

**FUND DISBURSEMENT AGREEMENT**

This agreement is made and entered into on the \_\_\_\_\_ day of September, 2024, by and between the City of Norman, Oklahoma, a municipal corporation, (“City”) and The Center for Children and Families, Inc., (“Organization”), witnesseth:

- A. WHEREAS, the Organization desires to provide services to the citizens of the City, specifically for low-income youth, through the Boys & Girls Club of Norman.
- B. THAT IN CONSIDERATION for the performance by the Organization of the covenants and agreements as specified herein, the City covenants and agrees:
  - 1. To disperse to the Organization the sum of \$150,000 to be used in the Boys & Girls Club of Norman. Said funds shall be used for this purpose and for no other purpose.
  - 2. It is the intent of the City that the amount of funds dispersed be used as provided in the request attached hereto marked Exhibit “A” and made a part hereof.
- C. THAT IN CONSIDERATION for the performance of the covenants and agreements of the City as stated herein, the Organization covenants and agrees:
  - 1. To expend funds granted by the City for the purpose as listed above in Section B.
  - 2. To allow a representative of the City to hold an ex-officio position on the Organization’s Board of Directors, if requested by the City.
  - 3. To provide a written annual report on the activities of the Organization to the City, said report to be sent to the attention of the Norman City Clerk. Said report shall also include documentation that the funds provided herein were spent solely for the purposes listed above in Section B, which are to benefit the citizens of the City.
- D. It is further understood and agreed by both parties:
  - 1. In the event the Organization is dissolved all such funds not yet expended for the purposes provided herein shall immediately revert back to the City and the Organization shall immediately deliver such unexpended funds to the City.
  - 2. The Organization agrees to keep accurate records of all receipts and collections of its income in a manner approved by the City. The Organization shall make such records available for inspection by the City at any time upon demand and shall submit such records to whomever the City may designate hereafter for the purpose of auditing such records.
  - 3. In the event the Organization should mishandle the expenditure of funds as provided herein, such action will be considered a breach of this Agreement, and any unexpended funds as provided by this Agreement, from the date of notice by

the City, shall immediately revert back to the City and the Organization shall immediately deliver such unexpended funds to the City.

4. This Agreement may be canceled by either party upon the giving of thirty (30) days written notice of cancellation to the other. Upon cancellation, any unexpended funds as provided by this Agreement, from the date of notice of cancellation, shall immediately revert back to the City, and the Organization shall immediately deliver such unexpended funds to the City.
  5. This Agreement shall automatically renew annually upon City Council approval of the annual budget subject to, and contingent upon, the appropriation of funds sufficient to fund the amount in this Agreement. In any event the Organization requests a different amount of funding or proposes a different purpose for expenditure of the funds, a new agreement would be required.
- E. It is further understood and agreed by both parties that the Organization and any employee of the Organization is a separate entity from the City, the Organization and its employees are responsible for its actions, and that the Organization agrees to indemnify and save harmless the City from all fines, suits, proceedings, claims, demands, action, loss, and expense from liability of any kind whatsoever (including but not limited to attorney fees for costs incurred in litigation) and from any person whomsoever asserting the same arising or growing out of or in any way connected with the Organization's management, operation and services.
- F. Upon approval and execution, this Contract K-2425-49 shall entirely supplant and replace any previously executed Fund Disbursement Agreement(s) between the Parties, which shall then be considered null and void by the Parties.
- G. There are no other terms, either express or implied, than those expressly stated herein.
- H. In witness hereof, the parties hereto have executed this Agreement on the day first above written.

*[The remainder of this page left intentionally blank.]*

CENTER FOR CHILDREN & FAMILIES, INC.

\_\_\_\_\_  
Executive Director

ATTEST:

\_\_\_\_\_  
Secretary

THE CITY OF NORMAN

Approved as to form and legality by the office of the City Attorney this \_\_\_\_\_ day of September, 2024.

\_\_\_\_\_  
Office of the City Attorney

Approved by the Norman City Council this \_\_\_\_\_ day of September, 2024.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## EXHIBIT A

### **Empowering Youth**

For more than twenty years, the City of Norman has provided substantial financial support to Center for Children and Families, Inc. (CCFI) for free or very low cost after school services for low-income youth residing in Norman. For 16 years, Neighborhood Centers services were provided on school sites in the Wilson/Longfellow and Kennedy/Irving neighborhoods. In July 2015 Boys & Girls Club of Norman (BGCN) was implemented to expand the number of youth served, increase hours of service to 20 hours over 5 days per week, and benefit from the program curricula, training, quality standards and other support provided by Boys & Girls Club of America.

