



INSTITUTE FOR YOUTH,
EDUCATION, & FAMILIES

October 26, 2016

The Honorable Rusty Bailey
Mayor, City of Riverside
3900 Main St
Riverside, CA 92522

Dear Mayor Bailey,

I am delighted to inform you that Riverside has been selected by the National League of Cities (NLC) to participate in the 2016-2017 *Cities Combating Hunger through Afterschool and Summer Meal Programs* (CHAMPS) technical assistance and grant initiative. As part of the grant component of this statewide initiative, your city will receive a grant in the amount of \$40,000. We believe the work plan that the city's grant application described holds great promise as a strategy to promote the development and implementation of Afterschool and Summer Meal Programs in your community.

Grant funds may be spent on costs associated with project activities as identified in your approved project budget. The CHAMPS grant funds must be spent during the grant period from **August 2016 through December 31, 2017.**

Through this initiative, NLC's Institute for Youth, Education and Families and the Food Research and Action Center (FRAC), in partnership with state and local anti-hunger organizations, will provide technical assistance through one-on-one phone calls and email, as well as group conference calls, to help participating city teams develop and implement their project plans to expand access to the Afterschool and Summer Meal Programs.

By accepting this grant, the City of Riverside agrees to:

- Select a team lead within the city government that will act as a primary contact with NLC;
- Keep NLC and FRAC apprised of progress, including setbacks or unexpected challenges throughout the grant period;
- Ensure that members of the project team (e.g., city representative, site sponsor(s), anti-hunger advocate, etc.) participate in regularly scheduled project update calls with the NLC and FRAC team;
- Ensure that at least one member of the project team participates in six statewide conference calls and six webinars hosted by NLC and FRAC for all participating cities;

- Participate in up to two convenings in your state with other cities interested in learning more about the meal programs;
- Submit two interim reports on progress, outcomes, and lessons learned, including a financial report, in **December 2016 and June 2017**;
- Submit a final narrative report and financial report on progress, outcomes, and lessons learned to NLC by **December 2017**; and
- Recognize NLC, FRAC, and Walmart in local media outreach materials related to the CHAMPS project through use of logos or other formal acknowledgement.

All reports **must include quantitative data on program participation as follows:** *number of new sites, number of children served, and number of meals served*. NLC will provide a short template for data reporting and will work with city teams to track the data throughout the project grant period.

We look forward to working with your city throughout the remainder of the grant project as you lead efforts to expand access to and participation in the federal Afterschool and Summer Meal Programs. If you have any questions or would like more information, please contact Jamie Nash nash@nlc.org, (202) 626-3160.

Sincerely,



Clifford M. Johnson
Executive Director
Institute for Youth, Education, and Families

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