

Meeting Notice

Children's Trust of Alachua County

Monday, September 9, 2019 @ 4:00 pm

Alachua County Health Department

Thomas Coward Durrance 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, September 9, 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 Classification and Recruitment
4. Census 2020 Presentation
5. DRAFT Request for Applications One Time Funding to Support
6. Comprehensive Needs Assessment DRAFT Scope of Services Framework
7. Initial Public Hearing (after 5:01 p.m.) Tentative Millage Rate and Budget
8. CTAC Gubernatorial Nominees Status Update and General Comments
9. Call for Public Input
10. Board Member General Comments
11. Adjournment

Consent Agenda Items

12. Approval of August 19, 2019 Meeting Minutes
13. Resolution 19-03 – Authorizing Bank Signatories and Signature Cards
14. Florida Children's Council Retreat November 18, 2019 from 2:00 to 6:00 pm
15. DRAFT Pritzker Children's Initiative Letter of Interest



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 Classification and Recruitment

Background

At the August 19, 2019 meeting, Members approved the Executive Director position description and Job Assessment Tool (JAT). Ms. Heather Akpan, Human Resources Director will provide members with an update on the review of the JAT and next steps in the recruitment process. A DRAFT Recruitment Brochure has been developed for Member review and comment.

Attachments

1. September 5, 2019 Memo Regarding Classification of the Executive Director JAT
2. DRAFT Recruitment Brochure

Staff Recommendation

Hear update on the JAT and provide staff direction on the Recruitment Brochure.

September 5, 2019

HA

Current Classification:	Request to classify new (1.00 FTE) FY 20
Recommended Classification:	Executive Director
Agency:	Alachua County Children's Trust
Incumbent(s):	N/A
Current Pay Grade:	N/A
Recommendation:	EXS 28 or 29 according to Alachua County BoCC JAT

On August 20, 2019, the Human Resources Department received the Job Assessment Tool (JAT) with request to review a new classification (1.00 FTE) position for Alachua County Children's Trust.

The purpose of the position is serve as the official representative of the Children's Trust of Alachua County. This position will oversee the implementation of the Trust's strategic direction and policies in order to pursue the organization's vision and achieve its mission.

This position will provide strategic visioning, planning and operational leadership consistent with the mission of the taxing district to ensure fully integrated service delivery and to maximize the use of resources available in the community to positively impact the lives of children and families in Alachua County. Responsible for community relations and advocacy in order to develop and foster effective working relationships with community stakeholders to address key issues.

Reporting Structure:

This position will report directly to the Board for the Children's Trust of Alachua County. This is a new position and may supervise 2-4 staff in the future.

Internal County classification comparisons:

NBR 28 Min Annual Salary \$86,344.54 to Max Annual Salary \$138,359.31

Senior Assistant County Attorney (NBR 28)

Chief of Fire Rescue (NBR 28)

Growth Management Director (NBR 28)

IT Director (NBR 28)

Public Works Director (NBR 28)

NBR 29 Min Annual Salary \$90,920.96 to Max Annual Salary \$149,976.94

Assistant County Manager (NBR 29)

Deputy County Attorney (NBR 29)

Information provided by Claudia Tuck and Tom Tonkavich regarding the general base salary range of current CSC Executive Directors is \$99,000 to \$211,000.

Closest in budget and population are *Martin County* (\$12.8M) and 160k population with a Director of Program Operations, 2 Contract Specialists, a Manager of Finance, a Manager of Outreach and Communications, Administrative Services Manager, Executive Assistant, Program Support and a Finance Administrative Assistant and *St. Lucie County* (\$9-\$10M) and 321,128 population with a Resource Director and Administrative Assistant as direct reports while there is a local agreement with HR and Legal is contracted to a private firm and IT is through Career Source. Alachua County budget for the Children's Trust is \$7M and 269,956 population.

Based on the analysis of the Job Assessment Tool (JAT), external review, and discussions with the key contacts for the Children's Trust of Alachua County; the recommended new classification is Executive Director.

Please advise as to how to proceed. kab

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ALACHUA COUNTY, FLORIDA RECRUITMENT PROFILE

CHILDREN'S TRUST EXECUTIVE DIRECTOR



Executive Recruitment Children's Trust Executive Director

Contact:
Alachua County Human Resources
352-374-5219 or
achr@alachuacounty.us

Alachua County is pleased to announce the recruitment of candidates and selection process for the Children's Trust Executive Director.

Candidates should apply online immediately with a resume, cover letter and contact information for three professional references.

Pursuant to Florida Open Records Law, applications and resumes are subject to disclosure. Questions: contact Alachua County Human Resources at 352-374-5219 or achr@alachuacounty.us.

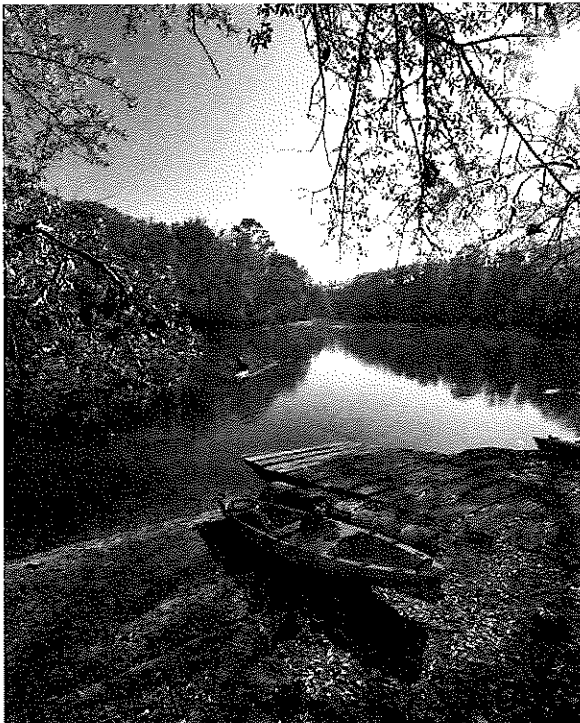
Alachua County, FL is an Equal Opportunity Employer

COMMUNITY INFORMATION

ALACHUA COUNTY, FLORIDA (population of 263,496) is located in north-central Florida and centrally located between the Gulf of Mexico and the Atlantic Ocean. Alachua County is surrounded by spectacular natural wonders and scenery. Serving as the home to the University of Florida and Santa Fe College, it is located just a couple of hours drive from Orlando, Jacksonville, Tallahassee, and the Georgia border. This location enables visitors and residents to easily explore the entire North/Central parts of Florida.



Alachua County, a Florida Chartered County, offers a quality of life influenced by remarkable scenery, a wide variety of recreational opportunities in its parks and conservation areas and a strong commitment to cultural diversity. It offers a major urban center in the County seat of Gainesville, historic villages in Hawthorne, Newberry, Waldo and Micanopy, and rural natural retreats in High Springs and Alachua.



The County has a population of 263,496 and covers over 960 square miles making it the 22nd largest County in Florida for total land mass as well as population. The Greater Gainesville region serves as a regional hub for employment and retail for the County and 11 surrounding counties. With the state's greatest concentration of 18 to 44-year-olds and people with advanced degrees, Greater Gainesville is the state's youngest and most educated region. It has thriving cities, rich agricultural land and many small communities that contribute to its character and exceptional quality of life.

A significant portion of the County is protected through land conservation. Since 2002, the County has successfully protected more than 24,000 acres allowing the County to remain in a natural, undeveloped state for residents and visitors to enjoy. Outdoor enthusiasts come to the area for its rivers that offer kayaking and swimming, lakes for boating and inland natural springs for scuba diving.



The County is home to the University of Florida and Santa Fe College, however, it is not just a college area, it's "Where Nature and Culture Meet". Trees draped in Spanish moss line quaint Old South inspired streets creating an inviting environment and strong quality of life. The cozy quintessential downtown exudes hospitality, comfort, and at times a certain refined ease in its shops and restaurants. The varied city, County, and state parks offer world-class natural attractions, waterways, shady pine forests, flora and fauna, and amazing natural north Florida sunsets.



Alachua County is a wonderful place to live and work and the area has earned various distinctions over the years including:

- SmartMoney.com ranks Gainesville # 1 place to retire during an economic downturn
- Forbes ranks Gainesville in the top 25 "Smartest cities in America" and in the top 25 "Best places to do business and have a career"
- Popular Science magazine ranks Gainesville "Most Technologically Advanced City in Florida"
- National Geographic Adventure magazine ranks Gainesville among the top 10 "Best places to live and play"
- AARP ranks Gainesville in the top 20 "Best Places to Reinvent Your Life"

Gainesville ranked #1 in the newest Sperling's "Cities Ranked & Rated: 400 Metropolitan Areas Evaluated in the U.S. and Canada"

Arts, Cultural and Entertainment

Alachua County also boasts some of the best art museums and theaters in North Florida. You can find the spirit of the area not only in its people, but in every one of its cultural landmarks. Whether you're searching for fun at Gainesville's Butterfly Rainforest or for entertainment at the Hippodrome State Theatre, there are things to do for everyone.

Proximity to a large university certainly helps when it comes to having culture and diversity in the arts. The County is lucky enough to boast several great places for historical learning. The Florida Museum of Natural History is fantastic for gaining knowledge of the environment, animals, and history of the region. The Harn Museum of Art is easily one of the greatest university art museums in the United States, featuring over 6,000 pieces of work, and offering live lectures and performances.



The arts, coupled with various festivals throughout the year in all the communities of Alachua County, make the area a mecca of cultural and entertainment events for all ages to enjoy. Many facilities and venues offer a wide variety of music and entertainment including the various theaters in the area, many offering free to low-cost events open to the public. Those looking for dinner choices before or after the show won't be disappointed with 31 dining venues in downtown Gainesville alone.

Outdoor/Indoor Activities



All of Alachua County, not just Gainesville, is an outdoor enthusiast's dream destination. With world-class fishing, snorkeling, canoeing, diving and kayaking, there's always plenty to do on the water. On land, enjoy birding, hiking, running, biking, fishing and pretty much everything else under the sun. It's all made possible by Mother Nature herself.

Experience the adventure of climbing trees! Gainesville's Canopy Climbers provides fun, safe, sustainable, year-round tree-climbing adventure events. The Santa Fe College Teaching Zoo allows for an up-close look



at the wildlife through student-led tours revealing what working with zoo animals is all about. The area is blessed with parks like Paynes Prairie, the San Felsaco Hammock Preserve and Devil's Millhopper; three of many such places that not only offer incredible sanctuary to wildlife, but also generously provide people activities that simply don't exist anywhere else. With rolling hills, sinkholes, lakes, upland forests, hammock and prairie, the landscape of the County has always been a natural playground.

and outdoor shopping venues. Stroll through the winding brick streets of downtown Gainesville or in world-class Eco-tourism destination of High Springs, known for its antique shops. Many Floridians consider Micanopy to be the top antique shopping destination in the state. "The little town that time forgot" presents shoppers with antique shops housed in historic buildings framed by massive old live oak trees draped in Spanish moss.

If the thrill of finding a great buy sounds exciting, the County offers both indoor

SCHOOL SYSTEM/EDUCATIONAL OPPORTUNITIES

All of Alachua County is served by the Alachua County Public School District. The District is comprised of 55 total schools including 23 elementary schools, 7 middle schools, 7 high schools 1 virtual school, 2 centers, 1 Outdoor Education Center and 14 charters with a total school enrollment of 29, 700 students. These numbers also include several charter schools and special education centers. In addition, the District offers several Magnet schools and magnet programs to students outside the school's normal attendance boundaries. These 13 different Career and Technical Education Programs range from the Institute of



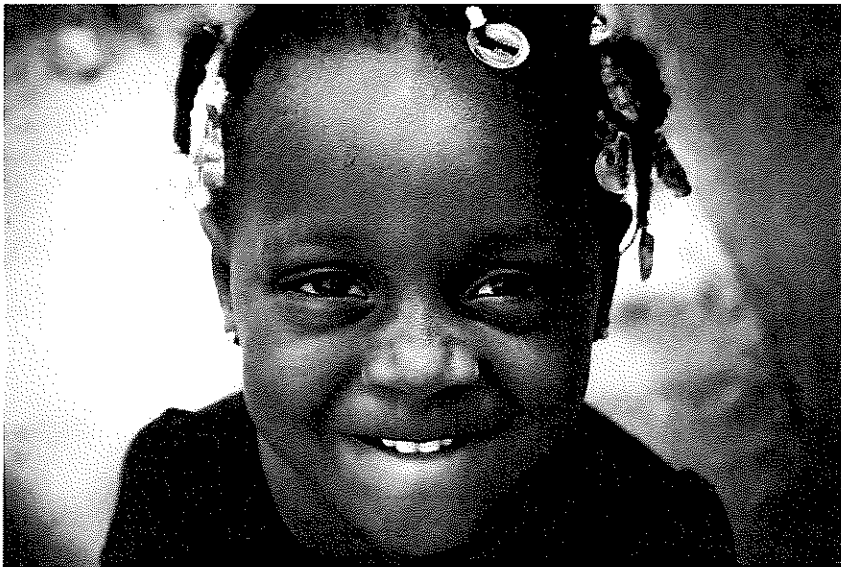
Graphic Art and Design, Culinary Arts and Biotechnology to the Academies of Agri-science, Finance, Entrepreneurship, Criminal Justice, Future Teachers, Health Professions, Fire and Emergency Medical Services, Gaming and Mobile Apps, Automotive Technology, and Robotics and Engineering.

ALACHUA COUNTY, FLORIDA

In addition to the public-school systems, there are also several private and secular schools within the County. The County also has numerous opportunities for higher education, including the University of Florida and Santa Fe College. The University of Florida is consistently ranked among the nation's top universities including 2nd among Forbes "Best Value Public Colleges and 2nd in Kiplinger's "Best Values in Public Colleges". It is #9 by U.S. News and World Report among Public Universities. Additionally, Santa Fe College was named the winner of the 2015 Aspen Prize for Community College Excellence (given every two years) by the prestigious Aspen Institute. Santa Fe College was named number one over 1,000 institutions nationwide and has been in the top 10 of U.S. community colleges since 2012.



