



**CHILDREN'S TRUST**  
OF ALACHUA COUNTY

## **REQUEST FOR APPLICATIONS**

### **RFA #20-937**

## Capacity Increases and Infrastructure Improvements for Programs Serving Youth

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

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

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

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

**1.0 GENERAL PROVISIONS**

**1.1 Background**

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

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

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

**1.2 Purpose and Respondent Qualifications**

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

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

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

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

**1.3 Informational Pre-Application Meeting**

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

10:00 am Tuesday, November 26, 2019  
Alachua County Health Department, Thomas Coward Auditorium  
224 SE 24th St  
Gainesville, FL 32641

**1.4 Application Submission**

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

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

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**ABSOLUTELY NO LATE APPLICATIONS WILL BE ALLOWED/ACCEPTED**

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

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

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

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

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

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

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

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

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

### 1.5 Inquiries/Questions

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

1.5.2 -Every Addendum to this RFA will be posted online via ZoomGrants.com within the CTAC grant application document (refer to Grant Resource Information tab in the online application document). The final addendum will be posted/available by 5:00 p.m. on ~~Wednesday, November 17<sup>th</sup>, 2019~~ Monday, December 2<sup>nd</sup>, 2019 and will be titled, "Final Addendum". It is important to know that Addenda can contain corrections, changes, additional information, etc. about the RFA. The applicant is responsible for adhering to the information in each addendum, and acknowledging receipt of the Final Addendum.

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

### 1.6 Prohibited Communications During the RFA Application Process

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

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

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

**1.7 Acceptance/Rejection of Applications**

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

**1.8 RFA Appeal Process**

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

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

**1.9 Proprietary Information**

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



**2.0 GENERAL PROGRAM GUIDELINES**

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

1. Have a physical presence in Alachua County
2. Designated as a 501(c)(3) non-profit organization by the Internal Revenue Service or explain alternate legal/tax status
3. Be responsive to the documented findings of racial inequities and disparities in Alachua County and include clearly identified strategies to reach marginalized and vulnerable youth populations
4. Serve youth ages 6-18 years for Funding Categories 1 through 4 and from birth to age 18 for Category 5 (Capital requests)
5. Participate in planning, data gathering, and evaluative activities as requested by the Children’s Trust of Alachua County
6. Be able to demonstrate performance measures to evaluate project outcomes
7. Propose to establish, or use an established multi-disciplinary collaborative body, to assure funding and services are provided with minimal duplication of effort, utilize evidence based or best industry practices, and leverage existing personnel, expertise, property, and equipment
8. Applications must establish a **“Foundation for Future Years”** of service to Alachua County children
9. Applicants must provide assurance that it will comply with all Florida Statutes which require related to Level 2 criminal backgrounds checks for all staff and volunteers. If the proposal provides that either staff or volunteers will that have unsupervised contact with children served through programs funded by the Children’s Trust of Alachua County and a Level II screening is not contemplated, then an explanation as to how Florida Law does not require that they this background check must accompany the proposal. All screenings are to be substantially consistent with the standards set forth in Florida Statute 435.04.

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**2.1 Funding Categories**

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

1. Seasonal Expansion or Pilot Programs: This could include increased staffing and operational costs to expand capacity to serve youth via Spring/Summer time programming. Additionally, it could fund pilot programs that would be concluded, with measurable outcomes, prior to October 1, 2021-2020 and/or,

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2. Increase Service Volume: Build system capacity and/or improved quality programming to serve additional youth, i.e., transportation and programming in school buildings and provide transportation home after out of school time activities, and/or
3. Innovation Fund: New and innovative projects focusing on priority issues to promote the growth and development of children and adolescents including treating children that have experienced trauma. New ways to solve old problems that are cost-effective, data-driven and lead to better results which can include promising approaches showing signs of effectiveness that have the potential for greater scale, and or
4. System Capacity Building: –Non-profit organization work force development in evidenced based practice, leadership, use of data and program evaluation models, system of coordination, grant writing, volunteer coordination, collaborative administration coordination, professional development for youth development workers, development of out of school standards and practices, etc.
5. Capital Improvements: One-time capital improvements that would increase capacity to serve youth from birth to age 18, in existing programs that can be fully expended no later than September 30, ~~2021~~2020, unless approved by the CTAC. 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.

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## 2.2 Funding Restrictions

Funds cannot be used to supplant existing and ongoing administrative expenses not solely attributed to the proposed project, i.e., general administrative salaries and fringes, financial audit, liability insurances, utilities, indirect charges, etc. Funds awarded through this solicitation must be expended prior to October 1, ~~2021~~2020 and are not subject to further appropriation, i.e., one-time funding for Fiscal Year 2019-~~2021~~2020. There is no expectation of future funding for a solicitation of this RFA, however there may be a no-cost extension of time to expend awarded funds through September 30, 2021, when approved by the CTAC, or any of extension of time to expend awarded funds.

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## 2.3 Estimated Availability of Funding

The CTAC anticipates awarding up to \$1,500,000.00 in funding categories #1 through #4 above through this solicitation. The actual amount of funding awarded maybe more or

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

#### 2.4 RFA/Procurement Anticipated Timeline

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

~~October 23, 2019~~ – Procurement and Legal Review of the RFA

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~~October 24~~ November 4, 2019 – CTAC Approves DRAFT RFA/Application

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November 15, 2019 – Procurement Issues RFA

November 15 and 22, 2019 – Advertise Release of RFA

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

December 12, 2019 – Final Addendum

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December 18, 2019 – Applications Submission Deadline

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

January 24~~17~~, 2020 – Deadline for Evaluation Committee to turn in scores

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January 27, 2020 – CTAC Receives Staff's Scores

TBD – CTAC Reviews/Approves Contracts

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

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

#### 2.6 Authorization to Apply

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

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

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### 2.7 Religious or Sectarian Engagement

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

### 2.8 Multiple Submissions

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

### 2.9 Extension of Time to Expend Funds

If an extension is required to expend funds, a written request must be submitted and received by:

Chair, Children's Trust of Alachua County  
c/o Children's Trust Record Custodian  
218 SE 24th Street  
Gainesville, FL 32641

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The request must be received no later than August 3<sup>rd</sup>, 2020 by 5:00p.m.

