

1 Section 4. That from the Two Hundred Thirty Seven Thousand Dollars
2 (\$237,000) in Section 3, Two Thousand Two Hundred Seventeen Dollars
3 (\$2,217) are for indirect costs at a rate of 13.70% and hereby made part of this
4 resolution.

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Mayor Richard J. Berry

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

JULY 13, 2016

TO: Dan Lewis, President, City Council

FROM: Richard J. Berry, Mayor 

SUBJECT: Authorizing The Mayor To Execute A Contract Agreement With The W.K. Kellogg Foundation For The Running Start For Careers Initiative And Providing An Appropriation To The Department Of Family And Community Services Beginning In FY17


This resolution authorizes the Mayor to enter into a contract agreement with the W.K. Kellogg Foundation for the Albuquerque Running Start for Careers Initiative, which will provide supplemental monies for industry related internships following successful completion Running Start for Careers Courses. Now entering its fifth year, Running Start has served over 700 students and is creating invaluable opportunities for area high school students to learn from and engage with industry. This unique collaboration between government, education and industry has been recognized nationally as a best practice. Increasing the number of internship opportunities will allow more students to get hands on training while still in high school, getting a running start on their career, bettering their chances for success and helping to create a skilled workforce for our region.

This legislation appropriates \$237,000 in funds from the W.K. Kellogg Foundation which includes funds for indirect costs in the amount of \$2,217.

This resolution is forwarded to the Council for consideration and action.

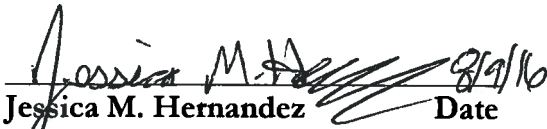
Legislation Title: Authorizing The Mayor To Execute A Contract Agreement With The W.K. Kellogg Foundation For The Running Start For Careers Initiative And Providing An Appropriation To The Department Of Family And Community Services Beginning In FY17.

Approved:



Robert J. Perry 8/12/16
Chief Administrative Officer Date

Approved as to Legal Form:



Jessica M. Hernandez 8/9/16
City Attorney Date

Recommended:



Douglas H. Chaplin, Director 7/18/16
Dept. of Family & Community Services Date

Cover Analysis

1. What is it?

Authorizing The Mayor To Execute A Contract Agreement With The W.K. Kellogg Foundation For The Running Start for Careers Initiative And Providing An Appropriation To The Department Of Family And Community Services Beginning In FY17.

2. What will this piece of legislation do?

Approval of this resolution allows the City to receive funding to provide direct and employer-split cost internships stipends for high school students participating in the City's Running Start for Careers Program through Family and Community Services Department.

3. Why is this project needed?

The W.K. Kellogg Foundation Grant for the Running Start for Careers Program is designed to further the efforts of the Running Start for Careers Initiative and strengthen the impact of the RSFC courses by providing meaningful split cost internships with employers to students participating in the program as well as internship for students in closely aligning job specific area high schools in an effort to engage our students, positively affect graduation rates in Albuquerque and direct our young people into industries that need to build workforce.

4. How much will it cost and what is the funding source?

The City of Albuquerque, Department of Family and Community Services, Running Start for Careers has been the recipient of a grant from the W.K. Kellogg Foundation for \$237,000 of which \$2,217 is for indirect costs. No matching funds will be required. The grant supports internships associated with the program and is intended to supplement General Fund dollars allocated to the Running Start for Careers initiative.

5. Is there a revenue source associated with this contract? If so, what level of income is projected?

No.

FISCAL IMPACT ANALYSIS

TITLE: Authorizing The Mayor To Execute A Contract Agreement With The W.K. Kellogg Foundation For the Running Start for Careers Albuquerque Initiative And Providing An Appropriation To The Department Of Family And Community Services Beginning In FY17.

