

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 21, 2016

☒ Consent
☐ Ordinance

☐ Regular
☐ Public Hearing

Department: Parks and Recreation

Submitted By: Parks and Recreation Department

Submitted For: Parks and Recreation Department

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: **A) receive and file** a grant application to the National Recreation and Park Association (NRPA) in partnership with the Walmart Foundation in the amount of \$15,000 to support out-of-school time programs for the period of April 4, 2016 to March 1, 2017; and **B) receive and file** the grant memorandum of understanding to the National Recreation and Park Association (NRPA); and **C) approve** Budget Amendment of \$15,000 within the General Fund to establish budget for the approved grant project.

Summary: The Parks and Recreation Department applied for and was awarded a \$15,000 NRPA grant for the out-of-school time programs. The funds are to be used to directly support our efforts to:

- Increase the number of healthy meals children in low-income communities receive through the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP) during out-of-school times.
- Provide nutrition literacy to children and families that creates behavior change by teaching the importance of healthy eating.
- Implement nutrition and physical activity standards that increase access to healthier foods and increase opportunities for physical activity.
- Promote meal and program efficiencies that will decrease food waste and lead to more sustainable meal programs.

The grant does not require a County match. Countywide (AH)

Background and Justification: The Parks and Recreation Department's after school programs and summer camps successfully implemented the grant components in 2015/2016 and the Department reapplied for the grant for the 2016/2017 out-of-school time programs and was awarded \$15,000. The Department is an active NRPA Premier Member. The grant period is from April 4, 2016 to March 1, 2017. The grant funds will benefit children participating in summer programs and after school programs. The out-of-school time programs will continue to implement nutrition standards and physical activity standards.

Attachments:

1. Grant Application
2. Memorandum of Understanding
3. Budget Amendment

Recommended by: _____


Department Director

5/25/16
Date

Approved by: 

Deputy County Administrator

6/17/16
Date


II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2016	2017	2018	2019	2020
Capital Expenditures	-0-	-0-	-0-	-0-	-0-
Operating Costs	15,000	-0-	-0-	-0-	-0-
External Revenues	(15,000)	-0-	-0-	-0-	-0-
Program Income (County)	-0-	-0-	-0-	-0-	-0-
In-Kind Match (County)	-0-	-0-	-0-	-0-	-0-
NET FISCAL IMPACT	-0-	-0-	-0-	-0-	-0-
# ADDITIONAL FTE POSITIONS (Cumulative)	0				
Is Item Included in Current Budget?	Yes		No	X	
Budget Account No.:	Fund	Department	Unit		
	Object	Program			


B. Recommended Sources of Funds/Summary of Fiscal Impact:

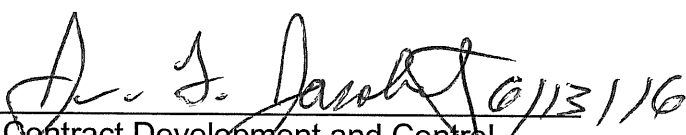
NRPA/Walmart Out-of-School Grant 0001-580-5113 \$15,000

C. Departmental Fiscal Review: 

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:


OFMB ET S/BI JP EB JACIA
SC JACIA


Contract Development and Control
6/13/16
6/15/16 TW

B. Legal Sufficiency:

Anne Delgent 6/14/16
Assistant County Attorney

C. Other Department Review:

Department Director

REVISED 10/95
ADM FORM 01

This summary is not to be used as a basis for payment

Past Grantees - NRPA/Walmart Foundation 2016 Out-of-School Time Programs Grant Application - 2014 & 2015 Grantees

2. Contact Information

1. Applicant Information

Agency Name

Palm Beach County Parks and Recreation Department

Federal Identification Number

596000785

Director

Eric Call

Street Address

2700 6th Avenue South

Apt/Suite/Office

City

Lake Worth

State

FL

Zip

33461

Director's Email Address

ECall@pbcgov.org

Phone Number

561-966-6613

NRPA Member Number

31056

2. Grant Application Contact

First Name

Jackie

Last Name

Lambert

Title

Recreation Programs Supervisor

Organization Name

Palm Beach County Parks and Recreation Department

Street Address

2700 6th Avenue South

Apt/Suite/Office

City

Lake Worth

State

FL

Zip

33461

Email Address

JLambert@pbcgov.org

Phone Number

561-966-6640

3. Current Programs

**3. Does your agency currently provide meals and/or snacks to children through a USDA food service program?
Please check all that apply**

