

INTRODUCED: May 26, 2015

AN ORDINANCE No. 2015-120-131

To authorize the Chief Administrative Officer to accept funds in the amount of \$23,600 from the National Association of County and City Health Officials and to appropriate the increase to the Fiscal Year 2014-2015 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Social Services by \$23,600 for the purpose of supporting the planning and implementation of initiatives to increase breastfeeding in the city.

Patron – Mayor Jones

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JUNE 8 2015 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, is authorized to accept funds in the amount of \$23,600 from the National Association of County and City Health Officials for the purpose of supporting the planning and implementation of initiatives to increase breastfeeding in the city.

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2014, and ending June 30, 2015, by increasing estimated revenues by \$23,600, increasing the amount appropriated for expenditures by \$23,600 and

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JUNE 8 2015 REJECTED: _____ STRICKEN: _____

allotting to the Department of Social Services the sum of \$23,600 for the purpose of supporting the planning and implementation of initiatives to increase breastfeeding in the city.

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



O & R REQUEST

CITY OF RICHMOND

INTRACITY CORRESPONDENCE

APR 30 2015

4-3517

Chief Administration Office
City of Richmond

O&R REQUEST

DATE: April 29, 2015 EDITION: 1

TO: The Honorable Members of City Council

THROUGH: Dwight C. Jones, Mayor *DCJ*

THROUGH: Christopher L. Beschler, Interim Chief Administrative Officer *CB*

THROUGH: Debra Gardner, Deputy Chief Administrative Officer of Human Services *Debra Gardner*

FROM: David M. Hicks, Director of Richmond Department of Social Services *Thomas Fitzpatrick for David Hicks. 4/30/2015*

RE: To authorize the Chief Administrative Officer to accept funds from the National Association of County and City Health Officials (NACCHO)

ORD. OR RES. No. _____

PURPOSE: The purpose of this ordinance is to authorize the Mayor to accept \$23,600 in funding from National Association of County and City Health Officials (NACCHO). Funds in the amount of \$23,600 will be appropriated to the Special Revenue Budget for the Richmond City Department of Social Services for the fiscal year beginning July 1, 2014 and ending June 30, 2015.

REASON: The funding will be used to reduce disparities in breastfeeding through peer and professional support.

RECOMMENDATION: The City's Administration and the Department of Social Services recommend approval and acceptance of these funds to enable the planning and implementation of initiatives to increase breastfeeding in the City of Richmond.

BACKGROUND: The National Association of County and City Health Officials is the voice of the approximately 2,800 local health departments (LHDs) across the country. These city, county, metropolitan, district, and tribal departments work to protect and improve the health of all people and all communities. NACCHO provides resources to help LHD leaders develop public health policies and programs to ensure that communities have access to the vital programs and services people need to keep them protected from disease and disaster. With support from the Centers for Disease Control and Prevention (CDC), NACCHO offered funding opportunities for LHDs and

community-based public, private, non-profit, or faith-based organizations to provide peer and professional lactation support to African American and underserved (e.g. ethnic minority group or low-income) women and infants. Using the Mayor's Breastfeeding Commission's framework, the Department of Social Services applied for funding to implement innovative breastfeeding initiatives in the City of Richmond.

FISCAL IMPACT / COST: These funds will increase the Department of Social Services' FY15 Special Revenue & Expense Fund Budgets by providing funds to plan and implement the breastfeeding initiatives. There is no match funds required for these funds. Reporting and monitoring will be done by the Richmond City Department of Social Services' staff and the Richmond Healthy Start Initiative.

FISCAL IMPLICATIONS: NACCHO funding in the amount of \$23,600 will be received for breastfeeding initiatives. There is no local match required for these special funds. The Richmond City Department of Social Services' FY 2014-2015 Special Fund Budgets will increase by \$23,600 as a result of accepting these funds from NACCHO.

BUDGET AMENDMENT NECESSARY: Yes. To amend the FY2014-2015 Special Revenue Fund Budget Ordinance 2014-53-96 to appropriate the \$23,600 to Social Services Special Fund budgets.

REVENUE TO CITY: The City of Richmond will receive \$23,600 from National Association of County and City Health Officials (NACCHO).

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: May 26, 2015

CITY COUNCIL PUBLIC HEARING DATE: June 8, 2015

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Education and Human Services

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: Budget Department, Department of Finance and Department of Social Services

RELATIONSHIP TO EXISTING ORD. OR RES.: Amends Special Revenue Fund Budget Ordinance #2014-53-96

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: 3 pages

STAFF: David M. Hicks, Director
Department of Social Services
804-646-7337

Brinette Jones, Deputy Director
Department of Social Services
Children, Families, and Adult Division
804-646-4543

Rose Stith Singleton, Program Manager
Department of Social Services
Healthy Start Initiative
804-205-3684