R: FUND: 265

O:

DEPT: Family and Community Services

- No measurable fiscal impact is anticipated, i.e., no impact on fund balance over and above existing appropriations.
- (If Applicable) The estimated fiscal impact (defined as impact over and above existing appropriations) of this legislation is as follows:

		Fiscal Years			
		2017	2018	2019	Total
Base Salary/Wages - 10% of Fiscal staff		5,393	5,393	5,394	16,180
Temporary Wages		-	-	-	-
Fringe Benefits at 7.650%		-	-	-	-
Fringe Benefits at 49.573%		2,673.45	2,673.45	2,673.95	8,021
Subtotal Personnel		<u>8,066</u>	<u>8,066</u>	<u>8,068</u>	<u>24,201</u>
Operating Expenses		46,368	70,553	93,661	210,582
Property		-	-	-	-
Indirect Costs 13.70%		739	739	739	2,217
Total Expenses		<u>\$ 55,173</u>	<u>\$ 79,358</u>	<u>\$ 102,468</u>	<u>\$ 237,000</u>
<input type="checkbox"/> Estimated revenues not affected					
<input checked="" type="checkbox"/> Estimated revenue impact					
Amount of Grant		55,174	79,359	102,467	237,000
City Cash Match		-	-	-	-
City Inkind Match		-	-	-	-
City IDOH		-	-	-	-
Total Revenue		<u>\$ 55,174</u>	<u>\$ 79,359</u>	<u>\$ 102,467</u>	<u>\$ 237,000</u>

These estimates do not include any adjustment for inflation.

* Range if not easily quantifiable.

Number of Positions created 0

The W.K. Kellogg Foundation Grant for the City's Running Start for Careers Initiative is designed to strengthen high school industry bonds to specific industry careers by providing split cost internship opportunities to students from Albuquerque are high schools. Students earn the opportunity to compete for internships with local companies following completion of Running Start fro Careers dual courses.

COMMENTS ON NON-MONETARY IMPACTS TO COMMUNITY/CITY GOVERNMENT:

PREPARED BY:

[Signature] 7/19/16
FISCAL ANALYST

APPROVED:

[Signature] 7/18/16
DIRECTOR (date)

REVIEWED BY:

[Signature]
EXECUTIVE BUDGET ANALYST

[Signature] 8-10-16
BUDGET OFFICER (date)

[Signature]
CITY ECONOMIST



**W.K.
KELLOGG
FOUNDATION***

A Partner With Communities Where Children Come First

One Michigan Avenue East
Battle Creek, MI 49017-4012

MAIN 269.968.1611
FAX 269.968.0413

wkkf.org

June 27, 2016

Mr. Gilbert Montano
Chief of Staff / Deputy Chief Administrator
City of Albuquerque
P.O. Box 1293
Albuquerque, NM 87103

RE: P3034983 (Please refer to this P number in ALL correspondence/reports)

Dear Mr. Montano:

The W.K. Kellogg Foundation ("Foundation") is pleased to award the City of Albuquerque ("Grantee") a grant in the amount of \$237,000 for the Grant Period of July 1, 2016, through June 30, 2019, to improve economic security of low- to moderate-income youth and youth of color by providing preparation, support and access to career pathways through industry-connected internships. Grant funds shall be used solely as specified in the proposal submitted on June 21, 2016, which is incorporated herein by reference (the "Project") and in accordance with the following terms and conditions of this Grant Agreement ("Agreement").

- Budget, Reporting Period(s) and Expenditures:** Grant funds shall be used solely for the purpose of the Project and only as indicated in the approved line-item budget submitted by Grantee as specified below. Grantee must obtain advance written approval from the Foundation program officer for disbursements substantially deviating from this budget. Expenses directly tracked to the grant are allowed. In limited circumstances, indirect costs are permitted and require preapproval from your Foundation program officer. Indirect costs are expenditures for activities or services that are not directly tracked to the Project, but rather are an allocation or percentage of organization-wide expenses. If approved, indirect costs shall not exceed 15 percent of the total grant amount (excluding indirect costs). Indirect costs exceeding this percentage or not preapproved by your Foundation program officer may be disallowed. Expenses must be incurred against the budget and during the approved timeline of reporting [hereinafter incorporated by reference as "Reporting Period(s)"] as follows:

