

City of Fayetteville Staff Review Form

2019-0461

Legistar File ID

8/20/2019

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Tenisha Gist

7/31/2019

PARKS & RECREATION (520)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approval of a Budget Adjustment to recognize funds from the Community Development Block Grant (CDBG) Projects for staff support of the YRCC Kids Nite Afterschool program in the amount of \$5,808 for the fall semester of 2019.

Budget Impact:

1010.520.5280-5130.00

General

Account Number

Fund

31901

YRCC Kids Night CDBG Grant

Project Number

Project Title

Budgeted Item? No

Current Budget \$ -

Funds Obligated \$ -

Current Balance **\$ -**

Does item have a cost? NA

Item Cost

Budget Adjustment Attached? Yes

Budget Adjustment \$ 5,808.00

Remaining Budget **\$ 5,808.00**

Purchase Order Number: _____

V20180321
Previous Ordinance or Resolution # 163-19

Change Order Number: _____

Approval Date 7-16-2019

Original Contract Number: _____

Comments:



TO: Mayor Jordan
Don Marr, Chief of Staff

THRU: Connie Edmonston, Parks & Recreation Director
Tiffany Hoover, Assistant Recreation Superintendent

FROM: Tenisha Gist, YRCC Director

DATE: July 31, 2019

SUBJECT: Approval of a Budget Adjustment to recognize funds from the Community Development Block Grant (CDBG) Projects for staff support of the YRCC Kids Nite Afterschool program in the amount of \$5,808 for the fall semester of 2019.

RECOMMENDATION:

Approval of a Budget Adjustment to recognize funds from the Community Development Block Grant (CDBG) Projects for staff support of the YRCC Kids Nite Afterschool program in the amount of \$5,808 for the fall semester of 2019.

BACKGROUND:

Kids' Nite provides 35 youth, K-7th grade, with access to mentors, tutors, academic resources (computers, books, supplies, etc.), life skills, and educational programming that promotes cultural awareness, healthy cooking and eating habits, STEM education, physical activity, and more. The YRCC Kids Nite Afterschool program is offered from 3:30 - 6:00 p.m. Monday through Friday during the academic school year.

DISCUSSION:

In August of 2018, YRCC applied to receive grant funding to support a temp agency hired staff to assist with *Kids Nite* Afterschool program for the fall 2019 semester. It was announced in September 2018 that YRCC was awarded \$5,808. On July 16th, 2019 the CDBG action plan was approved by City Council in Resolution 163-19.

BUDGET/STAFF IMPACT:

Staff to operate *Kids' Nite* consists of one part-time staff at 24 hours/week, volunteers and interns, and the addition of the temp staff provided by the CDBG grant. Friends of YRCC non-profit board contributes \$2,000 for the programming budget for *Kids' Nite*.

The staffing hours provided by the 16-week CDBG grant is 440 hours at \$13.20 temp rate for a total grant of \$5,808.

Attachments:

Staff Review Form
CDBG Grant Award Letter
CDBG GY2019 Grant Application

Parks/General/Legistar/SM_YRCC 2019 CDBG Grant Award



CITY OF
FAYETTEVILLE
ARKANSAS

September 20, 2018

Tenisha Gist
Yvonne Richardson Community Center
113 W Mountain St.
Fayetteville, AR 72701

Dear Ms. Gist,

Thank you for your interest in the City of Fayetteville Community Development Block Program GY2019 Subrecipient Grant. The Kids' Nite Afterschool Program proposal will be included in the GY2019 Action Plan with funding at \$5,808. Funding is contingent upon HUD approval of the City of Fayetteville 2019 Action Plan. Please remember that CDBG funds cannot be obligated for the project until after the GY2019 funding contracts are signed. Please call 479-575-8260 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Yolanda Fields', written over a circular stamp or seal.

Yolanda Fields, CGFM
Community Resources Director



CITY OF
FAYETTEVILLE
ARKANSAS

**CITY OF FAYETTEVILLE
COMMUNITY DEVELOPMENT BLOCK GRANT
GY2019 SUBRECIPIENT GRANT APPLICATION**

NOTE: Submission of a Subrecipient Grant Application provides no guarantee that the applicant will receive funding. Inclusion in the Action Plan also does not guarantee funding. All organizations receiving federal funds will be subject to entering a contract with the City of Fayetteville and subject to the rules and regulations pertaining to the source of the funds.

