



**FINANCE COMMITTEE
MEETING
AGENDA**

**Wednesday, September 11, 2019
9:30 AM - 11:00 AM**

		<u>T AB</u>
1. CALL TO ORDER	Tyra Tutor	
2. APPROVAL OF THE MINUTES	Tyra Tutor	1
3. FINANCE REPORT	Cynthia Nixon	2
• Financial Report – July 31, 2019		
4. NEW BUSINESS <i>(open for public comments)</i>		
Action Items		
• 21 st Century Contract Extension Hyde Park Elementary and San Jose Elementary	Dae Lynn Helm	3
• 21 st Century Contract Extension Cedar Hill Elementary and Gregory Drive	Dae Lynn Helm	4
• Healthy Families RFP	Mary Nash	5
• Healthy Families Contract Extension	Mary Nash	6
• Full Service Schools Contract Renewal	Mary Nash	7
• SAMHSA No Cost Extension	Ruth Waters	8
• Afterschool Meals Program Grant	Najera Johnson	9
5. PUBLIC COMMENTS		
6. ADJOURN		



FINANCE COMMITTEE MEETING SUMMARY
August 14, 2019
9:30 AM – 11:00 AM

Voting Board Member Attendees:

Tyra Tutor
Dr. Wells

Staff:

Joe Peppers, Cynthia Nixon, Delores Williams, Mary Nash, Katoia Wilkins, Ruth Waters, Lenora Wilson, Donnie Horner, Joyce Watson, Delphine Brock, Kenneth Darity, Katoia Wilkins

COJ Staff:

Julia Davis, Office of General Counsel

Guests: Leon Baxton, Communities in Schools; Jerome Baltazar, Communities in Schools; Bryan Jones, Communities in Schools; Phillip Simmons, Take Stock in Children; Di Maharaj; Terri Florio, Mal Washington; and Bod Tedeshi, Boys & Girls Club NF

Call to Order

The Finance Committee Meeting was called to order at 9:50 a.m. by Tyra Tutor, Finance Chair. Ms. Tutor thanked everyone for coming and asked for approval of the July 10, 2019 finance summary. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for comments. With none being heard, the motion was passed.

Finance Report

Cynthia Nixon went over the finance report that runs through June 30, 2019. Ms. Nixon went through the combined report that show City funded and grant funded accounts.

Other items discussed:

21st Century Impact Grant
21st Century Team Up Excel
Afterschool Food Program Grant
Summer Food Program Grant
Healthy Families Grant
Wallace Foundation Grant
SAMHSA High Fidelity Wrap Around Grant



Youth Travel Trust Fund
Jax Kids Book Club
Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant
Beaches Community Fund
KHA Trust Fund - Stop the Violence Mini Grants
KHA Trust Fund

Ms. Nixon went into details on the followings.

Ms. Nixon stated that staff has completed processing some of afterschool contracts and wrapping up summer. Ms. Nixon explained why there will be a decrease in the Afterschool Nutrition program and the Healthy Families Grant. Any leftover funds from the Wallace Grant will rollover into fund balance and there will be a request for a contract extension for the Beaches Grants. We have a few applications for the Travel Trust Funds and any leftover funds will rollover to next year's Travel Trust. The Mini Grant Trust Fund will not be utilized this year but will be contracted out in fiscal year 19-20. There was discussion on these funds and Mr. Peppers said he would provide more information at the Board Meeting. Dr. Wells stated his concerns about all the unspent funds and how to fix this issue with our providers.

New Business

Katoia Wilkins introduced No Cost Extension Stop the Violence Mini Grants. The Finance Committee is asked to give Kids Hope Alliance approval to extend the contracts awarded under the Neighborhood Faith-Based Intervention and Prevention Programs RFP (\$50,000) and KHA's Stop the Violence Mini Grant Program (\$364,000) through March 31, 2020 for organizations that request an extension to complete awarded programs, allow agencies to create new line items and make budget amendments to contracts in excess of 10% of their original budget, but the original budget will not change and authorize the CEO to execute amendments to the contracts or other legal documents necessary. Ms. Wilkins stated that they have been working with the providers to help provide technical assistance, necessary paperwork and documents to help them as much as possible to be able to spend down their funds. Dr. Wells asked about program analysis and measurements for the programs that have ended. Ms. Wilkins stated that has not determined. Ms. J. Davis stated that the Board has the authority to come up with measurables for the programs. Dr. Wells made the motion and Ms. Tutor seconded it. Ms. Tutor opened the floor for discussion and public comments. Leon Baxton stated that they have partnered with some of the smaller organization. Terri Florio said the same thing.

With no other comments being heard, Ms. Tutor asked all in favor to signify by the sign of "aye". All were in favor and the motion was passed.



Mary Nash introduced Special Needs RFP AMENDMENT.

The Finance Committee is asked to approve an amendment to the Request for Proposals (RFP) for Special Needs with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Board. The RFP includes programming to support and assist children and youth living with special needs, including but not limited to, mental, behavioral, emotional or physical disabilities. In order to also utilize the funding from Bill 2019-23 for Youth and Family Empowerment Centers (YFEC) in the amount of \$600,000.00, this amount has been added to the Special Needs RFP, but as a funding amount specific to the purpose of the YFEC. This increases the RFP amount from the original \$1,471,595.00 to a new total of \$2,071,595.00. Ms. Tutor opened the floor for further discussion and public comments. With none being heard, Ms. Tutor asked all in favor to signify by the sign of “aye”. All were in favor and the motion was passed.

Public Comment

Leon Baxton

ADJOURN

The meeting was adjourned at 10:30 a.m.



Financial Report

for the Period Ended

July 31, 2019

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

	Current Budget	City Funds	AfterSchool FY19	Summer Lunch FY 19	Health Families FY19	Wallace	Mental Health FY19	21st FY19	21st Teamup - Excel FY19	SAMHSA High Fidelity FY19	Beaches EL	Youth Travel Trust	KHA Stop the Violence	KHA Mini Grants	Book Club	Total	Total Encumbered	Remaining Budget	
REVENUES:																			
Intergovernmental Revenue	7,823,679		2,646,558	204,864	-	915,000	60,000	157,718	169,667	357,767	49,600	40,794	-	696,460	216,413	3,378,856	12,171,598	(4,444,823)	
Contributions from Private Sources	1,878,373					419,465	197,000									1,877,473	1,877,473	(900)	
Contributions from Other Funds	637,183															637,183	637,183	-	
Department of Children & Families	400,000									146,000						146,000	146,000	(203,000)	
Interfund Transfer	146,000															146,000	146,000	-	
Trust Fund - Youth Travel	40,794											40,794				40,794	40,794	-	
Trust Fund - Youth Travel	364,550												364,550			364,550	364,550	-	
Stop the Violence - Mini Grants	80,297													2,420		151,365	151,365	(71,068)	
Earnings on Investment	81,840															61,380	61,380	(20,460)	
Rental of City Facilities	81,840															81,840	81,840	-	
Gain/Loss																99,508	99,508	-	
Miscellaneous																32,644,269	11,910	11,910	
Contributions from General Fund	32,632,359		32,644,269													183,911	183,911	27,593	
Interfund Transfers	158,318		27,593													158,318	158,318	-	
NC Transfers	2,401,843		2,385,977										15,866			2,401,843	2,401,843	-	
Total Revenues	46,645,236	35,367,999	2,646,558	204,864	-	1,334,465	257,000	327,385	-	503,767	49,600	40,794	380,416	857,198	216,413	42,186,459	-	(4,459,104)	

