



**February Governance Committee Meeting
February 18, 2026, 9:00 a.m. – 10:00 a.m.**

1. Introductions and Instructions

Meredith Chartrand-Frisch, Governance Chair

2. Public Comments

Public comments will be taken for each item on the agenda. Comments must be made about the specific agenda item. The audience will have an opportunity for public comment on general topics at the end of the meeting.

3. CEO Search Update

Tara Johnson, Employee Services

4. Governance Activities

Meredith Chartrand-Frisch, Governance Chair

a. Review Board Bylaws

b. Review Board Approved Policies

- Audited Financial Statements Requirements
- Delegation of Execution Authority to CEO
- Delegation of CEO Authority to CAO
- Advance Payment Policy
- Small Provider Criteria
- Approval of Grant Applications

c. New Draft Policy Youth Travel Trust Fund (YTTF)

d. Public Works and Economic Adjustment Assistance (PWEAA) Grant

5. General Public Comments

6. Adjourn

Kids Hope Alliance Board Bylaws

Article I.

Name; Official Tagline

Section 1.1 Name; Official Tagline. The Kids Hope Alliance (“KHA” or “Board”) is a public body existing as a board within the Executive Branch of the Consolidated Government of the City of Jacksonville. The official tagline for the Kids Hope Alliance is the "Kids Hope Alliance: The Jacksonville Partnership for Children, Youth and Families.”

Article II.

Creation; Purpose; Jurisdiction

Section 2.1 Creation. The KHA was created pursuant to City of Jacksonville Ordinance 2017-563-E, effective October 18, 2017 and codified in Chapter 77, *City of Jacksonville Ordinance Code*.

Section 2.2 Purpose. The KHA is responsible for comprehensively developing, overseeing, managing and implementing the Essential Services Plan for Kids (the “Plan”), as most recently adopted by the Board.

Section 2.3 Jurisdiction. The Kids Hope Alliance may implement the programs, services and activities under the Essential Services Plan for Kids throughout the General Services District (Duval County, Florida).

Article III.

Board Powers; Policies; Hiring, Evaluating and Dismissing Chief Executive Officer

Section 3.1 Powers of the Board. The Board’s powers and duties are set forth in Chapter 77, *City of Jacksonville Ordinance Code*, as may be amended (the “Ordinance”).

Section 3.2 Board Policies. The Board will be responsible for reviewing, developing and approving policies, consistent with the Ordinance and the Plan, to drive the direction, scope, and priorities of the Kids Hope Alliance.

Section 3.3 Hiring, Evaluating and Dismissing of Chief Executive Officer. The Board shall hire the Chief Executive Officer for the Kids Hope Alliance in accordance with the Ordinance. The Board shall create an annual process for evaluating and assessing the Chief Executive Officer. The Board may dismiss the Chief Executive Officer by formal action with assistance from the City's Employee Services Department and consistent with the City's human resource policies and requirements.

Article IV.
Fiscal Authority

Section 4.1 Fiscal Year. The KHA's fiscal year shall commence on October 1 and end on September 30. Consistent with the Ordinance and as authorized by the City's approved annual budget or other appropriation ordinance, the Kids Hope Alliance shall direct the expenditures of all funds annually budgeted and appropriated to KHA to fund children's services, activities and programs related thereto.

Section 4.2 Budget. The KHA proposed budget shall be prepared and submitted in accordance with the Ordinance.

Article V.
Membership; Attendance; Organization

Section 5.1 Member. The Kids Hope Alliance shall consist of seven (7) voting members appointed by the Mayor and confirmed by the Council.

Section 5.2 Board Liaisons. There shall be four (4) permanent liaisons present at Board meetings which shall include the:

- a. State Attorney or Chief Assistant State Attorney
- b. Sheriff or the Under Sheriff
- c. Public Defender or Chief Assistant Public Defender
- d. Superintendent of Schools or Assistant Superintendent

Additionally, the Council President may annually assign a Council Member as a liaison. Liaisons shall not be considered members of the Board for Florida's Open Meetings Laws purposes.

Section 5.3 Terms. Voting members shall serve staggered four year terms or until their qualified successors have been appointed and confirmed. No member may serve more than two consecutive terms. Two members shall serve initial terms of two years and two members shall serve initial terms of three years.

Section 5.4 Attendance. Board members are expected to attend board meetings. Board members that are excessively absent from board meetings may be required to explain such absences to the City Council Rules Committee during a member's reappointment.

Section 5.5 Conducting Business. The Board will conduct its affairs consistent with the Organization of Boards and Commissions as codified in Chapter 50, *City of Jacksonville Ordinance Code*. The meetings of the KHA shall be conducted in accordance with *Robert's Rules of Order Newly Revised*.

Section 5.6 Removal. Members may be removed or replaced by the Mayor at any time with two thirds vote of the council.

Section 5.7 Vacancy. If a member shall cease to be qualified for membership under the provisions of this Chapter while in office, then the member's term shall automatically expire and the office shall be vacant for purpose of appointing a new member. Each member vacancy shall be filled for the remainder of the respective member's unexpired term.

Section 5.8 Compensation. Members shall serve without compensation, pension or retirement benefits but may be reimbursed for travel and other expenses consistent with Chapter 106, Part 7, *Ordinance Code*.

Article VI.
Officers; Term; Elections; Duties and Responsibilities

Section 6.1 Officers. The officers of the KHA are Chair, Vice-Chair, Treasurer and Secretary.

Section 6.2 Term. Officers shall be elected each June for a term of one year. A board member may serve as chair for no more than two consecutive terms.

Section 6.3 Election of Officers. The election of Board Officers shall take place at each June meeting of the Board, which may be preceded by a meeting of the Board's nominating committee. A nominating committee may be composed of the Board acting as a whole or such other Board membership as designated by the Chair. A Chair, Vice-Chair, Treasurer, and a Secretary shall be elected by the Board for a one-year term. Officers will be elected by a majority vote of the Board.

