

Stepping Stones / Lutheran Social Services

SUB-RECIPIENT CONTRACT

WEED AND SEED SERVICE GRANT FUNDING

LF120104-25

**SECTION I.
AGREEMENT**

THIS AGREEMENT, made and entered into this **12th day of November, 2004**, by and between the CITY OF RAPID CITY WEED AND SEED PROJECT (hereinafter referred to as "City"), and **Stepping Stones / Lutheran Social Services** (hereinafter referred to as "Sub-Recipient"), Witnesseth:

WHEREAS, pursuant to such Contract, the City is undertaking certain activities necessary for the execution of a project situated in the project area described in the Statement of Work (page 5); and

WHEREAS, the City desires to disburse funds to the Sub-Recipient to execute certain projects in conjunction with such undertaking of the City;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

**SECTION II.
PROPOSED USE OF FUNDS**

The Statement of Work is attached as Exhibit "A" hereto and made a part of this Contract. Sub-Recipient agrees to perform the work described in Exhibit "A" in compliance with all provisions of this Contract. Sub-Recipient warrants and represents that it has the requisite authority and capacity to perform all terms and conditions on Sub-Recipient's part to be performed hereunder.

**SECTION III.
RESPONSIBILITY OF THE CITY**

City shall designate representatives of the City who will be authorized to make all necessary decisions required of the City on behalf of the City in connection with the execution of this Contract and disbursing funds in connection with the program.

**SECTION IV.
SUB-RECIPIENT COMPENSATION AND METHOD OF PAYMENT**

If Sub-Recipient is not in default hereunder, and subject to City's receipt of the Department of Justice, Weed and Seed Service Grant funds, and provided that the Contract and Statement of Work are eligible expenditures of Weed and Seed Service Grant funds, the City agrees to pay the Sub-Recipient **\$3,912.00**, under the following conditions:

- Sub-Recipient certifies receipts are true and correct copies of payments due on behalf of the said organization, for activities documented on this Contract and made in accordance and compliance with the Safe Haven Strategies. In the event of nonperformance by Sub-Recipient, the City may suspend payment as stated above.

- Receipts for reimbursement shall be presented on a quarterly basis*, including:
 - o January 31, 2005 (for) October – December 2004

*(*arrangements for monthly reimbursement may be considered, although quarterly reports are due regardless)*

SECTION V.
TERM OF CONTRACT

Except as provided in Section VI below, this Contract shall be in effect as long as the Sub-Recipient retains control over Weed and Seed Service Grant funds.

SECTION VI.
TERMINATION OF CONTRACT

This Contract may be terminated, if the Sub-Recipient materially fails to comply with any term of the Contract. The City may terminate the Contract upon ten (10) days' written notice, together with documentation of the reasons thereof, and after an opportunity for a hearing is afforded. The determination of the City as to the cause of termination and the appropriateness thereof shall be final and binding upon both City and Sub-Recipient.

In the event of termination, all finished or unfinished documents, data, studies and reports prepared by the Sub-Recipient under this Contract shall, at the option of the City, become its property.

SECTION VII.
TERMINATION OF CITY'S OBLIGATIONS

The City's obligations under this Contract will terminate in the event of suspension or non-receipt of Department of Justice, Weed and Seed grant funds by the City.

SECTION VIII.
ASSIGNABILITY

This Contract shall not be assigned or transferred by the Sub-Recipient without the prior written consent of the City.

SECTION IX.
SUB-RECIPIENT

Records of the Sub-Recipient and reimbursable expenses pertaining to use of funds and records of accounts between the City and the Sub-Recipient shall be kept on a generally recognized accounting basis. The City, the U.S. Department of Justice -- Weed and Seed Project, the Comptroller General of the U.S., or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Sub-Recipient which are directly pertinent to the Contract for the purpose of making an audit, examination, excerpts and transcriptions. All financial records pertaining to this Contract upon completion shall remain the property of the City of Rapid City.

SECTION X.
MONITORING AND EVALUATION

The City reserves the right to monitor and evaluate the progress and performance of the Sub-Recipient to assure that the terms of this agreement are being satisfactorily met in accordance with City and other applicable monitoring and evaluating criteria and standards. Sub-Recipient shall cooperate with the City relating to such monitoring and evaluation.

SECTION XI.
SUB-RECIPIENT FILES AND INFORMATION REPORTS

The Sub-Recipient shall retain information in its files which shall clearly document all activities performed in conjunction with this agreement, including, but not limited to, financial transactions, conformance with assurances, and Sub-Recipient activity reports. The Sub-Recipient shall retain these records for a period of three (3) years after the completion of the project. A Sub-Recipient report shall be submitted with all requests for reimbursement.

SECTION XII.
INDEPENDENCE OF SUB-RECIPIENT

Nothing herein contained nor the relationship of Sub-Recipient to the other parties hereto, which relationship is specifically declared to be that of an 'Independent Contractor', shall make or be construed to make Sub-Recipient, or any of the Sub-Recipient's agents or employees, the agents or employees of the City. Sub-Recipient shall be solely and entirely responsible for its acts and the acts of its agents and employees.

