

**FUNDING AGREEMENT BETWEEN ALACHUA COUNTY AND
PEAK LITERACY, INC. NO. 14839**

THIS AGREEMENT is made by and between Alachua County, a charter county and political subdivision of the State of Florida, by and through its Board of County Commissioners (the "County") and Peak Literacy, Inc., a Florida Not-for-Profit Corporation organized under the laws of the State of Florida ("Agency"), collectively the "Parties".

WITNESSETH:

WHEREAS, the Alachua County Board of County Commissioners (BOCC) recognizes the critical need for systematic literacy improvement in Alachua County and desires to support the establishment of a sustainable framework that addresses literacy throughout the community as an essential infrastructure that impacts economic development and quality of life across all populations.

WHEREAS, on August 14, 2025, the BOCC authorized a grant agreement in an amount not to exceed \$200,000.00 to the Agency to assist them in implementing this framework and

WHEREAS, the funds to be provided to Agency, pursuant to the terms of this Agreement, serves a public purpose and benefits the health, safety or welfare of Alachua County.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Term:

- A. This Agreement shall commence upon execution by both Parties for expenses incurred beginning October 1, 2025 through September 30, 2026, unless earlier terminated as provided for herein.
- B. The County's performance and obligation to pay under this Agreement is contingent upon a specific annual appropriation by the Alachua County Board of County Commissioners ("Board"). The Parties understand that this Agreement is not a commitment of future appropriations. The continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Chapter 129, Florida Statutes, and that the failure of the Board to do so shall not constitute a breach or default of this Agreement.

2. Scope of (Program) Services:

- A. The County agrees to provide the funding not to exceed the amount specified in paragraph 3 below ("Funds") to the Agency to fund the activities more particularly described and outlined in **Exhibit 1**, attached hereto and incorporated herein by reference ("Services").
- B. The Agency agrees to utilize the provided funds for the Services described in **Exhibit 1** for the expenses generally listed in the Budget in **Exhibit 2**, attached hereto and incorporated herein.
- C. The Agency understands and agrees to be bound by the guidelines and funding restrictions contained in this Agreement, including but not limited to:
 - a. Funds shall not to be used to enrich the Agency. Funds cannot be used to supplement existing and ongoing administrative expense of the Agency not solely attributed to the Services (general administrative salaries, fringes, financial audit, liability insurances, utilities, indirect charges).

- b. Failure to comply with the above provisions will be considered a default of this Agreement.

3. Billing and Compensation:

- A. For the performance of the Services detailed in Section 2 of this Agreement, the County agrees to pay the Agency, on a reimbursement basis, an amount not to exceed \$200,000.00 in accordance with the details as specified below.
- B. As a condition precedent for any payment by the County, the Agency shall submit a monthly Expense Reimbursement Invoice (on the form as generally shown in **Exhibit 3** attached hereto) to the County requesting payment for the Services rendered and expenses due, unless otherwise agreed in writing by the County. The Invoice shall be accompanied by such documentation, or data, in support of expenses for which payment is sought as the County may require. The County reserves the right to change the Invoice delivery method without prior written notice to the Agency.
- C. Submission of Agency's Invoice for payment constitutes Agency's representation to the County that all obligations of the Agency to others, including its consultants and subcontractors, incurred in connection with the Services, will be paid in full, that the Services or expenses have not been reimbursed by another entity or agency, and that the Services provided by the Agency served a public purpose. The Agency shall submit invoices to the County at the following address:

Program Manager
Alachua County Department of Community Support Services
218 SE 24th Street
Gainesville, Florida 32641
Email: cappchoices@alachuacounty.us

In the event that the County becomes informed that any representations within an Invoice or those relating to payment of Funds to the Agency are wholly or partially inaccurate, the County may withhold payment of sums then or in the future otherwise due to the Agency until the inaccuracy, and the cause thereof, is corrected by the Agency to the County Manager's or his/her designee's reasonable satisfaction. The County may also withhold payment due to the Agency until the Agency provides the documentation and data, in support of expenses, as required by the County.

- D. The Agency shall submit its final Invoice for funds no later than October 15, 2026.
- E. Payment and notices to the Agency, pursuant to this Agreement, will be provided to the Agency at the following address:

Peak Literacy, Inc.
2603 NW 13th St #137
Gainesville, FL 32609
Email: brent@peakliteracy.org

All notices under this Agreement will be deemed delivered five (5) business days after mailing. Either Party may change its mailing address by giving the other Party, written notice of election to change the address.

