	\$ 420,439	\$ 103,436	\$ -	\$ 317,003
OGC Legal - IS Allocation	\$ 112,991	\$ 112,991	\$ 17,669	\$ -	\$ 95,322
Copier Consolidation & Copy Center - IS Allocation	\$ 50,329	\$ 50,329	\$ 6,542	\$ -	\$ 43,787
FLEET - Van Maintenance	\$ 5,281	\$ 5,281	\$ -	\$ -	\$ 5,281
Mailroom - IS Allocation	\$ 195	\$ 195	\$ -	\$ -	\$ 195
Utilities Allocation - Public Works - IS Allocation	\$ 120,691	\$ 120,691	\$ 40,230	\$ -	\$ 80,461
Building Maintenance - City Wide - IS Allocation	\$ 117,819	\$ 117,819	\$ 39,273	\$ -	\$ 78,546
Guard Service & ADT - IS Allocation	\$ 65,951	\$ 65,951	\$ 21,984	\$ -	\$ 43,967
Ergonomic Assessment	\$ -	\$ -	\$ -	\$ -	\$ -
<b>RENTAL AND LEASES:</b>					
Rentals & Other Rent	\$ 1	\$ 1	\$ -	\$ -	\$ 1
Rentals (Land & Buildings)	\$ -	\$ -	\$ 696	\$ -	\$ (696)
<b>INSURANCE:</b>					
General Liability & Miscellaneous Insurance	\$ 30,318	\$ 30,318	\$ 19,865	\$ -	\$ 10,453
<b>REPAIRS AND MAINTENANCE SERVICE:</b>					
Repairs and Maintenance	\$ 2,000	\$ 2,000	\$ 1,999	\$ -	\$ 1
Hardware/Software Maintenance or Licensing Agreement	\$ 40,000	\$ 44,384	\$ -	\$ 39,111	\$ 5,273
<b>PRINTING AND BINDING/PROMOTIONAL ACTIVITIES:</b>					
Printing and Binding	\$ 1	\$ 1	\$ -	\$ -	\$ 1
Advertising and Promotion	\$ 20,927	\$ 20,927	\$ 10,900	\$ 3,046	\$ 6,981
<b>OTHER CURRENT CHARGES AND OBLIGATIONS:</b>					
Miscellaneous Services and Charges	\$ 1,750	\$ 1,750	\$ -	\$ -	\$ 1,750
Stipends	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
Welfare - Burials	\$ 21,366	\$ 35,512	\$ 18,810	\$ 16,702	\$ -
<b>OFFICE AND OPERATING SUPPLIES:</b>					
Postage	\$ 400	\$ 500	\$ 50	\$ -	\$ 450
Office Supplies	\$ 14,400	\$ 14,400	\$ 4,484	\$ 886	\$ 9,030
Food	\$ 8,975	\$ 8,975	\$ 1,504	\$ 48	\$ 7,423
Furniture and Equipment under \$1,000	\$ -	\$ 7,506	\$ 7,218	\$ 288	\$ -
Other Operating Supplies (Incl. Literacy supplies/books)	\$ 43,867	\$ 39,837	\$ 3,155	\$ 5,170	\$ 31,512
Software. Computer Items Under \$1,000	\$ -	\$ 22,385	\$ 7,676	\$ 15,104	\$ (395)
Employee Training	\$ 8,798	\$ 9,948	\$ 4,159	\$ -	\$ 5,789
Dues, Subscriptions	\$ 60,559	\$ 60,559	\$ 17,595	\$ -	\$ 42,964
Office Furniture	\$ -	\$ 28,911	\$ 24,077	\$ 4,484	\$ 350
Computer Equipment	\$ 1	\$ 1	\$ -	\$ -	\$ 1
<b>AIDS TO PRIVATE ORGANIZATIONS:</b>					
Subsidies/Contributions (Agencies & Match \$\$)	\$ 28,278,554	\$ 30,287,860	\$ 5,372,283	\$ 16,588,696	\$ 8,326,881
<b>INTRAFUND TRANSFERS</b>					
Interfund Transfer - Debt Service Interest	\$ 206,904	\$ 206,904	\$ 48,436	\$ -	\$ 158,468
Interfund Transfer - Debt Service Principle	\$ 241,000	\$ 241,000	\$ 60,250	\$ -	\$ 180,750
Interfund Transfers Out	\$ 250,000	\$ 250,000	\$ 125,000	\$ -	\$ 125,000
Intrafund Transfers Out (HF, SAMHSA & Nutrition)	\$ -	\$ 1,110,500	\$ 1,100,500	\$ -	\$ 10,000
Reserves	\$ -	\$ 233,784	\$ -	\$ -	\$ 233,784
<b>TOTAL OPERATING FUND INDEXES</b>	<b>\$ 35,111,386</b>	<b>\$ 38,818,586</b>	<b>\$ 8,353,623</b>	<b>\$ 16,924,900</b>	<b>\$ 13,540,063</b>

## KIDS HOPE ALLIANCE

### After-School Food Program Grant

Grant Period: October 1, 2019 to September 30, 2020

January 31, 2020

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<b><u>REVENUES:</u></b>				
Intergovernmental Revenue	\$ 1,507,417	\$ 127,505	\$ -	\$ (1,379,912)
Contributions from Other Funds	10,000	-	-	(10,000)
<b>Total Revenues</b>	<b>\$ 1,517,417</b>	<b>\$ 127,505</b>	<b>\$ -</b>	<b>\$ (1,389,912)</b>
<b><u>EXPENDITURES:</u></b>				
Salaries - Permanent and Probationary	\$ 105,041	\$ 39,349	\$ -	\$ 65,692
Salaries - Part Time	9,240	7,586	-	1,654
Employee Benefits	34,537	10,855	-	23,682
After-School Team Up - Food/Food Transp	1,285,630	-	-	1,285,630
Internal Service Charges	7,581	2,387	-	5,194
Other Operating Expenses	65,022	768	631	63,623
Capital Outlay	2,493	-	-	2,493
Indirect Costs	7,873	\$ -	-	7,873
<b>Total Expenditures</b>	<b>\$ 1,517,417</b>	<b>\$ 60,945</b>	<b>\$ 631</b>	<b>\$ 1,455,841</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ 66,560</b>	<b>\$ (631)</b>	<b>\$ 65,929</b>

Purpose of Grant:

Provide snacks and suppers to children in afterschool programs.

Additional Information:

**KIDS HOPE ALLIANCE**

**Healthy Families Grant**

**Grant Period: July 1, 2019 to June 30, 2020**

**January 31, 2020**

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	<b>Current Budget</b>	<b>Actual Year to Date</b>	<b>Encumbered Year to Date</b>	<b>Remaining Budget</b>
<b>REVENUES:</b>				
Intergovernmental Revenue	\$ 1,094,500	\$ 399,459	\$ -	\$ (695,041)
Contributions from Other Funds	1,040,500	1,040,500	-	-
<b>Total Revenues</b>	<b>\$ 2,135,000</b>	<b>\$ 1,439,959</b>	<b>\$ -</b>	<b>\$ (695,041)</b>
<b>EXPENDITURES:</b>				
Salaries - Permanent and Probationary	\$ 148,935	\$ 82,359	\$ -	\$ 66,576
Salaries - Part Time	1	-	-	1
Employee Benefits	62,442	33,641	-	28,801
Internal Service Charges	49,501	20,677	-	28,824
Other Operating Expenses	57,079	11,850	1,653	43,576
Capital Outlay	3,500	-	-	3,500
Grants and Aids	1,797,914	829,124	76,046	892,744
Indirect Costs	15,628	7,194	-	8,434
<b>Total Expenditures</b>	<b>\$ 2,135,000</b>	<b>\$ 984,845</b>	<b>\$ 77,699</b>	<b>\$ 1,072,456</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ 455,114</b>	<b>\$ (77,699)</b>	<b>\$ 377,415</b>

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, 2020**

**January 31, 2020**

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	<b>Current Budget</b>	<b>Actual Life to Date</b>	<b>Encumbered</b>	<b>Remaining Budget</b>
<b><u>REVENUES:</u></b>				
Contributions from Private Sources	\$ 915,000	\$ 915,000	\$ -	\$ -
Contributions from Other Funds	419,465	419,465	-	-
<b>Total Revenues</b>	<b>\$ 1,334,465</b>	<b>\$ 1,334,465</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES:</u></b>				
Salaries - Permanent and Probationary	\$ 302,188	\$ 302,188	\$ -	\$ -
Salaries - Part Time	46,324	16,965	-	29,359
Employee Benefits	119,675	119,249	-	426
Internal Service Charges	4,552	1,075	-	3,477
Other Operating Expenses	802,195	791,011	3,250	7,934
Capital Outlay	5,052	5,052	-	-
Indirect Costs	54,479	52,926	-	1,553
<b>Total Expenditures</b>	<b>\$ 1,334,465</b>	<b>\$ 1,288,466</b>	<b>\$ 3,250</b>	<b>\$ 42,749</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ 45,999</b>	<b>\$ (3,250)</b>	<b>\$ 42,749</b>

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.

Transfer Directive processed in February 2020 that realigned budgeted expenses in order to expend remaining funds in the grant.

**KIDS HOPE ALLIANCE**

**21st CCLC Program - Impact Grant**

**Grant Period: October 1, 2019 to September 30, 2020**

**January 31, 2020**

	<b>Current Budget</b>	<b>Actual Year to Date</b>	<b>Encumbered Year to Date</b>	<b>Remaining Budget</b>
<b><u>REVENUES:</u></b>				
Intergovernmental Revenue	\$ 225,939	\$ -	\$ -	\$ (225,939)
Contributions from Other Funds	157,718	157,718	-	-
<b>Total Revenues</b>	<b>\$ 383,657</b>	<b>\$ 157,718</b>	<b>\$ -</b>	<b>\$ (225,939)</b>
<b><u>EXPENDITURES:</u></b>				
Salaries - Permanent and Probationary	\$ 48,633	\$ 17,413	\$ -	\$ 31,220
Salaries - Part Time	198,223	55,148	-	143,075
Employee Benefits	18,254	6,428	-	11,826
Internal Service Charges	-	-	-	-
Other Operating Expenses	117,539	4,067	9,612	103,860
Capital Outlay	1,008	-	-	1,008
Indirect Costs	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 383,657</b>	<b>\$ 83,056</b>	<b>\$ 9,612</b>	<b>\$ 290,989</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ 74,662</b>	<b>\$ (9,612)</b>	<b>\$ 65,050</b>

Purpose of Grant:

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

Additional Information:

Programs are City operated.

Reimbursements for Oct-Jan still awaiting to be received pending State budget approval.



**KIDS HOPE ALLIANCE**

**21st CCLC Program - Teamup Excel**

**Grant Period: September 1, 2019 to September 30, 2020**

**January 31, 2020**

	<b>Current Budget</b>	<b>Actual Year to Date</b>	<b>Encumbered Year to Date</b>	<b>Remaining Budget</b>
<b><u>REVENUES:</u></b>				
Intergovernmental Revenue	\$ 559,999	\$ -	\$ -	\$ (559,999)
Contributions from Other Funds	-	-	-	-
<b>Total Revenues</b>	<b>\$ 559,999</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (559,999)</b>
<b><u>EXPENDITURES:</u></b>				
Salaries - Permanent and Probationary	\$ 92,308	\$ 19,983	\$ -	\$ 72,325
Salaries - Part Time	336,334	84,110		252,224
Employee Benefits	28,797	6,241	-	22,556
Internal Service Charges	-	-	-	-
Other Operating Expenses	102,560	2,500	6,667	93,393
Capital Outlay	-	-	-	-
Indirect Costs	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 559,999</b>	<b>\$ 112,834</b>	<b>\$ 6,667</b>	<b>\$ 440,498</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ (112,834)</b>	<b>\$ (6,667)</b>	<b>\$ (119,501)</b>

Purpose of Grant:

Provide afterschool program at Cedar Hills and Gregory Drive

Additional Information:

Programs are City operated.

Reimbursements for Oct-Jan still awaiting to be received pending State budget approval.

## KIDS HOPE ALLIANCE

### Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant

Grant Period: November 1, 2019 to October 31, 2020

January 31, 2020

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<b><u>REVENUES:</u></b>				
Department of Children & Families	\$ 400,000	\$ -	\$ -	\$ (400,000)
Contributions from Other Funds	60,000	60,000	-	-
Revenue Fwd from Prior Year Funding	-	-	-	-
<b>Total Revenues</b>	<b>\$ 460,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ (400,000)</b>
<b><u>EXPENDITURES:</u></b>				
Salaries Part Time	\$ -	\$ -	\$ -	\$ -
Other Operating Expenses	27,637	-	-	27,637
Internal Service Charges	1	-	-	1
Capital Outlay	-	-	-	-
Grants and Aids	428,160	27,285	400,875	-
Administrative Support	4,202	102	-	4,100
<b>Total Expenditures</b>	<b>\$ 460,000</b>	<b>\$ 27,387</b>	<b>\$ 400,875</b>	<b>\$ 31,738</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ 32,613</b>	<b>\$ (400,875)</b>	<b>\$ (368,262)</b>

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 third year of a three year grant.

