
**ARLINGTON COUNTY, VIRGINIA
AFFORDABLE HOUSING INVESTMENT FUND
GRANT AGREEMENT**

THIS AFFORDABLE HOUSING INVESTMENT FUND GRANT AGREEMENT (this “**Agreement**”) is entered into this 1st day of July, 2016 by and between **THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA**, a corporate and body politic of the Commonwealth of Virginia (the “**County Board**”), acting through its County Manager and County Attorney (the “**County Staff**”) and the **VIRGINIA TECH FOUNDATION, INC.**, a Virginia non-stock corporation (the “**Grantee**”) (the County Board and the Grantee each a “**Party**” and collectively the “**Parties**”).

RECITALS

WHEREAS, the County Board established its Affordable Housing Investment Fund (“**AHIF**”) for the purpose of providing funds for affordable housing developments and programs that contribute to the delivery of housing services for low and moderate income households within Arlington County, Virginia; and

WHEREAS, on April 19, 2016, the County Board approved the Arlington County Fiscal Year 2017 Annual Action Plan (the “**FY17 Annual Action Plan**”), as required by HUD, and authorized the County Manager to, among other things, provide Arlington County FY17 AHIF Grant Funds to certain eligible subrecipients listed in the FY17 Annual Action Plan; and

WHEREAS, pursuant to the FY17 Annual Action Plan, the County Board approved and allocated Twenty-nine Thousand Five Hundred and 00/100 Dollars (\$29,500.00) in FY17 AHIF Grant Funds to the Subrecipient for the Virginia Tech Foundation, Inc. to empower economically vulnerable residents at Arlington Partnership for Affordable Housing properties to make sound money management decisions; and

WHEREAS, the County Board desires to convey to the Grantee certain AHIF funds approved and allocated in the FY17 Annual Action Plan (“**FY17 AHIF Grant Funds**”) for activities and programs as further described in the Scope of Services, attached hereto as **Exhibit A**, and the Grantee desires to accept the FY17 AHIF Grant Funds in order to support and complete such activities and programs as further described in the Scope of Services, attached hereto as **Exhibit A**, subject to the terms and conditions of this Agreement, as set forth below.

NOW, THEREFORE, IN CONSIDERATION of the foregoing and the following covenants, warranties and agreements of the Parties hereto, as are hereinafter set forth, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by each Party hereto, the Parties hereby agree as follows:

TERMS OF AGREEMENT

I. ALLOCATION OF FY17 AHIF GRANT FUNDS

- A. It is expressly agreed and understood that the County Board is making available to the Grantee certain FY17 AHIF Grant Funds in the amount of up to Twenty-nine Thousand Five Hundred 00/100 Dollars (\$29,500.00). Drawdowns for the payment of eligible expenses shall be made against the line item budgets attached hereto as **Exhibit B** (the “Line Item Budget”) and in accordance with performance.
- B. The Grantee covenants and agrees that all expenditures of FY17 AHIF Grant Funds shall be for uses permissible under all federal, state, and local laws and regulations governing the use of Arlington County general funds and that all FY17 AHIF Grant Funds disbursed pursuant to this Agreement shall be expended strictly in accordance with the Line-Item Budget.
- C. All FY17 AHIF Grant Funds for payments by the County Board under this Agreement are subject to the availability of an annual appropriation for this purpose by the County Board.
- D. The Grantee is obligated to take one of the following actions within seven (7) days after receipt of amounts paid to the Grantee by the County Board for work performed by any subcontractor under this Agreement:
 - 1) Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Agreement; or
 - 2) Notify the County Staff and the subcontractor, in writing, of the Grantee’s intention to withhold all or a part of the subcontractor’s payment, with an explanation for the nonpayment.

II. SCOPE OF SERVICE

- A. The Grantee covenants and agrees to use or cause to be used all of the FY17 AHIF Grant Funds disbursed under this Agreement in the support of the “Money Smarts Program” by providing the services as outlined in the Scope of Services attached hereto as **Exhibit A**.
- B. The Grantee shall be responsible for administering the “Money Smarts” Program” in a manner satisfactory to the County Staff and consistent with any standards required as a condition of providing the FY17 AHIF Grant Funds.
- C. The Grantee’s administration of the “Money Smarts Program” shall be subject to review and approval by the County Manager or his designee.

