



# April Governance and Programs Committee Meeting Agenda

Apr 3rd, 2023 12:30pm - 1:30pm EDT

Kids Hope Alliance Board Room

## 1. Introductions and Instructions

Rose Conry, Governance and Programs Committee Chair

12:30pm

## 2. Public Comment

## 3. Approval of February Minutes

 [Governance Minutes - February 2023.pdf](#)

## 4. New Business

### a. Single Source Contracts Approval

Kenneth Darity, Chief Programs Officer

 [23-004 Sole Source Contract Approval.pdf](#)

### b. Contract Exemptions Approval

Kenneth Darity, Chief Programs Officer

 [23-005 Contract Exemptions Approval.pdf](#)

### c. Goodwill Single Source Contracts Approval

Kenneth Darity, Chief Programs Officer

 [23-006 Goodwill Sole Source Contract Approval.pdf](#)

**d. SAMHSA Grant Approval**

Dae Lynn Kennedy, Assistant Director of Research and Grants

 [23-007 SAMHSA Grant Application.docx](#)

 [SAMHSA CMHI Grant Matrix 3-20-23.docx](#)

 [Intent to Apply Cover Page SAMHA CMHI 2-23.docx](#)

**5. Public Comment**

**6. Next Steps and Meeting Schedule**

END  
1:30pm

## 1. Introductions and Instructions

Rose Conry, Governance and Programs Committee Chair

The meeting was called to order by Rose Conry, Governance and Programs Committee Chair. Rose Conry, Marsha Oliver, and Kevin Gay were in attendance.

## 2. New Business

### a. Approval of Proposed RFPs

Dr. Saralyn Grass, Chief Administrative Officer

Dr. Grass summarized the three (3) RFP's which are currently being prepared for submission to Procurement.

Afterschool and Summer Programming RFP - This RFP is designed to accommodate students who are elementary through high school aged, in the foster care system or have an IEP. A definition for "at hope" was provided which means families whose gross income is at or below the state median income level. This RFP also allows a program to enroll up to 10% of its students who do not fall in any of the three categories previously described. Dr. Grass then explained the program design which includes the days/hours open, a daily literacy component, physical activities, field trips, etc. She explained the Unit of Service pay rate which is being increased to \$12.50/day/student. The teacher/student ratio is 1:20. The summer Unit of Service rate is \$25.00/day/student. The rate of pay for Special Needs programs is \$50.00/day/student and the teacher/student ratio is 1:5. She also explained the five (5) primary KHA goals and the respondents will be asked to identify which goals their programs will address. Dr. Grass explained that the Principal has to sign a MOU letter with the program in order to operate at their school. Marsha Oliver asked to see a list of the DCPS school sites and asked for clarification on the Principal's signing the MOU. Mr. Weinstein explained that providers will not be able to operate at a school without the Principal's authorization. Ms. Oliver asked for clarification on the IEP and Mr. Weinstein explained that the IEP is a standalone criteria and students are not required to meet the other two criteria. Dr. Grass confirmed that the three criteria are tiered, and Mr. Gay mentioned that it would be worth discussing in a future meeting. Mr. Gay asked how KHA's Unit of Service rate compares with other programs around the state and Dr. Grass explained that our rate is lower but the providers are satisfied with the new rates. Mr. Gay asked if KHA's work would be driven by the new goals and Mr. Weinstein confirmed that that would be the case. He then asked about the full service plus/mental health and if we identify a student who is struggling which part of the RFP would address this issue. Mr. Weinstein confirmed that providers who offer Case Management services will be used to address these issues. Ms. Conry asked the Research and Grants team if they would like to make a comment and Tyrice replied that they are excited to release a high-quality program and thanked KHA and the Board for their hard work and input during the retreat.

Read Jax RFP - The Steering committee chose eight (8) schools which cover three areas of Jacksonville - North Jax., Northwest and Arlington. Mr. Gay asked for clarification on each school's budget. Dr. Grass mentioned that we'd like to fund 80 student slots during the initial year

and 60 student slots during the summer. These headcounts can change in subsequent years with Board approval.

Services for Children, Youth, and Their Families RFP - The final RFP is a combination of different elements in the goals (College readiness, early intervention, family stability, juvenile justice/mental health). KHA is trying to move to a Unit of Service pay structure for all of our programs, this ensures that participant attendance is primary. With submitted Cost Reimbursement budgets, KHA will attempt to convert them to a Unit of Service budget.

