

Meeting Notice

Children's Trust of Alachua County

Monday, October 21, 2019 @ 4:00 pm

Alachua County Health Department

Thomas Coward Auditorium

224 SE 24th Street



CHILDREN'S TRUST
OF ALACHUA COUNTY

Members

Ken Cornell, County Commissioner, Interim Chair

Honorable Susanne Wilson-Bullard, Circuit Judge, Interim Vice-Chair

Tina Certain, Alachua County School Board Member, Interim Treasurer

Karen Clarke, Alachua County School Superintendent

Cheryl Twombly, DCF Community Development Administrator

Children's Trust of Alachua County

Monday, October 21, 2019 @ 4:00 pm

Alachua County Health Department

Thomas Coward Auditorium

1. Call to Order – Ken Cornell, Interim Chair
2. Agenda Review, Revision, and Approval (Including Approval of Consent Agenda Items)

Regular Agenda Items

3. Executive Director Selection Update
4. DRAFT RFA #20-937 Capacity Increases and Infrastructure Improvements for
5. Comprehensive Needs Assessment Technical Advisory Committee Appointments
6. CTAC Gubernatorial Nominees Status Update and General Comments
7. Call for Public Input
8. Board Member General Comments
9. Adjournment

Consent Agenda Items

10. Approval of October 7, 2019 Meeting Minutes
11. Authorization to Publish Legal Notice of Regularly Scheduled Meetings



CHILDREN'S TRUST
OF ALACHUA COUNTY

Item # 2

Agenda Review, Revision, and Approval

Background

Member's review the agenda and can ask that items be changed in order, moved from the consent agenda to the regular agenda, and that items be removed or added. Items on the consent agenda include a staff recommendation. When the consent agenda is adopted, the Board is approving the staff recommendation unless the item is "pulled" for discussion. All consent items are approved when the agenda is adopted unless, an item is moved from consent to the regular agenda. Any member or a citizen can ask that an item be moved from consent to regular. Moving an item is done so that it can be discussed and/or a different course of action taken than that recommended by staff.

Attachments

Not applicable

Staff Recommendation

Approve the agenda as presented or alternatively with revision and approve all items remaining on the consent agenda.

Item #3

Executive Director Selection Update

Background

At the last meeting, Trust members were provided with an update on recruitment activities for the position of Executive Director. The Human Resources Director and Senior County Attorney have identified some additional information for the Trust to consider.

Attachments

1. None

Staff Recommendation

Hear comments from the Human Resources Director and Senior County Attorney.

Item #4

Draft RFA #20-937 Capacity Increases and Infrastructure Improvements for Programs Serving Youth

Background

At the September 16, 2019 meeting members reviewed a draft RFA and adopted the following motion:

Member Certain moved to direct staff to make modifications to the draft RFA to address safety concerns by requiring staff and volunteers pass Level 2 background checks in accordance with Florida Statute, revise the point structure (10,15,15,10,15,15,10,10), combining item #3 & #5 adding, a 9th criteria to address economic disparities, modify Section 2.5 to permit the use of billing for unit cost and per cost of service, and ask staff to bring back information on best practices used by the other Children's Councils with respect to helping smaller grassroots type organizations obtain funding and background checks. Second by Judge Wilson-Bullard. Call for public input. Motion carried 5-0.

The Staff liaison has met with Procurement and Legal staff to consider the Trust direction and discuss other changes to the RFA. The changes directed by the Trust have been incorporated into the revised draft, and among other items the timeline has been adjusted, the title shortened, and appeal process simplified. The RFA proposes that a Staff Evaluation Team score the applications and provide those to the Trust without a funding level recommendation. Funding decisions would be made by the Trust after receiving the scores and access to all of the application materials.

Other Considerations

Staff suggest the Trust consider extending the duration of time to expend any awarded funds from September 30, 2020 to September 30, 2021. If the Trust asks staff to score the applications, members need to designate a Staff Evaluation Committee.

Attachments

1. (Clean Version) DRAFT RFA #20-937 Capacity Increases and Infrastructure Improvements for Programs Serving Youth
2. (Mark Up Version) DRAFT RFA #20-937 Capacity Increases and Infrastructure Improvements for Programs Serving Youth
3. DRAFT Application Questions and Budget Templates
4. Staff Evaluation Committee Members

Staff Recommendation

Receive the DRAFT RFP, provide staff direction with any changes, allow the expenditure of awarded funds through September 30, 2021, appoint staff to the Evaluation Committee, and direct staff to finalize the RFA for release to the public.



CHILDREN'S TRUST
OF ALACHUA COUNTY

REQUEST FOR APPLICATIONS

RFA #20-937

Capacity Increases and Infrastructure Improvements for Programs Serving Youth

Non-Mandatory Informational Pre-Application Meeting
10:00 am Tuesday, November 26, 2019
Alachua County Health Department, Thomas Coward Auditorium
224 SE 24th St
Gainesville, FL 32641

RFA Submittal Deadline:
2:00 P.M., Wednesday, December 18, 2019

All Applications must be submitted online.
Any applications received after the above submittal deadline will not be considered.

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CHILDREN'S TRUST OF ALACHUA COUNTY REQUEST FOR APPLICATIONS
RFA #20- 937 Capacity Increases and Infrastructure Improvements for Programs Serving Youth

1.0 GENERAL PROVISIONS

1.1 Background

The Children's Trust of Alachua County is an independent special taxing district in accordance with Section 125.901, Florida Statute and Alachua County Ordinance 18-08 formed with the Powers and Duties listed below:

1. To provide and maintain in the County such preventive, developmental, treatment, and rehabilitative services for children as the Trust determines are needed for the general welfare of the County.
2. To provide such other services for all children as the Trust determines are needed for the general welfare of the County.
3. To allocate and provide funds for other agencies in the County which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.
4. To collect information and statistical data which will be helpful to the Trust in deciding the needs of children in the County.
5. To consult with other agencies dedicated to the welfare of children to the end that the overlapping of services will be prevented.
6. To lease or buy such real estate, equipment, and personal property and to construct such buildings as are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done except for cash with funds on hand or secured by funds deposited in financial institutions. Nothing in this Chapter shall be construed to authorize the issuance of bonds of any nature.
7. To employ and pay, on a part-time or full-time basis, personnel needed to execute the foregoing powers and functions.
8. To enter into agreements with government agencies to provide administrative services.

9. All powers, functions, and duties specified in Section 125.901, Florida Statutes.

1.2 Purpose and Respondent Qualifications

The Children's Trust of Alachua County (CTAC) is seeking applications from qualified Alachua County based organizations serving youth (Applicants) for Youth Programs Capacity Increases and Infrastructure Improvements.

CTAC is interested in procuring and making awards to Applicants for the following categories thoroughly outlined in this document for youth ages 6 to 18 years:

- Seasonal Expansion or Pilot Programs, and/or
- Increases in Service Volume, and/or
- Innovative Projects, and/or
- System Capacity Building Efforts

CTAC is also interested in receiving applications and making awards to fund capital improvements up to \$500,000.00 for Applicants serving children from birth to age 18.

1.3 Informational Pre-Application Meeting

All applicants are encouraged, but not required, to attend the scheduled informational pre-application meeting. Alachua County Community Support Services and Alachua County Procurement staff will jointly conduct this meeting during which time potential applicants will be provided with an overview of the program, information regarding the awards, and instructions for completing and submitting the online application document. The Pre-Application Meeting will be held:

10:00 am Tuesday, November 26, 2019

Alachua County Health Department, Thomas Coward Auditorium

224 SE 24th St

Gainesville, FL 32641

1.4 Application Submission

1.4.1 ALL applications must be completed electronically online via the ZoomGrants Application and submitted no later than 2:00 P.M. Wednesday, December 18th, 2019 the CTAC website at the following:

<http://www.xxxx.xxxxx.xxxxx.xxxx.xxxx>

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ABSOLUTELY NO LATE APPLICATIONS WILL BE ALLOWED/ACCEPTED

Prospective applicants are strongly encouraged to submit applications well in advance of the deadline in case the user encounters any technical difficulties in submitting. CTAC is not responsible for the inability of any prospective applicant being unable to complete the online application process.

1.4.2 Applications must be submitted online via ZoomGrants with all requested information. Questions that have not been answered constitute an incomplete application and the applicant will be unable to submit it online. Each applicant is responsible for full and complete compliance of all laws, rules and regulations which may be applicable.

1.4.3 The applicant is completely responsible for preparing and submitting the online application according to grant instructions contained herein and online.

1.4.4 You must enter your application online, including downloading, completing, scanning and attaching any fillable PDF tables found in the application's Tables and Documents tabs, as instructed. Requested agency documents must also be attached to the Documents tab in the application, as directed.

1.4.5 Applications must be submitted with all required documents included. It is extremely important that you compile your application completely to avoid rejection of your application.

1.4.6 For some general instructions regarding how to get started with your online application, refer to the document entitled Handy Hints for Completing Your CTAC Application in ZoomGrants, found by clicking on the Grant Resource Info tab in CTAC application document.

