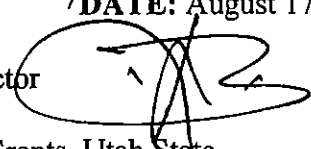


A. LOUIS ZUNGUZE  
DIRECTOR  
  
BRENT B. WILDE  
DEPUTY DIRECTOR

**SALT LAKE CITY CORPORATION**  
DEPT. OF COMMUNITY DEVELOPMENT  
OFFICE OF THE DIRECTOR

ROSS C. "ROCKY" ANDERSON  
MAYOR

**CITY COUNCIL TRANSMITTAL**

**TO:** Rocky J. Fluhart, Chief Administrative Officer *Ray* **DATE:** August 17, 2006  
**FROM:** Louis Zunguze, Community Development Director   
**SUBJECT:** Utah State Department of Workforce Services Grants, Utah State  
Commission on Criminal and Juvenile Justice Grant, and Utah Clean Cities  
Grant

**STAFF CONTACTS:** Sherrie Collins at 535-6150 or sherrie.collins@slcgov.com

**ACTION REQUIRED:** Adoption of Resolutions by City Council

**DOCUMENT TYPE:** Resolutions

**BUDGET IMPACT:** \$120,540.00 of Grant Revenue

**DISCUSSION:**

Salt Lake City has received five new grants totaling \$120,540.00 of grant revenue. The following is the detailed information pertaining to the five grants.

The **Utah State Department of Workforce Services**, under the Youth Connection Program, has awarded the Department of Public Services, YouthCity Division three grants totaling \$83,540.00. Each of the three YouthCity sites, Ottinger Hall, Liberty Park, and Fairmont Park, received individual grants. Ottinger Hall received a \$23,540.00 award, and the Liberty and Fairmont Park sites each received a \$30,000.00 award.

These funds will be used to pay for the salary and benefits of the three Program Assistants at Ottinger Hall, Liberty Park, and Fairmont Park YouthCity sites, and six seasonal Program Facilitators. The Program Assistant positions are currently seasonal employees who assist the Site Coordinator with programming and daily operation of the sites. In addition, the Assistants are required to be onsite in the absence of the Coordinator.

These grants are renewable on an annual basis over a three (3) year period. YouthCity will continue to apply as funds are available.

A 100% match is required which will be satisfied with 30% of the YouthCity Director's salary and benefits and other associated costs including facility maintenance, utilities, travel, printing and postage which are budgeted for within YouthCity's and Public Services general fund budget.

The **Utah State Commission on Criminal and Juvenile Justice**, under the Honda Auto Theft Prevention Program, has awarded the Police Department \$7,000.00 of grant funding. Of these funds, \$5,000 will be used to contract with a video production company to produce three Public Service Announcements (PSAs) to be aired on local television and the City's Channel 17. The remaining \$2,000 will be used to produce and print brochures in relation to the PSAs. The PSAs will provide education regarding prevention measures that can be implemented to prevent the theft of Honda automobiles, which account for 30% of all stolen and recovered vehicles within certain corridors of the City.

A \$778.00 match is required and will be satisfied by the Police Department through Officer over-time (OT) hours to implement the program. The costs associated with Officer OT are budgeted within the Police Department's general fund budget.

The **Utah Clean Cities Coalition** has awarded the Mayor's Office Clean Cities Program \$30,000.00 of grant funding to be used for the salary, benefits, supplies, and travel of the Clean Cities Coordinator. These funds were awarded for the continuation of the coordinator position in promoting the use of alternative fuel vehicles (AFV), the ultimate development of a refueling and vehicle maintenance infrastructure, education of the public about AFVs, and for the collection and distribution of information regarding AFV performance costs and technology.

In conjunction with this award, the City received a \$30,000.00 grant from the State of Utah, Department of Natural Resources, which will be used to pay the other half of costs associated with the salary, benefits, and supplies of the Clean Cities Coordinator position. This grant is an annual award and is being submitted as part of budget amendment number 1 of FY07-08.

**PUBLIC PROCESS:** These grants require no public process other than Council adoption by Resolution and a Public Hearing pertaining to the budget opening.

**RELEVANT ORDINANCES:** None

## TABLE OF CONTENTS

- Attachment A: Resolution - Authorizing Salt Lake City Corporation to enter into an Agreement with Utah State Department of Workforce Services
- Attachment B: Utah State Department of Workforce Services Agreement for YouthCity Programs at Ottinger Hall
- Attachment C: Utah State Department of Workforce Services Agreement for YouthCity Programs at Liberty Park
- Attachment D: Utah State Department of Workforce Services Agreement for YouthCity Programs at Fairmont Park
- Attachment E: Resolution - Authorizing Salt Lake City Corporation to enter into an Agreement with Utah State Commission on Criminal and Juvenile Justice (CCJJ)
- Attachment F: Utah State Commission on Criminal and Juvenile Justice Agreement
- Attachment G: Resolution - Authorizing Salt Lake City Corporation to enter into an Agreement with Utah Clean Cities Coalition
- Attachment H: Utah Clean Cities Coalition Agreement



Attachment A  
Utah State  
Department of  
Workforce Services  
Resolution









Attachment B  
Workforce Services  
Agreement



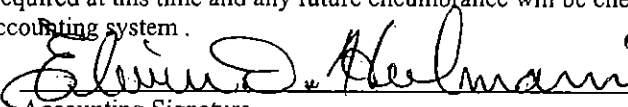
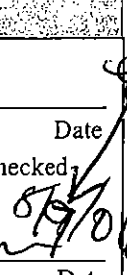
**Salt Lake City Corporation**  
**CAMP DOCUMENT ROUTING FORM**  
**CITY SIGNATURE AND ACTIVATION PROCESS**

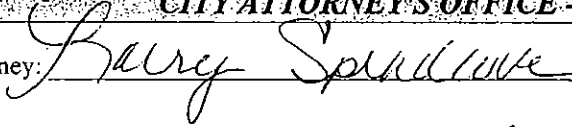
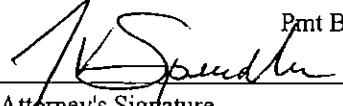
August 4, 2006


**RECEIVED**

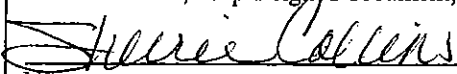
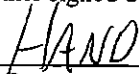
Contract Number: <b>06-S-07-2140</b>	Project:	AUG 11 2006
Contractor: <b>23012 UTAH STATE DEPT OF WORKFORCE SVCS</b>		
Contract Title: <b>YOUTH CONNECTIONS GRANT - OTTINGER HALL</b>		<b>CITY RECORDER</b>
Monitor: <b>SHERRIE COLLINS</b>		

*Please complete your Step and forward to the next Step.*

STEP 1	ACCOUNTING DIVISION - Encumber Funds
<p><i>No Encumbrance</i></p>	<p>I certify that funds are available. _____ Date _____</p> <p><b>OR</b> Accounting Signature</p> <p>I certify that no encumbrance is required at this time and any future encumbrance will be checked against available budget by the accounting system.</p> <p align="center">               Accounting Signature         </p> <p align="right">               Date         </p> <p>Funding Source: _____</p> <p align="center">Dept      Cost Center      Object Code      \$ _____</p> <p>Attach additional paperwork if more funding sources are needed. Limit \$ _____</p>

STEP 2	CITY ATTORNEY'S OFFICE - Final Approval
<p><i>Approved</i></p>	<p>Attorney:  Insurance Required: N</p> <p>Perf Bond Required: N</p> <p>Pmt Bond Required: N</p> <p>This document has been approved as to form.  8/15/06</p> <p align="center">Attorney's Signature      Date</p>

STEP 3	CAPITAL PLANNING & PROGRAMS - Sign Document
<p><i>Approved</i></p>	<p><b>INSTRUCTIONS:</b></p> <p><b>Sign ALL documents.</b></p> <p>Authorized Signer:  Mayor</p> <p align="center">Name      Dept/Div</p> <p><b>Forward ALL Signed documents to the Recorder's Office</b></p>

STEP 4	RECORDER'S OFFICE - Act
<p><i>Approved</i></p>	<p align="right"><b>RECORDED</b></p> <p align="right">AUG 11 2006</p> <p align="right"><b>CITY RECORDER</b></p> <p>When activated, keep 1 signed document, send other signed document(s) to:</p> <p>  6150</p> <p>Name      Department or Division      Phone</p>





**State of Utah**

JON M. HUNTSMAN, JR.  
*Governor*

GARY R. HERBERT  
*Lieutenant Governor*

Department of Workforce Services

TANI PACK DOWNING  
*Executive Director*

CHRISTOPHER W. LOVE  
*Deputy Director*

GREGORY B. GARDNER  
*Deputy Director*

July 14, 2006

Ross C. Anderson  
Salt Lake City Corporation  
Youth City at Ottinger Hall  
210 E 600 S  
Salt Lake city UT 84111-3513

Dear Ross C. Anderson,

Once again, congratulations on being awarded the Youth Connections Grant!

Enclosed are three (3) copies of the Youth Connections Grant Agreement Documents. Please sign each copy as indicated on the signature page and return all three in the enclosed envelope. You must return each of the three documents in full, including all attachments- do not remove any pages. A complete signed agreement will be returned to you in four to six weeks.

**The three signed grant agreements need to be returned to our office by July 28, 2006 to avoid potential forfeiture of your grant funds and cancellation of your grant.**

If you need funds for a summer program, the faster you return the documents, the faster we can begin providing funds.

If you have any questions about any of the documents in your Grant Agreement, please call Sharrif Dajany at (801) 526-9430 or me at (801) 526-4343.

Thank you,

Caroline Kueneman, School Age Program Specialist  
Office of Work & Family Life

Enclosures

RECORDED

AUG 11 2006

CITY RECORDER



**UTAH DEPARTMENT OF WORKFORCE SERVICES**  
**GRANT AGREEMENT**

YC

**GRANTOR:**

State of Utah  
Utah Department of Workforce Services/  
Office of Work and Family Life  
140 E 300 S  
Salt Lake City UT 84111

**RECORDED**

AUG 11 2006

**CITY RECORDER**

**GRANTEE:**

Salt Lake City Corporation  
Youth City at Ottinger Hall  
210 E 600 S  
Salt Lake City UT 84111-3513  
Telephone: 801-535-6129  
State Vendor # 05650G C  
Commodity Code # 99999

This Grant Agreement is entered into by the Utah Department of Workforce Services, hereinafter referred to as the **Grantor or State**, and **Salt Lake City Corporation** hereinafter referred to as the **Grantee or Contractor**, and shall be effective **August 1, 2006 through June 30, 2007**. This Grant may be renewed pending **Grantee's** performance and funding availability.

The **Grantee** shall be paid a maximum of **\$23,540.00** for costs authorized under this Grant Agreement. All expenditures must be in accordance with the approved Budget and Scope of Work submitted in the Grant Application, a copy of which is attached to this Grant Agreement. Also, all activities conducted and expenditures made must occur within the grant period and must be in compliance with the attached terms and conditions. Funding may not be used for purposes contrary to applicable federal, state and local laws. *This Grant is funded through Federal Grant CFDA # 93.575.*

The purpose of this Grant is to create and expand out-of-school time programs for at-risk elementary school-age youth. The grant is designed to help communities in Utah create safe, high quality programs for elementary school youth (through age 12) during the times they are not in school.

Grantee agrees to administer this Grant in compliance with the following attachments:

- Attachment A: State of Utah Standard Terms and Conditions
- Attachment B: Department of Workforce Services Additional Terms and Conditions
- Attachment C: Special Provisions
- Attachment D: Budget Detail Form
- Attachment E: Billing Form
- Attachment F: Specific Allowable/Unallowable Costs
- Attachment G: Grantee's Application/Proposal

It is understood and agreed that the effective date of the Grant is the date of commencement of services as provided in Paragraph 1, and that any and all appropriate costs that are deemed allowable for the program and incurred by the **Grantee** between said effective date and the date on which this contract is fully executed, are hereby approved and ratified for payment.

Point of Contact: Caroline Kueneman,  
140 East 300 South, Salt Lake City, Utah 84111  
Phone: (801) 526-4343

**PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111**





**APPROVED FOR GRANTOR:**

\_\_\_\_\_  
Tani Pack Downing  
Executive Director  
Department of Workforce Services

Date

**APPROVED FOR GRANTEE:**

*[Signature]* 8/11/06  
\_\_\_\_\_  
Signature Date

Ross C. Anderson, Mayor  
\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
State of Utah Finance Division

Date

**RECORDED**

AUG 11 2006

**CITY RECORDER**

APPROVED AS TO FORM  
Salt Lake City Attorney's Office  
Date 8/9/2006  
By J.V. Spendore

**ATTEST:**  
*[Signature]*  
DEPUTY CITY RECORDER



PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111



ATTACHMENT A: STATE OF UTAH STANDARD TERMS AND CONDITIONS

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the State to purchase certain specified services, and other approved purchases for the State.
2. **CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** The Contractor and any and all supplies, services, equipment, and construction furnished under this contract will comply fully with all applicable Federal and State laws and regulations.
4. **RECORDS ADMINISTRATION:** The Contractor shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records shall be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later. The Contractor agrees to allow State and Federal auditors, and State Agency Staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.
5. **CONFLICT OF INTEREST:** Contractor represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.
6. **CONTRACTOR, AN INDEPENDENT CONTRACTOR:** The Contractor shall be an independent contractor, and as such, shall have no authorization, express or implied, to bind the State to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the State, except as herein expressly set forth. Compensation stated herein shall be the total amount payable to the Contractor by the State. The Contractor shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the State for these contract services. Persons employed by the State and acting under the direction of the State shall not be deemed to be employees or agents of the Contractor.
7. **INDEMNITY CLAUSE:** The Contractor agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this contract which are caused in whole or in part by the negligence of the Contractor's officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.
8. **EMPLOYMENT PRACTICES CLAUSE:** The Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42 USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the Contractor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place.
9. **SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.
10. **RENEGOTIATION OR MODIFICATIONS:** This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the same persons or by persons holding the same position as persons who signed the original agreement on behalf of the parties hereto, and attached to the original signed copy of the contract. Automatic renewals will not apply to this contract.
11. **DEBARMENT:** The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the State. The Contractor must notify the State Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.
12. **TERMINATION:** Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon 90 days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
13. **NONAPPROPRIATION OF FUNDS:** The Contractor acknowledges that the State cannot contract for the payment of funds not yet appropriated by the Utah State Legislature. If funding to the State is reduced due to an order by the Legislature or the Governor, or is required by State law, or if federal funding (when applicable) is not provided, the State may terminate this contract or proportionately reduce the services and purchase obligations and the amount due from the State upon 30 days written notice. In the case that funds are not appropriated or are reduced, the State will reimburse Contractor for products delivered or services performed through the date of cancellation or reduction, and the State will not be liable for any future commitments, penalties, or liquidated damages.
14. **SALES TAX EXEMPTION:** The State of Utah's sales and use tax exemption number is E33399. The tangible personal property or services being purchased are being paid from State funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract.
15. **WARRANTY:** The Contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The Contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the Contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that...

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE

451 SO. STATE, PM 415

SALT LAKE CITY, UTAH 84111

for any special purposes that the State has relied on the Contractor's skill or judgment to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of substantial problems about which the State has not been warned. Remedies available to the State include the following: The Contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the Contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

16. **PUBLIC INFORMATION:** Except as identified in writing and expressly approved by the State Division of Purchasing, Contractor agrees that the contract and related Sales Orders and Invoices will be public documents, and may be available for distribution. Contractor gives the State express permission to make copies of the contract, the response to the solicitation, and related Sales Orders and Invoices in accordance with the State of Utah Government Records Access and Management Act. The permission to make copies as noted will take precedence over any statements of confidentiality, proprietary information, copyright information, or similar notation.
17. **DELIVERY:** Unless otherwise specified in this contract, all deliveries will be F.O.B. destination with all transportation and handling charges paid by the Contractor. Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the State except as to latent defects, fraud and Contractor's warranty obligations.
18. **ORDERING AND INVOICING:** All orders will be shipped promptly in accordance with the delivery schedule. The Contractor will promptly submit invoices (within 30 days of shipment or delivery of services) to the State. The State contract number and/or the agency purchase order number shall be listed on all invoices, freight tickets, and correspondence relating to the contract order. The prices paid by the State will be those prices listed in the contract. The State has the right to adjust or return any invoice reflecting incorrect pricing.
19. **PAYMENT:** Payments are normally made within 30 days following the date the order is delivered or the date a correct invoice is received, whichever is later. All payments to the Contractor will be remitted by mail unless paid by the State of Utah's Purchasing Card (major credit card).
20. **PATENTS, COPYRIGHTS, ETC.:** The Contractor will release, indemnify and hold the State, its officers, agents and employees harmless from liability of any kind or nature, including the Contractor's use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used in the performance of this contract.
21. **ASSIGNMENT/SUBCONTRACT:** Contractor will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the State.
22. **DEFAULT AND REMEDIES:** Any of the following events will constitute cause for the State to declare Contractor in default of the contract:
  1. Nonperformance of contractual requirements;
  2. A material breach of any term or condition of this contract. The State will issue a written notice of default providing a ten (10) day period in which Contractor will have an opportunity to cure. Time allowed for cure will not diminish or eliminate Contractor's liability for damages. If the default remains, after Contractor has been provided the opportunity to cure, the State may do one or more of the following:
    1. Exercise any remedy provided by law;
    2. Terminate this contract and any related contracts or portions thereof;
    3. Impose liquidated damages, if liquidated damages are listed in the contract;
    4. Suspend Contractor from receiving future solicitations.
23. **FORCE MAJEURE:** Neither party to this contract will be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. The State may terminate this contract after determining such delay or default will reasonably prevent successful performance of the contract.
24. **PROCUREMENT ETHICS:** The Contractor understands that a person who is interested in any way in the sale of any supplies, services, construction, or insurance to the State of Utah is violating the law if the person gives or offers to give any compensation, gratuity, contribution, loan or reward, or any promise thereof to any person acting as a procurement officer on behalf of the State, or who in any official capacity participates in the procurement of such supplies, services, construction, or insurance, whether it is given for their own use or for the use or benefit of any other person or organization (63-56-1002, Utah Code Annotated, 1953, as amended).
25. **CONFLICT OF TERMS:** Contractor Terms and Conditions that apply must be in writing and attached to the contract. No other Terms and Conditions will apply to this contract including terms listed or referenced on a Contractor's website, terms listed in a Contractor quotation/sales order, etc. In the event of any conflict in the contract terms and conditions, the order of precedence shall be:
  1. Atth. A: State of Utah Standard Terms and Conditions;
  2. State of Utah Contract Signature Page(s);
  3. State Additional Terms and Conditions;
  4. Contractor Terms and Conditions.
26. **ENTIRE AGREEMENT:** This Agreement, including all Attachments, and documents incorporated hereunder, and the related State Solicitation constitutes the entire agreement between the parties with respect to the subject matter, and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written. The terms of this Agreement shall supersede any additional or conflicting terms or provisions that may be set forth or printed on the Contractor's work plans, cost estimate forms, receiving tickets, invoices, or any other related standard forms or documents of the Contractor that may subsequently be used to implement, record, or invoice services hereunder from time to time, even if such standard forms or documents have been signed or initialed by a representative of the State. The parties agree that the terms of this Agreement shall prevail in any dispute between the terms of this Agreement and the terms printed on any such standard forms or documents, and such standard forms or documents shall not be considered written amendments of this Agreement.



**DEPARTMENT OF WORKFORCE SERVICES  
GRANT STANDARD TERMS AND CONDITIONS**

1. **GRANT JURISDICTION:** The laws of the State of Utah shall govern the provisions of this Grant.
2. **LICENSING AND STANDARD COMPLIANCE:** By signing this Grant GRANTEE acknowledges that it currently meets all applicable licensing or other standards required by federal and state laws or regulations and ordinances of the city/county in which services and/or care is provided and will continue to comply with such licensing or other applicable standards and ordinances for the duration of this Grant period. Failure to secure or maintain a license shall support a basis for cancellation of this Grant. GRANTEE acknowledges that it is responsible for familiarizing itself with these laws and regulations, and complying with all of them.
3. **COMPLIANCE WITH GENERALLY APPLICABLE STATE AND FEDERAL LAWS**
  - a. As noted in this Grant, GRANTEE is required to comply with all anti-discrimination and drug-free workplace laws, and all laws governing research involving human subjects. If GRANTEE is receiving federal funds under this Grant the following federal laws may apply: Equal Opportunity Employer Executive Order, the Davis-Bacon Act, the Hatch Act, the Copeland "Anti-Kickback" Act, the Fair Labor Standards Act, the Grant Work Hours and Safety Standards Act, the Clean Air Act, the Federal Water Pollution Control Act, the Byrd Anti-Lobbying Amendment, and the Debarment and Suspension Executive Orders. GRANTEE shall comply with these laws and regulations to the extent they apply to the subject matter of this Grant.
  - b. **Equal Opportunity Clause.** Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity:
    - Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
    - Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
    - The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
    - And Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.
4. **DEPARTMENT COST PRINCIPLES FOR COST REIMBURSEMENT GRANTS**
  - a. **Federal Cost Principles determine allowable costs in DEPARTMENT Grants.** They can be found in circulars published by the Federal Office of Management and

Budgets ("OMB"). GRANTEE may locate the Federal Cost Principles applicable to its organization at the Internet web site:

**OMB Circulars:** <http://www.whitehouse.gov/omb/circulars/index.html>

- b. **Compliance with Federal Cost Accounting Principles.** For GRANTEE'S convenience, DEPARTMENT provides Table 1 below, "Cost Accounting Principles," as a reference guide to the applicable cost principles. However, the information in this table is not exhaustive, and GRANTEE understands that it is obligated to seek independent legal or accounting advice. As shown in Table 1, "Cost Accounting Principles," the principles applicable to a particular GRANTEE depend upon GRANTEE'S legal status.

**Table 1: Cost Accounting Principles**

Grantee	Federal Cost Principles
State or Local Govt. & Indian Tribal Govts.	OMB Circular A-87
College or University	OMB Circular A-21
Non-Profit Organization	OMB Circular A-122
For Profit (Commercial) Organization	48 CFR Part 31

5. GRANTEE ASSIGNMENT AND SUBGRANTEES/SUBCONTRACTORS:

- a. **Assignment.** Notwithstanding DEPARTMENT'S right to assign the rights or duties hereunder, GRANTEE agrees and understands that this Grant is based on the reputation of GRANTEE, and this Grant may not be assigned by GRANTEE without the written consent of DEPARTMENT. Any assignment by GRANTEE without DEPARTMENT'S written consent shall be wholly void.
- b. **Subgrantees/Subcontractors.** As used in this Grant, the term "subgrantee" or "subcontractor" means an individual or entity that has entered into an agreement with the original GRANTEE to perform services or provide goods which the original GRANTEE is responsible for under the terms of this Grant. Additionally, the term "subgrantee" or "subcontractor" also refers to individuals or entities that have entered into agreements with any subgrantee if: (1) those individuals or entities have agreed to perform all or most of the subgrantee's duties under this Grant; or (2) federal law requires this Grant to apply to such individuals or entities. If GRANTEE enters into subcontracts the following provisions apply:
- (1) Duties of Subgrantee: Regardless of whether a particular provision in this Grant mentions subgrantees, a subgrantee must comply with all provisions of this Grant including, but not limited to, the state procurement requirements, insurance requirements and the fiscal and program requirements. GRANTEE retains full responsibility for the Grant compliance whether the services are provided directly or by a subgrantee.
  - (2) Provisions Required in Subcontracts: If GRANTEE enters into any subcontracts with other individuals or entities and pays those individuals or entities for such goods or services with federal or state funds, GRANTEE must include provisions in its subcontracts regarding the federal and state laws identified in this Grant, if applicable ("Grantee's Compliance with Applicable

PROPERTY OF SALT LAKE  
CITY RECORDERS OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Laws; Cost Accounting Principles and Financial Reports”), as well as other laws and grant provisions identified in 45 C.F.R. §92.36(i).

6. MONITORING: DEPARTMENT shall have the right to monitor GRANTEE'S performance regarding all services purchased under this Grant. Monitoring of GRANTEE'S performance shall be at the complete discretion of DEPARTMENT which will rely on the criteria set forth in this Grant, including the goals, service objectives and methods described in "Scope of Work" and any special conditions and "Performance Measures" and GRANTEE'S fiscal operations. Monitoring may include both announced and unannounced visits. Monitoring will take place during normal business hours.

7. RECORDS ADMINISTRATION: GRANTEE shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to GRANTEE for costs authorized by this Grant. These records shall be retained by GRANTEE for at least four years after the Grant terminates or until all audits initiated within the four years have been completed, whichever is later. GRANTEE shall maintain books, records, documents, and other evidence.

PAYMENT WITHHOLDING: GRANTEE agrees that the reporting and record keeping requirements specified in this Grant are a material element of performance and that if, in the opinion of DEPARTMENT, GRANTEE'S record keeping practices and/or reporting to DEPARTMENT are not conducted in a timely and satisfactory manner, DEPARTMENT may withhold part or all payments under this or any other Grant until such deficiencies have been remedied. In the event of the payment(s) being withheld, DEPARTMENT agrees to notify GRANTEE of the deficiencies that must be corrected in order to bring about the release of withheld payment.

9. OVERPAYMENT/AUDIT EXCEPTIONS/DISALLOWANCES: GRANTEE agrees that if during or subsequent to the Grant's CPA or DEPARTMENT audit, the DEPARTMENT determines that expenses were incorrectly reported or paid, DEPARTMENT may amend the Grant and adjust the payments. In Grants, which include a budget, GRANTEE expenditures to be eligible for reimbursement must be adequately documented. GRANTEE will, upon written request, immediately refund to the DEPARTMENT any overpayments as determined by audit. GRANTEE further agrees that DEPARTMENT shall have the right to withhold any or all subsequent payments under this or other contracts with GRANTEE until recoupment of overpayment is made.

10. RELATED PARTIES: GRANTEE shall not make payments to related parties in any category of Administration, Capital Expenditures, or Program Expenses without the prior written consent of DEPARTMENT. Payments to related parties may include, but are not limited to: salaries, wages, compensation under employment or service Grants, or payments under purchase, lease, or rental contracts. Payments made by GRANTEE to related parties without such prior written consent may be disallowed and may result in an overpayment assessment. For the purpose of defining payments to related parties under a grant GRANTEE shall be defined to include all owners, partners, directors, and officers of GRANTEE or others with authority to establish policies and make decisions for GRANTEE.

Persons and/or organizations shall be considered related parties when any of the following conditions exist:

PROPERTY OF SALT LAKE  
CITY RECORDERS OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111



A person and/or organization with directors, officers, or others with the authority to establish policies and to make decisions for the organization who is/are related to GRANTEE through blood or marriage, as defined by Utah Code Ann. §52-3-1(1)(d) as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in law, or daughter-in-law.

An organization has in common with GRANTEE either: a) owners or partners who directly or indirectly own ten percent (10%) or more of the voting interest of the organization; and/or b) directors, officers or others with authority to establish policies and make decisions for the organization.

GRANTEE is obligated to immediately call any contemplated or actual related-party payment to the attention of DEPARTMENT. Upon notification of related-party payment, DEPARTMENT may, at its discretion, require that GRANTEE undertake competitive bidding for the goods or services, require satisfactory cost justification prior to payment, or take other steps that may be necessary to assure that the goods or services provided afford DEPARTMENT a satisfactory level of quality and cost. Any related-party payments contemplated under this Grant must be disclosed on a statement for related-party transactions and is available from DEPARTMENT'S Finance/Contracting Division. It will require:

- a. The name of GRANTEE'S Representative who is related to the party that GRANTEE seeks to make payments to.
- b. The name of the other related party.
- c. The relationship between the individuals identified in a. and b. above.
- d. A description of the transaction in question and the dollar amount involved (if any).
- e. The decision-making authority of GRANTEE'S Representative and the party identified in b. above, with respect to the applicable transaction.
- f. The measures taken by GRANTEE to protect DEPARTMENT from potentially adverse effects resulting from the identified parties' relationship.

11. CONFLICT OF INTEREST: GRANTEE certifies, through the execution of the Grant, that no person in its and DEPARTMENT'S employment, directly or through subcontract, will receive any private financial interest, direct or indirect, in the Grant. GRANTEE will not hire or subcontract with any person having such conflicting interest(s).

12. NOTIFICATION OF THE INTERNAL REVENUE SERVICE: It is Department of Workforce Services' policy to notify the Internal Revenue Service of any violations of IRS regulations uncovered as a result of its dealings with providers.

13. GRANT TERMINATION:

- a. **Default Termination.** In the event this Grant is terminated as a result of a default by GRANTEE, DEPARTMENT may procure or otherwise obtain, upon such terms and conditions as DEPARTMENT deems appropriate, services similar to those

terminated, and GRANTEE shall be liable to DEPARTMENT for any damages arising there from, including attorneys' fees and excess costs incurred by DEPARTMENT in obtaining similar services.

- b. **Immediate Termination.** If GRANTEE creates or is likely to create a risk of harm to the clients served under this Grant, or if any other provision of this Grant (including any provision in the attachments) allows DEPARTMENT to terminate the Grant immediately for a violation of that provision, DEPARTMENT may terminate this Grant immediately by notifying GRANTEE in writing.
- c. **No Cause Termination.** Unless otherwise stated in the Special Terms and Conditions, this Grant may be terminated, with or without cause, in advance of the specified expiration date, by either party, upon ninety (90) days prior written notice being given the other party. Upon termination of this Grant, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
- d. **Attorneys' Fees and Costs.** If either party seeks to enforce this Grant upon a breach by the other party, or if one party seeks to defend itself against liability arising from the negligence of the other party, the prevailing party shall receive from the unsuccessful party all court costs and its reasonable attorneys' fees, regardless of whether such fees are incurred in connection with litigation.
- e. **Remedies for Grantee's Violation.** GRANTEE acknowledges that if GRANTEE violates the terms of this Grant, DEPARTMENT is entitled to avail itself of all available legal, equitable and statutory remedies including, but not limited to, money damages, injunctive relief, and debarment as allowed by state and federal law.

14. TERMINATION (FUND-OUT): GRANTEE acknowledges that DEPARTMENT cannot grant for the payment of funds not yet provided by the Federal Government or appropriated by the Utah State Legislature and DEPARTMENT cannot guarantee funding under this Grant since it may be altered by an act of the Federal Government or the Utah State Legislature occurring before the expiration of this Grant. Therefore, in the event that DEPARTMENT fails to receive appropriations then DEPARTMENT may, by giving at least 60 days advance written notice, terminate this Grant. DEPARTMENT will reimburse GRANTEE for services performed up through the date of cancellation. Should the termination option be used in this Grant GRANTEE will make an accounting of its expenditures within the sixty (60) days notice and returned all unexpended money to DEPARTMENT.

15. GRANT RENEWAL: Renewal of Grant will be solely at the discretion of DEPARTMENT.

16. RENEGOTIATION OR MODIFICATIONS: This Grant may be amended, modified, or supplemented only by written amendment, executed by the parties hereto, and attached to the original signed copy of the Grant.

17. INDEMNITY CLAUSE: GRANTEE agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this Grant which are caused in whole or in part by the negligence of

GRANTEE'S officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.

18. COPYRIGHT: GRANTEE agrees that any and all deliverables prepared for DEPARTMENT, to the extent to which it is eligible under copyright law in any country, shall be deemed a work made for hire, such that all right, title and interest in the work and deliverables reside with DEPARTMENT. DEPARTMENT reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for federal or state Government purposes, such software, modifications and documentation. To the extent any work or deliverable is deemed not to be, for any reason whatsoever, work made for hire, GRANTEE agrees to assign and hereby assigns all right title and interest, including but not limited to copyright patent, trademark and trade secret, to such work and deliverables, and all extensions and renewals thereof, to DEPARTMENT. GRANTEE further agrees to provide all assistance reasonably requested by DEPARTMENT in the establishment, preservation, and enforcement of its rights in such work and deliverables, without any additional compensation to DEPARTMENT. GRANTEE agrees to and hereby, to the extent permissible, waives all legal and equitable rights relating to the work and deliverables, including without limitation any an all rights of identification of authorship and any and all rights of approval, restriction or limitation on use or subsequent modifications.
19. CITING DEPARTMENT IN ADVERTISING: Grantee agrees to give credit to DEPARTMENT for funding in all written and verbal advertising or discussion of this program such as brochures, flyers, informational materials, talk shows, etc. All formal advertising or public information programs will be coordinated with the Public Information Officer for DEPARTMENT.
20. SEPARABILITY CLAUSE: A declaration by any court or other binding legal source that any provision of this agreement is illegal and void shall not affect the legality and enforceability of any other provisions of this agreement unless said provisions are mutually dependent.
21. BILLINGS AND PAYMENTS: Payments to the GRANTEE will be made by the DEPARTMENT upon receipt of itemized billing for authorized service(s) provided and supported by information contained in reimbursement forms supplied by DEPARTMENT. Billings and claims for services must be received within thirty (30) days after the last date of service for the period billed including the final billing, which must be submitted within thirty (30) days after contract termination or they may be delayed or denied. Billings and services for the month of June must be received by DEPARTMENT no later than July 20<sup>th</sup> due to DEPARTMENT'S fiscal year end. Billings submitted after this date may be denied.

ATTACHMENT C  
**Special Provisions**

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Operate Youth Connections school-age program before school, after school and/or during school breaks in accordance with the following special provisions:

- a. School age program coordinator must attend a grant orientation meeting, date to be announced.
- b. At least two school-age program staff must attend a minimum of twenty hours of program-related trainings, including at least one statewide afterschool workshop or conference. Out-of-state travel will not be funded.
- c. Program coordinator and staff must participate in direct consultation and technical assistance provided by staff of the W&FL or designee.
- d. Program coordinator must provide two Financial/Progress reports per year, as specified by W&FL.
- e. Funding will be dispersed in three payments, which are contingent upon the organization meeting all of the grant's terms and conditions.
- f. Program must be open to all youth regardless of race, religion, gender, political ideology or physical ability.
- g. Program/site must reach an average of Level 4 on the School-Age Care Environment Rating Scale (SACERS) for applicable items, including health and safety.
- h. Program coordinator must complete a program self-assessment using the SACERS and the National Afterschool Association Standards for Quality School-Age Care.
- i. Ensure proper administrative and accounting procedures.
- j. Meet a 100% matching requirement, cash or in-kind. In-kind donations may include supplies, labor, space, equipment, and/or any other type of item that benefits the program's planned grant activity. *The cash or in-kind match may not include any federal funds provided under any authority.*
- k. Meet all applicable state and federal laws and regulations, including the Federal Office of Management & Budget (OMB) circulars for services and financial reporting.