Mr. Weinstein mentioned that we are continually moving from Essential Service Categories to goals based on feedback from the Board. Dr. Grass made a note to ensure that the eligibility criteria is described as previously requested and that the DCPS list is forwarded to Ms. Oliver.

Motion: Rose Conry

Second: Kevin Gay

The motion was approved unanimously 3-0.

**b. Grant Application for NLC City Inclusive Entrepreneurship (CIE)**

Tyrica Young, Director of Research & Grants

Tyrica Young presented the grant application action item. KHA was invited to apply for this grant based on the work that we've done in the past with the NLC. This grant would allow KHA to showcase the work we're doing with BLI for Early Learning and encourage childcare centers to get accredited.

Motion: Marsha Oliver

Second: Kevin Gay

The motion was approved unanimously 3-0.

**3. Public Comment**

A public comment asked to determine if advances will still be available to providers who switch from cost reimbursement to units of service. Mr. Weinstein replied that advances will still be made available despite the payment type.

**4. Next Steps and Meeting Schedule**

The meeting was adjourned.

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**BOARD ACTION ITEM: SINGLE SOURCE CONTRACTS****ESSENTIAL SERVICES CATEGORY: EARLY LEARNING & SPECIAL NEEDS**

- GOVERNANCE MEETING:** **APRIL 3, 2023**
  - FINANCE MEETING:** **APRIL 5, 2023**
  - BOARD MEETING:** **APRIL 12, 2023**
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**TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**  
**FROM: MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve new contracts based on Procurement Single Source code for the following programs from August 1, 2023– May 31, 2024, in the amount of \$355,000.

<i>ESC</i>	<i>AGENCY</i>	<i>PROGRAM</i>	<i>CONTRACT START DATE</i>	<i>1<sup>ST</sup> YEAR CONTRACT END DATE</i>	<i>FUNDING</i>
EL	Business Leadership Institute for Early Learning, Inc.	National Accreditation Program	7/1/2023	6/30/2024	\$175,000
EL	Jacksonville Public Education Fund	Campaign for Grade Level Reading	7/1/2023	6/30/2024	\$100,000
SN	The Allison Brundick Haramis Foundation, Inc. dba Angles for Allison	Burial Cost	7/1/2023	6/30/2024	\$80,000
Total					\$355,000

- 2) Authorize the CEO to execute contracts in the amounts above with up to a 10% increase variance and any other documents necessary to accomplish the purposes of the approval in (1) above.
- 3) Authorize funding for three (3) subsequent years to align with KHA’s standardized contract terms; Single Source contracts require annual renewal by City of Jacksonville Procurement department; however, KHA funding will remain consistent with the Board’s approval of (1) and (2) above. Each subsequent year option will be based on an evaluation of the effectiveness of the prior year.

**NARRATIVE:**

The above program services provided by listed agencies have operated successfully for the past three years. The continuation of the programming can only be efficiently performed by the listed agency due to the specialized nature of the services. Therefore, the services are classified as Single Source and may be approved in accordance with the Procurement Single Source Code and procedures set forth herein without competition.

A brief overview of each program is provided in the attached document.

**FISCAL IMPACT:**

The providers listed above will receive funding as indicated above or up to a 10% increase as necessary. KHA may reduce contracts accordingly depending on reduced need or not all of the funds being spent.

**OPTIONS:**

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

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Board Secretary Signature: \_\_\_\_\_  
*(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)*

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**BOARD ACTION ITEM: CONTRACT EXEMPTIONS**

**ESSENTIAL SERVICES CATEGORY: EARLY LEARNING, OST, JUVENILE JUSTICE, SPECIAL NEEDS**

- GOVERNANCE MEETING:** APRIL 3, 2023
- FINANCE MEETING:** APRIL 5, 2023
- BOARD MEETING:** APRIL 12, 2023

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

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve new contracts based on Procurement exemptions of the following programs for the 1<sup>st</sup> year contract dates listed in the chart below for 2023-2024 in the amount of \$3,705,209 and for subsequent years (contracts will be pro-rated the first year) in the amount of \$4,446,250, with up to three (3) annual renewal options. Each subsequent year option will be based on an evaluation of the effectiveness of the prior.

<i>ESC</i>	<i>AGENCY</i>	<i>PROGRAM</i>	<i>CONTRACT START DATE</i>	<i>1<sup>st</sup> YEAR CONTRACT END DATE</i>	<i>10 Month FUNDING</i>	<i>12 Month FUNDING</i>	<i>Corresponding Exemption #</i>
EL	Early Learning Coalition of Duval, Inc.	Childcare Enhancement Workforce Development and Childcare Match	7/1/2023	6/30/2024	\$2,500,000	\$3,000,000	7
EL	Lutheran Services Florida, Inc.	EduCare	5/1/2023	5/31/2024	\$166,667	\$200,000	7
OST	Boys and Girls Club of Northeast Florida, Inc.	Nutrition Program	6/1/2023	5/31/2024	\$421,875	\$506,250	8
JJ	The District Board of Trustees of Florida State College of Jacksonville	Teen Violence Prevention Academy	8/1/2023	5/31/2024	\$241,667	\$290,000	6
SN	Hope Street, Inc.	TBRI Training	8/1/2023	5/31/2024	\$229,167	\$275,000	5

SN	Youth Crisis Center, Inc.	Residential Care Center	8/1/2023	5/31/2024	\$145,833	\$175,000	5
Total					\$3,705,209	\$4,446,250	

- 2) Authorize the CEO to execute contracts in the amounts above with up to a 10% increase variance and any other documents necessary to accomplish the purposes of the approval in (1) above.

**NARRATIVE:**

The above program services provided by listed agencies have operated successfully for the past three years. The continuation of the programming can be continued through a Procurement exemption from competitive solicitation as outlined in Section VII of the City of Jacksonville’s Procurement Manual; October 2020, because the services meet one of the three following exemption criteria:

- (5) Prevention services related to mental health, including drug abuse prevention programs, child abuse prevention programs, and shelters for runaways, operated not-for-profit corporations. (In acquiring such services, the ability of the vendor, past performance, willingness to meet time requirements and price shall be considered in an effort to obtain the highest quality services at the greatest economic value to the City.);
- (6) Supplies or services or commodities provided by governmental entities or agencies;
- (7) Supplies or services to be provided by those specifically prescribed within authorizing legislation that appropriates the same;
- (8) Supplies or services procured utilizing General Services Administration, State of Florida, and other contracts and agreements that have been competitively procured, awarded, and contracted by a federal, state, municipal, county, or local governmental entity, body politic or using agency, provided that said procurement is not otherwise prohibited by law.

Therefore, the services are classified as a Procurement Exemption and may be approved in accordance with the Procurement Exemptions set forth in Section 126.107(e) of the Ordinance Code without competition.

Although KHA will attempt to execute these contracts using the exemption method, they are also all a sole source for the type of service they are providing. By using the exemption method rather than sole source, KHA is able to create these contracts for multiple years rather than one year at a time. In the case an exemption request is not approved by procurement, a sole source request will be issued instead.

A brief overview of each program is provided in the attached document.

**FISCAL IMPACT:**

The providers listed above will receive funding as indicated above or up to a 10% increase as necessary. KHA may reduce contracts accordingly depending on reduced need or not all of the funds being spent.

**OPTIONS:**

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

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Board Secretary Signature: \_\_\_\_\_  
*(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)*

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**BOARD ACTION ITEM: SINGLE SOURCE CONTRACTS****ESSENTIAL SERVICES CATEGORY: PRETEEN/TEEN**

- GOVERNANCE MEETING:** **APRIL 3, 2023**
  - FINANCE MEETING:** **APRIL 5, 2023**
  - BOARD MEETING:** **APRIL 12, 2023**
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**TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS**  
**FROM: MIKE WEINSTEIN, CHIEF EXECUTIVE OFFICER**

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve new contracts based on Procurement Single Source code of the following programs from August 1, 2023– May 31, 2024 in the approximate amount of \$170,000 and \$204,000 for subsequent years.

<i>ESC</i>	<i>AGENCY</i>	<i>PROGRAM</i>	<i>CONTRACT START DATE</i>	<i>1<sup>st</sup> Year CONTRACT END DATE</i>	<i>10 Month FUNDING</i>	<i>12 Month FUNDING</i>
PTT	Goodwill Industries of North Florida, Inc.	MYLAC	8/1/2023	5/31/2024	\$85,000	\$102,000
PTT	Goodwill Industries of North Florida, Inc.	Take Stock in Children	8/1/2023	5/31/2024	\$85,000	\$102,000
Total					\$170,000	\$204,000

- 2) Authorize the CEO to execute contracts in the amounts above with up to a 10% increase variance and any other documents necessary to accomplish the purposes of the approval in (1) above.
- 3) Authorize funding for three (3) subsequent years to align with KHA’s standardized contract terms; Single Source contracts require annual renewal by City of Jacksonville Procurement department; however, KHA funding will remain consistent with the Board’s approved funding amount. Each subsequent year option will be based on an evaluation of the effectiveness of the prior.

**NARRATIVE:**

The above program services provided by listed agencies have operated successfully for the past three years. The continuation of the programming can only be efficiently performed by the listed agency due to the specialized nature of the services. Therefore, the services are classified as Single Source

and may be approved in accordance with the Procurement Single Source Code and procedures set forth herein without competition.

A brief overview of each program is provided in the attached document.

**FISCAL IMPACT:**

The providers listed above will receive funding as indicated above or up to a 10% increase as necessary. KHA may reduce contracts accordingly depending on reduced need or not all of the funds being spent.

**OPTIONS:**

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

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Board Secretary Signature: \_\_\_\_\_  
*(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)*

Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**BOARD ACTION ITEM:** GRANT APPLICATION: CHILDREN’S MENTAL HEALTH INITIATIVE (CMHI)

**CATEGORY:** SPECIAL NEEDS

- GOVERNANCE MEETING: APRIL 3, 2023
- FINANCE MEETING: APRIL 5, 2023
- BOARD MEETING: APRIL 12, 2023

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

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**REQUESTED ACTION:**

The Board is asked to:

- 1) Approve the application for the Substance Abuse and Mental Health Services Administration (SAMHSA) FY 2023 Grants for Expansion and Sustainability of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances, Short Title: Children’s Mental Health Initiative (CMHI).
- 2) If awarded, authorize the CEO of Kids Hope Alliance to execute a grant contract with the funder and all other documents necessary to comply with grant requirements, including any sub-contracts identified in the grant proposal.

**NARRATIVE:**

The purpose of this program is to provide resources to improve the mental health outcomes for children and youth, birth through age 21, at risk for or with serious emotional disturbances (SED), and their families. This program supports the implementation, expansion, and integration of the System of Care (SOC) approach by creating sustainable infrastructure and services that are required as part of the Comprehensive Community Mental Health Services for Children and their Families Program (also known as the Children’s Mental Health Initiative or CMHI). With this program, the funder (the Substance Abuse and Mental Health Services Administration (SAMHSA)) intends to prepare children and youth at risk for or with SED for successful transition to adulthood and assumption of adult roles and responsibilities.

The program CREATE (Co-designing Rich Environments for All to Thrive Everyday), will address three priority populations of children: identified children and youth with special health care needs, those transitioning from pediatric to adult care, and others experiencing difficulties.

The program CREATE will combine evidence-based System of Care (SOC) principles, with those of Population Health and Child Rights, to establish a model that integrates clinical care, community systems development, and policy generation as a strategy to advance health equity among those marginalized at-risk for SED. Two-thousand children and youth will be served by the end of the four-year grant.

The grant will be in collaboration with Partnership for Child Health, Daniel Memorial, Child Guidance Center, Gateway Services, Jewish Family and Community Services, Sulzbacher Village Pediatric Health Center, and University of Florida / Jacksonville - Division of Child and Adolescent Psychiatry and other community providers.

The grant application was due March 21, 2023, prior to the board meeting and was submitted. If the vote is to decline the submission, the application will be withdrawn from funding consideration.

**FISCAL IMPACT:**

\$4,000,000.00 funding over four years (\$1,000,000.00 per year). In-kind or cash match is required: Years 1 - 3: \$1 for each \$3 of federal funds; Year 4: \$1 for each \$1 federal funds. KHA is providing \$75,000 in cash match and \$88,811 in-kind match for office space. The remainder of the match is being met in-kind through the Partnership for Child Health.

**OPTIONS:**

- Vote to approve staff recommendations.
- Decline to approve staff recommendations.
- Vote to approve staff recommendations with amendments. If checked, the following amendment to the item is approved:

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Attachment A

Funding Opportunity Name: Grants for Expansion and Sustainability of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances, Short Title: Children’s Mental Health Initiative (CMHI) Date: 2/2/2023

Deadline(s): 3/21/2023

Size of Award: \$1,000,000 x 4 years

Required Match Needed? Yes If yes, amount and funding: In-kind or cash match is required: Years 1 - 3: \$1 for each \$3 of federal funds; Year 4: \$1 for each \$1 federal funds. KHA is providing \$75,000 in cash match and \$88,811 in-kind match for office space. The remainder of the match is being met in-kind through the Partnership for Child Health. 10902.191040.181307.381920.000000.00000000.10901.0000000