	7/1/16-8/31/17	9/1/17-8/31/18	9/1/18-8/31/19	Total
Contractual Services	\$35,000	\$55,000	\$ 75,000	\$165,000
Marketing Supplies (Project Supplies)	\$ 5,000	\$ 5,000	\$ 5,000	\$ 15,000
Project Evaluation	\$ 4,555	\$ 6,553	\$ 8,461	\$ 19,569
Meetings & Conferences				
--Meeting Registrations	\$ 613	\$ 1,500	\$ 2,200	\$ 4,313
--Conference Travel	\$ 1,200	\$ 2,500	\$ 3,000	\$ 6,700
Indirect Costs				
--Fiscal Staff salary and fringe	\$ 8,067	\$ 8,067	\$ 8,067	\$ 24,201
--13.7 percent of staff cost	\$ 739	\$ 739	\$ 739	\$ 2,217
Grand Total	\$55,174	\$79,359	\$102,467	\$237,000

2. **Payment:** Upon receipt of Grantee's signed acceptance of this Agreement, payment of \$55,174 will be made to Grantee. Successive payments are contingent upon receipt and approval of reports, as defined in the Reporting section, which demonstrate to the Foundation satisfactory progress of the stated objectives of the Project. The Foundation reserves the right to change or adjust the payment schedule of the grant at any time and will inform Grantee of such change.
3. **No Earmarking:** Beyond the rights and obligations specifically stated in this Agreement, the Foundation disclaims any right to control or otherwise influence Grantee's use of these funds. Accordingly, the Foundation will not engage in earmarking any funds under this Agreement.
4. **Subgranting:** Grantee agrees that any subgrant shall be made pursuant to terms and conditions that bind the subgrantee to those set forth in the following sections: Accounting and Audit, Legal and Tax Requirements, Patriot Act Compliance, Ownership and Royalties, Termination/Repayment of Grant Funds, Release and Indemnity, Use of Logo/Letterhead/Copyright, and Governing Law and Compliance. Subgranting occurs when Grantee provides Foundation funds in the form of a grant to one or more organizations that are selected by the Grantee. The Foundation retains no rights to select or veto ultimate recipients. Financial reporting on subgrants must be done on a cash basis.
5. **Accounting and Audit:** Grantee must maintain a separate accounting for this grant. This should be accomplished through the establishment of a separate general ledger account, fund or cost center. Grantee is encouraged to use all interest earned on grant funds to further the Project; however, a formal accounting of such income is not required. Grantee shall (i) maintain complete and accurate separate accounting, detailing receipts and expenditures made under the grant, and (ii) retain these records during the Grant Period and continuing at least four (4) years after receipt and acceptance of the final report. During this time, Grantee shall make such records available to the Foundation (or its designated representatives) for inspection or audit at the Foundation's expense and on reasonable notice to Grantee. The Foundation may also, at its expense and on reasonable notice to Grantee or any subgrantee, monitor and evaluate operations under this grant, including on-site visits to observe Grantee/subgrantee's procedures and talk with Grantee/subgrantee's personnel.
6. **Reporting:** Within 45 days following the end of each Reporting Period, the Grantee will furnish to the Foundation program officer a report. The report will contain (i) a narrative report of what was accomplished by expenditure of the grant funds, (ii) an evaluation report and (iii) a financial statement reporting expenditures according to the approved grant budget. This reporting should be done using consistent accounting practices (cash or accrual) and should be certified only by an agent

of the Grantee authorized to submit financial accounting on behalf of the Grantee. Failure to submit timely reports will result in delay in processing any subsequent payments to Grantee. A final report (which includes a narrative report and a financial statement of expenditures) is to be provided to the Foundation no later than three (3) months after the close of the final Reporting Period. Any unexpended funds remaining at the end of the final Reporting Period must be immediately returned to the Foundation, unless an extension has been approved in writing by the Foundation. Grantee agrees to provide the Foundation, upon request, a copy of all information relating to the results, findings or methods developed under the grant.