**ATTACHMENT D**

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**Office of Work & Family Life - Youth Connections**

**III. BUDGET DETAIL FORM FY07**

Organization Name Salt Lake City Corp Site Ottinger Hall

**Category I  
Administrative Expenses**

	Grant Funds Requested	Other funds for this program	In-Kind match for the program	Parent Fees	Total Operation Budget
<b>Total Category I Admin Expenses (may not exceed 10% of Category III-Total Program Expenses)</b>	\$ 0	\$ 0	\$ 10,640	\$ 0	\$ 10,640

**Category II  
Capitol Expenditures**

List Expenditures	*				
* Note: Not Allowed for this grant application					
<b>Total Category II Capital Expenditures</b>	\$ N/A	\$	\$	\$	\$

**Category III  
Program Expenses**

1. Salaries	20,930	39,960	0	0	60,890
2. Fringe Benefits	2,055	11,050	0	0	13,105
3. Travel/Transportation	0	0	7,000	0	7,000
4. Space Costs (rent/mortgage)	0	0	0	0	0
5. Utilities	0	0	5,400	0	5,400
6. Communications (printing, copying, phone, postage)	0	1,350	2,500	0	3,850
7. Equipment/Furniture	0	0	0	0	0
8. Supplies & Maintenance (food)	0	3,600	0	0	3,600
9. Miscellaneous (minor repairs or upgrade of a facility)	0	0	5,346	0	5,346
10. Conferences/Workshops (training)	555	445	0	0	1,000
11. Insurance	0	0	0	0	0
12. Professional Fees/Contract Services		24,000		6,000	29,000
<b>Total Category III Program Expenses</b>	\$ 23,540	\$ 79,985	\$ 20,246	\$ 5,000	\$ 129,191

<b>Total Expenses Category I and III (funds requested may not exceed \$30,000)</b>	\$ 23,540	\$ 79,985	\$ 30,886	\$ 5,000	\$ 139,831
--	-----------	-----------	-----------	----------	------------



ATTACHMENT F

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**Allowable Costs/Unallowable Costs**

The following are some specific allowable or unallowable costs:

<b>PERSONNEL</b>
Salaries and benefits for caregivers, group leaders, and/or directors are allowable. Salary or wages for time spent attending training or meetings required by the Grant are allowable.
<b>MATERIALS</b>
Program materials are allowable. Televisions, VCR or DVD players, or motor vehicles are unallowable. Grant funds may be used to purchase used materials and equipment from any source.
<b>TRAINING</b>
Registration fees for training offered through the statewide Child Care Resource & Referral (CCR&R) Agency network, Universities and professional association conferences are allowable. Lodging and travel costs for out of state training is unallowable.
<b>MINOR IMPROVEMENTS TO FACILITIES</b>
Grant funds may be used for <i>minor</i> improvements to facilities <i>only</i> if the improvement is required to bring the facility into compliance with state child care licensing rules.
<b>NO SUPPLANTING</b>
Grant funds must be used to supplement existing funds for the program and <b>NOT</b> replace those funds which have been appropriated or designated for program operation.

Office of Work & Family Life

# Youth Connections

Community and Youth Prevention Grant Program

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

140 East 300 South  
Salt Lake City, Utah 84111  
Ph: 801.526.4340 or 1.800.622.7390  
Fax: 801.526.4349

## I. APPLICATION COVER SHEET

Executive Director: Ross C. Anderson Owner: Salt Lake City Corporation


Organization: Salt Lake City Corporation

Federal Tax ID #: 87-6000279

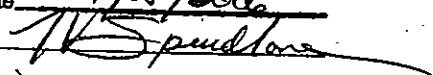
Program Name: YouthCity at Ottinger Hall

Address: 210 East 600 South  
Salt Lake City, Utah 84111-3513

Telephone: Kim Thomas, Program Manager, 535-6129 Email: kim.thomas@slcgov.com

Signature:  Date: April 18, 2006  
Ross C. Anderson, Mayor

- This organization is (please check one):
- Individual/Sole Proprietor
  - Private Corporation
  - Non-Profit Organization (Attach documentation to the Background Information.)
  - Public/Government

APPROVED AS TO FORM  
Salt Lake City Attorneys Office  
Date 4/18/2006  
By 

- This application is (please check one):
- To start a new program designed specifically for elementary school youth
  - To continue an existing program serving low-income at-risk youth that lacks sufficient funds to operate
  - To expand the capacity of an existing program to serve more youth
  - To expand the capacity of an existing program to increase service hours

- Please check or circle specific days of operation:
- Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun. (currently operating)
  - Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun. (projected for new and expanding programs)

Please insert appropriate number of hours per day:

_____ Mon.	_____ Tues.	_____ Wed.	_____ Thurs.	_____ Fri.	_____ Sat.	_____ Sun.	(currently operating)
<u>9</u> Mon.	<u>9</u> Tues.	<u>9</u> Wed.	<u>9</u> Thurs.	<u>9</u> Fri.	_____ Sat.	_____ Sun.	(projected for new and
<u>4</u> Mon.	<u>4</u> Tues.	<u>4</u> Wed.	<u>4</u> Thurs.	<u>6</u> Fri.	(projected for new expanding programs; summer after-school)		

How many children do you expect to serve, on average, in your new or expanded program? 30

What is your estimate of the number of children, an average, in your current program? Not applicable

What is your estimate of the cost per hour per child for your current program? Not applicable

What is your estimate of your revenue earned per hour per child for your current program? Not applicable.



Office of Work & Family Life - **Youth Connections**

**II. DEMOGRAPHIC INFORMATION CHART:**

Please indicate percentage of children in each category you currently serve. If your program is not currently in operation, please indicate the percentages of youth you plan to serve during year one of the funding period (August 2006 through June 2007).

<b>Section A</b>	<b>Current Percentage Served</b>	<b>Anticipated Percentage To Be Served</b>
Asian/Pacific Islander	Not Applicable	2.4%
African-American/African descent	Not Applicable	28.3%
Latino/a	Not Applicable	6.7%
Native American/Indigenous	Not Applicable	0.8%
European American	Not Applicable	61.8%
Mixed Ethnicity	Not Applicable	0%
Other:	Not Applicable	0%
<b>Total (must equal 100%)</b>	Not Applicable	100%

Please indicate the percentage of children in each category you serve or plan to serve.

<b>Section B</b>	<b>Current Percentage Served</b>	<b>Anticipated Percentage To Be Served</b>
*Children from low-income families (Please circle source of data: A. Organization's in-take forms or B. School free/reduced price lunch statistics)	Not Applicable	70%
Children with special needs (Non- or limited-English speaking children; children with disabilities, including asthma, ADD/ADHD, learning disabilities)	Not Applicable	24%

\*For purposes of this grant low-income is defined as children who are income eligible for child care subsidy, and/or youth who are eligible for free and reduced school lunches. This information may be obtained by contacting the school(s) your students attend and determining the percentage of kids in assisted lunch programs.

Office of Work & Family Life - Youth Connections

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

III. BUDGET DETAIL FORM FY07

Organization Name Salt Lake City Corporation Site YouthCity at Ottinger Hall

Category I Administrative Expenses	Grant Funds Requested	Other funds for this program	In-Kind match for the program	Parent Fees	Total Operation Budget
Total Category I Admin Expenses (may not exceed 10% of Category III-Total Program Expenses)	\$ 0	\$ 0	\$ 10,640	\$ 0	\$ 10,640

Category II Capitol Expenditures					
List Expenditures	*	0	0	0	0
* Note: Not Allowed for this grant application					
Total Category II Capital Expenditures	\$ N/A	\$ 0	\$ 0	\$ 0	\$ 0

Category III Program Expenses					
1. Salaries	\$ 27,390	\$ 33,500	\$ 0	\$ 0	\$ 60,890
2. Fringe Benefits	\$ 2,055	\$ 11,050	\$ 0	\$ 0	\$ 13,105
3. Travel/Transportation	\$ 0	\$ 0	\$ 7,000	\$ 0	\$ 7,000
4. Space Costs (rent/mortgage)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5. Utilities	\$ 0	\$ 0	\$ 5,400	\$ 0	\$ 5,400
6. Communications (printing, copying, phone, postage)	\$ 0	\$ 1,350	\$ 2,500	\$ 0	\$ 3,850
7. Equipment/Furniture	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
8. Supplies & Maintenance (food)	\$ 0	\$ 3,600	\$ 0	\$ 0	\$ 3,600
9. Miscellaneous (minor repairs or upgrade of a facility)	\$ 0	\$ 0	\$ 5,346	\$ 0	\$ 5,346
10. Conferences/Workshops (training)	\$ .555	\$ 445	\$ 0	\$ 0	\$ 1,000
11. Insurance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
12. Professional Fees/Contract Services	\$ 0	\$ 24,000	\$ 0	\$ 5,000	\$ 29,000
Total Category III Program Expenses	\$ 30,000	\$ 73,945	\$ 20,246	\$ 5,000	\$ 129,191

Total Expenses Category I and III (funds requested may not exceed \$30,000)	\$ 30,000	\$ 73,945	\$ 30,886	\$ 5,000	\$ 139,831
--	-----------	-----------	-----------	----------	------------

## Narrative

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

### 1. Organization Description

YouthCity was initiated in 2000 by Mayor Rocky Anderson and is comprised of after-school and summer, employment, government, arts education, and teen programs. Its mission is to build resiliency among youth through programs and activities that increase self-esteem and sufficiency, augment and encourage education, support parent's efforts, teach job and life skills, foster artistic expression and promote physical fitness. Since its inception, YouthCity has partnered with professors from the University of Utah to provide research-based out-of-school time programming. To date, more than 3,008 youths have participated in the core programs of YouthCity. During his first term, Mayor Anderson identified three buildings in neighborhood parks that were vacant and in disrepair. Mayor Anderson designated the buildings for youth programming and sought funding for their refurbishment. Currently, YouthCity operates in five locations in Salt Lake City. They are Central City Recreation Center, Fairmont Park, Glendale Intermediate School, Liberty Park, and Sorenson Multi-Cultural Center. An organizational chart is included as Attachment A.

### 2. Need Determination

*Need for Youth Programs.* Parents in Salt Lake City are facing increased economic and social challenges in securing access to enriching out-of-school time activities for their children. The Utah Office of Child Care reports that there are only six after-school program spaces per 100 children in the Salt Lake City School District, and there is a city-wide registration waiting list for after-school and summer programs. Youth's involvement in

high-risk and problem behaviors peaks in the hours after-school and during the summer when they are left alone and unsupervised. When provided opportunities to gain social skills such as empathy, pro-social attitudes, and peer group bonding, young people display a greater enjoyment of school, concern for others, and increased pro-social moral reasoning as well as lower antisocial behaviors, drug use, and delinquency. Unfortunately, low income children and minority youth are at the greatest risk of exclusion from constructive out-of-school time programs that support pro-social involvement, academic success, and positive futures. The opening of a YouthCity site at Ottinger Hall is an important expansion of the program to serve the inner-city youth living in northern sections of Salt Lake City.

*Site Selection.* Through its work with the Salt Lake City School District and neighborhood community councils, YouthCity staff identified the north and north-west sections of the city as areas that will benefit from a greater number of affordable after-school and summer programs for youth. Ottinger Hall in Memory Grove provides an ideal location for a new YouthCity site that is accessible to youth in the Avenues and Capitol Hill neighborhoods.

Ensign Elementary, Jackson Elementary, and Washington Elementary and Bryant Intermediate are the neighborhood schools that serve youth in the community. The schools offer some after-school programs, but they typically consist of “drop-in” programs attended by younger age students and are often unaffordable for low-income families.

*Youth Demographics.* YouthCity at Ottinger Hall will serve an estimated 80 youth between the ages of 9 to 12, who attend Ensign, Jackson, and Washington Elementary schools and Bryant Middle school. Approximately, 50 (70%) of the 70 students will qualify as at-risk students based on the number of students eligible for free and reduced-price lunch

tracked by the schools. Of the four schools, Jackson and Washington, and Bryant serve a high-percentage of students from economically disadvantaged families [Jackson: 96% (619 out of 646 students); Washington: 65% (361 out of 555 students; Bryant: 63% (459 out of 727 students)]. Jackson, Washington, and Bryant also have a student enrollment with minority populations of over 40 percent [Jackson: 77% (497 out of 646 students); Washington: 41% (225 out of 555 students); Bryant 45% (324 out of 727 students). YouthCity estimates that at least 27 (38.2%) of the youths at Ottinger Hall will be from families of racial or ethnic minority backgrounds.

### 3. Program Services

*Philosophy.* The philosophy of the YouthCity program is grounded in three principles:

1) interest-based skill building; 2) a structured class model, and 3) a sliding-scale fee system.

Interest-Based Skill Building. It is important for youth ages 9 to 12 to have positive experiences and gain confidence in new skill acquisition as it influences their confidence to develop pro-social skills and to engage in physical, recreational, and social activities throughout their lives. YouthCity participants chose from a variety of activities each session and benefit from cumulative exposure to the activities as they master new tasks supported by positive peer interactions and caring adults.

Structured Class Model. YouthCity uses the structured class model as opposed to a drop-in model of service delivery. The model allows for cumulative skill building, project completion, and a sense of accomplishment. Because the 9 to 12 age group is difficult to capture and retain, the site coordinators work with the

program participants to identify new class offerings. YouthCity limits its staff to youth ratio to 1:12. The small class size provides participants with individual attention and creates a cohesive social environment where youth learn constructive problem solving skills and peer group bonding.

Sliding-Scale Fee System. A distinguishing factor of YouthCity is its sliding-scale fee system based on their family income level. The sliding-scale fee system allows YouthCity to serve youth from low-income families who might otherwise not have the financial ability to attend after-school and summer programs. The fee schedule is \$75 per month for full fee; \$37.50 per month if a child receives reduced-cost school lunch; and \$18.75 per month if a child receives free school lunch.

Scholarships are also available so that no child is excluded.

*Program Goals & Objectives.* The goal for YouthCity at Ottinger Hall is to develop the minds and social competencies of young people ages 9 to 12 by providing quality after-school and summer enrichment programs with a particular focus on youth from low income and minority backgrounds living in the Capitol Hill and Avenues communities of Salt Lake County. Youth will register to participate in classes including urban arts, filmmaking, bike repair, chess, cultural cooking, dance, martial arts, swimming, academic tutoring, and community service projects. Each class will run 1.5 hours and will be taught by qualified adults or teaching artists. A sample work plan is provided as Appendix B. The program objectives are:

- 1) to serve 40 youth by providing four 4 to 5 week sessions of after-school activities from 3 to 6 p.m. four days a week (Monday-Thursday) with extended hours from 12 to 6 p.m. on Fridays;

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

- 2) to serve 40 youth by providing two 4 to 5 week sessions of summer activities for 8 hours a day, Monday through Friday; and
- 3) for Ottinger Hall program facilitators to provide 30 minutes of academic enrichment (i.e., home work help) per day to all participants.

YouthCity has identified three outcomes to assess gains youth make in developing their minds (skill acquisition) and social competencies through participating in the Ottinger Hall program:

- 1) At least 70 percent of youth served will report high mean levels for contextual caring, empathetic efficacy, after-school belonging, and a belief that they are encouraged to work hard and develop skills at Youth City;
- 2) At least 5 percent of youth served will report low mean levels for feeling they behaved poorly (antisocially) while attending Youth City; and
- 3) At least 70 percent of youth served will report high mean levels for increased school attachment.

Faculty from the University of Utah Department of Exercise and Sports Science conduct a formal evaluation of the YouthCity programs bi-annually based on these outcome measures.

Qualifications of YouthCity. YouthCity is best suited to meet the needs of elementary school youth due to its five year track record of providing quality out-of-school time activities for young people. Youth City has expanded from two to five sites in five years. The program's enrollment has increased from 146 youth in 2001 to 967 youth in 2005. In addition, YouthCity partners with existing youth program providers in an effort to avoid duplication of services in the community. Partner agencies include county government, community service agencies, academia, not-for-profit agencies, the Salt Lake City School

District, and a variety of arts and cultural organizations. The collaborative approach used by YouthCity has established a diverse network of community service agencies that pool resources to provide positive and constructive activities for youth.

*Cultural Relevance and Accommodations For Youth With Special Needs.*

YouthCity staff participate in training on cultural awareness, child development, and team building three times per year. Every effort is made to recruit staff from diverse cultural and socio-economic backgrounds. Additional training is available to all YouthCity staff monthly through Salt Lake City's Human Resources Department. Parents are required to attend an orientation prior to the enrollment of their child in YouthCity After-School and Summer Programs. The orientation includes the identification of children with special needs and any accommodations that may be needed to ensure the safety and well being of all participants. YouthCity programs are open to all youth regardless of any physical, medical, or emotional needs. All YouthCity sites are ADA compliant.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

#### 4. Staff

*Site Personnel.* The Ottinger Hall site will be staffed with a full time site coordinator, one part-time program assistant, and two part-time program facilitators. YouthCity contracts with qualified adult instructors to teach special-emphasis activity classes when appropriate. All employees of YouthCity must demonstrate experience in play leadership and working with youth people. Sample job descriptions are provided as Attachment E.

*Staff Evaluation and Incentives.* Site staff meet with their supervisors bi-annually to set professional improvement goals and to identify appropriate training and professional development opportunities. The bi-annual evaluation provides staff with feedback necessary



to ensure program quality and improvement. Staff incentives include pay increases for longevity, opportunities for additional training, and a higher than average market place wage. The incentives are designed to increase longevity and staff satisfaction.

## 5. Recruitment

YouthCity will advertise the start of programming at the Ottinger Hall through the schools, parent magazines, community council meetings and newsletters, and local media coverage. Project partners, the Rotary Club of Salt Lake City and the Utah Heritage Foundation, will also assist in recruiting interested families. Youth City's sliding-scale fee system is noted on all marketing materials and on the website: [www.youthcity.com](http://www.youthcity.com).

## 6. Collaboration

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**New Collaborations.** Youth City at Ottinger Hall will collaborate with the Rotary Club of Salt Lake City (RCSLC) and Utah Heritage Foundation (UHF) to augment the interest-based activity classes for participating youth. RCSLC has generously committed \$100,000 to the refurbishment of Ottinger Hall to house the program. RCSLC is also providing equipment, curriculum, and teachers for a HAMM radio class. In addition, RCSLS members are working with the YouthCity staff to identify volunteer and/or mentoring opportunities. UHF will collaborate to develop classes that incorporate the resources of Memory Grove (historical tours, gardening, and urban preservation) into activity classes for young people.

**Existing Collaborations.** YouthCity at Ottinger Hall will also draw upon YouthCity's existing collaborations to offer a wide variety of interest based classes for youth. Partner agencies include Spy Hop, Salt Lake Capoeira, the Isaac Chase Home, and Salt Lake County

Parks & Recreation. YouthCity contracts with these partners agencies to provide qualified teachers for classes in film-making, capoeira, folk arts, tennis, and swimming. Letters of collaboration are included as Attachment C and Attachment D.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

## 7. Cost Information

*Budget Justification.* Administrative Expenses: The City match of \$10,640 represents 10 percent of the salary and fringe benefits of the Director of Youth and Family Programs, who devotes an estimated 10 percent of effort toward administrative oversight of the program and staff. Salaries: The requested \$27,390 for salaries represents wages for one program assistant and two program facilitators. Wages for the program assistant total \$16,560 and include \$12,000 based on a rate of \$12 per hour for 25 hours a week for 40 weeks of after-school programming; \$3,840 based on a rate of \$12 per hour for 40 hours per week for 8 weeks of summer programming; and \$720 based on a rate of \$12 per hour to attend 60 hours of training/professional development. Wages for the two program facilitators total \$10,830 and include \$6,080 based on a rate of \$9.50 per hour for 40 hours a week for 8 weeks for two facilitators for summer programming; \$570 based on a rate of \$9.50 per hour for the two facilitators to attend 30 hours each of training/professional development, and \$3,520 based on rate of \$11 per hour for 40 hours per week for 8 weeks for one facilitator for summer programming, and \$660 based on a rate of \$11 per hour for the facilitator to attend 30 hours of training/professional development. Other funds totaling \$33,500 represent the salary of the full-time site coordinator for Ottinger Hall. Fringe Benefits: The \$2,055 requested for fringe benefits represents FICA and Medicare benefits calculated at a rate of 7.65% of wages for the program assistant and the two program facilitators. Other funds totaling \$11,050

represent the fringe benefits for the site coordinator position based on the standard full-time employee benefit package of Salt Lake City Corporation. Travel/Transportation: The match of \$7,000 represents costs for YouthCity to transport youth with City owned vans from their schools to Ottinger Hall based on a rate of \$0.44 per mile for an estimated 15,910 miles per year. Utilities: The City match of \$5,400 represents annual utility costs of \$3 per square foot for 1,800 square feet of the space at Ottinger Hall. Communications: The match of \$2,500 represents annual costs paid by the City for printing brochures (\$350), copying (\$600), postage (\$250), and phone service (\$1,300). The other funds of \$1,350 represent annual costs paid by the City for computers at Ottinger Hall. Supplies: The other funds of \$3,600 represent monthly cost of \$300 paid by the City for activity class supplies at Ottinger Hall. Miscellaneous: The match of \$5,346 represents annual costs paid by the City for general maintenance and repairs at Ottinger Hall based on a rate of \$2.97 per square foot for 1,800 square feet. Conferences/Workshops: The requested \$555 and the City-funded match of \$45 will be used for up to five staff to attend conferences/workshops related to youth development. Professional Fees: The other funds of \$24,000 represent an hourly wage of \$25 that the City contracts to pay five professional teachers for 4 hours of class instruction over 48 weeks of YouthCity programming at Ottinger Hall.

*Administrative and Accounting Procedures and Personnel.* The Grants Program Administrator for Salt Lake City Corporation will ensure proper administrative and accounting procedures are followed for funds awarded through the Youth Connections grant program. The Grants Program Administrator is responsible for overseeing the financial administration of federal, state, and county grants received by the City. Financial oversight activities include filing quarterly financial statements with appropriate federal, state, and

county agencies, contracted vendors, and general project monitoring. Fiscal controls are maintained using the Interactive Fund Accounting System (IFAS), a computerized ledger system. IFAS is capable of general ledger and project ledger accounting. Budgets and actuals are entered at the cost center (project) and object code (activity) level and reports are generated at the general and project level. IFAS meets all Government Accounting Standards Board requirements.

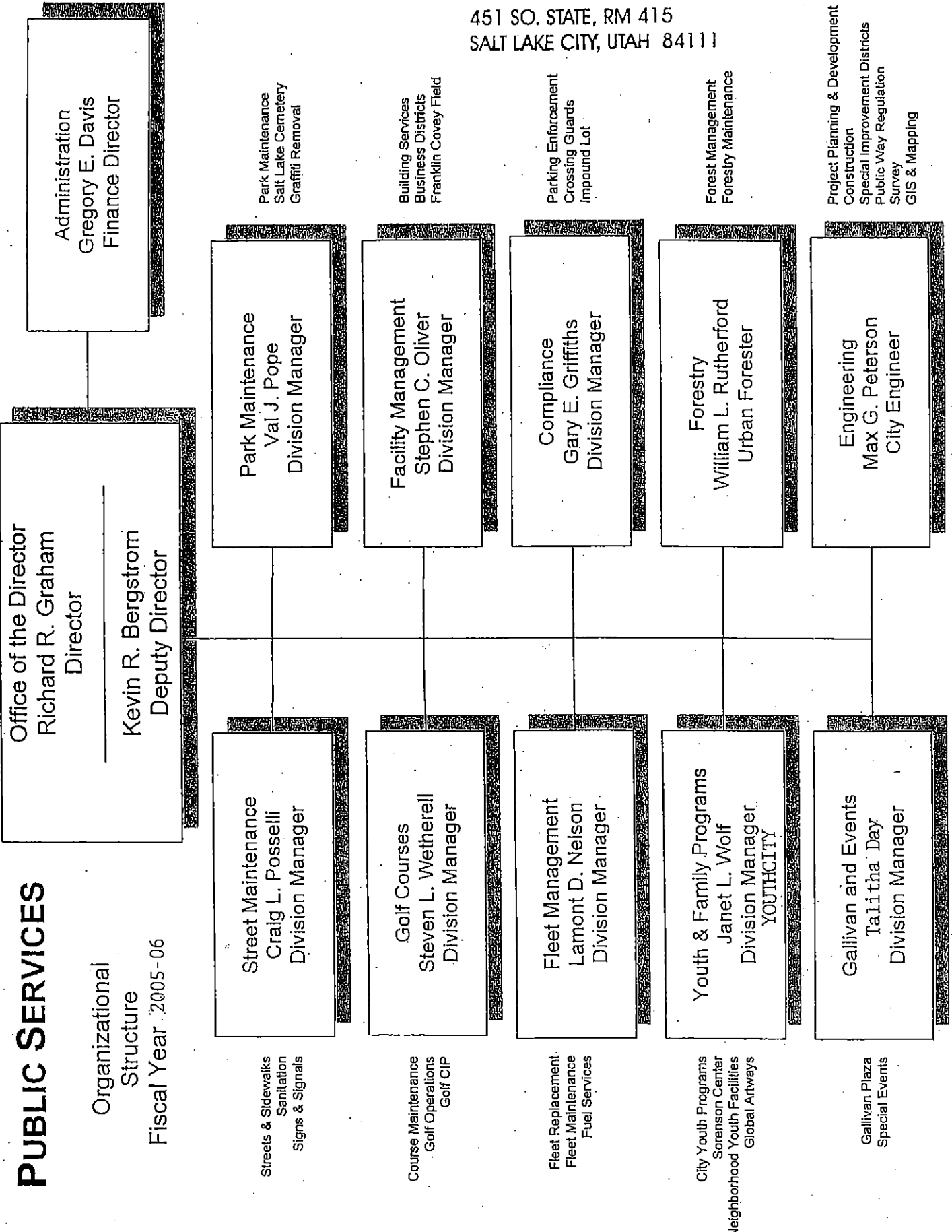
*Action Plan and Purchasing Time Line.* Grant funds requested for the Program Assistant and Facilitator positions will be expensed bi-monthly in accordance with the City's regular payroll processing for all employees. Funds for conferences will be reimbursed as they occur. All grant funds will be spent by June 30, 2007.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

# PUBLIC SERVICES

## Organizational Structure

Fiscal Year 2005-06



Streets & Sidewalks  
Sanitation  
Signs & Signals

Course Maintenance  
Golf Operations  
Golf CIP

Fleet Replacement  
Fleet Maintenance  
Fuel Services

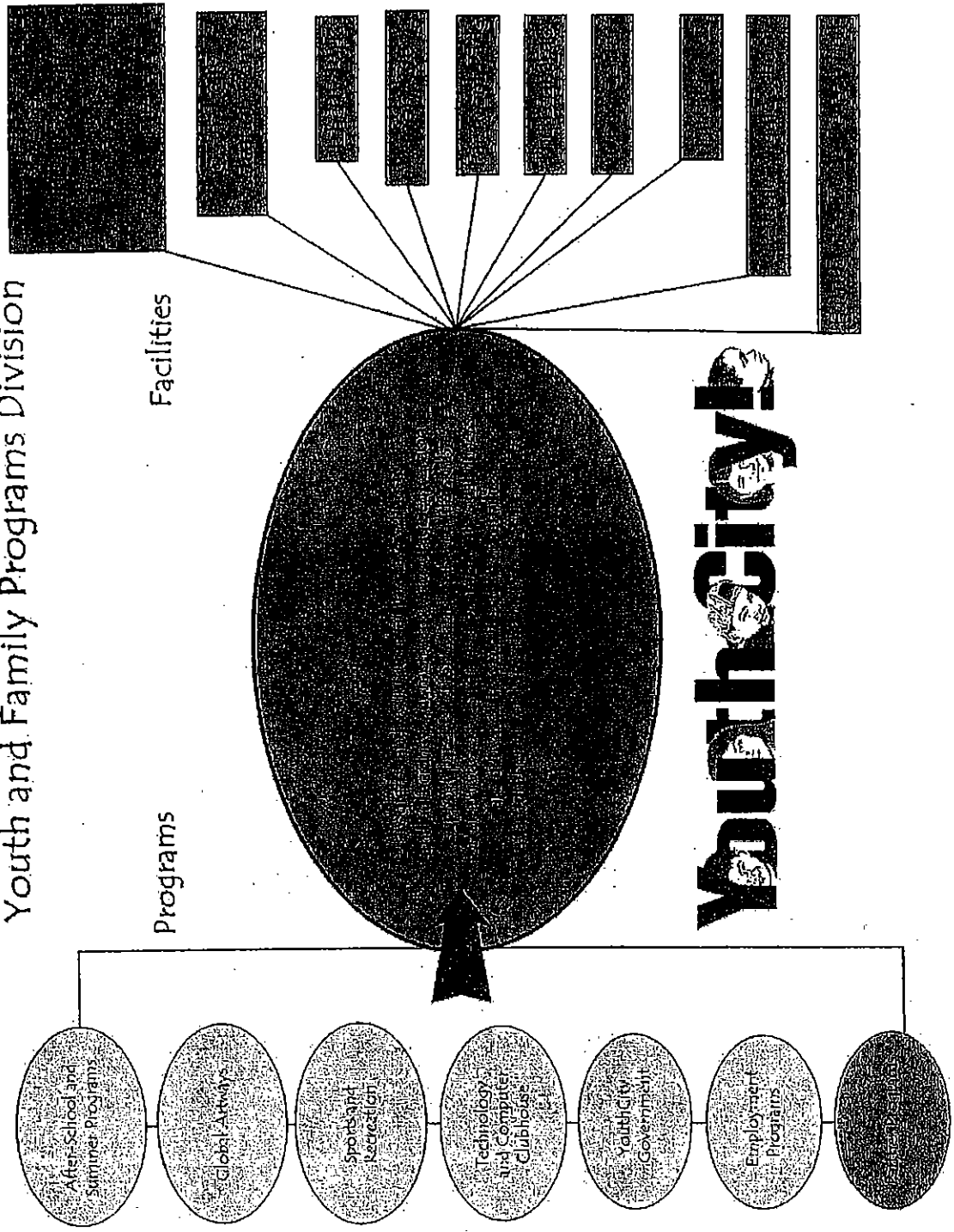
City Youth Programs  
Sorenson Center  
Neighborhood Youth Facilities  
Global Airways

Gallivan Plaza  
Special Events

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

# Organizational Chart

## Youth and Family Programs Division



## Sample Work Plan

YouthCity Classes Offered at Ottinger Hall  
September 2006 – December 2006

Classes		Description	Class Day/Time
ARTS	Digital Photography	Computers and cameras	Mon-Thrs / 2:30 pm – 6:00 pm
	Filmmaking	Write, shoot, and edit your own movie	
	Hip Hop Dancing	Urban dance grooves	
SKILLS	HAMM Radio	Introduction to HAMM Radio operation	Mon-Thrs / 2:30 pm – 6:00 pm
	Homework Help	Academic tutoring	
	Community Service	Have fun helping your community	Friday / 12:00 pm – 6:00 p.m
RECREATION	Capoeira	Explore this Brazilian martial art	Mon-Thrs / 2:30 pm – 6:00 pm
	Gardening	Learn native plant species of Utah	
	Swimming	Take the plunge at local area pools	
	Tennis	Lobs and smashes: game, set and match	



State of Utah

Department of Community and Culture

YVETTE DONOSSO DIAZ  
Executive Director



MARGARET HUNT  
Director

BOARD MEMBERS

Anne Cullimore Decker  
Chair

K. Newell Dayley  
Vice Chair

A. Scott Anderson

Margaret K. Brady

Lyman Hafes

John T. Nielsen

Kathleen Pitcher

Pilar Pobil

Shirley R. Ririe

Alexander M. Schiel

Cordell Taylor

June D. Thorley

Anne Watson

JON M. HUNTSMAN, JR.  
Governor

GARY R. HERBERT  
Lieutenant Governor

Youth Connections  
Community and Youth Prevention Grant Program  
Caroline Kueneman, Director  
140 East 300 South  
Salt Lake City, Utah 84111

Ms. Caroline Kueneman:

It is my pleasure to write a letter of support for YouthCity, Salt Lake City's Youth and Families program. The Utah Arts Council Folk Arts Program has partnered with YouthCity for over three years providing folk art experiences for children ages nine to fourteen. We have sent local artists to provide both artistic and cultural experiences to children attending the Fairmont Park, Liberty Park, Central City Recreational Center and Glendale Middle School after-school and programs.

The Folk Arts Program was established in 1976, one of the first state programs designed to specifically serve traditional arts and artists. Today our objective is to assist Utah's cultural communities in perpetuating their own artistic traditions and maintaining their unique identities. We assist by offering programs and activities that nurture and celebrate traditional artists and art forms while fostering public understanding and pride in Utah's multifaceted cultural heritage.

Traditional crafts, music, dance and stories passed down through families, communities or within tribal, ethnic or occupational groups are among the many forms of folk art found in Utah today. These artistic skills, which reflect the values of earlier generations, are a vital component of community culture, heritage and identity. Our partnership with YouthCity provides local folk artist the opportunity to teach their craft to local children helping fulfill our mission. In addition to the weekly folk arts classes, YouthCity kids visit the Chase Home Museum of Utah Folk Arts located in Liberty Park and have been delighted to make a connection to the pieces of art on display.

We are excited to continue our partnership with YouthCity and appreciate their commitment to our community. If you have, any additional question please let me know.

