

My Village Project, Inc. – Project Daily Attendance Scope of Services

Provider: My Village Project, Inc. (“Recipient”)

Program: Project Daily Attendance

Project Daily Attendance is an initiative designed to seek a measurable increase in attendance rates among students by celebrating students that achieve perfect attendance each month and parents of those students quarterly.

Funding Amount: \$75,000

The Provider shall perform the following services:

1. Program Design Requirements:

The purpose of the program is to support a collective educational attendance project in partnership with Jacksonville grassroots nonprofits. We will celebrate students in seven DCPS schools that achieve perfect attendance. Students that are overall high achievers will also be celebrated at the annual community celebration.

The parents of celebrated students are also recognized for sending their children to school. Through this initiative we are generating community-wide support for education and positively reinforcing the habit of attending school.

This initiative also establishes and encourages grassroots organization to partner on existing programs and/or to collaborate on new initiatives in partnering schools and communities.

Academic and Personal Enrichment

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

- *Recognition for perfect attendance*
- *Recognition for overall high achievers throughout the school year nominated by teachers, counselors or partner organizations*

The specific purposes of the program are to:

- (1) *provide a program that encourages academic achievements through celebrating perfect attendance*
- (2) *celebrate students in five DCPS schools monthly that have achieved perfect attendance through an hour-long assembly of partner organization appearances and gift box/gift card handouts*

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: Increase school attendance</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 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 – Bi-Annually
	Data Integrity	95%	SAMIS Quality Assurance Report	Analyzed on Semi-Annual Schedule
Is Anybody Better Off?	% of increase in attendance in schools.	80%	SAMIS Case Closure Reason	Program Completion
	Number of high achieving youth celebrated at annual celebration	80%	Appropriate tool to be mutually agreed upon with Contractor	Reported number
	Increase in % of students celebrated each month	Output only	SAMIS Data	Program Completion (based on school attendance pulled monthly)
	% of youth who maintain or increase at least a 2.0 Grade Point Average.	Output only	SAMIS Data	Report cards and/or FOCUS

Staffing Requirements:

The provider must ensure the services will be provided by trained professional staff. All staff working in the program shall pass a Level II background screening prior to working in the program and shall maintain a current background screening during employment. All staff must complete a minimum of twenty (20) hours of professional development related to youth services.

Number of Students Served:

of students varies based on reported monthly attendance; to be reported in monthly reports to KHA; an increase in 8.5% in attendance in schools served; approximately 725 students

Term of Agreement and Service Time:

October 1, 2023 – September 30, 2024

Schedule for Jacksonville Celebrations:

- September 29th: BCA, GWC, LB
- September 30th: parent distribution
- October 18th: NW, S.A. Hull
- October 20th: JR High, JR Middle
- October 24th, 26th: BCA, GWC, LB
- November 4th: parent distribution
- November 16th: BCA, GWC, LB
- December 14th: BCA, GWC, LB
- January 13th: parent distribution
- January 17th: NW, S.A. Hull
- January 19th: JR High, JR Middle
- January 25th: BCA, GWC, LB
- February 29th: BCA, GWC, LB
- March 26th: JR High, JR Middle
- March 28th: BCA, GWC, LB
- March 30th: parent distribution
- April 25th: Jacksonville Annual Celebration

Location(s):

- Becoming Collegiate Academy (BCA), 1655 Prudential Dr, Jacksonville, FL 32207
- George Washington Carver Elementary School (GWC), 2854 W 45th St, Jacksonville, FL 32209
- S.A. Hull Elementary School (S.A. Hull), 7528 Hull St, Jacksonville, FL 32219
- Long Branch Elementary School (LB) 3723 Franklin St, Jacksonville, FL 32206
- Northwestern Legends Elementary School (Northwestern), 2100 W 45th St, Jacksonville, FL 32209
- Jean Ribault Middle High School (JR Middle), 3610 Ribault Scenic Dr, Jacksonville, FL 32208
- Jean Ribault High School (JR High), 3701 Winton Dr, Jacksonville, FL 32208

The provider will be expected to follow the same guidelines set forth by The Florida Department of Children and Families in regards to childcare licensure or exemption in addition to the requirements in the Kids Hope Alliance contract. Technical assistance is available.

Note: The information provided here is aligned with what is requested in the budget and outlined in the application narrative.

2. Program Fees and Program Income

Direct City Council Funding of \$75,000

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.

4. Parent Engagement Requirements/Adult Family Member Services

*The provider will 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 provider will be required to provide necessary information to the funder in an accurate and timely manner to meet deadlines set by the Kids Hope Alliance (KHA). The provider 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.

5. Dissemination Plan

All providers are required to disseminate understandable and accessible information about the program to the community, such as the location of services and proposed activities. The purpose of information dissemination must not be focused on recruiting students into the program, but rather to inform the community and stakeholders about the importance and promise of this program. Display KHA's logo according to the guidelines at www.kidshopealliance.org/comms on provider's website and on any printed promotional material paid for using KHA funds including stationary, brochures, flyers, posters, PDF's, emails, online/digital campaigns, etc., describing or referring to a program or service funded by the KHA. The logo on provider's website must include hyperlinks to KHA's website, www.kidshopealliance.org

6. Budget

NOTE: Funds received under this program must be used to provide student and family member services, and cannot be applied retroactively to pay for pre-award planning activities related to the Scope of Services.