7. **Evaluation:** The Foundation views evaluation as an important management and learning tool. If not previously submitted, Grantee shall submit an evaluation proposal or plan, in electronic format, to the Foundation program officer within three months of the start date of the grant. In addition, any evaluation reports created regarding the Project are to be submitted by the Grantee, also in electronic format, along with Grantee's narrative and financial reports at the end of each Reporting Period.
8. **Legal and Tax Requirements:** Grantee represents and warrants to the Foundation that:
 - A. Grantee is an organization in good standing, is either a governmental unit or an organization described in Section 501(c)(3) of the U.S. Internal Revenue Code ("Code"), and is not a "private foundation" within the meaning of Section 509(a) of the Code. Grantee will notify the Foundation immediately of any change in its tax status.
 - B. Grant funds may be expended only for charitable, educational, literary or scientific purposes. In no event will Grantee use grant funds or any income earned thereon:
 - a) To carry on propaganda or otherwise to attempt to influence legislation (within the meaning of Section 4945(d)(1) of the Code).
 - b) To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4945(d)(2) of the Code).
 - c) To make grants to individuals or to other organizations for travel, study or similar purpose that do not comply with the requirements of Section 4945(d)(3) or (4) of the Code.
 - d) To undertake any activity other than for a charitable, educational, literary or scientific purpose specified in Section 170(c)(2)(B) of the Code.
 - C. Grantee agrees that any subgrant utilizing funds from this grant must only be made to a governmental unit or an organization described in Section 501(c)(3) of the Code and which is not a "private foundation" within the meaning of Section 509(a) of the Code.
 - D. No part of the grant can inure to the benefit of any private person or entity in violation of Section 501(c)(3) and 4941 of the Code, including, but not limited to, any Foundation trustee, officer, employee, or his/her spouse, children, grandchildren, and great grandchildren or their respective spouses for any purpose.
9. **Patriot Act Compliance:** Grantee certifies that Foundation funds will be used in compliance with all applicable anti-terrorist financing and asset control laws, regulations, rules and executive orders including, but not limited to, the USA Patriot Act of 2001 and Executive Order No. 13224. Furthermore, Grantee agrees to ensure that any Foundation funds, either directly or through a subgrant, will not be disbursed to any organization or individual listed on the United States

Government's Terrorist Exclusion List or the Office of Foreign Assets Control (OFAC) Specially Designated Nationals & Blocked Persons List. In addition, Grantee takes reasonable steps to ensure that its board, staff, subgrantees and volunteers have no dealings whatsoever with known terrorist organizations.

