



National
Congress of
American
Indians

CFDA Number: 93.933
Grant Number: H1H4-IHS-0004-02-00

October 5, 2017

Jane Doe, CEO
Boys & Girls Clubs of T.R.A.I.L.
1234 Main Street
Sample City, XX 98765

RE: SUBGRANT NCAI-17-001-TR-XX | On the T.R.A.I.L. to Diabetes Prevention Program (2017-2018)

Dear Jane Doe:

I am pleased to inform you that the Boys & Girls Clubs of T.R.A.I.L. has been selected by the National Congress of American Indians (NCAI) to implement the *On the T.R.A.I.L. (Together Raising Awareness for Indian Life) to Diabetes Prevention Program*, funded by the Indian Health Service (IHS), H1H4-IHS-0004-02-00. Your organization will receive funding in the amount of **\$15,120** to be used for direct operating expenses associated with this initiative. You have received this grant to serve **18** youth in **1** unit(s). **All grant funds must be appropriately expended between October 5, 2017 and August 31, 2018.** You are encouraged to use this grant to secure matching funds from local sources. Once signed, this Letter of Agreement signifies your Organization's acceptance of the program, administrative, and financial requirements of this grant.

Program Description

T.R.A.I.L. is a program that provides youth with a comprehensive understanding of healthy lifestyles with the long-term goal of preventing and/or reducing the onset of type 2 diabetes in American Indian/Alaska Native youth ages 7–11. The T.R.A.I.L. approach consists of the following primary program components:

- A comprehensive curriculum designed to promote understanding of type 2 diabetes, reinforce healthy lifestyles (mentally, physically, emotionally, and spiritually), and encourage best nutrition practices and increased nutritional knowledge.
- Opportunities for consistent, daily physical activity, as well as physical activity challenges to measure an individual's strength and endurance. Activities and tools are designed to improve and sustain lifelong physical fitness.
- Emphasis on the importance of teamwork and community service through the involvement of community health partner organizations, family, community members, schools, and local businesses in activities.

The T.R.A.I.L. curriculum is an interactive, educational, and physical activity-based program. The curriculum is presented in four parts, each with an individual theme:

Part 1: About Me, My Health, & Being a Part of a Team

Part 2: Healthy Eating

Part 3: Making Smart Food Choices

Part 4: My Healthy Community

CEO initials: _____

Woven throughout the curriculum are self-esteem and prevention activities utilized by Boys & Girls Clubs of America (BGCA), including contributions from national, evidence-based programs. Programs draw from tribal traditions and history to learn about nutrition, food choices, media influences, and the impact of type 2 diabetes.

Program Requirements

From October 5, 2017 to August 31, 2018, your organization commits to:

1. **Staff:** Dedicate a minimum of one part-time staff equivalent to implement the T.R.A.I.L program and curricula.
2. **Curriculum:**
 - a. Implement a minimum of one (1) twelve-week implementation of the T.R.A.I.L program curriculum with **18** American Indian/Alaska Native youth, ages 7-11, comprised of a balanced ratio of females to males in twelve (12) weeks or greater. The total number of youth to be served can be divided across multiple rounds of program implementation if desired. Guidelines for the duration of each round of the T.R.A.I.L. program curriculum will be provided during the Implementation Trainings.
 - b. Adapt the curriculum to be locally and culturally relevant. Guidance to assist with this is available in the T.R.A.I.L. curriculum and on www.NAClubs.org.
 - c. Integrate elements of the T.R.A.I.L program into scheduled Club activities, (i.e., National Boys & Girls Club programs, existing Club programs, etc.).
 - d. Integrate the T.R.A.I.L program as part of BGCA's Project Learn approach to education programming.
3. **Youth Data Collection:** Facilitate **18** participants completing pre-test and post-tests, Daily Physical Activity, and eighteen (18) predetermined Physical Activity Challenges.
 - a. *T.R.A.I.L. Caretaker Notice and Club Permission Form:* The caretaker of each participant must receive the T.R.A.I.L. Notice Form. A template has been provided and Clubs need to enter their Club's name and phone number. Each organization must upload all participants' Club membership or permission forms signed by their caretaker to the T.R.A.I.L. Online Reporting Site. All forms should be submitted by the beginning of a round of implementation.
 - b. *Demographics:* For each youth who completes a pre-test/post-test, collect their first name, last initial, gender, and birth date.
 - c. *Pre-Test/Post-Tests:* For each youth who participates in the entire twelve (12) chapter curriculum, have them complete a pre-test prior to beginning Chapter 1 and complete a post-test immediately following completing Chapter 12.
 - d. *Daily Physical Activity:* Conduct a minimum of sixty (60) minutes of physical activity per day, five (5) days a week for all Club members. Physical activity can be structured through curricula such as SPARK, Nike Let Me Play After School, Triple Play or other physical activity programs.
 - e. *Physical Activity Challenges:* Implement the already established Physical Activity Challenges (PAC) with T.R.A.I.L. participants. Implementation and data reporting instructions will be provided during Implementation Trainings and resources are also available on www.NAClubs.org.
4. **Healthy Snacks:**
 - a. Implement a minimum of two (2) hands-on, healthy snack preparations or cooking demonstrations for T.R.A.I.L. participants during each round.
 - b. Implement healthy food and beverage choices for T.R.A.I.L. participants, as well as other Club members (i.e., offering healthy snacks at the Club store, etc.).