Sincerely,

Carol Edison  
Folk Arts Program Manager, Utah Arts Council, 533-5760

PROPERTY OF SALT LAKE CITY RECORDER'S OFFICE  
451 SO. STATE, Rm 411  
SALT LAKE CITY, UT 84143



Salt Lake Capoeira  
Amanda Glenn & Mauro Romualdo  
4303 South 6115 West  
Salt Lake City, Utah 84128

Youth Connections  
Community and Youth Prevention Grant Program  
Caroline Kueneman, Director  
140 East 300 South  
Salt Lake City, Utah 84111

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Ms. Caroline Kueneman:

I'm writing in support of the YouthCity after school and summer arts programs located at Central City Recreational Center, Fairmont Park, Liberty Park, and Ottinger Hall. Salt Lake Capoeira has been involved with Youth City for the past three years; Mauro Romualdo has taught capoeira classes for youth at all of the YouthCity locations; he has consistently taught four to eight classes per week for the program. He has also been involved as an instructor with the Glendale spring arts program and performances for the past three years.

Capoeira is an Afro-Brazilian art form that incorporates movement, dance, martial arts, culture, art, history, language, and music. It gives youth confidence and helps them practice and learn discipline, diligence, respect, ownership, and cooperation. Mauro Romualdo, an Afro-Brazilian himself, has fourteen years of experience teaching and performing, and is a three-time national champion of the art form. He loves working with youth and does it well; the youth that have taken Mauro's class with YouthCity have greatly benefited. Joey James, a mother of two children who are a part of the Liberty Park YouthCity program said:

*My kids Xzandria 11, and Tavius 7, love Capoeira. It was the perfect thing for them. Tavius is constantly jumping and kicking and flipping off of my furniture and walls. it makes me crazy and this is the perfect place for him to do that. He's so focused on every aspect of capoeira that he says one day he's going to be a master. Xzandria likes that she's made so many friends. It's also helped her to not be shy and she's as flexible as a rubber band. I like that Capoeira is teaching them discipline and focus. After only two months of Capoeira they both finished the school year with straight A's.*

Just as capoeira has benefited the youth, it has been a great experience for Mauro Romualdo and Salt Lake Capoeira as well. It has given us a chance to be involved in the community and reach and enrich kids who wouldn't normally be able to take capoeira classes. We have enjoyed seeing the physical, emotional, intellectual, and social progress

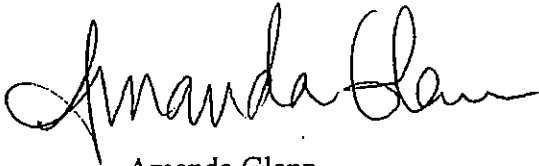
of the kids that have taken capoeira. It has been rewarding to see them learn and grow, and benefit from the classes. Mauro has enjoyed building strong, positive relationships with the youth and it has been a pleasure being involved with them and the program.

The YouthCity staff has been wonderful to work with. They are professional, organized, helpful, and supportive. Over the three years, we have built a positive partnership that has benefited the youth of Salt Lake. Working with this important organization and their staff has enabled us to be a part of bettering our community and teaching youth positive skills and preventing negative outcomes.

We are committed to providing art opportunities for the youth of Salt Lake through YouthCity and through all of the YouthCity sites that offer these wonderful programs. We hope to continue the partnership that we have established over the last few years and are committed to continue it long into the future so the youth of Salt Lake can benefit.

Please feel free to contact me if you need further information.

Thank you,

A handwritten signature in black ink that reads "Amanda Glenn". The signature is fluid and cursive, with the first letter of each word being capitalized and larger than the others.

Amanda Glenn  
Salt Lake Capoeira  
Director

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Job Title: **Director of Youth Programs**

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**THIS IS AN APPOINTED POSITION**

JOB SUMMARY:

Under the Mayor's direction, responsible for development and implementation of City-wide after-school, summer, and employment programs for youth. Provides the Mayor and city agencies with specialized policy guidance relative to youth educational, cultural, artistic, developmental, economical, and recreational needs and opportunities.

TYPICAL DUTIES:

1. Directs the planning, development, and implementation of City-wide after-school, summer, and employment programs for youth.
2. Obtains grants and secures funding. Develops and manages fund-raising initiatives.
3. Develops and implements sliding-scale fee system to make programs available for youth from all economic backgrounds.
4. Prepares, administers, and plans budgets for after-school, summer, and employment programs for youth.
5. Collaborates with other City departments, schools, churches, and other community organizations for utilization of facilities, volunteers, and other assets necessary or useful for implementing City-wide after-school, summer, and employment programs for youth.
6. Recruits and trains volunteers to provide after-school, summer, and employment programs for youth.

RECOMMENDED QUALIFICATIONS:

1. Graduate degree in Social Work, Education, Psychology, Educational Psychology or related field and six years increasingly responsible paid work experience in a related field, two of which have been in a supervisory capacity. Education and work experience may be substituted one for the other on year-for-year basis.
2. Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and the general public.

WORKING CONDITIONS:

1. Light physical activity, generally comfortable working conditions. Occasional exposure to heat, cold, dust, and occasional out-of-doors. Frequent driving of an automobile or light utility vehicle.
2. Exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

Job Title: Youth City Programs Coordinator  
SALT LAKE CITY, UTAH 84111

JOB SUMMARY:

Create an arts based after-school and summer program. Partners with on-site agencies to implement a recreation program component. Communicates regularly with program partners and Center staff. Coordinates and conducts all outreach activity to ensure full enrollment. Creates and maintains relationships/linkages with relevant Salt Lake City School District principals.

TYPICAL DUTIES:

1. Oversees the operation of Youth City after-school and summer program, including but not limited to managing payroll, faculty, scheduling food provision, transportation and outreach. While the program is in session, provides guidance and supervision to promote and encourage responsible behavior on the part of program faculty and students.
2. Maintains relationships with program partners by conducting quarterly meetings and communicating as necessary. Pursues necessary additional partners/programs as needed.
3. Assures program quality and conducts program evaluation. Maintains program statistics to assist in program evaluation, planning, advertising and outreach.
4. Assures full enrollment with outreach and advertising as needed.
5. Communicates regularly with the YouthCity Program Manager and advises on program issues.
6. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited college or university with a bachelor's degree in Arts Education, Education, or closely related field and two (2) years paid work experience in youth programming or related activity, including one year in a supervisory capacity. Education and work experience may be substituted one for the other on year-for-year basis.
2. Considerable knowledge of and ability to plan, organize, and implement youth arts programs.
3. Experience working with and mentoring youth. Ability to communicate effectively with individuals from different social and ethnic backgrounds.
4. Possession of a valid Utah Commercial Driver's License (CDL) within three months of employment.
5. Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and the general public.

WORKING CONDITIONS:

1. Light physical activity, generally comfortable working conditions. Occasional exposure to heat, cold, dust, and occasional out-of-doors. Frequent driving of an automobile or light utility vehicle.
2. Exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Job Title: Youth and Family Group Facilitator I – Seasonal**

JOB SUMMARY:

To provide on-going leadership and supervision for groups of school ages children in an extended day/extended year program. Afternoon and evening hours are required.

TYPICAL DUTIES:

1. Provides leadership to children engaged in program activities. Maintain attendance records as required by program.
2. Plan and implement daily activities according to program needs. Participate in all activities with children and assist specialist.
3. Assist in the preparation of weekly lesson plans. Facilitate group activities for youth.
4. Follow program procedures to safeguard health, safety and well being of participants.
5. Prepare, clean up and maintain facility daily.
6. Assist in providing daily snacks.
7. Attend weekly staff meetings and training sessions as scheduled.
8. Develop and maintain communication with participating families. Develop and maintain cooperative relationship with center and school personnel.
9. Provide a safe/healthy environment for program participants.
10. Report daily to Program Coordinator.

MINIMUM QUALIFICATIONS:

1. High school graduate or equivalent and at least 18 years of age.
2. Experience in working with school aged children and/or other related experience.
3. Ability to demonstrate group management skills and techniques.
4. Ability to contribute special skills, such as art, dance, and recreation.
5. Ability to work with a diverse population including both youth and adults.
6. Ability to resolve conflict situations.
7. Ability to deal with both youth and adults in a non-judgmental atmosphere.
8. Strong communications skills.

DESIRED SKILLS:

1. Bilingual preferred.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**Job Title: Youth and Family Group Facilitator II – Seasonal**

JOB SUMMARY:

To provide on-going leadership and supervision for groups of school-aged children in an extended day/extended year program. Afternoon and evening hours are required.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

TYPICAL DUTIES:

1. Safely transports children to various program activities within the City.
2. Communicates and enforces program rules and code of conduct in cooperation with private security staff and/or law enforcement. Advises youth and adults regarding rule infraction and consequence.
3. Provide leadership to children engaged in program needs. Maintain attendance records as required by program.
4. Plan and implement daily activities according to program needs. Participate in all activities with children and assist specialist.
5. Assist in the preparation of weekly lesson plans. Facilitate group activities for youth.
6. Follow program procedures to safeguard health, safety and well being of participants.
7. Prepare, clean up and maintain facility daily.
8. Assist in providing daily snacks.
9. Attend weekly staff meetings and training sessions as scheduled.
10. Develop and maintain communication with participating families. Develop and maintain cooperative relationship with center and school personnel.
11. Provide a safe/healthy environment for program participants.
12. Maintains and inspects city vehicles according to required pre-trip inspections. Distributes and collects vehicle keys and pre-trip inspection forms according to pre-arranged schedule.
13. Report daily to Program Coordinator.

MINIMUM QUALIFICATIONS:

1. High school graduate or equivalent and at least 21 years of age.
2. Possessions of valid Utah Commercial Drivers' License or ability to obtain within two weeks of hire.
3. Experience in working with school aged children and/or other related experience.
4. Ability to demonstrate group management skills and techniques.

Job Title: **YOUTHCITY - LEVEL 2 INSTRUCTOR, 'Instructor' - HOURLY**

JOB SUMMARY:

Under the supervision of the YouthCity Director and Program Manager, Instructor will facilitate arts education experiences for youth and adults within classes, workshop, and special events. Instructor will work with diverse learners in a city-wide program.

TYPICAL DUTIES:

1. Facilitate youth and family arts education activities during daytime, 'after-school' hours and / or evenings, year-round.
2. Implement and develop class curriculum; working within class timeframe and allocated instructor hours and materials' budget.
3. Select and order art supplies and other materials for classes, events, and special projects.
4. Assist in the planning, development and organization of programming that focuses upon providing educational and social skills through arts education.
5. Help develop and implement youth and family arts programming that reaches underserved families in Salt Lake City.
6. Perform self- and class-evaluations.
7. Work independently at satellite class locations; maintain productive and professional relationship with site partners.
8. Develop successful relationships with participating youth and families.
9. Supervise volunteer support within class, when applicable.
10. Assist in the promotion of YouthCity's programming.
11. May manage classroom facilities and related supplies inventory.
12. Perform other related duties as required.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
151 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university in Dance, Music, Theatre, Film, Visual Art, Literature, Art Education, or closely related art field OR equivalent professional experience.

Attachment C  
Workforce Services  
Agreement



**Salt Lake City Corporation**  
**CAMP DOCUMENT ROUTING FORM**  
**CITY SIGNATURE AND ACTIVATION PROCESS**

August 4, 2006

**RECEIVED**

Contract Number: <b>06-S-07-2139</b>	Project:
Contractor: <b>23012 UTAH STATE DEPT OF WORKFORCE SVCS</b>	<b>AUG 11 2006</b>
Contract Title: <b>YOUTH CONNECTIONS GRANT - LIBERTY PARK</b>	
Monitor:	<b>CITY RECORDER</b>

*Please complete your Step and forward to the next Step.*

<b>STEP 1</b>	<b>ACCOUNTING DIVISION - Encumber Funds</b>
<i>No Encumbrance</i>	I certify that funds are available. _____ OR Accounting Signature _____ Date _____
	I certify that no encumbrance is required at this time and any future encumbrance will be checked against available budget by the accounting system Accounting Signature <u><i>Edward D. Helman</i></u> Date <u><i>8/9/06</i></u>
	Funding Source: _____ Dept _____ Cost Center _____ Object Code _____ \$ _____
	Attach additional paperwork if more funding sources are needed. Limit \$ _____

<b>STEP 2</b>	<b>CITY ATTORNEY'S OFFICE - Final Approval</b>
Name: _____ Title: _____ Date Stamp: _____	Attorney: <u><i>Harry Spendlove</i></u> Insurance Required: N Perf Bond Required: N Pmt Bond Required: N This document has been approved as to form. <u><i>H Spendlove</i></u> <u><i>8/15/06</i></u> Attorney's Signature _____ Date _____

<b>STEP 3</b>	<b>Sign Document</b>
Leave Blank For Date Stamp	<b>INSTRUCTIONS:</b> <u>Sign ALL documents.</u> Authorized Signer: <u><i>Ross C. Anderson</i></u> <u><i>Mayor</i></u> Name _____ Dept/Div _____ <u>Forward ALL Signed documents to the Recorder's Office</u>

**RECORDED**

<b>STEP 4</b>	<b>RECORDER'S OFFICE - Activate</b>
Leave Blank For Date Stamp	<b>INSTRUCTIONS:</b> AUG 11 2006 <b>CITY RECORDER</b> When activated, keep 1 signed document, send other signed document(s) to: <u><i>Scollins</i></u> <u><i>HAW</i></u> <u><i>6150</i></u> Name _____ Department or Division _____ Phone _____



**State of Utah**

JON M. HUNTSMAN, JR.  
*Governor*

GARY R. HERBERT  
*Lieutenant Governor*

Department of Workforce Services

TANI PACK DOWNING  
*Executive Director*

CHRISTOPHER W. LOVE  
*Deputy Director*

GREGORY B. GARDNER  
*Deputy Director*

July 14, 2006

Ross C. Anderson  
Salt Lake City Corporation  
Youth City at Liberty Park  
210 E 600 S  
Salt Lake City UT 84111-3513

RECORDED

AUG 11 2006

CITY RECORDER

Dear Ross C. Anderson,

Once again, congratulations on being awarded the Youth Connections Grant!

Enclosed are three (3) copies of the Youth Connections Grant Agreement Documents. Please sign each copy as indicated on the signature page and return all three in the enclosed envelope. You must return each of the three documents in full, including all attachments- do not remove any pages. A complete signed agreement will be returned to you in four to six weeks.

**The three signed grant agreements need to be returned to our office by July 28, 2006 to avoid potential forfeiture of your grant funds and cancellation of your grant.**

If you need funds for a summer program, the faster you return the documents, the faster we can begin providing funds.

If you have any questions about any of the documents in your Grant Agreement, please call Sharrif Dajany at (801) 526-9430 or me at (801) 526-4343.

Thank you,

Caroline Kueneman, School Age Program Specialist  
Office of Work & Family Life

Enclosures

UTAH DEPARTMENT OF WORKFORCE SERVICES  
**GRANT AGREEMENT**

YC

**GRANTOR:**

State of Utah  
Utah Department of Workforce Services/  
Office of Work and Family Life  
140 E 300 S  
Salt Lake City UT 84111

**GRANTEE:**

Salt Lake City Corporation  
Youth City at Liberty Park  
210 E 600 S  
Salt Lake City UT 84111-3513  
Telephone: 801-535-6129  
State Vendor # 05650G C  
Commodity Code # 99999

RECORDED

AUG 11 2006

CITY RECORDER

This Grant Agreement is entered into by the Utah Department of Workforce Services, hereinafter referred to as the **Grantor or State**, and **Salt Lake City Corporation** hereinafter referred to as the **Grantee or Contractor**, and shall be effective August 1, 2006 through June 30, 2007. This Grant may be renewed pending **Grantee's** performance and funding availability.

The **Grantee** shall be paid a maximum of \$30,000.00 for costs authorized under this Grant Agreement. All expenditures must be in accordance with the approved Budget and Scope of Work submitted in the Grant Application, a copy of which is attached to this Grant Agreement. Also, all activities conducted and expenditures made must occur within the grant period and must be in compliance with the attached terms and conditions. Funding may not be used for purposes contrary to applicable federal, state and local laws. *This Grant is funded through Federal Grant CFDA # 93.575.*

The purpose of this Grant is to create and expand out-of-school time programs for at-risk elementary school-age youth. The grant is designed to help communities in Utah create safe, high quality programs for elementary school youth (through age 12) during the times they are not in school.

Grantee agrees to administer this Grant in compliance with the following attachments:

- Attachment A: State of Utah Standard Terms and Conditions
- Attachment B: Department of Workforce Services Additional Terms and Conditions
- Attachment C: Special Provisions
- Attachment D: Budget Detail Form
- Attachment E: Billing Form
- Attachment F: Specific Allowable/Unallowable Costs
- Attachment G: Grantee's Application/Proposal

It is understood and agreed that the effective date of the Grant is the date of commencement of services as provided in Paragraph 1, and that any and all appropriate costs that are deemed allowable for the program and incurred by the **Grantee** between said effective date and the date on which this contract is fully executed, are hereby approved and ratified for payment.

Point of Contact: Caroline Kueneman,  
140 East 300 South, Salt Lake City, Utah 84111  
Phone: (801) 526-4343

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

APPROVED FOR GRANTOR:

\_\_\_\_\_  
Tani Pack Downing  
Executive Director  
Department of Workforce Services

Date

APPROVED FOR GRANTEE:

[Signature] 8/11/06  
Signature Date

\_\_\_\_\_  
Ross C. Anderson, Mayor  
Print name and title

\_\_\_\_\_  
State of Utah Finance Division

RECORDED  
Date

AUG 11 2006

CITY RECORDER

APPROVED AS TO FORM  
Salt Lake City Attorney's Office

Date 8/9/2006

By [Signature]



ATTEST

[Signature]  
DEPUTY CITY RECORDER

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

ATTACHMENT A: STATE OF UTAH STANDARD TERMS AND CONDITIONS

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the State to purchase certain specified services, and other approved purchases for the State.
2. **CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** The Contractor and any and all supplies, services, equipment, and construction furnished under this contract will comply fully with all applicable Federal and State laws and regulations.
4. **RECORDS ADMINISTRATION:** The Contractor shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records shall be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later. The Contractor agrees to allow State and Federal auditors, and State Agency Staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.
5. **CONFLICT OF INTEREST:** Contractor represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.
6. **CONTRACTOR, AN INDEPENDENT CONTRACTOR:** The Contractor shall be an independent contractor, and as such, shall have no authorization, express or implied, to bind the State to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the State, except as herein expressly set forth. Compensation stated herein shall be the total amount payable to the Contractor by the State. The Contractor shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the State for these contract services. Persons employed by the State and acting under the direction of the State shall not be deemed to be employees or agents of the Contractor.
7. **INDEMNITY CLAUSE:** The Contractor agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this contract which are caused in whole or in part by the negligence of the Contractor's officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.
8. **EMPLOYMENT PRACTICES CLAUSE:** The Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the Contractor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place.
9. **SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.
10. **RENEGOTIATION OR MODIFICATIONS:** This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the same persons or by persons holding the same position as persons who signed the original agreement on behalf of the parties hereto, and attached to the original signed copy of the contract. Automatic renewals will not apply to this contract.
11. **DEBARMENT:** The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the State. The Contractor must notify the State Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.
12. **TERMINATION:** Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon 90 days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
13. **NONAPPROPRIATION OF FUNDS:** The Contractor acknowledges that the State cannot contract for the payment of funds not yet appropriated by the Utah State Legislature. If funding to the State is reduced due to an order by the Legislature or the Governor, or is required by State law, or if federal funding (when applicable) is not provided, the State may terminate this contract or proportionately reduce the services and purchase obligations and the amount due from the State upon 30 days written notice. In the case that funds are not appropriated or are reduced, the State will reimburse Contractor for products delivered or services performed through the date of cancellation or reduction, and the State will not be liable for any future commitments, penalties, or liquidated damages.
14. **SALES TAX EXEMPTION:** The State of Utah's sales and use tax exemption number is E33399. The tangible personal property or services being purchased are being paid from State funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract.
15. **WARRANTY:** The Contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The Contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the Contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the intended use.

for any special purposes that the State has relied on the Contractor's skill or judgment to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The Contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the Contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

16. **PUBLIC INFORMATION:** Except as identified in writing and expressly approved by the State Division of Purchasing, Contractor agrees that the contract and related Sales Orders and Invoices will be public documents, and may be available for distribution. Contractor gives the State express permission to make copies of the contract, the response to the solicitation, and related Sales Orders and Invoices in accordance with the State of Utah Government Records Access and Management Act. The permission to make copies as noted will take precedence over any statements of confidentiality, proprietary information, copyright information, or similar notation.
17. **DELIVERY:** Unless otherwise specified in this contract, all deliveries will be F.O.B. destination with all transportation and handling charges paid by the Contractor. Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the State except as to latent defects, fraud and Contractor's warranty obligations.
18. **ORDERING AND INVOICING:** All orders will be shipped promptly in accordance with the delivery schedule. The Contractor will promptly submit invoices (within 30 days of shipment or delivery of services) to the State. The State contract number and/or the agency purchase order number shall be listed on all invoices, freight tickets, and correspondence relating to the contract order. The prices paid by the State will be those prices listed in the contract. The State has the right to adjust or return any invoice reflecting incorrect pricing.
19. **PAYMENT:** Payments are normally made within 30 days following the date the order is delivered or the date a correct invoice is received, whichever is later. All payments to the Contractor will be remitted by mail unless paid by the State of Utah's Purchasing Card (major credit card).
20. **PATENTS, COPYRIGHTS, ETC.:** The Contractor will release, indemnify and hold the State, its officers, agents and employees harmless from liability of any kind or nature, including the Contractor's use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used in the performance of this contract.
21. **ASSIGNMENT/SUBCONTRACT:** Contractor will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the State.
22. **DEFAULT AND REMEDIES:** Any of the following events will constitute cause for the State to declare Contractor in default of the contract:
  1. Nonperformance of contractual requirements;
  2. A material breach of any term or condition of this contract. The State will issue a written notice of default providing a ten (10) day period in which Contractor will have an opportunity to cure. Time allowed for cure will not diminish or eliminate Contractor's liability for damages. If the default remains, after Contractor has been provided the opportunity to cure, the State may do one or more of the following:
    1. Exercise any remedy provided by law;
    2. Terminate this contract and any related contracts or portions thereof;
    3. Impose liquidated damages, if liquidated damages are listed in the contract;
    4. Suspend Contractor from receiving future solicitations.
23. **FORCE MAJEURE:** Neither party to this contract will be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. The State may terminate this contract after determining such delay or default will reasonably prevent successful performance of the contract.
24. **PROCUREMENT ETHICS:** The Contractor understands that a person who is interested in any way in the sale of any supplies, services, construction, or insurance to the State of Utah is violating the law if the person gives or offers to give any compensation, gratuity, contribution, loan or reward, or any promise thereof to any person acting as a procurement officer on behalf of the State, or who in any official capacity participates in the procurement of such supplies, services, construction, or insurance, whether it is given for their own use or for the use or benefit of any other person or organization (63-56-1002, Utah Code Annotated, 1953, as amended).
25. **CONFLICT OF TERMS:** Contractor Terms and Conditions that apply must be in writing and attached to the contract. No other Terms and Conditions will apply to this contract including terms listed or referenced on a Contractor's website, terms listed in a Contractor quotation/sales order, etc. In the event of any conflict in the contract terms and conditions, the order of precedence shall be: 1. Atth. A: State of Utah Standard Terms and Conditions; 2. State of Utah Contract Signature Page(s); 3. State Additional Terms and Conditions; 4. Contractor Terms and Conditions.
26. **ENTIRE AGREEMENT:** This Agreement, including all Attachments, and documents incorporated hereunder, and the related State Solicitation constitutes the entire agreement between the parties with respect to the subject matter, and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written. The terms of this Agreement shall supersede any additional or conflicting terms or provisions that may be set forth or printed on the Contractor's work plans, cost estimate forms, receiving tickets, invoices, or any other related standard forms or documents of the Contractor that may subsequently be used to implement, record, or invoice services hereunder from time to time, even if such standard forms or documents have been signed or initialed by a representative of the State. The parties agree that the terms of this Agreement shall prevail in any dispute between the terms of this Agreement and the terms printed on any such standard forms or documents, and such standard forms or documents shall not be considered written amendments of this Agreement.

Attachment B

**DEPARTMENT OF WORKFORCE SERVICES  
GRANT STANDARD TERMS AND CONDITIONS**

1. **GRANT JURISDICTION:** The laws of the State of Utah shall govern the provisions of this Grant.
2. **LICENSING AND STANDARD COMPLIANCE:** By signing this Grant GRANTEE acknowledges that it currently meets all applicable licensing or other standards required by federal and state laws or regulations and ordinances of the city/county in which services and/or care is provided and will continue to comply with such licensing or other applicable standards and ordinances for the duration of this Grant period. Failure to secure or maintain a license shall support a basis for cancellation of this Grant. GRANTEE acknowledges that it is responsible for familiarizing itself with these laws and regulations, and complying with all of them.
3. **COMPLIANCE WITH GENERALLY APPLICABLE STATE AND FEDERAL LAWS**
  - a. As noted in this Grant, GRANTEE is required to comply with all anti-discrimination and drug-free workplace laws, and all laws governing research involving human subjects. If GRANTEE is receiving federal funds under this Grant the following federal laws may apply: Equal Opportunity Employer Executive Order, the Davis-Bacon Act, the Hatch Act, the Copeland "Anti-Kickback" Act, the Fair Labor Standards Act, the Grant Work Hours and Safety Standards Act, the Clean Air Act, the Federal Water Pollution Control Act, the Byrd Anti-Lobbying Amendment, and the Debarment and Suspension Executive Orders. GRANTEE shall comply with these laws and regulations to the extent they apply to the subject matter of this Grant.
  - b. **Equal Opportunity Clause.** Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity:

Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;

And Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.

4. **DEPARTMENT COST PRINCIPLES FOR COST REIMBURSEMENT GRANTS**

- a. **Federal Cost Principles determine allowable costs in DEPARTMENT Grants.** They can be found in circulars published by the Federal Office of Management and

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Budgets ("OMB"). GRANTEE may locate the Federal Cost Principles applicable to its organization at the Internet web site:

**OMB Circulars:** <http://www.whitehouse.gov/omb/circulars/index.html>

- b. **Compliance with Federal Cost Accounting Principles.** For GRANTEE'S convenience, DEPARTMENT provides Table 1 below, "Cost Accounting Principles," as a reference guide to the applicable cost principles. However, the information in this table is not exhaustive, and GRANTEE understands that it is obligated to seek independent legal or accounting advice. As shown in Table 1, "Cost Accounting Principles," the principles applicable to a particular GRANTEE depend upon GRANTEE'S legal status.

**Table 1: Cost Accounting Principles**

Grantee	Federal Cost Principles
State or Local Govt. & Indian Tribal Govts.	OMB Circular A-87
College or University	OMB Circular A-21
Non-Profit Organization	OMB Circular A-122
For Profit (Commercial) Organization	48 CFR Part 31

5. GRANTEE ASSIGNMENT AND SUBGRANTEES/SUBCONTRACTORS:

- a. **Assignment.** Notwithstanding DEPARTMENT'S right to assign the rights or duties hereunder, GRANTEE agrees and understands that this Grant is based on the reputation of GRANTEE, and this Grant may not be assigned by GRANTEE without the written consent of DEPARTMENT. Any assignment by GRANTEE without DEPARTMENT'S written consent shall be wholly void.
- b. **Subgrantees/Subcontractors.** As used in this Grant, the term "subgrantee" or "subcontractor" means an individual or entity that has entered into an agreement with the original GRANTEE to perform services or provide goods which the original GRANTEE is responsible for under the terms of this Grant. Additionally, the term "subgrantee" or "subcontractor" also refers to individuals or entities that have entered into agreements with any subgrantee if: (1) those individuals or entities have agreed to perform all or most of the subgrantee's duties under this Grant; or (2) federal law requires this Grant to apply to such individuals or entities. If GRANTEE enters into subcontracts the following provisions apply:

- (1) Duties of Subgrantee: Regardless of whether a particular provision in this Grant mentions subgrantees, a subgrantee must comply with all provisions of this Grant including, but not limited to, the state procurement requirements, insurance requirements and the fiscal and program requirements. GRANTEE retains full responsibility for the Grant compliance whether the services are provided directly or by a subgrantee.
- (2) Provisions Required in Subcontracts: If GRANTEE enters into any subcontracts with other individuals or entities and pays those individuals or entities for such goods or services with federal or state funds, GRANTEE must include provisions in its subcontracts regarding the federal and state laws identified in this Grant, if applicable ("Grantee's Compliance with Applicable

PROPERTY OF SALT LAKE  
CITY RECORDERS OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111



Laws; Cost Accounting Principles and Financial Reports”), as well as other laws and grant provisions identified in 45 C.F.R. §92.36(i).

6. **MONITORING:** DEPARTMENT shall have the right to monitor GRANTEE'S performance regarding all services purchased under this Grant. Monitoring of GRANTEE'S performance shall be at the complete discretion of DEPARTMENT which will rely on the criteria set forth in this Grant, including the goals, service objectives and methods described in "Scope of Work" and any special conditions and "Performance Measures" and GRANTEE'S fiscal operations. Monitoring may include both announced and unannounced visits. Monitoring will take place during normal business hours.
7. **RECORDS ADMINISTRATION:** GRANTEE shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to GRANTEE for costs authorized by this Grant. These records shall be retained by GRANTEE for at least four years after the Grant terminates or until all audits initiated within the four years have been completed, whichever is later. GRANTEE shall maintain books, records, documents, and other evidence.
8. **PAYMENT WITHHOLDING:** GRANTEE agrees that the reporting and record keeping requirements specified in this Grant are a material element of performance and that if, in the opinion of DEPARTMENT, GRANTEE'S record keeping practices and/or reporting to DEPARTMENT are not conducted in a timely and satisfactory manner, DEPARTMENT may withhold part or all payments under this or any other Grant until such deficiencies have been remedied. In the event of the payment(s) being withheld, DEPARTMENT agrees to notify GRANTEE of the deficiencies that must be corrected in order to bring about the release of withheld payment.
9. **OVERPAYMENT/AUDIT EXCEPTIONS/DISALLOWANCES:** GRANTEE agrees that if during or subsequent to the Grant's CPA or DEPARTMENT audit, the DEPARTMENT determines that expenses were incorrectly reported or paid, DEPARTMENT may amend the Grant and adjust the payments. In Grants, which include a budget, GRANTEE expenditures to be eligible for reimbursement must be adequately documented. GRANTEE will, upon written request, immediately refund to the DEPARTMENT any overpayments as determined by audit. GRANTEE further agrees that DEPARTMENT shall have the right to withhold any or all subsequent payments under this or other contracts with GRANTEE until recoupment of overpayment is made.
10. **RELATED PARTIES:** GRANTEE shall not make payments to related parties in any category of Administration, Capital Expenditures, or Program Expenses without the prior written consent of DEPARTMENT. Payments to related parties may include, but are not limited to: salaries, wages, compensation under employment or service Grants, or payments under purchase, lease, or rental contracts. Payments made by GRANTEE to related parties without such prior written consent may be disallowed and may result in an overpayment assessment. For the purpose of defining payments to related parties under a grant GRANTEE shall be defined to include all owners, partners, directors, and officers of GRANTEE or others with authority to establish policies and make decisions for GRANTEE.

Persons and/or organizations shall be considered related parties when any of the following conditions exist:

A person and/or organization with directors, officers, or others with the authority to establish policies and to make decisions for the organization who is/are related to GRANTEE through blood or marriage, as defined by Utah Code Ann. §52-3-1(1)(d) as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in law, or daughter-in-law.

An organization has in common with GRANTEE either: a) owners or partners who directly or indirectly own ten percent (10%) or more of the voting interest of the organization; and/or b) directors, officers or others with authority to establish policies and make decisions for the organization.

GRANTEE is obligated to immediately call any contemplated or actual related-party payment to the attention of DEPARTMENT. Upon notification of related-party payment, DEPARTMENT may, at its discretion, require that GRANTEE undertake competitive bidding for the goods or services, require satisfactory cost justification prior to payment, or take other steps that may be necessary to assure that the goods or services provided afford DEPARTMENT a satisfactory level of quality and cost. Any related-party payments contemplated under this Grant must be disclosed on a statement for related-party transactions and is available from DEPARTMENT'S Finance/Contracting Division. It will require:

- a. The name of GRANTEE'S Representative who is related to the party that GRANTEE seeks to make payments to.
- b. The name of the other related party.
- c. The relationship between the individuals identified in a. and b. above.
- d. A description of the transaction in question and the dollar amount involved (if any).
- e. The decision-making authority of GRANTEE'S Representative and the party identified in b. above, with respect to the applicable transaction.
- f. The measures taken by GRANTEE to protect DEPARTMENT from potentially adverse effects resulting from the identified parties' relationship.

11. CONFLICT OF INTEREST: GRANTEE certifies, through the execution of the Grant, that no person in its and DEPARTMENT'S employment, directly or through subcontract, will receive any private financial interest, direct or indirect, in the Grant. GRANTEE will not hire or subcontract with any person having such conflicting interest(s).

12. NOTIFICATION OF THE INTERNAL REVENUE SERVICE: It is Department of Workforce Services' policy to notify the Internal Revenue Service of any violations of IRS regulations uncovered as a result of its dealings with providers.

13. GRANT TERMINATION:

- a. **Default Termination.** In the event this Grant is terminated as a result of a default by GRANTEE, DEPARTMENT may procure or otherwise obtain, upon such terms and conditions as DEPARTMENT deems appropriate, services similar to those

terminated, and GRANTEE shall be liable to DEPARTMENT for any damages arising there from, including attorneys' fees and excess costs incurred by DEPARTMENT in obtaining similar services.