4. Audit, Records, and Reporting:

- A. The Agency will:
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- 1) Maintain financial records and reports relating to utilization of the Funds.
 - 2) Maintain books, records, documents, invoices, and other evidence and accounting procedures and practices such as will permit the Agency to sufficiently and properly reflect all direct costs of any nature associated with the Services.
 - 3) Permit all such records described in 1) and 2) above to be subject to inspection, review, and audit by the County.
- B. During the term of this Agreement, the Agency will submit with each request for reimbursement the reports specified in **Exhibit 4**. When applicable, the County's Community Support Services may identify any deficiencies in the Required Reports to the Agency in writing. The Agency will be given 7 calendar days from the date of receipt of such notice to correct the stated deficiency. If the Agency fails to correct a deficiency that the Agency has been notice of, this may result in the County withholding payments or the Agency being deemed in default of this Agreement.

5. Default and Termination:

- A. The failure of the Agency to comply with any provision of this Agreement will place the Agency in default. Prior to terminating the Agreement, the County will notify the Agency in writing of the default. This notification will make reference to the provision of this Agreement which gave rise to the default. The County will give the Agency seven (7) calendar days from the date of the notice to cure the default. The County's Program Manager is authorized to provide written notice of default on behalf of the County, and if the default situation is not corrected within the allotted time, the County Manager is authorized to provide final termination notice on behalf of the County to the Agency.
- B. The County may terminate this Agreement with or without cause by providing written notice to the Agency (hereinafter, "Termination for Convenience"). The Alachua County Manager is authorized to provide the Termination for Convenience on behalf of the County. In the event of such Termination for Convenience and upon Invoice to the County, the County agrees to reimburse the Agency for the Services provided by the Agency prior to the date of the Termination for Convenience. The Agency shall not be entitled to any other or further recovery against County, including, but not limited to, damages, consequential or special damages, or any anticipated expenses of the Services not yet completed or performed.

6. Modifications: This Agreement may be modified or amended by a written amendment to this Agreement, duly executed by both Parties.

7. Assignment: Neither Party will assign or transfer any obligation or interest in this Agreement without prior written consent of the other Party.

8. Independent Contractor: In the performance of this Agreement, the Agency will be acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venture, or associate of the County. The Agency is solely responsible for the means, method, techniques, sequence, and procedure utilized by the Agency in the full performance of this Agreement and the Services. Neither the Agency nor any of its employees, officers, agents or any other individual directed to act on behalf of the Agency for any act related to this Agreement shall represent, act, or purport to act or be deemed to be the agent, representative, employee or servant of the County. Policies and decisions of the Agency, which may be represented by the Agency in performance of this Agreement, shall not be construed to be the policies or decision of the County.

9. Indemnification: The Agency shall defend, indemnify and hold harmless the County and its officers and employees from any and all liabilities, claims, damages, penalties, actions, proceedings, 14839 Funding Agreement with Peak Literacy, Inc.

losses, and costs, including, but not limited to, reasonable attorneys' fees, whether resulting from any claimed breach of this Agreement or caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency, the officers, its volunteers, or anyone employed or utilized by the Agency in the performance of this Agreement. The Agency's obligation to indemnify will survive the expiration or earlier termination of this Agreement until it is determined by final judgment that an action against the County 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 the County of sovereign immunity or the provisions or limits of liability of §768.28, Florida Statutes.

10. Laws & Regulations: The Agency will comply with all federal, state, and local laws, ordinances, regulations, and rules. Whether or not Agency is not familiar with laws, ordinances, regulations, and rules, the Agency remains liable for any violation and all subsequent damages, penalties, or fines.

11. Non-Waiver: The failure of either Party to exercise any right shall not be considered a waiver of such right in the event of any further default or non-compliance.

12. Severability: If any provisions of this Agreement shall be declared illegal, void or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.

13. Entire Agreement: This Agreement contains all the terms and conditions agreed upon by the Parties.

14. Collusion: By signing this Agreement, the Agency declares that this Agreement is made without any previous understanding, agreement, or connections with any persons, contractors or corporations and that this Agreement is fair, and made in good faith without any outside control, collusion, or fraud.

