

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 8929

DATE 9-26-19

TITLE

**RESOLUTION AUTHORIZING A SUBRECIPIENT AGREEMENT BETWEEN THE
CITY OF WILLIAMSPORT AND FIRETREE PLACE**

WHEREAS, the City Council of the City of Williamsport has approved funding for the Firetree Place from the forty-fifth year (2019) (B-19-MC-42-0017) Community Development Block Grant funds.

BE IT HEREBY RESOLVED that the attached agreement will allocate \$6,000.00 of the City of Williamsport's 2019 Community Development Block Grant funds to Firetree Place.

James M. Frank
City Clerk

Approved

David J. Williams
President



CITY OF WILLIAMSPORT

DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT

MEMORANDUM

TO: Mayor Gabriel J. Campana and Members of City Council

FROM: Stephanie P. Young

RE: **RESOLUTION AUTHORIZING A SUBRECIPIENT
AGREEMENT BETWEEN THE CITY OF WILLIAMSPORT AND
FIRETREE PLACE**

DATE: September 20, 2019

Attached is a resolution to approve a subrecipient agreement with Firetree Place in the amount of \$6,000.00. Funding for this project was approved during the 2019 HUD CDBG/ HOME budget process.

The funds are for the salary costs of four full-time counselors who administer an afterschool academic enrichment and recreation program for children from low and moderate income families in grades kindergarten through twelfth grade

The subrecipient agreement outlines the terms under which the Firetree Place receives the funding and includes such items as Scope of Services, Time of Performance, Budget, Method of Payment, Notices, and General Conditions. The General Conditions section insures compliance with HUD regulations.

We are requesting City Council action on Thursday, September 26, 2019.

SUBRECIPIENT AGREEMENT
REQUIREMENTS FOR PASS-THROUGH ENTITIES

(1) Federal Award Identification:	Community Development Block Grant U.S. Department of Housing and Urban Development
(i) Pass-through Entity Name: Subrecipient Name:	City of Williamsport Firetree Place
(ii) Subrecipient Unique Entity Identifier	Not Applicable
(iii) Federal Award Identification Number:	B-19-MC-42-0017
(iv) Federal Award Date:	January 1, 2019
(v) Subaward period of performance start and end date:	
(vi) Amount of federal funds obligated by this action by the pass-through entity to the subrecipient:	\$ 6,000.00
(vii) Total amount of federal funds obligated to the subrecipient by the pass-through entity including the current obligation:	\$ 6,000.00
(viii) Total amount of the federal award committed to the subrecipient by the pass-through entity:	\$ 6,000.00
(ix) Federal Award Project Description:	See Exhibit A of Agreement
(x) Name of Federal awarding agency, pass-through entity and contact information for awarding official of the pass-through entity:	U.S. Department of Housing and Urban Development See Section V. Notices on page 4 of attached agreement
(xi) CFDA Number and Name:	14.218 Community Development Block Grant
(xii) R&D	Not Applicable
(xiii) Indirect Cost rate	Not Consistent with agreement

**SUBRECIPIENT AGREEMENT BY AND BETWEEN THE CITY OF
WILLIAMSPORT AND FIRETREE PLACE**

This SUBRECIPIENT AGREEMENT, entered into as of the seventeenth day of September 2019, by and between the CITY OF WILLIAMSPORT, (hereinafter referred to as the "City") and FIRETREE PLACE, 600 Campbell St., Williamsport, PA 17701 (hereinafter referred to as the "Subrecipient").

WHEREAS, the City is carrying out a Community Development Program (CDBG) utilizing funds made available by the Federal Government under provisions of Title I of the Housing and Community Development Act of 1974 as amended;

WHEREAS, the City wishes to engage the Subrecipient to assist the City in utilizing such funds;

WHEREAS, the Subrecipient is a corporation and incorporated as a Pennsylvania non-profit corporation;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and of the benefits that accrue to the City as a result of the Subrecipient carrying out certain activities, the parties do mutually agree as follows:

I. SCOPE OF SERVICES

A. Activities

With 2019 CDBG funding, the Subrecipient will be responsible for the administration of an afterschool academic enrichment and recreation program for children from low to moderate income families in grades kindergarten through twelfth grade. The Subrecipient will administer all tasks in the provision of the aforementioned public services in compliance with all applicable Federal, state and local rules and regulation governing these funds, and in a manner satisfactory to the City. Changes in the scope of services, budget or method of compensation contained in this Agreement, unless otherwise noted, may only be made through a written amendment to this Agreement, executed by the Subrecipient and the City. A more detailed description of the overall project is attached as Exhibit A.

by the City will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated.

