LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE
A G E N D A

SEPTEMBER 23, 2013 - 6:00 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at CityClerk@dover.de.us) should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. **Central Dover Planning Grant Donation Request**
   (Staff Recommends Authorizing the City Manager to Transfer $10,000 from the 10 Series of the Planning, Code Enforcement and Inspections Budget to Make the Requested Donation to the Central Dover Planning Initiative)

2. **Title V Grant Application - Hot Shots (Partnership with Aid in Dover)**
   (Staff Recommends Approval of "Scenario B," Where Grant Funds Pay for the Use of the John W. Pitts Center)

3. **Open Forum Speaker Rules - Affirmation of the Three (3) Minute Time Limit and Establishment of a Rule Against Ceding Time to Another Person**

4. **Review of Proposed Staff Evaluation Form**
   (Staff Recommends Approval of the Employee Performance Evaluation)

5. **Adjournment by 7:00 p.m.**

/tm
S:\AGENDAS-MINUTES-PACKETS\Committee-Agendas\2013\09-23-2013 LF&A.wpd

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

ACTION FORM

PROCEEDING: Legislative, Finance & Administration Committee **AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: City Manager's Office **DATE SUBMITTED**: 9/16/13
PREPARED BY: Scott D. Koenig, P.E., City Manager
SUBJECT: Central Dover Planning Grant Donation Request
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager, Controller
EXHIBITS: Exhibit A – Copy of the Request and Support Documentation
EXPENDITURE REQUIRED: $10,000.00 **AMOUNT BUDGETED**: $0.00 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Planning, Code Enforcement, Inspections (10 series).
TIMETABLE: Upon Council Approval.
RECOMMENDED ACTION: Recommend that City Council authorize the City Manager to transfer $10,000 from the 10 series of the Planning, Code Enforcement and Inspections budget to make the requested donation to the Central Dover Planning Initiative.

BACKGROUND AND ANALYSIS

The City Manager's office is in receipt of a request from Mr. Joe L. Myer to offer financial support through a $10,000 donation for a project to be known as the Central Dover Planning Initiative. This project is part of the Wells Fargo Regional Foundation Grant which has been awarded in the amount of $90,000. The overall total project cost is estimated to be $120,000.

The purpose of the project is to engage the community to address the challenges that many neighborhoods throughout Delaware and the nation are also facing – homes that are deteriorating, declining homeownership rates, persistent crime, and limited access to services. This effort will provide opportunity for various stakeholders to work together to make necessary improvements, organize associations, and look at a holistic approach to neighborhood building, affordable housing, economic development, and social service delivery.

Under the current budget rules, the City Manager cannot move funds from the 10 series of the budget without City Council approval. The request is to transfer unused salary from vacant positions to the regular operating budget to make the donation to the project. Should Council not authorize the transfer from the 10 series as request, the City Manager will need to identify another area of the budget for funding as this is an important project for the central Dover area.

NATIONAL COUNCIL ON AGRICULTURAL LIFE
AND LABOR RESEARCH FUND, INC.
"First in housing services, because we care."

City of Dover
RECEIVED
JUL - 8 2013
CITY MANAGER/MAYOR

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July 3, 2013

Scott Koenig, City Manager
City of Dover
15 Loockerman Plaza
Dover, DE 19903

Dear Scott:

Shelly Cecchett and I appreciated providing you and Ann Marie with an update on the Central Dover Planning Initiative on June 26th. As shared, we are successfully laying the infrastructure for a unique and important planning process for the service area. A highly skilled planning consultant, Interface Studio, LLC has been selected. A community organizer is in place through Public Allies Delaware. The steering committee has been meeting monthly to bring us to the point of Wells Fargo Regional Foundation funding for this 12 month planning process. NCALL is the lead organization for the grant and planning process. We expect a grant announcement in September which will be followed by a Success Measures neighborhood survey and then a series of neighborhood and resident engagement activities. The plan will result in a ground-up approach from residents and stakeholders who will prioritize needs. The final plan will have implementation strategies complete with cost estimates.

We appreciate the City's support of this activity. The resulting plan and strategies will benefit the City's efforts by providing valuable information for the City's various planning processes. We are pleased to be bringing in $90,000 specifically for Dover planning through the Well's grant. While we have a majority of the costs covered by that grant, we do have a $30,000 shortfall that we need to resolve. Please accept this as a formal request to the City of Dover for a contribution of $10,000 to help to bridge the gap in resources needed.

I have attached a Central Dover flyer and map, scope of work for the planning consultant, and a budget summary. Should you have any questions, I can be reached at 302-678-9400 or jmyer@ncall.org. In my absence, please talk with Karen Speakman, NCALL's Deputy Director and Shelly. Thank you for your consideration.

Sincerely,

Joe L. Myer
Executive Director

cc: Ann Marie Townsend

CENTRAL DOVER PLANNING INITIATIVE

WHAT: Several stakeholders who are committed to revitalizing Central Dover have come together for a planning initiative that will seek input from the community about strategies and priorities for the future. A skilled and experienced Planning Consultant will guide the process, a Steering Committee will be assembled to work with the consultant, and a Community Organizer will be hired to assure that residents currently living in the area are engaged in the planning process.

WHY: Neighborhoods within Central Dover face some of the same challenges that many neighborhoods throughout Delaware and the nation also are facing—homes that are deteriorating, declining homeownership rates, persistent crime, and limited access to services. However, with these challenges come opportunities for working together to make necessary improvements, organize associations, and look at a holistic approach to neighborhood building, affordable housing, economic development, and social service delivery.

WHO: Interested stakeholders include organizations such as NCALL, Inner City Cultural League, Dover Interfaith Mission for Housing, City of Dover, the CenDel Foundation, Dover Housing Authority, Dover Police Department, Greater Kent Committee, Interdenominational Ministerial Alliance . . . and YOU and your neighbors. You can join the community meetings and focus groups and help to develop healthy strategies for improving YOUR Central Dover neighborhood.

WHEN: Stay tuned for a late summer announcement and launch of the planning efforts. Join other neighborhoods in Wilmington that have successfully embarked on a neighborhood planning process like this, where strategies and priorities are followed by actual implementation.

WHERE: See the map on back, which highlights the Central Dover area.

WE NEED YOU: To help with surveys, to come out to community meetings and focus groups, to attend and share your thoughts and ideas, to participate in the planning activities, to say "yes" when asked to volunteer, to join in on the fun events, and to make a difference in YOUR community.

