



May 29, 2019

Mr. Lenny Curry
Mayor
City of Jacksonville
117 West Duval Street
Jacksonville, FL 32202

Dear Mr. Curry:

I am pleased to inform you that City of Jacksonville has been awarded a Christopher & Dana Reeve Foundation 2019 1st Cycle Direct Effect Quality of Life grant in the amount of \$25,000 to support your project entitled, *Bethesda Park Adaptive Kayak Launch*.

This grant is funded through a cooperative agreement with the United States Department of Health and Human Services, Administration for Community Living (cooperative agreement number 90PRRC0002-01-01; Catalog of Federal Domestic Assistance number 93.325), and is considered a federal sub-recipient grant. As such, grant funds are restricted from funding food, new construction/major rehabilitation of buildings, grants to individuals, and basic research. Sub-recipients must track and report on these grant funds as well as keep adequate documentation to prove that grant funds are expended in the manner specified in the approved project budget (Appendix A) and stipulated in this letter. Sub-recipients must allow the Reeve Foundation and its auditors access to your organization's financial records and statements if requested and/or necessary. It is required that all grant funds be expended within the project period.

Two reports are required for this grant. The grant project period, grant payment and reporting dates are as follows:

Project Period:	June 1, 2019 through May 31, 2020
One-time Grant Payment:	Issued upon receipt of countersigned Grant Award Letter
Interim Report:	December 31, 2019
Final/Close Out Report:	June 30, 2020

Report reminders will be sent one month prior to the report due date and an electronic report template will be provided. Interim Project Report Requirements are attached (Appendix B). Final/close out report requirements will be sent in advance and will allow you to detail the project's progress, challenges, how challenges were addressed, the project's impact, and grant expenditures. The final report will also include an impact evaluation survey that is conducted by Vanderbilt University to enable you to offer candid feedback about the overall grant experience.


Any changes in project scope or budget must be requested in writing and are subject to approval. All requests are to be directed to Mark Bogosian, Director of Quality of Life Grants Program, at mbogosian@christopherreeve.org.

Information about publicizing your award will be emailed in the next few weeks, along with a template press release. The Reeve Foundation always looks for opportunities to inform our community members of your important work. We encourage you to share stories and photographs (high resolution, please) of news you would like to share, and we will try to spread the word via social media and other outlets.

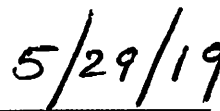
Further, we encourage you to inform your client base that the Reeve Foundation Paralysis Resource Center (PRC) offers a wealth of free informative products and services in a variety of formats, including our flagship publication, the *Paralysis Resource Guide*, Information Specialists services, Peer and Family Support Program, educational webinars and online community forums. Please visit our website at www.christopherreeve.org for more information.

Members of the Reeve Foundation staff, Board of Directors, and/or other representatives may wish to arrange a site visit to learn more about your program, assess progress, assist with challenges, and participate in press-related activities. Your organization may also be invited to participate in meetings of interest in your area. In addition, the Reeve Foundation will notify your federal elected legislators about the grant award.

On behalf of the Reeve Foundation Board of Directors and staff, we wish you much success with your efforts to enhance the lives of people living with paralysis and their families.



Mark Bogosian
Director, Quality of Life Grants Program



Date

Please sign below to indicate adherence to the grant requirements:

Name and Title of Executive Officer

Date

Please print name and title of Executive Officer below if different from addressee.

Name

Title

APPENDIX A: APPROVED PROJECT BUDGET

Please refer to the attached approved project budget

Christopher & Dana Reeve Foundation
 Grant Line-Item Budget

City of Jacksonville, Florida
 Bethesda Park Adaptive Kayak Launch
 One-Year Project Budget

Note: Subtotal and Total costs will formulate automatically

Itemized Budget		Total Cost	Requested Amount
Personnel Costs			
List all positions by title	% FTE		
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Personnel Subtotal		\$ -	\$ -
Equipment Costs			
Itemize and provide descriptions of equipment (indicate below if vendor quote is attached to support equipment request)			
BoardSafe Adaptive Kayak Launch System		\$ 44,000	\$ 25,000
(See Attached Vendor Quote)		\$ -	\$ -
		\$ -	\$ -
Equipment Subtotal		\$ 44,000	\$ 25,000
Consultants/Contractors			
Name of Consultant/Contractor (person or company) and one-sentence description of services			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Consultants/Contractors Subtotal		\$ -	\$ -
Supplies			
Itemize and provide description of supplies (indicate below if vendor quote is attached to support supplies request)			
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Supplies Subtotal		\$ -	\$ -
Travel			
Type of travel and one-sentence description of purpose			

		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
	Travel Subtotal	\$ -	\$ -
Other Costs			
Item (good or service) and one-sentence description of purpose			
	Installation	\$ 38,850	\$ -
	Site preparation, including sidewalk modifications (See Attached Vendor Quote)	\$ -	\$ -
	Other Costs Subtotal	\$ 38,850	\$ -
TOTAL COSTS			
		\$ 82,850	\$ 25,000

Other Sources of Funding	Amount	Is this funding Committed or Pending?
Internal Funds (COJ Parks Dept)	\$ 57,850	Committed
Individuals	\$ -	
Foundations	\$ -	
Corportations	\$ -	
Government - Federal	\$ -	
Government - State	\$ -	
Other	\$ -	
TOTAL	\$ 57,850	

Summary of Funds Requested	Requested Amount
Personnel	\$ -
Equipment	\$ 25,000
Consultants/Contractors	\$ -
Supplies	\$ -
Travel	\$ -
Other Costs	\$ -
TOTAL FUNDS REQUEST	\$ 25,000

APPENDIX B: DIRECT EFFECT INTERIM PROJECT REPORT REQUIREMENTS

Grantees are to respond directly through the Christopher & Dana Reeve Foundation online grants portal.

Project Implementation

Describe the progress toward accomplishing the project goals. Please address:

- Project accomplishments to date.
- Schedule/timetable: Is the project on schedule? If not, please explain why and describe anticipated changes to deadlines or milestones.
- Project changes: Was it necessary to make any changes in the proposed project? Please explain any modifications to the project from the approved proposal. ***Please note as indicated in the grant award letter, all changes in project scope must be approved prior to report submission.***
- Challenges: Identify any challenges/obstacles you've faced while developing and implementing this project. Identify possible solutions or proposed changes to address the challenges/obstacles.
- Collaborations: Identify other organizations/networks you have worked with to initiate and implement this project and provide a brief explanation of the collaborative efforts.
- Lessons Learned: Describe what the organization has learned during the project period to date, and any implications as the project moves forward.

Financial Reporting

Based on the approved project budget, provide a summary of projected versus actual expenditures to date.

- Describe any budget modification requested due to any unforeseen situations or project changes.

Additional Materials

Please upload copies of any significant materials including newsletters, brochures, articles, etc. that shed light on the project or your organization's recent activities.