15. Conflict of Interest: The Agency warrants that neither it nor any of its employees have any financial or personal interest that conflicts with the execution of this Agreement. The Agency shall notify the County of any conflict of interest due to any other clients, contracts, or property interests.

16. Third Party Beneficiaries: This Agreement does not create any relationship with, or any rights in favor of, any third party.

17. Governing Law and Venue: This Agreement is governed in accordance with the laws of the State of Florida. Venue for any legal action is in Alachua County, FL.

18. Construction: This Agreement shall not be construed more strictly against one Party than against the other merely by virtue of the fact that it may have been prepared by one of the Parties. It is recognized that both Parties have contributed to the preparation of this Agreement.

19. Public Records: In accordance with §119.0701, Florida Statutes, Agency, *when acting on behalf of the County*, shall, as required by Florida law:

1. Keep and maintain public records required by the County to perform the Services.
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida law or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if Agency does not transfer the records to the County.

4. Upon completion of the Agreement, transfer, at no cost, to the County all public records in possession of Agency or keep and maintain public records required by the County to perform the Services. If Agency transfers all public records to the County upon completion of the Agreement, Agency shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Agency keeps and maintains public records upon completion of the Agreement, Agency shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

If Agency fails to comply with this section, Agency will be deemed in default under this Agreement. The County may enforce as set forth in §119.0701, Florida Statutes. Agency who fails to provide the public records in response to a request within a reasonable time may be subject to penalties imposed under §119.10, Florida Statute, and costs of enforcement, including fees, under §119.0701 and §119.12, Florida Statutes.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY REPRESENTATIVE AT E-MAIL: publicrecordsrequest@alachuacounty.us; PHONE: (352) 264-6906; ADDRESS: 12 SE 1ST STREET, GAINESVILLE, FL 32601.

20. Communications: The Agency shall maintain a working e-mail address and shall respond to e-mail communications from the County's Program Manager or other County representative within 24 (twenty-four) business hours from the time the e-mail was received electronically. (See Exhibit B). The Agency agrees to notify the County's Program Manager of any changes in e-mail, staff, executive director, Board of Directors, postal mailing address, etc. within 24 (twenty-four) hours of the change. The Agency agrees to add the e-mail and postal mailing addresses of the County's Program Manager to any mailing lists utilized for the purpose of announcements, status reports, and the like.

21. Non-Allowable Expenses: The Funds provided under this Agreement will be utilized by the Agency in accordance with the terms of this Agreement. In accordance with applicable law, the Funding provided under this Agreement may not be used in aid of program or services whose purpose is to 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.

22. Award Acknowledgement of Support: The Agency agrees to acknowledge the Alachua County Board of County Commission's support in all materials and announcements regarding this award, according to directives issued by the County. The phrase, "Supported by the Alachua County Board of County Commission", is to be added to all published material, announcements and websites related to this Funding. Any use by Agency of any County Logo or other identifying design must be approved in advance by the County's Communications Office.

23. Counterparts: This Agreement may be executed in any number of and by the different Parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument. Receipt via fax or email with pdf attachment by a party or its designated legal counsel of an executed counterpart of this Agreement shall constitute valid and sufficient delivery in order to complete execution and delivery of this Agreement and bind the Parties to the terms hereof.

