

**RESOLUTION  
 CITY OF SAINT PAUL, MINNESOTA**

Presented by \_\_\_\_\_

1 WHEREAS, the City of Saint Paul, Police Department (SPPD) has been granted funds in the amount of  
 2 \$99,296 from the Initial Teaching Alphabet Foundation (ITA) for use during the 2015-2016 school year,  
 3 and  
 4  
 5 WHEREAS, these funds are to be used to provide intervention in reading and writing for 35-50 elementary  
 6 and middle school students at three after school Police Activities League ITA Literacy Clinics; and  
 7  
 8 WHEREAS, the 2015 financing and spending plan needs to be amended for these funds; and  
 9  
 10 WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify  
 11 that there are available for appropriation funds of \$40,998 in excess of those estimated in the 2015 budget;  
 12 and  
 13  
 14 WHEREAS, the Mayor recommends that the following addition be made to the 2015 budget:

**Police Grants - 2015-2016 ITA Grant AU 20023801**

Account	CURRENT BUDGET	CHANGES	AMENDED BUDGET
<b>Spending Changes</b>			
60410 Not Certified Temp Seasonal	50,000	36,000	86,000
61005 Social Security	3,100	2,232	5,332
61010 Medicare	725	522	1,247
67330 Printing Outside	-	244	244
70510 Book Periodical Picture	1,000	500	1,500
70530 General Office Supplies	1,000	500	1,500
72905 Addl Special Matl Supplies	1,000	500	1,500
72910 Other Misc Supplies	1,000	500	1,500
TOTAL:	<u>57,825</u>	<u>40,998</u>	<u>98,823</u>
<b>Financing Changes</b>			
55550 Private Grants	57,825	40,998	98,823
TOTAL:	<u>57,825</u>	<u>40,998</u>	<u>98,823</u>

29 THEREFORE BE IT RESOLVED, that council accepts this grant and authorizes the City of Saint Paul to  
 30 enter into, and Chief Thomas Smith to implement the attached agreement with the ITA Foundation; and  
 31  
 32 THEREFORE BE IT RESOLVED, that the Saint Paul City Council approves these changes to the 2015  
 33 budget.

Requested by Department of: **POLICE**



By: **Thomas E. Smith, Chief of Police**

# INITIAL TEACHING ALPHABET FOUNDATION

P.O. Box 11355 • Hauppauge, NY 11788

KEITH BUB  
*President*

October 29, 2015

Mr. Thomas E. Smith  
Chief of Police  
City of Saint Paul  
367 Grove Street  
Saint Paul, MN 55101

Dear Mr. Smith,

The Board of Directors of the Initial Teaching Alphabet Foundation has approved your grant request in the amount of \$99,296.00 for use during the 2015-2016 school year, "The primary objectives that the Saint Paul Police Department i.t.a. Literacy Program work towards are to provide i.t.a. intervention in reading and writing for 35-50 elementary and middle school students in after-school clinics and to provide literacy-related free-time activities (creating greeting cards in i.t.a., compiling books of student writings, birthday celebrations with tutors and police officers, and team workshops etc.) As a result of the one-on-one tutoring and social interventions, we expect that the students enrolled in the program will improve reading and writing skills by one-two grade levels Students and their families will form positive relationships with police officers, the tutors, and each other and students will experience lower drop-out rates and lower juvenile delinquency by participants. The initial teaching alphabet will specifically be used in the program by following all remediation protocol plans provided by the i.t.a. alphabet and foundation, as well as using the phonemic alphabet to teach and monitor student progression.", as outlined in your grant proposal of April 30, 2015.

Enclosed are two copies of the Agreement by Grantee. Please return an executed copy to us. Upon receipt of the executed copy of the Agreement by Grantee, we shall send a check for \$99,296.00.

We look forward to receiving your progress reports with samples of the children's work.

Upon completion of the grant period, we require an evaluation of the project and a full financial accounting of how the grant funds were expended.

The board appreciates your use of the Initial Teaching Alphabet for helping students with basic literacy skills and looks forward to your continued success.

Sincerely,

  
Keith Bub

Enclosure: Two (2) Agreement by Grantee

INITIAL TEACHING ALPHABET FOUNDATION, INC.  
PO Box 11355, Hauppauge, New York 11788

Keith Bub  
President/Treasurer

Maurice S. Spanbock  
Secretary

Agreement by Grantee

As a condition to the receipt of a grant in the amount of \$99,296.00, for the term of September 1, 2015 through August 31, 2016, to the undersigned to be made by the Initial Teaching Alphabet Foundation (the "Foundation"), the undersigned City of Saint Paul, Police Department, 367 Grove Street, Saint Paul, MN 55101 (the "Grantee") hereby agrees to the following:

1. **PURPOSES.** The grant is made for the following purposes:

"The primary objectives that the Saint Paul Police Department i.t.a. Literacy Program work towards are to provide i.t.a. intervention in reading and writing for 35-50 elementary and middle school students in after-school clinics and to provide literacy-related free-time activities (creating greeting cards in i.t.a., compiling books of student writings, birthday celebrations with tutors and police officers, and team workshops etc.) As a result of the one-on-one tutoring and social interventions, we expect that the students enrolled in the program will improve reading and writing skills by one-two grade levels Students and their families will form positive relationships with police officers, the tutors, and each other and students will experience lower drop-out rates and lower juvenile delinquency by participants. The initial teaching alphabet will specifically be used in the program by following all remediation protocol plans provided by the i.t.a. alphabet and foundation, as well as using the phonemic alphabet to teach and monitor student progression.", as outlined in your grant proposal of April 30, 2015.

