



**GOVERNANCE AND PROGRAMS COMMITTEE  
MEETING AGENDA  
Monday, November 4<sup>th</sup>, 2019  
1:00 PM - 2:30 PM**

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1. <b>CALL TO ORDER</b>	Dr. Barbara Darby	
2. <b>APPROVAL OF THE MINUTES</b>	Dr. Barbara Darby	03
3. <b>REPORT OF THE CHAIR</b>	Dr. Barbara Darby	
4. <b>NEW BUSINESS:</b>		
<b>Action Items:</b> <i>(open for public comments prior to vote)</i>		
• The Young Men’s Christian Association Budget Amendment Request – Southside Middle School	Kenneth Darity	07
• Healthy Families Jax Subcontract Renewal with the Northeast Florida Healthy Start Coalition	Mary Nash	08
• Compass USA, Inc. Canteen Renewal	Tyrica Young	09
• Florida Institute of Education at University of North Florida: Contract Renewal	Tyrica Young	11
• Summer Food Service Program Grant Renewal	Tyrica Young	14
• Early Learning Coalition of Duval Childcare Match Funding Grant: Contract	Lenora Wilson	16
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5. <b>DISCUSSION:</b>	
• Update Governance and Programs Committee Workplan	28
• RFP Updates	30
• Annual Report and Essential Service Plan Update	Cory Armstrong
6. <b>PUBLIC COMMENTS</b>	
7. <b>NEXT STEPS &amp; MEETING SCHEDULE</b>	Dr. Barbara Darby
8. <b>ADJOURN</b>	



**GOVERNANCE COMMITTEE MEETING SUMMARY**  
**October 7, 2019**  
**1:00 PM – 2:30 PM**

**Voting Board Attendees:**

Dr. Barbara Darby, Committee Chair  
Rebekah Davis  
Kevin Gay

**Staff:**

Donnie Horner, Cynthia Nixon, Dae Lynn Helm, Delores Williams, Ruth Waters, Katoia Wilkins, Rodger Belcher, Tia Keitt, LaRaya Strong, Travis Williams, Cory Armstrong, Mary Nash, Kenneth Darity, John Everett, Saralyn Grass and Debra Sibley

**COJ Staff:**

Julia Davis, Office of General Counsel

**Guest**

[Governance Committee sign in 10.7.19.pdf](#)

**Call to Order**

The Governance Committee meeting was called to order at 1:00 p.m. by Dr. Darby. Dr. Darby thanked everyone for coming today and gave instructions for evacuation in the event of an emergency. Dr. Darby asked for a motion to approve Governance summary. Rebekah Davis made the motion and Kevin Gay seconded it. All were in favor and the motion was passed. Diane Moser, from the Employee Services Division with the City of Jacksonville, addressed the CEO evaluation part of the agenda. Ms. Moser recommended that the Governance Committee as well as the Board wait until the final report has been released by the Office of Inspector General before doing an evaluation on Joe Peppers. Dr. Darby and the Committee asked for clarity as to who would have the responsibility of making the decision on the CEO pending position and what is the process after the report is released. Julia Davis explained the process and the Board's role in the process.

**Governance Report and Work plan**

Dr. Darby just wants the work plan updated to remove the items that have been completed.

**Action Items**

**Kenneth Darity Communities in Schools Funding Recommendations.** The Governance Committee was asked to give Kids Hope Alliance approval to amend contract #9515-138 with Communities in Schools of Jacksonville to remove Lake Forest Elementary as a program site for the period July 1, 2019 through June 30, 2020; amend contract #9515-139 with Communities in



Schools of Jacksonville to add Bridge to Success Academy at West Jacksonville as a program site with a funding amount of \$64,000 for the period July 1, 2019 through June 30, 2020; amend contract #9515-140 with Communities in Schools of Jacksonville to add additional funding of \$128,000 to the Mayport Middle School program site for the period July 1, 2019 through June 30, 2020; and authorize the CEO to execute amendments to the contracts as necessary and consistent with the foregoing approvals. Mr. Darity said that Duval County School Board made a decision to close Lake Forest Elementary School. The students were sent to other schools in the area. Mr. Darity said this will allow CIS to serve additional students on waitlists at other CIS sites. KHA is working with other providers to provide service to students that were affected by the closure. Rebekah Davis made the motion and Kevin Gay seconded it. After Board discussion, Dr. Darby opened the floor for public comments. With none being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

extend the.

**Dae Lynn Helm introduced 21<sup>st</sup> CCLC Grant Renewal Cedar Hill and Gregory Drive.**

The Governance Committee was asked to authorize KHA to apply for a continuation grant from the Florida Department of Education: 21st Century Community Learning Centers (Cedar Hill and Gregory Drive elementary schools) for the period of October 1, 2019 thru July 31, 2020, for \$559,999 and authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements. KHA partners with the Duval County Public Schools to implement afterschool and summer programs for two schools. The Program will operate Monday through Friday providing afterschool programming for up to 300 students. Dr. Darby asked for a motion to approve the request. Ms. Davis made the motion and Mr. Gay seconded it. Dr. Darby opened the floor for discussion and public comments. Mr. Gay asked what a day looks like and how do we engage the family. Tyrica Young, Director of Out of School Time Grants said that they offer free GED classes to the parents that have students enrolled in their program and that a total of 20 parents have participated in the program thus far. Dr. Darby asked why there was a match and Ms. Nixon explained that is to cover incurred costs not covered by the grant. Dr. Darby asked for an update on the programs and Travis Williams, Sr. Director of Communication, stated that he and Rodger Belcher, the Director of Data Systems, are preparing a presentation for City Council and will be presenting it to the Board as well. Dr. Darby opened the floor for public comment. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Dae Lynn Helm introduced 21<sup>st</sup> CCLC Grant Renewal San Jose and Hyde Park**

**Elementary.** The Governance Committee is asked to authorize KHA to apply for a continuation grant from the Florida Department of Education: 21st Century Community Learning Centers (San Jose and Hyde Park elementary schools) for the period of October 1, 2019 thru July 31, 2020, for \$225,939 and authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements. The program will operate Monday through Friday providing afterschool programming for up to 200 students. Ms. R. Davis made the motion and Mr. Gay seconded it. Dr. Darby opened the floor for discussion and public comments. Ms. Helm said that Kids Hope Alliance provides direct services for this grant and is responsible for the program.