Section 6.4 Duties and Responsibilities:

a) Chair. The Chair shall preside at all meetings of the KHA. The Chair shall designate from time to time such special committees as the Chair deems appropriate and shall designate the subject matter assigned to each committee for consideration. The Chair will appoint Chairs for each committee and designate the members for each committee. In the event of the Chair's absence, the Vice-Chair shall exercise all functions of the Chair for a period of up to sixty (60) days, at the expiration of which a special election shall be conducted by the KHA and a permanent Chair elected. The Chair will also serve as the Board's representative to the City Council, the media, and any other public and/or private organizations.

b) Vice Chair. The Vice- Chair shall perform such duties as are assigned by the Chair. In the event the Chair's absence, the Vice-Chair shall exercise all functions of the Chair for a period of up to sixty (60) days, at the expiration of which a special election shall be conducted and a permanent Chair elected.

c) Treasurer. Treasurer will Chair the Finance Committee and bring recommendations to the full board regarding all fiscal matters.

d) Secretary. KHA staff shall be responsible for keeping reasonable minutes for each Board meeting in accordance with Florida law, including committee, sub-committee meetings and task

force meetings. The Secretary shall review and approve the minutes prior to Board approval. The Secretary shall also sign each action item at the end of the Board meeting and certify acceptance or rejection of the action as well as potential amendments. The Secretary shall perform such other duties as from time to time may be assigned by the Chair.

Article VII.
Meetings and Quorum

Section 7.1 Regular Meetings. Consistent with Chapter 50, *City of Jacksonville Ordinance Code*, the KHA shall meet at least quarterly or at times at the call of the Chair.

Section 7.2 Code of Ethics. The KHA shall conduct all business according to law including Chapter 112 (Ethics in Government) and Chapter 602, *City of Jacksonville Ordinance Code* (The City of Jacksonville Ethics Code).

Section 7.3 Quorum. Four members physically present shall constitute a quorum of the Board.

Section 7.4 Open meetings/Sunshine laws. All Board meetings, including, but not limited to, committee meetings and any meetings between two or more Board members, shall be open to the public and compliant with Florida Open Meetings Laws, codified in Sections 286.011 and 286.0115, Florida Statutes. Meetings must be held in places in accordance with section 602.1208, *City of Jacksonville Ordinance Code*.

Section 7.5 Telephone/Virtual Participation by Member. Consistent with Florida laws governing local governmental entities, if a physical quorum of the Board has been met at a meeting, members may participate by telephone or virtually, including voting on matters, provided the reason for the member's physical absence is due to an extraordinary circumstance such as illness, out-of-town trips, an emergency situation or other comparable circumstances.

Article VIII.
Committees

Section 8.1 Standing Committees. The Board shall have two standing committees: 1) Governance committee and 2) Finance Committee. A quorum of the standing committee shall consist of a majority of the committee members. Standing committees shall meet as needed and make recommendations to the Board within the jurisdiction of the respective standing committee. The Chair has the sole authority to suspend a standing committee, until it is deemed appropriate that the committee return to regular operation.

Section 8.2 Governance Committee. The Governance Committee consists of a minimum of three members. The Governance Committee is responsible for ongoing review and recommendations to enhance the quality and future viability of the Board of Directors. The Governance Committee shall also review and make recommendations regarding:

- Board assessments;
- CEO evaluations;
- Review of policies related to governance matters (i.e., CEO delegation authority);
- Hiring of CEO
- Grant Requests for Submissions
- Program Proposals (i.e. Request for Proposals, Sole Sources)

Section 8.3 Finance Committee. The Finance Committee consists of a minimum of three members. The Finance Committee is responsible for ongoing review and recommendations of the financial functions. The Finance Committee shall also review and make recommendations regarding:

- Annual Budget
- Financial Statements
- Grant Requests for Submissions
- Program Proposals (i.e. Request for Proposals, Sole Source)

Section 8.4 Ad Hoc Committees. The Chair may establish from time-to-time ad hoc committees that he/she deems necessary to properly conduct the affairs of the Alliance.

Section 8.5 Committee Quorum and Substitute Member Designation(s): If no quorum is present at any regular, special, or adjourned meeting of any committee of the Authority, then any available members of the Board who are not already members of such committee may be designated as substitute members to act at such meeting in the place and stead of absentee committee members. Any committee member may designate another member of the Board as a substitute member to act in his place and stead at any meeting where he/she cannot personally be present. In absence of such advance designation, the following persons, in the order named, are authorized to designate substitute committee members: the Board Chair, the chair of the committee, or the regular members of the committee present. Members designated as substitute committee members shall be treated as regular members for the purpose of determining whether a quorum is present and shall have full committee member rights (i.e., voting, participation, etc.).

Article IX.

Conflict of Interests; Voting Conflicts; Annual Sunshine, Public Record and Ethics Training, Appearances Before the Board

Section 9.1 Conflict of Interests; Voting Conflicts. Board conflicts of interests and voting conflicts will be governed by Chapter 112, Part 3(Code of Ethics for Public Officers and Employees), *Florida Statutes*, and Chapter 602 (Jacksonville Ethics Code), *City of Jacksonville Ordinance Code*. All potential Board conflicts of interests and voting conflicts should be reviewed by the Office of General Counsel or the City’s Ethics Office.

Section 9.2 Annual Sunshine, Public Records and Ethics Training. In addition to the required training under Section 50.109, *City of Jacksonville Ordinance code*, the Office of General Counsel in consultation with the City’s Ethics Office shall provide annual training to the Board

regarding Florida's sunshine, public records and ethics laws.