10. **Ownership and Royalties:** Grantee shall retain all rights, title and interest in any intellectual property to include, but not limited to, literary and artistic works, products, materials, information and computer software created or developed as a result of this grant. Grantee hereby grants to the Foundation a perpetual, worldwide, royalty-free, non-exclusive right and license to use, publish, distribute, reproduce, copy and modify any intellectual property developed as part of the Project for non-commercial purposes. Any moneys realized by the Grantee or subgrantee from sales or licenses of the intellectual property created or developed from this grant must be utilized exclusively for the Project or for educational and charitable purposes and shall not inure to the personal benefit of individual(s) or noncharitable entities.
11. **Termination/Repayment of Grant Funds:** The Foundation reserves the right to discontinue funding and terminate the grant at any time if the Foundation determines, in its sole discretion, that: (i) it is not satisfied with the progress of the grant or the content of any written report, (ii) grant funds are not being used by Grantee or any subgrantee in an effective and efficient manner to further the grant's purpose or (iii) Grantee or any subgrantee has otherwise failed to comply with the terms of this Agreement. In the event the Foundation makes any such determination, the Foundation shall have the right to (i) discontinue any further payments to Grantee (under this or any other agreement the Foundation may have with Grantee), (ii) direct Grantee or subgrantee to repay to the Foundation any grant funds not used in accordance with this agreement and (iii) set-off any funds owing to the Foundation by Grantee under this agreement against funds the Foundation may owe Grantee under any other agreement.
12. **Release and Indemnity:** To the fullest extent permitted by law, Grantee shall release, indemnify, defend and hold harmless the Foundation and its directors, officers, trustees, employees, representatives and agents from and against any and all claims, demands, suits, damages, liabilities, injuries (personal or bodily), property damage, causes of action, losses, judgments, costs, expenses and penalties, including, without limitation, court costs and attorney's fees, arising out of (directly or indirectly) or related in any way to the negligent or wrongful acts or omissions of Grantee or any Grantee director, officer, employee or agent in connection with this grant or Project, except to the extent resulting from the negligent or wrongful acts or omissions of the Foundation. Grantee shall require any subgrantee or subcontractor to indemnify the Foundation in a manner consistent with this paragraph.
13. **Equal Opportunity:** The Foundation gives high priority to the realization of equality of opportunity for all members of society and strongly encourages diversity by the Grantee in all aspects of the Project and throughout all levels of the organization.
14. **Assignment Clause:** This Agreement, or any of the rights, obligations or funds awarded under this Agreement, may not be assigned without the Foundation's prior written consent. An assignment includes (i) any transfer of the Project; (ii) an assignment by operation of law, including a merger or consolidation; or (iii) the sale or transfer of all or substantially all of Grantee's assets.

15. **Use of Logo/Letterhead/Copyright:** The name, logo, letterhead or any item copyrighted by the Foundation may not be used by Grantee or any subgrantee without the written permission from the Foundation's communications department.
16. **Governing Law and Compliance:** This Agreement will be governed by and construed in accordance with the laws of the state of Michigan, with jurisdiction in the State and Federal Courts of Michigan. Grantee or any subgrantee will comply with all applicable local, state and federal laws and regulations.
17. **Entire Agreement, Severability and Amendment:** This Agreement contains the entire agreement between the Foundation and the Grantee relating to the subject matter hereof and supersedes all prior and contemporaneous negotiations, correspondence, understandings and agreements between the parties relating to the subject matter hereof. This Agreement may be modified or amended only by mutual written consent of the parties. In the event of any conflicting terms between this Agreement and the Project, this Agreement will supersede and govern. The Foundation's waiver or failure to enforce the terms and conditions of this Agreement in one instance shall not constitute a waiver of its rights hereunder with respect to other violations of this Agreement.
18. **Grantee Contact Information:** Grantee has indicated the following individuals hold key roles for this Project. Grantee shall provide written notification to the Foundation of any changes:

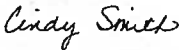
Legal Designee: Gilbert Montano, Chief of Staff / Deputy Chief Administrator
Financial Designee: Gerald E. Romero, Budget Officer
Project Director: Andrew Mathis, Executive Director

19. **Foundation Contact Information:** Your Foundation contact information for this grant is as follows:

Program Officer: Alvin H. Warren, alvin.warren@wkkf.org
Grant Support: Brenda Holling, brenda.holling@wkkf.org, (269) 969-2111

If you have any questions about the terms or conditions of this Agreement, please contact me directly at (269) 969-2330 or ann.sherzer@wkkf.org. On behalf of the Foundation, I extend every good wish for the success of this effort.

Sincerely,

DocuSigned by:

28CA69E4CD8846B...

Cindy Smith

Vice President for Integrated Services

As an authorized representative of the City of Albuquerque, Gilbert Montano, Chief of Staff / Deputy Chief Administrator, agrees to the terms and conditions of this Agreement.

Signature of Grantee:

DocuSigned by:
Gilbert Montano
029C8C38F5CA48F...