For more information, call:
302-678-9400 or 302-883-2180

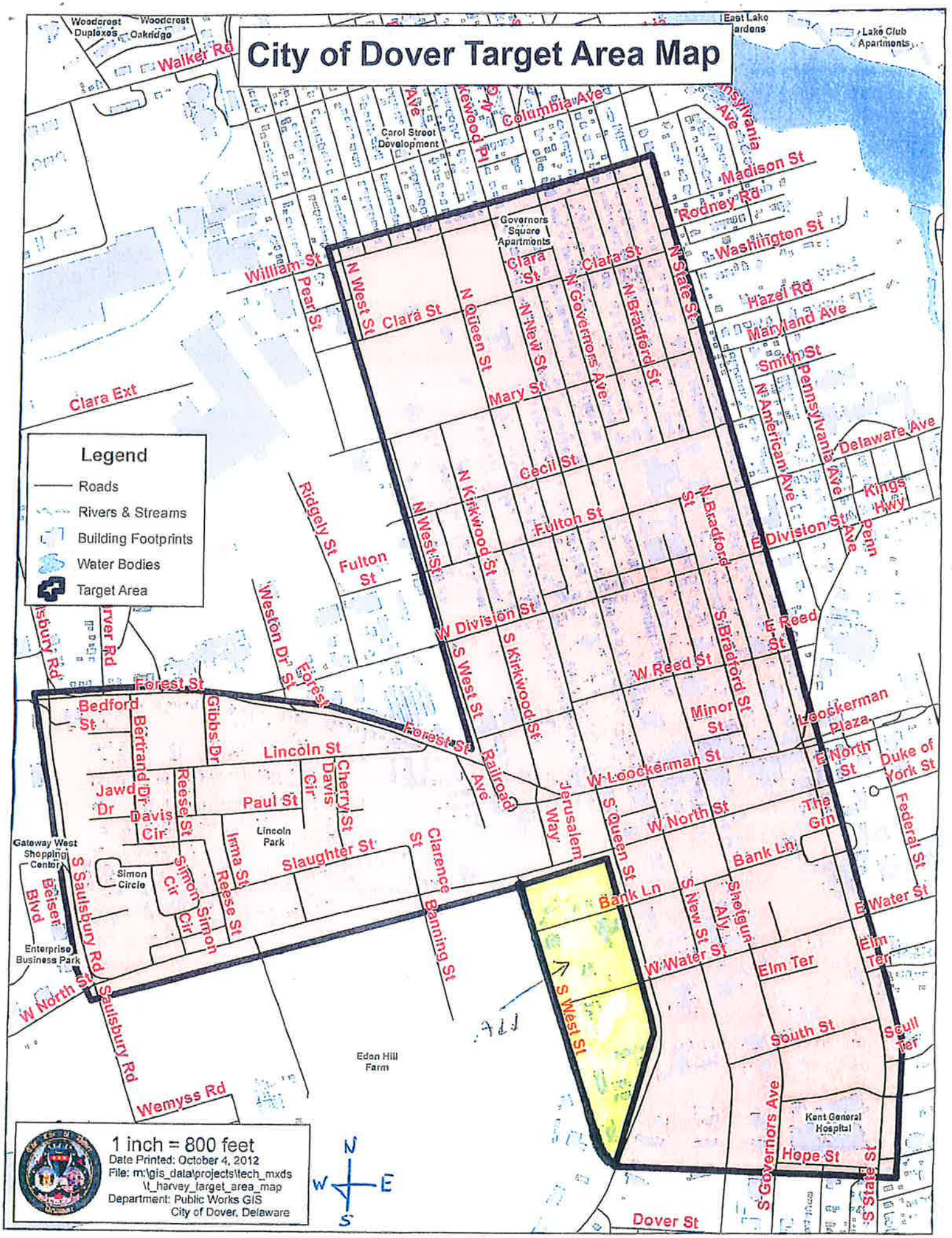

City of Dover Target Area Map
Legend
Roads
Rivers & Streams
Building Footprints
Water Bodies
Target Area
Walker Rd
Woodcrest Duplexes
Woodcrest Oakridge
East Lake Gardens
Lake Club Apartments
Carol Street Development
Columbia Ave
Pennsylvania Ave
Madison St
Rodney Rd
Washington St
Governors Square Apartments
William St
Pear St
N West St
Clara St
N Queen St
N New St
N Governors Ave
N Bradford St
N State St
Hazel Rd
Maryland Ave
Smith St
Pennsylvania Ave
N American Ave
Delaware Ave
Kings Hwy
Penn Ave
Clara Ext
Mary St
Cecil St
Fulton St
Ridgely St
N Kirkwood St
E Division St
W Division St
S West St
S Kirkwood St
S Bradford St
E Reed St
W Reed St
Minor St
Loockerman Plaza
W Loockerman St
E North St
Duke of York St
Federal St
The Grn
W North St
Jerusalem Way
S Queen St
Bank Ln
S New St
Shotgun Aly
E Water St
W Water St
Elm Ter
E Elm Ter
South St
Scull Ter
S Governors Ave
Hope St
S State St
Dover St
Kent General Hospital
Isbury Rd
Irver Rd
Weston Dr
Forest St
Bedford St
Bertrand Dr
Gibbs Dr
Lincoln St
Jawd Dr
Davis Cir
Reese St
Paul St
Cherry St
Railroad Ave
Lincoln Park
Gateway West Shopping Center
Simon Circle
Simon Cir
Beiser Blvd
Enterprise Business Park
S Saulsbury Rd
Saulsbury Rd
Imma St
Slaughter St
St Clarence
Banning St
Edon Hill Farm
Wemyss Rd
1 inch = 800 feet
Date Printed: October 4, 2012
File: m:\gis_data\projects\tech_mxds\t_harvey_target_area_map
Department: Public Works GIS
City of Dover, Delaware
N
W
E
S

EXHIBIT A: PROPOSED SCOPE OF SERVICES

PHASE 1: RESEARCH AND EXISTING CONDITIONS

Task 1.1 – Kick-off Planning Consortium Meeting and Collection of Base Information

The Interface Studio team will travel to Dover to conduct a meeting with the Planning Consortium of local residents and partners to guide the process. On our first trip, we will collect the following information:

- Past reports.
- Copies of recent documentation on locally proposed projects and initiatives.
- Available GIS data – we will make a formal request for specific GIS layers at the outset of the project.

We anticipate capping this trip with a public meeting to introduce the team, the process and to generate excitement by local stakeholders of the coming plan. If the formal Wells Fargo grant announcement has not been made, we'll plan for the introductory public meeting later in the process.

Task 1.2 – Stakeholder Interviews

The Interface Studio team will work closely with the Planning Consortium to identify stakeholders that are representative of the community as a whole, and are willing to contribute to the development of key objectives and strategies. Once identified, we will conduct between 10 and 15 one-on-one interviews. The intent is to gain insight from those most involved in community planning efforts and thereby educate the team about local conflicts, concerns and issues.

Task 1.3 – Neighborhood Survey

We have developed and coordinated the completion of the required Success Measures Survey Instrument in multiple Wells Fargo funded projects. Interface Studio and Lamar Wilson will work with the Planning Consortium to design the survey and develop concise supplemental questions tailored to the needs of Central Dover. We will also organize and conduct a training session for survey administrators and prepare all necessary base materials for the survey work including block / address lists and maps. As required by Wells Fargo, NCALL and its partners will be responsible for distributing and tabulating this survey.

Task 1.4 Collaborative Map

Interface Studio will create an on-line Google map linked to our web page that enables any user to add both "insights" and "ideas." The map will serve as an on-line catalogues of community concern and help to identify necessary improvements from the ground up. Previous uses of this tool have provided the process with hundreds of specific ideas and thousands of views by local residents. As it is likely that some will not have internet access nearby, we will also create a large format hard-copy version of the interactive map which can be placed in a public space like a library. The hard-copy map will use stickers and notecards to mimic the Google map. We have had success with both versions of the map and will tailor the exercise to best meet the needs of this project.

~~Task 1.5 - Walkshops~~

Task 1.6 – The Past and Present of the Community

Neighborhoods are, in part, a product of their history. We will collect Sanborn maps and research local history to provide a historic basis that informs our understanding of the community's evolution. This analysis will bring to the fore how the community has changed and what characteristics have instilled a sense of continuity, place and pride over time. In addition, we will thoroughly review past planning efforts and identify the strategies, successes and barriers toward implementation that will serve as a strong foundation for the development of this plan.

Task 1.7 – Urban Analysis

The Interface Studio team will undertake a comprehensive physical survey of Central Dover to understand local assets and resources, challenges and constraints, including open space, commercial activity, building condition, and vacancy. We will supplement this survey with information from available GIS and other data sources to create a series of maps that will illustrate the physical and demographic state of the target areas and will set a baseline series of indicators for future evaluation. This portion of the analysis will afford visualization of existing conditions with the following maps and supporting photography:

- City Form - A parcel by parcel survey to help us identify existing land use, vacancy, building conditions, commercial uses, current investment, local assets, areas where land use and zoning conflict, and quality of life issues, such as crime, trash and parking that inform the experience of living in the neighborhood.
- Housing - A survey of recent housing development efforts and identification of housing development and preservation resources available to this neighborhood, historically, currently and prospectively, and their impact on the target areas.
- Demographic Review - A collection and graphic presentation of key demographic trends (including population, race, income and education over time) from the Census.
- Open Space and Environmental Analysis – A catalogue of information relating to the environmental health of the target areas, including the use of local parks and open space, tree coverage, and topography.
- Transportation Overview – An analysis of local street directions, street widths, pedestrian activity, location of bicycle infrastructure and public transit routes and lead times.

Task 1.8 – Review of Local Institutions and Social Programs

As a part of our data collection, we will work with NCALL to catalogue the existing institutional uses that form the civic backbone of the community including community centers, schools and day cares, and religious institutions. We will look beyond the network of physical structures to assess the local education, social service, housing assistance and economic development programs offered within the study area as well. We expect that as a part of our one-on-one interviews we will speak with specific individuals who are actively involved in these organizations to identify the primary gaps in services and any other issues impacting their use by the larger community. The intent is to pinpoint needs and reveal opportunities for improving the quality of, and access to, local resources as well as strengthening the presence and role of existing and unique assets. We expect that NCALL and Planning Consortium partners will assist in retrieving and organizing information from local institutions and non-profits for inclusion into the plan.

Task 1.9 - Take it to the Streets

As a part of the public outreach, we advocate for a direct form of outreach that encourages people to explore and participate when and where it is convenient for them. If vacant storefront space can be secured, we recommend setting up a physical project headquarters that can be a home base for the Planning team. The headquarters can be used, in part, to organize an exhibit about Central Dover as a fun and interactive way to garner more input and support. This allows people to stop in and learn about the project when staffed by NCALL and other volunteers. The exhibition, or what we call an "Open House," is typically a one-month event staffed and opened to the public 1-2 days a week. It is an opportunity for people to drop in, speak with the design team / Planning Consortium leaders, learn more about their City, and provide insight into their concerns and ideas about Central Dover.

The Open Houses include multiple games and tools designed to elicit public response and discussion. The tools potentially include:

connections between parks, plazas, and other community gathering places, and soften the visual edges and environmental impact of the site's numerous infrastructure corridors.

Task 2.6 – Quality of Life Strategies

For a plan to positively and tangibly impact Central Dover residents, it must emphasize addressing local quality of life concerns. That is to say, a Comprehensive Plan will struggle to effectively address public health through recommendations for the region's health care system, but it will be extremely effective in addressing public health through improved walkability and accessibility in neighborhoods.

Accordingly, the Interface Studio team will build on its analysis and outreach to incorporate recommendations surrounding assets and challenges facing the community. We will incorporate strategies for quality of life elements like public safety, cleanliness, lighting, flooding, education, and code enforcement.

Task 2.7 – Act NOW! - A plan for the next year

This plan can and should develop recommendations with long-term objectives and investments in sight. But it is also important to identify short-term strategies that can be accomplished with limited funds in the next year. The intent is to maintain momentum and build a positive spirit that demonstrates that things can change. Interface Studio is recognized by clients for our ability not just to think big, but also incrementally.