III. PERFORMANCE MONITORING

The County Staff will monitor the performance of the Grantee against the goals and performance standards using the program performance measures described in the Program Evaluation form attached hereto as Exhibit C. Substandard performance as determined by the County Staff will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Grantee within a reasonable period of time after being notified by the County Staff, this Agreement shall be terminated.

IV. TIME OF PERFORMANCE

Services of the Grantee shall start on the 1st day of July, 2016 and end on the 30th day of June, 2017. Subject to written authorization by the County Manager, the term of this Agreement and the provisions herein may be extended to cover any additional time period during which the Grantee remains in control of FY17 AHIF Grant Funds.

Any such FY17 AHIF Grant Funds not expended as of June 30, 2017, shall be returned to or retained by the County Board on or before August 1, 2017.

V. GENERAL CONDITIONS

- A. **“Independent Contractor”**. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the Parties. The Grantee shall at all times remain an “independent contractor” with respect to the services to be performed under this Agreement. The County Board shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers’ Compensation Insurance, as the Grantee is an independent contractor.
- B. **Hold Harmless**. The Grantee shall indemnify, defend and hold the County Board and its respective officers, employees, agents, successors and assigns harmless from and against: (1) any and all claims, liabilities and losses whatsoever (together with any expenses related thereto, including but not limited to, damages, court costs and attorney’s fees) occurring to or resulting from any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and (2) any and all claims, liabilities and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the Grantee’s performance or nonperformance called for in this Agreement. “Grantee’s performance” includes Grantee’s action or inaction and the action or inaction of Grantee’s officers, employees, agents, contractors, and subcontractors. The provision of this Section V.B. shall survive the expiration or termination of this Agreement.

- C. **Workers' Compensation.** If applicable, the Grantee shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.
- D. **Insurance & Bonding.** The Grantee shall carry sufficient insurance coverage to protect Agreement assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the County Board.
- E. **Conflict of Interest.** No member of the County Board or any employee of Arlington County shall be admitted to any share or part of this Agreement or to any pecuniary benefit that may arise therefrom.
- F. **Amendments.**
- 1) The County Manager or Grantee may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the County Board. Such amendments shall not invalidate this Agreement, nor relieve or release the County Board or Grantee from its obligations under this Agreement.
 - 2) The County Staff may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both County Board and Grantee.
- G. **Suspension or Termination.** The County Board may suspend or terminate this Agreement if the Grantee materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:
- 1) Failure, for any reason, of the Grantee to fulfill in a timely and proper manner its obligations under this Agreement;
 - 2) Ineffective or improper use of FY17 AHIF Grant Funds provided under this Agreement; or
 - 3) Submission by the Grantee to the County Staff of reports that are incorrect or incomplete in any material respect.

In addition, this Agreement may also be terminated for convenience by either the County Board or the Grantee, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the County Board determines that the remaining portion of the award will not accomplish the

purpose for which the award was made, the County Board may terminate the award in its entirety.

VI. **ADMINISTRATIVE REQUIREMENTS**

A. **Financial Management.** The Grantee covenants and agrees to relate financial data to performance data and develop unit cost information whenever practical. The Grantee's financial management systems shall provide for the following:

- 1) Accurate, current and complete disclosure of the financial results of each Arlington County-sponsored project or program.
- 2) Effective control over and accountability for all FY17 AHIF Grant Funds, property and other assets. Grantee shall adequately safeguard all such assets and assure they are used solely for authorized purposes.
- 3) Accounting records including cost accounting records that are supported by source documentation.