Ramey, Latisha M. - DSS

From: Erik Wilbon [ewilbon@naccho.org]
Sent: Tuesday, April 28, 2015 4:10 PM
To: Singleton, Rose S. - DSS
Cc: Hida Reese
Subject: City of Richmond VA Contract # 2014-112055
Attachments: Certification of Non-debarment.doc; Certification Regarding Lobbying.doc; Certification Regarding Non-Applicability of OMB A-133 Audit Requirement....doc; Subaward Reimbursement Payments-External Use (dpr updated 3222013) no tracks.doc; W-9 Blank.pdf; Contract #2014-112055.pdf; CFR City of Richmond.xls

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Important

Congratulations, your organization has been selected to receive a 2014-15 subaward from NACCHO. The details of the subaward contract are listed below (THIS IS THE REVISED BF BUDGET JUSTIFICATION):

Project Title: Reducing Disparities in Breastfeeding through Peer and Professional Support (Breastfeeding) Project

Contract No. 2014-112055

Subaward Dates: **Start:** 01/15/15 **End:** 06/30/2015

Subaward Amount: \$23,600

Requiring your immediate attention, please find attached the following subaward documents:

- PDF Subaward document
- Certification of Non-Debarment or Suspension.
- Certification Regarding Lobbying with Federally Appropriated Funds
- Certification of Non-Applicability of OMB Circular A-133 Audit (applicable if your organization does not have a current A-133 Audit Report)
- Contractor Financial Report (Excel Spreadsheet)
- Subaward reimbursement payment procedure
- W9 Form

The subaward document contains the conditions you, as subrecipient, must follow for this subaward. Also attached to subaward may be the scope of work describing your project, outlines, terms, and any special provisions your subaward may contain

Please download, print, sign, and **return TWO (2)** original subaward documents **no later than 30 days** from the date of issue. Each copy must have an original signature of your authorized signatory via mail addressed to the Contract Specialist. Enclose with the two copies of the subaward documents copies your: current A-133 audit report (or certificate of non-applicability of OMB A-133 Audit); FFATA Reporting Requirements, Federal rate agreement; certification regarding lobbying with federally appropriated funds; and certification of non-debarment or suspension. Electronic submission is **NOT** acceptable.

Once subawards are fully executed, one copy will be mailed to you, the grantee, for your files and NACCHO retains the other copy.

Federal Requirements

Certification of Non-Debarment or Suspension is required because the activity relating to this contract is paid by the Federal grant. The certification lets NACCHO know that you have not been debarred or suspended from receiving Federal funds.

Certification Regarding Lobbying with Federally Appropriated Funds certifies that the applicant and its sub grantees, contractors and subcontractors, will not use federal funds for lobbying.

Certification of Non-Applicability of OMB Circular A-133 Audit certifies that the contractor has received and expects to receive less than \$500,000 in federal direct or indirect (including Federal funds passed through a State) cooperative agreement or grant funds in the current fiscal year. Entities that receive federal funds are subject to audit requirements that are commonly referred to as Single Audit. Recipients who expend \$500,000 or more of federal funds during their fiscal year are subject to an A-133 Audit.

*****Please provide NACCHO with a web link or a copy of your current A-133 Audit report*****

Invoices and Payments

Payment requests submitted by subrecipients must include documentation verifying the expenses for which they request reimbursement from NACCHO. **(Please see the Subaward reimbursement payment procedure attached for more details)**. The subaward requirements regarding payment(s) are detailed in Article I, Section 3 of the original subaward document. Please note that all payments are made in arrears, within 30 days of receipt of invoice(s) from contractor and following approval by NACCHO for approved services. Failure to submit invoices on time results in delay in paying. To expedite the process and to insure prompt payment, we ask, when invoicing NACCHO, to comply with the following guidelines:

- Mail or deliver invoices directly to Contract Specialist
 - Invoices are to be numbered using a different number for each invoice
 - Each invoice must clearly state the contract number, invoice date, the contractor's name, the contractor's point of contact, address and the remittance address (if different).

Requesting Subaward Changes

Any proposed changes to the subaward agreement shall be communicated to the Contract Specialist before signing the contract. All proposed changes should be in writing, clearly showing what language has to be added and/or deleted. A brief justification or explanation may be required for contract language being proposed.

Project Close Out

When the project is completed, we may need you to submit a Project closeout report to close out your subaward. Please refer to your NACCHO program contact for these requirements.

Points of Contact

The Programmatic Representative for the subaward will be the primary point of contact during the period of performance. Written communications from the contractor must reference to the contract number. The Programmatic Representative will also be responsible for coordinating the technical aspects of this subaward to ensure compliance with technical requirements of the subaward and to inspect products/services furnished by contractor. Communications pertaining to any subaward technical issues, administration matters, including invoicing and mailing contract documents, will be addressed to;

Hida Reese
Sr. Program Assistant
National Association of County & City Health Officials (NACCHO)
1100 17th Street NW, 7th Floor
Washington, DC 20036
Direct: 202.507.4256
Main: 202.783.5550
Email: hreese@naccho.org

Please reply to acknowledge receipt of this email.

We look forward to working with you. Thank you.

Sincerely,

Erik T Wilbon
Contracts Associate
Nation Association of County &
City Health Officials - NACCHO
1100 17th Street, NW 4th Floor
Washington, DC 20036
Direct (202) 507-4275
Main (202) 782-5550
Fax (202) 783-1583