

NLP LOGIX, LLC - Needs Assessment/Gaps Analysis

FY 2025–2026 GRANT PROPOSAL TERM SHEET

Grant Recipient: NLP Logix, LLC (“NLP Logix” or “Recipient”)

Project Name: Needs Assessment/Gaps Analysis (the “Project”)

City Funding Request: \$240,000

Any substantial change to this FY 2025-2026 Grant Proposal Term Sheet (the “Term Sheet”) or the final approved Project budget will require City Council approval.

CONTRACT/GRANT TERM:

The initial contract term shall be from October 1, 2025, through September 30, 2026. The contract may be renewed for up to two (2) additional one-year terms, contingent upon the availability of City funds, including appropriations by the City Council or funding lawfully allocated by the Mayor to continue the Project. All renewals and extensions are subject to review and approval by the Jacksonville Procurement Awards Committee.

Recipient shall also be eligible for a no-cost extension to the initial contract term of up to six (6) months, at the discretion of the Kids Hope Alliance (KHA), in the event Recipient is unable to expend the full amount of awarded funds within the initial contract term.

The Chief Executive Officer (CEO) of KHA, after appropriate consultation with the Jacksonville Journey Forward Board (the “Board”), shall have the discretion to increase the total Project award by up to ten percent (10%) to support Project expansion, contingent upon available, lawfully appropriated funds and demonstrated achievement of performance goals. The CEO of KHA, after consultation with the Board, may also reduce the contract amount at its discretion if performance goals are not met.

Any substantial alteration of this Term Sheet that changes the fundamental purpose of the Project or repurposes funds for uses not contemplated herein shall require City Council approval. Reallocations among budget line items and adjustments to performance measures that remain consistent with the Project’s approved purpose may be approved administratively by the CEO of KHA after appropriate consultation with the Board.

CITY OVERSIGHT:

KHA shall be the managing department responsible for oversight of this grant.

PROJECT OVERVIEW:

This Project will cover two areas of analysis for the Jacksonville Journey Forward Board.

Community Priority Assessment – This assessment will analyze data related to the City of Jacksonville for the purposes of understanding geographic and temporal hot spots and to establish relationships between crime and other variables. This analysis will include data provided by the department of Juvenile Justice and the Jacksonville Sheriff’s Office as well as other external sources. These results will be combined with survey results and the results from research/planning focus groups conducted as a part of Jacksonville Journey Forward to ensure that community priorities quantify both qualitative and quantitative needs.

Program Evaluation – This evaluation will occur as data becomes available (as frequently as quarterly for Juvenile Justice programs and annually for education-based programs) for each of the programs that are funded through Jacksonville Journey Forward. Evaluations will include a presentation to the Jacksonville Journey Forward Board.

PROJECT SCOPE OF WORK AND DELIVERABLES:

Deliverables:

NLP Logix will deliver a report and a Board presentation surrounding the community priority assessment. This report will include 2 iterations for inclusion of Board feedback.

NLP Logix will deliver quarterly program evaluation reports for community-based crime intervention programs and an annual report for contributing factors programs. Each evaluation may be accompanied by a Board presentation as requested.

PROJECT IMPACT & REPORTING:

Key Impacts & Metrics to be Reported:

NLP Logix's analysis will help shape the location and details of future funding and evaluate the efficacy of programs currently funded by the Jacksonville Journey Forward Board.

NLP Logix will be evaluated based on metrics including on-time delivery of reports and quality and accuracy of reports delivered.

NLP Logix will evaluate programs based on recidivism, crime reduction, and literacy increases. These metrics will be detailed and evaluated by the Board prior to the start of the analysis to ensure alignment.

PROJECT COSTS:

Total Project Cost: \$240,000

Project Funding Sources:

- City of Jacksonville Request: \$240,000

PAYMENT TERMS:

Payments under this grant shall be made based on a fixed monthly cost with defined monthly deliverables, agreed upon by both Recipient and the Board. Payments will be contingent upon submission of adequate documentation substantiating the delivery of services, therefore an itemized budget is not included. If Recipient does not meet the deliverable that month or fails to deliver the final product of the needs assessment/gap analysis, payment will not be made.