	Current Budget	City Funds	AfterSchool FY19	Summer Lunch FY 19	Health Families FY19	Wallace	Mental Health FY19	21st FY19	21st Teamup - Excel FY19	SAMHSA High Fidelity FY19	Beaches EL	Youth Travel Trust	KHA Stop the Violence	KHA Mini Grants	Book Club	Total	Total Encumbered	Remaining Budget	
EXPENDITURES:																			
Salaries - Permanent and Probationary	3,455,741	1,936,462	137,910	39,837	6,088	302,188	-	79,561	11,042	50,494	6,342	-	-	-	-	2,569,924	10,000	885,817	
Salaries - Part Time	1,392,493	355,460	2,867	77,618	-	16,965	-	214,657	21,528	944,397	1,251	-	-	49	-	689,095	187,828	703,398	
Employee Benefits	1,236,050	697,298	34,792	15,709	1,763	119,249	-	47,231	3,454	23,601	-	-	-	-	-	944,397	243,507	351,653	
After-School Team Up & SL - Food Cost	2,863,433	-	2,224,282	-	-	-	-	-	-	-	-	-	-	-	-	2,224,282	821,347	(182,196)	
Summer Lunch - Food Cost	662,718	-	-	-	-	-	-	-	-	-	-	-	-	-	-	662,718	662,718	-	
Trust Fund Authority	954,869	-	-	-	-	-	-	-	-	-	-	-	-	-	-	954,869	954,869	-	
Internal Service Charges	899,111	634,096	6,428	11,257	-	1,075	-	11,879	4,995	2,748	25,921	-	-	-	-	655,604	187,828	243,507	
Other Operating Expenses	2,580,200	433,779	10,482	10,360	477	791,011	-	65,379	4,995	2,977	-	-	-	-	-	1,555,606	836,766	836,766	
Food	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	1,000	320	
Grants and Aids	32,606,506	15,408,412	-	-	-	-	-	-	-	425,069	-	-	159,039	6,060	680	16,113,759	11,151,736	5,341,011	
Indirect Costs	90,326	-	-	-	-	52,926	-	1,698	-	-	-	-	-	-	-	60,684	-	29,642	
Capital Outlay	14,577	-	-	-	-	5,052	-	-	-	-	-	-	-	-	-	6,936	-	6,936	
Transfers	1,809,679	1,661,527	-	-	-	-	-	-	1,884	-	-	-	-	75,000	-	1,736,527	-	73,152	
Reserve	315,384	-	-	-	-	-	-	-	-	-	-	-	-	-	-	315,384	-	315,384	
Total Expenditures	48,942,087	21,127,034	2,416,761	154,781	8,328	1,288,466	134,816	406,828	42,903	504,889	33,514	-	159,039	900,190	199,026	27,376,575	12,171,598	9,393,914	
Total Revenues Less Expenditures	(2,296,851)	14,240,965	229,797	50,083	(8,328)	45,999	122,184	(79,443)	(42,903)	(1,122)	16,086	40,794	221,377	(42,992)	17,387	14,809,884	(12,171,598)	4,934,810	
Reserve - Prior Year Encumbrances	2,133,937																		
Budget Difference	(162,914)																		

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

KIDS HOPE ALLIANCE
All Operating Fund Indexes
July 31, 2019

	Original Budget	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:					
Earnings on Investment	77,877	77,877	148,945	-	71,068
Rental of City Facilities	81,840	81,840	61,380	-	(20,460)
Gain/Loss SA	-	-	326	-	326
Miscellaneous	-	-	99,508	-	99,508
Intrafund Transfers (Trsf from 192)	-	-	-	-	-
Intrafund Transfers (Trsf from 192)	-	-	27,593	-	27,593
NC Transfers	247,870	2,385,977	2,385,977	-	-
Contributions from General Fund	31,936,961	32,632,359	32,644,269	-	11,910
Total Revenues	\$ 32,344,548	\$ 35,178,053	\$ 35,367,998	\$ -	\$ 189,945
EXPENDITURES:					
Salaries - Permanent and Probationary	\$ 2,406,099	\$ 2,456,099	\$ 1,936,462	\$ -	\$ 519,637
Salaries - Part Time	273,091	503,091	355,460	-	147,631
Employee Benefits	904,735	921,678	697,298	-	224,380
Internal Service Charges	801,085	805,085	634,096	-	170,989
Other Operating Expenses	600,454	1,117,726	433,779	142,276	541,671
Capital Outlay	1	1	-	-	1
Grants and Aids	26,555,520	29,458,247	15,408,412	10,065,747	3,984,088
Transfers	488,179	1,734,679	1,661,527	-	73,152
Reserves	315,384	315,384	-	-	315,384
Total Expenditures	\$ 32,344,548	\$ 37,311,990	\$ 21,127,034	\$ 10,208,023	\$ 5,976,933
Total Revenues Less Expend.	\$ -	\$ (2,133,937)	\$ 14,240,964	\$ (10,208,023)	\$ 6,166,878
Reserve - Prior Year Encumbrances		2,133,937			
Budget Difference		0.00			

Additional Information:

