

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 2011 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 \$30,000 in excess of those estimated in the 2011 budget; and
 15
 16 WHEREAS, the Mayor recommends that the following addition be made to the 2011 budget:

	CURRENT BUDGET	CHANGES	AMENDED BUDGET
2400 (436) Police Grant Fund - Accounting Unit 1034257 (34257)			
Account(Object Code)			
Spending Changes			
50235 (0132) Part Time Non-Certified		11,000	11,000
51115 (0439) FICA - Fringe Benefits		570	570
52390 (0251) Transportation		500	500
52400 (0252) Lodging	-	1,000	1,000
52410 (0252) Meals		100	100
51875 (0357) Field Equipment		7,980	7,980
TOTAL:	0	21,150	21,150
Financing Changes			
42130 (3099) Federal Direct Grants-DOJ		21,150	21,150
TOTAL:	0	21,150	21,150

33 THEREFORE BE IT RESOLVED, that council accepts this sub-grant agreement and authorizes the City of Saint Paul to enter into, and
 34 Chief Tom Smith to implement the attached sub-grantee agreement with the National PAL which includes an indemnification clause; and
 35
 36 THEREFORE BE IT RESOLVED, that the Saint Paul City Council approves these changes to the 2011 budget.

	Yeas	Nays	Absent
Bostrom			
Carter			
Harris			
Helgen			
Lantry			
Stark			
Thune			

Requested by Department of: _____
 By: *T. Smith*
 Approved by the Office of Financial Services
 By: _____
 Approved by City Attorney
 By: _____
 Approved by Mayor for Submission to Council
 By: _____

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

April 4, 2011

Ray Jefferson
St. Paul Police Department PAL
367 Grove St. JUV-PAL
St. Paul, MN 55101

SUBJECT: National PAL 2010-12 Mentoring Subagreement #: NPMMN320

Dear Ray Jefferson,

I am pleased to inform you that St. Paul Police Department PAL has been awarded a National PAL 2010-12 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 \$30,000 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 May 1, 2011 through April 30, 2012. Award is a reimbursement subgrant. Please read the Subgrant Agreement in its entirety before signing.

Federal Grant Award Number: 2010-JU-FX-0025
CFDA No: 16.726

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

By no later than April 30, 2012 (and earlier if specifically stated herein), your organization will:

Initial

1. Implement or expand a local Mentoring Program during non-school hours that includes the National PAL 2010-12 Mentoring Program Requirements:
 - Implement Mentoring program through Chapter's Mentoring Pathway Choice: Badges for Baseball
 - Identify Mentor Coordinator to begin working May 1, 2011, who will direct, implement and supervise mentoring program within PAL chapter
 - Identify and serve a minimum of 40-50 mentees of at-risk and/or high risk youth through proactive outreach
 - Identify, recruit, screen and train 5-15 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 - 1:1, maximum 1:10 (Exception: National PAL Established Mentoring Pathway: **Match ratio:** Mentor to Mentee ratio - 1:1, maximum 1:3)
 - Mentors and mentees to meet individually and/or in a group setting, a minimum of one hour, one time per week for Months 3 through 12 of the subgrant period
 - Track number of youth who offend or reoffend during/after involvement in the program

2. **Mentor Program Coordinator to be identified** to begin working May 1, 2011, who will direct, implement and supervise mentoring program within PAL chapter

3. Form collaborative relationships with community organizations, defined by a formal agreement

4. Mentor Program Coordinator must attend two *mandatory* National PAL Implementation trainings
5. Mentor Coordinator to participate in bi-monthly technical assistance conference calls
6. Implement kick-off event to launch the mentoring program
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 subgrant 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/category/21287>
18. Create and maintain Mentor and Mentee files and documentation
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
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 stated Mentoring Program activities in your grant proposal. All funds must be appropriately expended or obligated between May 1, 2011 through April 30, 2012 and these expenditures must be fully reported by May 24, 2012. **Your organization will relinquish all rights and claims to grant funds not appropriately expended or obligated by April 30, 2012 and fully reported and documented by May 24, 2012.**

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 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.
- 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 I 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.
 - 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: Federal 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, http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf 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. 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.

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

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.