- b. **Immediate Termination.** If GRANTEE creates or is likely to create a risk of harm to the clients served under this Grant, or if any other provision of this Grant (including any provision in the attachments) allows DEPARTMENT to terminate the Grant immediately for a violation of that provision, DEPARTMENT may terminate this Grant immediately by notifying GRANTEE in writing.
- c. **No Cause Termination.** Unless otherwise stated in the Special Terms and Conditions, this Grant may be terminated, with or without cause, in advance of the specified expiration date, by either party, upon ninety (90) days prior written notice being given the other party. Upon termination of this Grant, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
- d. **Attorneys' Fees and Costs.** If either party seeks to enforce this Grant upon a breach by the other party, or if one party seeks to defend itself against liability arising from the negligence of the other party, the prevailing party shall receive from the unsuccessful party all court costs and its reasonable attorneys' fees, regardless of whether such fees are incurred in connection with litigation.
- e. **Remedies for Grantee's Violation.** GRANTEE acknowledges that if GRANTEE violates the terms of this Grant, DEPARTMENT is entitled to avail itself of all available legal, equitable and statutory remedies including, but not limited to, money damages, injunctive relief, and debarment as allowed by state and federal law.

14. TERMINATION (FUND-OUT): GRANTEE acknowledges that DEPARTMENT cannot grant for the payment of funds not yet provided by the Federal Government or appropriated by the Utah State Legislature and DEPARTMENT cannot guarantee funding under this Grant since it may be altered by an act of the Federal Government or the Utah State Legislature occurring before the expiration of this Grant. Therefore, in the event that DEPARTMENT fails to receive appropriations then DEPARTMENT may, by giving at least 60 days advance written notice, terminate this Grant. DEPARTMENT will reimburse GRANTEE for services performed up through the date of cancellation. Should the termination option be used in this Grant GRANTEE will make an accounting of its expenditures within the sixty (60) days notice and returned all unexpended money to DEPARTMENT.

15. GRANT RENEWAL: Renewal of Grant will be solely at the discretion of DEPARTMENT.

16. RENEGOTIATION OR MODIFICATIONS: This Grant may be amended, modified, or supplemented only by written amendment, executed by the parties hereto, and attached to the original signed copy of the Grant.

17. INDEMNITY CLAUSE: GRANTEE agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this Grant which are caused in whole or in part by the negligence of

GRANTEE'S officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.

18. COPYRIGHT: GRANTEE agrees that any and all deliverables prepared for DEPARTMENT, to the extent to which it is eligible under copyright law in any country, shall be deemed a work made for hire, such that all right, title and interest in the work and deliverables reside with DEPARTMENT. DEPARTMENT reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for federal or state Government purposes, such software, modifications and documentation. To the extent any work or deliverable is deemed not to be, for any reason whatsoever, work made for hire, GRANTEE agrees to assign and hereby assigns all right title and interest, including but not limited to copyright patent, trademark and trade secret, to such work and deliverables, and all extensions and renewals thereof, to DEPARTMENT. GRANTEE further agrees to provide all assistance reasonably requested by DEPARTMENT in the establishment, preservation, and enforcement of its rights in such work and deliverables, without any additional compensation to DEPARTMENT. GRANTEE agrees to and hereby, to the extent permissible, waives all legal and equitable rights relating to the work and deliverables, including without limitation any an all rights of identification of authorship and any and all rights of approval, restriction or limitation on use or subsequent modifications.
19. CITING DEPARTMENT IN ADVERTISING: Grantee agrees to give credit to DEPARTMENT for funding in all written and verbal advertising or discussion of this program such as brochures, flyers, informational materials, talk shows, etc. All formal advertising or public information programs will be coordinated with the Public Information Officer for DEPARTMENT.
20. SEPARABILITY CLAUSE: A declaration by any court or other binding legal source that any provision of this agreement is illegal and void shall not affect the legality and enforceability of any other provisions of this agreement unless said provisions are mutually dependent.
21. BILLINGS AND PAYMENTS: Payments to the GRANTEE will be made by the DEPARTMENT upon receipt of itemized billing for authorized service(s) provided and supported by information contained in reimbursement forms supplied by DEPARTMENT. Billings and claims for services must be received within thirty (30) days after the last date of service for the period billed including the final billing, which must be submitted within thirty (30) days after contract termination or they may be delayed or denied. Billings and services for the month of June must be received by DEPARTMENT no later than July 20<sup>th</sup> due to DEPARTMENT'S fiscal year end. Billings submitted after this date may be denied.

## ATTACHMENT C

### Special Provisions

Operate Youth Connections school-age program before school, after school and/or during school breaks in accordance with the following special provisions:

- a. School age program coordinator must attend a grant orientation meeting, date to be announced.
- b. At least two school-age program staff must attend a minimum of twenty hours of program-related trainings, including at least one statewide afterschool workshop or conference. Out-of-state travel will not be funded.
- c. Program coordinator and staff must participate in direct consultation and technical assistance provided by staff of the W&FL or designee.
- d. Program coordinator must provide two Financial/Progress reports per year, as specified by W&FL.
- e. Funding will be dispersed in three payments, which are contingent upon the organization meeting all of the grant's terms and conditions.
- f. Program must be open to all youth regardless of race, religion, gender, political ideology or physical ability.
- g. Program/site must reach an average of Level 4 on the School-Age Care Environment Rating Scale (SACERS) for applicable items, including health and safety.
- h. Program coordinator must complete a program self-assessment using the SACERS and the National Afterschool Association Standards for Quality School-Age Care.
- i. Ensure proper administrative and accounting procedures.
- j. Meet a 100% matching requirement, cash or in-kind. In-kind donations may include supplies, labor, space, equipment, and/or any other type of item that benefits the program's planned grant activity. *The cash or in-kind match may not include any federal funds provided under any authority.*
- k. Meet all applicable state and federal laws and regulations, including the Federal Office of Management & Budget (OMB) circulars for services and financial reporting.

PROPERTY OF SALT LAKE  
CITY RECORDERS OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**ATTACHMENT D**

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**Office of Work & Family Life - Youth Connections**

**III. BUDGET DETAIL FORM FY07**

Organization Name Salt Lake City Corporation Site YouthCity at Liberty Park

**Category I  
Administrative Expenses**

	Grant Funds Requested	Other funds for this program	In-Kind match for the program	Parent Fees	Total Operation Budget
<b>Total Category I Admin Expenses (may not exceed 10% of Category III-Total Program Expenses)</b>	\$ 0	\$ 0	\$ 10,640	\$ 0	\$ 10,640

**Category II  
Capitol Expenditures**

List Expenditures	*	0	0	0	0
<i>* Note: Not Allowed for this grant application</i>					
<b>Total Category II Capital Expenditures</b>	\$ N/A	\$ 0	\$ 0	\$ 0	\$ 0

**Category III  
Program Expenses**

1. Salaries	\$ 27,390	\$ 33,500	\$ 0	\$ 0	\$ 60,890
2. Fringe Benefits	\$ 2,055	\$ 11,050	\$ 0	\$ 0	\$ 13,105
3. Travel/Transportation	\$ 0	\$ 0	\$ 7,000	\$ 0	\$ 7,000
4. Space Costs (rent/mortgage)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5. Utilities	\$ 0	\$ 0	\$ 5,400	\$ 0	\$ 5,400
6. Communications (printing, copying, phone, postage)	\$ 0	\$ 1,350	\$ 2,500	\$ 0	\$ 3,850
7. Equipment/Furniture	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
8. Supplies & Maintenance (food)	\$ 0	\$ 3,600	\$ 0	\$ 0	\$ 3,600
9. Miscellaneous (minor repairs or upgrade of a facility)	\$ 0	\$ 445	\$ 5,346	\$ 0	\$ 5,346
10. Conferences/Workshops (training)	\$ 555	\$ 0	\$ 0	\$ 0	\$ 1,000
11. Insurance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
12. Professional Fees/Contract Services	\$ 0	\$ 24,000	\$ 0	\$ 5,000	\$ 29,000
<b>Total Category III Program Expenses</b>	\$ 30,000	\$ 73,945	\$ 20,246	\$ 5,000	\$ 129,191

<b>Total Expenses Category I and III (funds requested may not exceed \$30,000)</b>	\$ 30,000	\$ 73,945	\$ 30,886	\$ 5,000	\$ 139,831
--	-----------	-----------	-----------	----------	------------



ATTACHMENT F

**Allowable Costs/Unallowable Costs**

The following are some specific allowable or unallowable costs:

<b>PERSONNEL</b>
Salaries and benefits for caregivers, group leaders, and/or directors are allowable. Salary or wages for time spent attending training or meetings required by the Grant are allowable.
<b>MATERIALS</b>
Program materials are allowable. Televisions, VCR or DVD players, or motor vehicles are unallowable. Grant funds may be used to purchase used materials and equipment from any source.
<b>TRAINING</b>
Registration fees for training offered through the statewide Child Care Resource & Referral (CCR&R) Agency network, Universities and professional association conferences are allowable. Lodging and travel costs for out of state training is unallowable.
<b>MINOR IMPROVEMENTS TO FACILITIES</b>
Grant funds may be used for <i>minor</i> improvements to facilities <i>only</i> if the improvement is required to bring the facility into compliance with state child care licensing rules.
<b>NO SUPPLANTING</b>
Grant funds must be used to supplement existing funds for the program and <b>NOT</b> replace those funds which have been appropriated or designated for program operation.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111



Office of Work & Family Life

# Youth Connections

Community and Youth Prevention Grant Program

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

140 East 300 South  
Salt Lake City, Utah 84111  
Ph: 801.526.4340 or 1.800.622.7390  
Fax: 801.526.4349

## I. APPLICATION COVER SHEET

Executive Director: Ross C. Anderson Owner: Salt Lake City Corporation

Organization: Salt Lake City Corporation

Federal Tax ID #: 87-6000279

Program Name: YouthCity at Liberty Park

Address: 210 East 600 South

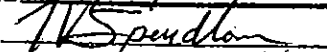
Salt Lake City, Utah 84111-3513

Telephone: Kim Thomas, Program Manager, 535-6129 Email: kim.thomas@slcgov.com

Signature:  Date: April 18, 2006  
Ross C. Anderson, Mayor

This organization is (please check one):

- Individual/Sole Proprietor
- Private Corporation
- Non-Profit Organization (Attach documentation to the Background Information.)
- Public/Government

APPROVED AS TO FORM  
Salt Lake City Attorney's Office  
Date: 4/18/2006  
By: 

This application is (please check one):

- To start a **new program** designed specifically for elementary school youth
- To continue an **existing program** serving low-income at-risk youth that lacks sufficient funds to operate
- To expand the capacity of an **existing program** to serve more youth
- To expand the capacity of an **existing program** to increase service hours

Please check or circle specific days of operation:

- Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun. (currently operating)
- Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun. (projected for new and expanding programs)

Please insert appropriate number of hours per day:

9 Mon. 9 Tues. 9 Wed. 9 Thurs. 9 Fri. 9 Sat. 9 Sun. (currently operating - summer)

     Mon.      Tues.      Wed.      Thurs.      Fri.      Sat.      Sun. (projected for new and

4 Mon. 4 Tues. 4 Wed. 4 Thurs. 6 Fri. (currently operating - after-school)      expanding programs)

How many children do you expect to serve, on average, in your **new** or **expanded** program? n/a

What is your estimate of the number of children, an average, in your **current** program? 30

What is your estimate of the cost per hour per child for your **current** program? \$4.23

What is your estimate of your revenue earned per hour per child for your **current** program? \$0.85

Office of Work & Family Life - **Youth Connections**

**II. DEMOGRAPHIC INFORMATION CHART:**

Please indicate percentage of children in each category you currently serve. If your program is not currently in operation, please indicate the percentages of youth you plan to serve during year one of the funding period (August 2006 through June 2007).

<b>Section A</b>	<b>Current Percentage Served</b>	<b>Anticipated Percentage To Be Served</b>
Asian/Pacific Islander	2.4%	2.4%
African-American/African descent	28.3%	28.3%
Latino/a	6.7%	6.7%
Native American/Indigenous	0.8%	0.8%
European American	61.8%	61.8%
Mixed Ethnicity	0%	0%
Other:	0%	0%
<b>Total (must equal 100%)</b>	<b>100%</b>	<b>100%</b>

Please indicate the percentage of children in each category you serve or plan to serve.

<b>Section B</b>	<b>Current Percentage Served</b>	<b>Anticipated Percentage To Be Served</b>
*Children from low-income families (Please circle source of data: A. Organization's in-take forms or B. School free/reduced price lunch statistics)	72%	72%
Children with special needs (Non- or limited-English speaking children; children with disabilities, including asthma, ADD/ADHD, learning disabilities)	24%	24%

\*For purposes of this grant low-income is defined as children who are income eligible for child care subsidy, and/or youth who are eligible for free and reduced school lunches. This information may be obtained by contacting the school(s) your students attend and determining the percentage of kids in assisted lunch programs.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Office of Work & Family Life - Youth Connections

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

III. BUDGET DETAIL FORM FY07

Organization Name Salt Lake City Corporation Site YouthCity at Liberty Park

Category I Administrative Expenses	Grant Funds Requested	Other funds for this program	In-Kind match for the program	Parent Fees	Total Operation Budget
Total Category I Admin Expenses (may not exceed 10% of Category III-Total Program Expenses)	\$ 0	\$ 0	\$ 10,640	\$ 0	\$ 10,640

Category II Capitol Expenditures					
List Expenditures	*	0	0	0	0
* Note: Not Allowed for this grant application					
Total Category II Capital Expenditures	\$ N/A	\$ 0	\$ 0	\$ 0	\$ 0

Category III Program Expenses					
1. Salaries	\$ 27,390	\$ 33,500	\$ 0	\$ 0	\$ 60,890
2. Fringe Benefits	\$ 2,055	\$ 11,050	\$ 0	\$ 0	\$ 13,105
3. Travel/Transportation	\$ 0	\$ 0	\$ 7,000	\$ 0	\$ 7,000
4. Space Costs (rent/mortgage)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5. Utilities	\$ 0	\$ 0	\$ 5,400	\$ 0	\$ 5,400
6. Communications (printing, copying, phone, postage)	\$ 0	\$ 1,350	\$ 2,500	\$ 0	\$ 3,850
7. Equipment/Furniture	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
8. Supplies & Maintenance (food)	\$ 0	\$ 3,600	\$ 0	\$ 0	\$ 3,600
9. Miscellaneous (minor repairs or upgrade of a facility)	\$ 0	\$ 0	\$ 5,346	\$ 0	\$ 5,346
10. Conferences/Workshops (training)	\$ 555	\$ 445	\$ 0	\$ 0	\$ 1,000
11. Insurance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
12. Professional Fees/Contract Services	\$ 0	\$ 24,000	\$ 0	\$ 5,000	\$ 29,000
Total Category III Program Expenses	\$ 30,000	\$ 73,945	\$ 20,246	\$ 5,000	\$ 129,191

Total Expenses Category I and III (funds requested may not exceed \$30,000)	\$ 30,000	\$ 73,945	\$ 30,886	\$ 5,000	\$ 139,831
---	-----------	-----------	-----------	----------	------------

## Narrative

### 1. Organization Description

YouthCity was initiated in 2000 by Mayor Rocky Anderson and is comprised of after-school and summer, employment, government, arts education, and teen programs. Its mission is to build resiliency among youth through programs and activities that increase self-esteem and sufficiency, augment and encourage education, support parent's efforts, teach job and life skills, foster artistic expression and promote physical fitness. Since its inception, YouthCity has partnered with professors from the University of Utah to provide research-based out-of-school time programming. To date, more than 3,008 youths have participated in the core programs of YouthCity. During his first term, Mayor Anderson identified three buildings in neighborhood parks that were vacant and in disrepair. Mayor Anderson designated the buildings for youth programming and sought funding for their refurbishment. Currently, YouthCity operates in five locations in Salt Lake City. They are Central City Recreation Center, Fairmont Park, Glendale Intermediate School, Liberty Park, and Sorenson Multi-Cultural Center. An organizational chart is included as Attachment A.

### 2. Need Determination

*Need for Youth Programs.* Parents in Salt Lake City are facing increased economic and social challenges in securing access to enriching out-of-school time activities for their children. The Utah Office of Child Care reports that there are only six after-school program spaces per 100 children in the Salt Lake City School District and there is a city-wide registration waiting list for after-school and summer programs. Youth's involvement in

high-risk and problem behaviors peaks in the hours after-school and during the summer when they are left alone and unsupervised. When provided opportunities to gain social skills such as empathy, pro-social attitudes, and peer group bonding, young people display a greater enjoyment of school, concern for others, and increased pro-social moral reasoning as well as lower antisocial behaviors, drug use, and delinquency. Unfortunately, low income children and minority youth are at the greatest risk of exclusion from constructive out-of-school time programs that support pro-social involvement, academic success, and positive futures.

*Site Selection.* Before YouthCity opened its site in Liberty Park in 2004, there were no school-based programs that offered out-of-school time programs for youth living in the neighborhoods around the park. The neighborhood has a minority, non-white population of 54.6 percent and a mean family income of \$30,312 compared to \$40,242 for the rest of city. Approximately 28.9 percent of residents live below the federal poverty level, therefore, continuing YouthCity's programming at Liberty Park is an important resource for youth where they can participate in a wide range of skill building and recreation activities that are positive alternatives to anti-social activities such as drugs, graffiti, loitering, and vandalism.

*Youth Demographics.* YouthCity at Liberty Park serves an average of 250 youth each year with approximately 225 (89%) between the ages of 9 and 12. Approximately, 185 (72%) of the 250 youth served qualify as at-risk students based on the eligibility requirements for free and reduced-price lunch tracked by the public schools. The majority of youths attend Bennion, Emerson, Ensign, Hawthorne, and Uintah elementary schools, Clayton Middle school, and Our Lady of the Lourdes. Demographics collected through program registration show that at least 98 (38.2%) of the youths participating at Liberty Park are from families of racial or ethnic minority backgrounds.

### 3. Program Services

*Philosophy.* The philosophy of the YouthCity program is grounded in three principles:

1) interest-based skill building; 2) a structured class model, and 3) a sliding-scale fee system.

Interest-Based Skill Building. It is important for youth ages 9 to 12 to have positive experiences and gain confidence in new skill acquisition as it influences their confidence to develop pro-social skills and to engage in physical, recreational, and social activities throughout their lives. YouthCity participants chose from a variety of activities each session and benefit from cumulative exposure to the activities as they master new tasks supported by positive peer interactions and caring adults.

Structured Class Model. YouthCity uses the structured class model as opposed to a drop-in model of service delivery. The model allows for cumulative skill building, project completion, and a sense of accomplishment. Because the 9 to 12 age group is difficult to capture and retain, the site coordinators work with the program participants to identify new class offerings. YouthCity limits its staff to youth ratio to 1:12. The small class size provides participants with individual attention and creates a cohesive social environment where youth learn constructive problem solving skills and peer group bonding.

Sliding-Scale Fee System. A distinguishing factor of YouthCity is its sliding-scale fee system based on family income levels. The sliding-scale fee system allows YouthCity to serve youth from low-income families who might otherwise not have the financial ability to attend after-school and summer programs. The fee

schedule is \$75 per month for full fee; \$37.50 per month if a child receives reduced-cost school lunch; and \$18.75 per month if a child receives free school lunch.

Scholarships are also available so that no child is excluded.

*Program Goals & Objectives.* The goal for YouthCity at Liberty Park is to develop the minds and social competencies of young people ages 9 to 12 by providing quality after-school and summer enrichment programs with a particular focus on youth from low income and minority backgrounds living in the surrounding neighborhoods. Youth can participate in classes including urban arts, filmmaking, bike repair, chess, cultural cooking, dance, martial arts, swimming, academic tutoring, and community service projects. Each class is 1.5 hours and is taught by qualified adults or teaching artists. A sample work plan is provided as Attachment B. The program objectives are:

- 1) to serve 40 youth by providing four 8 to 10 week sessions of after-school activities from 3 to 6 p.m. four days a week (Monday-Thursday) with extended hours from 12 to 6 p.m. on Fridays;
- 2) to serve 40 youth by providing two 4 to 5 week sessions of summer activities for 8 hours a day, Monday through Friday; and
- 3) for Liberty Park program facilitators to provide 30 minutes of academic enrichment (i.e., home work help) per day to all participants.

YouthCity has identified three outcomes to assess gains youth make in developing their minds (skill acquisition) and social competencies through participating in the Liberty Park program:

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

1. At least 70 percent of youth served will report high mean levels for contextual caring, empathetic efficacy, after-school belonging, and a belief that they are encouraged to work hard and develop skills at Youth City;
2. At least 5 percent of youth served will report low mean levels for feeling they behaved poorly (antisocially) while attending Youth City; and
3. At least 70 percent of youth served will report high mean levels for increased school attachment.

Faculty from the University of Utah Department of Exercise and Sports Science conduct a formal evaluation of the YouthCity programs bi-annually based on these outcome measures.

*Qualifications of YouthCity.* YouthCity is best suited to meet the needs of elementary school youth due to its five year track record of providing quality out-of-school time activities for young people. YouthCity has expanded from two to five sites in five years. The program's enrollment has increased from 146 youth in 2001 to 967 youth in 2005. In addition, YouthCity partners with existing youth program providers in an effort to avoid duplication of services in the community. Partner agencies include county government, community service agencies, academia, not-for-profit agencies, the Salt Lake City School District, and a variety of arts and cultural organizations. The collaborative approach used by YouthCity has established a diverse network of community service agencies that pool resources to provide positive and constructive activities for youth.

*Cultural Relevance and Accommodations For Youth With Special Needs.*

YouthCity staff participate in training on cultural awareness, child development, and team building three times per year. Every effort is made to recruit staff from diverse cultural and socio-economic backgrounds. Additional training is available to all YouthCity staff monthly



through Salt Lake City's Human Resources Department. Parents are required to attend an orientation prior to the enrollment of their child in YouthCity After-School and Summer Programs. The orientation includes the identification of children with special needs and any accommodations that may be needed to ensure the safety and well being of all participants. YouthCity programs are open to all youth regardless of any physical, medical, or emotional needs. All YouthCity sites are ADA compliant.

#### 4. Staff

*Site Personnel.* The Liberty Park site is staffed with a full time site coordinator, one part-time program assistant, and two part-time program facilitators. YouthCity contracts with qualified adult instructors to teach special-emphasis activity classes when appropriate. All employees of YouthCity must demonstrate experience in play leadership and working with youth people. Sample job descriptions are provided as Attachment E.

*Staff Evaluation and Incentives.* Site staff meet with their supervisors bi-annually to set professional improvement goals and to identify appropriate training and professional development opportunities. The bi-annual evaluation provides staff with feedback necessary to ensure program quality and improvement. Staff incentives include pay increases for longevity, opportunities for additional training, and a higher than average market place wage. The incentives are designed to increase longevity and staff satisfaction.

#### 5. Recruitment

YouthCity advertises the Liberty Park program through the schools, parent magazines, community council meetings and newsletters, and local media coverage. YouthCity's

sliding-scale fee system is noted on all marketing materials and on the website:

[www.youthcity.com](http://www.youthcity.com).

## 6. Collaboration

YouthCity at Liberty Park collaborates with a diverse network of partner agencies to offer a wide variety of interest-based classes for youth. Partner agencies include Spy Hop, Salt Lake Capoeira, the Isaac Chase Home, and Salt Lake County Parks & Recreation. YouthCity contracts with these partners to provide qualified teachers for classes in film-making, capoeira, folk arts, tennis, and swimming. Letters of collaboration are included as Attachment C and Attachment D.

## 7. Cost Information

*Budget Justification.* Administrative Expenses: The City match of \$10,640 represents 10 percent of the salary and fringe benefits of the Director of Youth and Family Programs, who devotes an estimated 10 percent of effort toward administrative oversight of the program and staff. Salaries: The \$27,390 requested for salaries represents wages for one program assistant and two program facilitators. Wages for the program assistant total \$16,560 and include \$12,000 based on a rate of \$12 per hour for 25 hours a week for 40 weeks of after-school programming; \$3,840 based on a rate of \$12 per hour for 40 hours per week for 8 weeks of summer programming; and \$720 based on a rate of \$12 per hour to attend 60 hours of training/professional development. Wages for the two program facilitators total \$10,830 and include \$6,080 based on a rate of \$9.50 per hour for 40 hours a week for 8 weeks for two facilitators for summer programming; \$570 based on a rate of \$9.50 per hour for the two

facilitators to attend 30 hours each of training/professional development, and \$3,520 based on rate of \$11 per hour for 40 hours per week for 8 weeks for one facilitator for summer programming, and \$660 based on a rate of \$11 per hour for the facilitator to attend 30 hours of training/professional development. Other funds totaling \$33,500 represent the salary of the full-time site coordinator for Liberty Park. Fringe Benefits: The \$2,055 requested for fringe benefits represents FICA and Medicare benefits calculated at a rate of 7.65% for wages for the program assistant and two program facilitators. Other funds totaling \$11,050 represent the fringe benefits for the Site Coordinator position based on the standard full-time employee benefit package of Salt Lake City Corporation. Travel/Transportation: The match of \$7,000 represents costs for YouthCity to transport youth with a City owned van from their schools to Liberty Park based on a rate of \$0.44 per mile for an estimated 15,910 miles per year. Utilities: The City match of \$5,400 represents utility costs of \$3 per square foot for 1,800 square feet of the space at Liberty Park. Communications: The match of \$2,500 represents annual costs paid by the City for printing brochures (\$350), copying (\$600), postage (\$250), and phone service (\$1,300). The other funds of \$1,350 represent annual costs paid by the City for computers at Liberty Park. Supplies: The other funds of \$3,600 represent monthly cost of \$300 paid by the City for activity class supplies at Liberty Park. Miscellaneous: The match of \$5,346 represents annual costs paid by the City for general maintenance and repairs at Liberty Park based on a rate of \$2.97 per square foot for 1,800 square feet. Conferences/Workshops: The requested \$555 and the City-funded match of \$45 will be used for up to five staff to attend conferences/workshops related to youth development. Professional Fees: The other funds of \$24,000 represent an hourly wage of

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

\$25 that the City contracts to pay five professional teachers for 4 hours of class instruction over 48 weeks of YouthCity programming at Liberty Park.

*Administrative and Accounting Procedures and Personnel.* The Grants Program Administrator for Salt Lake City Corporation will ensure proper administrative and accounting procedures are followed for funds awarded through the Youth Connections grant program. The Grants Program Administrator is responsible for overseeing the financial administration of federal, state, and county grants received by the City. Financial oversight activities include filing quarterly financial statements with appropriate federal, state, and county agencies, contracted vendors, and general project monitoring. Fiscal controls are maintained using the Interactive Fund Accounting System (IFAS), a computerized ledger system. IFAS is capable of general ledger and project ledger accounting. Budgets and actuals are entered at the cost center (project) and object code (activity) level and reports are generated at the general and project level. IFAS meets all Government Accounting Standards Board requirements.

*Action Plan and Purchasing Time Line.* Grant funds requested for the Program Assistant and Facilitator positions will be expensed bi-monthly in accordance with the City's regular payroll processing for all employees. Funds for conferences will be reimbursed as they occur. All grant funds will be spent by June 30, 2007.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

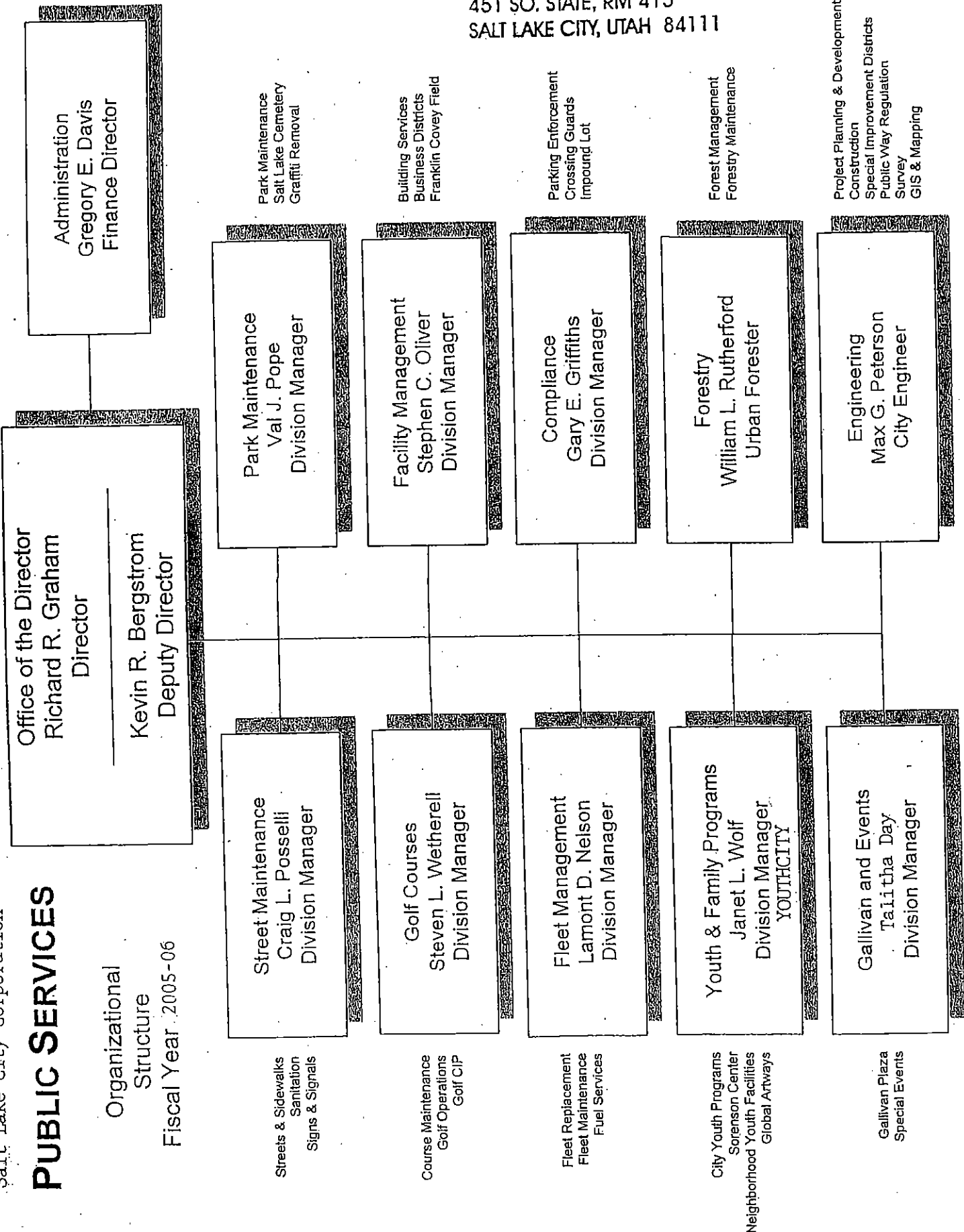
# PUBLIC SERVICES

Organizational Structure

Fiscal Year 2005-06

PROPERTY OF SALT LAKE CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Attachment A



Park Maintenance  
Salt Lake Cemetery  
Graffiti Removal

Building Services  
Business Districts  
Franklin Covey Field

Parking Enforcement  
Crossing Guards  
Impound Lot

Forest Management  
Forestry Maintenance

Project Planning & Development  
Construction  
Special Improvement Districts  
Public Way Regulation  
Survey  
GIS & Mapping

Streets & Sidewalks  
Sanitation  
Signs & Signals

Course Maintenance  
Golf Operations  
Golf CIP

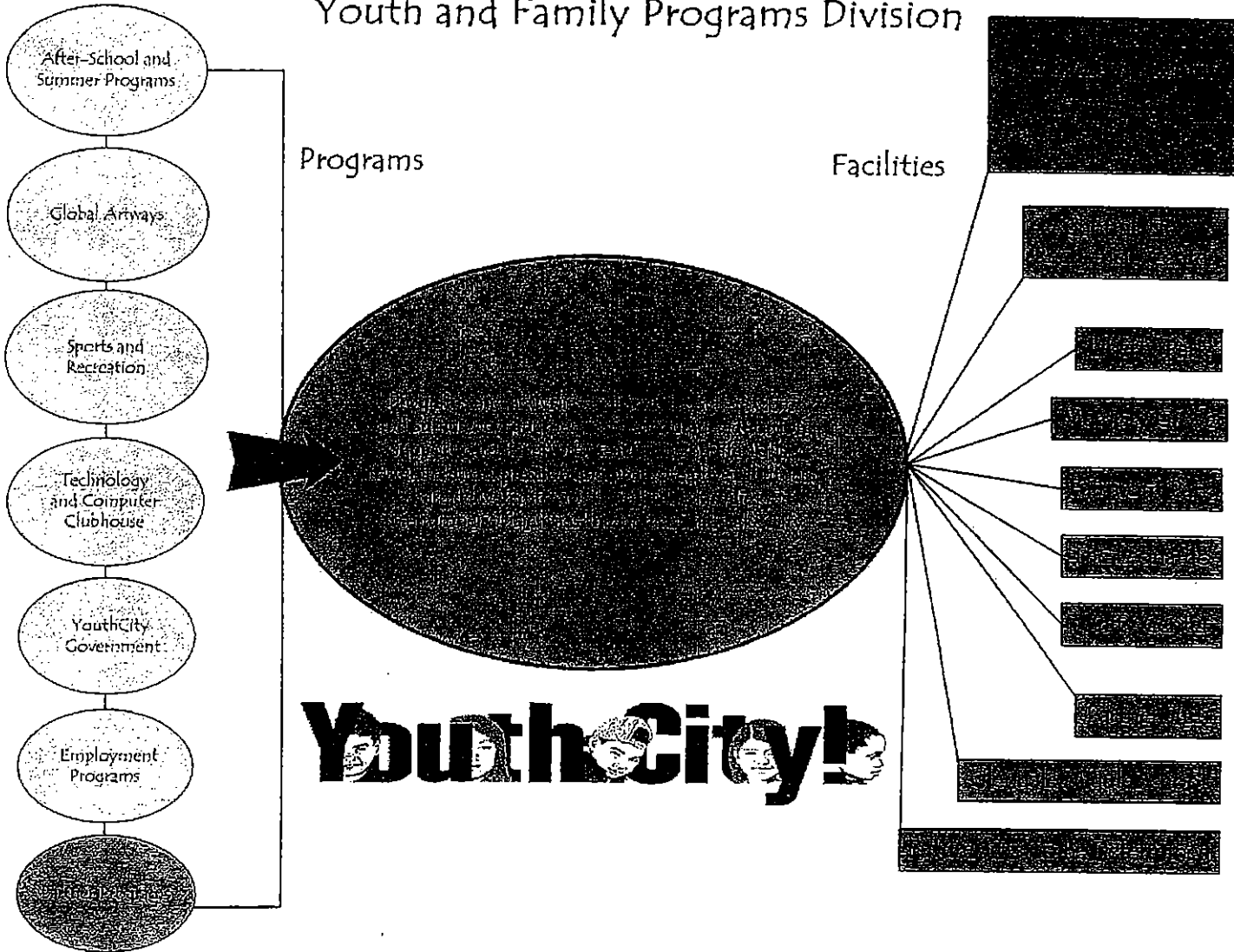
Fleet Replacement  
Fleet Maintenance  
Fuel Services

City Youth Programs  
Sorenson Center  
Neighborhood Youth Facilities  
Global Arterways

Gallivan Plaza  
Special Events

# Organizational Chart

## Youth and Family Programs Division



PROPERTY OF SALT LAKE  
CITY RECORDERS OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

### Sample Work Plan

YouthCity Classes Offered at Liberty Park  
September 2006 – December 2006

Classes		Description	Class Day/Time
ARTS	Open Studio	Make your own CD of digital music	Mon-Thrs / 2:30 pm – 6:00 pm
	Jewelry Making	Make your own jewelry to wear and share	
	Hip Hop Dancing	Urban dance grooves	
SKILLS	YouthCity Yearbook	Write and design the summer yearbook	Mon-Thrs / 2:30 pm – 6:00 pm
	Homework Help	Academic tutoring	
	Community Service	Have fun helping your community	Friday / 12:00 pm – 6:00 p.m
RECREATION	Capoeira	Explore this Brazilian martial art	Mon-Thrs / 2:30 pm – 6:00 pm
	Outdoor Adventure	Hike, climb, and enjoy nature	
	Swimming	Take the plunge at local area pools	
	Tennis	Lobs and smashes: game, set and match	



State of Utah

Department  
of Community  
and Culture

YVETTE DONOSSO DIAZ  
*Executive Director*



MARGARET HUNT  
*Director*

BOARD MEMBERS

Anne Cullimore Decker  
*Chair*

K. Newell Dayley  
*Vice Chair*

A. Scott Anderson

Margaret K. Brady

Lyman Hafen

John T. Nielsen

Kathleen Pitcher

Pilar Pobil

Shirley R. Ririe

Alexander M. Schiel

Cordell Taylor

June D. Thorley

Anne Watson

JON M. HUNTSMAN, JR.  
*Governor*

GARY R. HERBERT  
*Lieutenant Governor*

Youth Connections  
Community and Youth Prevention Grant Program  
Caroline Kueneman, Director  
140 East 300 South  
Salt Lake City, Utah 84111

Ms. Caroline Kueneman:

It is my pleasure to write a letter of support for YouthCity, Salt Lake City's Youth and Families program. The Utah Arts Council Folk Arts Program has partnered with YouthCity for over three years providing folk art experiences for children ages nine to fourteen. We have sent local artists to provide both artistic and cultural experiences to children attending the Fairmont Park, Liberty Park, Central City Recreational Center and Glendale Middle School after-school and programs.