Task 2.8 – Planning Consortium Meeting

Interface Studio will review in detail the preliminary recommendations with the Planning Consortium over a longer meeting. We will treat this meeting as a brainstorming session, intended to generate additional ideas for recommendations that will be developed further by Interface Studio during the next phase of work. Upcoming public meetings will also be discussed in terms of content, roles and responsibilities.

Task 2.9 – Open House #2

The Interface Studio team will re-design the open house with new exhibits intended to focus on potential strategies for Central Dover. The exhibits will be designed with the Planning Consortium and Interface Studio will install and staff the opening night.

Task 2.10 – Preliminary Neighborhood Revitalization Plan

All of the preliminary recommendations will be edited to incorporate the public outreach gleaned during the public meeting and organized into one well-tailored, place-specific, graphic-heavy document that describes in detail our recommendations, designs, and planning strategies. We will provide a CD with the report in PDF format for review. We ask that all comments on the plan be transferred to one hard copy by the Planning Consortium to facilitate the editing process for creation of the final plan.

Phase 2 Deliverables: A graphically sophisticated Preliminary Revitalization Plan that includes the full analysis, summary of public outreach and recommendations developed for the study.

PHASE 3: FINAL REVITALIZATION PLAN

Task 3.1 – Preliminary Action and Financing Strategy

A plan is only as effective as its ability to be implemented, therefore, we place an emphasis on outlining, step by step, the phasing, necessary actions, lead agencies, partners, and funding sources for each recommendation. This information will be organized in an Excel matrix for review and editing by the Planning Consortium, as local expertise will be integral in matching recommendation ideas with appropriate funding sources and programs for implementation. In addition, we will fill out the Wells Fargo implementation charts

required for submittal for an Implementation Grant. Once finalized, the Planning Consortium will receive a digital copy of the Excel files that can be updated over time. The Interface Studio team will also create a map that illustrates the phasing approach for different initiatives for use by the Planning Consortium.

Task 3.2 – Planning Consortium

The Interface Studio team will discuss the Implementation and Financing Strategy and draft plan with the Planning Consortium. We ask that all comments on the Preliminary Revitalization Plan be provided to Interface Studio at this time.

Task 3.3 – Final Plan and Take the Show on the Road

Interface Studio will update the Preliminary Revitalization Plan, incorporating all final comments provided by the Planning Consortium. We will provide two printed copies of the Final Revitalization Plan as well as a CD with a PDF of the final report, a smaller, web-friendly plan summary, and the PowerPoint presentations created during the planning process for future use by the client.

The team will then present the Revitalization Plan to the community and partners. This final community meeting is an opportunity to celebrate the hard work everyone contributed to the creation of the document and should be viewed as more of a party than a formal public meeting. Specific details of this public event will be worked out in discussions with the Planning Consortium.

In addition to the public event, the team will also be available for additional presentations to roll out the plan to City agencies, or other stakeholders as determined by the Planning Consortium.

Phase 3 Deliverables: Action plan in pdf and Excel format, Final Revitalization Plan in InDesign and pdf format, a separate Executive Summary in InDesign and pdf format, and final powerpoint presentation.

BUDGET FOR CENTRAL DOVER PLANNING PROJECT

Wells Fargo Regional Foundation Grant	
Planning Consultant (base services)	$70,000
Success Measures Survey Costs and Stipends	5,000
Community Organizer and NCALL expenses	15,000
Grant Total	$90,000
Expected Costs for Central Dover Planning Project	
Planning Consultant (with all community engagement extras)	$85,000*
Success Measures Survey Costs and Stipends	5,000
Community Organizer (cost of a Public Ally)	15,000
Supervision of community organizer & community work	10,000
Funding for events, block parties, incidentals, etc.	5,000
Expected Project Costs	$120,000**
Shortfall to be Raised	$ 30,000

*Additional community engagement functions to be added by Planning Consultant

- Collaborative Map
- Urban Analysis (additional depth)
- Review of Local Institutions & Social Programs
- "Take it To The Streets"
- Marketing Material (additional)
- Plan for Human Resource Development
- Green Agenda
- Consortium Retreat
- Use vacant storefront or facility for open houses and consider storefront project video

**Budget does not include any funding to NCALL for leadership, grants management, oversight, accounting, and indirect expenses.

ACTION FORM

PROCEEDING: Legislative, Finance and Administration Committee
DEPARTMENT OF ORIGIN: Planning, Inspections & Recreation D**ATE SUBMITTED**: 9/17/2013
PREPARED BY: Ann Marie Townshend, AICP
SUBJECT: Title V Grant Applications – Hot Shots (Partnership with Aid in Dover)
REFERENCE: N/A
RELATED PROJECT: Previous grants – GAMES and Girls Circle
REVIEWED BY:
EXHIBITS: Grant Application – Scenario A and Scenario B
EXPENDITURE REQUIRED: $28,500 **AMOUNT BUDGETED**: Not budgeted – All grant funds. Staff time is used as required match. **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: Grant cycle is 10/1/2013 – 9/30/2014
RECOMMENDED ACTION: Staff recommends that the Committee forward the grant application for "Scenario B", where grant funds pay for the use of the John W. Pitts Center, to City Council with a favorable recommendation.

BACKGROUND AND ANALYSIS

Since fall 2007, the City of Dover has partnered with Aid in Dover to secure funds through the Criminal Justice Council to provide programming to target at-risk youth. The first three-year cycle funded a program called Girls Circle, which provided after school programming for at-risk girls in middle school to help improve their self- esteem and reinforce positive life choices. The second three-year cycle funded a program call GAMES (Growing up And Meeting Each Success), which also provided after school programming for boys and girls between 12 and 18 to help reinforce positive life choices. The current grant request is for a one-year grant that consist of a basketball program for children between 12 and 17. The program would meet one evening per week for three hours, and two tournaments during the course of the year.

Aid in Dover has provided two potential grant applications for consideration by the Committee, one of which would include the cost of utilizing the John W. Pitts Center as in-kind match, and the other that includes paying the cost of utilizing the John W. Pitts Center out of the grant request. The two scenarios are summarized on page 9 of each grant proposal.

In Scenario A where the City allows the cost of the John W. Pitts Center as part of the in-kind match, the program would provide three 12-week sessions, reaching a total of 50 youth. In Scenario B where the grant funds pay for the use of the John W. Pitts Center, the program would provide three 10-week sessions, reaching a total of 30 youth.

The in-kind match provided by the City of Dover under the grant proposal is as follows:

Finance Staff Hours for grant administration – 6 hours @ $37.38 per hour = $224
Parks and Recreation Hours for grant administration – 30 hours @$28.75 per hour = $862
John W. Pitts Center Gym Usage (Scenario A only) – 113 hours @$75 per hour = $8,475

Staff has concerns about allowing use of the John W. Pitts Center without charge, as there are many community groups that regularly request use of the facility free of charge, and as there are no clear criteria for granting a waiver of the charge. Staff is concerned that this could create the impression of unequal or preferential treatment of one group over another.

SCENARIO A – GYM FEE WAIVED AS PART OF IN-KIND MATCH (50 PARTICIPANTS)

CRIMINAL JUSTICE COUNCIL
820 N. FRENCH STREET, 10TH FL.
WILMINGTON, DE l980l
(302) 577-5030

FOR CJC USE ONLY

Project #:
Date Rcvd:

SUBGRANT APPLICATION

Federal Grant ID #

1. **Type of Applicant**

( ) State
( ) County
(x) City
( ) Private Nonprofit

2. **Type of Application**

(x) New
( ) Revision
( ) Augmentation
( ) Continuation

3. **Project Duration**

Start Date **10/1/2013**
End Date **9/30/2014**
Total Mos. **12**

4. **Title of Applicant's Project (25 characters or less)**

Hot Shots

5. **Legal Applicant/Recipient** Federal I.D. #: **51-600092**

a. Applicant name	**City of Dover – Parks & Recreation**
b. Address	**P.O. Box 475**
c. City, State, Zip	**Dover, DE 19903-0475**
d. County	**Kent**
e. Telephone	**(302) 736-7058**
f. FAX	**(302) 736-4217**

6. **Project Director**

a. Name	**Sherwanda Rachal-Speaks**
b. Address	**P.O. Box 475**
	Dover, DE 19903-0475
c. Telephone	**(302) 736-7058**
d. FAX	**(302) 736-4217**

7. **Financial Officer**

a. Name	**Tracy Lisiecki**
b. Address	**P.O. Box 475**
	Dover, DE 19903-0475
c. Telephone	**(302) 736-7182**
d. FAX	**(302) 736-4217**

8. **Proposed Funding**

a. Federal (CJC)	**$28,500**
b. Subgrantee Match	**$22,725**
c. Total	**$51,225**

10. **Official Authorized To Sign Application**

I hereby certify that the money requested herein does not constitute supplanting of previously budgeted sources of financial support and that I have read, understand, and agree to comply with all general conditions and assurances described and referenced on page 19.
I hereby certify that this agency will comply with the provisions and requirements of Title IV of the Civil Rights Act of 1964 and all regulations issued by the Department of Justice (28CFR Part 42) issued pursuant to that Title.

Name (Signature) _____ Title _____ Date _____

Printed Name _____

Project Summary: In 200 words or less, briefly describe the problem, the goal, the approach and the results or benefits expected from this project.

