



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

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ANDREW BOTT
SUPERINTENDENT OF SCHOOLS

MARY ELLEN N. DUNN
DEPUTY SUPERINTENDENT
FOR ADMINISTRATION AND FINANCE

Request for Grant Acceptance
September 10, 2018

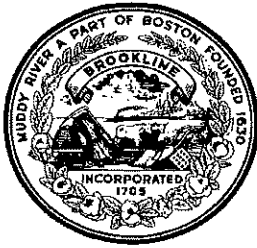
The School Department requires specifically authorized accounts for new grants.

School Committee Action Requested: The School Department would like to request that the School Committee authorize the Town Accountant to set up a Grant Account for the following:

- Community Development Block Grant (CDBG) – Parent Child Home Program
 - **Account Number:** TBD
 - **Program Description:** The funds will be used to provide comprehensive outreach services to at risk low and moderate income families in Brookline through the existing Parent Home Child Program. The program serves 20 families and has six part-time staff. Prior year CDBG funds had been received and deposited into a separate grant account – Coordinated Family and Community Engagement (CFCE) – to reimburse for eligible expenditures. This new account will allow for a cleaner accounting and salary coding structure. PSB has entered into a subrecipient agreement with the Town of Brookline, the original recipient of the CDBG funds, attached here. Once the CDBG funds are fully expended, any further expenses will be charged to the CFCE grant.

NAME OF GRANT	
<u>Budget</u>	<u>Amount</u>
Salaries	\$1,400
Outside Services	-
Supplies	-
Other Charges	-
Fringe Benefits	-
Capital	-
Total	\$1,400

Motion: Approve account creation for “CDBG – Parent Child Home Program” grant per the attached documentation.



SUBRECIPIENT AGREEMENT
by and between the
TOWN OF BROOKLINE
and
Public Schools of Brookline
July 1, 2018 through June 30, 2019

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

PROJECT NUMBER:	1828G019
AGREEMENT NUMBER:	CD1828-19
PROJECT AMOUNT:	\$1,400.00
PROJECT NAME:	Parent Child Home Program

This AGREEMENT, entered into, by and between the Town of Brookline, a municipal corporation in the County of Norfolk and the Commonwealth of Massachusetts, acting by and through the Select Board, hereinafter the TOWN, and the Public Schools of Brookline.

WITNESS THAT:

WHEREAS, the Congress and President of the United States of America have, respectively enacted and signed the Housing and Community Development Act of 1974 (hereinafter "Act") under which monies are authorized and appropriated to support local community development activities and programs, and subject to current Federal regulations as may be amended; and

WHEREAS, the TOWN has applied for and received funds from the United States Government under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383; and

WHEREAS, the TOWN received the funds through a Grant Agreement with the United States Department of Housing and Urban Development (thereinafter "HUD") for the administration of the local Community Development Block Grant Program; and

WHEREAS, the TOWN wishes to engage the Recipient to assist the Town in continuing a systemic program of providing comprehensive outreach services to at risk low and moderate income families in Brookline; and

WHEREAS, the TOWN has encumbered a maximum amount of One Thousand four hundred Dollars and No Cents (\$1,400.00) in Community Development Block Grant funds. The full amount payable of \$1,400.00 under this Agreement has been assigned to Budget Codes 1828G019 558068.

WHEREAS, the following definitions shall apply throughout this Agreement and the Recipient and the Town mutually agree to them;

"CDBG" shall mean Community Development Block Grant

"Recipient" shall mean the Public Schools of Brookline, who have fiscal management of the Parent Child Home Program;

"HUD" shall mean the U.S. Department of Housing and Urban Development

"Town" shall mean the Town of Brookline, Massachusetts

"Program" shall mean the Parent Child Home Program

"Program Income" means repayments to or interest earned on any loans and escrow balance and any loans or escrow balances and any proceeds from the disposition of real property received or produced by any activity funded in whole or part by CDBG and shall be expended before requesting funds from the Recipient's CDBG account. All interest earned on Program Income must be submitted to the Town at the conclusion of the Agreement.