Summer Food Service Program (SFSP)
Child and Adult Care Food Program (CACFP)

4. Is your agency the USDA sponsor of SFSP?

No

5. If no, who is the SFSP sponsor?

Palm Beach County Youth Services

6. Is your agency the USDA sponsor of CACFP?

No

7. If no, who is the CACFP sponsor?

Palm Beach County School District

4. Increasing Meals - Reducing Waste

8. How many meals and snacks (including seconds) did your agency serve through SFSP programs in 2014?

21,913

9. How many meals and snacks (including seconds) did your agency serve through SFSP programs in 2015?

23,041

10. How many meals and snacks (including seconds) did your agency serve through CACFP programs in 2014?

7,200

11. How many meals and snacks (including seconds) did your agency serve through CACFP programs in 2015?

6,566

12. How many children did your agency serve through the SFSP program in 2015?
Please provide the number of children served meals, counting each child only once.

404

13. How many children did your agency serve through the CACFP program in 2015?
Please provide the number of children served meals, counting each child only once.

46

14. How many total children did your agency serve through ALL out-of-school time (before/after school and summer) programs in 2015?
Please provide your total program enrollment number, counting each child only once.

430

15. At how many meal sites did your agency operate meal programs during out-of-school times (before/after school and summer) in 2015?

6

16. How will these grant funds help you CONTINUE to increase the number of meals/snacks served through your out-of-school time programs in 2016? What new strategies will be implemented that will further enhance your current programs?

The grant funds will help us to market the program which will result in increased awareness and an increase in the number served. We serve a diverse community. A new strategy that will enhance our current program will be to market the program in English, Spanish and Creole. Another strategy will be the use of technology and to increase our social marketing efforts. Marketing using social media and technology will help in reaching the teenage population. Our ability to market the program and address the language barrier will help in fostering new partnerships in the community. Our partners can assist with outreach and resources. The funds will also help to improve our two gardens. Garden curriculum is incorporated into our out of school time programs. Teaching kids where their food comes from helps them to make healthy choices. Once the youth harvest the garden, they use the food during the out of school time programs. We will donate additional food to the families which leads to a more sustainable meal program. Through the support of grant funds, existing partnerships and curriculum, and through new dynamic partnerships, we can increase access for youth and teens and leverage resources to increase the number of meals served in low-income communities.

17. Does your agency currently implement strategies or best practices that address food waste reduction in your meal programs?

Yes

18. If yes, please describe your strategies and best practices for reducing food waste in your out-of-school time programs.

We comply with the SFSP and CACFP sponsor policies. Our programs utilize a share table and encourage children to take home fruit. Staff are trained in food handling safety and ensure food is stored properly so that food does not spoil and therefore go to waste. With the help of grant funds on 2015, we purchased food service equipment to ensure proper storage of meals/snacks. Another strategy was the revitalization of the garden which helped us to maintain the program and the overall program goals of increasing the number of healthy meals, providing nutrition literacy and healthy eating practices, reducing food waste and creating more sustainable programs. Our program participants utilize the fruits and vegetables from the garden to create healthy snacks on their own.

19. Please identify at least one strategy that you will implement in 2016 to reduce food waste (e.g. composting, share table, food donation, etc.)

We will continue to utilize a share table and donate excess garden food. One new strategy will be to implement composting at our West Jupiter Recreation Center. We will educate the children and their families about composting. It is a valuable tool in educating children about nature and the cycle of life. Composting our organic waste will return nutrients back into the soil. Composting will save us money as well as we will not have to purchase soil conditioners. Another strategy is to work with our food sponsor to plan the menu. Careful menu planning is essential in reducing food waste. If the children don't find the meal/snack appetizing they won't eat it. The snack program meets the USDA Smart Snacks in School nutrition standards, but not all of the items are well received. When possible, we will communicate with our sponsor to request nutritious snacks that are appealing to our diverse population keeping in mind their cultural heritage. Another strategy will be to incorporate technology. There are many apps available that educate and provide resources, recipes and costs saving techniques when a staff member (or a family) has bruised fruit or limited ingredients. The apps are available in an effort to reduce food waste and help the environment. Another strategy will simply be to educate the children and families about food waste. Many people are not aware of the issue. Making them aware of the issue can help people to be more considerate and waste less!