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**3.0 RFA SELECTION PROCEDURES AND GRANT AWARD RECOMMENDATIONS**

**3.1 RFA Grant Application**

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

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

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**3.2 Negotiation of Contract**

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

**4.0 SELECTION AND EVALUATIVE CRITERIA**

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

**4.1 Application Screening**

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

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

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**4.2 Evaluation Criteria**

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

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Scoring Criteria	Score Range	
1. <b>Program Summary:</b> The degree to which the proposed program is reasonable given evidence of need, requested budget and other resources, uses evidenced based or promising approaches, is well-thought-out in that activities clearly relate to stated outcomes, and is achievable given the timeline and budget.	0 - 10	Formatted: Not Highlight
2. <b>Partnerships/Collaborations:</b> 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 - 15	Formatted: Not Highlight
3. <b>Program Budget and Cost Effectiveness:</b> The degree to which the program budget is reasonable and is in alignment with the description of program services or capital project. Planned expenditures can reasonably be completed by September 30, 2021. The degree to which the costs are reasonable for Alachua County taxpayers considering the services provided and outcomes produced.	0 - 15	Formatted: Not Highlight
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4. <b>Measurable:</b> The application describes measurable outcomes which logically relate to the types of proposed services or capital project. The data collection and reporting planned is well thought out and complete.	0 - 10	Formatted: Not Highlight
5. <b>Racial Inequities and Disparities and Responsive to Economic Disparities:</b> The application is responsive to the documented findings of racial inequities and disparities in Alachua County and proposes strategies to reach marginalized and vulnerable youth, address disproportionate under/over representation, and under-served and under-represented populations, and reduces economic barriers to participation and/or access to services.	0 - 15	Formatted: Not Highlight
6. <b>Foundation for Future Years:</b> 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	
7. <b>Application Quality and Completeness of Information:</b> 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	
8. <b>Serves Rural Area and/or Responsive to Economic Disparities:</b> The project provides services in the rural areas of Alachua County, outside the urban	0 - 10	Formatted: Not Highlight

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Scoring Criteria	Score Range
cluster, reduces economic barriers to participation, and/or increases access to services.	

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**4.3 Scoring Multiple Applications Submitted by Same Lead Agency**

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

**4.5 Funding Awards**

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

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**5.0 GENERAL TERMS AND CONDITIONS**

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

**5.1 Assignment of Personnel**

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

**5.2 Basis for Contract Negotiation**

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

**5.3 Insurance Requirements**

Please refer to Exhibit A – Insurance Requirements for information

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**5.4 Term of the Contract**

The contract shall be effective upon execution by both parties and continuing through September 30, ~~2021~~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 ~~(Not Applicable to Government Agencies)~~**

The Agency agrees to protect, defend, indemnify, and hold CTAC and director and their officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or directly or indirectly relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., including but not limited to: personal injury, death, damage to property (including destruction), defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule, or

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regulation or decree of any court, shall be included in the indemnity hereunder. The Agency further agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by CTAC, and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent. Agency agrees that indemnification of CTAC shall extend to any and all work performed by the Agency, its subcontractors, employees, agents, servants or assigns. This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Agency's insurance coverage. This indemnification provision shall survive the termination of the Agreement between CTAC and the Agency. Nothing contained herein shall constitute a waiver by CTAC of its sovereign immunity, the limits of liability or the provisions of §768.28, Florida Statutes. To the extent that the applicant is a government agency protected under §768.28, F.S., this paragraph does not apply to them, no waiver of sovereign immunity is suggested or implied and both CTAC and the Agency agree to be responsible for the actions of their own employees or agents.

#### 5.7 Amendments

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

#### 5.8 Independent Organization(s)

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

End of RFA 20-937

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Exhibit A Insurance Requirements

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

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

**I. COMMERCIAL GENERAL LIABILITY.**

Coverage must be afforded under a per occurrence form policy for limits not less than ~~\$300,000~~ 200,000 General Aggregate, ~~\$300,000~~ Products / Completed Operations Aggregate, \$300,00 Personal and Advertising Injury Liability, \$200,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

Commented [B51]: I thought this was only being asked for in the proposals for capital expenditures

\$300,000 Products / Completed Operations Aggregate, only required for Capital Expenditures.

**II. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY.**

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

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

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

**IV. OTHER INSURANCE PROVISIONS.**

- A ~~The policies are to contain, or be endorsed to contain, the following provisions:~~
- A ~~Commercial General Liability and Automobile Liability Coverages~~
- ~~3 The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.~~
- ~~41 The Contractor's insurance coverage shall be considered primary insurance as~~

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~~respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Contractor's insurance and shall be non-contributory.~~

**BA All Coverages**

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

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**V.II. SUBCONTRACTORS**

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

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**CERTIFICATE HOLDER:**

~~Alachua County Board of County Commissioners~~  
Children's Trust of Alachua County

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

**Introduction**

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

**Section 1. - Executive Summary Questions**

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