6/28/2016

Gilbert Montano

Reference Number: P3034983

Proposal Detail

When completing text fields do not use bullets, numbering or other formatting.
In addition, do not use <, >, %, #, other special characters, website addresses or URL links.

***Is the requesting entity a 501(c)(3) organization, such as a church, school, hospital, governmental unit, or publicly supported organization?**

Yes

***Amount initially requested from WKKF:**

\$237,000

***What is the total budget for this project?**

\$687,000

***Provide an overview of your project:**

Running Start for Careers is an innovative approach for student success and workforce development. The initiative is a public/private partnership offering industry taught career pathway courses and internships to at-risk high school juniors and seniors that is engaging students by teaching them real-world industry specific skill sets and giving them a head start on industry recognized credentials required for the specific industries correlating to the course in which they are enrolled.

The goal of Running Start is to create a bench of willing and able next generation industry professionals that provides meaningful direction for the students while developing a strong workforce that has a positive impact on our regional economy through courses and internships that provide exposure and networking opportunities for students who would likely otherwise not have opportunities within the industry.

***Please describe the project goals and objectives associated with WKKF funding:**

Through this collaborative effort and with the generous continued support of the W.K. Kellogg foundation Running Start for Careers can move forward in providing a deeper and more engaging experience form more affected youth throughout the Albuquerque MSA. The funding provided by Kellogg will be used in conjunction with City of Albuquerque General funding to offset the cost of split cost internships and will represent roughly 1/4 of the program's total budget. Should all other funding remain the same in subsequent years, the WKKF percentage to the whole budget would increase to nearly 40% by the third year. Kellogg funding will be used primarily to support split cost internships, however in order to maximize program reach and effectiveness, goals presented are programmatic and success is determines by overall achievement of program goals as outlined below:

Within 6 months of award:

(1) Served at least 250 high school students through RSFC fall courses. (2) Effectively place 25 students in internships for the spring semester. (3) Development of plan to retain program beyond administration (4) Produce data fact sheet outlining current program statistics to date to include course success rate and student demographics (5) Transition from "Stakeholder Meeting Model" to Board of Directors" meeting model with quarterly meeting schedule. Development of plan to retain program beyond administration (6) Increase internship partners to 20+

Within One year of award:

(1) Grow to serve Served at least 500 students for the 2016-2017 school year. (2) Effectively place 80 students into internships for the 2016-2017 school year. (3) Produce formal white paper outlining successes and opportunities for growth within program (4) increase funding partnerships to include obtaining additional City of Albuquerque Funding to ensure program growth an sustainability (5) Transition to new structure to maintain program existence and integrity following administration change (6) Increase course industry offerings to include both early childhood and primary/secondary education courses (7) Increase internship partners to 50+

Within 2 years of award:

(1) Serve 700+ students for the 2017-2018 school year. (2) Effectively place 150 students in internships. (3) grow to represent as many as 15 industries that are locally in demand. (4) Be operating independent of the City of Albuquerque, still mainlining City financial support (5) Produce mi-project report. Seek opportunities to share project with interested educational and workforce development organizations nationally. (6) Increase internship partners to 90+

Within 3 years of award:

(1) Serve 700+ students for the 2018-2019 school year. (2) Effectively place 250 students in internships (3) Increase internship partners to 150+ (4) Explore strategies for Statewide implementation(5) Create detailed program evaluation document promote nationally through education and workforce development outlets nationally.