Section 9.3 Appearances Before the Board. The Board shall allow for a public comment period during each Board and committee meeting. There will be a three (3) minute time limit on any presentation and the public comment period shall be limited to fifteen (15) minutes. As permitted by section 286.0114 Florida Statutes, the Board Chair may decline to hear any matter that does not relate to a particular agenda item; is not practicable for a particular meeting; or is outside the Board's jurisdiction. Those requesting to speak shall be called upon on a first come, first-serve basis. The Chair is authorized to implement other reasonable procedures for the smooth and effective operation of the public comment period. At the discretion of the Chair, the Chair may further recognize any individual to address the Board during the discussion of a particular agenda item.

Article X.
Amendment

Section 10.1 Amendment: These Bylaws shall be amended by a majority vote of the KHA Board in any manner consistent with the provisions of Chapter 50 and 77 of the *City of Jacksonville Ordinance Code* at any meeting:-

Article XI.
Applicable Laws

Section 11.1 Applicable Laws. KHA and its staff and employees shall be governed by the Florida's Open Meetings Laws, Public Records Law, and Ethics Laws as codified in Chapters 286, 119, and 112, Part 3, *Florida Statutes*, as applicable, and the ethics laws codified in Chapter 602, *City of Jacksonville Ordinance Code*.

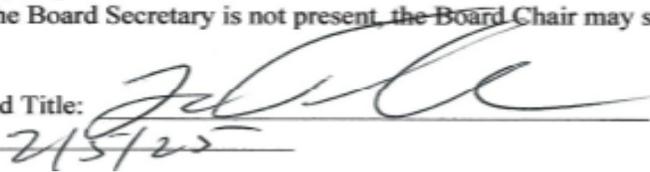
Revised 1/22/25

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 POLICY
AUDITED FINANCIAL STATEMENT
REQUIREMENTS**

Subject:	Audited Financial Statement Requirements		
Effective Date:	May 19, 2021	Review Date:	January 21, 2026
Approved:			

AUTHORITY

Ordinance 77.109 (a) (18) – Kids Hope Alliance Powers

Kids Hope Alliance in developing, overseeing, implementing and managing the Essential Services Plan for Kids under this Chapter shall have the following powers to: Make and adopt bylaws, rules, regulations and policies for the Board’s guidance, operation, and governance; however, the Board’s bylaws, rules, regulations and policies shall not be inconsistent with this Chapter, Federal or State laws or other applicable City ordinances.

PURPOSE:

The Procurement Code under Chapter 126 does not require providers and agencies awarded contracts to submit audited financial statements. As such, the purpose of this policy is to create requirements for Providers and Small Providers funded by the Kids Hope Alliance to submit financial statements to determine their ongoing financial standing.

POLICY

I. Providers and Small Providers with cumulative annual payment amounts funded by Kids Hope Alliance less than \$200,000 shall furnish the Kids Hope Alliance annual unaudited financial statements certified as to its accuracy by the Board Chair or the Provider’s or Small Providers’ Form 990 filed with the IRS. The statements or Form 990 must be submitted within 90 days of the close of the Provider’s or Small Provider’s fiscal year.

II. Providers and Small Providers with cumulative annual payment amounts funded by Kids Hope Alliance from \$200,000 to \$750,000, shall furnish the Kids Hope Alliance a copy of an audit report in accordance with Generally Accepted Auditing Standards (GAAS) issued by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA). This report shall be due within 180 days of the close of the Provider’s or Small

Provider's fiscal year.

III. Providers and Small Providers with cumulative annual contract amounts funded by Kids Hope Alliance more than \$750,000, shall furnish the Kids Hope Alliance a copy of an audit report conducted in accordance with both GAAS and Government Auditing Standards (GAS), issued by the Comptroller General of the United States, and if applicable the provisions of the Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations," of its financial affairs. This report shall be due within 180 days of the close of the Provider's or Small Provider's fiscal year.

KHA shall have the authority to waive the audit requirements related to Government Auditing Standards under any of the following conditions:

- If KHA recognizes that the cost of implementing such an audit requirement adds substantially to the total cost of the audit; or
- If KHA is the only entity that is requiring that the audit be conducted in accordance with Government Auditing Standards; or
- The recipient provides other requested information that in the opinion of KHA satisfies the Government Auditing Standards requirements; or
- If the recipient will no longer receive funding from KHA in a future year due to dissolution of its operation

PROCEDURE:

1. Submission of financial statements shall be a deliverable included in the contract requirements for Providers and Small Providers.
2. The Kids Hope Alliance (Finance Department) shall maintain a worksheet to track the due date for financial statements or audit reports to be submitted by Providers and Small Providers. The Finance Department will also provide an annual report to the KHA Finance Committee on the status of all providers' audits.
3. When the financial statements or audit report is received, the Kids Hope Alliance Finance Director or designee shall review the financial statements or audit and the management letter from the audit for financial viability and any evidence of internal control weakness.
4. If the financial statements or audit report has not been received by the required date, no payments will be made under any Kids Hope Alliance contracts until the audit report has been submitted.
5. If the financial statements, audit or management letter from the audit reveals evidence of

financial instability or internal control weakness, the Finance Department will present the findings to the Kids Hope Alliance Finance Committee. Kids Hope Alliance Finance Committee will then review and recommend appropriate action to the Board.

Board Secretary's 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: _____

DRAFT



BOARD POLICY DELEGATION OF EXECUTION AUTHORITY TO CEO		
Section:	Administration	
Subject:	Delegation of Execution Authority to Chief Executive Officer	
Effective Date:	March 17, 2021	Review Date: January 22, 2025
Approved: KHA Board, January 22, 2025		

AUTHORITY

Section 77.1 10(a) of the Kids Hope Alliance enabling Ordinance Code states that the "Board may authorize the CEO to execute contracts and other documents on the Board's behalf."