CHILDREN'S TRUST SPECIAL INDEPENDENT DISTRICT



After years in the making, the Children's Trust of Alachua County was established pursuant to Section 125.901 Florida Statute and Alachua County Ordinance 18-08. A large group of community stakeholders worked for years to get the Trust issue on the ballot and it was approved by over 61% of votes. The purpose of the Children's Trust of Alachua County is to provide children's services throughout Alachua County focusing on developmental, preventive, and supportive services. As a Special Independent District with taxing

authority, the Trust can levy up to .5 mil, resulting in annual estimated revenues of \$6,876,819.00 (2019 estimate).

In accordance with Statute and local Ordinance, the Trust is comprised of 10 members, five designated positions and five individuals from a list of nominees recommended by the Board of County Commissioners and appointed by Florida's Governor. The five (5) designated members of

the Children's Trust of Alachua County, include Alachua County Commissioner Ken Cornell (Interim Chair), Superintendent of Schools Karen Clarke, the Honorable Susan Wilson-Bullard (Interim Vice-Chair), School Board Member Tina Certain (Interim Treasurer), and Florida Department of Children and Families Designee Cheryl Twombly. The Board of County Commission Trust Nominees have submitted their application materials and are awaiting appointment by the Governor.



As a newly created entity, the Trust has established its basic infrastructure (by-laws) and its first year Tentative Budget for October 1, 2019 – September 30, 2020. The Trust has also entered into an Inter-local Agreement with the Alachua County Board of County Commissioners and the Clerk of the Court for administrative services, including finance and accounting, human resources, and legal. Through its Tentative Budget, the Trust has signaled its intention to become a member of the Florida Children's Council and fund three early childhood development programs recommended by the Children's Services Advisory Board and previously funded by Alachua County.

ABOUT THE POSITION



The Executive Director is the professional leader and official representative of the Children's Trust of Alachua County. This position oversees the implementation of the Trust's strategic direction and policies in order to pursue the organization's vision and achieve its mission.

The Executive Director provides strategic visioning, planning and operational leadership consistent with the mission of the taxing district to ensure fully integrated service delivery and to maximize the use of resources available in the community to positively impact the lives of children and families in Alachua County.

General Duties

Planning, budgeting, advocacy, community leadership, implementing, managing and evaluating the activities and functions of the Children's Trust of Alachua County.

Specific Duties And Responsibilities

This position is responsible for the overall operations of the Children's Trust of Alachua County. Specific duties may be assigned to other personnel with appropriate oversight. Final accountability remains with this position.

Strategic Leadership

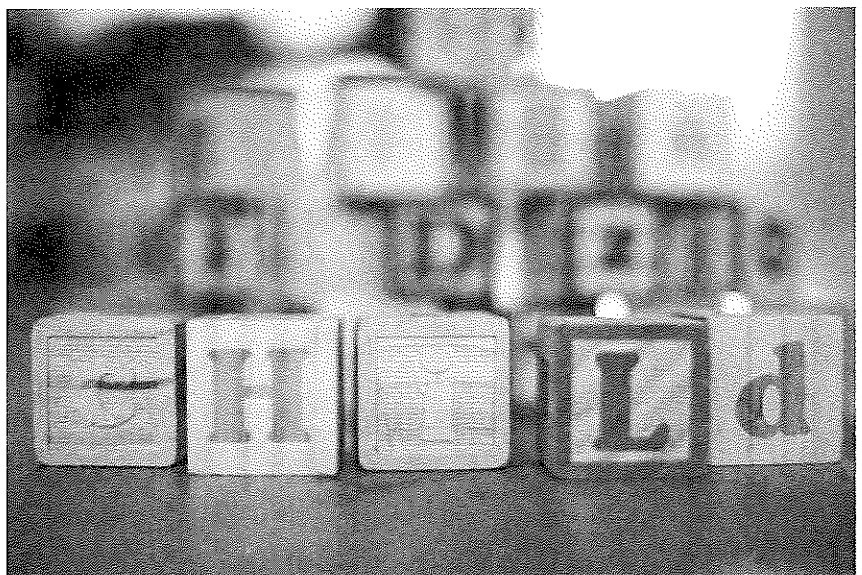
- Assists the Children's Trust in defining the organization's vision, mission, strategic direction, and policies.
- Develops a comprehensive set of guiding principles and values that guides all considerations on how to achieve the Children's Trust of Alachua County's (CTAC) vision, mission and goals.
- In concert with and after consultations with appropriate providers, community partners, community representatives, managers, and staff, sets the direction and focus of activities.
- Oversees the development of a business plan for CTAC that anticipates, assesses, and shapes responses to both short-term issues and long-term opportunities and challenges.

Education and Experience

Bachelor's degree and a minimum of five (5) years progressively responsible administrative experience in budget (Minimum \$2 million) and program management and strategic planning. An equivalent combination of education and experience may substitute for the minimum requirements listed.

Compensation and Benefits

Salary established by Children's Trust. A comprehensive benefit package includes the Florida Retirement System, health insurance including medical, dental, and vision coverage (also available to dependents), life insurance, flexible spending account and voluntary participation in a deferred compensation program.



Item # 4

Census 2020 Presentation

Background

At its last meeting, Members reviewed a DRAFT One Year Funding Plan that includes a funding category for projects related to Census 2020. Member Twombly moved, as part of a 3 part motion, to direct staff to agenda a Census 2020 presentation. The motion carried 3-2. Mr. Armond E. Lowery, Partner Specialist with the Atlanta Regional Census Center will make a presentation to the Trust board.

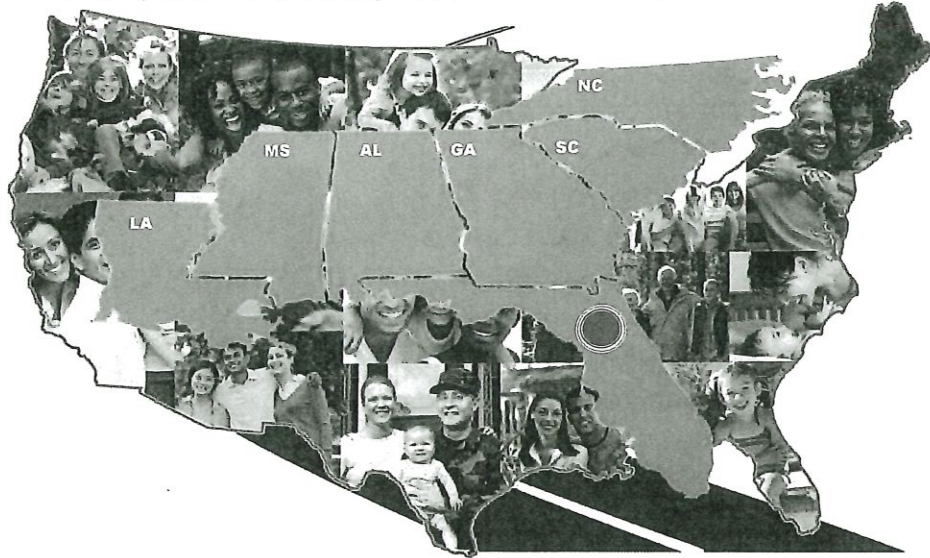
Attachments

1. Power Point Presentation: The Road to the 2020 Census

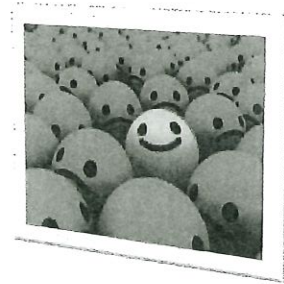
Staff Recommendation

Hear presentation

THE ROAD TO THE 2020 CENSUS: FOCUS ON ALACHUA COUNTY



The 2020 Census is DIFFERENT



United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

2

Local Community Involvement is Key to Census Success

- *The efforts of Local Communities contributed to the success of the 2010 Census in all areas:*

- Recruiting for census workers
- Allocate Resources to 2020 Census
- Formation of **Complete Count Committees**
- Field operations from Address Canvassing to Non Response Follow Up



United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

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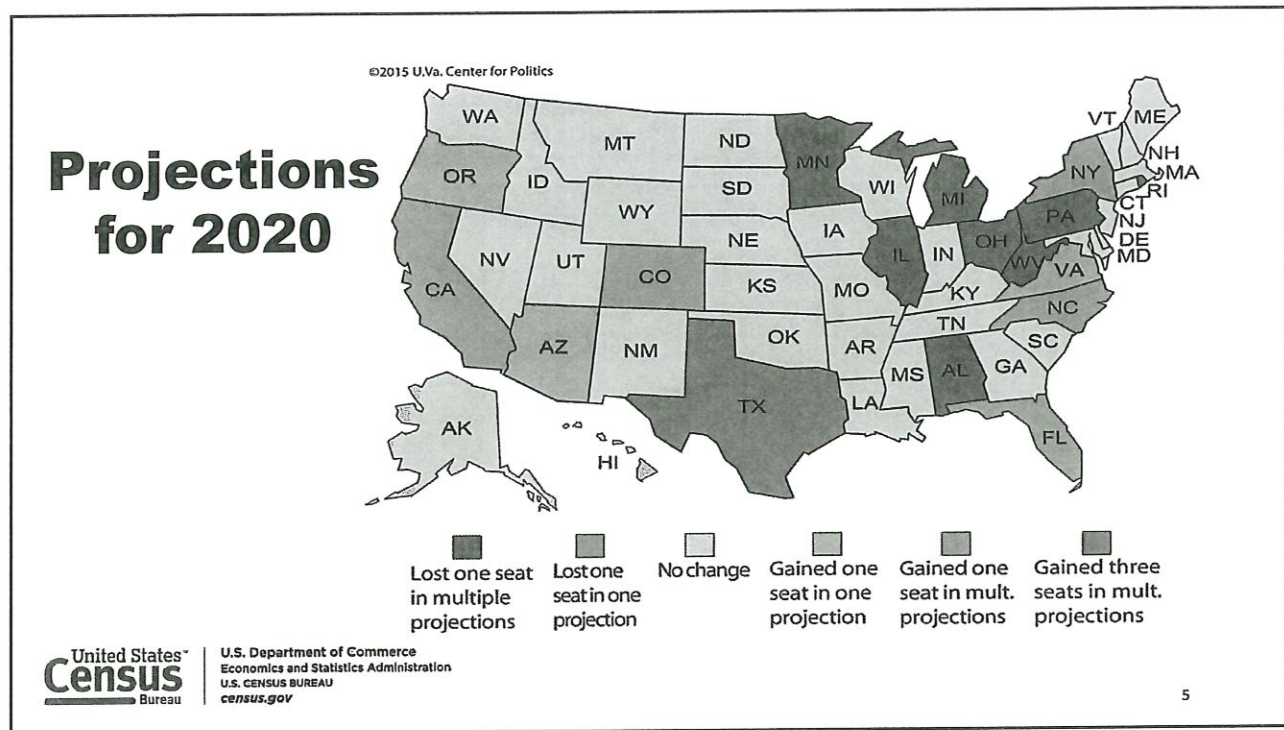
Why local communities have a vested interest in the Census

- **Political Power**
 - Census is constitutionally mandated for re-apportionment of Congress
 - Census results are used for Redistricting at national, state, and local levels.
- **Money/Economic Impact**
 - \$875 Billion/year (\$7 Trillion over the decade) for 2020

United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

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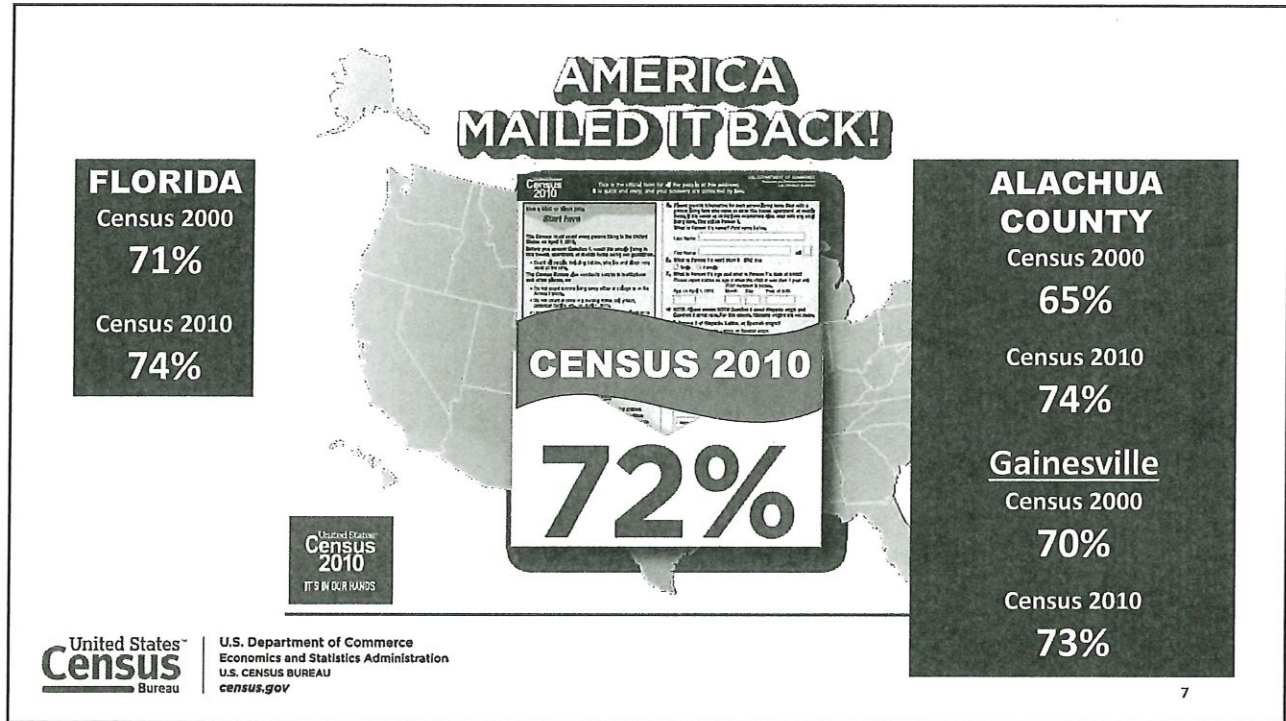


Why local communities have a vested interest in the Census

- Total estimated undercount from 2010 Census: 41,326
- Average loss of Federal funding to Florida communities: \$946
- Estimated annual loss: \$39 million

Loss to the community over the last decade:

\$390,000,000



Strategy for a Successful Enumeration

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Outreach Strategy and Campaign

GOAL for 2020 Census: 80% Participation

- Grow the Complete Count Committee
 - Institutional Efforts and Resources \$
 - Find Trusted Leaders, Recruit-Educate-Deploy
- Create and Deploy a High Level Outreach Effort
- Focus Strategy in Low Response Districts and Audience Segments
- Use Technology (where appropriate) but Depend on People First

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WE WANT YOU!
On the Complete Count Committee

United States
Census
Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

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Complete Count Committees

- The CCC should reflect all segments of the community: government; business; education; faith-based; community-based organizations; recruitment and workforce development agencies; and other unique populations.