- 24. Exhibits:** All exhibits to this Agreement are incorporated into and made part of this Agreement by reference. This Agreement includes the following attachments:
- Exhibit 1: Scope of Work
 - Exhibit 2: Proposed Budget
 - Exhibit 3: Expense Reimbursement Invoice
 - Exhibit 4: Human Trafficking Affidavit of No Coercion for Labor or Services
- 25. Electronic Signatures:** The Parties agree that an electronic version of this Agreement shall have the same legal effect and enforceability as a paper version. The Parties further agree that this Agreement, regardless of whether in electronic or paper form, may be executed by use of electronic signatures. Electronic signatures shall have the same legal effect and enforceability as manually written signatures. Delivery of this Agreement or any other document contemplated hereby bearing an manually written or electronic signature, by electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.
- 26. Verification of Personnel:** The Agency will comply with all Florida law related to level 2 criminal background checks for Agency staff and volunteers that have unsupervised contact with children and other vulnerable individuals served in the Services or Project. All screenings are to be substantially consistent with the standards set forth in Section 435.04, Florida Statutes and must be available from the Agency to the County upon the County’s request. In accordance with F.S. sec. 448.095, as applicable, the Agency shall register with and use the U.S. Department of Homeland Security’s E-Verify system to verify the work authorization status of all new employees of the Agency during the term of the Agreement. Agency shall require any subcontractors performing work or providing Services under this Agreement to register and use the U.S. Department of Homeland Security’s E-Verify system to verify the work authorization status of all new employees of the subcontractor during the term of this Agreement, and otherwise comply with Florida law. The E-Verify system is located at <https://www.uscis.gov/E-Verify>. Failure to comply with this section is grounds for termination and the Agency (a) may not be awarded a contract with the County for at least 1 year after the date on which the contract was terminated and (b) is liable for any additional costs incurred by the County as a result of termination of this Agreement.
- 27. Drug Free Workplace:** In accordance with F.S. section 287.087, the Agency will comply with drug free workplace requirements and efforts during the term of this Agreement.
- 28. Force Majeure:** The Parties will exercise every reasonable effort to meet their respective duties under this Agreement but will not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any government laws or regulations, acts of nature, hurricanes, fires, strikes, national disasters, wars, and riots. Any such cause will reasonably extend the performance of the delayed duty to the extent of the delay so incurred and so agreed by the Parties.
- 29. Human Trafficking Affidavit of No Coercion for Labor or Services:** Section 787.06(13), Florida Statutes requires any governmental entity, which includes "district", when executing, renewing, or extending a contract, must obtain an affidavit from the non-governmental entity attesting that it does not use coercion for labor or services. The terms "coercion" and "labor" are defined respectively in sections 787.06(2)(a) 1-72 and 787.06(2)(e)3, Florida Statutes. The Contractor will certify this understanding, obligation, through the completion of the No Coercion for Labor or Services Affidavit, attached hereto and incorporated herein as **Exhibit 5**.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed for the uses and purposes therein expressed on the day and year below written.

ALACHUA COUNTY, FLORIDA

By: _____

Print: _____

Chair, Board of County Commissioners

Date: _____

ATTEST

APPROVED AS TO FORM

J.K. "Jess" Irby, Esq., Clerk
(SEAL)

Alachua County Attorney's Office

AGENCY

Agency's Name:

By: _____
Signed by:
Brent Henderson
B8A357860B7C420...

Print: Brent Henderson _____

Title: Board President _____

Date: 9/26/2025 _____

INCORPORATED OR ARE OTHERWISE NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBENCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE AGREEMENTS. IF A NATURAL PERSON, THEN YOUR SIGNATURE SHOULD BE NOTARIZED.

Alachua County Literacy Catalyst Plan

PEAK Literacy

Scope of Work

In preparation for comprehensive community efforts being planned by the Children's Trust of Alachua County and Alachua County Board of County Commissioners, this scope of work immediately expands direct literacy tutoring services for upper elementary, adolescent, and adult learners and builds the capacity of community-based organizations to provide evidence-based, direct literacy services.

PEAK currently has 100 community volunteers serving 120 students. With funding provided by the Alachua County Board of County Commissioners, PEAK will partner with community agencies to carry out and coordinate activities in four main areas:

- I. **Direct Literacy Services to Youth: PEAK will implement its proven model of effective, high-dosage tutoring to serve 160 Alachua County students.**
 1. PEAK will recruit and train 100 additional community volunteers to serve 160 additional students through afterschool, neighborhood groups, and online through direct-service to families.
 2. PEAK will provide ongoing oversight and training for volunteer tutors to ensure implementation fidelity and exemplary instruction.
 3. PEAK will collect student outcome data and analyze student progress for program evaluation and development.
 4. PEAK will adapt the Lastinger Center Teacher Coaching Model to drive continuous improvement of our community-based volunteer tutoring program through ongoing coaching and continuous feedback cycles.

- II. **Literacy Capacity Building: PEAK will provide support and development to a Provider Cohort of up to 10 partner organizations to create and improve their capacity to provide focused literacy intervention within their programs.**
 1. PEAK will assess the level of support providers need to host or administer focused literacy interventions for their students (See **Partner Program Readiness Level** table below).
 2. PEAK will provide monthly professional development for Provider Cohort members, focused on building knowledge and systems for supporting literacy intervention within their programs.
 3. PEAK will provide coaching and consultation to guide implementation and improve systems for evaluation and data collection.

4. PEAK will work with SFC Adult Education, Released Reentry, and the Sheriff's office to develop a pilot and plan evidence-based adult literacy programs as described in item IV below.