5. **Community Health Partner:** Within the sixty (60) days of receipt of this award, provide documentation of a secured and signed Memorandum of Agreement (MOA) defining collaboration with a community health partner to provide support for the T.R.A.I.L. Program. If the Club has an MOU with an eligible Community Health Partner that does not have an end date within the grant period, a new MOU is not needed.
6. **Community Education Project:** Each round, facilitate a Community Education Project for T.R.A.I.L. participants to carry out in their community. The Community Education Project must be related to the core mission of the T.R.A.I.L. program and result in a transfer of knowledge and tangible benefits for the community related to healthy lifestyles. Utilize the Community Education Project directions detailed in the T.R.A.I.L. curriculum for guidance.
7. **Volunteer Support:** Develop and facilitate opportunities to increase volunteer support with T.R.A.I.L. programming activities. Volunteer support can come from parents and/or guardians (caretakers), family members, members of the community, local colleges, Elder groups, businesses, etc. (i.e., individuals must meet all of BGCA's volunteer background check protocol).

Administrative and Financial Requirements

From October 5, 2017 to August 31, 2018 your organization commits to:

1. The organizations' Chief Executive Officer (CEO) will manage program and finance staff access, login credentials, and utilization of the T.R.A.I.L. Online Reporting Site, as well as ensure that all staff with access to the online reporting site participate and/or receive training on how to correctly submit programmatic, administrative, and financial requirements.
2. All program and finance staff are required to attend the following 2017-2018 Implementation Training Webinars:
 - a. **Oct. 17, 2017** at 3:00pm EDT: Welcome – Program Overview & Budget Development
 - b. **Oct. 24, 2017** at 3:00pm EDT: Program Intro, History, Framework, Requirements

All awardees will be required to send at least one program staff and one finance staff to the National Implementation Training in [location pending] from **December 5-7, 2017**. Details regarding this training will be sent out in the coming weeks.

3. Complete and return the T.R.A.I.L. FFATA Form if the award amount is over \$25,000.
4. If the entity receiving the award (Club or Tribe) receives over \$750,000 of federal funding within the federal fiscal year, the Club/Tribe is required to provide either the A-133 audit of the financials or a letter from the appropriate authority allowing Boys & Girls Clubs of America to release this information to NCAI.
5. According to pre-established due dates (see Grantee Timeline document), submit via the T.R.A.I.L. online reporting site:
 - a. Youth data: demographics per youth; pre-test/post-tests per youth; monthly Physical Activity Logs; and eighteen Physical Activity Challenges per youth, twelve (12) Strength challenges and six (6) Endurance Challenges.
 - b. Up to Four (4) program reports.
6. Develop a timeline and plan for the implementation of all rounds of the T.R.A.I.L. program. The implementation timeline and plan should include, but is not limited to the following components:
 - a. Grantee due dates;

- b. All programmatic, administrative, financial, and reimbursement requirements detailed in this LOA;
 - c. Recruitment and retention of youth, caretakers, and community members;
 - d. Community health partnership;
 - e. Curriculum, pre-test/post-test, daily physical activity, physical activity challenges, community education project, and any additional activities;
 - f. Collection and reporting of the required data; and
 - g. Leveraging additional resources.
7. Ensure participation of the Club's T.R.A.I.L. Program Coordinator and finance staff in bi-monthly conference calls with FirstPic, Inc., NCAI, IHS, and other program sites. See Grantee Timeline document for dates and times.
 8. Submit photos of participants engaging in T.R.A.I.L. program activities, ensuring that a signed photo release is obtained, and kept on file at the site, prior to submitting any photos.
 9. Comply with all applicable state and Federal statutes (referenced below) that regulate Federal grant pass-through funds.
 10. Comply with all Federal travel expense reimbursement requirements. Lodging, meals, and incidental expenses relative to the grant shall be limited to established Federal rates. A listing of allowable per diem rates regarding travel-related expenditures can be found at: www.gsa.gov/perdiem.
 11. Federal Statutes – Comply with Standard Grant Conditions (to be provided); all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Uniform Guidance; Federal travel per diem guidelines; and support documents relative to them. OMB Uniform Guidance can be found at <http://www.grants.gov/web/grants/learn-grants/grant-policies/omb-uniform-guidance-2014.html>; and Federal travel per diem limits at <http://www.gsa.gov/portal/category/21287>.
 12. I acknowledge that the organization will automatically relinquish all rights and claims to grant funds NOT appropriately expended by August 31, 2018, unless otherwise directed by NCAI.

