

RESOLUTION CITY OF SAINT PAUL, MINNESOTA

Presented by _____

1 WHEREAS, the National Association of Police Athletic/Activities Leagues, Inc. (National PAL) was awarded grant monies from the US
 2 Department of Justice; and
 3
 4 WHEREAS, the National PAL wishes to sub-grant their award to the City of Saint Paul Police Department including all requirements and
 5 obligations to insure that grant funds are expended for authorized activities as set forth in the sub-grant agreement which includes an
 6 indemnification clause; and
 7
 8 WHEREAS, this sub-grant supports community-based youth mentoring programs that strengthen and expand mentoring and dropout
 9 prevention services to at-risk/high-risk populations, as well as preserve and create employment opportunities; and
 10
 11 WHEREAS, a 2010 financing and spending plan needs to be established for these funds; and
 12
 13 WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there are available for
 14 appropriation funds of \$24,670 in excess of those estimated in the 2010 budget; and
 15
 16 WHEREAS, the Mayor recommends that the following addition be made to the 2010 budget:

	Current Budget	Changes	Amended Budget
17 0436-Police Special Projects Fund			
18 FINANCING PLAN			
19 34247-National PAL			
20 3699-Other Miscellaneous Grants	0	24,670	24,670
21 Total Changes to Financing	0	24,670	24,670
22 SPENDING PLAN			
23 34247-National PAL			
24 0111-Salaries		14,000	14,000
25 0251-Transportation		1,000	1,000
26 0252-Lodging, Meals		1,851	1,851
27 0359-Other-Special Materials		2,803	2,803
28 0357-Athletic/Recreation		2,900	2,900
29 0389-Other Supplies		1,045	1,045
30 0439-Fringe Benefits	0	1,071	1,071
31 Total Changes to Spending	0	24,670	24,670

32 THEREFORE BE IT RESOLVED, that council accepts this sub-grant agreement and authorizes the City of Saint Paul to enter into, and
 33 Chief Tom Smith to implement the attached sub-grantee agreement with the National PAL which includes an indemnification clause; and
 34
 35 THEREFORE BE IT RESOLVED, that the Saint Paul City Council approves these changes to the 2010 budget.
 36
 37
 38

	Yeas	Nays	Absent
Bostrom			
Carter			
Harris			
Helgen			
Lantry			
Stark			
Thune			

Requested by Department of: Police

By: [Signature]

Approved by the Office of Financial Services
 By: [Signature]

Approved by City Attorney
 By: [Signature]

Approved by Mayor for Submission to Council
 By: [Signature]

Adopted by Council: Date _____

Adoption Certified by Council Secretary
 By: _____

Approved by Mayor: Date _____

By: _____



National Association of Police Athletic/Activities League, Inc.
658 W. Indiantown Road, Suite 201
Jupiter, FL 33458
Tel.: (561) 745-5535
Fax: (561) 745-3147
E-mail: copnkid@nationalpal.org
Cops and Kids Together – Providing Solutions through Sports and Education
Website: www.nationalpal.org

February 22, 2010

Ray Jefferson
St Paul Police Department, MN PAL
367 Grove St. ACOP Office
St Paul, MN 55101

SUBJECT: National PAL Recovery Act Mentoring Sub-Agreement #: ARRAMN104

Dear Ray Jefferson,

I am pleased to inform you that **St Paul Police Department, MN PAL** has been awarded a National PAL Recovery Act Mentoring subgrant from the National Association of Police Athletic/Activities Leagues, Inc. (National PAL) through the U.S. Department of Justice. This subgrant supports community-based youth mentoring programs that strengthen and expand mentoring and dropout prevention services to at-risk/high-risk populations, as well as preserve/create employment opportunities. Your organization will receive an award of up to \$24,670 to be used for direct program expenses associated with the development and implementation of your Mentoring and Drop-out Prevention Program. All funds must be appropriately expended or obligated between April 1, 2010 through April 30, 2011. Award is a reimbursement subgrant. Please read the Subgrant Agreement in its entirety before signing.