Kids Hope Alliance
Operating Fund - Expenditure Detail
July 31, 2019

	Original Budget	Current Budget	Expenditures Year-to-Date	Encumbered Year-to-Date	Remaining Budget
EXPENDITURES					
REGULAR SALARIES AND WAGES:					
Permanent and Probationary Salaries	\$ 2,455,184	\$ 2,505,184	\$ 1,906,383	\$ -	\$ 598,801
Terminal Leave	\$ -	\$ -	\$ 15,930	\$ -	\$ (15,930)
Salaries Part Time	\$ 273,091	\$ 503,091	\$ 355,460	\$ -	\$ 147,631
Salaries/Benefits Lapse	\$ (67,015)	\$ (67,015)	\$ -	\$ -	\$ (67,015)
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
Leave Rollback/Sellback	\$ -	\$ -	\$ -	\$ -	\$ -
Special Pay	\$ 17,930	\$ 17,930	\$ 14,149	\$ -	\$ 3,781
Lump Sum Payment	\$ -	\$ -	\$ -	\$ -	\$ -
BENEFITS:					
FICA & Medicare	\$ 39,942	\$ 44,002	\$ 32,202	\$ -	\$ 11,800
Pension, Unfunded Liability & Disability & FRS Pension	\$ 368,886	\$ 375,745	\$ 309,404	\$ -	\$ 66,341
GEPP Define Contribution Pension	\$ 159,981	\$ 165,831	\$ 101,804	\$ -	\$ 64,027
Dental, Life & Health Insurance	\$ 318,784	\$ 318,958	\$ 239,598	\$ -	\$ 79,360
Worker's Compensation	\$ 17,142	\$ 17,142	\$ 14,277	\$ -	\$ 2,865
Unemployment Insurance	\$ -	\$ -	\$ 13	\$ -	\$ (13)
PROFESSIONAL SERVICES:					
Professional Services (Incl. 3rd party evaluator)	\$ 296,100	\$ 632,957	\$ 243,095	\$ 81,370	\$ 308,492
Background Checks/DR	\$ 5,949	\$ 5,949	\$ -	\$ -	\$ 5,949
OTHER CONTRACTUAL SERVICES:					
Contractual Services	\$ 10,936	\$ 10,936	\$ 5,100	\$ -	\$ 5,836
Training Workshops	\$ 5,299	\$ 6,499	\$ 5,130	\$ 380	\$ 989
TRAVEL AND PER DIEM:					
Travel Expenses (Out of County)	\$ 21,877	\$ 21,877	\$ 9,438	\$ -	\$ 12,439
Local Mileage & Parking & Tolls	\$ 20,994	\$ 21,373	\$ 11,750	\$ -	\$ 9,623
INTERNAL SERVICE CHARGES					
ITD Allocations	\$ 341,715	\$ 341,715	\$ 257,011	\$ -	\$ 84,704
OGC Legal - IS Allocation	\$ 84,623	\$ 84,623	\$ 84,835	\$ -	\$ (212)
Copier Consolidation & Copy Center - IS Allocation	\$ 50,418	\$ 53,418	\$ 26,976	\$ -	\$ 26,442
FLEET - Van Maintenance	\$ 6,661	\$ 6,661	\$ 422	\$ -	\$ 6,239
Mailroom - IS Allocation	\$ 1,101	\$ 2,101	\$ 883	\$ -	\$ 1,218
Utilities Allocation - Public Works - IS Allocation	\$ 128,117	\$ 128,117	\$ 106,764	\$ -	\$ 21,353
Building Maintenance - City Wide - IS Allocation	\$ 121,586	\$ 121,586	\$ 101,322	\$ -	\$ 20,264
Guard Service & ADT - IS Allocation	\$ 65,889	\$ 65,889	\$ 54,908	\$ -	\$ 10,981
Ergonomic Assessment	\$ 975	\$ 975	\$ 975	\$ -	\$ -
RENTAL AND LEASES:					
Rentals & Other Rent	\$ 1	\$ 1	\$ -	\$ -	\$ 1
Rentals (Land & Buildings)	\$ -	\$ 7,583	\$ 2,203	\$ -	\$ 5,380
INSURANCE:					
General Liability & Miscellaneous Insurance	\$ 25,315	\$ 25,315	\$ 23,383	\$ -	\$ 1,932
REPAIRS AND MAINTENANCE SERVICE:					
Repairs and Maintenance	\$ 2,000	\$ 2,000	\$ 1,023	\$ 908	\$ 69
Hardware/Software Maintenance or Licensing Agreement	\$ 41,000	\$ 107,000	\$ 38,691	\$ -	\$ 68,309
PRINTING AND BINDING/PROMOTIONAL ACTIVITIES:					
Printing and Binding	\$ 1	\$ 1,843	\$ -	\$ -	\$ 1,843
Advertising and Promotion	\$ 8,927	\$ 34,026	\$ 26,575	\$ 785	\$ 6,666
OTHER CURRENT CHARGES AND OBLIGATIONS:					
Miscellaneous Services and Charges	\$ 5,050	\$ 6,550	\$ 3,518	\$ 634	\$ 2,398
Stipends	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000
Welfare - Burials	\$ 21,366	\$ 21,366	\$ -	\$ 21,366	\$ -
OFFICE AND OPERATING SUPPLIES:					
Postage	\$ 400	\$ 400	\$ (46)	\$ -	\$ 446
Office Supplies	\$ 15,300	\$ 20,300	\$ 7,357	\$ 2,647	\$ 10,296
Food	\$ 7,900	\$ 8,975	\$ 7,044	\$ 1,468	\$ 463
Equipment under \$1,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating Supplies (Incl. Literacy supplies/books)	\$ 38,867	\$ 40,819	\$ 26,345	\$ 3,701	\$ 10,773
Software, Computer Items Under \$1,000	\$ 1,000	\$ 32,748	\$ 1,748	\$ 22,431	\$ 8,569
Employee Training	\$ 8,798	\$ 16,414	\$ 4,088	\$ 6,586	\$ 5,740
Dues, Subscriptions	\$ 58,374	\$ 57,795	\$ 17,337	\$ -	\$ 40,458
Office Furniture	\$ -	\$ 30,000	\$ -	\$ -	\$ 30,000
Computer Equipment	\$ 1	\$ 1	\$ -	\$ -	\$ 1
AIDS TO PRIVATE ORGANIZATIONS:					
Subsidies/Contributions (Agencies & Match \$\$)	\$ 26,555,520	\$ 29,458,247	\$ 15,408,412	\$ 10,065,747	\$ 3,984,088
INTRAFUND TRANSFERS					
Interfund Transfer - Debt Service Interest	\$ 218,385	\$ 218,385	\$ 183,400	\$ -	\$ 34,985
Interfund Transfer - Debt Service Principle	\$ 229,000	\$ 229,000	\$ 190,833	\$ -	\$ 38,167
Interfund Transfers Out	\$ 40,794	\$ 40,794	\$ 40,794	\$ -	\$ -
Intrafund Transfers Out (HF, SAMHSA & Nutrition)	\$ -	\$ 1,246,500	\$ 1,246,500	\$ -	\$ -
Reserves	\$ 315,384	\$ 315,384	\$ -	\$ -	\$ 315,384
TOTAL OPERATING FUND INDEXES	\$ 32,344,548	\$ 37,311,990	\$ 21,127,034	\$ 10,208,023	\$ 5,976,933

KIDS HOPE ALLIANCE

After-School Food Program Grant

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

July 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 3,130,928	\$ 2,646,558	\$ -	\$ (484,370)
Total Revenues	\$ 3,130,928	\$ 2,646,558	\$ -	\$ (484,370)
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 167,478	\$ 137,910	\$ -	\$ 29,568
Salaries - Part Time	8,183	2,867	-	5,316
Employee Benefits	46,415	34,792	-	11,623
After-School Team Up - Food/Food Transp	2,863,433	2,224,282	158,629	480,522
Internal Service Charges	21,072	6,428	-	14,644
Other Operating Expenses	22,762	10,482	-	12,280
Capital Outlay	1,585	-	-	1,585
Indirect Costs	-	\$ -	-	-
Total Expenditures	\$ 3,130,928	\$ 2,416,761	\$ 158,629	\$ 555,538
Total Revenues Less Expenditures	\$ -	\$ 229,797	\$ (158,629)	\$ 71,168

Purpose of Grant:

Provide snacks and suppers to children in afterschool programs.

