

INFORMATIONAL MEMORANDUM

Tukwila Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Rick Still, Parks and Recreation Director 

DATE: May 15, 2013

SUBJECT: Community Transformation Grant

ISSUE

Community Transformation Grant – application and award.

FINANCIAL IMPACT

No Financial Impact

BACKGROUND

In March 2013 the City applied for the Community Transformation Grant from Seattle Children's Hospital, Healthy King County Coalition and Seattle & King County Public Health with funding from the Centers for Disease Control and Prevention. The City's application requested funding to be used to support development of policies that support universal swimming opportunities and overcoming barriers to participation in aquatic activities. The funding request is in line with the Metropolitan Park District's Vision and Goals for the Tukwila Pool. The City of Tukwila was awarded \$48,000, the full amount requested.

DISCUSSION

The request for proposals (RFP) for the Community Transformation Grant specifically listed eight cities that were eligible to apply. Staff worked with the granting agency to determine what services within the City of Tukwila would be the best fit for a grant of this nature. Swimming and aquatics based recreation was a service that was highlighted. Staff completed the grant application, and upon review by the granting agency it was determined that the Tukwila Pool would benefit greatly from an award. The original award offered was \$28,000; however, the granting agency recognized a need and granted \$48,000.

Several goals and objectives that were discussed at the MPD Board Retreat will be targeted through the implementation of this grant. For example, the primary objectives of the grant are to develop policy that supports universal swimming opportunities, and to develop policy to overcome barriers to participation in aquatics recreation. These objectives are directly in-line with three goals of the MPD. Those three goals are: 1) To be welcoming and inclusive to all, 2) To maintain and support community involvement in the pool, and 3) To provide creative and relevant programs. This grant will permit staff to research barriers, develop policy, and implement changes to achieve these three goals.

The successful award of this grant is due in large part because of a positive relationship the MPD has with the City of Tukwila. Additionally, inter-governmental communication and teamwork within the City of Tukwila made application for this grant possible. Two different departments within the City worked together with the granting agency to identify the best fit for this grant. It is expected that the outcome of research and implementation of policy will positively affect other departments

within the City, specifically the Parks and Recreation Department, however, other departments will also benefit from this award.

RECOMMENDATION

The grant will go before the City of Tukwila City Council for approval on May 20, 2013. It is recommended that the MPD Board endorse the grant for the successful approval on May 20, 2013.

ATTACHMENTS

- A. Information Memo to City of Tukwila Community Affairs and Parks Committee
- B. Transformation Grant Agreement
- C. Grant Work plan
- D. Grant Application



City of Tukwila

Jim Haggerton, Mayor

INFORMATIONAL MEMORANDUM

TO: Mayor Haggerton
Community Affairs and Parks Committee

FROM: Rick Still, Parks and Recreation Director 

BY: Amy Kindell, Aquatic Specialist

DATE: May 8, 2013

SUBJECT: Community Transformation Grant for Tukwila Pool

ISSUE

Community Transformation Grant for the Tukwila Pool.

BACKGROUND

Pool Staff applied for a Community Transformation Grant (CTG) from Seattle Children's Hospital, Healthy King County Coalition, and Seattle - King County Public Health with funding from the Centers for Disease Control and Prevention (CDC). Cities located in South King County and neighborhoods in South Seattle were eligible to apply for the grant, Metropolitan Parks Districts did not fall within the eligibility guidelines. As the City is the contracted services provider for the pool, the City was eligible to apply.

The CTG goal is to transform the health of South King County in an effort to reduce regional health inequities. The grant provides an opportunity and a commitment to work collaboratively on environment, program and infrastructure change for obesity prevention and tobacco control. This work is a part of the CDC's Community Transformation Grants (CTG) Small Communities program, which is funded by the Affordable Care Act's Prevention and Public Health Fund; the \$3.6 million grant (received by Seattle Children's, Healthy King County and Seattle - King County Public Health) lasts from October 2012 - September 2014.

Tukwila's application requested funding to support the development of policies that will support and aid in continuing to increase aquatics opportunities to children and families in Tukwila. Policies will address needs in the community for universal swimming opportunities and barriers to participation in aquatic safety and fitness activities. The term universal swimming opportunity is a reference to the ability for everyone in our community to learn to swim and safely enjoy aquatic recreation opportunities. Examples of barriers to participation include poverty, cultural barriers, language barriers, and culturally sensitive programming.

This project will have two major components. The first component will be researching and creating policies that support universal swim opportunities, the second will be developing policies that support reaching populations that are traditionally underserved in regard to swimming education. To support universal swimming opportunities staff will work to develop policies that support the continuation of our pilot 3rd grade swimming lesson voucher program, and develop policy that supports the youth volunteer GuardStart/Lifeguard program. To support efforts to reach underserved populations staff will work to develop policies that will guide and

support the use of translated printed materials, and develop a policy for swim programming to meet cultural needs.

DISCUSSION

In March 2013 the City applied for the Community Transformation Grant from Seattle Children's Hospital, Healthy King County Coalition and Seattle & King County Public Health with funding from the Centers for Disease Control and Prevention. The City's application requested funding to be used to support development of policies that support universal swimming opportunities and overcoming barriers to participation in aquatic activities. The funding request is in line with the Metropolitan Park District's Vision and Goals for the Tukwila Pool.

The City of Tukwila was awarded \$48,000, the full amount requested. Attachment A is the Agreement which details the Scope of Work for this grant. Attachment B is the Workplan for transforming the health of South Seattle and South King County.

RECOMMENDATION

It is recommended that the Community Affairs and Parks Committee move this agenda item to the City Council Consent Agenda on May 20, 2013 to authorize the Mayor to enter into agreement with Seattle Children's Hospital to accept the \$48,000 grant.

ATTACHMENTS

- A. Seattle Children's Hospital Agreement
- B. Workplan

**SUBAWARD AGREEMENT
SEATTLE CHILDREN'S HOSPITAL
AND
CITY OF TUKWILA**

This Subaward Agreement (Subcontract) is entered into this 1st day of May 2013 by and between Seattle Children's Hospital, Seattle, Washington 98105, a Washington non-profit corporation (Seattle Children's) and City of Tukwila, a government entity (Subcontractor).

BACKGROUND

- A. Seattle Children's has been awarded that certain DHHS/CDC (CFDA 93.737) Grant titled "Transforming the Health of South King County to Reduce Regional Health Inequities", No. 1H75DP004595-01, dated September 30, 2012 (the Grant) whereby Seattle Children's has committed to work collaboratively on environment, program, and infrastructure change for obesity prevention and tobacco control.
- B. Subcontractor is a Government Entity that strives to create a balance in addressing the needs of its residential community and the environment with the challenges of maintaining and enhancing a vibrant development climate.
- C. Seattle Children's wants to engage Subcontractor to perform the work and provide the deliverables described more fully below, and Subcontractor is qualified to perform said work and provide said deliverables.
- D. In consideration of the mutual promises set forth below, the sufficiency of which is hereby agreed upon, Seattle Children's and Subcontractor agree to the following terms and conditions.

AGREEMENT

1. **SCOPE OF WORK.** Subcontractor will perform the work (Work) and provide the deliverables (Deliverables) described on the Scope of Work attached as Exhibit A (SOW) in accordance with the schedule, specifications and requirements set forth in the SOW.
2. **PERSONNEL.** Subcontractor will provide experienced and qualified personnel to perform the Work and provide the Deliverables. Subcontractor will be responsible for the performance of its personnel, including its employees, agents and subcontractors (collectively, "Personnel") under this Subcontract. Subcontractor may not subcontract the provision of any Work or Deliverables without the prior written consent of Seattle Children's.
3. **PERFORMANCE PERIOD.** The performance period of the Subcontract will extend from **May 1, 2013** (the Effective Date) through **September 29, 2014**, unless terminated earlier in accordance with Section 13 (the Termination Date).
4. **COMPENSATION.** Subcontractor agrees to accept as compensation in full for the Work and the Deliverables set forth in this Subcontract, the amounts described in the project budget set forth in Exhibit B (the Budget). Specifically, Seattle Children's will reimburse Subcontractor for properly submitted and undisputed Allowable Costs (as that term is defined in Section 4.1 below) set forth in the Budget, provided, however, that under no circumstances shall Seattle Children's reimburse Subcontractor in excess of **Forty Eight Thousand Dollars (\$48,000.00)**. No expenses, including without limitation otherwise Allowable Costs, incurred prior to the Effective Date or subsequent to the Termination Date will be reimbursed.