The Folk Arts Program was established in 1976, one of the first state programs designed to specifically serve traditional arts and artists. Today our objective is to assist Utah's cultural communities in perpetuating their own artistic traditions and maintaining their unique identities. We assist by offering programs and activities that nurture and celebrate traditional artists and art forms while fostering public understanding and pride in Utah's multifaceted cultural heritage.

Traditional crafts, music, dance and stories passed down through families, communities or within tribal, ethnic or occupational groups are among the many forms of folk art found in Utah today. These artistic skills, which reflect the values of earlier generations, are a vital component of community culture, heritage and identity. Our partnership with YouthCity provides local folk artist the opportunity to teach their craft to local children helping fulfill our mission. In addition to the weekly folk arts classes, YouthCity kids visit the Chase Home Museum of Utah Folk Arts located in Liberty Park and have been delighted to make a connection to the pieces of art on display.

We are excited to continue our partnership with YouthCity and appreciate their commitment to our community. If you have, any additional question please let me know.

Sincerely,

Carol Edison  
Folk Arts Program Manager, Utah Arts Council, 533-5760

OFFICE OF SALT LAKE  
RECORDER'S OFFICE  
STATE, RM 415  
CITY, UTAH 84111



Salt Lake Capoeira  
Amanda Glenn & Mauro Romualdo  
4303 South 6115 West  
Salt Lake City, Utah 84128

Youth Connections  
Community and Youth Prevention Grant Program  
Caroline Kueneman, Director  
140 East 300 South  
Salt Lake City, Utah 84111

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
151 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Ms. Caroline Kueneman:

I'm writing in support of the YouthCity after school and summer arts programs located at Central City Recreational Center, Fairmont Park, Liberty Park, and Ottinger Hall. Salt Lake Capoeira has been involved with Youth City for the past three years; Mauro Romualdo has taught capoeira classes for youth at all of the YouthCity locations; he has consistently taught four to eight classes per week for the program. He has also been involved as an instructor with the Glendale spring arts program and performances for the past three years.

Capoeira is an Afro-Brazilian art form that incorporates movement, dance, martial arts, culture, art, history, language, and music. It gives youth confidence and helps them practice and learn discipline, diligence, respect, ownership, and cooperation. Mauro Romualdo, an Afro-Brazilian himself, has fourteen years of experience teaching and performing, and is a three-time national champion of the art form. He loves working with youth and does it well; the youth that have taken Mauro's class with YouthCity have greatly benefited. Joey James, a mother of two children who are a part of the Liberty Park YouthCity program said:

*My kids Xzandria 11, and Tavius 7, love Capoeira. It was the perfect thing for them. Tavius is constantly jumping and kicking and flipping off of my furniture and walls. it makes me crazy and this is the perfect place for him to do that. He's so focused on every aspect of capoeira that he says one day he's going to be a master. Xzandria likes that she's made so many friends. It's also helped her to not be shy and she's as flexible as a rubber band. I like that Capoeira is teaching them discipline and focus. After only two months of Capoeira they both finished the school year with straight A's.*

Just as capoeira has benefited the youth, it has been a great experience for Mauro Romualdo and Salt Lake Capoeira as well. It has given us a chance to be involved in the community and reach and enrich kids who wouldn't normally be able to take capoeira classes. We have enjoyed seeing the physical, emotional, intellectual, and social progress

of the kids that have taken capoeira. It has been rewarding to see them learn and grow, and benefit from the classes. Mauro has enjoyed building strong, positive relationships with the youth and it has been a pleasure being involved with them and the program.

The YouthCity staff has been wonderful to work with. They are professional, organized, helpful, and supportive. Over the three years, we have built a positive partnership that has benefited the youth of Salt Lake. Working with this important organization and their staff has enabled us to be a part of bettering our community and teaching youth positive skills and preventing negative outcomes.

We are committed to providing art opportunities for the youth of Salt Lake through YouthCity and through all of the YouthCity sites that offer these wonderful programs. We hope to continue the partnership that we have established over the last few years and are committed to continue it long into the future so the youth of Salt Lake can benefit.

Please feel free to contact me if you need further information.

Thank you,

A handwritten signature in black ink that reads "Amanda Glenn". The signature is written in a cursive, flowing style.

Amanda Glenn  
Salt Lake Capoeira  
Director

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM. 200  
SALT LAKE CITY, UT 84143

Job Title: **Director of Youth Programs**

**THIS IS AN APPOINTED POSITION**

JOB SUMMARY:

Under the Mayor's direction, responsible for development and implementation of City-wide after-school, summer, and employment programs for youth. Provides the Mayor and city agencies with specialized policy guidance relative to youth educational, cultural, artistic, developmental, economical, and recreational needs and opportunities.

TYPICAL DUTIES:

1. Directs the planning, development, and implementation of City-wide after-school, summer, and employment programs for youth.
2. Obtains grants and secures funding. Develops and manages fund-raising initiatives.
3. Develops and implements sliding-scale fee system to make programs available for youth from all economic backgrounds.
4. Prepares, administers, and plans budgets for after-school, summer, and employment programs for youth.
5. Collaborates with other City departments, schools, churches, and other community organizations for utilization of facilities, volunteers, and other assets necessary or useful for implementing City-wide after-school, summer, and employment programs for youth.
6. Recruits and trains volunteers to provide after-school, summer, and employment programs for youth.

RECOMMENDED QUALIFICATIONS:

1. Graduate degree in Social Work, Education, Psychology, Educational Psychology or related field and six years increasingly responsible paid work experience in a related field, two of which have been in a supervisory capacity. Education and work experience may be substituted one for the other on year-for-year basis.
2. Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and the general public.

WORKING CONDITIONS:

1. Light physical activity, generally comfortable working conditions. Occasional exposure to heat, cold, dust, and occasional out-of-doors. Frequent driving of an automobile or light utility vehicle.
2. Exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

Job Title: Youth City Programs Coordinator

JOB SUMMARY:

Create an arts based after-school and summer program. Partners with on-site agencies to implement a recreation program component. Communicate regularly with program partners and Center staff. Coordinates and conducts all outreach activity to ensure full enrollment. Creates and maintains relationships/linkages with relevant Salt Lake City School District principals.

TYPICAL DUTIES:

1. Oversees the operation of Youth City after-school and summer program, including but not limited to managing payroll, faculty, scheduling food provision, transportation and outreach. While the program is in session, provides guidance and supervision to promote and encourage responsible behavior on the part of program faculty and students.
2. Maintains relationships with program partners by conducting quarterly meetings and communicating as necessary. Pursues necessary additional partners/programs as needed.
3. Assures program quality and conducts program evaluation. Maintains program statistics to assist in program evaluation, planning, advertising and outreach.
4. Assures full enrollment with outreach and advertising as needed.
5. Communicates regularly with the YouthCity Program Manager and advises on program issues.
6. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited college or university with a bachelor's degree in Arts Education, Education, or closely related field and two (2) years paid work experience in youth programming or related activity, including one year in a supervisory capacity. Education and work experience may be substituted one for the other on year-for-year basis.
2. Considerable knowledge of and ability to plan, organize, and implement youth arts programs.
3. Experience working with and mentoring youth. Ability to communicate effectively with individuals from different social and ethnic backgrounds.
4. Possession of a valid Utah Commercial Driver's License (CDL) within three months of employment.
5. Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and the general public.

WORKING CONDITIONS:

1. Light physical activity, generally comfortable working conditions. Occasional exposure to heat, cold, dust, and occasional out-of-doors. Frequent driving of an automobile or light utility vehicle.
2. Exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Job Title: Youth and Family Group Facilitator I – Seasonal**

JOB SUMMARY:

To provide on-going leadership and supervision for groups of school ages children in an extended day/extended year program. Afternoon and evening hours are required.

TYPICAL DUTIES:

1. Provides leadership to children engaged in program activities. Maintain attendance records as required by program.
2. Plan and implement daily activities according to program needs. Participate in all activities with children and assist specialist.
3. Assist in the preparation of weekly lesson plans. Facilitate group activities for youth.
4. Follow program procedures to safeguard health, safety and well being of participants.
5. Prepare, clean up and maintain facility daily.
6. Assist in providing daily snacks.
7. Attend weekly staff meetings and training seasons as scheduled.
8. Develop and maintain communication with participating families. Develop and maintain cooperative relationship with center and school personnel.
9. Provide a safe/healthy environment for program participants.
10. Report daily to Program Coordinator.

MINIMUM QUALIFICATIONS:

1. High school graduate or equivalent and at least 18 years of age.
2. Experience in working with school aged children and/or other related experience.
3. Ability to demonstrate group management skills and techniques.
4. Ability to contribute special skills, such as art, dance, and recreation.
5. Ability to work with a diverse population including both youth and adults.
6. Ability to resolve conflict situations.
7. Ability to deal with both youth and adults in a non-judgmental atmosphere.
8. Strong communications skills.

DESIRED SKILLS:

1. Bilingual preferred.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**Job Title: Youth and Family Group Facilitator II – Seasonal**

JOB SUMMARY:

To provide on-going leadership and supervision for groups of school-aged children in an extended day/extended year program. Afternoon and evening hours are required.

TYPICAL DUTIES:

1. Safely transports children to various program activities within the City.
2. Communicates and enforces program rules and code of conduct in cooperation with private security staff and/or law enforcement. Advises youth and adults regarding rule infraction and consequence.
3. Provide leadership to children engaged in program needs. Maintain attendance records as required by program.
4. Plan and implement daily activities according to program needs. Participate in all activities with children and assist specialist.
5. Assist in the preparation of weekly lesson plans. Facilitate group activities for youth.
6. Follow program procedures to safeguard health, safety and well being of participants.
7. Prepare, clean up and maintain facility daily.
8. Assist in providing daily snacks.
9. Attend weekly staff meetings and training sessions as scheduled.
10. Develop and maintain communication with participating families. Develop and maintain cooperative relationship with center and school personnel.
11. Provide a safe/healthy environment for program participants.
12. Maintains and inspects city vehicles according to required pre-trip inspections. Distributes and collects vehicle keys and pre-trip inspection forms according to pre-arranged schedule.
13. Report daily to Program Coordinator.

MINIMUM QUALIFICATIONS:

1. High school graduate or equivalent and at least 21 years of age.
2. Possessions of valid Utah Commercial Drivers' License or ability to obtain within two weeks of hire.
3. Experience in working with school aged children and/or other related experience.
4. Ability to demonstrate group management skills and techniques.
5. Ability to contribute special skills, such as art, dance, and recreation.

Job Title: **YOUTHCITY - LEVEL 2 INSTRUCTOR, 'Instructor' - HOURLY**

JOB SUMMARY:

Under the supervision of the YouthCity Director and Program Manager, Instructor will facilitate arts education experiences for youth and adults within classes, workshop, and special events. Instructor will work with diverse learners in a city-wide program.

TYPICAL DUTIES:

1. Facilitate youth and family arts education activities during daytime, 'after-school' hours and / or evenings, year-round.
2. Implement and develop class curriculum; working within class timeframe and allocated instructor hours and materials' budget.
3. Select and order art supplies and other materials for classes, events, and special projects.
4. Assist in the planning, development and organization of programming that focuses upon providing educational and social skills through arts education.
5. Help develop and implement youth and family arts programming that reaches underserved families in Salt Lake City.
6. Perform self- and class-evaluations.
7. Work independently at satellite class locations; maintain productive and professional relationship with site partners.
8. Develop successful relationships with participating youth and families..
9. Supervise volunteer support within class, when applicable.
10. Assist in the promotion of YouthCity's programming.
11. May manage classroom facilities and related supplies inventory.
12. Perform other related duties as required.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university in Dance, Music, Theatre, Film, Visual Art, Literature, Art Education, or closely related art field OR equivalent professional experience.

**Salt Lake City Corporation**  
**CAMP DOCUMENT ROUTING FORM**  
**CITY SIGNATURE AND ACTIVATION PROCESS**

August 4, 2006

**RECEIVED**

Contract Number: <b>06-S-07-2138</b>	Project:	<b>AUG 11 2006</b>
Contractor: <b>23012 UTAH STATE DEPT OF WORKFORCE SVCS</b>		<b>CITY RECORDER</b>
Contract Title: <b>YOUTH CONNECTION GRANT - FAIRMONT PARK</b>		
Monitor: <b>SHERRIE COLLINS</b>		

*Please complete your Step and forward to the next Step.*

<b>STEP 1</b>	<b>ACCOUNTING DIVISION - Encumber Funds</b>
<i>No Encumbrance</i>	I certify that funds are available. _____ <b>OR</b> Accounting Signature _____ Date _____ I certify that no encumbrance is required at this time and any future encumbrance will be checked against available budget by the accounting system.
	<i>[Signature]</i> _____ <b>8/9/06</b> Accounting Signature Date
	Funding Source: _____ Dept Cost Center Object Code \$ _____
	Attach additional paperwork if more funding sources are needed. Limit \$ _____

<b>STEP 2</b>	<b>CITY ATTORNEY'S OFFICE - Final Approval</b>
	Attorney: <i>[Signature]</i> _____ Insurance Required: N Perf Bond Required: N Pmt Bond Required: N
	This document has been approved as to form. <i>[Signature]</i> _____ <b>8/15/06</b> Attorney's Signature Date

<b>STEP 3</b>	<b>CAPITAL PLANNING &amp; PROGRAMS - Sign Document</b>
	<b>INSTRUCTIONS:</b> <u>Sign ALL documents.</u>
	Authorized Signer: <i>[Signature]</i> _____ <b>Mayor</b> Name Dept/Div
	<b>Forward ALL Signed documents to the Recorder's Office</b>

<b>STEP 4</b>	<b>RECORDER'S OFFICE - Activate</b>
	<b>RECORDED</b>
	<b>AUG 11 2006</b>
	<b>CITY RECORDER</b>
	When activated, keep 1 signed document, send other signed documents to: <i>[Signature]</i> _____ <b>HAND</b> <b>6150</b> Name Department or Division Phone





**State of Utah**

JON M. HUNTSMAN, JR.  
*Governor*

GARY R. HERBERT  
*Lieutenant Governor*

Department of Workforce Services

TANI PACK DOWNING  
*Executive Director*

CHRISTOPHER W. LOVE  
*Deputy Director*

GREGORY B. GARDNER  
*Deputy Director*

July 14, 2006

Ross C. Anderson  
Salt Lake City Corporation  
Youth City at Fairmont Park  
210 E 600 S  
Salt Lake city UT 84111-3513

Dear Ross C. Anderson,

Once again, congratulations on being awarded the Youth Connections Grant!

Enclosed are three (3) copies of the Youth Connections Grant Agreement Documents. Please sign each copy as indicated on the signature page and return all three in the enclosed envelope. You must return each of the three documents in full, including all attachments- do not remove any pages. A complete signed agreement will be returned to you in four to six weeks.

**The three signed grant agreements need to be returned to our office by July 28, 2006 to avoid potential forfeiture of your grant funds and cancellation of your grant.**

If you need funds for a summer program, the faster you return the documents, the faster we can begin providing funds.

If you have any questions about any of the documents in your Grant Agreement, please call Sharraf Dajany at (801) 526-9430 or me at (801) 526-4343.

Thank you,

Caroline Kueneman, School Age Program Specialist  
Office of Work & Family Life

Enclosures

RECORDED

AUG 11 2006

CITY RECORDER

**UTAH DEPARTMENT OF WORKFORCE SERVICES**  
**GRANT AGREEMENT**

YC

**GRANTOR:**

State of Utah  
Utah Department of Workforce Services/  
Office of Work and Family Life  
140 E 300 S  
Salt Lake City UT 84111

**GRANTEE:**

Salt Lake City Corporation  
Youth City at Fairmont Park  
210 E 600 S  
Salt Lake City UT 84111-3513  
Telephone: 801-535-6129  
State Vendor # 05650G C  
Commodity Code # 99999

**RECORDED**  
AUG 11 2006  
**CITY RECORDER**

This Grant Agreement is entered into by the Utah Department of Workforce Services, hereinafter referred to as the **Grantor or State**, and **Salt Lake City Corporation** hereinafter referred to as the **Grantee or Contractor**, and shall be effective **August 1, 2006 through June 30, 2007**. This Grant may be renewed pending **Grantee's** performance and funding availability.

The **Grantee** shall be paid a maximum of **\$30,000.00** for costs authorized under this Grant Agreement. All expenditures must be in accordance with the approved Budget and Scope of Work submitted in the Grant Application, a copy of which is attached to this Grant Agreement. Also, all activities conducted and expenditures made must occur within the grant period and must be in compliance with the attached terms and conditions. Funding may not be used for purposes contrary to applicable federal, state and local laws. *This Grant is funded through Federal Grant CFDA # 93.575.*

The purpose of this Grant is to create and expand out-of-school time programs for at-risk elementary school-age youth. The grant is designed to help communities in Utah create safe, high quality programs for elementary school youth (through age 12) during the times they are not in school.

Grantee agrees to administer this Grant in compliance with the following attachments:

- Attachment A: State of Utah Standard Terms and Conditions
- Attachment B: Department of Workforce Services Additional Terms and Conditions
- Attachment C: Special Provisions
- Attachment D: Budget Detail Form
- Attachment E: Billing Form
- Attachment F: Specific Allowable/Unallowable Costs
- Attachment G: Grantee's Application/Proposal

It is understood and agreed that the effective date of the Grant is the date of commencement of services as provided in Paragraph 1, and that any and all appropriate costs that are deemed allowable for the program and incurred by the **Grantee** between said effective date and the date on which this contract is fully executed, are hereby approved and ratified for payment.

Point of Contact: Caroline Kueneman,  
140 East 300 South, Salt Lake City, Utah 84111  
Phone: (801) 526-4343

**PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111**

APPROVED FOR GRANTOR:

\_\_\_\_\_  
Tani Pack Downing Date  
Executive Director  
Department of Workforce Services

APPROVED FOR GRANTEE:

[Signature] 8/11/06  
Signature Date

Ross C. Anderson, Mayor  
Print name and title

RECORDED

\_\_\_\_\_  
State of Utah Finance Division Date

AUG 11 2006

APPROVED AS TO FORM  
Salt Lake City Attorney's Office  
Date 8/9/2006  
By [Signature]

CITY RECORDER

ATTEST

Beverly Jones  
DEPUTY CITY RECORDER



PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

ATTACHMENT A: STATE OF UTAH STANDARD TERMS AND CONDITIONS

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the State to purchase certain specified services, and other approved purchases for the State.
2. **CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** The Contractor and any and all supplies, services, equipment, and construction furnished under this contract will comply fully with all applicable Federal and State laws and regulations.
4. **RECORDS ADMINISTRATION:** The Contractor shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records shall be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later. The Contractor agrees to allow State and Federal auditors, and State Agency Staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.
5. **CONFLICT OF INTEREST:** Contractor represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.
6. **CONTRACTOR, AN INDEPENDENT CONTRACTOR:** The Contractor shall be an independent contractor, and as such, shall have no authorization, express or implied, to bind the State to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the State, except as herein expressly set forth. Compensation stated herein shall be the total amount payable to the Contractor by the State. The Contractor shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the State for these contract services. Persons employed by the State and acting under the direction of the State shall not be deemed to be employees or agents of the Contractor.
7. **INDEMNITY CLAUSE:** The Contractor agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this contract which are caused in whole or in part by the negligence of the Contractor's officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.
8. **EMPLOYMENT PRACTICES CLAUSE:** The Contractor agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the Contractor agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place.
9. **SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.
10. **RENEGOTIATION OR MODIFICATIONS:** This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the same persons or by persons holding the same position as persons who signed the original agreement on behalf of the parties hereto, and attached to the original signed copy of the contract. Automatic renewals will not apply to this contract.
11. **DEBARMENT:** The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the State. The Contractor must notify the State Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.
12. **TERMINATION:** Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon 90 days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
13. **NONAPPROPRIATION OF FUNDS:** The Contractor acknowledges that the State cannot contract for the payment of funds not yet appropriated by the Utah State Legislature. If funding to the State is reduced due to an order by the Legislature or the Governor, or is required by State law, or if federal funding (when applicable) is not provided, the State may terminate this contract or proportionately reduce the services and purchase obligations and the amount due from the State upon 30 days written notice. In the case that funds are not appropriated or are reduced, the State will reimburse Contractor for products delivered or services performed through the date of cancellation or reduction, and the State will not be liable for any future commitments, penalties, or liquidated damages.
14. **SALES TAX EXEMPTION:** The State of Utah's sales and use tax exemption number is E33399. The tangible personal property or services being purchased are being paid from State funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract.
15. **WARRANTY:** The Contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The Contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the Contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable

for any special purposes that the State has relied on the Contractor's skill or judgment to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The Contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the Contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the Contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

16. **PUBLIC INFORMATION:** Except as identified in writing and expressly approved by the State Division of Purchasing, Contractor agrees that the contract and related Sales Orders and Invoices will be public documents, and may be available for distribution. Contractor gives the State express permission to make copies of the contract, the response to the solicitation, and related Sales Orders and Invoices in accordance with the State of Utah Government Records Access and Management Act. The permission to make copies as noted will take precedence over any statements of confidentiality, proprietary information, copyright information, or similar notation.
17. **DELIVERY:** Unless otherwise specified in this contract, all deliveries will be F.O.B. destination with all transportation and handling charges paid by the Contractor. Responsibility and liability for loss or damage will remain with Contractor until final inspection and acceptance when responsibility will pass to the State except as to latent defects, fraud and Contractor's warranty obligations.
18. **ORDERING AND INVOICING:** All orders will be shipped promptly in accordance with the delivery schedule. The Contractor will promptly submit invoices (within 30 days of shipment or delivery of services) to the State. The State contract number and/or the agency purchase order number shall be listed on all invoices, freight tickets, and correspondence relating to the contract order. The prices paid by the State will be those prices listed in the contract. The State has the right to adjust or return any invoice reflecting incorrect pricing.
19. **PAYMENT:** Payments are normally made within 30 days following the date the order is delivered or the date a correct invoice is received, whichever is later. All payments to the Contractor will be remitted by mail unless paid by the State of Utah's Purchasing Card (major credit card).
20. **PATENTS, COPYRIGHTS, ETC.:** The Contractor will release, indemnify and hold the State, its officers, agents and employees harmless from liability of any kind or nature, including the Contractor's use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article or appliance furnished or used in the performance of this contract.
21. **ASSIGNMENT/SUBCONTRACT:** Contractor will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the State.
22. **DEFAULT AND REMEDIES:** Any of the following events will constitute cause for the State to declare Contractor in default of the contract:
  1. Nonperformance of contractual requirements;
  2. A material breach of any term or condition of this contract. The State will issue a written notice of default providing a ten (10) day period in which Contractor will have an opportunity to cure. Time allowed for cure will not diminish or eliminate Contractor's liability for damages. If the default remains, after Contractor has been provided the opportunity to cure, the State may do one or more of the following:
    1. Exercise any remedy provided by law;
    2. Terminate this contract and any related contracts or portions thereof;
    3. Impose liquidated damages, if liquidated damages are listed in the contract;
    4. Suspend Contractor from receiving future solicitations.
23. **FORCE MAJEURE:** Neither party to this contract will be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. The State may terminate this contract after determining such delay or default will reasonably prevent successful performance of the contract.
24. **PROCUREMENT ETHICS:** The Contractor understands that a person who is interested in any way in the sale of any supplies, services, construction, or insurance to the State of Utah is violating the law if the person gives or offers to give any compensation, gratuity, contribution, loan or reward, or any promise thereof to any person acting as a procurement officer on behalf of the State, or who in any official capacity participates in the procurement of such supplies, services, construction, or insurance, whether it is given for their own use or for the use or benefit of any other person or organization (63-56-1002, Utah Code Annotated, 1953, as amended).
25. **CONFLICT OF TERMS:** Contractor Terms and Conditions that apply must be in writing and attached to the contract. No other Terms and Conditions will apply to this contract including terms listed or referenced on a Contractor's website, terms listed in a Contractor quotation/sales order, etc. In the event of any conflict in the contract terms and conditions, the order of precedence shall be:
  1. Atth. A: State of Utah Standard Terms and Conditions;
  2. State of Utah Contract Signature Page(s);
  3. State Additional Terms and Conditions;
  4. Contractor Terms and Conditions.
26. **ENTIRE AGREEMENT:** This Agreement, including all Attachments, and documents incorporated hereunder, and the related State Solicitation constitutes the entire agreement between the parties with respect to the subject matter, and supersedes any and all other prior and contemporaneous agreements and understandings between the parties, whether oral or written. The terms of this Agreement shall supersede any additional or conflicting terms or provisions that may be set forth or printed on the Contractor's work plans, cost estimate forms, receiving tickets, invoices, or any other related standard forms or documents of the Contractor that may subsequently be used to implement, record, or invoice services hereunder from time to time, even if such standard forms or documents have been signed or initialed by a representative of the State. The parties agree that the terms of this Agreement shall prevail in any dispute between the terms of this Agreement and the terms printed on any such standard forms or documents, and such standard forms or documents shall not be considered written amendments of this Agreement.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

(Revision date: 2 Feb 2006)

Attachment B

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**DEPARTMENT OF WORKFORCE SERVICES  
GRANT STANDARD TERMS AND CONDITIONS**

1. **GRANT JURISDICTION:** The laws of the State of Utah shall govern the provisions of this Grant.
2. **LICENSING AND STANDARD COMPLIANCE:** By signing this Grant GRANTEE acknowledges that it currently meets all applicable licensing or other standards required by federal and state laws or regulations and ordinances of the city/county in which services and/or care is provided and will continue to comply with such licensing or other applicable standards and ordinances for the duration of this Grant period. Failure to secure or maintain a license shall support a basis for cancellation of this Grant. GRANTEE acknowledges that it is responsible for familiarizing itself with these laws and regulations, and complying with all of them.
3. **COMPLIANCE WITH GENERALLY APPLICABLE STATE AND FEDERAL LAWS**
  - a. As noted in this Grant, GRANTEE is required to comply with all anti-discrimination and drug-free workplace laws, and all laws governing research involving human subjects. If GRANTEE is receiving federal funds under this Grant the following federal laws may apply: Equal Opportunity Employer Executive Order, the Davis-Bacon Act, the Hatch Act, the Copeland "Anti-Kickback" Act, the Fair Labor Standards Act, the Grant Work Hours and Safety Standards Act, the Clean Air Act, the Federal Water Pollution Control Act, the Byrd Anti-Lobbying Amendment, and the Debarment and Suspension Executive Orders. GRANTEE shall comply with these laws and regulations to the extent they apply to the subject matter of this Grant.
  - b. **Equal Opportunity Clause.** Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity:  
  
Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;  
  
Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;  
  
The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;  
  
And Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in education programs.
4. **DEPARTMENT COST PRINCIPLES FOR COST REIMBURSEMENT GRANTS**
  - a. **Federal Cost Principles determine allowable costs in DEPARTMENT Grants.** They can be found in circulars published by the Federal Office of Management and

Budgets ("OMB"). GRANTEE may locate the Federal Cost Principles applicable to its organization at the Internet web site:

**OMB Circulars:** <http://www.whitehouse.gov/omb/circulars/index.html>

- b. **Compliance with Federal Cost Accounting Principles.** For GRANTEE'S convenience, DEPARTMENT provides Table 1 below, "Cost Accounting Principles," as a reference guide to the applicable cost principles. However, the information in this table is not exhaustive, and GRANTEE understands that it is obligated to seek independent legal or accounting advice. As shown in Table 1, "Cost Accounting Principles," the principles applicable to a particular GRANTEE depend upon GRANTEE'S legal status.

**Table 1: Cost Accounting Principles**

Grantee	Federal Cost Principles
State or Local Govt. & Indian Tribal Govts.	OMB Circular A-87
College or University	OMB Circular A-21
Non-Profit Organization	OMB Circular A-122
For Profit (Commercial) Organization	48 CFR Part 31

5. GRANTEE ASSIGNMENT AND SUBGRANTEES/SUBCONTRACTORS:

- a. **Assignment.** Notwithstanding DEPARTMENT'S right to assign the rights or duties hereunder, GRANTEE agrees and understands that this Grant is based on the reputation of GRANTEE, and this Grant may not be assigned by GRANTEE without the written consent of DEPARTMENT. Any assignment by GRANTEE without DEPARTMENT'S written consent shall be wholly void.
- b. **Subgrantees/Subcontractors.** As used in this Grant, the term "subgrantee" or "subcontractor" means an individual or entity that has entered into an agreement with the original GRANTEE to perform services or provide goods which the original GRANTEE is responsible for under the terms of this Grant. Additionally, the term "subgrantee" or "subcontractor" also refers to individuals or entities that have entered into agreements with any subgrantee if: (1) those individuals or entities have agreed to perform all or most of the subgrantee's duties under this Grant; or (2) federal law requires this Grant to apply to such individuals or entities. If GRANTEE enters into subcontracts the following provisions apply:

- (1) Duties of Subgrantee: Regardless of whether a particular provision in this Grant mentions subgrantees, a subgrantee must comply with all provisions of this Grant including, but not limited to, the state procurement requirements, insurance requirements and the fiscal and program requirements. GRANTEE retains full responsibility for the Grant compliance whether the services are provided directly or by a subgrantee.
- (2) Provisions Required in Subcontracts: If GRANTEE enters into any subcontracts with other individuals or entities and pays those individuals or entities for such goods or services with federal or state funds, GRANTEE must include provisions in its subcontracts regarding the federal and state laws identified in this Grant, if applicable ("Grantee's Compliance with Applicable

PROPERTY OF SALT LAKE  
CITY RECORDERS OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Laws; Cost Accounting Principles and Financial Reports”), as well as other laws and grant provisions identified in 45 C.F.R. §92.36(i).

6. MONITORING: DEPARTMENT shall have the right to monitor GRANTEE'S performance regarding all services purchased under this Grant. Monitoring of GRANTEE'S performance shall be at the complete discretion of DEPARTMENT which will rely on the criteria set forth in this Grant, including the goals, service objectives and methods described in “Scope of Work” and any special conditions and “Performance Measures” and GRANTEE'S fiscal operations. Monitoring may include both announced and unannounced visits. Monitoring will take place during normal business hours.
7. RECORDS ADMINISTRATION: GRANTEE shall maintain or supervise the maintenance of all records necessary to properly account for the payments made to GRANTEE for costs authorized by this Grant. These records shall be retained by GRANTEE for at least four years after the Grant terminates or until all audits initiated within the four years have been completed, whichever is later. GRANTEE shall maintain books, records, documents, and other evidence.
8. PAYMENT WITHHOLDING: GRANTEE agrees that the reporting and record keeping requirements specified in this Grant are a material element of performance and that if, in the opinion of DEPARTMENT, GRANTEE'S record keeping practices and/or reporting to DEPARTMENT are not conducted in a timely and satisfactory manner, DEPARTMENT may withhold part or all payments under this or any other Grant until such deficiencies have been remedied. In the event of the payment(s) being withheld, DEPARTMENT agrees to notify GRANTEE of the deficiencies that must be corrected in order to bring about the release of withheld payment.
9. OVERPAYMENT/AUDIT EXCEPTIONS/DISALLOWANCES: GRANTEE agrees that if during or subsequent to the Grant's CPA or DEPARTMENT audit, the DEPARTMENT determines that expenses were incorrectly reported or paid, DEPARTMENT may amend the Grant and adjust the payments. In Grants, which include a budget, GRANTEE expenditures to be eligible for reimbursement must be adequately documented. GRANTEE will, upon written request, immediately refund to the DEPARTMENT any overpayments as determined by audit. GRANTEE further agrees that DEPARTMENT shall have the right to withhold any or all subsequent payments under this or other contracts with GRANTEE until recoupment of overpayment is made.
10. RELATED PARTIES: GRANTEE shall not make payments to related parties in any category of Administration, Capital Expenditures, or Program Expenses without the prior written consent of DEPARTMENT. Payments to related parties may include, but are not limited to: salaries, wages, compensation under employment or service Grants, or payments under purchase, lease, or rental contracts. Payments made by GRANTEE to related parties without such prior written consent may be disallowed and may result in an overpayment assessment. For the purpose of defining payments to related parties under a grant GRANTEE shall be defined to include all owners, partners, directors, and officers of GRANTEE or others with authority to establish policies and make decisions for GRANTEE.