PURPOSE

The Board authorizes the Chief Executive Officer of the Kids Hope Alliance ("KHA") to execute the following contracts and documents on behalf of the Board:

- All agreements and contracts, including, but not limited to, contracts for services for children and youth, professional services contracts, grant contracts, interlocal agreements, memorandums of understanding, intergovernmental contracts, and joint and cooperative purchasing contracts with other governmental agencies ("Contracts") which do not involve receipt or payment by KHA of more than \$65,000 in a fiscal year;
- Ancillary documents related to existing Contracts that are consistent with the terms of the Contracts and do not involve any financial obligation;
- Contracts approved by the Board;
- Contracts awarded under a Request for Proposal approved by the Board;
- Amendments to the terms and conditions of existing Contracts as long as the scope of services and performance metrics under the Contract remain substantially the same and the Amendment does not increase or decrease the annual amount payable under the

Contract by more than 10%;

- Amendments renewing existing Contracts as long as the terms and conditions remain substantially the same and the Contractor has substantially met the minimum performance metrics as established in the Contract;
- Amendments extending existing Contracts for a period of not more than 6 months as long as the terms and conditions remain substantially the same and the Contractor has substantially met the minimum performance metrics as established in the Contract;
- Contracts and Amendments during any period that a quorum of the Board is unable to meet to take action in accordance with applicable laws due to extraordinary circumstances, including, but not limited to, a natural disaster, epidemic or pandemic, City or State declared state of emergency, or other circumstances deemed by the Chair of the Board and the CEO to prevent the Board from safely meeting and taking action in accordance with applicable laws. All Contracts and Amendments executed by the CEO under this section 8 authorization are required to be communicated to the Kids Hope Alliance Board Chair and the Finance Committee Chair in advance and reported to the full Board at its next meeting.

All Contracts executed by the CEO under this Authorization must be in compliance with the City of Jacksonville's Municipal Code, including, but not limited to, Chapters 77 and 126 thereof, and all other applicable laws.

All Contracts executed by the CEO under this Authorization must be consistent with KHA's Essential Services Plan.

The CEO shall provide the Board with a report on all Contracts and Amendments executed under this Authorization at the Board meeting immediately following execution of the Contract or Amendment. This report will be included as a part of the formal Board packet and notes from its discussion will be included in the Board minutes. As applicable, the report will include information related to performance metrics, including whether the Contractor has met any existing performance metrics, if applicable.

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: _____

Handwritten signature and date. The signature is written in black ink over a horizontal line. Below the signature, the date "2/15/25" is handwritten in black ink over another horizontal line.



BOARD POLICY			
DELEGATION OF CEO AUTHORITY TO CAO			
Section:	Administration		
Subject:	Delegation of CEO Authority to Chief Administrative Officer		
Effective Date:	March 17, 2021	Review Date:	January 22, 2025
Approved: KHA Board, January 22, 2025			

AUTHORITY:

Section 77.110(a) of the Kids Hope Alliance enabling Ordinance Code states that the "Board may authorize the CEO to execute contracts and other documents on the Board's behalf."

PURPOSE:

This policy delegates the execution authority for contracts and other documents to the CAO during the times that the CEO is unavailable because the CEO is on leave from work or out of town for Kids Hope Alliance business. This delegation allows the business of the Kids Hope Alliance to continue uninterrupted.

POLICY:

During such times as the Chief Executive Officer (CEO) of the Kids Hope Alliance is on leave from work or out of town for Kids Hope Alliance business, the Board:

1. Authorizes the Chief Administrative Officer to execute, on behalf of the Board, all contracts, and other documents which the Board has authorized the CEO to execute.
2. Authorizes the Chief Administrative Officer to take all other actions consistent with the responsibilities delegated to the CEO by the Board to the extent necessary to allow the Kids Hope Alliance to continue operations and

programming during the CEO's absence.

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: _____

Handwritten signature and date. The signature is written in cursive over a horizontal line. Below the signature, the date "2/15/25" is written in cursive over another horizontal line.

DRAFT



**BOARD POLICY
ADVANCE PAYMENT POLICY**

Subject:	Advance Payments and Recouping Advance Payments		
Effective Date:	August 18, 2021	Review Date:	January 21, 2026
Approved:			

AUTHORITY:

Ordinance Code, Section 77.109(a)(9) – Kids Hope Alliance Powers: KHA in developing, overseeing, implementing and managing the Essential Services Plan for Kids under this Chapter shall have the following powers to: Advance funds up to 25 percent of the contract amount to Providers, Small Providers and Agencies, subject to applicable Board rules and policies, for the purpose of providing the start-up funds necessary to commence services.

POLICY:

The CEO, or the CEO’s designee, may approve advances in accordance with Section 77.109(a)(9), Ordinance Code, and this Policy. The amount of an advance shall not exceed 25 percent of the contracted amount for the then current term of the contract.

If a Provider, Small Provider or Agency is requesting an advance, and the contract is funded by the Kids Hope Alliance with funds from a grant or other source of funds outside the City of Jacksonville, the amount of the advance shall only be available to the extent the funds have been received and appropriated by the Jacksonville City Council and will follow the guidelines of the granting agency.

PROCEDURE:

1. Upon execution of a contract with the Kids Hope Alliance, the Small Provider, Provider or Agency will submit an Advance Payment Option Form indicating the percentage they are requesting, which can range from 0% to 25% (or other amount if funded with outside funds). KHA Finance will forward a payment request to the City of Jacksonville General Accounting Division for processing of the requested advance.

RECOUPING THE ADVANCE:

The advance shall be recouped in accordance with the following:

1. The advance payment shall be recouped starting in the payment period (month or quarter) that is halfway through the current term of the contract or the program. For example, for a 12-month contract that begins August 1 and is payable monthly, recoupment of the advance will begin by reducing the monthly payment for February. If the halfway point is in the middle of a payment period, recoupment of the advance will start in the following payment period. For a 12 month contract with a program that only runs the length of the school year, the repayment of the advance would begin starting month 5.

