



February 23, 2021

Mr. Collin Murphy
Executive Director
Children's Trust of Alachua County
P.O. Box 5669
Gainesville, FL 32627
Submitted via e-mail to kgoldwire@childrenstrustofalachuacounty.us

Dear Mr. Murphy:

Thank you for the opportunity to submit a request to the Children's Trust of Alachua County for matching funds. Below and attached to this e-mail are the documents in support of our request.

Name of the funding organization or grantor: Children's Home Society of Florida would like to apply for the match funding required by the University of Central Florida's grant to Howard Bishop, a Community Partnership School in order to fully fund the programs goals.

Copy of grant narrative with budget: Attached and below.

Summary of goals and outcomes of the proposed program/project: This match funding request addresses one of the core issues in the Children's Trust of Alachua County's (CTAC) strategic funding plan "*All children can learn what they need to be successful*".

The University of Central Florida (UCF) currently grants \$255,000 of legislative funding to sustain the Community Partnership School model at Howard Bishop Middle. UCF requires a mandatory 25% match (\$63,750 is 25% of \$255,000). **Children's Home Society of Florida is requesting \$57,004 in CTAC match funding to provide a full time, year round Wellness Coordinator (\$49,004 salary plus benefits) and \$8,000 match for two AmeriCorp Members dedicating 30 hours a week each to better serve the students at Howard Bishop Middle, a Community Partnership School.**

We do good.



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A Community Partnership School is a partnership (school district, health care provider, university or college, non-profit) that convenes services via a “hub” where children and families find support to eliminate barriers to student achievement. Schools become centers of the community, open to everyone in a “one-stop shopping” service model. Children’s Home Society (CHS) is the non-profit partner of 20 Community Partnership Schools (CPS) in Florida including Howard Bishop Middle, a Community Partnership School in Gainesville. CHS operates the “hub” at Howard Bishop CPS, and our CHS CPS director runs the operations within the Community Partnership School, bringing the right partners, services and solutions into the school. Services are based on 4 pillars: afterschool learning opportunities (tutoring); student supports (counseling, medical/dental, basic needs); family engagement (parenting classes/job resources); and collaborative leadership (collective impact). The core partners at Howard Bishop are: Children's Home Society of Florida, the School Board of Alachua County, Santa Fe College, the University of Florida, and the Alachua County Health Department. Howard Bishop CPS serves 631 students of which 70% are minority/nonwhite and 51% are economically disadvantaged.

CTAC funds would provide a Wellness Coordinator position which is critically needed to increase health and medical awareness for students, parents, and the community. This person would coordinate and connect proactive medical health, dental, vision, nutrition, and mental health awareness and wellbeing for children and families in our community. This position is in charge of securing all necessary paperwork (securing parent signatures), scheduling appointments, securing transportation (bus passes) if families need, and following up to ensure parents attended their scheduled medical/health appointment. This position will also assist in setting up mobile units for health services, coordinating health care events and enrolling parents in Medicaid to help garner insurance for their children. Healthy students are able to focus fully in class and prevention services increase school attendance.



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To help improve overall academic success for our students, the Wellness Coordinator will:

- Design and implement an overall outreach plan to engage families to participate in healthcare activities and services on campus and the community.
- Coordinate healthcare opportunities to promote wellness, nutrition, excellent dental hygiene, and strengthen healthcare partnerships.
- Coordinate various healthcare entities within the school to streamline data to present a wellness dashboard for the school administration team.
- Work on developing one consent form to cover the various wellness services throughout the school.
- Look for opportunities to provide better wellness services to our students, parents, and community members/families.

In addition to the Wellness Coordinator position, CTAC match funding will provide \$8,000 for two AmeriCorp Members (30 hour work week each) one will support the Wellness Coordinator in the aforementioned wellness initiatives and one AmeriCorp Member will support Volunteer and Mentor services. (UCF submitted the grant for the AmeriCorp Members and we will hear back in July.)

The AmeriCorp Member dedicated to Volunteer and Mentor services is needed to assist with the mentorship program and to increase community participation at Howard Bishop CPS events. The mentoring program will target at-risk students to ensure their social/emotional needs are met. This position will also promote events and volunteer opportunities on campus.

To help improve overall success for our students and families, the AmeriCorp Member will:

- Work with school staff to identify volunteer needs.
- Assist with implementation of a volunteer recruitment plan.
- Establish a database system for volunteers and donations to track hours volunteer hours served.
- Coordinate regularly scheduled meetings to ensure ongoing communications with HUB team, school staff, and community partners.
- Recruit, select, screen, orient, and train volunteers.
- Assign, supervise and evaluate program volunteers and assist supervisory staff.
- Coordinate special activities, projects and events.



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- Develop and prepare educational materials for volunteer training and volunteer newsletter.
- Promote programs through outreach activities and networking.
- Respond to questions and calls concerning volunteer opportunities.
- Manage social media.
- Create marketing materials to promote events that engage students and the community.