Reimbursement Requirements

From October 5, 2017 to August 31, 2018 your organization commits to submit reimbursement requests via the T.R.A.I.L. online reporting system per the following schedule:

REPORTING PERIOD (based on closest pay period)	DUE DATE
October– December 2017 expenses.....	January 16, 2018
January-February 2018 expenses	March 15, 2018
March–April 2018 expenses.....	May 15, 2018
May–June 2018 expenses	July 16, 2018
July–August 2018 expenses	September 28, 2018

Disbursement and Use of Grant Funds

Payment on this grant will be authorized upon (1) submission, review, and approval of this letter of agreement and appropriate support documentation, including an approved budget and budget narrative, and (2) your organization's compliance with the program, administrative, financial, and reimbursement requirements of this and any other Federal pass-through grant it has received or will receive through NCAI. If sites are placed on a funding hold or provisional status by BGCA, NCAI will notify the site if the funding hold will affect their sub-grant with NCAI. The total grant amount will be honored based on such compliance and appropriate progress. At the completion of the grant year (August 31, 2018), final T.R.A.I.L program reimbursement may take into account what required documentation has been submitted (i.e., report and data collection forms).

Actual payments will be made on a reimbursement basis upon submission, review, and approval of requests and appropriate documentation regarding expenditure of grant funds.

Grant funds may be used only for direct operating costs associated with stated project activities and are included in the budget or amended budget approved by the grantor. All grant funds must be appropriately expended by August 31, 2018, and these expenditures must be fully reported in accordance with the process outlined in this letter of agreement

Executing This Agreement

NCAI has subcontracted once again with FirstPic Inc., at 2614 Chapel Lake Drive, Gambrills, Maryland 21054. As Subcontractor, FirstPic is authorized by NCAI to receive, review and execute all such tasks essential for completing the subgrantee documentation process on behalf of NCAI for this federal award #H1H4-IHS-0004-02-00.

To indicate the willingness of your organization to participate as a project site in accordance with all T.R.A.I.L program, administrative, financial, and reimbursement requirements specified herein, submit all pages of this letter of agreement (signed and dated) via email or fax within 15 days of the date of issuance of this letter of agreement to:

Attn: Sierra Francis
Email to sfrancis@firstpic.org
Fax to (443) 302-2084

The terms of this letter of agreement and applicable guidelines supersede any and all other verbal discussions relative to these Federal funds. This letter of agreement may be terminated without further cause if your organization fails to affirm its timely utilization of the award by signing this letter and returning it with the required, completed documents to FirstPic, Inc. within 15 days from its date of issuance. Additionally, should your organization not adhere to all terms and conditions of this grant award, this grant award may be terminated for cause or other administrative action, as appropriate. This agreement may also be terminated at any time by either party by giving 30 days written notice to the other party. Please retain copies of this agreement for your organization's files.

We look forward to working with you on this important diabetes prevention project to reach and serve Native youth. If you have any questions about this award, please contact FirstPic, and email TRAIL@NCAI.org.

Sincerely,



Jacqueline Pata
Executive Director, NCAI

REQUIRED SIGNATURES:

1.	_____	
	Printed Name of Chief Executive Officer	
	_____	_____
	Signature of Chief Executive Officer	Date
2.	_____	
	Printed Name of Chief Volunteer Officer	
	_____	_____
	Signature of Chief Volunteer Officer	Date
3.	ORGANIZATION UNITS (if applicable)	
3.1	_____	
	Printed Name of Unit Director	
	_____	_____
	Signature of Unit Director	Date
3.2	_____	
	Printed Name of Unit Director	
	_____	_____
	Signature of Unit Director	Date
3.3	_____	
	Printed Name of Unit Director	
	_____	_____
	Signature of Unit Director	Date

ATTACHMENTS

- A. Standard Grant Conditions
- B. Permission for Audit Release (template)
- C. NCAI Single Audit Form
- D. T.R.A.I.L. FFATA Form FY17
- E. Contact Form
- F. T.R.A.I.L. Program Coordinator Position Description
- G. Grantee Timeline