

INTRODUCED: December 15, 2025

AN ORDINANCE No. 2025-276

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute an Outside Agency Contract between the City of Richmond and the Boys & Girls Clubs of Metro Richmond for the purpose of funding the expansion of life skills programming at Martin Luther King, Jr. Middle School.

\_\_\_\_\_  
Patron – Mayor Avula

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

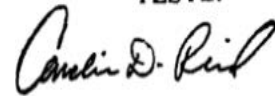
PUBLIC HEARING: JAN 12 2026 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, be and is hereby authorized to execute an Outside Agency Contract between the City of Richmond and Boys & Girls Clubs of Metro Richmond for the purpose of funding the expansion of life skills programming at Martin Luther King, Jr. Middle School. Such Outside Agency Contract shall be approved as to form by the City Attorney and shall be substantially in the form of the document attached to this ordinance.

§ 2. This ordinance shall be in force and effect upon adoption.

A TRUE COPY:  
TESTE:



City Clerk

AYES: 7 NOES: 0 ABSTAIN: \_\_\_\_\_

ADOPTED: MAR 10 2026 REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

# City of Richmond

## Intracity Correspondence

### O&R Transmittal

**DATE:** October 10, 2025

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Dr. Danny Avula, Mayor

**THROUGH:** Mr. Odie Donald, Chief Administrative Officer

**THROUGH:** Ms. Tanikia Jackson, Deputy Chief Administrative Officer, Finance and Administration

**THROUGH:** Meghan Brown, Director, Department of Budget and Strategic Planning

**THROUGH:** Amy Popovich, Deputy Chief Administrative Officer, Human Services

**FROM:** Eva Colen, Senior Policy Advisor, Office of Children & Families

**RE:** FY26 Life Skills Programming Grant Contract

**ORD. OR RES. No.** 2025-XXX

**PURPOSE:** To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Life Skills Programming Grant Contract between the City of Richmond and the Boys & Girls Clubs of Metro Richmond for the purpose of funding the expansion of life skills programming at Martin Luther King, Jr. Middle School.

**BACKGROUND:** The Fiscal Year 2025-2026 General Fund Budget includes a line item in the Outside Agencies budget entitled “Life Skills Programming”, which City Council intended to support certain activities at Martin Luther King, Jr. Middle School that promote life skills development. The Office of Children and Families conducted a comprehensive solicitation and evaluation process that resulted in the selection of Boys & Girls Clubs of Metro Richmond to receive the funds appropriated to this line item. The attached grant contract specifies the scope of services and related performance measures for the grant contract.

**COMMUNITY ENGAGEMENT:** The selected application by Boys & Girls Club of Metro Richmond describes comprehensive engagement of the MLK community through student surveys and focus groups.

**STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL:** N/A

**FISCAL IMPACT:** None

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** December 8, 2025

**CITY COUNCIL PUBLIC HEARING DATE:** January 12, 2026

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Education and Human Services Standing Committee

**AFFECTED AGENCIES:** Outside Agencies; Budget

**RELATIONSHIP TO EXISTING ORD. OR RES.:** 2025-057

**ATTACHMENTS:** “Life Skills Programming at MLK” Request for Applications; Life Skills Programming Grant Contract

**STAFF:** Eva Colen, x5454, Eva.Colen@rva.gov

# City of Richmond

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## OFFICE OF CHILDREN AND FAMILIES

### REQUEST FOR APPLICATIONS

### LIFE SKILLS PROGRAMMING AT MARTIN LUTHER KING, JR. MIDDLE SCHOOL

The City of Richmond's Office of Children and Families announces the availability of funds for eligible organizations to deliver comprehensive life skills programming at Martin Luther King, Jr. Middle School during the 2025-2026 school year. This initiative aims to strengthen critical life competencies that support academic success, positive behavioral choices, and long-term educational and career planning among MLK students.

The selected organization will work directly with students currently enrolled at MLK Middle School, focusing on measurable outcomes that promote positive youth development and create protective factors against youth violence. Programming should integrate evidence-based approaches to help students develop essential skills including conflict resolution, time management, self-regulation, academic planning, and other critical life skills. This may include, but is not limited to, mental health services, and case management.

The City expects funded programs to demonstrate meaningful impact through reduced disciplinary incidents, increased student engagement in academic planning, and improved life management capabilities that support both immediate academic success and long-term goal achievement. A total of \$250,000.00 is expected to be awarded through this RFA to support eligible activities during School Year 2025-2026.

Application materials can be made available in Spanish as well as other languages. To receive these documents or to request other translation and interpretation assistance, please email [askoire@rva.gov](mailto:askoire@rva.gov) or call (804) 646-0145.