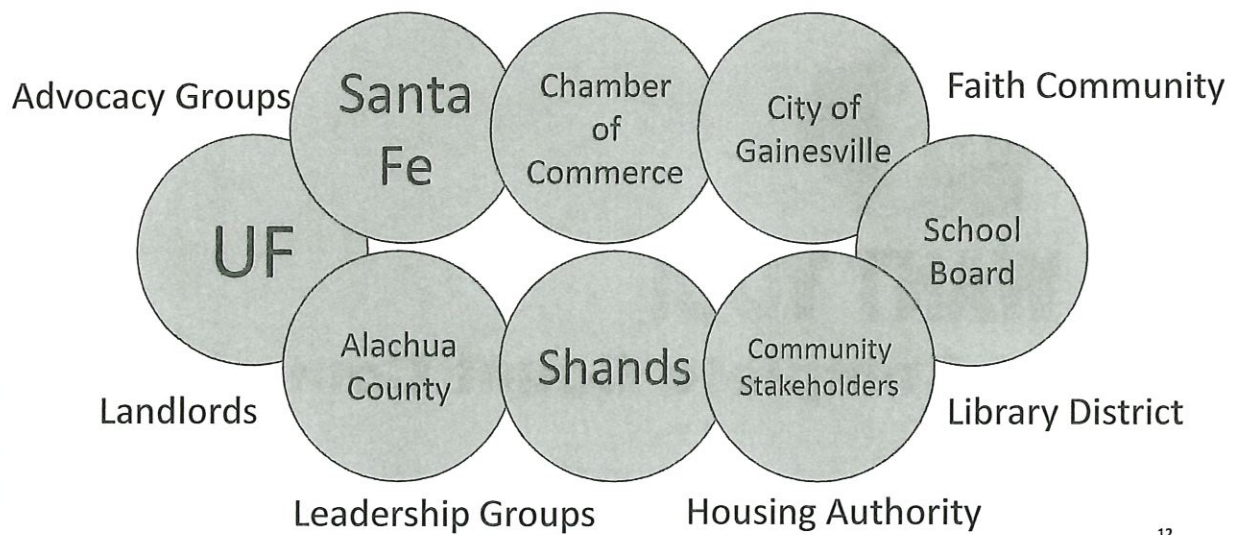


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U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

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Complete Count Committees (CCC)



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Institutional and Community Support

UF/Santa Fe

Student Audience

Est. Undercount: 23,721

Loss per year: \$22.4 Million to community

Statewide Federal Funds: \$7.5 Billion/year

Faith and Community Assistance

Eastside/SWAG

Est. Under Count: 17,605

Loss per year: \$16.7 Million to community

Statewide Federal Funds: \$31.3 Billion/year

Loss to the community over the last decade:

\$390,000,000

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Institutional and Community Support

Library District

- Community-Wide Audience
- Computer infrastructure in place to display information and allow community to take the census

School Board

- Support the Census by promoting the related curriculum
- Use their communication network to push parents to take the census
- Schools statewide funding is \$2.2 Billion per year
- Children can be a big motivator for parents

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Institutional and Community Support

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Institutional and Community Support

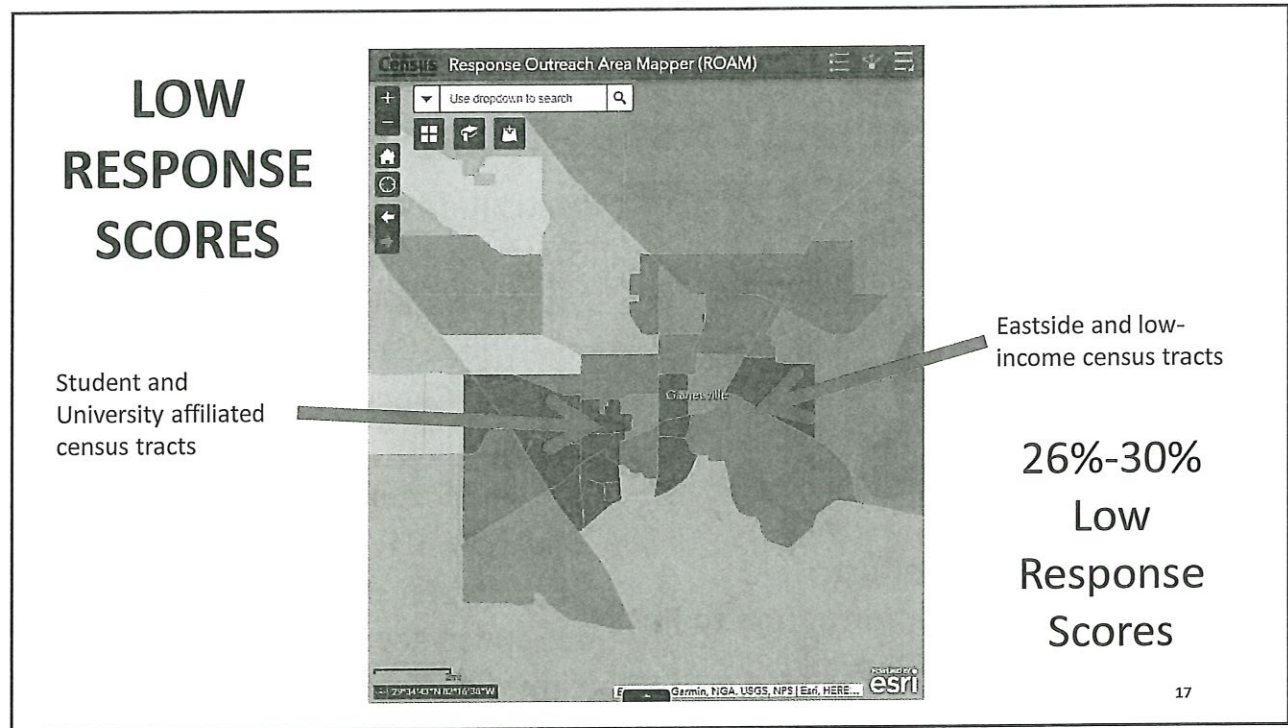
Shands and Medical Community

- Large Employers!!!
- Institutional Count Coordination
- Statewide Federal Funding: \$19.9 Billion/year at least two Federal Agencies

Chamber and Economic Development

- Business community has a role
- Statewide Federal Funding: \$1.1 Billion/year across 12 Federal Agencies

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Outreach Strategy and Campaign: Student and Campus Engagement

General Information and Awareness
of What is the Census

- Need UF/Santa Fe to Localize Strategy
- Employment Opportunity!!!
- Social Media Campaign
- Stress on e-convenience and as opportunity to give back
- This is a digital effort!!!
- Use Real-Time Information to Push Messaging in HTC areas

Institutional Value:

Statewide Federal Funds per year: **\$7.5 Billion across four agencies**

Related Census Tracts: 15.19, 15.15, 9.01, 15.16, 15.17, 15.21, 15.2, 15.14, 8.08, 8.06, 16.03, 16.04, 10

Top 3 worst performing response scores were campus related

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Outreach Strategy and Campaign: Eastside and SWAG Engagement

General Information and Awareness
of What is the Census

- Need Faith and Community Groups to Localize Strategy
- Employment Opportunity!!!
- Word-of-Mouth and Website
- Face to Face Meetings with messengers of trust
- Security and safety of responses
- Libraries and School Partnership Efforts Key to outreach

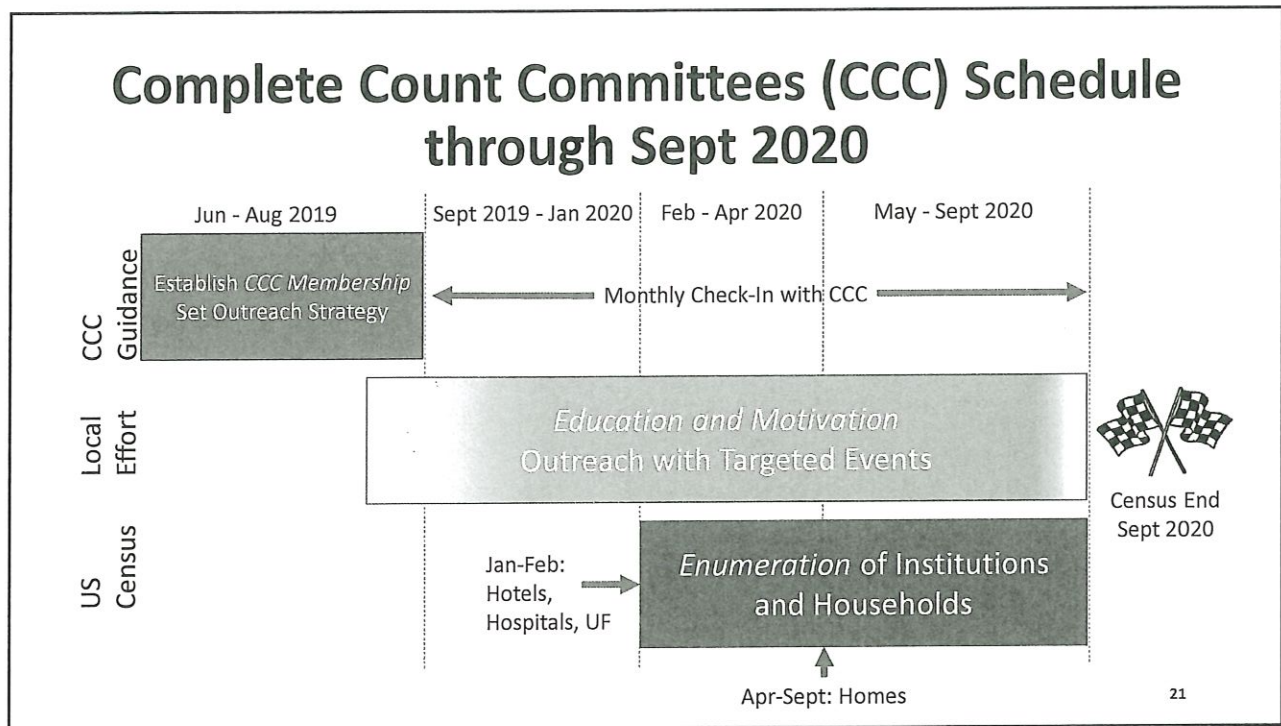
Institutional Value:

Statewide Federal Funds per year: **\$31.3 Billion across 28 agencies**

Related Census Tracts: 22.18, 2, 22.17, 6, 22.19, 3.01, 19.02, 4

Worst performing response scores were Tracts 22.18 (SWAG) and 2 (Eastside)

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Item # 5

DRAFT Request for Applications One Time Funding to Support

Background

At the August 19, 2019 meeting, Members reviewed and discussed a proposed Framework for a one year funding process and directed staff to make the following changes:

- General requirements, add a bullet point, that “proposals be able to demonstrate performance measures to evaluate potential outcomes”
- Strike the requirement for a one year history of providing services
- If an agency is not a 501©3 add a provision asking for an explanation as to why it is organized differently
- Combine Funding Categories 1- 4; for #1 add “and/or” at end of sentence
- Revise #2 to add after capacity, “and/or improved quality programming to serve additional youth, and/or”
- Revise #3 to include “treating children that have experienced trauma, and/or”
- Revise #4 add “grant writing, volunteer coordination, collaborative administrative coordination, professional development for youth development workers, development of out of school standards and practices”

Following further discussion;

Member Twombly moved to leave the funding categories as is, with \$1.5 million in categories 1-4 and \$1.0 million in capital improvements, with the understanding that if proposals for categories 1-4 exceed \$1.5 million that the Trust has the flexibility to adjust the amounts for the various funding categories and that Category #5 be for children birth to age 18, and that staff schedule a Census 2020 presentation. Second by Member Clarke. Call for public input. Motion carried 3-2, with Members Certain and Wilson-Bullard in dissent.

Attachments

1. DRAFT RFA #20-01 One Time Funding to Support Capacity Increases and Improvement for Programs Serving Youth aged 6-18 years and Infrastructure (Capital) Improvements for Programs Serving Youth Birth to 18

Staff Recommendation

Receive the attached DRAFT RFP and provide staff with additional direction including but not limited to, allowing multiple applications from the same agency, award recommendations for multiple applications, and the award scoring/ratio format.



CHILDREN'S TRUST
OF ALACHUA COUNTY

REQUEST FOR APPLICATIONS

RFA #20-01

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

INFORMATIONAL PRE-APPLICATION MEETING (OPTIONAL)

November 12, 2019 @ (tbd)

Alachua County Community Support Services
Conference Room A
218 SE 24th St
Gainesville, FL 32641

RFA Submittal Deadline:
4:59 P.M., Wednesday, November 22, 2019

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

For More Information Contact
childrenstrust@alachuacounty.us

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CHILDREN'S TRUST OF ALACHUA COUNTY
REQUEST FOR APPLICATIONS
RFA #20-01

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:

- A. 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.
- B. To provide such other services for all children as the Trust determines are needed for the general welfare of the County.
- C. 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.
- D. To collect information and statistical data which will be helpful to the Trust in deciding the needs of children in the County.
- E. To consult with other agencies dedicated to the welfare of children to the end that the overlapping of services will be prevented.
- F. 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.
- G. To employ and pay, on a part time or full time basis, personnel needed to execute the foregoing powers and functions.
- H. To enter into agreements with government agencies to provide administrative services.
- I. 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) 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.