In 1999, Neighborhood Centers was developed as a community collaboration to respond to high needs neighborhoods representing a significant percentage of the overall poverty and juvenile crime in the City of Norman. In subsequent years, a review of crime data from the Norman Police Department suggested that the implementation of Neighborhood Centers correlated with a significant and sustained decrease in juvenile arrests.

Boys & Girls Club of Norman's target population continues to be children and youth who reside in neighborhoods with high poverty and crime rates, many of whom have experienced relationship trauma such as domestic violence, child abuse or neglect. As a program of CCFI, BGCN is able to benefit from the expertise of CCFI professional staff and its 50 years of experience addressing the needs of families struggling with trauma. Most of the enrolled members come from Adams, Jefferson, Kennedy, and Wilson Elementary Schools, Irving, Alcott, Whittier, and Longfellow Middle Schools with a few from Norman High and Norman North High Schools. Norman Public Schools transports students from six of these school sites and Club members are able to walk from Longfellow Middle School nearby schools. A Club site operates on location for students at Irving Middle School.

Melissa Klink serves as the CEO of CCFI overseeing multiple programs in the agency, including Boys & Girls Club of Norman. Her history in non-profit mental healthcare, helps drive the advocacy and trauma-informed work of the Club. The Boys & Girls Club is led by Executive Director Whitney Dunn, with her Social Services Director Lee Brandon. Whitney has extensive experience leading afterschool youth programming. Lee is a Licensed Clinical Social Worker with several years of experience leading after school programs and working as a therapist with low income families who have experienced significant trauma. Lee's background has facilitated the further development of a trauma-informed approach to after school services. The trauma informed approach includes increased structure, lower youth to adult ratios and creative and individually tailored interventions to help youth resolve conflicts and learn to manage strong feelings without aggressive behavior.

The overall goals of BGCN prevention services are 1) safety and a sense of belonging 2) avoidance of crime, delinquency and other high-risk behaviors, 3) academic success, 4) healthy lifestyles and 5) character and leadership skills. As members arrive from school, the Regional Food Bank of Oklahoma supported Kids Cafe provides a healthy dinner. Following dinner, members have kid choice time to spend on the playground, the outdoor basketball court or the gym. In addition, members have access to an extensive library of books, a newly renovated art room, a brand new STEM lab, and many enrichment activities. Each day, Club members participate in Power Hour with staff and volunteer support to complete homework, engage in STEM projects and other interactive academic enrichment activities. Other programming is offered using curricula provided through Boys & Girls Club of America such as Smart Moves, to promote self-awareness, healthy habits, decision

making and goal setting and Career Launch, to promote job-readiness and career preparation for teens. Before members leave for home each day they receive a healthy snack.

In 2023 Boys & Girls Club of Norman served a total of 170 club members, which included 115 members at our main location and 55 members at our Irving Middle School location. As many youth are still recovering from learning loss and mental health challenges due to the pandemic, supports like the Boys & Girls Club of Norman are more important than ever. Over 1/3 of our Club members have an IEP or 504 learning plan and we are able to adapt academic success programming to help them succeed in and out of the classroom. Approximately 25% of our Club members also access counseling services at our organization to help them heal from complex trauma.

Here are some of our recent outcomes that demonstrate supports at BGCN:

- 90% of members reported the club provides a safe and positive environment.
- 70% of BGCN members report they are building healthy supportive relationships with adults
- 85% of members feel a sense of belonging at the Club
- 100% of members participate in Academic Success programming
- 100% of members participate in Character & Leadership programming

CCFI is grateful for the many public and private partners who make financial and in-kind investments in Boys & Girls Club of Norman. These partnerships and their impact on children, youth and their families would not be possible without the steadfast commitment of the City of Norman. Partner organizations we work with include:

- **United Way of Norman:** United Way of Norman provides funding for BGCN and works to support the quality of youth development and out-of-school time services throughout the community.
- **Norman Public Schools:** Norman Public Schools allows BGCN members to utilize school buses, vans, and other resources at no cost to the program. Bus transportation is provided from four elementary schools and two middle schools daily throughout the school year.
- **University of Oklahoma:** BGCN serves as a practicum, internship, and volunteer site for many OU students. Approximately 100 OU students associated with a wide range of campus groups - including service organizations, fraternities and sororities - have volunteered with or worked to support the program.
- **Community Afterschool Program:** Staff and volunteers from CASP provide individualized tutoring to Club members to help them improve academic confidence and performance.

