



CHILDREN'S TRUST
OF ALACHUA COUNTY

CHILDREN'S TRUST REGULAR BOARD MEETING

AGENDA

July 10, 2023, at 4:00 PM

CTAC, 802 NW 5th Ave, Gainesville, FL 32601

Call to Order

Roll Call

Agenda Review, Revision, and Approval

Approval of the agenda also approves all of the items on the consent agenda.

Consent Agenda

1. [Board Attendance YTD](#)
2. [6.12.23 Regular Board Meeting Minutes](#)
3. [6.12.23 Board Meeting Evaluation - Survey Results](#)
4. [June Sponsorships](#)
5. [June 2023 Checks and Expenditures Report](#)
6. [June 2023 Programmatic Award and Expense Report](#)
7. [3rd Quarter Income Statement & Balance Sheet](#)
8. [3rd Quarter Financial Report to the BoCC](#)

General Public Comments

Executive Director's Report

9. [7.10.23 ED Report](#)

Old Business

10. [FY23-24 Tentative Budget](#)
11. [Final Products of Listening Project \(Bonnie Wagner\)](#)
12. [Early Learning Collaborative \(Mia Jones\)](#)
13. [Recommendation for Award – RFP 2023-01 Afterschool Programming \(Kristy Goldwire\)](#)
14. [Youth Mentoring Program RFP 2023-02 \(Deon Carruthers\)](#)

New Business

15. [Veterans' Preference Policy and Recruitment Plan](#)

For Your Information

Items in this section are for informational purposes only and do not require any action by the Trust.

16. [ELO Certificate of Appreciation](#)

General Public Comments

Board Member Comments

Next Meeting Dates

Regular Board Meeting - Monday, August 14th, 2023 @ 4:00 PM
Children's Trust of Alachua County, 802 NW 5th Ave, Gainesville, FL 32601

Regular Board Meeting - Wednesday, September 13th, 2023 @ 4:00 PM
Children's Trust of Alachua County, 802 NW 5th Ave, Gainesville, FL 32601

First TRIM Hearing - Wednesday, September 13th, 2023 @ 5:01 PM
Children's Trust of Alachua County, 802 NW 5th Ave, Gainesville, FL 32601

Adjournment

Virtual Meeting Information

View or listen to the meeting: https://www.youtube.com/channel/UCpYNq_GkjCo9FQo3qR5-SOw
Public Comments: Submit online at <http://www.childrenstrustofalachuacounty.us/commentcard>.

Guidelines for Public Comments

Public comments can be made in person at Children's Trust Board Meetings. We will no longer take comments by Zoom or by phone. If you would like to submit a written comment or a written transcript of your public comment before or after the meeting, these will be provided to Board Members prior to the next Board Meeting.

Any member of the public wishing to be heard either under the agenda section "General Public Comments" or on a specific agenda item shall approach the podium at the appropriate time.

Members of the public recognized by the Chair will have three (3) minutes to speak on a single subject matter. If an individual seeks to be heard on more than one agenda item, the Chair shall determine the amount of time allotted to the speaker. However, such time shall not exceed ten (10) minutes without the approval of the Board or Committee. The Clerk of the Trust is the official timekeeper.

Public members may not share or transfer all or part of their allotted time to any other person or agenda item, except as permitted by this Policy. To the extent a speaker has previously addressed a Board or Committee on the same subject, the Board Chair may limit repeat comments at the Board meeting by the same speaker.

File Attachments for Item:

1. Board Attendance YTD

2023 Board Member Attendance

Item 1.

Regular Meetings	1/9/2023	2/13/2023	3/20/2023	4/3/2023	5/8/2023	6/12/2023	7/10/2023	8/14/2023	9/11/2023	9/25/2023	10/9/2023	11/13/2023	12/11/2023
Labarta	P	P	P	P	absent	P							
Certain	P	P	P	P	P	P							
Pinkoson	P	P	P	P	P	P							
Andrew	P	P	P	P	P	P							
Cole-Smith	P	N/A	N/A	N/A	N/A	N/A							
Cornell	P	P	P	P	P	P							
Ferrero	P	P	P	P	P	P							
Hardt	P	P	P	P	P	P							
Snyder	P	P	P	P	absent	P							
Twombly	P	P	P	P	V	P							

Special Meetings	Workshop Listening Project 4/3/2023	Workshop Strategic Plan 6/12/2023	First TRIM FY2024 9/13/2023	Final TRIM FY2024 9/25/2023
Labarta	P	P		
Certain	P	P		
Pinkoson	P	P		
Andrew	P	P		
Cornell	P	P		
Ferrero	P	P		
Hardt	P	P		
Snyder	P	P		
Twombly	P	P		

V = Virtual Attendance
P = Physical Attendance

File Attachments for Item:

2. 6.12.23 Regular Board Meeting Minutes



CHILDREN'S TRUST
OF ALACHUA COUNTY

CHILDREN'S TRUST REGULAR BOARD MEETING MINUTES

June 12, 2023, at 4:00 PM

CTAC, 802 NW 5th Ave, Gainesville, FL 32601

Call to Order

Chair Tina Certain called the meeting to order at 4:00 PM.

Roll Call

PRESENT

Chair Tina Certain
Vice Chair Lee Pinkoson
Treasurer Ken Cornell
Member Shane Andrew
Member Judge Denise R. Ferrero
Member Nancy Hardt – attended virtually
Member Maggie Labarta
Member Patricia Snyder
Member Cheryl Twombly

Agenda Review, Revision, and Approval

Item 12 was moved to before the Chair's Report.

Motion to approve the agenda with modifications made by Member Labarta, Seconded by Vice Chair Pinkoson.

Motion was unanimously approved by voice vote.

Consent Agenda

1. Board Attendance YTD
2. 4.17.23 Program Funding Workshop Minutes
3. 5.8.23 Regular Board Meeting Minutes
4. 5.8.23 Board Meeting Evaluation - Survey Results
5. May Sponsorships
6. Monthly Budget Review
7. Programmatic Award and Expense Report
8. April 2023 Checks and Expenditures Report

9. May 2023 Checks and Expenditures Report

General Public Comments

Chair's Report

Executive Director's Report

10. 6.12.23 ED Report

ED Kiner noted that the Trust is succeeding at widening the visibility of our services, she thanked the staff for their community engagement. She also provided thanks to the Steering Committee members, and all involved toward the finalization of the strategic plan.

Committee Updates

11. Strategic Plan

Immediately prior to this meeting, a board workshop was held to further discuss the draft of the Strategic Plan. The board provided a few clerical edits that will be reflected in the final version.

Chair of the Steering Committee, Cheryl Twombly moved to adopt the proposed strategic plan with modifications, Seconded by Member Cornell.

Motion was unanimously approved by voice vote.

New Business

12. Audit

The FY2022 Financial Statements and Independent Auditor's Report was completed by Ron Whitesides and Heather Donovan from the auditing firm, Purvis Gray. Mr. Whitesides presented the audit reporting no issues or concerns.

Motion made by Member Cornell, Seconded by Member Labarta to receive the report.

Motion was unanimously approved by voice vote.

13. Budget

Executive Director Marsha Kiner presented the proposed millage rate and budget to the board. Three options were discussed for the millage rate: the maximum rate of .5000 mills, the current rate of .4612 mills, and the rollback rate of .4015 mills. Ms. Kiner discussed the revenues and expenses expected for the fiscal year 2023/2024 and recommended a tentative millage rate of .4612. Board members expressed approval of the suggested millage rate, and majority of proposed budget changes, however Member Cornell would like to see an increase in the budget for programs funding. Vice Chair Pinkoson questioned if increasing the program funding would lower the fund balance. He suggested staff reach out to the Alachua County Property Appraiser to get an idea of how new construction in the county might affect future ad valorem taxes. Member Hardt reminded the board to view the budget and funding through the lens of the newly approved strategic plan.

Motion made by Member Cornell, Seconded by Vice Chair Pinkoson to proceed with the proposed millage rate of .4612 and proposed budget for FY 2023/2024, to approve Resolution 2023-7 and Resolution 2023-8.

Motion was approved by Members Andrew, Certain, Cornell, Labarta, Pinkoson, Snyder and Twombly.

Judge Ferrero abstained from this vote.

For Your Information

14. New Building Update

ED Kiner reported that the property at 4010 NW 25th Place was contracted by another party, therefore the Trust will be considering other properties as they appear on the market.

General Public Comments

Board Member Comments

Next Meeting Dates

Regular Board Meeting - Monday, July 10th, 2023 @ 4:00 PM
Children's Trust of Alachua County, 802 NW 5th Ave, Gainesville, FL 32601

Regular Board Meeting - Monday, August 14th, 2023 @ 4:00 PM
Children's Trust of Alachua County, 802 NW 5th Ave, Gainesville, FL 32601

Adjournment

Chair Tina Certain adjourned the meeting at 5:03 PM.

PURVIS GRAY

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

CTAC Members
 Children's Trust of Alachua County
 Gainesville, Florida

We have audited the financial statements of the governmental activities and each major fund of the Children's Trust of Alachua County (CTAC) for the year ended September 30, 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and Chapter 10.550, *Rules of the Auditor General*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 18, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by CTAC are described in Note 1 to the financial statements. During the year ended September 30, 2022, CTAC adopted new accounting guidance by implementing the provisions of Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, as described in Note 1 to the financial statements. There were no financial statement impacts as a result of the implementation of this statement. We noted no transactions entered into by CTAC during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Management's estimate of the net Other Postemployment Benefits (OPEB) liability for CTAC's OPEB provided to its employees is based on an actuarial valuation performed by a qualified actuary. The net OPEB liability represents the difference between the value of OPEB plan assets and the total OPEB liability, which is measured using various actuarial assumptions. These actuarial assumptions, if changed, could have a significant impact on the recorded amounts.

CERTIFIED PUBLIC ACCOUNTANTS

Gainesville | Ocala | Tallahassee | Sarasota | Orlando | Lakeland | Tampa
 purvisgray.com

Members of American and Florida Institutes of Certified Public Accountants
 An Independent Member of the BDO Alliance USA

CTAC Members
 Children's Trust of Alachua County
 Gainesville, Florida

- As a participating employer in the Florida Retirement System (FRS), a cost-sharing multiple-employer pension plan, CTAC records its share of the FRS net pension liability and deferred outflows and inflows. These amounts are based on an actuarial valuation performed by a qualified actuary retained by the FRS. The net pension liability represents the difference between the value of pension plan assets and the total pension liability, which is measured using various actuarial assumptions. Further, CTAC's allocation of the total net pension is based on its contributions for the year as a percentage of total contributions into the plan. If these assumptions were changed, the reported amounts could have a significant impact on the amounts recorded.
- Management's estimate of compensated absences, which is based on payroll data as of year-end, including the employees' current rate of pay and accrued hours for paid time off.

We evaluated the key factors and assumptions used to develop the estimates described above in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with CTAC management in performing and completing our audit; however, commencement and completion of the audit was delayed due to timing of receipt of requested audit documentation.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 1, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to CTAC's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

CTAC Members
 Children’s Trust of Alachua County
 Gainesville, Florida

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as CTAC’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

The following accounting pronouncements will be applicable in subsequent fiscal years:

- **GASB Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITA)***—GASB has issued GASB Statement No. 96, SBITAs, with an effective date for reporting periods beginning after June 15, 2022. This new standard, with certain exceptions, will now require that governments recognize a subscription liability for the amount owed on contracts offset by a capitalized asset for all contracts meeting the definition of a SBITA. We recommend CTAC begin preparing for implementation of the new standard by making a list of all applicable subscription agreements with their key terms, such as duration, renewal options, payment amounts and escalation clauses, cancellability, etc., for evaluation under the new standard.

Other Matters

We applied certain limited procedures to management’s discussion and analysis and the budgetary comparison information, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Capital Projects Fund, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of CTAC Members and management of CTAC, and is not intended to be, and should not be, used by anyone other than these specified parties.

Purvis Gray

June 1, 2023
 Gainesville, Florida



CHILDREN'S TRUST
OF ALACHUA COUNTY

2023/24 PROPOSED BUDGET

Purpose: To provide overview of FY 2023/24 budget and obtain input from Trust Board

MISSION STATEMENT

The Children’s Trust of Alachua County funds and supports a coordinated system of community services that allows all youth and their families to thrive.

VISION STATEMENT

Facilitate equitable access and opportunities for all children and families in Alachua County to ensure every child reaches their maximum potential.



FY 2023/24 Ad Valorem Revenues

<u>Millage Rate</u>	<u>Revenues</u>
.5000 Maximum Rate	\$10,022,500
.4612 Current Rate	\$ 9,244,754
.4015 Roll Back	\$ 8,471,650

The authority for the CTAC to collect and utilize Ad Valorem (also commonly referred to as “property taxes”) is established pursuant to Florida Statute 125.901 (2018) and Alachua County Ordinance 18-08 as approved by the Electorate.

FY 2023/24 Ad Valorem Revenues Recommendation

Estimated Ad Valorem Revenues: \$9,244,754

- Keep the Current Rate - .4612 mill
 - An increase of \$386,111 or 4.2% over 2023 budgeted revenues.
 - Save taxpayers \$777,746.00 (.500 mills)

Property Values:

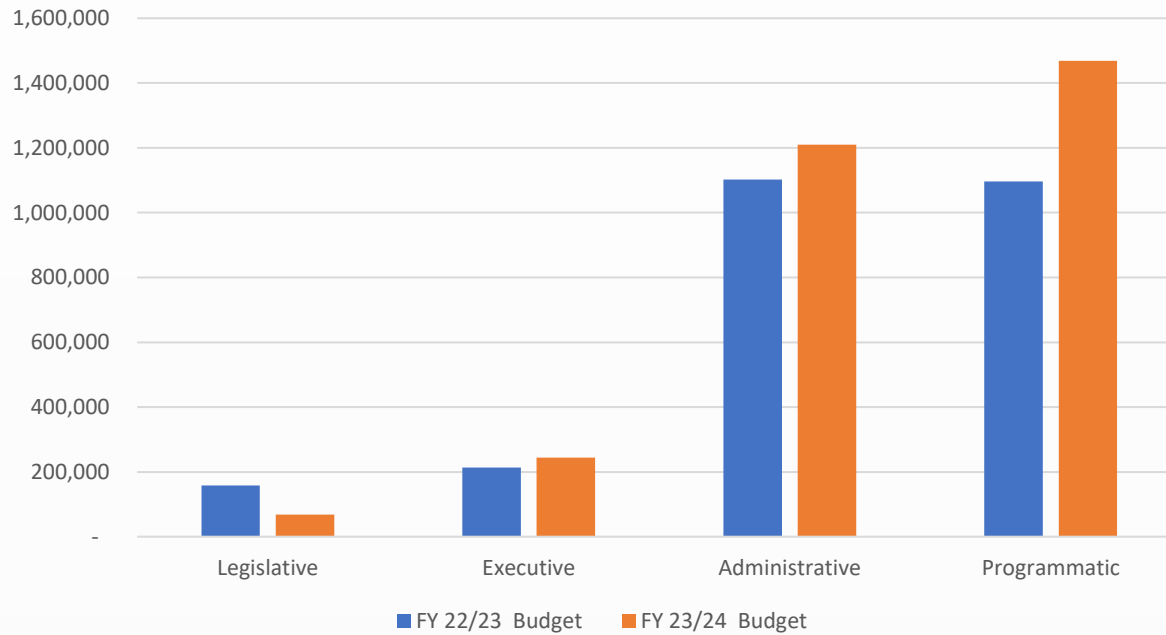
- The AC Property Appraiser's ESTIMATED Gross Taxable Value has increased by 10.5%
- The TRIM process requires an assumption of 95% collection rate.
- The net effect results in increased Ad Valorem Revenues of 4.2% when compared to the Prior Year Budget.

FY 2023 vs. FY 2024 Budget

	FY 22/23 Budget	FY 23/24 Budget	▲ \$	▲ %
Revenues				
Ad Valorem Taxes	8,858,643.00	9,244,754.00	386,111	4.2%
Interest and Grants/Contributions	260,886.00	531,709.00	270,823	50.9%
Other Sources (Use of FB)	3,221,414.00	1,138,967.00	(2,082,447)	-182.8%
Capital Revenue - Buildings	2,000,000.00	3,000,000.00	1,000,000	33.3%
Total Revenues	14,340,943.00	13,915,430.00	(425,513)	-3.1%
Expenditures				
Salaries & Benefits	1,441,966	1,477,015	35,049	2.4%
Operating	2,004,438	2,164,779	160,341	7.4%
Grant Awards (Programs)	7,773,302	6,166,927	(1,606,375)	-26.0%
Grants & Awards (Special Revenue Fund)	116,000	106,709	(9,291)	-8.7%
Transfers	1,005,237	1,000,000	(5,237)	-0.5%
Sub-Total Expenditures	12,340,943	10,915,430	(1,425,513)	-13.1%
Capital Outlay - Buildings	2,000,000	3,000,000	1,000,000	33.3%
Total Expenditures	14,340,943	13,915,430	(425,513)	-3.1%

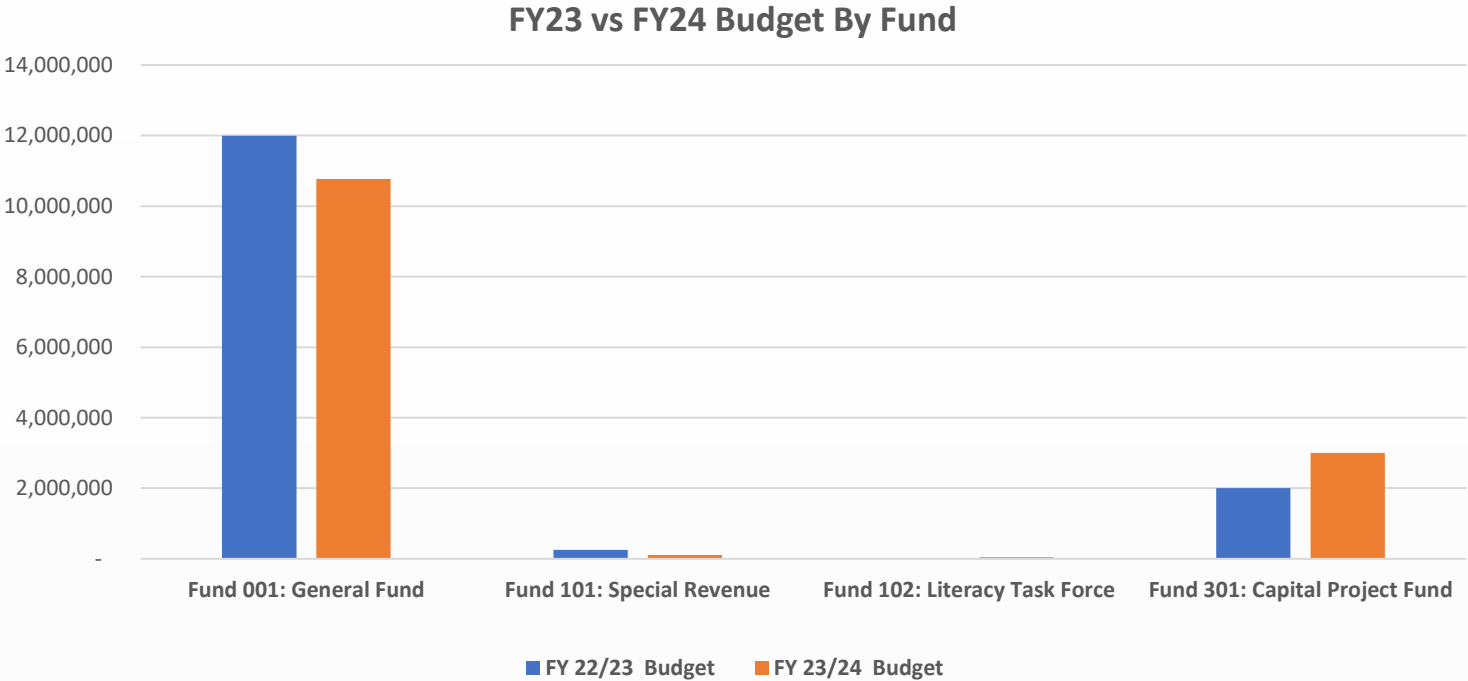
FY 2023 vs. FY 2024 Budget Operating Expenses by Function

FY23 vs FY24 Operating Expenditures
By Function



	▲ \$	▲ %
Legislative	(89,630.00)	-130.6%
Executive	30,934.00	12.7%
Administrative	107,712.00	8.9%
Programmatic	372,183.00	25.4%

FY 2023 vs. FY 2024 Budget By Fund



	▲ \$	▲ %
Fund 001: General Fund	(1,230,416.00)	-11.4%
Fund 101: Special Revenue	(149,177.00)	-139.8%
Fund 102: Literacy Task Force	40,000.00	100.0%
Fund 301: Capital Project Fund	1,000,000.00	33.3%

Program Funding

GOALS / STRATEGIES	2023 Budgeted Funding	2024 Budgeted Funding
➤ TOTAL GOAL 1: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY.....	\$1,081,593.65	\$ 527,319.11
➤ TOTAL GOAL 2: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL	\$4,807,140.78	\$4,914,922.83
➤ TOTAL GOAL 3: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS	\$ 711,981.76	\$ 579,962.67
➤ TOTAL GOAL 4: ALL CHILDREN LIVE IN A SAFE COMMUNITY	\$ 98,875.46	\$ 61,374.28
➤ SOCIAL & EMOTIONAL LEARNING.....	\$ 125,000.00	\$ 0.00
➤ MENTORING & CHARACTER BUILDING	\$ 500,000.00	\$ 500,000.00
➤ EMERGENT NEEDS FUNDS	\$ 150,000.00	\$ 150,000.00
➤ COMMUNITY ENGAGEMENT / SPONSORSHIPS	\$ 50,000.00	\$ 50,000.00
<u>Program Funding Total</u>	<u>\$7,524,591.65</u>	<u>\$6,783,578.89</u>

Fund Balance Summary 9.30.23

Fund Balance - Beginning of Year 10/1/2022.....		11,442,552
Total Revenues Through May 31, 2023.....		9,691,702
Expenditures Through May 31, 2023.....	(4,038,415)	
Encumbrances Through May 31, 2023.....	(4,259,994)	
Estimated Expenditures June through Sept.....	(6,082,575)	
Estimated Unallocated Fund Balance.....		<u>6,753,270</u>

Board Policy 2.40 Fund Balance, (1) To the extent feasible, the CTAC’s unassigned plus assigned fund balances will be at a minimum of 2 months of annual appropriations.

Taxpayer Examples

If Average Assessed Value 2024: \$200,000

\$200,000 appraised value with homestead exemption of \$50,000

Millage	CSC Tax
0.4612	\$69.18
0.5000	\$75.00



\$200,000 appraised value with w/o homestead exemption of \$50,000

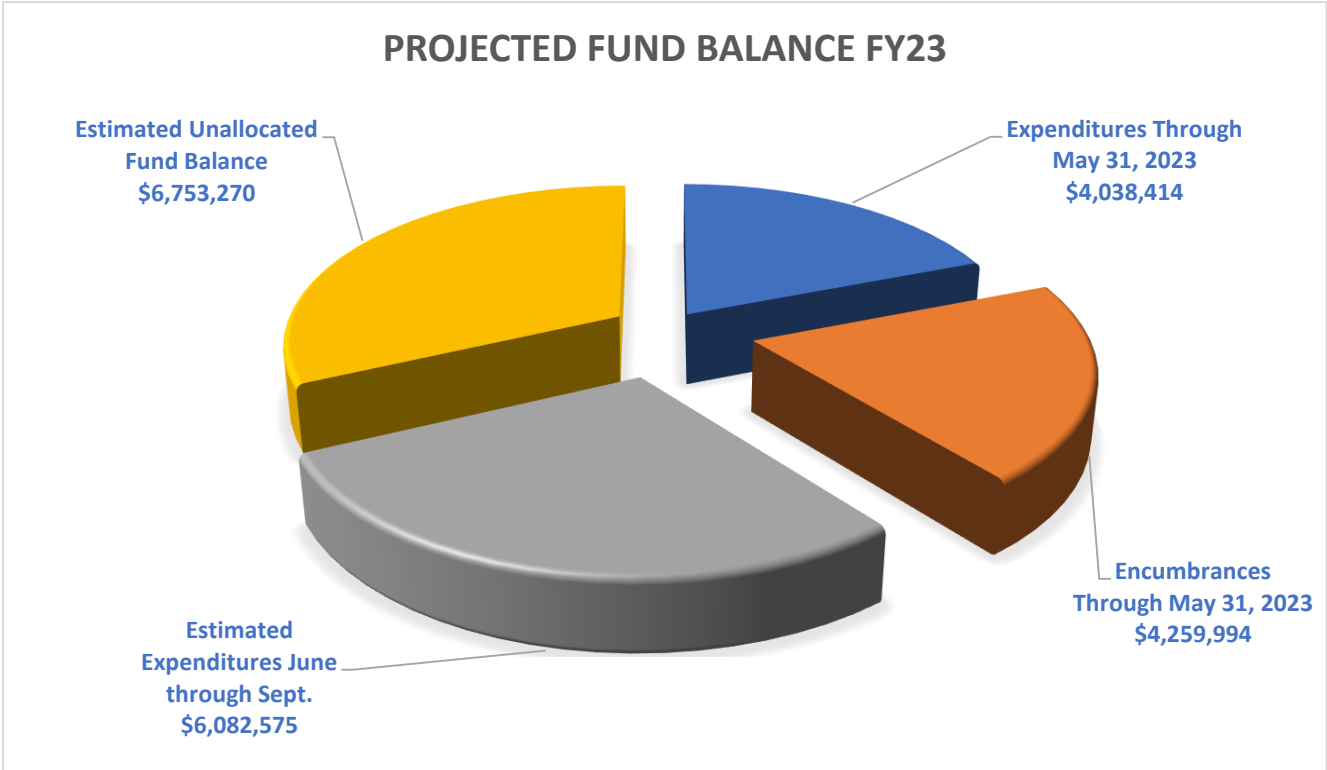
Millage	CSC Tax
0.4612	\$92.24
0.5000	\$100.00

Board of the Trust Requested Action

Approval of two Truth In Millage Resolutions:

- 1) **A resolution setting the Proposed Millage Rate, setting the date, time and place of the Public Hearings to consider the proposed millage rate and tentative budget;**

- 1) **A resolution adopting a tentative written budget for fiscal year 2024.**



Fund Balance - Beginning of Year 10/1/2022.....	11,442,552
Total Revenues Through May 31, 2023.....	9,691,702
Expenditures Through May 31, 2023.....	(4,038,414)
Encumbrances Through May 31, 2023.....	(4,259,994)
Estimated Expenditures June through Sept.....	(6,082,575)
Estimated Unallocated Fund Balance.....	6,753,270

**BUDGETED PROGRAM AWARDS
FY 2023 FY 2024**

GOALS / STRATEGIES	2023 Budgeted	2024 Budgeted	2024 Budget Type
GOAL 1: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY			
STRATEGY 1.1 SUPPORT MATERNAL AND CHILD HEALTH	\$ 505,400.00	\$ 262,808.00	Ends March 2024 & includes 4% COLA
STRATEGY 1.2 SUPPORT MENTAL HEALTH AND SUBSTANCE ABUSE PREVENTION	\$ 209,600.00	\$ 78,000.00	Ends March 2024 & includes 4% COLA
STRATEGY 1.2 SUPPORT MENTAL HEALTH AND SUBSTANCE ABUSE PREVENTION	\$ 150,000.00	\$ 115,500.00	Ends June 2024 & includes 4% COLA
STRATEGY 1.3 SUPPORT PHYSICAL HEALTH	\$ 66,718.65	\$ 32,606.86	Ends March 2024 & includes 4% COLA
STRATEGY 1.3 SUPPORT PHYSICAL HEALTH	\$ 100,000.00	\$ 77,000.00	Ends June 2024 & includes 4% COLA
STRATEGY 1.4 IMPROVE FOOD SECURITY	\$ 49,875.00	\$ 38,404.25	Ends June 2024 & includes 4% COLA
TOTAL GOAL 1: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY	\$ 1,081,593.65	\$ 527,319.11	
GOAL 2: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL			
STRATEGY 2.1 SUPPORT PROFESSIONAL DEVELOPMENT AND CAPACITY-BUILDING	\$ 389,830.00	\$ 405,423.20	Full year contracts & includes 4% COLA
STRATEGY 2.2 EXPAND ACCESS TO HIGH QUALITY CHILDCARE, AFTERSCHOOL, AND SUMMER PROGRAMS	\$ 3,392,348.92	\$ 3,525,941.02	Full year contracts & includes 4% COLA
STRATEGY 2.3 SUPPORT LITERACY AND OTHER ACADEMIC SUPPORTS	\$ 110,673.11	\$ 57,550.02	Ends March 2024 & includes 4% COLA
STRATEGY 2.4 IMPROVE CAPACITY TO SUPPORT SPECIAL NEEDS	\$ -	\$ -	
STRATEGY 2.5 SUPPORT CAREER EXPLORATION AND PREPARATION	\$ 866,497.02	\$ 901,156.90	Full year contracts & includes 4% COLA
STRATEGY 2.5 SUPPORT CAREER EXPLORATION AND PREPARATION	\$ 47,791.73	\$ 24,851.70	Ends March 2024 & includes 4% COLA
TOTAL GOAL 2: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL	\$ 4,807,140.78	\$ 4,914,922.83	
GOAL 3: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS			
STRATEGY 3.1 SUPPPORT INITIATIVES THAT CONNECT FAMILIES TO RESOURCES	\$ 219,979.06	\$ 228,778.22	Full year contracts & includes 4% COLA
STRATEGY 3.1 SUPPPORT INITIATIVES THAT CONNECT FAMILIES TO RESOURCES	\$ 203,850.70	\$ 106,002.36	Ends March 2024 & includes 4% COLA
STRATEGY 3.2 IMPROVE FAMILY STRENGTHENING AND SUPPORTS	\$ 183,352.00	\$ 190,686.08	Full year contracts & includes 4% COLA
STRATEGY 3.2 IMPROVE FAMILY STRENGTHENING AND SUPPORTS	\$ 104,800.00	\$ 54,496.00	Ends March 2024 & includes 4% COLA
TOTAL GOAL 3: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS	\$ 711,981.76	\$ 579,962.67	
GOAL 4: ALL CHILDREN LIVE IN A SAFE COMMUNITY			
STRATEGY 4.1 SUPPPORT INJURY PREVENTION	\$ -	\$ -	
STRATEGY 4.2 SUPPPORT INITIATIVES THAT PREVENT DELINQUENCY / TRUANCY	\$ 41,296.46	\$ 21,474.16	Ends March 2024 & includes 4% COLA
STRATEGY 4.3 SUPPPORT VIOLENCE PREVENTION INITIATIVES	\$ 38,427.00	\$ 19,982.04	Ends March 2024 & includes 4% COLA
STRATEGY 4.3 SUPPPORT VIOLENCE PREVENTION INITIATIVES	\$ 19,152.00	\$ 19,918.08	Full year contracts & includes 4% COLA
TOTAL GOAL 4: ALL CHILDREN LIVE IN A SAFE COMMUNITY	\$ 98,875.46	\$ 61,374.28	
SOCIAL & EMOTIONAL LEARNING			
RFP Grants to go out	\$ 125,000.00	\$ -	
MENTORING & CHARACTER BUILDING			
RFP Grants to go out	\$ 500,000.00	\$ 500,000.00	
EMERGENT NEEDS FUNDS			
RFP Grants to go out	\$ 150,000.00	\$ 150,000.00	
COMMUNITY ENGAGEMENT / SPONSORSHIPS			
	\$ 50,000.00	\$ 50,000.00	
FY22 PROGRAM FUNDING TOTAL	\$ 7,524,591.65	\$ 6,783,578.89	
APPROVED BUDGET	\$ 7,773,302.00	\$ 7,773,302.00	
Total Unallocated	\$ 248,710.35	\$ 989,723.11	



CHILDREN'S TRUST
OF ALACHUA COUNTY

REGULAR BOARD MEETING

June 12, 2023, at 4:00 PM

CTAC, 802 NW 5th Ave., Gainesville, FL 32601

Attendance List

Name	Organization	Email address	Contact number
Margot DeConna	Food4Kids	Margot@food4kids fl.org	954 240 9819
CHRISTINA KING	GRACE PLACE		
Alan Paulin	MERIDIAN	alan-paulin@ mbhcci.org	on file
Harmon Knight	UF-AZC	hknight@uf.edu	
Wikki Thompson	Goodwill	wthompson@ goodwilljax.org	318 758 8127
Heather Donovan	Purvis Gray	hdonovan@ purvisgray.com	
Phil Kasch	CDS	Philip-Kabler@ cdsfl.org	352-339-5792
David Routrep	Boys & Girls Club	davidr@bgcfl.org	321-578-0220
Brooke Beers	CAC	brooke@cac gainesville.org	352-804-4805
Dorothy Inn	CC		on file



CHILDREN'S TRUST
OF ALACHUA COUNTY

REGULAR BOARD MEETING

June 12, 2023, at 4:00 PM

CTAC, 802 NW 5th Ave., Gainesville, FL 32601

Attendance List

Name	Organization	Email address	Contact number
Kyle Schramm	TeensWorks Alachua	kschramm@goodwilljax.org	(904) 740-3539
Glory Reitz	Mainstreet Daily News	greitz@mainstreetdailynews.com	(417) 592-2743

File Attachments for Item:

3. 6.12.23 Board Meeting Evaluation - Survey Results



Summary of Board Meeting Evaluation Surveys

Per Board Policy 1.15, each meeting Board members will have the opportunity to evaluate the effectiveness and efficiency of meetings and provide suggestions on how to improve and best use time during Board meetings. The following is a summary of the input Board members provided for review by the Board, CTAC staff, and members of the public regarding the most recent Board meeting.