With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Ruth Waters introduced Criminal Justice Mental Health and Substance Abuse Reinvestment Grant.** The Governance Committee was asked to authorize Kids Hope Alliance to exercise the second and final renewal under contracts with: 1) Managed Access to Child Health, Inc. and 2) Jewish Family and Community Services, Inc. to continue implementing the Criminal Justice Mental Health and Substance Abuse Reinvestment Grant – Year 3 for the period November 1, 2019 through October 30, 2020. The board is also asked to authorize the CEO to execute amendments to the contracts and any other legal documents necessary and consistent with the intent of forgoing authorizations. In 2017, the Florida Department of Children and Families awarded a three-year Criminal Justice Mental Health and Substance Abuse expansion grant to Kids Hope Alliance. KHA entered into contracts with Managed Access to Child Health and Jewish Family and Community Services to provide services in connection with the grant. Each contract was for one year with two one-year renewal options. This action item will renew each contract for the program period November 1, 2019 through October 31, 2020. Ms. R. Davis made the motion and Mr. Gay seconded it. Dr. Darby opened the floor for discussion and public comments. Mr. Gay asked if these individuals have criminal records. Ms. Ruth explained the screening process and the potential to refer the individuals to a treatment program for mental health, substance abuse and co-occurring problems. Dr. Darby asked if this was a diversion program. Katoia Wilkins, Director of Juvenile Justice, said it is not a diversion program. This program is used to make recommendations to prevent them from going deeper into the juvenile justice system. There was discussion on the program goals and outcomes. Dr. Darby said it may be helpful to make a notation by the two goals that were not meet since there is a good reason for it. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Ruth Waters introduced Don’t Miss a Beat Travel Trust Request.** The Governance Committee was asked to approve the request for funding form the Kids Hope Alliance, Youth Travel Trust Fund to Don’t Miss a Beat Inc and authorize the CEO to execute the contract or legal documents. Don’t Miss A Beat Inc. has been invited to participate at the American Choral Directors Association, President’s Concert in Orlando, Florida. Fourteen youth will be making the trip on October 25, 2019. Dr. Darby asked for a motion to approve this request. Mr. Gay made the motion and Ms. R. Davis seconded it. After Board discussion, Dr. Darby opened the floor for public comments. With none being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**Tyrica Young introduced MOU with the Duval County School Board Student Data Sharing Agreement.** The Governance Committee was asked to authorize the Kids Hope Alliance (“KHA”) to enter into a Memorandum of Understanding (MOU) with the Duval County School Board (the “District”), the OneView Community Partner to share Student Data at four (4) 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) Team Up Afterschool Program sites: Hyde Park, San Jose, Cedar Hills, and Gregory Drive and authorize the CEO to execute the MOU and any amendments and other documents necessary to fulfill the MOU requirements. Ms. Young



said that DCPS requires this MOU from all other afterschool program providers at DCPS sites and allows KHA to meet a requirement of the grant to provide this information in order to identify areas in need of improvement. Ms. R. Davis made the motion and Mr. Gay seconded it. Dr. Darby asked about the targets and the specific outcomes. Ms. Young said they focus on the core subject areas, report card grades for 3rd through 5th grade and compare them to students that are not in the afterschool program. Dr. Darby opened the floor for public comment. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

**John Everett introduced College Success and Access Program.** The Committee was asked to approve the re-issuance of a Request for Proposals (RFP) for College Success and Access Academy Program with amended minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Board with such changes as are deemed appropriate by KHA staff and the Office of General Counsel and lowering the score 70%. Ms. R. Davis made the motion and Mr. Gay seconded it. Dr. Darby opened the floor for discussion and public comments. Mr. Everett went over the scoring and minimum qualifications. Mr. Everett said that lowering the score will not change the integrity of the program or its effectiveness. There was discussion on being able to help the smaller organizations with the RFP process. Comments were made by Sylvester Pinckney and Tia Keitt, KHA community outreach representatives. With no other comments being heard, Dr. Darby asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

#### **Discussion topics**

Saralyn Grass gave updates on KHA’s RFPs and who is being awarded contracts. The Evening Reporting Center was awarded to St. Paul Missionary Baptist Church. Juvenile Justice Prevention and Intervention Program was awarded to Daniel Memorial Inc., City Year Jacksonville, and Big Brothers Big Sisters of NEFL. There was also a three-way tie that will have to be decided by procurement. Special Needs RFP that was awarded to Boys and Girls Club of NEFL and I.M. Sulzbacher Center.

Mr. Gay said that KHA staff had been in contact with Donna Orender about combining the Program Committee with the Governance Committee and serving as a member of the combined committee instead of chairing a separate Program committee. Mr. Gay asked Dr. Darby if she would be open to combining the two committees to allow staff time to be used more efficiently and to allow each Board Committee to have three members. Dr. Darby said they would find a way to make it work.

Dr. Darby said due to time the Committee would carry all other discussion items to the next meeting.

#### **Public Comments**

No public comments

#### **Adjourn**

The meeting was adjourned at 2:41 p.m.

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**BOARD ACTION ITEM:**

**GOVERNANCE COMMITTEE: NOVEMBER 4, 2019**

**FINANCE COMMITTEE: NOVEMBER 13, 2019**

**BOARD MEETING DATE: NOVEMBER 20, 2019**

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

**FROM: DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER**

**RE: BUDGET AMENDMENT REQUEST: THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF FLORIDA'S FIRST COAST, INC. - SOUTHSIDE MIDDLE SCHOOL**

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**REQUESTED ACTION:**

The Board is asked to:

- 1.) Approve an amendment to the budget of The Young Men's Christian Association of Florida's First Coast, Inc. (YMCA) for its program at Southside Middle School to create a new budget line item – Program Contractual - SRO - and to move \$18,553 from Payroll to this new budget line item.
- 2.) Authorize the CEO to execute an amendment to the contract consistent with the action above.

**NARRATIVE:**

The YMCA is requesting to move dollars within their budget to pay for security resource officer expenses that are incurred during the school year. During their budgeting process, the agency planned to hire an officer in the payroll line item. The agency was later informed that the officer must be paid as a contractor in the Duval County Public Schools portal and could not be hired directly as an employee.

KHA policy requires Board approval because these budget changes create a new budget line item and exceed 10% of the agency's total contract amount.

Attached is a letter from the agency outlining their request.

**FISCAL IMPACT:**

This action item does not require any additional funding.

**GOVERNANCE/PROGRAM IMPACT:**

This action requires Board approval.

**OPTIONS:**

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

**STAFF RECOMMENDATION:**

Staff recommends approval.

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**BOARD ACTION ITEM:**

**GOVERNANCE COMMITTEE:** NOVEMBER 4, 2019

**FINANCE COMMITTEE:** NOVEMBER 13, 2019

**BOARD MEETING DATE:** NOVEMBER 20, 2019

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

**FROM:** DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER

**RE:** HEALTHY FAMILIES JACKSONVILLE SUBCONTRACT RENEWAL WITH THE NORTHEAST FLORIDA HEALTHY START COALITION FOR 2019/2020

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve an extension of the following contract for 6 months from January 1, 2020 – June 30, 2020.

<i><b>BID</b></i>	<i><b>AGENCY</b></i>	<i><b>PROGRAM</b></i>	<i><b>FUNDING</b></i>
ESC-0490-16	Northeast Florida Healthy Start Coalition	Healthy Families	\$880,244.50

- 2) Authorize the CEO to execute an amendment extending the contract on behalf of the Kids Hope Alliance.

**NARRATIVE:**

The Northeast Florida Healthy Start Coalition, Inc. became the subcontractor for Healthy Families Jacksonville program on October 1, 2016. The Board previously approved two successive three-month extensions of the contract rather than approving a renewal of the contract for the final renewal period (July 1, 2019 through June 30, 2020) due to performance issues. The current recommendation is to extend the contract for an additional 6 months (the balance of the renewal period) to allow additional time to complete a new RFP for the Healthy Families Jacksonville program. This RFP will be presented to the Board for approval at the February, 2020 meeting and will include recommendations from a Healthy Families Jacksonville Efficacy Review that will be completed December, 2019. Performance under the contract has shown some improvement.