III. Parent Engagement: PEAK will support parents in understanding and meeting the needs of children with literacy and academic needs.

1. PEAK will assist Provider Cohort members with developing literacy-related family empowerment and support groups for the families of their enrolled students.
2. PEAK will develop and implement its own empowerment and support group for families with students enrolled in PEAK's online home-based program.
3. PEAK will sponsor two annual community literacy nights held at public libraries for the general public, targeting families with literacy needs.

IV. Adult Education: PEAK will pilot an adult high-impact tutoring program in collaboration with Santa Fe College's (SFC) Adult Education program and Released Reentry.

1. PEAK will provide high-impact reading tutoring to SFC GED students enrolled at Elite Force Training Center.
2. PEAK will collaborate with SFC's Director of Community Engagement & Continuing Education to plan the expansion of high-impact tutoring to additional SFC adult education programs.
3. PEAK will coordinate with Released Reentry to develop a pilot program providing literacy support for adults returning from incarceration.
4. PEAK will work with the Sheriff's Office and Released Reentry to explore the possibility of literacy support at the county jail.

Partner Program Readiness Levels

PEAK will assess partner programs for their readiness to support and implement direct literacy intervention programs. Readiness ranges from emerging programs with no existing program structure to advanced programs already implementing direct literacy instruction.

	Advanced	Established	Developing	Emerging
Capacity	Currently providing direct literacy services. Need additional technical support and professional development to refine programs.	Well established program with capacity for building direct literacy services.	Established program structure, but basic program support still needed.	Needs basic program structure
Current support	Director, Instructional Director, program coordinator, and staff	Site Director, Instructional Director, and staff No Program Coordinator	Site Director and staff. No Instructional Director or Program Coordinator	No or limited established staff
Current Partners		Aces in Motion	Residences at Oakview neighborhood; Pineridge neighborhood;	Gainesville Police Athletic League
New Partners			I Gotcha Back Education	Phoenix neighborhood; ACPS McKenney Vento students; Elite Force Training GED program; SFC Adult ed; Released Reentry
Potential New Partners	Kids Count; Girls Place		Boys & Girls Club	Elite Force Training Afterschool program

Plan of Work

Sept-Oct 2025

- Hire and onboard new PEAK staff.
- Recruit and train volunteers; deploy volunteers to partner sites.
- Recruit organizations and leaders for Provider Cohort; hold first meeting.
- Complete Readiness Assessment for cohort members to determine readiness for literacy program implementation.
- Set milestone goals and implementation deadlines with Developing and Emergent cohort members.
- Implement PEAK literacy programming and support for Advanced and Established cohort members.¹
- Begin collaboration plans with Released Reentry and Santa Fe College.
- Hold initial conversations with the Sheriff's Office regarding possible county jail programs.

Oct-Dec 2025

- Ongoing implementation and evaluation of ongoing programs.
- Hold at least two Provider Cohort meetings.
- Support Provider Cohort in deeper evaluation of their programs, completing first draft of Literacy Action Plan, and establishing implementation timelines.
- Develop collaboration timelines with Released Reentry, SFC, and Sheriff's Office.
- Offer first parent/community literacy event.
- Develop and improve PEAK's parent engagement program for online at-home students.

Dec 2025–Jan 2026

- Ongoing implementation and evaluation of ongoing programs - some paused for winter break.
- Midyear program evaluation: provide student progress monitoring and general feedback to Provider Cohort members.
- Create progress report and presentation for Board of County Commissioners.
- Plan for new implementations.

Jan-April 2026

- Ongoing implementation and evaluation of ongoing programs.
- Bring new implementations among Provider Cohort partners.
- Hold 2-3 Provider Cohort meetings.

¹ See Partner Program Readiness Level table above.

- Guide Cohort members in revising Literacy Action Plans, aimed at sustainably supporting their literacy program.
- Offer a second parent/community literacy event.
- Plan for summer program continuation, if applicable.

April/May 2026

- Hold student and family celebration event.
- Hold volunteer celebration/appreciation event.
- End of year program evaluation: Provide student progress data to Provider Cohort. Guide members in interpreting student data, identifying trends, and future program planning.
- Give, receive, and analyze feedback to/from Cohort members.
- Create a program effectiveness report with next steps recommendations and presentation for Board of County Commissioners.