**KIDS HOPE ALLIANCE**

**SAMHSA - High Fidelity Wrap Around Grant**

**Grant Period: September 30, 2018 to September 29, 2020**

**January 31, 2020**

	<b>Current Budget</b>	<b>Actual Year to Date</b>	<b>Encumbered Year to Date</b>	<b>Remaining Budget</b>
<b><u>REVENUES:</u></b>				
Intergovernmental Revenue	\$ 1,543,725	\$ 818,939	\$ -	\$ (724,786)
Intrafund Transfer	146,000	146,000	-	-
<b>Total Revenues</b>	<b>\$ 1,689,725</b>	<b>\$ 964,939</b>	<b>\$ -</b>	<b>\$ (724,786)</b>
<b><u>EXPENDITURES:</u></b>				
Salaries - Permanent and Probationary	\$ 83,495	\$ 71,863	\$ -	\$ 11,632
Employee Benefits	32,246	29,715	-	2,531
Internal Service Charges	2,500	4,810	-	(2,310)
Other Operating Expenses	26,659	4,011	-	22,648
Capital Outlay	1,100	-	-	1,100
Grants and Aids	1,543,725	947,449	596,276	-
Indirect Costs	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,689,725</b>	<b>\$ 1,057,848</b>	<b>\$ 596,276</b>	<b>\$ 35,601</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ (92,909)</b>	<b>\$ (596,276)</b>	<b>\$ (689,185)</b>

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 grant; received "no cost" extension for another year through September 30, 2020.

**KIDS HOPE ALLIANCE**

**SAMHSA - Jax System Collaborative Care**

**Grant Period: September 30, 2019 to September 29, 2020**

**January 31, 2020**

	<b>Current Budget</b>	<b>Actual Year to Date</b>	<b>Encumbered Year to Date</b>	<b>Remaining Budget</b>
<b><u>REVENUES:</u></b>				
Intergovernmental Revenue	\$ 1,000,000	\$ -	\$ -	\$ (1,000,000)
	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,000,000)</b>
<b><u>EXPENDITURES:</u></b>				
Internal Service Charges	-	65	-	(65)
Grants and Aids	1,000,000	-	1,000,000	-
<b>Total Expenditures</b>	<b>\$ 1,000,000</b>	<b>\$ 65</b>	<b>\$ 1,000,000</b>	<b>\$ (65)</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ (65)</b>	<b>\$ (1,000,000)</b>	<b>\$ (1,000,065)</b>

Purpose of Grant:

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

Additional Information:

**KIDS HOPE ALLIANCE**  
**Youth Travel Trust Fund**  
**January 31, 2020**

	<u>Original Budget</u>	<u>Current Budget</u>	<u>Actual Year to Date</u>	<u>Encumbered Year to Date</u>	<u>Remaining Budget</u>
<b><u>REVENUES:</u></b>					
Transfer from Other Funds	\$ 50,000	\$ 90,794	\$ 90,794	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 90,794</b>	<b>\$ 90,794</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES:</u></b>					
Grants and Aids	\$ 50,000	\$ 90,794	\$ 29,316	\$ 1,983	\$ 59,495
<b>Total Expenditures</b>	<b>\$ 50,000</b>	<b>\$ 90,794</b>	<b>\$ 29,316</b>	<b>\$ 1,983</b>	<b>\$ 59,495</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,478</b>	<b>\$ (1,983)</b>	<b>\$ 59,495</b>

Purpose of Program:

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

Additional information:

Prior year balance in the amount of \$11,996 was carried over to the 19/20 fiscal year for this fund.

# KIDS HOPE ALLIANCE

## Kids Hope Alliance Trust Fund - Stop the Violence

January 31, 2020

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	<u>Current Budget</u>	<u>Actual Life to Date</u>	<u>Encumbered</u>	<u>Remaining Budget</u>
<b><u>REVENUES:</u></b>				
Interfund Transfer In	\$ 564,550	\$ 464,550	\$ -	\$ (100,000)
NC-Transfers	15,866	15,866	-	-
<b>Total Revenues</b>	<b>\$ 580,416</b>	<b>\$ 480,416</b>	<b>\$ -</b>	<b>\$ (100,000)</b>
<b><u>EXPENDITURES:</u></b>				
Trust Fund Authority	\$ 15,866	\$ 11,248	\$ 3,752	\$ 866
Grants and Aids	564,550	273,299	91,245	200,006
<b>Total Expenditures</b>	<b>\$ 580,416</b>	<b>\$ 284,547</b>	<b>\$ 94,997</b>	<b>\$ 200,872</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ 195,869</b>	<b>\$ (94,997)</b>	<b>\$ 100,872</b>

Purpose of Program:

Approved in FY18-19 budget for grants up to \$10,000 to be awarded to address youth violence in the community.

Additional information:

# KIDS HOPE ALLIANCE

## Kids Hope Alliance Trust Fund - Mini Grants Program

January 31, 2020

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	<b>Current Budget</b>	<b>Actual Life to Date</b>	<b>Encumbered</b>	<b>Remaining Budget</b>
<b><u>REVENUES:</u></b>				
Gain/Loss	\$ 2,420	\$ 2,420	\$ -	\$ -
Contributions from Private Sources	696,460	701,941	-	5,481
Interfund Transfer In	158,318	158,318	-	-
Debt & Other ERP CleanUp	490	490	-	-
<b>Total Revenues</b>	<b>\$ 857,688</b>	<b>\$ 863,169</b>	<b>\$ -</b>	<b>\$ 5,481</b>
<b><u>EXPENDITURES:</u></b>				
Other Operating Expenses	\$ 49	\$ 49	\$ -	\$ -
Trust Fund Authority	939,003	819,081	-	119,922
Interfund Transfer Out	75,000	75,000	-	-
Indirect Cost	6,060	6,060	-	-
<b>Total Expenditures</b>	<b>\$ 1,020,112</b>	<b>\$ 900,190</b>	<b>\$ -</b>	<b>\$ 119,922</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ (162,424)</b>	<b>\$ (37,021)</b>	<b>\$ -</b>	<b>\$ 125,403</b>

Purpose of Program:

Mini Grants up to \$25,000 per KHA Trust Sec 111.850 Part A

**KIDS HOPE ALLIANCE**  
**Jax Kids Book Club Trust Fund**  
**January 31, 2020**

	<b>Current Budget</b>	<b>Actual Life to Date</b>	<b>Encumbered</b>	<b>Remaining Budget</b>
<b><u>REVENUES:</u></b>				
Contributions from Private Sources	\$ 236,789	\$ 236,789	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 236,789</b>	<b>\$ 236,789</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>EXPENDITURES:</u></b>				
Operating Expenses	\$ 234,789	\$ 207,319	\$ 10	\$ 27,460
Food	1,000	680	-	320
Internal Service Charges	1,000	9	-	991
<b>Total Expenditures</b>	<b>\$ 236,789</b>	<b>\$ 208,008</b>	<b>\$ 10</b>	<b>\$ 28,771</b>
<b>Total Revenues Less Expenditures</b>	<b>\$ -</b>	<b>\$ 28,781</b>	<b>\$ (10)</b>	<b>\$ 28,771</b>

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



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**BOARD ACTION ITEM: AMENDMENT TO CONTINUATION OF FUNDING AND CONTRACTS FOR SUMMER 2020**

**ESSENTIAL SERVICE CATEGORY: OUT OF SCHOOL TIME**  
**GOVERNANCE MEETING: MARCH 2, 2020**  
**FINANCE MEETING: MARCH 11, 2020**  
**BOARD MEETING: MARCH 18, 2020**

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**TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**  
**FROM: MIKE WEINSTEIN, ACTING CHIEF EXECUTIVE OFFICER**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Amend the Board’s February 19, 2020 Action Item to make the following changes to 2020 summer camp programming funding:
  - i. Fund the Young Men’s Christian Association of Florida’s First Coast, Inc. (the “YMCA”) at Windy Hill (80 seats), Jacksonville Heights (60 seats), and Ramona Boulevard (60 seats) Elementary Schools.
  - ii. Reduce funding for all Summer SAIL sites from seven weeks to six weeks.
  - iii. Reduce funding for the YMCA’s Southside Middle School location from 100 to 60 seats.
- 2) Authorize the CEO to execute contract(s) with the YMCA for such summer camp programming at Windy Hill, Jacksonville Heights and Ramona Boulevard Elementary Schools on substantially the same terms and conditions as the YMCA’s summer camp contract for Southside Middle School.
- 3) Authorize the CEO to work with City Council to amend the summer camp funding legislation filed with City Council to accomplish the intent of the action item in (1) above.

**NARRATIVE:**

Windy Hill, Jacksonville Heights, and Ramona Boulevard Elementary locations are former 21<sup>st</sup> Century Community Learning Center sites run by the Young Men’s Christian Association and funded by federal grants through the state of Florida. The federal funding for these sites expired on July 30, 2019 and the KHA board voted approval to direct fund afterschool programming at the sites at the June 19, 2019 board meeting. KHA staff recommends authorizing funding for summer camps at these locations so that the children who participated in KHA funded afterschool programs are able to participate in KHA funded summer camp programs.

Summer camp 2019 funding for the above sites was paid for through the remaining federal grant dollars and not by the Kids Hope Alliance.

Exhibit I shows the updated list of summer camp funding with the recommended changes based on the above request.

An extended time is necessary to fully implement this program, which has generated great success.

**FISCAL IMPACT:**

No additional funding needed.

**GOVERNANCE/PROGRAM IMPACT:**

This action requires board approval and must also be approved by the Jacksonville City Council and Mayor.

**OPTIONS:**

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

**STAFF RECOMMENDATION:**

Staff recommends approval.

Agency Name	Site Name	Slots	Weeks	Cost/Week	Funding
Abyssinia Missionary Baptist Church	Camp Abyssina	60	6	\$ 100.00	\$ 36,000.00
America's Little Leaders	America's Little Leaders	40	5	\$ 100.00	\$ 20,000.00
Boys and Girls Club of Northeast Florida	Rutledge Pearson Elementary	80	6	\$ 100.00	\$ 48,000.00
Boys and Girls Club of Northeast Florida	Ft. Caroline Middle	40	6	\$ 100.00	\$ 24,000.00
Boys and Girls Club of Northeast Florida	John Love Elementary	40	6	\$ 100.00	\$ 24,000.00
Boys and Girls Club of Northeast Florida	Annie Morgan Elementary	60	6	\$ 100.00	\$ 36,000.00
Boys and Girls Club of Northeast Florida	Beaches Club	60	6	\$ 100.00	\$ 36,000.00
Boys and Girls Club of Northeast Florida	Eugene Butler Middle	60	6	\$ 100.00	\$ 36,000.00
Boys and Girls Club of Northeast Florida	SP Livingston Elementary	60	6	\$ 100.00	\$ 36,000.00
Boys and Girls Club of Northeast Florida	Susie E. Tolbert Elementary	60	6	\$ 100.00	\$ 36,000.00
Boys and Girls Club of Northeast Florida	Woodland Acres Club	60	6	\$ 100.00	\$ 36,000.00
Boys and Girls Club of Northeast Florida	Arlington Heights Elementary	80	6	\$ 100.00	\$ 48,000.00
Boys and Girls Club of Northeast Florida	Fort Caroline Elementary	80	6	\$ 100.00	\$ 48,000.00
Boys and Girls Club of Northeast Florida	NFL Youth Education Town Center	80	6	\$ 100.00	\$ 48,000.00
Boys and Girls Club of Northeast Florida	Victory Point Club	80	6	\$ 100.00	\$ 48,000.00
Boys and Girls Club of Northeast Florida	North Shore Elementary	100	6	\$ 100.00	\$ 60,000.00
Boys and Girls Club of Northeast Florida	Martin Luther King Elementary	120	6	\$ 100.00	\$ 72,000.00
Boys and Girls Club of Northeast Florida	The Bridge Boys and Girls Club	100	6	\$ 100.00	\$ 60,000.00
Boys and Girls Club of Northeast Florida	Southwinds Villas	60	6	\$ 100.00	\$ 36,000.00
Boys and Girls Club of Northeast Florida	Hyde Grove Elementary	80	6	\$ 100.00	\$ 48,000.00
Boys and Girls Club of Northeast Florida	St. Clair Elementary	80	6	\$ 100.00	\$ 48,000.00
Boys and Girls Club of Northeast Florida	Arlington Elementary	120	6	\$ 100.00	\$ 72,000.00
Boys and Girls Club of Northeast Florida	Arlington Community Academy	120	6	\$ 100.00	\$ 72,000.00
Carver- Lincoln Association	Carville Community Center - Summer	60	6	\$ 100.00	\$ 36,000.00
COJ Parks & Rec Dept.	Balis	20	6	\$ 47.50	\$ 5,700.00
COJ Parks & Rec Dept.	Beachwood	15	6	\$ 47.50	\$ 4,275.00
COJ Parks & Rec Dept.	Cecil	25	6	\$ 47.50	\$ 7,125.00
COJ Parks & Rec Dept.	Cuba Hunter	25	6	\$ 47.50	\$ 7,125.00
COJ Parks & Rec Dept.	Emmett Reed	25	6	\$ 47.50	\$ 7,125.00
COJ Parks & Rec Dept.	Henry T Jones	25	6	\$ 47.50	\$ 7,125.00
COJ Parks & Rec Dept.	Julian Barrs	25	6	\$ 47.50	\$ 7,125.00
COJ Parks & Rec Dept.	Legends	35	6	\$ 47.50	\$ 9,975.00
COJ Parks & Rec Dept.	Mary Lena Gibbs	25	6	\$ 47.50	\$ 7,125.00
COJ Parks & Rec Dept.	Normandy	20	6	\$ 47.50	\$ 5,700.00
COJ Parks & Rec Dept.	Oceanway	20	6	\$ 47.50	\$ 5,700.00
COJ Parks & Rec Dept.	Robert F. Kennedy	20	6	\$ 47.50	\$ 5,700.00
COJ Parks & Rec Dept.	Simonds-Johnson	10	6	\$ 47.50	\$ 2,850.00
COJ Parks & Rec Dept.	Windy Hill	10	6	\$ 47.50	\$ 2,850.00
Communities In Schools of Jacksonville, Inc.	Highlands Middle School	80	6	\$ 100.00	\$ 48,000.00
Communities In Schools of Jacksonville, Inc.	Matthew Gilbert Middle School	80	6	\$ 100.00	\$ 48,000.00
Communities In Schools of Jacksonville, Inc.	West Jacksonville BTS Academy	40	6	\$ 100.00	\$ 24,000.00
Communities In Schools of Jacksonville, Inc.	Arlington Middle School	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	Carter G. Woodson Elementary	80	6	\$ 100.00	\$ 48,000.00
Communities In Schools of Jacksonville, Inc.	George Washington Carver Elementary	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	JEB Stuart Middle School	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	Jefferson Davis Middle School	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	Joseph Stillwell Middle School	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	Lake Shore Middle School	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	Ribault Middle School	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	Long Branch Elementary School	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	Mayport Middle School	100	6	\$ 100.00	\$ 60,000.00
Communities In Schools of Jacksonville, Inc.	Pickett Elementary School	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	Pinedale Elementary	80	6	\$ 100.00	\$ 48,000.00
Communities In Schools of Jacksonville, Inc.	Sadie Tillis Elementary School	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	Alfred I. DuPont Middle School	60	6	\$ 100.00	\$ 36,000.00
Communities In Schools of Jacksonville, Inc.	S.A. Hull Elementary School	80	6	\$ 100.00	\$ 48,000.00
Communities In Schools of Jacksonville, Inc.	Woodland Acres Elementary School	80	6	\$ 100.00	\$ 48,000.00
Communities In Schools of Jacksonville, Inc.	Andrew Robinson Elementary	100	6	\$ 100.00	\$ 60,000.00
Communities In Schools of Jacksonville, Inc.	Normandy Village Elementary	100	6	\$ 100.00	\$ 60,000.00
Cornerstone of Jacksonville	Cornerstone of Jacksonville	120	6	\$ 100.00	\$ 72,000.00
Dayspring	Dayspring	100	5	\$ 100.00	\$ 50,000.00
Don't Miss a Beat	Don't Miss a Beat - Edith Ford	80	6	\$ 100.00	\$ 48,000.00
Edward Waters College	EWC FIRE Program	60	5	\$ 100.00	\$ 30,000.00
Gingerbread House	Gingerbread House Learning Center	40	6	\$ 100.00	\$ 24,000.00
Gingerbread House	Gingerbread House Learning Center 2	40	6	\$ 100.00	\$ 24,000.00