Budget Correlates with Narrative

*Providers must be able to demonstrate the extent to which the costs are reasonable and necessary in relation to the number of students and adults to be served and the correlation to the anticipated results and benefits. All items included in the budget must clearly relate to activities described in the program design section of the application. **No item should be identified in a budget that has not been explained in the program narrative.** The budget narrative must detail the proposed use of funds in relation to the objectives, design, and scope of project activities. The budget narrative must also address the necessity and rationale of proposed costs.*

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 77 of the Jacksonville Ordinance Code, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Scope of Services and Program budget. The Kids Hope Alliance may amend this Scope of Services or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Scope of Services or the approved Program budget will require City Council approval.

Categories and Line Items	Total Cost of Program	KHA Funding	Budget Narrative
Direct Expenses			
A. Salaries and Wages			
1	\$0	\$0	
2	\$0	\$0	
3	\$0	\$0	
4	\$0	\$0	
5	\$0	\$0	
Subtotal Salaries and Wages	\$0	\$0	
B. Payroll Taxes and Benefits (%)			
1 FICA	\$0	\$0	
2 Retirement	\$0	\$0	
3 Life and Health Insurance	\$0	\$0	
4 Workers Compensation	\$0	\$0	
5 Unemployment Compensation	\$0	\$0	
6 Other Benefits	\$0	\$0	
Subtotal Payroll Taxes and Benefits	\$0	\$0	
C. Program Consultants and Contractual			
Program Support (2)	\$25,400	\$25,400	\$1058.33 per month for 12 months; 2 MVP consultants serving as liaison between partner organizations and schools/parent at all celebrations
	\$0		
	\$0		
	\$0		
	\$0		
Subtotal Program Consultants & Contractual	\$25,400	\$25,400	
D. Travel			
1 Local Mileage	\$0	\$0	
2 Staff Travel	\$0	\$0	
3 Student Transportation	\$0	\$0	
4 Field Trip Travel	\$0	\$0	
5 Other Travel	\$0	\$0	
Subtotal Travel	\$0	\$0	
E. Participant Educational Materials			
F. Consumable Program Supplies			
MVP branded student gift boxes (stuffed)		\$4,200	1050 stuffed boxes at \$4.00 per box
MVP branded student gift boxes (flat)		\$1,875	750 flat boxes at \$2.50 per box
Student celebration trinkets, supplies		\$6,000	and/or Oriental Trading = \$6,000
Jacksonville Achievers Celebrations Supplies		\$29,500	awards, certificates, student boards, trinkets
Subtotal Consumable Program Supplies	\$41,575	\$41,575	
G. Assistance to Participants			
1	\$0	\$0	
2	\$0	\$0	
3	\$0	\$0	
4	\$0	\$0	
5	\$0	\$0	
Subtotal Assistance to Participants	\$0	\$0	
H. Field Trip Expenses	\$0	\$0	
I. Office Expenses			
1 Telephone	\$0		
2 Utilities	\$0		
3 Postage and Shipping	\$0		
4 Supplies	\$0		
5 Copying	\$0	\$525	mailers for Jacksonville Achievers Celebration and Student Celebration info flyer
Subtotal Office Expenses	\$525	\$525	
J. Operating Capital Outlay			
1 Machinery & Equipment	\$0	\$0	
2 Computers & Software	\$0	\$0	
Subtotal Operating Capital Outlay	\$0	\$0	
K. Lease/Rent			
1 Equipment	\$0	\$0	
2 Building	\$5,000	\$5,000	Building rental for Jacksonville Achiever Celebration
Subtotal Lease/Rent	\$5,000	\$5,000	
L. Maintenance	\$0	\$0	
M. Insurance	\$2,600	\$2,500	
N. Conferences and Staff Training	\$0	\$0	
O. Membership Fees and Subscriptions	\$0	\$0	
P. Advertising	\$0	\$0	
Q. Food (limit to 2% of budget)	\$0	\$0	
R. Other Allowable Costs			
1. Background and Drug Screenings	\$0		
2. Recruiting	\$0		
3	\$0	\$0	
4	\$0	\$0	
5	\$0	\$0	
Subtotal Other Allowable Costs	\$0	\$0	
DIRECT EXPENSES TOTAL	\$75,000	\$75,000	
Administrative Expenses			
Allocated Management and General Overhead, not to exceed 10% Program Direct Expenses above	\$0		
GRAND TOTAL (Direct and Administrative Expenses)	\$75,000	\$75,000	

Spreadsheet Instructions

1. Complete the funding period, agency information, project name and contract number at the top of the form.
2. Enter line items in categories where appropriate
 Enter line items that relate to your program in categories such as Salaries and Wages, Program Consultants, Other Consultants, Assistance to Participants and Other Allowable Costs. There are additional rows that remain accurate, are hidden if you need more than what is shown. Please unhide the rows rather than create them so that the formulas will remain accurate.
3. Enter budget amounts in the KHA Funding and Match columns (you can include here Cash Contributions as well as the value of In-kind Contributions). Only enter amounts in black cells. Red cells denote formulas. Please do not make any entries in red cells.
4. Enter a narrative for each line item in the cell located on the same row of that line item.
 Use only one narrative cell per line item. Type as much information in that cell to completely describe the budget for that line item.
 For cells that have lengthy narratives, you will have to widen the "row" so that it reveals all of the text of that cell.