**FISCAL IMPACT:**

The Northeast Florida Healthy Start Coalition will receive additional funding in the amount of \$880,244.50. Total funding for the Healthy Families program grant period July 1, 2019 through June 30, 2020 is \$2,135,000.00. This amount includes \$1,094,500.00 from Federal and State funds from the Ounce of Prevention Fund of Florida and \$1,040,500 of matching funds from KHA. Total funding for Northeast Florida Healthy Start Coalition for the 2019-2020 grant period is \$1,785,414.00.

**GOVERNANCE/PROGRAM IMPACT:**

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

**OPTIONS:**

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

**STAFF RECOMMENDATION:** Staff recommends approval.



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**BOARD ACTION ITEM:**

**GOVERNANCE COMMITTEE:      NOVEMBER 4, 2019**  
**FINANCE COMMITTEE:            NOVEMBER 13, 2019**  
**BOARD MEETING DATE:        NOVEMBER 20, 2019**

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**TO:                    KIDS HOPE ALLIANCE BOARD OF DIRECTORS**  
**FROM:                DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER**  
**SARALYN GRASS, CHIEF PROGRAMS OFFICER**  
**TYRICA YOUNG, DIRECTOR, OUT OF SCHOOL TIME GRANTS**  
**JOYCE WATSON, DIRECTOR. ADMINISTRATION**  
**RE:                    COMPASS USA, INC CANTEEN RENEWAL**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Authorize the renewal of KHA's contract with Compass Group USA, Inc. to provide meals (snack and supper) to KHA's community-based afterschool program sites for the period October 1, 2019 through January 31, 2020, or such later date as KHA enters into a new contract for these services.
- 2) Authorize the CEO to execute an amendment to the contract and all other documents consistent with the intent of the action authorized above.

**NARRATIVE:**

KHA contracted with Compass Group USA, Inc. in January, 2019 to provide healthy snacks and supper to youth participating in KHA's afterschool programs in community-based sites. To qualify as a site through the Child Care Food Program Afterschool Meals Program, the site must be in an area where at least 50% or more of youth receive free or reduced lunch. Funding is provided through a grant from the Florida Department of Health/Bureau of Child Nutrition Programs (Child Care Food Program) which reimburses KHA monthly for meals provided by Contractor. KHA's current contract expired September 30, 2019. The grantor is requiring that KHA rebid the contract. KHA staff is preparing a new RFP and expects an award to be made in January, 2020.

**FISCAL IMPACT:**

The contract with Compass Group USA, Inc. will be increased by the amount of \$380,000.00. All payments are reimbursable from the Florida Department of Health/Bureau of Child Nutrition Programs with no cash match required by KHA.

**GOVERNANCE/PROGRAM IMPACT:**

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

**OPTIONS:**

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

**STAFF RECOMMENDATION: Staff recommends approval.**

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**BOARD ACTION ITEM:**

**GOVERNANCE COMMITTEE:      NOVEMBER 4, 2019**  
**FINANCE COMMITTEE:            NOVEMBER 13, 2019**  
**BOARD MEETING DATE:         NOVEMBER 20, 2019**

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**TO:                                KIDS HOPE ALLIANCE BOARD OF DIRECTORS**  
**FROM:                            DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER**  
**SARALYN GRASS, CHIEF PROGRAMS OFFICER**  
**TYRICA YOUNG, DIRECTOR, OUT OF SCHOOL TIME GRANTS**  
**JOYCE WATSON, DIRECTOR. ADMINISTRATION**  
**RE:                                CONTRACT: FLORIDA INSTITUTE OF EDUCATION AT UNIVERSITY OF**  
**NORTH FLORIDA – SAIL NETWORK CYCLE 3 TECHNICAL ASSISTANCE**  
**AND SUPPORT**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Authorize execution of a contract with Florida Institute of Education at the University of North Florida (“FIE”) for Early Education SAIL Network, Cycle 3 Technical Assistance and Support as described in the Scope of Work attached to this action item.
- 2) Authorize the CEO to execute the contract and any other documents consistent with the intent of the action authorized above.

**NARRATIVE:**

FIE will provide technical assistance and support of the SAIL afterschool program. In 2017, the Jacksonville Journey worked with FIE to develop a three-year Early Education Pilot (“SAIL”) afterschool and summer program to test the feasibility of a cross sector, neighborhood learning network that would collaboratively develop, implement and test new delivery strategies for afterschool and summer learning in Jax Journey target areas. Contracts were awarded pursuant to an RFP issued by the Jacksonville Children’s Commission and the Jacksonville Journey. This is the second and final renewal of the pilot program contracts. The goal is to demonstrate significant improvements in literacy proficiency, as well as develop skills in, problem solving, creativity and innovation, teamwork and collaboration, and communication and connections of participating children (the “Big Five Learning Success Skills”) and effect positive change in partner neighborhoods.

3-Year Funding Rationale: Collaboratively develop and implement new delivery strategies for afterschool and summer learning that are aligned with and support in-school learning, contribute to students improved academic outcomes and that can be shared with other afterschool and summer learning programs. Work is organized into three continuous improvement cycles: Cycle 1, 2017/2018; Cycle 2, 2018/2019; and Cycle 3, 2019/2020.

The funding period for these technical assistance and support services will be from October 1, 2019 – May 31, 2020 with funding of \$100,000.

**FISCAL IMPACT:**

Technical Assistance and Support Services of \$100,000.00.

**GOVERNANCE/PROGRAM IMPACT:**

The Technical Assistance and Support Services will continue to expand KHA's ability to complete program data analysis to assist in determining the effectiveness of this program.

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

**OPTIONS:**

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

**STAFF RECOMMENDATION: Staff recommends approval.**

***Kids Hope Alliance Early Education 3-Year SAIL Network:  
Supporting Academics and Igniting Learning Program***

REVISED proposal submitted by the Florida Institute of Education at the University of North Florida  
Scope of Work: Early Education *SAIL Network*, Cycle 3 Technical Assistance and Support  
October 1, 2019 – May 31, 2020

***Overarching Early Education 3-Year SAIL Network Goal:*** Demonstrate significant improvements in reading proficiency of participating children; increased use of the “Big Five” Learning Success Skills; and effect positive change in partner neighborhoods.

***3-Year Funding Rationale:*** Collaboratively develop and implement *new delivery strategies for afterschool and summer learning* that are aligned with and support in-school learning, contribute to students improved academic outcomes and *that can be shared with other afterschool and summer learning programs*. Work is organized into three continuous improvement cycles: Cycle 1, 2017/2018; Cycle 2, 2018/2019; and Cycle 3, 2019/2020.

The Florida Institute of Education (FIE) will lead the collaborative design, development, and refinement process for the Cycle 3 Early Education 3-Year *SAIL Network* afterschool learning program October 1, 2019 – May 31, 2020 as follows:

**October 1, 2019 – December 31, 2019. Cost: \$37,500**

- FIE will provide KHA technical assistance and support for Cycle 3 to four *SAIL Network* elementary schools and partner community agencies focusing on the afterschool academic (Radical Readers and Imagination Zone) and ACE (Action, Connect, Explore) enrichment components.
- FIE will provide program deliverable timelines for *SAIL Network* partners.
- FIE will use Cycle 1 and Cycle 2 *Summer SAIL* camp data to design a generic form of the *Summer SAIL Hour-A-Day of Literacy* camp implementation timeline.

