

## Writing Sample 1

- This is a Staff Memo I wrote to the City Council of Lewisville, TX explaining an adaptive recreation program that we were requesting state grant funds to grow.

### **MEMORANDUM**

**TO:** Donna Barron

**FROM:**

**DATE:**

**SUBJECT: Approval of Texas Parks & Wildlife Department (TPWD) Community Outdoor Outreach Program (CO-OP) Grant Application for Lewisville Lake Environmental Learning Area (LLELA)**

#### **BACKGROUND**

The Community Outdoor Outreach Program (CO-OP) grant provides funding to local governments and non-profit organizations for programming that introduces under-served populations to environmental and conservation programs as well as TPWD mission-oriented outdoor activities. This reimbursement grant program provides funds to tax-exempt organizations ranging from \$5,000 to \$50,000. Eligible organizations can apply to use these funds for programming expenses such as equipment, leasing transportation, staff, liability insurance, food, program materials, etc.

This source of funding helps affinity organizations, like LLELA Nature Preserve, connect our community with nature and supports environmental education and recreation programming that broadens the number of Texans interested, concerned and energized to become stewards of our natural resources. To build off the success of the 2019 iteration of LLELA Field Day and A Chance to Hike, we are applying for the CO-OP grant in order to procure additional resources that will help grow the program.

#### **ANALYSIS**

Tiara Chapman, LLELA Nature Program Coordinator, worked with Morgan McKay, Program Director for 29 Acres, to form a partnership and build the LLELA Field Day project. The 29 Acres housing development is a safe and dynamic, assisted-living community where adults with autism (ASD) and other neuro-diversities can live and be supported, enabling them to build relationships, feel value, success, and happiness in their lives. 29 Acres not only provides transitional housing and care for those who live at the development but also offers opportunities for adults throughout the Metroplex with neuro-diversities to get outdoors and socialize within

their 29 Friends program. The 29 Friends social group meets weekly to enjoy activities throughout North Texas.

The CO-OP grant will fund our project, LLELA Field Day; a series of sensory friendly field days where residents/participants of 29 Acres' Summer Camp can enjoy the outdoors and build a connection to nature.

LLELA Field Day will provide 6 six-hour outdoor adventure events and 2 overnight camping events throughout Summers 2020 and 2021 where residents of 29 Acres can visit LLELA and enjoy sensory-friendly outdoor recreational activities including hiking, fishing, birding and kayaking. The Summer Field Days will help 10-15 adults with ASD incorporate leisure activities into their lives. This connection to nature is proven to aid in successful transitions to independent lifestyles by improving physical, cognitive, and social skills. To continue the work of fostering stewardship, in October 2020 and 2021, residents will participate in Make a Difference Day where they will assist UNT students and Richard Freiheit, Restoration Manager, in a prairie restoration project to plant native forbs on the Preserve. This project encompasses approximately 240 program hours for 29 Acres throughout 2020-2021.

Given the experience and outcomes observed from 2019, adaptive equipment, like kayak outriggers and carbon paddles, would have added immensely to the participants' comfort and safety. The CO-OP grant would help with acquiring the \$21,296.44 worth of adaptive equipment including paddles, outriggers, arm braces, tents, and sleeping cots.

The "A Chance to Hike" monthly nature walk for members of the Special Needs community would benefit from additional resources as well. We requested funding for 4 Walk 'n Chairs; a piece of convertible adaptive equipment that helps people switch between the use of a wheelchair or walker as they hike. This program encompasses approximately 50 program hours for the public through 2020-2021.

The grant application is due on December 4, 2019 and requires a resolution from City Council authorizing the grant submittal and potential acceptance of grant funds, as well as designating the City Manager to act on behalf of the City in formal communication with TPWD. Once the resolution has been signed, the City Manager will sign the Application Signature and Certifications and Assurances form.

The CO-OP grant is a reimbursement grant. Our project costs \$34,396.44. We have funds in the 2019-2020 LLELA budget to start this project.

## **RECOMMENDATION**

That the City Council approve the resolution as set forth in the caption.

## Writing Sample 2

As a member of the City's Race Equity Team, I created 12 slides to be displayed Citywide on our customer facing Content on Demand digital monitors.

Celebrate  
Black History  
in the making

RUE MAPP

Founder and CEO of **Outdoor Afro**,  
a nationwide nonprofit that celebrates and inspires  
Black connections and leadership in nature.



Celebrate  
Black History  
in the making

This Texas Icon has an incredible list of firsts including: 1st Black woman to serve in the Texas Senate, 1st Black Female U.S. Governor, and 1st Black Woman to represent Texas in the U.S. Senate. Congresswoman Jordan died in 1996 but her work on 370 legislative resolutions actively improve the lives of Americans today.



BARBARA JORDAN

Celebrate  
Black History  
in the making

Nigerian American NYT best selling author of **I'm Judging You: The Do Better Manual**. It's hilarious and available at the Lewisville Public Library!

LUVVIE AJAYI



Writer. Speaker. Truth-teller.  
PROFESSIONAL TROUBLEMAKER

Celebrate  
Black History  
in the making



TIFFANY ALICHE

The Budgetnista, Tiffany Aliche has created a financial movement that has helped over 800,000 women worldwide (the Dream Catchers) collectively save more than \$100 million, pay off over \$75 million in debt, purchase homes, and transform the way they think about their finances.

"My motto, Live Richer, is really a play on words, it's not just about the money, it's about growth. It's a movement forward."