SECTION XIII.
LIABILITY

Sub-Recipient agrees to assume the risk of all personal injuries, including death resulting therefrom, to persons, and damage to and destruction of property, including loss of use therefrom, caused by or sustained, in whole or in part, in connection with or arising out of the performance or non-performance of this Contract by Sub-Recipient, or by the conditions created thereby. Sub-Recipient further agrees to indemnify and save harmless the City, its officers, agents and employees, from and against any and all claims, liabilities, costs, expenses, penalties or attorney fees, arising from such injuries to persons, or damages to property, or based upon or arising out of the performance or non-performance of this Contract by Sub-Recipient, or out of any violation of Sub-Recipient of any statute, ordinance, rule or regulation.

SECTION XIV.
ASSURANCES

The Sub-Recipient agrees to use Weed and Seed Service Grant funds for the purposes authorized by the Rapid City Common Council. The Sub-Recipient further agrees to comply with the assurances that are attached and made part of this agreement.

SECTION XV.
CONFLICT OF INTEREST

The Sub-Recipient vows that neither it nor any member of its Board of Directors, officers, or employees presently have any interest in any project to be financed under the Project and shall not acquire any interest therein which would conflict with the performance of the Project required under this Contract or applicable statute, rule or regulation.

SECTION XVI.
ENTIRE AGREEMENT

The provisions set forth in Sections I-XV, and all attachments of this agreement constitute, the entire agreement between the parties hereto and no statement, promise, conditions, understanding, inducement or representation, oral or written, express or implied, which is not contained herein shall be binding or valid.

IN WITNESS WHEREOF, the Sub-Recipient and the City have executed this agreement as of the date first above written and under the laws of the State of South Dakota.

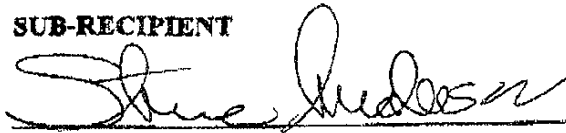
CITY OF RAPID CITY

Mayor Jim Shaw

ATTEST:

Jim Preston
City Finance Officer

SUB-RECIPIENT



Signature

Name:

Steve Anderson

Title:

VP

Organization: Stepping Stones /

Lutheran Social Services

ATTEST:

Kathy Bangasser

Name:

Kathy Bangasser

Title:

Development Officer

APPROVED BY:

City Attorney

EXHIBIT "A"
STATEMENT OF WORK
SERVICE GRANT PROJECT

PURPOSE OF FUNDING AND DESCRIPTION OF WORK TO BE PERFORMED

Stepping Stones / Lutheran Social Services shall utilize \$ 2,000 (not 3,912.00 as allocated) of Weed and Seed Service Grant funds to serve West River youth who are homeless or in danger of becoming homeless. This program is the only independent living program serving youth in West River SD – no other agency fills this service gap in Rapid City. **This effort deters these youth from becoming involved with criminal activity, as they are vulnerable to all (negative) elements.**

Mission: Serve 25,000 South Dakotans each year with a variety of programs and services, including: basic needs, enhance self sufficiency and improve quality of life, transform lives, strengthen individuals, families and communities. **Expenditures include:**

- **Case Management:**
 - o \$1,365.00 – 10 students @ \$35 / session
- **Supplies:**
 - o **Brochures:** Expand program with publicity in the Weed and Seed neighborhood
 - \$100 for brochures
 - \$215 brochure racks / printer cartridges & paper (to print brochures)
- **Travel / Meetings:** Mileage - \$320: 100 miles @ .32: to / from clients in site area

Goal: Increase the capacity of participating (approx. 55) youth to be successful at living independently

Objective: To support homeless youth as they learn to live independently.
Strategy / Task: - Provide case management for individual homeless youth to help set goals and access appropriate services.
- Provide food boxes for homeless youth who have been newly settled in transitional living apartments
Timeline: Ongoing
Person Responsible: Jane O’Leary, Stepping Stones Director
W&S Strategy: Community Rejuvenation Objective 2 – Assist persons living in the focus area to improve their basic life and career skills

Objective: Increase awareness of Stepping Stones services in the W&S area.
Strategy / Task: - Increase promotion in the W& S area through brochures, posters, and school newspaper advertisements
Timeline: Ongoing
Person Responsible: Jane O’Leary, Stepping Stones Director
W&S Strategy: Community Rejuvenation Objective 2 – Assist persons living in the focus area improve their basic life and career skills

SCHEDULE FOR COMPLETION OF WORK / BUDGET

Stepping Stones / Lutheran Social Services shall perform the services set out above, and shall expend \$ 2,000 (not 3,912.00 as allocated) of Weed and Seed Service Grant funding provided for above, by December 31, 2004, as follows:

- **Case Management:** \$1,365.00
- **Supplies:** 315.00
- **Travel / Meetings:** 320.00

Total Sub Grant \$ 2,000.00