<u>Date of Meeting:</u>	June 12, 2023
<u>Completion Rate:</u>	100% of Board members completed (9 of 9)¹

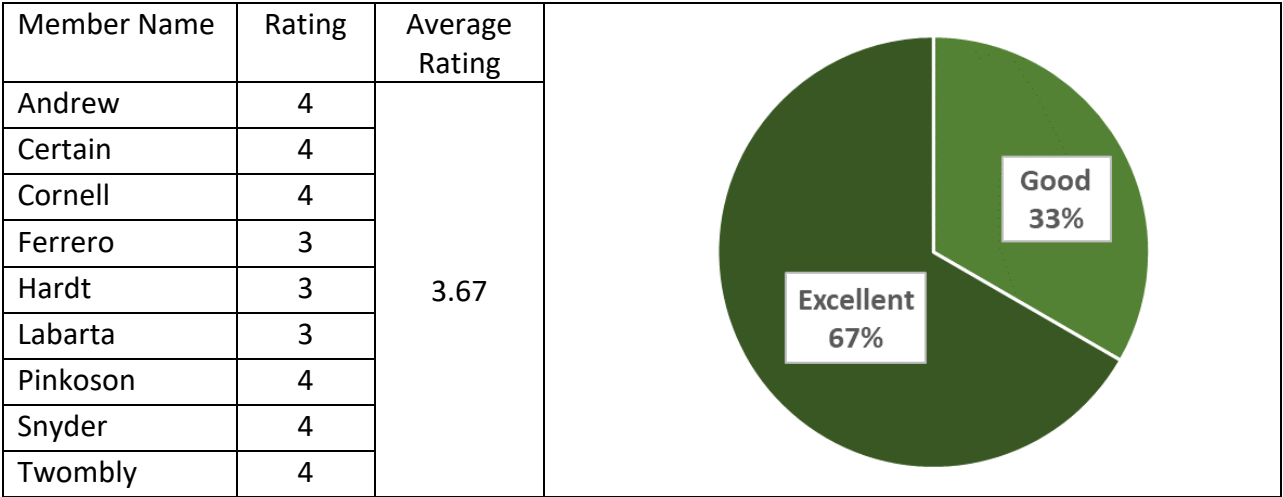
Evaluation of Meeting Components:

Board members rate the effectiveness and efficiency of four meeting components from 1 to 4. A rating of 1 = “poor”, 2 = “fair”, 3 = “good”, and 4 = “excellent”. Most meeting components received ratings of either “good” or “excellent”. The “Presentations” component received a higher-than-average rating. Positive feedback was received regarding the strategic planning consultants and the audit presentation. “Materials Provided”, “Meeting Facilitation” and “CTAC Staff” received a lower-than-average rating. Requests were made for larger font size on slides presented and packet materials.

Meeting Component				
Date of Meeting	Materials Provided	Meeting Facilitation	CTAC Staff	Presentations
June 12, 2023	3.67 ↓	3.78 ↓	3.67 ↓	3.78 ↑
Average Rating (Cumulative to Date)	3.68	3.79	3.81	3.74

¹ Nine Board members attended in-person or virtually on 6/12/2023. All current Board members participated in the meeting, and there is one Board member vacancy.

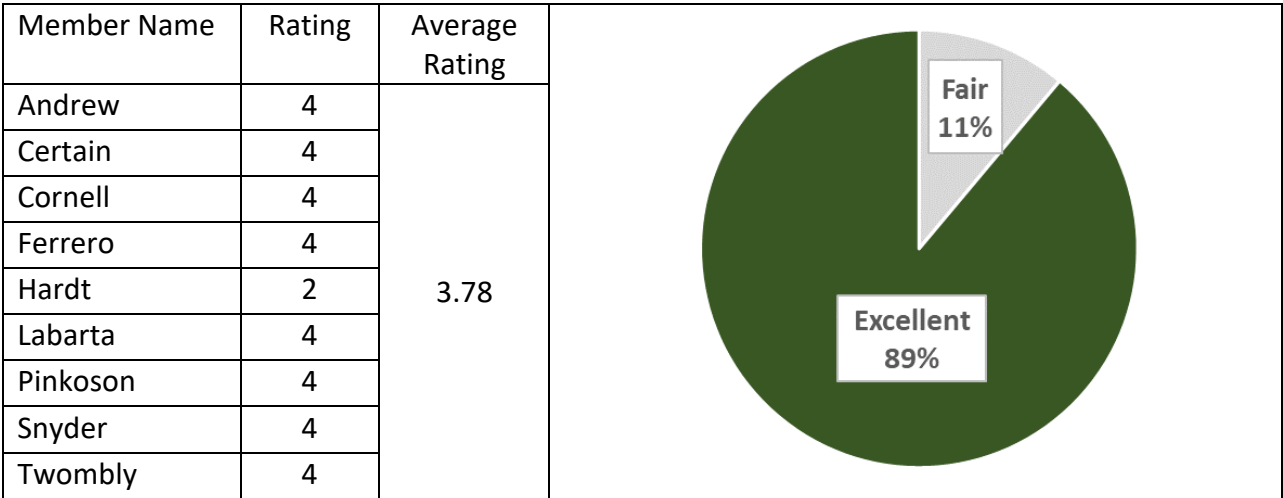
Materials Provided (The Board packet was received in a timely fashion and provided the information needed to prepare for the meeting)



Comments:

- Bigger font please. (Ferrero).
- Larger print on financials. (Labarta).

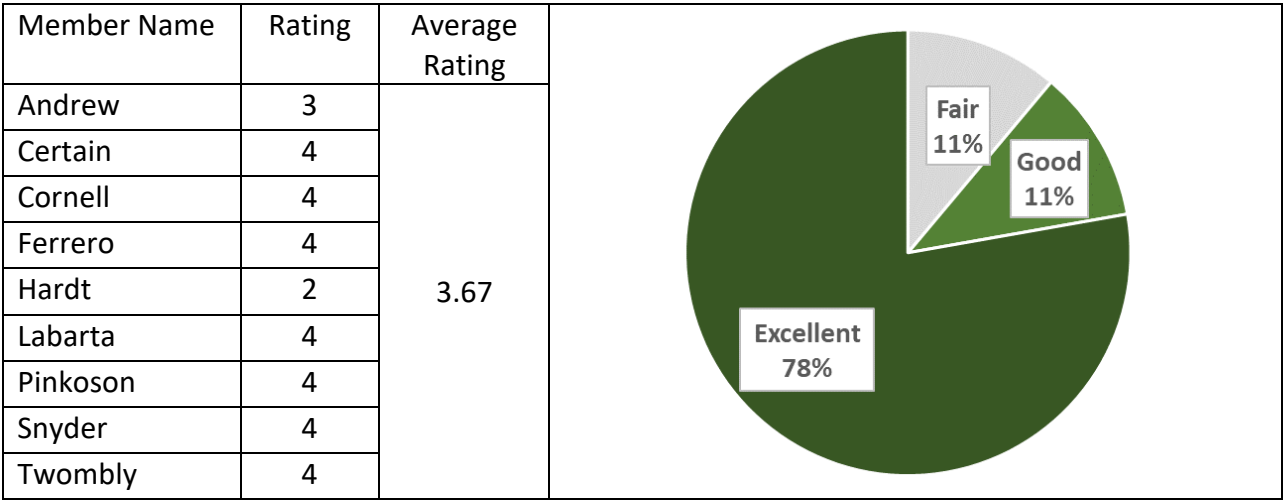
Meeting Facilitation (The Chair ensured Board members and members of the public who wanted to speak had the opportunity to be heard)



Comments:

- Chair Certain mentioned that she could not see my hand up because her back is to the screen. That could be solved by putting a computer in front of her during the meetings or having a second monitor facing the board chair and others. I tried texting Ashley and also Marsha at one point. They are occupied with other issues and do not need to be monitoring me for possible comments. (Hardt).

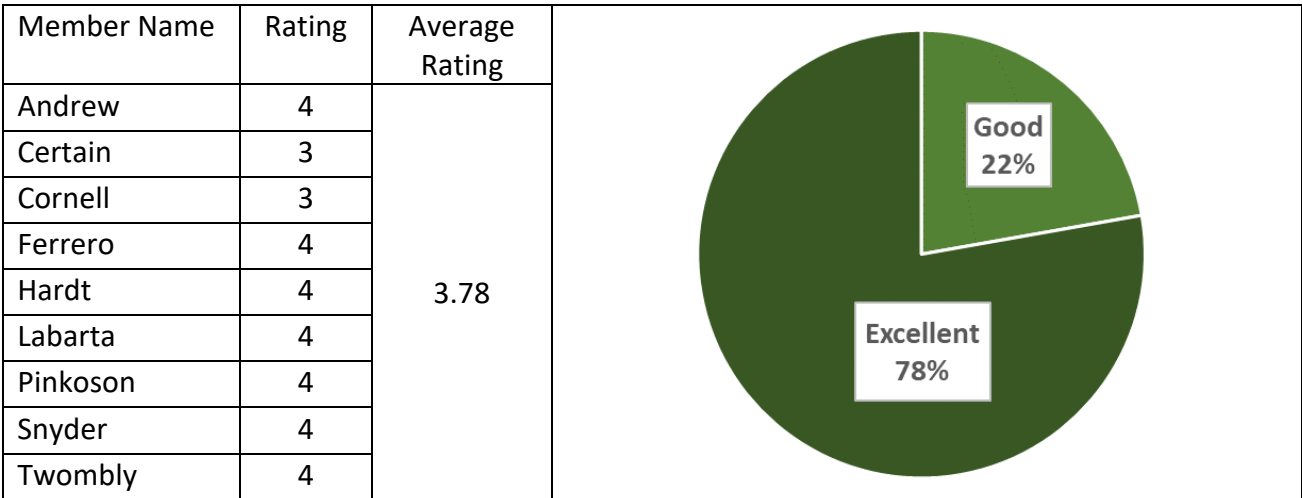
CTAC Staff (CTAC staff were knowledgeable on their agenda items and prepared to address questions, or provide a plan for follow-up)



Comments:

- I thought the finance presentation could have been better. There was confusion as reflected in Board questions and the answers to those questions. Graphics help but trend lines can show us where we have been and where we are going. (Hardt).

Presentations (Presentations were helpful in providing information on programs and policies to guide decision-making and allow for input and transparency)



Comments:

- Larger print on slides. Larger print on handouts. (Certain).
- Please provide the presentation budget materials for the future meetings. (Cornell).
- The consultants were well prepared. We may reject their feedback to us, but we need to consider it. (Hardt).
- The plan facilitators were excellent. (Labarta).
- Audit presentation helpful. (Snyder).

Finally, Board members can provide general comments on the meeting overall as well as topics they'd like to see addressed on future agendas. These comments are listed below.

General Comments:

- The addition of the microphones was a great step forward. The quality of the sound was excellent. Now we just need to be sure everyone knows how to use the equipment and is reminded to use the equipment. Even with good sound, it was still hard to be sure who was speaking. The panoramic view of the board seats was too small to see who was speaking. The mouths of the speakers and the color of the light on the microphones was not visible. To compound the difficulty, the owl was fixed on a few people (usually Marsha, Christy, and Ken Cornell) even though they were not speaking. They did a good job not picking their noses since their images were greatly enlarged! (Hardt).
- Both the workshop and the meeting were excellent. (Pinkoson).
- Good workshop and really pleased to have the strategic plan in place. (Twombly).

Items, Presentations, or other Information for future Board agendas:

- Yes, the financials trended over the years. We need to see where we have been and where we are going. This will reduce the idea that we should just keep renewing funding for things till we figure this out. We need to look at our data and adhere to our strategic plan NOW. (Hardt).

File Attachments for Item:

4. June Sponsorships

Elizabeth Cayson

From: Children's Trust of Alachua County Florida <childrenstrust-fl@municodeweb.com>
Sent: Tuesday, May 9, 2023 3:58 PM
To: Elizabeth Cayson
Subject: Form submission from: Sponsorship Application
Attachments: ctac_new_vendor_form.xlsx; w9_.jpg

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Tuesday, May 9, 2023 - 3:57pm

Submitted by anonymous user: [68.110.128.226](#)

Submitted values are:

Organization Name Grace To Overcome, Inc 501(c)3

Event Name Strong-Safe & Equipped Youth

Event Date Mon, 06/12/2023

Time 10:00 am - 2:30 pm

Location TBD

Brief Description of Proposed Activity/Event (100 words or less)

SSE Youth is an exciting and engaging program that focuses on building skills in media analysis, media production, healthy cyber behavior to help young people ages 11 to 18 understand the complex media world around them and how it can influence their health & well-being especially nutrition, fitness and relational wellness. The youth will engage in a variety of activities incorporating the positive and negative of media, food as fuel to eat well so they can play hard. To aid in building skills that help them make and take specific actions for better habits with media, food, fitness, friends and family that will last into adulthood. Towards the end of the workshop, the children will be working on a project called The Big Production. The purpose of The Big Production will be to motivate others to take a specific action for better skills with media, food, fitness, friends and family. Session A - June 12-23 & Session B- July 17-28

Identify CTAC Goals the activity/event will be addressing. Children can learn what they need to be successful

Target Population 11-18 years

Number Attending 50

Presenters/Consultants Pamela Hawkins

Have you applied to the Sponsorship Fund Application in the past for this activity event? No

Have you received funding from the Sponsorship Fund in the past for this activity/event? No

If yes, enter date:

Are you qualified to conduct business in the state of Florida? Yes

Budget Expenses: Please specify what supplies will be needed, if applicable.

Program launch/press release, Food and snacks supplies (some prepared snacks, like raisins, etc & ingredients to prepare from scratch snack/meal) Program Supplies (art supplies, copies etc.) Gas/ transportation, printing t-shirt, program bag, Teen leader/volunteer thank you.

Please specify what budget expenses will be covered by CTAC.

To aid in food and snack supplies, program supplies, t-shirt, bag and printing more so but if fall short of funds for other above needs/desires listed

for the success of this 2023 summer empowerment program.

TOTAL FUNDS REQUESTED \$ 1,500

Contact Person - First Name Pamela

Contact Person - Last Name Hawkins

Contact email restoringumatters@gmail.com
Contact phone number 3,522,269,309
Website Separate web Under construction/ drop down on: restoringumatters.org
Facebook In process
Twitter Don't have one
Instagram In process
New Vendor Form [ctac new vendor form.xlsx](#)
W-9 Taxpayer ID and Certification [w9 .jpg](#)
Acknowledgement of sponsorship Yes
Agree to appropriate logo usage Yes
Name of Submitter Pamela Hawkins
Date of Submission Tue, 05/09/2023

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/806>

Elizabeth Cayson

From: Elizabeth Cayson
Sent: Friday, June 23, 2023 3:27 PM
To: Pamela Hawkins
Subject: Children's Trust Sponsorship Application

Dear Pamela Hawkins, Grace To Overcome:

We are delighted to inform you we have reviewed and approved your sponsorship application in the amount of \$800 sponsorship level. I have updated the new dates for this event, which is now scheduled for July 19-31, 2023.

Per our sponsorship agreement, to ensure consistent brand messaging, the Children's Trust requires that the applicant use CTAC's logo in print materials, signage, online and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space and the primary stacked logo will not fit properly. For additional information regarding our logo click on the link: [Logo Use | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](https://www.childrenstrustofalachuacounty.us/logo-use)

Additionally, you will receive a survey from Demetrica Tyson, Program Specialist (dtyson@childrenstrustofalachuacounty.us) please respond within 30 days after the event. Also, please send us photos from the event/project that we can use for promotional purposes. Please ensure you have signed photo release consent forms; we do not need copies of photo releases.

Thanks again for partnering with Children's Trust of Alachua County to ensure children are healthy, educated, supported & safe.

Wishing you all a successful event.

If you have any questions or need additional information, please feel free to contact me directly.

Kindest regards,

Liz

Elizabeth "Liz" Cayson, M.S.
 Community Engagement Coordinator
 Children's Trust of Alachua County
 Physical Address: 802 NW 5th Ave; Suite 100, Gainesville, FL 32601
 Mailing Address: P.O. Box 5669, Gainesville, FL 32627
 Main Phone: 352-374-1830
 Direct Line: 352-374-1832
 Cell Phone: 352-363-8666
 Fax: 352-374-1831



Elizabeth Cayson

From: Children's Trust of Alachua County Florida <childrenstrust-fl@municodeweb.com>
Sent: Monday, June 26, 2023 12:54 PM
To: Elizabeth Cayson
Subject: Form submission from: Sponsorship Application
Attachments: ctacvendorform.xlsx; ctac_copyw9.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Monday, June 26, 2023 - 12:54pm

Submitted by anonymous user: 173,187,208,100

Submitted values are:

Organization Name High Springs Chamber of Commerce

Event Name 3rd Annual Back to School Giveaway

Event Date Sun, 08/13/2023

Time 4-6PM

Location High Springs Civic Center, 330 NW Santa Fe Blvd, High Springs

Brief Description of Proposed Activity/Event (100 words or less)

The High Springs Chamber will host a community event and will provide an array of free services for families and will give away free school supplies, backpacks, and free haircuts for entire family. We want families to have the necessary supplies so that all children will be prepared for the new school year.

Identify CTAC Goals the activity/event will be addressing. Children can learn what they need to be successful

Target Population 2000

Number Attending 1,000

Presenters/Consultants Health Department

Have you applied to the Sponsorship Fund Application in the past for this activity event? Yes

Have you received funding from the Sponsorship Fund in the past for this activity/event? Yes

If yes, enter date: Mon, 08/01/2022

Are you qualified to conduct business in the state of Florida? Yes

Budget Expenses: Please specify what supplies will be needed, if applicable.

Rental Space, 5 Barbers services, Bounce House, Food vendors fee, food, beverages, and utensils.

Please specify what budget expenses will be covered by CTAC. School Supplies, 500 backpacks, and food.

TOTAL FUNDS REQUESTED \$ 2,000

Contact Person - First Name Sharon

Contact Person - Last Name Decker

Contact email chamber@highsprings.com

Contact phone number 3,864,543,120

Website www.highsprings.com

Facebook The High Springs Chamber

Twitter N/A

Instagram N/A

New Vendor Form [ctacvendorform.xlsx](#)

W-9 Taxpayer ID and Certification [ctac_copyw9.pdf](#)

Acknowledgement of sponsorship Yes

Agree to appropriate logo usage Yes

Name of Submitter Sharon Decker
Date of Submission Mon, 05/01/2023

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/846>

Elizabeth Cayson

From: Elizabeth Cayson
Sent: Monday, June 26, 2023 3:21 PM
To: Sharon Decker
Subject: Children's Trust of Alachua County- Sponsorship Application

Dear Sharon Decker, High Springs Chamber of Commerce,

We are delighted to inform you we have reviewed and approved your sponsorship application in the amount of \$2,000 sponsorship level. For this event, we plan to attend and host a resource table.

Per our sponsorship agreement, to ensure consistent brand messaging, the Children's Trust requires that the applicant use CTAC's logo in print materials, signage, online and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space and the primary stacked logo will not fit properly. For additional information regarding our logo click on the link: [Logo Use | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](#)

Additionally, you will receive a survey from Demetrica Tyson, Program Specialist (dtyson@childrenstrustofalachuacounty.us) please respond within 30 days after the event. Also, please send us photos from the event/project that we can use for promotional purposes. Please ensure you have signed photo release consent forms; we do not need copies of photo releases.

Thanks again for partnering with Children's Trust of Alachua County to ensure children are healthy, educated, supported & safe.

Wishing you all a successful event.

If you have any questions or need additional information, please feel free to contact me directly.

Kindest regards,

Liz

Elizabeth "Liz" Cayson, M.S
 Community Engagement Coordinator
 Children's Trust of Alachua County
 Physical Address: 802 NW 5th Ave; Suite 100, Gainesville, FL 32601
 Mailing Address: P.O. Box 5669, Gainesville, FL 32627
 Main Phone: 352-374-1830
 Direct Line: 352-374-1832
 Cell Phone: 352-363-8666
 Fax: 352-374-1831



File Attachments for Item:

5. June 2023 Checks and Expenditures Report



Item:

June 2023 Checks and Expenditures Report

Requested Action:

The Trust is asked to receive the report.

Background

Resolution 2020-2 requires that “All checks for expenditures or contracts which have not been expressly approved by the Trust shall be reported to the Trust on a monthly basis. The report may be under the consent agenda subject to being removed for further discussion.”

Attachments

June 2023 Bank Activity Report

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Receive the Report

Children's Trust of Ala Cty LIVE
Bank Account Activity Report
 Reconciled & Un-Reconciled
 From Date: 06/01/2023 - To Date: 06/30/2023

Item 5.

Bank	Bank Account					
Bank of America	Concentration Account					
Checks:						
Status	Check Number	Payment Date	Reconciled	Source	Payee Name	Amount
. No Transactions Exist						
EFTs:						
Status	EFT Number	Payment Date	Reconciled	Source	Payee Name	Amount
Open	29	06/16/2023		Accounts Payable	MISSION SQUARE RETIREMENT	527.02
						\$527.02
Returned Checks:						
Date	Payer				Check Number	Amount
. No Transactions Exist						
Wire Transfers:						
Type	Date	Vendor	Description		Internal Account	Amount
.						
Wire Transfer Out	06/01/2023		6.1.23 transfer to 0940		ZBA Accounts Payable	(14,627.50)
Wire Transfer Out	06/02/2023		6.2.23 transfer to 0940		ZBA Accounts Payable	(129,553.63)
Wire Transfer Out	06/05/2023		6.5.23 transfer to 0940		ZBA Accounts Payable	(10,926.00)
Wire Transfer Out	06/06/2023		6.6.23 transfer to 0940		ZBA Accounts Payable	(19,308.16)
Wire Transfer Out	06/07/2023		6.7.23 transfer to 0940		ZBA Accounts Payable	(49,413.62)
Wire Transfer Out	06/08/2023		6.8.23 transfer to 0940		ZBA Accounts Payable	(5,636.83)
Wire Transfer Out	06/09/2023		6.9.23 transfer to 0940		ZBA Accounts Payable	(14,836.24)
Wire Transfer Out	06/12/2023		6.12.23 transfer to 0940		ZBA Accounts Payable	(5,000.00)
Wire Transfer Out	06/13/2023		6.13.23 transfer to 0940		ZBA Accounts Payable	(44,011.81)
Wire Transfer Out	06/14/2023		6.14.23 transfer to 0940		ZBA Accounts Payable	(33,266.93)
Wire Transfer Out	06/15/2023		6.15.23 transfer to 0940		ZBA Accounts Payable	(28,750.00)
Wire Transfer Out	06/16/2023		6.16.23 transfer to 0940		ZBA Accounts Payable	(9,919.54)
Wire Transfer Out	06/20/2023		6.20.23 transfer to 0940		ZBA Accounts Payable	(7,600.23)
						(\$372,850.49)
Adjustments:						
Type	Date	Description				Amount
. No Transactions Exist						

Children's Trust of Ala Cty LIVE
Bank Account Activity Report

Item 5.

Reconciled & Un-Reconciled
 From Date: 06/01/2023 - To Date: 06/30/2023

Bank	Bank Account						
Bank of America	ZBA Accounts Payable						
Checks:	Status	Check Number	Payment Date	Reconciled	Source	Payee Name	Amount
	Open	11451	06/02/2023		Accounts Payable	ALACHUA COUNTY BOCC	188.78
	Open	11452	06/02/2023		Accounts Payable	ALACHUA COUNTY BOCC	12,407.56
	Open	11453	06/02/2023		Accounts Payable	Catholic Charities Bureau Inc.	10,337.28
	Open	11454	06/02/2023		Accounts Payable	Childrens Home Society of FL	3,981.74
	Open	11455	06/02/2023		Accounts Payable	Goldwire, Kristy	528.00
	Open	11456	06/02/2023		Accounts Payable	Goodwill Industries of North Florida	606.79
	Open	11457	06/02/2023		Accounts Payable	Just for Us Edu	5,000.00
	Open	11458	06/02/2023		Accounts Payable	Minority Business Listings Inc	15,000.00
	Open	11459	06/07/2023		Accounts Payable	Doves of Loves Cleaning Services LLC	400.00
	Open	11460	06/09/2023		Accounts Payable	Alicia Pfahler Counseling, Inc	500.00
	Open	11461	06/09/2023		Accounts Payable	Amiron Financial Literacy Initiative	1,500.00
	Open	11462	06/09/2023		Accounts Payable	BANK OF AMERICA	1,899.80
	Open	11463	06/09/2023		Accounts Payable	CADE MUSEUM LABS INC	6,686.97
	Open	11464	06/09/2023		Accounts Payable	CFX OFFICE TECHNOLOGY OF GAINESVILLE	138.00
	Open	11465	06/09/2023		Accounts Payable	Day Springs M.B. Church	1,000.00
	Open	11466	06/09/2023		Accounts Payable	Doves of Loves Cleaning Services LLC	400.00
	Open	11467	06/09/2023		Accounts Payable	Everyone Loves Oneanother Foundation, Inc	500.00
	Open	11468	06/09/2023		Accounts Payable	Gainesville Alumnae Chapter of Delta Sigma Theta	500.00
	Open	11469	06/09/2023		Accounts Payable	Hawthorne Youth Sports, Inc	2,500.00
	Open	11470	06/09/2023		Accounts Payable	James, Belita	398.00
	Open	11471	06/09/2023		Accounts Payable	Seek Higher Ground	2,575.59
	Open	11472	06/09/2023		Accounts Payable	Stokes dba Waldo Community New Vision Coalition, Julie	1,000.00
	Open	11473	06/09/2023		Accounts Payable	Shands Teaching Hospital and Clinics, Inc.	120.00
	Open	11474	06/09/2023		Accounts Payable	AFLAC	293.26
	Open	11475	06/16/2023		Accounts Payable	CADE MUSEUM LABS INC	4,337.69
	Open	11476	06/16/2023		Accounts Payable	Doves of Loves Cleaning Services LLC	400.00
	Open	11478	06/16/2023		Accounts Payable	Gainesville Thrives	1,262.07
	Open	11479	06/16/2023		Accounts Payable	Greater Bethel AME Church	9,090.00
	Open	11480	06/16/2023		Accounts Payable	James Moore & Co P. L.	2,000.00
	Open	11481	06/16/2023		Accounts Payable	OFFICE DEPOT	514.71
	Open	11482	06/16/2023		Accounts Payable	St. Barbara CFC Ministries	13,500.00

Children's Trust of Ala Cty LIVE
Bank Account Activity Report

Item 5.

Reconciled & Un-Reconciled
 From Date: 06/01/2023 - To Date: 06/30/2023

Bank	Bank Account					
.	Open	11483	06/16/2023	Accounts Payable	University of Florida Board of Trustees	2,640.00
	Open	11484	06/23/2023	Accounts Payable	CADE MUSEUM LABS INC	2,124.20
	Open	11485	06/23/2023	Accounts Payable	Doves of Loves Cleaning Services LLC	400.00
	Open	11486	06/23/2023	Accounts Payable	GAINESVILLE REGIONAL UTILITIES	888.38
	Open	11487	06/23/2023	Accounts Payable	GAINESVILLE REGIONAL UTILITIES	700.00
	Open	11488	06/23/2023	Accounts Payable	Gainesville Thrives	1,330.72
	Open	11489	06/23/2023	Accounts Payable	Goldwire, Kristy	37.98
	Open	11490	06/23/2023	Accounts Payable	University of Florida Board of Trustees	16,344.25
						\$124,031.77

EFTs: Status	EFT Number	Payment Date	Reconciled	Source	Payee Name	Amount
.	Open	331	06/02/2023	Accounts Payable	Cayson, Elizabeth	247.00
	Open	332	06/02/2023	Accounts Payable	Gainesville Circus Center Inc	3,000.00
	Open	333	06/02/2023	Accounts Payable	Jones, Mia R	1,431.97
	Open	334	06/02/2023	Accounts Payable	Kiner, Marsha	497.58
	Open	335	06/02/2023	Accounts Payable	Motiv8U of North Central Florida Inc	6,075.00
	Open	336	06/02/2023	Accounts Payable	Randstad North America Inc. Spherion Staffing LLC	741.68
	Open	353	06/05/2023	Accounts Payable	Health Equity Inc	14.35
	Open	337	06/09/2023	Accounts Payable	Gainesville Circus Center Inc	13,992.60
	Open	338	06/09/2023	Accounts Payable	HEALTHY START OF NORTH CENTRAL FL	5,112.29
	Open	339	06/09/2023	Accounts Payable	Jones, Mia R	51.70
	Open	340	06/09/2023	Accounts Payable	Randstad North America Inc. Spherion Staffing LLC	881.84
	Open	341	06/09/2023	Accounts Payable	Wagner, Bonnie	122.00
	Open	344	06/09/2023	Accounts Payable	AlphaStaff Inc.	34,981.19
	Open	354	06/12/2023	Accounts Payable	Health Equity Inc	19.76
	Open	355	06/12/2023	Accounts Payable	Florida Retirement System	11,966.81
	Open	345	06/16/2023	Accounts Payable	CE's Underground Kitchen	4,474.13
	Open	346	06/16/2023	Accounts Payable	Child Advocacy Center Inc.	14,568.53
	Open	347	06/16/2023	Accounts Payable	GAINESVILLE AREA COMMUNITY TENNIS ASSOCIATION	24,413.47
	Open	348	06/16/2023	Accounts Payable	KIDS COUNT IN ALACHUA COUNTY, INC.	30,084.81
	Open	349	06/16/2023	Accounts Payable	PACE CENTER FOR GIRLS INC	5,591.55
	Open	350	06/16/2023	Accounts Payable	Randstad North America Inc. Spherion Staffing LLC	630.72
	Open	351	06/16/2023	Accounts Payable	Traveling Art Camp LLC	2,968.94

Children's Trust of Ala Cty LIVE
Bank Account Activity Report

Item 5.

Reconciled & Un-Reconciled
 From Date: 06/01/2023 - To Date: 06/30/2023

Bank	Bank Account					
.	Open	356	06/20/2023	Accounts Payable	Health Equity Inc	24.99
	Open	352	06/22/2023	Accounts Payable	AlphaStaff Inc.	34,543.40
	Open	357	06/23/2023	Accounts Payable	CFX OFFICE TECHNOLOGY OF GAINESVILLE	138.00
	Open	358	06/23/2023	Accounts Payable	GAINESVILLE AREA COMMUNITY TENNIS ASSOCIATION	25,055.59
	Open	359	06/23/2023	Accounts Payable	GIRLS PLACE, INC.	31,396.64
	Open	360	06/23/2023	Accounts Payable	Peaceful Paths Inc.	987.69
	Open	361	06/23/2023	Accounts Payable	Shands Teaching Hospital and Clinics, Inc.	9,759.10
						\$263,773.33

Returned Checks:

Date	Payer	Check Number	Amount
No Transactions Exist			

Wire Transfers:

Type	Date	Vendor	Description	Internal Account	Amount
Wire Transfer In	06/01/2023		6.1.23 transfer to 0940	Concentration Account	14,627.50
Wire Transfer In	06/02/2023		6.2.23 transfer to 0940	Concentration Account	129,553.63
Wire Transfer In	06/05/2023		6.5.23 transfer to 0940	Concentration Account	10,926.00
Wire Transfer In	06/06/2023		6.6.23 transfer to 0940	Concentration Account	19,308.16
Wire Transfer In	06/07/2023		6.7.23 transfer to 0940	Concentration Account	49,413.62
Wire Transfer In	06/08/2023		6.8.23 transfer to 0940	Concentration Account	5,636.83
Wire Transfer In	06/09/2023		6.9.23 transfer to 0940	Concentration Account	14,836.24
Wire Transfer In	06/12/2023		6.12.23 transfer to 0940	Concentration Account	5,000.00
Wire Transfer In	06/13/2023		6.13.23 transfer to 0940	Concentration Account	44,011.81
Wire Transfer In	06/14/2023		6.14.23 transfer to 0940	Concentration Account	33,266.93
Wire Transfer In	06/15/2023		6.15.23 transfer to 0940	Concentration Account	28,750.00
Wire Transfer In	06/16/2023		6.16.23 transfer to 0940	Concentration Account	9,919.54
Wire Transfer In	06/20/2023		6.20.23 transfer to 0940	Concentration Account	7,600.23
					\$372,850.49

Adjustments:

Type	Date	Description	Amount
No Transactions Exist			

File Attachments for Item:

6. June 2023 Programmatic Award and Expense Report



Item:

Programmatic Award and Expense Report

Requested Action:

The Trust is asked to receive the report.

Background

Upon request of Board Members, Provide monthly report of Programmatic funding by Goal. The report should include initial awarded amount and YTD expenses. The report may be under the consent agenda subject to being removed for further discussion.”