Goals and Outcomes:

In order to increase utilization of health care services, our Wellness Coordinator and AmeriCorp members together will target the following goals:

1. Double preventive health measures by securing 120 students signed flu mist forms in order to receive the vaccination (20% of student population, up from 52 students this past year).
2. Double the number of students (50 students) receiving dental services this year. The Wellness Coordinator will secure dental service forms and coordinate with the Department of Health to set up clinic(s) on campus.
3. Double the number of students (100 students) participating in vision screenings. The Wellness Coordinator will secure parent signatures on vision forms and coordinate with Heiken to set up services on campus. If students receive a voucher for glasses, the Wellness Coordinator follows up to ensure parents get their students the necessary eyewear.
4. To encourage consistent Mental Health counseling on campus, this position will have 55 students with a signed consent form on file for Mental Health Services by a Masters level Counselor. Students needing Mental Health services are identified by school administration during Student Support Service meetings or students can request services directly.
5. Increasing parent involvement by 25% (50 parents) will help families gain access to key services and information. The AmeriCorp Member will track event attendance.

Narrative describing how CTAC funds will be spent: CTAC's budget forms, Attachment I & II



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Match request amount and its percentage of the full budget:

The University of Central Florida (UCF) will fund \$255,000 of legislative funding to sustain the Community Partnership School model at Howard Bishop Middle. UCF requires a mandatory 25% match (\$63,750 is 25% of \$255,000), of which Children's Home Society of Florida is asking for \$57,004 which represents 22% of the full budget.

Thank you again for reviewing our request. Please feel free to reach out to LaToya Jennings-Lopez at 352-363-9787 or LaToya.JenningsLopez@chsfl.org for any program specific questions. We look forward to hearing from the Children's Trust of Alachua County regarding their interest in this matching grant opportunity to support the students at Howard Bishop Community Partnership School. Together, our community can eliminate barriers and help students achieve their full academic potential!

Sincerely,

Ernest "Ernie" Hamilton
Regional Executive Director

Attachments in e-mail:

1. CTAC's budget forms, Attachment I & II
2. UCF funding letter requiring a 25% match and full budget
3. 990
4. Financial audit
5. Articles of Incorporation
6. <http://search.sunbiz.org/Inquiry/CorporationSearch/SearchResultDetail?inquirytype=FeiNumber&directionType=Initial&searchNameOrder=5901924307072620&aggregateId=domnp-707262-cbd891c6-34e3-4820-a09e-d849113daea5&searchTerm=590192430&listNameOrder=5901924307072620>
7. W-9 Request for Tax Payer Identification Number and Certification



Children's Trust of Alachua County Matching Funds Requests

Attachment I - Program Budget for Howard Bishop Middle, a Community Partnership School

Agency	Children's Home Society of Florida
Program	Howard Bishop Middle, a Community Partnership School
Contract Period	7/1/2021 – 9/30/2021

Personnel Expenses

Personnel	\$12,231
Fringe	\$2,963
Total Personnel	\$ 15,194

Operating Expenses

Travel	
Office Supplies	
Program Supplies	
Contractual Services	
Non-Capital Equipment (<\$5000)	
Postage	
Printing	
Communications	
Insurance	
Professional Services	
Equipment rental and maintenance	
Other Operating Expenses	
Total Operating Expenses	\$ 0.00

Total Direct Expenses	\$ 15,194
Indirect Expenses	
Total Expenses	\$ 15,194



Attachment II Budget Narrative

PERSONNEL EXPENSES

Personnel

Position	Salary/Rate	FTE or % of time on the project	Total
Wellness Coordinator	July 1-September 30 of \$38,000	100%, 1 FTE, year round	10,231
AmeriCorp Member assisting with Volunteers	July 1-September 30 of \$4,000	100%, 30 hours	\$1,000
AmeriCorp Member assisting with Wellness	July 1-September 30 of \$4,000	100%, 30 hours	\$1,000
Total Personnel			\$12,231

JUSTIFICATION: Describe the role and responsibilities of each position.

A Wellness Coordinator is needed to increase health and medical awareness for students, parents, and the community. This person would advocate and connect proactive medical health, dental, vision, nutrition, and mental health awareness and wellbeing for children and families in our community. A Wellness Coordinator would help educate and coordinate various wellness support and services to students and families and help provide a better understanding of the importance of pro-active health attention.

In addition to the Wellness Coordinator position, CTAC match funding will provide \$8,000 for two AmeriCorp Members (30 hour work week each) one will support the Wellness Coordinator in the aforementioned wellness initiatives and one AmeriCorp Member will support volunteer and mentor services.