Additional Information:

Pending payment to food vendor in the amount of \$156,940.

KIDS HOPE ALLIANCE

Summer Food Program Grant

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

July 31, 2019

	<u>Actual Budget</u>	<u>Actual Year to Date</u>	<u>Encumbered Year to Date</u>	<u>Remaining Budget</u>
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 1,038,118	\$ 204,864	\$ -	(833,254)
Revenue Fwd from Prior Year Funding	\$ -	\$ -		
Total Revenues	\$ 1,038,118	\$ 204,864	\$ -	\$ (833,254)
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 72,936	\$ 39,837	\$ -	33,099
Salaries - Part Time	172,980	77,618	-	95,362
Employee Benefits	23,817	15,709	-	8,108
Internal Service Charges	14,800	11,257	-	3,543
Contractual Services (food contract)	662,718	-	662,718	-
Other Operating Expenses	86,078	10,360	4,774	70,944
Capital Outlay	-	-	-	-
Indirect Cost	4,789	-	-	4,789
Total Expenditures	\$ 1,038,118	\$ 154,781	\$ 667,492	\$ 215,845
Total Revenues Less Expenditures	\$ -	\$ 50,083	\$ (667,492)	\$ (617,409)

Additional Information:

\$204,864 Prior years excess of revenue

KIDS HOPE ALLIANCE

Healthy Families Grant

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

July 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,094,500	\$ -	\$ -	\$ (1,094,500)
Contributions from Other Funds	-	-	-	-
Total Revenues	\$ 1,094,500	\$ -	\$ -	\$ (1,094,500)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 148,936	\$ 6,088	\$ -	\$ 142,848
Salaries - Part Time	1	-	-	1
Employee Benefits	62,441	1,763	-	60,678
Internal Service Charges	49,501	-	-	49,501
Other Operating Expenses	44,579	477	3,102	41,000
Capital Outlay	3,500	-	-	3,500
Grants and Aids	769,914	-	-	769,914
Indirect Costs	15,628	-	-	15,628
Total Expenditures	\$ 1,094,500	\$ 8,328	\$ 3,102	\$ 1,083,070
Total Revenues Less Expenditures	\$ -	\$ (8,328)	\$ (3,102)	\$ (11,430)

Purpose of Grant:

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

Additional Information:

KIDS HOPE ALLIANCE

Wallace Foundation Grant

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

July 31, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
<u>REVENUES:</u>				
Contributions from Private Sources	\$ 915,000	\$ 915,000	\$ -	\$ -
Contributions from Other Funds	419,465	419,465	-	-
Total Revenues	\$ 1,334,465	\$ 1,334,465	\$ -	\$ -
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 302,188	\$ 302,188	\$ -	\$ -
Salaries - Part Time	46,324	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
Total Expenditures	\$ 1,334,465	\$ 1,288,466	\$ 3,250	\$ 42,749
Total Revenues Less Expenditures	\$ -	\$ 45,999	\$ (3,250)	\$ 42,749

Purpose of Grant:

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

Additional Information:

Budget appropriated for life of the grant.

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

KIDS HOPE ALLIANCE

21st CCLC Program - Impact Grant

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

July 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
<u>REVENUES:</u>				
Intergovernmental Revenue	\$ 316,408	\$ 169,667	\$ -	\$ (146,741)
Contributions from Other Funds	157,718	157,718	-	-
Total Revenues	\$ 474,126	\$ 327,385	\$ -	\$ (146,741)
<u>EXPENDITURES:</u>				
Salaries - Permanent and Probationary	\$ 113,517	\$ 79,561	\$ -	\$ 33,956
Salaries - Part Time	215,604	214,657	-	947
Employee Benefits	46,768	47,231	-	(463)
Internal Service Charges	500	-	-	500
Other Operating Expenses	97,737	65,379	10,065	22,293
Capital Outlay	-	-	-	-
Indirect Costs	-	-	-	-
Total Expenditures	\$ 474,126	\$ 406,828	\$ 10,065	\$ 57,233
Total Revenues Less Expenditures	\$ -	\$ (79,443)	\$ (10,065)	\$ (89,508)

Purpose of Grant:

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

Additional Information:

Programs are City operated.

April and May revenue in the amount of \$59,958.83 received 08/30/19

Invoice to grantor for June \$ 22,248.92

KIDS HOPE ALLIANCE

21st CCLC Program - Teamup Excel

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

July 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 700,000	\$ -	\$ -	\$ (700,000)
Contributions from Other Funds	-	-	-	-
Total Revenues	\$ 700,000	\$ -	\$ -	\$ (700,000)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 100,000	\$ 11,042	\$ -	\$ 88,958
Salaries - Part Time	446,310	21,528	-	424,782
Employee Benefits	40,279	3,454	-	36,825
Internal Service Charges	100	-	-	100
Other Operating Expenses	109,972	4,995	10,614	94,363
Capital Outlay	3,339	1,884	687	768
Indirect Costs	-	-	-	-
Total Expenditures	\$ 700,000	\$ 42,903	\$ 11,301	\$ 645,796
Total Revenues Less Expenditures	\$ -	\$ (42,903)	\$ (11,301)	\$ (54,204)

Purpose of Grant:

Provide afterschool program at Cedar Hills and Gregory Drive

Additional Information:

Programs are City operated.

Invoiced Grantor for May and June revenue in the amount of \$ 41,346.75

KIDS HOPE ALLIANCE

Criminal Justice, Mental Health & Substance Abuse Reinvestment Grant

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

July 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Department of Children & Families	\$ 400,000	\$ 197,000	\$ -	\$ (203,000)
Contributions from Other Funds	60,000	60,000	-	-
Total Revenues	\$ 460,000	\$ 257,000	\$ -	\$ (203,000)
EXPENDITURES:				
Salaries Part Time	\$ 1	\$ -	\$ -	\$ 1
Other Operating Expenses	21,352	11,879	4,952	4,521
Internal Service Charges	1	-	-	1
Capital Outlay	-	-	-	-
Grants and Aids	429,276	121,239	305,553	2,484
Administrative Support	9,370	1,698	-	7,672
Total Expenditures	\$ 460,000	\$ 134,816	\$ 310,505	\$ 14,679
Total Revenues Less Expenditures	\$ -	\$ 122,184	\$ (310,505)	\$ (188,321)

Purpose of Grant:

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

Additional Information:

This is the second year of a three year grant.