1.4.7 Applicants who are unable to submit their application digitally, due to lack of computer equipment, may access computer equipment maintained at one of the branches of the Alachua County Public Library (Contact the Library in advance to determine which site(s) maintain equipment accessible to the public). In extreme circumstances, arrangements may also be made in advance to utilize a computer by contacting Leira Cruz Cáliz, Procurement Agent, at lcruzcaliz@alachuacounty.us

1.4.8 An organization may submit more than one application for funding. Each application must be submitted as a separate application and meet all requirements to be considered.

1.4.9 The cost for the agency's preparation of the application is entirely the obligation of the applicant and shall not be chargeable in any manner to CTAC.

1.5 Inquiries/Questions

1.5.1 Inquiries and questions regarding any portion of the application or the application process, must be made in writing, via email to the Procurement Agent, Leira Cruz Cáliz, at lcruzcaliz@alachuacounty.us. All written questions must be submitted no later than 10 calendar days before the application due date. Any Applicant in doubt as to the true meaning of any part of the RFA or related documents may submit a written inquiry/question to the Procurement Agent. All written questions will be answered by the Procurement Agent in writing as an addendum to this RFA.

1.5.2 Every Addendum to this RFA will be posted online via ZoomGrants.com within the CTAC grant application document (refer to Grant Resource Information tab in the online application document). The final addendum will be posted/available by 5:00 p.m. on Wednesday, November 17th, 2019 and will be titled, "Final Addendum". It is important to know that Addenda can contain corrections, changes, additional information, etc. about the RFA. The applicant is responsible for adhering to the information in each addendum, and acknowledging receipt of the Final Addendum.

1.5.3 Verbal questions may only be asked at the Informational Pre-Application Meeting, scheduled according to Section 1.3

1.6 Prohibited Communications During the RFA Application Process

1.6.1 The RFA funding process is not over until the final award decisions are made by the CTAC. To ensure fair consideration for all Applicants, CTAC prohibits communication regarding this funding process, including the funding recommendations to or with any department, employee, elected official, or any other person involved in evaluation of or consideration of the applications, except as provided in Section 1.4, until CTAC has formalized its funding decision. Communication includes both oral and written.

1.6.2 Additionally, CTAC prohibits communications initiated by an Applicant to any department, employee, elected official, or anyone evaluating or considering the application prior to the time an award decision has been made. Applicants or applicant

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representatives may not communicate with Evaluation Committee members or with any CTAC member regarding this RFA or RFA process, until after the final funding decision is made by CTAC. Violation of the communication restrictions may result in not only disqualification of the offending Applicant from consideration of the application.

1.7 Acceptance/Rejection of Applications

CTAC reserves the right to reject any application which may be considered incomplete, irregular, show serious omission, unauthorized alteration of form, or unauthorized alternate applications. CTAC reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, or to accept applications or portions thereof which, in CTAC's judgment, best serve the interests of CTAC.

1.8 RFA Appeal Process

1.8.1 Only the RFA process may be appealed. Potential applicants that have a complaint or grievance with the process, may appeal to the Procurement Manager, Larry Sapp, via e-mail at lsapp@alachuacounty.us. The deadline for such an appeal is prior to the Application Submission Deadline as identified in Section 2.4 of this application. The Procurement Manager will investigate the complaint and present the findings in writing to the applicant. Failure of any potential applicant to submit an appeal within the time frame provided in this section, shall constitute a waiver of such potential applicant's right to appeal.

1.8.2 The actual scoring of the Evaluation Committee may not be appealed. The final funding decision made by the CTAC also may not be appealed. All decisions made by the CTAC shall be finalized at a scheduled CTAC meeting, to be announced.

1.9 Proprietary Information

Responses to this Request for Application upon receipt by CTAC become public records subject to the provisions of Chapter 119 F.S., Florida Public Records Law.

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2.0 GENERAL PROGRAM GUIDELINES

Applications requesting funding must meet all of the following general requirements:

1. Have a physical presence in Alachua County
2. Designated as a 501(c)(3) non-profit organization by the Internal Revenue Service or explain alternate legal/tax status
3. Be responsive to the documented findings of racial inequities and disparities in Alachua County and include clearly identified strategies to reach marginalized and vulnerable youth populations
4. Serve youth ages 6-18 years for Funding Categories 1 through 4 and from birth to age 18 for Category 5 (Capital requests)
5. Participate in planning, data gathering, and evaluative activities as requested by the Children's Trust of Alachua County
6. Be able to demonstrate performance measures to evaluate project outcomes
7. Propose to establish, or use an established multi-disciplinary collaborative body, to assure funding and services are provided with minimal duplication of effort, utilize evidence based or best industry practices, and leverage existing personnel, expertise, property, and equipment
8. Applications must establish a "**Foundation for Future Years**" of service to Alachua County children
9. Applicants must provide assurance that it will comply with all Florida Statute related to Level 2 criminal backgrounds checks for all staff and volunteers that have unsupervised contact with children served through programs funded by the Children's Trust of Alachua County. All screenings are to be substantially consistent with the standards set forth in Florida Statute 435.04.

2.1 Funding Categories

CTAC will consider applications for funding in five categories generally described below. Applicants are responsible for determining which funding category(ies) most closely aligns with the proposed project. Applicants may select more than one category for the proposed project.

1. Seasonal Expansion or Pilot Programs: This could include increased staffing and operational costs to expand capacity to serve youth via Spring/Summer time programming. Additionally, it could fund pilot programs that would be concluded, with measurable outcomes, prior to October 1, 2021 and/or,
2. Increase Service Volume: Build system capacity and/or improved quality programming to serve additional youth, i.e., transportation and programming in school buildings and provide transportation home after out of school time activities, and/or

3. Innovation Fund: New and innovative projects focusing on priority issues to promote the growth and development of children and adolescents including treating children that have experienced trauma. New ways to solve old problems that are cost-effective, data-driven and lead to better results which can include promising approaches showing signs of effectiveness that have the potential for greater scale, and or
4. System Capacity Building: Non-profit organization work force development in evidenced based practice, leadership, use of data and program evaluation models, system of coordination, grant writing, volunteer coordination, collaborative administration coordination, professional development for youth development workers, development of out of school standards and practices, etc.
5. Capital Improvements: One-time capital improvements that would increase capacity to serve youth from birth to age 18, in existing programs that can be fully expended no later than September 30, 2021. This could include items like expanded use of technology, educational and recreational equipment, vehicle purchases, etc. "Capital" is defined as a tangible item with an estimated useful life of greater than 12 months and an acquisition cost exceeding \$5,000.00 per unit of measure. Awards in this category up to \$500,000.00 with a total of \$1,000,000.00 for this solicitation.

2.2 Funding Restrictions

Funds cannot be used to supplant existing and ongoing administrative expenses not solely attributed to the proposed project, i.e., general administrative salaries and fringes, financial audit, liability insurances, utilities, indirect charges, etc. Funds awarded through this solicitation must be expended prior to October 1, 2021 and are not subject to further appropriation, i.e., one-time funding for Fiscal Year 2019-2021. There is no expectation of future funding for a solicitation of this RFA or any of extension of time to expend awarded funds.

2.3 Estimated Availability of Funding

The CTAC anticipates awarding up to \$1,500,000.00 in funding categories #1 through #4 above through this solicitation. The actual amount of funding awarded maybe more or less depending on the number and dollar amount of awards made in the sole discretion of the CTAC. Awards in the capital improvement category may be up to \$500,000.00 with a total of \$1,000,000.00 for this solicitation. Depending on applications received and selected for funding, the Trust may at its sole discretion, award funds exceeding or less than the amounts set forth for categories 1-4 and category 5.

2.4 RFA/Procurement Anticipated Timeline

The following dates anticipate but does not guarantee the solicitation timeline which is subject to change at the CTAC's discretion and for unforeseen events.

October 2-31, 2019 – Procurement and Legal Review of the RFA

October 21, 2019 – CTAC Approves DRAFT RFA/Application

November 15, 2019 – Procurement Issues RFA

November 15 and 22, 2019 – Advertise Release of RFA

November 26, 2019 – Pre-application Conference (Optional)

December 1, 2019 – Final Addendum

December 18, 2019 – Applications Submission Deadline

December 18, 2019 – Publicly Noticed Evaluation Committee Meeting for Instructions

January 24, 2020 – Deadline for Evaluation Committee to turn in scores

January 30, 2020 – CTAC Receives Staff's Scores

TBD – CTAC Reviews/Approves Contracts

2.5 Reimbursement Grant Based on Actual Expenses, Unit Cost, or Cost per Service

This is a reimbursement-based grant. The applicant must first expend its own funds and then request reimbursement from CTAC based on expenditures attributed to the proposed project, an established unit cost, or an established cost per service based on the budget submitted with the proposal and amount of funds awarded. Generally, the first reimbursement will not be made until mid-March 2020. Reimbursements will be made following the receipt of an invoice and supporting documentation with sufficient details to support that the reimbursement request is project related, allowable, and during the acceptable timeframe.

2.6 Authorization to Apply

Private, non-profit 501(c)(3) applicants will be required to complete an Authorization by Board of Directors form, found in the Documents tab. Completion of the form requires signature by the applicant agency's Executive Director and its Board of Directors' Chairman or President, acknowledging that:

- the information contained in the application is public record;
- the submission is consistent with their agency's mission, Articles of Incorporation and By-laws;
- the application was authorized by the agency's Board of Directors, including referencing the date of the Board meeting in which this authorization was obtained.

