

MEMO TO: City Council

FROM: John Marchione, Mayor

DATE: April 6, 2010

SUBJECT: **Approval to Accept Raikes Foundation Grant for Redmond Parks and Recreation After-Hours Program**

I. RECOMMENDED ACTION

Approval to accept the \$20,000 Raikes Foundation Youth Program Quality Initiative Grant for the City of Redmond Parks and Recreation After-Hours Junior High Program

II. DEPARTMENT CONTACT PERSONS

| | |
|---|--------------|
| Craig Larsen, Parks and Recreation Director | 425-556-2310 |
| Ken Wong, Teen Program Administrator | 425-556-2320 |

III. DESCRIPTION/BACKGROUND

The 2007 Parks Levy established funding to increase afterschool programs for youth and teens in Redmond. The After-Hours program offered at Redmond Junior High and Rose Hill Junior High has been quite successful, serving 570 students last school year. The Parks and Recreation department applied for and has been awarded a Raikes Foundation grant that evaluates the Latino Enrichment Program. This would provide the After-Hours program with a best practice model that has been tested both locally and nationally.

IV. IMPACT

Fiscal: Accepting this grant will provide the City with \$20,000 of funding to help with evaluation, training and consultation time. This would also provide training and research support that we currently do not have for this program.

V. ALTERNATIVES TO STAFF RECOMMENDATION

The City Council could elect not to accept the money.

VI. TIME CONSTRAINTS

The City will receive a check from the Raikes Foundation only if the Council accepts the grant funding.

February 24, 2010

Craig Larsen
Parks and Recreation Department Director
City of Redmond
16600 NE 80th Street
Redmond, WA 98052

Dear Craig,

The trustees of the Raikes Foundation (the "Foundation") are pleased to award City of Redmond Parks and Recreation Department ("Grantee") a grant in the amount of \$20,000.00. The purpose of the grant is to provide support for After Hours ("Program") and staff participation in the Foundation's Youth Program Quality Initiative (the "Initiative"). This Grant Agreement summarizes the terms and conditions under which the Foundation has awarded this grant to you.

1. Tax-Exempt Status. You confirm that Grantee is either a (a) nonprofit organization currently recognized by the Internal Revenue Service as a public charity described in sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code of 1986 as amended (the "Code") and Grantee's tax-exempt status under sections 501(c)(3) and 509(a) of the Code has not changed since the issuance of the IRS determination letter which Grantee provided to the Foundation, or (b) a government instrumentality exempt from taxation and eligible to receive tax-deductible contributions from individuals under Section 170(c)(1) of the Code and, upon request by Foundation, Grantee shall provide to Foundation written documentation of Grantee's status as a government instrumentality. Grantee further represents and warrants that there is no issue presently pending before any office of the Internal Revenue Service that could result in any proposed changes to Grantee's tax-exempt status.

2. Expenditure of Funds. This Grant is made for the purpose described above and may not be expended for any other purpose without the Foundation's prior written approval. Grantee may not expend any Grant funds for any political or lobbying activity, including but not limited to (i) influencing the outcome of any specific public election or the carrying on directly or indirectly any voter registration drive; (ii) carrying on any propaganda or otherwise attempt to influence legislation; or (iii) for any purpose other than one specified in section 170(c)(2)(b) of the Code.

3. Payment of Grant Funds. The Foundation will pay \$20,000.00 upon receipt of the signed Grant Agreement.

4. Limit of Commitment. This Grant is made with the understanding that the Foundation will provide coaching, training, and external evaluation as described below in the Participation Commitment of this Grant Agreement. Unless otherwise stipulated in writing, the Foundation has no further obligation to provide other or additional support to Grantee.

5. Eligibility for Additional Support: Upon completion of the Youth Program Quality Initiative, the Foundation, at its sole discretion, may opt to provide Grantee with additional funds to support continued quality enhancement. Grantee must meet all conditions of this Grant Agreement in order to be eligible.

6. General Indemnification. Grantee agrees to indemnify the Foundation with respect to any claims arising from the program or project funded by the Grant.