Podemos tener disponibles los documentos de la solicitud en español y en otros idiomas. Para recibir estos documentos o solicitar otro tipo de asistencia de traducción e interpretación, envíe un correo electrónico a [askoire@rva.gov](mailto:askoire@rva.gov) o llame al (804) 646-0145.

#### **Submission and Award Notice:**

- Questions about this RFA may be directed to [askocf@rva.gov](mailto:askocf@rva.gov).
- Applications, including all required attachments, must be submitted by email to [askocf@rva.gov](mailto:askocf@rva.gov) no later than 5:00 PM on Tuesday, September 2, 2025. Late applications will not be accepted.
- The City expects to notify successful applicants by email no later than 5:00 PM on Friday, September 26, 2025.

#### **Project Period**

- Though the City will consider requests for longer project periods, preference will be given to projects that can be completed within the 2025-2026 RPS School Year.

#### **Funding Amount**

- A total of \$250,000 is available through this RFA. Organizations may submit proposals requesting up to \$250,000, and the City anticipates funding no more than 2 proposals that collectively will not exceed the total available funding amount.



## OFFICE OF CHILDREN AND FAMILIES

### REQUEST FOR APPLICATIONS

#### LIFE SKILLS PROGRAMMING AT MARTIN LUTHER KING, JR. MIDDLE SCHOOL

#### ELIGIBILITY THRESHOLD

- Applicants must be Virginia nonstock (nonprofit) corporations authorized to conduct business in the Commonwealth of Virginia and be in good standing with the City of Richmond.
- Applicants must be in compliance with all federal, state, and local regulations, and have no outstanding violations, taxes, or penalties.
- Applicants must have a well-developed organizational structure and a currently active Board.
- Applicants must disclose any lawsuits to which they have been a party in the past three years, as well as any lawsuits and investigations, criminal or otherwise, relating to the financial or business practices of the organization that are pending at the time of application.
- Applicants must provide all attachments listed below:
  - Proof of liability insurance
  - Partnership agreement with Richmond Public Schools for School Year 2025-2026
  - Federal tax-exempt certification
  - Most recent IRS Form 990 (Must be a complete 990. Form 990-N will not be accepted)
  - Prior fiscal year audit and/or financial statement
  - List of Board of Directors
  - Current year operating budget
  - Project budget

#### Application Elements:

1. **Cover Sheet:** See Attachment A
2. **Narrative:** The completed narrative must have the following components and should be no longer than 5 total pages:
  - a. **Organizational Background and Capacity:** Briefly describe the organization's mission, history, and relevant experience in implementing an initiative of this kind. How has your program demonstrated success in the past (what quantitative and qualitative data can you share, how many people have you helped or supported, results of your program, etc.)?
  - b. **Program Description:** Provide a detailed description of the proposed project and the services that will be provided as a result of this funding. What are the goals and intended outcomes of your program? Please explain whether the proposed project is evidence-based or evidence-informed and provide citation for the evidence.
  - c. **Cost-Effectiveness and Sustainability:** This is a one-time funding opportunity. Please articulate how these funds will be leveraged to drive impact in School Year 2025-2026, and how your organization will adapt in future years in case of reduced funding availability. Can this project be delivered if you only receive partial funding? If so, how?
  - d. **Data and Reporting:** How will you track your effectiveness (e.g. data (qualitative and quantitative), performance measures, participant feedback)? Please provide a description of the data you plan to collect and your approach to reporting.
3. **Budget:**
  - Using the provided template, or your own template with at least the same level of information, please provide a complete project budget.



**OFFICE OF CHILDREN AND FAMILIES**  
REQUEST FOR APPLICATIONS  
LIFE SKILLS PROGRAMMING AT MARTIN LUTHER KING, JR. MIDDLE SCHOOL

**4. Budget Narrative:**

- In a concise manner, please explain the costs in each budget category, including which budget items will be covered by the grant and which ones will be covered by other sources of funds. Please include a short justification of each proposed line item describing the programmatic relevance.

**5. Timeline:**

- In a format of your choosing, please provide a project timeline with key milestones.