KIDS HOPE ALLIANCE

SAMHSA - High Fidelity Wrap Around Grant

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

July 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Intergovernmental Revenue	\$ 1,543,725	\$ 357,767	\$ -	\$ (1,185,958)
Intrafund Transfer	146,000	146,000	-	-
Total Revenues	\$ 1,689,725	\$ 503,767	\$ -	\$ (1,185,958)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 83,495	\$ 50,494	\$ -	\$ 33,001
Employee Benefits	32,246	23,601	-	8,645
Internal Service Charges	2,500	2,748	-	(248)
Other Operating Expenses	26,659	2,977	-	23,682
Capital Outlay	1,100	-	-	1,100
Grants and Aids	1,543,725	425,069	574,931	543,725
Indirect Costs	-	-	-	-
Total Expenditures	\$ 1,689,725	\$ 504,889	\$ 574,931	\$ 609,905
Total Revenues Less Expenditures	\$ -	\$ (1,122)	\$ (574,931)	\$ (576,053)

Purpose of Grant:

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

Additional Information:

Year 4 and final year of a SAMHSA pass-through grant

KIDS HOPE ALLIANCE

Beaches Community Fund Early Learning Grant

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

July 31, 2019

	Current Budget	Actual Year to Date	Encumbered Year to Date	Remaining Budget
REVENUES:				
Contributions from Privated Sources	\$ 50,500	\$ 49,600	\$ -	\$ (900)
Total Revenues	\$ 50,500	\$ 49,600	\$ -	\$ (900)
EXPENDITURES:				
Salaries - Permanent and Probationary	\$ 11,091	\$ 6,342	\$ -	\$ 4,749
Employee Benefits	2,682	1,251	-	1,431
Other Operating Expenses	36,727	25,921	-	10,806
Total Expenditures	\$ 50,500	\$ 33,514	\$ -	\$ 16,986
Total Revenues Less Expenditures	\$ -	\$ 16,086	\$ -	\$ 16,086

Purpose of Grant:

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

Additional Information:

This grant has been extended until June 30, 2019.

Grant is ready to be closed

KIDS HOPE ALLIANCE
Youth Travel Trust Fund
July 31, 2019

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

Purpose of Program:

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

Additional information:

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

KIDS HOPE ALLIANCE

Kids Hope Alliance Trust Fund - Stop the Violence

July 31, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
REVENUES:				
Interfund Transfer In	\$ 364,550	\$ 364,550	\$ -	\$ -
NC-Transfers	15,866	15,866	-	-
Total Revenues	\$ 380,416	\$ 380,416	\$ -	\$ -
EXPENDITURES:				
Trust Fund Authority	\$ 15,866	\$ -	\$ 10,000	\$ 5,866
Grants and Aids	364,550	159,039	205,505	6
Total Expenditures	\$ 380,416	\$ 159,039	\$ 215,505	\$ 5,872
Total Revenues Less Expenditures	\$ -	\$ 221,377	\$ (215,505)	\$ 5,872

Purpose of Program:

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

Additional information:

KIDS HOPE ALLIANCE

Kids Hope Alliance Trust Fund - Mini Grants Program

July 31, 2019

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

Purpose of Program:

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

Additional information:

KIDS HOPE ALLIANCE
Jax Kids Book Club Trust Fund
July 31, 2019

	Current Budget	Actual Life to Date	Encumbered	Remaining Budget
REVENUES:				
Contributions from Private Sources	\$ 216,413	\$ 216,413	\$ -	\$ -
Total Revenues	\$ 216,413	\$ 216,413	\$ -	\$ -
EXPENDITURES:				
Operating Expenses	\$ 214,413	\$ 198,346	\$ 8,795	\$ 7,272
Food	1,000	680	-	320
Internal Service Charges	1,000	-	-	1,000
Total Expenditures	\$ 216,413	\$ 199,026	\$ 8,795	\$ 8,592
Total Revenues Less Expenditures	\$ -	\$ 17,387	\$ (8,795)	\$ 8,592

Purpose of Program:

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

Additional information:

Self-appropriating Trust Fund

**BOARD ACTION ITEM: 21ST CENTURY COMMUNITY LEARNING CENTERS GRANT
CONTRACT EXTENSION - SAN JOSE AND HYDE PARK**

FINANCE COMMITTEE: SEPTEMBER 11, 2019

BOARD MEETING DATE: SEPTEMBER 18, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DONALD HORNER, ACTING CHIEF EXECUTIVE OFFICER

SARALYN GRASS, CHIEF PROGRAMS OFFICER

TYRICA YOUNG, DIRECTOR, OUT OF SCHOOL TIME GRANTS

DAE LYNN HELM, ASSISTANT DIRECTOR OF RESEARCH AND GRANTS

**RE: 21ST CENTURY COMMUNITY LEARNING CENTERS GRANT CONTRACT
EXTENSION - SAN JOSE AND HYDE PARK**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve a contract extension for the Florida Department of Education 21st Century Community Learning Centers (San Jose and Hyde Park elementary schools) Grant for the period of August 1, 2019 thru September 30, 2019 , increasing available grant funds by \$63,281.
- 2) Authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements, and

NARRATIVE:

The grant period under the original award for this grant was August 1, 2018 through July 31, 2019 with available grant funds of \$316,408. KHA has received a Project Award Notification that the Florida Department of Education is extending the grant period through September 30, 2019 and making an additional \$63,281 of grant funds available to KHA.

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 at for up to 200 students. The purpose of the 21st CCLC program is to provide opportunities for communities to establish or expand community learning centers:

- (1) provide opportunities during non-school hours for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;

- (2) offer students a broad array of additional services, programs and activities during non-school hours such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and
- (3) offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

This program corresponds with the Out-of-School Time Essential Services Category. The continuation application announcement has not been released and a due date is not determined. The program start date is anticipated to be October 1, 2019.

FISCAL IMPACT:

Available grant funds will be increased by \$63,281 with the grant period being extended by two months. The funding of this program is from state dollars through the State of Florida Department of Education.

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

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

STAFF RECOMMENDATION:

Staff recommends approval.

BOARD ACTION ITEM: 21ST CENTURY COMMUNITY LEARNING CENTERS GRANT CONTRACT EXTENSION – CEDAR HILLS AND GREGORY DRIVE

FINANCE COMMITTEE: SEPTEMBER 11, 2019

BOARD MEETING DATE: SEPTEMBER 18, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS
FROM: DONALD HORNER, ACTING CHIEF EXECUTIVE OFFICER
SARALYN GRASS, CHIEF PROGRAMS OFFICER
TYRICA YOUNG, DIRECTOR, OUT OF SCHOOL TIME GRANTS
DAE LYNN HELM, ASSISTANT DIRECTOR OF RESEARCH AND GRANTS
RE: 21ST CENTURY COMMUNITY LEARNING CENTERS GRANT CONTRACT EXTENSION – CEDAR HILLS AND GREGORY DRIVE

REQUESTED ACTION:

The Board is asked to:

- 1) Approve a contract extension for the Florida Department of Education 21st Century Community Learning Centers (Cedar Hills and Gregory Drive elementary schools) Grant for the period of September 1, 2019 thru September 30, 2019, increasing available grant funds by \$140,000.
- 2) Authorize the CEO to execute any grant contracts or other documents necessary to fulfill grant requirements.

NARRATIVE:

The grant period under the original award for this grant was September 1, 2018 through August 31, 2019 with available grant funds of \$700,000. KHA has received a Project Award Notification that the Florida Department of Education is extending the grant period through September 30, 2019 and making an additional \$140,000 of grant funds available to KHA.