Attachments

Program Funding and Expense Report

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Receive the Report

GOALS / STRATEGIES	AGENCIES	BUDGETED FUNDING w/COLA - 9 to 12mth	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
GOAL 1: ALL CHILDREN ARE BORN HEALTHY AND REMAIN HEALTHY					
	AGENCIES	BUDGETED FUNDING w/COLA - 9 to 12mth	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
STRATEGY 1.1 SUPPORT MATERNAL AND CHILD HEALTH					
PROGRAM					
MATERNAL FAMILY PARTNER	Healthy Start of North Central Florida, Inc.	\$ 79,800.00	\$ 79,800.00	\$ 32,306.47	\$ 47,493.53
NEWBORN HOME VISITING PROGRAM	Healthy Start of North Central Florida, Inc.	\$ 425,600.00	\$ 425,600.00	\$ 144,573.92	\$ 281,026.08
STRATEGY 1.2 SUPPORT MENTAL HEALTH AND SUBSTANCE ABUSE PREVENTION					
PROGRAM					
REACH COMMUNITY COUNSELING SERVICES FOR ADOLESCENT GIRLS	PACE Center for Girls Inc.	\$ 104,800.00	\$ 104,800.00	\$ 20,368.03	\$ 84,431.97
YOUTH MENTAL HEALTH SUPPORT DURING AFTER-SCHOOL AND SUMMER PROGRAMMING	Partners in Adolescent Lifestyle Support (PALS) THRIVE (A University of Florida Health Program) Shands Teaching Hospital	\$ 104,800.00	\$ 104,800.00	\$ 9,759.10	\$ 95,040.90
Reducing Trauma to Abused Children Therapy Program	Child Advocacy Center	\$ 150,000.00	\$ 150,000.00	\$ 14,036.53	\$ 135,963.47
STRATEGY 1.3 SUPPORT PHYSICAL HEALTH					
PROGRAM					
WELLNESS COORINATOR @ HOWARD BISHOP MS	Children's Home Society of Florida	\$ 66,718.65	\$ 66,718.65	\$ 31,262.86	\$ 35,455.79
SAVING SMILES	UF College of Dentistry	\$ 100,000.00	\$ 100,000.00	\$ 37,757.25	\$ 62,242.75
STRATEGY 1.4 IMPROVE FOOD SECURITY					
PROGRAM					
WEEKEND BACKPACK PROGRAM	Catholic Charities	\$ 50,000.00	\$ 50,000.00	\$ 14,809.23	\$ 35,190.77
TOAL GOAL 1		\$ 1,081,718.65	\$ 1,081,718.65	\$ 304,873.39	\$ 776,845.26
GOAL 2: ALL CHILDREN CAN LEARN WHAT THEY NEED TO BE SUCCESSFUL					
	AGENCIES	BUDGETED FUNDING w/COLA - 9 to 12mth	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
STRATEGY 2.1 SUPPORT PROFESSIONAL DEVELOPMENT AND CAPACITY-BUILDING					
PROGRAM					
TRANSFORMATIVE PROFESSIONAL DEVELOPMENT	Early Learning Coalition of Alachua County	\$ 248,026.00	\$ 248,026.00	\$ 16,957.72	\$ 231,068.28
V'LOCITY MASTER CLASS SERIES	Business Leadership Institute for Early Learning	\$ 101,330.00	\$ 101,330.00	\$ 81,764.88	\$ 19,565.12
ACCREDITATION ACADEMY	Multiple	\$ 181,387.00	\$ 181,387.00	\$ 35,344.66	\$ 146,042.34
PHILANTHROPY HUB	Community Foundation of North Central Florida	\$ 8,500.00	\$ -	\$ -	\$ -
TOAL GOAL 2 Strategy 2.1		\$ 539,243.00	\$ 530,743.00	\$ 134,067.26	\$ 396,675.74

GOALS / STRATEGIES	AGENCIES	BUDGETED FUNDING w/COLA - 9 to 12mth	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
STRATEGY 2.2 EXPAND ACCESS TO HIGH QUALITY CHILDCARE, AFTERSCHOOL, AND SUMMER PROGRAMS					
PROGRAM					
SUMMER PROGRAMMING (2021-2024)	Alachua County Camp 13382	\$ 43,730.40	\$ 43,730.40	\$ -	\$ 43,730.40
SUMMER PROGRAMMING (2021-2024)	Boys & Girls Clubs 13384	\$ 142,620.69	\$ 142,620.69	\$ 23,887.50	\$ 118,733.19
SUMMER PROGRAMMING (2021-2024)	Cade Museum 13385	\$ 17,309.15	\$ 17,309.15	\$ -	\$ 17,309.15
SUMMER PROGRAMMING (2021-2024)	City Of Alachua 13386	\$ 70,931.56	\$ 70,931.56	\$ -	\$ 70,931.56
SUMMER PROGRAMMING (2021-2024)	Community Impact 13387	\$ 147,443.80	\$ 147,443.80	\$ 29,125.00	\$ 118,318.80
SUMMER PROGRAMMING (2021-2024)	Cultural Arts Coalition 13388	\$ 29,600.00	\$ 29,600.00	\$ -	\$ 29,600.00
SUMMER PROGRAMMING (2021-2024)	Deeper Purpose Community Church 13389	\$ 97,351.05	\$ 97,351.05	\$ 23,962.80	\$ 73,388.25
SUMMER PROGRAMMING (2021-2024)	Gainesville Area Tennis Association 13391	\$ 71,208.20	\$ 71,208.20	\$ 11,623.25	\$ 59,584.95
SUMMER PROGRAMMING (2021-2024)	Gainesville Circus Center	\$ 26,812.80	\$ 26,812.80	\$ 3,000.00	\$ 23,812.80
SUMMER PROGRAMMING (2021-2024)	Girls Place, Inc. 13393	\$ 95,706.80	\$ 95,706.80	\$ -	\$ 95,706.80
SUMMER PROGRAMMING (2021-2024)	Good News Art 13394	\$ 167,219.50	\$ 167,219.50	\$ 35,516.25	\$ 131,703.25
SUMMER PROGRAMMING (2021-2024)	I AM STEM 13393	\$ 173,511.80	\$ 173,511.80	\$ 28,750.00	\$ 144,761.80
SUMMER PROGRAMMING (2021-2024)	Just For Us 13437	\$ 35,112.00	\$ 35,112.00	\$ 5,000.00	\$ 30,112.00
SUMMER PROGRAMMING (2021-2024)	Kids Count in Alachua County, Inc. 13397	\$ 34,792.80	\$ 34,792.80	\$ -	\$ 34,792.80
SUMMER PROGRAMMING (2021-2024)	Santa Fe College	\$ 43,313.31	\$ 43,313.31	\$ -	\$ 43,313.31
SUMMER PROGRAMMING (2021-2024)	Greater Duval	\$ 52,902.00	\$ 52,902.00	\$ 7,327.00	\$ 45,575.00
SUMMER PROGRAMMING (2021-2024)	St Barbara 13400	\$ 66,606.40	\$ 66,606.40	\$ 13,500.00	\$ 53,106.40
SUMMER PROGRAMMING (2021-2024)	Star Center Theater 13401	\$ 99,670.00	\$ 99,670.00	\$ -	\$ 99,670.00
SUMMER PROGRAMMING (2021-2024)	Traveling Art Camp 13402	\$ 180,353.32	\$ 180,353.32	\$ 41,470.81	\$ 138,882.51
SUMMER PROGRAMMING (2021-2024)	YMCA 13398	\$ 201,959.97	\$ 201,959.97	\$ -	\$ 201,959.97
SUMMER PROGRAMMING (2021-2024)	UF CROP	\$ 50,923.04	\$ 50,923.04	\$ -	\$ 50,923.04
SUMMER PROGRAMMING (2021-2024)	City of Alachua FY 2022 expense payable	\$ 2,022.02	\$ 2,022.02	\$ 2,220.02	\$ (198.00)
SUMMER PROGRAMMING (2021-2024)	Greater Bethel AME	\$ 50,000.00	\$ 50,000.00	\$ 9,090.00	\$ 40,910.00
SUMMER PROGRAMMING (2021-2024)	Shands CPR classes	\$ 180.00	\$ 180.00	\$ 180.00	\$ -
SUMMER PROGRAMMING (2021-2024)	Summer Camp Incentives	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00
TOAL GOAL 2 Strategy 2.2 Summer Program		\$ 2,001,280.61	\$ 1,901,280.61	\$ 234,652.63	\$ 1,766,627.98
ENRICHMENT PROGRAMMING (2021-2024)	CE Underground Kitchen	\$ 70,566.61	\$ 70,566.61	\$ 47,691.95	\$ 22,874.66
ENRICHMENT PROGRAMMING (2021-2024)	Motiv8U	\$ 47,880.00	\$ 47,880.00	\$ 21,600.00	\$ 26,280.00
ENRICHMENT PROGRAMMING (2021-2024)	Cultural Arts Coalition	\$ 15,480.00	\$ 15,480.00	\$ 9,292.00	\$ 6,188.00
ENRICHMENT PROGRAMMING (2021-2024)	UF Natural History Museum	\$ 23,493.12	\$ 23,493.12	\$ 7,855.00	\$ 15,638.12
ENRICHMENT PROGRAMMING (2021-2024)	Child Advocacy Center	\$ 11,172.00	\$ 11,172.00	\$ 3,532.00	\$ 7,640.00
ENRICHMENT PROGRAMMING (2021-2024)	Freedom School	\$ 110,000.00	\$ 110,000.00	\$ -	\$ 110,000.00
TOAL GOAL 2 Strategy 2.2 Enrichment		\$ 278,591.73	\$ 278,591.73	\$ 89,970.95	\$ 188,620.78

GOALS / STRATEGIES	AGENCIES	BUDGETED FUNDING w/COLA - 9 to 12mnth	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Boys and Girls Club of Alachua County*	\$ 185,411.58	\$ 185,411.58	\$ 81,810.42	\$ 103,601.16
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Deeper Purpose Community Church, Inc.*	\$ 107,818.42	\$ 107,818.42	\$ 65,316.18	\$ 42,502.24
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Gainesville Area Tennis Association (Aces in Motion)*	\$ 259,583.67	\$ 259,583.67	\$ 176,801.39	\$ 82,782.28
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Gainesville Circus Center*	\$ 128,972.11	\$ 128,972.11	\$ 78,914.96	\$ 50,057.15
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Girls Place, Inc.*	\$ 127,933.23	\$ 127,933.23	\$ 54,403.71	\$ 73,529.52
AFTERSCHOOL PROGRAMMING (RFP 2021-06)	Kids Count in Alachua County, Inc.*	\$ 200,925.71	\$ 200,925.71	\$ 98,704.29	\$ 102,221.42
TOAL GOAL 2 Strategy 2.2 After School		\$ 1,010,644.72	\$ 1,010,644.72	\$ 555,950.95	\$ 454,693.77
STRATEGY 2.3 SUPPORT LITERACY AND OTHER ACADEMIC SUPPORTS					
PROGRAM					
DOLLY PARTON IMAGINATION LIBRARY	Gainesville Thrive	\$ 14,896.00	\$ 14,896.00	\$ 9,823.51	\$ 5,072.49
THE BRIDGE COMMUNITY CENTER LITERACY PROGRAM	PEAK Literacy/Vineyard Christian Fellowship	\$ 59,646.03	\$ 59,646.03	\$ 23,110.80	\$ 36,535.23
OPERATION FULL STEAM*	Cade Museum	\$ 36,131.08	\$ 36,131.08	\$ 13,148.86	\$ 22,982.22
TOAL GOAL 2 Strategy 2.3		\$ 110,673.11	\$ 110,673.11	\$ 46,083.17	\$ 64,589.94
STRATEGY 2.4 IMPROVE CAPACITY TO SUPPORT SPECIAL NEEDS					
PROGRAM					
STRATEGY 2.5 SUPPORT CAREER EXPLORATION AND PREPARATION					
PROGRAM					
TEENSWORK ALACHUA MARKETING & RECRUTMENT	MINORITY BUSINESS LISTINGS, INC.	\$ 102,500.00	\$ 102,500.00	\$ 30,000.00	\$ 72,500.00
TEENSWORK ALACHUA	GOODWILL INDUSTRIES OF NORTH FLORIDA	\$ 271,442.96	\$ 271,442.96	\$ 34,522.32	\$ 236,920.64
TEENSWORK ALACHUA YOUTH PAYROLL	GOODWILL INDUSTRIES OF NORTH FLORIDA	\$ 492,554.06	\$ 492,554.06	\$ 606.79	\$ 491,947.27
NEW TECH NOW STEAM ENGINE PROGRAM	New Technology Made Simple Now inc	\$ 66,781.40	\$ 66,781.40	\$ 11,877.24	\$ 54,904.16
TOAL GOAL 2 Strategy 2.5		\$ 933,278.42	\$ 933,278.42	\$ 77,006.35	\$ 856,272.07
TOAL GOAL 2		\$ 4,873,711.59	\$ 4,765,211.59	\$ 1,137,731.31	\$ 3,727,480.28

GOALS / STRATEGIES	AGENCIES	BUDGETED FUNDING w/COLA - 9 to 12mnth	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
GOAL 3: ALL CHILDREN HAVE NURTURING AND SUPPORTIVE CAREGIVERS AND RELATIONSHIPS					
	AGENCIES	BUDGETED FUNDING w/COLA - 9 to 12mnth	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
STRATEGY 3.1 SUPPPORT INITIATIVES THAT CONNECT FAMILIES TO RESOURCES					
PROGRAM					
RFP 2021-07 HELP ME GROW ALACHUA	Children's Home Society of Florida	\$ 219,979.96	\$ 219,979.96	\$ -	\$ 219,979.96
FAMILY RESOURCE CENTERS/COMMUNITY NAVIGATORS	Partnership for Strong Families	\$ 203,850.70	\$ 203,850.70	\$ 81,123.20	\$ 122,727.50
STRATEGY 3.2 IMPROVE FAMILY STRENGTHENING AND SUPPORTS					
SUMMER BRIDGE FOR HEAD START	Episcopal Children Services	\$ 183,352.00	\$ -	\$ -	\$ -
PROGRAM					
PROJECT YOUTH BUILD PARENTING PROGRAM	FL Institute for Workforce Innovation, Inc. d/b/a Project YouthBuild	\$ 104,800.00	\$ 75,000.00	\$ 31,775.90	\$ 73,024.10
TOAL GOAL 3		\$ 711,982.66	\$ 498,830.66	\$ 112,899.10	\$ 415,731.56
GOAL 4: ALL CHILDREN LIVE IN A SAFE COMMUNITY					
	AGENCIES	BUDGETED FUNDING w/COLA - 9 to 12mnth	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
STRATEGY 4.1 SUPPPORT INJURY PREVENTION					
PROGRAM					
STRATEGY 4.2 SUPPPORT INITIATIVES THAT PREVENT DELINQUENCY / TRUANCY					
PROGRAM					
BIG BROTHERS BIG SISTERS OF ALACHUA COUNTY	Big Brothers Big Sisters of Tampa Bay, Inc.	\$ 41,296.46	\$ 41,296.46	\$ 17,210.60	\$ 24,085.86
STRATEGY 4.3 SUPPORT VIOLENCE PREVENTION INITITATIVES					
PROGRAM					
PEACEFUL PATHS INCREASING SERVICE VOLUME	Peaceful Paths, Inc.	\$ 38,427.00	\$ 38,427.00	\$ 15,215.63	\$ 23,211.37
Midnight Basketball	City of Gainesville	\$ 19,152.00	\$ 19,152.00	\$ -	\$ 19,152.00
TOAL GOAL 4		\$ 98,875.46	\$ 98,875.46	\$ 32,426.23	\$ 66,449.23

GOALS / STRATEGIES	AGENCIES	BUDGETED FUNDING w/COLA - 9 to 12mth	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
SOCIAL & EMOTIONAL LEARNING					
RFP Grants to go out		\$ 125,000.00	\$ -	\$ -	\$ -
MENTORING & CHARACTER BUILDING					
		\$ 500,000.00	\$ -	\$ -	\$ -
EMERGENT NEEDS FUNDS					
		\$ 150,000.00	\$ -	\$ -	\$ -
COMMUNITY ENGAGEMENT					
		\$ 50,000.00			

PROGRAM	AGENCY	BUDGETED FUNDING	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
SPONSORSHIPS	SPONSORSHIPS	\$ 50,000.00			
	100 Black Men of Greater Gainesville - Renascence Ball 4-8-23			\$ 2,500.00	
	Alachua County Child Abuse Task Force- Celebrate the Child			\$ 1,075.00	
	Alachua County Council of PTA's - Disability Resource			\$ 2,010.00	
	Alicia Pfahler Counseling - June&July2023			\$ 500.00	
	Amiron Financial Literacy - 6-12-23			\$ 1,500.00	
	Archer Cultural Progressive Organization			\$ 2,000.00	
	Balance 180 - (v)			\$ 2,500.00	
	Blossoming Butterfly - Pink Fest Event 6/3/23			\$ 1,000.00	
	BLSSD Future Inc - Teach me to Dance 6/9/23			\$ 1,000.00	
	Brothers In Action			\$ 1,000.00	
	Childrens Forum - 3/18/23 (v)				
	City of Waldo - 2022 Fall Festival			\$ 2,000.00	
	Concerned Citizens of Newberry - BTS Backpack Event			\$ 2,500.00	
	Crafty Gemini - Basketball Event 5/6/23			\$ 1,000.00	
	Cultural Arts Coalition - 5th Ave Arts Festival (v)			\$ 500.00	
	Darn The Torpedos - The Tiny Bash			\$ 1,500.00	
	Day Spring Church - 8/19/23			\$ 1,000.00	
	Education Equalizer Foundation - College Prep 101			\$ 2,500.00	
	Episcople Parenting Event 4/28/23			\$ 1,000.00	
	Everyone loves Oneanother - 4/6/23			\$ 500.00	
	Youth Summit 3-23-23			\$ 500.00	
	Hawthorne Youth Sports - 7/15/23			\$ 2,500.00	
	Just Between Friends - Safe Kids Day (v)			\$ 260.00	

GOALS / STRATEGIES	AGENCIES	BUDGETED FUNDING w/COLA - 9 to 12mnth	UNDER CONTRACT	EXPENSED	REMAINING BUDGET
	NAACP - Youth Council brunch 5/20/23			\$ 1,800.00	
	New Tech Now - 5-13-23			\$ 1,000.00	
	Rural Women's Health 5/13/23			\$ 1,000.00	
	Soar Mentoring - East Gainesville BBQ 7/1/23			\$ 1,500.00	
	Sweetwater Apartments - 2022 Fall Festival			\$ 500.00	
	The Concrete Rose Foundation - College Tour			\$ 2,000.00	
	The Finer Foundation - Gun Violence Prevention 3-18-23			\$ 2,000.00	
	United Way Reading Pals Program			\$ 500.00	
	Vineyard RECS Event 3/26/23			\$ 500.00	
	Waldo Community Coalition - Health Ed Fair 4/8/23			\$ 500.00	
	Waldo Community Coalition - 8/5/23			\$ 1,000.00	
TOAL SPONSORSHIPS		\$ 50,000.00	\$ -	\$ 43,145.00	\$ 6,855.00
REMAINING UNALLOCATED MATCH		\$ 50,000.00			\$ 50,000.00
FY 22 BUDGETED GRANTS AND AID					
FY22 PROGRAM FUNDING TOTAL		<u>\$ 7,691,288.36</u>	<u>\$ 6,444,636.36</u>	<u>\$ 1,631,075.03</u>	<u>\$ 4,993,361.33</u>
(+/-)		\$ 7,773,302.00			
Total Unallocated Current Year					\$ 82,013.64

**Program Award Expense & Invoice Notes Page
Through June 30, 2023**

Pace Center for Girls – REACH Community Counseling Services for Adolescent Girls – Last invoice received was for February 2023. Their fiscal department is working diligently on becoming current.

Cade Museum – Operation Full Steam – Last invoice was received was for March. The contract manager has spoken with their fiscal department, and they are in the process of working on becoming current.

Children’s Home Society – Help Me Grow – February-April invoices have not been received. The contract manager has spoken with their fiscal department, and they are in the process of working on these months to become current.

City of Gainesville – Midnight Basketball – Contract period is April 1, 2023-September 30, 2023. No invoices have been received to date.

UF- Partners in Adolescent Lifestyle Support- last invoice received in April. The contract manager has spoken with their fiscal department, and they are in the process of working on becoming current.

File Attachments for Item:

7. 3rd Quarter Income Statement & Balance Sheet



Item:

3rd Quarter Budget Review

Requested Action:

The Trust is asked to receive the 1st Quarter Budget Review

Background

Board Policy 3.50 requires that “the CTAC will perform quarterly reviews to determine if the budgetary plan is being followed and if budgetary expectations are being achieved. Any problems discovered in this process will be corrected at the appropriate level of budgetary control.”

Attachments

3rd Quarter Income Statement
3rd Quarter Balance Sheet

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Receive the Report

CHILDREN'S TRUST OF ALACHUA COUNTY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YTD Transactions Through June 23, 2023

	All Funds FY 2022-23 Budget A	General Fund 001 B	Special Revenue Fund 101 C	Collaborative Task Force Fund 102 D	Capital Projects Fund 301 E	YTD Total Actuals Governmental All Funds F = B+C+D	Budget - YTD Transactions G = A-F	Actuals Prior Year YTD	% of Budget Used
Revenues									
Ad Valorem Taxes	8,858,643.00	8,293,269.29				8,293,269.29	565,373.71	8,061,028.34	94%
Grant Income/Contributions	255,886.00		86,834.00			86,834.00	169,052.00	42,307.31	34%
Interest	5,000.00	350,855.29	4,684.31		30,138.54	385,678.14	(380,678.14)	15,917.61	7714%
Other Sources	3,221,414.00	9,697.17		10,000.00	-	19,697.17	3,201,716.83	-	1%
Capital Transfer In	1,000,000.00				1,000,000.00	1,000,000.00	-	750,000.00	100%
Capital Non Operating Begin Balance	1,000,000.00					-	1,000,000.00	-	0%
Total Revenues	14,340,943.00	8,653,821.75	91,518.31	10,000.00	1,030,138.54	9,785,478.60	4,555,464.40	8,869,253.26	68%
Expenditures									
Personnel Services	(1,441,966.00)	(813,255.60)	(73,370.36)		-	(886,625.96)	(555,340.04)	(713,393.43)	61%
Operating	(2,004,438.00)	(817,548.65)	(6,619.94)		(20,500.00)	(844,668.59)	(1,159,769.41)	(806,279.97)	42%
Grant Awards (Programs)	(7,773,302.00)	(1,631,075.03)	-		-	(1,631,075.03)	(6,142,226.97)	(1,402,425.62)	21%
Grants & Awards (Special Revenue Fund)	(116,000.00)	-	(9,658.65)			(9,658.65)	(106,341.35)	-	8%
Capital Expense	(2,000,000.00)					-	(2,000,000.00)	-	0%
Sub-Total Expenditures	(13,335,706.00)	(3,261,879.28)	(89,648.95)	-	(20,500.00)	(3,372,028.23)	(9,963,677.77)	(2,922,099.02)	25%
Other Financing Sources (Uses)									
Transfers Out to Capital	(1,005,237.00)	(1,000,000.00)				(1,000,000.00)	(5,237.00)	(750,000.00)	99%
Total Transfers	(1,005,237.00)	(1,000,000.00)	-	-	-	(1,000,000.00)	(5,237.00)	(750,000.00)	99%
Total Expenditures	(14,340,943.00)	(4,261,879.28)	(89,648.95)	-	(20,500.00)	(4,372,028.23)	(9,968,914.77)	(3,672,099.02)	30%
Net Income (Expense)	-	4,391,942.47	1,869.36	10,000.00	1,009,638.54	5,413,450.37	(5,413,450.37)	5,197,154.24	
Estimated Fund Balances - Beginning of Year		10,214,346.00	172,551.00	-	1,055,654.91	11,442,551.91			
Estimated Fund Balances - June 23, 2023	-	14,606,288.47	174,420.36	10,000.00	2,065,293.45	16,856,002.28			

Notes

- This report is YTD through June 23, 2023.
- The beginning Fund Balances are per the FY 2022 Audited Financial Statements.
- The current General Fund expenditures will use \$3,221,414 from Fund Balance to complete current year obligations as budgeted.
- The Collaborative Task Force includes the Opioid Task Force and the Literacy Task Force. So far, the City of Archer is the only participating member to provide payment towards the Opioid Task Force.
- So far only 30% of the budget has been expended. This is because the majority of the Grant Awards contracts are in the summer.

CHILDREN'S TRUST OF ALACHUA COUNTY
BALANCE SHEET
GOVERNMENTAL FUNDS
YTD Balances Through June 23, 2023

	General Fund 001	Special Revenue Fund 101	Collaborative Task Force Fund 102	Capital Projects Fund 301	Total Governmental Funds
Assets					
Cash & Cash Equivalents	14,615,106.03	175,935.74	10,000.00	2,065,293.45	16,866,335.22
Prepaid Expenses	9,550.00	-	-	-	9,550.00
Total Assets	14,624,656.03	175,935.74	10,000.00	2,065,293.45	16,875,885.22
Liabilities					
Accounts Payable	7,921.15	-	-	-	7,921.15
Total Liabilities	7,921.15	-	-	-	7,921.15
Equity					
FY 2022 Ending Fund Balance	10,214,346.00	172,551.00	-	1,055,654.91	11,442,551.91
FY2023 Fund Revenues	8,653,821.75	91,518.31	10,000.00	1,030,138.54	9,785,478.60
FY2023 Fund Expenses	(4,261,879.28)	(89,648.95)	-	(20,500.00)	(4,372,028.23)
Total Equity	14,606,288.47	174,420.36	10,000.00	2,065,293.45	16,856,002.28
Total Liabilities and Equity	14,614,209.62	174,420.36	10,000.00	2,065,293.45	16,863,923.43

Notes

- Equity balances through June 23, 2023 do not include funds encumbered.
- This exhibit does not include Accrued Expense Liabilities.
- The beginning Fund Balances are per the FY 2022 Audit.

File Attachments for Item:

8. 3rd Quarter Financial Report to the BoCC



Item:

3rd Quarter Financial Report FY23 to the Alachua County Board of County Commissioners

Requested Action:

The Trust is asked to 1) approve the report, and 2) authorize the Chair to transmit the report to the Alachua County Board of County Commissioners.

Background

Pursuant to Florida Statute 125.901(3)(f) and Alachua County Board of County Commissioners Ordinance 26.04 (5)(f), the Children’s Trust of Alachua County is required to present to the Alachua County Board of County Commissioners a report that lists the expenditures, receipts, statement of funds on hand invested or deposited with a qualified public depository, and total administrative costs for the quarter annual period.

A summary for the 3rd Quarter is as follows:

- 1) Expenditures: \$ 3,372,028.23
- 2) Receipts: \$ 8,785,478.60
- 3) Statement of Funds on Hand: \$16,866,335.22
- 4) Total Administrative Costs: \$ 1,630,804.25

Attachments

Transmittal Memo

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Staff recommends approval



CHILDREN'S TRUST
OF ALACHUA COUNTY

TO: MARIHELEN WHEELER, CHAIR
ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS
FROM: TINA CERTAIN, CHAIR
CHILDREN'S TRUST OF ALACHUA COUNTY
SUBJECT: 3rd QUARTER FINANCIAL REPORT
DATE: June 27, 2023

Pursuant to Florida Statute 125.901(3)(f) and Alachua County Board of County Commissioners Ordinance 26.04 (5)(f), the Children's Trust of Alachua County presents to the Alachua County Board of County Commissioners its FY 2023 2nd Quarter Financial Report for the period ending 6/27/2023.

The report includes the total expenditures, receipts, statement of funds on hand, invested or deposited with a qualified public depository and total administrative costs for the quarter annual period.

A summary for the 3rd Quarter is as follows:

- 1) Expenditures: \$ 3,372,028.23
- 2) Receipts: \$ 8,785,478.60
- 3) Statement of Funds on Hand: \$16,866,335.22
- 4) Total Administrative Costs: \$ 1,630,804.25

CC: Michele Lieberman, County Manager
Alachua County Board of County Commissioners
Children's Trust of Alachua County Board
Marsha Kiner, Executive Director, Children's Trust of Alachua County
Carr, Riggs, and Ingram, Accountants for the Children's Trust of Alachua County

File Attachments for Item:

9. 7.10.23 ED Report



EXECUTIVE DIRECTOR REPORT

June 1, 2023 - June 30, 2023

SUMMARY

Highlight for the Month:

1. Introduction of CTAC Communications Manager - Suzette Cook
2. Summer Camps Kickoffs
3. Recognition for Board Service

MEETINGS AND EVENTS FOR PLANNING, COORDINATION, AND COMMUNITY ENGAGEMENT		
DATE	MEETING / EVENT	SUMMARY
6/1	TRIM Compliance Workshop	ED Kiner and Finance Team attended the Webinar
6/1	Woman's Club of High Springs	L. Cayson attended the meeting. This month's presentation was on Early Learning Coalition and members of the club collected baby diapers in order for the Coalition to share with families in need.
6/1	High Springs Chamber of Commerce	L. Cayson met with members of the High Springs Chamber to discuss upcoming events and CTAC sponsorship opportunities. Members present were Jeff Connelly, High Springs Vice President, Andrew Miller, Media Manager, and Sharon Decker, Chamber Executive Director.
6/2	Healthy Communities meeting	L. Cayson attended an in-person meeting. A presentation was provided by the Department of Health to discuss strategic plans and CHIP updates.
6/5	Lastinger Center Overview by Dr. Phil Poekert	All staff attended meeting with Dr. Poekert on the Lastinger Center
6/6	Alachua, Escambia, and Leon County SAMIS collaborative	Met with FACCT, Webauthor, CSC Escambia to discuss implementation progress, planning, and support needed.
6/6	Audit Review	Audit Review with Purvis Gray and D. Sanchez Finance Director and ED Kiner

6/6	TeensWork Alachua Orientation KickOff	ED Kiner attended and spoke to the TWA participants
6/7	TeensWork Alachua Orientation KickOff	ED Kiner attended and spoke to the TWA participants. L. Cayson attended and took pictures for social media.
6/8	Meeting with Florida Grade Level Reading Staff/FACCT	ED Kiner, K. Goldwire, M. Jones met with FGLRC to discuss Literacy plan and needs
6/8	FACCT Policy Group Meeting	Staff attended FACCT meeting via zoom. Staff members from FACCT provided a recap of bills that passed.
6/8	SAMIS check-in: Webauthor and CTAC	Trust and Webauthor staff met to discuss and configure SAMIS
6/10	Ribbon-cutting ceremony and Open House Alachua County Sports & Events Center	L. Cayson attended the event and shared information on social media.
6/13	5th Avenue Neighborhood Association Meeting	Meeting held at CTAC Offices and attended by ED Kiner and L. Cayson
6/13	Early Childhood Learning Collaborative Call-to-Action	M. Jones led the Community Early Childhood System Building meeting specific to early education. This was the first of three meetings.
6/14	Opioid Task Force Monthly Meeting	ED Kiner attended
6/14	GROW Doula Training Meeting	M. Jones and K. Goldwire attended a planning meeting with Healthy Start staff for a Community Doula training program.

6/14	SAMIS check-in: Webauthor and CTAC	Trust and Webauthor staff met to discuss and configure SAMIS
6/15	Tu Fiesta Radio Show	ED Kiner and L. Cayson highlighted the work of the Trust on the Radio Show
6/15	Accreditation Academy Family Home Based Meeting	M. Jones hosted an in-person meeting for BLI Alumni who have enrolled in the Accreditation Academy specific to Family Home Based licensed businesses.
6/16	Juneteenth Breakfast	ED Kiner and L. Cayson attended the Expressions of Freedom Breakfast at the Cotton Club
6/16	North FIMR CRT Meeting	M. Jones participated in the North FIMR CRT Meeting
6/21	Center for Nonprofit Excellence Meeting	ED Kiner met with B. Papa to discuss partnership opportunities with the Center
6/21	Children's Mental Health Needs Meeting	ED Kiner attended the Mental Health Needs Meeting with county and school system leaders
6/21	Birth Culture meeting	M. Jones and K. Goldwire met with the CEO and 2 board members of Birth Culture.
6/21	The Children's Movement - Future Project	M. Jones participated in the Future Project work group Coordinated, Resources, and Equitable System.
6/23	5th Annual Aviation Academy event - Santa Fe College Blount Center	The 5th Annual Aviation Academy is a 2 day event. L. Cayson attended the event and posted information on social media. The Children's Trust was acknowledged by the organizers for CTAC's Sponsorship.

6/24	Day 2 - 5th Annual Aviation Academy - University Air Center	The event offered youth the opportunity to learn about aviation and fly a plane. The youth also heard from decorated officers and experts in the field. L. Cayson managed a resource table and handed out string backpacks and journals for each student. S. Cook took some amazing pictures during the event.
6/27	Florida Chamber Learners to Earners Summit	ED Kiner, K. Goldwire, and M. Jones attended the conference
6/27	Alachua League of Cities	L. Cayson attended the Alachua League of Cities meeting held in Hawthorne
6/28	Greater Gainesville Chamber of Commerce - Alachua County Delegation	L. Cayson attended the Alachua County Delegation meeting
6/29	City of Hawthorne's 91st Annual Homecoming Celebration	L. Cayson attended the celebration held at Chester Shell Elementary and shared information on social media
6/29	Healthy Start of North Central Florida Annual Meeting	M. Jones attended HSNCF Annual Meeting
6/29	The Children's Movement - Future Project	M. Jones attended the Future Project Steering Committee meeting.
6/29	System Mapping	M. Jones held a system mapping meeting with K. Shaw.

PROGRAMS CALENDAR

July	
Wednesday, July 5, 2023	GROW Doula Training Meeting
Thursday, July 6, 2023	Meeting with Voices for Healthy Kids
Thursday, July 6, 2023	Early Care (FL Partners) Meeting
Saturday, July 8, 2023	BLI Masterclass Cohort 2 Graduation
Monday, July 10, 2023	Youth Voice Meeting FACCT
Monday, July 10, 2023	Children's Trust Board Meeting - Afterschool RFP, Mentoring RFP & Early Learning Initiative Presentation
Monday, July 10, 2023	GROW Doula Community Informational Session
Tuesday, July 11, 2023	GROW Doula Community Informational Session
Wednesday, July 12, 2023	Full Collaborative Gathering for EC Leaders
Wednesday, July 12, 2023	Bright By Text Meeting
Wednesday, July 12, 2023	Opioid Taskforce Committee Meeting
Thursday, July 13, 2023	Release of Youth Mentoring Program RFP 2023-02
Thursday, July 13, 2023	ELC Quality Meeting
Thursday, July 13, 2023	FACCT Policy Group Meeting
Thursday, July 13, 2023	NCIT Quarterly Meeting
Thursday, July 13, 2023	FACCT Research & Evaluation Affinity Meeting
Tuesday, July 18, 2023	PCI Fellows Meeting - Final Session
Tuesday, July 18, 2023	PCI Grant Budget Meeting
Wednesday, July 19, 2023	Healthy Families Quarterly Advisory Board Meeting
Wednesday, July 19, 2023	ELC Board Meeting
Friday, July 21, 2023	NCIT Community Monthly Meeting
Monday, July 24, 2023	HBCD Monthly Study Team Meeting
Monday, July 24, 2023	Help Me Grow Florida First Quarter PACT Call
Tuesday, July 25, 2023	Youth Mentoring Program RFP Bidders Conferences
Wednesday, July 26, 2023	Youth Mentoring Program RFP Office hours and Technical support
Wednesday, July 26, 2023	PN-3 Hub Evaluation Advisory Team Meeting
Thursday, July 27, 2023	Peer Group for Advocates Working in Conservative States

PLANNING, RESEARCH, AND EVALUATION

Listening Project – Staff worked internally and with Prismatic to finalize “*Communication Products*” to express gratitude for those who took the time to participate, share what we learned, and what actions we plan to take as a result. Several versions of these “*Communication Products*” have been developed for parents, youth, and providers, most of which are one-page front and back documents, as well as, a stand-alone Executive Summary. Staff completed a special analysis of parent/caregiver survey responses from Spanish-speaking respondents for the Rural Women’s Health Project. Staff updated the [Listening Project website](#) and added links to the full report.

SAMIS Implementation – Staff continued to work internally and with the IT vendor and FACCT collaborative to configure and customize our data system. Importing existing agency and program information into the system.

Strategic Planning – Staff hosted a Board Workshop on the strategic plan, which was approved during the 6/12/2023 Board meeting. Staff participated in internal and collaborative meetings to initiate implementation of the strategic plan.

Programmatic Research – Staff consulted with experts, practitioners, and professionals in the field; conducted literature reviews of research/evaluation, performance measures, assessment tools, with regards to mentoring & character-building.

Site Visits & Data Support – Review and follow-up on provider data reporting and summer camp site monitoring visits.

FINANCE AND ADMINISTRATION

June 2023 Monthly Checks and Expenditures
June 2023 Programmatic Award & Expense Report
3rd Quarter Income Statement and Balance Sheet
3rd Quarter Financial Report To BOCC
Updated Tentative Budget FY 2023-24

COMMUNICATIONS

June 1, 2023 - June 30, 2023

On Assignment:

- Visited 10 CTAC sponsored summer camps and events and captured hundreds of images of the activities.
- Updated website language to include “youth and families” in addition to children served by the CTAC
- FY 2022 Financial Statements and Independent Auditor’s Report added to the website.
- Press release announcing Board Member [Mary Chance](#)
- Created a [Summer 2023 Time Capsule](#) Video highlighting teachers, staff and campers throughout Alachua County.
- Captured Thank You! [messages](#) from campers to the CTAC.



In the News:

- [Children’s Trust amends strategic plan \(mainstreetdailynews.com\)](#)
- [Children’s Trust to flesh out strategic plan \(mainstreetdailynews.com\)](#)
- [DeSantis appoints Mary Chance to CTAC \(mainstreetdailynews.com\)](#)

Interview with Tu Fiesta Radio: [Facebook](#)

“Summer camp kicks off at Legacy Park” *Alachua County Today, June 22, 2023*



Software and Equipment Acquisitions:

- Established a Flickr account where photographs and videos of CTAC programs, staff and activities for news, branding, reports, and presentations are stored.
- 35 mm DSLR, studio lighting kit for portraits, graphic design and video software.