June-Aug 2025

- Work with Cohort members to develop Year 2 implementation plans.
- Hold final Provider Cohort meeting and presentations.
- Create and present **Alachua County Literacy Catalyst** Impact Report to Board of County Commissioners with Next Steps Recommendations.

Evaluation Plan

PEAK will use one or more of the following evaluation tools to assess program effectiveness for each of the four key stakeholder groups.

Providers: Intervention readiness survey (pre/post), Literacy Implementation Plans

Reader Progress Monitoring: Great Leaps, TOWRE-2, DIBELS, Reading Mindset survey, FAST data, student pre/post interviews, fluency recordings

Families: Pre/post surveys, group event participation, provider reports

Adult Learners: Great Leaps, TOWRE-2, DIBELS, Reading Mindset survey, student pre/post interviews, fluency recordings, GED completion rates, and other assessments as may be required by Santa Fe College.

Funding Progress Reports

PEAK will provide mid-point and year-end progress reports and presentations to the Board of County Commissioners with evaluation measures and suggestions for program changes, expansion, and next steps.

EXHIBIT 2: Proposed Budget

Category	Total Program Cost
Volunteer Tutoring Program	
Volunteer Coordinator Salary .75 FTE	\$38,250.00
Volunteer Coordinator Payroll taxes .75 FTE	\$2,926.00
Volunteer Coordinator Fringe .75 FTE	\$3,000.00
160 Great Leaps Digital Reading Program Licenses	\$3,900.00
4 Site Coordinators @ afterschool or neighborhood locations	\$16,000.00
35 Tablets with internet	\$7,875.00
Student and volunteer celebrations	\$5,000.00
Student incentives	\$1,038.00
Literacy Capacity Building	
Literacy Specialist Salary .75 FTE	\$60,000.00
Literacy Specialist Payroll taxes .75 FTE	\$4,590.00
Literacy Specialist Fringe .75 FTE	\$3,000.00
Provider Cohort stipends/10 Agencies	\$10,000.00
Literacy Parent Support	
Parent Engagement	\$10,000.00
Other	
Rent	\$7,200.00
Administrative Assistant Salary .5 FTE	\$22,500.00
Administrative Assistant Payroll taxes .5 FTE	\$1,721.00
Administrative Assistant Fringe .5 FTE	\$3,000.00
Total County Funding For This Program	\$200,000.00

Address where payment should be sent:

(complete this section even if you have an existing EFT account)

Alternate payment option:

Do you want payment issued via Electronic Funds Transfer (EFT)? Yes No

If “yes”, do you have a completed EFT form on file with Alachua County? Yes No
(If “no”, please contact the Program Manager to request this form.)

If your agency has a completed EFT form on file, has any of your agency’s banking information changed since filing this form? Yes No

(If “yes”, please contact the Program Manager to request a new form.)

Per my agency’s agreement with Alachua County, I hereby declare that the goods/services for which this invoice has been prepared have been properly and timely performed and at the level of service reflected herein, are allowable based on the agency’s BoCC-approved budget, that such expenses have been reasonably incurred in accordance with the funding agreement, that the services or expenses have not been reimbursed by another agency, that all obligations of the agency covered by prior invoices have been paid in full, and that the amount requested is currently due and owing, there being no reason known to me that payment of any portion thereof should be withheld.

Signature and title of authorized agency representative

Date

Exhibit 4: AFFIDAVIT OF NO COERCION PURSUANT TO §787.06, FLORIDA STATUTES

State of Florida

County of Alachua

I, Brent Henderson [insert full legal name of the person providing this affidavit],
as Board President [insert corporate title of the person providing this affidavit] of the
Peak Literacy, Inc [insert full legal name of the Corporation],

having taken an oath, deposes and says:

1. I am over the age of twenty-one (21) and make this Affidavit on personal knowledge and not upon information or belief
2. I am duly authorized to attest and affirm as to the matters contained herein on behalf of on behalf of the Peak Literacy, Inc [insert full legal name of the Corporation].
3. I attest and affirm that Peak Literacy, Inc [insert full legal name of the Corporation] does not use coercion as defined in section 787.06(2)(a), Florida Statutes, to employ any person for labor or services.
4. This signed attestation is provided to the Alachua County Board of County Commissioners to comply with section 787.06(13), Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.

Signed by:

B8A357860B7C420...
Signature

Brent Henderson
Name Printed

Board President
Title

9/26/2025
Date Signed