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April 22, 2019

The Honorable Mayor Melvin Carter  
Mayor, City of Saint Paul  
Mayor's Office, City Hall

Dear Mayor Carter:

The National League of Cities (NLC) is pleased to have the City of Saint Paul to participate in the 2019 *Cities Supporting a Strong Prenatal to Age 3 Agenda* technical assistance and grant initiative. As part of the grant component, your city will receive a grant in the amount of \$15,000. We believe the work plan that the city's grant application described holds great promise as a strategy to promote Prenatal to Age 3 programs and policies in your community.

Grant funds may be spent on costs associated with project activities as identified in your approved project budget. The grant funds must be spent during the grant period from **May 2019 through December 31, 2019**.

Through this initiative, NLC's Institute for Youth, Education and Families will provide technical assistance through site visits, one-on-one phone calls and peer learning opportunities in the form of two in person meetings and quarterly webinars, to help participating city teams develop and implement their project plans to spread and accelerate the adoption of promising policies and practices that support the full and healthy development of infants and toddlers.

By accepting this grant, the City of Saint Paul agrees to:

- Activate an existing team consisting of city and community leaders to lead and coordinate local activities related to aligning PN-3 strategies with current city priorities. This team will identify a city leader responsible for corresponding with NLC as well as local team members;
- Develop or enhance a PN-3 action plan that includes specific goals, outcomes, and strategies to reach infants, toddlers and their families;

make meaningful progress toward implementing at least one strategy by December 2019;

- Adopt a common set of metrics to measure the impact of the PN-3 interventions and examine steps to collect these data;
- Participate fully in ongoing technical assistance calls, coordinate site visits, connect with peers and send three representatives to one cross-site meeting;
- Work with NLC staff to highlight the work in cities, including contributing a blog post to NLC's CitiesSpeak blog and participate in quarterly Twitter chats; and
- Submit a final report by December 31, 2019 with a financial statement and a detailed narrative account.

We look forward to working with your city throughout the remainder of the grant project as you lead efforts to ensure more children are prepared for kindergarten by focusing on the critical period of child development from birth to age three. If you have any questions or would like more information, please contact Jammie Albert, Principal Associate at (202) 626-3144 or [albert@nlc.org](mailto:albert@nlc.org).

Sincerely,

Tonja Rucker  
Director, Early Childhood Success  
Institute for Youth, Education and Families

# **Cities Supporting a Strong Prenatal to Age 3 Agenda**

## **Grant Receipt Statement**

By signing this document, I acknowledge that I have read and agree to the grant provisions set forth in this letter for the National League of Cities' *Cities Supporting a Strong Prenatal to Age 3 Agenda*.

### ***City Agreement***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
City

### ***NLC Agreement***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Tonja Rucker  
Director, Early Childhood Success  
Institute for Youth, Education and Families

Please email this page to Jammie Albert at [albert@nlc.org](mailto:albert@nlc.org) or (202) 626-3144

# **Cities Supporting a Strong Prenatal to Age 3 Agenda**

## **Grant Disbursement Form**

### **CITY INFORMATION:**

Lead Contact Name:	
Email Address:	
Phone:	

### **FISCAL AGENT INFORMATION:**

Fiscal Agent Name:	
Fiscal Agent Contact Information (Address and Telephone):	
*Federal Tax ID #:	

**Make check payable to (include mailing address if different from above):**

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**Please list any additional information we may need to properly disburse your grant funds (e.g. splitting grant amount into separate disbursements, etc.):**

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**\*In addition to providing the Federal Tax ID # above, please also submit your city's W-9 form.**

Please email or fax this page to Jammie Albert at [albert@nlc.org](mailto:albert@nlc.org) or (202) 626-3144.