5. Nutrition Literacy

20. Will your agency continue to implement a nutrition literacy curriculum (new curriculum provided by NRPA or an existing curriculum) in 2016?

Yes

21. At how many sites will your agency implement a nutrition literacy program in 2016?

6

22. How many children do you anticipate reaching through implementation of a nutrition literacy curriculum?

424

23. How many staff members do you anticipate reaching through implementation of a nutrition literacy curriculum?

45

6. Family Engagement

24. NRPA will launch a campaign using mHealth (mobile technology) to promote good nutrition, physical activity, and healthy eating for children and families. Grantees will be asked to provide phone numbers for parents, teens, and staff who will be able to opt-in to receiving text messages with weekly tips and tools to help them lead healthier lives.

If selected for funding, will you agency help to engage parents, teens and staff in the mHealth campaign?

Yes

25. How many individuals (parents, teens, staff) do you anticipate reaching through the mHealth campaign?

75

7. Nutrition and Physical Activity Standards Pledge

26.

Are you willing to update the Alliance for a Healthier Generation’s Out-of-School Time Inventory (a series of yes/no questions) and Action Plan for the out-of-school time sites where the HEPA standards are adopted once (by February 1, 2017) during the grant period?

Yes

8. Budget

27. List itemized anticipated expenses to reflect how \$10,000 would be implemented for your out-of-school time programs. Please be sure that the total of expenses equals \$10,000.

	Dollar Amount	Description
Expense	\$2,500	staffing to support program implementation
Expense	\$3,000	marketing and promotions
Expense	\$2,500	transportation
Expense	\$2,000	other basic needs
Expense		
Expense		
Expense		
Expense		
Expense		

9. Final page

28. Thank you for completing an application for a grant from NRPA. We will contact you if additional information is needed. Are you ready to submit your application?

Yes



National Recreation and Park Association

April 4, 2016

Eric Call
Palm Beach County Parks and Recreation Department
2700 6th Avenue South
Lake Worth, FL 33461

Dear Eric Call,

Thank you for applying for an Out-of-School Time Programs grant from the National Recreation and Park Association (NRPA) in partnership with the Walmart Foundation. I am pleased to inform you that your agency has been selected to receive grant funding in the amount of \$15000 to continue to support your agency's out-of-school time programs.

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

The grant agreement period is April 4, 2016 to March 1, 2017. During this period, your agency is required to:

1. Direct grant funds to:
 - A. Increase the number of healthy meals children in low-income communities receive through the Summer Food Service Program (SFSP) and the Child and Adult Care Food Program (CACFP) during out-of-school times.
 - B. Provide nutrition literacy to children and families that creates behavior change by teaching the importance of healthy eating.
 - C. Implement nutrition and physical activity standards that increase access to healthier foods and increase opportunities for physical activity.
 - D. Promote meal and program efficiencies that will decrease food waste and lead to more sustainable meal programs.
2. Provide a copy of your agency's W-9 along with this signed MOU by **May 15, 2016**.
3. Complete the following items at the beginning of the grant period. No grant funds will be disbursed until both of these items are complete.
 - a. Complete the Commit to Health pledge for at least **5 new** out-of-school time sites (if applicable) where you plan to implement the Healthy Eating and Physical Activity (HEPA) standards. Note that while this grant period is less than a year, Commit to Health is a five year initiative.
 - b. Complete the Alliance for a Healthier Generation's Healthy Out-of-School Time Assessment for Commit to Health sites at the beginning of the grant period (new sites only) and again (new and existing sites) by **January 15, 2017**.