**January 1, 2020 – March 31, 2020. Cost: \$37,500**

- FIE will provide KHA technical assistance and support for Cycle 3 to four *SAIL Network* elementary schools and partner community agencies focusing on the afterschool academic (Radical Readers and Imagination Zone) and ACE (Action, Connect, Explore) enrichment components.
- FIE will provide program deliverable timelines for *SAIL Network* partners.
- FIE will develop and refine a generic implementation timeline for the *Summer SAIL Hour-A-Day of Literacy* camp design.

**April 1, 2020 – May 31, 2020. Cost: \$25,000**

- FIE will provide KHA technical assistance and support for Cycle 3 to four *SAIL Network* elementary schools and partner community agencies focusing on the afterschool academic (Radical Readers and Imagination Zone) and ACE (Action, Connect, Explore) enrichment components.
- FIE will provide program deliverable timelines for *SAIL Network* partners.
- FIE will provide a final *Summer SAIL Hour-A-Day of Literacy* component and *SAIL* afterschool program overview.

**TOTAL REVISED COST: \$100,000; Invoiced quarterly  
Submitted 10-22-19**

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**BOARD ACTION ITEM:**

**GOVERNANCE COMMITTEE:      NOVEMBER 4, 2019**  
**FINANCE COMMITTEE:          NOVEMBER 13, 2019**  
**BOARD MEETING DATE:        NOVEMBER 20, 2019**

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**TO:                                KIDS HOPE ALLIANCE BOARD OF DIRECTORS**  
**FROM:                            DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER**  
**SARALYN GRASS, CHIEF PROGRAMS OFFICER**  
**TYRICA YOUNG, DIRECTOR, OUT OF SCHOOL TIME GRANTS**  
**JOYCE WATSON, DIRECTOR. ADMINISTRATION**  
**RE:                                SUMMER FOOD SERVICE PROGRAM GRANT RENEWAL**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve the renewal of the Florida Department of Agriculture and Consumer Services/ Division of Food, Nutrition, and Wellness grant for Summer 2020.
- 2) Authorize the CEO to execute a grant contract and all other documents necessary to fulfill grant requirements.

**NARRATIVE:**

The Summer Food Service Program (SFSP) is a federally funded, state-administrated program. The Program will operate Monday through Friday providing healthy snacks and/or lunches to an estimated 120 sites throughout Duval County. The SFSP reimburses providers who serve free healthy meals to children and teens in low-income areas during the summer months when school is not in session. The program requirements are as follows:

- Program must keep attendance records, daily meal counts, menus, and expenditure records
- Meals must meet specific USDA meal pattern requirements
- Meals must contain a fluid milk, fruits and vegetables, grains and breads, and meat/meat alternatives.

**FISCAL IMPACT:**

The funding of this program is from federal dollars through the State of Florida up to \$1,100,000 and was appropriated in KHA's 2019-2020 Annual Budget Ordinance. This grant does not require matching funds from KHA.

**GOVERNANCE/PROGRAM IMPACT:**

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

**OPTIONS:**

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

**STAFF RECOMMENDATION: Staff recommends approval.**

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**BOARD ACTION ITEM:**

**GOVERNANCE COMMITTEE:      NOVEMBER 4, 2019**  
**FINANCE COMMITTEE:            NOVEMBER 13, 2019**  
**BOARD MEETING DATE:        NOVEMBER 20, 2019**

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**TO:                    KIDS HOPE ALLIANCE BOARD OF DIRECTORS**  
**FROM:                DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER**  
**SARALYN GRASS, CHIEF PROGRAMS OFFICER**  
**CYNTHIA NIXON, DIRECTOR OF FINANCE**  
**LENORA WILSON, DIRECTOR, EARLY LEARNING**  
**RE:                    CONTRACT: CHILDCARE MATCH FUNDING GRANT**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Authorize KHA to enter into a direct contract with the Early Learning Coalition of Duval for \$625,000 for child care scholarships for the current fiscal year with the scope of services and performance metrics substantially in the form attached to this action item.
- 2) Authorize the CEO to execute the contract and any other documents consistent with the intent of the action item taken above.

**NARRATIVE:**

KHA has a legacy of partnership with the Early Learning Coalition of Duval, providing this funding to increase access to early learning programs for at-home families. Each year, the Early Learning Coalition of Duval has used this funding to leverage a 1:1 match of school readiness funding from the State of Florida. The funding will provide child care assistance scholarships for approximately 325 children 0-8 years of age who meet the eligibility guidelines set by the State of Florida. 80% of the funding is prioritized for families living in Health Zone 1 zip codes.

In KHA's Annual Budget Ordinance for 2019-2020, the Jacksonville City Council authorized execution of a direct contract with the Early Learning Coalition of Duval for a Childcare Local Match and waived the provision of Chapter 77 that requires competitive procurement through an evaluated bid process.

**FISCAL IMPACT:**

Contract is for \$625,000 for use from October 1, 2019 to September 30, 2020. Funding for this contract was appropriated in KHA's Annual Budget Ordinance for 2019-2020.

**GOVERNANCE/PROGRAM IMPACT:**

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

**OPTIONS:**

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



**STAFF RECOMMENDATION: Staff recommends approval.**

## 2019-2020 SCOPE OF SERVICES

**Provider:** Early Learning Coalition of Duval

**Program:** Child Care Match Funding Grant

**Grant Amount:** \$625,000

Child Care Match Funding (approx. 350)	\$625,000
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### **Program Design:**

- **Child Care Match Funding**

The Early Learning Coalition of Duval (ELC of Duval) will increase family access to high quality early childhood programs by utilizing this funding to provide child care assistance scholarships and to draw down a 1:1 match of school readiness funding from the State of Florida. This amount of funding will provide child care scholarships for approximately 350 children each month. The amount of the scholarship award will be based on the age of the School Readiness (SR) child and the type of scholarship provided.

### **Participation:**

- Families must be Duval County residents and have qualifying incomes of 200% or less of federal poverty level by household size.
- Families may choose any child care program with a school readiness contract.
- 80% of the funding will provide childcare assistance for families living in Health Zone 1 zip codes (32202, 32205, 32206, 32208, 32209, 32210, 32211, 32218, 32244, 32254)
- Children are eligible from birth to age 8.

### **Outcome Measure:**

Eighty percent (80%) of scholarships from Child Care Match funds are provided to families in "Health Zone 1" zip codes.
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### **Accountability:**

The Early Learning Coalition of Duval will track monthly the number of children served with scholarships, and the amount of funds used. The ELC of Duval will submit quarterly reports to the Kids Hope Alliance and present reports in KHA board meetings during the year.

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**BOARD ACTION ITEM:**

**GOVERNANCE COMMITTEE:      NOVEMBER 4, 2019**  
**FINANCE COMMITTEE:            NOVEMBER 13, 2019**  
**BOARD MEETING DATE:        NOVEMBER 20, 2019**

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**TO:                    KIDS HOPE ALLIANCE BOARD OF DIRECTORS**  
**FROM:                DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER**  
**SARALYN GRASS, CHIEF PROGRAMS OFFICER**  
**CYNTHIA NIXON, DIRECTOR OF FINANCE**  
**LENORA WILSON, DIRECTOR, EARLY LEARNING**  
**RE:                    CONTRACT: PROGRAM QUALITY AND WORKFORCE DEVELOPMENT**  
**SERVICES**

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**REQUESTED ACTION:**

The Board is asked to:

1. Authorize KHA to enter into a direct contract with the Early Learning Coalition of Duval for \$1,352,194 for program quality and workforce development services with a scope of services and performance metrics substantially in the form attached to this action item.
2. Authorize the CEO to execute the contract and any other documents consistent with the intent of the action taken above.