B. **Documentation and Record Keeping.**

- 1) *Records to be Maintained.* The Grantee shall maintain all records that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to records which provide a full description of each activity undertaken.
- 2) *Retention.* The Grantee shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement, including but not limited to client data, for a period of at least four (4) years. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.
- 3) *Client Data.* The Grantee shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to County Staff or their designees for review upon request.
- 4) *Disclosure.* The Grantee understands that client information collected under this Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the County Board's or Grantee's responsibilities with respect to services provided under this Agreement, is prohibited by the Virginia Freedom of Information Act unless

written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

- 5) *Audits and Inspections.* All Grantee records with respect to any matters covered by this Agreement shall be made available to the County Staff or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Grantee within 30 days after receipt by the Grantee. Failure of the Grantee to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. The Grantee hereby agrees to have an annual agency audit conducted in accordance with current County policy concerning Grantee audits.
- 6) *Repayment of Award.* Grantee agrees to repay any grant amounts unsubstantiated by documentation as required under this Section B.

C. Reporting and Payment Procedures.

- 1) *Payment Procedures.* The County Board will pay to the Grantee funds available under this Agreement based upon information submitted by the Grantee and consistent with any approved budget and County policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Grantee, and not to exceed actual cash requirements. Payments will be adjusted by the County Staff in accordance with advance fund and program income balances available in Grantee accounts. In addition, the County Board reserves the right to liquidate funds available under this Agreement for costs incurred by the County on behalf of the Grantee.
- 2) *Progress Reports.* The Grantee shall submit regular Progress Reports to the County Staff in the form, content, and frequency as required by the County Staff.

VII. MISCELLANEOUS PROVISIONS

- A. **Notices, Demands, and Communications Between the Parties.** Formal notices, demands, and communications between the Grantee and the County Board and County Staff shall be given either by (a) personal service, (b) delivery by reputable document delivery service such as Federal Express that provides a receipt showing date and time of delivery, (c) mailing utilizing a certified or first class mail postage prepaid service of the United States Postal Service that provides a receipt showing date and time of delivery, or (d) delivery by facsimile or electronic mail (email) with transmittal confirmation and confirmation of delivery, addressed to:

To the County: CPHD – Housing Division
2100 Clarendon Boulevard, Suite 700
Arlington, Virginia 22201
Attn: David Cristeal
Email: DCristeal@ArlingtonVA.US

With a Copy to: Office of the Arlington County Attorney
2100 Clarendon Blvd, Suite 403
Arlington, Virginia 22201
Attn: MinhChau Corr, Assistant County Attorney
Fax: (703) 228-7106
Email: mcorr@ArlingtonVA.US

Virginia Tech
Attn: Ben Grove
216 Hutcheson Hall
250 Drillfield Dr (MC0402)
Blacksburg, VA 24061
Email: ben.grove@vt.edu

To the Grantee: John Dooley, CEO
Virginia Tech Foundation, Inc.
902 Prices Fork Road, Suite 4000
Blacksburg, VA 24061
Attn: John Dooley, CEO
Fax: 540-231-3456
Email: jdooley@vt.edu

Notices personally delivered or delivered by document delivery service shall be deemed effective upon receipt. Notices mailed shall be deemed effective on the second business day following deposit in the United States mail. Notices delivered by facsimile or email shall be deemed effective the next business day, not less than 24 hours, following the date of transmittal and confirmation of delivery to the intended recipient. Such written notices, demands, and communications shall be sent in the same manner to such other addresses as any Party may from time to time designate in writing.

- B. Relationship of Parties.** The provisions of this Agreement are intended solely for the purpose of defining the relative rights of the Parties as grantor and grantee and no relationship of partnership, joint venture or other joint enterprise shall be deemed to be created hereby by and among the Parties pursuant to this Agreement.
- C. Interpretation.** The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against any Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. The Section headings are for purposes of

convenience only, and shall not be construed to limit or extend the meaning of this Agreement.

- D. Non-Liability of Officials, Employees and Agents.** No member, official, employee or agent of the County Board shall be personally liable to the Grantee in the event of any default or breach by the County Board or for any amount which

may become due to the Grantee or its successors or assigns or on any obligation under the terms of this Agreement.

