

# Local Assistance Grant Agreement

**Grant Program Name: Columbus Office of Crime Prevention**

**Fiscal Agent: Muscogee County**

**Administering Agency: Columbus Office of Crime Prevention**

**Grant Recipient: Right from the Start**

**Grant Amount: \$20,000.00**

<b>Budget:</b>	<b>Program Supplies -</b>	<b>\$6,000.00</b>
	<b>Personnel –</b>	<b><u>\$9,000.00</u></b>
	<b>Total -</b>	<b>\$15,000.00</b>

## **Program Contact Information**

Name: Debbie Caballero

Title: Executive Director

Address: 1104 2<sup>nd</sup> Avenue, P.O. Box 550, Columbus, GA 31901

Phone #: 706-256-1019

## **Project Description**

The Family FIRST program is based on a curriculum titled Family Wellness: Survival Skills for Healthy Families. The program teaches patterns and skills that support a healthy family life. This program provides instruction on the role of parents, the role of children and the role of other adults in the family. Single parent homes and step-family concerns are also covered in this program. The examples and exercises used in Family FIRST offer ways to practice the skills taught and a chance to learn the patterns that support healthy family life. Families, including children age 8 and above, attend this program together and learn from other families while participating. All participants will receive encouragement and follow-up communication regarding how to develop and practice the skills to manage their lives and to prevent and solve problems.

I, Debbie Caballero the duly authorized representative of the above named Grant Recipient, do hereby agree to the following terms that outline the requirements of Columbus, Georgia for organizations/agencies receiving funds from the Columbus Office of Crime Prevention. I have been given the opportunity to ask questions regarding these terms and fully understand my organization's obligations incurred by accepting this grant. I understand that prior to the disbursements of any funds the following criteria must be met:

1. The above named Grant Recipient represents the beneficiaries of the Grant and the above named individual is authorized to act in the name of Teen Advisors as the Grant Recipient.
2. The subject matter of this Agreement is primarily the provision of services in the form of individualized after school programming through tutoring and mentoring.
3. The Grant Recipient shall immediately notify the Agency if any of their service providers are arrested. At the time Grant Recipient learns that one of its service providers has been arrested, then Grant Recipient shall cease to use such service provider in connection with programs funded by this Grant.
4. In the initial report submitted to the Administering Agency, Grant Recipient shall provide:  
(a) the name of the chairman and the secretary of the advisory committee; (b) the times and dates that the Grant programs are available – essentially a schedule of services; (c) the number of participants in the program; (d) Description of the process used to identify individuals for which services will be provided; (e) provide specifics on the evaluation process that addresses how the process will work, how the statistical data will be gathered, how it will be analyzed.
5. Grant Recipient shall provide an accounting system that shall separate Grant Funds from other funds. The accounting system shall also separate Grant related expenses from other expenses.
6. Grant Recipient shall submit to Agency a monthly report on the progress of the programs. The report shall provide statistical data that supports the projects goals of reducing the recidivism rates of the participants within the program.
7. Grant Recipient shall use Grant Funds strictly for the purposes outlined in the Grant. Any changes to the programs must be submitted in writing to Columbus Office of Crime Prevention for approval or the funding may be jeopardized.

8. Grant Recipient shall identify the members of its Board of Directors which will assume liability if the CCG determines the funds have been misused.
9. Monthly report must be submitted to Seth Brown electronically by the 10<sup>th</sup> day of the month. Once the report is approved it will be submitted to the Office of Crime Prevention Board for evaluation.
10. The Grant Recipient shall use generally accepted accounting principles (“GAAP”) to account for all financial transactions used to substantiate the fulfillment of this Grant.
11. The Grant Recipient shall maintain all records of Grant-related financial transactions for a minimum of three years after the completion of the Grant and to make all records available for inspection and fully cooperate with any audit or investigation requested or undertaken by the CCG, the State Auditor, the Internal Auditor for Columbus, Georgia, or any other officials of the state or federal government who have the authority to conduct audits.
12. The Grant Recipient shall comply at all times with the provisions of Article I, Section II, and Paragraph VII of the Georgia Constitution regarding the prohibition against Sectarian Aid.
13. The Grant Recipient hereby releases Columbus, Georgia from any liability whatsoever and Grant Recipient hereby agrees to indemnify Columbus, Georgia against any and all claims for damages, bodily injury or death arising from any of the activities contemplated by this Agreement raised by any person. Grant Recipient shall provide to Columbus, Georgia a certificate of insurance that shows general liability coverage in the amount of at least \$1,000,000 per occurrence and which shows that Columbus, Georgia is named as an additional insured.
14. All services must be provided by properly certified or licensed personal.
15. In the event there is any discrepancy in the language of the project description and these numbered paragraphs, the language in the numbered paragraphs shall control.

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Signature of City Manager, Isaiah Hugley

Date

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Approved as to form by City Attorney

Date

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Signature of Grant Recipient Representative

Date