The advance will be repaid during each payment period remaining under the contract in equal installment amounts determined by dividing the total amount of the advance by the total payment periods remaining in the current term of the contract. If the amount otherwise payable for any payment period is not sufficient to cover the applicable recoupment amount, the balance shall be paid from the next monthly or quarterly payment amount. The intent is to repay the advance in full by the end of the current contract term or end of program and to make no other advances or payments for any renewal term, program or new contract until the advance has been repaid in full.

2. The CEO may extend the advance payback period as needed based on extenuating circumstances, such as natural disasters or extreme financial hardship, provided that the CEO, or the CEO’s designee, and the Small Provider, Provider or Agency have worked out a repayment plan that is acceptable to KHA in the CEO’s reasonable discretion.
3. A Small Provider, Provider or Agency will not receive an advance or payments for any renewal term, or any new contract for essentially the same services, until the advance for a prior term or contract is fully recouped.
4. A Small Provider, Provider or Agency at any time may elect to pay back the advance sooner than required under this Policy.

Board Secretary’s 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 POLICY
SMALL PROVIDER CRITERIA**

Section:	Research and Grants	
Subject:	Small Provider Criteria	
Effective Date:	June 17, 2020	Review Date: January 22, 2025
Approved: KHA Board, January 22, 2025		

AUTHORITY

KHA Ordinance, Sec. 77.105.(1)-
Definitions

Small Provider(s) shall mean any public or private non-profit entity that provides Services to KHA in the amount o/\$65,000 or less and meets the Small Provider Criteria established by the Board, which criteria at a minimum provide maximum caps on the entity's operating budget size, staff capacity, and number of children served.

KHA Ordinance, Sec. 77.109.a(13)-

Create Small Provider programs by means of Chapter 126, Ordinance Code, subject to Section 77.111(b), to enable Small Providers to provide a portion of the Services permitted under the Plan.

KHA Ordinance, Sec. 77.111(b)

Contracts; contract administration; carryover.

Small Provider Contracts; Technical assistance. Small Provider Contracts shall be procured by the Board under Chapter 126, Ordinance Code, using informal bid requirements The Board shall establish "Small Provider Criteria", which criteria at a minimum shall provide maximum caps on the entity's operating budget size, staff capacity, and number of children served Small Provider Contracts may include contract provisions regarding financial reporting and insurance

that are less stringent than Provider Contracts, as approved by the CEO and the City Risk Manager. KHA will provide workshops and information sessions regarding opportunities for funding under this Chapter.

PURPOSE

This policy further defines the criteria for Small Providers, based upon expectations set in the Ordinance. These criteria will help in the efforts being set forth to develop programming to build capacity of Small Providers.

POLICY

To be considered a "Small Provider", a provider of children's services must:

1. Be a non-profit entity that (i) has been in existence for a minimum of one (1) year, and (ii), if required by law, is registered and in good standing with the Florida Department of State, Division of Corporations.
2. Have an annual operating budget of \$250,000 or less based upon the organization's financial statements (or other information) for its most recently completed fiscal year.
3. Have a minimum of 1 full or part-time employee, with a maximum of 15 full or part-time employees; and
4. Serve a minimum of 10 and a maximum of 500 children, excluding strictly event-based programming that may serve larger numbers.

Applicants for funding designated by KHA for Small Providers must meet the Small Provider Criteria at the time of application for Small Provider funding.

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: _____

Handwritten signature and date. The signature is written in black ink over a horizontal line. Below the signature, the date "2/5/25" is handwritten in black ink over another horizontal line.



BOARD POLICY
APPROVAL OF GRANT APPLICATIONS

Section:	Research and Grants	
Subject:	Approval of Grant Applications	
Effective Date:	February 17, 2021	Review Date: January 22, 2025
Approved: KHA Board, January 22, 2025		

AUTHORITY

Section 77.109(a)(8) of the Kids Hope Alliance enabling Ordinance states that KHA has the power to "File applications for federal, state and privately funded grants in order to obtain funding for programs and services that are consistent with the Plan and execute documents, including final grant agreements, necessary to fulfill grant application requirements."

PURPOSE:

The KHA grant development department will provide a summary of the grant opportunity, the completed grant matrix, and any financial obligations to the Board for approval at the next scheduled Board meeting. The goal is to gain approval before submission, however, dependent on the deadline, it may be after. If after, and the Board does not provide authority for submission, the granting agency will be notified to pull the proposal from competition.

This Authorization will increase the efficiency of KHA's grant department and allow them to apply for grants even if the deadline is such that Board approval may not be gained before submission.

POLICY

(1)The Board authorizes the Chief Executive Officer of the Kids Hope Alliance (the "CEO") to submit grant applications on behalf of the Kids Hope Alliance when the following criteria are met:

- a) The CEO deems the grant advisable using the logic applied in the attached Grant Funding Application Decision Matrix.
- b) The CEO seeks Board approval before filing the application or at the Board meeting immediately following submission of the application.

3. The Board authorizes the CEO to submit renewal applications for existing grants when the following criteria are met:

- The original grant was authorized by the Board.
- The renewal application does not change the terms of the grant in any material respect and does not increase the financial obligations of KHA.

(For the sake of clarity, no separate Board approval is required for renewal applications if the criteria in (a) and (b) above are met.)

4. The Board authorizes the CEO to execute all documents, including final grant agreements, necessary to fulfill grant application requirements in connection with grant applications and renewal applications authorized under (1) and (2) above.

The CEO shall not accept any grant applied for under this Authorization until acceptance of the grant has been approved by the Board.

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: _____

Handwritten signature and date. The signature is written in cursive over a horizontal line. Below the signature, the date "2/5/25" is handwritten over another horizontal line.

BOARD ACTION ITEM: YOUTH TRAVEL TRUST FUND DRAFT POLICY AND PROCEDURES

BOARD ACTION NUMBER: 26-001

CATEGORY: YOUTH TRAVEL TRUST FUND

GOVERNANCE MEETING: February 18, 2026

FINANCE MEETING: February 18, 2026

BOARD MEETING: February 25, 2026

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DR. DANA KRIZNAR, INTERIM CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

- 1.) Approve the draft Youth Travel Trust Fund (YTTF) Policy

NARRATIVE:

Chapter 111.850 of the City of Jacksonville Ordinance Code, as amended, grants the Board of Kids Hope Alliance authority, upon appropriation by the City Council, for determining and authorizing funds from the Youth Travel Trust Fund for certain types of youth travel that may be deemed a valid public purpose. It is the intent of the City Council that the Youth Travel Grant Program is established to allow students and youth groups in Duval County to travel to competitions and events around the country. This opportunity gives our youth a perspective and experience they may not otherwise have without these funds.

This policy will ensure the intent and requirements as outlined in the Ordinance Code are operationalized.

STRATEGIC GOAL & ELEMENT:

This action item aligns with Chapter 111.850 of the City of Jacksonville Ordinance Code.

Strategic Elements:

FISCAL IMPACT:

No Fiscal Impact

OPTIONS:

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

Board Secretary's 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: _____

DRAFT



**BOARD POLICY
YOUTH TRAVEL TRUST FUND
FINANCIAL STATEMENT REQUIREMENTS**

Section:	Administration	
Subject:	Youth Travel Trust Fund	
Effective Date:	__/__/2026	Review Date: February 18, 2026
Approved: __/__/2026		

AUTHORITY

Section 111.850(B) of the Kids Hope Alliance enabling Ordinance Code designates the Kids Hope Alliance Board of Directors as “the agent of the City for purposes of determining and authorizing the allocation of a travel grant appropriation designated in the annual budget ordinance or in supplemental appropriation ordinances as being appropriated for eligible recipients.” The Ordinance further directs the Board that “procedures shall be established and amended as necessary to meet the mission of the program and the current needs of the community.”

PURPOSE:

The purpose of this policy is to delegate authority to the Chief Executive Officer (CEO) of the Kids Hope Alliance (KHA) to administer and implement the Youth Travel Trust Fund in accordance with the provisions of the City Ordinance. This delegation enables timely, consistent, and equitable review and allocation of travel funds to eligible youth-serving organizations.

POLICY

1. Delegation of Authority

The Board of Directors authorizes the CEO to allocate funds from the Youth Travel Trust Fund to requesting organizations in a manner consistent with the requirements of Section 111.850 of the Ordinance Code and any other applicable City regulations.

2. Eligibility and Allocation Criteria

In administering the Youth Travel Trust Fund, the CEO shall ensure that each request is evaluated using the factors outlined in the Ordinance, including but not limited to the following:

- **Organizational Qualifications**
 - Evidence of the organization's formation or structure.
 - Current proof of all required licensure.
 - Verification that the organization operates within Duval County.
- **Public Access**
 - Membership or participation must be open to as large a portion of the public as possible.
- **Financial Requirements**
 - The organization must receive at least 50% of its travel funding from sources other than the Youth Travel Trust Fund.
- **Purpose of Travel**
 - Travel must be connected to an invitation recognizing and resulting from outstanding performance or achievement **or**
 - Travel must be educational or developmental in nature and provide participants with unique experiences.
- **Community Benefit**
 - The organization must provide a service to the community upon return from travel.
- **Prohibited Uses**
 - Travel funds may not be used for ongoing program costs or general operating expenses.

3. Equitable and Consistent Review Process

The Board directs the CEO to ensure that all allocation requests are reviewed in an equitable, transparent, and consistent manner, using standardized procedures and documentation.

4. Conflict of Interest Review

- If a requesting organization has involvement from an employee of the Kids Hope Alliance, the request must be submitted to the City's Ethics Department for review of any potential conflict of interest.
- Any KHA employee with an affiliation to a requesting organization shall not participate in any portion of the application review, evaluation, or decision-making process.

5. CEO Recommendation Requirement

The CEO shall be required to review all Youth Travel Trust Fund committee evaluations and provide a written recommendation to the Board concerning each request prior to any Board action.

6. Opportunity for Presentation

The Board shall afford each requesting organization an opportunity to make either an oral or written presentation to further justify or explain its respective appropriation request. Such presentations may be scheduled at the discretion of the Board.

7. Board Approval Requirement

All requests for funding from the Youth Travel Trust Fund must receive formal approval by the Board before any funds are awarded or disbursed.

Board Secretary's 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: _____

DRAFT

City of Jacksonville Youth Travel Trust Fund (YTTF)

Official Evaluation & Scoring Matrix

Purpose

The Youth Travel Trust Fund (YTTF) supports Jacksonville youth participation in educational, cultural, athletic, and leadership travel opportunities that:

- Provide distinctive or competitive advancement experiences
- Promote equitable access for youth with financial need
- Elevate positive recognition of the City of Jacksonville
- Ensure responsible stewardship of public funds

All applications shall be evaluated using the standardized scoring matrix below.

Scoring Methodology

Each criterion shall be scored on a 0–5 scale:

5 – Exceptional (High)

4 – Strong

3 – Moderate

2 – Limited

1 – Minimal

0 – Not Addressed

Each score is multiplied by its assigned weight.