Social Media Followers:

- Constant Contact - 1336
- Facebook - 1,100
- Twitter - 481
- Instagram - 329
- LinkedIn - 152

SUCCESS STORIES

Success Story from Wellness Coordinator, Howard Bishop Community Partnership School

Howard Bishop successfully collaborated with the Resilience Charter School and Alachua County Department of Health to host a Wellness Fair on May 24, 2023. As per Alachua County's regulations, 7th graders must receive Diphtheria-tetanus-acellular pertussis (T-DAP) vaccine before school. Despite a T-DAP clinic being arranged for 7th graders at the beginning of the academic year in August, some students had not received the vaccine. To tackle the issue, a clinic was organized towards the end of the school year. A comprehensive immunizations report was utilized to identify 6th graders that needed the T-DAP vaccine. With the assistance of the school nurse and Florida shots, 24 students received the T-DAP vaccine, and all students were offered the HPV9 and Meningitis vaccines. In total, 65 students received a vaccine at the Wellness Fair. To ensure that all students are up-to-date with their vaccinations, another Wellness Fair is scheduled for August to provide vaccines for incoming 7th graders and any former students who missed out.

File Attachments for Item:

10. FY23-24 Tentative Budget



Item:

Fiscal Year 2024 Tentative Budget

Requested Action:

- 1) Receive the FY 2023-2024 Tentative Budget

Background:

The Executive Director shall be responsible for submitting a tentative annual budget for the operation of the Trust to the Members of the Trust at or before the June meeting for adoption by the Trust.

The Trust must submit a certified budget to the Board of County Commissioners no later than July 1. The Trust shall, in addition, compute a proposed millage rate within the one-half mil cap approved by the electorate necessary to fund the tentative budget and, prior to adopting a final budget, comply with the provisions of Sec 200.065, F.S. relating to the method of fixing millage, and shall fix the final millage rate by resolution of the Trust. The adopted budget and final millage rate shall be certified and delivered to the Board of County Commissioners as soon as possible following the Trust's adoption of the final budget and millage rate pursuant to chapter 200 F.S. or as otherwise limited in Sec. 125.901, F.S.

Attachments:

Fiscal Year 2023-2024 Tentative Budget with Board recommendations from June 12, 2023, board meeting.

Programmatic Impact:

TBD

Fiscal Impact:

TBD

Recommendation:

Receive the information

**CHILDREN'S TRUST OF ALACHUA COUNTY
BUDGET BY FUND BALANCES FY 23-24
GOVERNMENTAL FUNDS**

	Final Budget All Funds <u>FY 2022-23 Budget</u>	June 12, 2023 Proposed Budget All Funds <u>FY 2023-24 Budget</u>	July 10, 2023 Tentative Proposed				All Funds FY 2023-24 Budget	Budget \$ DIFFERENCE
			General Fund	Special Revenue Fund	Collaborative Task Forces Fund	Capital Projects Fund		
Revenues								
Ad Valorem Taxes	8,858,643.00	9,244,754.00	9,412,041.00				9,412,041.00	167,287.00
Grant Income/Contributions	255,886.00	106,709.00	-				-	(106,709.00)
Interest	5,000.00	425,000.00	425,000.00				425,000.00	-
Other Sources	3,221,414.00	1,138,967.00	2,725,806.00	106,709.00	55,000.00		2,887,515.00	1,748,548.00
Capital Transfer In	1,000,000.00	1,000,000.00	-		40,000.00	1,000,000.00	1,040,000.00	40,000.00
Non Operating Begin Balance	1,000,000.00	2,000,000.00	-		-	2,000,000.00	2,000,000.00	-
Total Revenues	14,340,943.00	13,915,430.00	12,562,847.00	106,709.00	95,000.00	3,000,000.00	15,764,556.00	1,849,126.00
Expenditures								
Personnel Services	(1,441,966.00)	(1,477,015.00)	(1,477,015.00)	-	-		(1,477,015.00)	-
Operating	(1,353,196.00)	(1,513,537.00)	(1,521,837.00)	-	-		(1,521,837.00)	(8,300.00)
Grant Awards (Programs)	(7,773,302.00)	(6,166,927.00)	(7,773,302.00)	-	-		(7,773,302.00)	(1,606,375.00)
Grants & Awards (Special Revenue Funds)	(116,000.00)	(106,709.00)	-	(106,709.00)	(95,000.00)		(201,709.00)	(95,000.00)
Capital Expense	(2,000,000.00)	(3,000,000.00)	-	-	-	(3,000,000.00)	(3,000,000.00)	-
Sub-Total Expenditures	(12,684,464.00)	(12,264,188.00)	(10,772,154.00)	(106,709.00)	(95,000.00)	(3,000,000.00)	(13,973,863.00)	(1,709,675.00)
Other Financing Sources (Uses)								
Transfers Out to Capital	(1,005,237.00)	(1,000,000.00)	(1,040,000.00)				(1,040,000.00)	(40,000.00)
Total Transfers	(1,005,237.00)	(1,000,000.00)	(1,040,000.00)	-	-	-	(1,040,000.00)	(40,000.00)
APPROPRIATED RESERVES	(651,242.00)	(651,242.00)	(750,693.00)	-	-	-	(750,693.00)	(99,451.00)
Total Expenditures	(14,340,943.00)	(13,915,430.00)	(12,562,847.00)	(106,709.00)	(95,000.00)	(3,000,000.00)	(15,764,556.00)	(1,849,126.00)

The updated budget is reflective of Board comments and suggestions from the June 12, 2023 meeting. See attached.



Notes To Updated Tentative Budget FY23-24

Revenues:

- The Ad Valorem revenues are based on the Current rate of .4612 and dollar amounts have been updated per The Alachua County Property Appraiser's TRIM process forms.
- Interest is based on earnings on deposits in the State Board of Administration PRIME account.
- Other Sources - The FY 23-24 General Fund expenditures will use \$2,753,618 from Fund Balance to complete obligations as budgeted. Collaborating Cities will commit a total of \$55,000 toward the Opioid Task Force which CTAC is committed to manage. Also, \$106,709 of Pritzker mini-grants from the current year may be spent in FY 23-24.
- Transfers In relate to The CTAC commitment to the Literacy Task Force (Fund 102) of \$40,000. Additionally, the request of \$1,000,000 to find a building appropriate for CTAC.
- Non Operating Beginning Balance refers to funds already committed toward a new building for CTAC.

Expenses:

- Personnel Services remains the same and reflects an increase of \$35,049 over current year budget.
- Operating change includes an extra month of rent (\$8,300), to provide additional time to find/purchase a building.

Notes To Updated Tentative Budget FY23-24, Page 2

- Grant Awards (Programs) has been returned to current levels. The previous budget iteration only included approved programming budget decisions.
- Grant Awards (Special Revenue Funds) includes The Pritzker mini-grants and the expense of the Collaborative Task Forces: The Opioid Task Force is \$55,000 and the Literacy Task Force is \$40,000.
- Capital Expense - we are hopeful to purchase a new building.
- Transfers out of \$1,040,000 includes the transfer from the General Fund to the Literacy Fund of \$40,000 and to the Capital Fund of \$1,000,000.
- Appropriated Reserves is 5% of Sub-Total Expenditures plus Total Transfers Out:
 $\$15,013,863 \times 5\% = \$750,693$.

File Attachments for Item:

11. Final Products of Listening Project (Bonnie Wagner)



Item:

Listening Project – Communication Products (Bonnie Wagner)

Requested Action:

The Board is asked to receive this update.

Background:

The Listening Project was an opportunity to help us build better partnerships, gain insights, and input to guide us on how to improve the lives of children in Alachua County.

Communication products were developed to provide a concise synopsis of the Listening Project efforts and key results through a stand-alone Executive Summary and a series of one-pagers to express gratitude to Listening Project participants and share actions to be taken based on these results.

One-pagers highlight key findings with multiple versions created for different audiences including parents, youth, and providers/partners. Each one-pager was translated into Spanish. On the back of each one-pager, is the opportunity for us to highlight specific actions being taken in response to the Listening Project through funding and collaborative partnerships to address the needs identified by the community. This backpage is still to be filled out and will include new programming and initiatives based on our new strategic plan.

Attachments:

[Listening Project - Website](#)

Listening Project – Executive Summary

Youth – We Heard You!

Jóvenes - Lo Escuchamos!

Parents with Children 0-5yrs – We Heard You!

Padres de Niños 0 a 5 años – Lo Escuchamos!

Parents with Children 6-10yrs – We Heard You!

Padres de Niños 6 a 10 años – Lo Escuchamos!

Parents with Children 11-18yrs – We Heard You!

Padres de Niños 11 a 18 años – Lo Escuchamos!

Providers – We Heard You!

Proveedores – Lo Escuchamos!

Programmatic Impact:

None.

Fiscal Impact:

None.

Recommendation:

Receive the information.

Listening Project: Executive Summary

Introduction

The Children's Trust of Alachua County began the Listening Project in August 2022 by contracting with Prismatic Services to complete a community listening project focused on identifying and characterizing ways to support all children in Alachua County and determining how the Children's Trust resources could be invested wisely to achieve collective community impact. To this end, the purpose of the Trust Listening Project was to:

- ◆ *Identify and focus the Trust's efforts on priority issues impacting all children birth to 18 in Alachua County.*
- ◆ *Make recommendations for an overarching framework and key strategies to address priority issues.*
- ◆ *Make recommendations for a strategic plan for the use of Trust funds.*
- ◆ *Develop materials and processes that can be used as part of ongoing efforts by the Trust to gather stakeholder input to inform short- and long-term Trust strategies and investments.*



During the Listening Project, the Children’s Trust and Prismatic worked to:

- ◆ *Ensure that the Trust’s various stakeholders have meaningful input into the Trust’s strategic planning.*
- ◆ *Reveal findings that will allow the Trust to develop priorities and strategies to address the identified needs and gaps while utilizing and mobilizing existing community strengths and resources.*
- ◆ *Provide data and analysis that will help maximize the impact of Trust resources in addressing the needs of Alachua County children.*

The Children’s Trust voluntarily undertook this work, wanting an independent listening project to identify and characterize ways to support all children in Alachua County and to determine how Trust resources can be invested wisely to achieve collective community impact. Concurrent with the Listening Project, the Children’s Trust engaged in a strategic planning effort. The results of the Listening Project were incorporated into various strategic planning activities. The full report of the Listening Project can be found on the [Children’s Trust website](#).

Who We Heard

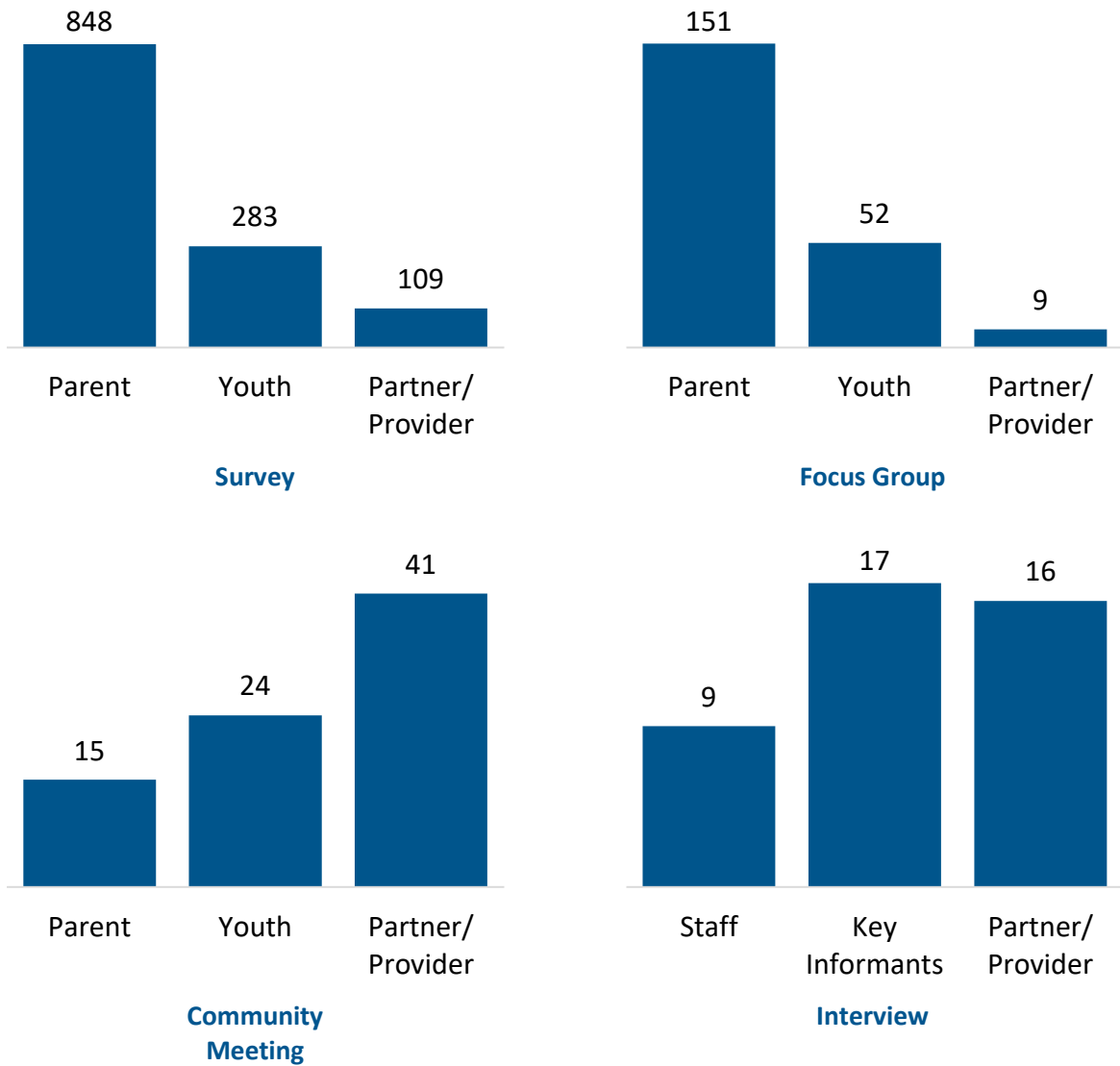
Alachua County is home to a diverse population of approximately 279k people. As of 2021, the Census estimated that 70% of residents are White, 21% are African American, and 6% are Asian. Gainesville is the hub of Alachua County, housing 75% of county residents, and 61% of residents between 0-17 years old. Alachua County municipalities outside of Gainesville include Archer, Alachua, Hawthorne, High Springs, La Crosse, Micanopy, Newberry, and Waldo.

During this project, the Children’s Trust provided in-person input opportunities throughout the county, as well as opportunities to participate virtually in focus groups, surveys, and interviews. Input opportunities varied according to constituent group. To ensure the widest possible listening, Prismatic conducted activities across Alachua County. Across the surveys, focus groups, and community meetings, a total of 1,532 individuals provided input - this input came from across all zip codes in the county.

Listening Opportunities by Group

Constituent Group	Survey	Focus Group	Community Meeting	Targeted Interview
Youth	✓	✓	✓	
Parents/Caregivers	✓	✓	✓	
Children’s Trust Staff				✓
Key Informants	✓	✓	✓	✓
Partners	✓	✓	✓	✓
Providers	✓	✓	✓	✓

Participation by Group and Activity Type



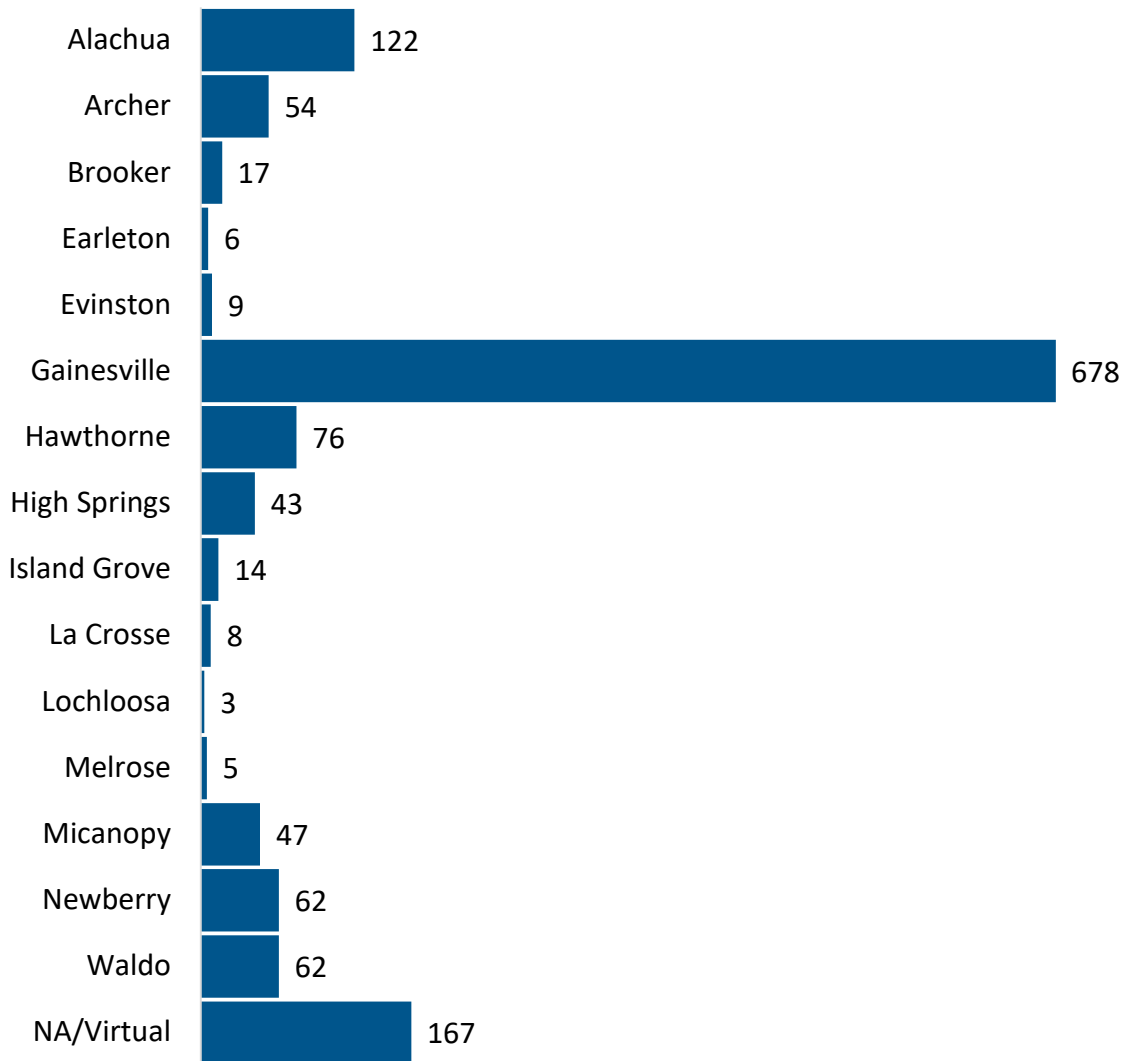
Both in-person and virtual focus group opportunities were provided. A total of 23 focus groups were conducted for the Listening Project.

Demographics of Listening Project Focus Group Participants

Group	# Participants	Race/Ethnicity				Gender	
		White	African American	Hispanic/Latino	Other	Male	Female
Youth	52	14	22	3	13	22	30
Parent/Caregiver ¹	151	22	72	46	11	56	94
Provider/Partner	9	5	3	1	0	1	8

¹ One Parent/Caregiver focus group participant did not disclose a gender.

Number of Listening Project Parent and Youth Participants by City of Residence



The Listening Project sought input via interviews from Trust staff members as well as:

- ◆ Key informants - individuals with an interest and role in promoting the well-being of children through service, advocacy, or partnership who were specifically identified by the Children’s Trust steering committee members.
- ◆ Partners and Providers - individuals from organizations interested in promoting the well-being of children and families through service, advocacy, or partnerships. Providers – as distinct from partners – are those who have received funding from the Trust to carry out specific services to benefit children and families.

Overlap among the Key Informant and Partner/Provider categorization was possible. In total, 17 Key Informants, Partners, and Providers, and 9 Trust staff members were interviewed.

Together, the interviewees offered unique and special perspectives on the needs, challenges, and potential solutions for children and families in Alachua County.

Listening Project Interviewee Focus Areas

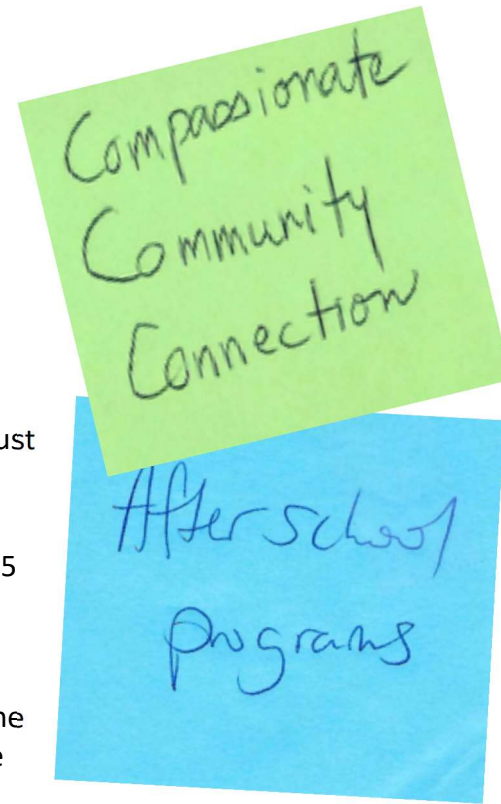
Focus Area	Key		
	Informant	Partner	Provider
Ages 0-5 Supports	1		1
Childcare	2	2	
Child Advocacy	1		1
Community Foundation	1	1	
Education	3	2	
Faith-Based	1	1	
Family Resource Supports	4	2	1
Juvenile Justice	1	1	
Teen Services	2	2	1
Town Government	1		1
Total	17	11	5

Seeking to hear from those not reached via survey or focus group, Prismatic worked with Children’s Trust staff to develop a community meeting format. Each community meeting included multiple stations where participants could meet the new Trust CEO, provide input into Trust budgeting priorities, share positives about the community, and vocalize what they feel is needed to improve the lives of children in Alachua County. A total of three community meetings were held; 24 youth and 15 parents/caregivers attended and provided input.

Project Limitations

The Listening Project was designed to gather feedback and input from the stakeholders of Alachua County. It was not intended to be an exhaustive research project. As such, there were some project limitations:

- ◆ The Children’s Trust was only able to hear from stakeholders who were willing to participate in project activities.
- ◆ Because it is typically difficult to gather accurate feedback from young children, the Children’s Trust did not seek the explicit participation of children below 6th grade, either through surveys or focus groups. Instead, parents/caregivers and providers/partners were asked to voice feedback on their behalf.



- ◆ Although surveys and focus group guides encouraged participants to provide feedback and input across a wide spectrum of areas of interest to the Trust, not every participant was equally interested in all areas. The Children’s Trust recognizes areas of strong concern to some stakeholders and worked to include those concerns in this work, though some concerns may only be applicable to a small percentage or subset of the larger population (e.g., pregnant women, children with special needs).



Conclusions

Alachua County, as a community, demonstrates a willingness to come together to make sure children have equal opportunities in life. There are many organizations designed to support education, health, overall well-being, and opportunities for children. For many years, existing community support organizations have made positive impacts on children.

The Children’s Trust has a staff with backgrounds in the “right areas” to help provide guidance to providers and help organizations become sustainable. The providers in the county have a strong desire to collaborate and align efforts to meet the needs of children. Many have adapted their services over the years as needs have changed. Their adaptability and advocacy for children is what made the Trust possible.

75% of parents surveyed agreed that their neighborhood is a good place to raise children.

Partners/Providers named community support as the greatest strength of the Children’s Trust.

What the county lacked at the time of the Listening Project could largely be provided if the community, partners, providers, and the Trust collaborate to align services and address service gaps together. Listening Project participants identified a number of services and resources they felt are needed.

Service and Resource Needs Identified Through the Listening Project

<p>Afterschool & Summer</p>	<ul style="list-style-type: none"> • More opportunities • Homework help • Recreation • Free or scholarships • More programs • Summer camps 	<p>Children & Youth Support</p>	<ul style="list-style-type: none"> • Mentor program • Program for teen parents • Employment opportunities • Support groups • Counseling & Behavioral support
<p>Education</p>	<ul style="list-style-type: none"> • County-wide literacy plan • Vocational training • Tutoring • Scholarships • Apprenticeships • Career Exploration • Career Center • Affordable/accessible PreK 	<p>Schools - General</p>	<ul style="list-style-type: none"> • Community elementaries • Revised discipline approach • Safety patrol • Mental health counselors • All treated with respect • More clubs • Students select classes • Relevant coursework • Improve school meals
<p>Schools - Transportation</p>	<ul style="list-style-type: none"> • Separate elementary and high school students • Address bullying • Safer bus stops • Provide late buses 	<p>Schools - Facilities</p>	<ul style="list-style-type: none"> • Clean/Upgraded bathrooms • Fix air conditioning • Better desks • Facility upgrades so all schools have same quality • More playgrounds
<p>Recreation & Activities</p>	<ul style="list-style-type: none"> • More public sports facilities • Greater variety of sports options • Free/subsidized sports • Larger recreational facility, open daily • Field trips • Playgrounds, Trails, Parks, Pool, Arts, Crafts, Cooking, Dance 	<p>Health</p>	<ul style="list-style-type: none"> • Hospital/healthcare accessible in rural areas • Dental screenings • Health insurance • 24-hour EMS • Address childhood obesity • More programs Prenatal-5 • Behavioral support training • Mental health counseling

Safety

- Add police substation
- More police patrols in communities
- Violence prevention
- Gun safety/awareness
- More lights
- Safer roads, better road maintenance

Public Transportation

- Increase services
- Keep it free for children
- Expand to rural areas
- Larger buses
- Add sidewalks
- Safer and closer bus stops
- Shelter and bench at bus stops

Resources

- Database of services
- Larger library
- Technology access
- Communications about resources

Parent Support

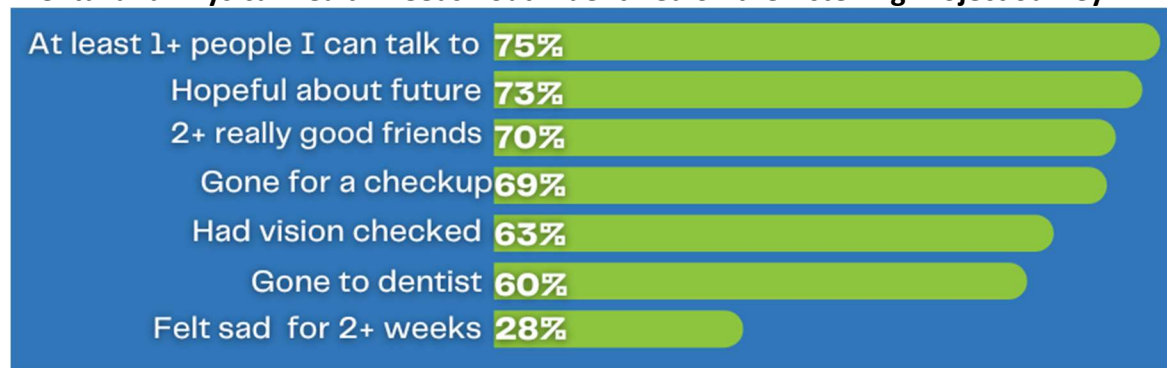
- Parenting classes
- Family life center
- Family counseling

As the Children’s Trust moves forward in supporting the children of Alachua County, Prismatic recommended that it focus on the development and embedding of processes that will outlive the tenure of current staff, steering committee members, and board members and become part of the fabric of the organization and county.

Mental and Physical Health

The mental health of children in Alachua County was repeatedly referenced by all participant groups. Of the youth surveyed, 75% agreed that they have at least one person they can talk to, but 28% reported they had felt sad for two or more weeks within the past year.

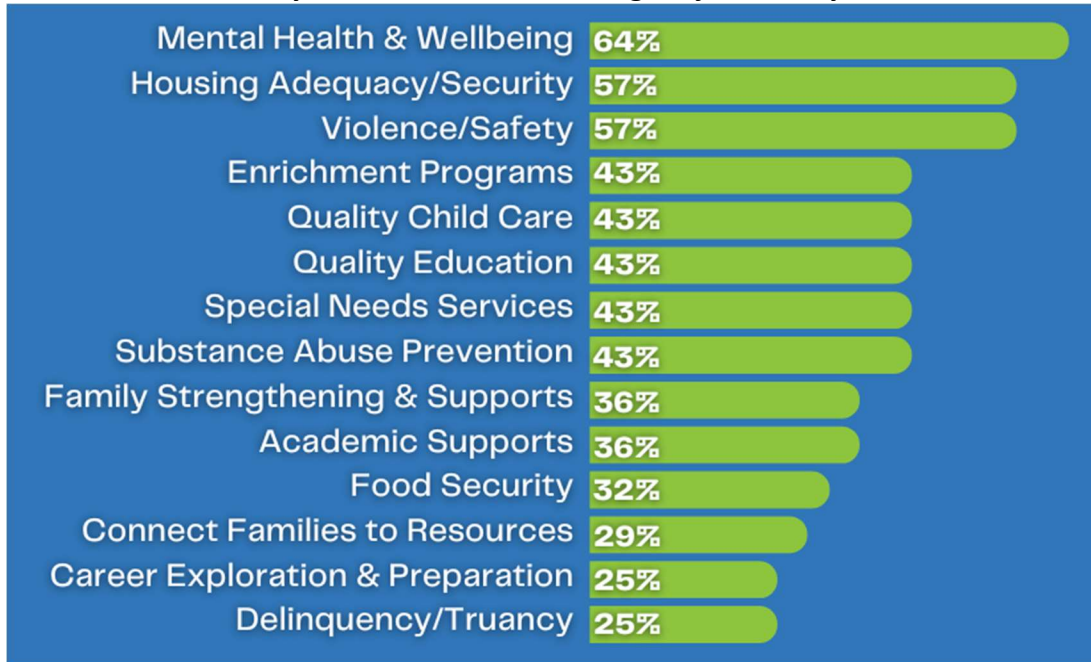
Mental and Physical Health Needs Youth Identified on the Listening Project Survey



Of the parents/caregivers surveyed, 34% expressed a need for more mental health supports for their children. Parents/caregivers stated a desire for substance abuse avoidance classes (recommended by 29%), and classes on meditation/yoga (recommended by 22%) to support children’s mental health.

Mental health was ranked as a top priority for both providers and partners. They also expressed concerns about children going without services -- 59% of partners and 43% of providers reported their organization is not able to provide services to all the children in need resulting in waitlists.

Concerns Identified by Partners on the Listening Project Survey



Concerns Identified by Providers on the Listening Project Survey



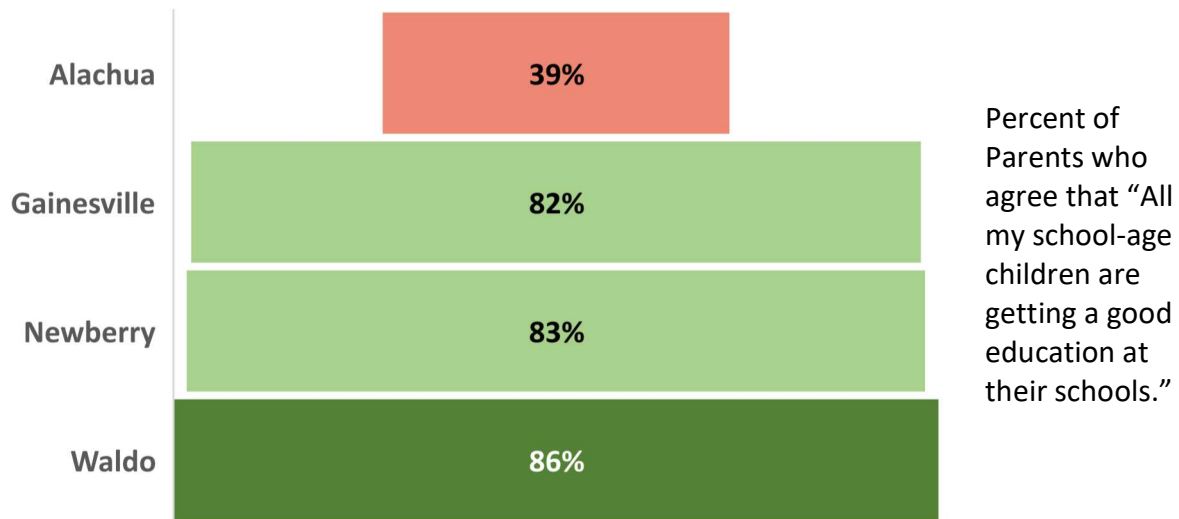
Education & School

Parents were overwhelmingly pleased with the VPK/preschool program their child attends (81%). However, for others, quality childcare is not as accessible. The availability of good childcare was cited as an issue by 37% of parents/caregivers surveyed.

The majority of parents/caregivers surveyed also believe their children are getting a good education in Alachua County (75%). Parents/caregivers were pleased that they also have the opportunity to apply for a school for their children from a variety of public and private/charter school options.

There were substantial variations in opinions regarding quality of education by respondents' city of residence. Only 39% of parents living in the City of Alachua felt their children were getting a good education. Cities not shown did not have at least 30 responses to the question.

Parent's Perception of Education Quality by City of Residence



When asked about academic support, 70% of youth and 66% of parents surveyed indicated they know how to access tutoring. Again, there were substantial variations by city of residence, with parents/caregivers in Alachua being the least likely to know how to access tutoring (42%).

Alachua County is home to both Santa Fe College and the University of Florida. Both educational entities offer key resources, services, and potential to residents. However, access is often limited depending on where the resident lives and whether they have transportation.

There were also discrepancies in academic support service availability reported between groups of students. Parents, providers, and partners agreed that additional academic services are needed to support children with disabilities.

Community & Neighborhood

Many parents and students reported positive experiences in their neighborhoods. Of those surveyed, 75% of parents/caregivers and 51% of youth indicated that Alachua County is a good place to raise children, and a good place to grow up. Many parents/caregivers and youth agreed that the best thing about their neighborhood is their friendly neighbors and a sense of community.

As for neighborhood safety, 73% of parents/caregivers surveyed believe their children to be safe in their neighborhood. This coincides with the youth survey results where 23% of youth reported it is not safe for them to be outside in their neighborhoods.

When asked what was the most needed improvement in their neighborhood, youth named safety. It was also named in the top 3 challenges within their neighborhood. Youth named the lack of quality tutoring available after school as the greatest concern.

Top Neighborhood Concerns of Youth on the Listening Project Survey



As in education, disparities were also reported in neighborhoods. While 74% of youth reported a park or public space for recreation near their home, youth in rural areas reported a lack of access to parks, libraries, and recreational activities. On the other hand, several youth who live in neighborhoods with better access to recreational facilities reported facing other struggles - neighborhood shootings, drug activity, and traffic congestion.

Family Services

Many families in Alachua County rely on assistance with access to childcare, medical care, mental health support, dental services, food, educational support, and housing. Of those surveyed, 39% of parents/caregivers reported that their family sometimes needs help with having enough food. With so many needing support, communicating to families information about available services and how to access services is crucial. Many providers reported struggles communicating with their target community (40%) and a need for increased family awareness of services (52%).

34% of parents and caregivers surveyed indicated they are interested in more mental health support for their children.