**NARRATIVE:**

Under this contract, the Early Learning Coalition of Duval (“ELC”) will provide onsite professional development such as coaching services, training and technical support for all classroom levels, infants through preschool, with the goal of improving program quality for up to approximately 100 early learning child care centers and family child care homes. The priority in allocating resources and service provision shall be programs in “high opportunity” neighborhoods and those with a high percentage of school readiness children.

KHA is continuing to expand services that improve quality in child care programs serving school readiness children by utilizing contracted agencies deploying specialists that work onsite, taking training and professional development opportunities to a low-wage workforce and to strengthen the programs in six key areas:

- 1) **Director Leadership:** Training and professional development of the skills needed to effectively manage program and staff, provide a safe and nurturing learning environment and support effective curriculum implementation.
- 2) **CLASS Standards:** Instructional coaching support provided in every classroom to address areas of teacher development in infant, toddler and preschool level CLASS standards

- 3) **Curriculum Implementation:** Instructional coaching support for classroom teachers, on skills needed to implement with fidelity a comprehensive curriculum that focuses on literacy, language development and vocabulary in all age groups.
- 4) **Classroom Environment:** Technical assistance to create a physically and emotionally safe environment, including an appropriate type and quantity of materials and technology to effectively implement the curriculum and support learning.
- 5) **Family Support:** Training program staff in trauma awareness and knowledge of community resources and supports to meet basic needs.
- 6) **Kindergarten Transition:** Training and technical assistance ensuring the program has a plan and supports for families so that they are prepared to support their child's transition into kindergarten.

The Early Learning Coalition of Duval will use this funding to provide professional development services in up to 100 early learning programs. The outcomes include an increase in the number of programs participating in Guiding Stars, higher CLASS composite scores from the State-required observations leading to higher reimbursement rates and generating more revenue to maintain quality, higher education levels and more credentialed teachers, improving the quality of instruction and care for children from At-Hope communities

In KHA's Annual Budget Ordinance for 2019-2020, the Jacksonville City Council authorized execution of a direct contract with the Early Learning Coalition of Duval for Program Quality and Workforce Development and waived the provision of Chapter 77 that requires competitive procurement through an evaluated bid process.

**FISCAL IMPACT:**

Contract is for \$1,352,194 for use from October 1, 2019 to September 30, 2020. Funding for this program was appropriated in KHA's Annual Budget Ordinance for 2019-2020.

This funding, combined with two other contract amounts, will allow the Early Learning Coalition to draw down a dollar for dollar match of school readiness funding from the State of Florida to a maximum of \$2.5 million.

**GOVERNANCE/PROGRAM IMPACT:**

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

**OPTIONS:**

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

**STAFF RECOMMENDATION: Staff recommends approval.**

## 2019 – 2020 SCOPE OF SERVICES

**Provider:** Early Learning Coalition of Duval

**Program:** Program Quality and Workforce Development Grant

**Grant Amount:** \$1,352,194

Program Quality and Workforce Development	\$ 1,352,194
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### **Program Design:**

The Early Learning Coalition of Duval (ELC of Duval) will contract with agencies to provide onsite professional development such as coaching services, training and technical support for all classroom levels, infants through preschool, with the goal of improving program quality for up to approximately 100 early learning child care centers and family child care homes. The priority in allocating resources and service provision shall be programs in “high opportunity” or Health Zone 1 neighborhoods and those with a high percentage of school readiness children.

The agencies will work to strengthen the programs in six key areas:

- 1) **Director Leadership:** Training and professional development opportunities are provided to directors so that they can effectively manage the program and staff and provide a safe and nurturing learning environment and become “instructional leaders” to insure children have appropriate classroom learning experiences.
- 2) **CLASS Standards:** Support will be provided in every classroom to address areas of teacher development in infant, toddler and preschool level CLASS standards toward the goal that every childcare program’s composite score will be a 5.0 or higher on the CLASS Assessment tool.
- 3) **Curriculum Implementation:** Support will be provided so that classroom teachers for all classroom levels, infants through preschool, implement with fidelity a comprehensive curriculum that focuses on literacy with special attention to phonological awareness in the preschool classrooms and language development and vocabulary in all age groups.
- 4) **Classroom Environment:** Every classroom must have a physically and emotionally safe environment, which includes sufficient consumables to effectively implement the curriculum, computer technology that enables the preschool child to be proficient using a mouse when entering kindergarten and multiple opportunities to engage in hands-on learning experiences that support development of learning success skills (e.g., collaboration and teamwork, problem-solving, communication and connections, creativity, and emerging literacy and language skills)

- 5) Family Support: Program staff are trauma-aware and able to connect families to resources and supports to meet basic needs. Every child must have a physical and emotionally safe home environment.
- 6) Kindergarten Transition: The program takes steps to help the family of every 4-year-old to be prepared to support their child’s transition into kindergarten, including meeting with the kindergarten teacher to share their child’s strengths and weaknesses as they leave prekindergarten.

**Outcome Measures:**

Increase the percentage (%) of School Readiness Early Learning Programs completing Guiding Stars (GS) of Duval Quality Rating and Improvement System or achieving a national accreditation. (At GS validation, programs will earn a 3, 4 or 5-star rating, and have a CLASS composite score of 4.0 or higher.)
Ninety (90) percent of teachers receiving support will show improvement in the quality of their interactions and instructional skills as measured by the Infant, Toddler and Pre-K Classroom Assessment Scoring System tools.
Eighty (80) percent of early learning teachers taking a Child Development Associate (CDA) course complete the training and application requirements to earn the National CDA credential.
In School Readiness early learning programs being served, 80% of the directors and/or owners participate in coaching, small and large group training and communities of practice experiences to develop leadership skills and create a workplace culture that is supportive of teachers’ efforts to learn and utilize best practices and provide an effective learning program.

**Additional requirements:**

All direct service staff must be Level 1 and Level 2 background screened. All direct service staff must be a certified CLASS observer or will become CLASS certified in all three assessment tools within the first 90 days of hire. Direct service staff working with center director must have documented expertise in instructional leadership, the change process, and using data to inform classroom practices or will register to become certified from a Coalition approved coaching model within 6 months.

**Accountability and Reporting**

The Early Learning Coalition of Duval will track monthly the number of programs and classrooms served and the number of school readiness children and total children impacted by the services. The programs’ CLASS composite score and CLASS scores for each classroom will be tracked, for the ability to see growth from one observation point to the next. Participation rate of directors in “director leadership development” opportunities and Guiding Stars ratings are

tracked. The ELC of Duval will submit quarterly reports to the Kids Hope Alliance and present reports in KHA board meetings during the year.

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**BOARD ACTION ITEM:**

**GOVERNANCE COMMITTEE:      NOVEMBER 4, 2019**  
**FINANCE COMMITTEE:            NOVEMBER 13, 2019**  
**BOARD MEETING DATE:        NOVEMBER 20, 2019**

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**TO:                    KIDS HOPE ALLIANCE BOARD OF DIRECTORS**  
**FROM:                DONALD HORNER III, ACTING CHIEF EXECUTIVE OFFICER**  
**SARALYN GRASS, CHIEF PROGRAMS OFFICER**  
**CYNTHIA NIXON, DIRECTOR OF FINANCE**  
**LENORA WILSON, DIRECTOR, EARLY LEARNING**  
**RE:                    CONTRACT: CHILDCARE ENHANCEMENT AND FAMILY ENGAGEMENT**  
**SERVICES**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Authorize KHA to enter into a direct contract with the Early Learning Coalition of Duval for \$829,500 for a “gap” child care scholarship program with a scope of services and performance metrics substantially in the form attached to this action item.
- 2) Authorize the CEO to execute the contract and any other documents consistent with the intent of the action taken above.

