

## Jackson, Natasha

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**From:** McNeeley, Kimberly  
**Sent:** Friday, March 30, 2018 9:45 AM  
**To:** Soliz, Ricardo; Kallivoka, Liana [PARD]  
**Cc:** Piper, Suzanne; Nixon, John; Jackson, Natasha; Mendez, Beverly  
**Subject:** RE: Congrats Austin! 10-Minute Walk Grant

Congratulations! This is another great opportunity for the Austin PARD team to be an industry leader. Your commitment to the submitting the grant and executing the process of acceptance (and the real work) is super exciting. Let me know how I can support this effort.

Best Regards-

Kimberly McNeeley, CPRP, Acting Director  
Austin Parks and Recreation Department  
512-974-6722

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**From:** Rachel Banner [mailto:rbanner@nrpa.org]  
**Sent:** Friday, March 30, 2018 9:39 AM  
**To:** Soliz, Ricardo <Ricardo.Soliz@austintexas.gov>; McNeeley, Kimberly <Kimberly.McNeeley@austintexas.gov>  
**Cc:** Jared Mummert <jmummert@nrpa.org>  
**Subject:** Congrats Austin! 10-Minute Walk Grant

Dear Kimberly and Ricardo,

Congratulations! We are pleased to inform you that Austin has been selected as one of twelve cities to receive a 10-Minute Walk Planning Grant and Technical Assistance from NRPA with support from The JPB Foundation. NRPA applauds the important work you are doing to strengthen the quality of life in your community – and we are pleased to support you in these efforts.

**Please reply to this email as soon as possible to indicate that you will accept the grant,** are able to send three people to attend the in-person training on May 30-31, 2018 in Chicago, IL, and will have a measurable 10-Minute Walk commitment and plan for action developed by April 30, 2019.

Upon receiving your acceptance, we will initiate the following next steps and timeline:

- **Week of April 2<sup>nd</sup> or April 9<sup>th</sup>** -- Individual check-in call with your team
- **Due May 1<sup>st</sup>** –Memorandum of Understanding (MOU) and W-9 containing more specific grant information and requirements will be sent after acceptance. A signed copy of this MOU and your agency's W-9 are required before grants are distributed via a check to your agency in two payments. The first payment of \$25,000 will be sent after the MOU and W-9 are returned. The second \$15,000 will be sent in September when we have received your mid-term report due August 31<sup>st</sup>.
- **April 19<sup>th</sup>, 1-2pm** – Group grant kick-off call
- **May 1<sup>st</sup>** – Complete 2018 Park Metrics – more information will be sent in a separate email
- **May 30 & 31, Chicago, IL** – In -person training. You are required to bring three of your core team members and/or partners to this meeting. A more detailed message will be sent with travel logistics.

Once we have your signed MOU we will be sending along a press toolkit so that you can share your success. **Please do not make a public announcement about this grant award** until you have received this toolkit and the national press release has been issued.

Congratulations again! We are very much looking forward to working with you over this next year to develop your 10-Minute Walk commitment and plan for action!

If you have any questions, please feel free to contact me, [rbanner@nrpa.org](mailto:rbanner@nrpa.org) or 703-858-2159.

Best,  
Rachel

**Rachel Banner, MPH**  
Program Manager | 703.858.2159 | [rbanner@nrpa.org](mailto:rbanner@nrpa.org)