4.1 Allowable Costs. Subject to the maximum amount payable, set forth in Section 4 above, Allowable Costs shall include only those direct and indirect costs identified in the Budget and shall be payable at the rate shown in the Budget; provided, however, that such direct and indirect costs are or were incurred in accordance with (a) Subcontractor's established policy and procedure; or (b) OMB Circular A-87, State and Local Governments, whichever is more restrictive.

5. PAYMENT TERMS. Subcontractor will submit invoices to Seattle Children's at least quarterly, but not more often than monthly. Each of Subcontractor's invoices shall be 1) in the format specified in the Budget and 2) shall be in sufficient detail to indicate clearly the amount and nature of Allowable Costs and 3) covered dates and must contain the 4) Subcontract number, and 5) certification as to truth and accuracy of invoice. All invoices must be submitted to Seattle Children's Financial Contact at the address set forth in Exhibit D.

5.1 Final Invoice. Subcontractor's final invoice shall be due no later than thirty (30) days following the Termination Date of this Subcontract and must be signed by the Subcontractor's Institutional Official and marked "Final" by the Subcontractor.

6. PRIOR APPROVAL. All requests, which require prior approval, must bear the signature of an authorized official of the business office of the grantee organization as well as the principal investigator or program or project director named on this notice of award. Any requests received that reflect only one signature will be returned to the grantee unprocessed. The request must be submitted by no later than 30 days prior to the effective date of the change. Additionally, any requests involving funding issues must include an itemized budget and a narrative justification of the request.

Prior approval is required but is not limited to the following types of requests: 1) Lift funding restriction, withholding, or disallowance, 2) Redirection of funds, 3) Change in Key Personnel, 4) reduction in effort of key personnel by more than 25% of what was approved, 5) Liquidation Extensions (No Cost Extensions), or 6) Carryforward requests.

7. SEATTLE CHILDREN'S PRINCIPAL INVESTIGATOR. Seattle Children's Principal Investigator shall be Dr. Brian Saelens, PhD, who shall be Seattle Children's liaison with Subcontractor and who shall be responsible for monitoring and inspecting Subcontractor's performance under this Subcontract and approve the Work of the Subcontractor.

8. SUBCONTRACTOR'S PRINCIPAL INVESTIGATOR. The Subcontractor's Principal Investigator shall be **Malcolm Neely**, who shall be responsible for the Work and the Deliverables. No change of Subcontractor's Principal Investigator may be made without the prior written approval of Seattle Children's.

9. REPORTING.

9.1 Monthly Progress Phone Calls. For the duration of this Subcontract, Subcontractor will schedule monthly phone conference calls with the Seattle Children's Program Manager or the Public Health Content Expert, which shall be documented by a mutually agreed upon notes submitted to Seattle Children's Administrative Assistant within five (5) days following each conference.

9.2 Interim Progress Reports. Subcontractor shall produce reports on a quarterly basis with a reporting cycle of October 1- December 31; January 1 – March 31; April 1 – June; July 1 - September 30 in a format supplied by Seattle Children's. At minimum, each report shall (a) reference the Subcontract number and title of the grant and (b) include a summary of the activities undertaken. This will be due on the last day of each quarter.

9.3 Annual Progress Report; Final Progress Report & Final Financial Report. Subcontractor shall produce annual and final progress reports no later than thirty (30) days following the Budget period ending September

30, 2013 and September 30, 2014. At minimum, these reports shall include: (a) a comparison of actual accomplishments to the goal established for the period; (b) the reasons for failure, if established goals were not met; and (c) other pertinent information including, when appropriate, analysis and explanation of deviation from expense categories greater than 25%.

10. CONFIDENTIALITY.

10.1 Definitions. As used in this Subcontract, Confidential Information shall mean all non-public information of either party, whether of a technical, business, administrative or other nature (including without limitation information relating to the technology, customers, patients, employees, affiliates, business plans, promotional and marketing activities, finances, trade secrets, know-how and other business affairs of such party), that is disclosed or made available by one party (the Disclosing Party) to the other party (the Receiving Party) or that is otherwise learned by the Receiving Party in connection with the Work, Deliverables or other activities under this Subcontract, including the terms of this Subcontract. Without limiting the foregoing, Confidential Information includes all such information provided to each party by the other party both before and after the Effective Date of this Subcontract.

10.2 Use and Ownership of Confidential Information. The Receiving Party, except as expressly provided in this Subcontract, will not use or permit others to use the Confidential information, or disclose Confidential Information to anyone other than its directors, officers, employees, representatives, agents, and professional advisors/consultants who are subject to a separate obligation of confidentiality and who have a need to know the Confidential Information in connection with their responsibilities to the Receiving Party. The provisions of this Section 10.2 will not apply to any information that (a) is or becomes publicly available without breach of this Subcontract; (b) can be shown by documentation to have been known to the Receiving Party prior to its receipt from the Disclosing Party; (c) is rightfully received from a third party who did not acquire or disclose such information by a wrongful or tortious act; (d) can be shown by documentation to have been developed by the Receiving Party without the use or disclosure of any Confidential Information; or (e) that is disclosed pursuant to state or federal law, including but not limited to the Washington State Public Records Act or legal discovery.

10.3 Disclosure of Confidential Information. The Receiving Party will take all reasonable measures to avoid disclosure, dissemination or unauthorized use of Confidential Information, including, at a minimum, those measures it takes to protect its own Confidential Information of a similar nature. All Confidential Information will remain the exclusive property of the Disclosing Party, and the Receiving Party will have no rights, by license or otherwise, to use the Confidential Information except as expressly provided herein or as otherwise agreed to in writing by the parties. In the event of a breach of this Section or other compromise of the Disclosing Party's Confidential Information of which a party is or should be aware (whether or not resulting from a breach), the Receiving Party will promptly notify the Disclosing Party in a writing detailing all information known to such party about the breach or compromise, the Confidential Information affected, and the steps taken by such party to prevent the recurrence of such breach and to mitigate the risk to the other party.

10.4 Legally Obligated Disclosure. If the Receiving Party becomes legally obligated to disclose Confidential Information by any governmental entity with jurisdiction over it or pursuant to state or federal law, including the Washington State Public Records Act, or legal discovery, then when feasible the Receiving Party will provide the Disclosing Party with prompt written notice of such request or requirements so that the Disclosing Party may seek an appropriate protective order or other remedy, and/or choose (in the Disclosing Party's sole discretion) to waive the Receiving Party's compliance with the provisions of this Subcontract. Such notice must include, without limitation, identification of the information to be so disclosed and a copy of the order. In any event, Receiving Party will use best efforts to obtain assurances that confidential treatment will be accorded the Confidential Information disclosed.

10.3 Return of Materials. On request and/or on termination of this Subcontract for any reason, the Receiving Party will return or destroy all Confidential Information of the Disclosing Party according to the Disclosing

Party's instructions or relevant industry best practices if no instructions are provided. On the Disclosing Party's request, the Receiving Party will certify in writing that all such Confidential Information has been so returned or destroyed.

11. REPRESENTATIONS AND WARRANTIES.

11.1 Subcontractor's Representations and Warranties. Subcontractor represents and warrants to Seattle Children's that: (a) it will perform the Work and provide the Deliverables in a competent and professional manner in accordance with industry standards; (b) the Deliverables will conform to their specifications, documentation and as otherwise set forth in the applicable SOW.

11.2 Mutual Representations and Warranties. Each party represents and warrants that (a) it will comply with all applicable laws, rules, regulations and orders of any governmental authority in connection with its performance under this Subcontract, and (b) it has the necessary authority to enter into this Subcontract and carry out its obligations hereunder.

12. INDEMNIFICATION. Each party shall, at its own expense, indemnify, defend, and hold harmless the other, its directors officers, employees and agents from and against any losses, liability, damages, penalties, costs, fees, including without limitation reasonable attorney fees, or expenses from any claim or action, including without limitation for bodily injury or death, arising out of or in any way related to the negligent or intentional acts or omissions of itself, its trustees, officers, employees, or agents.