Hot Shots is a program designed for at-risk youth in Kent County between the ages of 12-17. The goal of the program is to offer the youth a more in depth opportunity to learn to play basketball and to control their play within the rules set by the National Federation of State High School Associations (NHSF). Many of our youth do not get the opportunity to play for a high school team and basketball is a very popular sport for many adolescents. "Pick Up Ball" and "Street Ball" are two of many variations of basketball played by the youth in our community. The fundamental problem with these forms of the game, is that the players, and most often, the largest and best players, make up the rules.

Hot Shots teaches youth to play according to accepted rules, used by high school sports programs. **Hot Shots** gives youth the chance to learn and practice how to become a part of a team, learn to cooperate with other team members, learn to collaborate with other players so that different sets of skills can be realized, and most importantly, to learn how to win and lose without losing self or team respect.

Budget Summary: Project budget line totals derived from Detailed Budget Breakdown (pages 4 to 8) should be totaled and entered on page 1, number 8. Applicants other than state agencies must complete line (J).

The total costs proposed for this project are to be shared according to the proposed ratio of obligated funds displayed below.

Budget Categories	Total Cost
A. Personnel	**$0**
B. Fringes	**$0**
C. Contractual	**$51,225**
D. Travel	**$0**
E. Supplies	**$0**
F. Operating	**$0**
G. Equipment	**$0**
H. Other	**$0**
I. Indirect	**$0**
TOTAL	**$51,225**

** PROPOSED SOURCES OF FUNDING **

		Federal Funds	State Funds	Local	Other	In-Kind
TOTAL BUDGET	$51,225	$28,500	$0	$0	$0	$22,725
SHARE RATIO	100%	67%	0%	0%	0%	33%

J. If applicant is not a state agency, identify the specific source of applicant's matching funds to be provided.

In-kind match is based on time for the City of Dover Grants Administrator, Sherwanda Rachal-Speaks @$28.75 per hour for 30 hours, equaling $862, and Finance Officer, Tracey Lisiecki @ $37.38 per hour for 6 hours, equaling $224. The match also includes time for the Executive Director of Aid in Dover @$13,164, 19% of her salary. The cost also includes the fees to rent the Schutte Park basketball gym @$75/hour for 108 instructional hours and 5 total tournament hours = $8,475.

Detailed Budget Breakdown: The purpose of this section is to list each anticipated expenditure of project funds. The "reasonableness" of figures requested will be scrutinized and additional justification required where necessary.

A. **Personnel**

For employees: List each position by title (and name of employee, if available) and show the annual salary rate for the employee. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project (FICA, pensions, Blue Cross, Workmen's Compensation, personnel costs).

Indicate with each position listed, whether applicant's governing personnel system has approved each position by stating "approved" or "not approved".

Budget Categories	Annual Salary	Federal	Match	Total Proj. Cost
A. Personnel (employees & salaries). List each by position				
None				
TOTAL PERSONNEL - SALARIES Enter totals on page 9, line a				

B. Fringe Benefits (each type/cost)				
None				
TOTAL FRINGE BENEFITS Enter totals on page 9, line B				

C. **Professional Services**: For consultants or individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants where available), the proposed fee rates (by day, week or hour), and the amount of time to be devoted to such services.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
C. Professional Services (consultants and contractors) List individually				
Aid in Dover, Inc.	$51,225	$28,500	$22,725	$51,225
TOTAL PROFESSIONAL SERVICES Enter totals on page 3, line C	$51,225	$28,500	$22,725	$51,225

D. **Travel**: Itemize in-state and out-of-state travel expenses of project personnel by purpose (e.g. faculty to training site, field interviews, advisory group meetings, etc.) and show basis for computation (e.g. "5 trips for 'x' purpose at $80 average costs - $50 transportation and 2 days per diem at $15" or "6 people to 3-day meeting at $70 transportation and $45 subsistence"). In training projects, where travel and subsistence of trainees is included, this should be separately listed indicating the number of trainees and unit cost involved. Must have agency travel policy per item and mileage rates. Otherwise, CJC travel policy enforced.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
D. Travel (transportation and subsistence - itemize)				
None				
TOTAL TRAVEL Enter totals on page 3, line D				

E. **Supplies**: List items within the category by major type (e.g. office supplies, training materials, research forms) and show basis for computation ('x' dollars per month for office supplies, 'y' dollars per person for training materials). Large items should be separately listed and identified.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
E. Supplies (itemize)				
None				
TOTAL SUPPLIES Enter totals on page 3, line E				

F. **Operating Expenses**: List items by type of expense (e.g. office rent, telephone, printing, janitors, equipment rental, repairs, service contracts, etc.).

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
F. Operating Expenses (itemize)				
None				
TOTAL OPERATING EXPENSES Enter totals on page 3, line F				

G. **Equipment**: (Office furniture, communications equipment) each type of item to be purchased should be listed separately with estimated unit costs.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
G. Equipment (itemize)				
None				
TOTAL EQUIPMENT Enter totals on page 3, line g				

H. **Other**: A specific itemization of each type of expense with basis of computation should be provided.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
H. Other				
None				
TOTAL OTHER Enter totals on page 3, line h				

I. **Indirect Costs**: Where indirect costs are claimed, a computed rate allocated on the basis of wages or salaries must be shown, or evidence that the rate has been audited and approved by a government audit agency, including the approved allowable rate. Please attach your formula, justification or approval to application.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
I. Indirect Cost				
None				
TOTAL INDIRECT COSTS Enter totals on page 3, line I				

BUDGET NARRATIVE: For each Budget category for which funds are requested, describe (1) why the proposed cost element is needed to achieve project objectives, and (2) how the proposed resource will be obtained. Use additional pages, if necessary.

CONTRACTUAL: $51,225 Total

Personnel:	**$14,127**	The Program Director, Lauren Mincey, and the Lead Instructor, Mark Harmon, are responsible for the operation of the program. The Hot Shot program pays for 12% of the Program Instructor, which is $4,018 and 15% of the Program Director's salary, which is $6,329. The Program Director is responsible administrative functions such as reporting and data collection/analysis. The Instructor provides program recruitment and supervision. Two Program Instructors will be hired for the Hot Shots program at $15/hour for 36 classes, each class being 3 hours long, plus 18 planning hours @ $15/hour = $3,780.
Fringe Benefits:	**$2,133**	Employee benefits include FICA at the current rate of 7.65%.
Travel:	**$5,550**	School bus transportation for the after school program to the Schutte Park site @$150/week for each class and the championship game.
Supplies:	**$2,740**	Cost represents the estimated amount of all materials and office supplies, brochures, program activities, life skills training, pre and post testing, incentives, and program handouts for participants, correspondence, reporting, and database management = $400; one basketball per program participant @ $20 each = $1000; one program t-shirt per program participant and tournament coach @ $15 each = $840; and one trophy/medal per program participant @ $10 each = $500.
Other:	**$3,950**	The cost includes $2,000 towards a General Liability policy to cover $2,000,000 to comply with the Schutte Park gym guidelines; Referees/Officials for the championship games @ $150 per game for 7 games = $1050; and a coach for each of the 6 teams in the tournament game @ $15/hour for 10 hours each = $900.
In-Kind Match:	**$22,725**	In-kind match is based on time for the City of Dover Grants Administrator, Sherwanda Rachal-Speaks @$28.75 per hour for 30 hours, equaling $862, and Finance Officer, Tracey Lisiecki @ $37.38 per hour for 6 hours, equaling $224. The match also includes time for the Executive Director of Aid in Dover @$13,164, 19% of her salary. The cost also includes the fees to rent the Schutte Park basketball gym @$75/hour for 108 instructional hours and 5 total tournament hours = $8,475.

Cost Per Participant = $570

Project Narrative

A. **The Problem**: In this section, the problem which this project is intended to address should be described and defined. Accurate problem definition is essential because the application can only be reviewed and evaluated according to the problem it purports to resolve. Describe the problem in a manner which offers the potential to observe and measure its dimensions before, during and after the project activity.

At a minimum, this section should:

(1) Describe the nature and cause of the problem, target groups or organizations and/or benefited, and what the project will demonstrate or achieve.
(2) Provide supporting facts and figures that describe the extent of the problem.
(3) Indicate how the problem relates to the goal or program for which funds are sought.

Reduction in high school dropouts, disproportionate minority contact and arrest rates for juveniles in the Greater Dover area are the targeted goals for this application. *Kids Count in Delaware, Fact Book 2013, the City of Dover Police Department Annual Report for 2010, and the Data Resource Center for Child and Adolescent Health* all reported the following findings:

- In the 2011-2012 school year, the Delaware Department of Education reported 14,792 suspensions and 39 expulsions in Kent County.
- In 2010-2011, the dropout rate for Delaware was 3.7% overall, while the rate for African American students was 5.1%
- In 2011-2012, the graduation rate for Delaware was 80% overall, while the rate for African American students was74.6%
- In 2010, in the City of Dover, 20 burglaries, 128 assaults, and 179 theft arrests were made on juveniles.
- According to the Data Resource Center for Child and Adolescent Health, Delaware ranks 36th nationwide, with 33.2% of children considered either overweight or obese.

B. **Goal Statement and Measurable Objectives**: This section should clearly and concisely describe precisely what the project will achieve and/or demonstrate. The goal statement and measurable objectives should be directly related to the statement of the problem **so** that the project can be evaluated in terms of its ability to resolve the problem identified.