PART 1 APPLICANT IDENTIFICATION	
Amount of Funding Requested (whole dollar)	\$5,808
Applicant/Organization Name	Yvonne Richardson Community Center (City of Fayetteville Parks and Recreation)
Mailing Address (street, city, zip)	YRCC: 240 East Rock Street, Fayetteville, AR 72701 City Admin: 113 West Mountain Street, Fayetteville, AR 72701
DUNS Number	003847931
PART 2 APPLICANT CONTACT INFORMATION	
Contact for Project (name & title)	Tenisha Gist YRCC Director
Contact Phone Number	(479) 444-3461
Contact Email	tgist@fayetteville-ar.gov
Signature Authority (name, title & email address)	Connie Edmonston; cedmonston@fayetteville-ar.gov Director of City of Fayetteville Parks and Recreation
PART 3 PROJECT INFORMATION	
Project Name	Kids' Nite Afterschool Program
Project Address (street, city, zip)	240 East Rock Street, Fayetteville, AR 72701
Type of Project (check one)	<input checked="" type="checkbox"/> Public Services <input type="checkbox"/> Public Facilities

PART 3 PROJECT INFORMATION continued

<p>Project Summary (brief synopsis of proposed project)</p>	<p>The YRCC currently has limited staffing to facilitate <i>Kids’ Nite Afterschool Program</i> and is requesting support to hire an additional staff member whose primary responsibility would be daily program oversight. This staff member would help sustain the growth and continued success of a vital afterschool resource for underserved families in the Fayetteville Public School District.</p> <p><i>Kids’ Nite</i> seeks to provide educational, social, and recreational programming for youth in Kindergarten through 7th grade immediately after school. Research states that youth participating in quality afterschool programming demonstrate improved classroom behavior and academic performance, increased physical activity and healthy eating habits, reduced drug use, and provides a sense of safety and security for working parents.</p> <p><i>Kids’ Nite</i> provides youth with access to mentors, tutors, academic resources (computers, books, supplies, etc.), and educational programming that promotes cultural awareness, healthy cooking and eating habits, STEM education, physical activity, and more.</p>
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PART 4 PROJECT BENEFICIARIES

<p>Projected number of Fayetteville beneficiaries</p>	<p><i>Kids’ Nite Afterschool Program</i> seeks to benefit approximately 30 underserved community youth residing within Extremely Low to Low income households.</p>
<p>Household Income Level (estimated % of LMI)</p>	<p>80%</p>
<p>Service Area</p>	<p>Fayetteville, AR</p>
<p>Disabilities</p>	<p>YRCC has worked closely with youth that possess both physical and developmental disabilities. If any youth require accommodations because of their disability, the program will anticipate the best way in which to address those needs to ensure that those with disabilities gain an equally fulfilling experience as those without disabilities.</p>

PART 6 PROJECT BUDGET | ATTACHMENT B Provide a descriptive line-item budget for the entire project including the CDBG funds requested. **Be specific as to what CDBG funds will be utilized for.** If funds from additional sources will be used include those funding sources and amounts. **(No more than one page)**

YRCC is seeking to hire one staff for the *Kids' Nite* afterschool program via *TEC Staffing Services (TEC)*. TEC rates (32% above pay rate when referred by YRCC) are flat and all inclusive, with no additional fees; tax is included. In addition, a national criminal background check and drug screen are included at no cost. The rates cover all costs incurred in recruiting, processing, paying and insuring an employee.