Agency Name	Site Name	Slots	Weeks	Cost/Week	Funding
Girls, Inc.	Parkwood Heights Elementary	60	6	\$ 100.00	\$ 36,000.00
Great Expectations Educational Resources and Supports	Sal Tech Charter High School	120	6	\$ 100.00	\$ 72,000.00
Household of Faith	Household of Faith	100	6	\$ 100.00	\$ 60,000.00
Jacksonville Arts and Music School	JAMS	40	5	\$ 100.00	\$ 20,000.00
Jacksonville Science Festival	The Foundation Academy	80	6	\$ 100.00	\$ 48,000.00
Joshua Christian Academy	Camp Joshua	160	6	\$ 100.00	\$ 96,000.00
Livingway Kingdom K.A.R. E.	Livingway Kingdom K.A.R. E.	40	5	\$ 100.00	\$ 20,000.00
MaliVai Washington Kids Foundation	TnT Camp Dynamite	140	6	\$ 100.00	\$ 84,000.00
Masters of Education	Oxford Prep Academy	140	6	\$ 100.00	\$ 84,000.00
North Florida Educational Institute	NFEI Lower School	60	5	\$ 100.00	\$ 30,000.00
Northside Church of Christ	Northside Church of Christ	60	5	\$ 100.00	\$ 30,000.00
Police Athletic League of Jacksonville	JaxPal Eastside	40	6	\$ 100.00	\$ 24,000.00
Police Athletic League of Jacksonville	JaxPal Westside	40	6	\$ 100.00	\$ 24,000.00
Police Athletic League of Jacksonville	JaxPal Monument	80	6	\$ 100.00	\$ 48,000.00
Police Athletic League of Jacksonville	JaxPal Northside	80	6	\$ 100.00	\$ 48,000.00
Sanctuary of Northeast Florida	Sanctuary on 8th Street	60	6	\$ 100.00	\$ 36,000.00
The Carpenter Shop Center	The Carpenter Shop Center	120	6	\$ 100.00	\$ 72,000.00
The Potter's House Christian Academy	The Potter's House Christian Academy	80	6	\$ 100.00	\$ 48,000.00
Tristan's Acceleration Academy	Pearls of Wisdom	40	5	\$ 100.00	\$ 20,000.00
Us and Our Children	Bayview Elementary	40	6	\$ 100.00	\$ 24,000.00
Utturns, Inc.; dba Teen Leaders of America	Edward Waters College	40	6	\$ 100.00	\$ 24,000.00
Vision for Excellence	McGirts Creek Community Center	60	6	\$ 100.00	\$ 36,000.00
Wayman Community Development Corporation	Biltmore Elementary	60	6	\$ 100.00	\$ 36,000.00
Wayman Community Development Corporation	Highlands Elementary	60	6	\$ 100.00	\$ 36,000.00
Wayman Community Development Corporation	Garden City Elementary	80	6	\$ 100.00	\$ 48,000.00
Wayman Community Development Corporation	Wayman Academy of the Arts	80	6	\$ 100.00	\$ 48,000.00
Wayman Community Development Corporation	Wayman Temple Academy	80	6	\$ 100.00	\$ 48,000.00
Wayman Community Development Corporation	Reynolds Lane Elementary	80	6	\$ 100.00	\$ 48,000.00
Word of Truth	Word of Truth - Camp Truth	60	5	\$ 100.00	\$ 30,000.00
YMCA of Florida's First Coast	Tiger Academy	80	6	\$ 100.00	\$ 48,000.00
YMCA of Florida's First Coast	Kings Trail Elementary	80	6	\$ 100.00	\$ 48,000.00
YMCA of Florida's First Coast	Rufus Payne Elementary	60	6	\$ 100.00	\$ 36,000.00
YMCA of Florida's First Coast	Southside Middle	60	6	\$ 100.00	\$ 36,000.00
YMCA of Florida's First Coast	First Baptist Church of Oakland	60	6	\$ 100.00	\$ 36,000.00
YMCA of Florida's First Coast	Windy Hill Elementary	80	6	\$ 100.00	\$ 48,000.00
YMCA of Florida's First Coast	Jacksonville Heights Elementary	60	6	\$ 100.00	\$ 36,000.00
YMCA of Florida's First Coast	Ramona Boulevard Elementary	60	6	\$ 100.00	\$ 36,000.00
YMCA of Florida's First Coast	Sallye Mathis Elementary	100	6	\$ 100.00	\$ 60,000.00
				<b>TOTAL</b>	<b>\$ 3,947,500.00</b>

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**BOARD ACTION ITEM: EXTENSION OF CONTRACT WITH I'M A STAR FOUNDATION FOR TEEN VIOLENCE PREVENTION ACADEMY**

**ESSENTIAL SERVICE CATEGORY: JUVENILE JUSTICE**

**GOVERNANCE MEETING: MARCH 2, 2020**

**FINANCE MEETING: MARCH 11, 2020**

**BOARD MEETING: MARCH 18, 2020**

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

**FROM: MIKE WEINSTEIN, ACTING CHIEF EXECUTIVE OFFICER**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Authorize a three month extension of KHA's contract with I'm a Star Foundation, Inc. for a Teen Violence Prevention Academy; and
- 2) Authorize the CEO to execute a contract amendment and any other documents necessary to fulfill the intent of the action authorized in (1) above.

**NARRATIVE:**

The contract with I'm a Star Foundation for a Teen Violence Prevention Academy currently has a contract period of 4/1/2019 through 3/31/2020. The program is funded for \$100,000; it is projected that about \$35,000 will be unexpended by 3/31/20; therefore, a three-month extension is requested which would extend this program through 6/30/2020.

Its goals include:

- **To Prevent Involvement in Delinquent Behaviors** – to be accomplished by: Collaborating with DCPS Middle and High Schools and DJJ to recruit 300 participants for gender-specific sessions. Students are recruited from enrollees in the GEAR-UP Program at: Mattie V. Rutherford Alternative School, Grand Park Alternative School, Juvenile Justice Schools/programs, Juvenile Justice Schools/Programs: Middle and High Schools with large numbers of incidences of violence (i.e., fights, bullying, etc.); Develop baseline of participants' knowledge through pre- / post-tests; Increase participants' knowledge of violence prevention strategies through: a) Summits (4 - during summer of 2019), b) Seminars (20 - May through September 2019); c) Gang Intervention Workbooks; and an End of Year Graduation.
- **Increasing Youth Desistance** – by developing a student-created and student-led business; encouraging continuous participation by youth to help allow certifications in areas of self-efficacy, leadership, entrepreneurship, resilience, and engaging college students and formerly incarcerated youths to provide motivational chats.
- **Improve Literacy for Teen Violence Prevention Academy Participants** – by developing a cadre of 6 youth trainers (ages 16-18) to serve as peer trainers/facilitators with area focuses on: Anti-Bullying, Peaceful Resolution; and Decision Making.

- **Increasing Participant’s Civic Engagement** – by hosting sessions and creating opportunities for positive engagements with law enforcement personnel; participation with city-wide agencies to have professionals provide workshops on: Restorative Justice; Mental Health/Trauma (informed); College, Career, Workforce Integration.

An extended time is necessary to fully implement this program, which has generated great success.

**FISCAL IMPACT:**

None; no additional funding is requested.

**PROGRAMMATIC IMPACT:**

This program provides for optimization of behavioral and violence prevention for our community.

**GOVERNANCE/PROGRAM IMPACT:**

1. This request requires KHA Board Approval.

**OPTIONS:**

1. Vote to approve staff recommendations.
2. Decline to approve staff recommendations.

**STAFF RECOMMENDATION:**

Staff recommends approval.

## SECTION 4

### DESCRIPTION AND SERVICES DELIVERABLES

#### 4.1 FUNDING OPPORTUNITY INTRODUCTION

##### 4.11 STATEMENT OF NEED

Child abuse is a serious problem in the State of Florida. According to the most recent data from 2014-2015, 44,376 children were abused or neglected in Florida. Over 19,600 of these children (44%) were under the age of five. Research has shown that the key to preventing child abuse and neglect is intervening early, either during pregnancy or just after the birth of the baby because this is a time when most parents are eager to learn and want to do what is best for their baby. The first few years of life is when the brain is most able to respond and grow if there is a positive relationship between the parent and the child. Working with families early helps parents build the skills they need to navigate the challenges of parenting right from the start, before negative behavior patterns develop that will have a detrimental impact on their child, causing problems later in life.

Healthy Families Florida (HFF) is a nationally accredited family support and coaching program that helps parents provide the safe and stable environments children need for healthy growth and development. HFF is proven to prevent child abuse and neglect. To address this important issue of child abuse prevention, KHA is committed to partnering with The Ounce of Prevention/Healthy Families Florida to fund home visitation services to high risk families in Jacksonville Florida.

##### 4.12 TARGET POPULATION

The Commission funds voluntary home visitation services to at risk pregnant and new parents. In order to be eligible, a parent/family must:

- A. Be expecting a baby or have a newborn less than 3 months of age.
- B. Live in one of the twenty-five targeted Duval County zip codes. See **Section 4.2.1.3**.
- C. Not be receiving services from Child Protective Services, unless it is as a victim of abuse.
- D. Score a 13 or higher during the assessment process.

##### 4.13 TOTAL FUNDING AVAILABILITY

The total available funding for this Request for Proposal (RFP) is **\$1,121,863.50** for a 9 month contract. Funding will be provided by the Commission with funds allocated by the City of Jacksonville from its 2016-2017 budget appropriation for a total contract year budgeted at \$1,495,818.00. KHA may increase the budget amount at any time based on an increase in funds from the State.

##### 4.14 DEFINITIONS

**Advisory Committee:** A group that advises/governs the activities of planning, implementation and/or assessment of program services. The group includes individuals who represent public and private agencies or organizations with knowledge of programmatic and administrative issues related to the provision of prevention services for families and their children, and may also include child advocates and parent leaders.

**Amendment:** A document by which changes are made to an executed Contract. Changes requiring an amendment include, but are not limited to, adjustments in cost, services, time period and method of payment. Unless otherwise provided in the Contract, an amendment must be executed by both parties.