Federal Grant Award Number: 2009-SC-B9-0162
CFDA No: 16.808

Agreement Requirements: Program Administrator to initial each of the Agreement Requirements:

By no later than April 30, 2011 (and earlier if specifically stated herein), your organization will:

Initial

- _____ 1. Develop and implement the proposed Mentoring Program during non-school hours that includes the **Minimum ARRA Mentoring program requirements:**
 - Hire Mentor Program Coordinator within 30 days of award notice (Begin working April 1, 2010)
 - Implement dropout prevention curriculum
 - Identify and serve a minimum of 40–50 mentees, at-risk and/or high risk, upper elementary to middle school age
 - Identify, recruit, screen and train a minimum of 15-20 volunteer adult/peer mentors
 - Conduct background checks on volunteer mentors
 - Match youth mentees with trained volunteer adult/peer mentors: **Match ratio:** Mentor to Mentee ratio - 1:1, maximum 1:3
 - Mentors and mentees to meet a minimum of one time per week for Months 3 through 13 of the subgrant period
 - Track number of youth who offend or reoffend during/after involvement in the program
- _____ 2. **Mentor Program Coordinator to work, report on, and be paid from subgrant award: A minimum of 896 hours per chapter** for the 13 month subgrant period. (To begin working April 1, 2010).
- _____ 3. Submission of documentation in evidence of the newly hiring, retaining or restating personnel for the position of the Mentor Coordinator. (National PAL will provide guidance regarding documentation)
- _____ 4. Form collaborative relationships with community organizations, defined by a formal agreement

- _____ 5. Mentor Program Coordinator must attend two *mandatory* National PAL Implementation trainings
- _____ 6. Mentor Coordinator to participate in bi-monthly technical assistance conference calls
- _____ 7. Conduct local orientation and trainings for mentors and mentees
- _____ 8. Conduct outreach to schools, social and juvenile services, youth detention facilities, recreation centers and other youth serving organizations
- _____ 9. Extend in-kind contributions, such as facility usage, including space, utilities and supplies
- _____ 10. Law enforcement commitment
- _____ 11. Review and Utilize the Implementation Materials distributed by National PAL
- _____ 12. Develop and implement programming as a way to promote crime prevention, involving law enforcement in an effort to advance positive relationships among youth and law enforcement
- _____ 13. Complete and submit *monthly* reports to **National PAL** via the online reporting collection service. Failure to comply with required reporting can result in the returning of all funds
- _____ 14. Reimbursement request to be submitted **monthly or quarterly**. Reimbursement will be processed provided your PAL Chapter is in compliance with the program reporting requirement as stated above (#13) and a member in good standing (#15). Reimbursement requests only considered after **budget is approved**
- _____ 15. Be in good standing and achieve and/or maintain compliance with the minimum requirements for membership in National PAL **during the entire subgrant period**
- _____ 16. If requested to do so; provide proof of current liability insurance covering grant award period to National PAL
- _____ 17. Comply with all applicable federal guidelines, including those found in the U.S. Department of Justice's Office of Justice Programs Financial Guide; OMB Circulars A-110, A-122 and A-133; federal travel per diem guidelines; and support documents relative to them. The Financial Guide is located on the internet at <http://www.ojp.usdoj.gov/financialguide/index.htm>; OMB circulars at www.whitehouse.gov/omb/circulars/index.html; and federal travel per diem limits at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC
- _____ 18. Provide timely and unrestricted access to any and all project/program related records to the U.S. Department of Justice, **National PAL** and their assigned representatives
- _____ 19. Certify that national criminal background checks, with particular attention to child molestation convictions, are completed for all employees and volunteers having direct contact with youth served by your organization during the tenure of the award. If not already being done, initiate these background checks for all applicable current employees and volunteers, and complete background checks for new employees and volunteers on an ongoing basis throughout the award period

Disbursement and Use of Funds

The award amount will be honored based on such compliance and appropriate progress. Actual payments will be made on a **reimbursement** basis upon submission, review and approval of reports and appropriate documentation regarding expenditure of funds. Instructions and documents for reimbursement will be distributed.