***Please describe the major project activities/milestones associated with WKKF funding:**

Working closely with CNM's Outreach department, RSFC will promote courses to high school administrators, counselors, teachers and parents. Through email marketing, social media, on-campus visits and presentations, and community outreach at various events, students will be recruited to the program several times a year. Recruitment will take place primarily July-September and November - January. If summer courses are added, recruitment for those courses will take place April - May. AmeriCorps Vistas also assist in marketing and enrollment of students in the RSFC Program Course instruction takes place during the semester with instructors that come from industry and CNM and are paid by CNM as part time faculty. Upon successful completion of the coursework and student indicated willingness to participate in an internship, students will submit resumes, compile with the help of the instructor, to RSFC. Near the last day of classes for the semester, a RSFC Career Fair will be held at a location on a Saturday, with employers manning tables and fair will be held and students will be matched with employers for internship opportunities and potential full or part time straight-hires. Data will be provide by CNM and qualitative surveys completed by both students and instructors. Atrisco Heritage Foundation, the partner with RSFC on AmeriCorp VISTA program and member program (currently out for award) is also the fiscal agent for the internship program. Internships are paid by employers and then submitted for reimbursement to Atrisco Heritage. Students and employers will both complete qualitative surveys on the internship.

***Please explain how the project will be financially sustained after initial funding is secured:**

Currently RSFC is funded through a City of Albuquerque general fund budget line item. In order to grow the number of courses provided and reach the number is internships desired Kellogg and other funds are bieng sought. In order to sustain the program in the long run, three strategies have been developed:

1) The City currently expends funds on a program called Job Mentorship Program that provides low contact hour internships to students from APS schools. The program has been in place since 1998, largely unchanged. RSFC would like to aquire some of the funding associated with that program to offer more precific, in depth expereinces for students.

2) RSFC is in talks with the NM Department of Workforce Solutions to partner to provide funding assistance to pre-apprenticeship programs offered under RSFC. Courses like our Runnign Start for

Construction, Plumbing and Electrical Careers could receive funding that would free up funds used to support those courses

***What might be the policy implications (Local, State, Tribal, Federal) or opportunities for this project?**

Currently RSFC is funded through a City of Albuquerque general fund budget line item. In order to grow the number of courses provided and reach the number of internships desired Kellogg and other funds are being sought. In order to sustain the program in the long run, three strategies have been developed:

- 1) The City currently expends funds on a program called Job Mentorship Program that provides low contact hour internships to students from APS schools. The program has been in place since 1998, largely unchanged. RSFC would like to acquire some of the funding associated with that program to offer more specific, in depth experiences for students.
- 2) RSFC is in talks with the NM Department of Workforce Solutions to partner to provide funding assistance to pre-apprenticeship programs offered under RSFC. Courses like our Running Start for Construction, Plumbing and Electrical Careers would receive funding that would free up funds used to support those courses and provide additional funds for use in internships. In addition, 2nd year programs are less expensive, as many time funds are needed upfront to establish or modify curriculum to meet the needs of the course.
- 3) RSFC will work with its newly established board of directors to establish a fundraising mechanism to sustain the program to include industry and individual contributions, grants and other possibly other state funding.

Please upload a copy of your evaluation plan, if developed.

If you do not have an evaluation plan, please use this section to describe your organization's evaluation capacity or plan to build the capacity to conduct relevant and useful evaluation activities.

Evaluation is currently taking place within the RSFC program, but can be improved upon to provide more reliable, more in depth program reporting. Currently, the program receives data on RSFC course outcomes from CNM. Additionally, the instructors provide RBA data (inconsistently) to the program. Finally, RSFC has entered into a partnership with NM Department of Workforce Solutions to provide longitudinal workforce tracking of the students to determine

What other funding partners or sources do you have for this project?

Legal Organization Name:	Type of Support	Dollar Amount (USD)	Status
City of Albuquerque	Cash	149000	Confirmed
0		0	

***Do you have non-funding partners and/or collaborating organizations for this project? Who are they and what are their roles/commitments?**

Our industry course partners are as follows: Nusenda, Associated Builder and Contractors, Northern New Mexico Independent Contractors Association TriCore Laboratories; uPublic TV, (and new partners as they come on board).

CNM is a non-funding partner, although they do indirectly fund the program by funding the instructors at least in part through their faculty pool funding. Moreover, CNM provides staff enrollment and marketing support through their Outreach department. RSFC does contract with CNM's Outreach for at least a portion of this support, however.

