

RESOLUTION CITY OF SAINT PAUL, MINNESOTA

Presented by _____

- 1 WHEREAS, the City of Saint Paul, Police Department (SPPD) has been granted funds in the amount of \$92,052
2 from the Initial Teaching Alphabet Foundation (ITA) for use during the 2014-2015 school year, and
3
4 WHEREAS, these funds are to be used to provide intervention in reading and writing for approximately fifty (50)
5 elementary and middle school students at three after school Police Activities League ITA Literacy Clinics; and
6
7 WHEREAS, the 2014 financing and spending plan needs to be amended for these funds; and
8
9 WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there
10 are available for appropriation funds of \$50,000 in excess of those estimated in the 2014 budget; and
11
12 WHEREAS, the Mayor recommends that the following addition be made to the 2014 budget:

Police Grants - 2014-2015 ITA Grant AU 20023801

Account	CURRENT BUDGET	CHANGES	AMENDED BUDGET
Spending Changes			
60180 Overtime Police Sworn	44,053	(44,053)	0
60410 Not Certified Temp Seasonal	0	90,500	90,500
61005 Social Security	0	10,281	10,281
61010 Medicare	639	2,404	3,043
61130 Police Pension	6,740	(6,740)	0
61999 Fringe Benefits History	2,392	(2,392)	0
70510 Books, Periodicals,	0	1,000	1,000
70530 General Office Supplies	0	1,000	1,000
72905 Addl Special Materials and Supp	7,000	(2,000)	5,000
TOTAL:	60,824	50,000	110,824
Financing Changes			
55550 Private Grants	60,824	50,000	110,824
TOTAL:	60,824	50,000	110,824

- 27 THEREFORE BE IT RESOLVED, that council accepts this grant and authorizes the City of Saint Paul to enter into,
28 and Chief Thomas Smith to implement the attached agreement with the ITA Foundation; and
29
30 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: _____

Approved by Mayor for Submission to Council

By: _____

Adopted by Council: Date _____

Adoption Certified by Council Secretary

By: _____

Approved by Mayor: Date _____

By: _____

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

Keith Bub
President/Treasurer

Maurice S. Spanbock
Secretary

Agreement by Grantee

As a condition to the receipt of a grant in the amount of \$92,052.00 to the undersigned to be made by the Initial Teaching Alphabet Foundation (the "Foundation"), the undersigned City of Saint Paul Police Department, 367 Grove Street, Saint Paul, MN 55101 (the "Grantee") hereby agrees to the following:

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

"to provide intervention in reading and writing for approximately 50 elementary and middle school students at three after school Police Activities League ita Literacy Clinics", as outlined in your grant proposal of May 6, 2014.

2. **REPAYMENT.** The Grantee shall advise the Foundation of any part of a grant not used for the purpose of the grant. Upon advice from the Foundation, the Grantee shall thereupon either promptly refund the unused portion of the grant or rollover the funds to the next year's grant.

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

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

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

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

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

For the City of Saint Paul:

Thomas E. Smith, Chief of Police

Date: _____

City Attorney

Date: _____

Director of the Office of Financial Services

Date: _____

Mayor

Date: _____

Director of Human Resources and Equal
Employment Opportunity

Date: _____

Budget Detail Worksheet

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

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

Name/Position	Computation	Cost
Coordinator	1 x 16.29 per hour x 40 hours x 52 weeks	\$33,894.00
TBD/Tutors	3 sites x 6 tutors x \$10.00 x 17 hrs week x 52 weeks	\$45,900.00
SUB-TOTAL		\$79,794.00

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

Name/Position	Computation	Cost
FICA	on coordinator at 7.65 %	\$2,593.00
FICA	on tutors at 1.45%	\$665.55
SUB-TOTAL		\$3,258.55
Total Personnel & Fringe Benefits		\$83,052.55

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

Purpose of Travel	Location	Item	Computation	Cost
Travel entry 1, two lines per entry				
TOTAL				\$0.00

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

Item	Computation	Cost
Equipment entry 1, one line per entry		
TOTAL		\$0.00

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

Supply Items	Computation	Cost
Incentives/Healthy Snacks	3 sites x \$1,000/site	\$3,000.00
Books, Materials, Teaching Supplies	3 sites x \$2,000/site	\$6,000.00
		TOTAL \$9,000.00

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

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

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

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

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

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

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

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

Item	Cost
maximum of four lines, additional information should be attached on a separate sheet(s)	

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

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

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

Description	Computation	Cost
one line per entry		
TOTAL		\$0.00

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

Budget Category	Amount
A. Personnel	<u>\$79,794.00</u>
B. Fringe Benefits	<u>\$3,258.55</u>
C. Travel	<u>\$0.00</u>
D. Equipment	<u>\$0.00</u>
E. Supplies	<u>\$9,000.00</u>
F. Construction	<u>\$0.00</u>
G. Consultants/Contracts	<u>\$0.00</u>
H. Other	<u>\$0.00</u>
Total Direct Costs	<u>\$92,052.55</u>
I. Indirect Costs	<u>\$0.00</u>
TOTAL PROJECT COSTS	<u>\$92,052.55</u>

Federal Request _____

Non-Federal Amount _____

i.t.a. * GRANT * APPLICATION *

Contact Information

Full Legal Organization Name	Saint Paul Police Department		
Street Address	367 Grove Street		
City	Saint Paul	State	MN ▼
Zip Code	55101		
Organization Website	http://www.stpaul.gov/index.aspx?nid=461		