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 at for up to 300 students. The purpose of the 21st CCLC program is to provide opportunities for communities to establish or expand community learning centers:

- (1) provide opportunities during non-school hours for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;

(2) offer students a broad array of additional services, programs and activities during non-school hours such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and

(3) offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

This program corresponds with the Out-of-School Time Essential Services Category.

FISCAL IMPACT:

Available grant funds will be increased by \$140,000 with the grant period being extended by one month. The funding of this program is from state dollars through the State of Florida Department of Education.

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

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

STAFF RECOMMENDATION:

Staff recommends approval.

BOARD ACTION ITEM**FINANCE COMMITTEE: SEPTEMBER 11, 2019****BOARD MEETING DATE: SEPTEMBER 18, 2019**

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**FROM: DONALD HORNER, ACTING CHIEF EXECUTIVE OFFICER****RE: REQUEST FOR PROPOSALS: HEALTHY FAMILIES JACKSONVILLE**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the issuance of a Request for Proposals (RFP) for Healthy Families Jacksonville with the minimum qualifications, scope of services, evaluation criteria and performance metrics substantially in the form presented to the Board.
- 2) Give the CEO the authority to execute a contract with the highest scoring bidder.

NARRATIVE:

Healthy Families is an evidenced based, voluntary home visiting program that is proven to prevent child abuse/neglect and improve outcomes for Florida's highest risk families. In order to increase program outcomes and to determine the agency best suited to provide Healthy Families Jacksonville services, KHA is seeking qualified non-profit organizations interested in contracting with the City of Jacksonville to provide high quality programming under the Healthy Families model.

The contract resulting from this competitive bid will begin on 1/1/20 and run through 6/30/20, with the option to renew for three additional one year contract periods.

FISCAL IMPACT:

RFP Amount is \$905,169.50 for the six month period from 1/1/20 through 6/30/20. A full year amount for this contract is \$1,810,339.00. This program is funded through grant funds from the Ounce of Prevention Florida of up to \$1,094,500 and a KHA required cash match of \$1,040,500. The grant period for this grant is July 1 through June 30 and the current grant contract ends June 30, 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.

SECTION 4

DESCRIPTION AND SERVICES DELIVERABLES

STATEMENT OF NEED:

Child abuse is a serious problem in the State of Florida. According to data from 2016, 41,605 children were abused or neglected in Florida. In addition, 460 child fatalities were called into the Florida Abuse Hotline (www.helphomesafe.org). 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.

PROGRAM OVERVIEW:

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.

TARGET POPULATION

KHA 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.
- 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.

TOTAL FUNDING AVAILABILITY

The total available funding for this Request for Proposal (RFP) is **\$905,169.50** for a 6 month contract. Funding will be provided by the Kids Hope Alliance with funds allocated by the City of Jacksonville from its 2019-2020 budget appropriation for a total contract year budgeted at \$1,810,339.00. The Kids Hope Alliance may increase the budget amount at any time based on an increase in funds from the State.

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 30th 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.

CORE PROGRAMATIC REQUIREMENTS

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.

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.

Goal Number #	Goal Statement
#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

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.

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.

Clients To Be Served

The minimum number of families served per year for the term of this Contract shall be 597.

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

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

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.

PROGRAM TASKS

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

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.

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 **3rd** calendar day of the month (unless the 3rd 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 3rd 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. 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 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.

Standard Contractor Requirements.

Required Participation

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.

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 HFF Program Manager with the reason for the absence and the name of the person who will represent the program manager on the call.

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 10th 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 5th of each month.

All staff data must be updated in the HFF Staff Management System by the 10th 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.

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.

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.

Community Education

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

Health Information

Adhere to restrictions and conditions governing confidential Protected Health Information (PHI) [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.

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.

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.

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.

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.

STAFFING

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 all current direct service staff for a minimum of 90 days after the start of this contract. If the contractor wishes to terminate employment for any staff before 60 days, approval by the Program Manager will be required.

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
Total	32

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 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.

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. 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.

RECORDS AND DOCUMENTATION

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.

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**.

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.

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.

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.**

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.

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.

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.

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.

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:

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.

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.

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.

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.

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.

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.

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.

PROPERTY GUIDELINES

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.

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.

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.

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.

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 Contractor 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.

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.

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**.

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. By June 20, 2016, the Contractor shall submit a **"FINAL" Property Inventory and Disposal Form** of all such property to 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 KHA. The recording document will be located in the HF Resource Library located at http://www.healthyfamiliesfla.org/resource_login.asp.

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.

PROPERTY GUIDELINES

The Contractor will ensure that adequate and appropriate office space is available for Healthy Families Jacksonville staff members. This space should include adequate room for staff seating, private supervision spaces, storage and work space.

FISCAL REQUIREMENTS

KHA 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 KHA. Acceptable documentation includes, but is not limited to purchase orders, paid vouchers, invoices and any other documentation deemed necessary and approved by KHA 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, KHA 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.

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 KHA 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.

Monthly Invoice

Submit to KHA 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 KHA 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.

Final Invoice

The final invoice for payment shall be submitted to KHA 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 KHA 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.

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.

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.

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.

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.

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

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%.

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.

DELIVERABLES

DELIVERABLES

Deliverables Table.

Title	Due Date	Send To
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	Ongoing	Program Manager
Property Inventory and Disposal Form	Upon notification from the Program Manager	Program Manager
Quarterly Narrative Report	Due the 10 th of: October, January, April and July	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 th 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 th 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, KHA 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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BOARD ACTION ITEM:

FINANCE COMMITTEE: SEPTEMBER 11, 2019

BOARD MEETING DATE: SEPTEMBER 18, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DONALD HORNER, ACTING CHIEF EXECUTIVE OFFICER

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

REQUESTED ACTION:

The Board is asked to:

- 1) Approve a renewal of the following contract for 3 months from October 1, 2019 – December 31, 2019.

<i>BID</i>	<i>AGENCY</i>	<i>PROGRAM</i>	<i>FUNDING</i>
ESC-0490-16	Northeast Florida Healthy Start Coalition	Healthy Families	\$452,584.75

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

NARRATIVE:

Each year, recommendations for funding and contract renewals are made to the Board for the following fiscal year. The recommendations are based on an analysis of programmatic outcomes, priorities determined by the Board of Directors, as well as a projection of anticipated funding for the following year.

The Northeast Florida Healthy Start Coalition, Inc. became the subcontractor for Healthy Families Jacksonville services on October 1, 2016 and continues to provide those services at current. The current recommendation is to recommend the renewal for 3 months while a competitive bid process is completed for the Healthy Families Jacksonville program.

FISCAL IMPACT:

The Northeast Florida Healthy Start Coalition will receive funding in the amount of \$452,584.75.