**Review Criteria - Applications will be evaluated based on the following criteria:**

**Program Design (25 points)**

- Clarity and feasibility of program model
- Evidence-informed and evidence-based approaches

**Organizational Experience and Past Performance (25 points)**

- Demonstrated experience and success
- Organizational stability and track record of past performance. In partnership with the City of Richmond and/or in other settings, the applicant has demonstrated the capacity to complete the proposed project.
- Staffing qualifications and expertise

**Cost-Effectiveness and Budget (15 points)**

- Clear, reasonable, and well-justified budget
- Cost per participant/outcome
- Leveraging of additional resources
- Sustainability planning

**Data Collection and Evaluation (15 points)**

- Clear data collection plan and reporting capabilities
- Appropriate performance measures

**Community Impact and Outcomes (20 points)**

- Potential for meaningful impact on target population
- Alignment with community needs and priorities
- Promotes the development of specific CDC-identified protective factors against youth violence
- Promotes the development of specific social-emotional skills



**OFFICE OF CHILDREN AND FAMILIES**  
REQUEST FOR APPLICATIONS  
LIFE SKILLS PROGRAMMING AT MARTIN LUTHER KING, JR. MIDDLE SCHOOL

**Review Process Steps**

- Eligibility Screening: All applications will be screened for completeness and eligibility requirements
- Technical Review and Scoring : Eligible applications will be evaluated against the review criteria by the scoring committee of subject matter experts.
- Final Selection: The scoring committee and City leadership will together review the top scoring applications to identify 1-3 grantees for funding. A minimum score of 80 will be required to advance to the final selection phase.



**OFFICE OF CHILDREN AND FAMILIES**  
REQUEST FOR APPLICATIONS  
LIFE SKILLS PROGRAMMING AT MARTIN LUTHER KING, JR. MIDDLE SCHOOL

**Attachment A**  
**Application Cover Sheet**

**Organization Information:**

Organization Name: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Board Chairperson: \_\_\_\_\_

**REQUIRED ATTACHMENT CHECKLIST**

- Narrative
- Project budget
- Budget narrative
- Timeline
- Proof of liability insurance
- Partnership agreement with Richmond Public Schools for School Year 2025-2026
- Federal tax-exempt certification
- Most recent IRS Form 990 (Must be a complete 990. Form 990N will not be accepted)
- Prior fiscal year audit and/or financial statement
- List of Board of Directors
- Current year operating budget

Signature of Authorized Representative (CEO, Executive Director, Board Chair, or other Authorized Representative):

\_\_\_\_\_

## OUTSIDE AGENCY CONTRACT

THIS CONTRACT is made this \_\_ day of \_\_, 2026 between the City of Richmond, a municipal corporation and political subdivision of the Commonwealth of Virginia (the "City"), and Boys & Girls Clubs of Metro Richmond, a Virginia non-stock corporation, authorized to transact business in the Commonwealth of Virginia (the "Recipient").

### STATEMENT OF PURPOSE

- A. Section 15.2-953(A) Code of Virginia authorizes the City to make gifts and donations to any charitable institution or association, located within their respective limits or outside their limits if such institutions or association provides services to residents of the locality.
- B. By Ordinance No. 2025-057 adopted May 12, 2025, the City Council of Richmond, Virginia adopted the General Fund Budget for the fiscal year commencing July 1, 2025 and ending June 30, 2026 and appropriated funds in the amount of \$250,000.00 to the “Life Skills Programming” line in the Outside Agencies Budget for the purpose of supporting such programming at Martin Luther King, Jr. Middle School.
- C. Ordinance No. <INSERT ORDINANCE NUMBER> adopted <INSERT DATE OF ADOPTION> further authorizes the City to enter this Grant Contract providing \$250,000.00 from the Outside Agency Budget (“Funds”) to the Recipient for the purpose of expanding access programming that promotes the development of life skills to students at Martin Luther King, Jr. Middle School.

The City and the Recipient, intending to be legally bound, agree as follows:

1. **Contact Information.**

- A. The City's point of contact for purposes of this Contract is:

Eva Colen  
Office of Children and Families  
900 East Broad Street  
Richmond, Virginia 23219  
HSNondepartmentals@rva.gov

This point of contact is responsible for monitoring the Recipient's compliance with this Contract.

- B. The Recipient's point of contact for purposes of this Contract is:

Katie Rhodes  
Boys & Girls Clubs of Metro Richmond  
100 Everett Street, #1, Richmond, VA 23224  
krhodes@bgcmr.org  
(804)398-8745

- C. Either party may change the contact information set forth in this section by submitting a written statement that the party is making such a change and setting forth the contact information of the party's new point of contact to the other party's point of contact.

2. **Payment of Funds.**

- A. The City shall pay the Funds to the Recipient in one lump sum payment, due within 30 days or soon as possible following full execution of this Contract and the receipt of an invoice for the Funds.
- B. The Recipient shall return to the City all of the Funds received by the Recipient if the requirements set forth in section 3 below are not fulfilled.
- C. If the Recipient has not expended any part of the Funds after all of the requirements set forth in section 3 below are met, the Recipient shall certify in writing to the City's Chief Administrative Officer that all of the requirements set forth in section 3 have been fulfilled and the specific amount of the Funds that the Recipient has not expended. If the City's Chief Administrative Officer agrees in writing that all of the requirements set forth in section 3 have been fulfilled, the Chief Administrative Officer may choose to allow the Recipient to retain and use the remaining portion of the Funds for any lawful purpose.