NOW, THEREFORE, the Town requests and the Recipient agree to implement, and operate this activity in strict compliance with and in accordance with the conditions spelled out in the following sections.

A. SPECIFIC PROVISIONS

- A1. **COMMUNITY DEVELOPMENT BLOCK GRANT FUNDED PROGRAM:** The Recipient will be responsible for administering the Community Development Block Grant funded Parent Child Home Program in a manner satisfactory to the Town and consistent with any HUD standards required as a condition of providing these funds.
- A2. **Program Eligibility:** This activity is an eligible activity according to 24 CFR 570.201 (e).
- A3. **National Objective:** The Recipient certifies that the activity carried out with funds provided under this agreement will meet the following National Objective of benefiting low and moderate income households as defined in 24 CFR 570.208(a)(2)(i)(B).
- A4. **Financial Resources:** The Recipient agrees to utilize CDBG funds to supplement rather than supplant other funds available.

B. SCOPE OF SERVICES/PERFORMANCE MEASURES

The RECIPIENT shall coordinate and manage the Parent Child Home Program which will serve low to moderate income households challenged by poverty, low levels of education, language barriers, and other obstacles to success in schools.

- B1. **Program Description:** The Parent Child Home Program (PCHP) serves 20 families. 12 of which will meet HUD income guidelines. Most of these families are challenged by poverty, low levels of education, language barriers, and other obstacles which negatively affect success in school. PCHP staffs 1 part-time coordinator and 5 part-time home visitors that meet with families for 30 minutes, twice a week, for two years to provide assistance. Eight additional families will also be served by this program. The program focuses on helping families with a diverse set of issues to help them socially integrate into the Brookline community and find success in school.
- B2. **Goals & Objectives:**
Goals:
1. Increase school readiness and improve language skills for at-risk children through cognitive enrichment.
 2. Promote literacy for the entire family through reading and speaking English in a more stimulating environment.
 3. Prevent child abuse and neglect by raising parents' self-esteem, confidence and sense of efficacy.
 4. Provide case management and advocacy to families with multiple problems by coordinating services such as childcare, preschool, housing, special education, early intervention, and nutritional support.
 5. Facilitate the family's social integration into the community and reduce isolation by providing family social events and participation in playgroups and parent-education groups.
- Objectives:
1. Home visitors meet with PCHP families for 30 minute sessions, twice weekly for a two year period. Using high-quality books and toys that are given as gifts for the family, the PCHP home visits model verbal interaction, parenting techniques and educational play.
 2. At set intervals, the program hosts family get-togethers that help families overcome social isolation.
 3. The PCHP focuses on preparing preschool-age children to enter school "ready to learn" by developing strong language, cognitive and literacy skills through quality parent/child verbal interaction.
 4. The program's non-directive approach empowers parents by allowing them to experience the joy and value of reading, talking and playing with their children and discovering their role as their child's first and most important teachers.

B3. REPORTING REQUIREMENTS:

- a. **Program Requirements:** The Recipient shall submit to the TOWN all program quarterly reports described herein and/or any reporting required during the Term of this Agreement, adhering to the following schedule *throughout the period of the Subrecipient Agreement*. The quarterly report forms to be utilized are attached as Attachment 2 (this will also be sent as a word doc.). This should include the number of unduplicated new Brookline residents served during the reporting quarter.