At a minimum this section should:

(l) Specify a goal statement for the project. The goal statement should clearly communicate the intended result of the project as of the end of the subgrant period. For example: Reduce juvenile court referrals by 10 percent.

GOAL STATEMENT

Reduction in high school dropouts, disproportionate minority contact and arrest rates for juveniles in the Greater Dover area are the targeted goals for this application.

(2) Identify implementation objectives for the project. For example:

(a) Space in which to conduct this project will be rented within one month of the award notice.
(b) Three new counselors will be hired within two months of the award notice.

IMPLEMENTATION OBJECTIVES

1. Within 30 days of award, the City of Dover will execute a memorandum of understanding with Aid in Dover, Inc.

2. Within 30 days of award, Aid in Dover, Inc. will purchase all necessary supplies.

3. Within 30 days of award, the Executive Director, Project Supervisor, and Program Supervisor will recruit, hire, and train all Program instructors, coaches, volunteers, and referees.

4. Within 30 days of award, the Program Supervisor will publish the class and game schedules at Schutte Park.

5. Within 30 days of award, all members of the Policy Prevention Board, established by a previous Title V grant, will be convened to provide community input into the program.

6. Within 30 days of award, the program will be opened and ready to provide full service to all referrals.

3) Identify performance objectives for the project. Performance objectives indicate major behavior (activities) necessary to achieve the goals of the program. For example:

(a) Three counselors will make 60 separate client contacts during the first six months of the project.
(b) Three counselors will receive 10 hours of in-service training during the first six months of the project.

PERFORMANCE OBJECTIVES

The following objectives will be achieved by offering services to 50 youth, ages 12-17 years old:

1. Each participant will receive a minimum of three (3) hours per week in directed activities.

2. Each participant will receive a minimum of one (1) hour per week in "soft" life skills training, such as teamwork, cooperation, collaboration, confidence, and appropriate responses to anger, frustration, disappointment, and success.

3. Each participant will receive a minimum of two (2) hours for ***application*** of these "soft" life skills as they teach basketball basics, such as rules, concepts, court layout, and player positions.

4. Each participant will be taught shooting, passing, dribbling, lay ups, jump stops, pivoting, footwork, jab steps, screening cutting defense, and rebounding skills.

5. Each participant will be receive the opportunity to actively exercise for a minimum of two (2) hours each week.

6. The City of Dover Title V Policy Prevention Board will meet to discuss program progress quarterly and to provide meeting minutes to grant monitor

(4) Identify impact objectives for the project. Impact objectives measure the extent to which what happened was the result of the funded activity. For example:

(a) A six and 12 month follow-up will be made for every client participating in the project.
(b) At least 80% of the clients served will show improvement.

IMPACT OBJECTIVES

1. For the **50** youth enrolled in the program, reduce the number of those youth involved in crime by **5%**.

2. Increase the knowledge and application of soft-skills by improvement in the ability to demonstrate refusal, self-management, and decision making skills needed to avoid acts of delinquency by **15%**.

3. Of the **50** youth enrolled in the program, **85%** will improve their ability to get along with others by learning and practicing self-management activities.

4. Of the **50** youth enrolled in the program, **85%** will demonstrate an increased awareness and knowledge of teamwork, cooperation, collaboration, confidence, and appropriate responses to anger, frustration, disappointment, and success.

5. **75%** of the youth in the program will not be arrested.

6. **100%** of the youth in the program will exercise for a minimum of two (2) hours each week.

C. **Methods and Procedures**: This section should address the impact of the program by quantifying the results.

Hot Shots is an activity based program for youth ages 12-17 years. The program will rely on relational-culture theory, which suggests that growth-fostering relationships are a central and human necessity and that disconnections in these relationships are the source of psychological problems. The theory view connection with others as a central organizing feature in psychological makeup. The quality of these connections determines the overall psychological health, self-image, and relationships. Within this theoretical framework, **Hot Shots** aims not only to reduce risk factors for delinquent behavior, school dropout, and disproportionate minority contact and arrest rates, but also increase the protective factors for resiliency against these ultimate situations, if intervention is not made.

Hot Shots will target schools, churches, and other community organizations in outreach. Involvement will be voluntary, and by reaching out to the local community, we expect involvement will be high. The City of Dover needs programs designed to assist our minority youth with positive, appropriate, and responsible development.

The City of Dover will partner with Aid in Dover, Inc. to operate the **Hot Shots** program. Aid in Dover, Inc. has been serving "at risk" youth within Delaware and Kent County since 1974. With that experience, Aid in Dover, Inc. will provide activities and coaches who can change the beliefs and behaviors of minority youth within our community by building positive influences in their lives each week. Youth will be using both their mind and bodies to focus on methods and strategies that will be enable them to meet issues they face in their lives.

Hot Shots participants will meet each week for three (3) hours at the Schutte Park Recreation Center. The first hour will be directed to life skill instruction in areas such as teamwork, cooperation, collaboration, confidence, appropriate responses to anger, frustration, and disappointment. In the next two hours, instructors/coaches will apply and demonstrate those concepts as they teach basketball basics such as rules, concepts, court layout, and player positions. As participants learn shooting, passing, dribbling, lay ups, jump stops, pivoting, footwork, jab steps, screening, cutting, defense, and rebounding skills, they will be given repeated opportunities to learn and practice fairness and fair play. Games will be governed by National Federation of State High School Associations (NHSF) rules.

Hot Shots will provide three (3) separate cycles of 12 week duration for three (3) hours each week. Each cycle can accommodate 16-17 youth per cycle. The program will serve a total of 50 youth per year. After the third cycle is complete, a championship tournament and celebration will occur for all participants served that year. Two (2) teams will be formed from each program cycle, totaling three (3) teams to play in the tournament by the end of the program. Each team will be provided with a coach for the day of the tournament (including the two (2) Program Instructors), transportation, a team shirt, their own basketball, and a trophy/medal.

The partnerships between the City of Dover and Aid in Dover, Inc. are currently in force and the Title V Policy Prevention Board continues to meet and plan for our youth. Next meeting date is scheduled for September 18, 2013. Aid in Dover, Inc. is prepared to purchase all necessary supplies, recruit, hire, and train all staff and volunteers, and open **Hot Shots** within 30 days of award.

D. **Evaluation Design**: This section should describe the specific plans and activities which will be pursued to measure progress toward and achievement of the goal statement(s) and objectives identified in Part B. The evaluation design should provide for and rely upon objective measures and judgments of project personnel, local officials or advisory groups.

At a minimum this section should:

(l) Provide a general overview of the proposed evaluation design.

(2) Explain how accomplishments will be recorded.

(a) What facts and figures will be collected?
(b) How and by whom will these facts and figures be selected?
(c) How will the facts and figures collected be related?

Aid In Dover, Inc., will provide the Criminal Justice Council with statistical information to measure and monitor the program effectiveness. Criteria to be submitted will include:

1. The amount of Title II funds used during each quarter for Delinquency Prevention.

2. The number of participants served per quarter. This number will represent an unduplicated count.

3. The total hours of instruction/supervision/intervention in each cycle.

4. The number and percent of participants exhibiting desired changes.

5. The number and percent of participants completing the program each cycle.

6. The number and percent of participants satisfied with the program and their individual results.

7. The number and percent of staff receiving training in delinquency prevention/intervention.

Overall evaluation of the program will be determined by the number of juvenile contacts and arrests among participants in the City of Dover and Kent County. Statistical data provided within this application will be used as a base line for comparison purposes.

E. **Continuation**: Indicate what prospects and willingness for continued financing of the project is to be sought after CJC support has been terminated. Furthermore, indicate the amount of CJC funding to be sought. Please provide an "assumption of local costs" timetable so that staff can determine the likelihood of continuation beyond CJC funds.

To sustain this program beyond funding from the Criminal Justice Council, Aid in Dover, Inc. will discuss program efficacy and success with the City of Dover and other community organization for options to continue program support.

F. **Past Progress Report**: (To be included only for continuation grants.) The purpose of the past progress report is to provide information on past results in summary form so that their utility can be applied to the continuing effort. Provide a summary for the last complete funding cycle in the state. Summarize your past grant achievements in 30 words or less.

Not applicable.

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally assisted project. Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.

2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L.91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)

4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.

5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance, purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject

to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal law, orders, circulars, or regulations.