- E. **No Third-Party Beneficiaries.** No provision of this Agreement shall be construed to confer any rights upon any person or entity who is not a Party hereto, whether a third-party beneficiary or otherwise.
- F. **Severability.** If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of this Agreement shall not be affected thereby to the extent such remaining provisions are not rendered impractical to perform taking into consideration the purposes of this Agreement. In the event that all or any portion of this Agreement is found to be unenforceable, this Agreement or that portion which is found to be unenforceable shall be deemed to be a statement of intention by the Parties; and the Parties further agree that in such event, and to the maximum extent permitted by law, they shall take all steps necessary to comply with such procedures or requirements as may be necessary in order to make valid this Agreement or that portion which is found to be unenforceable.
- G. **Governing Law.** This Agreement be construed in accordance with and governed by the laws of the Commonwealth of Virginia. The parties consent to the jurisdiction and venue of the courts of the Circuit Court for the County of Arlington, Virginia.
- H. **Remedies.** All remedies available to the County Board under this Agreement are cumulative and no remedy hereunder shall be exclusive of any other remedy available to the County Board at law or in equity.
- I. **Liability of the County.** The County Board, by the acceptance and performance of this Agreement does not assume any liability, and the Grantee hereby releases the County Board and any of its individual agents or employees from any such liability, and no claim shall be made by the Grantee upon the County Board or such employees or agents for or on account of any matter or thing.
- J. **Entire Agreement, Waivers and Amendments.** This Agreement integrates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the Parties with respect to the FY17 AHIF Grant Funds. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the Party to be charged, and all amendments and modifications hereto must be in writing and signed by the appropriate authorities of the Parties. The County Board's failure to act with respect to a breach by the Grantee does not waive its right to act with respect to subsequent or similar breaches. The failure of the County Board to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

- K. Time of the Essence.** Time is of the essence in the performance of this Agreement.
- L. Language Construction.** The language of each and all paragraphs, terms and/or provisions of this Agreement, shall in all cases and for any and all purposes, and in any way and all circumstances whatsoever, be construed as a whole, according to its fair meaning, and not for or against any Party and with no regard whatsoever to the identity or status of any person or persons who drafted all or any portion of this Agreement.
- M. Section 8.15. Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.
- N. No Waiver of Sovereign Immunity by County.** Notwithstanding any other provisions of this Agreement to the contrary, nothing in this Agreement nor any action taken by County Board pursuant to this Agreement nor any document which arises out of this Agreement shall constitute or be construed as a waiver of either the sovereign immunity or governmental immunity of the County's elected and appointed officials, officers and employees.
- O.** Notwithstanding anything to the contrary in the Agreement, the County Board acknowledges that representatives of Virginia Polytechnic Institute and State University will undertake the Scope of Services outlined in the Agreement.

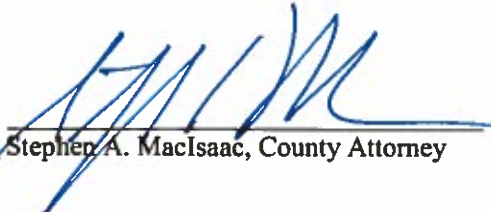
[Signatures and acknowledgments appear on the following pages]

IN WITNESS WHEREOF, the Parties have each executed, or caused to be duly executed, this Agreement under seal in duplicate, in the name and behalf of each of them (acting individually or by their respective officers or appropriate legal representatives, as the case may be, thereunto duly authorized) as of the day and year first written above.

COUNTY BOARD

Approved as to form:

**THE COUNTY BOARD OF
ARLINGTON COUNTY, VIRGINIA, a
body corporate and politic of the
Commonwealth of Virginia**


Stephen A. MacIsaac, County Attorney

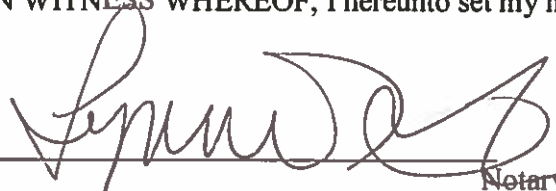
By: 
Mark Schwartz, County Manager

ACKNOWLEDGMENT

COMMONWEALTH OF VIRGINIA
COUNTY OF ARLINGTON

On this the 17 day of October, 2016, before me, personally appeared Mark Schwartz, who acknowledged himself to be the Arlington County Manager in the above instrument, and that he, as Arlington County Manager, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the County Board of Arlington County, Virginia, a body corporate and politic of the Commonwealth of Virginia by himself as the Arlington County Manager.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.