Maximum Possible Score: 100 Points

Evaluation Criteria

Evaluation Criteria	Question	High (5-4)	Moderate (3-2)	Low (1-0)	Score	Weight	Weighted Score (Score x Weight)
Participant Reach	How many students/children will be attending or involved in the proposed activity?	20 or more participants	10-19 participants	Fewer than 10 participants		5%	
Program Distinctiveness	How unique is the activity request for funding not reasonably available within Jacksonville?	Rare opportunity for participants; no comparable local alternative	Regional/specialized opportunity; limited local alternatives	Comparable programming readily available locally		15%	
Competitive Advancement	To what extent does the activity represent a specialized or competitive advancement opportunity not reasonably available within Jacksonville?	National/international level; sanctioned state championship; requires documented qualification; no comparable local alternative	Competitive process to participate in regional activity	Invitational with registration open to participants not based on prequalification		15%	
Public Visibility & Civic Impact	To what extent will the proposed activity generate positive public visibility and recognition for the City of Jacksonville?	Strong likelihood of state/national exposure; meaningful media attention or civic recognition	Regional exposure; moderate visibility	Minimal anticipated public visibility		15%	

Evaluation Criteria	Question	High (5-4)	Moderate (3-2)	Low (1-0)	Score	Weight	Weighted Score (Score x Weight)
Prior YTTF Funding History	How recently has the applicant received Youth Travel Trust Fund support?	No funding within the past three fiscal years	Funding received 1–3 fiscal years ago	Funding received for 3+ years		10%	
Youth Population Served	What is the population of students/children attending the activity, including demographic and socioeconomic characteristics?	Majority (50%+) from low-income households, Title I schools, or underserved ZIP codes	Mixed-income population with some demonstrated financial need	Limited demonstrated financial need		10%	
Program Accessibility	Who has access to the applicant’s program?	Broadly accessible to Jacksonville youth; minimal participation barriers	Limited eligibility (tryouts, academic standards) but reasonable opportunity	Highly restricted access		10%	
Existing KHA Funding	Does the applicant already receive funding from Kids Hope Alliance (KHA)?	No current KHA funding	Receives limited (less than \$50,000) unrelated KHA funding	Receives substantial (more than \$50,000) unrelated KHA funding		5%	
Required Family Financial Contribution	Is there a cost for the child/parent in the form of an entry fee or required fundraising?	Minimal or no required contribution (Less than \$25 per participant)	Required contribution is under \$500 per participant	Required contribution exceeds \$500 per participant		5%	

Evaluation Criteria	Question	High (5-4)	Moderate (3-2)	Low (1-0)	Score	Weight	Weighted Score (Score x Weight)
Scholarship Availability	If a fee is required, are fee scholarship/waiver opportunities available for children wanting to attend?	Participation is free OR scholarships/waivers available to 50% or more of participants	Scholarships/waivers available to 10–49%	Scholarships/waivers available to fewer than 10% or none		5%	
Service to the Community	What service has been planned to provide to the community upon return from travel?	Detailed plan provided with real value to the community	Plan provided with service to a limited portion of the community	No plan provided		5%	

Recommendation Guidelines

Total Points Possible: 500

325 or more points Recommendation for Approval

Less than 325 points Not Recommended for Approval

BOARD ACTION ITEM: PUBLIC WORKS AND ECONOMIC
ADJUSTMENT ASSISTANCE (PWEAA) GRANT
APPLICATION

BOARD ACTION NUMBER: 26-002

CATEGORY: PRE-TEEN/TEEN - WORKFORCE
DEVELOPMENT

GOVERNANCE MEETING: February 18, 2026

FINANCE MEETING: February 18, 2026

BOARD MEETING: February 25, 2026

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DR. DANA KRIZNAR, INTERIM CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1. Approve the Kids Hope Alliance, as fiscal agent for the City of Jacksonville, to submit an application to the U.S. Department of Commerce, Economic Development Administration for the Public Works and Economic Adjustment Assistance (PWEAA) grant and, if awarded, to accept and administer the grant in accordance with federal and local city requirements.

NARRATIVE:

The U.S. Economic Development Administration through its Public Works and Economic Adjustment Assistance (PWEAA) program is accepting applications for funding in response to this Notice of Funding Opportunity (NOFO). The proposed project, JaxFWD Gateway to Careers in Transportation & Logistics, is a two-year initiative designed to build and pilot a coordinated workforce development system serving residents in 61 economically distressed census tracts in Duval County.

The project will align workforce, education, employer, and community partners to create a single, streamlined pathway into high-demand transportation and logistics careers. Grant funds will support program design, industry-aligned training, apprenticeships and earn-and-learn models, wraparound services, and shared data systems to track outcomes. The total project budget is \$2,485,500, including a \$1,485,500 EDA request and a \$1,000,000 in-kind match provided by the Jacksonville Transportation Authority.

Grant Objectives:

- Create a coordinated workforce pipeline that connects residents in 61 dual-distressed census tracts to Transportation & Logistics careers.
- Align training and credentials with employer demand in high-growth transportation and logistics occupations.

- Increase access to industry-recognized training and apprenticeships that lead to quality jobs and career advancement.
- Improve job placement and retention outcomes through integrated wraparound supports and employer partnerships.
- Establish a scalable workforce systems model that can be expanded to other industries beyond the grant period.

Key Partners:

- Kids Hope Alliance (KHA) – *Fiscal agent and coordinating entity.*
- Jacksonville Transportation Authority (JTA) – *Employer partner, training site, and \$1M in-kind match contributor.*
- CareerSource Northeast Florida – *Workforce intake, training alignment, and job placement.*
- JAXUSA Partnership – *Industry alignment and regional economic development coordination.*

Approval of this action item will allow KHA to submit the application and, if awarded, administer the grant in alignment with KHA’s mission, the City’s workforce strategy, and federal requirements.

STRATEGIC GOAL & ELEMENT: (Refer to pgs. 9-14 of the Essential Services Plan)

This action item aligns with Strategic Goal: Duval Youth Successfully Transition to Adulthood.

Strategic Elements:

- Youth have access to information about potential careers and educational pathways
- Youth complete the necessary steps and obtain the skills to achieve their career.

The JaxFWD Gateway to Careers in Transportation & Logistics project directly supports the Plan’s emphasis on career exposure, workforce readiness, and development of employment pipelines that connect at-hope youth and young adults to viable career pathways, industry credentials, and long-term economic mobility.