Persons and/or organizations shall be considered related parties when any of the following conditions exist:

PROPERTY OF SALT LAKE  
CITY RECORDERS OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111



A person and/or organization with directors, officers, or others with the authority to establish policies and to make decisions for the organization who is/are related to GRANTEE through blood or marriage, as defined by Utah Code Ann. §52-3-1(1)(d) as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in law, or daughter-in-law.

An organization has in common with GRANTEE either: a) owners or partners who directly or indirectly own ten percent (10%) or more of the voting interest of the organization; and/or b) directors, officers or others with authority to establish policies and make decisions for the organization.

GRANTEE is obligated to immediately call any contemplated or actual related-party payment to the attention of DEPARTMENT. Upon notification of related-party payment, DEPARTMENT may, at its discretion, require that GRANTEE undertake competitive bidding for the goods or services, require satisfactory cost justification prior to payment, or take other steps that may be necessary to assure that the goods or services provided afford DEPARTMENT a satisfactory level of quality and cost. Any related-party payments contemplated under this Grant must be disclosed on a statement for related-party transactions and is available from DEPARTMENT'S Finance/Contracting Division. It will require:

- a. The name of GRANTEE'S Representative who is related to the party that GRANTEE seeks to make payments to.
- b. The name of the other related party.
- c. The relationship between the individuals identified in a. and b. above.
- d. A description of the transaction in question and the dollar amount involved (if any).
- e. The decision-making authority of GRANTEE'S Representative and the party identified in b. above, with respect to the applicable transaction.
- f. The measures taken by GRANTEE to protect DEPARTMENT from potentially adverse effects resulting from the identified parties' relationship.

11. CONFLICT OF INTEREST: GRANTEE certifies, through the execution of the Grant, that no person in its and DEPARTMENT'S employment, directly or through subcontract, will receive any private financial interest, direct or indirect, in the Grant. GRANTEE will not hire or subcontract with any person having such conflicting interest(s).

12. NOTIFICATION OF THE INTERNAL REVENUE SERVICE: It is Department of Workforce Services' policy to notify the Internal Revenue Service of any violations of IRS regulations uncovered as a result of its dealings with providers.

13. GRANT TERMINATION:

- a. **Default Termination.** In the event this Grant is terminated as a result of a default by GRANTEE, DEPARTMENT may procure or otherwise obtain, upon such terms and conditions as DEPARTMENT deems appropriate, services similar to those

terminated, and GRANTEE shall be liable to DEPARTMENT for any damages arising there from, including attorneys' fees and excess costs incurred by DEPARTMENT in obtaining similar services.

- b. **Immediate Termination.** If GRANTEE creates or is likely to create a risk of harm to the clients served under this Grant, or if any other provision of this Grant (including any provision in the attachments) allows DEPARTMENT to terminate the Grant immediately for a violation of that provision, DEPARTMENT may terminate this Grant immediately by notifying GRANTEE in writing.
- c. **No Cause Termination.** Unless otherwise stated in the Special Terms and Conditions, this Grant may be terminated, with or without cause, in advance of the specified expiration date, by either party, upon ninety (90) days prior written notice being given the other party. Upon termination of this Grant, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
- d. **Attorneys' Fees and Costs.** If either party seeks to enforce this Grant upon a breach by the other party, or if one party seeks to defend itself against liability arising from the negligence of the other party, the prevailing party shall receive from the unsuccessful party all court costs and its reasonable attorneys' fees, regardless of whether such fees are incurred in connection with litigation.
- e. **Remedies for Grantee's Violation.** GRANTEE acknowledges that if GRANTEE violates the terms of this Grant, DEPARTMENT is entitled to avail itself of all available legal, equitable and statutory remedies including, but not limited to, money damages, injunctive relief, and debarment as allowed by state and federal law.

- 14. TERMINATION (FUND-OUT): GRANTEE acknowledges that DEPARTMENT cannot grant for the payment of funds not yet provided by the Federal Government or appropriated by the Utah State Legislature and DEPARTMENT cannot guarantee funding under this Grant since it may be altered by an act of the Federal Government or the Utah State Legislature occurring before the expiration of this Grant. Therefore, in the event that DEPARTMENT fails to receive appropriations then DEPARTMENT may, by giving at least 60 days advance written notice, terminate this Grant. DEPARTMENT will reimburse GRANTEE for services performed up through the date of cancellation. Should the termination option be used in this Grant GRANTEE will make an accounting of its expenditures within the sixty (60) days notice and returned all unexpended money to DEPARTMENT.
- 15. GRANT RENEWAL: Renewal of Grant will be solely at the discretion of DEPARTMENT.
- 16. RENEGOTIATION OR MODIFICATIONS: This Grant may be amended, modified, or supplemented only by written amendment, executed by the parties hereto, and attached to the original signed copy of the Grant.
- 17. INDEMNITY CLAUSE: GRANTEE agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this Grant which are caused in whole or in part by the negligence of

GRANTEE'S officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.

18. COPYRIGHT: GRANTEE agrees that any and all deliverables prepared for DEPARTMENT, to the extent to which it is eligible under copyright law in any country, shall be deemed a work made for hire, such that all right, title and interest in the work and deliverables reside with DEPARTMENT. DEPARTMENT reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for federal or state Government purposes, such software, modifications and documentation. To the extent any work or deliverable is deemed not to be, for any reason whatsoever, work made for hire, GRANTEE agrees to assign and hereby assigns all right title and interest, including but not limited to copyright patent, trademark and trade secret, to such work and deliverables, and all extensions and renewals thereof, to DEPARTMENT. GRANTEE further agrees to provide all assistance reasonably requested by DEPARTMENT in the establishment, preservation, and enforcement of its rights in such work and deliverables, without any additional compensation to DEPARTMENT. GRANTEE agrees to and hereby, to the extent permissible, waives all legal and equitable rights relating to the work and deliverables, including without limitation any an all rights of identification of authorship and any and all rights of approval, restriction or limitation on use or subsequent modifications.
19. CITING DEPARTMENT IN ADVERTISING: Grantee agrees to give credit to DEPARTMENT for funding in all written and verbal advertising or discussion of this program such as brochures, flyers, informational materials, talk shows, etc. All formal advertising or public information programs will be coordinated with the Public Information Officer for DEPARTMENT.
20. SEPARABILITY CLAUSE: A declaration by any court or other binding legal source that any provision of this agreement is illegal and void shall not affect the legality and enforceability of any other provisions of this agreement unless said provisions are mutually dependent.
21. BILLINGS AND PAYMENTS: Payments to the GRANTEE will be made by the DEPARTMENT upon receipt of itemized billing for authorized service(s) provided and supported by information contained in reimbursement forms supplied by DEPARTMENT. Billings and claims for services must be received within thirty (30) days after the last date of service for the period billed including the final billing, which must be submitted within thirty (30) days after contract termination or they may be delayed or denied. Billings and services for the month of June must be received by DEPARTMENT no later than July 20<sup>th</sup> due to DEPARTMENT'S fiscal year end. Billings submitted after this date may be denied.

Rev . April 2006

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

## ATTACHMENT C

### Special Provisions

Operate Youth Connections school-age program before school, after school and/or during school breaks in accordance with the following special provisions:

- a. School age program coordinator must attend a grant orientation meeting, date to be announced.
- b. At least two school-age program staff must attend a minimum of twenty hours of program-related trainings, including at least one statewide afterschool workshop or conference. Out-of-state travel will not be funded.
- c. Program coordinator and staff must participate in direct consultation and technical assistance provided by staff of the W&FL or designee.
- d. Program coordinator must provide two Financial/Progress reports per year, as specified by W&FL.
- e. Funding will be dispersed in three payments, which are contingent upon the organization meeting all of the grant's terms and conditions.
- f. Program must be open to all youth regardless of race, religion, gender, political ideology or physical ability.
- g. Program/site must reach an average of Level 4 on the School-Age Care Environment Rating Scale (SACERS) for applicable items, including health and safety.
- h. Program coordinator must complete a program self-assessment using the SACERS and the National Afterschool Association Standards for Quality School-Age Care.
- i. Ensure proper administrative and accounting procedures.
- j. Meet a 100% matching requirement, cash or in-kind. In-kind donations may include supplies, labor, space, equipment, and/or any other type of item that benefits the program's planned grant activity. *The cash or in-kind match may not include any federal funds provided under any authority.*
- k. Meet all applicable state and federal laws and regulations, including the Federal Office of Management & Budget (OMB) circulars for services and financial reporting.

PROPERTY OF SALT LAKE  
CITY RECORDERS OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**ATTACHMENT D**

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Office of Work & Family Life - **Youth Connections**

**III. BUDGET DETAIL FORM FY07**

Organization Name Salt Lake City Corporation Site YouthCity at Fairmont Park

**Category I  
Administrative Expenses**

	Grant Funds Requested	Other funds for this program	In-Kind match for the program	Parent Fees	Total Operation Budget
Total Category I Admin Expenses (may not exceed 10% of Category III-Total Program Expenses)	\$ 0	\$ 0	\$ 10,640	\$ 0	\$ 10,640

**Category II  
Capitol Expenditures**

List Expenditures	*	0	0	0	0
<i>* Note: Not Allowed for this grant application</i>					
Total Category II Capital Expenditures	\$ N/A	\$ 0	\$ 0	\$ 0	\$ 0

**Category III  
Program Expenses**

1. Salaries	\$ 27,390	\$ 33,500	\$ 0	\$ 0	\$ 60,890
2. Fringe Benefits	\$ 2,055	\$ 11,050	\$ 0	\$ 0	\$ 13,105
3. Travel/Transportation	\$ 0	\$ 0	\$ 7,000	\$ 0	\$ 7,000
4. Space Costs (rent/mortgage)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5. Utilities	\$ 0	\$ 0	\$ 5,400	\$ 0	\$ 5,400
6. Communications (printing, copying, phone, postage)	\$ 0	\$ 1,350	\$ 2,500	\$ 0	\$ 3,850
7. Equipment/Furniture	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
8. Supplies & Maintenance (food)	\$ 0	\$ 3,600	\$ 0	\$ 0	\$ 3,600
9. Miscellaneous (minor repairs or upgrade of a facility)	\$ 0	\$ 445	\$ 5,346	\$ 0	\$ 5,346
10. Conferences/Workshops (training)	\$ 555	\$ 0	\$ 0	\$ 0	\$ 1,000
11. Insurance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
12. Professional Fees/Contract Services	\$ 0	\$ 24,000	\$ 0	\$ 5,000	\$ 29,000
Total Category III Program Expenses	\$ 30,000	\$ 73,945	\$ 20,246	\$ 5,000	\$ 129,191

Total Expenses Category I and III (funds requested may not exceed \$30,000)	\$ 30,000	\$ 73,945	\$ 30,886	\$ 5,000	\$ 139,831
--	-----------	-----------	-----------	----------	------------

**ATTACHMENT E - INVOICE FORM**

**YOUTH CONNECTION**

Name of Contractor: \_\_\_\_\_  
 Contract Number: \_\_\_\_\_  
 Vendor Number: \_\_\_\_\_  
 Month(s) of: \_\_\_\_\_

**Category I  
Administrative Expenses**

	Budget	Current Period Expenditures	Year to Date Accumulated Expenditures	Percentage of Budget Remaining
1. Indirect/Overhead Costs				
Total Category I Admin Expenses	\$ -	\$ -	\$ -	

**Category II  
Capital Expenditures**

(Equipment/furniture costing \$5,000 or more or as determined for financial reporting purposes)

1. List Expenditures

	Budget	Current Period Expenditures	Year to Date Accumulated Expenditures	Percentage of Budget Remaining
Not Allowed				
Total Category II Capital Expenditures	\$ -	\$ -	\$ -	

**Category III  
Program Expenses**

- 1. Salaries
- 2. Fringe Benefits
- 3. Travel/Transportation
- 4. Space Costs (rent/mortgage)
- 5. Utilities
- 6. Communications
- 7. Equipment/Furniture
- 8. Supplies/Maintenance
- 9. Miscellaneous
- 10. Conferences/Workshops
- 11. Insurance
- 12. Professional Fees/Contract Services

	Budget	Current Period Expenditures	Year to Date Accumulated Expenditures	Percentage of Budget Remaining
Total Category III Program Expenses	\$ -	\$ -	\$ -	

Total Expenses Category I, II and III  
 Billing Amount

Accounts Payable Coding					
Agency	Org	Appr Unit	Rpt Cat	Activity	Exp Obj

Approval To Pay: \_\_\_\_\_  
 Program Review \_\_\_\_\_  
 Financial Analyst Review \_\_\_\_\_

PROPERTY OF SALT LAKE  
 CITY RECORDER'S OFFICE  
 451 SO. STATE, RM 415  
 SALT LAKE CITY, UTAH 84111

ATTACHMENT F

**Allowable Costs/Unallowable Costs**

The following are some specific allowable or unallowable costs:

<b>PERSONNEL</b>
Salaries and benefits for caregivers, group leaders, and/or directors are allowable. Salary or wages for time spent attending training or meetings required by the Grant are allowable.
<b>MATERIALS</b>
Program materials are allowable. Televisions, VCR or DVD players, or motor vehicles are unallowable. Grant funds may be used to purchase used materials and equipment from any source.
<b>TRAINING</b>
Registration fees for training offered through the statewide Child Care Resource & Referral (CCR&R) Agency network, Universities and professional association conferences are allowable. Lodging and travel costs for out of state training is unallowable.
<b>MINOR IMPROVEMENTS TO FACILITIES</b>
Grant funds may be used for <i>minor</i> improvements to facilities <i>only</i> if the improvement is required to bring the facility into compliance with state child care licensing rules.
<b>NO SUPPLANTING</b>
Grant funds must be used to supplement existing funds for the program and <b>NOT</b> replace those funds which have been appropriated or designated for program operation.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

140 East 300 South  
Salt Lake City, Utah 84111  
Ph: 801.526.4340 or 1.800.622.7390  
Fax: 801.526.4349

Office of Work & Family Life

# Youth Connections

Community and Youth Prevention Grant Program

## I. APPLICATION COVER SHEET

Executive Director: Ross C. Anderson Owner: Salt Lake City Corporation

Organization: Salt Lake City Corporation

Federal Tax ID #: 87-6000279

Program Name: YouthCity at Fairmont Park

Address: 210 East 600 South  
Salt Lake City, Utah 84111-3513

Telephone: Kim Thomas, Program Manager, 535-6129 Email: kim.thomas@slcgov.com

Signature:  Date: April 18, 2006  
Ross C. Anderson, Mayor

This organization is (please check one):

- Individual/Sole Proprietor
- Private Corporation
- Non-Profit Organization (Attach documentation to the Background Information.)
- Public/Government

APPROVED AS TO FORM  
Salt Lake City Attorney's Office  
Date: 4/18/2006  
By: JV Spendlove

This application is (please check one):

- To start a **new program** designed specifically for elementary school youth
- To continue an **existing program** serving low-income at-risk youth that lacks sufficient funds to operate
- To expand the capacity of an **existing program** to serve more youth
- To expand the capacity of an **existing program** to increase service hours

Please check or circle specific days of operation:

- Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun. (currently operating)
- Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun. (projected for new and expanding programs)

Please insert appropriate number of hours per day:

9 Mon. 9 Tues. 9 Wed. 9 Thurs. 9 Fri. 9 Sat. 9 Sun. (currently operating - summer)

     Mon.      Tues.      Wed.      Thurs.      Fri.      Sat.      Sun. (projected for new and expanding programs)

4 Mon. 4 Tues. 4 Wed. 4 Thurs. 6 Fri. (currently operating - after-school)

How many children do you expect to serve, on average, in your **new** or **expanded** program? n/a

What is your estimate of the number of children, an average, in your **current** program? 30

What is your estimate of the cost per hour per child for your **current** program? \$4.23

What is your estimate of your revenue earned per hour per child for your **current** program? \$0.85



Office of Work & Family Life - **Youth Connections**

**II. DEMOGRAPHIC INFORMATION CHART:**

Please indicate percentage of children in each category you currently serve. If your program is not currently in operation, please indicate the percentages of youth you plan to serve during year one of the funding period (August 2006 through June 2007).

<b>Section A</b>	<b>Current Percentage Served</b>	<b>Anticipated Percentage To Be Served</b>
Asian/Pacific Islander	11.6%	11.6%
African-American/African descent	1.6%	1.6%
Latino/a	6.3%	6.3%
Native American/Indigenous	0%	0%
European American	68.8%	68.8%
Mixed Ethnicity	0%	0%
Other:	11.7%	11.7%
<b>Total (must equal 100%)</b>	<b>100%</b>	<b>100%</b>

Please indicate the percentage of children in each category you serve or plan to serve.

<b>Section B</b>	<b>Current Percentage Served</b>	<b>Anticipated Percentage To Be Served</b>
*Children from low-income families (Please circle source of data: A. Organization's in-take forms or B. School free/reduced price lunch statistics)	60.8%	60.8%
Children with special needs (Non- or limited-English speaking children; children with disabilities, including asthma, ADD/ADHD, learning disabilities)	24%	24%

\*For purposes of this grant low-income is defined as children who are income eligible for child care subsidy, and/or youth who are eligible for free and reduced school lunches. This information may be obtained by contacting the school(s) your students attend and determining the percentage of kids in assisted lunch programs.

PROPERTY OF SALT LAKE CITY  
 CITY RECORDER'S OFFICE  
 451 SO. STATE STREET  
 SALT LAKE CITY, UTAH 84143

Office of Work & Family Life - **Youth Connections**

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

III. BUDGET DETAIL FORM FY07

Organization Name Salt Lake City Corporation Site YouthCity at Fairmont Park

Category I Administrative Expenses	Grant Funds Requested	Other funds for this program	In-Kind match for the program	Parent Fees	Total Operation Budget
Total Category I Admin Expenses (may not exceed 10% of Category III-Total Program Expenses)	\$ 0	\$ 0	\$ 10,640	\$ 0	\$ 10,640

Category II Capitol Expenditures					
List Expenditures	*	0	0	0	0
* Note: Not Allowed for this grant application					
Total Category II Capital Expenditures	\$ N/A	\$ 0	\$ 0	\$ 0	\$ 0

Category III Program Expenses					
1. Salaries	\$ 27,390	\$ 33,500	\$ 0	\$ 0	\$ 60,890
2. Fringe Benefits	\$ 2,055	\$ 11,050	\$ 0	\$ 0	\$ 13,105
3. Travel/Transportation	\$ 0	\$ 0	\$ 7,000	\$ 0	\$ 7,000
4. Space Costs (rent/mortgage)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
5. Utilities	\$ 0	\$ 0	\$ 5,400	\$ 0	\$ 5,400
6. Communications (printing, copying, phone, postage)	\$ 0	\$ 1,350	\$ 2,500	\$ 0	\$ 3,850
7. Equipment/Furniture	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
8. Supplies & Maintenance (food)	\$ 0	\$ 3,600	\$ 0	\$ 0	\$ 3,600
9. Miscellaneous (minor repairs or upgrade of a facility)	\$ 0	\$ 0	\$ 5,346	\$ 0	\$ 5,346
10. Conferences/Workshops (training)	\$ 555	\$ 445	\$ 0	\$ 0	\$ 1,000
11. Insurance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
12. Professional Fees/Contract Services	\$ 0	\$ 24,000	\$ 0	\$ 5,000	\$ 29,000
Total Category III Program Expenses	\$ 30,000	\$ 73,945	\$ 20,246	\$ 5,000	\$ 129,191

Total Expenses Category I and III (funds requested may not exceed \$30,000)	\$ 30,000	\$ 73,945	\$ 30,886	\$ 5,000	\$ 139,831
--	-----------	-----------	-----------	----------	------------

## Narrative

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

### 1. Organization Description

YouthCity was initiated in 2000 by Mayor Rocky Anderson and is comprised of after-school and summer, employment, government, arts education, and teen programs. Its mission is to build resiliency among youth through programs and activities that increase self-esteem and sufficiency, augment and encourage education, support parent's efforts, teach job and life skills, foster artistic expression and promote physical fitness. Since its inception, YouthCity has partnered with professors from the University of Utah to provide research-based out-of-school time programming. To date, more than 3,008 youths have participated in the core programs of YouthCity. During his first term, Mayor Anderson identified three buildings in neighborhood parks that were vacant and in disrepair. Mayor Anderson designated the buildings for youth programming and sought funding for their refurbishment. Currently, YouthCity operates in five locations in Salt Lake City. They are Central City Recreation Center, Fairmont Park, Glendale Intermediate School, Liberty Park, and Sorenson Multi-Cultural Center. An organizational chart is included as Attachment A.

### 2. Need Determination

*Need for Youth Programs.* Parents in Salt Lake City are facing increased economic and social challenges in securing access to enriching out-of-school time activities for their children. The Utah Office of Child Care reports that there are only six after-school program spaces per 100 children in the Salt Lake City School District and there is a city-wide registration waiting list for after-school and summer programs. Youth's involvement in

high-risk and problem behaviors peaks in the hours after-school and during the summer when they are left alone and unsupervised. When provided opportunities to gain social skills such as empathy, pro-social attitudes, and peer group bonding, young people display a greater enjoyment of school, concern for others, and increased pro-social moral reasoning as well as lower antisocial behaviors, drug use, and delinquency. Unfortunately, low income children and minority youth are at the greatest risk of exclusion from constructive out-of-school time programs that support pro-social involvement, academic success, and positive futures.

*Site Selection.* Fairmont Park is located in a diverse socio-economic neighborhood. The closest neighborhood elementary school, Nibley Park, has a total enrollment of 435 students of which 263 qualify for free or reduced-price lunch. Of the 435 students, slightly over one-third are minorities. The cottage in Fairmont Park was vacant for many years. In 2004, YouthCity opened an after-school and summer youth program at the cottage. The park setting provides neighborhood families affordable programs for their children. In addition, the park site provides the program participants with access to the amenities of the park that include a swimming pool, a skate park, and a soccer field. Continuing YouthCity's programming at Fairmont Park is an important resource for youth in the Sugar House community where they can participate in a wide range of skill building and recreation activities that are positive alternatives to anti-social activities such as drugs, graffiti, loitering, and vandalism.

*Youth Demographics.* YouthCity at Fairmont Park serves an average of 189 youth each year with approximately 170 (89.9%) between the ages of 9 and 12. Approximately, 115 (60.8%) of the 189 youth served qualify as at-risk students based on the eligibility requirements for free and reduced-price lunch tracked by the public schools. The majority of

youths attend Beacon Heights, Nibley Park, Highland Park, Indian Hills, elementary schools and Evergreen, Clayton and Hillside Middle schools. Demographics collected through program registrations show that at least 59 (31.2%) of the youths participating at Fairmont Park are from families of racial or ethnic minority backgrounds.

### 3. Program Services

*Philosophy.* The philosophy of the YouthCity program is grounded in three principles:

1) interest-based skill building; 2) a structured class model, and 3) a sliding-scale fee system.

Interest-Based Skill Building. It is important for youth ages 9 to 12 to have positive experiences and gain confidence in new skill acquisition as it influences their confidence to engage in physical, recreational, and social activities throughout their lives. Youth can choose from a variety of activities each session and benefit from cumulative exposure to the activities as they master new tasks supported by positive peer interactions.

Structured Class Model. YouthCity uses the structured class model as opposed to a drop-in model of service delivery. The model allows for cumulative skill building, project completion, and a sense of accomplishment. Because the 9 to 12 age group is difficult to capture and retain, the site coordinators work with the program participants to identify new class offerings. YouthCity limits its staff to youth ratio to 1:12. The small class size provides participants with individual attention and creates a cohesive social environment where youth learn constructive problem solving skills and peer group bonding.

Sliding-Scale Fee System. A distinguishing factor of YouthCity is its sliding-scale fee system based on family income levels. The sliding-scale fee system

allows YouthCity to serve youth from low-income families who might otherwise not have the financial ability to attend after-school and summer programs. The fee schedule is \$75 per month for full fee; \$37.50 per month if a child receives reduced-cost school lunch; and \$18.75 per month if a child receives free school lunch.

Scholarships are also available so that no child is excluded.

*Program Goals & Objectives.* The goal for YouthCity at Fairmont Park is to develop the minds and social competencies of young people ages 9 to 12 by providing quality after-school and summer enrichment programs with a particular focus on youth from low income and minority backgrounds living in the surrounding neighborhoods. Youth can participate in classes including urban arts, filmmaking, bike repair, chess, cultural cooking, dance, martial arts, swimming, academic tutoring, and community service projects. Each class is 1.5 hours and is taught by qualified adults or teaching artists. A sample work plan is provided in Attachment B. The program objectives are:

- 1) to serve 30 youth by providing four 8 to 10 week sessions of after-school activities from 3 to 6 p.m. four days a week (Mon.-Thurs) with extended hours from 12 to 6 p.m. on Fridays;
- 2) to serve 40 youth by providing two 4 to 5 week sessions of summer activities for 8 hours a day, Monday through Friday; and
- 3) for Fairmont Park program facilitators to provide 30 minutes of academic enrichment (i.e., home work help) per day to all participants.

YouthCity has identified three outcomes to assess gains youth make in developing their minds (skill acquisition) and social competencies through participating in the Fairmont Park program:

1. At least 70 percent of youth served will report high mean levels for contextual caring, empathetic efficacy, after-school belonging, and a belief that they are encouraged to work hard and develop skills at Youth City;
2. At least 5 percent of youth served will report low mean levels for feeling they behaved poorly (antisocially) while attending Youth City; and
3. At least 70 percent of youth served will report high mean levels for increased school attachment.

Faculty from the University of Utah Department of Exercise and Sports Science conduct a formal evaluation of the YouthCity programs bi-annually based on these outcome measures.

*Qualifications of YouthCity.* YouthCity is best suited to meet the needs of elementary school youth due to its five year track record of providing quality out-of-school time activities for young people. YouthCity has expanded from two to five sites in five years. The program's enrollment has increased from 146 youth in 2001 to 967 youth in 2005. In addition, YouthCity partners with existing youth program providers in an effort to avoid duplication of services in the community. Partner agencies include county government, community service agencies, academia, not-for-profit agencies, the Salt Lake City School District, and a variety of arts and cultural organizations. The collaborative approach used by YouthCity has established a diverse network of community service agencies that pool resources to provide positive and constructive activities for youth.

*Cultural Relevance and Accommodations For Youth With Special Needs.*

YouthCity staff participate in training on cultural awareness, child development, and team building three times per year. Every effort is made to recruit staff from diverse cultural and socio-economic backgrounds. Additional training is available to all YouthCity staff monthly

through Salt Lake City's Human Resources Department. Parents are required to attend an orientation prior to the enrollment of their child in YouthCity After-School and Summer Programs. The orientation includes the identification of children with special needs and any accommodations that may be needed to ensure the safety and well being of all participants. YouthCity programs are open to all youth regardless of any physical, medical, or emotional needs. All YouthCity sites are ADA compliant.

#### 4. Staff

*Site Personnel.* The Fairmont Park site is staffed with a full time site coordinator, one part-time program assistant, and two part-time program facilitators. YouthCity contracts with qualified adult instructors to teach special-emphasis activity classes when appropriate. All employees of YouthCity must demonstrate experience in play leadership and working with youth people. Sample job descriptions are included as Attachment E.

*Staff Evaluation and Incentives.* Site staff meet with their supervisors bi-annually to set professional improvement goals and to identify appropriate training and professional development opportunities. The bi-annual evaluation provides staff with feedback necessary to ensure program quality and improvement. Staff incentives include pay increases for longevity, opportunities for additional training, and a higher than average market place wage. The incentives are designed to increase longevity and staff satisfaction.

#### 5. Recruitment

YouthCity advertises the Fairmont Park program through the schools, local parent magazines, community council meetings and newsletters, and local media coverage.



YouthCity's sliding-scale fee system is noted on all marketing materials and on the website:  
[www.youthcity.com](http://www.youthcity.com).

## 6. Collaboration

YouthCity at Fairmont Park collaborates with a diverse network of partner agencies to offer a wide variety of interest-based classes for youth. Partner agencies include Spy Hop, Salt Lake Capoeira, the Isaac Chase Home, and Salt Lake County Parks & Recreation. YouthCity contracts with partner agencies to provide qualified teachers for classes in film-making, capoeira, folk arts, tennis, and swimming. Letters of collaboration are included as Attachment C and Attachment D.

## 7. Cost Information

*Budget Justification.* Administrative Expenses: The City-match of \$10,640 represents 10 percent of the salary and fringe benefits of the Director of Youth and Family Programs, who devotes an estimated 10 percent of effort toward administrative oversight of the program and staff. Salaries: The \$27,390 requested for salaries represents wages for one program assistant and two program facilitators. Wages for the program assistant total \$16,560 and include \$12,000 based on a rate of \$12 per hour for 25 hours a week for 40 weeks of after-school programming; \$3,840 based on a rate of \$12 per hour for 40 hours per week for 8 weeks of summer programming; and \$720 based on a rate of \$12 per hour to attend 60 hours of training/professional development. Wages for the program facilitators total \$10,830 and include \$6,080 based on a rate of \$9.50 per hour for 40 hours a week for 8 weeks for two facilitators for summer programming; \$570 based on a rate of \$9.50 per hour for the two

facilitators to attend 30 hours each of training/professional development, and \$3,520 based on rate of \$11 per hour for 40 hours per week for 8 weeks for one facilitator for summer programming, and \$660 based on a rate of \$11 per hour for the facilitator to attend 30 hours of training/professional development. Other funds totaling \$33,500 represent the salary of full-time site coordinator for Fairmont Park. Fringe Benefits: The \$2,055 requested for fringe benefits represents FICA and Medicare benefits calculated at a rate of 7.65% of wages for the program assistant and the two program facilitators. Other funds totaling \$11,050 represent the fringe benefits for the site coordinator position based on the standard full-time employee benefit package of Salt Lake City Corporation. Travel/Transportation: The match of \$7,000 represents costs for YouthCity to transport youth with City owned vans from their schools to the Fairmont Park cottage based on a rate of \$0.44 per mile for an estimated 15,910 miles per year. Utilities: The City-match of \$5,400 represents utility costs \$3 per square foot for 1,800 square feet of the space at the Fairmont Park cottage. Communications: The match of \$2,500 represents annual costs paid by the City for printing brochures (\$350), copying (\$600), postage (\$250), and phone service (\$1,300). The other funds of \$1,350 represent annual costs paid by the City for computers at the Fairmont Park cottage. Supplies: The other funds of \$3,600 represent a monthly cost of \$300 paid by the City for activity class supplies at the Fairmont Park cottage. Miscellaneous: The match of \$5,346 represents annual costs paid by the City for general maintenance and repairs at the Fairmont Park cottage based on a rate of \$2.97 per square foot for 1,800 square feet. Conferences/Workshops: The requested \$555 and the City-funded match of \$45 will be used for up to five staff to attend conferences/workshops related to youth development. Professional Fees: The other funds of \$24,000 represent an hourly wage of \$25 that the City

contracts to pay five professional teachers for 4 hours of class instruction over 48 weeks of YouthCity programming at Fairmont Park.

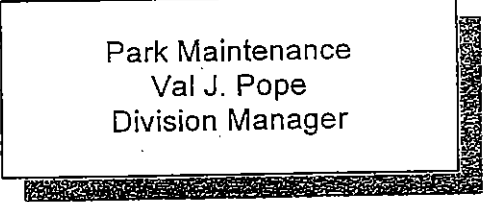
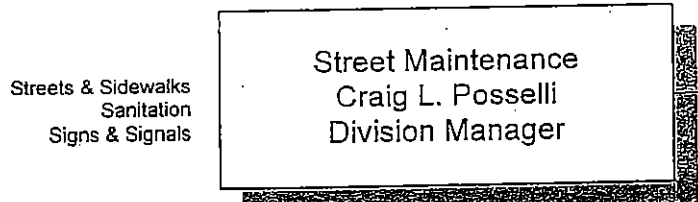
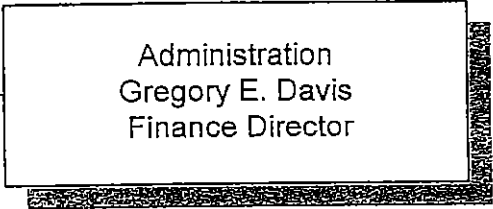
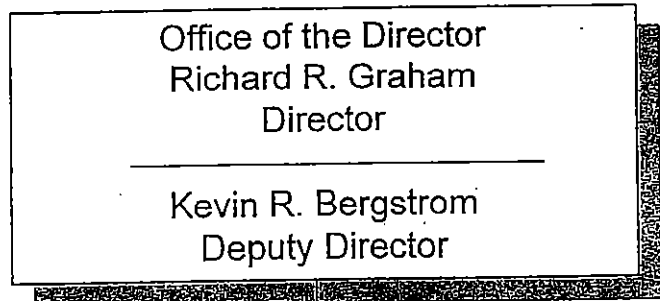
*Administrative and Accounting Procedures and Personnel.* The Grants Program Administrator for Salt Lake City Corporation will ensure proper administrative and accounting procedures are followed for funds awarded through the Youth Connections grant program. The Grants Program Administrator is responsible for overseeing the financial administration of federal, state, and county grants received by the City. Financial oversight activities include filing quarterly financial statements with appropriate federal, state, and county agencies, contracted vendors, and general project monitoring. Fiscal controls are maintained using the Interactive Fund Accounting System (IFAS), a computerized ledger system. IFAS is capable of general ledger and project ledger accounting. Budgets and actuals are entered at the cost center (project) and object code (activity) level and reports are generated at the general and project level. IFAS meets all Government Accounting Standards Board requirements.