2.7 Religious or Sectarian Engagement

In accordance with Article 1, Section 3, Florida Constitution, and other applicable law, funding provided by CTAC may not be used in aid of any church, sect, or religious denomination or in aid of any sectarian institution. The program shall not promote the religion of the provider, be significantly sectarian in nature, involve religious indoctrination, require participation in religious ritual, or encourage the preference of one religion over another.

2.8 Multiple Submissions

An organization may submit more than one application for funding. Each application must be submitted as a complete and separate application and meet all requirements to be considered for scoring.

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3.0 RFA Selection Procedures and Grant Award Recommendations

3.1 RFA Grant Application

3.1.1 All qualified applications will be reviewed by the Evaluation Committee, consisting of County employees appointed by CTAC. Agency application(s) will be thoroughly reviewed and scored based on the Scoring Criteria described in Section 4.2. Community Support Services and Procurement staff will present the scores to the CTAC for its use in determining any funding awards.

3.1.2 The Evaluation Committee will review only the information contained in the Applicants submittal through ZoomGrants. In doing so, the Committee will evaluate applications in accordance with the evaluation criteria identified in Section 4.0. The Evaluation Committee serves in an advisory capacity to the CTAC and presents the findings to the CTAC.

3.2 Negotiation of Contract

CTAC will negotiate contract(s) with approved Grantee(s) for the provision of these services requested in this RFA.

4.0 Selection and Evaluative Criteria

Evaluation Committee will score applications in accordance with the requirements set forth in this RFA.

4.1 Application Screening

All applications submitted will be subject to screening to ensure that they meet mandatory qualifications and are thereby eligible for scoring by the Evaluation Committee. Screening involves checking to determine if an agency is eligible to apply on the basis of their compliance with the following criteria:

1. Having current governmental or 501(c)(3) status or if not adequate explanation;
2. Maintaining a physical business address in Alachua County;
3. Serves children 6 to 18 years of age (Funding Categories 1-4) or serves children birth to age 18 (Funding Category 5);
4. The application is complete and all required Addenda is attached.
5. Meets the General Program Guidelines described in Section 2.0

4.2 Evaluation Criteria

Application submissions will be scored by Evaluation Committee members on the basis of the criteria below, with points awarded within a designated scoring range for each criterion. Evaluation Committee members may offer their unique perspectives and practical insights based on areas of professional or personal expertise; education, training and/or knowledge; and community involvement.

Scoring Criteria	Score Range
<p>1. Program Summary: The degree to which the proposed program is reasonable given evidence of need, requested budget and other resources, uses evidenced based or promising approaches, is well-thought-out in that activities clearly relate to stated outcomes, and is achievable given the timeline and budget.</p>	0 - 10
<p>2. Partnerships/Collaborations: The degree to which the organization has established or planned strategic and effective collaborations for the program focused minimizing duplication of effort, utilize best practices, and/or leverages resources.</p>	0 - 15
<p>3. Program Budget and Cost Effectiveness: The degree to which the program budget is reasonable and is in alignment with the description of program services or capital project. Planned expenditures can reasonably be completed by September 30, 2021. The degree to which the costs are reasonable for Alachua County taxpayers considering the services provided and outcomes produced.</p>	0 – 15
<p>4. Measurable: The application describes measurable outcomes which logically relate to the types of proposed services or capital project. The data collection and reporting planned is well thought out and complete.</p>	0 – 10
<p>5. Cost Effectiveness: The degree to which costs are reasonable for Alachua County taxpayers, considering what services are being provided and what outcome(s) are being produced.</p>	0 – 15
<p>6. Racial Inequities and Disparities: The application is responsive to the documented findings of racial inequities and disparities in Alachua County and proposes strategies to reach marginalized and vulnerable youth, address disproportionate under/over representation, and under-served and under-represented populations.</p>	0 – 15
<p>7. Foundation for Future Years: The degree to which the proposed project has a lasting impact beyond grant term ending, generates new knowledge, takes service to a new sustainable level, and/or advances the community response to critical issues facing youth.</p>	0 – 15
<p>8. Application Quality and Completeness of Information: The degree to which the application furnishes a clear, concise and well-written description of the proposed project, is responsive to application questions, and is logical, doable, and within the applicants abilities.</p>	0 - 10
<p>9. Serves Rural Area and/or Responsive to Economic Disparities: The project provides services in the rural areas of Alachua County, reduces economic barriers to participation, and/or increases access to services.</p>	0 - 10

4.3 Scoring Multiple Applications Submitted by Same Lead Agency

In accordance with Section 2.8, agencies may submit more than one application under this procurement. Each complete application will be scored separately based solely on the information submitted with that application.

4.5 Funding Awards

CTAC will use the information submitted in the application and the RFA Evaluation Committee scores to determine which applications will be funded in its sole discretion. In determining a funding award CTAC may also consider the total amount of funds awarded in a given category and the total amount of funding awarded under this solicitation. The amount, if any, of an award made by CTAC under this solicitation is final.

5.0 General Terms and Conditions

The following are the general terms and conditions, supplemental to those stated elsewhere in the RFA, to which the selected Organization(s) must comply in order to be consistent with the requirements for this RFA. Any deviation from these or any other stated requirements should be listed as exceptions in a separate appendix of the application.

5.1 Assignment of Personnel

All personnel assigned to the grantee will be subject to the approval of CTAC and no changes shall be allowed unless prior written approval is obtained.

5.2 Basis for Contract Negotiation

The application will serve as the basis for negotiating the contract.

5.3 Insurance Requirements

Please refer to Exhibit A – Insurance Requirements for information

5.4 Term of the Contract

The contract shall be effective upon execution by both parties and continuing through September 30, 2021 subject to availability of funds.

5.5 Governing Law

This agreement shall be governed in accordance with the laws of the State of Florida. Venue shall be in Alachua County.

5.6 Indemnification

The Agency agrees to protect, defend, indemnify, and hold CTAC and director and their officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or directly or indirectly relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., including but not limited to: personal injury, death, damage to property (including destruction), defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule, or regulation or decree of any court, shall be included in the indemnity hereunder. The Agency further agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by CTAC, and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent. Agency agrees that indemnification of CTAC shall extend to any and all work performed by the Agency, its subcontractors, employees, agents, servants or assigns. This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Agency's insurance coverage. This indemnification provision shall survive the termination of the Agreement between CTAC and the Agency. Nothing contained herein shall constitute a waiver by CTAC of its sovereign immunity, the limits of liability or the provisions of §768.28, Florida Statutes.

5.7 Amendments

This agreement may be amended by mutual written agreement of the parties and may be changed only by such written amendment.

5.8 Independent Organization(s)

In the performance of this agreement, the Grantee(s) will be acting in the capacity of an independent Organization(s) and not as an agent, employee, partner, joint venture, or associate of CTAC. The Grantee(s) shall be solely responsible for the means, method, technique, sequences, and procedures utilized by the Grantee(s) in the full performance of the agreement.

End of RFA 20-937
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Exhibit A Insurance Requirements

**TYPE "B" INSURANCE REQUIREMENTS
"Professional or Consulting Services"**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

I. COMMERCIAL GENERAL LIABILITY.

Coverage must be afforded under a per occurrence form policy for limits not less than \$300,000 General Aggregate, \$300,000 Products / Completed Operations Aggregate, \$300,000 Personal and Advertising Injury Liability, \$200,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

II. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY.

- A Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.
- B Employer's Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

III. PROFESSIONAL LIABILITY or ERRORS AND OMISSIONS LIABILITY (E&O).

Professional (E&O) Liability must be afforded for not less than \$200,000 each claim, \$300,000 policy aggregate

IV. OTHER INSURANCE PROVISIONS.

- A The policies are to contain, or be endorsed to contain, the following provisions:
- B Commercial General Liability and Automobile Liability Coverages
 - 1 The Children's Trust of Alachua County (CTAC), its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
 - 2 The Contractor's insurance coverage shall be considered primary insurance as respects CTAC, its officials, employees and volunteers. Any insurance or self-insurance maintained by CTAC, its officials, employee's or volunteers shall be excess of Contractor's insurance and shall be non-contributory.

C All Coverages

- 1 The Contractor shall provide a Certificate of Insurance to CTAC with a Thirty (30) day notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under claims made form the certificate will show a retroactive date, which should be the same date of the contract (original if contact is renewed) or prior.

V. **SUBCONTRACTORS**

Contractors shall include all subcontractors as insured under its policies. All subcontractors shall be subject to the requirements stated herein.

CERTIFICATE HOLDER:

Children's Trust of Alachua County

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CHILDREN'S TRUST
OF ALACHUA COUNTY

REQUEST FOR APPLICATIONS

RFA #20-937

~~Youth Programs~~ Capacity Increases and
Infrastructure Improvements for Programs Serving Youth

Non-Mandatory Informational Pre-Application Meeting

Tuesday, November ~~1226~~, 2019 at 10:00 am

Alachua County Health Department, Thomas Coward Auditorium

224 SE 24th St

Alachua County Community Support Services

Conference Room A

218 SE 24th St

Gainesville, FL 32641

RFA Submittal Deadline:

2:00 P.M., Wednesday, December ~~18~~, 2019

All Applications must be submitted online.