Additionally, Atrisco Heritage Academy acts as the fiscal agent for the internships and also houses the AmeriCorps program that works with RSFC. VISTAS work to promote the program and one is dedicated full time to RSFC to assist with marketing and capacity building.

***Describe your organization's strategic approach to fulfill its mission and describe how the actual project you are requesting funding for fits into the overall strategic direction of your organization. [3000 chars max]**

The City of Albuquerque is a municipality. This project will be housed in the Mayor's Office, which has current focuses to make our community safer, bolster economic opportunities and job creation, and assist those in mental health crisis.

RSFC exists to create a bench of interested, informed workers into local industry and to serve as an economic drive that makes our youth population more successful by completing high school and pursuing education that leads to a job, making our city safer and more prosperous. By strengthening RSFC through internships and engaging hands on learning experiences and reducing barriers to entry for education and career to at risk students, RSFC an help to create an environment that cultivates the next generation of our workforce and keeps our students out of trouble and from leaving the area.

***Project Team Diversity**

Staff Category	Board Members	Senior Management	Program Staff	Other Staff
White, non-Hispanic/Latino	0	1	0	0
Black, non-Hispanic/Latino	0	0	0	0
Hispanic/Latino	0	0	0	1
American Indian/Alaskan Native	0	0	0	0
Asian	0	0	0	0
Native Hawaiian or other Pacific Islander	0	0	0	0
Two or more races	0	0	0	0

Contact Information - Grantee Organization

If approved, the grantee's role would be to administer, direct, and oversee the project activities ensuring they are conducted in accordance with the project purpose. The address should be the location of the Legal Designee (the person/position having authority to bind/contract on behalf of the organization) requested below. Please verify the accuracy of the grantee information and adjust as appropriate.

***Legal Organization Name:**

City of Albuquerque

Other name(s) your Organization is known by:

***Preferred Mailing Address:**

P.O. Box 1293

***City:**

Albuquerque

***State/Province:**

New Mexico

***Zip/Postal Code:**

87103

***Country:**

United States

***Phone Number:**

(505) 768-3000

Fax Number:

Website:

www.cabq.gov

***Employer Identification Number (EIN):**

85-6000102

***Please enter your organizations fiscal start date (MM/DD)**

July 1

Contact Information - Grantee Legal Designee

***Salutation:**

Mr.

***First Name:**

Gilbert

Middle Initial:

***Last Name:**

Montano

***Title:**

Chief of Staff / Deputy Chief Administrator

***Preferred Mailing Address:**

P.O. Box 1293

***City:**

Albuquerque

***State/Province:**

New Mexico

***Zip/Postal Code:**

87103

***Country:**

United States

***Phone Number:**

(505) 768-3000

***Fax Number:**

(505) 768-3019

***Email Address:**

gamontano@cabq.gov

If approved, the payee's role would be to receive and disburse funds ensuring they are spent in accordance with the project purpose and budget.

***Will the above grantee also serve as the payee for this project?**

Yes

Contact Information - Grantee Financial Designee

***Salutation:**

Mr.

***First Name:**

Gerald

Middle Initial:

E.

***Last Name:**

Romero

***Title:**

Budget Officer

***Preferred Mailing Address:**

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***State/Province:**

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***Zip/Postal Code:**

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***Country:**

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***Phone Number:**

(505) 768-3370

Fax Number:

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***Email Address:**

gromero@cabq.gov

Contact Information - Project Director or Coordinator

***Salutation:**

Mr.

***First Name:**

Andrew

Middle Initial:

D.

***Last Name:**

Mathis

***Title:**

Executive Director, RSFC

***Preferred Mailing Address:**

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***City:**

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***State/Province:**

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***Zip/Postal Code:**

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***Country:**

United States

***Phone Number:**

5057683000

Fax Number:

***Email Address:**

amathis@cabq.gov