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. § 7 94); 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, April 14, 2011, 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 Certification of Liability Insurance Form
- Subgrant Budget, including Budget Detail/Summary and Narrative

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

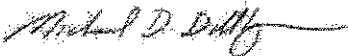
If you determine that your organization is unwilling or unable to comply with and/or deliver all of the requirements of this award and do not execute this agreement, please contact Terri Weichman at National PAL (561) 745-5535 to discuss options.

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, April 14, 2011, 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.

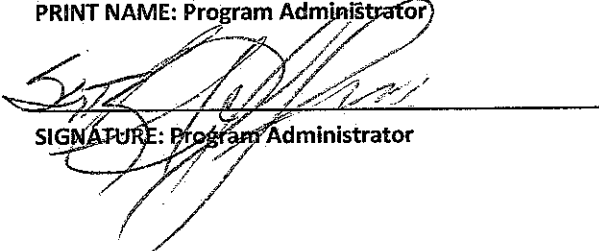
Sincerely,



Mike Dillhyon
Executive Director

SGT R. A. JEFFERSON

PRINT NAME: Program Administrator



SIGNATURE: Program Administrator

Program Administrator Title

4-11-11

Date

National PAL Mentoring Program Subgrant 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: St Paul PAL

A. Personnel

Salary: $\$12.76/\text{hr} \times 26 \text{ hr/wk} = \$331.76/\text{wk}$. $\$331.76/\text{wk} \times 52 \text{ wks} = \mathbf{\$17,251.52}$

B. Fringe Benefits

FICA: salary of $\$17,251.52 \times \text{FICA rate of } \%5.65 = \mathbf{\$974.71}$

C. Travel

Budget for travel to Implementation Training 1 (TBD) Required training, using GSA and average rates: costs include Per Diem, Airfare/Transportation, Lodging, and Ground Transportation for 1 person for 4 days, 3 nights. **\$1663**

Budget for travel to Implementation Training 2 (Seattle) Required training, using GSA and average rates: costs include Per Diem, Airfare/Transportation, Lodging, and Ground Transportation for 1 person for 3 days, 2 nights. **\$1159**

D. Equipment:

--

E. Supplies

(Required) Headset with microphone for computer for use on grant webinars 1 @ up to \$80
50 baseball / softball gloves @ \$40.00 ea \$2,000
50 pair of cleats @ \$25.00 ea \$1,250
50.00 pant @ \$20.00 ea \$1,000
50 shirts @ \$15 ea \$750
5 coach jersey @ 20 ea \$100
Baseball / softball bats 5 @ \$100.00 ea \$500
Baseballs / softballs \$300
50 equipment bags @ \$10.00 ea \$500

F. Contracts/Consultants

--

G. Other

League and player fees \$1,500.00
--

National PAL 2010-12 Mentoring Program BUDGET DETAIL AND SUMMARY

Grant Period May 1, 2011-April 30, 2012

Funds will be awarded as reimbursement subgrants.

Budget Detail and Narrative must be submitted within 14 days of award notice.

Maximum subgrant funding is \$30,000, which **MUST** include:

- Mandatory costs related to travel to attend the two mandatory implementation trainings are \$2822 (Travel) and \$80 (Supplies), totaling \$2902 which must be incorporated into Chapter's budget.
- Depending on choice of pathway used to implement mentoring, will dictate other expenses needed in budget:

Pathway	Amount	Category	Comments
Badges for Baseball:	\$6,500	Consultants	Chapter cost to support 50 youth.
Law Enforcement Explorers			Approximate cost per mentee \$100+, including Learning for Life membership, Class B uniforms and related equipment (maximum allowable cost per uniform \$100).
LEADERSHIP 1st	\$1,000	Consultants	Cost for 50 youth and 5 mentors, for virtual online licenses, curriculum and training for adults.
National PAL Established Mentoring			Cost to include field trips, group activities, and recognition for mentors.
National PAL Youth Leadership Program			Cost should include any costs related to community service, field trips or educational opportunities

The program's budget must be directly related to the services to be provided and identified in the program proposal. Round all figures to the nearest dollar. Refer to the Federal cost principles at <http://www.whitehouse.gov/omb/circulars/index.html> for information on allowable costs in Federal grants. All expenses must be allowable, allocable and reasonable.

Subgrantees are required to have access to computer, internet and email. The purchase of computer and basic internet access is an allowable expense. Background checks are also required, which is an allowable expense.