*Action Plan and Purchasing Time Line.* Grant funds requested for the Program Assistant and Facilitator positions will be expensed bi-monthly in accordance with the City's regular payroll processing for all employees. Funds for conferences will be reimbursed as they occur. All grant funds will be spent by June 30, 2007.

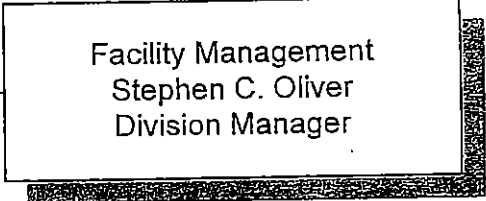
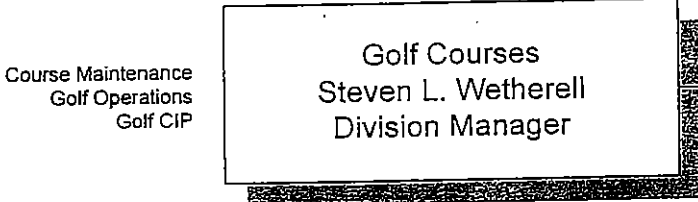
PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

# PUBLIC SERVICES

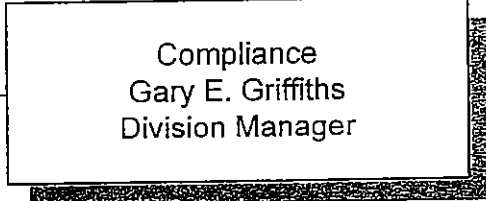
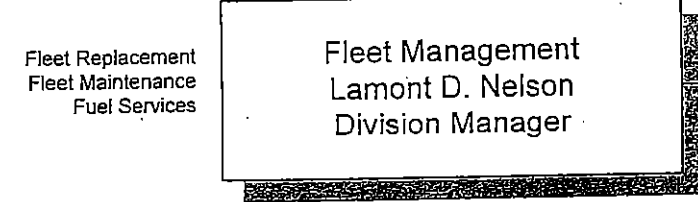
Organizational  
Structure  
Fiscal Year 2005-06



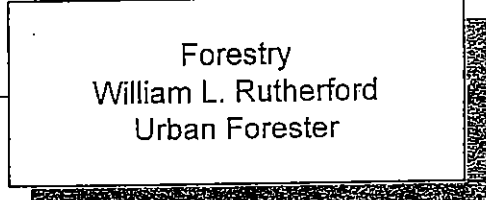
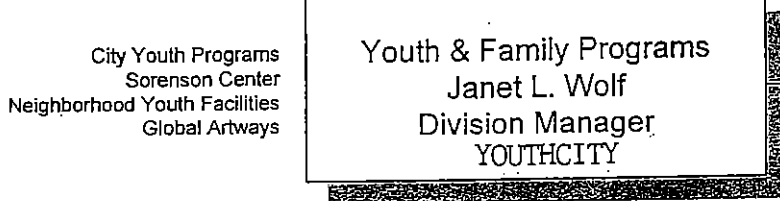
Park Maintenance  
Salt Lake Cemetery  
Graffiti Removal



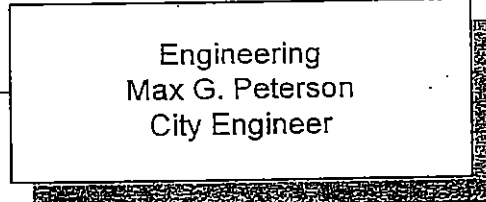
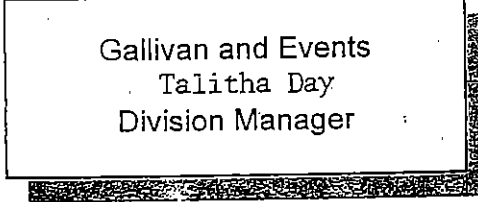
Building Services  
Business Districts  
Franklin Covey Field



Parking Enforcement  
Crossing Guards  
Impound Lot



Forest Management  
Forestry Maintenance

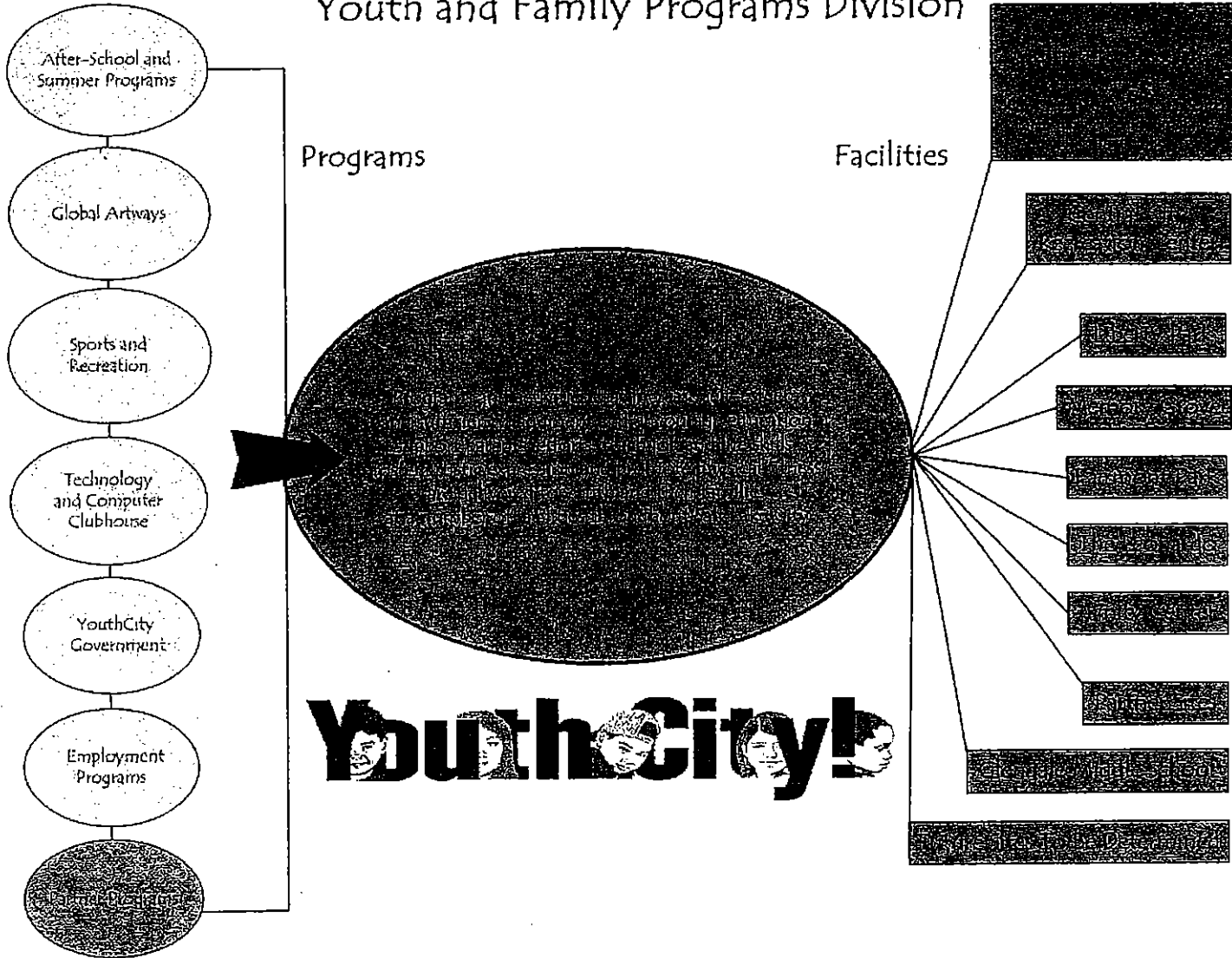


Project Planning & Development  
Construction  
Special Improvement Districts  
Public Way Regulation  
Survey  
GIS & Mapping

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

# Organizational Chart

## Youth and Family Programs Division



PROPERTY OF SALT LAKE CITY RECORDERS OFFICE  
451 SO. STATE, RM 410  
SALT LAKE CITY, UTAH 84143

## Sample Work Plan

YouthCity Classes Offered at Fairmont Park  
September 2006 – December 2006

Classes		Description	Class Day/Time
ARTS	Digital Photography	Computers and cameras	Mon-Thrs / 2:30 pm – 6:00 pm
	Bookmaking	Create and construct personal book	
	Ceramics'	Making pottery and figures	
SKILLS	Web Design	Build your own space on the World Wide Web	Mon-Thrs / 2:30 pm – 6:00 pm
	Homework Help	Academic tutoring	
	Community Service	Have fun helping your community	Friday / 12:00 pm – 6:00 p.m
RECREATION	Capoeira	Explore this Brazilian martial art	Mon-Thrs / 2:30 pm – 6:00 pm
	Sports	Basketball, soccer, volleyball, and more.	
	Swimming	Take the plunge at Fairmont Pool	
	Skateboarding	Rip it up at the skate park.	

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111



State of Utah

Department  
of Community  
and Culture

YVETTE DONOSSO DIAZ  
*Executive Director*



MARGARET HUNT  
*Director*

BOARD MEMBERS

Anne Cullimore Decker  
*Chair*

K. Newell Dayley  
*Vice Chair*

A. Scott Anderson

Margaret K. Brady

Lyman Hafen

John T. Nielsen

Kathleen Pitcher

Pilar Pobil

Shirley R. Ririe

Alexander M. Schiel

Cordell Taylor

June D. Thorley

Anne Watson

JON M. HUNTSMAN, JR.  
*Governor*

GARY R. HERBERT  
*Lieutenant Governor*

Youth Connections  
Community and Youth Prevention Grant Program  
Caroline Kueneman, Director  
140 East 300 South  
Salt Lake City, Utah 84111

Ms. Caroline Kueneman:

It is my pleasure to write a letter of support for YouthCity, Salt Lake City's Youth and Families program. The Utah Arts Council Folk Arts Program has partnered with YouthCity for over three years providing folk art experiences for children ages nine to fourteen. We have sent local artists to provide both artistic and cultural experiences to children attending the Fairmont Park, Liberty Park, Central City Recreational Center and Glendale Middle School after-school and programs.

The Folk Arts Program was established in 1976, one of the first state programs designed to specifically serve traditional arts and artists. Today our objective is to assist Utah's cultural communities in perpetuating their own artistic traditions and maintaining their unique identities. We assist by offering programs and activities that nurture and celebrate traditional artists and art forms while fostering public understanding and pride in Utah's multifaceted cultural heritage.

Traditional crafts, music, dance and stories passed down through families, communities or within tribal, ethnic or occupational groups are among the many forms of folk art found in Utah today. These artistic skills, which reflect the values of earlier generations, are a vital component of community culture, heritage and identity. Our partnership with YouthCity provides local folk artist the opportunity to teach their craft to local children helping fulfill our mission. In addition to the weekly folk arts classes, YouthCity kids visit the Chase Home Museum of Utah Folk Arts located in Liberty Park and have been delighted to make a connection to the pieces of art on display.

We are excited to continue our partnership with YouthCity and appreciate their commitment to our community. If you have, any additional question please let me know.

Sincerely,

Carol Edison  
Folk Arts Program Manager, Utah Arts Council, 533-5760

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
STATE RM 415  
SALT LAKE CITY, UTAH 84111

Salt Lake Capoeira  
Amanda Glenn & Mauro Romualdo  
4303 South 6115 West  
Salt Lake City, Utah 84128

Youth Connections  
Community and Youth Prevention Grant Program  
Caroline Kueneman, Director  
140 East 300 South  
Salt Lake City, Utah 84111

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
100 SOUTH STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Ms. Caroline Kueneman:

I'm writing in support of the YouthCity after school and summer arts programs located at Central City Recreational Center, Fairmont Park, Liberty Park, and Ottinger Hall. Salt Lake Capoeira has been involved with Youth City for the past three years; Mauro Romualdo has taught capoeira classes for youth at all of the YouthCity locations; he has consistently taught four to eight classes per week for the program. He has also been involved as an instructor with the Glendale spring arts program and performances for the past three years.

Capoeira is an Afro-Brazilian art form that incorporates movement, dance, martial arts, culture, art, history, language, and music. It gives youth confidence and helps them practice and learn discipline, diligence, respect, ownership, and cooperation. Mauro Romualdo, an Afro-Brazilian himself, has fourteen years of experience teaching and performing, and is a three-time national champion of the art form. He loves working with youth and does it well; the youth that have taken Mauro's class with YouthCity have greatly benefited. Joey James, a mother of two children who are a part of the Liberty Park YouthCity program said:

*My kids Xzandria 11, and Tavius 7, love Capoeira. It was the perfect thing for them. Tavius is constantly jumping and kicking and flipping off of my furniture and walls. it makes me crazy and this is the perfect place for him to do that. He's so focused on every aspect of capoeira that he says one day he's going to be a master. Xzandria likes that she's made so many friends. It's also helped her to not be shy and she's as flexible as a rubber band. I like that Capoeira is teaching them discipline and focus. After only two months of Capoeira they both finished the school year with straight A's.*

Just as capoeira has benefited the youth, it has been a great experience for Mauro Romualdo and Salt Lake Capoeira as well. It has given us a chance to be involved in the community and reach and enrich kids who wouldn't normally be able to take capoeira classes. We have enjoyed seeing the physical, emotional, intellectual, and social progress



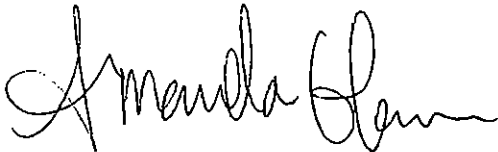
of the kids that have taken capoeira. It has been rewarding to see them learn and grow, and benefit from the classes. Mauro has enjoyed building strong, positive relationships with the youth and it has been a pleasure being involved with them and the program.

The YouthCity staff has been wonderful to work with. They are professional, organized, helpful, and supportive. Over the three years, we have built a positive partnership that has benefited the youth of Salt Lake. Working with this important organization and their staff has enabled us to be a part of bettering our community and teaching youth positive skills and preventing negative outcomes.

We are committed to providing art opportunities for the youth of Salt Lake through YouthCity and through all of the YouthCity sites that offer these wonderful programs. We hope to continue the partnership that we have established over the last few years and are committed to continue it long into the future so the youth of Salt Lake can benefit.

Please feel free to contact me if you need further information.

Thank you,

A handwritten signature in black ink that reads "Amanda Glenn". The signature is fluid and cursive, with the first name being more prominent than the last.

Amanda Glenn  
Salt Lake Capoeira  
Director

PROPERTY OF SALT LAKE  
COUNTY RECORDER'S OFFICE  
300 WEST STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Job Title: **Director of Youth Programs**

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
550 SOUTH STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**THIS IS AN APPOINTED POSITION**

JOB SUMMARY:

Under the Mayor's direction, responsible for development and implementation of City-wide after-school, summer, and employment programs for youth. Provides the Mayor and city agencies with specialized policy guidance relative to youth educational, cultural, artistic, developmental, economical, and recreational needs and opportunities.

TYPICAL DUTIES:

1. Directs the planning, development, and implementation of City-wide after-school, summer, and employment programs for youth.
2. Obtains grants and secures funding. Develops and manages fund-raising initiatives.
3. Develops and implements sliding-scale fee system to make programs available for youth from all economic backgrounds.
4. Prepares, administers, and plans budgets for after-school, summer, and employment programs for youth.
5. Collaborates with other City departments, schools, churches, and other community organizations for utilization of facilities, volunteers, and other assets necessary or useful for implementing City-wide after-school, summer, and employment programs for youth.
6. Recruits and trains volunteers to provide after-school, summer, and employment programs for youth.

RECOMMENDED QUALIFICATIONS:

1. Graduate degree in Social Work, Education, Psychology, Educational Psychology or related field and six years increasingly responsible paid work experience in a related field, two of which have been in a supervisory capacity. Education and work experience may be substituted one for the other on year-for-year basis.
2. Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and the general public.

WORKING CONDITIONS:

1. Light physical activity, generally comfortable working conditions. Occasional exposure to heat, cold, dust, and occasional out-of-doors. Frequent driving of an automobile or light utility vehicle.
2. Exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

Job Title: **Youth City Programs Coordinator**

JOB SUMMARY:

Create an arts based after-school and summer program. Partners with on-site agencies to implement a recreation program component. Communicates regularly with program partners and Center staff. Coordinates and conducts all outreach activity to ensure full enrollment. Creates and maintains relationships/linkages with relevant Salt Lake City School District principals.

TYPICAL DUTIES:

1. Oversees the operation of Youth City after-school and summer program, including but not limited to managing payroll, faculty, scheduling food provision, transportation and outreach. While the program is in session, provides guidance and supervision to promote and encourage responsible behavior on the part of program faculty and students.
2. Maintains relationships with program partners by conducting quarterly meetings and communicating as necessary. Pursues necessary additional partners/programs as needed.
3. Assures program quality and conducts program evaluation. Maintains program statistics to assist in program evaluation, planning, advertising and outreach.
4. Assures full enrollment with outreach and advertising as needed.
5. Communicates regularly with the YouthCity Program Manager and advises on program issues.
6. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited college or university with a bachelor's degree in Arts Education, Education, or closely related field and two (2) years paid work experience in youth programming or related activity, including one year in a supervisory capacity. Education and work experience may be substituted one for the other on year-for-year basis.
2. Considerable knowledge of and ability to plan, organize, and implement youth arts programs.
3. Experience working with and mentoring youth. Ability to communicate effectively with individuals from different social and ethnic backgrounds.
4. Possession of a valid Utah Commercial Driver's License (CDL) within three months of employment.
5. Ability to establish and maintain effective working relationships with elected officials, department heads, employees, and the general public.

WORKING CONDITIONS:

1. Light physical activity, generally comfortable working conditions. Occasional exposure to heat, cold, dust, and occasional out-of-doors. Frequent driving of an automobile or light utility vehicle.
2. Exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

**Job Title: Youth and Family Group Facilitator I – Seasonal**

JOB SUMMARY:

To provide on-going leadership and supervision for groups of school ages children in an extended day/extended year program. Afternoon and evening hours are required.

TYPICAL DUTIES:

1. Provides leadership to children engaged in program activities. Maintain attendance records as required by program.
2. Plan and implement daily activities according to program needs. Participate in all activities with children and assist specialist.
3. Assist in the preparation of weekly lesson plans. Facilitate group activities for youth.
4. Follow program procedures to safeguard health, safety and well being of participants.
5. Prepare, clean up and maintain facility daily.
6. Assist in providing daily snacks.
7. Attend weekly staff meetings and training sessions as scheduled.
8. Develop and maintain communication with participating families. Develop and maintain cooperative relationship with center and school personnel.
9. Provide a safe/healthy environment for program participants.
10. Report daily to Program Coordinator.

MINIMUM QUALIFICATIONS:

1. High school graduate or equivalent and at least 18 years of age.
2. Experience in working with school aged children and/or other related experience.
3. Ability to demonstrate group management skills and techniques.
4. Ability to contribute special skills, such as art, dance, and recreation.
5. Ability to work with a diverse population including both youth and adults.
6. Ability to resolve conflict situations.
7. Ability to deal with both youth and adults in a non-judgmental atmosphere.
8. Strong communications skills.

DESIRED SKILLS:

1. Bilingual preferred.

WORKING CONDITIONS:

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**Attachment E continued**

1. Moderate physical activity. Required to push, pull, or lift medium weight. Uncomfortable working positions such as stooping, crouching, and bending. May have a few disagreeable elements such as exposure to outdoor weather conditions.
2. Exposure to stress as a result of human behavior.
3. May be required to work on evenings and weekends.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**Job Title: Youth and Family Group Facilitator II – Seasonal**

JOB SUMMARY:

To provide on-going leadership and supervision for groups of school-aged children in an extended day/extended year program. Afternoon and evening hours are required.

TYPICAL DUTIES:

1. Safely transports children to various program activities within the City.
2. Communicates and enforces program rules and code of conduct in cooperation with private security staff and/or law enforcement. Advises youth and adults regarding rule infraction and consequence.
3. Provide leadership to children engaged in program needs. Maintain attendance records as required by program.
4. Plan and implement daily activities according to program needs. Participate in all activities with children and assist specialist.
5. Assist in the preparation of weekly lesson plans. Facilitate group activities for youth.
6. Follow program procedures to safeguard health, safety and well being of participants.
7. Prepare, clean up and maintain facility daily.
8. Assist in providing daily snacks.
9. Attend weekly staff meetings and training sessions as scheduled.
10. Develop and maintain communication with participating families. Develop and maintain cooperative relationship with center and school personnel.
11. Provide a safe/healthy environment for program participants.
12. Maintains and inspects city vehicles according to required pre-trip inspections. Distributes and collects vehicle keys and pre-trip inspection forms according to pre-arranged schedule.
13. Report daily to Program Coordinator.

MINIMUM QUALIFICATIONS:

1. High school graduate or equivalent and at least 21 years of age.
2. Possessions of valid Utah Commercial Drivers' License or ability to obtain within two weeks of hire.
3. Experience in working with school aged children and/or other related experience.
4. Ability to demonstrate group management skills and techniques.
5. Ability to contribute special skills, such as art, dance, and recreation.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

**Attachment E continued**

6. Ability to work with a diverse population including both youth and adults.
7. Ability to resolve conflict situations.
8. Ability to deal with both youth and adults in a non-judgmental atmosphere.
9. Strong communications skills with the ability to communicate with individuals from different social and ethnic backgrounds.

**DESIRED SKILLS:**

1. Bilingual preferred.

**WORKING CONDITIONS:**

1. Moderate physical activity. Required to push, pull, or lift medium weight. Uncomfortable working positions such as stooping, crouching, and bending. May have a few disagreeable elements such as exposure to outdoor weather conditions.
2. Exposure to stress as a result of human behavior.
3. May be required to work on evenings and weekends.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Job Title: **YOUTH CITY - LEVEL 2 INSTRUCTOR, 'Instructor' - HOURLY**

JOB SUMMARY:

Under the supervision of the YouthCity Director and Program Manager, Instructor will facilitate arts education experiences for youth and adults within classes, workshop, and special events. Instructor will work with diverse learners in a city-wide program.

TYPICAL DUTIES:

1. Facilitate youth and family arts education activities during daytime, 'after-school' hours and / or evenings, year-round.
2. Implement and develop class curriculum; working within class timeframe and allocated instructor hours and materials' budget.
3. Select and order art supplies and other materials for classes, events, and special projects.
4. Assist in the planning, development and organization of programming that focuses upon providing educational and social skills through arts education.
5. Help develop and implement youth and family arts programming that reaches underserved families in Salt Lake City.
6. Perform self- and class-evaluations.
7. Work independently at satellite class locations; maintain productive and professional relationship with site partners.
8. Develop successful relationships with participating youth and families.
9. Supervise volunteer support within class, when applicable.
10. Assist in the promotion of YouthCity's programming.
11. May manage classroom facilities and related supplies inventory.
12. Perform other related duties as required.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
451 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university in Dance, Music, Theatre, Film, Visual Art, Literature, Art Education, or closely related art field OR equivalent professional experience.



## Attachment E continued

Courses or field experience directly related to arts education. Education and work experience may be substituted.

2. Considerable knowledge of particular art form (i.e. Dance, Theatre, Fine Arts.) Experience with a range of methods and techniques. Ability to use creative and innovative approaches to arts education.
3. Experience working with youth and ability to deal with them in a positive way. Ability to communicate effectively with individuals from different social and ethnic backgrounds.
4. Pass city drug-screen test.
5. Pass background check, which includes criminal history.

### WORKING CONDITIONS:

1. Moderate physical activity. Required to push, pull or lift medium weight. Uncomfortable working positions such as stooping, crouching and bending. May have a few disagreeable elements such as exposure to outdoor weather conditions.
2. Exposure to stress as a result of human behavior.
3. May be required to work on evenings and weekends.

### HOURLY PAY RATE:

- \$20.00 to \$25.00 per hour.

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
150 SOUTH STATE, RM 415  
SALT LAKE CITY, UTAH 84111

### CAREER LADDER:

- Yearly hourly pay-rate increase may occur based upon 'cost-of-living' and or merit. Increase is conditional upon supervisor's recommendation and availability of funds.
- Upon successful completion of requisite Masters' Degree or equivalent professional development outside of YouthCity's program, incumbent may be promoted to *YouthCity - Level 3 Instructor*. Promotion is conditional upon supervisor's recommendation and availability of funds.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

PROPERTY OF SALT LAKE  
CITY RECORDER'S OFFICE  
311 SO. STATE, RM 415  
SALT LAKE CITY, UTAH 84111

Attachment E  
Utah State  
CCJJ Resolution

RESOLUTION NO. \_\_\_\_\_ OF 2006

AUTHORIZING SALT LAKE CITY CORPORATION  
TO ACCEPT THE UTAH STATE COMMISSION ON CRIMINAL AND JUVENILE  
JUSTICE GRANT

WHEREAS, the Utah State Commission on Criminal and Juvenile Justice has awarded a grant to Salt Lake City Corporation, the sum of \$7,000.00 under the Honda Auto Theft Prevention project; and

WHEREAS, the attached grant Award has been prepared to accomplish said purposes;

THEREFORE, BE IT RESOLVED by the City Council of Salt Lake City, Utah:

1. It does hereby authorize and approve of Salt Lake City Corporation accepting the \$7,000.00 grant from the Utah State Commission on Criminal and Juvenile Justice for the purpose of providing financial aid to be used to contract with a video production company to produce three Public Service Announcement's (PSA's) to be aired on local television, and the City's Channel 17 and to print brochures in relation to the PSA's.

2. Ross C. Anderson, Mayor of Salt Lake City, Utah, is hereby authorized to receive said grant award and execute any and all subsequent agreements between the City and other entities resulting from said Award on behalf of Salt Lake City Corporation, so long as such subsequent agreements do not depart substantively from the grant award approved herein.

Passed by the City council of Salt Lake City, Utah, this day \_\_\_\_\_ day of \_\_\_\_\_, 2006.

Salt Lake City Council

By \_\_\_\_\_  
Chairperson

ATTEST:

Approved as to Form:  
Salt Lake City Attorney's Office  
By: W. Spedale  
Date: 8/15/2006

Attachment F  
CCJJ Agreement

**Salt Lake City Corporation**  
**CAMP DOCUMENT ROUTING FORM**  
**CITY SIGNATURE AND ACTIVATION PROCESS**

August 4, 2006

Contract Number: <b>06-S-07-2141</b>	Project:
Contractor: <b>09998 UTAH STATE CRIMINAL &amp; JUVENILE JUSTICE</b>	
Contract Title: <b>PD-HONDA AUTHO THEFT PREVENTION PROJECT</b>	
Monitor: <b>KRISTA DUNN</b>	

*Please complete your Step and forward to the next Step.*

<b>STEP 1</b>	<b>ACCOUNTING DIVISION - Encumber Funds</b>
<p><i>No Encumbrance actual documents</i></p>	<p>I certify that funds are available. _____  <b>OR</b> Accounting Signature Date</p> <p>I certify that no encumbrance is required at this time and any future encumbrance will be checked against available budget by the accounting system .</p> <p align="center"><i>Loam Burt</i> 8/10/06          Accounting Signature Date</p> <p>Funding Source: _____          Dept Cost Center Object Code \$ _____</p> <p>Attach additional paperwork if more funding sources are needed. Limit \$ _____</p>

<b>STEP 2</b>	<b>CITY ATTORNEY'S OFFICE - Final Approval</b>
	<p>Attorney: <i>Bruce Spendlove</i> Insurance Required: N          Perf Bond Required: N          Pmt Bond Required: N</p> <p>This document has been approved as to form. <i>B Spendlove</i> 8/15/06          Attorney's Signature Date</p>

<b>STEP 3</b>	<b>CONTROLLER'S OFFICE - Sign Document</b>
<p><i>Leave Blank</i></p>	<p><b>INSTRUCTIONS:</b>  <u>Sign ALL documents.</u></p> <p>Authorized Signer: <i>Ross C. Anderson</i> Mayor          Name Dept/Div</p> <p><b>Forward ALL Signed documents to the Recorder's Office</b></p>

<b>STEP 4</b>	<b>RECORDER'S OFFICE - Activate</b>
<p><i>Date Stamp</i></p>	<p><b>INSTRUCTIONS:</b></p> <p>When activated, keep 1 signed document, send other signed document(s) to:</p> <p><i>Sheree Collins</i> <b>HAND</b> 6150          Name Department or Division Phone</p>



State of Utah  
Commission on Criminal and Juvenile Justice

JON M. HUNTSMAN, JR.  
Governor

GARY HERBERT  
Lieutenant Governor

MICHELE M. CHRISTIANSEN  
Executive Director

July 13, 2006

Ms. Krista Dunn  
Salt Lake City Corp. – Police Department  
315 East 200 South  
Salt Lake City, UT 84111

Dear Ms. Dunn:

It is my privilege to inform you that the Utah Commission on Criminal and Juvenile Justice (CCJJ) has approved an award in support of the *Honda Auto Theft Prevention* in the amount of \$7,000. Please use the assigned grant number, **7T11**, in all correspondence regarding this project. The award period is from July 1, 2006 through June 30, 2007.

By accepting this award, you assume certain administrative and financial responsibilities including the timely submission of all financial and programmatic reports, and resolution of all audit findings. Should your organization not adhere to the terms and conditions of this award, it is subject to termination for cause or other administrative action as appropriate. For these reasons, I encourage you to read the Certified Assurances and Grant Conditions, as they summarize important grant management issues.

Please note that Narrative Progress Reports, Financial Status Reports (FSR), and Program Income Reports (where applicable) are due quarterly on July 30, October 30, January 30 and April 30. A final report summarizing each quarter's activities is due within 90 days of the end of the grant period.

**Your FSR report will be accepted only as an online report submitted through CCJJ's grant management system at <http://www.justice.state.ut.us/> click on "Online Financial Report" CCJJ will establish an initial login for you using your first initial and last name all in lower case. Your initial password will be the same as your login. Once you have successfully logged in, you can change your password to something secure. If you have difficulty accessing the online grant management system, please contact our office for assistance.**

Note that all project-related materials and accounting records must be maintained for a period of three years from the date of your last financial status report, unless an audit has been initiated or unresolved audit findings remain. All records must be maintained until the audit findings are resolved.

If you have any questions regarding this award, please contact me at (801) 538-1812 or e-mail [rzeiebarth@utah.gov](mailto:rzeiebarth@utah.gov). We look forward to working with you in the months ahead.

Sincerely,

Thomas E. Patterson  
Acting Executive Director  
Commission on Criminal and Juvenile Justice



SECTION 1: COVER SHEET



**State of Utah**  
**Commission on Criminal and Juvenile Justice**  
 101 State Capitol  
 Salt Lake City, Utah 84114-0651  
 Ph: (801) 538-1031  
 Fax: (801) 538-1024

For CCJJ use ONLY: **7T11**

1. Implementing Agency Name & Address:

Salt Lake City Corporation – Police Department  
 315 East 200 South;  
 c/o Applicant Agency: SLC, UT 84111

2. Type of Application (check one)

Initial       Continuation       2<sup>nd</sup>       3<sup>rd</sup>       4<sup>th</sup>

If continuation, previous grant #:

3. Agency Type (check one)

State       City  
 County      Not for Profit

4. Phone number:

801-799-3265

Fax number:

801-799-3640

5. Beginning & Ending Dates of Program:

July 1, 2006 through June 30, 2007

E-mail Address:

Krista.dunn@slcgov.com

6. Type of Criminal Justice Agency: (Check one)

Law Enforcement      Pretrial Services      Victim Assistance  
 Corrections      Prosecution      Juvenile  
 Adjudication      Public Defense      Other

7. Will this award (check one)

Enhance an Existing Program

Initiate a New Program

8. What grant program are you requesting? (Check one)

Crime Reduction Planning

Byrne

Challenge

State Gang

JAIBG

Other

Title V

RSAT

State Crime Prevention

Title II

N-Chip

VOITIS

9. Congressional District(s) Served

1, 2, 3

10. Federal Tax Identification Number (87-?????)

87-6000279

11. Title which describes the program to be funded:

Honda Auto Theft Prevention

13. Budget Summary

	State Grant Funds	Cash Match	In-Kind Match	Total Project Costs
A. Personnel	0	\$ 556		\$ 556
B. Consultants and Contracts	\$ 5,000	0		\$ 5,000
C. Equipment/Supplies/Operating	\$ 2,000	\$ 222		\$ 2,222
D. Travel/Training	0	0		0
E. Other	0	0		0
<b>Column Totals</b>	<b>\$ 7,000</b>	<b>\$ 778</b>		<b>\$ 7,778</b>

14. \*Name of Official Authorized to Sign

Mayor Ross C. Anderson

15. \*\*Name of Program Director

Krista Dunn

16. Signatures

*Ross C. Anderson*      *Krista Dunn*

Authorizing Official

Program Director

For CCJJ use ONLY

Approved: *[Signature]*  
 Date: *5/11/2006*

\* (e.g. Mayor, County Commissioner, State Agency CEO) NOTE: Chiefs and Sheriffs are not authorized to approve contracts for their local government. \*\*Person responsible for day to day operations.