**NARRATIVE:**

This contract will allow the Early Learning Coalition of Duval to provide child care scholarships to fill gaps in services for targeted populations in at-home neighborhoods and to provide a community-building family engagement program in three public housing neighborhoods.

KHA is continuing to fund and expand services that began with the Jacksonville Journey. In partnership with the Early Learning Coalition of Duval, this enhanced child care scholarship funding targets identified populations of need with scholarships that fill gaps in services. Populations include:

- Families that need an additional scholarship to cover the differential between the school readiness rate and the actual market rate in order to maintain enrollment for their children (approx. 200) in a high-quality learning program.
- Up to 50 non-school readiness children completing VPK will receive a 10-week scholarship for the opportunity to remain in a high-quality learning program during the summer until kindergarten begins, preventing learning loss and supporting kindergarten readiness.
- Approximately 50 “Ineligible” family scholarships will provide child care while a parent completes verifiable steps toward stable housing, employment and eligibility for school readiness. Target populations include homeless and sheltered families.

The Early Learning Coalition of Duval will provide a Parent Café or a similar outreach model in three select “high-opportunity” or Health Zone 1 neighborhoods to build “community” and to offer parenting



supports which focus on positive parent-child relationships and literacy education for families of children 0-5.

The Early Learning Coalition of Duval will use this funding to leverage a 1:1 match of school readiness funding from the State of Florida. The funding will provide child care assistance scholarships for approximately 300 children 0-8 years of age, and 100% of the funding is prioritized for families living in Health Zone 1 zip codes. The amount of the scholarship for the parent will be based on the age of the School Readiness (SR) child and the type of scholarship provided.

In KHA's Annual Budget Ordinance for 2019-2020, the Jacksonville City Council authorized execution of a direct contract with the Early Learning Coalition of Duval for Childcare Enhancement and waived the provision of Chapter 77 that requires competitive procurement through an evaluated bid process.

**FISCAL IMPACT:**

Contract is for \$829,500 for use from October 1, 2019 to September 30, 2020. Funding was appropriated in KHA's Annual Budget Ordinance.

This funding, combined with two other contract amounts, will allow the Early Learning Coalition to draw down a dollar for dollar match of school readiness funding from the State of Florida to a maximum of \$2.5 million.

**GOVERNANCE/PROGRAM IMPACT:**

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

**OPTIONS:**

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

**STAFF RECOMMENDATION: Staff recommends approval.**

## 2019-2020 SCOPE OF SERVICES

**Provider:** Early Learning Coalition of Duval

**Program:** Child Care Enhancement and Family Engagement Grant

**Grant Amount:** \$829,500

Childcare “Gap” Scholarships (approx. 200)	\$468,000
VPK Summer “Gap” Scholarships ( approx. 50)	\$57,468
“Ineligible Family” Childcare Scholarships ( approx. 50)	\$200,000
Family Engagement Staff and Activities	\$104,032
Total Grant	\$829,500

### **Program Design:**

- **Child Care Enhancement**

The Early Learning Coalition of Duval (ELC of Duval) will increase family access to high quality early childhood programs with strong literacy components by utilizing this grant funding to provide child care scholarships to approximately 300 children. The amount of the scholarship for the parent will be based on the age of the School Readiness (SR) child and the type of scholarship provided.

The Early Learning Coalition of Duval will provide childcare **“Gap” scholarships:**

- Provide an additional scholarship to cover the differential between the school readiness rate and the actual market rate charged by the program so there is little to no cost to the parent to have their child attend a high-quality child care program.
- Require families to keep their child enrolled in the selected child care program with high quality programming and maintain an 85% attendance record.
- Verify that families of children receiving “gap” scholarships to attend child care programs with high quality programming are eligible for school readiness (SR) funding.

The Early Learning Coalition of Duval will provide **VPK Summer “Gap”** scholarships:

- Summer VPK gap scholarships are to provide non-school readiness children completing VPK the opportunity to remain in a learning program during the summer until kindergarten begins.
- The scholarships are for up to 10 weeks of childcare at a program with a literacy-rich curriculum.
- VPK students will have ongoing learning activities with a credentialed teacher to continue their preparation for Kindergarten and prevent summer learning loss.

The Early Learning Coalition of Duval will use the funding to provide **scholarships to Ineligible Families:**

- “Ineligible” family scholarships will provide child care while a parent completes verifiable steps toward employment and eligibility for school readiness funding. These steps can include obtaining a GED or completing a job training program.
- This funding can bridge a period of ineligibility for a family that was previously eligible, for example, keeping a child in care for the duration of a school year.
- This funding is used in partnership with homeless shelters and service providers for displaced families

- **Child Care Program Selection for Gap Scholarships**

- Participating selected child care programs with high quality programming must have a Guiding Stars of Duval star rating of 4 or 5 stars or achieve it during the program year.
- Participating selected child care programs must be within a 2.5 mile radius of HUD or public housing.

- **Family Engagement**

The Early Learning Coalition of Duval will use a capacity-building and community-building model for working directly with families who reside in selected “at hope” or Health Zone 1 neighborhoods or whose children attend selected high quality child care programs. The goal is to provide families opportunities to access resources to meet basic needs, develop their skills including literacy skills, and to encourage engagement with their child’s learning process. Families that enroll in selected high-quality child care programs have the opportunity for their child attend at no cost.

The Early Learning Coalition of Duval will support **Family Engagement**:

- Recruit and support community residents as liaisons who work with ELC of Duval staff to provide outreach to families in select public housing and “high-opportunity” or Health Zone 1 neighborhoods.
- Provide Parent Café or a similar outreach model in the select “high-opportunity” or Health Zone 1 neighborhoods to build “community” and offer parenting supports which focus on positive parent-child relationships and literacy education for families of children 0-5.
- Encourage parents receiving the scholarships to participate in literacy activities at the child care program and attend parent engagement activities throughout the duration of their child’s attendance at the program.
- Assist child care program providers with planning and implementing a family outreach and engagement program that builds community and supports positive child outcomes, including the skills parents need for their child’s transition to kindergarten.

**Outcome Measures:**

One hundred percent (100%) of scholarships from Child Care Enhancement funds provided families in “high opportunity” neighborhoods access to high quality child care programs in designated “Health Zone 1” zip codes.
Children who attended a select high-quality program through a child care enhancement grant had an eighty-five percent (85%) monthly attendance record.
Fifty percent (50%) of the families receiving a child care enhancement scholarship participated in family engagement activities offered at the child care program during that time.
Fifty percent (50%) of participating families living in select public housing areas whose children are not in child care attended more than one Parent Café or other family outreach activity per quarter.

**Accountability:**

The Early Learning Coalition of Duval will track monthly the number of children served with scholarships, by type of scholarship. The child care attendance rate for children who receive a child care enhancement scholarships will be tracked as well as the parent participation level in family engagement activities. The ELC of Duval will submit quarterly reports to the Kids Hope Alliance and present reports in KHA board meetings during the year.