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 proposals 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 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 12, 2019
Alachua County Community Support Services
Conference Room A
218 SE 24th St
Gainesville, FL 32641

1.4 Application Submission

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 all laws, rules and regulations which may be applicable.

ALL applications must be completed electronically online via the ZoomGrants Application and submitted no later than 4:59 P.M., November 22, 2019 through the CTAC website at the following:

<http://www.xxxx.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.

- 1.4.1 The applicant is completely responsible for preparing and submitting the online application according to grant instructions contained herein and online.
- 1.4.2 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.
- 1.4.3 Proposals must be submitted with all required documents included. It is extremely important that you compile your application completely to avoid rejection of your proposal.
- 1.4.4 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.
- 1.4.5 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 Theodore White, Purchasing Agent, at twhite@alachuacounty.us
- 1.4.6 An organization may submit more than one proposal for funding. Each proposal must be submitted as a separate application and meet all requirements to be considered.
- 1.4.7 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

Inquiries and questions regarding any portion of the application or application process must be made in WRITING, via email to the Purchasing Agent. 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 due date. Any Applicant in doubt as to the true meaning of any part of the Request for Application (RFA) or related documents may submit a written inquiry/question to the Purchasing Agent. All written questions will be answered by the Purchasing Agent in written form as an addendum to this RFA. Written inquiries/questions must be submitted to:

Theodore White, Procurement Agent
Alachua County Procurement
12 SE 1st Street, 3rd Floor
Gainesville, Florida 32601
Email: twhite@alachuacounty.us

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 XXXXXXXXXX, XX 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 Addenda.

1.6 Prohibited Communications During the RFA Application Process

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.

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 can result in not only disqualification of the offending Applicant from consideration of the proposal, 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

Only the RFA process itself, up to the point of RFA Evaluation Committee Funding Recommendations may be appealed. 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.

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.

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

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

- A. 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
- B. Proposals must establish a **"Foundation for Future Years"** of service to Alachua County children
- C. 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
- D. Designated as a 501©3 non-profit organization by the Internal Revenue Service or explain alternate legal/tax status
- E. Have a physical presence in Alachua County
- F. Serve youth ages 6-18 years for Funding Categories 1 through 4 and from birth to age 18 for Category 5 (Capital requests)
- G. Participate in planning, data gathering, and evaluative activities as requested by the Children's Trust of Alachua County
- H. Be able to demonstrate performance measures to evaluate project outcomes

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, 2020 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. 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 and are not subject to further appropriation, i.e., one time funding for Fiscal Year 2019-2020. There is no expectation of future funding for a solicitation of this RFP or any of extension of time to expend awarded funds.

2.3 Estimated Availability of Funding

The Children's Trust of Alachua County 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. 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 proposals 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 discretion and for unforeseen events.

October 1, 2019 – CTAC Approves DRAFT RFP/Application

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

November 1, 2019 – Procurement Issues RFP

November 1-8, 2019 – Advertise Release of RFP

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

November 22, 2019 – Applications Submission Deadline

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, 2020 – CTAC Reviews/Approves Contracts

2.5 Reimbursement Grant

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. 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 expenditure was project related, allowable, and during the acceptable timeframe.

2.6 Authorization to Submit an Application

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

3.0 RFA Selection Procedures and Grant Award Recommendations

All qualified applications will be reviewed by the RFA Evaluation Committee, consisting of individuals appointed by CTAC. Agency application(s) will be thoroughly reviewed, scored, and determined if eligible for a funding award. A member of the RFA Evaluation Committee will present the final recommendations to the CTAC.

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.

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.

3.3 Negotiation of Contract

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

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 evaluate applications and all requirements set forth in this Request for Applications.

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: having current governmental or 501(c)(3) status or if not adequate explanation; maintaining a physical business address in Alachua County; serves children 6 to 18 years of age (Funding Categories 1-4) or serves children birth to age 18 (Funding Category 5); the application is complete and all required Addenda is attached.

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

4.3 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. 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.

Scoring Criteria	Score Range
1. Program Summary: The degree to which the proposed program is reasonable, well-thought-out and feasible given the timeline and budget.	0 - 10
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.	0 - 10
3. Program Budget: 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, 2020.	0 – 10
4. Measureable: The proposal describes measureable 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.	0 – 15
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.	0 – 15
6. Racial Inequities and Disparities: The proposal is responsive to the documented findings of racial inequities and disparities in Alachua County and proposes strategies to reach marginalized and vulnerable youth.	0 – 15
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.	0 – 15
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.	0 - 10

4.4 Scoring Multiple Applications Submitted by Same Lead Agency

In accordance with Section 2.8, agencies may submit more than one application under this procurement. 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.

5.0 General Terms and Conditions

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

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 (?)

5.4 Term of the Contract

The contract shall be effective upon execution by both parties and continuing through September 30, 2020 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

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 20-01

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Item # 6

Comprehensive Needs Assessment DRAFT Scope of Services

Background

Previously, Members directed staff to begin developing a Request for Proposals for a Comprehensive Needs Assessment including an update to a prior assessment completed by Well Florida, Inc. Staff have developed a DRAFT Scope of Services for the needs assessment for review and discussion by members. The needs assessment must consider multiple items including the developmental needs of children, identification and quantification of the critical issues facing children and youth, and the existing level of service capacity to address both. Further, the needs assessment must be based on the most current data available and be specific to Alachua County. The needs assessment must be inclusive which will require specific efforts to reach marginalized and vulnerable young people.

Attachments

1. Needs Assessment DRAFT Scope of Services

Staff Recommendation

Receive the attached DRAFT Scope of Services and provide staff with direction.

DRAFT Needs Assessment Scope of Services

Purpose/Introduction

In accordance with 125.901 Florida Statute and Local Ordinance 18-08, the Children's Trust of Alachua County (CTAC) is seeking a comprehensive needs assessment for children birth to age 18 years. Known collectively as the CTAC Needs Assessment, it is to rely on both secondary and primary data sources. The CTAC Needs Assessment will be used by members to identify the key developmental and other issues impacting Alachua County's children, and to identify how CTAC financial resources can be best used. To this end the overall use of the CTAC Needs Assessment is to:

1. Help Identify and Focus Efforts on Priority Issues Impacting Youth
2. Develop an Overarching Strategy to Impact Priority Issues
3. Develop a Plan for the Use of Funds

Note: depending on issuance timeframe, this section can be modified based on the CTAC Retreat scheduled for Monday, November 18, 2019 from 2:00 – 6:00 pm

Goals and Objectives

The CTAC has set forth the following goals and objectives to be accomplished as a result of and through the use of the Needs Assessment.

Goal: Maximize the impact of CTAC Resources in Addressing the Needs of Alachua County Children

Objectives

1. Quantify the level of under-utilized resources available for Alachua County children with a focus on the developmental and rehabilitative needs of children
2. Quantify the level of unmet need for capacity in existing programs serving children with preventive, developmental, treatment, and rehabilitative services
3. Identify and quantify the extent to which children are unable to access or participate in services due to various barriers like transportation, cost, etc.
4. Identify and quantify the extent to which needed services for children are not provided in Alachua County
5. Identify 5 year or longer trends in usage of children's services that will likely impact the capacity utilization of existing services

Questions Posed by Others

Note: CTAC Members may want to consider if there are specific questions they would like addressed as part of the Needs Assessment such as:

Questions that could help identify goals:

- When we envision a system of supports for our children and youth in Alachua County that works effectively, what do we see?
- What indicators would let us know that we are indeed adequately supporting children, families, and youth?
- Do you like the indicators the CSAB used? Add others? Take away any? Do some have higher priority?

Once you establish the indicators above, for all existing programs identify:

- What programs/services are currently available that directly support the idealized outcomes identified?
- What impact are these existing services having on the intended clients?
- What % of the target audience for these services participate?
- What are the barriers to using these services?

Based on the goals for improvement that have been identified, what additional systemic supports are needed? To learn about the need for additional supports the assessment needs to solicit information from local constituents. We need to learn from families, children, and other community stakeholders, the conditions that need to be changed so that their children are supported to succeed in school and in life. Topics that need to be addressed include:

- What are the most important issues that families, children and community stakeholders are concerned about?
- Are families familiar with the supports and services that are available?
- If they are familiar with available services, do they participate? Why/why not?
- What supports would make things better?
- What barriers could be removed that would make things better?

Required Components

A. Primary Data Collection – creation, analysis, and reporting of new data from various sources:

1. Plan to conduct primary data collection to ensure it is representative, includes marginalized and vulnerable populations, geographically diverse, etc.
2. Sampling plan of sufficient size to assure results are statistically valid
3. Surveys regarding needs, interests, barriers, activities, frequency, etc.
4. Focus groups to collect more free form data, i.e., ideas, sensitive topics, encourage interaction, etc.
5. Other data collection which may include direct observation during certain events or time, like registration or children and youth activities.

B. Secondary Data Collection – to provide a summary of the following from existing sources:

1. Relevant demographics like age, gender, race, ethnicity, etc.
2. Catalog and review of recently completed and related studies, i.e., youth homelessness
3. Comprehensive and inclusive inventory of youth serving resources providing summary information on youth characteristics, service levels, capacity, etc.
4. Factual and statistical data related to goods and services that may address barriers to accessing services, i.e., capacity of various transportation systems

C. Update the 2016 Children's Services Needs Assessment compiled by Well Florida, Inc.

D. CTAC Input and Concurrence with Key Project Milestones

1. Primary Data Collection Plan including approval of survey methods and tools, focus group questions and topics, collection methods (locations)
2. Once preliminary findings are determined and prior to issuing final recommendations
3. Presentation of Final Draft Report
4. Presentation of Final Report and Recommendations

E. Deliverables

1. Executive Summary, Condensed Report with Findings and Recommendations
2. Comprehensive Report with Detailed Narrative, Charts, Graphs, Data Tables
3. Appendix of Primary Data Collection

Item # 7

Initial Public Hearing (after 5:01 p.m.) Tentative Millage Rate and Budget

Background

On June 17, 2019, after 5:01 pm, the Trust adopted Resolution 19-01 establishing a proposed millage rate and Resolution 19-02 establishing a proposed budget. A Chair letter was sent to the Alachua County Board of County Commissioners submitting the FY 2019/20 tentative millage rate and budget prior to July 1, 2019. The certified taxable value is greater than that previously estimated for the proposed budget.

Attachments

1. Resolution 19-04; ESTABLISHING A TENTATIVE MILLAGE RATE
2. Resolution 19-05; ESTABLISHING A TENTATIVE BUDGET
3. FY 20 Tentative Budget by Fund, Function, and Category
4. FY20 Line Item Detail Budget
5. Explanation of Adjustments from the FY 20 Proposed Budget to the Tentative Budget

Staff Recommendation

After 5:01 pm hold a public hearing and adopt Resolutions 19-04 establishing a tentative millage rate and Resolution 19-05 establishing a tentative budget.

RESOLUTION 19-04

RESOLUTION OF THE CHILDREN'S TRUST OF
ALACHUA COUNTY, RELATING TO THE LEVY OF
GENERAL PURPOSE AD VALOREM TAXES FOR THE
2019 TAX YEAR; APPROVING PROPOSED MILLAGE
RATE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 17, 2019, the Children's Trust of Alachua County adopted Resolution 19-01 approving the proposed millage rate necessary to fund the tentative Children's Trust budget; and,

WHEREAS, pursuant to law and utilizing the rates established in the said resolution, by August 16, 2019, the Alachua County Property Appraiser mailed a Notice of Proposed Property Taxes to each taxpayer listed on the current year's assessment roll; and,

WHEREAS, the said Notice of Proposed Property Taxes advised the recipients of a public hearing to be conducted by the Children's Trust of Alachua County on this date for consideration of its tentative Children's Trust budget and the proposed millage necessary to fund the said budget; and,

WHEREAS, the public hearing has been held as specified in the Notice of Proposed Property Taxes and in accordance with applicable law;

NOW, THEREFORE, BE IT RESOLVED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY;

1. That the following proposed millage rate to fund a tentative Children's Trust budget is hereby approved for further consideration in accordance with applicable law:

General Fund

0.5000 mills

2. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED in public hearing, this 9th day of September, A.D., 2019.

CHILDREN'S TRUST OF ALACHUA COUNTY

By: _____
Ken Cornell, Interim Chair

ATTEST:

Tina Certain, Interim Treasurer

APPROVED AS TO FORM

Robert C. Swain, Interim Counsel

RESOLUTION 19-05

RESOLUTION OF THE CHILDREN'S TRUST OF
ALACHUA COUNTY, ESTABLISHING A TENTATIVE
BUDGET FOR THE 2019-20 FISCAL YEAR; APPROVING A
TENTATIVE GENERAL CHILDREN'S TRUST BUDGET;
SETTING A PUBLIC HEARING DATE; PROVIDING FOR
PUBLICATION OF NOTICE; PROVIDING AN EFFECTIVE
DATE.

WHEREAS, on June 17, 2019, the Assistant County Manager for Budget and Fiscal Services of Alachua County, presented a balanced budget for further consideration by the Board of the Children's Trust in accordance with applicable law; and,

WHEREAS, said budget contained estimates of receipts and of balances brought forward as part of the budget presentation; and,

WHEREAS, the Board of the Children's Trust of Alachua County has complied with all conditions precedent to the adoption of a tentative Children's Trust budget; and,

WHEREAS, the Board as of this date adopted a resolution approving proposed millages to fund the tentative Children's Trust budget;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CHILDREN'S TRUST OF ALACHUA COUNTY:

1. In accordance with the requirements of Section 125.901, Florida Statutes, the estimates of receipts are set out in the document entitled "FY20 Tentative Budget".
2. The tentative Children's Trust budget contained in the document entitled "FY20 Tentative Budget" is hereby approved as adjusted by motion for further consideration at the public hearing established in this resolution.