**Case Staffing:** A meeting coordinated by the Contractor with the Department of Children and Families (DCF), Community-Based Care staff, law enforcement agency and other service Contractors working with a family in the event a participant is referred to the Florida Abuse Hotline for an allegation of child maltreatment and the child protective investigation has a child maltreatment finding.

**Child Maltreatment:** Any willful act or threatened act that results in any physical, mental or sexual injury or harm that causes or is likely to cause the child's physical, mental or emotional health to be significantly impaired. Child maltreatment includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute maltreatment when it does not result in harm to the child. Types of child maltreatment include physical, emotional, or sexual abuse, neglect or abandonment.

**Community-Based Care Lead Agency (CBC):** A not-for-profit or government agency with which DCF Contracts for the delivery of foster care and related services.

**Family Assessment Worker (FAW):** A professional or paraprofessional who is responsible for assessing potential participants to determine eligibility for services or to make referrals to other community services.

**Family Assessment Worker Supervisor (FAWS):** A professional who is responsible for ongoing supervision of the family assessment worker.

**Family Support Worker (FSW):** A professional or paraprofessional who is responsible for initiating and maintaining regular long-term home visiting services and providing referrals to other needed support services.

**Family Support Worker Supervisor (FSWS):** A professional who is responsible for ongoing supervision of the family support worker.

**Florida Safe Families Network (FSFN):** Formerly known as HSN, this is the State of Florida's web based statewide-automated child welfare information system.

**Full-Time Equivalent (FTE):** A position or positions whose total time worked in a week equals 40 hours.

**Healthy Families America (HFA):** A national initiative based at Prevent Child Abuse America that accredits Healthy Families programs and maintains the program standards that are based on a set of core critical program elements that are designed to ensure the quality of all Healthy Families statewide systems and independent affiliate programs by offering technical assistance, managing the accreditation process and sponsoring relevant research.

**Healthy Families Florida Assessment Tool (HFFAT):** A validated risk assessment tool developed by Healthy Families Florida (HFF) that considers the individual's history, strengths and current level of challenges that may place the newborn at high risk for poor childhood outcomes, including child maltreatment.

**Health Insurance Portability and Accountability Act (HIPAA):** The Health Insurance Portability and Accountability Act of 1996, as amended.

**HIPAA Regulations:** 45 Code of Federal Regulations, Parts 160, 162 and 164.



**Non-Target Child:** Any child living in the home of the HFF participant for whom the participant is the caregiver.

**Protected Health Information:** - Individually identifiable information created or received that relates to the past, present or future physical or mental health or condition of an individual; the provision of healthcare to an individual; or the past, present or future payment for the provision of healthcare to an individual. See Title 45, CFR, Part 160.103.

**Prenatal Risk Screen:** An instrument developed jointly by HFF and the Florida Department of Health. It is voluntarily offered to all pregnant women seeking prenatal care in Florida, and is designed to identify women who present with risk factors indicating a need for further assessment for Healthy Start or HFF.

**Primary Participant:** A mother, father or relative caregiver who is responsible for the target child and any non-target child living in the home.

**Program Manager:** A professional who is responsible for the day-to-day operations, establishing collaborative partnerships, coordinating training and providing overall supervision of staff.

**State Fiscal Year:** A continuous twelve (12) calendar month period of time beginning on July 1 of each calendar year and ending on June 30<sup>th</sup> of each calendar year.

**Target Child:** A child whose birth resulted in the family being eligible for HFF services.

**Targeted Geographic Service Delivery Area:** A Healthy Families service area within a county, multiple counties or a county that has a high incidence of child maltreatment or other risk factors identified by the Contractor which may include population demographics, substance abuse, teen pregnancy or poverty.

**Verified:** When a preponderance of the credible evidence results in a determination that the specific injury, harm or threatened harm was the result of abuse or neglect, this finding is used.

## **4.2 PROGRAM DESIGN REQUIREMENTS**

### **4.2.1 SCOPE OF SERVICES**

Services delivered under this Contract are restricted to Healthy Families (HF) Home Visiting Services. Healthy Families Florida (HFF) is a nationally accredited community-based, voluntary home visitation program that is proven to prevent child abuse and neglect and other poor childhood outcomes by promoting positive parent-child relationships and child health and development. Home visiting services begin prenatally or soon after the birth of the baby and can last up to five (5) years depending on the unique needs of the family. Families are also linked to a medical provider and other family support services they need during their participation in HFF. HFF is based on a set of research-based critical program elements and standards of the Healthy Families America (HFA) model.

#### **4.2.1.1 Major Contract Goals**

##### **Program Goals, Process Objectives, Participant Outcomes and Indicators/Measurements**

The successful Contractor will be responsible for the Program Goals, Process Objectives, Participant Outcomes and Indicators/Measurements that are outlined in the matrix found in this section.

<b>Goal Number #</b>	<b>Goal Statement</b>
#1	Prevent the incidence of child abuse and neglect
#2	Enhance parents' ability to create stable and nurturing home environments

- #3 Promote child health and development
- #4 Promote self-sufficiency
- #5 Increase parents' ability to develop positive parent-child relationships
- #6 Ensure that families' social and medical needs are met
- #7 Ensure families are satisfied with project services

#### 4.2.1.2 Participant Outcomes/Process Measures

Ninety-five (95) percent of all children in families participating in the HFF program for more than six months shall have no findings of "verified" child maltreatment during services.
Ninety-five (95) percent of all children in families who complete the program will have no findings of "verified" child maltreatment during the 12 months following completion.
Eighty (80) percent of mothers enrolled in the project will not have a subsequent pregnancy within two years of the target child's birth.
Eighty-five (85) percent of target children enrolled in the project will be fully immunized by 24 months of age.
Eighty-five (85) percent of target children will be up-to-date with well-child checks at 24 months of age.
Eighty-five (85) percent of target children over 24 months old will have the most recent well-child checks according to the schedule.
Eighty (80) percent of primary participants that close on level three, level four or complete the program will have improved or maintained self-sufficiency while enrolled in the program.
Ninety (90) percent of target children enrolled in the project six months or longer will be linked to a medical provider.
Ninety (90) percent of primary participants enrolled in the project six months or longer will be linked to a medical provider.
Ninety-five (95) percent of families receiving home visiting services will report an overall satisfaction with the services they received.
Eighty (80) percent of all assessments must occur either prenatally or within the first two weeks after the birth of the target child.
Seventy-five (75) percent of families enrolled into the program will have received their initial home visit within 30 days after assessment.
Ninety (90) percent of families participating in the project will develop a Family Goal Plan with their FSW within the first 90 days of enrollment.
Ninety (90) percent of target children will receive age appropriate developmental screenings according to the schedule of the Ounce/HFF approved developmental screening instrument.
Eighty (80) percent of participants will have received at least seventy-five (75) percent of home visits according to the participant level.
Sixty-five (65) percent of families that enrolled 12 to 24 months earlier will be retained for at least 12 months.
Eighty-five (85) percent of participants will have the baseline HFPI administered to them within the designated time period.
Eighty-five (85) percent of participants will have the subsequent interval of the HFPI administered to them according to the designated intervals for the tool.
Eighty-five (85) percent of participants who were low on one or more HFPI subscales will improve on at least one of the low subscales from baseline to six months.
Ninety (90) percent of participant will have the EPDS administered to them within the designated time period.

#### **4.2.1.3 Service Area/Locations/Times**

Services will be provided to eligible families who live in **Duval** County.

The targeted zip code areas include: 32202, 32204, 32205, 32206, 32207, 32208, 32209, 32210, 32211, 32216, 32217, 32218, 32219, 32220, 32221, 32225, 32226, 32233, 32244, 32246, 32250, 32254, 32256, 32257, 32277.

Services will be offered to eligible participants for up to five (5) years using the leveling criteria developed by HFF. Flexible hours (including weekends) must be established to the extent necessary to accommodate the schedules of working and in-school families.

#### **4.2.1.4 Clients To Be Served**

The minimum number of families served per year for the term of this Contract shall be 525 for fiscal year 2016-2017.

The Contractor is responsible for meeting 75% of the required capacity within six (6) months of program startup.

#### **4.2.1.5 Client Eligibility.**

To be eligible to participate in the program, families must meet the following criteria:

- Be pregnant or have an infant less than three (3) months of age
- Live in a targeted geographic service delivery area
- Score 13 or above on the HFFAT (Healthy Families Florida Assessment Tool)
- Not have an active Child Protection Services (CPS) case at the time of the initial CPS check

A family is ineligible to participate in the program if:

- The family has previously completed the program or closed due to “child aged out”
- The family has an active CPS case, as determined by the Ounce of Prevention, at the time of the initial Assessment

#### **4.2.1.6 Client Determination.**

Assessment services are initiated by a trained Family Assessment Worker using the Healthy Families Florida Assessment Tool and the assessment protocol developed by Healthy Families Florida.

Initiate services prenatally and at the birth of the baby (up to three months of age). Families living in the targeted areas will be voluntarily screened for potential eligibility. Projects must have a system for offering assessments prenatally and postnatally. The Prenatal Risk Screen will be used when screening prenatally, unless the family was referred by another agency or is a self-referral. The HFF Record Screen/Referral Form will be used prenatally or postnatally for referrals from other agencies, self-referrals and in hospitals. All families with a positive screen for HFF shall be offered the opportunity to participate in a voluntary assessment using the HFFAT to determine eligibility for services. Every individual must sign the Initial Contact Form at the time of assessment.

#### **4.2.2 PROGRAM TASKS**

The successful Contractor shall perform all functions necessary for the proper delivery of services including, but not limited to, the following:

#### 4.2.2.1 Service Tasks.

**Manner of Service Delivery** - The Contractor must implement the Healthy Families program based on the following critical elements/standards established by HFA and HFF:

- a) **Assessments** - Initiate services prenatally and at the birth of the baby (up to three months of age). Families living in the targeted areas will be voluntarily screened for potential eligibility. Projects must have a system for offering assessments prenatally and postnatally. The Prenatal Risk Screen will be used when screening prenatally, unless the family was referred by another agency or is a self-referral. The HFF Record Screen/Referral Form will be used prenatally or postnatally for referrals from other agencies, self-referrals and in hospitals. All families with a positive screen for HFF shall be offered the opportunity to participate in a voluntary assessment.
- b) **HFFAT** - Use the HFFAT to determine eligibility for services. Every individual must sign the Initial Contact Form at the time of assessment.
- c) **Home Visiting Services** - Offer home visiting services to families that volunteer to participate and provide positive outreach efforts to build family trust.
- d) **Participant Forms** - Have every individual who volunteers to participate in HFF sign the following forms provided by HFF:
  - Participant Agreement and Rights;
  - Participant Confidentiality; and
  - Limited Authorization to Exchange Information.

These forms can be found on the HFF Website <http://www.healthyfamiliesfla.org/> in the Resource Library. Any deviation from these forms provided by HFF must be submitted to the HFF Assistant Director and approved by HFF prior to use.

- e) **Length of Participant Services** - Offer intensive services that may last for up to five years using the leveling criteria developed by HFF. Flexible hours (including weekends) must be established to the extent necessary to accommodate the schedules of working and in-school families.
- f) **Multicultural Requirements** - Provide services that are sensitive to and that respect the cultural differences among participants. Staff and materials used should reflect the cultural, linguistic, geographic, racial and ethnic diversity of the population served.
- g) **Program Focus** - Provide program services focused on supporting parents and families, encouraging the interaction of both parents with their children, when appropriate, supporting parent-child interaction and child development and discussing health and safety practices with the family.
- h) **Referrals** - Link all families to a medical Contractor to assure optimal health and development, such as timely immunizations and well-child care. The Contractor will

also provide linkages to additional services such as financial, food and housing assistance programs, school readiness programs, child care, job training programs, family support centers, substance abuse treatment programs, domestic violence shelters, health insurance and other health services including family planning, depending on the families' needs. Be knowledgeable of community resources and programs and will make appropriate agency referrals for participants being served.

- Children who are eligible for Medicaid shall be referred to Child Health Check-Up, also known as Early Periodic Screening, Diagnosis and Treatment (EPSDT) services.
  - Provide opportunities for families to be involved in existing neighborhood support systems, such as faith-based organizations, schools, community centers and peer support groups.
- i) **Caseload Expectation** - Ensure home visiting services are provided by FSWs with limited caseloads according to the following requirements:
- Full-time FSW staff maintains weighted caseloads of not greater than 1:25 overall and 1:15 for the most intensive services.
  - The Contractor shall maintain the proper number of staff necessary to successfully implement the HFF program.

#### **4.2.2.2 Support to the Deaf or Hard-of-Hearing.**

The Contractor shall comply with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as implemented by 45 CFR Part 84 (hereinafter referred to as Section 504), the Americans with Disabilities Act of 1990, 42 U.S.C. 12131, as implemented by 28 CFR Part 35 (hereinafter referred to as ADA), and the Children and Families Operating Procedure (CFOP) 60-10, Chapter 4, entitled "Auxiliary Aids and Services for the Deaf or Hard-of-Hearing."

##### **a) Single-Point-of-Contact**

If the Contractor employs 15 or more employees, the Contractor shall designate a Single-Point-of-Contact (one per firm) to ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504 of the ADA, and CFOP 60-10, Chapter 4.