7. Participation Commitment. Because active participation is an integral component of the Initiative, grantee agrees to the following:

a. Lead Staff. Ken Wong and Nancy Chang are designated Lead Staff for the Initiative.

b. Meeting Requirements. The designated staff will be available to attend trainings and meetings as identified below. Program team refers to those staff working directly with youth in the program identified for this grant. Grantee will be invited to bring additional staff to any of the trainings provided space is available.

| Date | Purpose | Time | Required Staff |
|---------------------|-----------------------------|-------------|---------------------------------|
| March 24, 2010 | Initiative Kick-off | 9am – 11am | Recreation Director, Lead Staff |
| March 25, 2010 | YPQA Basics Training | 9am – 4pm | Lead Staff, program team |
| April 15, 2010 | Learning Community | 9am – 11am | Lead Staff |
| April 20, 2010 | Quality Coaching | 9am – 4pm | Lead Staff |
| May 27, 2010 | Planning with Data Training | 9am – 4pm | Lead Staff, program team |
| July 8, 2010 | Learning Community | 9am – Noon | Recreation Director, Lead Staff |
| July 22 or 24, 2010 | Best Practice Training | 9am – 4pm | Lead Staff, program team |
| September 23, 2010 | Learning Community | 9am – Noon | Lead Staff |
| November 10, 2010 | Learning Community | 9am – Noon | Lead Staff, program team |
| January 20, 2011 | Learning Community | 9am – Noon | Lead Staff |
| March 17, 2011 | Learning Community | 9am – Noon | Lead Staff |

c. Assessment Requirements. Grantee will complete two internal assessments at each site participating in the Initiative using the Youth Program Quality Assessment tool (YPQA). Internal assessment requires having staff members observe each other in delivering the Program, holding a consensus meeting of observers to score the YPQA, and inputting scores into an online database. The assessments will be completed during spring 2010 and 2011.

d. Action Plan. After attending the Planning with Data training, grantee will complete an Action Plan for each program participating in the Initiative. A copy of the Action Plan will be sent to the Foundation.

e. Coaching. The Lead Staff will have an opportunity to work with an assigned coach for up to four hours/month for ten months beginning in April 2010 to help implement the action plan at each site.

f. Notice. Grantee agrees to notify the Foundation in a timely manner if there is a change of Lead Staff, financial factors that significantly change the Program as described in Grantee's original proposal, and/or any other factor that alters Grantee's ability to fulfill the participation commitment.

8. Evaluation. Grantee will participate in the Foundation's evaluation of this Initiative through Program staff participation in pre/post online surveys and a mid-term and end-of-Initiative focus group and/or interview. Grantee will also provide access to external evaluators to observe the Program.

9. Reasonable Access. Grantee will permit the Foundation and its representatives, at its request, to have reasonable access during regular business hours to Grantee's files, records, accounts, personnel and clients or other beneficiaries for the purpose of making such financial audits, verifications or program evaluations as the Foundation deems necessary or appropriate concerning this Grant award.

10. Required Notification. Grantee is required to provide the Foundation with immediate written notification of: (1) any changes in Grantee's tax-exempt status; (2) Grantee's inability to expend the Grant for the purposes described in the Grant Agreement; or (3) any expenditure from this Grant made for any purpose other than those for which the Grant was intended.

11. Publicity. Grantee will allow the Foundation to review and approve any text of any proposed publicity concerning this Grant prior to its release. The Foundation may include information regarding this Grant, including the amount and purpose of the Grant, any photographs Grantee may have provided, Grantee's logo or trademark, or other information or materials about Grantee and its activities, in the Foundation's website, periodic public reports, newsletters, and news releases.

12. Right to Modify or Revoke. The Foundation reserves the right to discontinue, modify or withhold any payments to be made under this Grant or to require a total or partial refund of any Grant funds if, in the Foundation's sole discretion, such action is necessary: (1) because Grantee has not fully complied with the terms and conditions of this Grant Agreement, including but not limited to Grantee improper use of funds; (2) because the Foundation discovers that Grantee has falsified any Grant-related applications, reports, form or documentation or financial information; (3) to protect the purpose and objectives of the Grant or any other charitable activities of the Foundation; or (4) to comply with the requirements of any law or regulation applicable to Grantee, the Foundation or this Grant. This provision shall survive the Grant Period.

13. No Assignment or Delegation. Grantees may not assign, or otherwise transfer, its rights or delegate any of its obligations under this Grant without prior written approval from the Foundation.

14. Miscellaneous. The Grant Agreement represents the entire understanding between the parties and may be modified only by a writing executed by both the Foundation and Grantee.

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington, without regard to its conflicts of law provisions

Please review the Grant Agreement, sign, and return along with **two (2)** signed agreements no later than March 12, 2010.

Congratulations on this recognition of your efforts to provide strong out-of-school programming to adolescents in our community.

Sincerely,

Erin Kahn
Director
Raikes Foundation

ACCEPTED AND AGREED: City of Redmond Parks and Recreation Department

Authorization. The undersigned certifies that he/she is authorized to accept this Grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this Grant, and in connection with this Grant, to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

Name: _____ Title: _____

Date: _____