Benefit	Rate	Salary and Wages	Total
FICA Tax (6.2% paid on the first \$132,900 per employee)	6.2%	\$10,231	\$634
MICA (1.45% Medicare tax) No base wage	1.45%		\$148
Life & Health Insurance	12.70%		\$1,299
Worker's Compensation	1.79%		\$183
Unemployment	.31%		\$32
Retirement Contributions	6.34%		\$649
Other Fringe (calculations must be shown)	.17% Disability		\$18
28.96%		Total Fringe Benefits	\$2,963

JUSTIFICATION:

This request would include fringe for the Wellness Coordinator position only. The AmeriCorp Members are not full time employees of Children's Home Society so they are ineligible for benefits.

OPERATIONAL EXPENSES -N/A

Travel

Purpose of Travel	Location	Item	Rate	Cost
Total				



JUSTIFICATION: Describe the purpose of travel and how costs were determined.

Office Supplies – N/A

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.



Attachment II Budget Narrative

Program Supplies

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

Contractual Services: A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under this agreement. Such arrangements may be in the form of consortium agreements or contracts.

Name of Contract	Service	Rate	Other	Cost
Total				

JUSTIFICATION: Explain the need for each contractual agreement and how they relate to the overall project.

Non-Capital Equipment (< \$5000)

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

Postage/Freight

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

Printing

Item	Rate	Cost
Total		



Attachment II Budget Narrative

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

Communications

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

Insurance

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

Professional Services: A consultant is an individual retained to provide professional advice or services for a fee.

Name of Contract	Service	Rate	Other	Cost
Total				

JUSTIFICATION: Explain the need for each contractual agreement and how they relate to the overall project.

Equipment Rental and Maintenance

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.



Attachment II Budget Narrative

Other Operating Expenses

Item	Rate	Cost
Total		

JUSTIFICATION: Break down costs into cost/unit (e.g. cost/square foot, etc.). Explain the use of each item requested.

(insert justification here)

INDIRECT EXPENSES

Total Costs (Personnel and Operational Expenses)	Rate (not to exceed 10%)	Cost



Children's Trust of Alachua County Matching Funds Requests

Attachment I - Program Budget for Howard Bishop Middle, a Community Partnership School

Agency	Children's Home Society of Florida
Program	Howard Bishop Middle, a Community Partnership School
Contract Period	10/1/2021 – 6/30/2022

Personnel Expenses

Personnel	\$33,769
Fringe	\$8,042
Total Personnel	\$ 41,811

Operating Expenses

Travel	
Office Supplies	
Program Supplies	
Contractual Services	
Non-Capital Equipment (<\$5000)	
Postage	
Printing	
Communications	
Insurance	
Professional Services	
Equipment rental and maintenance	
Other Operating Expenses	
Total Operating Expenses	\$ 0.00

Total Direct Expenses	\$ 41,811
Indirect Expenses	
Total Expenses	\$ 41,811



Attachment II Budget Narrative

PERSONNEL EXPENSES


Personnel

Position	Salary/Rate	FTE or % of time on the project	Total
Wellness Coordinator	October 1- June 30 of \$38,000	100%, 1 FTE, year round	27,769
AmeriCorp Member assisting with Volunteers	October 1– June 30 of \$4,000	100%, 30 hours	\$3,000
AmeriCorp Member assisting with Wellness	October 1– June 30 of \$4,000	100%, 30 hours	\$3,000
Total Personnel			\$33,769

JUSTIFICATION: Describe the role and responsibilities of each position.

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Benefit	Rate	Salary and Wages	Total
FICA Tax (6.2% paid on the first \$132,900 per employee)	6.2%	\$27,769	\$1,722
MICA (1.45% Medicare tax) No base wage	1.45%		\$403
Life & Health Insurance	12.70%		\$3,527
Worker's Compensation	1.79%		\$497
Unemployment	.31%		\$86
Retirement Contributions	6.34%		\$1,761
Other Fringe (calculations must be shown)	.17% Disability		\$46
28.96%		Total Fringe Benefits	\$8,042

JUSTIFICATION:

This request would include fringe for the Wellness Coordinator position only. The AmeriCorp Members are not full time employees of Children's Home Society so they are ineligible for benefits.

OPERATIONAL EXPENSES –N/A

Travel

Purpose of Travel	Location	Item	Rate	Cost
Total				



JUSTIFICATION: Describe the purpose of travel and how costs were determined.

Office Supplies – N/A

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.



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Program Supplies

Item	Rate	Cost
Total		

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Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

Postage/Freight

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

Printing

Item	Rate	Cost
Total		



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JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

Communications

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

Insurance

Item	Rate	Cost
Total		

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Professional Services: A consultant is an individual retained to provide professional advice or services for a fee.

Name of Contract	Service	Rate	Other	Cost
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Equipment Rental and Maintenance

Item	Rate	Cost
Total		

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.



Attachment II Budget Narrative

Other Operating Expenses

Item	Rate	Cost
Total		

JUSTIFICATION: Break down costs into cost/unit (e.g. cost/square foot, etc.). Explain the use of each item requested.

(insert justification here)

INDIRECT EXPENSES

Total Costs (Personnel and Operational Expenses)	Rate (not to exceed 10%)	Cost