- **Single-Point-of-Contact Information** - The single-point-of-contact will be the Assistant Program Manager for the program.
- **Single-Point-of-Contact Compliance** - The Contractor shall, Sub-contractually require that its Contractors comply with Section 504, the ADA, and CFOP 60-10, Chapter 4. A Single-Point-of-Contact shall be required for each Contractor that employs 15 or more employees. This Single-Point-of-Contact will coordinate activities and reports with the Contractor's Single-Point-of-Contact.
- **The Single-Point-of-Contact Duties** - Shall ensure that employees are aware of the requirements, roles and responsibilities, and contact points associated

with compliance with Section 504, the ADA, and CFOP 60-10, Chapter 4. Further, employees of Contractors and their Contractors with 15 or more employees shall attest in writing that they are familiar with the requirements of Section 504, the ADA, and CFOP 60-10, Chapter 4. This attestation shall be maintained in the employee's personnel file.

**b) Deaf or Hard-of-Hearing Online Training and Attestation**

The Contractor's direct service employees complete **Serving Our Customers Who are Deaf or Hard-of-Hearing Online training** and sign the **Deaf or Hard-of-Hearing Attestation of Understanding**. The training and the attestation must be completed upon hire and within three weeks of update notification from HFF Central Office. Direct service employees performing under this Contract will also print their certificate of completion, attach it to their Attestation of Understanding (<http://www.dcf.state.fl.us/admin/training/docs/DCF%20Attestation%20Form.pdf>), and maintain them in their personnel file. The training and the Attestation form are located at <http://www.myflfamilies.com/service-programs/deaf-and-hard-hearing/training>.

**c) Deaf or Hard-of-Hearing Affidavit**

The Contractor must submit an original notarized **Letter of Affidavit on ADA Deaf and Hard of Hearing** online training to the Program Manager within three weeks of update notification from HFF Central Office attesting that all employees, both HFF Grant and Contribution funded staff, have completed the ADA Deaf and Hard of Hearing online training. The affidavit also attests that the completed certificates and signed Deaf or Hard-of-Hearing Attestation of Understanding forms have been printed and will be maintained in each employees personnel file. The contract specialist will send the Letter of Affidavit on ADA Deaf and Hard of Hearing online training template out upon notification of updated training.

**d) Compliance Data**

The Contractor's Single-Point-of-Contact will provide service information to the Program Manager so that the compliance data into the Department's HHS Compliance reporting Database can be updated by the 3<sup>rd</sup> calendar day of the month (unless the 3<sup>rd</sup> falls on Saturday, Sunday or a Holiday, then it will be due the previous business day).

**e) Compliance Report**

Even if no services to the deaf or hard-of-hearing were provided, the Contractor shall submit service information to the Program Manager no later than close of business on the 3<sup>rd</sup> calendar day of the following month. Back-up documentation must also be submitted in the following instances:

- The participant/companion requested auxiliary aid and it was not provided
- The auxiliary aid or service provided did not meet the expectations of the participant/companion or staff
- The communication was not found to be effective
- The requested auxiliary aid or service was denied
- When requested by DCF or Health and Human Services

**f) Customized Auxiliary Aids and Services Plan**

The Contractor and its Contractors must develop a Customized Auxiliary Aids and Services Plan using the local resources. The Auxiliary Aids and Services Plan must include the responsibilities of the Single-Point-of-Contact and procedures to be followed in providing services to the deaf and hard-of-hearing. This plan must also meet the requirements of the Health and Human Services Settlement Agreement, located at

[http://www.dcf.state.fl.us/admin/servicedelivery/docs/HHS\\_SettlementAgreement-Signed1262010.pdf](http://www.dcf.state.fl.us/admin/servicedelivery/docs/HHS_SettlementAgreement-Signed1262010.pdf). The Auxiliary Aids and Services Plan will be completed in conjunction with the Program Manager, who will submit the Plan to HFF Deliverables [hffdeliverables@ounce.org](mailto:hffdeliverables@ounce.org) no later than close of business July 30, 2015.

**Single-Point-of-Contact Notices** - The Contractor's Single-Point-of-Contact will ensure that conspicuous Notices which provide information about the availability of appropriate auxiliary aids and services at no-cost to the deaf or hard-of-hearing customers or companions are posted near where people enter or are admitted within the agent locations. Such Notices must be posted immediately by The Contractor and its Contractors. The approved Notice can be downloaded through the Internet at: <http://www.myflfamilies.com/service-programs/deaf-and-hard-hearing/dcf-posters>

**g) Documentation of Preferred Method of Communication**

The Contractor shall document the customer's or companion's preferred method of communication and any requested auxiliary aids/services provided in the customer's record. Provided on the Customer or Companion Communication Assessment and Auxiliary Aid and Service Record, located at

<http://www.dcf.state.fl.us/admin/servicedelivery/publications.shtml>.

Documentation, with supporting justification, must also be made if any request was not honored. This form must be completed at the time of assessment and each time a service is provided for participants and/or companions that are deaf or hard-of-hearing. For families that were assessed, but not enrolled, the original should be kept with the assessment and a copy sent to the Contractor's Single-Point-of-Contact. For families that enroll, originals must be maintained in the participant file and copies sent to the Contractor's Single-Point-of-Contact.

**h) Customer/Companion Feedback**

The Contractor shall distribute the Customer/Companion Feedback Form located at <http://www.dcf.state.fl.us/admin/servicedelivery/publications.shtml> to customers or companions, and provide assistance in completing the forms as requested by the customer or companion. For participants on all levels except 3 and 4, the form shall be provided on the last visit of the month. For participants on levels 3 and 4, the form shall be provided during each visit. These forms shall be submitted to the DCF Office of Civil Rights.

**HFF Limited Authorization for Exchange of Information** - If customers or companions are referred to other agencies and the receiving agency has been included on the signed HFF Limited Authorization for Exchange of Information form, the Contractor must ensure that the receiving agency is notified of the customer's or companion's preferred method of communication and any auxiliary aids/services needs.

**Documentation** - For each deaf or hard-of-hearing individual that enrolls or if the participant's companion is deaf or hard-of-hearing, the communication plan on the second page of the Customer or Companion Assessment and Auxiliary Aid and Service Record must be filled out during the first home visit and any time the plan needs to be updated.

**Interpreter Services** - The Contractor must offer free interpreter services to all participants and their companions if either are deaf or hard-of-hearing. If a participant or companion accepts or refuses the free aid offered, the Customer or Companion Request for Free Communication Assistance or Waiver of Free Communication Assistance form, located at <http://www.dcf.state.fl.us/admin/servicedelivery/publications.shtml>, should be completed when offered and any time there is change in the communication preference. This form should be maintained in the participant file with a copy sent to the Contractor's Single-Point-of-Contact.



## **4.3 Standard Contractor Requirements.**

### **4.3.1 Required Participation**

#### **4.3.1.1 HFF Leadership Meeting**

Attend the HFF Leadership Meeting. The program manager must attend. Lead entity representatives, assistant program managers and supervisors are encouraged to attend.

#### **4.3.1.2 Program Managers' Conference Calls**

Participate in the monthly Program Managers' Conference Calls and convey information to staff, as needed. The program manager and assistant program managers are required to be present on all calls. If circumstances arise in which the assistant program manager is unable to attend, the Contractor must notify the HFJ Program Manager with the reason for the absence and the name of the person who will represent the program manager on the call.

### **4.3.2 Data Quality**

Ensure data quality as follows:

Use the HFF data management systems maintained and hosted by the Ounce of Prevention. The Contractor will provide the computer hardware and software as well as the Internet resources necessary to utilize the HFF data management systems and the Ounce of Prevention/HFF FTP site.

Collect and submit data necessary to support ongoing program performance management and evaluation. The Contractor will ensure that there is adequate staffing to support data collection and review as well as data quality assurance. Data should be submitted each day as it is processed to ensure the system remains up to date.

Perform monthly quality assurance reviews for data accuracy and completeness. The Contractor will maintain hard copy backup documentation for all data. The Contractor ensure all screening, assessment and participant data is entered into the HFF Tracking System by the 10<sup>th</sup> of the month following the month in which the service occurred. In order to ensure this happens, contractor must turn in all data by the 5<sup>th</sup> of each month.

All staff data must be updated in the HFF Staff Management System by the 10<sup>th</sup> of the following month when there is a change in staffing. Staff closure dates must be entered on the date the staff leaves the position. Late submission of data may result in payment being withheld.

### **4.3.3 Program Amendment**

Submit a program amendment if there are any changes in the program's service delivery, targeted areas for services and staffing patterns. Prior written approval from the HFF assistant director is required for any program changes. The request must outline the circumstances for requesting change. A statement must also be written as to how this change will enhance the quality of services. Two signed originals must be submitted on along with all revised Contract documents.

### **4.3.4 Contract Performance**

Be solely and uniquely responsible for the satisfactory performance of the tasks, activities and deliverables as described in this contract. By execution of this contract, the Contractor recognizes its singular responsibility for the tasks, activities and deliverables described herein and warrants that it

has fully informed itself of all relevant factors affecting accomplishment of the tasks, activities and deliverables and shall be fully accountable for the performance thereof.

#### **4.3.5 Community Education**

Educate community partners and the public on HFF and the benefits of the program.

#### **4.3.6 Health Information**

(PHI) Adhere to restrictions and conditions governing confidential Protected Health Information [45 CFR 164.504(e)(2)(ii)]:

The Contractor agrees not to use or disclose PHI except as permitted or required by this contract, state or federal law.

The Contractor agrees to use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this contract or applicable law.

The Contractor agrees to report to the Ounce of Prevention/HFF any use or disclosure of the information not provided for by this contract or applicable law.

The Contractor hereby assures the Ounce of Prevention/HFF that if any PHI received from the Ounce of Prevention/HFF, or received by the Contractor on the Ounce of Prevention's/HFF's behalf, is furnished to Contractor's Contractors or agents in the performance of tasks required by this Contract, that those Contractors or agents must first have agreed to the same restrictions and conditions that apply to the Contractor with respect to such information.

The Contractor agrees to make PHI available in accordance with 45 C.F.R. 164.524.

The Contractor agrees to make PHI available for amendment and to incorporate any amendments to PHI in accordance with 45 C.F.R. 164.526.

The Contractor agrees to make available the information required to provide an accounting of disclosures in accordance with 45 C.F.R. 164.528.

The Contractor agrees to make its internal practices, books and records relating to the use and disclosure of PHI received from the Ounce of Prevention/HFF or created or received by the Contractor on behalf of the Ounce of Prevention/HFF available for purposes of determining the Contractor's compliance with these assurances.

The Contractor agrees that at the termination of this Contract, if feasible and where not inconsistent with other provisions of this Contract concerning record retention, it will return or destroy all PHI received from the Ounce of Prevention/HFF that the Contractor still maintains regardless of form. If not feasible, the protections of this Contract are hereby extended to that PHI, which may then be used only for such purposes as making the return or destruction infeasible.

A violation or breach of any of these assurances shall constitute a material breach of this Contract.

#### **4.3.7 HFF Child Protection Services**

Adhere to all HFF Child Protection Services policies for determining eligibility, reporting abuse and neglect, working with families that become involved in Child Protection Services and reporting all removals and child deaths to the HFF senior program coordinator.

Conduct a case staffing if a participant is referred to the Florida Abuse Hotline during Healthy Families services and there are findings of child maltreatment as a result of a child protective investigation.

The case staffing shall include all parties providing services to the participant, including a representative from the Department or law enforcement agency performing the protective investigation, the Department or CBC or its Contractors, as appropriate, and the appropriate Healthy Families staff.

Healthy Families staff shall work with the key service Contractors to schedule the case staffing at a time convenient for all parties involved in services.

The case staffing shall be in person, or if necessary, key service Contractors may participate via conference call. The purpose of the staffing is to determine the best services for the family.

#### **4.3.8 TANF**

Complete a TANF status form in cooperation with all families enrolled in the Healthy Families program for purposes of tracking the TANF status of participants. This information does not impact eligibility for Healthy Families services.

The forms must be completed and the results entered into the HFF Tracking System no later than the fifth home visit.

The original form must be maintained in the participant's record for audit purposes. The project must use the TANF status form provided by HFF.

The project must annually re-determine the TANF status of any family actively enrolled in Healthy Families by July 31 of each fiscal year using a new TANF status form.

#### **4.3.9 Participant Satisfaction Survey**

Distribute Participant Satisfaction Survey questionnaires provided by the Ounce of Prevention/HFF, with the self-addressed Business Reply envelopes provided by HFF during the month of September to all enrolled families. The project must use the Participant Satisfaction Survey questionnaire developed by HFF according to the HFF policy.

#### **4.3.10 Parent Leadership.**

Promote parent leadership among Healthy Families participants. Describe any parent involvement with your project's service delivery to include, but not limited to, quality assurance, quality improvement, board representation using **Parent Leadership Report**. Contractors and Contractors must report quarterly on all parent leadership activities on the Quarterly Narrative Report format.

Note: Forms may change per the Department of Children and Families directive. Contractor will be updated if changes are required.

## 4.4 STAFFING

### 4.4.1 Staff Selection

Staff shall be selected based on their interpersonal skills (i.e., non-judgmental, compassionate, ability to establish a trusting relationship, etc.), knowledge of community resources, willingness to work with or experience working with culturally diverse communities and families and skills necessary to perform the job.