Funds may be used only for direct operating costs associated with the stated Recovery Act Mentoring Program activities in your grant proposal. All funds must be appropriately expended or obligated between April 1, 2010 through April 30, 2011 and these expenditures must be fully reported by May 20, 2011. **Your organization will relinquish all rights and claims to grant funds not appropriately expended or obligated by April 30, 2011 and fully reported and documented by May 20, 2011.**

Subgrant Terms and Conditions

1) Method of Payment

- a) This is a cost reimbursement subgrant. National PAL will pay the subgrantee for allowable costs incurred as outlined in the approved budget and narrative.
- b) National PAL will pay only those subgrant costs agreed to in the grant. National PAL will not be responsible for any cost incurred prior to execution of the grant. Only grant costs incurred on or after the effective date and on or prior to the termination date of the grant are eligible for payment.
- c) Payment shall be requested on a monthly or quarterly basis on the approved invoice forms. The subgrantee shall request payment through submission of a completed invoice to National PAL. Proof of purchase documentation is required for reimbursement.

2) Data Collection

The subgrantee will collect all grant related data and submit as required by National PAL. Failure to comply with reporting requirements will result in non-payment or termination of the grant.

3) Reasons for Non-payment or termination

If the subgrantee fails to either submit the required reports as stated in Section 1. Method of Payment to National PAL (20) days after the due dates or provide grant related data pursuant to Section 2. Data Collection, National PAL may withhold payment until the subgrantee is in compliance.

Alternatively, if performance is deficient, National PAL may terminate this subgrant under the Default provisions in the subgrant. In that event, the subgrantee shall also be liable for actual damages accruing until the time National PAL may reasonably obtain service or performance of services. The damages shall be in addition to other rights of National PAL to terminate the grant.

4) Subgrant Amendments

Subgrants may be amended with adequate justification. Amendments are effective on the last date signed and will not be made retroactive. The grantee shall obtain **prior written** approval from National PAL for changes in the subgrant including but not limited to:

- a) Changes in project activities; designs or research plans set forth in the approved subgrant.
- b) Budget modifications may be accomplished with the proper subgrant amendment form and a written request. The modification shall have supporting justification. National PAL will reject justification if unsatisfactory. The grant amendment is contingent upon the approval of National PAL.
- c) Under no circumstances can a transfer of funds increase the total approved award.

5) Record Keeping

The subgrantee will maintain records of activities as appropriate. Data should be collected in such a way as to permit data integrity verification against invoices and required narrative reports.

6) Commingle

The subgrantee shall establish a system to provide adequate fund accountability for each project that is awarded.

7) Confidentiality

The subgrantee, its agents, employees or subgrantees will not use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state statutes and any applicable federal regulations (45 CFR, Part 205.50) except upon written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

8) Access to Records

National PAL reserves the right to unilaterally terminate this subgrant if the subgrantee refuses to allow public access to all documents, papers, letters, or other materials made or received by the subgrantee or its contractor in conjunction with this subgrant.

9) Retention of Records

The subgrantee shall retain all records and documents pertinent to this subgrant for a period of three (3) years from the date of submission of final report of this subgrant. If an audit has been initiated and audit findings have not been resolved at the end of three (3) years the records shall be retained until resolution of the audit findings.

10) Abuse, Neglect, and Exploitation Reporting

An employee of the subgrantee who knows, or has reasonable cause to suspect that a child is or has been abused, neglected, or exploited shall immediately report such knowledge or suspicion to the appropriate law enforcement agency and/or abuse registry and tracking system.

11) Training

The subgrantee shall ensure that each of their direct care project staff has received basic training areas such as First Aid, CPR, child abuse and neglect (*e.g.*, detection, reporting, prevention and counseling), confidentiality requirements and how to handle emergencies on the job.

The subgrantee shall maintain a record of all training, conference, staff meeting or continuing education for all employees whose salary is paid in full or part from grant funds.

12) Indemnification

The subgrantee shall indemnify and hold harmless the Department of Justice and National PAL, upon notice for any liabilities caused by the subgrantee or its employees' or agents' negligent or tortuous acts or omissions within the scope of this grant to the limits of sovereign immunity.