Several parents reported struggles accessing healthcare for their children, citing the lack of transportation, waiting lists for providers, and availability of the type of care they need as the

primary issues. Partners, providers, and parents shared the need for a coordinated system for referrals and service access to help remedy access issues. Once connected with services, those receiving care reported having a good quality of care. Those who engaged in prenatal care were very pleased -- 85% of parents/caregivers reported they received great prenatal care -- although 1 in 4 reported struggles getting appointments.

The Children's Trust

Listening Project participants acknowledged the considerable number of like-minded partners of the Trust available in the county. The Children's Trust was recognized as one of the many sincere, committed organizations with goals related to improving the lives of youth and families in the county.

With nearly 51,000 children/youth in the county, the Trust's estimated \$8 million in annual funding to allocate among programs/services amounts to just \$157 per child. Poorly allocated, this limited amount of funding would have minimal impact in achieving the first part of the Trust vision to "facilitate equitable access and opportunities for all children and families" in the county. This points to a need for strategic and thoughtful funding allocations.

Partners/providers would like to see the Trust develop a system that is fair, equitable, and allows programs to truly serve those most in need. Many partners/providers expressed a desire for the Trust to start a "pilot" program for new organizations, to seed new initiatives.

Recommendations

After analysis of all the input derived from the Listening Project, Prismatic proposed 11 recommendations listed below to the Children's Trust. These recommendations are centered around the areas identified as most in need of Trust support. As the Children's Trust finalizes its new strategic plan, Prismatic recommends that it consider implementing these recommendations, which are further detailed in Chapter 5 of the full report.

Prismatic's Listening Project Recommendations

Priority Issues

1	Adopt explicit dollar spend goals for each age group rather than for each goal.
2	Address the transportation divide.
3	Incubate new programs.
4	Support community centers and sports.
5	Become the marketplace for interns and community supporters/organizers.
6	Become the county fulcrum for information.

Strategic Planning

7	Listen continually.
8	Communicate regularly.
9	Leverage community.
10	Revise Trust principles, then set measurable annual goals.
11	Adopt better metrics of output and impact.

As the Children’s Trust voluntarily sought to engage in this Listening Project, it is under no obligation to implement any of the Prismatic recommendations. Moreover, in examining the data presented, the analyses provided, and the conclusions drawn, Trust leadership may find different or better methods for addressing the challenges that Prismatic found. What matters most is addressing the root causes of the challenges and deficits found through the Listening Project.

As to how quickly the Children’s Trust should implement recommendations, Prismatic does not advocate for a hasty approach. It should be understood that not all of the recommendations should be started at one time, nor all at once. It will be up to the Trust to determine the pacing of implementation for recommendations. Prismatic recommends establishing a timeline of 3-5 years for full implementation. This timeline should also be paced with the Trust’s current strategic planning effort.



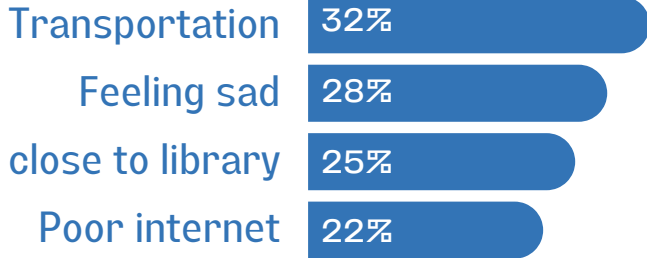


We heard you!



CHILDREN'S TRUST
OF ALACHUA COUNTY

Youth in grades 6-12 report struggles:



21% feel they lack good friends.

31% of youth have not been to the dentist in the last year.



54% feel they are learning "useful things" at school.

49% say their teachers make them feel good about themselves.

51% said their neighborhood is a good place to grow-up.

29% participate in recreational sports.

11% don't know where to get academic tutoring if they need it.

They want the Trust's help with:



"I know a lot of kids that want to do extracurricular activities and want to be well-rounded, but they don't have any sort of transportation."



"We could improve as a school and a county if the people in power listen to us. We could actually help."

What the Children's Trust plans to do.

Item 11.



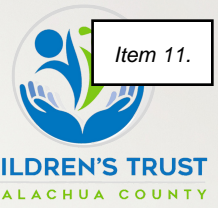
The Children's Trust of Alachua County and Prismatic Services would like to offer a sincere thanks to the community for their time and contributions to this project.

Want to get involved with the Children's Trust or be added to the mailing list?

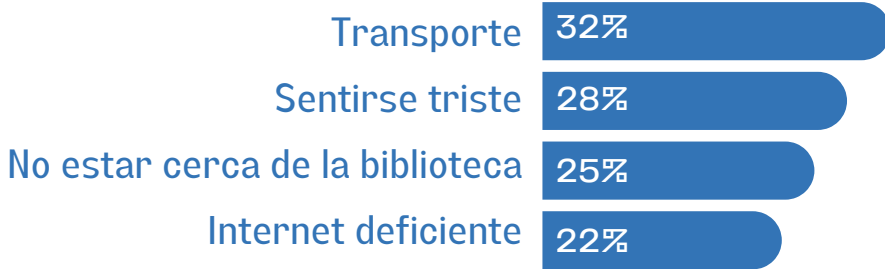
www.childrenstrustofalachuacounty.us



Los Escuchamos!



Los jóvenes en los grados 6-12 informan dificultades:



21% sienten que faltan buenos amigos.
 31% de los jóvenes no han ido al dentista en el último año.



54% siente que están aprendiendo "cosas útiles" en la escuela.

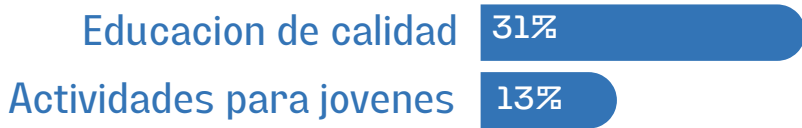
49% dice que sus maestros les hacen sentir bien consigo mismos.

51% dicen que su vecindario es un buen lugar para crecer

29% participa en deportes recreativos.

11% no sabe donde obtener tutoría académica si la necesitan.

Quieren la ayuda del Children's Trust con:



Conozco a muchos niños que quieren participar en actividades extracurriculares y quieren un desarrollo completo, pero no tienen ningún medio de transporte confiable.



Podríamos mejorar como escuela y como condado si las personas en el poder nos escucharan. Realmente podríamos ayudar.

Los planes del Children's Trust son:

Item 11.



The Children's Trust of Alachua County y Prismatic Services quisieran ofrecer un sincero agradecimiento a la comunidad por su tiempo y contribuciones a este proyecto.

Quiere involucrarse con Children's Trust o ser agregado a la lista de correo?

www.childrenstrustofalachuacounty.us



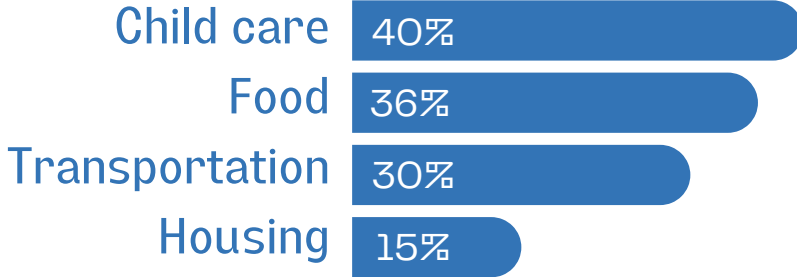
We heard you!



Item 11.

CHILDREN'S TRUST
OF ALACHUA COUNTY

Parents of children 0-5 yrs old report struggles:



“I am having a really hard time finding and financially accessing existing services for my son who is autistic. I am worn out and exhausted...”



85% received “great” prenatal care in Alachua County

26% had a hard time getting prenatal appointments.

15% of parents say they don't attend VPK because it is not close to where they live.

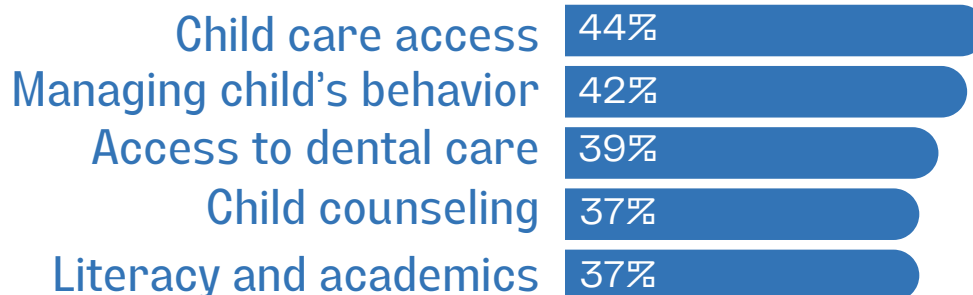
15% of parents say their family cannot afford VPK/preschool.

81% think their PreK/preschool program is “really good.”

63% think their PreK/preschool program is good preparation for kindergarten.

“We both work full time. We can't afford to work partial days and pick our child up in the middle of the day [from VPK], so we have to pay for roll-over care. That is really difficult for us, financially.”

They could use the most help with:



What the Children's Trust plans to do.

Item 11.



The Children's Trust of Alachua County and Prismatic Services would like to offer a sincere thanks to the community for their time and contributions to this project.

Want to get involved with the Children's Trust or be added to the mailing list?

www.childrenstrustofalachuacounty.us



Los escuchamos!



CHILDREN'S TRUST
OF ALACHUA COUNTY

Los Padres de niños de 0-5 años reportan dificultades:



Estoy teniendo dificultad para encontrar y acceder economicamente a los servicios existentes para mi hijo, que es autista. Estoy agotada y exhausta.



85% recibio atencion prenatal "excelente" en el condado de Alachua.

26% tuvo dificultades para obtener citas prenatales.

15% de los padres dicen que no asisten al programa de educacion preescolar voluntario porque no esta cerca de donde viven.

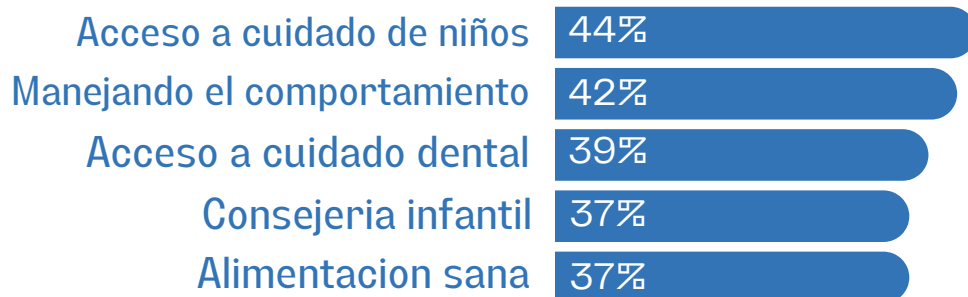
15% de los padres afirman que su familia no pueden costear el programa de educacion preescolar

81% piensan que su programa de educacion preescolar es "muy bueno"

63% piensan que su programa de educacion preescolar es buena preparacion para kindergarten.

Ambos trabajamos tiempo completo. No podemos permitirnos trabajar medio dia y recoger a nuestro hijo en medio del dia del programa preescolar voluntario, por lo que tenemos que pagar por el cuidado adicional. Esto es muy dificil para nosotros financieramente.

Necesitan la mayor ayuda con:



Los planes del Children's Trust son:

Item 11.



The Children's Trust of Alachua County y Prismatic Services quisieran ofrecer un sincero agradecimiento a la comunidad por su tiempo y contribuciones a este proyecto.

Quiere involucrarse con Children's Trust o ser agregado a la lista de correo?

www.childrenstrustofalachuacounty.us

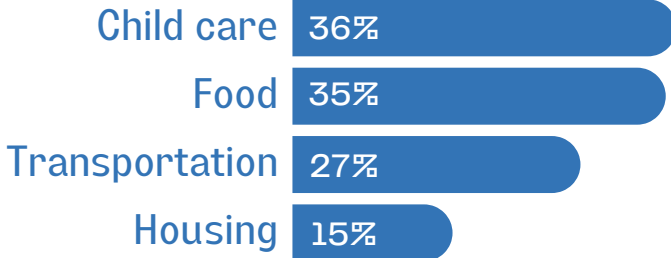


We heard you!



CHILDREN'S TRUST
OF ALACHUA COUNTY

Parents of children 6-10 yrs old report struggles:



"Making too much money to afford childcare/health assistance but still struggling financially."



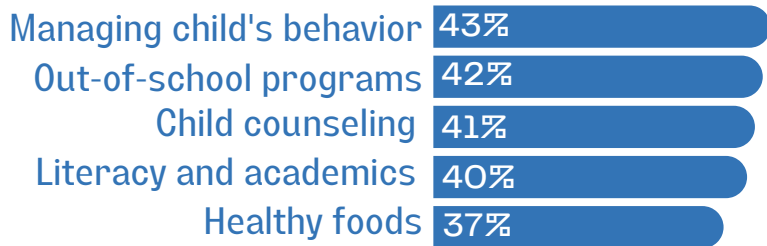
24% do not know where to get academic tutoring if their child needs it.

32% have to leave their children without supervision after school at least some of the time.

31% have children who do not participate in some kind of social group, such as community sports.

"Children living in poverty don't have much access to certain opportunities..."

They could use the most help with:



"Special needs families are struggling a lot in this city. Accessibility to tutoring and child care is almost nonexistent. Medical bills and travel bills are high and these items are not taken into consideration for us."

What the Children's Trust plans to do.

Item 11.



The Children's Trust of Alachua County and Prismatic Services would like to offer a sincere thanks to the community for their time and contributions to this project.

Want to get involved with the Children's Trust or be added to the mailing list?

www.childrenstrustofalachuacounty.us



Los Escuchamos!



Item 11.

CHILDREN'S TRUST
OF ALACHUA COUNTY

Los padres de niños de 6 a 10 años reportan dificultades:



Gano demasiado dinero para recibir asistencia en el pago del cuidado de los niños/medico, pero aun tengo dificultades financieras".



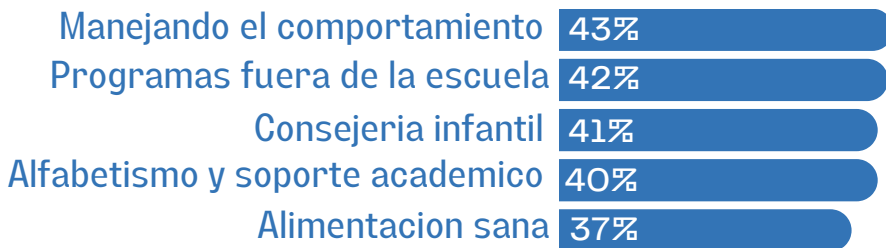
24% no saben donde obtener tutoria academica si su niño(a) la necesita.

32% tienen que dejar a sus hijos sin supervisión despues de la escuela al menos parte del tiempo.

31% tienen niños(as) que no participan en algun tipo de niño(a) la necesita.

Los niños que viven en la pobreza no tienen mucho acceso a ciertas oportunidades..."

Ellos podrian usar la mayor ayuda con:



Las familias con necesidades especiales están luchando mucho en esta ciudad. La accesibilidad a la tutoría y el cuidado de niños es casi inexistente. Las facturas médicas y las facturas de viaje son altas y estos elementos no se tienen en cuenta para nosotros".

Los planes del Children's Trust son:

Item 11.



The Children's Trust of Alachua County y Prismatic Services quisieran ofrecer un sincero agradecimiento a la comunidad por su tiempo y contribuciones a este proyecto.

Quiere involucrarse con Children's Trust o ser agregado a la lista de correo?

www.childrenstrustofalachuacounty.us

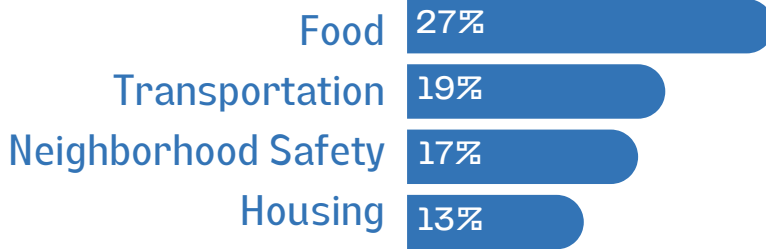


We heard you!



CHILDREN'S TRUST
OF ALACHUA COUNTY

Parents of children 11-18 yrs old report struggles:



“Youth and families in Alachua county need help with mental health services, community services, transportation and clothing banks.”



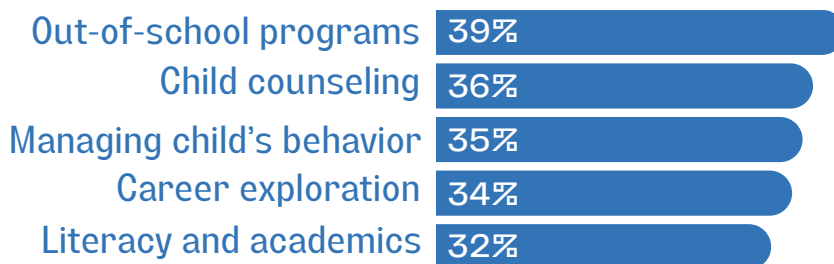
21% don't know where to get academic tutoring if their child needs it.

32% say their child is without supervision after school at least some of the time.

24% have children who do not participate in some kind of social group, such as community sports.

The one thing my neighborhood does not have is...
"more cheap or free after school activities for children."

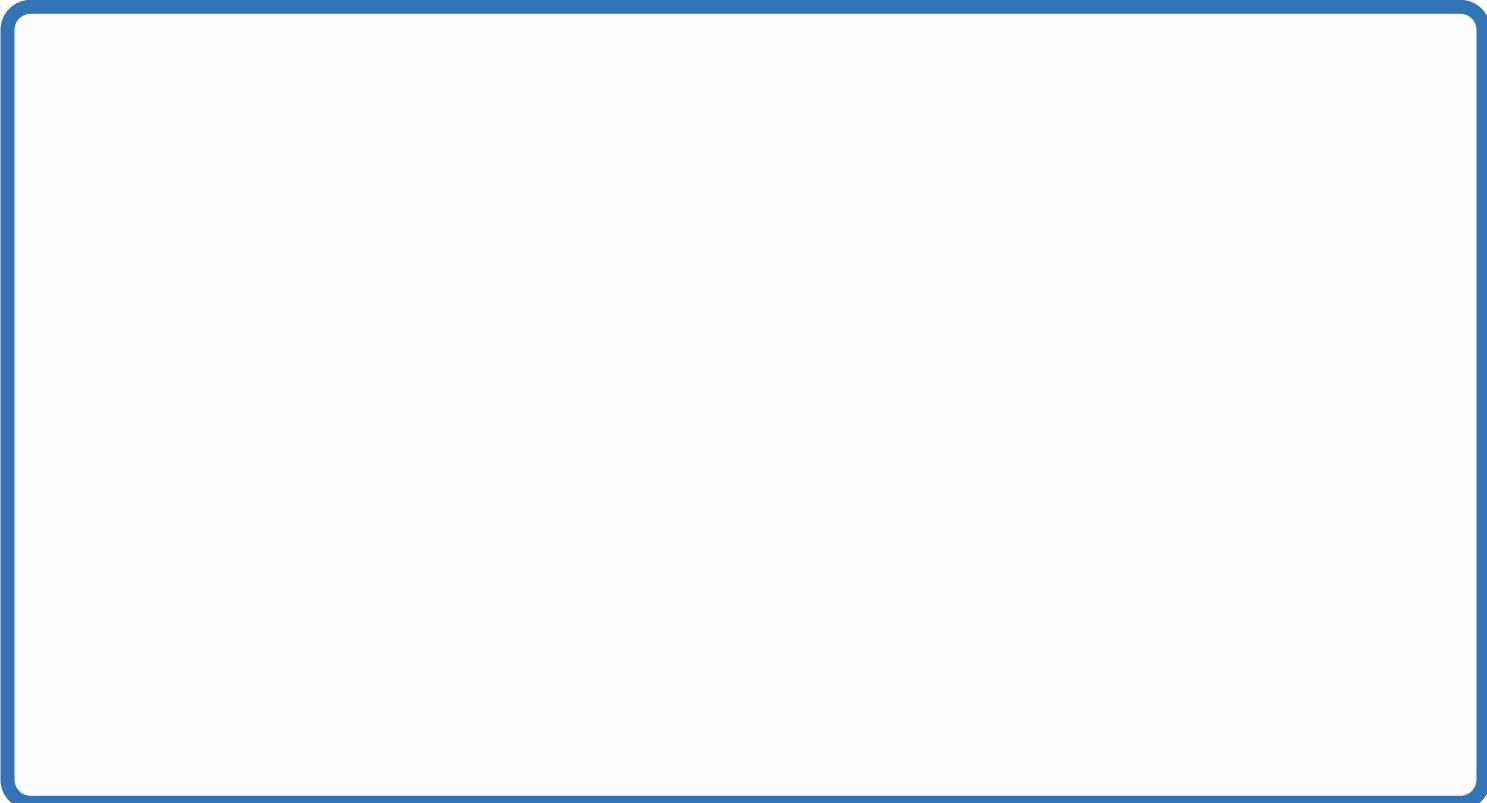
They could use the most help with:



“Many educators need lessons on diversity and inclusion especially in this small town...They are quick to say a kid has an attitude and write them off without any consideration for what burden that child may have walked into the classroom carrying.”

What the Children's Trust plans to do.

Item 11.



The Children's Trust of Alachua County and Prismatic Services would like to offer a sincere thanks to the community for their time and contributions to this project.

Want to get involved with the Children's Trust or be added to the mailing list?

www.childrenstrustofalachuacounty.us

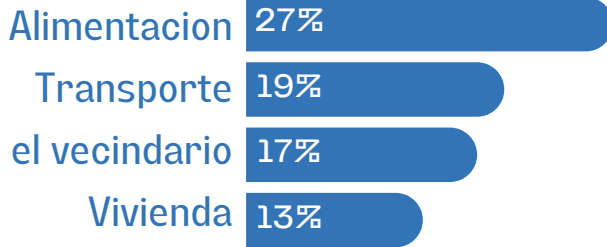


Los escuchamos!



CHILDREN'S TRUST
OF ALACHUA COUNTY

Los padres de jóvenes de 11 a 18 años reportan dificultades:



Los jóvenes y las familias del condado de Alachua necesitan ayuda con los servicios de salud mental, los servicios comunitarios, el transporte y los bancos de ropa.



21% no saben donde obtener tutoria academica si su hijo(a) la necesita.

32% dicen que su hijo(a) esta sin supervision despues de la escuela al menos parte del tiempo.

24% tienen hijos(as) que no participan en algun tipo de grupo social, como deportes comunitarios.

La unica cosa que mi vecindario no tiene es... mas actividades extracurriculares gratuitas o economicas para niños despues de la escuela.

Necesitan la mayor ayuda con:



Muchos educadores necesitan lecciones sobre diversidad e inclusion, especialmente en esta pequeña ciudad... Son rapidos en decir que un niño(a) tiene actitud y desestimarlos sin ninguna consideracion por la carga que ese niño(a) puede llevar consigo al entrar la escuela.

Los planes del Children's Trust son:

Item 11.



The Children's Trust of Alachua County y Prismatic Services quisieran ofrecer un sincero agradecimiento a la comunidad por su tiempo y contribuciones a este proyecto.

Quiere involucrarse con Children's Trust o ser agregado a la lista de correo?

www.childrenstrustofalachuacounty.us

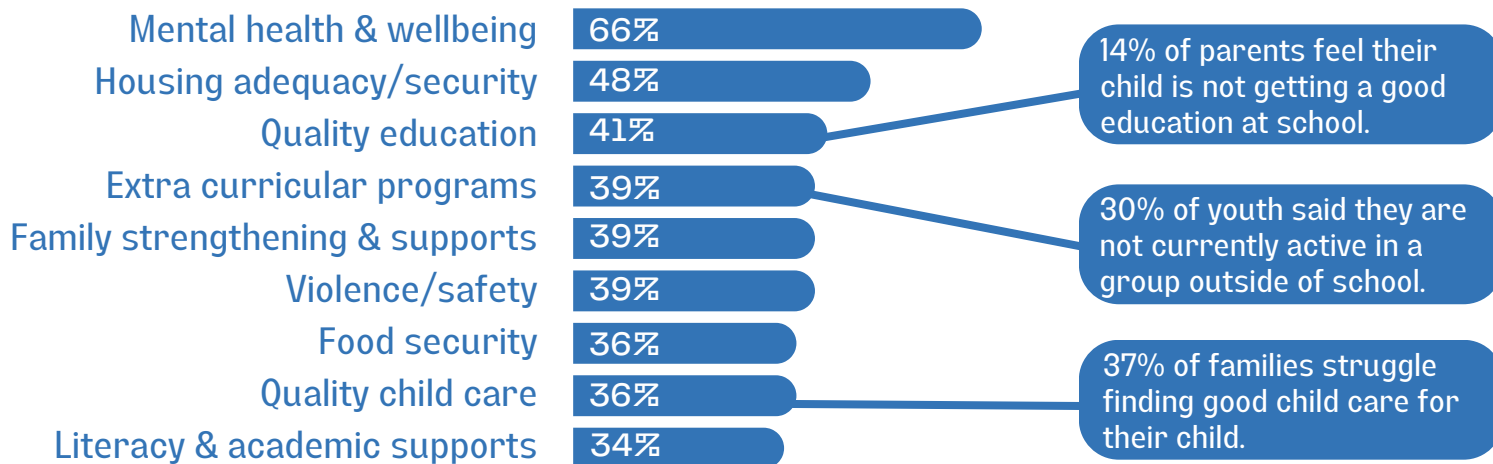


We heard you!



CHILDREN'S TRUST
OF ALACHUA COUNTY

Providers are most concerned about:

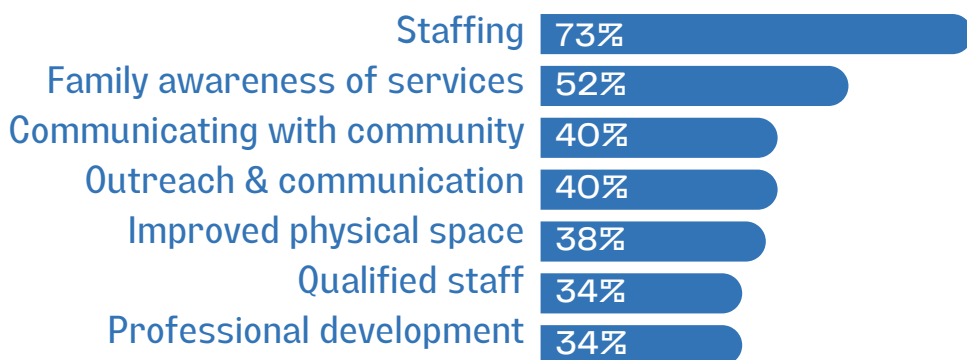


“Mental Health/Trauma - At the heart of the problem of most kids not doing well – many have some exposure to trauma – until it’s treated, it’s difficult to get them to where they need to be.”

28% of youth felt sad for 2 or more weeks.

“Support the whole child, specifically mental health. Kids are being pulled from the classroom to address mental health needs, creating educational disparities.”

Supports to help providers thrive:



The Children's Trust could help providers coordinate via topic-based events, provider summits, and shared professional development.

What the Children's Trust plans to do.

Item 11.



The Children's Trust of Alachua County and Prismatic Services would like to offer a sincere thanks to the community for their time and contributions to this project.

Want to get involved with the Children's Trust or be added to the mailing list?

www.childrenstrustofalachuacounty.us



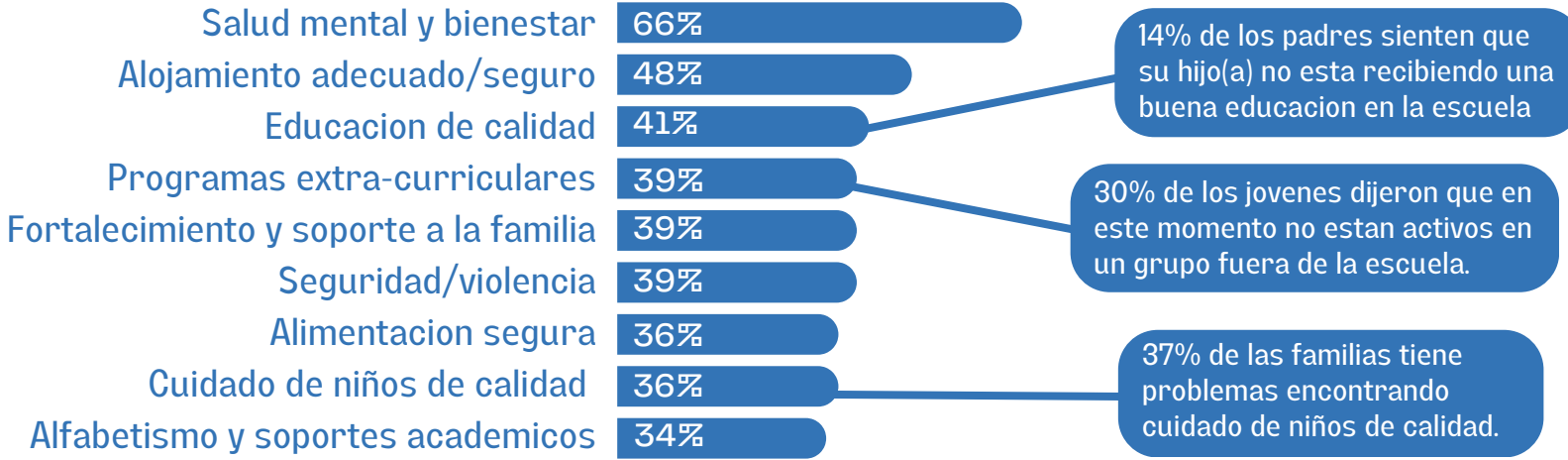
Lo Escuchamos!



Item 11.

CHILDREN'S TRUST
OF ALACHUA COUNTY

Las principales preocupaciones de los proveedores son:

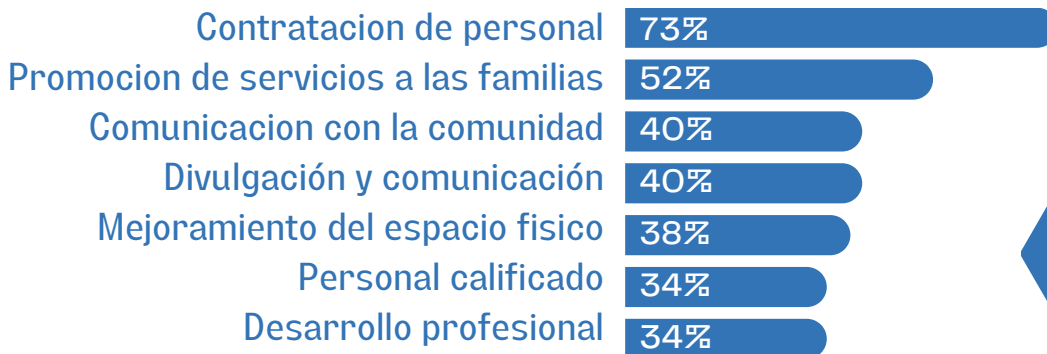


“Salud Mental/Trauma - En el centro del problema de la mayoría de los niños que no les va bien - muchos están expuestos a trauma - hasta que no se trate, es difícil que lleguen a donde deben estar”.

28% de jóvenes se sintieron tristes por 2 o más semanas.

“Apoyar al niño en su totalidad, específicamente la salud mental. Se está sacando a los niños de clases para abordar las necesidades de salud mental, lo que crea disparidades educativas”.

Apoyos para ayudar a los proveedores a prosperar:



The Children's Trust podría ayudar a los proveedores a coordinarse a través de eventos temáticos, cumbres de proveedores y desarrollo profesional compartido.

Los planes del Children's Trust son:

Item 11.



The Children's Trust of Alachua County y Prismatic Services quisieran ofrecer un sincero agradecimiento a la comunidad por su tiempo y contribuciones a este proyecto.

Quiere involucrarse con Children's Trust o ser agregado a la lista de correo?

www.childrenstrustofalachuacounty.us

File Attachments for Item:

12. Early Learning Collaborative (Mia Jones)



CHILDREN'S TRUST
OF ALACHUA COUNTY

Item:

Early Childhood Learning Collaborative Update (Mia Jones)

Requested Action:

The Board is asked to receive this update.

Background:

The goal for 2023 is to expand the early childhood system for Alachua County in a way that moves the community towards system change and collaboration, and the potential for growth and sustainability.

This update will highlight updates from the Early Childhood Learning Collaborative Call-to-Action meeting, Head Start Summer Bridge contract, Socio-Emotional Development funding, and next steps for expanding the early childhood learning collaborative system.

Programmatic Impact:

Goal 2- All Children can learn what they need to be successful.

Strategy 2.1 Supporting professional development and capacity building.

Strategy 2.2 Supporting youth development.

Goal 3- All children have nurturing and supportive caregivers and relationships.

Strategy 3.1 Supporting initiatives that connect families to resources.