13. TERMINATION.

13.1 Without Cause. Either Party may terminate this Subcontract on thirty (30) days' prior written notice, and upon receipt of such notice, Subcontractor may make no further commitments under the Subcontract and must take all reasonable actions to cancel outstanding obligations. If Seattle Children's terminates the Subcontract pursuant to this Section 13.1, Seattle Children's will be responsible for any portion of the compensation owed to Subcontractor for any Work performed or Deliverables provided through the termination date so long as such Work and Deliverables conform to the terms of this Subcontract.

13.2 With Cause. Either party may terminate this Subcontract for material breach or default of the other party on fifteen (15) days prior written notice to the breaching party. If the breaching party does not cure the material breach or default within the fifteen (15) days, this Subcontract will automatically terminate at such time.

14. NONDISCRIMINATION. By acceptance of this Subcontract, Subcontractor agrees that it will comply with Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, Age Discrimination Act of 1975, as amended, and the Americans with Disabilities Act of 1990.

15. RECORDS & RETENTION. All records pertaining to the activities performed under this Subcontract shall be retained by the recipient for a period of three (3) years in accordance with 45 CFR 74 or 92.

15.1 Financial records, supporting documents, statistical records, audit records and findings, and all other records pertinent to an award shall be retained for a period of three (3) years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report. The only exceptions are the following:

15.1.1 If any litigation, claim, financial management review, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

15.2 The retention period starts from the date of the submission of the Subcontractor's final invoice.

15.3 Subcontractor shall make such records available to Seattle Children's, the Center for Disease Control, the Comptroller General of the US, or any of their duly authorized representatives, for the purpose of making audits, examinations, excerpts and transcriptions.

16. INDEPENDENT CONTRACTOR. Seattle Children's and Subcontractor are independent contractors with respect to the Work performed and the Deliverables provided and received under this Subcontract. The provisions of this Subcontract will not be construed to establish any form of partnership, agency or other joint venture of any kind between Seattle Children's and Subcontractor, nor to constitute either party as the agent, employee or legal representative of the other. All persons furnished by either party to accomplish the intent of this Subcontract will be considered solely as the furnishing party's employees or agents and the furnishing party will be solely responsible for compliance with all laws, rules and regulations involving, among other things, employment of labor, hours of labor, working conditions, workers' compensation, payment of wages, and withholding and payment of all applicable taxes of any nature.
17. NO PUBLICITY. Neither party may use the other party's name or mark in any advertising, written sales promotion, press releases and/or other publicity matters relating to this Subcontract without the other party's prior written consent.
18. GOVERNING LAW. This Subcontract is governed exclusively by the laws of the State of Washington, excluding its conflicts of law rules. Exclusive venue for any action hereunder will lie in the state and federal courts located in Seattle, King County, Washington and both parties hereby submit to the jurisdiction of such courts.
19. ASSIGNMENT. Subcontractor may not assign or transfer this Subcontract, in whole or in part, without Seattle Children's prior written consent. Any assignment in contravention of this provision will be null and void. This Subcontract will be binding on all permitted assignees and successors in interest.
20. ENTIRE AGREEMENT/AMENDMENTS. This Subcontract, including all exhibits that are incorporated herein by reference, contains the entire agreement of the parties regarding the subject matter described herein, and all other promises, representations, understandings, arrangements and prior agreements related thereto are merged herein and superseded hereby (including any provision contained in any Subcontractor invoice, shipping document or other Subcontractor documentation that is different from or in addition to this Subcontract). The provisions of this Subcontract may not be amended except by an agreement in writing signed by authorized representatives of both parties referencing this Subcontract and stating their intention to amend this Subcontract.
21. NOTICES. Except as may be otherwise set forth herein, all notices, requests, demands and other communications hereunder will be in writing and will be deemed to have been duly given: (i) on the next day if delivered personally to such party; (ii) on the date three (3) days after mailing if mailed by registered or certified mail; or (iii) on the next day if delivered by courier. All notices will be sent to the Subcontractor's fiscal agent and the Contracts/Fiscal Administrator address in Attachment C, with a copy for notice of breach and/or termination only to:

Seattle Children's Hospital
Attn: General Counsel
4800 Sand Point Way NE
Seattle, WA 98105

Such addresses may be changed by notice given by one party to the other pursuant to this Section 23.

22. SEVERABILITY. If any provision of this Subcontract is invalid or unenforceable in any jurisdiction, the other provisions herein will remain in full force and effect in such jurisdiction and will be liberally construed

to effectuate the purpose and intent of this Subcontract, and the invalidity or unenforceability of any provision of this Subcontract in any jurisdiction will not affect the validity or enforceability of any such provision in any other jurisdiction.

- 23. WAIVER OF BREACH. The waiver of any breach of any provision of this Subcontract will be effective only if in writing. No such waiver will operate or be construed as a waiver of any subsequent breach.
- 24. ORDER OF PRECEDENCE. To the extent the terms and conditions of this Subcontract conflict with the terms and conditions of an applicable SOW, this Subcontract will control.
- 25. INSURANCE. Each party shall provide professional and general liability coverage by either a policy or verification of applicable self-insured retention for their directors, officers, employees and agents in the minimum amount of One Million Dollars (\$1,000,00.00) per occurrence and Three Million Dollars (\$3,000,00.00) in the aggregate, agreed to by both parties, and to deliver a certificate or other evidence of such insurance to Seattle Children's upon request.
- 26. FEDERAL, STATE AND LOCAL TAXES. Except as may be otherwise provided in this Subcontract, the Subcontract price includes all applicable Federal, State and local taxes and duties.
- 27. GENERAL PROVISIONS.
 - 27.1 Section 253 - Needle Exchange. Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.
 - 27.2 Section 218 - Gun Control Prohibition. None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.
- 28. DATA RIGHTS. Subrecipient grants to Prime Recipient the right to use data created in the performance of this Subaward Agreement solely for the purpose of and only to the extent required to meet Prime Recipient's obligations to the Federal Government under its Prime Award.
- 28. SURVIVAL. The terms and conditions of this Subcontract that by their sense and context are intended to survive termination hereof will so survive, including the following Sections: Confidentiality (Section 10), Indemnification (Section 12), Records & Retention (Section 15), Insurance (Section 25).

CERTIFICATIONS

The Certifications, attached hereto as Exhibit C, applies to this Subcontract.

Approved and Agreed:

SEATTLE CHILDREN'S
HOSPITAL

CONTRACTOR
AUTHORIZED OFFICIAL

By: _____ Date: _____
Kelly Wallace
Senior Vice President, Chief Financial Officer

By: _____ Date: _____
Jim Haggerton
Mayor, City of Tukwila

EXHIBIT A – SCOPE OF WORK
(See Article 1)
City of Tukwila – Aquatic Program Policies

Relevance of Service to the Project: City of Tukwila aims to create policies that support and address barriers to universal swimming opportunities for the community.

Related Program Goal/Strategic Direction: Increase access to healthy and safe physical environments

Method of Accountability: Designated City of Tukwila staff will meet with the Public Health – Seattle & King County project lead and Seattle Children's staff on a monthly basis, or more frequently as needed, to review project status. The first monthly meeting will include developing a mutually agreed upon work plan to set deadlines and deliverables. Additionally, the City of Tukwila will participate in the CTG program evaluation and adhere to the reporting schedule described in Article 9.

Strategy: City of Tukwila aims to support universal swimming opportunities for the community by developing policies that aid in program sustainability, universal swim opportunities, and support sharing swimming opportunities with underserved populations.

Outcome Objective 1: By September 29, 2014, increase the number of city planning departments that adopt healthy community planning strategies and actions from 0 to 5.

Reportable Milestone Activities & Deliverables

1. Pilot Programming and Needs Assessment

City will research existing related policies and programs from other agencies and the community demand through community contacts for the different programs to ensure the policies to be developed reflect the community needs and are based on best practices.

Deliverable: Implementation of community need and policy development research

2. Partnership Building and Community Engagement

City will develop a community and partner engagement plan to engage current and new partners in program and policy development, adoption and implementation. City will attend partner and community events (e.g. service organization and community groups meetings and community family nights) and make contact with community leaders to promote the programs and deliver translated information to communities that will be able to utilize the various programs.