Attachment #

2



National Recreation and Park Association

- c. Create an Action Plan for each of your out-of-school time sites where you will be implementing the HEPA standards (this can be done while completing the assessment) at the beginning of the grant period and again by January 15, 2017.
4. At least one representative from your agency must attend:
 - a. Mandatory preliminary phone conference on April 19, 2016.
 - b. Mandatory virtual training for Summer programming on May 10, 2016 (it is recommended that additional management and program staff attend this training).
 - c. Mandatory virtual training for Fall programming on August 16, 2016 (it is recommended that additional management and program staff attend this training).
5. Implement the Commit to Health Nutrition Literacy Curriculum in 6 out-of-school time sites in the Summer and Fall of 2016.
6. Implement the Cooking Matters at the Store Program in the Summer and Fall of 2016.
7. Promote the mHealth (mobile texting) campaign at your park and recreation sites to help engage parents and teens.
8. If selected, participate in an evaluation group conference call on May 17, 2016 and administer surveys pre and post-program to children and staff to evaluate the effectiveness of the nutrition literacy curriculum on increasing knowledge of nutrition and healthy living.
9. If requested, host a half-day site visit by NRPA staff, including local stakeholders.
10. If selected, host focus groups conducted by NRPA staff at one or more of your sites to include program participants, parents/caregivers, and staff.
11. Participate in occasional conference calls with NRPA and other grantees, as requested.
12. If requested, participate in a phone interview with NRPA and a consultant to share information on your successes, challenges, and lessons learned. Your information will be compiled into a case study publication which NRPA will produce as part of this initiative.
13. Share success stories, press releases, photos, videos, quotes, local media and other outreach information highlighting the impact of the grant throughout the grant period. (Please forward to Allison Colman at acolman@nrpa.org)
14. Submit a final report by **January 15, 2017** using an online survey tool provided by NRPA. This report will collect information, such as the number of healthy meals served and the number of children who participated in your out-of-school time programs. It will also collect information on how the grant funds were spent.

Termination for Cause: Either party shall have the right to terminate this MOU for cause if the other party (i) materially breaches its obligations and agreements hereunder, or (ii) commits and/or demonstrates gross neglect in the conduct of its duties hereunder. In addition, NRPA retains the right to terminate this MOU, upon written notice, if it determines



National Recreation and Park Association

that continued affiliation with your agency is inconsistent with its mission and/or adversely affects its reputation. In order to terminate this MOU for cause, and as a condition to exercising such right to terminate for cause, a party shall give the other party thirty (30) days' prior written notice of such intention to terminate, specifying in detail the grounds or reasons for such termination for cause. Following any notice of termination for cause, the receiving party shall be permitted a reasonable opportunity to cure such claimed cause to the reasonable satisfaction of the other party.

Please acknowledge your agreement to the terms above by signing below. Upon receipt of this signed form, your agency's W-9, and NRPA's verification that your Commit to Health pledges and Healthy Out-of-School Time Assessments and Action Plans have been completed, a check will be issued for your grant funds.

Board of County Commissioners

Palm Beach County

Name of Agency

Eric Cee

Signature

ERIC CAU

Printed Name

59-6000785

EIN Number

Jackie Lambert

Primary Point of Contact

JLambert@pbcgov.org

Email for Primary Contact

(561) 966-6640

Telephone for Primary Contact

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

Sincerely,

Rebecca Wickline

Rebecca Wickline
Vice President, Business Development

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

BGRV 580 042716*1288
BGEX 580 042716*467

FUND 0001 - GENERAL FUND

ACCOUNT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 06/01/16	REMAINING BALANCE
REVENUES								
0001-580-5113-6694	Grant From Oth Non-Govt	0	5,000	15,000		20,000	0	20,000
TOTAL RECEIPTS & BALANCES		1,175,064,887	1,200,161,158	15,000		1,200,176,158		
APPROPRIATIONS								
0001-580-5113-3422	Contractual Services-Recreation	0	0	5,500		5,500	1,020	4,480
0001-580-5113-5201	Travel and Per Diem	0	0	4,000		4,000	0	4,000
0001-580-5113-5250	Recreation Supplies	0	12,673	3,000		15,673	11,652	4,021
0001-580-5113-4421	Rent-Non-Motor Pool Vehicles	0	0	2,500		2,500	0	2,500
TOTAL APPROPRIATIONS & EXPENDITURES		1,175,064,887	1,200,161,158	15,000		1,200,176,158		

Parks and Recreation Department
INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

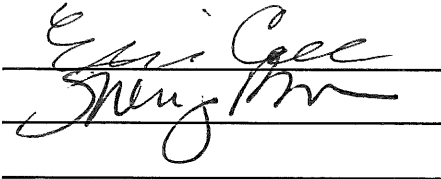
OFMB Department - Posted

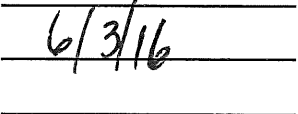
Signatures

Date

By Board of County Commissioners
At Meeting of
June 21, 2016

Deputy Clerk to the Court





Attachment # 3