# Governance Committee Work Plan:

## • Youth Travel Trust:

- Completed

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

## • Memorandum of Understanding: Parents Who Lead:

- Completed

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

## • CEO Performance Evaluation Framework & Process:

- Completed

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

## • Board By-Laws:

- Completed

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

## • Board Ethics Workshop:

- Completed

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

## • Grants Framework & Policy:

- Completed

- Obtain Board Member Input on Board's Grant Policy
- Draft Framework for Grants Strategy

- **Legislative Review of Kids Hope Alliance Ordinance: - Cory Armstrong**

**Due: TBD**

- Review Kids Hope Alliance Ordinance, Ch. 77
- Create recommendation of legislative changes, including Youth Travel Trust Fund

- **Interactions with City Agencies & Community Organizations:**

- **Completed**

- Research Ordinance Requirements
- Create Board Policy & Procedure for Interacting & Partnering with City Departments and Organizations

- **Review of old Jacksonville Children's Commission Board**

**Policies: - Donald Horner**

**Due: TBD**

- Review Jacksonville Children's Commission Board Policies
- Recommendation of New Kids Hope Alliance Board Policies & Procedures

- **Outline: Chief Executive Officer Authority - Travis Williams**

**Due: TBD**

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

- **Board Self-Evaluation: - Saralyn Grass**

**Completed**

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



**MEMORANDUM**

**TO:** Gregory Pease, Chief of Procurement  
Procurement Division

**FROM:** Donald H. Horner, III, Acting CEO, Kids Hope Alliance  
Saralyn Grass, CPO, Kids Hope Alliance  
John Everett, Director Pre-Teen/Teen Programs, Kids Hope Alliance  
Joyce Watson, Director of Administration, Kids Hope Alliance

**SUBJECT:** Request to Award Funding to the Proposed Agencies for the Pre-Teen/Teen Success: After-School and Summer Programs RFP - ESC-0212-20

**DATE:** November 1, 2019

The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Pre-Teen/Teen Success: After-school and Summer Programs Contracts to the below listed agencies. [One agency, Edward Waters College is be recommended for rejection due failure to submit the required Insurance Acknowledgement Form.](#) Accordingly, we ask that the initial term of the Agreement will be from October 1, 2019 through September 30, 2020 with an option to renew such Agreement for two (2) additional one (1) year terms, contingent upon, but not limited to, availability of funds and satisfactory performance by the Contractor. The Contract will be subject to early termination as set forth elsewhere in the RFP.

Upon approval of Award, the contract will be executed by formal contract through the Office of General Counsel.

The Funding Source: Index Code: JCOD191ESPTP, PreTeens and Teens Grant **\$1,541,370.00**.

The below listed agencies responded and satisfied the mandatory minimum requirements of the RFP. As a result, we are requesting to Award [the following Agencies:](#)

Agency Name	Score	Amount	Comments
MaliVai Washington Foundation, Inc.	93.00	\$63, 792	Recommend for award
Ground Work Jacksonville, Inc.	87.00	\$77, 628	Recommend for award
Boys and Girls Club NE FL	85.67	\$235, 500	Recommend for award
Goodwill Industries	85.00	\$81, 131	Recommend for award



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Cathedral Arts Project, Inc.	82.67	\$89, 074	Recommend for award
Police Athletic League of Jacksonville, Inc.	82.33	\$85, 945	Recommend for award
U-Turn, Inc. dba Teen Leaders of America	82.33	\$292, 710	Recommend for award
The Carpenter Shop Center, Inc.	82.00	\$82, 181	Recommend for award
Communities in Schools of Jacksonville	81.33	\$132, 744	Recommend for award
Jacksonville Zoological Society, Inc.	81.00	\$220, 717	Recommend for award
The Performers Academy, Inc.	81.00	\$95, 953	Recommend for award
Fresh Ministries. Inc.	80.00	\$83, 995	Recommend for award

The agencies below did not meet the minimum score of 80 and will not be awarded:

Big Brothers Big Sisters of Northeast Florida	79.33
Girls, Inc.	77.67
I'm a Star Foundation	77.00
Read USA	75.67
Don't Miss a Beat, Inc.	72.00
Girl Scouts of Gateway Council	65.33
VanGar Corporation	62.00
Academy of Scholars, Inc.	57.33

If you need additional information, please contract John Everett at 255-4472 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement  
Cynthia Nixon, Senior Director, Finance  
Saralyn Grass, Chief Program Officer  
John Everett, Director of Pre-Teen/Teen Programs  
Joyce Watson, Director of Administration

*This document has been modified for informational purposes to reflect agencies who received funding in FY 18/19. This is NOT the official CSPEC memo.*



**NOT OFFICIAL CSPEC MEMORANDUM**

**TO:** Gregory Pease, Chief of Procurement  
Procurement Division

**FROM:** Donald H. Horner, III, Acting CEO, Kids Hope Alliance  
Saralyn Grass, CPO, Kids Hope Alliance  
Katoia Wilkins, Director Juvenile Justice Programs, Kids Hope Alliance  
Joyce Watson, Director of Administration, Kids Hope Alliance

**SUBJECT: Request to Award Funding to the Proposed Agencies for the Juvenile Justice Prevention and Intervention Program RFP - ESC-0210-20**

**DATE:** November 1, 2019

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The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Juvenile Justice Prevention and Intervention Contracts to the below listed Agencies. Accordingly, we ask that the initial term of the Agreement will be from October 1, 2019 through September 30, 2020 with an option to renew such Agreement for two (2) additional one (1) year terms, contingent upon, but not limited to, availability of funds and satisfactory performance by the Contractor. The Contract will be subject to early termination as set forth elsewhere in the RFP.

Upon approval of Award, the contracts will be executed by formal contract (s) through the Office of General Counsel.

The Funding Source: Index Code: JCOD191ESJPI, Juvenile Justice Prevention & Intervention Grant. \$702,625.00

Due to clarification needed for zip codes from the Agencies, five (5) Awards are being withheld until a complete review and understanding of Agency's response to the targeted zip codes of the population they will serve. Also, the need to address the three-way tiebreaker.

The below listed Agencies responded and satisfied the mandatory minimum requirements of the RFP. As a result, we are requesting to Award the following Agencies highlighted in "Yellow". They are:

1) Daniel Memorial, Inc.	\$204,991.00
2) City Year Jacksonville	\$300,000.00
3) Big Brothers Big Sisters Of North Florida, Inc.	<u>\$ 62,500.00</u>
Total	\$567,491.00





Mr. Gregory Pease, Chief of Procurement

Page 2

September 23, 2019

<u>Agency Name:</u>	<u>Score</u>	<u>Amount</u>	<u>Comments:</u>
<b>To Be Award:</b>			
Daniel Memorial, Inc.	92.33	\$204,991.00	Recommended for Award
City Year Jacksonville	92.00	\$300,000.00	Recommended for Award
Big Brothers Big Sisters of Northeast Florida, Inc.	86.83	\$62,500.00	Recommended for Award
<b>Awards Pending:</b>			
Boys' and Girls' Clubs of Northeast Florida, Inc.	86.00	\$93,587.45	Recommended for Award
Girl Scouts of Gateway Council	86.00	\$80,186.98	Recommended for Award of \$41K
Jewish Family & Community Services, Inc.	86.00	\$150,000.00	Were offered remainder of funding, \$41K, & declined
Twin Oaks Juvenile Development, Inc.	83.00	\$109,437.00	Not awarded - funding exhausted
Fresh Ministries, Inc.	82.67	\$186,000.00	Not awarded - funding exhausted
Pace Center for Girls, Inc.	79.67	\$180,000.00	Did not satisfy the mandatory minimum requirements
Wayman Community Development Corporation	73.00	\$100,000.00	Did not satisfy the mandatory minimum requirements