3. **Scope of Services.** In consideration of the City's grant of the Funds to the Recipient, the Recipient shall:

- A. Maintain staffing at Martin Luther King, Jr. Middle School which is led by a full-time Club Director and supported by part-time youth development staff, and program provider partners who provide safe, engaging, and developmentally appropriate experiences for all members during the school year;
- B. Maintain staffing at Martin Luther King, Jr. Middle School which is led by a full-time Club Director and supported by part-time youth development staff, and program provider partners who provide safe, engaging, and developmentally appropriate experiences for all members during the summer;
- C. Conduct at least three field trips that engage a minimum of 40 Martin Luther King, Jr. Middle School students on each trip;
- D. Engage at least 100 Martin Luther King, Jr. Middle School students in programming during the school year;
- E. Engage at least 125 Martin Luther King, Jr. Middle School students in summer programming;
- F. Engage Martin Luther King, Jr. Middle School students in surveys, focus groups or other activities that solicit student input in order to shape programmatic activities at the school;

- G. Implement EliteGamingLIVE Academy and engage at least 45 Martin Luther King, Jr. Middle School students across 31 weeks of programming, at least five tournaments, and at least three seasonal championships;
  - H. Provide stipends to Martin Luther King, Jr. Middle School students who participate in the EliteGamingLIVE Academy; and
  - I. Track participant attendance.
4. **Performance Measures.** The City will use the following performance measures to evaluate whether the Recipient has performed the services required by this Contract in a manner that achieves the City's purpose in providing the Funds to the Recipient. Achievement of these performance measures may be used by the City in determining eligibility for future funding:
- A. Did Recipient utilize the Grant Funds in accordance with the parameters set forth in Section 3 of this Contract?
5. **Reporting.** The Recipient shall furnish the City's point of contact with a written report on its use of the Funds quarterly by submitting Program Reports. Reporting templates to be provided to the Recipient by the City's point of contact. Reports shall be due by July 15, 2026, September 15, 2026, and at additional quarterly intervals as needed.
6. **Acknowledgement of Donation.** The Recipient shall, in connection with any programs, events, or other matters funded in whole or in part with the Funds, acknowledge the City of Richmond as a donor, contributor, or sponsor. This acknowledgement must be included on any promotional materials, brochures, publications, websites, or other visible locations. The City has the right, upon request, to review and approve any such acknowledgement. Further, the City has the right, in its sole discretion, to require the removal of its name from any such promotional materials, brochures, publications, websites, or other visible locations.
7. **Compliance Monitoring.** The City's point of contact shall monitor the Recipient's compliance with this Contract. In addition to the reports required by Section 5, the Recipient shall furnish the City's point of contact with any information reasonably requested by the City's point of contact in order to enable the City's point of contact to determine whether the Recipient is meeting or has met the performance measures set forth in this Contract. This may include at least one site visit to be performed by a representative of the City.
8. **Recipient's Representations and Warranties.** The Recipient represents and warrants as follows:
- A. The Recipient is and will be for the duration of this Contract a charitable institution or association as detailed in a Section 15.2-953(A) of the Code of Virginia.
  - B. The Recipient's signatory below is duly authorized by the Recipient to enter into this Contract and thereby bind the Recipient to this Contract's terms and conditions. This Contract is signed when a party's signature is delivered by facsimile, email, or other electronic medium. These signatures must be treated in all respects as having the same

force and effect as original signatures.

9. **Audit.** Pursuant to Section 2-187 of the Code of the City of Richmond, the Recipient shall, as a condition of receiving monies from the City, be subject to periodic audits of its finances and expenditures of such City monies by the City Auditor on demand and without notice.
10. **Record Retention.** The Recipient agrees to maintain all financial records, books, and relevant supporting documentation related to this award for a period of not less than five (5) years from the expiration or earlier termination of this agreement, or for such time as otherwise required by law, whichever is longer. These records shall be maintained in accordance with generally accepted accounting principles (GAAP) and be readily available for inspection and audit by authorized representatives of the City of Richmond upon written request. Such records shall be maintained locally or deliverable at the Recipient's expense to a location in the metropolitan Richmond area.
11. **Term.** This contract is effective beginning \_\_\_\_\_, 2026

**RECIPIENT:**

**CITY:**

By:

By:

\_\_\_\_\_  
Sean Miller  
President & CEO

\_\_\_\_\_  
Odie Donald  
Chief Administrative Officer

Date:

Date:

**APPROVED AS TO FORM:**



\_\_\_\_\_  
Senior Assistant City Attorney      Date