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April 1, 2011

The Honorable Christopher Coleman
City of Saint Paul
Office of the Mayor/390 City Hall
15 Kellogg Boulevard West
Saint Paul, MN 55102

Dear Mayor Coleman:

This correspondence is to follow up on the letter sent on March 2, 2011. As we indicated then, the Wallace Foundation has identified your city as highly committed to developing and supporting systems for high-quality afterschool, summer, and other out-of-school time (OST) programs citywide. We are happy, therefore, to invite you to submit a proposal to participate in Wallace's OST system building initiative, beginning in early 2012 and expected to last approximately three years. Attached to this email is the Request for Proposal; it will also be sent in hard copy form to your office.

If you choose to apply you must submit a letter indicating your city's interest by 5:00 p.m. Eastern Daylight Time on April 7, 2011. The deadline for submission of completed proposals to Wallace is May 26, 2011, at 5:00 p.m. (Eastern Daylight Time). The foundation will notify finalists that they will move on to the next round of consideration by June 20, 2011. All finalist cities will work with the National League of Cities Institute for Youth, Education, and Families (which is assisting Wallace with the RFP process) to plan and host site visits later in the summer for representatives from Wallace and NLC to meet with the mayor, superintendent, and other key community stakeholders to review and confirm commitment and leadership for the project. Approved cities will be informed of their awards beginning in mid-October and continuing through the end of 2011.

For each of those who intend to apply, we will invite two representatives – a senior member of the mayor's staff and a senior member of the key partner organization or office – to attend a half-day information meeting in NYC on Tuesday, April 26, 2011, to learn more about the Wallace OST System Building Initiative and the RFP. Recognizing your busy schedule, I wanted to give you as much notice of this opportunity as possible. Please hold the date and we will provide more details regarding this meeting in the coming weeks.

We look forward to hearing from you.

Sincerely,

Priscilla M. Little
Initiative Manager