Notary Public

My Commission Expires: 1/31/19



VIRGINIA TECH FOUNDATION, INC,
a Virginia non-stock corporation, as Grantee

By:


John Dooley, CEO

ACKNOWLEDGMENT

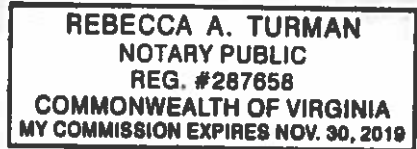
COMMONWEALTH OF VIRGINIA
COUNTY ARLINGTON

On this the 29th day of August, 2016, before me, personally appeared John Dooley, who acknowledged himself to be the CEO of the Virginia Tech Foundation, Inc. in the above instrument, and that he, as the CEO, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the Virginia Tech Foundation, Inc., by himself as the CEO of the Virginia Tech Foundation, Inc..

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Rebecca A. Turman
Notary Public

My Commission Expires: 11/30/2019




VTF OFFICE OF
GENERAL COUNSEL
REVIEWED

EXHIBIT A
SCOPE OF SERVICES

THE VIRGINIA TECH FOUNDATION, INC.

Scope of Services for the Money Smarts Program receiving FY17 AHIF Grant Funds

A. HOUSING AND COMMUNITY DEVELOPMENT OBJECTIVE:

Assist families to build assets

Increase individual and family well-being

Prevent households from becoming homeless

B. PROGRAM OBJECTIVE:

Goal: A minimum of 50 and maximum of 75 adults will participate in the Money Smarts Pay program and will adopt sound money management habits and behaviors.

Goal: A minimum of 500 children and youth will participate in Reality Store or Kids Marketplace simulations and will gain skills to help them responsibly manage their money in adulthood.

C. STRATEGIES:

1. Volunteer coaches will work with clients to track the goal setting, budgeting, credit and debt management, and savings actions that they take via monthly checklists.
2. Staff will follow up with clients six months after the end of their three-month Money Smarts Pay program to assess whether they have continued with the actions they adopted during the program and what other actions they have taken. During this assessment they will also record how much clients have saved and the amount of consumer debt they have paid off.
3. Approximately 300 students will participate in Reality Store and will complete end-of-event evaluations to determine what they learned and how the activity influenced their financial habits.
4. Two weeks after large school-wide Reality Store programs a follow-up evaluation will be conducted with a representative sample of students (e.g. 25) to determine how the lessons learned during the event have stuck with the students and how they have changed their money management behaviors.
5. Approximately 200 students will participate in Kids Marketplace and will complete end-of-event evaluations to determine what they learned and how the activity influenced their financial habits.

EXHIBIT A
SCOPE OF SERVICES

Staffing

<u>Name / Title</u>	<u>Time Commitments</u>
Meggan Orenstein, Associate Financial Education Program	29 hours per week

Any changes in the Key Personnel assigned or their general responsibilities under this project are subject to the prior approval of the County Staff.

**EXHIBIT B
LINE ITEM BUDGET**

THE VIRGINIA TECH FOUNDATION, INC.
Budget for the Money Smarts Program receiving FY17 AHIF Grant Funds

	AHIF Funds
Personnel & Fringe Costs	
Financial Education Program Associate	\$23,176
Fringe Benefits	\$2,571
Other Costs	
Incentives for Participants	\$1,875
Indirect Costs	
Indirect Cost Rate (7%)	\$1,878
TOTAL AHIF FUNDS	\$29,500

Any indirect costs charged must be consistent with the conditions of Section VI of this Agreement. In addition, the County Staff may require a more detailed budget breakdown than the one contained herein, and the Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the County Staff. Any amendments to the above Line Item budget must be approved in writing by both the County Staff and the Subrecipient.

