

## 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 U.S.  
 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 is to be used for the National PAL Mentoring Day supporting community-based youth mentoring programs that  
 9 strengthen and expand mentoring and dropout prevention services to at-risk/high-risk populations, as well as preserve and create  
 10 employment opportunities; and  
 11  
 12 WHEREAS, a 2012 financing and spending plan needs to be established for these funds; and  
 13  
 14 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  
 15 appropriation funds of \$5,000 in excess of those estimated in the 2012 budget; and  
 16  
 17 WHEREAS, the Mayor recommends that the following addition be made to the 2012 budget:

**2400 (436) Police Grant Fund - Accounting Unit 1034267 (34267)**

Account(Object Code)	CURRENT BUDGET	CHANGES	AMENDED BUDGET
<b>Spending Changes</b>			
50235 (0132) Part Time Non-Certified		2,042	2,042
51115 (0439) FICA - Fringe Benefits	-	156	156
52390 (0251) Transportation		760	760
55760 (0357) Athletic/Recreation/Gym		1,000	1,000
55850 (0359) Other - Special Matl & Supplies		1,042	1,042
<b>TOTAL:</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>
<b>Financing Changes</b>			
42130 (3099) Federal Direct Grants-DOJ		5,000	5,000
<b>TOTAL:</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>

- 34 THEREFORE BE IT RESOLVED, that council accepts this sub-grant agreement and authorizes the City of Saint Paul to enter into, and  
 35 Chief Tom Smith to implement the attached sub-grantee agreement with the National PAL which includes an indemnification clause; and  
 36  
 37 THEREFORE BE IT RESOLVED, that the Saint Paul City Council approves these changes to the 2012 budget.

	Yeas	Nays	Absent
Bostrom			
Brendmoen			
Carter			
Lantry			
Stark			
Thune			
Tolbert			

Requested by Department of:

By: \_\_\_\_\_

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](mailto:copnkid@nationalpal.org)  
*Cops and Kids Together -- Providing Solutions through Sports and Education*  
Website: [www.nationalpal.org](http://www.nationalpal.org)

February 29, 2012

Ray Jefferson  
St Paul Police Department Police Activities League

**SUBJECT: National PAL Recovery Act Mentoring Day 2012 Sub-Agreement #: RAMD058**

Dear Ray Jefferson,

I am pleased to inform you that **St Paul Police Department Police Activities League** has been awarded a National PAL Recovery Act Mentoring subgrant from the National Association of Police Athletic/Activities Leagues, Inc. (National PAL) through the U.S. Department of Justice. This subgrant supports community-based youth mentoring programs that strengthen and expand mentoring services to at-risk/high-risk populations, as well as preserve/create employment opportunities. Your organization will receive an award of \$5,000 to be used for The National PAL Mentoring Day, to promote Mentoring at your chapter and to promote National PAL as a national organization that reaches youth nationwide in providing Mentoring Programs, and educating your community in the positive aspects of mentoring, promoting volunteering as a mentor, and the availability of a mentoring program at your PAL. All funds must be appropriately expended or obligated between March 1, 2012 and April 30, 2012. Award is a one-time reimbursement subgrant. Please read the Subgrant Agreement in its entirety before signing.

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

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

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

Initial

- TS
1. Hire Mentoring Day Specialist to work and log a minimum of 20 hours a week for 8 weeks, March 1, 2012-April 30, 2012. Person hired must be paid from subgrant.  
The Mentoring Day Specialist would be responsible for (but not limited to):
    - Writing and sending out Press Releases
    - Writing articles and getting articles published
    - Collaboration with community partners
    - Responsible for Law Enforcement presence and involvement in National PAL Mentoring Day
    - Requesting and securing in-kind services and supplies
    - Plan, set-up, and overseeing of all Mentoring Day activities
  2. Plan and implement activities culminating in a National PAL Mentoring Day on April 21, 2012.
    - Promote mentoring at your chapter and promote National PAL as a national organization that reaches youth nationwide in providing Mentoring Programs, and educating your community in the positive aspects of mentoring, promoting volunteering as a mentor, and the availability of a mentoring program at your PAL
  3. The National PAL Mentoring Day must include community partners
  4. Request and secure in-kind services and supplies for the National PAL Mentoring Day April 21, 2012
  5. Law Enforcement involvement and presence is *required* at National PAL Mentoring Day
  6. Mentoring program in place at the time of the award period and National PAL Mentoring Day
  7. Complete and submit two monthly reports to National PAL. Failure to comply with required reporting can result in the returning of all funds

7.5

8. One reimbursement request to be submitted. Reimbursement will be processed provided your PAL Chapter is in compliance with the program reporting requirement as stated above (#7) and a member in good standing (#9). Reimbursement requests only considered after **budget is approved**

7.3

9. Be in good standing and achieve and/or maintain compliance with the minimum requirements for membership in National PAL during the entire subgrant period

7.2

10. If requested to do so; provide proof of current liability insurance covering grant award period to National PAL

7.3

11. 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/>; OMB circulars at [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html) and federal travel per diem limits at <http://www.gsa.gov/portal/category/21287>

7.3

12. 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

7.3

13. Certify that national criminal background checks, with particular attention to child molestation convictions, are completed for all employees and volunteers having direct contact with youth served by your organization during the tenure of the award. If not already being done, initiate these background checks for all applicable current employees and volunteers, and complete background checks for new employees and volunteers on an ongoing basis throughout the award period

**Disbursement and Use of Funds**

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

Funds may be used only for direct operating costs associated with the stated Recovery Act Mentoring Program activities in your grant proposal. All funds must be appropriately expended or obligated between March 1, 2012 through April 30, 2012 and these expenditures must be fully reported by May 18, 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 18, 2012.**

**Subgrant Terms and Conditions**

**1) Method of Payment**

- a) This is a cost reimbursement subgrant. National PAL will pay the subgrantee for allowable costs incurred as outlined in the approved budget.
- 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 one-time basis on the approved invoice forms. The subgrantee shall request payment through submission of a completed invoice to National PAL. Proof of purchase documentation is required for reimbursement.

**2) Data Collection**

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

**3) Reasons for Non-payment or termination**

If the subgrantee fails to either submit the required reports or provide grant related data (Data Collection), National PAL may withhold payment until the subgrantee is in compliance.

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

**4) Subgrant Amendments**

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

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

**5) Record Keeping**

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

**6) Commingle**

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

**7) Confidentiality**

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

**8) Access to Records**

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

**9) Retention of Records**

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

**10) Abuse, Neglect, and Exploitation Reporting**

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

**11) Training**

The subgrantee shall ensure that each of their direct care project staff has received basic training areas such as First Aid, CPR, child abuse and neglect (e.g., detection, reporting, prevention and counseling), confidentiality requirements and how to handle emergencies on the job. The subgrantee shall maintain a record of all training, conference, staff meeting or continuing education for all employees whose salary is paid in full or part from grant funds.

**12) Indemnification**

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

**13) Insurance**

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

**14) Monitoring**

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

**15) Termination**

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

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

**16) Assignment and Subgrants**

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

**Single Audit Requirements**

If the Grantee is a State or Local government or a Non-Profit organization as defined in OMB Circular A-133, as revised. In the event that the Grantee expends \$500,000 or more in Federal awards in its fiscal year, the Subgrantee must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended in its fiscal year, the Subgrantee shall consider all sources of Federal awards. 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. The OMB Circular A-133 can be found on the Office of Management and Budget website: [http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133\\_revised\\_2007.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf) 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 (EEO), 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 EEO 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 EEO 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 EEO. Your organization's EEO requirement then, is simply to complete Section A of the Certification Form attesting to your organization's status. You must then return the Certification form to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

### **Submitting Findings of Discrimination**

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

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

It will comply (and will require contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and

Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. If a governmental entity:

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

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

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

DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

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

**Executing This Agreement**

To indicate your organization's willingness to accept these grant funds in accordance with the specified requirements of this agreement, print out this agreement (five 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 Monday, March 12, 2012, 5:00 pm ET** to:

**National PAL**

Attn: Mentor Day 2012

658 W. Indiantown Road, Suite 201

Jupiter, FL 33458

Or scan and EMAIL: [grants@nationalpal.org](mailto:grants@nationalpal.org)

**Include:**

- Original Subgrant Agreement, initialed, signed, and dated in **blue ink**
- Completed Contact Sheet
- Completed Proof of Liability Insurance Form

If agreement and documents are mailed, it is strongly recommended that the agreement be sent by certified mail or courier. Retain copies for your organization's files.

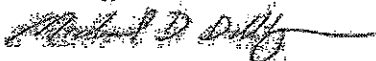
If you determine that your organization is unwilling or unable to comply with and/or deliver all of the requirements of this award and do not execute this agreement, please contact Terri Weichman at National PAL (561) 745-5535 to discuss options.