12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61. Procedures for implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42USC3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for $500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

SCENARIO B – GYM FEE PAID OUT OF GRANT FUNDS (30 PARTICIPANTS)

CRIMINAL JUSTICE COUNCIL
820 N. FRENCH STREET, 10TH FL.
WILMINGTON, DE l980l
(302) 577-5030

FOR CJC USE ONLY

Project #:
Date Rcvd:

SUBGRANT APPLICATION

Federal Grant ID #

1. **Type of Applicant**
   - ( ) State
   - ( ) County
   - (x) City
   - ( ) Private Nonprofit

2. **Type of Application**
   - (x) New
   - ( ) Revision
   - ( ) Augmentation
   - ( ) Continuation

3. **Project Duration**
   - Start Date **10/1/2013**
   - End Date **9/30/2014**
   - Total Mos. **12**

4. **Title of Applicant's Project (25 characters or less)**

   Hot Shots

5. **Legal Applicant/Recipient** Federal I.D. #: **51-600092**

a. Applicant name	**City of Dover – Parks & Recreation**
b. Address	**P.O. Box 475**
c. City, State, Zip	**Dover, DE 19903-0475**
d. County	**Kent**
e. Telephone	**(302) 736-7058**
f. FAX	**(302) 736-4217**

6. **Project Director**

a. Name	**Sherwanda Rachal-Speaks**
b. Address	**P.O. Box 475** **Dover, DE 19903-0475**
c. Telephone	**(302) 736-7058**
d. FAX	**(302) 736-4217**

7. **Financial Officer**

a. Name	**Tracy Lisiecki**
b. Address	**P.O. Box 475** **Dover, DE 19903-0475**
c. Telephone	**(302) 736-7182**
d. FAX	**(302) 736-4217**

8. **Proposed Funding**

a. Federal (CJC)	**$28,500**
b. Subgrantee Match	**$14,250**
c. Total	**$42,750**

10. **Official Authorized To Sign Application**

I hereby certify that the money requested herein does not constitute supplanting of previously budgeted sources of financial support and that I have read, understand, and agree to comply with all general conditions and assurances described and referenced on page 19.
I hereby certify that this agency will comply with the provisions and requirements of Title IV of the Civil Rights Act of 1964 and all regulations issued by the Department of Justice (28CFR Part 42) issued pursuant to that Title.

Name (Signature) _____ Title _____ Date _____

Printed Name _____

Project Summary: In 200 words or less, briefly describe the problem, the goal, the approach and the results or benefits expected from this project.

Hot Shots is a program designed for at-risk youth in Kent County between the ages of 12-17. The goal of the program is to offer the youth a more in depth opportunity to learn to play basketball and to control their play within the rules set by the National Federation of State High School Associations (NHSF). Many of our youth do not get the opportunity to play for a high school team and basketball is a very popular sport for many adolescents. "Pick Up Ball" and "Street Ball" are two of many variations of basketball played by the youth in our community. The fundamental problem with these forms of the game, is that the players, and most often, the largest and best players, make up the rules.

Hot Shots teaches youth to play according to accepted rules, used by high school sports programs. **Hot Shots** gives youth the chance to learn and practice how to become a part of a team, learn to cooperate with other team members, learn to collaborate with other players so that different sets of skills can be realized, and most importantly, to learn how to win and lose without losing self or team respect.

Budget Summary: Project budget line totals derived from Detailed Budget Breakdown (pages 4 to 8) should be totaled and entered on page 1, number 8. Applicants other than state agencies must complete line (J).

The total costs proposed for this project are to be shared according to the proposed ratio of obligated funds displayed below.

Budget Categories	Total Cost
A. Personnel	**$0**
B. Fringes	**$0**
C. Contractual	**$42,750**
D. Travel	**$0**
E. Supplies	**$0**
F. Operating	**$0**
G. Equipment	**$0**
H. Other	**$0**
I. Indirect	**$0**
TOTAL	**$42,750**

** PROPOSED SOURCES OF FUNDING **

		Federal Funds	State Funds	Local	Other	In-Kind
TOTAL BUDGET	$42,750	$28,500	$0	$0	$0	$14,250
SHARE RATIO	100%	67%	0%	0%	0%	33%

J. If applicant is not a state agency, identify the specific source of applicant's matching funds to be provided.

In-kind match is based on time for the City of Dover Grants Administrator, Sherwanda Rachal-Speaks @$28.75 per hour for 30 hours, equaling $862, and Finance Officer, Tracey Lisiecki @ $37.38 per hour for 6 hours, equaling $224. The match also includes time for the Executive Director of Aid in Dover @$13,164, 19% of her salary.

Detailed Budget Breakdown: The purpose of this section is to list each anticipated expenditure of project funds. The "reasonableness" of figures requested will be scrutinized and additional justification required where necessary.

A. **Personnel**

For employees: List each position by title (and name of employee, if available) and show the annual salary rate for the employee. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project (FICA, pensions, Blue Cross, Workmen's Compensation, personnel costs).

Indicate with each position listed, whether applicant's governing personnel system has approved each position by stating "approved" or "not approved".

Budget Categories	Annual Salary	Federal	Match	Total Proj. Cost
A. Personnel (employees & salaries). List each by position				
None				
TOTAL PERSONNEL - SALARIES Enter totals on page 9, line a				

B. Fringe Benefits (each type/cost)				
None				
TOTAL FRINGE BENEFITS Enter totals on page 9, line B				

C. **Professional Services**: For consultants or individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants where available), the proposed fee rates (by day, week or hour), and the amount of time to be devoted to such services.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
C. Professional Services (consultants and contractors) List individually				
Aid in Dover, Inc.	$42,750	$28,500	$14,250	$42,750
TOTAL PROFESSIONAL SERVICES Enter totals on page 3, line C	$42,750	$28,500	$14,250	$42,750

D. **Travel**: Itemize in-state and out-of-state travel expenses of project personnel by purpose (e.g. faculty to training site, field interviews, advisory group meetings, etc.) and show basis for computation (e.g. "5 trips for 'x' purpose at $80 average costs - $50 transportation and 2 days per diem at $15" or "6 people to 3-day meeting at $70 transportation and $45 subsistence"). In training projects, where travel and subsistence of trainees is included, this should be separately listed indicating the number of trainees and unit cost involved. Must have agency travel policy per item and mileage rates. Otherwise, CJC travel policy enforced.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
D. Travel (transportation and subsistence - itemize)				
None				
TOTAL TRAVEL Enter totals on page 3, line D				

E. **Supplies**: List items within the category by major type (e.g. office supplies, training materials, research forms) and show basis for computation ('x' dollars per month for office supplies, 'y' dollars per person for training materials). Large items should be separately listed and identified.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
E. Supplies (itemize)				
None				
TOTAL SUPPLIES Enter totals on page 3, line E				

F. **Operating Expenses**: List items by type of expense (e.g. office rent, telephone, printing, janitors, equipment rental, repairs, service contracts, etc.).

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
F. Operating Expenses (itemize)				
None				
TOTAL OPERATING EXPENSES Enter totals on page 3, line F				

G. **Equipment**: (Office furniture, communications equipment) each type of item to be purchased should be listed separately with estimated unit costs.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
G. Equipment (itemize)				
None				
TOTAL EQUIPMENT Enter totals on page 3, line g				

H. **Other**: A specific itemization of each type of expense with basis of computation should be provided.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
H. Other				
None				
TOTAL OTHER Enter totals on page 3, line h				

I. **Indirect Costs**: Where indirect costs are claimed, a computed rate allocated on the basis of wages or salaries must be shown, or evidence that the rate has been audited and approved by a government audit agency, including the approved allowable rate. Please attach your formula, justification or approval to application.

Budget Categories	Annual Cost	Federal	Match	Total Project Cost
I. Indirect Cost				
None				
TOTAL INDIRECT COSTS Enter totals on page 3, line I				

BUDGET NARRATIVE: For each Budget category for which funds are requested, describe (1) why the proposed cost element is needed to achieve project objectives, and (2) how the proposed resource will be obtained. Use additional pages, if necessary.

CONTRACTUAL: $42,750 Total

Personnel:	**$9,867**	The Program Director, Lauren Mincey, and the Program Supervisor, Mark Harmon, are responsible for the operation of the program. Hot Shots pays for 6% of the Program Supervisor, ($2,158) and 10% of the Program Director's salary, ($4,469). The Program Director is responsible administrative functions such as reporting and data collection/analysis. The Supervisor provides program recruitment and supervision. Two Program Instructors will be hired for Hot Shots @ $15/hour for 30 classes. Each class is three (3) hours long. In addition, six (6) planning hours per cycle are included for each instructor, bringing the total to eighteen (18) planning hours @$15/hour = $3,240.
Fringe Benefits:	**$2,133**	Employee benefits include FICA at the current rate of 7.65%.
Travel:	**$4,650**	School bus transportation for the after school program to the Schutte Park site @$150/week for each class and the championship game.
Supplies:	**$1,825**	Cost represents the estimated amount of all materials and office supplies, brochures, program activities, life skills training, pre and post testing, incentives, and program handouts for participants, correspondence, reporting, and database management, equaling $400; one basketball per program participant @$20 = $600; one program t-shirt per program participant and tournament coach @$15 = $525; and one trophy/medal per program participant @$10 = $300.
Other:	**$10,025**	The cost includes $2,000 of a General Liability policy to cover $2,000,000 to comply with Schutte Park gym requirements; Referees/Officials for the championship games @$150 per game for 3 games = $450; fees to rent the Schutte Park basketball gym @ $75 per hour for 90 instructional hours and 5 total tournament hours = $7,125; and a coach for each of the 3 teams in the tournament game @ $15/hour for 10 hours each = $450.
In-Kind Match:	**$14,250**	In-kind match is based on time for the City of Dover Grants Administrator, Sherwanda Rachal-Speaks @$28.75 per hour for 30 hours, equaling $862, and Finance Officer, Tracey Lisiecki @ $37.38 per hour for 6 hours, equaling $224. The match also includes time for the Executive Director of Aid in Dover @$13,164, 19% of her salary.

Cost Per Participant = $950

Project Narrative

A. **The Problem**: In this section, the problem which this project is intended to address should be described and defined. Accurate problem definition is essential because the application can only be reviewed and evaluated according to the problem it purports to resolve. Describe the problem in a manner which offers the potential to observe and measure its dimensions before, during and after the project activity.