EXHIBIT C
PROGRAM EVALUATION FORM

THE VIRGINIA TECH FOUNDATION, INC.
Program Evaluation Form for the Money Smarts Program receiving FY17 AHIF Grant Funds

ALLOCATION: \$29,500 AHIF Housing Services
IMPLEMENTING AGENCY: Virginia Cooperative Extension
GRANT YEAR: FY 2017

CD STAFF: Caitlin Jones
EVALUATION PERIOD: July 1, 2016-June 30, 2017

D. HOUSING AND COMMUNITY DEVELOPMENT OBJECTIVE:

Assist families to build assets
Increase individual and family well-being
Prevent households from becoming homeless

E. PROGRAM OBJECTIVE:

Goal: A minimum of 50 and maximum of 75 adults will participate in the Money Smarts Pay program and will adopt sound money management habits and behaviors.

Goal: A minimum of 500 children and youth will participate in Reality Store or Kids Marketplace simulations and will gain skills to help them responsibly manage their money in adulthood.

F. STRATEGIES:

6. Volunteer coaches will work with clients to track the goal setting, budgeting, credit and debt management, and savings actions that they take via monthly checklists.
7. Staff will follow up with clients six months after the end of their three-month Money Smarts Pay program to assess whether they have continued with the actions they adopted during the program and what other actions they have taken. During this assessment they will also record how much clients have saved and the amount of consumer debt they have paid off.
8. Approximately 300 students will participate in Reality Store and will complete end-of-event evaluations to determine what they learned and how the activity influenced their financial habits.
9. Two weeks after large school-wide Reality Store programs a follow-up evaluation will be conducted with a representative sample of students (e.g. 25) to determine how the lessons learned during the event have stuck with the students and how they have changed their money management behaviors.

**EXHIBIT C
PROGRAM EVALUATION FORM**

10. Approximately 200 students will participate in Kids Marketplace and will complete end-of-event evaluations to determine what they learned and how the activity influenced their financial habits.

G. PERFORMANCE MEASURES

KEY INDICATORS	EXPECTED	YTD	ACTUAL
1. Number of Money Smarts Pay program participants	60		
2. Percent / number of participants to achieve the short-term savings goals that they set. The achievement of this objective will be tracked via a six-month follow-up evaluation.	60%	/ 36	
3. Percent / number of participants to access their credit reports and, if they have outstanding consumer debts, will make plans for paying them off in a specific time frame (e.g. one year).	85%	/ 51	
4. Percent / number of participants to make on-time payments of their monthly obligations (rent, utilities, phone) for the duration of the three-month program and the six months following.	90%	/ 54	
5. Number of teens to participate in Reality Store	300		
6. Percent / number of teens who participate in Reality Store to report that they learned about how having a savings account and insurance could help them plan for emergencies.	90%	/ 270	
7. Number of Kids Marketplace participants	200		
8. Percent / number of children who participate in Kids Marketplace to report on post-event evaluations that they gained new ideas on how to handle their money in the future and that they learned that life has surprises that can cost extra money.	90%	/ 180	

RACE AND ETHNICITY TABLE:

Race	Year to Date Number non-Hispanic	Year to Date Number Hispanic	Year to Date Total Served
1. White			
2. Black/African American			
3. Asian			
4. American Indian/Alaskan Native			
5. Native Hawaiian/Other Pacific Islander			
6. American Indian/Alaskan Native & White			

**EXHIBIT C
PROGRAM EVALUATION FORM**

7. Asian & White			
8. Black/African American & White			
9. American Indian/Alaskan Native & Black/African American			
10. Other Multiracial			
TOTAL NUMBER ASSISTED** (indicate persons or households)			
FEMALE HEADED HOUSEHOLD			

INCOME TABLE:

Income Level	Year to Date Number*
High Income (over 80% of median)	
Moderate Income (67-80% of median)	
Low Income (51-67% of median)	
Very Low Income (0-50% of median)	
TOTAL NUMBER ASSISTED* (indicate persons or households)	

*These totals should be the same

For year end, dollar amount of funds leveraged from sources other than CDBG:

Other Federal Funds Leveraged	
State Funds Leveraged	
Local Funds Leveraged	
Private Funds Leveraged	
TOTAL FUNDS LEVERAGED	

For CPHD Housing Division Staff Use Only:

I. Analysis:

II. Recommendations:

III. Actions Taken: