

**CHILDREN'S TRUST OF ALACHUA COUNTY
RESOLUTION 2023-05**

**AMENDMENT TO SECTION 6.80 "SPECIAL PROGRAMS" OF THE
CHILDREN'S TRUST OF ALACHUA COUNTY'S PROCUREMENT POLICIES**

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

WHEREAS, the Trust desires to update the sponsorship language and continue to fund local events supporting children and their families.

WHEREAS, the Trust desires to include language for the emergent needs fund and establish procedures to support and provide a safety net to providers when crisis situations arise that may jeopardize services to children and their families.

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

SECTION 1: **AMENDMENT** “6.80 Special Programs” of the Children's Trust of Alachua County Board Policies is hereby *amended* as follows:

A D O P T I O N

6.80 Special Programs

A. Matching / Leveraged Funds

1. **Conditions for use.** A proposal for match funding may be received by The Children’s Trust either when:
 1. The initial funding proposal is offered to the provider from the primary funding source; or
 2. After the primary funding source has confirmed the award.
2. **Review.** The Executive Director or designee will review the application for documentation verifying that:
 1. Match funding is required by the primary funding source.
 2. Applicant brings new funds to Alachua County (i.e., not simply replacing an existing match or matching local dollars that already exist in the community).
 3. Applicant provides recurring, sustainable, and ongoing resources versus a one-time only match.
3. **Evaluation.** The Executive Director or designee will consider whether the proposal meets the stated goals and objectives stated by the Trust, whether the services fill a community need, and whether the costs are commensurate with the outcomes proposed by the Agency. The Executive Director may consider other criteria in making a recommendation for funding so long as the criteria is explicitly stated in the recommendation.
4. **Recommendation.** Agencies not recommended for funding shall be notified in writing by the Executive Director. Agencies recommended for funding shall be presented to the Board for approval.
5. **Contracts.** Agencies awarded funding under this provision shall be contacted in accordance with the policies stated in Section 6.70.

B. Sponsorships

1. **Conditions for use.** Children’s Trust of Alachua County (CTAC) wishes to support local agencies by providing sponsorships for events and activities supporting children and their

families. Funds for this special category are limited and denial of any request shall in no way be construed as a reflection of the project submitted or the agency involved.

2. **Review.** The Executive Director or designee will review the application and documentation.
 1. Submit a request online by completing the sponsorship webform, signed by an authorized signer, at a minimum of sixty (60) days, but no more than one-hundred and eighty (180) days in advance of the planned activity.
 2. Briefly describe the planned event and its relationship to the mission and goals of the CTAC.
 3. Include information about the purpose/goals of the event, the estimated impact and number of citizens or community members reached.
3. **Evaluation.** The Executive Director or designee will consider whether the proposal meets the goals and objectives stated by the Trust, whether the event activities address a community need, and whether the costs are commensurate with the impact and reach proposed by the Agency. The Executive Director may consider other criteria in making a recommendation for funding so long as the criteria is explicitly stated in the recommendation.
4. **Recommendation.** The Executive Director or designee has the authority to approve or deny sponsorship requests. Agencies not recommended for funding shall be notified in writing by the Executive Director or designee. Agencies approved for funding will be reported to the Board each month on the Consent Agenda.
5. **Payment.** If approved by the Executive Director, the request and backup are provided to the CTAC Finance Department for processing and payment.

C. Emergent Needs Fund

1. **Conditions for use.** The emergent needs fund is an opportunity for the Children's Trust of Alachua County to support local providers, offering services to children and their families, when in a crisis situation that may jeopardize their services. Funds in this special category are limited and on a one time only basis during any fiscal year. The denial of any request shall in no way be construed as a reflection of the project submitted or the agency involved.
 1. Current funding from the Children's Trust of Alachua County is not a determining factor for this special funding category.
 2. Agencies submitting a request must provide services that address the Children's Trust goals and strategies.
 3. The intent of the emergency funding is not to make organizations whole or remedy contractual or service errors or omissions with other funders.
 4. Emergent needs fund requests are capped at \$20,000, with the exception of requests for large repairs and other needs caused by natural disasters.
 5. Emergent needs requests submitted to the Children's Trust of Alachua County should only be made as the last resort.
2. **Review.** The Executive Director or designee will review the application and supporting documentation.
 1. Submit request online by completing the emergent needs webform, signed by an authorized signer.
 2. Requests must include the following.
 1. Required financial documents, which may include an audited financial statement.
 2. Steps taken by the requesting agency to resolve the emergent need on their own.
 3. Description of the adverse impact to service delivery if emergent needs funding is not available.
3. **Evaluation.** The Executive Director or designee will consider whether the request meets the requirements of the application. The Executive Director may consider other criteria in making a recommendation for funding so long as the criteria is explicitly stated in the recommendation.
4. **Recommendation.** The Executive Director or designee has the authority to approve or deny all requests. Agencies not recommended for funding shall be notified in writing by the

Executive Director or designee. Agencies approved for funding will be reported to the Board each month on the Consent Agenda.

5. **Payment.** If approved by the Executive Director, the request and backup are provided to the CTAC Finance Department for processing and payment.

PASSED AND ADOPTED BY THE CHILDREN'S TRUST OF ALACHUA COUNTY BOARD; this 3rd day of April 2023.

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

Presiding Officer

Attest

Tina Certain, Chair
Children's Trust of Alachua County

Marsha Kiner, Secretary
Children's Trust of Alachua County