The initiative also advances the Plan’s broader goal to improve access to KHA programs, services, and activities across all geographic regions, particularly in neighborhoods identified as high-need using data-driven tools such as the Neighborhood Risk Index. By targeting residents in 61 dual-distressed census tracts and coordinating employer-aligned training, apprenticeships, and wraparound supports, the project strengthens equitable access to employment opportunities and reinforces KHA’s commitment to improving career outcomes and economic stability for Jacksonville’s most vulnerable populations.

FISCAL IMPACT:

The total project budget is \$2,485,500 and requires a 40% match, which will be fully satisfied through an unencumbered \$1,000,000 in-kind contribution from the Jacksonville Transportation Authority. KHA will serve as the fiscal and administrative agent for grant funds.

OPTIONS:

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

Board Secretary's 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: _____

DRAFT

Funding Opportunity Name: EDA Public Works & Economic Adjustment Assistance (PWEAA)

Date: Jan. 2nd, 2026

Deadline(s): Rolling Deadline

Size of Award: Up to \$1,485,500

Required Match Needed? Yes

If yes, amount and funding: 40%

In-kind or cash match is required: \$1M in-kind contribution from the Jacksonville Transportation Authority’s Workforce Development Center

Enhancement Funding Needed? No

If yes, amount and funding Index Code:

Prioritized Checklist for Reviewing a Grant Application					
Category	Assessment Question	Yes	No	Unsure	Notes
Purpose	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			
Eligibility	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			
		X			
Competing Community Partners	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		No other COJ departments have planned to apply
Deadline	Is the time between now and the deadline sufficient for KHA to prepare the grant proposal?	X			
Funding Amount/ ROI	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			
Matching Requirements	Can KHA meet any matching funds requirement? May in-kind contributions count toward the match?	X			The required 40% match is fully met through an unencumbered \$1M in-kind contribution from the Jacksonville Transportation Authority’s Workforce Development Center.
		X			
Number of Awards	Is the number of anticipated awards high enough that KHA is likely to be competitive?	X			Not listed

Attachment A

Partnering Requirements	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			All major partners are existing members of the JaxFWD coalition with formal letters of commitment and defined roles.
Level of Staffing Available	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? If not, does the grant provide funding for additional resources?	X			The project budget includes dedicated staffing positions and leverages KHA's established grants management and fiscal infrastructure.
		X			
Prioritized Checklist for Reviewing a Grant Application					
Category	Assessment Question	Yes	No	Unsure	Notes
Regularity of Competition	Will KHA have another opportunity to apply for this program in the future if we decide not to pursue it now?			X	
Technical Assistance	Will there be a workshop or webinar offered by the funding agency to help applicants know how to apply?	X			
Prior Experience	Will a new applicant receive as many points as applicants with previous grants or prior experience?	X			
Priority/Bonus Points	Can we meet any required or optional competitive preference priorities or otherwise earn bonus points?	X			
Agencies/Providers	Are there any other agencies/ providers currently offering these services?	X			Yes, and we plan to partner with them.
Youth Served	How many children and/or youth will be served?				Approximately 250 residents engaged, 80–100 trained, and 50–70 placed into employment over two years, focusing on adults in 61 dual-distressed census tracts.

Decision to Write This Proposal: ____ Yes, pursue ____ No, do not Pursue

Approved by: Dana King . Date: February 12, 2026

PWEAA Grant Application – Board FAQ

1. What action is the Board being asked to approve?

Approval authorizes Kids Hope Alliance (KHA), as fiscal agent for the City of Jacksonville, to submit an application to the U.S. Department of Commerce, Economic Development Administration (EDA) for the Public Works and Economic Adjustment Assistance (PWEAA) grant and, if awarded, to accept and administer the grant in accordance with all applicable federal, state, and local requirements.

2. Does this action expand KHA’s role beyond its mission or authority?

No. KHA will not serve as a workforce service provider. KHA’s role is limited to fiscal administration, coordination, and compliance oversight, consistent with its legislated responsibilities for workforce-related investments, including the Jacksonville Upward Mobility Program (JUMP).

3. How does this project align with KHA’s Strategic Plan?

The project advances KHA’s Strategic Goal to improve employability and career readiness for at-hope youth and young adults by strengthening employer-aligned pathways, apprenticeships, and access to quality jobs in high-need communities.

4. Who will be served through this project?

The project targets residents in 61 federally designated economically distressed census tracts in Duval County, prioritizing individuals facing barriers to employment.

5. What is KHA’s financial obligation or exposure?

KHA is not required to provide cash or in-kind matching funds. The required 40% match will be fully satisfied through a \$1,000,000 in-kind contribution from the Jacksonville Transportation Authority. KHA’s responsibility is limited to grant administration, compliance, and reporting.

6. Does this action impact JUMP funds or other KHA program funding?

No. JUMP and other KHA program funds are not being committed or redirected. The grant is separately funded and complements existing workforce investments without supplanting current resources.

7. Will this require new staffing or create ongoing obligations?

The grant does not obligate KHA to create permanent positions. Any staffing required would be grant-funded and time-limited. The project is a two-year initiative with no requirement for continuation funding beyond the grant period.

8. How will procurement and compliance be handled?

All grant-funded contracts and procurements will follow applicable City of Jacksonville, KHA, and federal procurement requirements. Grant administration will utilize KHA's existing legal, finance, and grants management processes.

9. What happens if the grant is awarded or not awarded?

If awarded, KHA will execute the grant in compliance with all requirements and provide required fiscal and performance reporting. Any material changes to scope or obligations would return to the Board for approval. If not awarded, no financial or operational obligations are incurred.

Board Summary

This action authorizes grant submission and acceptance authority only. It does not commit KHA funds, expand KHA's service delivery role, create permanent staffing obligations, or establish ongoing financial commitments. Approval allows KHA to serve as fiscal agent and compliance administrator for a federally funded workforce systems initiative aligned with the City's workforce strategy and KHA's mission.

DRAFT