**Contractor shall maintain salaries at a competitive rate that meets or exceeds the HFF State average salary for each position.**

**Staff Experience** - Staff should have a framework, based on education or experience for handling the variety of experiences they may encounter when working with high-risk families.

**Staff Training** - Healthy Families staff must receive intensive pre-service and in-service training specific to their role to understand the essential components of family assessment and home visitation according to the HFF Policies and Procedures.

**Staff Supervision** - Conduct ongoing, effective supervision for FSWs and FAWs. The Contractor agrees to ensure adequate staffing so that FAWs and FSWs receive ongoing weekly supervision according to the HFF supervision policy. The full-time direct supervisor to full-time staff ratio should not exceed 1:6.

### Professional Qualifications

**Assessment** - Assessment services are initiated by a trained FAW using the HFFAT and the assessment protocol developed by HFF.

**Family Assessment Worker (FAW)** - must have, at a minimum, a bachelor's degree with one (1) year of experience in working with families and children; or an associate's degree plus two (2) years experience working with families; or a Child Development Associate (CDA) plus three (3) years experience working with families; or a high school (H.S.) diploma or General Education Development (GED) plus four (4) years experience working in a home visiting program (a bachelor's degree is preferred by HFF). FAWs must have the following skills, experience and abilities: experience working with or providing services to children and families, a willingness to work with culturally diverse populations that are among the target population, the ability to establish trusting relationships and accept individual differences, knowledge of infant and child development.

**Home Visiting** - If a family is assessed as needing Healthy Families services and volunteers to participate, a FSW is assigned to provide home visiting services based on HFA standards.

**Family Support Worker (FSW)** - must have, at a minimum, a H.S. diploma or GED and one (1) year of experience working with diverse families and children. FSWs must have the following skills, experiences and abilities: experience working with or providing services to children and

families, a willingness to work with culturally diverse populations that are among the target population, the ability to establish trusting relationships and accept individual differences, be knowledgeable about infant and child development.

**Supervision - FSW supervisor/FAW supervisor (FSWS/FAWS)** - must have, at a minimum, a Master’s degree or a bachelor’s degree with three (3) years of experience working with diverse families and children (a master’s degree is preferred by HFF). FSW supervisors may also provide supervision to the FAW provided they have attended FAW Core training and as long as the supervisor to staff ratio does not exceed a 1:6 ratio. The FSWS/FAWS must have the following skills, experiences and abilities: a solid understanding and experience in supervising and motivating staff as well as providing support in stressful work environments, knowledge of infant and child development and parent-child attachment, experience with family services that embrace the concepts of family-centered and strength-based service provision, knowledge of maternal-infant health and concepts of child abuse and neglect, experience in providing services to culturally diverse communities/families, experience in home visitation with a strong background in prevention services to the 0-3 age population.

**Assistant Program Manager (APM)** (if applicable) - must have, at a minimum, a bachelor’s degree (a master’s degree is preferred by HFF), a solid understanding and experience in managing staff and administrative experience in human service or related program(s), including experience in quality assurance/improvement and program development. If the assistant program manager is supervising an FSW/FAW, then the assistant program manager also must meet the requirements for the FSWS/FAWS.

**Staff Composition Table**

The Contractor shall maintain the following full-time equivalent positions to consistently and reliably provide the required services and tasks.

HFF Core Position Title	Total # of FTEs
Assistant Program Manager	1
Family Support Worker Supervisor	4
Family Assessment Worker Supervisor	1
Family Assessment Worker	3
Family Support Worker	21
Intake Clerk (Admin)	1
Administrative Assistant	1
<b>Total</b>	<b>32</b>

**Organization Chart** - Include a **black and white** Organizational Chart using either Word or PowerPoint programs. The Organizational Chart shall indicate a flow of command and include not only the lead entity position providing oversight, but should also include all positions providing Healthy Families services. Include all core position titles listed under “Salaries & Wages” in the budget and the number of FTEs.

**Records and Documentation**

### **Staff Vacancies**

Notify the Program Manager within five (5) working days of any project staff vacancies. If the assistant program manager or a supervisor position becomes vacant, the contractor must submit a written transition plan to the Program Manager within ten (10) working days of the vacancy.

Notify the Program Manager within five (5) working days via e-mail when a staff position that has access to Florida Safe Families Network becomes vacant, so that access can be terminated.

Notify the Program Manager of any position that remains vacant for thirty (30) working days or more.

Notify the Program Manager at least ten (10) working days prior to any permanent change of the service delivery site, mailing address, phone number, fax number or e-mail address.

Adhere to all administrative and program policies and procedures that are prescribed in the HFF Policies and Procedures Manual.

### **Employee Eligibility Verification Requirements**

The Contractor shall:

- a. Enroll as a Contractor in the E-Verify program within 30 calendar days of Contract award;
- b. Verify all new HFF Grant and Contribution funded employees, including Contracted employees. Within 90 calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility;
- c. All new HFF Grant and Contribution funded employees, including Contracted employees, assigned by the Contractor/ to perform work pursuant to the Contract with the Ounce of Prevention and DCF, shall be verified as employment eligible within 3 business days after the date of hire; and

The Contractor shall comply, for the period of performance of this Contract, with the requirement of the E-Verify program enrollment.

- a. The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's enrollment and deny access to the E-Verify system in accordance with the terms of the enrollment. In such cases, the Contractor will be referred to a DHS or SSA suspension or debarment official.
- b. During the period between termination of the enrollment and a decision by the suspension or debarment official whether to suspend or debar, the Contractor is excused from its obligations under paragraph (a) of this clause, if the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

**Web site** - Information on registration for and use of the E-Verify program can be obtained via the internet at the Department of Homeland Security Website <http://www.dhc.gov/E-Verify>.

**Individuals previously verified** - The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee, including Contracted employees, whose employment eligibility was previously verified by the Contractor through the E-Verify program.

**E-Verify Grandfather Clause** - Individuals performing work prior to the E-Verify requirement - Employees, including Contracted employees, assigned to and performing work pursuant to this Contract prior to February 04, 2011 do not require employment eligibility verification through E-Verify.

**Evidence** - Evidence of the use of the E-Verify system will be maintained in the employee's personnel file.

**Contracts** - The Contractor shall include the requirements of this clause, including this paragraph (f) (appropriately modified for identifications of the parties), in each Contract.

### **Employee Requirements**

Have every employee, intern/volunteer upon hire, sign the following forms that are to be filed in each employee's personnel file:

- a. Healthy Families Florida Standards of Confidentiality and Information Sharing;
- b. Affidavit of Understanding of Confidentiality;
- c. DCF Affidavit of Good Moral Character located at <http://www.dcf.state.fl.us/programs/backgroundscreening/forms.shtml>;
- d. DCF Security Agreement Form. This form shall also be signed annually, each July, by all project staff; and
- e. Form I-9, Employment Eligibility Verification located at <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

### **Employment Documentation**

Maintain the following documentation in each employee's personnel file.

- a. A resume or job application including at least a two-year employment history check with starting dates, termination dates and the reason for termination;
- b. A job description for each employee along with documentation;
- c. A copy of the employee's diploma/GED or college degree, if required for the position; and
- d. A copy of a valid driver's license, if the employee is required to drive as part of their job duties.

Maintain annual performance evaluations and any disciplinary actions taken in the employee's personnel file.

### **Employment Screening**

Ensure that all staff, including interns/volunteers, are of good moral character and meet the Level 2 Employment Screening standards as specified in sections 435.04, 110.1127, and subsection 39.001(2), F.S. as a condition of employment and continued employment that shall include, but are not limited to:

- a. Employment history checks;
- b. Fingerprinting for all criminal records checks;
- c. Statewide criminal and juvenile delinquency records checks through the Florida Department of Law Enforcement;
- d. Federal criminal records checks from the Federal Bureau of Investigation via the Florida Department of Law Enforcement; and
- e. Security background investigation, which may include local criminal record checks through local law enforcement agencies.

### **Level 2 Background Screening**

Pay for Level 2 background screening checks on potential staff and obtain the results indicating they are cleared, prior to hiring them. The Ounce of Prevention and DCF strongly encourage the Contractor to use **Live Scan Submission Form** located at <http://www.dcf.state.fl.us/programs/backgroundscreening/docs/LiveScanForm.pdf> as opposed to hand card submissions, since it will take less time to receive the results. The Contractor shall maintain the results of the screening either in an employee's personnel file or in a centralized background screening file located in the local personnel office. Ensure that all staff are rescreened no less than five (5) years from their previous Level 2 background screening date.

Submit an original notarized **Letter of Affidavit for Level 2 Background** checks to [Hffdeliverables@ounce.org](mailto:Hffdeliverables@ounce.org) attesting that all employees have been screened or re-screened by November 30, 2015. No facsimiles or scanned copies will be accepted. For HFF monitoring purposes, the Contractor shall keep a list on file of all HFF grant and contribution funded staff employed, including employees of Contractors that are working as of October 1, 2015. The list should include whether the staff have been screened or re-screened and that they were cleared.

Conduct and document at least three reference checks from unrelated individuals (preferably supervisors) on each HFF grant and contribution funded staff member selected for hire. Maintain results of the reference checks in each employee's personnel file or in a centralized background screening file located in the local personnel office.

#### **4.4.2 MANDATORY REPORTING REQUIREMENTS**

The Contractor shall immediately report a knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96ABUSE). As required by Chapters 39 and 415, F.S., this provision is binding upon both the Contractor and its employees.

The Contractor and any Contractor must comply with and inform its employees of the following mandatory reporting requirements. Each employee of the Contractor, and of any Contractor, providing services in connection with this Contract who has any knowledge of a reportable incident shall report such incident as follows: 1) reportable incidents that may involve an immediate or impending impact on the health or safety of a client shall be immediately reported to the HFF Assistant Director; and 2) other reportable incidents shall be reported to the Department's Office of Inspector General by completing a Notification/Investigation Request (Form CF 1934) and emailing the request to the Office of Inspector General at [ig\\_complaints@dcf.state.fl.us](mailto:ig_complaints@dcf.state.fl.us). The Contractor and/or Contractor may also mail the completed form to the Office of Inspector General, 1317 Winewood Boulevard, Building 5, 2nd Floor, Tallahassee, Florida, 32399-0700; or via fax at (850) 488-1428. A reportable incident is defined below, Section 4.12. The Ounce of Prevention must be copied on all incidents that are sent to the Office of Inspector General.

A reportable incident is defined in CFOP 180-4, which can be obtained from the DCF website located at [http://www.dcf.state.fl.us/admin/publications/cfops/180%20Inspector%20General%20\(CFOP%20180-XX\)/CFOP%20180-4.%20Mandatory%20Reporting%20Requirements%20to%20the%20Office%20of%20Inspector%20General.pdf](http://www.dcf.state.fl.us/admin/publications/cfops/180%20Inspector%20General%20(CFOP%20180-XX)/CFOP%20180-4.%20Mandatory%20Reporting%20Requirements%20to%20the%20Office%20of%20Inspector%20General.pdf) or the HF Contract specialist.

Reportable incidents per CFOP 180-4 are:

- Inappropriate employee acts or omissions that result in client injury, abuse, neglect, or death;



- Fraud;
- Theft;
- Breaches of confidentiality by an employee, unless inadvertent and self-reported (e.g. revealing a reporter's name, providing confidential documents to an unauthorized persons, access of client files for non-business reasons, providing information from client files such as medical or benefits information, etc.) immediately upon confirmation by the circuit.
- Falsification of official records (e.g. intentional alteration of State documents, misrepresentation of information during an official proceeding, intentional falsification of client case records, case notes, client contact reports, visitation records, or client home visits, creating false and fictitious files, etc.);
- Misuse of position or State property, employees, equipment or supplies, for personal gain or profit (e.g., misuse of telephonic and communication devices, use of staff for personal services, soliciting on State property, conspiracy to conceal State property, misuse of the internet to conduct personal business as defined in policy, etc.);
- Failure to report known or suspected neglect or abuse of a client;
- Improper expenditure or commitment of public funds;
- Contract mismanagement by a Department employee or a Contractor, Contractor, or employee of either (e.g. waste, misuse, or loss of a significant amount of public funds, evidence of egregious lack of judgment in the use of public funds, evidence that State or federal laws, or State rules or federal regulations have been violated, etc.);
- Computer related misconduct (e.g., accessing FLORIDA, Florida's Safe Families Network (FSFN), system files of clients when there is no direct business involvement with the client, accessing inappropriate or pornographic web sites, sending threatening or harassing messages, misuse of email, etc.);
- Any violation under Chapter 435, F.S., Employment Screening that would result in a disqualification from client contact duties (e.g., conviction for murder, manslaughter, assault and battery, kidnapping, false imprisonment, sexual battery, theft, robbery, child abuse, abuse and/or neglect of an elderly or disabled adult, sale of a controlled substance, resisting arrest, contributing to the delinquency of a minor, or other disqualifying offense); or
- Any other wrongdoing that would be a violation of statute, rule, regulation or policy, excluding job performance and related deficiencies.