Quarterly Report Periods Program Report Ending Dates

September 30, 2018	- Due October 10, 2018
December 31, 2018	- Due January 10, 2019
March 31, 2019	- Due April 10, 2019
June 30, 2019	- Due July 15, 2019

- b. The Recipient shall submit all quarterly reports as required and any additional reporting requirements instituted by HUD and required of the Town during the term of this Agreement. Please submit your Attachment 2 quarterly via email
- c. **QUARTERLY REPORTS AND INVOICES**
- **Attachment 1** must be submitted with each reimbursement request for payment. Failure to submit in a timely fashion will hinder processing invoice for period requesting.
 - All invoices not received in a timely manner will affect the program's ability to draw down funds. This can affect the overall Town expenditure rate. All backup documentation to substantiate request is required for this program's reimbursement and must be included with (Attachment 1).
 - Please have attachment D signed and returned to the Town with your first request for reimbursement
 - A Progress Report (**Attachment 2**) must be submitted each quarter. It must be filled out with clear and concise information. This form will be cumulative and is to be used each quarter with the new numbers. Please use a new sheet for each quarters' narrative.
 - Any new reporting that may be mandated by HUD through the term of this Agreement.

**Note: The final invoice for program year 2019 must be submitted by Friday, June 21, 2019*

- d. **Holdback of Payments to Recipient**
1. The Town reserves the right to hold payments in the event incomplete requisitions or reports are received or requisitions or reports are not submitted in a timely manner.
 2. The Town will automatically retain a hold-back from the last requisition or a reasonable sum as determined by the Town, until receipt and approval of the final report by the Recipient.
- e. **Program Income**
- The Recipient shall report all program income as defined at **24 CFR 570.500(a)** generated by the activity carried out with Community Development Block Grant Funds made available under this Agreement. The use of program income by the Recipient shall comply with the requirements set forth at **24 CFR 570.504** regarding recording and disposition of such income.

By way of further limitations, the Recipient may use such income with Town approval during the contract period for the activity permitted under this contract and shall reduce requests for additional funds by the amount of any such program income balance on hand. All unused program income shall be returned to the Town at the end of the Agreement period. Any interest earned on cash advances paid to the Recipient is not program income and shall be remitted promptly to the Town.

f. **Reversion of Assets**

Upon termination of the Agreement or activity, the Recipient shall transfer to the Town any CDBG funds on hand and any accounts receivable attributable to the use of CDBG funds in accordance with 24 CFR 570.503(b)(7).

g. **Indirect Costs**

If indirect costs are charged, the Recipient will develop an indirect cost allocation plan for determining the appropriate Recipient's share of administrative costs and shall submit such plan to the Town for approval.

B4. PERFORMANCE MEASUREMENTS

The Recipient agrees to the following levels of performance measurements.

a. **Outputs:** Over the course of this Agreement, the performance measurements to be achieved by the end of the fiscal year 2019 (June 30, 2019), will be as follows:

1. Meet with at least 12 PCHP families for bi-weekly, 30 minute sessions for two years.
2. Host family get-togethers that help them overcome social isolation.
3. Serve the families with to help improve literacy, increase their social engagement, and provide case management, and advocacy.
4. Prevent child abuse by raising the parents' self-esteem and helping them discover their role as their children's first and most important teacher
5. Increase school readiness by helping improve language skills for at risk children.

b. **Outcomes:** At the end of this Agreement, it is anticipated that the following outcomes will have been reached.

1. At risk children have improved language skill and are more ready for school
2. Homes show improved language and literacy environments for all members of the family.
3. Parents/Guardians have strengthened their parenting skills.
4. Families have had opportunities to reduce social isolation.

c. **Performance Assessment:**

1. Throughout the term of this Agreement, the Town will assess the performance of the Recipient against performance measures and performance standards required herein. Substandard performance as determined by the Town will constitute non-compliance with this Agreement. If action to correct such sub-standard performance is not taken by the Recipient within a reasonable period of time after being notified by the Town, contract suspension or termination procedures will be initiated. The Town of Brookline will also reduce grant amount to be commensurate with goals achieved or suspend CDBG grant payments if Recipient is substantially underperforming.
2. The Town will conduct monitoring visits to the Recipient within the term of the contract to review programmatic and fiscal records, particularly to correct substandard performance. In addition, monitoring visits may be scheduled periodically with officials affiliated with the Town, from the U.S. Department of Housing and Urban Development, or other federal agencies with connections to the program.

