

*Cops in the street*



## NATIONAL ASSOCIATION OF POLICE ATHLETIC/ACTIVITIES LEAGUES, INC

April 12, 2017

Mayor Jim Gray  
Executive Director  
Lexington Police Activity League  
Lexington, KY 40507  
[61-0858140 ]insert EIN\*

**SUBJECT: National PAL, Inc. FY 2016 Mentoring Program  
Subaward Agreement #2017-NPAL-LEX-131**

Dear Jim Gray,

I am pleased to inform you that Lexington Police Athletic League has been selected to participate in National PAL's FY 2016 Mentoring Program, funded through the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP) [Award number 2016-JU-FX-0014]. The National PAL Mentoring Initiative will implement youth mentoring programs that strengthen and expand mentoring services to at-risk/high-risk youth populations and youth with enlisted parents, through PAL Chapters. Mentors and mentees will participate in positive youth development activities through PAL Chapters, providing greater opportunities for individual/group mentoring and academic achievement. The performance measurements for this initiative will include increasing the participating youth's understanding of personal, community and interpersonal safety and increasing their perception of social support.

Your organization will receive a subaward of \$18000 to be used for direct operating expenses associated with the implementation of the National PAL Mentoring group mentoring program in partnership with National PAL. All funds must be appropriately expended or obligated between December 10, 2016 and November 22, 2017.

**Part I:** By checking the boxes below, our organization confirms that we will do the following:

- Implement or expand a local Mentoring Program, articulated at implementation trainings
- Implement mentoring program using either (or both) NCPC curricula – McGruff Club and Community Works
- Identify Mentor Coordinator who will direct, implement and supervise mentoring program within PAL chapter
- Implement program to youth during non-school hours
- Mentor Coordinator must attend one mandatory National PAL Implementation trainings
- Mentor Coordinator to participate in bi-monthly technical assistance conference calls/webinars
- Identify and serve a minimum of 20 mentees of at-risk and/or high risk youth through proactive outreach
- Identify, recruit, screen and train a minimum of 5 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 at least 1 Mentor to 4 Mentees

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\*Please confirm that this is the correct EIN and alert FirstPic at the information below if there is a change needed

- ✗ Mentors and mentees to meet in a group setting, an average of four hours per month with a minimum of two sessions per month (which can be one hour per session meeting once per week), beginning within one month from the beginning of the sub-grant period
- ✗ Conduct local orientation and trainings for mentors and mentees
- ✗ Chapters must form collaborative relationships with community organizations, defined by a letter of support from the organizations
- ✗ Conduct outreach to schools, social and juvenile services, youth detention facilities, recreation centers and other youth serving organizations as appropriate to recruit youth
- ✗ Implement kick-off event to launch the mentoring initiative
- ✗ Assess and track mentees behavioral and attitudinal changes
- ✗ Track number of youth who offend or reoffend and perception of social support during/after involvement in the program
- ✗ Awarded chapters will extend in-kind contributions, such as facility usage, including space, utilities and supplies
- ✗ Law enforcement commitment
- ✗ Create and maintain Mentor and Mentee Files and Documentation
- ✗ Prepare and submit required reporting data through online tracking systems, including quarterly program reports
- ✗ Awarded chapters must maintain current National PAL membership status throughout sub-grant period
- ✗ Awarded chapters must provide adequate liability coverage on a comprehensive basis, in effect throughout the sub-

**Part II:**











**Subaward Agreement Requirements**

The below requirements must be initialed by **both** the Executive Director and a designated alternate. As part of this subaward, your organization must:

- JJ RGB 1. Select an individual to serve as the NPAL Mentoring Program Coordinator by December 15, 2016.
- JJ RGB 2. Select an individual to serve as the NPAL Mentoring Finance Coordinator (may be the same as Program Coordinator) by December 15, 2016.
- JJ RGB 3. Have the NPAL Mentoring Program Coordinator and NPAL Mentoring Finance Coordinator participate in an "Introduction to NPAL Mentoring" webinar series at the following dates and times:

  - December 15, 2016 from 3:00 to 4:00pm EDT OR December 20, 2016 from 3:00 to 4:00 pm EDT
- JJ RGB 4. Complete the NPAL Mentoring Implementation plan as well as the budget and budget narrative by January 10, 2017

