

INTRODUCED: May 26, 2015

AN ORDINANCE No. 2015-114-125

To authorize the Chief Administrative Officer to accept grant funds in the amount of \$31,200 from the National Recreation and Park Association, Incorporated and to appropriate the increase to the Fiscal Year 2014-2015 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Parks, Recreation and Community Facilities by \$31,200 for the purpose of providing funding for the Summer Food Service Program and the Child and Adult Food Program.

\_\_\_\_\_  
Patron – Mayor Jones  
\_\_\_\_\_

Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JUNE 8 2015 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept grant funds for the City of Richmond in the amount of \$31,200 from the National Recreation and Park Association, Incorporated for the purpose of providing funding for the Summer Food Service Program and the Child and Adult Food Program.

§ 2. That the funds received from the National Recreation and Park Association, Incorporated are hereby appropriated to the Special Fund Budget for the fiscal year commencing

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:    JUNE 8 2015    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

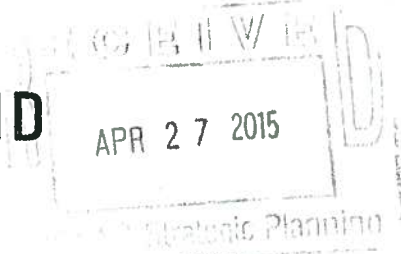
July 1, 2014, and ending June 30, 2015, by increasing estimated revenues by \$31,200, increasing the amount appropriated for expenditures by \$31,200 and allotting to the Department of Parks, Recreation and Community Facilities the sum of \$31,200 for the purpose of providing funding for the Summer Food Service Program and the Child and Adult Food Program.

§ 3. This ordinance shall be in force and effect upon adoption.



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE



### O&R REQUEST



**DATE:** April 22, 2015 **EDITION:** 1

**TO:** The Honorable Members of City Council

**THROUGH:** Dwight C. Jones, Mayor *Dwight Jones*

**THROUGH:** Christopher L. Beschler, Acting Chief Administrative Officer *CB*

**THROUGH:** Debra D. Gardner, Deputy CAO for Human Services *Debra Gardner*

**THROUGH:** Norman D. Butts, Deputy CAO for Finance and Administration *N. Butts*

**THROUGH:** Jay A. Brown, Ph.D., Director of Budget and Strategic Planning *J. Brown*

**FROM:** Norman C. Merrifield, Ed. D., Director for the Department of Parks, Recreation and Community Facilities *N. Merrifield*

**RE:** Acceptance of grants funds to administer the meals through the Summer Food Service Program (SFSP) and the Child and Adult Food Program (CACFP)

**RECEIVED**

APR 30 2015

OFFICE OF CITY ATTORNEY

**ORDINANCE OR RESOLUTION NO.:** \_\_\_\_\_

**PURPOSE:** To authorize the Chief Administrative Officer to accept grant funds in the amount of \$38,192 from the National Recreation and Park Association (NRPA) and to appropriate the increase to the Department of Parks, Recreation, and Community Facilities Special Fund Budgets for the purpose of providing nutrition and physical activity through the Department's out-of-school time programs Summer Food Service Program (SFSP) and the Child and Adult Food Program (CACFP).

**REASON:** The City of Richmond through its Department of Parks, Recreation and Community Facilities (PRCF) is seeking approval to accept a grant award in the amount of \$38,192. The award is being made by the National Recreation and Park Association. The grant will provide additional funding which will increase the number of healthy meals available to children in low income areas. Per City Ordinance 2014-53-96, assets valued at more than \$25,000 require formal City Council approval to be accepted. In order for the Department of Parks, Recreation and Community Facilities (PRCF) staff to begin implementing the program activities, it must be formally accepted.

**RECOMMENDATION:** It is recommended that this funding is accepted and appropriated to the Department of Parks, Recreation and Community Facilities Special Fund Budget FY 2015.

**BACKGROUND:** The Department (PR&CF) has sponsored the Summer Food Service Program (SFSP) for more than 40 years and the Child and Adult Food Program (CACFP) for approximately 15 years. The SFSP and CACFP are the premier child nutrition service programs providing children nutritious and healthy meals outside school hours. The programs provided over 350,000 meals to youth at 125 different feeding sites throughout the Richmond area in FY 2014 and 2015.

Feeding sites are located to ensure that every child who wants to participate is within walking distance. The grant agreement period is March 31, 2015 to March 1, 2016.

**FISCAL IMPACT/COST:** The City will receive \$30,000 in grant funding to support the out-of-school time programs. In-kind training materials valued at \$6,991.60 will be received to implement the nutrition education program, OrganWise Guys (OWG). Lastly, a \$1,200 travel stipend will be issued to attend a one-day training.

**FISCAL IMPLICATIONS:** The acceptance of this award will allow the Summer Food Service program to provide more than 350,000 meals to youth at 125 different feeding sites throughout the Richmond area.

**BUDGET AMENDMENT NECESSARY:** Yes. Amends the 2015 Special Fund Budget, Ordinance No. 2014-53-96.

**REVENUE TO CITY:** The City of Richmond Department of Parks, Recreation and Community Facilities will receive \$30,000 in revenue from the National Recreation and Park Association in partnership with the Walmart Foundation.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** May 11, 2015

**CITY COUNCIL PUBLIC HEARING DATE:** May 26, 2015

**REQUESTED AGENDA:** Consent Agenda

**RECOMMENDED COUNCIL COMMITTEE:** Education and Human Services

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** None

**AFFECTED AGENCIES:** Department of Parks, Recreation, and Community Facilities

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Special Fund Ordinance 2014-53-96.