At a minimum, this section should:

(1) Describe the nature and cause of the problem, target groups or organizations and/or benefited, and what the project will demonstrate or achieve.
(2) Provide supporting facts and figures that describe the extent of the problem.
(3) Indicate how the problem relates to the goal or program for which funds are sought.

Reduction in high school dropouts, disproportionate minority contact and arrest rates for juveniles in the Greater Dover area are the targeted goals for this application. *Kids Count in Delaware, Fact Book 2013, the City of Dover Police Department Annual Report for 2010, and the Data Resource Center for Child and Adolescent Health* all reported the following findings:

- In the 2011-2012 school year, the Delaware Department of Education reported 14,792 suspensions and 39 expulsions in Kent County.
- In 2010-2011, the dropout rate for Delaware was 3.7% overall, while the rate for African American students was 5.1%
- In 2011-2012, the graduation rate for Delaware was 80% overall, while the rate for African American students was74.6%
- In 2010, in the City of Dover, 20 burglaries, 128 assaults, and 179 theft arrests were made on juveniles.
- According to the Data Resource Center for Child and Adolescent Health, Delaware ranks 36th nationwide, with 33.2% of children considered either overweight or obese.

B. **Goal Statement and Measurable Objectives**: This section should clearly and concisely describe precisely what the project will achieve and/or demonstrate. The goal statement and measurable objectives should be directly related to the statement of the problem **so** that the project can be evaluated in terms of its ability to resolve the problem identified.

At a minimum this section should:

(l) Specify a goal statement for the project. The goal statement should clearly communicate the intended result of the project as of the end of the subgrant period. For example: Reduce juvenile court referrals by 10 percent.

GOAL STATEMENT

Reduction in high school dropouts, disproportionate minority contact and arrest rates for juveniles in the Greater Dover area are the targeted goals for this application.

(2) Identify implementation objectives for the project. For example:

(a) Space in which to conduct this project will be rented within one month of the award notice.
(b) Three new counselors will be hired within two months of the award notice.

IMPLEMENTATION OBJECTIVES

1. Within 30 days of award, the City of Dover will execute a memorandum of understanding with Aid in Dover, Inc.

2. Within 30 days of award, Aid in Dover, Inc. will purchase all necessary supplies.

3. Within 30 days of award, the Executive Director, Project Supervisor, and Program Supervisor will recruit, hire, and train all Program instructors, coaches, volunteers, and referees.

4. Within 30 days of award, the Program Supervisor will publish the class and game schedules at Schutte Park.

5. Within 30 days of award, all members of the Policy Prevention Board, established by a previous Title V grant, will be convened to provide community input into the program.

6. Within 30 days of award, the program will be opened and ready to provide full service to all referrals.

3) Identify performance objectives for the project. Performance objectives indicate major behavior (activities) necessary to achieve the goals of the program. For example:

(a) Three counselors will make 60 separate client contacts during the first six months of the project.
(b) Three counselors will receive 10 hours of in-service training during the first six months of the project.

PERFORMANCE OBJECTIVES

The following objectives will be achieved by offering services to 30 youth, ages 12-17 years old:

1. Each participant will receive a minimum of three (3) hours per week in directed activities.

2. Each participant will receive a minimum of one (1) hour per week in "soft" life skills training, such as teamwork, cooperation, collaboration, confidence, and appropriate responses to anger, frustration, disappointment, and success.

3. Each participant will receive a minimum of two (2) hours for ***application*** of these "soft" life skills as they teach basketball basics, such as rules, concepts, court layout, and player positions.

4. Each participant will be taught shooting, passing, dribbling, lay ups, jump stops, pivoting, footwork, jab steps, screening cutting defense, and rebounding skills.

5. Each participant will be receive the opportunity to actively exercise for a minimum of two (2) hours each week.

6. The City of Dover Title V Policy Prevention Board will meet to discuss program progress quarterly and to provide meeting minutes to grant monitor

(4) Identify impact objectives for the project. Impact objectives measure the extent to which what happened was the result of the funded activity. For example:

(a) A six and 12 month follow-up will be made for every client participating in the project.
(b) At least 80% of the clients served will show improvement.

IMPACT OBJECTIVES

1. For the **30** youth enrolled in the program, reduce the number of those youth involved in crime by **5%**.

2. Increase the knowledge and application of soft-skills by improvement in the ability to demonstrate refusal, self-management, and decision making skills needed to avoid acts of delinquency by **15%**.

3. Of the **30** youth enrolled in the program, **85%** will improve their ability to get along with others by learning and practicing self-management activities.

4. Of the **30** youth enrolled in the program, **85%** will demonstrate an increased awareness and knowledge of teamwork, cooperation, collaboration, confidence, and appropriate responses to anger, frustration, disappointment, and success.

5. **75%** of the youth in the program will not be arrested.

6. **100%** of the youth in the program will exercise for a minimum of two (2) hours each week.

C. **Methods and Procedures**: This section should address the impact of the program by quantifying the results.

Hot Shots is an activity based program for youth ages 12-17 years. The program will rely on relational-culture theory, which suggests that growth-fostering relationships are a central and human necessity and that disconnections in these relationships are the source of psychological problems. The theory view connection with others as a central organizing feature in psychological makeup. The quality of these connections determines the overall psychological health, self-image, and relationships. Within this theoretical framework, **Hot Shots** aims not only to reduce risk factors for delinquent behavior, school dropout, and disproportionate minority contact and arrest rates, but also increase the protective factors for resiliency against these ultimate situations, if intervention is not made.

Hot Shots will target schools, churches, and other community organizations in outreach. Involvement will be voluntary, and by reaching out to the local community, we expect involvement will be high. The City of Dover needs programs designed to assist our minority youth with positive, appropriate, and responsible development.

The City of Dover will partner with Aid in Dover, Inc. to operate the **Hot Shots** program. Aid in Dover, Inc. has been serving "at risk" youth within Delaware and Kent County since 1974. With that experience, Aid in Dover, Inc. will provide activities and coaches who can change the beliefs and behaviors of minority youth within our community by building positive influences in their lives each week. Youth will be using both their mind and bodies to focus on methods and strategies that will be enable them to meet issues they face in their lives.

Hot Shots participants will meet each week for three (3) hours at the Schutte Park Recreation Center. The first hour will be directed to life skill instruction in areas such as teamwork, cooperation, collaboration, confidence, appropriate responses to anger, frustration, and disappointment. In the next two hours, instructors/coaches will apply and demonstrate those concepts as they teach basketball basics such as rules, concepts, court layout, and player positions. As participants learn shooting, passing, dribbling, lay ups, jump stops, pivoting, footwork, jab steps, screening, cutting, defense, and rebounding skills, they will be given repeated opportunities to learn and practice fairness and fair play. Games will be governed by National Federation of State High School Associations (NHSF) rules.

Hot Shots will provide three (3) separate cycles of 10 week duration for three (3) hours each week. Each cycle can accommodate 10 youth per cycle. The program will serve a total of 30 youth per year. After the third cycle is complete, a championship tournament and celebration will occur for all participants served that year. One team will be formed from each program cycle, totaling 3 teams to play in the tournament by the end of the program. Each team will be provided with a coach for the day of the tournament (including the two (2) Program Instructors), transportation, a team shirt, their own basketball, and a trophy/medal.

The partnerships between the City of Dover and Aid in Dover, Inc. are currently in force and the Title V Policy Prevention Board continues to meet and plan for our youth. Next meeting date is scheduled for September 18, 2013. Aid in Dover, Inc. is prepared to purchase all necessary supplies, recruit, hire, and train all staff and volunteers, and open **Hot Shots** within 30 days of award.

D. **Evaluation Design**: This section should describe the specific plans and activities which will be pursued to measure progress toward and achievement of the goal statement(s) and objectives identified in Part B. The evaluation design should provide for and rely upon objective measures and judgments of project personnel, local officials or advisory groups.

At a minimum this section should:

(l) Provide a general overview of the proposed evaluation design.

(2) Explain how accomplishments will be recorded.

(a) What facts and figures will be collected?
(b) How and by whom will these facts and figures be selected?
(c) How will the facts and figures collected be related?

Aid In Dover, Inc., will provide the Criminal Justice Council with statistical information to measure and monitor the program effectiveness. Criteria to be submitted will include:

1. The amount of Title II funds used during each quarter for Delinquency Prevention.

2. The number of participants served per quarter. This number will represent an unduplicated count.

3. The total hours of instruction/supervision/intervention in each cycle.

4. The number and percent of participants exhibiting desired changes.

5. The number and percent of participants completing the program each cycle.

6. The number and percent of participants satisfied with the program and their individual results.

7. The number and percent of staff receiving training in delinquency prevention/intervention.

Overall evaluation of the program will be determined by the number of juvenile contacts and arrests among participants in the City of Dover and Kent County. Statistical data provided within this application will be used as a base line for comparison purposes.

E. **Continuation**: Indicate what prospects and willingness for continued financing of the project is to be sought after CJC support has been terminated. Furthermore, indicate the amount of CJC funding to be sought. Please provide an "assumption of local costs" timetable so that staff can determine the likelihood of continuation beyond CJC funds.

To sustain this program beyond funding from the Criminal Justice Council, Aid in Dover, Inc. will discuss program efficacy and success with the City of Dover and other community organization for options to continue program support.