### **Financial Information**

Page 4 of this report is the FY 2024 and Estimated FY 2025 revenues and expenses for Boys & Girls Club of Norman. The FY 2024 Budget includes one-time expenses including grant funding conferences. The FY 2025 Preliminary Budget reflects reductions in shared support staff and other expenses that are based on relative program size across the agency. The 2022 audited financial statements and 990s tax returns are attached.

**Fees for Service:** Boys & Girls Club of Norman charges its members twenty dollars per school year and twenty dollars for summer camp with fee reductions and waivers available based on need. Membership fees represent approximately 1% of the program budget.

**Actions to Generate Income:** In addition to the City of Norman funding, operating costs for the Club are funded from Elementary and Secondary School Emergency Relief (ESSER) funds for after school programs, United Way of Norman, foundation and corporate grants and small state contracts. Planning is underway to replace the pandemic related ESSER funding, scheduled to end July 31, 2024.

In addition to making personal financial contributions to the agency, the CCFI Board of Directors continues to seek supplementary funding sources to reduce the impact of a down philanthropic climate. The Sustainable Funding Committee works closely with the Development and Communication Team to oversee the resource development process and find ways to diversify revenue for CCFI. All Board members participate in our annual end of year campaign by identifying and soliciting individual and corporate prospects.

### **Fiscal Year 2025 Request**

For FY 2024, the City of Norman generously provided \$120,000 to support the Boys & Girls Club of Norman Partnership. **CCFI respectfully requests that the City of Norman increase its investment by 25% to \$150,000 for FY 2025.**

This continued investment in BGCN will support the staffing levels required for the high need population served. A minimum 12:1 student to staff ratio is required to provide the high-quality, structured programming and additional support for students struggling with emotional and behavioral problems.

In addition, we are serving more members than ever before, with almost half of our Club members being teens. It is crucial that we invest in our teens as they are rapidly approaching adulthood in our community.

We sincerely appreciate the ongoing support of the City of Norman and its dedication to improving the lives of children in our community.

Respectfully,

A handwritten signature in blue ink that reads "Melissa Klink". The signature is fluid and cursive, with the first name "Melissa" being larger and more prominent than the last name "Klink".

Melissa Klink, Chief Executive Officer  
Center for Children and Families, Inc.

<b>Revenue</b>	<b>FY 24</b>	<b>Est FY 2025</b>
United Way	48,788	47,000
Donor Contributions	34,577	140
Foundations	80,000	63,000
City Fees & Grants	120,000	150,000
State & Federal Fees and Grants	309,206	290,776
Program Fees	4,500	4,500
<b>Total Revenue</b>	597,071	555,416
<b>Expense</b>		
Salary & Wages	385,801	367,569
Benefits	95,797	96,444
<i>Total Salary &amp; Benefits</i>	481,599	464,014
<b>Operating Expenses</b>		
Professional Fees	7,165	4,850
Supplies	15,916	16,683
Telephone Expense	5,152	4,096
Postage and Shipping	591	570
Occupancy	33,947	29,394
Outside Printing & Artwork	2,761	2,663
Transportation	2,675	700
Conferences, Conventions & Meetings	9,752	1,193
Subscriptions and Licensure	12,680	11,089
Specific Assistance to Individ.	2,498	398
Rental, Maintenance of Equipment allocated	824	471
Insurance allocated	13,971	13,880
Equipment Acquisition allocated	1,542	994
Miscellaneous Expenses allocated	5,997	4,422
<i>Total Operating Expense</i>	115,473	91,403
<b>Total Expenses</b>	597,072	555,416

Note:

FY 24 includes one-time expenses including grant funded conferences.

FY 25 reflects reductions in shared support staff and other expenses that are based on relative program size across the agency.