2. **REPAYMENT.** The Grantee shall advise the Foundation of any part of a grant not used for the purpose of the grant. Upon advise from the Foundation, the Grantee shall thereupon either promptly refund the unused portion of the grant or an extension must be requested and authorized in writing by the Foundation to rollover the unused funds to the next year's grant.

3. **REPORTING.** The Grantee shall submit to the Foundation full and complete reports on the manner in which the funds granted have been spent and the progress made by the Grantee in accomplishing the purposes of the grant. Such reports shall be made as of the last day of the mid-term of the Grantee's fiscal year and as of the end of the Grantee's fiscal year. The reports must be furnished to the Foundation promptly after each reporting period as previously stated. The Foundation may require the Grantee to submit additional information and reports.

4. **ACCOUNTING.** The grant funds shall be shown separately on the Grantee's books, and a record shall be kept by the Grantee of the disbursement of the grant funds and expenditures made in furtherance of the purpose of the grant. Vouchers consisting of bills, invoices, canceled checks, receipts, etc. shall be permanently retained by the Grantee as evidence of expenditures made. The Grantee shall make its books and records available to the Foundation at reasonable times if requested.

5. **PROHIBITED ACTIVITIES.** The Grantee will not use any of the grant funds:

- (a) To carry on propaganda, or otherwise to attempt, to influence legislation (within the meaning of section 4945(d)(1) of the Internal Revenue Code);
- (b) To influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive (within the meaning of section 4945(d)(2) of the Code);
- (c) For any grant to an individual for study, travel, or other similar purposes, unless such grant satisfies the requirement of section 4945(d)(3) and (g) of the Code;
- (d) For any grant to another organization unless such grant complies with the requirements of section 4945(d)(4) of the Code (relating to the exercise of expenditure responsibility); or
- (e) For unreasonable administrative or other excessive expenses, or for any purpose which is not exclusively religious, charitable, scientific, literary, educational; or for the prevention of cruelty to children and animals, within the meaning of section 170(c)(2)(B) of the Code.

6. **VIOLATION.** It is understood that the Foundation has the right to withhold any future payments under this grant or any other grant to the Grantee in the event that it has reason to believe that the Grantee has used the grant funds other than for the purpose for which granted or has otherwise violated any of the provisions of this agreement.

For the City of Saint Paul (Grantee)

\_\_\_\_\_  
Thomas E. Smith, Chief of Police

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of the Office of Financial Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Rights and Equal Employment  
Opportunity

\_\_\_\_\_  
Date

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Coordinator	1 x 16.29 per hour x 40 hours x 52 weeks	\$33,894.00
TBD/Tutors	3 sites x 6 tutors x \$10.00 x 17 hrs week x 52 weeks	\$53,040.00
<b>SUB-TOTAL</b>		<b>\$86,934.00</b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
FICA	on coordinator at 7.65 %	\$2,593.00
FICA	on tutors at 1.45%	\$769.08
<b>SUB-TOTAL</b>		<b>\$3,362.08</b>
<b>Total Personnel &amp; Fringe Benefits</b>		<b>\$90,296.08</b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Travel entry 1, two lines per entry				

**TOTAL** \$0.00

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Equipment entry 1, one line per entry		

**TOTAL** \$0.00

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Healthy Snacks	3 sites x \$2,000/site	\$6,000.00
Incentives/Supplies	3 sites x \$1,000/site	\$3,000.00
<b>TOTAL</b>		<b>\$9,000.00</b>

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
four lines per entry, use boxes below or an additional page for more space if required		
<b>TOTAL</b>		<b>\$0.00</b>

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Supply item 1, one line per entry	maximum of three lines		
<i>Subtotal</i>			<u>\$0.00</u>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Consultant expense entry 1, one line per entry	maximum of three lines		
<i>Subtotal</i>			<u>\$0.00</u>

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
maximum of four lines, additional information should be attached on a separate sheet(s)	
<i>Subtotal</i>	
<u>\$0.00</u>	
<b>TOTAL</b>	
<u>\$0.00</u>	



**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
four lines per entry, use boxes below or an additional page for more space if required		
<b>TOTAL</b>		<b>\$0.00</b>

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
one line per entry		
<b>TOTAL</b>		<b>\$0.00</b>

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	<u>\$86,934.00</u>
<b>B. Fringe Benefits</b>	<u>\$3,362.08</u>
<b>C. Travel</b>	<u>\$0.00</u>
<b>D. Equipment</b>	<u>\$0.00</u>
<b>E. Supplies</b>	<u>\$9,000.00</u>
<b>F. Construction</b>	<u>\$0.00</u>
<b>G. Consultants/Contracts</b>	<u>\$0.00</u>
<b>H. Other</b>	<u>\$0.00</u>
<b>Total Direct Costs</b>	<u>\$99,296.08</u>
<b>I. Indirect Costs</b>	<u>\$0.00</u>
<b>TOTAL PROJECT COSTS</b>	<u>\$99,296.08</u>

**Federal Request** \_\_\_\_\_

**Non-Federal Amount** \_\_\_\_\_