

Exhibit 2 Scope of Services

Provider: **First Coast Leadership Foundation, Inc.**

Program: **Mentoring To Thrive**

The contract with the providers to operate the Mentoring To Thrive program will follow the guidelines of the program priorities outlined below.

In addition to any services stipulated by the Provider in the Proposal. The Provider shall perform the following services:

1. Program Design Requirements:

The Mentoring 2 Thrive and Empowerment 2 Mentorship programs include the following objectives: 1. decreasing risk factors for substance abuse by increasing protective resources, 2. promoting resilience through mentorship, 3. connecting families to resources, such as health and social services, 4. promoting community-driven activities, and 5. providing access to mental health and law enforcement agencies. The US Drug Enforcement Agency's *Operation Prevention* curriculum is a model we will adapt, in our training and programming, to provoke positive growth and development within our community.

TFCLF's mentoring programs will offer community-based resources where case managers will recruit, monitor, document, and nurture mentor-mentee relationships. Mentors can convey to their mentees experiences that are positive in social settings, leading to improvements in social engagement(s) and other relationships throughout their lives. (Keller, 2005). Consistently meeting program goals and objectives through evidence-based standards, continuous innovative research, and implementing essential best practices are TFCLF's commitments.

Our holistic approach includes providing wrap-around referral services to the families of our mentees. One of the risk factors that our mentoring program will address is "absence of fathers" in the home, as it is costing our communities, and the nation at-large, billions of dollars. In addition, fatherless homes contribute to the increase in dependence on state and federal systems for economic support and social services. Mentor programs fill gaps that lead to youth to experience unnecessary negative interaction with the criminal justice's system. (Gundy, 2013)

Number of Students Served:

Number of Children Served: 60 students

Service Time and Period Requirements:

August 1, 2021 – July 31, 2022 option for renewals; maximum of three (3) renewal options

Days of the Week: Two Days a week

Length of mentoring sessions (in minutes): 60

Number of months: 12

Location(s):

The First Coast Leadership Foundation Headquarters – 2049 N Pearl Street, Jacksonville, Florida 32206

2. Program Fees and Program Income

Provider must report any income and/or fees/charges from the program.

3. Safety Requirements:

The safety of students and their families participating in the program is of the highest priority. Students must participate in structured activities in a safe environment supervised by well-trained and caring staff on- and off-site. Facilities must comply with federal, state, and local health and safety standards.

All participants will adhere to our COVID-19 guidelines. Guidelines are for TFCLF's building and any mentor/mentee in the field interactions.

4. Academic and Personal Enrichment

Approved personal enrichment activities advance student academic achievement, may include the following categories:

- Mathematics and science educational activities
- Language Art and Reading educational activities
- Remedial education activities and academic enrichment learning programs, including providing additional assistance to students which allows them to improve their academic achievement
- Physical education and recreation activities
- Arts and music **educational** activities (**not arts and crafts**)
- Drug and violence prevention and/or counseling activities

The funding purposes are:

1. to provide opportunities for academic enrichment, including providing tutorial services to help students (particularly students in high-poverty areas and those who attend low-performing schools) meet state and local student performance standards in core academic subjects such as reading and mathematics, and
2. offer students a broad array of additional services, programs and activities such as positive youth development activities; drug and violence prevention programs; counseling programs; art, music, and recreation programs; technology education programs; and character education programs, that are designed to reinforce and complement the regular academic program of participating students by creating hands-on and engaging academic and personal enrichment learning opportunities.

KHA has established Outcome Measures for Mentoring 2 Thrive programming, as displayed on the following chart. The measures are subject to change and may be added to, deleted or edited as the program progresses.

PERFORMANCE MEASURES				
The Contractor will be required to submit client performance measure data, in the SAMIS Performance Measure (PM) Module, within the time frames specified by KHA. The Contractor shall also report any barriers experienced in performance measure achievement, as required. The report should also include any noteworthy activities that have occurred during the term of this Agreement, as requested. Contractors will use the KHA Data Quality Assurance Report to ensure administration points are completed and service components are attached.				
<i>DESIRED RESULT: Promoting life skills through mentorship</i>				
Results based accountability utilizes data to improve performance outcome measures to achieve the desired customer result. When applied, performance measurement answers the following key questions:				
Key Question	Performance	KHA Goal*	Evaluation Tool	Admin Schedule
How Much Did We Do?	% of contracted youth actually served.	95%	SAMIS Data	Analyzed on Semi-Annual Schedule
	% of funded allocation utilized.	95%	SAMIS Data	Analyzed on Semi-Annual Schedule
How Well Did We Do It?	Program Services Monitoring	Meets Expectations	Monitoring and Site Visits	1 st Year – Quarterly 2 nd & 3 rd Year (if renewed) – Bi-Annually
	Data Integrity	95%	SAMIS Quality Assurance Report	Analyzed on Semi-Annual Schedule
Is Anybody Better Off?	% of youth who successfully completed the program.	75%	SAMIS Case Closure Reason	Program Completion
	% of youth who increased their life skills through mentorship	75%	Appropriate tool to be mutually agreed upon with Contractor	To be mutually agreed upon with Contractor

5. Parent Engagement Requirements/Adult Family Member Services

The third specific purpose of the funding is to offer families of actively participating students the opportunity for literacy and related educational development. In particular, programs should **provide family involvement services** designed to increase the involvement of adult family members in their child’s education and/or to develop literacy or related educational skills that will enable adult family members to be supportive of the child’s learning.

The providers will be required to provide necessary information for the funders in an accurate and timely manner to meet deadlines set by the Kids Hope Alliance (KHA). The providers will need to enter data into, local, state and federal data collection systems with assistance from the KHA. Failure to follow the reporting outcomes may delay reimbursement of contracts invoices, corrective action, probation and/or termination of contract.

6. Dissemination Plan

The First Coast Leadership Foundation will operate an aggressive outreach program.

MENTOR

- Receive referrals from Duval County Public Schools.
- Receive referrals from local business collaborations.
- Receive Mentors from promotional outreach.

MENTEES

- Receive referrals from Duval County Public Schools.
- Receive referrals from local organizations.
- Receive referrals from DJJ.

Social Media Promotions:

Our goal is to get parents of at-risk youth to voluntarily sign-up. Using social media platforms with trusted voices, faces, and messages to attract those individuals to the program.

Radio/TV

TFCLF will Public Service methods to reach the community at large.

7. Budget

Budget Correlates with Narrative

Units of Service (UOS)

Students to be Served		Days of Operation		Units of Service		Reimbursement Rate		Proposed UOS Amount
60	X	100	=	6,000	X	\$10.00	=	\$60,000

- August 2021 (\$4,367)
 - *Identify key staff members involved with program include title, job description, and experience*
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Detailed timeline of implementation of program*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*

- September 2021 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*

- October 2021 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*

- November 2021 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*

- December 2021 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*

- January 2022 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*

- *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*
- February 2022 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*
- March 2022 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*
- April 2022 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*
- May 2022 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-*

survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship

- June 2022 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*

- July 2022 (\$3,500)
 - *List of students participating in program with student demographics (full name, student identification number, gender, race/ethnicity, etc.)*
 - *Monthly report including measurable outcomes, detailed narrative of activities, events, partnerships, and/or outreach*
 - *Outcomes measured by pre-survey, an appropriate tool to be mutually agreed upon with Contractor, within two week of program entry and post-survey, an appropriate tool to be mutually agreed upon with Contractor, upon program completion of the program to determine participants' increase in resilience through mentorship*

Total: \$102,867