The City, including but not limited to the Council Auditor's Office, reserves the right to audit Recipient's financial records at any time during or after the grant term to ensure that funds are being spent appropriately and in accordance with this Term Sheet and the approved scopes of work.

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Project and the provision of services shall be subject to the terms and conditions of any contract entered into between the City and Recipient, as well as all applicable regulations deemed appropriate by the Kids Hope Alliance, including but not limited to, Chapters 77 and 126 of the *Jacksonville Ordinance Code*. Recipient shall use the City funds for the Project in accordance with the City Council-approved Term Sheet and Project budget. KHA may work with Recipient to amend this Term Sheet or the approved Project budget consistent with the Project's needs, provided that any substantial change to the scope or intent of the Project shall require City Council approval.

FY 25/26 COJ Funding - Project Budget

Agency: NLP Logix, LLC

Project: Needs Assessment/Gaps Analysis

Fiscal Year: October 1, 2025 - September 30, 2026

Deliverables	Units to be Provided	Cost per Unit	City of Jacksonville (FY 2025-2026)	Other Funding (Federal, State & Private)	Total Cost of Project	Budget Narrative (Explanation of City Funded Expenditures)
Monthly billing in equal installments	8	x \$30,000.00	= \$ 240,000		\$ 240,000	Monthly billing based on specific deliverables including a community priority assessment and program evaluation which includes a report, board presentation and 2 iterations of the report which includes Jacksonville Journey Forward Board feedback. See list of deliverables below. The JJF Board may edit these deliverables before the start date as needed, depending on when the contract is executed.
Total			\$ 240,000	\$ -	\$ 240,000	
Percent of Budget			100%	0%	100%	

Month 1 (October) – Project Launch and Background Review

Finalize the workplan, timeline, and approach for data collection and engagement
Review previous research, existing programs, and current services related to crime prevention, neighborhood safety, and rehabilitation
Begin identifying key contributing factors to crime in Jacksonville
Deliverable: Workplan and summary memo of existing conditions and related research

Month 2 (November) – Tool Development and Data Collection Setup

Create surveys, focus group guides, and interview questions
Identify relevant data sources and begin gathering secondary data on contributing factors such as health, education, employment, and public safety
Develop a plan for community outreach and engagement
Deliverable: Survey instruments and a memo summarizing early secondary data findings

Month 3 (December) – Community Engagement and Input

Launch surveys and begin hosting focus groups or listening sessions
Ensure input is collected from a wide range of community members, including youth, parents, service providers, and returning citizens
Start analyzing early themes from community feedback
Deliverable: Interim engagement summary with emerging themes and participation metrics

Month 4 (January) – Data Analysis and Identifying Needs

Continue analyzing both community input and secondary data
Identify key gaps in services, unmet needs, and areas of concern
Begin outlining major topic areas for the final plan
Deliverable: Summary of needs and gaps with supporting data and maps

Month 5 (February) – Drafting Key Focus Areas

Draft goals and priority areas based on findings
Propose possible actions, short and long-term goals, and performance metrics
Gather feedback from board members and key stakeholders
Deliverable: Draft framework of the plan with goals, focus areas, and sample metrics

Month 6 (March) – First Full Draft of the Plan

Combine all sections into a full draft of the plan
Include goals, actions, engagement summary, performance measures, and alignment with contributing factors
Develop visuals and summaries for each section
Deliverable: Full draft of the Jacksonville Journey Forward Strategic Plan

Month 7 (April) – Review and Refinement

Share the draft plan with stakeholders for review
Make revisions based on feedback
Prepare supporting materials for community and board use
Deliverable: Revised plan draft and set of summary materials for communication and outreach

Month 8 (May) – Final Plan and Recommendations

Finalize the strategic plan with all revisions
Develop a Year 1 implementation roadmap
Provide recommendations for tracking outcomes and updating the plan in future years