Any applications received after the above submittal deadline will not be considered.

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CHILDREN'S TRUST OF ALACHUA COUNTY REQUEST FOR APPLICATIONS

RFA #20- 937 ~~Youth Programs~~ Capacity Increases and Infrastructure Improvements for Programs Serving Youth

~~One Time Funding To Support Capacity Increases And Improvement For Programs Serving Youth Aged 6-18 Years And Infrastructure Improvements For Programs Serving Youth Birth To 18~~

1.0 GENERAL PROVISIONS

1.1 Background

The Children's Trust of Alachua County is an independent special taxing district in accordance with Section 125.901, Florida Statute and Alachua County Ordinance 18-08 formed with the Powers and Duties listed below:

1. To provide and maintain in the County such preventive, developmental, treatment, and rehabilitative services for children as the Trust determines are needed for the general welfare of the County.
2. To provide such other services for all children as the Trust determines are needed for the general welfare of the County.
3. To allocate and provide funds for other agencies in the County which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.
4. To collect information and statistical data which will be helpful to the Trust in deciding the needs of children in the County.
5. To consult with other agencies dedicated to the welfare of children to the end that the overlapping of services will be prevented.
6. To lease or buy such real estate, equipment, and personal property and to construct such buildings as are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done except for cash with funds on hand or secured by funds deposited in financial institutions. Nothing in this Chapter shall be construed to authorize the issuance of bonds of any nature.
7. To employ and pay, on a part-time or full-time basis, personnel needed to execute the foregoing powers and functions.

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8. To enter into agreements with government agencies to provide administrative services.
9. All powers, functions, and duties specified in Section 125.901, Florida Statutes.

1.2 Purpose and Respondent Qualifications

The Children's Trust of Alachua County (CTAC) is seeking applications from qualified Alachua County based organizations serving youth ~~(Applicants)~~ for ~~a Request for Application (RFA)~~ Youth Programs Capacity Increases and Infrastructure Improvements.

CTAC is interested in procuring and making awards to Applicants for the following categories thoroughly outlined in this document for youth ages 6 to 18 years:

- Seasonal Expansion or Pilot Programs, and/or
- Increases in Service Volume, and/or
- Innovative Projects, and/or
- System Capacity Building Efforts

CTAC is also interested in receiving proposal applications and making awards to fund capital improvements up to \$500,000.00 for Applicants serving children from birth to age 18.

1.3 Informational Pre-Application Meeting

All applicants are encouraged, but not required, to attend the scheduled informational pre-application meeting. Alachua County Community Support Services and Alachua County Procurement ~~Division~~ staff will jointly conduct ~~these~~ meetings during which time potential applicants will be provided with an overview of the program, information regarding the awards, and instructions for completing and submitting the online application document. The Pre-Application Meeting will be held:

10:00 am Tuesday, November ~~1226~~, 2019

Alachua County ~~Community Support Services~~ Health Department, Thomas Coward Auditorium
Conference Room A

~~21824~~ SE 24th St
Gainesville, FL 32641

1.4 Application Submission

1.4.1 ALL applications must be completed electronically online via the ZoomGrants Application and submitted no later than [4:59 P.M., November 22, 2019 through 2:00 P.M. Wednesday, December 18th, 2019](#) the CTAC website at the following:

<http://www.xxxx.xxxxx.xxxxx.xxxxx.xxxx.xxxx>

ABSOLUTELY NO LATE APPLICATIONS WILL BE ALLOWED/ACCEPTED

Prospective applicants are strongly encouraged to submit applications well in advance of the deadline in case the user encounters any technical difficulties in submitting. CTAC is not responsible for the inability of any prospective applicant being unable to complete the online application process.

1.4.2 Applications must be submitted online via ZoomGrants with all requested [RFA](#) information. Questions that have not been answered constitute an incomplete application and the applicant will be unable to submit it online. Each applicant is responsible for full and complete compliance [with of](#) all laws, rules and regulations which may be applicable.

1.4.3 The applicant is completely responsible for preparing and submitting the online application according to grant instructions contained herein and online.

1.4.4 You must enter your application online, including downloading, completing, scanning and attaching any fillable PDF tables found in the application's Tables and Documents tabs, as instructed. Requested agency documents must also be attached to the Documents tab in the application, as directed.

1.4.5 [Proposal Application](#)s must be submitted with all required documents included. It is extremely important that you compile your application completely to avoid rejection of your [proposal application](#).

1.4.6 For some general instructions regarding how to get started with your online application, refer to the document entitled Handy Hints for Completing Your CTAC Application in ZoomGrants, found by clicking on the Grant Resource Info tab in CTAC application document.

1.4.7 Applicants who are unable to submit their application digitally, due to lack of computer equipment, may ~~wish to~~ access computer equipment maintained at one of the branches of the Alachua County Public Library (Contact the Library in advance to determine which site(s) maintain equipment accessible to the public). In extreme circumstances, arrangements may also be made in advance to utilize a computer by contacting Leira Cruz Cáliz, Procurement Agent, at lcruzcaliz@alachuacounty.us

1.4.8 An organization may submit more than one [application](#) for funding. Each ~~proposal~~[application](#) must be submitted as a separate application and meet all requirements to be considered.

1.4.9 The cost for the agency's preparation of the application is entirely the obligation of the applicant and shall not be chargeable in any manner to CTAC.

1.5 Inquiries/Questions

1.5.1 Inquiries and questions regarding any portion of the application or [the](#) application process, must be made in ~~WRITING~~[writing](#), via email to the ~~Purchasing-Procurement~~ Agent, [Leira Cruz Cáliz, at lcruzcaliz@alachuacounty.us](mailto:lcruzcaliz@alachuacounty.us). ~~Verbal questions may only be asked at the Informational Pre-Application Meeting.~~ All written questions must be submitted no later than 10 calendar days before the ~~proposal~~[application](#) due date. Any Applicant in doubt as to the true meaning of any part of the ~~Request for Application (RFA)~~[RFA](#) or related documents may submit a written inquiry/question to the ~~Purchasing~~[Procurement](#) Agent. All written questions will be answered by the ~~Purchasing~~[Procurement](#) Agent in ~~written form~~[writing](#) as an addendum to this RFA. ~~Written inquiries/questions must be submitted to:~~

[Leira Cruz Cáliz, Procurement Agent](#)
[Alachua County Procurement](#)
[12 SE 1st Street, 3rd Floor](#)
[Gainesville, Florida 32601](#)
[Email: lcruzcaliz@alachuacounty.us](mailto:lcruzcaliz@alachuacounty.us)

1.5.2 [Every](#) Addendum to this RFA will be posted online via ZoomGrants.com within the CTAC grant application document (refer to Grant Resource Information tab in the online application document). The final addendum will be posted/available by 5:00 p.m. on Wednesday, November 17th, 2019 and will be titled, "Final Addendum". It is important to know that Addenda can contain corrections, changes, additional information, etc.

about the RFA. The applicant is responsible for adhering to the information in each ~~Addendum~~addendum, and acknowledging receipt of the Final ~~Addenda~~Addendum.

1.5.3 Verbal questions may only be asked at the Informational Pre-Application Meeting, scheduled according to Section 1.3.

1.6 Prohibited Communications During the RFA Application Process

1.6.1 The RFA funding process is not over until the final award decisions are made by the CTAC. To ensure fair consideration for all Applicants, CTAC prohibits communication regarding this funding process, including the funding recommendations to or with any department, employee, elected official, or any other person involved in evaluation of or consideration of the applications, except as provided in Section 1.4, until CTAC has formalized its funding decision. Communication includes both oral and written. ~~The RFA funding process is not over until the final award decisions are made and formalized by CTAC.~~

1.6.2 Additionally, CTAC prohibits communications initiated by an Applicant to any department, employee, elected official, or anyone evaluating or considering the application prior to the time an award decision has been made. Applicants or applicant representatives may not communicate with ~~RFA~~-Evaluation Committee members or with any CTAC member regarding this RFA or RFA process, until after the final funding decision is made by CTAC. Violation of the communication restrictions ~~may~~can result in not only disqualification of the offending Applicant from consideration of the ~~proposal~~application, ~~but for any future proposals.~~

~~Procurement Services or a CTAC representative may initiate communication with an Applicant in order to obtain information. Communications initiated by an Applicant to anyone other than the appropriate Purchasing Agent or representative may be grounds for disqualifying the offending Applicant from consideration of its proposal(s) and possibly any future application.~~

1.7 Acceptance/Rejection of Applications

CTAC reserves the right to reject any application which may be considered incomplete, irregular, show serious omission, unauthorized alteration of form, or unauthorized alternate applications. CTAC reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, or to accept applications or portions thereof which, in CTAC's judgment, best serve the interests of CTAC.

