

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
 2 from the U.S. 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
 5 requirements and obligations to insure that grant funds are expended for authorized activities as set forth in the sub-grant
 6 agreement which includes an indemnification clause; and
 7

8 WHEREAS, this sub-grant supports community-based youth mentoring programs and will provide funds for the Saint Paul
 9 Police Department's Juvenile Unit, whose officers will act as mentors to the youth of Saint Paul through the department's
 10 Police Athletic League (PAL) programs; and
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12 WHEREAS, a 2014 financing and spending plan needs to be established for these funds; and
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14 WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there are
 15 available for appropriation funds of \$15,000 in excess of those estimated in the 2014 budget; and
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17 WHEREAS, the Mayor recommends that the following addition be made to the 2014 budget:
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19 **Police Grants - Accounting Unit 20023842 Activity G2314653534288**

Account	CURRENT BUDGET	CHANGES	AMENDED BUDGET
Spending Changes			
67530 Transportation	-	10,000	10,000
72515 Athletic/Recreation/Gym	-	1,200	1,200
72905 Other - Special Matl & Supplies	-	3,800	3,800
TOTAL:	0	15,000	15,000
Financing Changes			
43001 Federal Direct Grants	-	15,000	15,000
TOTAL:	0	15,000	15,000

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 31 THEREFORE BE IT RESOLVED, that council accepts this sub-grant agreement and authorizes the City of Saint Paul to
 32 enter into, and Chief Tom Smith to implement the attached sub-grantee agreement with the National PAL which includes an
 33 indemnification clause; and
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35 THEREFORE BE IT RESOLVED, that the Saint Paul City Council approves these changes to the 2014 budget.

	Yeas	Nays	Absent
Bostrom			
Brendmoen			
Lantry			
Stark			
Thao			
Thune			
Tolbert			

Requested by Department of: **POLICE**

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

Approved by the Office of Financial Services

By: _____

Approved by City Attorney

By: _____

Adopted by Council: Date _____

Approved by Mayor for Submission to Council

Adoption Certified by Council Secretary

By: _____

By: _____

Approved by Mayor: Date _____

By: _____



National Association of Police Athletic/Activities Leagues, Inc.
1662 N. US Highway 1, Suite C
Jupiter, FL 33469
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

December 11, 2013

St. Paul, MN. PAL

Jacob Bobrowski

SUBJECT: 2013 National PAL Mentoring Program Subagreement

Dear Jacob,

I am pleased to inform you that St. Paul, MN. PAL has been awarded a 2013 National PAL Mentoring Program 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 to at-risk/high-risk populations. Your organization will receive an award of \$15000 to be used for direct program expenses associated with the development and implementation of your Mentoring Program. All funds must be appropriately expended or obligated between January 1, 2014 through December 31, 2014. This Award is a reimbursement subgrant. Please read the Subgrant Agreement in its entirety before signing.

Federal Grant Award Number: 2013-JU-FX-0024
CFDA No: 16.726

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

By no later than December 31, 2014 (and earlier if specifically stated herein), your organization will:

Initial

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1. Implement or expand a local Mentoring Program during non-school hours that includes the National PAL 2013 Mentoring Program Requirements:
 - Implement Mentoring program through Chapter's Mentoring Pathway Choice: National Mentoring Program
 - Identify and serve a minimum of mentees of at-risk and/or high risk youth through proactive outreach. If in proximity of military installation, actively recruit youth with enlisted parents
 - Identify, recruit, screen and train volunteer adult/peer mentors to establish mentor relationships
 - Conduct background checks on volunteer mentors
 - Match youth mentees with trained volunteer adult/peer mentors from the community. **Match ratio:** Mentor to Mentee ratio (Established Mentoring is maximum 1:3, YLP is maximum 1:4)
 - Mentor/Mentee ratio for this award if Mentors 7, Mentees 21
 - Mentors and mentees to meet individually and/or in a group setting, a minimum of one hour, one time per week, beginning within one month from the award of the subgrant. **Mentor / Mentee matches should last 12 months continuously. Seasonal or one time event programs do not qualify for funding.**
 - Track number of youth who offend or reoffend, their GPA, school attendance, assess and track mentees behavioral and attitudinal changes and perception of social support during/after involvement in the program
 - Maintain a Mentor Mentee Tracking log (available to National PAL upon request). [Format to be provided by National PAL prior to December 31, 2013.]
2. Mentor Program Coordinator to be identified and to begin working no later than February 8, 2014, who will direct, implement and supervise mentoring program within PAL chapter
3. Form collaborative relationships with community organizations, defined by a formal agreement