Deliverables: a) Partner and community engagement plan; b) Implementation of partner and community engagement activities; c) Translated materials

3. Policy Development

City will draft program and related policies for increasing universal swim opportunities (3rd grade swimming vouchers, Guardstart/lifeguard volunteering) and increasing the city's reach to underserved populations (education and outreach material translation, single gender swims).

Deliverables: a) Implementation of policy development activities; b) Draft policies

4. Policy Adoption

City will work with the Board of the Metropolitan Parks District to adopt the developed policies with assistance from the community and other partners.

Deliverables: Education and outreach material translation policy; Swimming voucher program policy; Youth volunteer Guardstart/lifeguard program policy; Single gender swim program policy.

All deliverables described above will be completed by September 29, 2014

EXHIBIT B - BUDGET
(See Sections 4 and 5)

Subcontractor may not deviate significantly (25%) from the major line items of this budget unless specifically approved in advance by the Seattle Children's Financial Contact as set forth in Exhibit D.

Salaries	\$ 28,329
Employee Benefits	\$ 11,553
Other Direct Costs	\$ 8,117
<i>Translation</i>	\$ 6,717
<i>Community Engagement</i>	\$1,400
Total Direct Costs	\$ 48,000
Indirect Cost Base	\$ 48,000
Indirect Cost (0% of MTDC*)	\$ 0
GRAND TOTAL	\$ 48,000

* Not to exceed approved Federal negotiated rate.

Notes: Ms. Kindell will commit 25% effort for the period of May 1, 2013 – September 29, 2014.

EXHIBIT C - CERTIFICATIONS

By signing the Subaward Agreement, the authorized official of Subcontractor certifies, to the best of his/her knowledge and belief that:

1. CERTIFICATION REGARDING LOBBYING

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the subcontractor, to any person for influencing or attempting to influence an officer or employee of any agency, a 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.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subcontractor shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying", to the Prime Recipient.

3) The Subcontractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subcontractor shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS. By execution of this Subcontract, Subcontractor certifies to Seattle Children's that it is not delinquent on any Federal debt pursuant to OMB Circular A-129, and that it or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency pursuant to government-wide regulations (E.O.s 12549 and 12689). In addition, by execution of this Subcontract, Subcontractor agrees that it will comply with the Clean Air Act (42 USC 7401 et seq.) and the Federal Water Pollution Control Act (33 USC 1251 et seq.), as amended, when the estimated cost of the Subcontract exceeds \$100,000. Violations will be reported to Seattle Children's, the Center for Disease Control, and the Regional Office of EPA.

3. OMB CIRCULAR A-133 ASSURANCE Subcontractor certifies Prime Recipient that it complies with A-133 and that it will notify Prime Recipient of completion of required audits and of any adverse findings which impact this Subaward.

4. CONFLICT OF INTEREST. Subcontractor certifies that it has implemented and is enforcing a written policy for conflicts of interest consistent with the provision of 42 CFR Part 50, Subpart F & 45 CFR Subtitle A, Part 94 and that at this time there is no conflict of interest as defined by these regulation in connection with this award. If a conflict is identified by the Subcontractor during the period of the award under this Subcontract, the Subcontractor will report to the Seattle Children's Financial Contact at the address set forth in Exhibit D, the existence of the conflict, including the grant title, principal investigator name and the specific method the Subcontractor adopt for addressing the conflict (managing, reducing or eliminating it) within sixty (60) days of identification of the conflict of interest. The Subcontractor will rely on Seattle Children's to report the existence of the conflict to the Center for Disease Control.

EXHIBIT D - CONTACT INFORMATION

Seattle Children's Hospital Contacts

Principal Investigator

Name: Brian Saelens
Address: 2001 Eighth Avenue
M/S: CW8-6
City: Seattle **State:** WA **Zip code:** 98121
Telephone: (206) 884-8247
Email: brian.saelens@seattlechildrens.org

Program Manager

Name: Lindsey Greto
Address: 4800 Sand Point Way NE
M/S: M 1-9
City: Seattle **State:** WA **Zip code:** 98105
Phone: (206) 987-4211
Email: lindsey.greto@seattlechildrens.org

Financial Contact

Name: Roseanne Hampton
Address: 2001 Eighth Avenue
M/S: CW8-6
City: Seattle **State:** WA **Zip code:** 98121
Telephone: (206) 884-1441
Email: roseanne.hampton@seattlechildrens.org

Administrative Contact

Name: Yalonda Speaks
Address: 4800 Sand Point Way NE
M/S: M 1-9
City: Seattle **State:** WA **Zip code:** 98105
Email: yalonda.speaks@seattlechildrens.org

Authorized Official

Name: Kelly Wallace
Address: 4800 Sand Point Way NE
M/S: T-0111
City: Seattle **State:** WA **Zip code:** 98105
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City of Tukwila Contacts

Principal Investigator

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Administrative Contact

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Financial Contact

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Authorized Official

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Transforming the health of South Seattle and South King County Workplan

Basic information

Transforming the Health of South Seattle and South King County is a collaborative effort to change environments so all residents can be physically active, have access to healthy foods and drinks and live in tobacco-free environments. This work is a part of the CDC's Community Transformation Grants (CTG) Small Communities program, which is funded by the Affordable Care Act's Prevention and Public Health Fund; the \$3.6 million grant lasts from October 2012 – September 2014.

Intervention area

Our Intervention Area includes the cities of Auburn, Burien, Des Moines, Kent, Normandy Park, Renton, SeaTac and Tukwila, and the neighborhoods of Southeast Seattle and North Highline. This area has a combined population of over 479,000.

Project partners

The project is a partnership between Seattle Children's, Public Health - Seattle & King County (PHSKC), the Healthy King County Coalition (HKCC) and a network of community organizations who will implement changes that support the health of children and families. Seattle Children's role is to provide leadership, grant oversight and funding for community organizations. As the local experts for chronic disease prevention, PHSKC provides co-leadership, sector coordination and on-the-ground subcontractor support. HKCC provides expertise in multi-sector community engagement and brings strong ties to community organizations and residents.

Goals and subcontractors

1. **Increase the number of residents with access to tobacco-free or smoke-free environments.**
 - **Housing:** Convert over 3,000 multi-unit residences to smoke-free ([Renton Housing Authority](#), and other [housing partners TBD](#))
 - **Parks:** Implement tobacco-free parks in two cities ([parks partners TBD](#))
2. **Increase the number of residents who are exposed to healthy eating opportunities.**
 - **Childcare:** Provide technical assistance to 115 child care and afterschool programs to implement healthy eating best practice standards (STARS-approved trainer, [Katy Levenhagen](#))
 - **Schools:** Convene learning network of seven other King County school districts for healthier food in schools ([Seattle Public Schools](#)). Improve school nutrition through behavioral economic strategies to increase consumption of healthy foods in six schools ([University of Washington](#) and [Kent School District](#)). Implement a farm to school program in three school districts ([Washington State Department of Agriculture](#) with [Auburn](#), [Kent](#) and [Renton School Districts](#)).
 - **Worksites:** Increase the availability of healthy foods and beverages in four hospitals ([Health Care Without Harm](#)). Educate the community on health effects of sugary beverages and assist 15 community-based organizations in procuring healthy beverages ([Childhood Obesity Prevention Coalition](#))
3. **Increase the number of residents who are exposed to more physical activity opportunities.**
 - **Childcare:** Provide technical assistance to 115 child care and afterschool programs to implement physical activity best practice standards (STARS-approved trainer, [Katy Levenhagen](#)).
 - **Schools:** Increase the number of students participating in new high quality, culturally appropriate Physical Education curriculum ([Highline](#) and [Kent School Districts](#)).
4. **Increase the number of residents who have access to healthy and safe physical environments.**

- **Cities:** Develop new local best practice healthy community toolkit resources to help cities improve planning (Puget Sound Regional Council). Increase opportunities for physical activity through promoting active transportation and recreation and increasing access to healthy food (city grantees TBD).

Evaluation

Our evaluation team is led by Seattle Children's and PHSKC, with support from the University of Washington, Center for Public Health Nutrition. Evaluation team members will work on-the-ground with all subcontractors to monitor performance. We will be conducting a deep dive evaluation for a determined number of strategies, to be identified in early 2013.