1.8 RFA Appeal Process

~~1.8.1 Only the RFA process itself, up to the point of RFA Evaluation Committee Funding Recommendations may be appealed. Potential applicants that have a complaint or grievance with the process, may appeal to the Procurement Manager, Larry Sapp, via e-mail at lsapp@alachuacounty.us. The deadline for such an appeal is prior to the Application Submission Deadline as identified in Section 2.4 of this application. The Procurement Manager will investigate the complaint and present the findings in writing to the applicant. Failure of any potential applicant to submit an appeal within the time frame provided in this section, shall constitute a waiver of such potential applicant's right to appeal. RFA Evaluation Committee Funding Recommendations are not released prior to the resolution of any appeal or prior to the appeal deadline itself. The Funding Recommendations made by the RFA Evaluation Committee cannot be appealed. The final funding decision made by CTAC also cannot be appealed. All decisions made by CTAC shall be finalized at a scheduled CTAC meeting, to be announced.~~

~~1.8.2 Applicant complaints or grievances shall first be submitted in writing to the Procurement Manager, Larry Sapp. The deadline for filing an appeal is XXXXX XX, 2019 by 11:59 p.m. (one minute before midnight). The Purchasing Manager will investigate the complaint and present the findings in writing to the applicant. If the applicant is dissatisfied with the Purchasing Manager's decision and desires to continue with the appeal, he/she may make an appeal in writing to the County Manager within 5 (five) days of the Purchasing Manager's written finding. The County Manager will render a written response to the funding applicant. All decisions by the County Manager shall be considered final, and no further appeal is allowed. The actual scoring of the Evaluation Committee may not be appealed. The final funding decision made by the CTAC also may not be appealed. All decisions made by the CTAC shall be finalized at a scheduled CTAC meeting, to be announced.~~

~~Failure of any funding applicant to submit and appeal within the time frames provided in this section shall constitute a waiver of such funding applicants' right to appeal.~~

~~All appeals must have had a final decision rendered, or formal withdrawal of the appeal, before the RFA Evaluation Committee funding recommendations can be released.~~

1.9 Proprietary Information

Responses to this Request for Application upon receipt by CTAC become public records subject to the provisions of Chapter 119 F.S., Florida Public Records Law.

2.0 GENERAL PROGRAM GUIDELINES

Proposal Applications requesting funding must meet **all** of the following general requirements:

1. Have a physical presence in Alachua County
2. Designated as a 501(c)(3) non-profit organization by the Internal Revenue Service or explain alternate legal/tax status
3. Be responsive to the documented findings of racial inequities and disparities in Alachua County and include clearly identified strategies to reach marginalized and vulnerable youth populations
4. Serve youth ages 6-18 years for Funding Categories 1 through 4 and from birth to age 18 for Category 5 (Capital requests)
5. Participate in planning, data gathering, and evaluative activities as requested by the Children's Trust of Alachua County
6. Be able to demonstrate performance measures to evaluate project outcomes
7. Propose to establish, or use an established multi-disciplinary collaborative body, to assure funding and services are provided with minimal duplication of effort, utilize evidence based or best industry practices, and leverage existing personnel, expertise, property, and equipment

8. Proposal Applications must establish a **"Foundation for Future Years"** of service to Alachua County children

8.9. **Applicants must provide assurance that it will comply with all Florida Statute related to Level 2 criminal backgrounds checks for all staff and volunteers that have unsupervised contact with children served through programs funded by the Children's Trust of Alachua County. All screenings are to be substantially consistent with the standards set forth in Florida Statute 435.04.**

2.1 Funding Categories

CTAC will consider applications for funding in five categories generally described below. Applicants are responsible for determining which funding category(ies) most closely aligns with the proposed project. Applicants may select more than one category for the proposed project.

1. Seasonal Expansion or Pilot Programs: This could include increased staffing and operational costs to expand capacity to serve youth via Spring/Summer time programming. Additionally, it could fund pilot programs that would be concluded, with measurable outcomes, **prior to October 1, 2021~~0~~** and/or,
2. Increase Service Volume: Build system capacity and/or improved quality programming to serve additional youth, i.e., transportation and programming in school buildings and provide transportation home after out of school time activities, and/or

3. Innovation Fund: New and innovative projects focusing on priority issues to promote the growth and development of children and adolescents including treating children that have experienced trauma. New ways to solve old problems that are cost-effective, data-driven and lead to better results which can include promising approaches showing signs of effectiveness that have the potential for greater scale, and or
4. System Capacity Building: Non-profit organization work force development in evidenced based practice, leadership, use of data and program evaluation models, system of coordination, grant writing, volunteer coordination, collaborative administration coordination, professional development for youth development workers, development of out of school standards and practices, etc.
5. Capital Improvements: One-time capital improvements that would increase capacity to serve youth from birth to age 18, in existing programs that can be fully expended no later than September 30, 2020-2021. This could include items like expanded use of technology, educational and recreational equipment, vehicle purchases, etc. "Capital" is defined as a tangible item with an estimated useful life of greater than 12 months and an acquisition cost exceeding \$5,000.00 per unit of measure. Awards in this category up to \$500,000.00 with a total of \$1,000,000.00 for this solicitation.

2.2 Funding Restrictions

Funds cannot be used to supplant existing and ongoing administrative expenses not solely attributed to the proposed project, i.e., general administrative salaries and fringes, financial audit, liability insurances, utilities, indirect charges, etc. Funds awarded through this solicitation must be expended prior to October 1, 2020-2021 and are not subject to further appropriation, i.e., one-time funding for Fiscal Year 2019-2020¹. There is no expectation of future funding for a solicitation of this RFP-RFA or any of extension of time to expend awarded funds.

2.3 Estimated Availability of Funding

The ~~Children's Trust of Alachua County~~CTAC anticipates awarding up to \$1,500,000.00 in funding categories #1 through #4 above through this solicitation. The actual amount of funding awarded maybe more or less depending on the number and dollar amount of awards made in the sole discretion of the ~~Children's Trust of Alachua County~~CTAC. Awards in the capital improvement category may be up to \$500,000.00 with a total of \$1,000,000.00 for this solicitation. Depending on ~~proposal~~applications received and selected for funding, the Trust may at its sole discretion, award funds exceeding or less than the amounts set forth for categories 1-4 and category 5.

2.4 RFA/Procurement Anticipated Timeline

The following dates anticipate but does not guarantee the solicitation timeline which is subject to change at the [Trust's CTAC's](#) discretion and for unforeseen events.

October 2-31, 2019 – Procurement and Legal Review of the RFA

October 21, 2019 – CTAC Approves DRAFT RFA/Application

November 15, 2019 – Procurement Issues RFA

November 15 and 22, 2019 – Advertise Release of RFA

November 26, 2019 – Pre-application Conference (Optional)

December 1, 2019 – Final Addendum

December 18, 2019 – Applications Submission Deadline

December 18, 2019 – Publicly Noticed Evaluation Committee Meeting for Instructions

January 24, 2020 – Deadline for Evaluation Committee to turn in scores

January 30, 2020 – CTAC Receives Staff's Scores

TBD – CTAC Reviews/Approves Contracts

October 21, 2019 – CTAC Approves DRAFT RFP/Application

October 2-31, 2019 – Purchasing and Legal Review of the RFA

November 1, 2019 – Procurement Issues RFA

November 1-8, 2019 – Advertise Release of RF

November 12, 2019 – Pre-proposal Conference (Optional)

November 22, 2019 – Applications Submission Deadline

December XX, 2019 – Publically Noticed Staff Meeting to Review Scoring

December 3, 2019 – Staff Workgroup Scores and Makes Award Recommendations

December 9, 2019 – CTAC Reviews and Finalizes Award Recommendations

January 3, 2020 – Signature Ready Contracts Sent to Provider

January 20/February 3-17, 2020 – CTAC Reviews/Approves Contracts

2.5 Reimbursement Grant Based on Actual Expenses, Unit Cost, or Cost per Service

This is a reimbursement-based grant. The applicant must first expend its own funds and then request reimbursement from CTAC based on expenditures attributed to the proposed project, an established unit cost, or an established cost per service based on the budget submitted with the proposal and amount of funds awarded. Generally, the first reimbursement will not be made until mid-March 2020. Reimbursements will be made following the receipt of an invoice and supporting documentation with sufficient details to support that the reimbursement request expenditure ~~was~~ project related, allowable, and during the acceptable timeframe.

2.6 Authorization to Submit an Application Apply

Private, non-profit 501(c)(3) applicants will be required to complete an Authorization by Board of Directors form, found in the Documents tab. Completion of the form requires signature by the applicant agency's Executive Director and its Board of Directors' Chairman or President, acknowledging that:

- the information contained in the application is public record;
- the submission is consistent with their agency's mission, Articles of Incorporation and By-laws;
- the application was authorized by the agency's Board of Directors, including referencing the date of the Board meeting in which this authorization was obtained.

2.7 Religious or Sectarian Engagement

In accordance with Article 1, Section 3, Florida Constitution, and other applicable law, funding provided by CTAC may not be used in aid of any church, sect, or religious denomination or in aid of any sectarian institution. The program shall not promote the religion of the provider, be significantly sectarian in nature, involve religious indoctrination, require participation in religious ritual, or encourage the preference of one religion over another.