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 Monday, March 12, 2012, 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 event to expand the reach and impact of your organization and the partnerships created between local youth and law enforcement organizations.

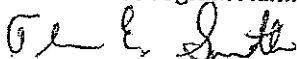
Sincerely,



Mike Dillhyon  
Executive Director

Thomas E. Smith

PRINT NAME: Program Administrator



SIGNATURE: Program Administrator

Chief of Police

Program Administrator Title

March 6, 2012

Date

City Attorney

Date

Director, Financial Services

Date

# National PAL Rec Act Mentor Day 2012

## Subgrant Contact Sheet

**PAL Chapter:** St. Paul, MN

**Subgrant Award ID Number:** RAMD

**Federal Identification Number:** 41-6005521

### Mentor Day Specialist:

**Name** Samantha Loe

**Email** [samantha.loe@ci.stpaul.mn.us](mailto:samantha.loe@ci.stpaul.mn.us)

**Phone** (651) 558-2305

**National PAL**  
**National PAL Recovery Act Mentor Day 2012**  
**Certification of Liability Insurance**

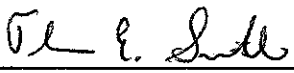
Return with Signed Subagreement

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: See attached

Insurance Carrier Phone Number: \_\_\_\_\_

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

Thomas E. Smith   
Authorized Official

Chief of Police  
Authorized Official's Title

March 6, 2012  
Date





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 Mentoring Day Sub-Award (Recovery Act)

## Chapter Budget

Refer to announcement and application for subgrant budget requirements

Chapter Name:

Expense	Description	Rate	Total
Personnel	Mentoring Day Specialist Salary	12.76/hr x 20 255.20 x 8 wks	\$2041.60
Fringe Benefits	FICA for salary of \$2041.60	\$2041.60 x (Current FICA rate) 7.65	\$156.18
Supplies	Event Day activity – Sun Ray Bowling Alley Complete Facility Usage PAL & Mentor Day Banners Mentor Day shirts for workers/mentors	2 hours @ \$500. ea 3 @ \$140. ea 50 shirts @ \$12.44 ea	\$1000.00 \$420.00 \$622.22
Local Travel	Bus shuttles to and from event location	4 busses @ \$190 ea	\$760.00
Contract Specialists			
<b>TOTAL COST:</b>			<b>\$5,000.00</b>

National PAL Mentoring Day 2012  
 (Recovery Act)  
 Subgrant Application

Chapter Name	St. Paul Police Department – Police Activities League	(Office Use Only)
Chapter Mailing Address	367 Grove Street St. Paul, MN 55101 – Juvenile Unit	(Office Use Only)
Chapter Courier Address (No P.O. Boxes)	367 Grove Street St. Paul, MN 55101 – Juvenile Unit	(Office Use Only)
Program Administrator	Sergeant Ray Jefferson	(Office Use Only)
Program Administrator Email Address	Ray.Jefferson@ci.stpaul.mn.us	(Office Use Only)
How will you plan and carry-out National PAL Mentoring Day activities? (100 word limit)	Our PAL Program will hire a Mentoring Day Specialist to plan and carry-out our National PAL Mentoring Day activities. The specialist will rent a specific site where Mentors/Mentees along with their families and potential new Mentors/Mentees can have a chance to meet, celebrate and enjoy one another. The Mentoring Day specialist also sets-up transportation (rent buses) for the Mentors and Mentee families, will send out media outreach regarding the event, and keep the budget recording for the Subgrant Requirements.	25 Points
This subgrant requires hiring and paying from the subgrant a Mentor Day Specialist to work a minimum of 20 hours a week for 8 weeks. Will your chapter be able to hire and begin	Yes, our chapter will be able to hire and begin planning Mentor Day activities as of March 1, 2012. Currently, our Mentor Coordinator is a part-time position. We will hire our current Mentor Coordinator as a part time employee (Mentor Day Specialist) to work 20 hrs a week on the mentor day project. By employing our Mentor Coordinator in this second part time position, we eliminate the "new	25 Points