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

BOARD ACTION ITEM**FINANCE COMMITTEE: SEPTEMBER 11, 2019****BOARD MEETING DATE: SEPTEMBER 18, 2019**

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**FROM: DONALD HORNER, ACTING CHIEF EXECUTIVE OFFICER****RE: FULL SERVICE SCHOOL CONTRACT RENEWALS FOR 2019/2020**

REQUESTED ACTION:

The Board is asked to:

- 1) Approve a renewal of the following contracts for 12 months from October 1, 2019 – September 30, 2020.

<i>AGENCY</i>	<i>PROGRAM</i>	<i>FUNDING</i>
Jewish Family Services	Full Service Schools	\$442,856.00
Children's Home Society	Full Service Schools	\$913,715.00
Child Guidance Center	Full Service Schools	\$657,143.00
Daniel	Full Service Schools	\$1,389,286.00
Total		\$3,403,000.00

- 2) Authorize the CEO to execute amendments extending the contracts on behalf of the Kids Hope Alliance.

NARRATIVE:

Each year, recommendations for funding and contract renewals are made to the Board for the following fiscal year based on an analysis of programmatic outcomes, priorities determined by the Board of Directors, as well as a projection of anticipated funding for the following year.

The current recommendation is for continued funding for providing services under the Full Service School model. All four of these agencies are in good standing with KHA in terms of meeting contract requirements.

The funding for Full Service Schools is scheduled to go out for competitive bid in 2020, with new contracts to begin October 1, 2020.

FISCAL IMPACT:

The agencies above will receive funding as indicated with a total Full Service School funding equal to \$3,403,000.00.

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

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

STAFF RECOMMENDATION: Staff recommends approval.

BOARD ACTION ITEM

**SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES
ADMINISTRATION (SAMHSA) – YEAR 4; AMENDMENT #2,
FOR A NO COST EXTENSION**

FINANCE COMMITTEE: SEPTEMBER 11, 2019

BOARD MEETING DATE: SEPTEMBER 18, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

**FROM: DONALD HORNER, ACTING CHIEF EXECUTIVE OFFICER
SARALYN GRASS, CHIEF PROGRAMS OFFICER**

REQUESTED ACTION:

The Board is asked to:

- 1) Authorize a no cost extension for contract with Managed Access to Child Health, Inc., funded by the SAMHSA [Substance Abuse and Mental Health Services Administration], HHS, contract titled “High-Fidelity WrapAround Services & Integrated Care Coordination for Children and their Families” for the period September 30, 2019 through September 29, 2020; and
- 2) Authorize the CEO to execute any contract or legal document consistent with the intent of the forgoing authorizations.

NARRATIVE:

- This 4-year contract has been extended for another year from an end date of 9/29/2019 to an end date of 9/29/2020.
- The Notice of Award was issued on September 5, 2019.

FISCAL IMPACT:

The overall budget amount would remain unchanged with this budget amendment. The extension will allow KHA to use funds remaining from the current year 4 of the grant which are estimated to be \$601,870 during the extended grant period.

PROGRAMMATIC IMPACT:

The extension of this program will allow KHA to continue to provide optimization of behavioral and medical health well-being for youth requiring crises stabilization in Duval County for another year.

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

1. Vote to approve
2. Decline to approve

STAFF RECOMMENDATION:

Staff recommends approval.



SOC Implementation
Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Center for Mental Health Services

Grant Number: 6U79SM062446-04M003
FAIN: U79SM062446
Program Director: Jeffery Lee Goldhagen

Project Title: High-Fidelity WrapAround Srvcs & Integrated Care Coord. for Children and Yth

Organization Name: KIDS HOPE ALLIANCE

Business Official: Joseph Peppers

Business Official e-mail address: peppersj@coj.net

Budget Period: 09/30/2018 – 09/29/2020

Project Period: 09/30/2015 – 09/29/2020

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$0 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to KIDS HOPE ALLIANCE in support of the above referenced project. This award is pursuant to the authority of Sections 561-565 of the PHS Act, as amended and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

This award addresses the following Amendment requests:

- No-Cost Extension (6U79SM062446-04L003)

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,
Tiffany Pham
Grants Management Officer
Division of Grants Management

See additional information below

SECTION I – AWARD DATA – 6U79SM062446-04M003

Award Calculation (U.S. Dollars)

Contractual	\$543,725
Other	\$1,000,000
Direct Cost	\$1,543,725
Approved Budget	\$4,622,984
Federal Share	\$1,543,725
Non-Federal Share	\$3,079,259
Less Unobligated Balance	\$543,725
Cumulative Prior Awards for this Budget Period	\$1,000,000

AMOUNT OF THIS ACTION (FEDERAL SHARE) \$0

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
4	\$1,000,000

*Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number: 93.104
EIN: 1596000344B4
Document Number: 15SM62446A
Fiscal Year: 2018

IC	CAN	Amount
SM	C96J550	\$0

IC	CAN	2018
SM	C96J550	\$0

SM Administrative Data:

PCC: CMHI / **OC:** 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 6U79SM062446-04M003

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 6U79SM062446-04M003

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:

Additional Costs

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

SECTION IV – SM Special Terms and Conditions – 6U79SM062446-04M003

REMARKS

No-Cost Extension

This award is revised to extend the budget and project period end dates from September 29, 2019 to September 29, 2020 and the use of estimated funds remaining from the current 04 budget year in the amount of \$601,870 as requested in the Post Award Amendment No-Cost Extension submitted on 8/16/2019.

If the final resolution of the audit covering the above stated budget period(s) determines that the unobligated balance of funds is incorrect, SAMHSA will not make additional funds available to cover any shortfall.

All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

Staff Contacts:

Tanvi Ajmera, Program Official

Phone: 240-276-0307 **Email:** Tanvi.Ajmera@samhsa.hhs.gov

Tiffany Pham, Grants Specialist

Phone: 240-276-0446 **Email:** Tiffany.Pham@samhsa.hhs.gov

BOARD ACTION ITEM: CHILD CARE FOOD PROGRAM AFTERSCHOOL MEALS PROGRAM GRANT

FINANCE COMMITTEE: SEPTEMBER 11, 2019

BOARD MEETING DATE: SEPTEMBER 18, 2019

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DONALD HORNER, ACTING CHIEF EXECUTIVE OFFICER

SARALYN GRASS, CHIEF PROGRAMS OFFICER

TYRICA YOUNG, DIRECTOR, OUT OF SCHOOL TIME GRANTS

NAJERA JOHNSON, NUTRITION SERVICES PROGRAM MANAGER

RE: CHILD CARE FOOD PROGRAM AFTERSCHOOL MEALS PROGRAM GRANT RENEWAL

REQUESTED ACTION:

The Board is asked to:

- 1) Approve the grant renewal for the Florida Department of Health/ Bureau of Child Nutrition Programs Grant for the period of October 1, 2019 thru September 30, 2020, in an amount up to \$1,400,000.
- 2) Authorize the CEO to sign a grant contract and other documents necessary to meet the grant requirements.