Enhancement Funding Needed? No If yes, amount and funding Index Code:

<b>Prioritized Checklist for Reviewing a Grant Application</b>				
<b>Category</b>	<b>Assessment Question</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
<b>Purpose</b>	Is there a close match between KHA’s mission and experience and the funding agency’s purpose for providing this grant?	X		
	Is the grant consistent with KHA’s Essential Services Plan?	X		
<b>Eligibility</b>	Is KHA (a government entity) eligible to apply for this opportunity? Is applying for this grant within the authority given to KHA in Chapter 77 of the City of Jacksonville’s Ordinance Code?	X		
<b>Competing Community Partners</b>	Is there a community organization that is applying for this grant or eligible for this opportunity that would be a better fit than KHA?		X	
<b>Deadline</b>	Is the time between now and the deadline sufficient for KHA to prepare the grant proposal?	X		
<b>Funding Amount/ ROI</b>	Can KHA fit the budget for the proposed program between the funding floor (minimum grant allowed) and the funding ceiling (maximum award)?	x		
	Is the grant award adequate for the investment?	x		
<b>Matching Requirements</b>	Can KHA meet any matching funds requirement?	X		
	May in-kind contributions count toward the match?			
<b>Number of Awards</b>	Is the number of anticipated awards high enough that KHA is likely to be competitive?	X		
<b>Partnering Requirements</b>	Does KHA have time to establish relationships or do we have existing relationships with required partners or are we members of an eligible coalition?	X		
<b>Level of Staffing Available</b>	Does KHA have the resources and expertise (and are there sufficient funds allowed in the grant budget) to manage the grant program expected by the funding agency?	X		
	If not, does the grant provide funding for additional resources?			
<b>Regularity of Competition</b>	Will KHA have another opportunity to apply for this program in the future if we decide not to pursue it now?			X
<b>Technical Assistance</b>	Will there be a workshop or webinar offered by the funding agency to help applicants know how to apply?	X		
<b>Prior Experience</b>	Will a new applicant receive as many points as applicants with previous grants or prior experience?	N/A		
<b>Priority/Bonus Points</b>	Can we meet any required or optional competitive preference priorities or otherwise earn bonus points?	N/A		
<b>Agencies/Providers</b>	Are there any other agencies/ providers currently offering these services?		X	

Attachment A

<b>Youth Served</b>	How many children and/or youth will be served?	2000
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Decision to Write This Proposal:  Yes, pursue  No, do not Pursue

Notes:  This grant will compliment the current System of Care.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



**MEMORANDUM**

**TO:** Saralyn Grass, Chief Administrative Officer,  
Kids Hope Alliance (KHA)

Michael Weinstein, Chief Executive Officer,  
Kids Hope alliance (KHA)

Kenneth Darity, Chief Programs Officer  
Kids Hope Alliance (KHA)

**FROM:** Dae Lynn Kennedy,  
Assistant Director, Research and Grants

Tyrica Young,  
Director, Research and Grants

**SUBJECT:** Intent to Apply for Grant: Substance Abuse and Mental Health Services Administration (SAMHSA) FY 2023 Grants for Expansion and Sustainability of the Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances, Short Title: Children’s Mental Health Initiative (CMHI).

**DATE:** February 8, 2023

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The Research and Grants Department of Kids Hope Alliance (KHA) respectfully requests Senior Leadership to review the recommendation as provided on the attached Grant Matrix. The attached Grant Matrix provides an overview of the minimum requirements of the prospective grant and KHA obligations if an application is submitted.

Upon review of the attached Grant Matrix, Senior Leadership recommends the following:

- Submit a grant application on behalf of KHA
- Further information is requested; schedule a follow up meeting
- Do not submit a grant application on behalf of KHA for the following reason(s):

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The following documentation is accompanying this memo:

Exhibit 1 – Completed Grant Matrix: Substance Abuse and Mental Health Services Administration (SAMHSA) FY 2023 Grants for Expansion and Sustainability of the Comprehensive Community Mental

**Kids Hope Alliance**  
**1095 A. Philip Randolph Blvd. | Jacksonville, Florida 32206 | T-(904) 255-4400 | F-(904) 255-4500**



Health Services for Children with Serious Emotional Disturbances, Short Title: Children’s Mental Health Initiative (CMHI).

CC: Jessica Pitts, Finance Director, KHA