3. A public hearing will be held to consider the proposed millage rate and final budget for the Children's Trust purposes on Tuesday the 16th of September, A.D., 2019; at 5:01 p.m., or as soon thereafter as the matter may be heard, in the Thomas Coward Auditorium, Health Department Building, 218 S.E. 24th St, Gainesville, Florida, 32641.

4. The Assistant County Manager for Budget and Fiscal Services of Alachua County, is hereby authorized and directed to prepare and publish all necessary and required notices prior to the hearing established herein, and to provide copies of this resolution to all parties as may be required by applicable law.

5. This resolution shall take effect immediately upon its adoption.

DULY ADOPTED in public hearing, this 9th day of September, A.D., 2019.

CHILDREN'S TRUST OF
ALACHUA COUNTY

By: _____
Ken Cornell, Interim Chair

ATTEST:

Tina Certain, Interim Treasurer

APPROVED AS TO FORM

Robert C. Swain, Interim Counsel

**FY20 Tentative Budget
Children's Trust of Alachua County
Fund - Function - Category**

of FY20 Tentative Budget Amount

001-General Fund

Revenue

31 - Taxes (Ad Valorem Taxes)		7,238,758
38 - Other Sources (Ending Fund Balance)		(361,938)

Revenue Total		6,876,820
----------------------	--	------------------

Expenditures

51 - General Government		
Personal Services		500,000
Operating Expense		308,025

56 - Human Services		
Operating Expense		418,832
Grants and Aids		5,258,025
Capital		30,000

59 - Other Non-Operating		
Reserves		361,938

Expenditure Total		6,876,820
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CHILDREN'S TRUST
OF ALACHUA COUNTY

FY20 Line Item Detail - Children's Trust of Alachua County

Revenue

Ad Valorem Taxes	Certified Taxable Value = 15,239,489,318	\$ 7,238,758
	Millage Rate = 0.5000 mills	
	Budget at 95% for receipts	
Beginning Fund Balance	1-Oct-19	\$ -
Ending Fund Balance	Maintain 5% of Operating Revenue	\$ (361,938)
Revenue Total		\$ 6,876,820

Expenses

Personal Services

Direct Hires or Interlocal Administrative Contract with the Clerk of the Court and Alachua County \$ 500,000

(Positions discussed include: Executive Director, Administrative Support Manager, Information Systems Analyst, Marketing and Communications Specialist, Administrative Assistant)

Personal Services Total \$ 500,000

Operating

Administrative

Tax Collection Fees (2% of collections)	\$ 144,775
Interlocal Administrative Contract with the Clerk of the Court and Alachua County	\$ 163,250
Rent and Utilities	\$ 20,000
Travel and Per Diem	\$ 5,000
Communication Services (Phones, Internet)	\$ 1,848
Rentals and Leases (Copier/Printer)	\$ 2,360
Insurance (Property, Liability)	\$ 1,000
Repair and Maintenance (Software, Vehicle)	\$ 1,000
Other Current Charges & Obligations (Legal Advertising, Printing)	\$ 6,000
Operating Supplies (Fuel, Tools)	\$ 1,000

Administrative Total \$ 346,233

Program Cost

Professional Services	\$ 20,000
Other Attorney Fees	\$ 20,000
Other Contractual Services (Needs Assessments)	\$ 300,000
Promotional Activities	\$ 10,000
Subscriptions and Memberships (Florida Children's Council)	\$ 9,309
Current Contracts	
Healthy Start of North Central Florida - Newborn Home Visiting	\$ 400,000
The CHILD Center - Transformative Prof. Dev. for Early Care and Edu. Prog. Providers (TPD)	\$ 439,228
Meridian Behavioral Healthcare - Emotional Dev. and Family Sup. Pilot Prog. (SED)	\$ 354,636
Aid to Private Organizations / Program Contracts	\$ 4,064,161

Program Costs Total \$ 5,617,334

Start-Up Cost

Office Equipment (3 people)

Computers - Desktop (3) and Laptop (1)	\$ 5,100
Microsoft Software (4)	\$ 1,720
Phones (3)	\$ 495
Desk Chairs Etc	\$ 9,000
Office Supplies	\$ 5,000

Start-Up Cost Total \$ 21,315

Operating Total \$ 5,984,882

Capital

Start-Up Cost

Vehicle

	\$ 30,000
Capital - Start-Up Cost Total	\$ 30,000

Capital Total \$ 30,000

Reserves

Best Practice is 5% of Revenues

	\$ 361,938
Reserves	\$ 361,938

Expense Total \$ 6,876,820 \$ 6,876,820

Revenue	\$ 6,876,820
Expenses	\$ 6,876,820
	\$ 0

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Children's Trust of Alachua County
Explanation of Adjustments from the FY20 Proposed Budget to the Tentative Budget

GENERAL FUND

Revenue Changes

Ad Valorem Revenue Increase	\$	78,133
Ending Fund Balance Change	\$	(3,907)
Net Change in Revenue	\$	74,226

Expense Changes

Tax Collector Fees (2% of collections)	\$	1,562
Aid to Private Organizations/Program Contracts	\$	68,757
Reserve Increased to 5%	\$	3,907
Net Change in Expenses	\$	74,226

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

12. Approval of August 19, 2019 Meeting Minutes

Staff Recommendation: Approve the August 19, 2019 meeting minutes as presented.

13. Resolution 19-03 – Authorizing Bank Signatories and Signature Cards

Staff Recommendation: Approve Resolution 19-03 and authorize the Interim Chair and Interim Treasurer to sign necessary documents to open a new bank account with Bank of America.

Note: The Children's Trust of Alachua County will receive the same discounted pricing for banking services as the Alachua County Board of County Commissioners and the Alachua County Library District.

14. Children's Trust of Alachua County Retreat (Facilitated by the Florida Children's Council)

Staff Recommendation: Retreat scheduled: November 18, 2019 from 2:00 to 6:00 pm, Alachua County Health Department, Thomas Coward Auditorium. Tentative Agenda to include: Development of Vision, Mission, Values, and Strategic Priorities

15. Pritzker Children's Initiative, Letter of Interest

Staff Recommendation: Direct staff to finalize and submit through the online portal, a Letter of Interest to the Pritzker Children's Initiative.

Children's Trust of Alachua County

Monday, August 19, 2019 | 4:00 pm | Alachua County Administration Building
(John R. "Jack" Durrance Auditorium)

Members Present: Ken Cornell, Alachua County Commissioner (Interim Chair); Judge Susanne 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; Robert Swain, Senior Assistant County Attorney; Claudia Tuck, Community Support Services Director; Tom Tonkavich, Community Support Services Assistant Director

1. Call To Order

Interim Chair Cornell called the meeting to order at 4:00 pm.

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

Interim Chair Cornell called for a motion to approve the regular and consent agendas.

Member Clark moved to approve the agenda including items on the consent agenda. Second by Member Certain. Call for public comments. Motion carried 5-0.

3. Executive Director Job Assessment Tool

Heather Akpan, Alachua County Human Resources Director, provided an update on the position description and next steps in the recruitment process. Member Clarke and Ms. Akpan have been working together to complete the Job Assessment Tool for the Executive Director position and presented a potential timeline for hiring an Executive Director. Comments were given by the Trust Members, Ms. Akpan and the public. Members agreed the item regarding substituting experience for education should be marked "yes". It was also noted the "Essential Functions" listed on the job description were marked "most important" on the JAT.

Member Wilson-Bullard moved to approve the revised Executive Director Position Description and Job Assessment Tool. Second by Member Twombly. Call for public comment. Motion carried 5-0.

4. One Year Funding Plan – A Conceptual Framework

Mr. Tonkavich introduced a conceptual framework for the one-year funding plan that the Trust requested. After the Trust gives further direction this information will be used to develop a formalized Request for Proposals (RFP). Members discussed the various components of the framework. Interim Chair Cornell called for comments from the Nominees and public. Generally comments suggested incorporating quality

improvements including professional development for program staff and volunteers, broadening the funding categories, holding off on Census 2020 funding until a presentation can be heard, recognizing trauma and the need for trauma informed care, clarification and definition of capital items, etc. Members also discussed the allocation of funds between the various categories.

Interim Chairman Cornell summarized changes to the framework as follows (page 41):

- General requirements, add a bullet point, that proposals be able to demonstrate performance measures to evaluate potential outcomes
- Strike one year history of providing services
- If an agency is not a 501©3 add a provision asking for an explanation as to why it is organized differently
- Combine Funding Categories 1- 4; for #1 add and/or
- Revise #2 to add after capacity, and/or improved quality programming to serve additional youth
- Revise #3 to include treating children that have experienced trauma, and/or
- Revise #4 , add grant writing, volunteer coordination, collaborative administrative coordination, professional development for youth development workers, development of out of school standards and practices

Interim Chair asked for a motion to direct staff to develop a draft RFP and application for items 1-4 as modified, and for up to 1 million in capital (#5), and that staff schedule a presentation from Census 2020.

Members discussed Item #5 (Capital) further to clarify if it is limited to programs serving children birth – 18 or children aged 6 – 18.

Member Certain moved to direct staff to develop a draft RFP and application for funding categories 1-4 as modified, and for up to 1 million in capital (#5) all items for children aged 6-18, remove funding for Census 2020 activities and that staff schedule a presentation from Census 2020. Second by Member Wilson-Bullard. Call for public input.

Member Certain moved to modify the motion to provide up to 2.5 million for funding categories 1-4 and eliminate the capital improvement funding category. Second by Member Wilson–Bullard. Call for public input. Motion failed with Members Cornell, Clarke, and Twombly in dissent.

Member Twombly moved to leave the funding categories as is, with \$1.5 million in categories 1-4 and \$1.0 million in capital improvements, with the understanding that

if proposals for categories 1-4 exceed \$1.5 million that the Trust has the flexibility to adjust the amounts for the various funding categories and that Category #5 be for children birth to age 18, and that staff schedule a Census 2020 presentation. Second by Member Clarke. Call for public input. Motion carried 3-2, with Members Certain and Wilson-Bullard in dissent.

5. CTAC Gubernatorial Nominees Status Update and General Comments

Ms. Tuck informed attendees that the Florida Children's Council indicated the Appointments Office is meeting more frequently with the Governor and in general Gubernatorial Appoints maybe begin next month.

6. Call for Public Input

Interim Chair Cornell called for comments from the public.

7. Board Member General Comments

The members of the Trust gave their final comments.

8. Adjournment

Interim Chair Cornell adjourned the meeting at 6:46 pm.

Recorded by:

LaRaven Temoney, Intern

Review by:

Thomas Tonkavich, Liaison

RESOLUTION 19-03

A RESOLUTION OF THE CHILDREN'S TRUST OF ALACHUA COUNTY AUTHORIZING THE CHAIR AND TREASURER TO ACT AS SIGNATORIES ON THE CHILDREN'S TRUST OF ALACHUA COUNTY'S BANK ACCOUNTS; AUTHORIZING SIGNATURE CARDS AND DEPOSITORY AUTHORIZATIONS TO BE EXECUTED; PROVIDING FOR CIRCULATION OF CERTIFIED COPIES HEREOF; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Children's Trust of Alachua County must establish bank accounts in order to conduct business; and

WHEREAS, pursuant to Alachua County Ordinance 18-08 monies received by the Children's Trust of Alachua County shall be deposited in qualified public depositories, as defined in section 280.02, Florida Statutes; and

WHEREAS, monies deposited into the Children's Trust of Alachua County's bank accounts shall be withdrawn only by checks signed by the Interim Chair and countersigned by one other board member of the Children's Trust of Alachua County; and

WHEREAS, a signature card signed by the Interim Chair and designated board member will be necessary on all accounts; and

WHEREAS, administrative agreements may be required on some bank accounts;

NOW, THEREFORE, BE IT RESOLVED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY:

1. That the two following-named officers may withdraw any or all of the funds of the Children's Trust of Alachua County now or hereafter on deposit in the accounts to be established in Exhibit "A" attached hereto, and may endorse and sign checks, drafts, and orders

for the payment of money; provided, however, that one of the two signatories on each document shall be the Interim Chair and the other shall be the Interim Treasurer, to wit:

NAME

Ken Cornell
Tina Certain

TITLE

Interim Chair
Interim Treasurer

2. That the Alachua County Clerk of the Circuit Court shall furnish to every bank listed in Exhibit "A" a certified copy of this resolution and such banks are hereby authorized to act upon this resolution and to honor the signatures of the persons named herein, and each of them, notwithstanding that any such person may in fact have died or ceased to be an officer of this organization unless and until said bank shall be notified in writing that such event has occurred or that the authority of this resolution has been revoked or amended.

3. That all signature cards required by the bank are hereby authorized to be executed by the Interim Chair and Interim Treasurer and that their facsimiles be placed on the cards and initialed by the respective signatories.

4. In accordance with Section 116.34, Florida Statutes, required Certificates of Facsimile Signature will be filed with the Secretary of the State by the Alachua County Clerk of the Circuit Court.

5. That any administrative agreement required to be executed is hereby authorized to be entered into by the Alachua County Clerk of the Circuit Court.