**Documentation of abuse reports should be made in the supervision notes related to the family.**

## **4.5 RECORDS AND DOCUMENTATION**

### **4.5.1 Records Retention**

Retention of all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Contract shall be maintained by the Contractor for a period of six (6) years after completion of the Contract or longer when required by law. In the event an audit is required by this Contract, records shall be retained for a minimum period of six (6) years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this Contract, at no additional cost to the Ounce of Prevention.

#### **4.5.2 Records Request**

Upon demand, at no additional cost to the Ounce of Prevention, the Contractor will facilitate the duplication and transfer of any records or documents during the required retention period as detailed above in 4.5.1.

#### **4.5.3 Records Access**

These records shall be made available at all reasonable times for inspection, review, copying, or audit by Federal, State, or other personnel duly authorized by the Ounce of Prevention.

#### **4.5.4 Records Review**

At all reasonable times for as long as records are maintained, persons duly authorized by the Ounce of Prevention and Federal auditors, pursuant to 45 CFR, section 92.36(i)(10), shall be allowed full access to and the right to examine any of the Contractor's Contracts and related records and documents, regardless of the form in which kept.

#### **4.5.5 Audit**

A financial and compliance audit shall be provided to the Ounce of Prevention of Florida as specified in this Contract. **The Contractor will submit this audit as required to the Program Manager, who will then submit to the Ounce of Prevention Fund of Florida.**

#### **4.5.6 Health Insurance Portability and Accountability Act**

In compliance with 45 CFR s.164.504(e), the Contractor shall comply with the provisions of this Contract, governing the safeguarding, use and disclosure of Protected Health Information created, received, maintained, or transmitted by the Contractor or its Contractors incidental to the Contractor's performance of this Contract.

#### **4.5.7 HIPAA Training**

All HFF grant and contribution funded staff, including Contracted staff, must complete the latest Health Insurance Portability and Accountability Act (HIPAA) online "HIPAA Information and Action" training, located on the Internet at <https://floridadcf.adobeconnect.com/p7m1uumlqjs/> hire and annually upon notification from HFF Central Office of updates. Staff must print the completed certificate as evidence that the online training was completed. Certificates must be maintained in the employee's personnel file.

#### **4.5.8 HIPAA Affidavit**

The Contractor must submit an original notarized **Letter of Affidavit on HIPAA Online Training** to the Program Manager within three (3) weeks of update notification attesting that all employees, both HFF Grant and Contribution funded staff, have completed the Health Insurance Portability Accountability Act (HIPAA) online training. The affidavit also attests that the completed certificates have been printed and will be maintained in each employees personnel file. The contract specialist will send the Letter of Affidavit on HIPAA Online Training template out upon notification of updated training.

#### **4.5.9 Confidential Client and Other Information**

Except as provided in this Contract, the Contractor shall not use or disclose but shall protect and maintain the confidentiality of any client information and any other information made confidential by Florida law or Federal laws or regulations that is obtained or accessed by the Contractor or its

Contractors incidental to performance under this Contract.

#### **4.5.10 Data Security**

The Contractor shall comply with the following data security requirements whenever the Contractor or its Contractors have access to Ounce of Prevention's data systems or maintain any client or other confidential information in electronic form:

#### **4.5.11 Data Security Officer**

An appropriately skilled individual shall be identified by the Contractor to function as its Data Security Officer. The Data Security Officer shall act as the liaison to the Ounce of Prevention's security staff and will maintain an appropriate level of data security for the information the Contractor is collecting or using in the performance of this Contract. An appropriate level of security includes approving and tracking all Contractor employees that request or have access to any data system or information. The Data Security Officer will ensure that user access to the data system or information has been removed from all terminated Contractor employees.

#### **4.5.12 DCF Security Awareness Training**

All HFF grant and contribution funded staff, including Contracted staff, must complete the latest DCF security awareness online training, located at (<http://www.myflfamilies.com/general-information/dcf-training>) on an annual basis upon notification from HFF Central Office of DCF updates. This training must be completed within three (3) weeks of notification from HFF Central Office. Staff must print the certificate as evidence that the online training was completed. Certificates must be maintained in the employees personnel file.

#### **4.5.13 DCF Security Awareness Agreement Form**

All Contractor employees who have access to Departmental information shall comply with, and be provided a copy of CFOP 50-2 located at ([http://www.dcf.state.fl.us/admin/publications/cfops/050%20Systems%20Management%20\(CFOP%2050-XX\)/CFOP%205002,%20Security%20of%20Data%20and%20Information%20Technology%20Resources.pdf](http://www.dcf.state.fl.us/admin/publications/cfops/050%20Systems%20Management%20(CFOP%2050-XX)/CFOP%205002,%20Security%20of%20Data%20and%20Information%20Technology%20Resources.pdf)), and shall sign the **DCF Security Agreement** form CF 0114 at time of hire and annually during the month of July. This document can be found on the Resource Library located at: [http://www.healthyfamiliesfla.org/resource\\_login.asp](http://www.healthyfamiliesfla.org/resource_login.asp).

#### **4.5.14 DCF Security Awareness Affidavit**

The Contractor must submit an original notarized **Letter of Affidavit on DCF Security Awareness Training** to the Program Manager attesting that all employees, both HFF Grant and Contribution funded staff, have completed the Department of Children and Families Security Awareness Online Training. This training must be completed within three (3) weeks of notification from HFF Central Office of DCF updates. The affidavit also attests that the completed certificates are maintained in each employees personnel file. The contract specialist will send the Letter of Affidavit on DCF Security Awareness template out upon notification of updated training.

#### **4.5.15 Encryption**

The Contractor shall make every effort to protect and avoid unauthorized release of any personal or confidential information by ensuring both data and mobile storage devices are encrypted as prescribed in CFOP 50-2. If encryption of these devices is not possible, then the Contractor shall assure that

unencrypted personal and confidential Ounce of Prevention/DCF data will not be stored on unencrypted storage devices.

#### **4.5.16 Confidentiality Breach Notification to HFF**

The Contractor agrees to notify the HFF Assistant Director as soon as possible, but no later than five (5) business days following the determination of any breach or potential breach of personal and confidential data.

#### **4.5.17 Confidentiality Breach Notification to Clients**

The Contractor shall at its own cost provide notice to affected parties no later than 45 days following the determination of any potential breach of personal or confidential Ounce of Prevention/DCF data as provided in section 817.5681, F.S. The Contractor shall also at its own cost implement measures deemed appropriate by the Ounce of Prevention to avoid or mitigate potential injury to any person due to a breach or potential breach of personal and confidential data.

The Contractor shall cause each of its Contractors having access to Ounce of Prevention/DCF data systems or maintaining any client or other confidential information in electronic form to comply with the provisions of this Section 5.6 and the term "Contractor" shall be deemed to mean the Contractor for such purposes.

**Note: The Contractor will have access to all forms and letter formats through the Healthy Families Florida resource page after the Contract is awarded.**

## **4.6 PROPERTY GUIDELINES**

### **4.6.1 Equipment/Property.**

#### **Property Definition**

The word "property" as used in this section, means equipment, fixtures and other tangible personal property of non-consumable and nonexpendable nature, the value or cost of which is \$1,000 or more and the normal expected life of which is one year or more, and hardback-covered bound books that are circulated to students or the general public, the value or cost of which is \$25 or more, and the hardback-covered bound books, the value or cost of which is \$250 or more. Each item of property which it is practicable to identify by marking shall be marked in the manner required by the Auditor General. Each Contractor shall maintain an adequate record of property in his or her custody, which record shall contain such information as shall be required by the Auditor General. Once each year and whenever there is a change of Contractor, each Contractor shall take an inventory of property in his or her custody. The inventory shall be compared with the property record, and all discrepancies shall be traced and reconciled. All publicly supported libraries shall be exempt from marking hardback-covered bound books, as required by this section. The catalog and inventory control records maintained by each publicly supported library shall constitute the property record of hardback-covered bound books with a value or cost of \$25 or more included in each publicly supported library collection and shall serve as a perpetual inventory in lieu of an annual physical inventory. All books identified by these records as missing shall be traced and reconciled, and the library inventory shall be adjusted accordingly.

### **4.6.2 State Property Assignment**

When state property will be assigned to a Contractor for use in performance of a Contract, the title for that property or vehicle shall be immediately transferred to the Contractor where it shall remain until this Contract is terminated or until other disposition instructions are furnished by the HFF assistant

director. When property is transferred to the Contractor, the Ounce of Prevention/HFF shall pay for the title transfer. The Contractor's responsibility starts when the fully accounted for property or vehicle is assigned to and accepted by the Contractor. Business arrangements made between the Contractor and its Contractors shall not permit the transfer of title of state property to Contractors.

#### **4.6.3 Property Responsibility**

While such business arrangements may provide for Contractor participation in the use and maintenance of the property under their control, the Ounce of Prevention/HFF shall hold the Contractor solely responsible for the use and condition of said property.

#### **4.6.4 Property Title**

Title (ownership) to and possession of all property purchased by the Contractor pursuant to this Contract shall be vested in DCF upon completion or termination of this Contract. During the term of this Contract, the Contractor is responsible for insuring all property purchased by or transferred to the Contractor is in good working order. The Contractor hereby agrees to pay the cost of transferring title to and possession of any property for which ownership is evidenced by a certificate of title. The Contractor shall be responsible for repaying to DCF the replacement cost of any property inventoried and not transferred to the department upon completion or termination of this Contract. When property transfers from the Contractor to DCF, the Contractor shall be responsible for paying for the title transfer.

#### **4.6.5 Property Provisions**

Any Contract entered into by the Contractor shall include provisions imposing obligations equivalent to the above on the Contractor with regard to any property purchased by the Contractors with funds provided by this Contract. Such Contract shall specifically state that Title (ownership) to and possession of all property purchased by the Contractor pursuant to this Contract shall be vested in DCF upon completion or termination of this Contract or the Contract, whichever first occurs.

#### **4.6.6 Information Technology Resource Purchase (IRR)**

The Contractor must receive written approval from the Ounce of Prevention prior to purchasing any Information Technology Resource with these Contract funds. The Contractor will not be reimbursed for any Information Technology Resource purchases made prior to obtaining the Ounce of Prevention's approval. If purchasing technology equipment, the Contractor must follow the **Protocol for the Purchase and Disposal of Property**, which includes instructions for submitting an **Information Resource Request (IRR)** form. If the IRR has property listed for disposal, then the **Property Inventory and Disposal Form** will also need to be submitted with the IRR. All of these documents will be located in the HF Resource Library located at [http://www.healthyfamiliesfla.org/resource\\_login.asp](http://www.healthyfamiliesfla.org/resource_login.asp).

**IRR Funding** - A formal Contract budget amendment is required prior to the purchase of any property item not specifically listed in the approved budget under the Operating Capital Outlay category. Two **Amendment Cover Sheets** with original signatures and two copies of **Attachment 6c-Request to revise Budget** must be mailed at the same time the IRR is submitted.

**Information Technology Resource Disposal** - If the Contractor replaces or disposes of property purchased by the Contractor pursuant to this Contract (with HFF Grant Funding), the Contractor is required to provide accurate and complete information pertaining to replacement or disposition of the property as required on the Contractor's property inventory. If disposing of technology equipment, the Contractor must follow the **Protocol for the Purchase and Disposal of Property** which includes instructions for the **Property Inventory and Disposal Form**.

#### **4.6.7 Property Inventory**

If any property is purchased by the Contractor with funds provided by this Contract, the Contractor shall inventory all nonexpendable property, with a value or cost of \$1,000 or more and has a normal expected life of greater than 1 year, including all computers. Regardless of the acquisition cost or value, all technology (including but not limited to: computers, including desktop, laptop computers, tablets) and specialty software other than Windows and Microsoft Office Suite must also be included on the inventory. By May 20, 2016, the Contractor shall submit a **“DRAFT” Property Inventory and Disposal Form** of all such property to [Hffdeliverables@ounce.org](mailto:Hffdeliverables@ounce.org). By June 20, 2016, the Contractor shall submit a **“FINAL” Property Inventory and Disposal Form** of all such property to [Hffdeliverables@ounce.org](mailto:Hffdeliverables@ounce.org). This applies whether new purchases have been made or not. This list should contain all items purchased with Ounce of Prevention/HFF funds since the inception of the contractual relationship with the Commission. The recording document will be located in the HF Resource Library located at [http://www.healthyfamiliesfla.org/resource\\_login.asp](http://www.healthyfamiliesfla.org/resource_login.asp).

##### **4.6.7.1 Property Inventory Requirements**

The inventory shall include, at minimum, the identification number; year and/or model; a description of the property, its use and condition; current location; the name of the property custodian; class code (use state standard codes for capital assets); if a group, record the number and description of the components making up the group; name, make, manufacturer; serial number(s), if any, and if an automobile, the VIN and certificate number; acquisition date; original acquisition cost; funding source; and, information needed to calculate the federal and/or state share of its cost. The HFF Contract specialist shall provide disposition instructions to the Contractor prior to the end of the Contract period. The Contractor cannot dispose of any property that reverts to DCF without the HFF assistant director’s approval. The Contractor shall furnish a Final inventory by June 25 of each state fiscal year of the Contract, before the completion or termination of this Contract. The Final inventory shall include all nonexpendable property including all computers purchased by the Contractor. The Final inventory shall contain, at minimum, the same information required by the annual inventory.