If you need additional information, please contract Katoia Wilkins at 255-4408 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement  
 Cynthia Nixon, Senior Director, Finance  
 Saralyn Grass, Chief Program Officer  
 Katoia Wilkins, Director of Juvenile Justice Programs  
 Joyce Watson, Director of Administration

PTT FY18/19 awardees, those highlighted continued to receive funding in FY19/20

<b>Agency Name</b>	<b>Notes</b>
Boys' and Girls' Club Of Northeast Florida, Inc.	Funded
Fresh Ministries, Inc.	Funded
Groundwork Jacksonville, Inc.	Funded
Goodwill Industries of North Florida, Inc.	Funded
Police Athletic League of Jacksonville, Incorporated	Funded
Jacksonville Zoological Society, Inc.	Funded
Big Brothers Big Sisters of Northeast Florida, Inc.	Score did not meet the minimum requirement of 80.
I'm A STAR Foundation, Inc.	Score did not meet the minimum requirement of 80.
Don't Miss A Beat, Inc.	Score did not meet the minimum requirement of 80.
GIRL SCOUTS OF GATEWAY COUNCIL, INC	Score did not meet the minimum requirement of 80.
Wayman Community Development Corporation	Did not apply.
The Young Men's Christian Association of Florida's First Coast, Inc.	Did not apply.

Juvenile Justice Prevention and Intervention Program RFP 18/19 awardees

<b>Agency</b>	<b>Notes for 19/20</b>
Daniel, Inc.	Funded
Twin Oaks Juvenile Development	Ran out of money
PACE Center For Girls	Score did not meet the minimum requirement of 80.
UF Turning Point	Did not apply



**MEMORANDUM**

**TO:** Gregory Pease, Chief of Procurement  
Procurement Division

**FROM:** Donald H. Horner, III, Acting CEO, Kids Hope Alliance  
Saralyn Grass, CPO, Kids Hope Alliance  
Mary Nash, Director Special Needs Programs, Kids Hope Alliance  
Joyce Watson, Director of Administration, Kids Hope Alliance

**SUBJECT: Request to Award Funding to the Proposed Agencies for the Special Needs RFP - ESC-0218-20**

**DATE:** October 31, 2019

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The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Special Needs Contracts to the agencies listed below for the purpose of implementing a Youth and Family Empowerment Center (YFEC). We ask that the term of the Agreement will be from October 1, 2019 through September 30, 2020 with no options for renewal per the funding legislation 2019-23. The Contract will be subject to early termination as set forth elsewhere in the RFP.

	BID	Agency Name	Score	Recommended Funding
1	ESC-0218-20	Boys & Girls Club of NE FL	88.33	\$194,525.00
2	ESC-0218-20	I.M. Sulzbacher Center	84.33	\$300,000.00
<b>Total</b>				<b>\$494,525.00</b>

Upon approval of Award, the contract will be executed by formal contract through the Office of General Counsel.

The Funding Source: Index Code: JCOD191ESSN, Special Needs Services Grant.  
\$494,525.00.00

If you need additional information, please contact Mary Nash at 255-4451 or Joyce Watson at 255-4444.

Cc: Annette L. Burney, Purchasing Analyst, Procurement  
Cynthia Nixon, Senior Director, Finance  
Saralyn Grass, Chief Program Officer  
Mary Nash, Director of Special Needs Programs  
Joyce Watson, Director of Administration



**MEMORANDUM**

**TO:** Gregory Pease, Chief of Procurement  
Procurement Division

**FROM:** Donald H. Horner, III, Acting CEO, Kids Hope Alliance  
Saralyn Grass, CPO, Kids Hope Alliance  
Mary Nash, Director Special Needs Programs, Kids Hope Alliance  
Joyce Watson, Director of Administration, Kids Hope Alliance

**SUBJECT: Request to Award Funding to the Proposed Agencies for the Special Needs RFP - ESC-0218-20**

**DATE:** October 31, 2019

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The Kids Hope Alliance (KHA) on behalf of the City of Jacksonville, respectfully request to Award the Special Needs Contracts to the agencies listed below. Accordingly, we ask that the initial term of the Agreement will be from October 1, 2019 through September 30, 2020 with an option to renew such Agreement for two (2) additional one (1) year terms, contingent upon, but not limited to, availability of funds and satisfactory performance by the Contractor. The Contract will be subject to early termination as set forth elsewhere in the RFP.

	BID	Agency Name	Score	Recommended Funding
1	ESC-0218-20	New Heights	112	\$109,767.00
2	ESC-0218-20	Speech and Hearing Center	111.5	\$224,982.00
3	ESC-0218-20	Hope Haven	111	\$300,000.00
4	ESC-0218-20	Police Athletic League	110	\$157,852.00
5	ESC-0218-20	Connecting Thru Music	109.5	\$161,440.00
5	ESC-0218-20	Cathedral Arts Project	108	\$86,512.00
6	ESC-0218-20	DLC Nurse & Learn	99.5	\$431,042.00
			<b>Total</b>	<b>\$1,471,595.00</b>

Upon approval of Award, the contract will be executed by formal contract through the Office of General Counsel.

The Funding Source: Index Code: JCOD191ESSN, Special Needs Services Grant.  
\$1,471,595.00

If you need additional information, please contact Mary Nash at 255-4451 or Joyce Watson at 255-4444.



**KIDS HOPE ALLIANCE**  
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**Cc: Annette L. Burney, Purchasing Analyst, Procurement**  
**Cynthia Nixon, Senior Director, Finance**  
**Saralyn Grass, Chief Program Officer**  
**Mary Nash, Director of Special Needs Programs**  
**Joyce Watson, Director of Administration**

Agency Name	Funded in 18/19?	Reason Not Funded for 19/20
Child Guidance Center – Outpatient Mental Health Services	Yes	Did not respond to RFP
Northwest Behavioral Health Services – Outpatient Mental Health Services	Yes	Did not respond to RFP
Youth Crisis Center	Yes	Responded to RFP and scored above the scoring threshold. However, funds were prioritized by the highest scoring response and then down the list until funds were depleted. Thus, there were not sufficient funds to fund this program.
Center for Children’s Rights	No	Responded to RFP and scored above the scoring threshold. However, funds were prioritized by the highest scoring response and then down the list until funds were depleted. Thus, there were not sufficient funds to fund this program.
Sulzbacher – Developmental Services for Homeless Children	Yes	Responded to RFP and scored above the scoring threshold. However, funds were prioritized by the highest scoring response and then down the list until funds were depleted. Thus, there were not sufficient funds to fund this program.
Daniel – Project Prepare	Yes	Responded to RFP and scored above the scoring threshold. However, funds were prioritized by the highest scoring response and then down the list until funds were depleted. Thus, there were not sufficient funds to fund this program.
Early Learning Coalition – Social-Emotional Screening	Yes	Responded to the RFP but the score fell below the qualifying threshold.