**REQUIRED CHANGES TO WORK PROGRAM(S):** None

**ATTACHMENTS:** Attachment A- Letter of grant award

**STAFF:** Norman Merrifield, Ed. D., Director  
Parks, Recreation and Community Facilities, 646-5717

Deborah E. Morton, Deputy Director  
Parks, Recreation and Community Facilities, 646-5714

William H. Payne, Recreation Program Coordinator  
Parks, Recreation and Community Facilities, 646-5698



# National Recreation and Park Association

---

March 31, 2015

Norman C. Merrifield, Ed.D  
Richmond Parks, Recreation & Community Facilities  
1209 Admiral St.  
Richmond, VA 23221

Dear Norman C. Merrifield, Ed.D,

Thank you for applying for an Out-of-School Time Programs grant from the National Recreation and Park Association (NRPA) in partnership with the Walmart Foundation. I am pleased to inform you that your agency has been selected to receive grant funding in the amount of \$30,000 to support your agency's out-of-school time programs. Your agency will also receive in-kind training materials valued at \$6,991.60 to implement the nutrition education program, OrganWise Guys (OWG) and a \$1,200 travel stipend to attend a one-day training.

Congratulations – we look forward to working with you to ensure as many children as possible receive nutritious meals and healthy enrichment activity during out-of-school times.

The grant agreement period is March 31, 2015 to March 1, 2016. During this period, your agency is required to:

1. Direct grant funds to:
  - A. Increase the number of healthy meals children in low-income communities receive through the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP) during out-of-school times.
  - B. Provide evidence-based, age-appropriate nutrition literacy to children that create behavior change by teaching the importance of healthy eating.
  - C. Implement nutrition and physical activity standards that increase access to healthier foods and increase opportunities for physical activity.
  - D. Promote meal and program efficiencies that will reduce costs, maximize existing resources, decrease food waste, and lead to more sustainable meal programs.
2. Provide a copy of your agency's W-9 along with this signed MOU by **May 1, 2015**.
3. Complete the following items at the beginning of the grant period. No grant funds will be disbursed until both of these items are complete.



# National Recreation and Park Association

---

- a. Complete the Commit to Health pledge form on (accessible via NRPA's website) for each of your out-of-school time sites where you plan to implement the Healthy Eating and Physical Activity (HEPA) standards. Note that while this grant period is less than a year, Commit to Health is a five year initiative.
- b. Complete the Alliance for a Healthier Generation's Healthy Out-of-School Time Assessment (accessible via NRPA's website) at the beginning of the grant period and again by **January 15, 2016**.
4. Send at least one representative from your agency to attend the Nutrition Literacy and Training Summit on **May 12, 2015** in Reston, Virginia. NRPA will provide a travel stipend of \$1,200 to be used for travel and lodging costs.
5. Implement the OWG program in at least 10 out-of-school time sites in the Summer and Fall of 2015.
6. If selected, administer surveys pre and post-program to staff to evaluate the effectiveness of the OWG curriculum on increasing knowledge of nutrition and healthy living.
7. If requested, host a half-day site visit by NRPA staff, including local stakeholders.
8. If selected, host focus groups conducted by NRPA staff at one or more of your sites to include program participants, parents/caregivers, and staff.
9. Participate in occasional conference calls with NRPA and other grantees, as requested.
10. If requested, participate in a phone interview with NRPA and a consultant to share information on your successes, challenges, and lessons learned. Your information will be compiled into a case study publication which NRPA will produce as part of this initiative.
11. Share success stories, photos, videos, quotes, local media and other outreach information highlighting the impact of the grant throughout the grant period. (Please forward to Allison Colman at [acolman@nrpa.org](mailto:acolman@nrpa.org))
12. Submit a final report by **February 1, 2016** using an online survey tool provided by NRPA. This report will collect information, such as the number of healthy meals served and the number of children who participated in your out-of-school time programs. It will also collect information on how the grant funds were spent.

**Termination for Cause:** Either party shall have the right to terminate this MOU for cause if the other party (i) materially breaches its obligations and agreements hereunder, or (ii) commits and/or demonstrates gross neglect in the conduct of its duties hereunder. In addition, NRPA retains the right to terminate this MOU, upon written notice, if it determines that continued affiliation with your agency is inconsistent with its mission and/or adversely affects its reputation. In order to terminate this MOU for cause, and as a condition to exercising such right to terminate for cause, a party shall give the other party thirty (30) days' prior written notice of such intention to terminate, specifying in



# National Recreation and Park Association

detail the grounds or reasons for such termination for cause. Following any notice of termination for cause, the receiving party shall be permitted a reasonable opportunity to cure such claimed cause to the reasonable satisfaction of the other party.

Please acknowledge your agreement to the terms above by signing below. Upon receipt of this signed form, your agency's W-9, and NRPA's verification that your Commit to Health pledges and Healthy Out-of-School Time Inventories have been completed, a check will be issued for your grant funds minus \$5,000 that will be disbursed upon completion of all grant requirements. Additionally, your OWG materials will be mailed to the address above the week of April 13, 2015. Please contact us immediately if an alternate address is preferred for shipping.

Parks, Recreation and Community Facilities William Payne  
 Name of Agency Primary Point of Contact

Norman C. Wickline William.Payne@RichmondGov.com  
 Signature Email for Primary Contact

Norman C. Merrifield Ed.D. (804) 646-5698  
 Printed Name Telephone for Primary Contact

\_\_\_\_\_  
EIN Number

Once signed, please scan and e-mail to Allison Colman, Program Manager, at [acolman@nrpa.org](mailto:acolman@nrpa.org). Please do not hesitate to contact Allison directly at (703) 858-2156 should you have any questions.

Sincerely,

*Rebecca Wickline*

Rebecca Wickline  
Vice President, Business Development