6. That this resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this 9th day of September, A.D., 2019.

CHILDREN'S TRUST OF ALACHUA COUNTY
ALACHUA COUNTY, FLORIDA

By: _____
Ken Cornell, Interim Chair

ATTEST:

APPROVED AS TO FORM

Tina Certain, Interim Treasurer

Robert C. Swain, Interim Counsel

Exhibit "A"

CHILDREN'S TRUST OF ALACHUA COUNTY
BANK ACCOUNTS

Name of Bank

Account Number

Bank of America

-Concentration Account

TBD

-Accounts Payables ZBA Account

TBD

I. ACCOUNT INFORMATION

Select One:	<input type="checkbox"/> Update (Add/Delete) Signers (existing accounts only)	<input type="checkbox"/> Replace Existing Signature Card with this card	<input checked="" type="checkbox"/> New Account
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Account #:
(If new account, Bank will complete)

Primary Purpose of Account:

<input checked="" type="checkbox"/> General Business Operations (payables, receivables, payroll, taxes)	<input type="checkbox"/> Money Services Business**	<input type="checkbox"/> Casinos or Gaming**
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*Does not apply to Certificates of Deposit

**Additional information may be required prior to opening an account.

Account Holder Legal Name: (Must match exact name on Formation Documents)	CHILDREN'S TRUST OF ALACHUA COUNTY	State of Formation: FL
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☐ **Owner Business Name of Disregarded Entity:**
(Must match 1st line of W9)

☐ **Third Party/Funds Owner:**
(if applicable, W-9/W-8 required from Third
Party/Funds Owner)

☐ **DBA Name:**
(Must provide copy of fictitious filing)

Optional Descriptive Account Title: CONCENTRATION ACCOUNT

Statement Address: 12 SE 1st ST

City: GAINESVILLE	State: FL	Country: US	Postal Code: 32601
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II. BUSINESS TYPE

Business Type

<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Limited Liability Partnership
<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Unincorporated Organization Association	
<input checked="" type="checkbox"/> Government Authority Agency	<input type="checkbox"/> Other		
<input type="checkbox"/> Limited Liability Company-Manager Managed		<input type="checkbox"/> Limited Liability Company-Member Managed	<input type="checkbox"/> Limited Liability Company-Sole Member

III. Designated Accounts Signers

Add or Delete	Printed Name	Title (If signer also on Banking Resolution, Title Must Match)	Signature	Signer Limited to Check Signing ONLY
Add	KEN CORNELL	INERIM CHAIR		<input type="checkbox"/>
Add	TINA CERTAIN	TREASURER		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

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IV. CUSTOMER ACKNOWLEDGEMENT & AGREEMENT

You begin or continue a deposit account relationship with us by giving us information about your business and by signing this Agreement. The deposit agreement we give you is part of your agreement with us regarding use of your account and tells you the current terms governing your account. We may change the deposit agreement at any time and will inform you of changes that affect your rights and obligations. By signing below, you acknowledge receipt of the deposit agreement. The deposit agreement includes a provision for alternative dispute resolution.

By signing below, you certify that all information you may have previously provided to us regarding the beneficial ownership of your Organization is, to the best of your knowledge, complete and correct, and to the extent it is not, you are now providing us with updated information as required by law.

By signing below, you authorize each person who has signed in the Designated Account Signer section on page one, to operate any account opened under this signature card now or in the future. The authority to operate an account includes: authority to sign checks and other items and to give us other instructions, including by electronic signature, electronic record or other electronic form, to withdraw funds; to endorse and deposit checks and other items payable to or belonging to you to the account; and to transact other administrative business, including by electronic signature, electronic record or other electronic form relating to the account, including closing the account. If you wish to restrict a designated signer's authority to check signing you must indicate that by checking the box to the right of their name. We may rely on this authorization for any account opened under this signature card until we receive written notice revoking the authorization at the office where we maintain the account, and we have a reasonable time to act upon such notice. By signing below, this organization agrees to be bound to the above Agreement and Authorization.

For CA Public Funds only: Any person signing this Agreement for the Organization certifies that they are duly authorized to do so as evidenced by attached banking resolution/contract for deposit of moneys or existing banking resolutions/contract for deposit of money on file with us.

V. Consent to Electronic Delivery of Account Material

By signing below, you consent to have documentation regarding your accounts and services delivered through electronic delivery such as secure e-mail or our digital banking portal. Information delivered electronically may include sensitive information about your accounts and services, disclosures and terms governing your accounts and services, and information that could facilitate unauthorized transactions against your accounts. As such, you must ensure that the e-mail address that you choose below is secure and accessible by each of your designated account signers, but only by those individuals. Additionally, you should check this e-mail address as important notices may be transmitted periodically. If you would like physical copies of documentation, please contact your service representative.

KEN CORNELL	INTERIM CHAIR		
Printed Name	Title (Certifying individual must be authorized on Banking Resolution, Title MUST match)	Signature	Date

E-mail Address for electronic delivery (Required for new account opening):

VI. SUBSTITUTE FORM W9 / CERTIFICATION (If foreign entity, W-8 required. Section VI leave blank.)

1. Name (as shown on your income tax return) do not leave this line blank.	CHILDREN'S TRUST OF ALACHUA COUNTY
2. Business name/disregarded entity name, if different from above	
3. <input checked="" type="checkbox"/> Employer Identification Number <input type="checkbox"/> Social Security Number	83-4271269

4. Federal Tax Classification; check only ONE of the following seven boxes

<input type="checkbox"/> Individual /sole proprietorship or single member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exemptions (Codes apply only to certain entities, not individuals) Exempt payee code (if any)
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=corporation, S=S corporation, P=partnership)	
<p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p>	
<input checked="" type="checkbox"/> Other (see instructions from IRS) STATE/LOCAL GOV'T	Exemption from FATCA reporting code (if any) (Applies to accounts maintained outside the U.S.)

Under penalties of perjury, I certify that: 1) the employer identification number or social security number shown on this form for this account holder is correct (or the account holder is waiting for a number to be issued); and 2) the account holder is not subject to backup withholding because: (a) the account holder is exempt from backup withholding, or (b) the account holder has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified the account holder that it is no longer subject to backup withholding; and 3) the account holder is a United States person (defined below*); and 4) The FATCA code(s) entered on this form (if any) indicating that the organization is exempt from FATCA reporting is correct.

Certification instructions: Cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return.

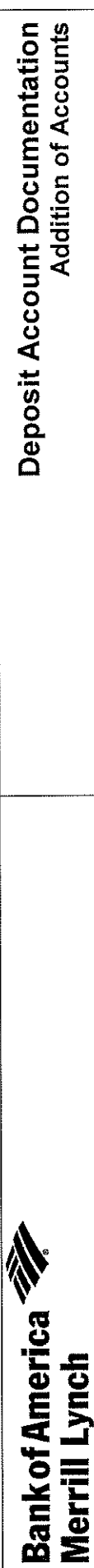
* If the organization listed above is a foreign entity use the applicable IRS Form W-8 (for additional information please see IRS instructions). The term "United States person" means a citizen or resident of the United States; a partnership created or organized in the United States or under the laws of the United States or of any State; a corporation created or organized in the United States or under the laws of the United States; or of any state or any estate or trust other than a foreign estate or foreign trust.

By signing below, the account holder agrees to be bound by the above Tax Information Certification.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

KEN CORNELL	INTERIM CHAIR		
Printed Name	Title	Signature	Date

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Deposit Account Documentation

USE THIS FORM IN CONJUNCTION WITH SIGNATURE CARDS WHEN ADDING ACCOUNTS TO AN EXISTING SIGNATURE CARD
OR UPDATING/SUPERSEDING AN EXISTING SIGNATURE CARD

Establish additional account(s) as indicated below using the Deposit Account Documentation of:

[illegible]

DEPOSIT ACCOUNT DOCUMENTATION – ADDITION OF ACCOUNTS

**Additional Information may be requested prior to account opening.

Primary Purpose of Account: Select only one for appropriate purpose of account. If Money Services Business or Casino or Gambling, the Bank may require additional documentation. If the account is for Money Service Business or Casino or Gambling and is used for general purpose, select general purpose. Money Services Business- if the account is for Money Service Business activity, funds are segregated from other business accounts, select Money Service Business. For Casino or Gambling- any Casino Accounts (commonly referred to as "marketing" or "patron" Accounts) used to allow the casino's patrons (i.e., customers) to pre-fund their gaming activities with "front money" or resolve their gaming debt with "marker payments," select Casino or Gambling.

By signing below, you consent to have documentation regarding your accounts and services delivered through electronic delivery such as secure e-mail or our digital banking portal. Information delivered electronically may include sensitive information about your accounts and services, disclosures and terms governing your accounts and services, and information that could facilitate unauthorized transactions against your accounts. As such, you must ensure that the e-mail address that you choose below is secure and can be accessed by each of your designated account signers, but only by those individuals. Additionally, you should periodically check this e-mail address as important notices may be transmitted periodically. If you would like physical copies of documentation, please notify your service representative.

By signing below, you certify that all information you may have previously provided to us regarding the beneficial ownership of your Organization is, to the best of your knowledge, complete and correct, and to the extent it is not, you are now providing us with updated information as required by law.

By signing below, this Organization hereby adopts the Agreement, Certification of Tax Identification and Authorizations contained in the deposit account documentation used to establish its accounts with us. Further, any person signing this Agreement for the Organization certifies that she/he is duly authorized to do so as evidenced by existing banking resolutions/contract for deposit of moneys (CA Public Funds only) on file with us.

Authorized Signer Signature:
(Must match Banking Resolution & Certificate of Incumbency)

Date:

Print Name: KEN CORNELL

Print Title: INTERIM CHAIR

E-mail Address for electronic delivery: (required for new account opening)

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Note: Please enable Macros

CLIENT INFORMATION

Please select one of the following options:

- ☒ New Resolution/Incumbency
☐ Update Incumbency (*Used to Add or Delete individual authorized signers*)
☐ Supersede Resolution/Incumbency (*Replaces any and all prior banking resolutions*)

ORGANIZATION LEGAL NAME (Must match legal name indicated in company formation documents)

CHILDREN'S TRUST OF ALACHUA COUNTY

- This Banking Resolution and Certificate of Incumbency will apply to all accounts the Organization maintains with us.
- The Organization adopts the following Banking Resolution and Certificate of Incumbency (with specimen signatures)*

The undersigned certifies that:

1) Any individual (each an "Authorized Signer") with any of the following Titles

Title: INTERIM CHAIR

Title: TREASURER

Title:

Add Row

is authorized, acting alone, including by electronic signature, electronic record or other electronic form, (a) to establish accounts from time to time for the Organization at Bank of America, N.A. (the "Bank"), as well as to operate and close such accounts, (b) to enter into any and all agreements and transactions contemplated by the provision of treasury management services by the Bank, including but not limited to Electronic Funds Transfer Services, and (c) designate persons to operate each such accounts including closing the account, and to designate persons to act in the name and on behalf of the Organization/Client with respect to the establishment and operation of treasury management services.

2) the person whose signature, name, and title appear in the "AGREEMENT, TAX INFORMATION CERTIFICATION and AUTHORIZATION" section of the Deposit Account Documentation Signature Card ("Signature Card") and those persons listed below on the Incumbency Certificate, are Authorized Signers who are authorized, including by electronic signature, electronic record or other electronic form, to establish accounts and to designate persons to operate each such account and to execute contracts and agreements (including treasury management service agreements, including but not limited to Electronic Funds Transfer Agreements) with the Bank and that the signatures of such Authorized Signers are genuine.

3) the persons who signed in the Designated Account Signers section of the Signature Card are authorized to operate any accounts opened with the deposit account documentation unless otherwise noted on the Signature Card, and that the signatures of such Designated Account Signers are genuine.

4) the foregoing is a complete, true and correct copy of the banking resolutions adopted by the Board of Directors, the Members or the General Partners, Commission, Council or Governing Board as applicable, of the Organization, government entity or authority and that the resolutions are still in full force and effect and have not been amended or revoked and do not exceed the objects or powers of the Organization, government entity, authority or the powers of its management or Governing Board, Commission or Council.

Incumbency Certificate:

Add/Delete	Name	Title	Signature
Add	KEN CORNELL	INTERIM CHAIR	
Add	TINA CERTAIN	TREASURER	
Select One			

Add Row

* If you choose to provide your own Banking Resolution and Certificate of Incumbency (with specimen signatures), it must be attached to the signature card.

This Banking Resolution and Certificate of Incumbency must be signed as follows:

- **Corporations:** Secretary or assistant secretary of the company must sign.
- **Any Partnership type:** One of the general partners must sign. If the general partner is an organization, show the name of the general partner and include capacity of signer.
- **Limited Liability Company:**
 - **Member Managed LLC:** One of the members or an officer of the company must sign. If the member or manager is an organization, show the name of the member or manager and include capacity of signer.
 - **Manager Managed LLC:** The manager or managers or an officer authorized of the company must sign. If the member or manager is an organization, show the name of the member or manager and include capacity of signer.
- **Other unincorporated organizations:** An officer of the organization who is authorized by the by-laws or operating agreement of the company must sign.
- **Government entities, authorities or agencies:** An authorized signer of the government entity/authority who is authorized by the statutes must sign.

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In Witness Whereof, I have hereunto set my hand as (title) of the Organization listed above			
Title:	INTERIM CHAIR		
Type or Print Name of Certifying Individual KEN CORNELL			
Name of Company who is General Partner or Member, leave blank if not applicable. (Type or print Name of company including the legal name of any member, managing member, manager, or general partner who is signing and who is not an individual)			
Signature:			Date:

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Children's Trust of Alachua County Retreat

Monday, November 18, 2019 @ 2:00 pm

Alachua County Health Department

Thomas Coward Auditorium

1. Call to Order – Ken Cornell, Interim Chair
2. Agenda Review, Revision, and Approval

Regular Agenda Items

3. Visioning Activity
4. Discussion Regarding Mission Statement
5. Discussion About Guiding Principles and Values
6. Discussion About Strategic Priorities
7. CTAC Gubernatorial Nominees General Comments
8. Call for Public Input
9. Board Member General Comments
10. Adjournment



CHILDREN'S TRUST
OF ALACHUA COUNTY



Community Innovation Grant Application

Description and Guidelines

You are invited to apply for a Prenatal-to-Three Community Innovation Grant from the J.B. and M.K. Pritzker Family Foundation. Seven to ten, three-year grants will be awarded to communities that submit winning proposals focused on expanding needed community services for children prenatal to age three and their families.