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<p>planning Mentor Day activities March 1, 2012? How will you implement the hiring and begin activities in the short time frame? Explain. (100 word limit)</p>	<p>hire” processing time and will be able to have some one working on this project who is already familiar with our program and its objectives and its partners.</p>	
<p>This subgrant requires requesting and securing in-kind services and supplies for the National PAL Mentoring Day April 21, 2012. How will you implement this requirement? (100 word limit)</p>	<p>Since the inclusion of the Ripken Badges for Baseball program, we have been able to secure numerous additional partnerships that have provided in-kind services and supplies. We will rely on these partnerships and past contributions for our Mentoring Day Event. We will also establish new partnerships and resources for this event.</p>	<p>10 Points</p>
<p>Law Enforcement involvement and presence is <i>required</i> during National PAL Mentoring Day. How do you plan on incorporating this into the Mentoring Day on April 21, 2012? (100 word limit)</p>	<p>All of our PAL activities are administered through, and are a part of, our Police Department’s Youth Services Division. The Badges for Baseball program is a new addition to our mentoring activities within our department and will be highlighted at the Mentoring Day Event. Mentoring is strongly supported by our chief who himself is a mentor as are many officers in our Dept. They will be in attendance.</p>	<p>30 Points</p>
<p>Does your chapter currently have a PAL mentoring program in place and will it be running at the time of National PAL Mentoring Day? (If yes, explain) (25 word limit)</p>	<p>Yes, our chapter has a PAL Mentoring Program currently in place, the Cal Ripken Badges for Baseball. It will be running for Mentoring Day.</p>	<p>Required</p>
<p>Submit Budget on separate form</p>		<p>10 Points</p>
<p>Applicant Name</p>	<p>Sergeant Ray Jefferson</p>	
<p>Applicant Email Address</p>	<p>Ray.Jefferson@ci.stpaul.mn.us</p>	
<p>Applicant Phone Number</p>	<p>651-266-5570</p>	

**SUBGRANT BUDGET**

Your budget for this subgrant is due with this application. Award is \$5,000 and must include hiring and paying from the subgrant for the Mentor Day Specialist for 20 hours a week, for 8 weeks.

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Allowable expenses must be reasonable, such as signs, banners, personnel, fringes, local travel, educational material, tee-shirts for workers that day, printing and copying, paper and Ink supplies.

Promotional items such as giveaways and food *will not be* an allowable expense. If subgrantee wishes to utilize these items on the DAY, these must be donated items.

**THE BUDGET FORM IS A SEPARATE ATTACHMENT WHICH MUST BE COMPLETED AND SUBMITTED WITH THE SUBGRANT APPLICATION**

Application and Budget Form to be submitted via email to: [Grants@nationalpal.org](mailto:Grants@nationalpal.org)

Be sure to identify your chapter's name on email "Subject" Line

DEADLINE: Thursday, February 16, 2012, 5:00 pm, Eastern Time

### **National PAL Mentoring Initiative 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.

**Subgrant budgets must be approved within 60 days of the award. If they are not, your grant will be rescinded & funds will be reallocated**

#### **Unallowable:**

Audit expenses, Construction, Decorative Items for Office or Home, Entertainment for Guests/Dignitaries, Lobbying, 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.

Food and meals for community events will not be allowable.

Incentives/giveaways for community distribution is 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.

#### **Allowable**

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 give-away 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.

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 Mentoring

## National PAL Mentoring Program

### **MENTOR COORDINATOR POSITION DESCRIPTION**

Each PAL Chapter Mentor Coordinator receives on-going training and technical assistance to support the position for which they have been selected.

### **QUALIFICATIONS**

Individual should have experience in youth work and volunteer management. Knowledge of mentoring programs is preferred. Knowledge of local communities served is important. Supervision, public relations and communication skills are necessary. Coordinator must be able to work well with a team. Attention to detail, completion of all reports in a timely manner, demonstrated commitment to mentoring and follow through are essential. Knowledge of budgeting and record keeping required. Candidate must be confidential and professional.

### **MANAGEMENT ROLE**

- Supervise mentors and mentees and coordinate program with PAL Staff
- Submit administrative, program and evaluation requirements in a timely manner
- Submit financial requirements in a timely manner

### **OPERATIONAL ROLE**

Roles and responsibilities regarding the implementation of the mentoring program include but are not limited to the following:

- Communicate program goals to the community
- Recruit mentors (Complete applications/references, and background checks)
- Recruit youth from within the PAL and the external community Partner with community agencies such as schools, courts and social services
- Gain parental/guardian approvals
- Hold welcome event for new mentors and families
- Match mentors and mentees
- Train mentors and mentees
- Schedule meeting times of mentors and mentees at PAL
- Create data management and tracking system
- Monitor matches and weekly attendance of mentors and mentees
- Provide on-going support of the matches
- Offer 2-3 family events/year
- Plan and implement a National Mentoring month event in January
- Keep accurate written records of all matches
- Assist with program evaluation
- Hold year-end recognition event
- Facilitate closure of match if necessary