13) Insurance

The subgrantee shall provide adequate insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this subgrant. Verification of liability insurance shall be provided upon request. Payment will be withheld until proof of insurance has been forwarded to National PAL.

14) Monitoring

The subgrantee shall permit persons duly authorized by National PAL to inspect any records, papers, documents, facilities, goods and services relevant to the grant program. This includes interviews with any participants or employee of the grant program. The reviewer should document all on-site monitoring visits. Copies of the monitoring report will be shared with the subgrantee.

15) Termination

Termination for Convenience: This grant may be terminated by the subgrantee upon no less than thirty (30) calendar days notice, without cause, at no additional cost, unless a different period is mutually agreed upon by both parties. The subgrantee must be operating in a state of compliance with the terms and conditions of the grant at the time the notice is issued and must remain compliant for the duration of the performance period. The grant may be terminated by National PAL upon no less than thirty (30) days' notice, without cause, at no additional cost, unless the parties mutually agree upon different notice period.

Termination for Default: Unless National PAL waives the subgrantee's breach in writing, National PAL may, by written notice to the subgrantee, terminate this grant upon notice. Waiver of breach of any provisions of this grant shall not be deemed to be a waiver of any other breach and shall be construed to be a modification of the terms of this grant. The provisions herein do not limit the right of National PAL to remedies at law or to damages.

All termination notices shall be sent by certified mail, or other delivery service with proof of delivery.

16) Assignment and Subgrants

The subgrantee shall not assign responsibility of this grant to another party or subgrantee for any of the work contemplated under this grant without written approval of National PAL. No such approval by National PAL of any assignment or subgrant shall be deemed in any event to provide for National PAL incurring any obligation in addition to the total dollar amount agreed upon in this grant.

Single Audit Requirements

The administration of funds awarded by National PAL to the Subgrantee may be subject to audits and/or monitoring by National PAL as described elsewhere in the grant and in this exhibit.

Audit Requirements

If the Grantee is a State or Local government or a Non-Profit organization as defined in OMB Circular A-133, as revised. In the event that the Grantee expends \$500,000 or more in Federal awards in its fiscal year, the Subgrantee must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended in its fiscal year, the Subgrantee shall consider all sources of Federal awards. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised.

In the event that the Grantee expends \$500,000 or more in Federal awards in its fiscal year, the Subgrantee must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised and Subgrantee will forward a copy of audit report to National PAL within the earlier of 30 days after auditor's receipt of the report(s), or nine months after the end of the audit period.

In connection with the audit requirements, the Grantee shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the Grantee expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required.

Monitoring Procedures

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised (see "AUDIT REQUIREMENTS"), monitoring procedures may include, but not be limited to, on-site visits by National PAL staff. By entering into this grant, the subgrantee agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by National PAL. The subgrantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Office of the Comptroller.

The OMB Circular A-133 can be found on the Office of Management and Budget website

<http://www.whitehouse.gov/omb/circulars/a133/a133.html>.

LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

Assurances and Certifications

Ensuring Equal Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at: <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation, 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors. The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>. State Administering Agencies and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice

Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees. Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, your organization, which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOPlan), 28 C.F.R. 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

Meeting the EEOPlan Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization might need to comply with an EEOPlan reporting requirement. However, if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the preparation and maintenance of an EEOPlan. Your organization's EEOPlan requirement then, is simply to complete Section A of the Certification Form attesting to your organization's status. You must then return the Certification form to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements).

It will comply (and will require contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. If a governmental entity:

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a)

DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

Executing This Agreement

To indicate your organization's willingness to accept these grant funds in accordance with the specified requirements of this agreement, print out this agreement (six pages), and the Program Administrator to initial each of the Award/Agreement Requirements (pages 1 and 2), print their name and sign and date below in **blue ink only**. Submit the following items so they are received **no later Thursday, March 11, 2010, 5:00 pm ET** to:

National PAL

Attn: Mentoring Grant

658 W. Indiantown Road, Suite 201

Jupiter, FL 33458

Include:

- Original Subgrant Agreement, initialed, signed, and dated in **blue ink**
- Completed Proof of Liability Insurance Form
- Subgrant Budget, including Budget Detail, Narrative and Summary

It is strongly recommended that the agreement be sent by certified mail or courier. Retain copies for your organization's files.