Organization President / Executive Director	Tom Smith		
Title	Chief		
Phone Number	651-266-5507	E-Mail Address	Tom.Smith@ci.stpaul.mn.us

Contact Person (if different)	Tina McNamara		
Title	Commander		
Phone Number	651-266-5612	E-Mail Address	Tina.McNamara@ci.stpaul.mn.us

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i.t.a. * GRANT * APPLICATION *

Organization Information

501(c)(3)? ☐ Yes
☒ No

Year Established _____

Fiscal sponsor name _____

Fiscal sponsor address _____

Submit documentation of 501(c)
 (3) status: Attachment

Select File

Total Organization Budget \$100,000,000.00

Total # of Board Members 0

Total # of Staff 779

Total # of Volunteers 100

Organizational Mission
 Statements
 (500 characters or less)

opportunities. I.t.a. will help guide our youth away from negative behaviors such as gangs, violence and drugs, by providing a literacy curriculum to our youth. Our philosophy that 'Cops Helping Kids' is a positive way to impact the lives of inner-city youth and guide them to become productive and contributing members of our community.

Please enter no more than 500 characters.

Brief Description of
 Organization

level. without adequate literacy skills, their hopes of leading productive lives are greatly diminished. Students and their families will form positive relationships with police officers, the tutors, and each other. Students will also participate in a safe, healthy environment away from gangs, violence and substance abuse.

Population Served
 (include age groups, race &
 ethnicity, income levels, etc.)

backgrounds such as Asian Americans, African Americans, Hispanic/Latinos, Caucasians and Somalian. Our target age group ranges from 5 years of age to 18. 100% of the youth enrolled live in low-income housing developments and are in the cities extreme poverty bracket.

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37% Complete

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i.t.a. * GRANT * APPLICATION *

Proposal Request

Program / Project Name	Saint Paul Police Dej 
Total Program Budget	\$116,589.71
Requested Amount	\$116,589.71
Percent of Total Budget	100%

Grant Period From	09/01/2014 	Grant Period To	09/01/2015 
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Geographic Area Served	Urban/Saint Paul, MN
What are the primary objectives and desired outcomes of the project and how many students will be served?	The primary objectives that the Saint Paul Police Department i.t.a. Literacy Program work towards are to provide i.t.a. intervention in reading and writing for 35-50 elementary and middle school students in after-school clinics and to provide literacy-related free-time activities (creating greeting cards in i.t.a., compiling books of student writings, birthday celebrations with tutors and police officers, and team workshops etc.) As a
How specifically will the initial teaching alphabet be used in the project?	
What are the needs, objectives, strategy, and evaluation procedures?	The Saint Paul Police Department provides after-school activities in low-income and Section 8 housing developments in order to foster positive relationships between at-risk youth and police officers, build strong communities, and reduce crime. in the course of working in homework with these at-risk youth, it has become very clear that many struggle with basic reading and writing, even at the high school level. without adequate literacy skills, their hopes of leading productive lives are greatly
Who will be responsible for carrying out the work of the project? (submit vitae)	Commander Tina McNamara, Coordinator and Project Supervisor Samantha Loe. and Grant Manager Amy Brown will be responsible for carrying out the work of the i.t.a. Literacy Program. Amy Brown can be contacted at Amy.Brown@ci.stpaul.mn.us
Attachment	Select File

Submit a proposed detailed line item budget

Attachment



blank_budget_detail 2014-2015 grant.pdf

87KB 

Select File

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Submit

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Saved

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successfully.

Re-send

email with

link.

Budget Detail Worksheet

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Name/Position	Computation	Cost
Samantha Loe/ Project Supervisor and Coordinator	3 sites x 1 supervisor x \$20.00 x 40 hrs/week x 52 weeks	\$41,600.00
Lead Tutors	3 sites x 3 lead tutors x \$12.00 x 17 hrs week x 52 weeks	\$31,824.00
Tutors	3 sites x 3 tutors x \$10.00 x 17 hrs/week x 52 weeks	\$26,520.00
SUB-TOTAL		\$99,944.00

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

Name/Position	Computation	Cost
FICA on project supervisor/coordinator	at 1.45 %	\$603.20
FICA on lead tutors	at 1.45 %	\$461.45
FICA on tutors	at 1.45%	\$384.54
Social Security on supervisor/coordinator	at 6.2%	\$2,579.20
Social Security on tutors (combined)	at 6.2 %	\$3,617.32
SUB-TOTAL		\$7,645.71
Total Personnel & Fringe Benefits		\$107,589.71

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

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TOTAL		\$0.00

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B. Fringe Benefits	<u>\$7,645.71</u>
C. Travel	<u>\$0.00</u>
D. Equipment	<u>\$0.00</u>
E. Supplies	<u>\$9,000.00</u>
F. Construction	<u>\$0.00</u>
G. Consultants/Contracts	<u>\$0.00</u>
H. Other	<u>\$0.00</u>
Total Direct Costs	<u>\$116,589.71</u>
I. Indirect Costs	<u>\$0.00</u>
TOTAL PROJECT COSTS	<u>\$116,589.71</u>

Federal Request _____

Non-Federal Amount _____