- ~~RF~~ ~~RGB~~ 5. Recruit a minimum of **5 volunteer mentors and 20 mentees**, to participate in the NPAL Mentoring program by January 16, 2017.
- ~~JH~~ ~~RGB~~ 6. Emphasize and report on the specific targeting of youth who a) live in communities with high community risk factors including poverty, unemployment, violent crime, and drug/gang involvement; b) attend schools that have a high percentage of students eligible for free and reduced price meals and have high rates of absenteeism; c) are American Indian or Alaska Native; d) have one or more parents in the military; and/or e) live in rural communities
- ~~JH~~ ~~RGB~~ 7. Emphasize and report on the specific targeting of mentors from underrepresented groups, including adult males of color, in the mentor recruitment process.
- ~~JH~~ ~~RGB~~ 8. Send one or more staff members, including the NPAL Mentoring Program Coordinator(s), to the NPAL Mentoring National Training in January (January 10<sup>th</sup> – 11<sup>th</sup> in Chicago, Illinois), and participate in scheduled webinar trainings throughout the award period.
- ~~JH~~ ~~RGB~~ 9. Implement all three NPAL Mentoring modules using the age-appropriate NCPC curricula and/or resources between January 30<sup>th</sup>, 2017 and December 1<sup>st</sup>, 2017.
- ~~JH~~ ~~RGB~~ 10. Complete required reports and evaluations of the NPAL Mentoring program. Participate in evaluation efforts, including but not limited to surveys, focus groups, webinars, interviews, and site visits.
- ~~JH~~ ~~RGB~~ 11. Participate in regularly scheduled technical assistance opportunities via conference calls or individual calls and/or online networking systems with representatives from NPAL and/or FirstPic, Inc.
- ~~JH~~ ~~RGB~~ 12. Maintain ongoing records that document staff working on the program, the number of mentees and mentors, the composition of mentee-mentor matches, and all mentoring activities that occur as part of the NPAL Mentoring program.
- ~~JH~~ ~~RGB~~ 13. Provide training and support to all mentors regarding the implementation of NPAL Mentoring's structured activities within a group mentoring context.
- ~~JH~~ ~~RGB~~ 14. Document behavioral changes in perception of social support by mentees participating in the program.
- ~~JH~~ ~~RGB~~ 15. Complete all mentee and Program Coordinator surveys in a timely manner.
- ~~JH~~ ~~RGB~~ 16. Submit quarterly program progress reports to FirstPic, Inc. via the online reporting system.

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 17. Submit monthly financial reimbursement requests to FirstPic, Inc. via the online reporting system. Reimbursements will be processed provided that your organization is in compliance with the program progress reporting requirements as stated above.
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 18. At the end of the award period, collect data regarding the NPAL Mentoring program and submit the information to FirstPic, Inc. for inclusion in a Best Practices publication. Such submissions shall include an overview of the program, summary descriptions of interactions between mentees and mentors, successes and challenges, number of mentees and mentors involved, frequency of sessions, and related activities.
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 19. Provide timely and unrestricted access to any and all project/program related records to the U.S. Department of Justice, NPAL, FirstPic, Inc. and their assigned representatives to review, reproduce, publish, or otherwise use such data for federal purposes.
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 20. 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 <http://www.whitehouse.gov/omb/circulars>; and federal travel per diem limits at <http://www.gsa.gov/perdiem>.
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 21. Certify that national criminal background checks, with particular attention to child molestation and violent crime convictions, are completed for all employees and volunteers having repetitive, direct contact with youth served by our organization during the tenure of the award. Complete background checks for new employees and volunteers on an ongoing basis throughout the award period.

**Disbursement and Use of Funds**

Payment on this subaward will be authorized upon (1) submission, review and approval of this Subaward Agreement and appropriate supporting documentation, and (2) the organization's continued compliance and appropriate progress regarding the requirements of this award. The total subaward 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.

Funds may be used only for direct operating costs associated with stated project activities. All funds must be appropriately expended or obligated between December 10<sup>th</sup>, 2016 and December 1, 2017, and these expenditures must be fully reported by December 15, 2017. **Your organization will relinquish all rights and claims to award funds not appropriately expended or obligated by December 1, 2017, and fully reported and documented by December 15, 2017.**

**Executing This Agreement**

To indicate your organization's willingness to participate as an affiliate site in accordance with the specified requirements of this letter, the Executive Director and a designated alternate shall initial each of the Award/Agreement Requirements above, print their names, and sign and date their signatures below.

**Submit this Subaward Agreement, initialed, signed, and dated no later than 5 pm EDT on April 28<sup>th</sup>, 2017, to FirstPic, Inc., via email to Tashi Chester at [tchester@firstpic.org](mailto:tchester@firstpic.org).**

Retain copies for your organization's files.

If you determine that your organization is unwilling or unable to comply with and/or deliver all the requirements of this award, do not execute this agreement. Instead, please contact Tashi Chester (443-302-2080) at FirstPic, Inc. to discuss other possible options.

The terms of this Subaward Agreement and applicable guidelines supersede any and all other verbal discussion related to these federal funds.

This Subaward Agreement may be terminated without further cause if your organization fails to initial, sign, and return this letter and all required, completed forms to FirstPic, Inc. by **April 28<sup>th</sup>, 2017**. 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.

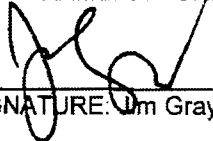
We look forward to working with you on this important project!

Sincerely,



Barbara Bonilla  
President  
National Police Athletics/Activities League

Jim Gray, Mayor  
PRINT NAME: Jim Gray

  
SIGNATURE: Jim Gray

4/17/17  
DATE

Sgt. Rahsaan Berry  
PRINT NAME: Designated Alternate

  
SIGNATURE: Designated Alternate

4/20/17  
DATE