C. Project Budget

The Town and Recipient agree that the Parent Child Home Program Budget shall consist of and be limited to the following objects(s) of expenditure:

ITEM	BUDGET
<i>Personnel</i>	
Salaries	\$1,400.00
TOTAL CDBG GRANT	\$1,400.00

The Recipient agrees to maintain the financial and program documentation in project files from program services consistent with the requirements as set forth in Attachment C.

D. ADMINISTRATIVE REQUIREMENTS

- D1. **Financial Management:** The Recipient agrees to comply with the accounting standards set forth by the Office of Management and Budget (OMB) 2 CFR Part 200, Subpart D, and agrees to adhere to the accounting required herein, utilize internal controls, and maintain necessary source documentation for all costs incurred.
- D2. **Cost Principles:** The Recipient shall administer its program in conformance with OMB 2 CFR Part 200, Subpart E. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.
- D3. **Records to be Maintained:** The Recipient shall maintain all records required by the Federal regulations specified in **24 CFR 570.506, 570.502, and Subpart K of 24 CFR 570** that are pertinent to the activity to be funded under this Agreement.

The Recipient agrees to cooperate fully with the Town in the development, implementation and maintenance of record-keeping systems, and to provide information the Town determines to be necessary to fulfill its monitoring and evaluation responsibilities (ATTACHMENT C). This information should be sufficiently detailed to provide in-depth knowledge of program operations, to track Recipient progress in meeting goals outlined in its Scope of Services and to outline how the Recipient documents client eligibility.

- D4. **Retention:** The Recipient shall retain financial records, supporting documents, statistical records and all other records pertinent under this Agreement for a period of five (5) years from the date of expiration of this Agreement or one year after the resolution of any audit issues, which is later funded under this Agreement. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.
- D5. **Client Data:** The Recipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to the Town monitors or their designees for review upon request.
- D6. **Closeouts:** The Recipient's obligation to the Town shall not end until all closeout requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of unused materials, equipment, unspent cash advances, program income balance, and accounts receivable to the Town), and preparation of financial reports. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Recipient has control over CDBG funds, including program income.

Representatives of the Town's Community Development Division will conduct on site- monitoring visits to the program at mutually agreed upon times throughout the program year.

- D7. **Audits:** The Recipient shall have a single audit conducted if it expends \$750,000 or more in Federal awards within the same year. The Town hereby agrees to have an annual audit conducted in accordance with current Town policy concerning recipient audits and, as applicable with OMB 2 CFR Part 200, Subpart F (audit requirements).

The Recipient's audit shall be completed and the auditor's report submitted to the Department within 30 days after receipt of the auditor's report or no later than March 30th (nine months after the end of the audit period which is June 30), whichever is earlier.

Upon reasonable notification, the Town or its decrees may examine, audit, and copy the books, records or other data that pertain to the performance of this Agreement. Confidentiality of use records extends to the funding sources.

E. PROCUREMENT

- E1. **OMB Standards:** The Recipient shall procure all materials, property, or services in accordance with 2 CFR Part 200, Subpart D.

F. PERSONNEL AND PARTICIPANT CONDITIONS

- F1. **Non-discrimination :** The Recipient will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age marital/familial status, or status with regard to public assistance. The Recipient will take affirmative action to insure that all employment and program participant practices are free from such discrimination (See Attachment AA)

- F2. **Americans with Disabilities Act and Section 504 of the Rehabilitation Act:** The Recipient certifies to the Town that it understands and will comply with any federal regulations issued pursuant to the Americans with Disabilities Act of 1990 (42 U.S.C. 12101), hereinafter "ADA" and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706), hereinafter "Section 504". Section 504 prohibits discrimination against people with disabilities in any Federally-assisted program.