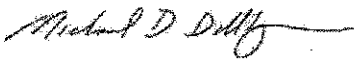
If you determine that your organization is unwilling or unable to comply with and/or deliver all of the requirements of this award and do not execute this agreement, please contact Terri Weichman at National PAL (561) 745-5535 to discuss options.

The terms of this Subgrant Agreement and applicable guidelines supersede any and all other verbal discussion related to these federal funds. **This Subgrant Agreement may be terminated without further cause if your organization fails to initial, sign, and return this agreement and all required, completed forms to National PAL no later than Thursday, March 11, 2010, 5:00 pm ET.**

Additionally, this award is subject to termination for cause of other administrative action if your organization does not adhere to all terms and conditions of this award, as appropriate. Either party may also terminate this agreement at any time by giving 30 days written notice to the other party.

We look forward to working with you on this important program to expand the reach and impact of your organization and the partnerships created between local youth and law enforcement organizations.

Sincerely,



Mike Dillhyon

Executive Director

PRINT NAME: Program Administrator

Program Administrator Title

SIGNATURE: Program Administrator

Date

National PAL Recovery Act Mentoring Budget Narrative

Include Budget Narrative for each Budget Category and Line Item requested, explaining each in detail in a narrative form, *including calculations when appropriate.*

CHAPTER NAME: Saint Paul Police Dept

A. Personnel

The Mentor Program Coordinator position has been posted with interviews taking place the week of 3/8/10. Salary of \$12.50/ hr x 20+ hrs / wk ~~\$13,000.00~~ will be paid.

*Per Budget detail sheet
\$14,000*

B. Fringe Benefits

FICA will be paid out of this grant **\$1,071.00**

C. Travel

Budget for travel to Implementation Training 1 (required) in Washington DC, calculated as Per Diem 1 person x (2daysx\$71)(2 days x \$53.25) \$249, Airfare/Transportation 1 person x \$500, Lodging 1 hotel room x 3 nights x \$232=\$696, Ground Transportation \$35 x 3 days=\$105, Budget for travel to **Implementation Training 2** (required) Per Diem; 1 person (2daysx\$71)(2 days x \$53.25)=\$249, Airfare/Transportation 1 person x \$500, Lodging; 1 hotel room x 3 nights x \$149=\$447, Ground Transportation; \$35 x 3 days=\$105, **Total for Two Implementation Trainings \$2851.**

D. Equipment:

This mentorship program includes a series of First Aid & CPR certification classes. Equipment to be purchased include: Ambu® CPR Pal® (Set of 4) in carry case \$779.00, Ambu® Man \$1,395.00, Casualty Simulation Kit \$629.00. Total cost of equipment **\$2,803.00.**

E. Supplies

Drop-Out Prevention CD Series (Required) at \$300 per set. \$300
Mini personal CPR & First Aid kit, 90 @ \$5.99 ea \$539.10
Work books & pens \$200.00
Total supplies **\$1,045.00**

F. Contracts/Consultants

No fees associated with this category

G. Other

Swimming classes provided by 6 certified swim instructors; 4 , 3 month certification sessions (approximately 40 total sessions) **\$2,900.00**

National PAL Recovery Act Mentoring Program BUDGET DETAIL AND

Funds will be awarded as reimbursement subgrants.
 If awarded, your chapter must be able to submit a Budget Detail and Narrative within

Maximum subgrant funding is \$24,670, which *MUST* include:

- Costs related to the hiring of new employees and/or retaining individuals who will serve as Mentor Program
- Travel expenses of \$2851 for the attendance to two mandatory implementation trainings (Travel)
- \$300 for the purchase of the drop-out prevention CD series (Supplies)

This grant funding is Recovery Act Funding. Which must be used to create a new job or a job that is being retained, or

The program's budget must be directly related to the services to be provided and identified in the program

The following expenses will not be paid for with grant funds:
 Audit expenses \$1,000 or more, Construction, Decorative Items for Office or Home, Entertainment for