F. **Past Progress Report**: (To be included only for continuation grants.) The purpose of the past progress report is to provide information on past results in summary form so that their utility can be applied to the continuing effort. Provide a summary for the last complete funding cycle in the state. Summarize your past grant achievements in 30 words or less.

Not applicable.

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally assisted project. Also, the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.

2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L.91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.

3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)

4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.

5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance, purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject

to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal law, orders, circulars, or regulations.

12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61. Procedures for implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42USC3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for $500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

ACTION FORM

PROCEEDING: Legislative, Finance, and Administration Committee
DEPARTMENT OF ORIGIN: City Manager/Human Resources **DATE SUBMITTED**: 09/13/2013
PREPARED BY: Human Resources Department
SUBJECT: Review of Proposed Staff Evaluation Form
REFERENCE: 9/26/2011 Legislative, Finance and Administration Committee and 10/10/11 City Council Meeting
REVIEWED BY: City of Dover Department Heads & City Manager
RECOMMENDED ACTION: Approval of Employee Performance Evaluation

BACKGROUND AND ANALYSIS

At the October 10, 2011 City Council Meeting it was recommended that City staff research and design a new employee performance evaluation form which better meets the needs of both the city and employees. Staff has researched and designed an Employee Performance Evaluation and recommends its approval for implementation. The evaluation form would be utilized for all employees with the exception of sworn police officers. An evaluation will be required for all employees and would be completed on the anniversary of the employee's hire date.

Employee's Name:
Title:
Supervisor:
Review Period

Instructions for the Employee Performance Evaluation
September 2013

- Annual reviews are required for all employees and shall be completed on the anniversary of the employee's hire date.
- Before conducting a performance evaluation, a supervisor must give an employee a reasonable time to demonstrate performance.
- A supervisor shall arrange to meet with the employee to discuss the employee's evaluation no later than 30 days after the anniversary of the employee's hire date.

COMPLETING THE EMPLOYEE PERFORMANCE EVALUATION

PART 1: Core Competencies
This section is to include comments on the degree and qualities of the results achieved and note any extenuating circumstances affecting the results regarding the employee's performance. It is important to evaluate and discuss the employee's overall job performance and provide specific details and examples of exceptional performance as well as any areas needing improvement. It is necessary to provide a development plan to improve performance if deficiencies are noted. List any specific activities the employee can accomplish within the next year as part of their professional development plan.

This section of the evaluation is not scored.

PART 2: Performance Competencies
Each employee shall be evaluated on all the Performance Competencies in Part II with the exception of categories that do not pertain to that specific employee. That category would be scored as New/Not Applicable, (example: Question #11 will not pertain to all employees as it is directed towards a supervisor) and not count in the employee's overall scoring.

Total the scores awarded for each performance competencies. Divide the total by the number of performance competencies graded. Place the score in the Scoring Table for Part II.

Review with the Employee

The supervisor shall meet with the employee to discuss and review the evaluation. The supervisor shall provide a copy of the completed evaluation at a minimum of two days prior to the meeting to the employee. This will allow the employee an opportunity to review the evaluation prior to the meeting. During the review, the individual's performance, strengths, and developmental needs are to be discussed.

Signatures

The employee and the supervisor must sign the evaluation once it has been reviewed together. The employee's signature does not necessarily indicate agreement with the evaluation. If the employee refuses to sign a performance evaluation, the supervisor must make a notation on the evaluation to indicate that the employee refused to sign the evaluation. The employee and supervisor may attach an addendum. The evaluation shall be presented to the Department Head for review and signature. The Department Head shall then forward the evaluation to the Human Resources Director.

A copy of the evaluation is to be provided to the employee. The employee shall be informed that the evaluation will be placed in the employee's personnel file maintained in the Human Resources Department. Evaluations become a permanent record in the employee's file.

Employee's Name:

Title:

Supervisor:

Review Period:

Employee Performance Evaluation

Employee Performance Evaluation

Part I Core Competencies

1. Evaluate and discuss the employee's overall job performance during the review period. Provide specific examples.

2. Provide any examples of exceptional performance.

3. For any areas needing improvement, provide examples and develop a plan to improve performance.

4. State and discuss the expectations and goals for the upcoming review period. Goals are to be S.M.A.R.T. (specific, measurable, attainable, realistically high, and target dated).

5. List specific activities the employee can accomplish within the upcoming review period as part of their professional development plan.

Employee's Name:

Title:

Supervisor:

Review Period:

Employee Performance Evaluation

Part II Performance Competencies

(Depending on position, some competencies may be more relevant than others)

Distinguished Contributor:	**Effects measurable and lasting improvements in organizational performance.**	**Distinguished Contributor**	**Performance Improver**	**Valued Contributor**	**Improving Contributor**	**Non-Contributor**
Performance Improver:	**Contributes more than effective performance of essential functions and enhances the performance self and others requirements.**					
Valued Contributor:	**Performs essential functions of the job Effectively.**					
Improving Contributor:	**Learning the essential functions of the job, or improving toward effective performance of all essential.**					
Non-Contributor:	**Not able or willing to perform the essential functions of the job.**					
New/Not Applicable:	**Not applicable or new would be a new employee or a specific task that does not apply to a particular person.**					
Example: Displays fairness toward all subordinates.		*NA*				
Example: Displays fairness toward all subordinates.		*5*				
1.	**Skill and proficiency in carrying out duties and assignments** *Comments:*					
2.	**Possesses skills and knowledge to perform the job competently** *Comments:*					
3.	**Skill at planning, organizing and prioritizing workload (For self and direct reports, if applicable)** *Comments:*					
4.	**Holds self accountable for assigned responsibilities, sees tasks through to completion in a timely manner** *Comments:*					
5.	**Proficiency at improving work methods and procedures as a means toward greater efficiency** *Comments:*					
6.	**Communicates effectively with supervisor, coworkers, and staff** *Comments:*					
7.	**Ability to work independently** *Comments:*					
8.	**Willingness to take on additional responsibilities** *Comments:*					
9.	**Reliability (attendance, punctuality, meeting deadlines)** *Comments:*					

Employee's Name:

Title:

Supervisor:

Review Period:

Employee Performance Evaluation

		Distinguished Contributor	Performance Improver	Valued Contributor	Improving Contributor	Non-Contributor
Distinguished Contributor:	**Effects measurable and lasting improvements in organizational performance.**					
Performance Improver:	**Contributes more than effective performance of essential functions and enhances the performance self and others requirements.**					
Valued Contributor:	**Performs all essential functions of the job Effectively.**					
Improving Contributor:	**Learning the essential functions of the job, or improving toward effective performance of all essential.**					
Non-Contributor:	**Not able or willing to perform the essential functions of the job.**					
New/Not Applicable:	**Not applicable or new would be a new employee or a specific task that does not apply to a particular person.**					
10.	**Proficiency at analyzing facts, problem solving, decision-making, and demonstrating good judgment** *Comments:*					
11.	**Displays fairness towards all subordinates** *Comments:*					
12.	**Assists employees with skills development or enhancement** *Comments:*					
13.	**Delegates responsibility where appropriate** *Comments:*					
14.	**Takes timely and appropriate corrective/disciplinary action with employees** *Comments:*					
15.	**Observes proper workplace and job site safety rules and ensures employees follow proper safety guidelines** *Comments:*					
16.	**Takes specific steps to create and develop the workforce and promote a team based environment** *Comments:*					
17.	**Displays a positive attitude toward career** *Comments:*					
18.	**Exercises common sense and discretion when required** *Comments:*					
19.	**Can be trusted with sensitive information** *Comments:*					
20.	**Uses critical thinking in stressful situations** *Comments:*					

Employee's Name:

Title:

Supervisor:

Review Period:

Employee Performance Evaluation

Scoring Table	
Core Competencies (Part I) are not rated. Total the points earned for questions in Part II and place scores in the appropriate column and multiply by the total number of applicable items scored.	
Factors Scored	Total Score Per Section
Part I Core Competencies, Questions 1- 5	Not Scored
Part II Questions 1 - 20	
Total Score in Part II/ Number of Scored Performance Competencies	

Performance Rating Definitions		
5	Distinguished Contributor	Effects measurable and lasting improvements in organizational performance.
4	Performance Improver	Contributes more than effective performance of essential functions and enhances the performance of self and others.
3	Valued Contributor	Performs all essential functions of the job effectively.
2	Improving Contributor	Learning the essential functions of the job, or improving toward effective performance of all essential functions.
1	Non-contributor	Not able or willing to perform the essential functions of the job & unacceptable.

Employee's Name:

Title:

Supervisor:

Review Period:

Employee Performance Evaluation

Signatures

The employee and the evaluator are to sign in the space below after they have reviewed the evaluation. The employee's signature does not necessarily indicate agreement with the evaluation. Any written comments made by the employee must be attached. The Performance Evaluation will be placed in the employee's official personnel file. A copy is to be provided to the employee.

Employee: I have had this evaluation explained to me.

- ☐ I agree with this evaluation.
- ☐ I do not agree with this evaluation.
- ☐ I wish to appeal this evaluation.
- ☐ I have attached an addendum to this evaluation.

_____ _____

Signature of Employee Date

Evaluator: I have explained this evaluation to the employee and attest that the information contained herein represents my best judgment of the employee's performance.

- ☐ I have attached an addendum to this evaluation.

_____ _____

Signature of Evaluator Date

_____ _____

Signature of Department Head Date