MAY 12 2006

APPROVED AS TO FORM

Salt Lake City Attorney's Office

Date: *5/11/2006*

By: *[Signature]*



**2006-07 Budget Matrix Form: State Crime Prevention and Gang Grants**

<b>Budget Category</b>	<b>State Grant Funds</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>Total Project Costs</b>
<b>PERSONNEL</b>				
Position	0	556		\$556
Position				\$
Benefits				\$
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$556</b>	<b>\$</b>	<b>\$556</b>
<b>CONSULTANTS AND CONTRACTS</b>				
Position				\$
Expenses				\$
Contracts	5,000	0		\$5,000
<b>SUBTOTAL</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$</b>	<b>\$5,000</b>
<b>EQUIPMENT/SUPPLIES/OPERATING</b>				
Item(s) 7,500 Brochures	2,000	222		\$2,222
Item(s)				\$
Rent/Utilities				\$
Printing/Photocopying				\$
Phones				\$
In-Direct Costs	Not allowable			\$
<b>SUBTOTAL</b>	<b>\$2,000</b>	<b>\$222</b>	<b>\$</b>	<b>\$2,222</b>
<b>TRAVEL/TRAINING</b>				
In-state/out-of-state conference				\$
Lodging and per diem				\$
Mileage				\$
Other (specify)				\$
<b>SUBTOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OTHER</b>				
Other (specify)				\$
<b>SUBTOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>GRAND TOTAL</b>	<b>\$7,000</b>	<b>\$778</b>	<b>\$</b>	<b>\$7,778</b>

**Section 6: Budget Matrix and Narrative:**

**Budget Narrative:**

**Personnel**

More than 20 officers and civilians will collaborate to carry out this project. While most will adjust their shifts to accommodate the schedules of these meetings, it is anticipated that some will be required to work overtime shifts to carry out the program. We anticipate that 50 hours of overtime will be used in the implementation of the project, but will associate 16 hours with this budget.

**2 officers X 8 hours @ \$36 per hour = \$556**

**Consultants and Contracts**

The police department will contract with a video production company to produce three PSA's to be aired on local television, and the city's informational station (channel 17).

**3 PSA's = \$5,000**

**Equipment /Supplies/Operating**

The Police Department will print crime prevention brochures to be distributed at the crime prevention meetings.

**2500 Auto Theft Prevention Brochures @ \$750**

**2500 Mobile Neighborhood Watch Brochures @ \$750**

**2500 Crime Prevention Brochures @ \$722**

**Equipment/Supplies Sub Total = \$2,222**

**Travel/Training = 0**

**Other = 0**

---

**State Grant Funds = 7,000**

**Cash Match = \$778**

**Project Total = \$7,778**

**SECTION 1: COVER SHEET**



**State of Utah  
Commission on Criminal and  
Juvenile Justice**

101 State Capitol  
Salt Lake City, Utah 84114-0651  
Ph: (801) 538-1031  
Fax: (801) 538-1024

**For CCJJ use ONLY:**

1. Implementing Agency Name & Address:  
Salt Lake City Corporation – Police Department  
315 East 200 South;  
c/o Applicant Agency: SLC, UT 84111

2. Type of Application (check one)  
 Initial      Continuation      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>

3. Agency Type (check one)  
State            City  
County      Not for Profit

If continuation, previous grant #:

4. Phone number: 801-799-3265  
Fax number: 801-799-3640

5. Beginning & Ending Dates of Program:  
July 1, 2006 through June 30, 2007

E-mail Address: Krista.dunn@slcgov.com

6. Type of Criminal Justice Agency: (Check one)  
 Law Enforcement      Pretrial Services      Victim Assistance  
Corrections      Prosecution      Juvenile  
Adjudication      Public Defense      Other

7. Will this award (check one)  
Enhance an Existing Program  
 Initiate a New Program

8. What grant program are you requesting? (Check one)  
Crime Reduction Planning      Byrne      Challenge      State Gang      JAIBG      Other  
Title V      RSAT            State Crime Prevention      Title II      N-Chip      VOITIS

9. Congressional District(s) Served: 1, 2, 3  
10. Federal Tax Identification Number (87-?????): 87-6000279  
11. Title which describes the program to be funded: Honda Auto Theft Prevention

13. Budget Summary	State Grant Funds	Cash Match	In-Kind Match	Total Project Costs
A. Personnel	0	\$2,000		\$2,000
B. Consultants and Contracts	\$ 5,000	0		\$ 5,000
C. Equipment/Supplies/Operating	\$ 12,778	\$ 222		\$ 13,000
D. Travel/Training	0	0		0
E. Other	0	0		0
<b>Column Totals</b>	<b>\$17,778</b>	<b>\$2,222</b>		<b>\$20,000</b>

14. \*Name of Official Authorized to Sign  
Mayor Ross C. Anderson

15. \*\*Name of Program Director  
Krista Dunn

16. Signatures

*Ross C. Anderson*      *Krista Dunn*  
Authorizing Official      Program Director

**For CCJJ use ONLY**  
Approval Signature      Date

\* (e.g. Mayor, County Commissioner, State Agency CEO) NOTE: Chiefs and Sheriffs are not authorized to approve contracts for their local government. \*\*Person responsible for day to day operations.

APPROVED AS TO FORM  
Salt Lake City Attorneys Office  
Date: 5/11/2006  
By: [Signature]

**STATE OF UTAH  
COMMISSION ON CRIMINAL AND JUVENILE JUSTICE  
2006 REQUEST  
STATE CRIME PREVENTION GRANT PROGRAM  
SALT LAKE CITY POLICE DEPARTMENT**

**Section 2: Agency Description:** The Salt Lake City Police Department (SLCPD) provides law enforcement and public safety to 180,000 residents, with double that number who travel to the city to work or visit each day.

The mission of this department is to work with the citizens of Salt Lake City to preserve life, maintain human rights, protect property, and promote individual responsibility and community commitment. We strive to achieve this mission through sustaining the values of commitment to employees and quality service, integrity, reverence for the law, respect for individuals and service to the community. This department has a system of checks and balances through timely crime analysis, training, personnel evaluation and tracking, inspection and audit, and community relations.

The SLCPD has been serving the citizens of Salt Lake City since the 1840's. We participate in numerous task forces and community projects that promote crime prevention and target crimes for enforcement. Some of these include: Community Action Teams, Neighborhood and Mobile Neighborhood Watch, Citizen Academies, Metro Narcotics Task Force, Methamphetamine Initiative, and the Metro Gang Unit. We have a dedicated Crime Prevention Unit that focuses its efforts solely on crime prevention and education in this community. Further, we have received national and local accolades for our efforts with: Crisis Intervention Teams, Methamphetamine Initiative, and Community Action Teams. All of these projects promote a collaborative Crime Prevention effort between the police department and the community.

Salt Lake City participates in a variety of crime prevention projects. The police department was the catalyst for the development of Community Action Teams (CAT) that bring representatives from numerous City, State, County, non-profit, and other community agencies to address community crime issues. These CAT teams are active and involved in the community, meet regularly, and are an excellent example of community collaboration. Additionally, the Police Department meets regularly with community and neighborhood groups to present crime prevention information. Further, the police department has received grants for many different crime prevention programs including a grant from State Farm insurance that expands on the Neighborhood Watch concept.

Crime Prevention projects are a natural function of the police department, and the department uses its Crime Analysis Unit to determine issues and geographic areas to target for crime prevention projects. The police department responds to these crimes on a regular basis, and it is essential that we work with residents and business owners to attack problems before they start, or before they get out of hand. It is the intent of the Salt Lake City Police Department (SLCPD) to make application for funding a crime prevention project through the Utah State Commission on Criminal and Juvenile Justice during the coming year to address an auto theft issue that has become a dilemma in several of the city's neighborhoods.

**Section 3: Problem Statement:** From July 1, 2005 to April 27, 2006, 679 Honda vehicles were stolen in Salt Lake City. An additional 121 stolen Honda vehicles (stolen from other areas) were recovered in Salt Lake City. These vehicles were reported stolen from Brigham City to Lehi, from Tooele to Park City, and were dumped in Salt Lake City. Most of these vehicles are 1992 to 2000 Honda Civics and Accords. During that time period, a defect in the steering column made the vehicles very simple to disable and steal. After 2000, Honda changed the design of the steering column, making the newer models more difficult to steal. Hondas are a very desirable vehicle for racing, using parts to repair other vehicles, or for building a new vehicle. Resale on parts is quite lucrative as well.

In 2004, 1,171 vehicles were stolen in Salt Lake City. In 2005, that number jumped to 1,882. While the makes of stolen vehicles appear to be evenly distributed in 2004, we began to notice the shift toward Honda thefts in March of 2005. During the past year, Honda thefts account for more than 30% of all stolen and recovered vehicles.

The police department's Crime Analysis Unit has pinpointed the thefts to three major geographic areas of the city. Those areas include the 600 North corridor from Beck Street to I-215; the 600 South corridor from 800 West to Redwood Road; and the 300 East corridor from 1300 to 2100 South. Each of these corridors encompass approximately three blocks to in each direction from the identified street. The 600 North corridor has the highest concentration of stolen Honda vehicles.

The typical auto theft is opportunity driven. There is no specific day of the week or time of day that the thefts occur. The cars are most often taken from places of employment, apartment complexes and shopping center parking lots, and the recovery of the vehicle is generally within a very short time frame, from .5 to 3 days, in most cases. The recoveries are generally made on the west side of the city, after the steering column is detached, the car stripped of any valuable parts (wheels, stereos, exhaust system, bumpers, doors, mirrors, headlights, seats, and engines), maliciously vandalized, and then dumped in alleys or vacant lots.

As the problem came to the attention of the police department last year, it was generally believed that there was a single individual or a group of individuals, working together to account for these thefts. The common belief among law enforcement detectives was that if we could catch this individual or group, we would stop the crimes. To our dismay, this was not the case. As we arrested and convicted individuals, the thefts not only continued, but the numbers were on the rise. It appears to be common knowledge, among car thieves, that Hondas are easy to steal.

It is not known how many 1992 – 2000 Hondas are owned in the Salt Lake City area, but judging from the number stolen each year, that number is quite large. Learning to identify the target group is as challenging as stopping the problem.

The population to be served by this grant program is all residents who own 1992-2000 Hondas. The goal is to get our message to each of these owners to make them aware of the risk to their property, educational information about making their property safe, and providing them with a device that will counteract the problem that renders these vehicles a risk for theft..

**Source: Salt Lake City Police Department Crime Analysis Unit, data from 2003, 2004, 2005.**

**Section 4: Project Operations and Activities:** During the past year, the Salt Lake City Police Department has studied this issue carefully. Many hours have been spent by detectives, crime analysts, command officers, and chiefs alike, in studying the issue and brainstorming possible solutions. Many strategies have been implemented in the realm of investigation and enforcement. The Police Department has initiated a program in which "bait" cars are used to entice criminals to steal a car that is placed as bait. Additionally, advanced technology has been developed, to position cameras on a police vehicle, that reads license plates on parked vehicles as the police car passes them. It then runs those license plate numbers through the State system to determine if any are reported stolen. This enables law enforcement to quickly recover stolen vehicles, and to identify vehicles that have been reported as related to known crimes.

This proposal will address the issue of prevention. We believe that it takes both prevention and enforcement to succeed in stopping this type of crime. While technology and traditional law enforcement is being utilized to address the crimes, we believe that we can prevent many of these crimes, through education of the public, to enhance their ability to protect their own property.

SLCPD has a well established Neighborhood Watch program. This program brings residents and business owners together to address crime in their own neighborhoods. In this program, police officers meet with these neighbors to teach them to be the eyes and ears of their own neighborhoods, to watch out for each other, and to be visible to the criminals so that they send the message that the criminals are being watched. We also have a strong Mobile Neighborhood Watch program, in which volunteers are trained to patrol neighborhoods, watch for suspicious activity, and report it to the police. Our proposal is to enhance these two programs to address the auto theft issue that has become a significant crime problem in Salt Lake City.

As mentioned earlier in this document, the Crime Analysis Unit has pinpointed three major areas of concern in the city. The police department will target these three areas to implement the proposed project. In each of these areas, the police department will initiate neighborhood watch meetings that will focus primarily on the auto theft issue. We will use our Public Information Officers to work closely with the media to make the public aware of the project we will implement, and when the program will be in each neighborhood. These Neighborhood Watch meetings will be conducted twice in each of the three target areas. The meetings will focus on educating residents about the problem, sharing tips and strategies for making their cars and homes safe from predators, and will make "the club" (devices for these residents to use on their vehicles to counteract the steering column deficiency and make the cars more difficult to steal) available to attendees. Participants will be instructed in the proper use of the devices, and will receive them at no charge. The company that produces these devices has offered to enter a partnership to provide the devices (a \$39.95 value) at \$10.00 apiece. Additionally, the police department will produce two Public Service Announcement (PSA) videos, to be aired on local television stations, to alert the public to the problem and give tips on keeping their property safe. While the major focus will be on the auto theft issue, participants will also be educated about how to keep other personal property

safe. In this way, even individuals who do not own Hondas will be welcome and will have the opportunity to learn how to prevent crime in their neighborhoods. Participants will receive educational brochures on preventing crime, protecting personal property, and other crime prevention tips. Finally, Neighborhood Watch will, in observation of the neighborhoods they patrol, approach residences with 1992-2000 Hondas to provide written crime prevention information and the offer of "the club".

The police department has made efforts to contact local Honda dealerships, to create partnerships in addressing the problem. This department is committed to working with the dealerships to inform Honda owners of the problem and to offer them the opportunity to participate in the project. While we have not yet succeeded in creating this partnership, we are committed to a continued effort to "sell" the Dealers on being a part of the solution to the problem. We believe that they will become involved when we have had the chance to educate them about this issue and what we see as a possible solution. Our plan is that they will send out letters to owners of 1992 -2000 Hondas (that they have in their service records), informing these owners about the project and inviting them to participate in the aforementioned meetings. If they choose not to become involved in the project, we will rely on the media, our PSA's, and word of mouth to get the message out into the community.

**Project Staffing:** This project will be carried out by the coordinated efforts of the CAT teams, Mobile Neighborhood Watch, Community Councils in the most affected areas of the city, and the Patrol Divisions of the Police Department. Currently, CAT teams are responsible for organizing Neighborhood Watch throughout the City and for making crime prevention presentations citywide. Mobile Neighborhood Watch is responsible for patrolling neighborhoods and informing citizens about potential and rising problems within neighborhoods. Community Councils are responsible for addressing neighborhood problems and finding resources within the community to address those problems. The patrol divisions provide law enforcement services and responding to crimes throughout the community. This concerted effort will bring more than 20 officers and community leaders together to address this escalating issue. These officers and community leaders will receive training about the issue, will make presentations in the neighborhoods, and will be instructed in the use of "the club" so that they can teach participants how to use them.

Mobile Neighborhood Watch will be asked to take the message out into the neighborhoods, will look for residences with this type of vehicle, will inform owners of the project, will share crime prevention tips, and will assist in distributing "the club" to these residents. Mobile Neighborhood Watch includes 36 trained volunteers who will participate in the program.

The staffing of the project will be done, for the most part, within regular work shifts. While this will require staff to change or adjust their shifts, we will not be forced to pay overtime. While the majority of the time will be accounted for in this way, we anticipate that some overtime will be needed as it will not always be possible to adjust shifts.

For more than ten years, Police Officers, Community Mobilization Specialists and Youth and Family Specialists have participated on Salt Lake City's Community Action Teams (CAT). All of the City's seven Council Districts are represented by an Officer and

Community Mobilization Specialists assigned to that district. Community Action Teams serve as a multidisciplinary group of professionals from a variety of governmental agencies (city, county, state, etc.). Each team member has a different role on the CAT. Members are tasked with functioning as a cohesive team, yet are able to act independently in their own areas of expertise.

CAT Detectives are sworn officers assigned to the unit on a rotating basis. Community Mobilization Specialists and Youth and Family Specialists are civilian employees and are permanently assigned as CAT members. CAT Detectives and Specialists develop crime prevention and safety programs, initiate and coordinate Neighborhood Watch groups, make public presentations and represent the Department to individuals, citizen groups, councils, schools and other organizations. Department CAT members investigate constituent complaints, provide requests for police services, gather information from appropriate agencies and follow complaints through to resolution.

**Collaboration:** As mentioned earlier, the police department has a long history of working with community groups and neighborhoods in crime prevention. This project will be a collaborated effort between the Police Department, Mobile Neighborhood Watch, Community Councils, and CAT teams. We also hope to involve the local Honda Dealerships in this concerted effort.

For more than ten years, Police Officers, Community Mobilization Specialists and Youth and Family Specialists have participated on Salt Lake City's Community Action Teams (CAT). All of the City's seven Council Districts are represented by an Officer and Community Mobilization Specialists assigned to that district. Community Action Teams serve as a multidisciplinary group of professionals from a variety of governmental agencies (city, county, state, etc.). Each team member has a different role on the CAT. Members are tasked with functioning as a cohesive team, yet are able to act independently in their own areas of expertise.

**Timeline:** See attachment page 10.

**Priority Area:** The Salt Lake City Police Department has chosen "Crime prevention programs that teach citizens how to keep their property and themselves safe" as our intended priority. We believe that this proposal embodies the spirit of this priority statement, and will make an impact on the problem we are experiencing in Salt Lake City.

### **Section 5: Project Goals Objectives and Performance Measures**

- 1. Project Goals**
- 2. Project Objectives**
- 3. Performance Measures**

**Goal 1:** Reduce auto thefts in Salt Lake City  
(especially Honda)



**Objective 1:** The Salt Lake City Police Department will purchase 1000 "Clubs" to distribute to car owners during Neighborhood Crime Prevention Meetings.

**Objective 2:** Police Department partners with local Honda Dealerships to alert Honda owners to the problem and invite them to participate in Neighborhood Crime Prevention Meetings

**Performance Measure:** 10,000 "Clubs" distributed; number of auto thefts during funding cycle decreases from the number in previous two years

**Performance Measure:** Determine approximate number of 1992-2000 Hondas in SLC; track number of Honda owners that pursue and participate in the program

**Performance Measure:** Crime Analysis Unit tracks auto thefts during the funding period against those occurring during the previous three years. Prepares quarterly and year-end reports.

**Goal 2:** Salt Lake City residents will be educated in Crime Prevention Strategies, particularly pertaining to auto theft.

**Objective 1:** Salt Lake City Police Department will host nine Neighborhood Crime Prevention Meetings in three targeted enforcement areas.

**Objective 2:** Two PSA's will be produced to educate citizens about the auto theft problem, and to educate citizens to crime prevention strategies

**Objective 3:** Distribute 10,000 brochures through Neighborhood Crime Prevention meetings, through Mobile Neighborhood Watch patrols, and mailing to Honda owners through the dealerships.

**Objective 4:** Plan and produce three Public Service Announcement videos to be aired on local television channels.

**Objective 5:** Police Department Public Information Officers (PIO's) work with the media to have information about the thefts and the crime prevention project covered in local newspapers.

**Objective 6:** A minimum of two Neighborhood Crime Prevention meetings will be held in each of the three highly impacted areas.

**Performance Measure:** 1,000 residents will attend the meetings; residents will be proficient in placing the "Club" on their steering wheel; 1000 residents will hear presentations on and receive brochures about specific crime prevention information

**Performance Measure:** Track the number of participants that report seeing the PSA's on t.v.

**Performance Measure:** Track the number of brochures distributed.

**Performance Measure:** Survey project participants on the number that saw the PSA's on television

**Performance Measure:** Survey project participants on the number that read of the program in the newspaper.

**Performance Measure:** Records will be kept of the number of citizens that participate, the number of brochures distributed, and the number of "Clubs" distributed.

4. **Evaluation Plan:** The Crime Analysis Unit will track auto thefts throughout the three target areas, and compare the data to the previous three years, in order to determine the effectiveness of the program. The police department will document the number of neighborhood meetings held, the number of devices distributed, and will work closely with local Honda Dealerships to determine an estimated number of 1992 – 2000 Hondas in the community. This information will help us to determine how effective we are in reaching the target population with educational information as well as physical crime prevention devices. The gathered information will be organized into quarterly and annual reports.

**Section 6: Budget Matrix and Narrative:**

**Budget Narrative:**

**Personnel**

More than 20 officers and civilians will collaborate to carry out this project. While most will adjust their shifts to accommodate the schedules of these meetings, it is anticipated that some will be required to work overtime shifts to carry out the program. We anticipate that 50 hours of overtime will be used in the implementation of the project.

**5 officers X 10 hours @ \$40 per hour = \$2,000**

**Consultants and Contracts**

The police department will contract with a video production company to produce three PSA's to be aired on local television, and the city's informational station (channel 17).

**3 PSA's = \$5,000**

**Equipment /Supplies/Operating**

The Police Department will purchase auto anti-theft devices to distribute to vehicle owners that attend the neighborhood crime prevention meetings.

**1000 "clubs" @ \$10 = \$10,000**

The Police Department will print crime prevention brochures to be distributed at the crime prevention meetings.

**2500 Auto Theft Prevention Brochures @ \$750**

**2500 Mobile Neighborhood Watch Brochures @ \$750**

**2500 Crime Prevention Brochures @ \$750**

**2500 Personal Protection Brochures @ \$750**

**Equipment/Supplies Sub Total = \$3000**

**Travel/Training = 0**

**Other = 0**

---

**State Grant Funds = 17,778**

**Cash Match = \$2,222**

**Project Total = \$20,000**

**Budget Matrix:**

**2006-07 Budget Matrix Form: State Crime Prevention Grant**

Budget Category	State Grant Funds	Cash Match	In-Kind Match	Total Project Costs
<b>PERSONNEL</b>				
Position 5 officers X 10 hrs OT @ \$40/hr	0	\$2,000		\$2,000
Position				\$
Benefits				\$
<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$</b>	<b>\$2,000</b>
<b>CONSULTANTS AND CONTRACTS</b>				
Position				\$
Expenses				\$
Contracts PSA Production	\$5,000	0		\$5,000
<b>SUBTOTAL</b>	<b>\$5,000</b>	<b>\$</b>	<b>\$</b>	<b>\$5,000</b>
<b>EQUIPMENT/SUPPLIES/OPERATING</b>				
Item(s) 1000 "Clubs"	\$10,000	\$0		\$10,000
Item(s) 10,000 Brochures	\$ 2,778	\$ 222		\$ 3,000
Rent/Utilities				\$
Printing/Photocopying				\$
Phones				\$
In-Direct Costs	Not allowable			\$
<b>SUBTOTAL</b>	<b>\$12,778</b>	<b>\$ 222</b>	<b>\$</b>	<b>\$13,000</b>
<b>TRAVEL/TRAINING</b>				
In-state/out-of-state conference	\$			\$
Lodging and per	\$			\$
Mileage				\$
Other (specify)	\$			\$

Budget Category	State Grant Funds	Cash Match	In-Kind Match	Total Project Costs
SUBTOTAL	\$	\$	\$	\$
<b>OTHER</b>				
Other (specify)				\$
SUBTOTAL	\$	\$	\$	\$
<b>GRAND TOTAL</b>	<b>\$17,778</b>	<b>\$ 2,222</b>	<b>\$</b>	<b>\$20,000</b>

SLCPD GANG PROJECT

TIME LINE	Authorized Responsibility	2006-07												
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Receive award document and open City budget to accept	CCJJ/ City	◆	◆	◆	◆									
"Clubs" ordered and purchased	CAT Sergeants		◆	◆	◆									
Brochures ordered and purchased	CAT Sergeants		◆	◆	◆									
Planning meetings with collaborating groups	P, CAT, MNW, CC	◆	◆	◆	◆									
Produce PSA's	PIO, contractor	◆	◆	◆										
Plan Neighborhood Meeting Presentations	CAT Sergeants	◆	◆	◆	◆									
Set Neighborhood Meeting Schedule	CAT, P, MNW, CC		◆	◆	◆									
Meet with Honda Dealers, detail collaboration	CAT Sergeants, Honda		◆	◆	◆									◆
Media announcements of Program	PIO, media		◆	◆	◆									◆
Meet with Television Stations to plan air time for PSA's	PIO, TV		◆	◆	◆									◆
PSA's aired	TV				◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Neighborhood Crime Prevention Meetings held	CAT, P, MNW, CC				◆	◆	◆	◆	◆	◆	◆	◆	◆	◆

Key: CAT=CAT teams, P=Patrol, MNW=Mobile Neighborhood Watch, CC=Community Council, PIO=Public Information Officers

# **ATTACHMENT A**

May 10, 2006

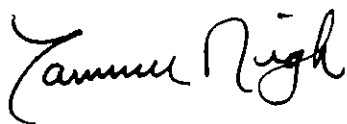
To Whom It May Concern:

I am the Assistant Executive Director for the Salt Lake City Mobile Neighborhood Watch program. We have an average of 150 active volunteers who go out and patrol their neighborhoods throughout Salt Lake City. We started the program in 1993 and since then have seen a significant decrease in crime within the neighborhoods which we patrol. We get called out to help search for lost children and Alzheimer patients and work closely with the Salt Lake City Police Department in many areas, including DUI Saturations, where we will concentrate on an area of the city for an evening from 10 pm to 3 am patrolling for DUI drivers.

Salt Lake City Mobile Neighborhood Watch also works very closely with the Salt Lake City Police Department Intelligence Detectives. We are the eyes and ears out on the streets looking out for the car thief rings that are active in the city at this time.

The brochures that would be produced from this grant will help educate the community as to what our program is about and encourage these citizens to take part in this program.

Sincerely,



Tammie Nigh  
Assistant Executive Director  
Salt Lake City Mobile Neighborhood Watch

ends on March 31, June 30, September 30, and December 31. At such a point where grant funds have been accounted for in total, quarterly financial reports will no longer be required, however, narrative reports must continue to be submitted until the end of the grant period.

3. Audit Reports: Grantees who expend more than \$300,000 in State and/or Federal funds during a financial fiscal year must have annual examinations in the form of audits. These audits will be submitted to CCJJ with any Management Letters no less than one month after completion of the audit. Local governments have 180 days after the end of their fiscal year to complete their audits while all other grantees have nine months to complete their audit. The audit must conform with OMB Circular A-133 and must contain a schedule of financial assistance. During the audit process, either the grantee or the auditor will send CCJJ a verification letter to confirm the amount of grant funds received.
4. Utilization and Payment of Funds: Funds awarded are to be expended ONLY for purposes and activities covered in the grantee's approved budget. The grantee agrees to return all unexpended State funds provided hereunder to CCJJ within thirty (30) days of termination of the grant. Payments will be adjusted to correct previous overpayment or underpayment and disallowances resulting from audits.
5. Expenses Not Allowable: Project funds may not be expended for items not part of the approved budget or separately approved by CCJJ. Expenditure of funds in excess of ten percent (10%) of the amount budgeted *per budget category* will be permitted only with CCJJ's prior written approval. CCJJ will require a refund of grant monies for expenditures made without approval in the budget or by CCJJ.
6. Written Approval of Changes: Grantees must obtain prior written approval from CCJJ for major program changes. These include (a) changes of substance in program activities, designs, or objectives; (b) changes in the project director or key professional personnel identified in the approved application; (c) changes in the approved project budget as specified in condition 4; (d) budget adjustments in excess of ten percent (10%) of the affected budget category.
7. Termination of Aid: If through any cause the grantee shall fail to substantially fulfill in a timely and proper manner all its obligations, terms, covenants, conditions, or stipulations of the grant agreement, CCJJ shall have the right to terminate the grant agreement or to suspend fund payments by giving written notice to the grantee of such action and specifying the effective date thereof, at least thirty (30) days before the effective date of such action.
8. Inspection and Audit: CCJJ, the Utah State Auditors Office, or any of their duly authorized representatives shall have access for purpose of audit and examinations to any books, documents, papers, and records of the grantee, and to relevant books and records of grantees and contractors.
9. Maintenance of Records: All financial and statistical records, supporting documents, and all other records pertinent to grants or contracts shall be retained for at least three years after completion of the project for purposes of State examinations and audits.
10. Third Party Participation: No contract or agreement may be entered into by the grantee for execution of project activities or provision of the services (other than purchase of supplies or standard commercial or maintenance services) which is not incorporated in the approved proposal or approved in advance by CCJJ. Any such arrangement shall provide that the grantee will retain ultimate control and responsibility for the grant project and that the grant project and that the grantee



**Salt Lake City Corporation**  
**CAMP DOCUMENT ROUTING FORM**  
**CITY SIGNATURE AND ACTIVATION PROCESS**

August 4, 2006

Contract Number:	06-5-07-2142	Project:
Contractor:	32242 SALT LAKE CLEAN CITIES COALITION	
Contract Title:	SALT LAKE CITY CLEAN CITIES	
Monitor:	SHERRIE COLLINS	

*Please complete your Step and forward to the next Step.*

STEP 1	ACCOUNTING DIVISION - Encumber Funds
No Encumbrance Award Document	I certify that funds are available. _____ Date OR Accounting Signature
	I certify that no encumbrance is required at this time and any future encumbrance will be checked against available budget by the accounting system .
	_____ 8/10/06 Accounting Signature Date
	Funding Source: _____ Dept Cost Center Object Code \$ _____ Attach additional paperwork if more funding sources are needed. Limit \$ _____

STEP 2	CITY ATTORNEY'S OFFICE - Final Approval
I hereby certify that the above information is true and correct to the best of my knowledge and belief.	Attorney: <u>Jerry Spendlow</u> Insurance Required: N Perf Bond Required: N Pmt Bond Required: N This document has been approved as to form. <u>Jerry Spendlow</u> 8/15/06 Attorney's Signature Date

STEP 3	MAYOR'S OFFICE - Sign Document
I hereby certify that the above information is true and correct to the best of my knowledge and belief.	<b>INSTRUCTIONS:</b> Sign ALL documents. Authorized Signer: <u>Ross C. Anderson</u> Mayor Name Dept/Div <b>Forward ALL Signed documents to the Recorder's Office</b>

STEP 4	RECORDER'S OFFICE - Activate
I hereby certify that the above information is true and correct to the best of my knowledge and belief.	<b>INSTRUCTIONS:</b> When activated, keep 1 signed document, send other signed document(s) to: <u>Sherrie Collins</u> HAND 6150 Name Department or Division Phone

**ATTACHMENT B**

**BUDGET**

Salt Lake City Corporation will use the \$30,000 received from Utah Clean Cities for the salary and benefits of the Clean Cities Coordinator.

Utah State Energy Program (Grant)	\$30,000
Utah Clean Cities	\$30,000
Salt Lake City Corp. (In Kind)	<u>\$15,000</u>
<b>TOTAL</b>	<b>\$75,000</b>

<b>Clean Cities Coordinator</b>	
Estimated Hours: 2080	
Hourly/Fringe Cost:\$26.88	\$55,910.00
<b>Travel</b>	<b>\$ 4,090.00</b>
<b>TOTAL</b>	<b>\$60,000.00</b>

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

Salt Lake Clean Cities  
dba Utah Clean Cities

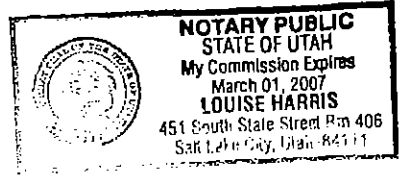
By: *Lisa Remney*  
Lisa Remney, Chairperson

STATE OF UTAH )  
: ss.  
County of Salt Lake )

On the 15th day of August, 2006, personally appeared before me, the signer of the foregoing instrument, who duly acknowledged to me that she executed the same.

*Louise Harris*  
NOTARY PUBLIC, residing in  
Utah County, Utah

My Commission Expires:  
March 1 - 2007



SALT LAKE CITY CORPORATION

By: \_\_\_\_\_  
Ross C. Anderson, Mayor

ATTEST:  
\_\_\_\_\_  
CHIEF CITY RECORDER

Approved as to Form  
Salt Lake City Attorneys Office  
By: *NS*  
Date: 8/15/2006

**ATTACHMENT A:  
Utah Clean Cities' 2006-07 Scope of Work**

The Contractor (City) agrees to perform the following work tasks in regards to the Clean Cities Program:

- Hold at least four meetings per month with fleet managers; executives, community leaders, and others representing organizations or businesses that do not operate Alternate Fuel Vehicle's (AFV) or have not instituted fuel-saving practices and that are not currently CONTRACTOR members.
- Organize and host one annual meeting, two stakeholders meetings, ten executive committee meetings, and others as needed
- Update website on a monthly basis to serve as a reliable primary source of Clean Cities information
- As a companion to the website, Contractor will distribute the remaining 3500 brochures.
- Prepare a brief report each month that marks progress toward meeting goals
- Present the Drivers Ed program to 500 15-year olds taking drivers ed.
- Contractor will re-package some of the fuel economy information to make it appropriate for tabletop information, handouts, public presentations, such as power point, and in other forms as needed. Contractor also will re-position some of the information on [www.utahcleancities.org](http://www.utahcleancities.org) in a way that will make it easier to find.
- Meet leaders and discuss fleet, idle reduction, public awareness about fuel efficiency, and funding strategies. Contacts will include Salt Lake City Council members, mayors from at least five of the largest municipalities and Logan and St. George. Other partners need to include the county mayor, Salt Lake County Council of Governments, and the board members of Wasatch Front Regional Council and Mountain Lands MPO council.
- Find partners, such as an ad agency, a local business such as a bank, and a radio station, to develop a self-funded, idle-reduction campaign.
- Locate "gas stations" interested in selling ethanol in the near future. Also, find more than one supplier, to guarantee competitive pricing and, find funds for storage and upgrade expenses.
- Take advantage of opportunities to seek grant funding
- Work with stakeholders and establish strategies to raise funds for programs, for projects, and to shore up base funding for the organization. Funds can be dues, administrative fees, charitable donations, in kind contributions, and fundraising projects.
- Contractor will work with the Utah State Director of Fleet Operations to: 1) seek ethanol and refueling to be used by state employees; 2) help to train employees in the use of E-85; and 3) encourage the use of E-85 fuel.

**ATTACHMENT B**

**BUDGET**

Salt Lake City Corporation will use the \$30,000 received from Utah Clean Cities for the salary and benefits of the Clean Cities Coordinator.

Utah State Energy Program (Grant)	\$30,000
Utah Clean Cities	\$30,000
Salt Lake City Corp. (In Kind)	<u>\$15,000</u>
<b>TOTAL</b>	<b>\$75,000</b>

<b>Clean Cities Coordinator</b>	
Estimated Hours: 2080	
Hourly/Fringe Cost:\$26.88	\$55,910.00
<b>Travel</b>	<b>\$ 4,090.00</b>
<b>TOTAL</b>	<b>\$60,000.00</b>