Fiscal Impact:

N/A

Recommendation:

Receive the information

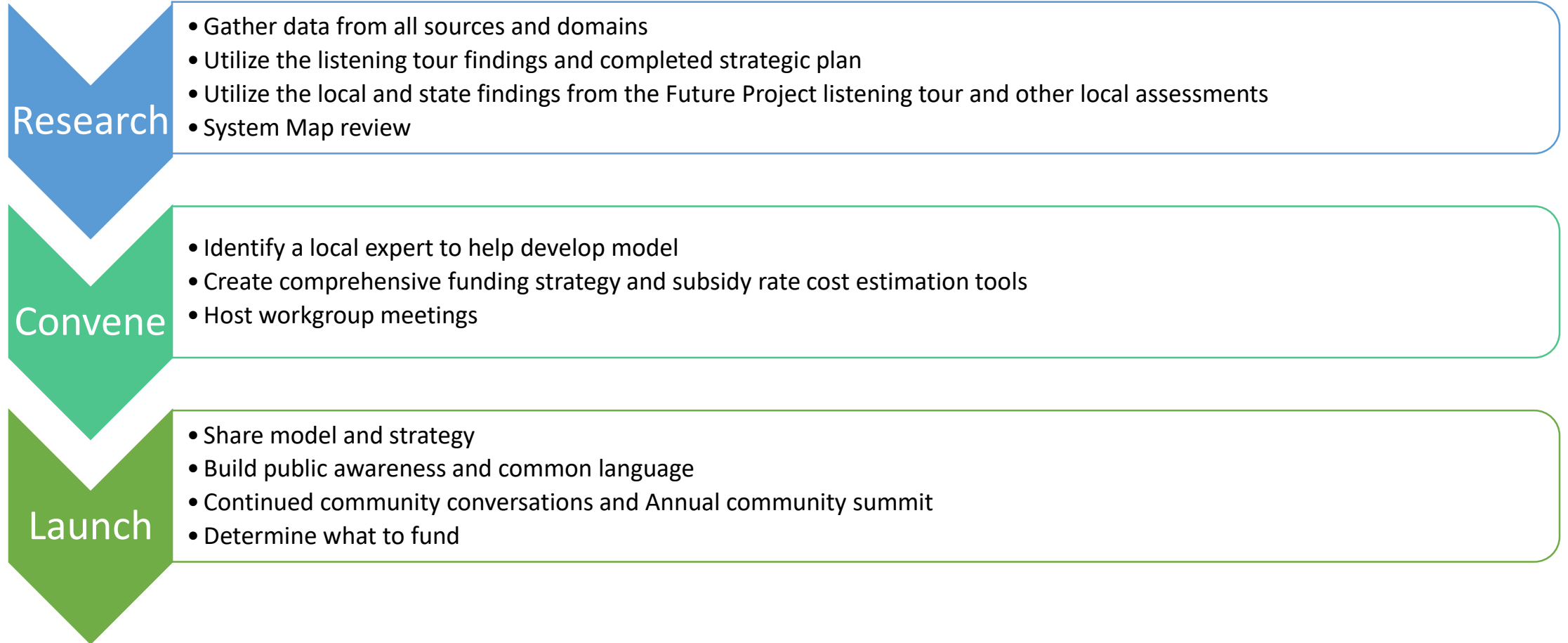


CHILDREN'S TRUST
OF ALACHUA COUNTY

Early Learning Network Update



Quality Improvement System Next Steps



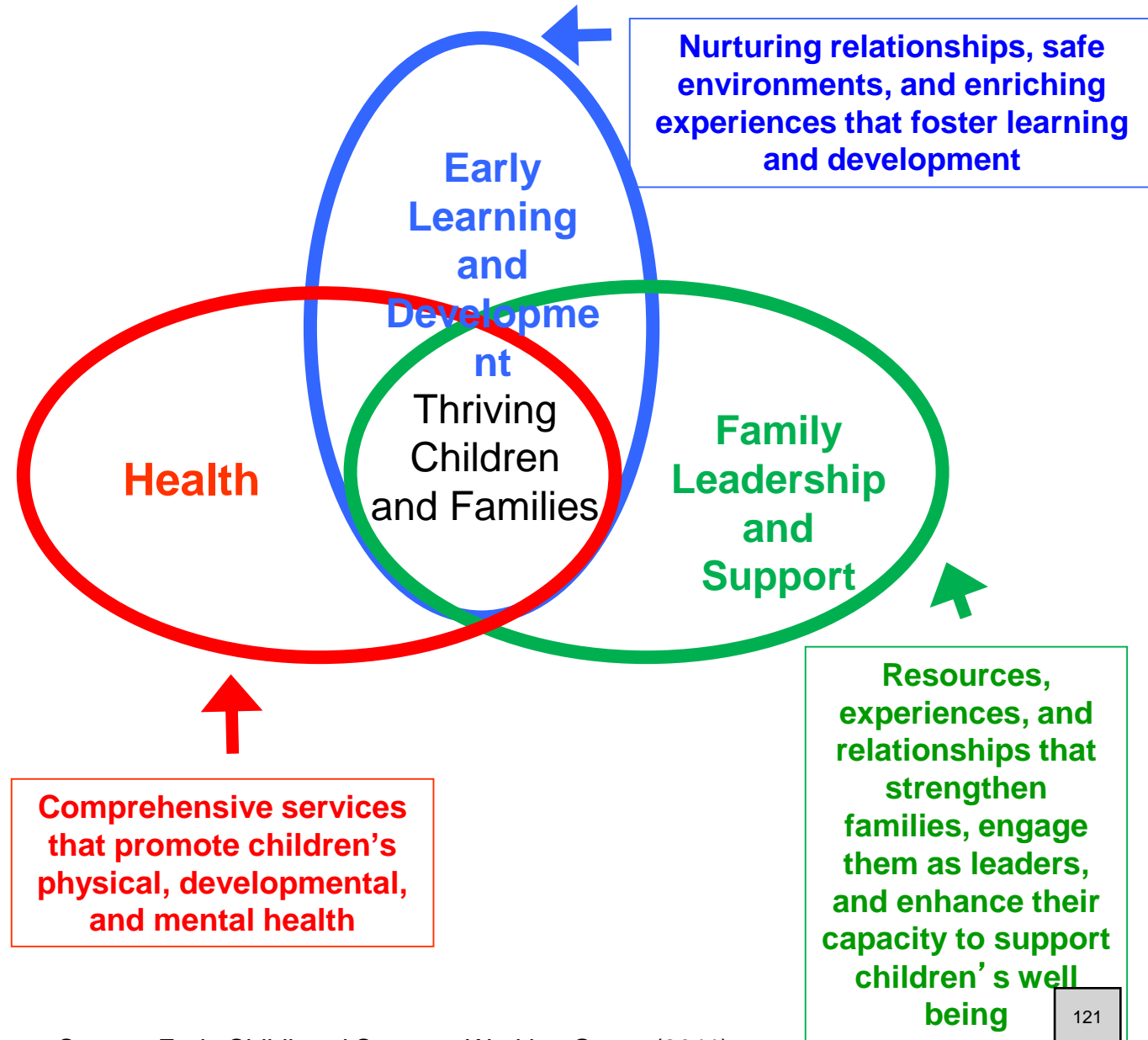
Current Supports

The Children’s Trust of Alachua County invest funds that support children’s development from birth to age 5 with a goal of ensuring families have what they need for healthy development and children are ready to learn when they arrive at kindergarten.

Health (Early Intervention)	Help Me Grow Alachua
	Family Partner
	NewboRN Home Visiting
Early Learning and Development	Transformative Professional Development- Funding End June 30 th
	Business Leadership Institute for Early Learning Masterclass
	Accreditation Academy
Early Literacy	Gainesville Thrive
Family Leadership and Support	Project Youth Build Parenting Program
	Family Resource Center – Community Navigator

Early Childhood Learning Collaborative Call-To-Action

- ❑ Community Partner Anita Zucker Center and The Children's Movement.
- ❑ Held on June 13
- ❑ 25 Attended
- ❑ Purpose: Building an Equitable and Supported Early Childhood Education System in Alachua County.
- ❑ Invited: Families, Educators, Advocates, Government, Chamber, Businesses, Early Learning Organizations.



What supports do we imagine a quality early learning system needs?

Research

Childcare Workforce Study

Collaborative data collection and review

Early learning data system

Family Supports

Child-care subsidies for families who do not qualify for school readiness and are above 150% to 300% FPL

Therapeutic Parenting Support and Infant & Early Childhood Mental Health Consultation

Family Leader Network

Expand Community Navigators

Short-term early intervention services

summer program for children with disabilities

Head Start Summer Bridge Program

Visible platform for services and family engagement

Temporary subsidy for contracted Partners

Educator Supports

Teacher Salary Supplements

High- Quality Performance Incentives and Tier payment differentials

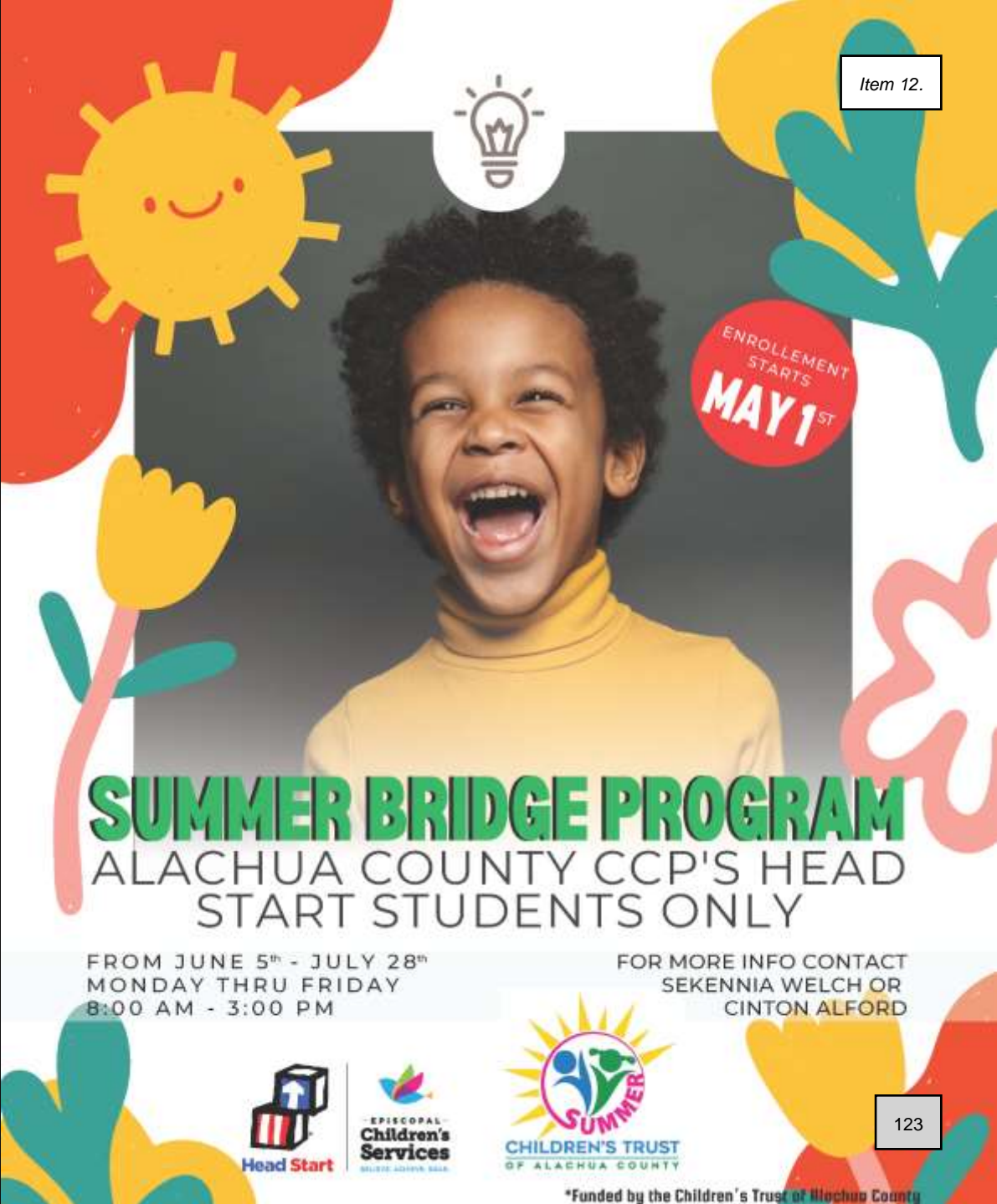
Accreditation Academy Incentives

socio-emotional development and challenging behaviors consultations

Teacher Scholarships

Head Start Summer Bridge

- ❑ Community Partner is Episcopal Children's Service Inc.
- ❑ Started June 5
- ❑ Length: 8 weeks
- ❑ 4 Early Learning Centers
- ❑ 59 Children ages 3, 4, and 5
- ❑ Located in High Springs, Newberry, Archer, and Gainesville






Item 12.

SUMMER BRIDGE PROGRAM
ALACHUA COUNTY CCP'S HEAD
START STUDENTS ONLY

FROM JUNE 5th - JULY 28th
MONDAY THRU FRIDAY
8:00 AM - 3:00 PM

FOR MORE INFO CONTACT
SEKENNIA WELCH OR
CINTON ALFORD

ENROLLEMENT
STARTS
MAY 1ST

*Funded by the Children's Trust of Alachua County

123



SUMMER SCHOOL 4 PARENTS & CHILD CARE PROFESSIONALS

FREE 6-Week Summer School Initiative

School is out but class is in session! Gainesville's first ever summer school for parents and professionals of children 0-5 years of age. Discover the emotional needs hidden beneath behaviors. When you meet the needs, you change behaviors. Build relational skills necessary for regulation and cognitive development tomorrow!



WHEN:

5-Weeks

Each Friday starting

Friday, July 7, 2023

6:00 pm – 8:00 pm

Friday, August 4, 2023

Virtual

LIVE via ZOOM

Register:

info.genesisfec@gmail.com

The first 25 registrants will receive a copy of the book, "Someone to be with" by Deldre Quinlan

PH: (352) 219-1620

www.genesis31.com

Summer School 4 Parents & Professionals

- Socio-Emotional Development
- Community Partner is Genesis Family Enrichment Center
- Intervention is Circle of Security Parenting and Circle of Security Classroom
- ICAET Accredited. Professionals can receive CEU
- Started July 7
- Combined training classroom
- 1:1 consultation for families in person.
- Small group professional development sessions.

File Attachments for Item:

13. Recommendation for Award – RFP 2023-01 Afterschool Programming



Item:

Recommendation for Award – RFP 2023-01 Afterschool Programming

Requested Action:

The Board is asked to:

Approve the recommendation to award the contract for RFP 2023-01, Afterschool Programming in the amount of \$1,000,000; and

- 1) Authorize the Executive Director to negotiate and execute agreements with Kids Count in Alachua County, Gainesville Area Community Tennis Association, Boys and Girls Club, Girls Place, Deeper Purpose Community Church, and Gainesville Circus Center.

Background:

In making this recommendation, the process described below was used in accordance with Board Policy 6.50 C – Competitive Sealed Proposals.

Description of Process

- 1) The RFP was reviewed and approved for release by the Board on May 12, 2023 through Resolution 2023-06.
- 2) A notice of Request for Proposals was advertised in The Gainesville Sun (***See Public Notice***).
- 3) The RFP, which can be found below contains the provisions approved by the Board. [2023-01 Afterschool Programming Request for Proposal \(RFP\) | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](https://www.childrenstrustofalachuacounty.us) . **Pages 5-18 are attached.**
 - a) The minimum qualifications to bid on page 6 of the RFP.
 - b) The RFP Scope of Services on page 6-12.
 - c) The evaluation criteria are defined on pages 12 and 13 of the RFP.
- 4) During the 35-day proposal preparation period questions were submitted concerning the project. Responses to these questions were approved by CTAC and posted on the agency website in the form of addenda. The following addenda were reviewed and approved by CTAC staff and posted on the following dates:
 - a) **Addendum No. 01 – Wednesday, May 17, 2023**

b) Addendum No. 02 – Friday, May 26, 2023

- 5) As of June 16, 2023, 3:00 PM, 11 responses were submitted. (*See “Bid Opening”*).
- 6) Five proposals were found to be non-responsive or late for this RFP.
 1. Gator Junior Golf-No DCF license
 2. I Am Stem, LLC- Late and missing application attachments.
 3. Mirror image Education & Leadership, Inc-No DCF license
 4. NCFYMCA-Missing application and attachments
 5. Wille Mae Stokes Community Center-Missing application attachments
- 7) An evaluation scoring sheet was developed, utilizing the criteria specified in the RFP. The process utilized to evaluate and score the proposals is as follows:
 - a) The evaluation scoring sheets were filled out independently by the Review Team, composed of Jenn Faber (FACCT), Takela Perry (Santa Fe Community College), Shannon Ritter (Alachua County Public Schools), and Kevin Berry (Alachua County Public Schools, FCGLR).
 - b) All proposals were examined for proper form by the RFP Project Manager. The project manager also calculated the scores for any criteria that was “objective”. The objective criteria for this RFP were 10 bonus points for operating 5 days a week and 10 bonus points for being a site in a rural or unincorporated area.
 - c) Interviews/site visits were not conducted.
 - d) A public meeting to discuss the scoring was held on June 28, 2023. As a result of that meeting, a consensus score was developed.
 - e) The results of the evaluation team were presented in written form to the Executive Director.
- 8) Attached are the scores for each accepted applicants resulting from the evaluation.

Award Recommendation

Taking into consideration the review process described below, Board Policy 6.50, C,9 tasks the Executive Director with making a recommendation. The Executive Director recommends the selection of Kids Count in Alachua County, Gainesville Area Community Tennis Association, Boys and Girls Club, Girls Place, Deeper Purpose, and Gainesville Circus Center. **for** \$1,000,000 to provide the required services as specified below:

“The Contractor will be responsible for providing quality afterschool programming to host kindergarteners (five years old on or before September 1st through 12th grade from low-income families in safe and enriching afterschool programming for the 2023-2024 school calendar year.”

This recommendation was based on the scoring per the evaluation criteria.

The selection of the Contractor shall be announced as provided in the RFP and all other proposers shall be officially notified once the Board approves the award recommendation. (Copy of the draft intent to award notification is enclosed.)

Attachments:

Public Notice
RFP Pages 5-18
Addendum No. 1
Addendum No. 2
Bid Opening
Scoring Summary

Programmatic Impact:

Goal 2-All children can learn with they need to be successful.

Fiscal Impact:

\$1,000,000 from 001.15.1500.569.82.22

Recommendation:

Staff recommends approval.



CONDITIONAL CONTRACT AWARD NOTIFICATION

Children's Trust of Alachua
County
P.O. Box 5669
Gainesville, FL 32627
Phone: 352-374-1830, Fax: 352-374-1831

RFP/BID NO:	2023-01
BID OPENING DATE:	
CONTRACT AWARD DATE:	

DESCRIPTION:

FOR:		TERM OF CONTRACT:
		August 1, 2023 - June 30, 2024

Contract Value (Year1)	Contract Value (Year2)	Contract Value (Year3)	Contract Value (Year4)
\$	\$N/A	\$N/A	\$N/A

TERMS AND CONDITIONS:

The contract for the above RFP/BID is conditionally awarded to you, subject to a successful contract negotiation with the Children's Trust of Alachua County, and the satisfactory compliance with, and adherence to, all of the terms, conditions and specifications contained in the RFP. You are obliged to immediately furnish CTAC with the following documents:

- A. Insurance certificates in the amounts required in our RFP specifications. Please be sure to include the Children's Trust of Alachua County, as an additional insured on each policy.
- B. Corporate resolution authorizing a representative of the corporation to execute the agreement.
- C. A completed New Vendor Form and W-9 Form.
- D. A company logo in JPEG form.

ADDITIONAL CONDITIONS: This notice of award is not an order to ship. Purchase orders will be issued to furnish the contractual supplies, equipment, materials, and/or services. All invoices and packing slip must reference the purchase order number.

CONTRACTOR INFORMATION:

Company Name: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 Contact Person: _____
 Company email: _____ Company website: _____

Project Manager

Executive Director



CHILDREN'S TRUST
OF ALACHUA COUNTY

RFP 2023 – 01
Afterschool Programming

BID OPENING
June 16, 2023
4:00 pm

Afterschool Programming

Kids Count in Alachua County	\$188,117.55
Gainesville Area Community Tennis Association	\$259,583.68
Boys and Girls Club	\$240,768.89
Girls Place	\$127,933.00
Deeper Purpose Community Church	\$114,965.26
Gainesville Circus Center	\$192,507.55
Total	\$1,123,875.93

The following application(s) were nonresponsive.

Gator Junior Golf (No DCF License)	\$15,000.00
Mirror Image Education and Leadership, Inc. (No DCF License)	\$171,020.16
NCFYMCA (Missing application attachments)	\$76,003.09
Willie Mae Stokes Community Center (Missing application attachments)	Unknown
Total	\$262,023.25

The following application(s) was received after the 3pm deadline

I Am Stem, LLC (Late and missing application attachments)	Unknown
---	---------

D. Solicitation Timeline - Afterschool Programming

Item 13.

EVENT	DATE / DUE DATE
Release of the competitive solicitation and begin the Cone of Silence	May 12, 2023
Bidders' Conference and Application Training (attendance is highly recommended) Virtual: Insert registration link	May 23, 2023 10 AM to 12:00 PM – Bidders’ Conference & Application Training May 23, 2023 6:00 PM to 8:00 PM – Bidders’ Conference & Application Training
Last day to submit written questions	June 2, 2023, 3:00 PM
Final response to all written questions posted	June 6, 2023, 3:00PM
Office hours for technical support	May 24, 2023 May 31, 2023 June 7, 2023
Application submission deadline	June 16, 2023, 3:00 PM
Public Opening of bids (Public Meeting)	June 16, 2023, 4:00 PM
Virtual: Insert registration link Application review period	June 19 – June 26, 2023
Review team – final score deliberation (Public Meeting)	June 28, 2023, TBD
Virtual: Insert registration link Funding recommendations released – (Trust Board Meeting Packet)	June 30, 2023, TBD
The Children’s Trust of Alachua County Board Meeting Review funding recommendations Location: Children’s Trust Office 802 NW 5th Ave, Gainesville, FL 32627	July 10, 2023, 4:00PM TBD
End cone of silence; Appeal process begins	July 11, 2023
Contract negotiations begin	July 17, 2023
Contracts begin	August 1, 2023

SECTION 2: FUNDING OPPORTUNITY

A. Overview of Solicitation

By approval of Resolution 2023 – 06 on May 8, 2023. The Children’s Trust of Alachua County seeks qualified afterschool

program providers to host kindergarteners (five years old on or before September 1st) through 12th grade from low-income families in safe and enriching afterschool programming for the 2023-2024 school calendar year, that Item 13. standards and guidelines of the RFP. The CTAC intends to make multiple awards. The total overall amount awarded is \$1,000,000.

Successful applicants will be required to enter a contract with the CTAC for the services requested in this RFP within two weeks of funding announcement. Organizations submitting a proposal must be prepared to use the CTAC's standard contract form rather than its own contract form. A Model Contract for Services is attached to this RFP. The CTAC intends to award a contract substantially in the form of the attached Model Services Contract to the selected contractors.

B. Term of Services

Successful applicants will be awarded afterschool program only contracts with anticipated service dates of August 1, 2023, through June 30, 2024. Contracts will be line-item reimbursement based on a budget approved by the CTAC. The CTAC Board will make a final decision regarding contract renewals.

C. Minimum Requirements to Bid

Organizations can apply for funding based on the following requirements:

- a. All proposed services must take place within Alachua County.
- b. Applicant must be currently qualified to conduct business in the State of Florida.
- c. Applicant must not be a charter school approved by any public-school system in the State of Florida.
- d. Applicant must have experience working with youth in out-of-school time.
- e. Applicant must be a licensed or licensed exempt afterschool program, in accordance with § 402.26, Fla. Stat., § 402.319, Fla. Stat., § 120.60, Fla Stat.
- f. Applicant must offer services to students in kindergarten through 8th grade for a minimum of 4 days a week, 1.5 hours per day and/or afterschool enrichment clubs for high school students, 9th – 12th grade.
- g. Applicant must offer in person afterschool services during the 23-24 school year.
- h. Applicant must implement a youth ratio of 1 to 20.

D. Scope of Service

The CTAC seeks to expand access to safe and enriching afterschool programming for children from low-income families living in Alachua County. The Children's Trust of Alachua County is therefore seeking proposals from organizations to support a continuum of quality programs that have a positive impact on our children, youth, families, and communities of Alachua County. CTAC supports an evidenced-based, holistic approach that includes coordinated service delivery to ensure that residents are able to access high quality programs which are directly linked to positive outcomes for children and youth. In addition, the CTAC intends to award afterschool funding to local organizations whose proposals include implementing literacy programming to enhance literacy skills for kindergarten through 5th grade students. Proposals that include afterschool programming to middle school students (6th through 8th grade) should ensure middle school students receive opportunities to engage in high school prep, healthy social emotional development, relationship boundaries, and internet and social media safety activities. The CTAC also intends to fund afterschool enrichment clubs for high school students. Clubs should offer opportunities for students to engage in activities that assist them with postgraduate decision making. **(See grade level programming sections below for specific requirements.)**

Elementary & Middle School Programming (Kindergarten - 8th Grade):

In addition to increasing access and ensuring children have safe places to go afterschool, The Afterschool RFP allows the CTAC to support organizations that have an interest in expanding programming that supports the enhancement of literacy and math skills for children in grades K-8th, who reside in Alachua County.

The CTAC strongly encourages Contractors to identify and implement programming that will enhance literacy and math skills. Contractors who offer programming for literacy and math should describe how they will measure the success of the literacy and math components and be willing to administer pre and post assessments to enrolled children. Literacy and math programming are not required, but are strongly encouraged, to receive maximum points in the project plan section of the evaluation criteria. **(Note: The CTAC defines literacy and math programming as a curriculum or best practices with specific implementation requirements to ensure maximum improvements are achieved. This does not include homework help)**

To assist applicants with implementing experiences that complement learning, the CTAC will host a Promising Literacy Practices in K-5 Out of School Program Training. The training will be facilitated by the Florida Grade Level Reading Campaign (FLGRC), an initiative of Florida Alliance of Children’s Councils and Trusts (FACCT).

In addition to the literacy and math programming mentioned above, the CTAC will fund proposals that include the following components in their daily programming for middle school students (6th – 8th grade).

- Opportunities for socialization via group activities throughout the course of programming
- Preparing for transition to high school or upcoming grade and career exploration
- Healthy relationship boundaries
- Internet and social media safety
- Healthy social and emotional development

High School – Afterschool Enrichment Clubs

By high school, youth are largely independent, making their own decisions about how to spend their time. Many are thinking about what will come next for them postgraduation, and many have developed interests in the fields they intend to pursue, whether it is career technical education, the workforce, or college. Research suggests that a large number of high school students normally participate in extracurricular activities, for example, in school clubs, athletics, or helping their parents with younger siblings. Best practices show that afterschool programming for high school students should not be measured by hours of attendance but by what happens when youth are present. The CTAC intends to fund applicants that propose afterschool enrichment clubs for high school students. The purpose of the clubs is to engage high school students, throughout the school year, in activities that cover the following components.

- Career Exploration
- College Prep
- Work force Development
- Leadership Development
- Life Management Skills
- Academic Support and Enrichment

Collaboration

It is expected that CTAC funded providers will demonstrate effective partnerships with collaborative services that would contribute to positive experiences for youth. CTAC is also devoted to supporting collaborative partnerships by expanding its Youth Development Capacity Building Collaborative (YDCBC) and offering trainings and workshops to providers and the youth they serve. Contractors are expected to send staff to training opportunities offered by

the CTAC. The CTAC Board is also making final decisions regarding priority areas. Award recipients of this afterschool RFP must allow CTAC funded partners to address different enrichment topics with enrolled youth. Topics include but are not limited to health, cultural arts, and safety, etc.

Item 13.

Target Population:

Contractors will recruit and enroll children, kindergartners through 8th grade, into afterschool programming, and high school students for afterschool enrichment clubs. All students recruited shall reside in Alachua County. All recruitment should follow the guidelines below:

- Children whose income is less than 400% of the 2023 federal poverty threshold guidelines.
- Children with Individualized Educational Plan (IEP) or 504 plans whose families also meet the income requirements.
- Children from families receiving SNAP benefits.
- Children in foster care, children in voluntary and formal kinship care, and children under in-home case management supervision.

2023 Poverty Guidelines for 48 Contiguous States

Persons in Family/Household	200%	400%
2	\$39,440	\$78,880
3	\$49,720	\$99,440
4	\$60,000	\$120,000
5	\$70,280	\$140,560
6	\$80,560	\$161,120
7	\$90,840	\$181,680
8	\$101,120	\$202,240
For families/households with more than 8 persons, add \$5,140 for each additional person.		

Source: [HHS Poverty Guidelines for 2023](#)

Quality for Afterschool Programs:

The CTAC seeks to fund afterschool providers offering a range of programming activities. Applicants have the flexibility to implement creative and innovative programs that meet the needs and interests of children enrolled in their programming. The Florida Standards for Quality Afterschool Programs define the core principles and best practices that lead to the delivery of quality programming. Successful applicants should strive to meet the Florida Standards for Quality Afterschool Programs as outlined below.

1. **ADMINISTRATION AND ORGANIZATION** - Provide a solid framework for equitable afterschool programming; state a mission, philosophy, and goals, in accordance with local and state regulations.
2. **PROGRAM MANAGEMENT AND STAFF** - Employ qualified administrative and afterschool educators who are focused on the needs of children, families, and fellow staff.

3. **COMMUNICATION AND INTERACTION** - Provide ways to foster and enhance respectful communication, trauma-informed care, sense of belonging and safety, and positive interactions among children and youth, families, and staff while recognizing that people often have many types of trauma in their lives. Item 13.
4. **PROGRAM STRUCTURE AND ACTIVITIES** - Planning of safe, equitable, inclusive and developmentally appropriate social, recreational, and educational opportunities.
5. **HEALTH, SAFETY, AND NUTRITION** - Provide developmentally appropriate environments that protect and enhance the safety, physical and social emotional health of children, and meet local and state requirements.
6. **PROGRAM ENVIRONMENT** - Provide safe, developmentally appropriate, and inclusive indoor and outdoor environments, meeting local and state requirements.
7. **FAMILY AND COMMUNITY INVOLVEMENT** - Provide program/family engagement opportunities connected to schools, businesses and community partners.

For access to the Florida Standards for Quality Afterschool Programs, visit the Florida Afterschool Network page at <https://flafterschool.com/resources/standards>

Service Locations

The CTAC expects to fund afterschool program sites throughout Alachua County. Applicants may propose to serve one or more program sites throughout Alachua County. Applicants may provide services in a variety of locations, including, but not limited to schools, city or county parks and facilities, faith-based locations, and community organizations. Best practices indicate providing services at sites that do not charge or charge minimally for space (such as schools, parks, and faith-based locations) results in higher investments in staffing that can support program quality.

The physical environment in which a program operates is a foundation for the youth's experience in a program. Indoor and outdoor spaces should be able to adequately and safely accommodate all program activities. Key features of high-quality service locations include:

- Can safely and comfortably accommodate the various activities offered and/or can be rearranged to meet the various needs of the program (e.g., spaces for physical games, creative arts, individual /quiet workspace and eating/socializing).
- The outdoor environment is suitable for a wide variety of activities, including physical activity, group games, and individual play.
- Alternative plan if an environment is inaccessible due to weather or other external factors.

Scheduling, Frequency, and Duration:

Successful applications will offer afterschool services and programming for a minimum of 4 days per week, 1.5 hours per day. Afterschool programs should be offered in person during school days as determined by Alachua County School District. Successful applicants will need to show how CTAC funds will help them expand their program or create a new program where access to afterschool programming does not exist. Providers must establish an attendance policy consistent with this requirement.

Documenting Student Attendance

Attendance rosters of all afterschool programs must be organized, accurate and provided as part of the respective deliverable schedules.

Provision for Arrival and Departure of Youth

All programs must also have a clear strategy for the safe transportation of youth to and from the school, the community-based site (if off-site), and their home. At a minimum, the CTAC expects that youth shall not be released to any person other than the person(s) authorized or in the manner authorized in writing by the custodial parent or legal guardians.

Site profile and Budget

For each site applicant is seeking funding for, a site profile must be completed with the following information:

1. Site Information: Site name, address, contact information, grades served, site dates and hours of operation, executive summary.
2. Site Staffing: Position name, number of positions and description of duties. See staffing section for specific requirements.
3. Overall # of expected children for each site.
4. Number of additional children expected to serve with CTAC funds.
5. Site hours and operation, site description and executive summary.
6. Site Budget Summary: Site budgets will be calculated based on the site level detail entered.

Staffing:

Highly qualified staff members capable of developing strong, positive relationships with youth participants are a key component of successful youth programs. Applicants must demonstrate solid staff experience with similar services, including certifications and/or years of service. When possible, programs are encouraged to consider hiring staff from local schools that primarily serve their participants to increase collaboration and communication opportunities with youth's schools. In addition, the CTAC expects program staff be given sufficient time for program planning, professional development, supervision and collaboration with families, other organizations that play an important role in the lives of children, and youth they serve.

- **Out of School Time Experience:** To bid for CTAC afterschool RFP, Contractors must have experience working with youth in out-of-school time. Out-of-school time is defined as the time a child or youth spends in supervised programming when school is not in session.
- **Positions:** All Contractors must identify one program director to administer the program. This individual will serve as the primary contact for CTAC in all matters related to the afterschool program. At the minimum, the program director will be responsible for managing and implementing the program as described in the afterschool Site Profile to ensure that the Contractor meets its responsibilities to CTAC under the contract promptly.
- **Ratios:** Ratios should be designed to meet the needs of the students targeted by the program. Contractors shall implement a ratio no greater than 1:20 ratio of staff/youth. Providers may recommend a smaller ratio and provide justification.
- **Background Screening:** All staff working in CTAC-funded programs must comply with Level 2 background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable. The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine

employment eligibility prior to employment. An Affidavit of Good Moral Character must be completed prior to hire for each employee, volunteer, and subcontracted personnel who work in direct contact with children. Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years. **Note: In the event that a staff member is disqualified, due to an ineligible background screen, they may request an exemption from disqualification by completing an Intent to Apply for Exemption from Disqualification.** <https://www.myflfamilies.com/services/background-screening/apply-exemption-disqualification>

Item 13.

- **Infant and Child CPR/First Aid:** Each afterschool program must always have at least one staff member on-site and during field trips with a current and valid certification in first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. CPR training may be classroom or online instruction and must include an on-site instructor-based skills assessment that is documented by a certified CPR instructor. Documentation of the online course and on-site assessment must be maintained on file at the facility.

Data Collection:

All funded entities will be required to collect and report on the data specified throughout the school year. The Trust recognizes the importance of data security and technology resources required to operate effectively and provide accurate reporting on outcomes. The Trust is in the process of transitioning to an online integrated data system, SAMIS, which the Contractor will input data on a weekly basis. With every new system challenges are expected. The CTAC is devoted to working with Contractors and allowing for extended due dates for entering data, if needed. Weekly entry is a best practice, but monthly data entry is required to receive payment for services. Contractors will report identifiable child information (e.g., name, date of birth) to facilitate receipt of on-going services, monitoring, and evaluation of outcomes overtime. All individuals who collect participant data, specifically that which contains personally identifying information (PII), are required to take measures to protect and secure it consistent with its [Data Collection and Management Policy](#). Contractors are expected to attend all trainings related to data collection, data system access, and appropriate system usage.

Demographics

Contractors will ensure completion of CTAC's *Child Enrollment Form* for each child receiving a scholarship to support submission of data to CTAC.

- Gender
- Date of Birth
- Race
- Ethnicity
- Language Spoken at Home
- School Name
- Grade (must be K – 12th)
- Residence City (must be Alachua County)
- Residence ZIP (must be Alachua County)
- Scholarship Eligibility Criteria (i.e., income below 400% FPL, IEP and/or 504 plans, in foster care, kinship care, under in-home case management, family receiving SNAP benefits)

Participation

Contractors are expected to collect and report the following on each child served individually.

- Days Attended
- Date of Enrollment

- Date of Discharge
- Reason for Discharge
- Participation in Specified Enrichment Program as Applicable.

Curriculum Implementation – As applicable

- Days of Programming
- Program Schedule
- Program Content Delivery

Survey and Assessments – As applicable

- Literacy & Math Assessments (K-8)
- Youth Development Survey (6-12)
- Family Satisfaction Survey (K-12)

Parent/Caregiver Consent

To inform parents/caregivers of demographic, eligibility, and attend information shared with CTAC.
 To permit/deny use of photography or media of their child(ren).

E. Evaluation Criteria

Each application will be evaluated against the following set of criteria.