CHAPTER NAME: St Paul, Minnesota

A. Personnel: Employee Salaries: List each position by title and name of employee if available

Title and Staff Member Name	Number of weeks per year	% of time related to this grant program	Annual Salary	Amount paid with Grant Funds
a. TBA	56 wk/yr 20 hr/wk	100%	\$12.50/hr	\$14,000.00
b.				
c.				
d.				
e.				
f.				
g.				
Personnel Category Total:				\$14,000.00

B. Fringe Benefits: Fringe benefits should be based on known actual costs or an established formula. Fringe benefits are for the personnel listed in

	Position	FICA / Medicare/ SSN	Health Insurance per month	Life Insurance per month	Dental per month	Retirement per month	Workers Comp. per month (%)	Un-employment per month (%)	Other (Explain)	Monthly Total	TOTAL (Monthly total x # mo./year)
a		107									76.50 x 12mo
b											
c											
d											
e											
f											
g											107

Fringe Benefits Category Total:

C. Travel: Itemize travel expenses of project personnel by purpose (e.g., staff to

Item and Explanation	Amount	Category
a Implementation Training 1 (Washington DC) (Required) Per Diem 1 person x (2daysx\$71)(2 days x \$53.25)	249	
b Implementation Training 1 (Washington DC) (Required) Airfare/Transportation 1 person x \$500	500	
c Implementation Training 1 (Washington DC) (Required) Lodging 1 hotel room x 3 nights x \$232	696	
d Implementation Training 1 (Washington DC) (Required) Ground Transportation \$35 x 3 days	105	
e Implementation Training 2 (Required) Per Diem 1 person (2daysx\$71)(2 days x \$53.25)	249	
f Implementation Training 2 (Required) Airfare/Transportation 1 person x \$500	500	
g Implementation Training 2 (Required) Lodging 1 hotel room x 3 nights x \$149	447	
h Implementation Training 2 (Required) Ground Transportation \$35 x 3 days	105	
i		
j		
k		
l		

BUDGET SUMMARY:

When you have completed the budget detail

Budget Category	Grant Funds Requested
A. Personnel	\$14,000.00
B. Fringe Benefits	1071
C. Travel	2851
D. Equipment	2803
E. Supplies	1245
F.	
G. Other	2700
TOTAL	24670

CHAPTER NAME: St Paul Police Department, Minnesota



CONSULTING

April 7, 2010

Dear St. Paul Police Department, MN PAL:

RE: ARRAMN104

FirstPic, Inc. is working in partnership with National Police Athletic/Activities League to administer the National PAL Recovery Act Mentoring Program sub-grant awards. FirstPic, Inc. will be responsible for reviewing the Mentoring Program budget proposals and processing reimbursements. I have reviewed your proposed budget and it has been approved as submitted. I look forward to working with you on this program.

If you have any financial questions, feel free to contact me. If you have any questions regarding the National PAL Recovery Act Mentoring Program or terms of your Sub-Agreement, please contact Terri Weichman at (561) 745-5535 or tweichman@nationalpal.org."


Sharon Wagner
Financial Manager
FirstPic, Inc.
2614 Chapel Lake Drive
Gambrills, MD 21054
Phone: 443-302-2071
Fax: 443-302-2084

cc: Mike Dillhyon, National PAL
Terri Weichman, National PAL



City of Saint Paul
Interdepartmental Memorandum

To: Margaret Kelly, Finance Director

From: Chris Eitemiller, Sr. Budget Analyst 

Subject: Police Budget Amendment to establish financing & spending plan for National Police Athletic League (PAL) Grant

Date: October 13, 2010

The attached resolution accepts and establishes a financing and spending plan for the National Police Athletic League (PAL) grant. The total grant is for \$24,670. The 2010 budget would be amended to increase financing and spending by this amount.

The PAL program supports a youth mentoring program for at-risk populations. The grant will provide \$14,000 for a temporary hire to coordinate the program. The rest is for supplies and other program expenses.

Because this will amend the Police budget, this will require a public hearing. It will be on the Council's agenda November 3rd, as the first and third meetings each month are the opportunities for budget amendments.

This proposal seems reasonable, I recommend signing.