Applicable provisions of the ADA and Section 504 include, but are not necessarily limited to, those outlined below. The Recipient certifies that, in the provision of activities, programs and services under this Agreement, it will not limit participation in, deny the benefits of, or otherwise discriminate against qualified individuals with disabilities, including: 1) individuals who have a physical or mental impairment that substantially limits one or more major life activities; 2) individuals who have a history or record of a such an impairment; and 3) individuals who are regarded as having such an impairment. To be qualified, the individual with a disability must meet the essential eligibility requirements for receipt of the Recipient's services, with or without: 1) reasonable modifications to the Recipient's rules, policies or practices; 2) removal of architectural, communication, or transportation barriers; and/or 3) provision of auxiliary aids and services, such as sign language interpreters for individuals who are deaf. In addition, the Recipient certifies that it will not discriminate against any person based upon that person's relationship with, or association to, any individual with a disability.

The Recipient also certifies that it will not discriminate against any qualified employee or job applicant with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the position such individual holds or desires, and who, with or without reasonable accommodations, is able to perform the essential functions of the position.

In addition, the Recipient certifies that the activities, programs and services covered under this Agreement, when viewed in their entirety, will be readily accessible to and unable by qualified individuals with disabilities. This standard, known as "program accessibility," applies to all existing facilities of the Recipient that will be utilized in the performance of this Agreement.

The Town shall provide the Recipient with any guidelines and other materials necessary for compliance with that portion of the regulations in force during the term of this agreement.

G. AFFIRMATIVE ACTION

- G1. **EEO/AA Statement:** The Recipient will, in all solicitations or advertisements for employees placed by or on behalf of the Recipient, state that it is an Equal Opportunity or Affirmative Action employer.
- G2. **Women and Minority Business Enterprise (W/MBE):** The Recipient will use its best efforts to afford minority – and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this Agreement. As used in this Agreement, the term “minority and female business enterprise” means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, “minority group members” are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians.

H. EMPLOYMENT RESTRICTIONS

- H1. **Prohibited Activity:** The Recipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, sectarian or religious activities, lobbying, political patronage, and nepotism activities.
- H2. **Section 3 Compliance :** Section 3, under **24 CFR 135** requires the Recipient to the greatest extent feasible opportunities for training and employment be given to low and very low income residents of the activity area and contracts for work in connection with the activity be awarded to business concerns that provide economic opportunities for low and very low income persons residing in the Town.

I. CONDUCT

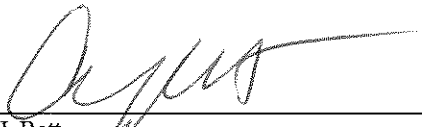
- I1. **Conflict of Interest:** The Recipient agrees to abide by the provisions of **24 CFR 570.611** (Attachment A) with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement.
- I2. **Lobbying:** The Recipient certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- I3. **Religious Organization:** The Recipient agrees that CDBG funds provided under this contract will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization in accordance with the Federal regulations specified in **24 CFR 570.200**; (Attachment B).

IN WITNESS WHEREOF, the Town and the Recipient have executed this Agreement as of the date first written below.


Executed this ___ day of August, 2018.

RECIPIENT

BY:



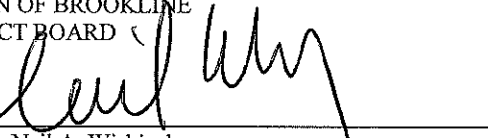
Andrew J. Bott
Superintendent of Brookline Schools




Joslin Ham Murphy
Town Counsel *As K form*

TOWN OF BROOKLINE
SELECT BOARD

BY:



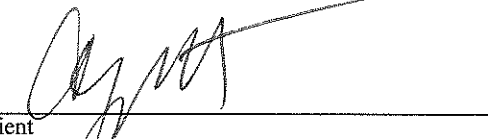
Neil A. Wishinsky
Chair



Marvin Kleckner
Town Administrator

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have files all state tax returns and paid all state taxes required under law.

07-6577014
Federal Identification Number



Recipient

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Available Funds Certified; Comptroller