The Contractor hereby agrees that all inventories required by this Contract shall be current, accurate and reflect the date of the inventory. If the original acquisition cost of a property item is not available at the time of inventory, an estimated value shall be agreed upon by both the Contractor and the Ounce of Prevention/HFF and shall be used in place of the original acquisition cost.

#### **4.7 PROPERTY GUIDELINES**

All Healthy Families Jacksonville staff employed under this contract will be housed at the Kids Hope Alliance at no cost to the Contractor. Space is provided in-kind by the Commission. The Contractor will be required to execute a separate Lease Agreement which will be subject to approval by the Jacksonville City Council.

#### **4.8 FISCAL REQUIREMENTS**

The Commission shall make payments to the Contractor based on cost reimbursement for the Services as described in the Approved Program Budget. Requests for payment for services performed must contain the following statement: “This request for payment is subject to Section 837.06, Florida Statutes”; describe the services provided by the Contractor and

Contractor all supporting documentation requested by the Commission. Acceptable documentation includes, but is not limited to purchase orders, paid vouchers, invoices and any other documentation deemed necessary and approved by the Commission for release of payments under this agreement.

If the Contractor fails to perform in accordance with the contract or perform the minimum level of service required by the contract, The Commission will apply financial consequences. The foregoing does not limit additional financial consequences, which may include but are not limited to refusing payment, withholding payments until deficiency is cured, tendering only partial payments, applying payment adjustments for additional financial consequences or for liquidated damages to the extent that this Contract so provides, or termination of this Contract and requisition of services from an alternate source. Any payment made in reliance on the Contractor's evidence of performance, which evidence is subsequently determined to be erroneous, will be immediately due as an overpayment to the extent of such error.

#### **4.8.1 Budget and Revenue Summary**

Prepare **Attachment 3a-Budget and Revenue Summary** for the delivery of services described in this Contract, including revenue projections for cash and in-kind contributions using the instructions provided. The budget narrative contained within must describe quantitatively how the budget categories were calculated. The Ounce of Prevention and the Commission will not pay for amounts related to compensatory time, accrued leave buy-out or severance pay. The Contractor must obtain prior approval from the Program Manager for any plan to increase salaries during the Contract period.

#### **4.8.2 Monthly Invoice**

Submit to the Commission a monthly invoice of actual expenditures, actual cash and in-kind contributions received using the **Monthly Invoice, Revenue Summary and Payment Request form**. These invoices are due to the Commission by the 9th of the following month. Failure to submit a timely or accurate invoice may result in the monthly payment being withheld or a delay in payment. This is a cost reimbursement Contract for 9 months with the possibility of 3 annual renewal periods. Payment for Contracted services will be contingent upon the documented expenditures for this Contract period and the receipt of current and correct evaluation data, reports and invoices.

#### **4.8.3 Final Invoice**

The final invoice for payment shall be submitted to the Commission no more than 10 days after the Contract ends or is terminated. If the Contractor fails to do so, all rights to payment are forfeited and the Commission will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this Contract may be withheld until all reports due from the Contractor and necessary adjustments thereto, have been approved by the Ounce of Prevention.

#### **4.8.4 Advance Payment Request**

The Contractor may submit an **Advance Payment Request** with original signatures. The advance must be recouped during the Contract period. The Contract Specialist will send this document out upon request.

#### **4.8.5 Contractor Self-Evaluation Tool**

Submit a Contractor Self-Evaluation Tool thirty (30) days following the event that there is a change in the lead entity or finance director, or upon request. This tool may be requested from the HFF Assistant

Director or the HFF Fiscal Department. The tool determines the internal control and administrative systems of the lead entity as requested by the Ounce of Prevention.

#### 4.8.6 Supporting Documentation

Provide, when requested, copies of supporting documentation for two (2) months of invoices. The Ounce of Prevention reserves the right to randomly conduct on-site fiscal monitoring to review the accuracy of data reported as expenditures from Ounce of Prevention/HFF grant funds.

#### 4.8.7 Cash and In-Kind Contributions

**Cash contributions** consist of dollars (cash) that are used for project salaries, benefits, operational expenses, administrative costs or enhancement to the core staffing such as a nurse, child development specialist or licensed professional.

**In-kind contributions** are tangible resources donated to the program for operational costs and must contribute to the operation of the project. Examples of in-kind contributions include donated curriculum materials to be used by the Healthy Families project in working with families participating in the program, donated office space to house the Healthy Families project staff or donated training.

**Other Contributions** consist of funds that cannot be counted as a cash contribution.

#### 4.8.8 Budget Adjustment

Submit a budget adjustment for adjusting line items within the approved budget that are less than ten percent (10%) of the Ounce of Prevention/HFF grant. A cumulative amount up to ten percent (10%) of the Ounce of Prevention/HFF grant amount can be adjusted during the period of the Contract. Movement of greater than ten percent (10%) of the grant amount requires a Contract amendment.

Budget adjustments will be required quarterly for any over-budget line items. Although budget adjustments will be submitted quarterly, each program is to record and submit their expenses in the month the expense was incurred even if a line item is over-expended. The Ounce of Prevention/HFF will process the invoice with the over-expended line items on a quarterly basis. The Ounce of Prevention/HFF reserves the right to disapprove budget adjustments. Budget adjustments should be submitted with the following invoices:

Invoice Period	Due Date
July - September	October 15
October - December	January 15
January - March	April 15
April - June	July 15

#### 4.8.9 Budget Amendment

**Amendment Approval - A Request to Revise Budget** will need to be submitted for approval to the Program Manager who will then submit the request to Healthy Families Florida. If the Request to Revise Budget is approved, then the Contract specialist will create an **Amendment Cover Sheet** based on the submitted Request to Revise Budget. The Amendment Cover Sheet and Attachment 3c-Request to Revise Budget will be emailed to the lead agency and the PM. Two signed originals of the Amendment Cover Sheet and two sets of Attachment 3c-Request to Revise Budget must be mailed to the HFF Contract Specialist.

Submit a Budget Amendment if there are changes in each of the following instances:



- Requesting to increase/decrease the total Ounce of Prevention/HFF grant or adding a new budget line item.
- Requesting to move budget amounts between categories in excess of ten percent (10%) of Ounce of Prevention/HFF grant amount.
- Requesting to increase the Ounce of Prevention/HFF grant budget categories of Salaries & Wages, Operating Capital Outlay or Administrative Expenses.
- If the cumulative budget adjustments have exceeded 10%.

**4.8.10 Restrictions of Expenditures**

Items expressly prohibited from purchase with these Contract funds include, but are not limited to, items such as flowers, awards, plaques, meals (excluding meals associated with travel per Chapter 112, F.S.) including bottled water, snacks, refreshments, entertainment and promotional items. There are no promotional items that have a specific statutory authority. No promotional items are allowed to be purchased with these Contract funds. Promotional items include, but are not limited to ribbons, wrist bands, water bottles, lapel pens, mugs, or other items used to promote the project.

**4.9 DELIVERABLES**

**DELIVERABLES**

**Deliverables Table.**

<b>Title</b>	<b>Due Date</b>	<b>Send To</b>
Other Reports and Information	Upon request	Program Manager
Financial and Compliance Audit	Due 180 days after end of Contractor’s fiscal year	Program Manager
Notarized Affidavit of HIPAA Online Training	Upon notification from HFF Central Office or Program Manager	Program Manager
Notarized Affidavit of DCF Security Awareness Online Training	Upon notification from HFF Central Office or Program Manager	Program Manager
Civil Rights Compliance Checklist	Upon execution of the Contract	Program Manager
Single-Point-of-Contact Information Updates	Upon execution of the Contract and within 5 calendar days of change	Program Manager
Notarized Affidavit of ADA Deaf and Hard of Hearing Online Training	Upon notification from HFF Central Office or Program Manager	Program Manager
Evidence of Up to Date Level 2 Background Screening for All Staff	November 20, 2016	Program Manager
Property Inventory and Disposal Form	Upon notification from the Program Manager	Program Manager
Quarterly Narrative Report	Due the 10 <sup>th</sup> of: October 2016, January 2017 April 2017 and July 2017	Program Manager
Parent Leadership Activities	Upon notification from HFF Central Office or Program Manager	Program Manager

Service Update on Services Provided to Deaf or Hard-of-Hearing Participants	Due on the first day of each month via e-mail	Program Manager
Monthly Invoice	Due on the 9 <sup>th</sup> of each month	Program Manager and KHA Finance Representative
Proof of Insurance Coverage	September 20, 2016 and upon insurance renewal	Program Manager
Home Visit Completion Report	November 15, 2016	Program Manager
Monthly Report	Due on the 5 <sup>th</sup> of each month	Program Manager

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## ATTACHMENT A RESPONSE FORMAT

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

- 1) **Title Page:** Include RFP Title, RFP Number, Contractor's full name, address, phone number.
- 2) **Cover Letter:** Include the following:
  - Date of Letter.
  - RFP Title and Number
  - Contractor's full name, address 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.
  - 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.
  - Signature of Authorized Representative.
- 3) **Required Forms.** Attach all forms identified in Section 1 or in the attachments, if applicable, each signed by an authorized representative. Required forms include:
  - Signed Bid Form
  - Conflict of Interest Certificate
  - Response (including all required documents)
  - Proof of Florida not-for-profit corporation organized under Chapter 617 of Florida Statutes or 501(c)(3) tax-exempt organization under the Internal Revenue Code registered to do business in the state of Florida
  - Signed copy of the completed checklist (Attachment E)
  - Signed affidavit from Contractor's insurance agent, to include a copy of the completed Certificate of Insurance (Exhibit B)
  - Budget Worksheet (Form 1)
- 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 six(6) subsections (one subsection for each of the listed criteria).

## ATTACHMENT B EVALUATION MATRIX

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

**I. COMPETENCE/EXPERIENCE/PAST RECORD OF PERFORMANCE.** Contractor must demonstrate a proven track record in providing high quality home visiting or similar programs-- and a willingness to work collaboratively with community partners to achieve desired goals.

- Provide a detailed explanation of current or similar projects that the organization has managed. The explanation must include any staffing, goals, cost, and program outcomes.
- Provide statistical data documenting performance measures achieved in current, similar programs.
- If currently receiving a contract with the City of Jacksonville or the Kids Hope Alliance, provide results of monitoring reports or other performance reports. **NOTE: The evaluation committee reserves the right to verify the response against documents contained by the City. (15 points maximum score).**

**II. CURRENT WORKLOAD.**

- Provide the number and size of all programs currently being performed.
- Discuss past ability to deliver projects on a timely basis under similar current workload conditions.
- In addition, discuss how any problems with program implementation have been resolved in the past. **(10 points maximum score)**

**III. ACCESS TO TARGET POPULATION.**

- Contractor must describe the populations currently served as well as your current ability to access the prenatal/newborn population.
- In addition, describe your agency's plan for fostering outreach/access to this population. **(20 points maximum score)**

**IV. IMPLEMENTATION PLAN.** Contractor must describe plans for implementing the Healthy Families Jacksonville program successfully.

- Provide an outline of a 30, 60, and 90 days plan for complete implementation. **(15 points maximum score)**

**V. STAFFING AND SUPERVISION.**

- Contractor must describe the culture of supervision and plans to foster effective supervision as required by the Healthy Families America model.
- In addition, describe what retention strategies will be used to retain staff as employees of this program.
- Include a proposed organizational chart.
- If the Contractor plans on using an existing staff person as the Assistant Program Manager, provide a resume and qualifications. If staff is to be hired, describe the plan to recruit qualified staff. **(10 points maximum score)**

**VI. COMMUNITY COLLABORATION.** Contractor must describe plans for collaborating with the community to educate others about this program and to establish agreements that benefit program participants, staff, and the larger community. **(15 points maximum score)**

**VII. BUDGET and FINANCIAL RESPONSIBILITY.**

- Describe form of business, i.e., proprietorship, partnership, corporation; years in business; changes in ownership; bank reference(s); past, present, pending and/or threatened legal proceedings within any forum; and any other information the Contractor may wish to supply to demonstrate financial responsibility. Failure to provide all listed information and documentation will result in score less than maximum for this criterion.
- Contractor must demonstrate the ability to financially take on the responsibility of the Healthy Families Jacksonville program. Provide evidence of adequate resources to support the maintenance and staffing plan provided.
- Provide a budget format illustrating how the program will be fiscally administered. With each budget line item, include a narrative for how each line item will be spent.
- In addition, provide an explanation of how the agency would use lapse dollars if they are identified at the end of the contract year.
- Include any additional documentation that demonstrates the fiscal health of the organization. Items of interest would include past tax returns, 990s, income statements, balance sheets, statements of cash flow, and most recent audited financial statements.
- Contractor must also disclose all sources of current City of Jacksonville funding as well as explain, if awarded a contract from this bid, what percentage of the Contractor's total operating budget this contract would represent. **(15 points maximum score)**

**PRIORITY POINTS.** The RFP funding represents a significant amount to operate a quality home visiting program; however, it is not intended to be the sole source of funding. Demonstrate any cash or in-kind contributions that will be made by your agency and how it will be used to successfully implement the program. **(5 points maximum score)**

**NOTE:** Once the evaluation of the responses from Attachment B have been completed, the Commission reserves the right to interview the top three (3) scorers in order to determine best value and most qualified Contractor for the City.

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