II. TIME OF PERFORMANCE

The agreement shall be effective and retroactive from January 1, 2019 and shall remain in effect for as long as the Subrecipient continues to plan and execute the project. However, if the Subrecipient is unable to utilize fully the \$6,000.00 of City funds within twelve (12) months of execution of this Agreement, the City shall have the right to cancel this allocation of funds. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

III. BUDGET

It is expressly agreed and understood that all CDBG funds expended will be in accordance with the budget set forth in Exhibit B attached hereto. The City may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the City. Any amendments to the budget must be approved in writing by both the City and the Subrecipient.

IV. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the City under this agreement shall not exceed \$6,000.00. Drawdowns for the payment of eligible expenses shall be made against the budget items specified in Exhibit B and in accordance with performance. Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 24 CFR 84.21. The Subrecipient recognizes that the City can only advance to it at any one time the amount required to fund present invoices to the City for expenses incurred by the Subrecipient pursuant to the terms of this Agreement. Upon receipt of such invoice, the City shall forthwith cause a review to be performed by agents of the City, in order to determine whether the invoice is due and payable. Upon certification by said review that the invoice is due and payable, the City shall forthwith execute such documents as are necessary in order to release sufficient Community Development Block Grant funds to pay and satisfy the invoice. Such review and release of payments shall be conducted in a reasonable time period.

C. Hold Harmless

The Subrecipient shall hold harmless, defend and indemnify the City from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

D. Workers' Compensation

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Insurance & Bonding

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the City.

The Subrecipient shall comply with the bonding and insurance requirements of 24 CFR 84.31 and 84.48, Bonding and Insurance.

F. City Recognition

The Subrecipient shall insure recognition of the role of the City in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments

The City or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the City's governing body. Such amendments shall not invalidate this Agreement or relieve or release the City or Subrecipient from its obligations under this Agreement.

The City may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both City and Subrecipient.

H. Suspension or Termination

In accordance with 24 CFR 85.43, the City may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c. Records required to determine the eligibility of activities;
- d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- f. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21-28; and
- g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

2. Retention

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the City's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there are litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of an issues, or the expiration of the four-year period, whichever occurs later.

3. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to City monitors or their designees for review upon request.

4. Disclosure

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the City's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited by the Pennsylvania Right to Know law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

3. Payment Procedures

The City will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and City policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. If applicable, payments will be adjusted by the City in accordance with advance fund and program income balances available in Subrecipient accounts. In addition, the City reserves the right to liquidate funds available under this contract for costs incurred by the City on behalf of the Subrecipient.

4. Progress Reports

The Subrecipient shall submit regular quarterly Progress Reports to the City in the form, content, and frequency as required by the City.

D. Procurement

1. Compliance

The Subrecipient shall comply with current City policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the City upon termination of this Agreement.

2. OMB Standards

Unless specified otherwise within this agreement, the Subrecipient shall procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48.

3. Travel

The Subrecipient shall obtain written approval from the City for any travel outside the Greater Williamsport area with funds provided under this Agreement.

E. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR Part 84 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the City any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.

with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

2. Nondiscrimination

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the City and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The City shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. Approved Plan

If applicable, the Subrecipient agrees that it shall be committed to carry out, pursuant to the City's specifications, an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966.

2. Women- and Minority-Owned Businesses (W/MBE)

The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means

2. Labor Standards

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti- Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the City for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements adopted by the City pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts I, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law , nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

3. "Section 3" Clause

a. Compliance

Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the Federal financial assistance provided under this contract and binding upon the City, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the City, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which Federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

c. Subcontracts

The Subrecipient will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the City. The Subrecipient will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

D. Conduct

1. Assignability

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the City thereto; provided, however, that claims for money due or to become due to the Subrecipient from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

2. Subcontracts

a. Approvals

The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the City prior to the execution of such agreement.

b. Monitoring

The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content

The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process

The Subrecipient shall undertake to insure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts

the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly:
- d. Lobbying: Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. Copyright

If this contract results in any copyrightable material or inventions, the City and/or City agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

X. ENVIRONMENTAL CONDITIONS

A. Air and Water

The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C. ,7401, *et seq.*;

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

XIII. WAIVER

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

XIV. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the Grantee and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Grantee and the Subrecipient with respect to this Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement intending to be legally bound hereby.