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- TES 4. Mentor Program Coordinator must participate in *mandatory* Implementation Training Webinars. Dates and times to be determined.
- TES 5. Mentor Coordinator to participate in bi-monthly technical assistance conference calls/webinars
- TES 6. Implement kick-off event to launch the mentoring initiative
- TES 7. Conduct local orientation and trainings for mentors and mentees
- TES 8. Conduct outreach to schools, social and juvenile services, youth detention facilities, recreation centers and other youth serving organizations
- TES 9. Extend in-kind contributions, such as facility usage, including space, utilities and supplies
- TES 10. Secure Law enforcement commitment
- TES 11. Review and utilize the Implementation Materials distributed by National PAL
- TES 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
- TES 13. Complete and submit *quarterly* program progress reports to **National PAL** via the online reporting collection service. Failure to comply with required reporting can result in the returning of all funds
- TES 14. Reimbursement request to be submitted **throughout the implementation period. Reimbursements will be accepted bi-monthly only. Failure to submit reimbursement bi-monthly may result in a reduction of the grant award amount.** 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**
- TES 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**
- TES 16. Provide adequate liability coverage on a comprehensive basis, in effect throughout the subgrant period. The subgrantee will provide adequate written proof of insurance when requested by National PAL
- TES 17. Comply 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 and 28 C.F.R. pts. 66 or 70 and those found in the U.S. Department of Justice's Office of Justice Programs Financial Guide; 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/category/21287>
- TES 18. Create and maintain Mentor and Mentee files and documentation as prescribed by National PAL.
- TES 19. 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
- TES 20. 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



21. Chapter to provide required access to computer, internet and email

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 Mentoring Initiative activities stated in your grant proposal. All funds must be appropriately expended or obligated between January 1, 2014 through December 31, 2014 and these expenditures must be fully reported no later than January 31, 2015. **Your organization will relinquish all rights and claims to grant funds not appropriately expended or obligated by December 31, 2014 and fully reported and documented by January 31, 2015.**

Subgrant Terms and Conditions

I. 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 bi-monthly basis on the approved invoice forms/online. The subgrantee shall request payment through submission of a completed invoice to National PAL. Proof of purchase/payment documentation is required for reimbursement.**

II. 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 for non-compliance.

III. Reasons for Non-payment or termination

If the subgrantee fails to either submit the required reports as stated in Section 1 to National PAL, National PAL to 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. Subgrantee is subject to returning of all funds if found to be non-compliant in performance of subgrant required activities.

IV. 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 subgrant amendment via email-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. Budget amendment deadline is 120 days prior to the end of the subgrant: Deadline 09/30/14.
- c) Under no circumstances can a transfer of funds increase the total approved award.

V. Record Keeping

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

VI. Commingle

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

VII. 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 except upon written consent of the recipient, or his/her responsible parent or guardian when authorized by law.

VIII. 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.

IX. 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.

- X. **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.
- XI. **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.
- XII. **Indemnification**
To the extent permitted by law, 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.
- XIII. **Insurance**
The subgrantee shall provide adequate liability insurance coverage (including but not limited to coverage for the matters described in Paragraph XII herein titled "Indemnification") 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.
- XIV. **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.
- XV. **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.
- XVI. **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.

Information from subgrantee will be collected for reporting on FFATA (The Federal Funding Accountability and Transparency Act) as necessary.

Single Audit Requirements:

If the Grantee is a State or Local government or a Non-Profit organization as defined in OMB Circular A-133, 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. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide. 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.

Monitoring Procedures

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.

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 (EEOP), 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 EEOP 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 EEOP 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 EEOP. Your organization's EEOP 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. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by mail:

Office of the Inspector General

U.S. Department of Justice

Investigations Division

950 Pennsylvania Avenue, N.W.

Room 4706

Washington, DC 20530

e-mail: olg.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499 or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a

Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

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 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).

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.

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;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly

DRUG-FREE WORKPLACE

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:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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 (seven pages), and have the Program Administrator initial each of the Award/Agreement Requirements (pages 1 - 3), print their name and sign and date below in **blue ink only**. Scan and submit a color copy of the signed and initialed agreement to National PAL Mentoring Program at grantsmbx@nationalpal.org **no later Friday, December 20, 2013, 5:00 pm ET**

Include:

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

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 Mike Dillhyon at National PAL (561) 745-5535 to discuss.

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 Friday, December 20, 2013, 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,



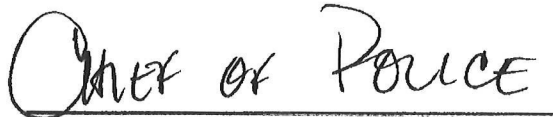
Mike Dillhyon
Executive Director



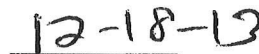
PRINT NAME: Program Administrator



SIGNATURE: Program Administrator



Program Administrator Title



Date



National PAL Mentoring Program

Quick Reference Contact Information Form

Chapter Name: St Paul Police PAL

Program Director	
Name	
Phone	
Fax	
Email	

Program Administrator	CHIEF THOMAS E SMITH
Name	
Phone	651-266-5588
Fax	651-266-5542
Email	Tom.Smith@ci.stpaul.mn.us

Date Completed: 12/18/13

Please note that changes in contact information must be submitted to grantmbx@nationalpal.org



National Association of Police Athletic/Activities League, Inc.

1661 N. US Highway 1, Suite C

Jupiter, FL 334

Tel.: (561) 745-5535

Fax: (561) 745-3147

E-mail: copnkid@nationalpal.org

Website: www.nationalpal.org

Kids, Cops and Community – Providing solutions through youth - leadership, sports, and education

February 19, 2014

Dear St. Paul, MN. PAL:

RE: 2013 Mentoring Grant Award

I have reviewed your proposed budget and it has been approved as submitted. The reimbursement procedure is attached to this email.

The first reimbursement for January 2014 and February 2014 is to be submitted between March 1, 2014 and March 31, 2014.

I look forward to working with you on this program. If you have any questions, feel free to contact me.

Eric C. Widness
Assistant to the Executive Director
Events, Grants, & Membership Manager
National Association of Police Athletic/Activities Leagues
1662 North U.S. Highway 1
Suite C
Jupiter, FL. 33469
Phone: 561-745-5535
Fax: 561-745-3147
e-mail: ewidness@nationalpal.org
web-site: www.nationalpal.org

cc Mike Dillhyon, National PAL
Grants Mailbox

EM

AB

FY13 Application | National PAL National Mentoring Program [App ID: 42]

Chapter Information (3.4 pts)

Chapter Name: St. Paul, MN. PAL
 Chapter Address: 367 Grove St. - St. Paul, MN 55101
 Chapter Phone Number: 651-266-5570

Program Contact Information (3.3 pts)

Program Contact: Jacob Bobrowski
 Program Contact Phone Number: 651-266-5570
 Program Contact Email: jacob.bobrowski@ci.stpaul.mn.us

Fiscal Contact Information (3.3 pts)

Fiscal Contact: Amy Brown
 Fiscal Contact Phone: 651-266-5507
 Program Contact Email: amy.brown@ci.stpaul.mn.us

Program Information (80 Points)

Evidence-Based Program: The Saint Paul Police department will use the National Mentoring Program Overview. The Saint Paul P

Number of Mentors: 30

Number of Mentees: 30

Mentor Recruitment Plan:

The Saint Paul Police P.A.L. has a Unit that provides a Sergeant and Police Officers. The Sergeant is responsible for recruiting Mentors for this program and has already done so. There will be 10 Police Officers, 10 Saint Paul Public School teachers, and 10 members from the community. The P.A.L. Sergeant will use 10 Officers from the P.A.L. and Juvenile Unit who will act as mentors to the youth. The P.A.L. Sergeant visited several schools and presented this program, then in turn received commitments from 10 teachers. The P.A.L. Sergeant went to Boys Totem Town (a detention center), Arlington House (temporary youth shelter) Ames Lake Community Center, and Parks and Recreation and presented this program, 5 more mentor candidates emerged. The Saint Paul Police Department has a Background Unit with several investigators that will process any Mentor applicants. As stated above the Saint Paul P.A.L. partner with Boys Totem Town, Arlington House, Ames Lake Community Center, and Parks and Recreation. Mentors will come from these partners as well as police officers and teachers. The policies and procedures will adhere to the Saint Paul Police Department's Background Unit which will include any criminal history, work history, and follow up with several references. A full investigation by Saint Paul Police Background Investigators will be conducted. Timeline: This has been completed. The Mentors are prepared and ready to mentor youth.

Mentee Recruitment Plan:

The Saint Paul Police P.A.L. Sergeant will be responsible for the recruitment of youth to this program. In fact the new P.A.L. members are signed up and ready for the program to begin. These youth came from the following partners: Boys Totem Town- A Saint Paul Youth Detention Center Arlington House-Temporary Youth Shelter Ames Lake Community Center Parks and Recreation Saint Paul Schools The Mentees were recruited from the above partners and are set to begin at the present time.

Implementation Plan:

Designation of the Roles of Key Personnel: A. A Saint Paul Police Sergeant will work with the youth daily through Saint Paul P.A.L. Healthy Living Class at a Saint Paul High School. B. A Saint Paul Police Officer will work daily with youth not enrolled in the school. This will include youth whom have been released from detention centers and temporary shelters in which Saint Paul P.A.L. has built a bond. This program continues this bond with said Youth with M-F after school programming. C. A Certified Fitness Instructor will develop fitness programs based on each individual youth with attainable goals. D. A Saint Paul School Teacher will add an Academic Component to the M-F during school hours and after school hours which will include homework help. Designation of Where the Program will be implemented: This program will take place on the ground of a Saint Paul Public School (Harding) at the "Tim Jones Fitness Center". Officer Tim Jones grew up in Saint Paul and was a Harding graduate. He was a Saint Paul Police Officer who was killed in the line of duty. The fitness center was built to honor his memory 15 years ago but has not had equipment updates since. This location is Saint Paul not only is the most culturally diverse but is has the lowest income and has fallen on hard times with a spike in criminal and gang activity. Saint Paul Schools will allow Saint Paul Police P.A.L. to use the fitness center, locker rooms, pool, ball fields, and track. Timeline: The timeline will be annually, and once the program sustains each year will have a school year milestone, and a summer program milestone. At the end of each the documentaion of weekly academic and fitness gains will be known. Implementation Activities and Frequency: A. Assess youth strength and fitness levels as well as concepts to create measurable benchmarks. B. Develop a "Personal Wellness Plan" for each individual with an Academic Component. C. Identify target youth through P.A.L. partnerships, and have them placed in the "Police Athletic League Healthy Living" classes throughout the day and after school programming. D. The classes will be Monday through Friday 7AM to 3PM and the after school programming will be evening, weekends, and summer time. Tracking: Each youth will check in daily with the assigned Police Officer, Teacher, and Certified Trainer. Each day the Police Officer will document what progress the youth is making as a positive influence in the community such as athletics, student council, volunteering. The key will be to make sure the youth is not involved or at risk for being involved in gang membership, drug use, abuse etc. The teacher will track and document academic progress and guide the youth in how to make academic gains through tutoring, homework help, guidance etc. The Certified trainer will document health and fitness gains. At the end of each month the key personnel, or MENTORING COUNCIL, will meet to make sure each individual is staying on track with the key components to this program and plan. The Mentoring Council will meet monthly for feedback and evaluation of all aspects of the program. Finally when the timeline milestone is met each year, the council will again meet with each youth. All the data will be compiled as well as an additional factor when the youth moves on to college or into employment as an adult and what influence P.A.L. and this program had on the youth's positive goals and aspirations.

Sustainability Plan:

The Saint Paul P.A.L. has many partners including for this program specifically as stated above: Saint Paul Schools Parks and Recreation Boys Totem Town Arlington House Ames Lake Community Center The Saint Paul P.A.L. has a strong and long lasting relationship with these groups that will sustain this program for years to come. Funding Sources: Saint Paul Police Department- Sergeant and Officer \$150,000. Transportation \$50,000. Saint Paul Schools- Teacher \$70,000. Fitness Instructor \$50,000. Facilities- Fitness Center, pool, locker room, gym, track, ball fields \$100,000. Private Donations- To date the Saint Paul Police Foundation has raised \$30,000 in private funds for this program to get started and continue in the future. All three of the above sources have committed to continuing this program for several years.

Budget Information (20 Points)

Total Funding Request:

\$18000.00

Personnel:	\$ 0.00
Fringe:	\$ 0.00
Supplies:	\$ 3000.00
Equipment:	\$ 15000.00
Contracts:	\$ 0.00
Other:	\$ 0.00

Submission Details

Terms Accepted by: Sergeant Jake Bobrowski
Terms Accepted date: 2013-10-29 12:25:38
Submitted By: Jake Bobrowski
Submit Date: 2013-10-29 12:25:51

Request Total: \$ 18000.00

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National PAL

FY13 Mentoring Budget Instructions

Instructions

Enter all of your project items on the **Details Tab** of this worksheet. The Item Description detail to allow the reviewer to know what the item is. The Quantity and Rate columns should be used to enter the amount category will automatically calculate based on your entries for Rate and Quantity. For additional lines for the budget, please insert those in the appropriate category. The Narrative worksheet is where you will need to enter the description of how the items in the category will be used. Please keep in mind that the more descriptive the narrative section of the budget is, the less likely it will take to approve your budget. After your budget has been approved, all approved items will be entered into the online reporting system and be included in the available items when it comes to submitting reimbursements.



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National PAL Mentoring Program Guidelines (Amended 12-10-2013)

Quality mentoring is based on standards known as Elements of Effective Practice, created in 1990 by a national panel of experts and revised in 2003. The design of the National PAL Mentoring Initiative is based on these national guidelines which include Program Design and Planning, Program Management, Program Operations and Program Evaluation.

Mentoring is a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support and encouragement aimed at developing the competence and character of the mentees. Types of mentoring include adults mentoring youth, peer-to-peer, group, team, couples or buddies, and family.

Adult/peer mentors are trained, screened, and profess an interest in working with children. The overarching mentoring program incorporates elements of positive youth development, provides safe and trusting relationships, proposes healthy messages about life and social behavior, offers guidance from positive role models, and increases positive educational outcomes.

Formal mentoring is long-term and deliberate, led by a Mentor Coordinator.

Minimum time requirements (weekly) for mentor/mentee interaction are established, a screening and matching process is developed, frequent and regular contact is maintained by the PAL Mentor Coordinator, who also provides support for matches. Specific focuses for mentoring programs may include social, career, life skills, or academics.

Selecting the right staff and mentors is critical to the success of the program. It is the responsibility of the Mentor Coordinators to monitor matches, solve issues and concerns. Follow-up meetings and networking events should be used to determine how the program is progressing. (Recommended to Schedule after two weeks, after four weeks, and then monthly).

The National PAL Mentoring Program is a site-based program, taking place at local PAL Chapters. The mentoring coordinator allows matches to participate in fun and engaging activities in a supervised and safe environment. Additionally, group activities are planned on a regular basis. Mentors, youth, and caregivers are encouraged to participate in these activities together.

The performance measurements for this initiative will include increasing the participating perception of social support.

Awarded subgrantees will be required to follow National PAL mentoring program format, using National PAL forms and guidelines.

Chapters applying for the National PAL Mentoring Program were given a choice of 2 pathways for implementing or expanding mentoring at their PAL. The budget summary for the selected pathway is to

be completed referencing the chapter's mentoring pathway choice.

The mentoring pathway choice must be referenced or the subgrant application will be invalid.

Choose which pathway your chapter will be utilizing to implement or expand mentoring at your PAL.

Summaries are listed below.

1. National PAL Established/Conventional
Mentoring Program

2. National PAL Youth Leadership Program (NP YLP)

National PAL Established/Conventional Mentoring Program

National PAL Established/Conventional Mentoring is a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support and encouragement aimed at **developing** the competence **and** character **of the mentees. The Mentor-Mentee ratio is 1 to 1, up to 1** to 3. The overarching mentoring program incorporates elements of positive youth development, provides safe and trusting relationships, proposes healthy messages about life and social behavior, offers guidance from positive role models, and increases positive educational outcomes.

- Mentors are required to participate in **PAL** Mentor training
- Program curriculum is open to the discretion of the PAL Chapter
- Mentor to mentee ratio: up to 1 mentor to 3 mentees
- Youth ages 9-18
- Minimum of 2 group activities for mentees, mentors and caregivers.
- Costs should include field trips, group activities and recognition for mentors.

National PAL Youth Leadership Program (NP YLP)

The National PAL Youth Leadership Program gives youth the opportunity to develop leadership skills, decision making skills and participate in targeted community service projects through *required* monthly leadership meetings, monthly leadership trainings and monthly community service projects.

- Youth Leadership Manual provided by National PAL
- Youth must sign a pledge to be drug, alcohol and tobacco free upon entering and through the duration of the program.
- Youth participants elect youth officers to conduct meeting and projects. Youth officers will be in charge of running the meetings.
- Youth ages 11-18.
- Mentor ratio 1 mentor up to 4 mentees.
- Costs should include any cost related to community service, field trips or educational opportunities.

National PAL will provide the opportunity for up to 30 participants (youth and mentors) to take part in the National PAL / Close Up YLP training event in Washington, DC. Participants will be selected through an application process. National PAL will provide, through the Close Up Foundation, airfare, ground transportation, lodging, curriculum participation *and* meals during the multi-day training. **This event is subject to change at National PAL's discretion.**

National PAL Mentor Program Subgrant Expenditure Policies

U.S. Office of Management and Budget Circular A-122, *Cost Principles for Non-Profit Organizations*, requires that costs charged to Federal awards be "ordinary and necessary for the operation of the organization or the performance of the award" and OMB Circular A-87, *Cost Principles for State, local and Indian Tribal Governments*, requires that costs be "ordinary and necessary for the operation of the governmental unit or the performance of the Federal award". Allowable costs charged must be reasonable, necessary, and documented.

Unallowable: (including but not limited to the following)

Audit expenses, Construction, Decorative Items for Office or Home, Entertainment, Entertainment for Guests/Dignitaries, Lobbying, Remodeling, Vehicles, Weapons, Ammunition, Gratuities, National PAL Dues, Chapter Liability Insurance or Overtime. Equipment is subject to pro-rating per percentage of time used in subgrant program.

Food and meals for community events will not be allowable.

Incentives/giveaways for community distribution are not allowable. Gift cards for mentees/mentors for reward or end-of-the-year recognition or any other item/card with cash value is *not* allowable.

Landscaping (i.e.: shrubs, flowers, grass, etc.)

Allowable; (including but not limited to the following)

All cost must be directly related to the goals and objectives of the selected pathway.

Snacks and meals for the mentees/mentors are allowable if it corresponds with approved activity.

Reasonable priced incentives (under \$25) for mentees/mentors for reward or end-of-year recognition is allowable, if for **ALL** mentees/mentors.

Supplies for community service projects are allowable providing the majority of the project service *is being provided* by the mentees/mentors and is not just providing/purchasing giveaway items; (i.e., food, school supplies, backpacks, etc.).

Pathway Travel/Trainings/Field Trips:

All travel/training/field trips must be justified on how costs correspond with both Pathway and Mentoring Program goals and objectives. Travel/training/field trips must be approved in advance of travel.

Up to 30% of total budget can be used for travel/trainings/field trip expenses combined.

Pathway travel/Trainings/trips that do not include all mentees, Chapter must:

1. Submit how they will choose which youth will travel/attend
2. Submit a narrative on how the mentees that attend will come back and share the experience with the entire group of mentees.
3. Explain how travel/training/trip is related to mentee/mentor relationship.

The above information (1-3) must be submitted prior to budget approval.

If not in the budget, Chapter must submit request by email allowing time for approval consideration and should NOT incur any costs until after approval.

**National PAL 2010-12 Mentoring Program
REIMBURSEMENT PROCEDURES**

REIMBURSEMENT PROCEDURES

Webinar training for reimbursement submittal will be provided by National PAL and FirstPic, Inc. Dates and times will be determined.

This is a cost reimbursement grant – Funds must be expended and proof of payment submitted prior to reimbursement.

Chapter must submit a reimbursement request on bi- monthly basis for the previous months' expenditures.

If reimbursements are not submitted, bi-monthly as required, your sub-grant funding is at risk of being reduced or relinquished.

Reimbursement requests **MUST** be submitted through the npalonline reporting.org website. **DO NOT** mail or fax reimbursement requests. Mailed or faxed reimbursement requests will not be accepted and will not apply to the submittal time requirement

Expenditure Period	Due Date No Later Than
January and February	March 31
March and April	May 31
May and June	July 31
July and August	September 30
September and October	November 30
November and December	January 31

Submittals made after the due date will be considered late and be reflected in the chapters grant performance evaluation.

Reimbursement request will be reviewed for allowability of costs.

National PAL will review the reimbursement and send a check to the Chapter by US Mail. Chapters may request UPS delivery at the chapter's expense. Grant funds will not be used for UPS shipping costs.

DOCUMENTATION

All reimbursement documentation must be uploaded in to the online reporting system. Failure to provide adequate or required documentation may delay your reimbursement.

A proof of payment must accompany every request that is submitted. Proof of payment may be a copy of a cancelled check, a credit card receipt, or a bank credit card statement entry showing payment.

Providing receipts that are legible is critical. If you submit a large number of receipts, you should provide a summary document of the costs claimed and the budget category being charged. Copies of *credit card bills or receipts alone are not acceptable receipts*. They may, however, be used as proof of payment. Please submit copies of receipts and not the originals unless copies are not legible.

PERSONNEL

Submit the payroll information (pay stub or payroll ledger) in the month that the pay period ended. Time cards must be submitted for all hourly employees and should include a column for time spent on the Mentoring program. *(Note: Federal funds cannot be used to pay overtime.)*

Personnel costs should reflect the name, title of position and percentage of time charged to the grant (applies to salaried employees only) — provide on narrative form. Narrative may be required if staff person was not originally budgeted.

The maximum percentage of time that can be claimed for admin support personnel is 10%.

FRINGE BENEFITS

Provide percentages used in determining amount of benefits claimed and provide supporting documentation for such percentages.

Be sure documentation is provided identifying medical or other benefits claimed and proof of payment by Chapter.

TRAVEL

Travel claims require itemized hotel receipts, copy of airline tickets or itineraries that reflect the airfare cost, registration forms, mileage, taxi/shuttle receipts, and airport parking.

Per diem guidance will be provide for any travel required under this grant; otherwise, you may request per diem rate information when traveling to other trainings.

Travel claims for **field trips** must include receipts for food. Per diem calculations are used exclusively for required travel; not for field trips. When per diem is claimed, receipts are not required.

Mileage log is required that shows the actual mileage incurred and the purpose of the travel.

You will be reimbursed in accordance with the current **Federal mileage rate guidelines**, unless your Chapter has a mileage reimbursement rate. Mileage rate may not exceed federal guidelines and includes gasoline and you **cannot claim gasoline separately**.

EQUIPMENT

Prior approval is needed for any equipment purchase over \$500. The request should include what is being purchased; why it is needed for the Mentoring program and the cost.

SUPPLIES

Receipts should clearly identify what was purchased — not just an item number or invoice number. Provide a breakdown of the costs claimed on the overview form.

CONTRACTS/CONSULTANTS

Include justification for contracting with the individual in the budget narrative. Copies of the contract and invoice with proof payment must be submitted.

OTHER COSTS

Other expendable items that do not fit in any other categories (i.e. registration fees, background checks, etc.) should be detailed in this section.

CHANGE OF CONTACT INFORMATION

It is the responsibility of the Chapter representative to notify National PAL of any contact information related to the grant (administrative, programmatic and financial). All approved programmatic and financial budgets may not be changed without written approval of National PAL. Not notify National PAL of changes may lead to information not being received by the chapter pertinent to compliance. Failure to notify National PAL of changes will not excuse the chapter of non-compliance issues.

I acknowledge I have received and reviewed this document.

W. E. Smith *Chief of Police* *12.18.13*

Signed Title Date