2.8 Multiple Submissions

An organization may submit more than one proposal application for funding. Each proposal application must be submitted as a complete and separate application and meet all requirements to be considered for scoring. ~~Each organization may only receive one award under this procurement.~~

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3.0 RFA Selection Procedures and Grant Award Recommendations

3.1 RFA Grant Application

3.1.1 All qualified applications will be reviewed by the ~~RFA~~-Evaluation Committee, consisting of ~~County employees individuals~~ appointed by CTAC. Agency application(s) will be thoroughly reviewed ~~and~~, scored, ~~and determined if eligible for a funding award based on the Scoring Criteria described in Section 4.2.~~ ~~A member of the RFA Evaluation Committee will present the final recommendations to the CTAC.~~ Community Support Services and Procurement staff will present the scores to the CTAC for its use in determining any funding awards.

3.1.2 The ~~RFA~~-Evaluation Committee will review only the information contained in the Applicants submittal through ZoomGrants. In doing so, the Committee will evaluate applications in accordance with the evaluation criteria identified in Section 4.0. The ~~RFA~~ Evaluation Committee serves in an advisory capacity to the CTAC and ~~is responsible for evaluating and scoring applications and making final funding recommendations.~~ presents the findings to the CTAC.

~~In the event that the total funding requests of successful applicants exceed the available funding allocation, the RFA Evaluation Committee will apply a ratio to determine the amount each applicant qualifies for as based on its score in order to distribute available funds. (Scores are not rounded up.) This ratio will be determined by dividing the total funding allocation by the total amount of applicants' qualifying funding as determined by their respective scores and applying this ratio to each applicants qualifying funding award, in order to make an adjusted award amount that, in total, remains within the total allocation of this solicitation.~~

3.2 Negotiation of Contract

CTAC will negotiate contract(s) with approved Grantee(s) for the provision of these services requested in this ~~Request for Application~~RFA.

4.0 Selection and Evaluative Criteria

~~Applications will be evaluated in accordance with the entirety of this application and procedures described in this Request for Applications (via the "Grant Resource Information" tab). The RFA Evaluation Committee will evaluatescore applications ~~and all in accordance with the requirements set forth in this RFA.~~~~

4.1 Application Screening

All applications submitted will be subject to screening to ensure that they meet mandatory qualifications and are thereby eligible for ~~evaluation and~~ scoring by the RFA Evaluation Committee. Screening involves checking to determine if an agency is eligible to apply on the basis of their compliance with the following criteria:

1. Having current governmental or 501(c)(3) status or if not adequate explanation;
2. Maintaining a physical business address in Alachua County;
3. Serves children 6 to 18 years of age (Funding Categories 1-4) or serves children birth to age 18 (Funding Category 5);
4. The application is complete and all required Addenda is attached.
- 4.5. Meets the General Program Guidelines described in Section 2.0

~~4.2 Scoring Process~~

~~The members of the RFA Evaluation Committee evaluate and score all proposals not removed from the process during the screening phase. A maximum total score of 100 points is possible, based on an agency's responses on its application. Once the final score is calculated, any proposal scoring at or below 69.9 is not eligible for funding. Proposals scoring 70 and above are assigned a maximum percentage funding recommendation, based on the score received. Regardless of an agency's designated award amount, however, the RFA Evaluation Committee is not obligated to recommend a program for funding at any level and there are no guarantees a program will be recommended for funding.~~

Average of All Reviewers Score	Percent of Requested Funding Recommended
90 – 100	Up to 100%
80 – 89.9	Up to 75%
70 – 79.9	Up to 50%
69.9 and below	No Award

4.2 Evaluation Criteria

Application submissions will be ~~evaluated and~~ scored by ~~RFA~~ Evaluation Committee members on the basis of the criteria below, with points awarded within a designated scoring range for each ~~criteria~~ critera ~~critera~~ critera. ~~RFA~~ Evaluation Committee members may offer their unique perspectives and practical insights based on areas of professional or personal expertise; education, training and/or knowledge; and community involvement.

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Scoring Criteria	Score Range
<p>1. Program Summary: The degree to which the proposed program is reasonable <u>given evidence of need, requested budget and other resources, uses evidenced based or promising approaches, is well-thought-out in that activities clearly relate to stated outcomes, and is feasible achievable</u> given the timeline and budget.</p>	0 - 10
<p>2. Partnerships/Collaborations: The degree to which the organization has established or planned strategic and effective collaborations for the program focused minimizing duplication of effort, utilize best practices, and/or leverages resources.</p>	0 - 105
<p>3. Program Budget and Cost Effectiveness: The degree to which the program budget is reasonable and is in alignment with the description of program services or capital project. Planned expenditures can reasonably be completed by September 30, 2020¹. <u>The degree to which the costs are reasonable for Alachua County taxpayers considering the services provided and outcomes produced.</u></p>	0 - 105
<p>4. Measurable: The <u>proposal application</u> describes measurable outcomes which logically relate to the types of proposed services or capital project. The data collection and reporting planned is well thought out and complete.</p>	0 - 150
<p>5. Cost Effectiveness: The degree to which costs are reasonable for Alachua County taxpayers, considering what services are being provided and what outcome(s) are being produced.</p>	0 - 15
<p>6. Racial Inequities and Disparities: The <u>proposal application</u> is responsive to the documented findings of racial inequities and disparities in Alachua County and proposes strategies to reach marginalized and vulnerable youth, <u>address disproportionate under/over representation, and under-served and under-represented populations.</u></p>	0 - 15
<p>7. Foundation for Future Years: The degree to which the proposed project has a lasting impact beyond grant term ending, generates new knowledge, takes service to a new sustainable level, and/or advances the community response to critical issues facing youth.</p>	0 - 15
<p>8. Application Quality and Completeness of Information: The degree to which the application furnishes a clear, concise and well-written</p>	0 - 10

Scoring Criteria	Score Range
description of the proposed project, is responsive to application questions, and is logical, doable, and within the applicants abilities.	
9. Serves Rural Area and/or Responsive to Economic Disparities: The project provides services in the rural areas of Alachua County, reduces economic barriers to participation, and/or increases access to services.	<u>0 - 10</u>

4.4.3 Scoring Multiple Applications Submitted by Same Lead Agency

In accordance with Section 2.8, agencies may submit more than one application under this procurement. Each complete application will be scored separately based solely on the information submitted with that application. Every applicant organization is eligible for only one award regardless of how many applications were submitted and scored. In those cases where an agency has submitted more than one application that is eligible for funding based on its score, the RFA Evaluation Committee will select the one with the highest score and consider it only for a funding award in accordance with Section 4.2 the CTAC will make the funding determination.

4.5 Funding Awards

CTAC will use the information submitted in the application and the RFA Evaluation Committee scores to determine which applications will be funded in its sole discretion. In determining a funding award CTAC may also consider the total amount of funds awarded in a given category and the total amount of funding awarded under this solicitation. The amount, if any, of an award made by CTAC under this solicitation is final.

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5.0 General Terms and Conditions

The following are the general terms and conditions, supplemental to those stated elsewhere in the [Request for Application RFA](#), to which the selected Organization(s) must comply in order to be consistent with the requirements for this [Request for Application RFA](#). Any deviation from these or any other stated requirements should be listed as exceptions in a separate appendix of the [proposal application](#).

5.1 Assignment of Personnel

All personnel assigned to the grantee will be subject to the approval of CTAC and no changes shall be allowed unless prior written approval is obtained.

5.2 Basis for Contract Negotiation

The application will serve as the basis for negotiating the contract.

5.3 Insurance Requirements (?)

[Please refer to Exhibit A – Insurance Requirements for information](#)

5.4 Term of the Contract

The contract shall be effective upon execution by both parties and continuing through September 30, ~~2020~~ [2021](#) subject to availability of funds.

5.5 Governing Law

This agreement shall be governed in accordance with the laws of the State of Florida. Venue shall be in Alachua County.

5.6 Indemnification

[The Agency agrees to protect, defend, indemnify, and hold CTAC and director and their officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or directly or indirectly relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., including but not limited to: personal injury, death, damage to property \(including destruction\), defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright \(or application for any thereof\) or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule, or regulation or decree of any court, shall be included in the indemnity hereunder. The Agency further agrees to investigate, handle, respond to, provide defense \(including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal\) for and defend any such claim at its sole cost and expense through](#)

counsel chosen by CTAC, and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent. Agency agrees that indemnification of CTAC shall extend to any and all work performed by the Agency, its subcontractors, employees, agents, servants or assigns. This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Agency's insurance coverage. This indemnification provision shall survive the termination of the Agreement between CTAC and the Agency. Nothing contained herein shall constitute a waiver by CTAC of its sovereign immunity, the limits of liability or the provisions of §768.28, Florida Statutes.~~To the maximum extent permitted by Florida law, the Grantee shall defend, indemnify and hold harmless CTAC and its officers and employees from any and all liabilities, claims, damages, penalties, demands, judgments, actions, proceedings, losses or costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, whether resulting from any claimed breach of this Agreement by the Grantee or from personal injury, property damage, direct or consequential damages, or economic loss, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Grantee or anyone employed or utilized by the Grantee in the performance of this Agreement.~~

~~The duty to defend under is independent and separate from the duty to indemnify, and the duty to defend exists regardless of any ultimate liability of the Grantee, CTAC and any indemnified party. The duty to defend arises immediately upon presentation of a claim by any party and written notice of such claim being provided to the Grantee. The Grantee's obligation to indemnify and defend under this Article will survive the expiration or earlier termination of this Agreement until it is determined by final judgment that an action against CTAC or an indemnified party for the matter indemnified hereunder is fully and finally barred by the applicable statute of limitations. Nothing contained herein shall constitute a waiver by CTAC of sovereign immunity or the provisions of §768.28, Florida Statutes.~~

5.7 Amendments

This agreement may be amended by mutual written agreement of the parties and may be changed only by such written amendment.

5.8 Independent Organization(s)

In the performance of this agreement, the Grantee(s) will be acting in the capacity of an independent Organization(s) and not as an agent, employee, partner, joint venture, or associate of CTAC. The Grantee(s) shall be solely responsible for the means, method,

technique, sequences, and procedures utilized by the Grantee(s) in the full performance of the agreement.

End of RFA 20-937

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Exhibit A Insurance Requirements

TYPE "B" INSURANCE REQUIREMENTS

"Professional or Consulting Services"

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

I. COMMERCIAL GENERAL LIABILITY.

Coverage must be afforded under a per occurrence form policy for limits not less than \$300,000 General Aggregate, \$300,000 Products / Completed Operations Aggregate, \$300,000 Personal and Advertising Injury Liability, \$200,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

II. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY.

- A Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.
- B Employer's Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

III. PROFESSIONAL LIABILITY or ERRORS AND OMISSIONS LIABILITY (E&O).

Professional (E&O) Liability must be afforded for not less than \$200,000 each claim, \$300,000 policy aggregate

IV. OTHER INSURANCE PROVISIONS.

- A The policies are to contain, or be endorsed to contain, the following provisions:
- B Commercial General Liability and Automobile Liability Coverages
 - 1 The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
 - 2 The Contractor's insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, it's officials, employee's or volunteers shall be excess of Contractor's insurance and shall be non-contributory.

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C All Coverages

- 1 The Contractor shall provide a Certificate of Insurance to the County with a Thirty (30) day notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under claims made form the certificate will show a retroactive date, which should be the same date of the contract (original if contact is renewed) or prior.

V. SUBCONTRACTORS

Contractors shall include all subcontractors as insured under its policies. All subcontractors shall be subject to the requirements stated herein.

CERTIFICATE HOLDER: Alachua County Board of County Commissioners

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RFA 20-937 Capacity Increases and Infrastructure Improvements for Programs Serving Youth Application Questions

Introduction

RFA 20-937 will utilize Zoom Grants as the application portal. All organizations applying for funding must complete all required sections in Zoom Grants including the application questions and uploading various attachments. The attachments include a budget template, acknowledgment of addenda, audit reports, Board of Director Authorization form, etc. Application questions are designed to help the organization describe in narrative fashion the specifics of the proposed project. Application questions are grouped in 4 Sections; an Executive Summary, Responses to the General Requirements of the RFA, Budget, Financing and Data Questions and Specific Questions Based Upon the Funding Category. Applicants may apply under one or more of five funding categories; Seasonal Expansion or Pilot Program, Increase in Service Volume, Innovative Project, System Capacity Building, and Capital Improvements.

Section 1. - Executive Summary Questions

1. Which of the following Funding Category(s) best describe your project? **Check all that apply.**
(Applicants will be required to answer additional questions based on the categories selected)
 - Seasonal Expansion or Pilot Program (ages 6-18), Additional Questions 35-37
 - Increase in Service Volume (ages 6-18), Additional Questions 38-41
 - Innovation (ages 6-18), Additional Questions 42-43
 - System Capacity Building (ages 6-18), Additional Questions 44-46
 - Capital Improvements (ages birth-18) Additional Questions 47-50
2. Describe the need being addressed by your proposed project. Cite relevant data including the source, waiting list, historical service trends, etc.
3. Describe the demographics of the participants your program intends to serve, e.g., ages, gender, race, household composition, economic levels, etc.
4. Does your project focus on a specific type of young person, e.g., at risk of school suspension, involved in the juvenile justice system, reading below grade level, etc.?
5. Are there specific eligibility criteria (age, gender, income level, etc.) for your project or is it open to all youth aged 6-18 years?
6. What strategies do you use to reach and enroll your target population?
7. How many unique (count each child served only once) children are projected to be served (describe time period), e.g. 100 youth annually
8. Describe the key activities of your project, including duration and frequency, for example: math tutoring, daily, monthly, number of days per week, number of hours each session, etc.?
9. What specific measurable outcomes does your project produce?

10. Does your project address the documented racial inequities in Alachua County? If so, describe how and what is measured.
11. Does your project reach out to marginalized and vulnerable youth populations? If yes, describe the youth served.
12. Does your project address disproportionately over or under represented youth, e.g., black males in the juvenile justice system, minorities under/over represented in special education, economically disadvantaged underrepresented in gifted programs, etc.
13. How is your program cost-effective and data-driven? Is there potential for greater scale, if so, please explain.

Section 2. - General Requirements Questions

14. How and where does your agency maintain a physical presence in Alachua County?
15. Describe how your project is evidence-based or a best-practice.
16. Is your agency a 501(c)3 or governmental organization? If not, explain your alternate/legal tax status.
17. Describe how you ensure that your employees and volunteers have appropriate Level 2 background checks as required by Florida law. When are background checks completed, on whom, and how often?
18. Describe how your agency is collaborating with others to provide this proposed program, describe the collaboration, list the collaborating agencies, and define the contributions of each agency to the program.
19. Are there any other organizations or collaborative that provide the same or similar services, if so explain how the programs are different.
20. Does your program contribute to new knowledge, increase service to a new sustainable level, or advance the community response to critical issues facing youth?
21. How does your program promote the growth and development of children and adolescents?
22. Will you specifically include children who have experienced trauma and if so what are the special needs you will treat? How will you provide this treatment and what experts will you partner with?
23. Describe how your project provides services in the rural areas of Alachua County, reduces economic barriers to participation, and/or increases access to services.

Section 3. Budget, Financing and Data Questions

24. Provide a brief funding narrative. Include a description of any other funds (identify sources) that will be used for your program and how CTAC funding will be spent.
25. Will your agency be sub-contracting with any other agencies to provide services? If yes, upload a copy of your sub-contract in the documents tab.
26. Will your program utilize any volunteers or interns? If so, how many and what duties will they perform?
27. Describe any pending litigation involving your agency, if applicable.

28. Has your agency received any audit, financial review, and/or monitoring reports issued by an independent organization within the past calendar year? If so, please upload a copy on the documents tab.
29. If you are awarded less than your funding request, how will you adjust your proposal?
30. If your funding is not continued on an annual basis, what is your plan for its continuation? What is the foundation for future years?
31. Does your agency have experience in providing the proposed program services and if so, how long has it been engaged in these activities?
32. What is the timeline for implementation of your proposed project? List your key milestones. Include when, where, and by whom services will be provided.
33. What data will be collected, how will it be analyzed, and how often will reports be issued to the Children's Trust?
34. Is there additional information you would like to include for consideration of your program? Be brief.

Section 4. Funding Category Specific Questions

A. Seasonal Expansion or Pilot Program Questions

35. If your project is a seasonal expansion, what is the planned duration?
36. If your project is a pilot program, is it based on a national model or promising approach? How did you determine the methodology?
37. Explain what makes your program new or unique to Alachua County?

B. Increase in Service Volume Questions

38. How will the requested funds allow you to expand your program?
39. How will an expansion impact any waiting list or delay for services?
40. How many additional children will be served?
41. Describe how your project will reach more children. Does it expand to include additional marginalized groups or address any barriers to participation?

C. Innovative Project Questions

42. Describe how your program is innovative and or/unique.
43. Is your project based on a national model or a promising approach? Explain.

D. System Capacity Questions

44. How will this proposal increase the capacity of Alachua County organizations to serve all youth?
45. Describe the participating groups and/or key partners. What other organizations are impacted by your proposal?
46. Does your project increase the professionalism, measurably impact the stability, or improve the quality of programs currently offered to youth in Alachua County? Explain.

E. Capital Improvement Questions

47. How will this project improve your program's ability to serve youth in Alachua County?
48. What cost-saving measures, if any, does your proposal include?
49. Does this funding expand your program's capacity? If so, explain.
50. How will your proposed capital improvements be maintained once CTAC funding expires?

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Children's Trust of Alachua County
 RFA #20-937 Capacity Increases and Infrastructure Improvements
 Budget Template for Funding Categories #1 through #4

Organization Name:
 Program Title:

Personnel	Hours Per Week	Annual Cost
Total Personnel		

List each position proposed to provide services under the project. Add or delete rows as needed.

Fringe Benefits	Monthly Cost	Annual Cost
Total Fringe Benefit		

List all fringe benefits separately.

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Provide a general description of items purchased using funds provided
Add rows as needed

Include start up equipment

Specify type of training, who will be attending length and duration, travel costs including mileage, per diem, etc.