NARRATIVE:

The Program will operate Monday through Friday providing healthy snacks and/or suppers to kids participating in KHA funded afterschool programs at an estimated forty-four (44) community based sites throughout Jacksonville. To qualify as a site through the CCFP AMP, the site must be in an area where at least 50% or more of the children in the area qualify for free or reduced-price meals during the school year. The meals are available to children through age 18 and certain children over age 18. We anticipate serving nearly 526,864 meals for fiscal year 2019/2020, and approximately 3,680 children will benefit from the program.

FISCAL IMPACT:

KHA has asked City Council to appropriate \$3,110,000 for this program in KHA's Annual Budget Ordinance 2019-511, Schedule M. Since the time the Annual Budget Ordinance was prepared, KHA has learned that the Duval County Public Schools will be running the nutrition program for KHA's school-

based afterschool programs and receiving grant funds for those sites. KHA will only receive grant funds for its community based afterschool sites for which KHA expects to receive grant funds of approximately \$1,400,000. The supplemental funding of this program is from federal dollars through the State of Florida. There is required matching dollars in the amount of \$10,000 from the City of Jacksonville.

GOVERNANCE/PROGRAM IMPACT:

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

OPTIONS:

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

STAFF RECOMMENDATION:

Staff recommends approval.

Kids Hope Alliance
Comprehensive Budget - Schedule M (Revised)
Fiscal Year 2019 - 2020

ESTIMATED REVENUE FROM GRANTS	Grant Period	Positions & PT Hours	Federal	State	Private Sources	Total External Funds	COJ Funds* (Local Match)	Total Funds
State of FL. Dept. of Health - USDA Child and Adult Care Food Program - After School Food Program	10/01/19 09/30/20	5 FT Staff / 1,040 PT Hrs	\$3,100,000	\$0	\$0	\$3,100,000	\$10,000	\$3,110,000
State of FL Dept. of Agriculture & Consumer Services - USDA Summer Food Service Program (Sum. 2020)	04/01/20 08/31/20	22,000 PT Hrs	\$1,100,000	\$0	\$0	\$1,100,000	\$0	\$1,100,000
Healthy Families - The Ounce of Prevention FL	07/01/20 06/30/21	4 FT Staff / 1,140 PT Hrs	\$410,200	\$684,300	\$0	\$1,094,500	\$1,040,500	\$2,135,000
FL Department of Education - 21st Century Community Learning Center Grant	08/01/20 07/31/21	2 FT Staff 35,000 PT Hrs.	\$0	\$700,000	\$0	\$700,000	\$155,171	\$855,171
Criminal Justice Reinvestment Grant	11/01/19 10/31/20	1 FT Staff	\$0	\$400,000	\$0	\$400,000	\$60,000	\$460,000
NEW: Department of Health & Human Services - SAMHSA	09/29/19 09/28/20	2 FT Staff	\$1,000,000	\$0	\$0	\$1,000,000	\$0	\$1,000,000
NEW: FL Department of Education - Kids Hope Alliance High School 21st Century Grant	10/01/19 09/30/20	2 FT Staff 35,000 PT Hrs.	\$0	\$700,000	\$0	\$700,000	\$64,000	\$764,000
TOTAL ESTIMATED GRANT REVENUE			\$5,610,200	\$2,484,300	\$0	\$8,094,500	\$1,329,671	\$9,424,171

	<u>Total Funding</u>	<u>Program Funds (08201)</u>
<u>Essential Service Plans:</u>		
Early Learning Programs	\$3,503,999	\$2,806,694
Juvenile Justice Prevention/Intervention Programs	\$1,496,007	\$1,261,625
Out of School Time Programs	\$12,829,639	\$12,252,620
Out of School Time Programs - Summer Camp Programs	\$3,954,000	\$3,954,000
Preteen and Teen Programs	\$2,278,203	\$1,783,370
Special Needs Programs	\$6,222,347	\$5,965,095
Special Needs Programs - Grief Counseling & Burial Costs	\$42,732	\$21,366
Preteen and Teen Programs - Mayor's Youth at Work Partnership	\$484,788	
<u>Across All Essential Service Plans:</u>		
Youth Travel Trust Fund	\$50,000	
Stop the Violence Program	\$200,000	
	<hr/>	
	\$31,061,715	\$28,044,770 **
KHA - Administrative Funds	\$4,049,671	
	<hr/>	
Total City Funding:	\$35,111,386	
Grant Funding from Above:	\$8,094,500	
Total Funding Including Grants:	<hr/> \$43,205,886 <hr/>	

* These funds are included in the Essential Service Plan breakdown below the chart.

** Ties to the Total Essential Service Program Funding on Page 2.

FACT SHEET

Budget: Up to \$3,100,000; 38

AFTERSCHOOL MEALS PROGRAM



Program History Kids Hope Alliance (formally Jacksonville Children’s Commission) has sponsored the Afterschool Meals Program for 15 years.

The Afterschool Meals Program provides reimbursement for nutritious meals and snacks served at eligible after school program sites.

Program Operation August through June.

Funding is provided by the U.S. Department of Agriculture and is administered in Florida by the Department of Health, Bureau of Child Care Food Programs.

Eligibility requires that programs be a public or private nonprofit organization or certain for-profit organizations; located in an area served by a school where at least 50% of the enrolled children are eligible for free or reduced-price meals, provide after school care with regularly scheduled educational or enrichment activities that are structured and supervised, have a license or proof of licensure exemption, and meet state and local health and safety standards.

Reimbursement is available for up to one snack and one meal per child, per day. Available for snacks and supper meals served to children through age 18 and certain children over age 18. The current reimbursement for FY 18-19 is \$.94 for snack and \$3.41 for supper.

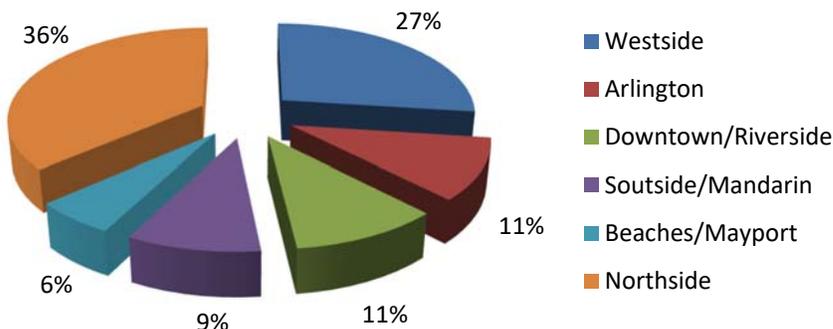
Program Requirement

- Programs 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 and meat alternates.

Partnerships

- The City of Jacksonville (Sponsor)
- Community Agencies

AR 18-19)



Community-based.....	31
School-based.....	54

We no longer service school-based sites as DCPS/Chartwells is now a State Sponsor.

PROGRAM BENEFITS

Help reduce hunger • Access to nutritious meals • Support working families • Counter Obesity • Help kids learn and stay active • Keep children safe and engaged • Partnerships with state and local agencies • Financial sustainability