CITY OF WILLIAMSPORT

FIRETREE PLACE

BY: 

Gabriel J. Campana
Mayor

BY: _____

William H. Dayton III
Executive Director

BY: 

~~Margaret J. Woodring~~ Paulette L. Novicello
Controller Deputy Controller

ATTEST:


City Clerk

Firetree Place provides essential programs for at-risk youth, families, and seniors in the Williamsport area, including:

- Before-School Care
- After-School Club
- Summer Camp
- Backpack Program
- Educational/Enrichment Programs
- Fresh Express
- Recreation/Sports Programs
- Music and Arts Programs
- Leadership Programs

In the past 12 months, Firetree Place has provided:

- *10 children and youth under age 18 with Before-School Care.*
- *54 children and youth under age 18 with After-School Club care.*
 - *21 youth in Girl Scouts during the 2017/2018 school year*
 - *26 youth in the LEGO Magic Program during the 2017/2018 school year*
 - *11 youth in STOMP during the 2017/2018 school year*
 - *17 youth in Exact Path during the 2017/2018 school year*
- *188 youth Kindergarten through 12th grades with membership programs such as Open Gym, sports, and recreation programs.*
 - *53 Youth in Open Gym in 2017/2018*
 - *60 Youth in Basketball in 2017/2018*
 - *20 Youth in Baseball in 2018*
 - *55 Youth in Kickball in 2018*
- *160 adults with membership programs such as open gym and recreation programs.*
 - *79 Adults in Open Gym in 2017/2018*
 - *81 Adults in Basketball in 2017/2018*
- *170 kids Kindergarten through 12th grades with Summer Camp care.*
 - *38 youth in our Before Care program during the 2018 Summer Camp*
 - *43 youth in the LEGO Magic Program during the 2018 Summer Camp*
 - *32 youth in the Art Program during the 2018 Summer Camp*
 - *14 youth in the Rocketry Program during the 2018 Summer Camp*
 - *6 youth in the STOMP Program during the 2018 Summer Camp*
 - *52 youth in Exact Path during the 2018 Summer Camp*
- *4,870 nutritious dinners in After-School Club.*
- *1411 healthy breakfasts and 1739 nutritious lunches in the Summer Camp Program.*
- *3,841 healthy snacks in the After-School and Summer Camp Programs.*
- *410 backpacks of food to children and youth to provide nutritious food for the weekends.*

2. Needs Assessment

* **Need/problem to be addressed**

Low income families need affordable, high quality out-of-school programs that will provide a safe place for youth to be involved and engaged in positive programs that help them grow, nurture their potential, and enable them to succeed both in and out of school.

* **Method used to identify need (examples may include empirical observation, a study, or organization records)**

Numerous studies have shown that unsupervised, unguided children and youth are exposed to greater risks during out-of-school hours. Risks include: falling grades, increased drop-out rates, teen pregnancy and STD's, higher involvement in crime and drug use, higher incidents of suicide and mental health disorders, poorer nutrition and fitness, and greater risk of accidents. (www.ncbi.nlm.nih.gov, www.pccd.pa.gov, www.afterschoolalliance.org, www.summerlearning.org)

Conversely, studies have shown that effective after-school programs bring a wide range of benefits to youth, families, and communities. After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.

- *Attending after-school programs can improve students' academic performance. A national evaluation found that over 40% of students attending 21st Century Community Learning Center programs improved their reading and math grades, and that those who attended more regularly were more likely to make gains (Naftzger et. al. 2007).*
- *Effective after-school programs can improve classroom behavior (Wisconsin Department of Public Instruction, 2010), school attendance, academic aspirations, and can reduce the likelihood that a student will drop out (Huang, Leon, La Torre, Mostafavi, 2008).*
- *Participation in after-school programs has been associated with reduced drug use (Investing in Our Young People, University of Chicago, 2006) and criminal behavior (UCLA National Center for Research on Evaluation, Standards and Student Testing, 2007).*
- *After-school programs can play an important role in encouraging physical activity and good dietary habits. Participation in after-school programs has been associated with positive health outcomes, including reduced obesity (Mahoney, J., Lord, H., & Carryl, 2005).*
- *Working families and businesses also derive benefits from after-school programs that ensure that youth have a safe place to go to while parents are at work. Parents concerned about their children's after-school care miss an average of eight days of work per year, and this decreased worker productivity costs businesses up to \$300 billion annually (Brandeis University, Families and Work Program, 2004 and Catalyst & Brandeis University 2006).*

5. Project Activities

- a. **Describe the work to be performed, including the activities to be undertaken or the services to be provided. Include how the program will use the inputs to fulfill its mission.**

The services and programs to be provided at Firetree Place are:

- Before Care Program – includes a light breakfast, homework help, recreation, and transportation to school during the school year.
- After-School Club – includes transportation to and from school, snack, recreation, homework supervision and guidance, positive peer and counselor mentoring, dinner, field trips, and educational and enrichment activities such as Exact Path (literacy and math program), math program, music, dance, cooking, health and wellness, art program, and gardening. This year's After-School Club will focus more in depth on academics, behaviors, and social skills while still maintaining structured programs, enjoyable activities, and discipline. The counselors will now be responsible for the completion of extensive paperwork and documentation (incident reports, homework charts, parent and teacher communication logs, etc.), scheduling of multiple meetings with each parent/guardian, and scheduling of multiple meetings/conversations with each child's school teacher/guidance counselor.
- Summer Camp – includes breakfast, lunch, two snacks, 2 – 3 field trips each week, swimming, recreation and fitness, and enrichment and educational programs such as LEGO Magic program, Rocketry program, S.T.O.M.P. music program (Student/Teacher Outreach and Mentoring Program), math program, art program, comics program, literacy and reading, music and dance, health and wellness, cooking, and gardening.
- Educational Programs – Exact Path is an individualized learning program that utilizes fun computer software programs that create a personalized path of learning that intuitively adapts to each child's exact needs. LEGO Magic is a fun program that utilizes educational LEGO to teach S.T.E.M. (Science, Technology, Engineering, and Math) skills using LEGOs, robotized LEGO models, simple programming software on Chromebooks, and standard-based projects. Rocketry is a program designed for youth interested in exploring aerospace. The program helps teach basic knowledge about aerospace. Some of the topics that are explored are aviation, space, kites, hot air balloons, weather, and a career in aerospace. The program includes hands-on experiential activities, both individually and as a group. The math program is a program that helps the youth practice and enhance their math skills through different games/activities rather than through worksheets or homework. This program teaches the youth to look at math as a fun game rather than work.
- Recreation and Sports Programs – Includes basketball, baseball, kickball, volleyball, ping pong, four-square, badminton, tennis, ultimate Frisbee, and open gym.
- Partner Programs – Girl Scouts, Boy Scouts, 4H gardening program, S.T.O.M.P. (a music program taught by Uptown Music Collective), and the Equestrian program (partnership with Sunnybrook Meadows horse farm) are offered throughout the year for youth.

8. Outcome Measurement

a. **Provide a description of the measurement reporting tool or evaluation process that will be utilized to determine project outcome (i.e. client surveys, statistical data from a verifiable source, etc.). How will the success of the program be measured?**

- To measure the number of at-risk students who receive out-of-school enrichment programs, Firetree Place will monitor and record the number of students receiving services. Each participating child will have an application on file. These records are maintained each year to determine how many unduplicated youth are served in each program, which programs the youth participated in, and their attendance in each program.
- To measure the number of low-income, single head of household families, families with disabilities, and minorities who receive services, Firetree Place will collect income and family surveys for each family who receives services.
- To measure the increase of academic proficiency of at-risk youth in our community, each student's academic progress will be monitored and recorded. The Exact Path program provides multiple tools to track each student's progress, create personalized reports, and make recommendations for targeted learning. Firetree Place will also collaborate and communicate with school district educators and parents to monitor and improve students' school grades and performance.
- To measure the number of low-income children, youth, families, and seniors receiving nutrition and food services, Firetree Place will monitor and record the number of individuals who participate in the Fresh Express program, Backpack program, Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

9. National Objective

a. **Select only one option describing how the proposed project activities will meet the criteria of the National Objective**

 X Collect income data and demographic description of each City of Williamsport resident in the program. **(Describe target population)**

 Serve only a limited area that is proven by the 2010 census data or survey to be a low-income area (over 51%) within the City of Williamsport limits. **(If this option is selected, please use the attached maps to determine the service area.)**

 Serve only the following clients: elderly persons, illiterate persons, battered spouses, homeless persons, abused children, migrant farm workers, severely disabled adults, or persons living with HIV/AIDS. **(Describe target population)**

EXHIBIT B

Budget for Firetree Place 2019 After-School Program

CDBG funds will be allocated for (4) full-time After School Club Counselors at \$12.50 per hour for 40 hours per week for 3 weeks:

\$6,000.00