

**CHILDREN'S TRUST OF ALACHUA COUNTY  
RESOLUTION 2022-05**

**YDCBC Capacity Building Funds for Enrichment Providers ITN 2022-04**

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

**WHEREAS**, the Trust seeks to increase enrichment activities that offer youth the opportunity to learn and explore specialty activities by supporting Enrichment Providers in the development and implementation of capacity building plans that will strengthen their organizational quality and enhance program capacity; and

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

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

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

**SECTION 2: EFFECTIVE DATE** This Resolution shall be in full force and effect from February 14, 2022 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 14<sup>th</sup> day of February 2022.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>NOT VOTING</b>
Dr. Maggie Labarta	_____	_____	_____	_____
Tina Certain	_____	_____	_____	_____
Lee Pinkoson	_____	_____	_____	_____
Dr. Karen Cole-Smith	_____	_____	_____	_____
Ken Cornell	_____	_____	_____	_____
Dr. Nancy Hardt	_____	_____	_____	_____
Dr. Carlee Simon	_____	_____	_____	_____
Dr. Patricia Snyder	_____	_____	_____	_____
Cheryl Twombly	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Dr. Maggie Labarta, Chair  
Children’s Trust of Alachua County

\_\_\_\_\_  
Colin Murphy, Secretary  
Children’s Trust of Alachua County

## Exhibit A

EVENT	DATE/DUE DATE
Release of the competitive solicitation and the beginning of the Cone of Silence	Friday, February 18, 2022
<b>Optional Information Session</b> Attendance is highly recommended. Zoom Registration Link: (TBD)	Thursday, March 3, 2022 at 10:00am
Last day to submit written questions	Monday, March 7, 2022
<b>Technical Assistance Office Hours</b> One-on-one appointments can be scheduled to answer any technical questions regarding application materials. (Send email to <a href="mailto:Procurement@childrenstrustofalachuacounty.us">Procurement@childrenstrustofalachuacounty.us</a> to schedule an appointment)	Week of March 7, 2022
Final response to all written questions posted	Wednesday, March 9, 2022
<b>Submission Deadline</b>	<b>Friday, March 18, 2021 at 3:00PM</b>
Application Review Period	March 19, 2022 – March 25, 2022
Applicant interviews ( <b>upon discretion of the CTAC</b> )	March 28, 2022 – March 30, 2022
Public Evaluation of Applications Zoom registration link: (TBD)	Thursday, March 31, 2022 at 3PM
<b>Funding recommendations released; end of the cone of silence</b>	<b>Monday, April 4, 2022</b>
<b>The Children’s Trust of Alachua County Board Meeting - Review of Award Recommendation</b>	Monday, April 11, 2022
Appeal review starts (if needed)	Tuesday, April 12, 2022
<b>Contract Negotiations begin</b>	Tuesday, April 12, 2022
<b>Contracts Start</b>	May 1, 2022

## Exhibit A

### A. Minimum Requirements to Bid

Eligible organizations can apply for funding based on the following requirements:

1. Provider must be currently qualified to conduct business in the State of Florida.
2. Provider must not be an Alachua County Public school or charter school approved by any public school system in the State of Florida.
3. Must be a provider that offers push-in/add-on services to OST programs in Alachua County

### B. Scope of Service and Budget

Utilizing the standards provided by the Florida Afterschool Network, providers will complete a capacity building plan. The standards provide a framework for the development of a caring, dynamic, stimulating and safe environment for children and youth. The intent of the capacity building plan is to support organizations' ability to implement programming that serves children with creative and enriching activities.

The capacity building plan includes the following categories:

1. Administration and Organization
2. Program Management and Staff
3. Communication and Interaction
4. Program Structure and Activities
5. Health, Safety and Nutrition
6. Program Environment
7. Family and Community Involvement
8. System Building

Providers will complete a self-assessment of their current organizational capacity and identify and prioritize a minimum of 4 standards to focus their capacity building goals and deliverables. Each selected element will include a program goal that will follow a SMART goal format:

**Specific** (simple, sensible, significant)

**Measurable** (meaningful, motivating)

**Achievable** (agreed, attainable)

**Relevant** (reasonable, realistic and resourced, results-based)

**Time-bound** (time-based, time limited, time/cost limited, timely, time-sensitive)

## Exhibit A

### C. Program Timeline and Deliverables

DATE RANGE	DELIVERABLE	EVIDENCE	DUE DATE
Date of Award – May 1, 2022	1. Approved Capacity Building Plan and self-assessments	<input type="checkbox"/> Approved Capacity Building Plan	May 1, 2022
June 2022 - September 2022	2. Monthly Progress Reports and invoices	<input type="checkbox"/> Monthly Progress Reports	Due the 15 <sup>th</sup> of every month
September 30, 2022	3. End-of-Program Narrative and Post self-assessments	<input type="checkbox"/> End-of-Contract Narrative <input type="checkbox"/> Self-Assessments	October 15, 2022

### D. Budget:

Providers will be awarded capacity building funding to support the successful completion of their plans. Program budget will include the following categories:

- A. **Indirect Planning:** Programs will be awarded capacity building funds based on program revenue from the previous year. If the program’s revenue is over \$75,000, indirect planning funding will be capped at \$10,000. If revenue is under \$75,000, indirect planning funding will be \$5,000. Providers will be compensated upon completion of deliverables identified on their capacity building plans. Each goal identified on the capacity building plan will be assigned a funding value at time of contracting based on the number of goals included in the plan.
- Direct Costs:** Programs will be awarded direct costs to support the implementation of specific activities associated with their direct cost requests. CTAC will pay for all reasonable costs, but they must be estimated at time of contracting and approved in advance by contract manager. Examples of direct costs include costs to obtain background checks, membership fees, trainings, classes, etc. Providers will be compensated for direct costs on a cost-reimbursement basis with appropriate documentation. Providers can receive an initial advance of 25% of direct costs, but reimbursements must be trued up before additional payments are made. Payments in excess of the trued up value will need to be returned to the CTAC at the conclusion of the contract.

### E. Eligible Funding Uses

Funding can be used for eligible expenses, as defined below.

- Expenses must be incurred during between May 1, 2022 - September 30, 2022.

## Exhibit A

- Direct costs for tasks and activities related to background checks, membership fees, trainings, classes, etc.
- To purchase supplies and materials needed to improve safety and wellness or program activities.
- To account for staff time spent planning, developing and completing strategies.
- Software and technology items that do not individually cost over \$1,000 (see funding restrictions).

Grant funding cannot be used for the following purposes:

- The purchase of capital equipment. Capital equipment represents individual items purchased at a cost of \$1,000 or more with a life expectancy of more than one year.
- Revenue replacement or revenue losses experienced during the contract period.
- Duplicative expenses already covered in the known grants or contracts.
- Real property.

### F. Evaluation Criteria

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

Evaluation Criteria	Review Guidelines	Points Awarded
Organizational Eligibility	The applicant clearly meets all minimum Requirements to bid.	1
Capacity Building Plan	The applicant submitted all forms and completed a satisfactory capacity building plan and budget.	1
	Total	2 points

Applicants that meet the criteria will be recommended for funding.

Application Score	Funding Recommendations
2	Green – Recommended for Funding
1 or less	Red – Not Recommended for Funding