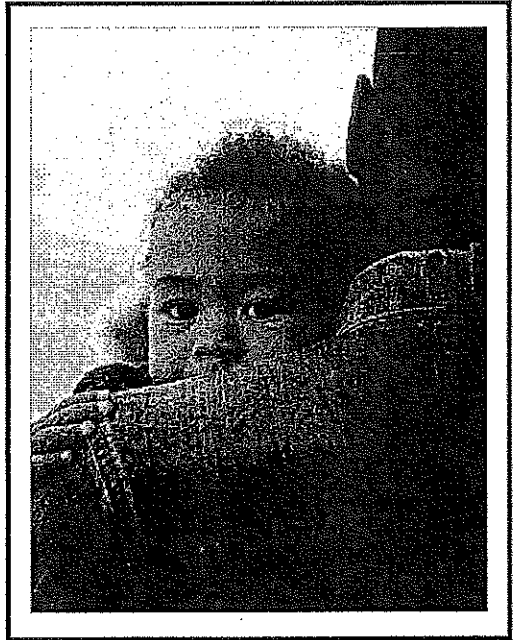
PRITZKER

Children's Initiative

Our Strategic Vision

Research consistently shows the experiences in the first three years of a child's life, beginning prenatally, are the bricks and mortar of brain development, building the foundation for all future learning, behavior and health. A child's brain develops faster from prenatal to age three than at any later period in life. Evidence shows that when we invest in the first three years, infants and toddlers become healthy children who are confident, empathetic and ready for school and life, and our communities, workforce and economy become stronger and more productive.

For nearly 20 years, the J.B. and M.K. Pritzker Family Foundation has sought to catalyze effective solutions to societal needs, including early childhood development. To embrace the crucial early years in a child's development, the Foundation created the **Pritzker Children's Initiative (PCI)** with a vision of helping to build a promising future for our country by investing in and supporting solutions in early childhood development from prenatal to age three, with a goal of every child reaching kindergarten being ready to learn.



More recently, the Foundation launched the **National Collaborative for Infants and Toddlers (NCIT)**, which brings together national partners, early childhood leaders, philanthropy, policymakers and practitioners, both inside and outside state and local government, to create and strengthen promising policies and programs and share best practices, thereby ensuring more states and communities can support the healthy development of our youngest children.

Our Policy Priorities and Goals

It is PCI's goal to expand **high-quality services nationally to at least one million low-income¹ families with children prenatal to age three by 2023**. To achieve this goal, PCI is focusing on needed policy changes and investments in states and communities designed to expand high-quality services to low-income infants and toddlers and their families.

Our approach is to catalyze the development of national, state and local policies, programs and investments that:

- 1) Increase the number of families with children prenatal to age three who are connected to essential health, development and social emotional support services.
- 2) Increase the number of low-income infants and toddlers receiving affordable, high-quality child care.

Working together, these policies and increased investments in PN-3 focused programs and services can help provide parents with the full range of supports they may need to create a strong foundation for healthy development and learning. Central to our theory of change is the critical importance of state-local partnerships and support for local innovation and leadership to drive statewide change.

PCI will focus on communities with well-chosen indicators of progress, strong data infrastructure and the ability to measure impact against national benchmarks. As a starting point, NCIT (with leadership from our partners at Child Trends) has identified a set of evidence-based metrics drawn from research that are comparable and reliable across states, communities, and diverse families. Please take some time to

¹ For the purpose of this grant, PCI is using "low-income", defined as below 200% of the Federal Poverty Level, as the proxy measure for "at-risk". We recognize that not all low-income families are at-risk and that not all families at risk are low-income, but that until we have better measures, this is how we will define the scope of "risk" within a community.

explore the PN-3 Outcomes Framework as applicants will be asked to describe how your Initiative's strategies lead to child and family outcomes. In other words, **this is not a planning grant**. These grants reward and support advancement for those communities that already have established plans and are ready to implement. The grant funding can support infrastructure development/expansion and community and state engagement efforts (not services).

The Grant Opportunity

The PCI Community Innovation Grants are intended to catalyze implementation of a robust, multi-sector plan with a goal to significantly increase the number of infants, toddlers, and their families participating in high-quality services that ensure greater likelihood for school readiness. Through this grant, we anticipate that cities, counties and regions will create the conditions necessary for the development of policies, financing strategies and service delivery infrastructure to meaningfully reach its at-risk population prenatal through age three². We expect that these successful community models will have replicable approaches that can be spread and scaled within the state and nationally.

The goal of the PCI Community Innovation Grant competition is to **identify exemplary community or regional models with the potential to impact at least half of that community's total at-risk population within five to seven years and can demonstrate meaningful, scalable progress towards that goal within the three-year grant period**. Again, as previously noted, our resources are not to support service delivery but are to be used to catalyze a community's ability to generate the support needed to fully implement the proposed model.

PCI will award seven to ten, three-year grants in support of a community's well-developed plan to implement a PN-3 Initiative that aligns to at least one of the grant's two impact areas:

- 1. Essential Connections: Increase the number of low-income families with children prenatal to age three who are connected to essential and high-quality health, development and social-emotional support services.** These may include, but are not limited to, prenatal care, home visiting, early intervention, child care, mental health, health and developmental assessments that are linked to follow-up referral services, and other evidence-based practices that research shows get children on track for school readiness by age three. **What are the services and supports that low-income infants and toddlers and their families in your community need to get them ready for school?**
- 2. Child Care: Increase the availability of affordable, high-quality child care for low-income infants and toddlers across diverse settings.** Strategies related to this priority may include but are not limited to: quality enhancement supports, coaching and mentoring, increased workforce compensation and other strategies necessary to increase the supply, access and affordability of high-quality child care for low-income infants and toddlers in both center and home-based settings. **What are the strategies necessary to achieve the goal of an increased supply of affordable, high-quality child care for low-income infants and toddlers in your community?**

PCI will invite proposals from communities or regions that have a comprehensive, robust plan to substantially and sustainably increase the number of infants and toddlers reached by high-quality Prenatal-to-Three policies and services. We would expect that the plan was developed by a collaboration of community stakeholders and includes outcomes that may be shared across community programs and systems, along with strategies to track progress and measure impact. We will prioritize applicants that can articulate a path to achieving impact at scale and/or propose a solution to a PN-3 system challenge that is common across communities (nationally or within a state). We are particularly interested in initiatives that propose one or more of the following:

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- A strategic, intentional approach of “bundling” universal and targeted programs, services and resources towards a community-wide goal that aligns with the PCI Impact Areas. This may include innovations in how key partners are working together across systems/sectors within shared geography. For example, an “All/Some/Few” framework might help a community realize the universal goal of screening every infant and toddler for developmental delays and every mother for maternal depression where some individuals will then get connected to an array of resources and a few will be targeted for intensive support. The universal screening unbundled from the services that are targeted does not add to your goal numbers but is an important precursor to be able to bundle appropriate, targeted services.

Example: Enhancement of a universal developmental screening and referral system coupled with service expansion in a promising program targeted to children who were referred for further evaluation but found ineligible for Part C services.

- Creation of a new financing strategy and/or demonstration of leverage of additional funding into local PN-3 systems.

Example: Expansion of a community's home visiting system, targeting pregnant women and very young children, using Title I funds

- In collaboration with state partners, pilot or demonstration of a PN-3 strategy that will be scaled and spread statewide within a three to five year time period.

Example: Development of a local shared services alliance for child care centers and family child care homes in coordination with a state-level plan to explore policy and financing options for statewide scale-up over the next three years.

The first step in this grant opportunity is the submission of a Letter of Interest (LOI) using the template provided in this packet. Community applicants that demonstrate an initiative that aligns well with the Community Innovation Grant goals and guidelines will be invited to submit a full proposal.

Applicant Requirements

This grant opportunity has been extended to you by invitation only. Our preferred applicant will represent a multi-sector, community team that includes key local stakeholders who are invested in the success of the proposed initiative. The following organizations are eligible to apply:

- 501(c)(3) public charities
- Units of local government, including instrumentalities; and
- Public universities/colleges

Successful applicants will demonstrate that they have the vision and capacity to create the conditions necessary for implementing the proposed strategy, ensuring adequate financing and an effective service delivery infrastructure. This is not a planning grant. Successful applicants will have already established a multi-sector collaborative plan focused on improving outcomes for infants, toddlers and their families.

You will be asked to define your geographic range (e.g., city, county, neighborhood/group of neighborhoods, combined city/county, region, etc.) and specify the targeted community as part of the application. Larger cities/counties may choose to pilot a strategy in a smaller area with the intention to scale city/county-wide within the three-year grant period. We will also consider applications that represent a partnership across towns or counties within a region, or a city/county partnership. In those cases, we would expect a single applicant on behalf of that partnership. We will not consider multiple applicants targeting the same geographic area.

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Grant Size and Requirements

The size of the grant you can apply for is based on the population of children under the age of three in low-income families living in the Initiative's Targeted Area. We will consider proposals from larger cities/counties that are proposing to pilot an approach in a smaller geographic area with a viable plan for scaling city/countywide. For assistance in calculating the size of this population in your targeted community, you may contact ncit@sorensonimpact.com no later than August 30.

- **Small** (fewer than 6,000): *Maximum* three-year total grant of \$250,000.
- **Medium** (6,000-40,000): *Minimum* three-year total grant of \$350,000. Communities in this category at the higher end of the population range may be eligible for a higher grant amount.
- **Large** (more than 40,000): *Maximum* three-year total grant amount of \$600,000.

Grantees are required to commit to raising an additional 30% of the total grant award. For example, a community in the "small" grant category would be required to raise at least \$75,000. Evidence of that additional funding commitment will be required by the end of Year 2. As a catalytic funder, the rationale for a local fundraising requirement is to ensure that your efforts can be sustained once the three-year grant period has ended.

The grant award is intended to support three years of the Initiative (early 2020 through early 2023); applicants may choose how the grant is budgeted over that timeframe, so long as these parameters are met:

- A 30% fundraising requirement on the total grant award is required to be obtained by the end of Year 2.
- The initiative must include a PN-3 Project Lead who dedicates at least 20 hours or more per week to the project and has leadership standing within the Initiative. This person will be considered the community's Pritzker Fellow and will participate in the Learning Community described below. This position can be funded through the grant or through other resources that the grantee may raise.

Grant funds may be used for costs related to the execution of the community's PN-3 Initiative. Examples of allowable costs include staffing to lead the Initiative, use of expert consultants and facilitators, securing needed data, communications and public awareness strategies, and covering meeting and travel costs. Other uses may be proposed by applicants; however, grant funds may not be used to fund direct services or for lobbying or political campaign activities. Use of Foundation funds for lobbying or political campaign activities is expressly prohibited.

Grant Benefits and Expectations

In addition to the grant itself, awardees will have access to capacity building consultation and content experts, including opportunities to strategize with communication experts on how to move forward a strategic agenda and participation in a national peer learning network.

We believe that dedicated leadership capacity is essential to implementing a robust, comprehensive PN-3 plan. To that end, we expect that the grantee will use this grant (and/or other local funds) to fund a senior-level position in a leadership position within the initiative. The person that the grantee selects to fill this senior-level position within the initiative will join the "Pritzker Fellowship," a national learning community for local PN-3 leaders. In addition to providing an opportunity for peer learning, this learning community will enable us to lift up the models, stories, and expertise of communities in furtherance of the PN-3 national movement.

Grantees will also be expected to share what they are learning through such activities as participation in webinars or conference workshops, working with PCI partners to develop case studies or other content, and be willing to host visitors from other communities who want to learn from your success.

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Should you apply?

Before you submit the Letter of Interest (LOI), your community team may want to consider the following questions, to determine whether this grant opportunity is a good fit with your initiative:

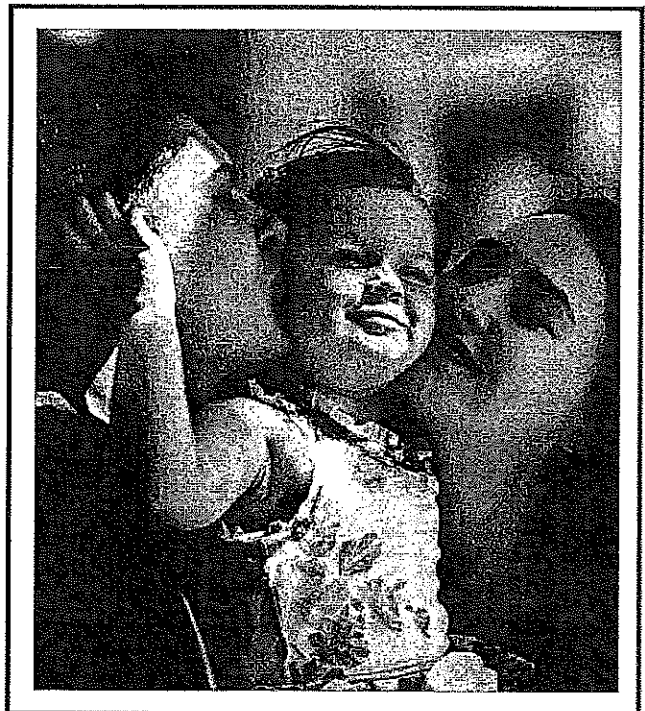
- Do you have a community plan for an initiative to improve child and family outcomes during the prenatal-to-age-three period?
- Does your community have the capacity to collect data that measures progress towards those child and family outcomes? If not, is building that capacity part of your plan?
- Does your community plan align with PCI's impact areas of expansion of high-quality infant/toddler child care or expansion of essential connections to high-quality health, development, and social-emotional support services for children under age three and their families?
- Is there a viable pathway for strategies implemented through this initiative to enable reaching at least 50% of your community's at-risk PN-3 population within 5-7 years? Will you be able to demonstrate meaningful progress towards that goal within the three-year grant period and can you quantify that projected impact?
- Is this initiative designed to be sustained after the three-year grant period? Are local funders engaged and invested?
- What are your relationships (if any) with state agencies or state systems leaders? In what ways do you think the state can support your efforts? Do you have a plan to engage partners at the state level?
- Can you raise an additional 30% of the total grant award in other public or private funds by the end of Year 2?
- Is there potential for your community model/strategies to be replicated and/or scaled within your region, state, or in communities across the country? What do you anticipate is the timeframe for this?
- How is your local initiative connected with state-level efforts to expand high-quality PN-3 services? If not, what linkages can be made?
- Is there key stakeholder leadership and support for this initiative?

How to Apply and Key Dates

Please submit a Letter of Interest to the Pritzker Children's Initiative, using the template provided. If your initiative appears to fit within our criteria, you will be invited to submit a full application.

Letters of Interest will be accepted through **September 16, 2019** via an online portal for invited applicants. Invitations for submitting a full application will be made in October with a proposal deadline in January 2020.

We anticipate that grant awards will be made in March 2020.



Letter of Interest/Application for Submission of Full Proposal

Any Community that wishes to be considered for submission of a full application must first submit a Letter of Interest, due to the Foundation ([via the online portal](#)) by **September 16, 2019**. You will be notified in October 2019 if you were selected to submit a full application.

Organization Name:

Fiscal Sponsor (if different from organization)

Address, City, State, Zip

Contact Name and Title

Contact Email and Phone

1. Please define the community you anticipate working in under this grant. (e.g., City of Bedford Falls, Henry County and the City of Bedford Falls, the Bedford Falls neighborhoods of Twin Oaks and Single Oaks):

Total Population:

Total Population under the age of 3 (estimate):

Total Population under the age of 3 in low-income³ families (estimate):

Data source:

2. Please describe the community partnership. What organizations or coalitions are represented in completing this letter? Which organization(s) is/are accountable for outcomes? Please list the core collaborators and briefly describe the leadership and decision-making structure of this initiative.
3. Briefly describe your proposed initiative, its alignment with the Pritzker Children's Initiative's priorities as described in the Grant Guidelines, and status of implementation.
4. How many low-income children under the age of three in your community will be impacted by your initiative within three years if you are successful?
5. Describe how the proposed plan will identify and address disparities in access and outcomes among specific populations (e.g., based on race, ethnicity/language, geography, or socio-economic factors).
6. What is the potential for scaling this initiative to reach at least half of your community's low-income children (under the age of three) within five to seven years?

Grant awardees will be required to raise an additional 30% of the total award over the course of the grant period. How will you approach this?

³ For the purpose of this grant, PCI is using "low-income", defined as below 200% of the Federal Poverty Level.

Children's Initiative**Community Innovation Grant—Self-Assessment****Questions to Consider Before Submitting an LOI**

Communities that wish to be considered for a Community Innovation Grant must first submit a Letter of Interest (LOI). In addition to careful review of the Grant Guidelines, your community team should consider the following questions to determine whether this grant opportunity is a good fit with your initiative:

- Do you have a community plan for an initiative to improve child and family outcomes during the prenatal-to-three (PN-3) time span?
- Does your community have the capacity to collect data that measures progress towards those child and family outcomes? If not, is building that capacity part of your plan?
- Does your community plan align with PCI's impact areas of expansion of high-quality infant/toddler child care or expansion of essential connections to high-quality health, development, and social-emotional support services for children prenatal-to-three and their families?
- Is there a viable pathway for strategies implemented through this initiative to enable reaching at least 50% of your community's at-risk PN-3 population within five to seven years? Will you be able to demonstrate meaningful progress towards that goal within the three-year grant period and can you quantify that projected impact?
- Is this initiative designed to be sustained after the three-year grant period? Are local funders engaged and invested?
- What are your relationships (if any) with state agency or state systems leaders? In what ways do you think the state can support your efforts? Do you have a plan to engage partners at the state level?
- Can you raise an additional 30% of the total grant award in other public or private funds by the end of Year 2?
- Is there potential for your community model/strategies to be replicated and/or scaled within your region, state, or in communities across the country? What do you anticipate is the timeframe for this?
- How is your local initiative connected with state-level efforts to expand high-quality PN-3 services? If not, what linkages can be made?
- Is there key stakeholder leadership and support for this initiative?

If you answered "yes" to a significant number of these self-assessment questions and wish to submit a Letter of Interest, please review the Grant Guidelines for submission details.

Pritzker Children's Initiative — Community Innovation Grant

Letter of Interest/Application for Submission of Full Proposal

Any Community that wishes to be considered for submission of a full application must first submit a Letter of Interest, due to the Foundation (via the online portal) by September 16, 2019. You will be notified in October 2019 if you were selected to submit a full application.

Organization Name: Children's Trust of Alachua County

Fiscal Sponsor (if different from organization) Same

Address: Children's Trust Records Custodian, 218 SE 24th Street, Gainesville, FL 32641

Contact: Tom Tonkavich, Assistant Director

Contact Email and Phone: TTonkavich@alachuacounty.us; 352-264-6738

1. Please define the community you anticipate working in under this grant. (e.g., City of Bedford Falls, Henry County and the City of Bedford Falls, the Bedford Falls neighborhoods of Twin Oaks and Single Oaks): Alachua County, Florida

Total Population: 263,753

Total Population under the age of 3 (estimate): 8,193 (based on 2,731 live births in 2018)

Total Population under the age of 3 in low-income3 families (estimate): 1,909

Data source: Florida Health Charts:

<http://www.flhealthcharts.com/charts/DataViewer/BirthViewer/BirthViewer.aspx?cid=25>

2. Please describe the community partnership. What organizations or coalitions are represented in completing this letter? Which organization(s) is/are accountable for outcomes? Please list the core collaborators and briefly describe the leadership and decision-making structure of this initiative.

The Children's Trust of Alachua County was established pursuant to Section 125.901 Florida Statute and Alachua County Ordinance 18-08. A large group of community stakeholders worked for years to get the Trust issue on the ballot and over 61% of the Alachua County voters approved creation of the Trust giving it independent taxing authority. The purpose of the Children's Trust of Alachua County is to provide children's services throughout Alachua County focusing on the developmental, preventive, and supportive services. As a Special Independent District with taxing authority, the Trust can levy up to .5 mil, resulting in annual estimated revenues of \$6,876,819.00 (2019 estimate). As a newly created entity, the Trust has established its basic infrastructure (by-laws) and its first year Tentative Budget for October 1, 2019 –

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September 30, 2020. The Trust has also entered into an Inter-local Agreement with the Alachua County Board of County Commissioners and Clerk of the Court for administrative services including finance and accounting, human resources, and legal. The Children's Trust is viewed by many as the leading organization accountable to address the needs and issues impacting Alachua County children and youth.

Since its creation in November 2018, the many advocates and organizations working to get the referendum passed remain steadfastly involved. These stakeholders represent the full gamut of children's issues including prenatal and infant care, early childhood education, social and emotional development, and out of school time providers of early childhood and adolescent development. Additional stakeholders include those focused on addressing documented racial inequities in Alachua County and assuring the voices of marginalized and vulnerable youth are heard.

In accordance with Statute and local Ordinance, the Trust is comprised of 10 members, five designated positions and five individuals from a list of nominee's made by the Board of County Commissioners and appointed by Florida's Governor. The five (5) designated members of the Children's Trust of Alachua County, include Alachua County Commissioner Ken Cornell (Interim Chair), Superintendent of Schools Karen Clarke, the Honorable Susan Wilson-Bullard (Interim Vice-Chair), School Board Member Tina Certain (Interim Treasurer), and Florida Department of Children and Families Designee Cheryl Twombly. The Board of County Commission Trust Nominees have submitted their application materials and are awaiting appointment by the Governor. The Trust is in the midst of hiring an Executive Director; Alachua County Assistant Director of Community Support Services is serving as the Interim Executive Director.

The Trust Interim Chair along with the four other members are ultimately responsible for leadership, decision making, and outcomes of child and youth well-being. As the Governor has not made the remaining Trust appointments, the Interim Chair assures all of the 15 nominees have a voice in Trust decisions. Finally, as publically noticed meeting held in the Sunshine other advocates and all members of the public have an opportunity to speak before the Trust takes any formal action. The Interim Chair assures there is a call for public input before any matter is voted on.

3. Briefly describe your proposed initiative, its alignment with the Pritzker Children's Initiative's priorities as described in the Grant Guidelines, and status of implementation.

Through its Tentative Budget, the Trust has funding for three early childhood development programs previously recommended by the Children's Services Advisory Board. These three programs include NewboRN, a nurse home visit program to assure every new mom and baby gets off to a great start. The CHILD Center which provides early education for young children and their family's works in partnership with the University of Florida Anita Zucker Center for Early Childhood Excellence and Early Learning Coalition to develop and implement innovative practice based coaching methods to Transform Professional Development (TPD). Ultimately,

the CHILD Center will transform the delivery of professional development for early childhood educators throughout Alachua County focusing on improving the quality of early learning and care. The third initiative focuses on early childhood social and emotional development (SED). Featuring two licensed mental health professionals working alongside family support staff, the goal is to assess individual children in need and engage parents. More importantly, the Mental Health professionals also observe and provide feedback to classroom personnel using the Teaching Pyramid Observation Tool with the goal of improving classroom management skills ultimately to reduce suspensions and expulsions. This is critical as local anecdotal evidence strongly supported by literature, suggests that young children exposed to trauma associated with adverse childhood experiences, are more frequently suspended and expelled in early learning centers compared to primary and secondary school.

Currently these programs target those aged birth to five across Alachua County. Combined, these programs address the Pritzker Children's Initiative impact areas. They all serve to increase the number of low-income families with children prenatal to age three who are connected to essential and high-quality health, development and social-emotional support services. Additionally the Transformational Professional Development program operated through the CHILD Center partnerships is perfectly positioned to respond to the second impact area of increasing the availability of affordable, high-quality childcare for low-income infants and toddlers across diverse settings.

Working in partnership with the Pritzker Children's Initiative, the Children's Trust can expand these initiatives to assure greater connectedness of low income families with essential services and high quality child care. Immediate opportunities to expand would include increased efforts to assure low income expectant mothers are more fully engaged in the NewboRN program prior to birth. Similarly, by increasing the number of Practice Based Coaches and licensed Mental Health Counselors, both the Transformative Professional Development and Social and Emotional Development programs can be focused on a greater number of early education centers serving low income families.

4. How many low-income children under the age of three in your community will be impacted by your initiative within three years if you are successful?

As of July 31, 2019, since its inception the NewboRN Home Visiting program completed intakes on 2,120 babies born in the County and completed 686 in home assessments. While the NewboRN program is "universal" in that it serves all Alachua County mothers giving birth, 32% of those receiving a visit had a parental income of less than \$35,000.00 annually and 23% had a parental income below \$20,000.00.

The Transformational Professional Development program served children in 82 classrooms impacting 925 children in their first year. All of the families served except one, qualify for Early Head Start and other subsidies through the Early Learning Coalition. The Social Emotional Development program was initiated in January 2019 and to-date has served 87 families that are all low income with multiple children. Of the 87 served, 51 children have been enrolled to receive ongoing observations and mental health services. With the support of the Pritzker Children's Initiative and ongoing support of the Children's Trust, it is anticipated that the number of low income children served will more than double over the next three years.

5. Describe how the proposed plan will identify and address disparities in access and outcomes among specific populations (e.g., based on race, ethnicity/language, geography, or socio-economic factors).

Addressing racial disparities and inequities is at the forefront of many of Alachua County's leaders. The Friendship 7 (University of Florida, UF Health, Santa Fe College, Chamber, City, County and School Board leaders), commissioned a study on racial inequities in Alachua County. A report issued in January 2018 found significant racial inequities in all key areas such as school suspensions, grade level attainments, high school graduation rates, poverty, birth to teen moms, homeownership, unemployment, income, justice system overrepresentation, etc.

The three programs have been working collaboratively to identify opportunities to learn from one another to improve the ultimate outcome of ensuring every Alachua County child is ready for success in kindergarten. For example, the NewboRN program is capturing data and observations from the Nurse Home Visits to better inform new mothers about how to assess the quality of early care and education programs. Similarly, SED is capturing data from classroom observations and early findings suggest social skills and emotional competencies are not part of the instruction. Similarly, problem solving and emotional expression is not encouraged and there is a lack of knowledge of behavioral management for persistent and challenging student behaviors. When shared collaboratively, these findings help inform and direct the research being implemented with the Practice Based Coaches of the TPD program.

6. What is the potential for scaling this initiative to reach at least half of your community's low-income children (under the age of three) within five to seven years?

As designed the NewboRN Home Visiting program is geared towards serving all children born in Alachua County who will be residing in the community. Based on the first 15 months of the programs operation, almost two-thirds (66%) of moms giving birth are informed of the home visit program, a little more than half (57%) of the moms offered the home visit consent to participate. About half (56%) of the moms who consent to participate have an actual home visit. With additional resources the program could readily scale to reach a much higher percentage of pregnant women and with changes in program communications could reach more women prior to the hectic time of labor and delivery. Similar strategies can be implemented to increase the number of moms consenting and increases in the percentage of

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visits completed. Conservatively, the program can become fully enculturated in the medical community to favorably impact program performance in the next three to five years.

TPD and SED are more tightly integrated and on a slightly longer time frame for scaling. TPD has identified its scaling to progress through five stages; Exploration and Installation (Year 1), Initial Implementation (Year 2), Implementation (Year 3), and Sustainability (Year 4 and beyond). SED is currently in Year 1 and TPD is closing out Year 2 and is slightly ahead of schedule having completed some Year 3 objectives. Collectively both programs serve about 150 children annually. Conservative estimates to scale both initiatives to serve one-half of our low income children (approximately 1,000) would require a four to five fold increase in resources and require 3 years for full implementation.

7. Grant awardees will be required to raise an additional 30% of the total award over the course of the grant period. How will you approach this?

The funding for the Children's Trust of Alachua County is all new, beginning with taxes received in November 2019. With the creation of this new Special Taxing District, new funds are now available to address the needs of all Alachua County children. Based on the adoption of its tentative budget, to-date \$1.2 million has been committed towards this initiative. Additionally, \$250,000 in new funds are being allocated in the coming fiscal to conduct a needs assessment across all ages 0 to 18 to identify needs and gaps in services in the County. The Trust will base future funding recommendations on the outcome of this needs assessment.