Leadership Team

The Leadership Team will provide strategic advice, review progress, suggest mid-course corrections, explore further cross-sector collaboration, anticipate emerging opportunities and recommend ways to integrate health considerations into decision-making in "non-health" sectors. As highly respected and influential leaders within the focus communities, Leadership Team members have committed to championing CTG strategies to speed diffusion in their sectors and speaking to the media. Members will receive monthly project updates and meet twice per year.

For more information

Please see our website at <http://www.kingcounty.gov/healthservices/health/partnerships/CPW/ctg.aspx> or contact Lindsey Greto at Lindsey.Greto@seattlechildrens.org, 206-987-4211

Revised: 5/15/2013

Section B – Application Forms and Specific Guidance

- Part 1:** Cover Sheet
- Part 2:** Draft Workplan and Timeline
- Part 3:** Budget
- Part 4:** Budget Narrative Instructions

Made possible with funding from the Centers for Disease Control and Prevention

Community Transformation Grant (CTG) RFP-2-Cities

Part 1: Cover Sheet

Organization Information

Organization Name:	City of Tukwila - Tukwila Pool
Mailing Address:	4414 S. 144 th St.
City/State/Zip:	Tukwila, WA 98168
Federal Tax ID:	91-6001519

Lead Contact Information

Name:	Amy Kindell
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Email:	Amy.kindell@tukwilawa.gov

Amount requested: \$ _____ **48,000** _____

Project summary, maximum 200 words

The Tukwila Pool, operated by the City of Tukwila, aims to create policy that supports universal swimming opportunities for our community and address barriers to opportunity. Swimming is the fourth most popular sport in the United States and is an excellent low impact exercise that people of all abilities can participate in. At the same time drowning is the second leading cause of unintentional death among children. This policies that result from this grant opportunity will give help Tukwila Pool to address universal opportunity for water education, as well as address barrier to participation. The overall wellness of the community will be impacted as families explore another healthy activity and children make safe water choices. Tukwila Pool Staff is well equipped to execute a program of this nature and look forward to the opportunity to increase participation by our community by addressing the need for universal access to aquatic recreation and learning opportunities and addressing barriers to participation.

Authorizing official signature

Name and Title

Date

Community Transformation Grant (CTG) RFP-2-Cities

Part 2: Draft Workplan and Timeline

Organization Name:	Tukwila Pool
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Complete one workplan for each proposed activity, indicating anticipated steps and timeline. Note that this is a draft to be used for proposal evaluation purposes and that the final workplan and timeline will be determined during the contract negotiation process.

	[Activity 1] Address universal Participation	2013								2014					
		A	M	J	J	A	S	O	N	D	J	F	M	A	M
Steps	Pilot Programing and Research needs/policies/existing participation	X	X	X			X	X							
	Partnership Building & Community Connections	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Registrations & Outreach		X	X	X	X		X	X	X	X	X	X	X	X
	Tracking and Reporting	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Evaluation of Successes and Policy writing							X	X	X	X	X	X	X	X

	[Activity 1] Address barriers to participation	2013								2014					
		A	M	J	J	A	S	O	N	D	J	F	M	A	M
Steps	Pilot Programing and Research needs/policies/existing participation	X	X	X	X	X	X								
	Partnership Building & Community Connections	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Community Outreach & Distribution of Materials		X	X	X	X	X	X	X	X	X	X	X	X	X
	Tracking and Reporting	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Evaluation of Successes and Policy writing						X	X	X	X	X	X	X	X	X

Proposed Project Activities

Create policies that support programming at Tukwila Pool that support universal swim opportunities and support sharing swimming opportunities with underserved populations. The goal of the project is to increase the opportunities available to children and families in Tukwila by working to create policies that address the needs in the community for universal swimming opportunities and address the barriers to participation in aquatic safety and fitness activities. The policies that will be researched and generated for this project will support the long term sustainability of programs like 3rd grade swimming lesson vouchers, a youth GuardStart/Lifeguard volunteer program, Single Gender swim programming and translation services all with the goal of increasing awareness of and participation in swimming activities.

Swimming is the fourth most popular sport in the United Statesⁱ and is an excellent low impact exercise that people of all abilities can participate in. At the same time drowning is the second leading cause of unintentional death amongst childrenⁱⁱ. In light of these facts, swimming is a life skill. Learning to swim helps people to be safe in, on and around the water and provides the ability to take advantage of the health benefits of swimming. Swimmers have about half the risk of death compared with inactive peopleⁱⁱⁱ. People report enjoying water-based exercise more than exercising on land, and can exercise longer in water without increased effort or joint or muscle pain^{iv}. Swimming is a fun activity that individuals with basic water skills can enjoy and without realizing they are exercising. This makes swimming an ideal skill for anyone who is at risk of obesity, and other related conditions, as it is fun and low impact.

The Tukwila Pool has just re-opened after major renovations. The Grand Re-Opening Celebration is planned for April Pools Day, April 20th. There has been increased community awareness of the Pool as the result of the passage of a Metropolitan Parks District to fund continued operations at the Pool, with 62% of voters approving the measure. There is a great amount of community support for swimming and water safety education. Additionally, averages for 2007-2011, show the SeaTac and Tukwila communities had higher health risk factors in the areas of no exercise, obesity, high cholesterol, and hypertension, compared to King County^v. Now is the perfect time in this community to get more people swimming!

This project will have two major components, creating policies that support universal swim opportunities and creating policies that support reaching populations that are traditionally underserved in regard to swimming education. To support universal swimming opportunities we will work to develop policies that support the continuation of our pilot 3rd grade swimming lesson voucher program, and develop policy that supports and helps expand our fledgling youth volunteer GuardStart/Lifeguard program. In our efforts to reach populations that have cultural or language barriers to participation in aquatic participation we will work to develop policies that will guide and support the use of translated printed materials, and develop a policy for single gender swim programming.

There are many reasons that people don't learn how to swim or take advantage of the health benefits of swimming. Many of those barriers can be overcome. One of the major barriers to participation is access/relevance. Many individuals in our community have not had access to aquatic opportunities until they moved to Tukwila. Our facility is centrally located in our City and is easily accessible on foot for most citizens. Many traditionally underserved

populations to not have a tradition of participation in aquatic recreation opportunities and thus swimming is not relevant fitness opportunity. The relevance barrier is address when individuals are provided an opportunity to experience aquatic activities in a safe environment, like the one we create at Tukwila Pool. Relevance is further addressed when people are educated about the benefits of water safety education and health benefits of participation in aquatic recreation. Policies that support universal swimming education will reduce the effects of access and relevance as each student in the community will have an opportunity to experience aquatic activities and learn water safety skills through the 3rd grade voucher program and GuardStart/Lifeguarding programs.

Another barrier to participation in aquatics is poverty. Many families in Tukwila live at or below the poverty line, evidence by the majority of the students in our school district qualifying for the Federal free and reduced lunch program. For many families swimming education is just not relevant when you are just trying to keep your family fed. We have worked to address poverty by offering a scholarship program. In the last year we have continued to address poverty as a barrier to participation by revising our scholarship program to make it easier for families to show need and be approved for scholarship opportunities. The Tukwila Metropolitan Park District Board also moved to allocate funds to support the scholarship program which had previously been a simple write off. The grant will help us address the effect of poverty on participation by overcoming this barrier with policies that support the 3rd grade voucher program by providing universal opportunities regardless of income. The policies that will support the GuardStart/Lifeguard Program will help us address the effects of poverty by providing pathways for youth to participate in Lifeguard Training for

no charge. This will provide an opportunity for local youth to take advantage of the subsequent possible employment opportunities. Jobs change lives and lifeguard jobs will provide local youth the opportunity to fund their future education endeavors, as well as give them the work and leadership skills to be successful in all aspects of their future endeavors.

Additional barriers to participation are cultural and language barriers. Many of our participants and community members do not speak or read English as their first language, and lack of access to translated materials is a barrier to participation. Grant funding to support print translation services policies will help us better understand this barrier and address it by providing a method for producing translated materials for use to educate the public about our programs and offerings, especially our scholarship program.

Additionally, cultural norms regarding social interaction between males and females are barriers to participation. There have been many requests for single gender program offerings. Until now we have addressed this request by offering to accommodate single gender requests during private group pool rentals. In the last few years demand has increased and to respond to this demand we are piloting a female only swim session this summer. The grant will allow Staff to do specific work in the community to analyze the needs of the community in relation to single gender swimming and develop policies that provide a framework for continuing to offer responsive single gender swim opportunities into the future.