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 Guests/Dignitaries, Lobbying, Meals (except on field trips, trainings, or approved mentoring program activity), Remodeling, Vehicles, Weapons, Ammunition, Gratuities, National PAL Dues, National PAL Annual Conference, Chapter Liability Insurance or Overtime. Equipment is subject to pro-rating per percentage of time used in subgrant program.

Budget Amendments are allowable, submitted in writing via email. The deadline to submit a budget amendment is 30 days prior to the end of the subgrant: Deadline 3/31/12.

CHAPTER NAME:

St Paul PAL

Fringe Benefits Category Total:

C. Travel: Itemize travel expenses of project personnel by purpose (e.g., staff to training, meetings, etc.). Show the basis of computation (i.e. six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Travel expenditures are limited for reimbursement using the www.gsa.gov website. **Required MENTORING Training travel costs are already completed below.** Additional travel costs are allowed.

Item and Explanation		Amount paid with Grant Funds
Implementation Training 1 (TBD) (Required) Includes Per Diem, Airfare/Transportation, Lodging, ground transportation.	1 person x 4 days, 3 nights	1663
Implementation Training 2 (Seattle) (Required) Includes Per Diem, Airfare/Transportation, Lodging, Ground transportation.	1 person x 3 days, 2 nights	1159
c		
d		
e		
f		
g		
h		
i		2822

D. Equipment: List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than two years and acquisition cost of \$1,000 or more per unit. Expendable items should be included either in "Supplies" or "Other" categories. Rented or leased equipment costs should be listed in the "Contracts/Consultants" category. Pursuant to Section 607(b) of the 2001 Appropriations Act, be advised that, to the greatest extent practicable, all equipment and products purchased with these funds must be American-made. Title to equipment purchased with grant funds is vested with the National PAL and must be returned to National PAL at the end of the grant unless released to subgrantee.

Item and Explanation	Amount paid with Grant Funds
a	
b	
c	
d	
e	

E. Supplies: List items by type (office supplies, postage, training materials, copying paper, expendable equipment, books, hand held tape recorders, soccer balls, etc. costing less than \$1,000 each) Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Cost Computation & Total	paid with Grant Funds
Headset with microphone for Computer for use for webinars (Required)	1 set x up to \$80	80
baseball / softball gloves	50 x \$40	2000
cleats	50 pair x \$25	1250
pant	50 pair x \$20	1000
50 shirts	50 x \$15	\$750
coach jersey	5 x \$20	100
Baseball / softball bats	5 x \$100.00	500
Baseballs / softballs		300
Equipment bags	50 x \$10	500
Supplies Category Total:		6480

Total: 1500

BUDGET SUMMARY:

When you have completed the budget detail worksheet, transfer the totals for each category to the spaces below. Compute the total project costs. National PAL Mentoring subgrant maximum budget is **\$30,000**

Budget Category	Grant Funds Requested
A. Personnel	17251.52
B. Fringe Benefits	974.71
C. Travel	2822
D. Equipment	
E. Supplies	6480
F. Contracts/Consultants	
G. Other	1500
TOTAL	29028.23

CHAPTER NAME: St Paul PAL

The National PAL Mentoring Program

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 Program 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.

This formal mentoring program 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.

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 2010-12 have a choice of pathways to choose from in implementing or expanding mentoring at their PAL. The subgrant application with budget summary is to be completed referencing the chapter's mentoring program choice. A mentoring pathway choice must be made 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. Badges for Baseball Program
2. Law Enforcement Exploring: Learning for Life
3. L.E.A.D.E.R.S.H.I.P. 1st
4. National PAL Established/Conventional Mentoring Program
5. National PAL Youth Leadership Program (NP YLP)

Badges for Baseball:

- Law enforcement officers serve as Mentors
- Staff Training
- Program Evaluation
- Program includes curriculum (character education)
- Program provides baseball/softball/Quickball equipment
- Mentor ratio up to 1 mentor to 10 mentees
- Youth ages 11-18
- Chapter cost to support 50 youth \$6500

Law Enforcement Exploring: Through Boy Scouts: Learning for Life

- Volunteers required to take Explorer Training (Boy Scouts Learning for Life)
- Both mentors and mentees must become members of Learning for Life.
- Program curriculum is designed to give experiential career education, character education and leadership development.
- Requires uniforms and related equipment.
- Mentor ratio can be up to 1 mentor for each 10 mentees.
- Youth ages 14-18.
- Cost (approximate \$100+ per mentee) including Boy Scout membership, Class B uniforms (maximum allowable cost per uniform \$100) and related equipment (no weapons).

L.E.A.D.E.R.S.H.I.P. 1st

- Adult mentors are provided curriculum and mentor training (webinars access 24/7)
- The program curriculum and training are provided online for both the mentor and mentee. Mentor Coordinator, mentors and mentees require access to internet and email.
- The curriculum includes 10 themes and 40 lessons that are designed to provide a leadership model to help support decision making and character development.
- Equipment needed for program includes computer and web cam access for mentors and mentees.
- Designed to support 1 to 10 mentoring ratio.
- Age of participants 11-18.
- Cost for 50 youth participants and 5 mentors \$1,000 for virtual online licenses.

National PAL Established/Conventional Mentoring Program

- Mentors are required to participate in PAL Mentor training
- Program curriculum is open to the discretion of the PAL Chapter
- Mentor to mentee ratio: 1 to 1, up to 1 mentor to 3 mentees
- Youth ages 11-18
- 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)

- Youth Leadership Manual provided by National PAL
- 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 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 10 mentees.
- Costs should include any cost related to community service, field trips or educational opportunities.

OFFICE OF HUMAN RESOURCES
Angela S. Nalezny, Director

RISK MANAGEMENT



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

400 City Hall Annex
25 West Fourth Street
Saint Paul MN 55102-1631

Telephone: 651-266-6500
Facsimile: 651-266-8886

March 3, 2010

Amy Brown
367 Grove
Saint Paul, MN 55101

RE: Self-insured Letter/Saint Paul Police Department

Dear Ms. Brown:

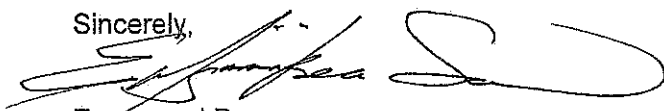
The City is self-insured for all claims arising from its operation as a political subdivision of the State of Minnesota for which it is legally liable. This legal liability is restricted to \$500,000 per claim/\$1,500,000 per occurrence by Minnesota Statute 466.04.

The City is self-insured against all claims arising from its activities as a political subdivision of the State of Minnesota and for which it is or may be found legally liable, including the ownership and operation of automobiles. As an authorized self-insured no fault reparation obligor, the City provides only those coverages required by the No Fault Act, and only at the statutory minimums.

The City is self-insured for all claims arising from its operation as a political subdivision of the State of Minnesota for which it is legally liable under Minnesota Statute 176 regarding workers compensation. Minnesota Statute 176.181 authorizes the City to self-insure. The City purchases reinsurance from the Minnesota Workers Compensation Reinsurance Association (WCRA). The 2010 retention limit is \$900,000 which is adjusted annually by the WCRA.

If you have any questions, please contact me at 651-266-8897.

Sincerely,



Emmanuel Benson
Risk Analyst

EB/

National PAL 2010-12 Mentoring Program Subgrant
Certification of Liability Insurance

Return with Signed Subagreement

Subgrantee agrees to provide adequate liability insurance coverage on a comprehensive basis. The subgrantee further agrees to maintain this insurance in full force and effect throughout the subgrant period. The subgrantee agrees to provide adequate written proof of insurance when requested by National PAL. The subgrantee agrees that the obligations set forth under this provision shall be specifically enforceable.

Name of Insurance Company/Carrier: _____

Insurance Carrier Phone Number: _____

To accept: Authorized Representative: Your typed name, (electronic signature) in lieu of your signature, represents your legal binding acceptance of these (liability insurance) terms:

Authorized Official

Authorized Official's Title

Date

**National PAL 2010-12 Mentoring Program
Mentor Coordinator Contact Information**

Subgrant Award ID Number:

NPM

Chapter:

St Paul PAL

Mentor Coordinator

NAME Samantha Loe

ADDRESS 4950-4 149th Street

Hugo, MN 55038

PHONE 651-497-9228

FAX 651-266-5909

E-Mail Samantha.loe@stpaul.mn.us

Date 4-9-11