Evaluation Criteria	Review Guidelines	Points Awarded
Past Experience	1. Describe the experience your organization and staff have working with children in out-of-school time.	0-25
Project Plan	1. Please describe the service location, the community need, and how your program addresses the need. 2. Describe the target population(s) you intend to reach, including how you will recruit them. 3. Describe your proposed program and how services will be implemented for each age group (elementary, middle, high) you intend to offer services. If your proposal includes literacy and math programming, please detail the following: (1) Identify the literacy and math programming/curriculum and how it will be implemented and sustained. (2) How will you measure progress in children’s literacy and math skills? (3) How will you ensure pre and post assessments are completed? Be sure to include specifics, as it relates to required components for elementary, middle school, and high school. 4. Describe how CTAC funds will be used to expand your current program or create a new program where access to afterschool programming does not exist. 5. Describe your organization’s collaborative efforts and how those efforts positively impact your services and improve the lives of the children you serve.	0-25
Agency Stability & Capability	1. Describe your organization’s mission and services. 2. Describe your organizational capacity to carry out the proposed	0-25

	<p>project plan.</p> <p>3. Describe how your organization will sustain your proposed program beyond the term of the contract.</p>	
Budget	<p>1. Detail the financial support (from whom and amount) you receive for your proposed program. Including in-kind services your organization leverages. (Detail Tab 2 of the budget)</p> <p>2. Describe your organization’s fundraising activities.</p> <p>3. Submit complete and accurate budget and budget narrative forms.</p> <p>4. Attach all CTAC required fiscal documents forms. (1) Copy of current 990 form or current Organizational Annual Audit.</p>	0-25
		Max points =100

Application Score	Funding Recommendations
80 - 100	Recommended for funding
70-79.9	Recommended for funding, contingent upon available funding
69.9 and below	Not Recommended for funding
Ten bonus points will be applied for each of the following areas	<p>1. Organizations whose proposals include sites that are in municipalities outside the Gainesville area and rural unincorporated communities. Examples include, but are not limited to Fairbanks, Windsor, and Montechoa.</p> <p>2. Organizations whose proposals offer afterschool 5 days a week.</p>

Funding Restrictions

The following is a general list of restrictions. If there are items not on the list that you want to inquire about, please submit the scenario and/or question in writing to Procurement@childrenstrustofalachuacounty.us during the question and answer period.

- **Improvements to buildings and/or land**
Are not allowed.
- **Building maintenance and janitorial service**
General building maintenance, including pest control, is not allowed for non-program areas.
- **Lawn maintenance**
Not allowed.
- **Rent or mortgage payments**
Rent and mortgage payments are authorized only if the location is where direct services are provided to program participants. Only the percentage of CTAC funds will be authorized for reimbursement.
- **Utilities**
Authorized only if used by program participants. If the building houses non-program participants (such as staff) the amount/percentage of utilities used for the program participants must be calculated and only that amount/percentage will be authorized for reimbursement.
- **Vehicles**
The purchase of vehicles is not allowed.
- **Vehicle Fuel**
Fuel is allowed only for program related transportation.
- **Vehicle Rental**

Rental of a vehicle is allowed for transporting program participant(s) to a program-related event(s). Insurance and accessory coverage on rental vehicles are not billable.

Item 13.

- **General Transportation**

Vehicle-related expenses are not allowed for the transportation of non- program participants.

- **Fundraising**

Expenses for fundraising are not allowed.

- **Membership Fees or Dues**

Membership fees or dues are not allowed.

- **Staff/Volunteer Gifts/Awards/Recognition**

Gifts, awards or other expenses related to employee or volunteer celebration, recruitment, recognition events or activities are not allowed.

- **Communications**

General office internet for employees is not an allowable expenditure; however, if the internet access is required for the program, then this would be allowed. Office phones and cell phones are allowed if they are used for the purpose of the program. Only the percentage of CTAC funds will be authorized for reimbursement.

- **Office Equipment/Furniture**

Maintenance, purchase or rental of office equipment is not allowed.

- **Salaries/Benefits**

Salaries/benefits for staff not assigned to directly deliver program services are only allowed in you indirect cost, which is 10% of your program budget.

F. Review and Selection Process

The following is a general description of the process by which a contractor will be selected for award of a contract to perform the services described in this RFP:

1. Request for Proposals (RFP) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this RFP, as well as CTAC's responses to the questions will be posted on CTAC's website. A deadline for the receipt of written questions has been established. (See the cover sheet of this RFP for deadline date.) Persons or entities who intend to respond to such RFP by submission of a competitive proposal may wish to pose questions, objections, or requests for information, request clarification or for an interpretation regarding terms, provisions, or requirements of the RFP. In this event, prospective contractors shall not attempt to communicate in writing, electronically or orally with any CTAC official or employee other than the CTAC employee designated as the Project Manager. The Project Manager may be reached at their email address on the RFP cover page. Prospective contractors shall not contact any other CTAC officials in an attempt to gather information regarding this RFP, or in an attempt to influence the CTAC's consideration of its proposal. All inappropriate communications with CTAC officials or employees will be forwarded to the CTAC Project Manager as well as the proposal evaluation team. Inappropriate communications by a prospective contractor may, at the discretion of the Project Manager, constitute grounds for disqualification of that prospective contractor's proposal. Alternatively, the evaluation team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.
3. All proposals must be received by CTAC no later than the date and time specified on the cover sheet of this RFP. Late proposals will not be accepted and will not be reviewed.
4. The CTAC's Program Department will take the following actions to determine the merits of the proposals and ensure the Contractor meets the mandatory qualifications to bid:
 - a. Review the proposals to determine whether they are responsive to the RFP and that they were

submitted by responsible companies. Definitions for the terms "responsible" and "responsive" are provided below:

Item 13.

- b. **Responsible** contractors are those contractors that meet CTAC's standards with respect to a reasonable expectation that the contractor has the management, technical, financial, equipment and human resources available to ensure adequate performance of the work described in the solicitation. To be considered responsible, contractors shall also be free of past instances of the material breach of a CTAC contract, free of a conviction (or convictions) for bribery, fraud, conflict of interest, violation of environmental laws, or for convictions for other crimes reflecting poorly on the contractor's integrity, for the last five years. Contractors that fail to meet the minimum qualifications stated in the solicitation or that have, in the past three years, been debarred or suspended or had a contract terminated for default by any government agency are also determined to be not responsible.
 - c. **Responsive** proposals are those proposals that satisfactorily address all requirements specified in the RFP. Because proposals, unlike bids, are subject to negotiation, certain omissions or variances may be resolved through negotiations to make the proposal responsive. An example of an omission or variance that can be resolved is a proposed period of performance that does not result in completion of the work within the required timeframe. If negotiation with the contractor results in an adjustment to the period of performance matching the required timeframe, the proposal then may be deemed to be responsive.
 - d. Should it be determined that changes are required to the solicitation provisions or any other changes need to be made that might affect the proposed prices of other features of the proposals, all responsible companies, or all the responsible companies in the competitive range, may be requested to submit a best and final offer (BAFO). In this event, the CTAC shall evaluate the BAFOs in lieu of the original proposals.
5. **Review.** Proposals are independently reviewed and scored by a team of reviewers that may include Trust staff, experts in the field, and trained volunteers. Using the evaluation criteria, reviewers assess the soundness and completeness of each proposal as well as the vendor's capacity to effectively deliver what is proposed.
 6. **Staff recommendations.** Taking into consideration the above review process results, the Executive Director of the CTAC develops a recommendation. When considering Direct Community Services, consideration is also given to factors such as alignment with the CTAC's priority investment areas, effective and economical distribution of funding across Alachua County and/or in underserved geographic areas/populations in Alachua County (if applicable), minimizing duplication of efforts, and reasonable program cost for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the CTAC Board.
 7. **Board review and award.** Executive Director recommendations are reviewed and considered by the CTAC Board at a publicly noticed meeting. Applicants are encouraged to attend these meetings. CTAC Board approval of the recommendations will allow the contract negotiation process to begin, in an amount not to exceed the CTAC Board's approved award. Negotiation may include reframing the proposed services, and adjusting the total allocation, budget or any other changes necessary to comply with the requirements of the solicitation and resulting contract. Any future amendments, extensions or modifications to the contract that would exceed the CTAC Board's approved award amount or the approved contracting period require further Board approval.
 8. **Protests:** Any actual or prospective bidder or proposer, who is allegedly aggrieved in connection with the issuance of a bid or proposal package or pending award of a contract, may protest the decision by following the procedure below.
 - a. **Posting.** The Trust shall publicly post the award on the Trust's website within three full business days after the Board's award decision has been made. All bidders or proposers will be sent an email with the notice of award to the email address provided in the bid or proposal.
 - b. **Requirements to Protest.**

- i. A formal written protest must be filed no later than 5:00 PM, on the fifth business day after the notice of award has been posted. The formal written protest shall identify the protest and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, applicable section(s) of the solicitation or Board policy, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.
- ii. A formal written protest is considered filed when the Executive Director receives it and it is date-stamped by the CTAC. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the actual or prospective applicant.
- c. **Sole Remedy.** These procedures shall be the sole remedy for challenging an award of bid or proposal. Proposers are prohibited from attempts to influence, persuade, or promote a protest through any other channels or means.
- d. **Authority to Resolve.** The Executive Director shall resolve the protest in accordance with the terms of the bid or proposal and shall render a written decision to the protesting party no later than 5:00 PM on the fifth business day after the filing of the protest.
- e. **Review of Executive Director's Decision.**
- i. The protesting party may request a review of the Executive Director's decision by the CTAC Board by delivering a written request for review of the decision to the Executive Director by 5:00 PM on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the applicant deems relevant to the issues raised in the request for review.
- ii. The CTAC Board will consider the request for review at the next regularly scheduled CTAC Board meeting after the request is received. It is within the CTAC Board's discretion whether to allow testimony or argument from the protesting party at the CTAC Board meeting. If it is determined by majority vote of CTAC Board members present at the meeting that the award is in violation of law or the regulations and internal procedures of the Trust or any another applicable authority, the Board shall cancel or revise the award as deemed appropriate within three business days after the Board meeting.
- iii. If it is determined by majority vote of CTAC Board members present at the meeting that the award should be upheld, the CTAC Board shall direct staff to notify the protesting party in writing of the Board decision with a copy furnished to all substantially affected persons or businesses within three business days of the CTAC Board meeting. The decision shall be final and conclusive.
- f. **Stay of Procurement during Protests.** The decision to stay a procurement during protests shall be at the sole discretion of the Executive Director.
9. The CTAC reserves the right to:
- Reject any or all submittals
 - Request clarification of any submitted information
 - Waive any informalities or irregularities in any response
 - Not enter into any contract
 - Not select any firm
 - Cancel this process at any time
 - Amend this process at any time
 - Interview firms prior to award
 - Enter into negotiations with one or more firms, or request a best and final offer (BAFO)

- Award more than one contract if it is in the best interests of the CTAC.
- Issue similar solicitations in the future.
- Request additional information from prospective contractors.

SECTION 3: SUBMISSION INSTRUCTIONS

A. Submission Checklist

The response to this RFP shall consist of:

- Form 1 - Prospective Contractor Certification
- Form 2 – Budget and Narrative
- Form 3 – Organizational Information and Organizational Narrative
- Form 4 – Site Profiles – Must be completed for each site requested
- Attachment 1 – Current 990 form or Organization Annual Audit
- Attachment 2 - DCF License or Exemption per Site
- Attachment 3 – Electronic Logo in JPG format (used to promote program)
- Attachment 4 – Proof of active Legal Status from Sunbiz.org
(<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>)

All completed applications (including forms and attachments) shall be submitted via email Procurement@childrenstrustofalachuacounty.us by deadline. Please clearly label all application materials with the organization’s name and form name.

- Subject Line: [Organization Name] – Afterschool Programming Application
- Attachments must be included in a single email to be considered completed

Please clearly label all application materials with form name and organization. For example, “Form 1 – Organization Name”, “Form 2 - Organization Name”.

Proposal Preparation and Submittal Instructions for Prospective Contractors

1. EXCEPTIONS: The CTAC intends to award a contract substantially in the form of and including the provisions of the attached MODEL CONTRACT FOR SERVICES. Contractors that take exception to the terms and conditions do so at the risk that their proposal may be declared to be non-responsive and not considered for contract award. By signing the PROSPECTIVE CONTRACTOR CERTIFICATION included in this RFP, the representative of the prospective contractor certifies that no exceptions are taken to the form of the Model Contract for Services or to the provisions therein, unless such exceptions are fully disclosed in a document attached to the PROSPECTIVE CONTRACTOR CERTIFICATION.
2. ORAL EXPLANATIONS: The CTAC shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
3. REFERENCE TO OTHER DATA: Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond those necessary to present a complete and effective proposal are not desired. Proposals that do not conform to the page limitations or format prescribed in this RFP may be rejected by the CTAC as non-responsive. It is desirable that all responses meet the following requirements:
 - *All copies are printed double-sided.*
 - *Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are preferred.*

- *Materials should be submitted in a format which allows for easy removal and recycling of paper materials.*

Item 13.

5. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by prospective contractors in preparing or submitting proposals as well as costs associated with any resultant presentations or negotiations are the prospective contractors' sole responsibility; the CTAC will not reimburse any prospective contractor for any costs incurred prior to contract award.
6. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer which may be accepted within a period of 90 days. Although the contract is expected to be awarded prior to that time, the longer validity period is requested to allow for unforeseen delays.
7. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective contractors shall become the property of CTAC when received.
8. **PROSPECTIVE CONTRACTOR'S REPRESENTATIVE:** Each prospective contractor shall submit with its proposal the name, mailing address, email address and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
9. **SUBCONTRACTING:** Prospective contractors may propose to subcontract portions, but not all, of the work performed. However, prospective contractors shall clearly indicate in their proposals all the work they plan to subcontract and to whom it will be subcontracted. Prospective contractors shall also provide identifying information for each proposed subcontractor similar to the identifying information provided for the contractor submitting the proposal.
10. **TRADE SECRET INFORMATION:** Trade secrets or similar proprietary data which the prospective contractor does not wish disclosed to other than personnel involved in the proposal evaluation effort or post-award contract administration will be kept confidential to the extent permitted by law as follows: Each page shall be identified by the prospective contractor in boldface text at the top and bottom as "TRADE SECRET". Any section of the proposal which is to remain confidential shall also be so marked in boldface text on the title page of that section. Price information may not be deemed proprietary. In spite of what is labeled as confidential, proprietary or trade secret, the determination as to whether or not certain material is confidential, proprietary or a trade secret shall be determined by law. If a prospective contractor designates any information in its proposal as proprietary pursuant to this provision, the prospective contractor must also submit one copy of the proposal from which proprietary information has been excised. The proprietary material shall be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the content of the proposal as possible.
11. **ACCOMMODATIONS:** Reasonable accommodation will be provided by the CTAC for prospective contractor personnel who need assistance due to a physical disability. However, the CTAC must have reasonable advance written notice prior to the bidders' conference (if any) or any other visit to the CTAC's facilities. The prospective contractor shall request accommodations at time of registration.



CHILDREN'S TRUST
OF ALACHUA COUNTY

REQUEST FOR PROPOSAL (RFP) ADDENDUM

5/17/2023

Addendum No.: 1

Request for Proposal #: 2023-01

Project Title: Afterschool RFP

Date of Addendum: 5/17/2023

RFP Due date (Original): June 16, 2023 at 3:00 PM ET

This Addendum No. 1 contains the following:

Question: For this RFP - Are you accepting responses from organizations that provide in person tutoring support for Math, Reading, and ELA for K-5th grade students?

Answer:

Please reference the minimum requirements on page 6 of the RFP. Eligible applicant must be a licensed or licensed exempt afterschool program, in accordance with § 402.26, Fla. Stat., § 402.319, Fla. Stat., § 120.60, Fla Stat and offer services to students in kindergarten through 8th grade for a minimum of 4 days a week, 1.5 hours per day and/or afterschool enrichment clubs for high school students, 9th – 12th grade.

This addendum will become part of the Request for Proposal and acknowledgement of its receipt should be submitted with the Request for Proposal Response. A signature on this addendum does not substitute for a signature on the original Request for Proposal document. The original Request for Proposal document must be signed.

RESPONDER NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____



REQUEST FOR PROPOSAL (RFP) ADDENDUM

5/26/2023

Addendum No.: 2

Request for Proposal #: 2023-01

Project Title: Afterschool RFP

Date of Addendum: 5/26/2023

RFP Due date (Original): June 16, 2023 at 3:00 PM ET

This Addendum No. 2 contains the following:

Bidders conference 6pm

1. **Question:** Does the in-home case management have to be judicial?
Answer: No, it does not.
2. **Question:** Do programs have to start on August 1st or is it possible to start in October?
Answer: Funded programs should follow the Alachua County School District calendar to determine start and end dates.
3. **Question:** Can an organization offer programming on weekends when school is out for homecoming and other times that school is out?
Answer: If your program design includes weekend programming, that is acceptable, however, it is not mandatory. Details can be discussed during contract negotiations included in your deliverables. The additional days should not impact the days required by the Alachua County School District calendar.
4. **Question:** Is the cone of silence for all inquiries or only those relating to the afterschool RFP?
Answer: Just the Afterschool RFP
5. **Question:** What if we lease a facility for our program?
Answer: You can lease a space. That would be considered an agreement as long as there is some sort of rental lease or lease that can be provided.

6. **Question:** Should a non-traditional afterschool program that provides programming to various organizations apply for the RFP? Or should they work through organizations that have traditional after school programs.

Answer: That type of programming sounds like more of what we consider an Enrichment provider. We don't currently have an RFP for Enrichment Providers.

Bidders conference 10am

7. **Question:** What does a cone of silence mean?

Answer: Time period when you can't ask specific questions to the staff or the board about the RFP. It starts at the release of a funding opportunity and goes all the way through board approval.

8. **Question:** It says the total to spend is \$1,000,000, but how much does each bid normally request for their program?

Answer: This is a competitive bidding process. We currently fund 6 afterschool programs with this dollar amount.

9. **Question:** Is the requirement poverty level and 504/IEP?

Answer: When using the 504/IEP to determine eligibility, the family must also meet the income eligibility.

10. **Question:** Has there been any discussion about auto renewal?

Answer: The board will make that determination at a later date.

11. **Question:** Are the income requirements voided if they are in foster care?

Answer: When using foster care to determine eligibility, the income requirement is not required.

12. **Question:** Is expansion required to apply? If so, how are you defining expansion?

Answer: Expansion is defined as an increase in the number of students enrolled in your program. Successful applicants will need to show how CTAC funds will help them expand their program or create a new program where access to afterschool programming does not exist. Currently funded afterschool providers should not propose more funding to serve less children.

13. **Question: (For currently funded afterschool programs only)** It feels as though we may be unable to be awarded points unless we are expanding. How will programs like ours be evaluated if we don't think we can expand given this reduced funding allocation?

Answer: The review team will be trained and have all the additional information as it relates to who we are currently funding, it would be appropriate to answer the question "CTAC currently funds us at this amount we are not asking for an increase, or we already qualify for expansion based on these things."

14. **Question:** Does Waldo count as a site for bonus points?

Answer: Yes, organizations whose proposals include sites that are in municipalities outside the Gainesville area and rural unincorporated communities are eligible for bonus points.

15. **Question:** What possible bonus points options will there be?

Answer: Organizations whose proposals include sites that are in municipalities outside the Gainesville area and rural unincorporated communities and organizations whose proposals offer afterschool 5 days a week.

16. **Question:** Is it mandatory to enroll students from all grades K-8? Or are we allowed to focus on either elementary or middle school students?

Answer: When you apply for this RFP, you tell us what grade levels you plan to serve in your afterschool program.

17. **Question:** Do we need one proposal for elementary and one for middle if we serve K-8?

Answer: Only one application is required, however, if you propose more than one site, you must complete a site profile (Form 4) for each site.

18. **Question:** For social emotional skills - does CTAC have an assessment for this that they have in mind, or do you anticipate sites would create their own?

Answer: Yes, the Trust has the following assessments in mind:

- Adult Rating of Youth Behavior (ARYB)
- Youth Report of Social Emotional Skills (YRSS)
- Strengths and Difficulties Questionnaire (SDQ)

Each assessment has been studied for psychometric properties on the measurement tool's validity and reliability. These tools have been developed for or utilized in afterschool environments. These assessments are free to use. Each assessment is approximately one page in length and contains 25 items. The Trust has in mind to allow awarded programs to choose from these selected assessments.

19. **Question:** Will there be language provided by CTAC to guardians that outlines the data requirement, data safety, and intended uses of their child's data?

Answer: Yes, per our Data Collection and Management Policy, we provide a brief consent statement on the enrollment form for parents to sign and acknowledge. Staff will be provided with evaluation and data training as well on how to speak to this in more detail as they will be the ones having direct contact with families. The full policy is available on our [website](#).

20. **Question:** Is this version of the budget form that you are demonstrating at the conference available on the website?

Answer: Yes. All the forms are available on the RFP bid page for you to download and save to your device.

21. **Question:** Is there is a word- or page limit on some of the sections like the narrative?

Answer: No

22. **Question:** Do all addendums need to be signed as well as the page you indicated?

Answer: Yes

23. **Question:** If I don't have an independent audit what can I submit?

Answer: You may submit the following items if an independent audit is not available

- 990 Returns
- Division of Corporations Annual Report Filings & Department of Agriculture Solicitations of Contributions Filings
- Most recent Financial Statements (Income Statement & Balance Sheet) provided to your Board of Directors along with the corresponding minutes.

This addendum will become part of the Request for Proposal and acknowledgement of its receipt should be submitted with the Request for Proposal Response. A signature on this addendum does not substitute for a signature on the original Request for Proposal document. The original Request for Proposal document must be signed.

RESPONDER NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

LOCALiQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Demetrica Tyson
Children's Trust Of Alachua
Po Box 5669
Gainesville FL 32627-5669

Children's Trust of Alachua County
-Virtual Review of Applications -
Afterschool Programming RFP
June 28, 2023, at 4:00 PM
Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_X8YvvrHOSO2CWUVYf0Fy2Q

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Gainesville Sun, published in Alachua County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Alachua County, Florida, or in a newspaper by print in the issues of, on:

06/12/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/12/2023

Mick Wilson
Legal Clerk

Kaitlyn Felty
Notary, State of WI, County of Brown

317127

My commision expires

Publication Cost: \$22.14
Order No: 8926107 # of Copies:
Customer No: 523541 1
PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KAITLYN FELTY
Notary Public
State of Wisconsin



CHILDREN'S TRUST
OF ALACHUA COUNTY

Afterschool RFP 2023-01

July 10, 2023



Recap

Submission Timeline

- Release date
- Cone of silence
- Bidders' conference/application training *
- Office Hours*
- RFP questions*
- Application deadline & review period
- Funding recommendation & approval
- Cone of silence
- Contract negotiation

Afterschool RFP Contact

- Project Manager
 - Kristy Goldwire, Director of Program Operations
 - Demetrica Tyson, Program Specialists

Minimum Qualifications

- Services must take place within Alachua County.
- Must be currently qualified to conduct business in the State of Florida.
- Can not be a charter school approved by any public-school system in the State of Florida.
- Must have experience working with youth in out-of-school time.
- Must be a licensed or licensed exempt afterschool program, in accordance with Florida law
- Must offer services to students, kindergarten through 8th grade for a minimum of 4 days a week, 1.5 hours per day and/or afterschool enrichment clubs for high school students, 9th – 12th grade.
- In person afterschool services during the 23-24 school year.
- Applicant must implement a youth ratio of 1 to 20.

Afterschool RFP

Overview of Solicitation

- \$1,000,000
- Elementary - K – 5th grade
- Middle School - 6 – 8th grade
- Afterschool Enrichment Clubs - 9th – 12th grade

Terms of Service

- August 1, 2023 – June 30, 2024



Afterschool RFP

Target Population

- Income is less than 400% of the 2023 federal poverty threshold guidelines.
- Children with Individualized Educational Plan (IEP) or 504 plans whose families also meet the income requirements.
- Children from families receiving SNAP benefits.
- Children in foster care, children in voluntary and formal kinship care, and children under in-home case management supervision.

2023 Poverty Guidelines for 48 Contiguous States

Persons in Family/Household	200%	400%
2	\$39,440	\$78,880
3	\$49,720	\$99,440
4	\$60,000	\$120,000
5	\$70,280	\$140,560
6	\$80,560	\$161,120
7	\$90,840	\$181,680
8	\$101,120	\$202,240
For families/households with more than 8 persons, add \$5,140 for each additional person.		

Source: [HHS Poverty Guidelines for 2023](#)

Service Locations
Alachua County

Afterschool RFP

Scheduling, Frequency & Duration

- Attendance policy

Site Profile & Program Budget

- All locations
- Site & program description
- Number of children expected to serve
- Activities
- Program costs

Staffing

- Positions
- Ratios
- Background screens

Data Collection

- Demographics
- Participation
- Curriculum Implementation
- Survey & Assessment
- Parent and Caregiver Consent

Afterschool RFP

Evaluation Criteria

- Project Plan
- Agency Stability
- Budget
- Site Budget
- **Up to 25 points for each criteria**
- **10 Bonus points for proposed services in rural areas**
- **10 Bonus points for offering services 5 days a week**

Review & Selection Process

- Review
- Staff recommendations
- Board review and reward
- Protests
- Contracts

Application Score	Funding Recommendations
80 - 100	Recommended for funding
70-79.9	Recommended for funding, contingent upon available funding
69.9 and below	Not Recommended for funding

RFP - Submission Instructions

The response to this RFP shall consist of:

- Form 1 - Prospective Contractor Certification
- Form 2 – Budget and Narrative
- Form 3 – Organizational Information and Organizational Narrative
- Form 4 – Site Profiles for each site requested
- Attachment 1 - DCF License or Exemption per Site
- Attachment 2 – Electronic Logo in JPG format (used to promote program)
- Attachment 3 – Proof of active Legal Status from Sunbiz.org
(<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>)

All completed applications (including forms and attachments) shall be submitted via email Procurement@childrenstrustofalachuacounty.us by deadline.

Applications

We received 11 Applications

6 Applications were accepted

- Deeper Purpose Community Church (High Springs)
- Gainesville Circus Center
- Gainesville Area Tennis
- Girls Place
- Kids Count in Alachua County
- Boys and Girls Club

5 Applications were nonresponsive

- Gator Junior Golf-No DCF License
- I am Stem-Missing attachments, no DCF License, and late submission
- Mirror image-No DCF license
- NCFYMCA-Missing attachments and application
- Willie Mae Stokes Community Center-Missing attachments

Cost

\$1,000,000.00
allocated

Total
\$1,123,875.93
requested

Review team scores

Organization Name	Final Score	Requested Amount
Kids Count in Alachua County	104.25	\$188,117.55
Gainesville Area Community Tennis Association	101.75	\$259,583.68
Boys & Girls Clubs	100.25	\$240,768.89
Girls Place	96.00	\$127,933.00
Deeper Purpose Community Church	94.25	\$114,965.26
Gainesville Circus Center	91.00	\$192,507.55
Total		\$1,123,875.93

Recommendation

- 1) The Trust is asked to approve Resolution 2023-09.
- 2) The Trust is asked to authorize Executive Director to begin contract negotiations with the six organizations recommended for funding.
- 3) The Trust is asked to authorize the Executive Director to negotiate up to \$1,000,000 for Afterschool programming for school year 23-24 at the staff's discretion.

Organization Name	Final Score	Requested Amount
Kids Count in Alachua County	104.25	\$188,117.55
Gainesville Area Community Tennis Association	101.75	\$259,583.68
Boys & Girls Clubs	100.25	\$240,768.89
Girls Place	96.00	\$127,933.00
Deeper Purpose Community Church	94.25	\$114,965.26
Gainesville Circus Center	91.00	\$192,507.55
Total		\$1,123,875.93

Organization: Boys & Girls Clubs						
Criteria	Review Team Rating				Average	
	Jenn	Kevin	Shannon	Takela		
Past Experience						
Based on the contractor's experience working with children in out-of-school time programming.	14	20	25	25		
Total Record of Past Experience						
Project Plan						
Based on the contractor's detailed plan, recruitment, program implementation, and collaborative efforts.	21	24	23	25		
Total Project Plan						
Agency Stability & Capability						
Based on contractor's mission and services and the contractor's ability to accomplish the tasks in the scope of work.	21	25	25	20		
Total Subcontracting						
Budget						
Based on contractor's submission of completed budget forms and required attachments.	23	25	25	20		
Bonus Points	10	10	10	10		
Total Price	89	104	108	100	100.25	

Organization: Deeper Purpose Community Church					
Criteria	Review Team Rating				Average
	Jenn	Kevin	Shannon	Takela	
Past Experience					
Based on the contractor's experience working with children in out-of-school time programming.	15	20	20	20	
Total Record of Past Experience					
Project Plan					
Based on the contractor's detailed plan, recruitment, program implementation, and collaborative efforts.	13	20	20	25	
Total Project Plan					
Agency Stability & Capability					
Based on contractor's mission and services and the contractor's ability to accomplish the tasks in the scope of work.	12	20	19	25	
Total Subcontracting					
Budget					
Based on contractor's submission of completed budget forms and required attachments.	10	20	18	20	
Bonus Points	20	20	20	20	
Total Price	70	100	97	110	94.25

Organization: Gainesville Area Community Tennis Association					
Criteria	Review Team Rating				Average
	Jenn	Kevin	Shannon	Takela	
Past Experience					
Based on the contractor's experience working with children in out-of-school time programming.	23	22	24	20	
Total Record of Past Experience					
Project Plan					
Based on the contractor's detailed plan, recruitment, program implementation, and collaborative efforts.	23	25	22	25	
Total Project Plan					
Agency Stability & Capability					
Based on contractor's mission and services and the contractor's ability to accomplish the tasks in the scope of work.	23	25	24	24	
Total Subcontracting					
Budget					
Based on contractor's submission of completed budget forms and required attachments.	19	25	23	20	
Bonus Points	10	10	10	10	
Total Price	98	107	103	99	101.75

Organization: Gainesville Circus Center						
Criteria	Review Team Rating				Average	
	Jenn	Kevin	Shannon	Takela		
Past Experience						
Based on the contractor's experience working with children in out-of-school time programming.	9	20	20	25		
Total Record of Past Experience						
Project Plan						
Based on the contractor's detailed plan, recruitment, program implementation, and collaborative efforts.	15	22	18	25		
Total Project Plan						
Agency Stability & Capability						
Based on contractor's mission and services and the contractor's ability to accomplish the tasks in the scope of work.	15	22	22	23		
Total Subcontracting						
Budget						
Based on contractor's submission of completed budget forms and required attachments.	19	25	19	25		
Bonus Points	10	10	10	10		
Total Price	68	99	89	108	91.00	

Organization: Girls Place						
Criteria	Review Team Rating				Average	
	Jenn	Kevin	Shannon	Takela		
Past Experience						
Based on the contractor's experience working with children in out-of-school time programming.	19	25	25	24		
Total Record of Past Experience						
Project Plan						
Based on the contractor's detailed plan, recruitment, program implementation, and collaborative efforts.	17	23	23	18		
Total Project Plan						
Agency Stability & Capability						
Based on contractor's mission and services and the contractor's ability to accomplish the tasks in the scope of work.	17	23	24	23		
Total Subcontracting						
Budget						
Based on contractor's submission of completed budget forms and required attachments.	18	23	22	20		
Bonus Points	10	10	10	10		
Total Price	81	104	104	95	96.00	

Organization: Kids Count in Alachua County					
Criteria	Review Team Rating				Average
	Jenn	Kevin	Shannon	Takela	
Past Experience					
Based on the contractor's experience working with children in out-of-school time programming.	23	24	24	25	
Total Record of Past Experience					
Project Plan					
Based on the contractor's detailed plan, recruitment, program implementation, and collaborative efforts.	23	25	24		
Total Project Plan					
Agency Stability & Capability					
Based on contractor's mission and services and the contractor's ability to accomplish the tasks in the scope of work.	23	25	25	20	
Total Subcontracting					
Budget					
Based on contractor's submission of completed budget forms and required attachments.	22	25	24	20	
Bonus Points					
	10	10	10	10	
Total Price					
	101	109	107	100	104.25

File Attachments for Item:

14. Youth Mentoring Program RFP 2023-02 (Deon Carruthers)

**Item:**

Youth Mentoring Program RFP 2023-02

Requested Action:

- 1) The Trust is asked to approve the release of RFP 2023 - 02
- 2) The Trust is asked to authorize \$500,000 for Youth Mentoring Programming for FY23-24.
- 3) The Trust is asked to authorize Executive Director to appoint a review team of members with subject matter expertise.

Background:

As a recommendation to expend unallocated funds, Trust staff presented mentoring and character-building as a funding opportunity to address delinquency and truancy. The Trust Board approved the funding recommendation and instructed staff to bring back a mentoring RFP for the Board to consider in July.

The purpose of the Youth Mentoring RFP is to award funding to local organizations who deliver mentoring programs to elementary, middle school, or high school age youth living in Alachua County. Funds will be provided to support mentoring for one year, with the possibility of a contract renewal based on the availability of funds approved by the CTAC board, as well as successful implementation of the program. There is a strong focus on utilizing research informed programs, best practices, and standards. Funded organizations will recruit, train, screen, support, and supervise adult mentors, who will be matched with youth. See attachments for additional details of the RFP.

Attachments:

Resolution 2023-10
Exhibit A – (Scope) Youth Mentoring Program RFP 2023-02

Programmatic Impact:

Goal 3 - All children and youth live in a safe community.

Fiscal Impact:

\$500,000 for FY23-24

Recommendation:

Staff recommends approval



CHILDREN'S TRUST
OF ALACHUA COUNTY

Youth Mentoring Program RFP
2023-02



DRAFT

Timeline

Submission Timeline:

RFP Release Date: July 13, 2023

Bidders' Conference: July 25, 2023 (10 AM-12:00 PM & 6 PM-8 PM)

Application Deadline: August 17, 2023 3:00 PM

Application Review Period: August 21-25, 2023

Review team-final score deliberation: August 28, 2023

Recommendations to the Board: September 13, 2023



Scope of Services

The CTAC seeks to expand access to youth mentoring programs offering elements of character-building activities in one-on-one and group sessions that creates supportive long-term relationships with caring adults, having a positive impact for all youth living in Alachua County.

Overall Allocated Program Budget \$500,000

Funding Up to \$75,000 per contract



DRAFT

Program Implementation

One-On-One mentoring component will need to be consistent and reliable to ensure trusting rapport is built between mentor and mentee, to build social skills, life skills, and positive self-image.

Note: Recommended practice for one-on-one mentor and mentee contacts consist of an average of once a week and for a total of four hours or more per month over the course of the relationship.



Program Implementation

Group Sessions will serve as an opportunity to engage youth and adult mentors in character building activities that allow mentors and mentees to get to know and socialize with one another.



Minimum Qualifications

Must be currently qualified to conduct business in the State of Florida.

Must have experience working with youth in out-of-school time.

Must offer mentoring services to youth currently enrolled in elementary, middle school, or high school, living in Alachua County.

Must offer one-on-one and group mentoring sessions.

Must comply with DCF Level 2 background screening and fingerprinting requirements in accordance with Florida Statutes.