Staff will work to address universal swimming opportunity through our 3rd grade swimming voucher program. The program will address the need for universal swimming opportunities, by providing all Tukwila 3rd graders the chance to learn the lifesaving skill of swimming. These 8-9 years old are at a prime age to learn swimming and water safety skills.

They are curious, ready to learn, as well as capable of making informed choices and educating other children of good water safety habits. The majority of Tukwila families live in apartments, many with un-guarded community pools. According to American Community Survey data almost 34% of Tukwila residents were born outside the United State and over 43% speak a language other than English. Many Tukwila residents may never have been exposed to swimming education or water safety education. This is a public health danger in our community, which can be reduced through swimming/water safety education and awareness.

With this program, Tukwila 3rd grade students will receive a voucher for a session of free swimming lessons at the Tukwila Pool. Students who receive the vouchers will include 3rd grade students in the Tukwila School District's three elementary schools, those attending Highline School District's McMicken Heights Elementary School, as well as Academy Schools, a private school based in Tukwila. 2012-'13 school year 3rd graders would receive the voucher in April 2013 to be utilized April – August 2013. 2013-'14 school year 3rd graders will receive a voucher in September 2013 which would be valid until June 2014. Tukwila staff is already working on this program in coordination with the Tukwila School District, Highline School District, and Academy Schools. As a part of the program, Tukwila Pool Staff will also work with the 3rd grade teachers to make water safety presentation to their classes throughout both school years.

Throughout the process of the first year of voucher offering Tukwila Pool staff will work to develop a policy that provides for the continuation of the 3rd grade swimming lesson voucher program. Tukwila Pool will completely write off the costs of the program in the first years. This will involve continued work with partnering organizations to ensure the program is being well received and adjusted as is relevant to make participation by 3rd graders possible. Additionally,

staff will work to research any other similar programs throughout country, and how those programs are supported. Staff will utilize the research in developing new partnerships to help sustain the program and in writing the policy to support the program. This work will result in the program becoming an expected service to the community.

Tukwila Pool will also work to address universal swimming opportunities by developing policy that will supports a youth GuardStart/Lifeguarding volunteer program. This program will be geared towards middle school and high school aged youth and allow them to continue developing their aquatic skills while giving back to the community. GuardStart and Lifeguarding programs provide opportunities for local youth to develop leadership skills that will help them throughout their lives as well as job skills they will utilize to be successful in all their employment and educational endeavors. Experience with GuardStart and Lifeguarding programs builds on the water skills youth have developed by participating in swimming opportunities as grade school children.

The policy that will be created to support the GuardStart/Lifeguard Program will be designed to provide opportunities for youth who commit to volunteer in the GuardStart program or as a Swim Instructor's Aide an opportunity to take Lifeguard Training at Tukwila Pool at no charge. This will address the need of middle school and high school aged youth to continue their aquatic based participation, encourage lifelong swimming participation, provide opportunities for local youth to participate in helping other local youth learn how to swim, and provide an opportunity for participants to gain valuable leadership and life skills.

For the last few years we have been offering local high school students the opportunity to take Lifeguard Training at no cost if they volunteered as a swim instructor's aide for a session

of swimming lessons. Tukwila Pool has written off the cost of this program and plans to continue to do so unless policy research elucidates a sustainable funding mechanism. This program has resulted in local youth who would not otherwise become lifeguards being able to gain employment at our facility. They have become staff members that are leaders. Youth in the community look up to them and enjoy learning to swim from participants in this program. Not only that, these lifeguards look forward to pursuing even greater post high school education opportunities than they thought of before becoming lifeguards. Additionally as a result of this program the Tukwila Pool Staff has begun to be much more representative of the community we serve. Local youth now come into the pool and see a lifeguard that looks like them. Grant funding would allow Staff to formalize the program and expand it to encompass middle school age youth with the GuardStart program. Staff time will be utilized to do community outreach for this program and in developing community partners. Community partners will include the Tukwila School District, Tukwila Parks and Recreation Programs for Teens, and other teen service providers. This policy expansion and formalization will help ensure the program continues into the future, while helping us to overcome the universal opportunity barrier. The program will also help us overcome cultural barriers as people become more comfortable in a place where they can identify with the staff.

To address the cultural and language barriers to participation in aquatics for our community we plan to develop policies will support the reduction of those barriers. To overcome language barriers we will work to develop and implement policies for the translation of program materials and information into languages that are utilized by the community we

serve. To address cultural barriers to aquatic participation we will work to develop a policy that supports and governs offering single gender swimming opportunities.

The print translation services policy would enable Tukwila to develop a plan for how and when printed materials will be translated for groups in our community. Currently language is a barrier for many families in utilizing aquatic opportunities. Tukwila School District has been named by the New York Times as the most diverse school district in the country, which highlights the need for translation services in our community. Immigrants to Tukwila include many groups that do not have experience with utilizing aquatic programming or fitness opportunities and have traditionally high childhood drowning rates. Being able to read information about aquatic programs and services in their language will help to remove this barrier to participation both for adults and children in the community.

Staff will work with community organizations like the Tukwila School District, Tukwila Human Services Department, and other community service organizations to analyze community needs for print translation services. Staff will also research existing polices from other agencies, and include that research knowledge in the development of the policy for printed translation services for Tukwila. Additionally, Staff will attend community family nights to promote the programs and deliver translated information to communities that will be able to utilize the translated materials. Staff will also work to make contact with leaders within each community that translated materials are produced for to increase awareness of the offerings.

Cultural modesty norms and the social interaction between males and females also create a barrier to participation in aquatics for community members. To overcome this barrier Tukwila Pool has provided opportunities for single gender groups to be accommodated during

rental times. As demand for single gender fitness offerings has increased Tukwila Pool is piloting a female only swim opportunity during summer 2013. To support program offerings such as this Staff will work to research the community demand and needs in regard to single gender swimming. Staff will also work with community service providers such as Global to Local, Somali Community Services, Refuge Women's Alliance and other community organizations to ensure that policy will be reflective of the needs of the community. Organizations that participate in the development of the policy will then be likely to support the resulting programming helping to ensure that it is sustainable into the future.

Community Description and Involvement

Tukwila, a community of 18,000+, welcomes diversity. Incorporated in 1908, the city offers a blend of businesses, churches, parks, and abundant single and multi-family housing available to all income levels in an attractive, urban atmosphere. Tukwila is in South King County, Washington, just south of Seattle. Nearby are Sea-Tac International Airport, Westfield Southcenter Mall, The Boeing Company, and other retail/office/high-tech/industrial complexes.

Over 70 languages are spoken in the Tukwila community, making the Tukwila School District the most diverse in the United States. Thirty-seven (37) percent of students in the Tukwila School District qualify for English Language Learner services. Eighty (80) percent of students are eligible for free/reduced school meals. Lack of exposure to swimming, combined with poverty related factors has resulted in unavailability and lack of awareness to swimming as a health and recreation activity.

The World Health Organization (WHO) reports drowning death rates are highest in Africa, with rates more than 8 times that of the United States, and that 60% of drowning's occur in WHO Western Pacific Region and WHO South-East Asia Region^{vi}. These are the regions of the world where new Tukwila arrivals resettle from.

The Tukwila Pool serves the City of Tukwila and surrounding communities everyday with quality swimming education programs and an wide array of public swimming options. Swimming instructors are specifically trained in teaching children with an array of swimming abilities and communication abilities. It is not uncommon for Tukwila Pool teachers to successfully teach a class consisting of 5 students who speak five different languages other than English and who have not been in a swimming pool before.

Tukwila is also in a unique position as the exofficio Board of the Metropolitan Parks District, which provides funding for the operation and maintenance of the Tukwila Pool, is the Tukwila City Council. That is the Tukwila Metropolitan Parks Distinct Board is comprised of the same individuals as the Tukwila City Council. Board Members are invested in the success of the Tukwila Pool and are supportive of policies and programs that are responsive to the needs of the Tukwila community.