Identify the organization or individual contracted with and a brief description of the planned scope of services

	Monthly Cost	Annual Cost
Operating Expenses		
Supplies		
Travel		
Equipment		
Printing		
Training		
Insurance		
Contractual/Consultant		
Other		
Total Operating Exepenses		
Total Project Expenses		

Project Revenues	Annual Total
Amount Requested from the CTAC	
Other Funds	
Total Project Revenues	

Describe any other funds leveraged or contributed to the project including in-kind and donations

RFA #20-937 Capacity Increases and Infrastructure Improvements
 Budget Template for Funding Category #5

Organization Name:
 Project Name:

Architectural Design, Engineering and Other Professional Fees (Describe the scope of service and deliverable by type of professional service and the total fee attributable to each)	Unit Cost	Number of Units	Total Cost

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Pre-Construction and Construction Expenses (Describe any construction related expenses such as surveys, inspections, permits, concrete, masonry, roofing, etc.)	Unit Cost	Number of Units	Total Cost

Equipment and Furnishings (Describe any purchases with a unit cost exceeding \$5,000.00 and/or a useful life greater than 12 months)	Unit Cost	Number of Units	Total Cost

Land or Building Acquisition

Describe the purchase of any land or building including lot size, square footage, type of construction, zoning, anticipated acquisition cost, etc.

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RFA #20-937 Capacity Increases and Infrastructure Improvements for Programs Serving Youth
Staff Evaluation Committee Members

Cheryl Anderson-Ellis, Assistant Director, Finance and Administration, Alachua County Fire Rescue
Stuart Wegener, Criminal Justice Liaison, Alachua County Court Services
Satori Days, Foster Grandparent Program Manager, Alachua County Community Support Services
Marie Small, Community Stabilization Program Manager, Alachua County Community Support Services
Cindy Bishop, CAPP/CHOICES Program Manager, Alachua County Community Support Services

Item # 4

Comprehensive Needs Assessment

Background

During the October 7th meeting, Dr. Knopf and Dr. Houchen presented an approach to conducting a comprehensive needs assessment. As part of this presentation, they suggested convening a group of people to serve as a Technical Advisory Committee that would work to synthesize the findings of other recently conducted needs assessments. Dr. Knopf and Dr. Houchen were asked to provide a list of people that could serve on the Technical Advisory Committee.

Attachments

1. List of People to Serve on the Technical Advisory Committee

Staff Recommendation

Receive the list of people and hear comments from Dr. Knopf and Dr. Houchen.

Comprehensive Needs Assessment
 People to Serve on the Technical Advisory Committee

Name	Organization	Title
Dr. Patricia Snyder	UF Anita Zucker Center for Excellence in Early Childhood Studies	Director/Professor
Dr. Maureen Conroy	UF Anita Zucker Center for Excellence in Early Childhood Studies	Co-Director/Professor
Dr. Herman Knopf	UF Anita Zucker Center for Excellence in Early Childhood Studies	Research Scientist
Dr. Diedre Houchen	UF Center for the Study of Race & Race Relations	Post-Doctoral Associate
Dr. Matthew Gurka	UF Institute for Child Health Policy	Associate Director/Professor
Dr. Mona Gil De Gibaja	United Way North Central Florida	President & CEO
Dr. Chris Busey	UF College of Education, School of Teachers, Schools, and Society	Assistant Professor
Prof. Mae Quinn	UF Levin College of Law	Visiting Professor of Law
Dr. Naima Brown	Santa Fe College	Vice-President of Student Affairs
Dr. Kate Fogarty	UF Family Youth & Community Sciences	Assistant Professor
Dr. Rosana Resende	UF Latin American Studies	Lecturer
Dr. Maggie Labarta*	Meridian	CEO

*Indicates that this nominee has not been confirmed as interested and available

Consent Agenda Items

When the Trust adopts its meeting agenda, all items remaining on the Consent Agenda are approved as recommended by staff. Any member of the Trust or public may ask that an item be moved from the Consent Agenda to the Regular Agenda. Consent Agenda items will not be discussed unless moved to the Regular Agenda.

Items

10. Approval of October 7, 2019 Meeting Minutes

Staff Recommendation: Approve the October 7, 2019 meeting minutes as presented.

11. Authorization to Publish Legal Notice of Regularly Scheduled Meetings

Staff Recommendation: In accordance with the Department of Economic Opportunity Special District reporting requirements, authorize the Records Custodian to place a legal notice in the Gainesville Sun listing all FY 2020 Regularly Scheduled meeting dates at an estimated cost of \$72.80

Children's Trust of Alachua County

Monday, October 7, 2019 | 4:00 pm | Alachua County Health Department
(Thomas Coward Auditorium)

Members Present: Ken Cornell, Alachua County Commissioner (Interim Chair); Susan Wilson-Bullard (Interim Vice Chair); Tina Certain, Alachua County School Board Member (Interim Treasurer); Karen Clarke, Alachua County School Superintendent; Cheryl Twombly, DCF Community Development Administrator

Staff Present: Carl Smart, Assistant County Manager for Public Safety and Community Support Services; Corbin Hanson, Senior Assistant County Attorney (for Bob Swain); Claudia Tuck, Community Support Services Director

1. Call to Order

Interim Chair Cornell called the meeting to order at 4:02 pm.

2. Agenda Review, Revision and Approval (including Approval of Consent Agenda Items)

Judge Wilson Bullard asked that items #11 (Resolution 19-08 Assumption of Contracts) and #12 Approve Contracts) be pulled from the consent agenda. **Interim Vice Chair Wilson-Bullard moved to adopt the agenda as revised including consent agenda items #9 (September 16, 2019 Meeting Minutes) and #10 (FCC Membership Dues Invoice). Seconded by Member Twombly. Motion carried 5-0**

3. Discussion of Agenda Items 11, (Resolution 19-08 Assumption of Contracts) and 12 (Approve Contracts)

Members discussed the adoption of the proposed contracts, specifically the term and extension of term. The Contract term is for a one year period with an option to adopt the contract for another one year period. The Trust would need to enter into an amendment to extend the term one additional year.

Member Clarke moved to approve Agenda Items 11 and 12; seconded by member Twombly. Motion carried 4-1 with Interim Vice Chair Wilson-Bullard in dissent.

4. Presentation of Comprehensive Strengths and Needs Assessment

Presentation given by Dr. Knopf and Dr. Houchen. They recommended a synthesis of existing reports to inform the request for proposals for a comprehensive needs assessment. Other comments regarding the process included the lack of standard for measuring performance of existing programs and the difficulty in assessing them. Dr Houchen suggested that program evaluation is the responsibility of the Children's Trust and suggested this is a conversation that would need to be continued over the next year. Dr. Knopf recommended that a Technical Advisory Committee be appointed to synthesize the existing reports. Discussion followed regarding public notice for this group and the timeframe for synthesis completion.

Motion by Interim Treasurer Certain that Drs. Knopf and Houchen work together to submit a list of names for the Technical Advisory Committee to County Staff prior to the next Children's Trust Meeting. Seconded by Member Clarke. Motion carried 5-0.

5. Presentation by Alachua County Human Resources Director Heather Akpan: Status of Executive Director Recruitment. Ms. Akpan reported that 47 applications have been received. Of the 26 screened so far, 10 have been eliminated due to not meeting the minimum requirements of the position. The remaining applications will be reviewed this week and with the posting not closing until October 8, 2019, more applications may yet be received. Ms. Akpan advised the Trust can extend the deadline for submissions if need be. She advised given the large number of qualifying submissions, the Board may wish to ask supplemental screening or assessment questions. She also advised that she can grant access to Board Members to NeoGov to view the applications. Discussion by Members continued concerning best way to move forward with applicant screening and interviewing.

Member Clarke moved to request staff provide a list of screening questions for the Board to rank the top three and staff would send the top 5 of these questions to the applicants. Member Twombly seconded. Motion carried 5-0.

6. Report by Community Support Services Claudia Tuck: Status of Gubernatorial Appointments
Required paperwork and vetting has been completed. Governor's current focus is on appointments requiring Senate confirmation.
7. Call for Public Input
Interim Chair Cornell called for comments from the public
8. Board Member General Comments
There were no Board Member Comments
9. Adjournment
Interim Chair Cornell adjourned the meeting at 5:58 pm.

Respectfully Submitted,

Cindy Bishop, Interim Staff Liaison


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Schedule:	10/20 1x, 10/20 1x, , ,			Taken On:	10/16/2019

Children's Trust of Alachua County
Fiscal Year 2020
Regular Meeting Schedule

- Monday, November 4, 2019
- Monday, November 18, 2019
- Monday, December 9, 2019
- Monday, January 6, 2020
- Monday, January 20, 2020
- Monday, February 3, 2020
- Monday, February 17, 2020
- Monday, March 2, 2020
- Monday, March 16, 2020
- Monday, April 6, 2020
- Monday, April 20, 2020
- Monday, May 4, 2020
- Monday, May 18, 2020
- Monday, June 1, 2020
- Monday, June 15, 2020
- Monday, July 6, 2020
- Monday, July 22, 2020
- Monday, August 3, 2020
- Monday, August 17, 2020
- Monday, September 7, 2020
- Monday, September 21, 2020

11/18/19 - 2:00 - 6:00 pm
1/27/20

All regular Trust meetings begin at 4:00 pm at the Alachua County Health Department, Thomas Coward Auditorium, 224 SE 24th St, Gainesville, FL 32641.
 October 2019
 #A000960047

except 11/18/19

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