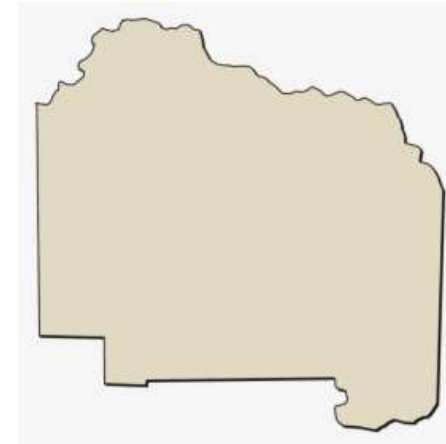
Must have at least 1 year of experience offering youth mentoring services with elements of character-building activities.

DRAFT

Target Population

Target Population:

Contractors will provide mentoring and character-building services to youth enrolled in elementary, middle, and/or high school. All youth served must be Alachua County residents.



Terms of Service:

October 1, 2023 – September 30, 2024



Evaluation Criteria

Criteria:

- Program Description (up to 30 points)
- Project Implementation (up to 25 points)
- Agency Stability & Capacity (up to 20 points)
- Budget (up to 25 points)

Application Score	Funding Recommendations
80 - 100	Recommended for funding
70-79.9	Recommended for funding, contingent upon available funding
69.9 and below	Not Recommended for funding

Recommendation

- 1) The Trust is asked to approve the release of RFP 2023 – 02
- 2) The Trust is asked to authorize \$500,000 for Youth Mentoring program for fiscal year 23-24.
- 3) The Trust is asked to authorize Executive Director to appoint a review team of members with subject matter expertise.

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2023-10
YOUTH MENTORING PROGRAM RFP 2023-02**

WHEREAS, the Children's Trust of Alachua County (CTAC) developed and approved Resolution 2020-12, Procurement Policies; and

WHEREAS, the Trust seeks to fund providers to offer youth mentoring services via one-on-one mentor/mentee matching and character-building group activities to elementary, middle or high school youth. Organizations will recruit, train, screen, support, and supervise adult mentors, who will be matched with youth.

Qualified applicants will focus on supporting pressing community needs, that provide services within a best practices framework, that are collaborative and integrated mentoring support programs with outcomes to reduce juvenile delinquency, truancy, drug abuse, victimization, and other high-risk behaviors.

WHEREAS, the Trust is required to approve the scope of service, minimum qualifications, evaluation criteria, and the review team,

NOW THEREFORE, be it ordained by the Board of Children’s Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: ADOPTION The scope of service, minimum qualifications, evaluation criteria, and review team attached hereto as Exhibit “A” is hereby adopted in its entirety as provided in Exhibit “A” and incorporated herein by this reference.

SECTION 2: EFFECTIVE DATE This Resolution shall be in full force and effect from July 10, 2023 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 10th day of July 2023.

	AYE	NAY	ABSENT	NOT VOTING
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Shane Andrew	_____	_____	_____	_____
Mary Chance	_____	_____	_____	_____
Hon. Denise R. Ferrero	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____

Presiding Officer

Attest

Tina Certain, Chair
Children's Trust of Alachua County

Marsha Kiner, Acting Secretary
Children's Trust of Alachua County

D. Solicitation Timeline -Mentoring and Character Building

Item 14.

EVENT	DATE / DUE DATE
Release of the competitive solicitation and begin the Cone of Silence	July 13, 2023
Bidders' Conference and Application Training (attendance is highly recommended) Registration link - 10 am https://us02web.zoom.us/meeting/register/tZwkdOmgpzliGNNwNhcQYg8iQPjwWmiY52oC Registration link - 6 pm https://us02web.zoom.us/meeting/register/tZlpc-mtrDwpG9x6-u3RpVc7s013yYXi7Qj8	July 25, 2023 10 AM to 12:00 PM – Bidders’ Conference & Application Training July 25, 2023 6:00 PM to 8:00 PM – Bidders’ Conference & Application Training
Last day to submit written questions	August 4, 2023, 3:00 PM
Final response to all written questions posted	August 8, 2023, 3:00PM
Office Hours for Technical Support Email your appointment request to Procurement@childrenstrustofalachuacounty.us	July 26, 2023 August 10, 2023
Application Submission Deadline	August 17, 2023, 3:00PM
Public Opening of Bids (Public Meeting) https://us02web.zoom.us/meeting/register/tZwucuuqqj8pH90GZGicjSOqnz88GI63jK_o	August 17, 2023, 4:00PM
Application Review Period	August 21 – August 25, 2023
Review team – final score deliberation (Public Meeting)	August 28, 2023, TBD
Funding recommendations released; End Cone of Silence (Trust Board Meeting Packet)	September 1, 2023, TBD
The Children's Trust of Alachua County Board Meeting Review Funding Recommendations Location: Children’s Trust Office 802 NW 5th Ave, Gainesville, FL 32627	Wednesday, September 13, 2023, 4:00PM TBD
End cone of silence; Appeal process begins. Appeal review 5-day period if needed	September 14, 2023
Contract negotiations begin	September 18, 2023
Contracts begin	October 1, 2023

A. Overview of Solicitation

By approval of Resolution 2023-02 on July 10, 2023, The Children’s Trust of Alachua County seeks applications for funding to implement and deliver Youth Mentoring Programs to elementary, middle school, or high school age youth living in Alachua County. This program furthers CTAC Goal 3: All children and youth live in a safe community. Mentoring is often one component of a program that involves character building elements, such as life skills, training and coaching. Funds will be provided to support Mentoring Programs for one year, with the possibility of a contract renewal based on the availability of funds approved by the CTAC board, as well as successful implementation of the program. There is a strong focus on utilizing research informed programs, best practices, and standards. These funding opportunities will also allow for some “grassroots” programs to build their capacity. Funded organizations will recruit, train, screen, support, and supervise individual adult mentors, who will be matched with youth.

The CTAC intends to award up to \$500,000 for youth mentoring programs. This procurement will focus on establishing multiple contracts with providers to implement mentoring programs or expand existing youth mentoring programs.

Successful applicants will be required to enter a contract with the CTAC for the services requested in this RFP within two weeks of funding announcement. Organizations submitting a proposal must be prepared to use the CTAC’s standard contract form rather than its own contract form. A Model Contract for Services is attached to this RFP. The CTAC intends to award a contract substantially in the form of the attached Model Services Contract to the selected contractors.

B. Term of Services

Successful applicants will be awarded Youth Mentoring Program only contracts with anticipated service dates of October 1, 2023, through September 30, 2024. Contracts will be line-item reimbursement based on a budget approved by the CTAC. The CTAC Board will make a final decision regarding contract renewals.

C. Minimum Requirements to Bid

Organizations can apply for funding based on the following requirements:

- a. Must be currently qualified to conduct business in the State of Florida.
- b. Must have experience working with youth in out-of-school time.
- c. Must offer mentoring services to youth currently enrolled in elementary, middle school, or high school, living in Alachua County.
- d. Must offer one-on-one and group mentoring sessions.
- e. DCF Level 2 background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable.
- f. Must have at least 1 year of experience offering youth mentoring services with elements of character-building activities.

D. Scope of Service

The CTAC seeks to expand access to youth mentoring programs offering elements of character-building activities in one-on-one and group sessions that creates supportive long-term relationships with caring adults, having a positive impact for all youth living in Alachua County. Successful applicants should focus on supporting pressing community needs, that provide services within a best practices framework, that are collaborative and integrated mentoring support programs with outcomes to reduce juvenile delinquency, truancy, drug abuse, victimization, and other high-risk behaviors. Funded youth mentoring programs will be supported by a Mentor Supervisor to provide oversight to the mentors and mentees recruited for the program.

- **One-On-One** mentoring component will need to be consistent and reliable to ensure trusting rapport between mentor and mentee, to build social skills, life skills, and positive self-image. Set schedules are to be in place to allow some flexibility so that mentors and mentees can identify dates and times that work well for their schedules. **Note: Recommended practice for one-on-one mentor and mentee contacts consist of an average of once a week and for a total of four hours or more per month over the course of the relationship¹. Applicants for this RFP should strive for twice a month in person, one-on-one meetings.**
- **Group Sessions** will serve as an opportunity to engage youth and adult mentors in character building activities that allow mentors and mentees to get to know and socialize with one another. Group activities should be culturally competent. Through the support of caring adults and peer role models, these activities should allow youth participants to practice skills that build self-esteem, opportunities to be successful, skills to respond to bullying and can include outdoor activities, health and wellness activities.
- **Stipends:** The Contractor must describe how stipends will be provided to mentors. This must include how much and for what types of activities or events or other reasons that stipends will be provided within the justification section of the attached budget forms.
- **Emergency and Crisis Intervention Services:** The Contractor will develop policy and procedures to ensure that all paid unpaid staff will be trained on DCF mandatory reporting to include all contact information, during and after program hours, for Alachua County emergency services.
- **Transportation:** Transportation of the mentees will be restricted to vehicles operated by properly licensed individuals and properly insured vehicles. The Contractor will have on file a copy of the mentor’s driver’s license and insurance policy covering vehicle and the results of the DMV checks. The Contractor is expected to conduct annual DMV checks.

Collaboration

It is expected that CTAC funded providers will demonstrate effective partnerships with collaborative services that would contribute to positive experiences for youth. CTAC is also devoted to supporting collaborative partnerships by expanding its Youth Development Capacity Building Collaborative (YDCBC) and offering training and workshops to providers and the youth they serve. Contractors are expected to send staff to training opportunities offered by the CTAC.

The CTAC Board is also making final decisions regarding priority areas. Award recipients of this mentoring RFP must allow CTAC funded partners to address different enrichment topics with enrolled youth. Topics could include but are not limited to health, cultural arts, and safety, etc.

Target Population:

Contractors will provide mentoring and character-building services to youth enrolled in elementary, middle, or high school. All youth served must be Alachua County residents. Youth must demonstrate a need for long-term and routine mentoring to improve social, behavioral, academic, or emotional well-being.

Service Locations

The CTAC expects to fund youth mentoring programs throughout Alachua County.

Staffing & Mentors:

- **Background Screening:** All staff and mentors working in CTAC funded programs must comply with Le

background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., § 402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable. The program must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment. An Affidavit of Good Moral Character must be completed prior to hire for each employee, volunteer, and subcontracted personnel who work in direct contact with children. Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years.

Note: In the event that a staff member is disqualified, due to an ineligible background screen, they may request an exemption from disqualification by completing an Intent to Apply for Exemption from Disqualification. <https://www.myflfamilies.com/services/background-screening/apply-exemption-disqualification>

- **Mentor recruitment:** Identifying the characteristics of the mentor-mentee should be considered during the matching process to ensure sustained relationships. Programs are to have reliable screening practices to protect mentees. It is important that both mentor and mentee have a clear understanding of the program’s expectations.
- **Best Practices:** Include the length of the relationship between mentor and mentee, the needs of the mentee, the frequency of the interaction, the quality of the relationship between mentor and mentee, and the organization and structure of the program. Continuous ongoing support for mentors is an essential resource of support to help address challenges they may face during the mentoring relationship. It is also important that the needs of the youth recruited for the program match the services that the program can provide.
- **Positions:** All Contractors must identify one program supervisor to administer the program. This individual will serve as the primary contact for CTAC in all matters related to the youth mentoring program. At the minimum, the program supervisor will be responsible for managing and implementing the program as described in the project plan to ensure that the Contractor meets its responsibilities to CTAC under the contract promptly.
- **Ratio:** 1 to 1 for individual mentoring, and 3 mentors for every 10 mentees for groups sessions.

Data Collection:

All funded entities will be required to collect and report on the data specified throughout the school year. The Trust recognizes the importance of data security and technology resources required to operate effectively and provide accurate reporting on outcomes. The Trust is in the process of transitioning to an online integrated data system, SAMIS, which the Contractor will input data. With every new system challenges are expected. The CTAC is devoted to working with Contractors and allowing for due date extensions for entering data, as needed. Weekly entry is a best practice, but monthly data entry is required to receive payment for services. Contractors will report identifiable child information (e.g., name, date of birth) to facilitate receipt of on-going services, monitoring, and evaluation of outcomes overtime. All individuals who collect participant data, specifically that which contains personally identifying information (PII), are required to take measures to protect and secure it consistent with its [Data Collection and Management Policy](#). Contractors are expected to attend all training related to data collection, data system access, and appropriate system usage.

Data and Reporting

Participant Characteristics	
Data Requirement	Data Collection Tool

<p><u>Participant Demographics</u>: Provider is expected to collect and report the following on each child served individually:</p> <ul style="list-style-type: none"> ➤ Residence City (note, must be Alachua County) ➤ Residence ZIP (note, must be Alachua County) ➤ Date of Birth ➤ Grade Level (i.e., K-12) ➤ School Name ➤ Race (i.e., American Indian or Alaskan, Asian, Black or African American, Pacific Islander, White, Multiracial, Other) ➤ Ethnicity (i.e., Hispanic or Non-Hispanic) ➤ Gender ➤ Parent/Caregiver Language Spoken ➤ Reason(s) for Program Enrollment 	<p>Provider will ensure an enrollment form is completed for each child receiving CTAC funds to support collection of demographic information and parent informed consent as specified.</p> <p>Provider will submit data listed for each enrolled child through the data system provided by CTAC.</p>
---	--

Why does the Trust collect participant characteristics?
 Collecting demographic information helps us better understand the types of children and youth accessing services.

Service Provision / Participation

Data Requirement	Data Collection Tool
<p><u>Service Provision / Participation</u>: Provider is expected to collect and report the following on each child served individually:</p> <ul style="list-style-type: none"> ➤ Participation in One-on-One Mentoring Activities. ➤ Participation in Group-Based Mentoring Activities ➤ Involvement of Parents and Family ➤ Programmatic oversight and support provided to mentors and families. 	<p>Provider will develop, collect, and maintain forms to support the collection of data to be submitted to CTAC.</p> <p>Provider will submit participation data listed for each individual child through a data collection system provided by CTAC.</p>

Why does the Trust collect participant characteristics?
 Collecting participation data allows us to see how much services are received to determine the level of child and family engagement in programming.

Surveys / Assessments

Data Requirement	Data Collection Tool
------------------	----------------------

<p><u>Survey / Assessment:</u> Provider is expected to conduct surveys and assessments with children, youth, and families who receive services and encourage full participation to learn more about program impact and determine whether performance measures and outcomes are being met.</p> <ul style="list-style-type: none"> ➤ Mentor – Mentee Relationship Quality Assessment (administer surveys with youth and mentors to assess the quality and satisfaction with the mentoring relationship) ➤ Youth Outcome Survey (administer survey at pre and follow-up to determine outcomes) 	<p>Providers may administer the surveys and assessment to children, youth, and families electronically, on paper, or using both methods. Providers are to enter surveys and assessments into CTAC’s data collection system.</p>
---	---

Why does the Trust require surveys and assessments?
 The Trust is seeking survey and assessment data to learn about the benefits, outcomes, as well as, to make improvements in future programming.

Parent/Caregiver Consent

To inform parents/caregivers of demographic, eligibility, and attend information shared with CTAC. To permit/deny use of photography or media of their child(ren).

E. Evaluation Criteria

Each application will be evaluated against the following set of criteria.

Evaluation Criteria	Review Guidelines	Points Awarded
Program Description	<ol style="list-style-type: none"> 1. Describe an overview of your mentor program focus and priority areas. 2. Describe the program character building curriculum, training, and on-going support for mentors that you intend to use. 3. Describe the program policies and procedures that address unexpected circumstances during mentoring program hours. 4. Describe how your program aligns with CTAC Goal 3: All children and youth live in a safe community. 5. Describe the program evaluation process and detail the desired program outcomes. <p>Note: The Trust has the authority to require specific evaluation tools for funded programs.</p>	0-30

			Item 14.
Project Implementation	<ol style="list-style-type: none"> 1. Describe your program design and implementation. 2. Describe how you identify and recruit mentors. 3. Describe the youth population(s) and age range you intend to serve, how many youths your program will serve, and how you will recruit the youth. 4. Describe how CTAC funds will be used to expand your current program or create a new program. 5. Describe your organization's collaborative efforts and how those efforts positively impact your services and improve the lives of the children you serve. 	0-25	
Agency Stability & Capability	<ol style="list-style-type: none"> 1. Describe your organization's mission and services. 2. Describe your organizational capacity to carry out the proposed project plan. 3. Describe how your organization will sustain your proposed program beyond the term of the contract. 	0-20	
Budget	<ol style="list-style-type: none"> 1. Detail the financial support (from whom and amount) you receive for your proposed program. Including in-kind services your organization leverages. (Detail Tab 2 of the budget) 2. Describe your organization's fundraising activities. 3. Submit complete and accurate budget and budget narrative forms. 4. Attach all CTAC required fiscal documents forms. (1) Copy of current 990 form or current Organizational Annual Audit. 	0-25	
			Max points =100

Application Score	Funding Recommendations
80 - 100	Recommended for funding
70-79.9	Recommended for funding, contingent upon available funding
69.9 and below	Not Recommended for funding

Funding Restrictions

The following is a general list of restrictions. If there are items not on the list that you want to inquire about, please submit the scenario and/or question in writing to Procurement@childrenstrustofalachuacounty.us during the question and answer period.

- **Improvements to buildings and/or land**
Are not allowed.
- **Building maintenance and janitorial service**
General building maintenance, including pest control, is not allowed for non-program areas.
- **Lawn maintenance**
Not allowed.
- **Rent or mortgage payments**
Rent and mortgage payments are authorized only if the location is where direct services are provided to

program participants. Only the percentage of CTAC funds will be authorized for reimbursement.

- **Utilities**

Authorized only if used by program participants. If the building houses non-program participants (such as staff) the amount/percentage of utilities used for the program participants must be calculated and only that amount/percentage will be authorized for reimbursement.

- **Vehicles**

The purchase of vehicles is not allowed.

- **Vehicle Fuel**

Fuel is allowed only for program related transportation for group events and activities only.

- **Vehicle Rental**

Rental of a vehicle is allowed for transporting program participant(s) to a program-related event(s). Insurance and accessory coverage on rental vehicles are not billable.

- **General Transportation**

Vehicle-related expenses are not allowed for the transportation of non-program participants.

- **Fundraising**

Expenses for fundraising are not allowed.

- **Membership Fees or Dues**

Membership fees or dues are not allowed.

- **Staff/Volunteer Gifts/Awards/Recognition**

Gifts, awards or other expenses related to employee or volunteer celebration, recruitment, recognition events or activities are not allowed.

- **Communications**

General office internet for employees is not an allowable expenditure; however, if the internet access is required for the program, then this would be allowed. Office phones and cell phones are allowed if they are used for the purpose of the program. Only the percentage of CTAC funds will be authorized for reimbursement.

- **Office Equipment/Furniture**

Maintenance, purchase or rental of office equipment is not allowed.

- **Salaries/Benefits**

Salaries/benefits for staff not assigned to directly deliver program services are only allowed in your indirect cost, which is 10% of your program budget.

F. Review and Selection Process

The following is a general description of the process by which a contractor will be selected for award of a contract to perform the services described in this RFP:

1. Request for Proposals (RFP) is released to prospective contractors.
2. To help ensure that all prospective contractors are treated consistently during the selection process, all questions regarding this RFP, as well as CTAC's responses to the questions will be posted on CTAC's website. A deadline for the receipt of written questions has been established. (See the cover sheet of this RFP for deadline date.) Persons or entities who intend to respond to such RFP by submission of a competitive proposal may wish to pose questions, objections, or requests for information, request clarification or for an interpretation regarding terms, provisions, or requirements of the RFP. In this event, prospective contractors shall not attempt to communicate in writing, electronically or orally with any CTAC official or employee other than the CTAC employee designated as the Project Manager. The Project Manager may be reached at their email address on the RFP cover page. Prospective contractor shall not contact any other CTAC officials in an attempt to gather information regarding this RFP, or in an attempt to influence the CTAC's consideration of its proposal. All inappropriate communications with CTAC officials or employees will be forwarded to the CTAC Project Manager as well as the proposal evaluation team. Inappropriate communications by a prospective contractor may, at the discretion of the Project Manager, constitute grounds for disqualification of that

prospective contractor's proposal. Alternatively, the evaluation team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.

3. All proposals must be received by CTAC no later than the date and time specified on the cover sheet of this RFP. Late proposals will not be accepted and will not be reviewed.
4. The CTAC's Program Department will take the following actions to determine the merits of the proposals and ensure the Contractor meets the mandatory qualifications to bid:
 - a. Review the proposals to determine whether they are responsive to the RFP and that they were submitted by responsible companies. Definitions for the terms "responsible" and "responsive" are provided below:
 - b. **Responsible** contractors are those contractors that meet CTAC's standards with respect to a reasonable expectation that the contractor has the management, technical, financial, equipment and human resources available to ensure adequate performance of the work described in the solicitation. To be considered responsible, contractors shall also be free of past instances of the material breach of a CTAC contract, free of a conviction (or convictions) for bribery, fraud, conflict of interest, violation of environmental laws, or for convictions for other crimes reflecting poorly on the contractor's integrity, for the last five years. Contractors that fail to meet the minimum qualifications stated in the solicitation or that have, in the past three years, been debarred or suspended or had a contract terminated for default by any government agency are also determined to be not responsible.
 - c. **Responsive** proposals are those proposals that satisfactorily address all requirements specified in the RFP. Because proposals, unlike bids, are subject to negotiation, certain omissions or variances may be resolved through negotiations to make the proposal responsive. An example of an omission or variance that can be resolved is a proposed period of performance that does not result in completion of the work within the required timeframe. If negotiation with the contractor results in an adjustment to the period of performance matching the required timeframe, the proposal then may be deemed to be responsive.
 - d. Should it be determined that changes are required to the solicitation provisions or any other changes need to be made that might affect the proposed prices of other features of the proposals, all responsible companies, or all the responsible companies in the competitive range, may be requested to submit a best and final offer (BAFO). In this event, the CTAC shall evaluate the BAFOs in lieu of the original proposals.
5. **Review.** Proposals are independently reviewed and scored by a team of reviewers that may include Trust staff, experts in the field, and trained volunteers. Using the evaluation criteria, reviewers assess the soundness and completeness of each proposal as well as the vendor's capacity to effectively deliver what is proposed.
6. **Staff recommendations.** Taking into consideration the above review process results, the Executive Director of the CTAC develops a recommendation. When considering Direct Community Services, consideration is also given to factors such as alignment with the CTAC's priority investment areas, effective and economical distribution of funding across Alachua County and/or in underserved geographic areas/populations in Alachua County (if applicable), minimizing duplication of efforts, and reasonable program cost for the services and outcomes proposed. Based on consideration of all of the above factors, a recommendation is made to the CTAC Board.
7. **Board review and award.** Executive Director recommendations are reviewed and considered by the CTAC Board at a publicly noticed meeting. Applicants are encouraged to attend these meetings. CTAC Board approval of the recommendations will allow the contract negotiation process to begin, in an amount not to exceed the CTAC Board's approved award. Negotiation may include reframing the proposed services, and adjusting the total allocation, budget or any other changes necessary to comply with the requirements of the solicitation and resulting contract. Any future amendments, extensions or modifications to the contract that would exceed the CTAC Board's approved award amount or the approved contracting period require further Board approval.
8. **Protests:** Any actual or prospective bidder or proposer, who is allegedly aggrieved in connection with the issuance of a bid or proposal package or pending award of a contract, may protest the decision by following the procedure below.

- a. **Posting.** The Trust shall publicly post the award on the Trust's website within three full business days after the Board's award decision has been made. All bidders or proposers will be sent an email the notice of award to the email address provided in the bid or proposal.
 - b. **Requirements to Protest.**
 - i. A formal written protest must be filed no later than 5:00 PM, on the fifth business day, after the notice of award has been posted. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances, applicable section(s) of the solicitation or Board policy, or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.
 - ii. A formal written protest is considered filed when the Executive Director receives it and it is date-stamped by the CTAC. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the actual or prospective applicant.
 - c. **Sole Remedy.** These procedures shall be the sole remedy for challenging an award of bid or proposal. Proposers are prohibited from attempts to influence, persuade, or promote a protest through any other channels or means.
 - d. **Authority to Resolve.** The Executive Director shall resolve the protest in accordance with the terms of the bid or proposal and shall render a written decision to the protesting party no later than 5:00 PM on the fifth business day after the filing of the protest.
 - e. **Review of Executive Director's Decision.**
 - i. The protesting party may request a review of the Executive Director's decision by the CTAC Board by delivering a written request for review of the decision to the Executive Director by 5:00 PM on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the applicant deems relevant to the issues raised in the request for review.
 - ii. The CTAC Board will consider the request for review at the next regularly scheduled CTAC Board meeting after the request is received. It is within the CTAC Board's discretion whether to allow testimony or argument from the protesting party at the CTAC Board meeting. If it is determined by majority vote of CTAC Board members present at the meeting that the award is in violation of law or the regulations and internal procedures of the Trust or any another applicable authority, the Board shall cancel or revise the award as deemed appropriate within three business days after the Board meeting.
 - iii. If it is determined by majority vote of CTAC Board members present at the meeting that the award should be upheld, the CTAC Board shall direct staff to notify the protesting party in writing of the Board decision with a copy furnished to all substantially affected persons or businesses within three business days of the CTAC Board meeting. The decision shall be final and conclusive.
 - f. **Stay of Procurement during Protests.** The decision to stay a procurement during protests shall be at the sole discretion of the Executive Director.
9. The CTAC reserves the right to:
- Reject any or all submittals
 - Request clarification of any submitted information
 - Waive any informalities or irregularities in any response
 - Not enter into any contract
 - Not select any firm
 - Cancel this process at any time

- Amend this process at any time
- Interview firms prior to award
- Enter into negotiations with one or more firms, or request a best and final offer (BAFO)
- Award more than one contract if it is in the best interests of the CTAC.
- Issue similar solicitations in the future.
- Request additional information from prospective contractors.

SECTION 3: SUBMISSION INSTRUCTIONS

A. Submission Checklist

The response to this RFP shall consist of:

- Form 1 - Prospective Contractor Certification
- Form 2 – Budget and Narrative
- Form 3 – Organizational Information and Organizational Narrative
- Addenda – if applicable
- Attachment 1 – Current 990 form or Organization Annual Audit
- Attachment 2 – Proof of active Legal Status from Sunbiz.org
(<http://search.sunbiz.org/Inquiry/CorporationSearch/ByName>)

All completed applications (including forms and attachments) shall be submitted via email

Procurement@childrenstrustofalachuacounty.us by deadline. Please clearly label all application materials with the organization’s name and form name.

- Subject Line: [Organization Name] – Youth Mentoring Program Application
- Attachments must be included in a single email to be considered completed

Please clearly label all application materials with form name and organization. For example, “Form 1 – Organization Name”, “Form 2 - Organization Name”.

Proposal Preparation and Submittal Instructions for Prospective Contractors

1. EXCEPTIONS: The CTAC intends to award a contract substantially in the form of and including the provisions of the attached MODEL CONTRACT FOR SERVICES. Contractors that take exception to the terms and conditions do so at the risk that their proposal may be declared to be non- responsive and not considered for contract award. By signing the PROSPECTIVE CONTRACTOR CERTIFICATION included in this RFP, the representative of the prospective contractor certifies that no exceptions are taken to the form of the Model Contract for Services or to the provisions therein, unless such exceptions are fully disclosed in a document attached to the PROSPECTIVE CONTRACTOR CERTIFICATION.
2. ORAL EXPLANATIONS: The CTAC shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
3. REFERENCE TO OTHER DATA: Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. ELABORATE PROPOSALS: Elaborate proposals in the form of brochures or other presentations beyond those necessary to present a complete and effective proposal are not desired. Proposals that do not conform to the page limitations or format prescribed in this RFP may be rejected by the CTAC as non-responsive. It is desirable that all responses meet the following requirements:
 - *All copies are printed double-sided.*
 - *Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are preferred.*
 - *Materials should be submitted in a format which allows for easy removal and recycling of paper materials.*
5. COST FOR PROPOSAL PREPARATION: Any costs incurred by prospective contractors in preparing or

submitting proposals as well as costs associated with any resultant presentations or negotiations are the prospective contractors' sole responsibility; the CTAC will not reimburse any prospective contractor for any costs incurred prior to contract award.

Item 14.

6. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer which may be accepted within a period of 90 days. Although the contract is expected to be awarded prior to that time, the longer validity period is requested to allow for unforeseen delays.
7. **RIGHT TO SUBMITTED MATERIAL:** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective contractors shall become the property of CTAC when received.
8. **PROSPECTIVE CONTRACTOR'S REPRESENTATIVE:** Each prospective contractor shall submit with its proposal the name, mailing address, email address and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
9. **SUBCONTRACTING:** Prospective contractors may propose to subcontract portions, but not all, of the work performed. However, prospective contractors shall clearly indicate in their proposals all the work they plan to subcontract and to whom it will be subcontracted. Prospective contractors shall also provide identifying information for each proposed subcontractor similar to the identifying information provided for the contractor submitting the proposal.
10. **TRADE SECRET INFORMATION:** Trade secrets or similar proprietary data which the prospective contractor does not wish disclosed to other than personnel involved in the proposal evaluation effort or post-award contract administration will be kept confidential to the extent permitted by law as follows: Each page shall be identified by the prospective contractor in boldface text at the top and bottom as "TRADE SECRET". Any section of the proposal which is to remain confidential shall also be so marked in boldface text on the title page of that section. Price information may not be deemed proprietary. In spite of what is labeled as confidential, proprietary or trade secret, the determination as to whether or not certain material is confidential, proprietary or a trade secret shall be determined by law. If a prospective contractor designates any information in its proposal as proprietary pursuant to this provision, the prospective contractor must also submit one copy of the proposal from which proprietary information has been excised. The proprietary material shall be exercised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the content of the proposal as possible.
11. **ACCOMMODATIONS:** Reasonable accommodation will be provided by the CTAC for prospective contractor personnel who need assistance due to a physical disability. However, the CTAC must have reasonable advance written notice prior to the bidders' conference (if any) or any other visit to the CTAC's facilities. The prospective contractor shall request accommodations at time of registration.

File Attachments for Item:

15. Veterans' Preference Policy and Recruitment Plan

2.55 VETERANS' PREFERENCE

When selecting applicants for initial interviews, education, training, and experience shall be considered along with Veterans' Preference in accordance with Chapter 295, Florida Statutes and Chapter 55A-7, Florida Administrative Code.

- A. Applicants who have indicated Veterans' Preference on their employment application and meet the minimum qualifications listed in the position description will be identified by Human Resources.
- B. Applicants requesting Veterans' Preference will be required to submit the required Veterans' Preference documentation.
- C. Those applicants determined to be eligible for Veterans' Preference will be given special consideration at each stage of the employment selection process.



VETERANS' RECRUITMENT PLAN

INTRODUCTION

Children's Trust of Alachua County (CTAC) is committed to successfully recruiting and onboarding talented and skilled veterans into the agency workforce. CTAC recognizes the extensive training, experience, and transferrable skills gained through military service and also recognize the challenges associated with implementing a successful recruitment and onboarding process for individuals possessing these skill sets.

PURPOSE

Children's Trust of Alachua County's Veterans Recruitment Plan (the plan) is to encourage individuals eligible for veterans' preference in accordance with Section 295.07, Florida Statutes, (F.S.), to seek employment opportunities with this agency. This plan is designed to meet agency-established recruitment goals as required by Section 295.07(5)(a), F.S., and increase the awareness among veterans of employment opportunities within this agency.

AGENCY-ESTABLISHED GOALS

The following recruitment goals have been established by Children's Trust of Alachua County with the intent to increase veterans' awareness of employment opportunities within CTAC, as well as assisting veterans with the successful navigation of the general recruiting and onboarding process within CTAC. These goals will be met on an annual basis unless revised.

1. CTAC will collaborate with at least one (1) organization that provides or supports employment services to veterans for veterans' preference as described in Section 295.07, F.S.
2. CTAC will list job openings with at least two (2) veteran advocacy groups and/or Florida colleges and universities to promote current and potential CTAC employment opportunities.

3. CTAC will continue to advertise open positions on its public website, employment websites such as Indeed, and with the Florida Veterans Program Portal under EmployFlorida.com, to expand veterans' awareness of employment opportunities.
4. CTAC will state in its recruitment materials that the agency values the service veterans and their family members have given to our country and that the agency supports the hiring of returning service members and military spouses.
5. CTAC will ensure a means to track statistical data related to its Veterans' Recruitment Plan which will include, at a minimum, the number of eligible persons hired as a result of the Veterans' Recruitment Plan.

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2023-09
REVISIONS TO THE EMPLOYEE HANDBOOK**

WHEREAS, the Children's Trust of Alachua County adopted an Employee Handbook through Resolution 2020-8; and

WHEREAS, the Children’s Trust of Alachua County desires to make changes to the Employee Handbook;

NOW THEREFORE, be it ordained by the Board of Children’s Trust of Alachua County, in the State of Florida, as follows:

SECTION 1: ADOPTION “2.55 VETERANS’ PREFERENCE” of the Children’s Trust of Alachua County Employee Handbook is hereby added as follows:

2.55 VETERANS’ PREFERENCE (*Added*)

When selecting applicants for initial interviews, education, training, and experience shall be considered along with Veterans’ Preference in accordance with Chapter 295, Florida Statutes and Chapter 55A-7, Florida Administrative Code.

- A. Applicants who have indicated Veterans’ Preference on their employment application and meet the minimum qualifications listed in the position description will be identified by Human Resources.
- B. Applicants requesting Veterans’ Preference will be required to submit the required Veterans’ Preference documentation.
- C. Those applicants determined to be eligible for Veterans' Preference will be given special consideration at each stage of the employment selection process.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 10th day of July 2023.

	AYE	NAY	ABSENT	NOT VOTING
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Shane Andrew	_____	_____	_____	_____
Mary Chance	_____	_____	_____	_____
Hon. Denise R. Ferrero	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Maggie Labarta	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____

Presiding Officer

Attest

Tina Certain, Chair
Children’s Trust of Alachua County

Marsha Kiner, Secretary
Children’s Trust of Alachua County

File Attachments for Item:

16. ELO Certificate of Appreciation

CERTIFICATE OF APPRECIATION

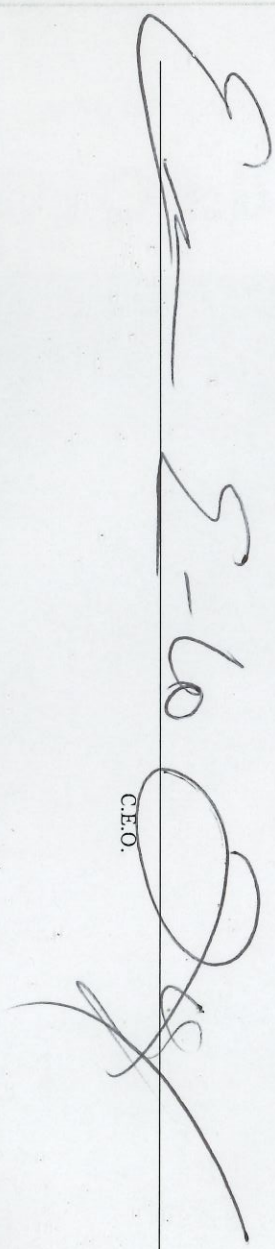
AWARDED TO:

Children's Trust of Alachua County

Thank you for your contribution,
we couldn't do it without you.

Awarded 06/30/23

Everyone Loves Oneanother


C.E.O.