Tukwila Pool Staff endeavor to include community input in all programming decisions and will continue to do so in the development of policies that will result from this project. Staff will do this by continuing to listen to the requests of Pool patrons on a daily basis. Staff will also seek to strengthen relationships with organizations that have relevant and valuable knowledge that will be useful in the development of relevant and responsive policies. Groups that will be involved may include Tukwila School District, Global2Local, Somali Community Services, Refuge

Women's Alliance, and Community Schools Collaboration, to name a few. Tukwila Pool Staff will also seek to work with other City departments, Human Services, and divisions, the Recreation division, to ensure that policies accommodate known needs in the community. Staff will also work with their network of aquatics and recreation professionals through Washington Recreation and Parks Association.

Organizational Capacity

The Tukwila Pool is run by a team of two full time staff members and a full complement of lifeguards and swim instructors. The Tukwila Pool full time staff has a combined experience in aquatics of over 50 years, in an array of aquatic environments. They maintain strong relationships with aquatics professionals in the region, and organizations that serve the Tukwila and aquatics communities.

Malcolm Neely, Aquatics Coordinator has served the Tukwila community since 2003. He has been active in aquatics for most of his life and nearly all of his professional life. Malcolm has diverse aquatics experience from being a beach lifeguard in California to helping to open the King County Aquatics Center for the Goodwill games in 1992 to managing the Tukwila Pool. He coaches the Special Olympics swim team in Tukwila, the Tukwila Turtles, as well as 2 local high school swim teams and a Masters Swim team, Blue Wave Aquatics. He has built strong community ties by serving the Tukwila community with aquatics programs for nearly 10 years, and the region for many years before that. In his first year in Tukwila he ensured that programming was responsive to the community and more than doubled aquatic participation at Tukwila Pool. He will be involved in the execution of the program and will participate in the

community outreach and budget management responsibilities of the grant. Malcolm is responsible for the overall operations at the Tukwila Pool. He is an American Red Cross Water Safety Instructor Trainer, and coaches/ instructs swimming to a wide array of swimmers.

Amy Kindell, Aquatics Program Specialist, has been with the Tukwila Pool in a number of capacities and has served the Tukwila community since 2005. She has held a number of positions in aquatics since 2002, and most recently was promoted from Aquatics Program Assistant to Aquatics Specialist in 2010. Amy is also the head coach for Tukwila's Foster High School Swim Team, and she assists Malcolm in coaching the Tukwila Turtles. Amy has worked to increase program offerings at Tukwila Pool by building partnerships with local organizations such as Tukwila School District, Neighbor Care, MS Society and Community Schools Collaboration. She is responsible for the lesson program at Tukwila Pool and as a result, interacts with families in the community on a daily basis. Amy will handle the day-to-day activities of the grant including the training of staff, collateral development, community outreach, all aspects related to course offerings, grant budget management and reporting. One of Amy's primary responsibilities is the lesson program at the Tukwila Pool including staff training and scheduling, course scheduling, program related customer service, marketing and outreach. Amy is an American Red Cross Water Safety Instructor, and Lifeguard Instructor, and is in the process of obtaining her American Red Cross Water Safety Instructor Trainer certification.

As part of the normal course of business, Malcolm and Amy work diligently to build relationships with community partners. In recent years the relationship with the Tukwila School District has been re-developed and has resulted in an increased use of the Pool by

Tukwila students, including the development and support for a high school swim team. In the last year Malcolm and Amy have formed relationships with community groups such as Community Schools Collaboration to do water safety education, and Neighbor Care to provide reduced rate swimming opportunities for underserved populations.

Ideally the policies generated as a result of this program will be presented to the Board by the end of the grant period. Tukwila Pool Staff will measure the success of these policies in increasing participation both through observable changes in participation as well as by tracking the number of participants that utilize each program, and if possible any associated revenue changes. Staff will endeavor to capture the human side of the successes by recording stories from participants about their experiences through the programs. This could happen in a number of ways including letters from participants, staff reports, and surveys to participants.

It would be the hope that all the vouchers that are distributed for the 3rd grade voucher program be utilized. To establish a realistic expectation for future success the total number of vouchers redeemed will be compared with the number of vouchers given out. Staff will also endeavor to track which schools see higher participation rates and quantify the reasons for the level of participation by comparing the number of water safety presentations made at each school or contacts with teachers at those schools. Staff will also seek the feedback of teachers and parents whose students participate in the program. Staff will make adjustments to the program and outreach in response to the usage and feedback from the community. Success with this policy may also come in the form of increased participation by other students that are not in 3rd grade in swimming and water safety education.

The success of the GuardStart/Lifeguard program will be measured by the number of participants and how many of those participants go on to gain employment as a lifeguard. It is ideal that by the end of the grant period a policy supporting the program has been adopted by the Board. Additionally, Staff will endeavor to request participants, as part of the program, write a short essay on what participation in the program means to them and how it will help them in the future. There will also be immeasurable successes from this program as the Tukwila Pool staff will continue to reflect the makeup of the Tukwila community, and in the future personal successes of program participants.

The success of the policies to address overcoming cultural barriers will be evaluated based on the increases in participation by groups that utilize these services. Ideally success would be the adoption of a policy that addresses the needs in the community for translation services in print and provides a method for delivering those needed services. Staff will collect and log any program materials that utilize the printed translation services and are submitted (ex. Scholarship Applications that are translated.) We would like to see these services utilized by communities that have traditionally high health risk factors and drowning risk factors. Successes with this policy would be evidenced by increased participation by these groups in aquatics activities either for fitness or water safety education.

Single gender program policies and efforts will be evaluated based on the number of participants and positive response from the community. Ideally the policy that will be generated regarding single gender programming will be presented to the Board before the end of the grant period. The policy will be developed with performance measures to evaluate the

success of the resulting program. Another success would be if the policy that results from this grant can be utilized as a model regionally for single gender programming.

The receipt of this grant will help the Tukwila Pool to formalize policies that will allow Tukwila to address the needs for universal swimming education and overcoming cultural barriers to participation in aquatic fitness opportunities. Tukwila will address the need for universal swimming education through developing a policy to support the 3rd grade lessons program, and a policy to support continued participation by middle and high schools students through a GuardStart/Lifeguard volunteer program. Tukwila will also utilize this grant to develop policies to address barriers to participation by developing a print translation services policy in addition to a policy for single gender swim programming. These policies will create lasting change in the community by opening opportunities for participation in aquatics in a safe and healthy way to segments of our community that previously did not participate in this low impact recreational opportunity. The program will also increase the overall health of the community by creating opportunities for the families of participants to be exposed to water activities as a healthy and versatile fitness option.

Community Transformation Grant (CTG) RFP-2-Cities

Part 3: Budget Form

Organization Name:	City of Tukwila - Tukwila Pool
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*Form is available in Excel format upon request

Row	Description	Total																														
1	Salaries & Wages																															
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TOTAL COSTS REQUESTED		\$48,000																														

Staff time has been reduced nearly uniformly throughout the budget to reflect the additional allocations for funds for translation services. Some staff time allocated for partnership development will be invested in working to identify organizations/companies that can provide translation services and then develop partnerships with those organizations. Community engagement and translation services allocations, including staff time to do these activities, account for more than \$20,000 of all allocated expenses. (Excluding staff time \$8,171.50.)

Presentation(s) will be developed to be utilized at Family night presentation and Board presentations as part of the activities for the grant. The time for these activities is allocated in Policy Presentation hours in each sub-category.

Staff Salaries, Wages & Fringe Benefits

Amy Kindell (505 hours @\$27.17 per hour + fringe benefits= \$19,397.17)

Amy Kindell, Aquatics Program Specialist will handle the day-to-day activities of the grant including the training of staff, organization, production and dissemination of program information and supplemental information, community outreach, all aspects related to program offerings, grant budget management and reporting. Amy Kindell's fringe benefit rate is 41.37% per the organization's policy.