AUGUST 2019							Weeks	Staff Hours	Staff Rate	TEC Staffing Costs	TEC Bill Rate –Staff recruited by YRCC	Total CDBG Funds Requested
S	M	T	W	Th	F	S						
				1	2	3	Week 1	25	\$10/hr.	\$3.20	\$13.20	\$330
4	5	6	7	8	9	10	Week 2	25	\$10/hr.	\$3.20	\$13.20	\$330
11	12	13	14	15	16	17	Week 3	25	\$10/hr.	\$3.20	\$13.20	\$330
18	19	20	21	22	23	24	Week 4	25	\$10/hr.	\$3.20	\$13.20	\$330
25	26	27	28	29	30	31	Week 5	25	\$10/hr.	\$3.20	\$13.20	\$330
SEPTEMBER 2019							Week 6	25	\$10/hr.	\$3.20	\$13.20	\$330
S	M	T	W	Th	F	S	Week 7	25	\$10/hr.	\$3.20	\$13.20	\$330
1	2	3	4	5	6	7	Week 8	25	\$10/hr.	\$3.20	\$13.20	\$330
8	9	10	11	12	13	14						
15	16	17	18	19	20	21						
22	23	24	25	26	27	28						
29	30											
OCTOBER 2019							Week 9	25	\$10/hr.	\$3.20	\$13.20	\$330
S	M	T	W	Th	F	S	Week 10	25	\$10/hr.	\$3.20	\$13.20	\$330
		1	2	3	4	5	Week 11	25	\$10/hr.	\$3.20	\$13.20	\$330
6	7	8	9	10	11	12	Week 12	25	\$10/hr.	\$3.20	\$13.20	\$330
13	14	15	16	17	18	19	Week 13	25	\$10/hr.	\$3.20	\$13.20	\$330
20	21	22	23	24	25	26						
27	28	29	30	31								
NOVEMBER 2019							Week 14	25	\$10/hr.	\$3.20	\$13.20	\$330
S	M	T	W	Th	F	S	Week 15	25	\$10/hr.	\$3.20	\$13.20	\$330
					1	2	Week 16	25	\$10/hr.	\$3.20	\$13.20	\$330
3	4	5	6	7	8	9	Week 17	0	\$10/hr.	\$3.20	\$13.20	\$0
10	11	12	13	14	15	16						
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24	25	26	27	28	29	30						
DECEMBER 2019							Week 18	40	\$10/hr.	\$3.20	\$13.20	\$528
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29	30	31										
TOTAL Hours & Funds Requested								440				\$5,808.00

PART 7 PROJECT DESCRIPTION | ATTACHMENT C Describe the proposed project providing the information requested in the guide and any additional information that will assist in evaluating the project. (No more than 2 pages)

The success of Yvonne Richardson Community Center's (YRCC) afterschool program, *Kids' Nite*, relies on paid and unpaid personnel (i.e. one part time staff, volunteers, and interns). Volunteers and interns, while crucial, are not a dependable or sustainable source for program facilitation and supervision. According to *Elements of Quality in After School Programs* (Kunz et al. 2008), some of the key elements of a quality program involve elements of safety, organization, management, and mentoring. It is difficult to accomplish one or all the key elements without consistent personnel.

Although, YRCC's afterschool program is fortunate to attract volunteers and interns, it is unrealistic to schedule a program's needs around volunteer and intern availability or expect that both volunteers and interns possess the experience and/or education to facilitate quality programming. Currently, the part-time position is responsible for planning daily programming, recruiting and orienting volunteers, maintaining records and reports, managing youth behavior, overseeing the academic development and well-being of youth, managing program communication and promotion, and assessing the overall success of the program all while supervising and running the program daily.

Afterschool programming is an important resource for families in Arkansas. The educational resources and opportunities provided in afterschool programs have been shown to have positive effects on the academic achievement, social and emotional development, and physical wellbeing of youth who participate in these programs (Durlak and Weissberg 2010, 2016; Lauer et al. 2006; McCombs et al. 2017). According to the Afterschool Alliance (2018), participation in afterschool programs is on the rise in Arkansas, but at 14% falls behind the national average of 18%. There is demand for afterschool programs in Arkansas with 45% of children wanting to participate if an affordable program was available to them. *Kids' Nite* provides affordable and accessible after school resources for Kindergartners through 7th grade students in Fayetteville Public Schools.

The YRCC's daily afterschool schedule (see attachments) is packed full of enriching activities to keep kids busy and their minds stimulated. Some of those programs include:

- *Distinctively Me*: Cultural enrichment program design to help youth develop culturally proud minds and bodies with a link between positive self-esteem and racial identity with academic success. Fall 2018 focuses on Harlem Renaissance to deploy culturally relevant strategies and tools to improve the participants' physical and mental health as well as self-esteem.
- *Girl Scouts*: A distinguished, global leadership-development program that develop into women of courage, confidence and character who make the world a better place through badgework, financial literacy, outdoor recreation, and more!
- *Kids' Crops*: An Arkansas Recreation and Parks Association award winning program that exposes youth to gardening and nutrition, while planting and harvesting their own crops.
- *Music*: This art enrichment program gives youth the chance to learn about music through instrument instruction, choir, computer programming, and exposure to music from around the world.

An additional staff member will provide tremendous support to the *Kids' Nite* program, allowing for growth and continued success of a vital afterschool resource for underserved families in the Fayetteville Public School District. In a region where half of the children identify as low-income households (Kellams 2015), the success of the program is paramount.

PART 8 PROJECT TIMELINE | ATTACHMENT D Provide a complete and specific timeline for all activities related to proposed project. **(No more than one page)**

Kids' Nite afterschool programming is scheduled from August – December 2019 (14 weeks). Three of the weeks will be spent training staff while one of the weeks is considered an off week due to the Thanksgiving holiday. Staff schedules will be determined by afterschool programming times, staff availability, National Holidays, Fayetteville Public School closings, and other events which affect the YRCC operational hours such as voter elections or inclement weather.

Program Start/End	Interview/Hire	Program Training	Programming	Closings																																										
Calendar	Activities	Weekly Schedule - Staff		Program Hours																																										
AUGUST 2019 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Interview & Hire Train Kids' Nite starts Kids' Nite	Interviews: May start as early as Feb 2019 Hiring: Will take place no later than 9/2/19 Staff Training Week 1: 25 hours/week Staff Training Week 2: 25 hours/week Staff Training Week 3: 25 hours/week Week 4: 25 hours/week		75 25
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PART 9 DATA COLLECTION & RECORD MAINTENANCE Describe how the program will collect data and maintain records to track program activities and eligibility verification. **(No more than one page)**

All projects will be approved by the appropriate city personnel.

Progress will also be monitored by appropriate city personnel.

Appropriate approval will be received before financial transactions are processed.

All receipts for this project will be documented and given to the appropriate personnel.

Furthermore, all registration forms for the YRCC exist as a membership form and include an inquiry of household size, household income, ethnicity, and age. The original hard copy is kept in the center's files, plus the registration information is pooled and kept in an electronic database.

An internal evaluation in which staff members document the financial resources, number of participants, highlights of the programs, improvements of the programs, and maintenance issues is conducted and used to improve the programs in the future.

Regarding the upkeep of financial records, the YRCC adheres to the following steps:

1. Create a **purchase request/purchase order**
2. Await the **approval** of released funds
3. **Purchase** services and/or products within budget
4. Acquire itemized **receipt(s)** for all purchased services and/or products
5. **Adhere** the receipt(s) to a 8.5 x 11 sheet of paper (ensuring that tape doesn't cover ink)
6. Acquire two YRCC staff member **signatures** (legible) on the sheet of paper beside the receipt
7. Make **two copies** of the receipt(s) – one copy of the receipt to be hand delivered via an interoffice mail envelope to the **Parks & Recreation Financial Coordinator** and one copy of the receipt to be filed within **YRCC's budget binder** (organized by months)
8. **Scan** one copy of the receipt(s) for electronic filing
9. **Deliver** hard copy of the receipt(s) to the Parks & Recreation Financial Coordinator
10. The Parks & Recreation Financial Coordinator then **submits** receipt(s) to the **City of Fayetteville Accounting Division for processing.**

PART 10 PROJECT EVALUATION | OBJECTIVES AND OUTCOMES List the objectives (not activities) of the proposed project. Describe how each objective will be measured to determine if it has been met. **(No more than one page)**

Objective #1: Provide daily program oversight at an increased and consistent level, creating a better service for youth participants.

Outcome #1: Provide working families with an affordable resource for child care that not only keeps their child safe and gives parents peace of mind, but also provides educational resources and programming to keep children engaged and encourage success in school.

Method of Measurement: Program evaluations to be completed at the end of the following semesters by parents and participants: Fall 2018, Spring 2019, Fall 2019. Questions will address parent satisfaction with program oversight, observed child behaviors and whether it has improved, and academic performance of child during the evaluation period (see attachments for program evaluation).

Objective #2: Provide regular and consistent staffing for the *Kids' Nite* Program, removing any obstacles that come with a shortfall of volunteers/interns, allowing for a sustained growth and continued success for a vital afterschool resource for underserved families in the Fayetteville Public School District.

Outcome #2:

Deliver a maintained staff to participant ratio that improves the experience of the participant, therefore positively effecting the academic achievement, social and emotional development, and physical wellbeing of the youth attending *Kids' Nite*.

Method of Measurement: Keep a daily log of participant to staff ratio that will include name, age and grade level of participants; noting increase in participation and/or a sustained higher than normal number of participants.

Objective #3: Shift the majority of day-to-day oversight tasks from the current YRCC part-time staff to the proposed new staff, allowing more administrative level planning to be achieved by the current part-time staff. Administrative tasks would include expanding the *Kids' Nite* curriculum, developing further training for *Kids' Nite* personnel, and fostering additional relationships with community collaborators.

Outcome #3: Improved and increased educational resources and enrichment opportunities for the participants of the *Kids' Nite* program.

Method of Measurement: Conduct a curriculum review over 2018-2019 to determine additional needs. Facilitate an additional in-service training for personnel each semester. Expand the list of potential collaborative partners to be used in future programming.