Policies that support universal swim opportunities – 220 hours

Creating a sustainable System for 3rd Grade Swimming Vouchers – 130 hrs

Partnership Development – 50 hrs

Community Engagement – 60 hrs

Drafting Policy to support the program – 20 hrs

Develop a youth volunteer program for GuardStart/Lifeguard Opportunities – 90 hrs

Partnership Development – 30 hrs

Community Engagement – 40 hrs

Draft Policy that supports program – 20 hrs

Policies that related to reaching underserved populations- 205 hours

Translation Services- Print Materials – 110 hrs

Research the translation services needs in Tukwila -50 hrs

Develop and produce a policy for utilization of Translation Services – 60 hrs

Researching existing policies – 25 hrs

Writing policy –25 hrs

Policy Presentation to Board and internal communication – 10 hrs

Single Gender Swims – 95 hrs

Partnership Development, Needs Inventory & Outreach – 50 hrs

Meetings with service organizations – 20 hrs

Meetings with community members – 20 hrs

Collateral Development – 10 hrs

Drafting Policy for gender specific programing – 45 hrs

Researching existing policies at other agencies – 15 hrs

Writing policy – 20 hrs

Policy Presentation to Board and internal communication – 10 hrs

Administrative Tasks Associated with the Grant – 80 hrs

Meetings – 40

General Administrative Tasks – 40

Malcolm Neely (372 hours @ \$39.27 per hour + fringe benefits= \$20,485.42)

Malcolm Neely, Aquatics Coordinator will be involved in the execution of the program and will participate in the community outreach and budget management responsibilities of the grant execution. He will supervise Amy Kindell and ensure the deliverables are met and the contract is adhered to. *Malcolm Neely's fringe benefit rate is 40.23% per the organization's policy.*

Policies that support universal swim opportunities – 145 hours

Creating a sustainable System for 3rd Grade Swimming Vouchers – 100 hrs

Partnership Development – 40 hrs

Community Engagement – 50 hrs

Drafting Policy to support the program – 10 hrs

Develop a youth volunteer program for GuardStart and Lifeguard Opportunities – 45 hrs

Partnership Development – 15 hrs

Community Engagement – 20 hrs

Draft Policy that supports program – 10 hrs

Policies that related to reaching underserved populations- 107 hours

Translation Services- Print Materials – 50 hrs

Research the translation services needs in Tukwila -20 hrs

Develop and produce a policy for utilization of Translation Services – 30 hrs

Researching existing policies – 15 hrs

Writing policy –10 hrs

Policy Presentation to Board and internal communication –5 hrs

Single Gender Swims – 57 hrs

Partnership Development, Needs Inventory & Outreach – 32 hrs

Meetings with service organizations – 15 hrs

Meetings with community members – 15 hrs

Collateral Development – 2 hrs

Drafting Policy for gender specific programing – 25 hrs

Researching existing policies at other agencies – 10 hrs

Writing policy – 10 hrs

Policy Presentation to Board and internal communication – 5 hrs

Administrative Tasks Associated with the Grant – 120 hrs

Meetings – 40

General Administrative Tasks – 40

Budget Reporting - 40

Consultants

No consultants will be utilized for this project.

Equipment

No equipment is planned to be purchased at this time.

Travel

No travel is planned at this time.

Other

Translation Services – \$6,717.50

 Compensation for translation services by a third party vendor(s) - \$5,000

 Translated Materials Printing - \$1,717.40

 Pool Schedules - (1,000 copies @ \$0.29/each) = \$290

 Swimming Lesson Information - (1,200 copies @ \$0.29/each) = \$348

 Scholarship Program Information- (1,000 copies @ \$0.29/each) = \$290

 Educational Pamphlets – (1,200 copies @ \$.29/each) = \$290

 Posters - (500 copies @ \$0.50/each) = \$250

 Single Gender Swim Information Printing - \$120

 Program Information/Pamphlets - (1,295 copies @ \$.10/each) = \$129.50

Community Engagement Costs – \$1,400

 Stipends for Community Leaders - 10 visit Tukwila Pool Punch Card for community leaders & partners- (25 passes @ \$36/each) - \$900

 Community Night Contributions – Food, snacks, etc. - \$500

Facilities and Administrative or Indirect Costs

No Facilities and Administrative or Indirect Costs are planned at this time.

Community Transformation Grant (CTG) RFP-2-Cities

Part 4: Budget Narrative Instructions

Please provide a budget narrative that shows how you arrived at the proposed budget for each line item using the examples provided below as guidance. **Budget narrative is limited to 3 pages.**

****If multiple organizations are applying for funds, please complete and submit the budget form and justification for all organizations****

Row 1. Salaries, Wages, & Fringe Benefits

For each requested position, provide the following information: name of staff member occupying the position, if available; annual or hourly salary; percentage of time or hours budgeted for this program; and total salary requested. Also, provide a justification and describe the scope of responsibility for each position, relating it to the accomplishment of program objectives. Indicate the fringe rate applicable to each position.

Example:

Jodi Staffperson (1,000 hours @ \$25 per hour = \$25,000) will provide leadership and overall direction for the proposed project. She will supervise Samuel Staffperson and ensure the deliverables are met and the contract is adhered to. Ms. Staffperson's fringe benefit rate is 25% per the organization's policy.

Samuel Staffperson2 (300 hours @ \$38 per hour = \$11,400) will provide day to day management and coordination the project. This includes coordinating production of the education and outreach materials, writing newsletter and newspaper articles, producing the materials, submitting reports, managing funds, planning and implementing dissemination of the project and materials countywide and planning for sustainability. Mr. Staffperson's fringe benefit rate is 25% per the organization's policy.

Row 2. Consultants

This category is appropriate when hiring an individual to give professional advice or services (e.g., training, expert consultant, etc.) for a fee but not as an employee of the grantee organization. Please provide the following information for consultants:

1. *Name of Consultant: Identify the name of the consultant and describe his or her qualifications.*
2. *Organizational Affiliation: Identify the organization affiliation of the consultant, if applicable.*
3. *Nature of Services To Be Rendered: Describe in outcome terms the consultation to be provided including the specific tasks to be completed and specific deliverables. A copy of the actual consultant agreement should not be sent to Seattle Children's.*
4. *Relevance of Service to the Project: Describe how the consultant services relate to the accomplishment of specific program objectives.*
5. *Number of Days of Consultation: Specify the total number of days of consultation.*
6. *Expected Rate of Compensation: Specify the rate of compensation for the consultant (e.g., rate per hour, rate per day). Include a budget showing other costs such as travel, per diem, and supplies.*
7. *Method of Accountability: Describe how the progress and performance of the consultant will be monitored. Identify who is responsible for supervising the consultant agreement.*

Row 3. Supplies

Individually list each item requested. Show the unit cost of each item, number needed, and total amount. Provide justification for each item and relate it to specific program objectives. If appropriate, General Office Supplies may be shown by an estimated amount per month times the number of months in the budget category.

Row 4. Equipment

Provide complete justification for all requested equipment, including a description of how it will be used in the program.

Note: Equipment is defined as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, a lower threshold may be established.

Row 5. Travel

*Dollars requested in the travel category should be for **staff travel only**. Travel for consultants should be shown in the consultant category. Travel for other participants, advisory committees, review panel, etc. should be itemized in the same way specified below and placed in the **Other** category.*

Example:

The Project Coordinator will make an estimated 25 trips to local sites to engage community partners @ average of 20 miles @ \$0.50 per mile = \$250.

Row 6. Other

This category contains items not included in the previous budget categories. Individually list each item requested and provide appropriate justification related to the program objectives.

Example:

Educational Pamphlets (3,000 copies @) \$1 each	=	\$3,000
Educational Videos (10 copies @ \$150 each)	=	\$1,500

Row 7. Facilities & Administrative or Indirect Costs

To claim indirect costs, the applicant organization must have a current approved indirect cost rate agreement established with the cognizant Federal agency. A copy of the most recent indirect cost rate agreement must be provided with the application. If your organization does not have an indirect cost rate agreement, applicants may request up to 20% of the subtotal (less equipment).

****Please also report any in-kind resources in your budget narrative.***

ⁱ As reported by the Centers for Disease Control and Prevention at http://www.cdc.gov/healthywater/swimming/health_benefits_water_exercise.html

ⁱⁱ As reported by the Centers for Disease Control and Prevention at <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6119a4.htm>

ⁱⁱⁱ As reported by the Centers for Disease Control and Prevention at http://www.cdc.gov/healthywater/swimming/health_benefits_water_exercise.html

^{iv} As reported by the Centers for Disease Control and Prevention at http://www.cdc.gov/healthywater/swimming/health_benefits_water_exercise.html

^v King County Public Health Statistics

^{vi} As reported by the World Health Organization at <http://www.who.int/mediacentre/factsheets/fs347/en/index.html>