

INTRODUCED: April 28, 2025

AN ORDINANCE No. 2025-098

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$160,000.00 from the Virginia Department of Forestry and to amend the Fiscal Year 2024-2025 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities called the “Tree Maintenance Team for East End and Evergreen Cemeteries,” and to appropriate the increase to the Fiscal Year 2024-2025 Special Fund Budget by increasing the estimated revenues and the amount appropriated to the Department of Parks, Recreation and Community Facilities’ “Tree Maintenance Team for East End and Evergreen Cemeteries Special Fund” by \$160,000.00 for the purpose of funding a tree maintenance team and ongoing care for East End and Evergreen Cemeteries.

\_\_\_\_\_  
Patron – Mayor Avula

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

PUBLIC HEARING: MAY 27 2025 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 \$160,000.00 from the Virginia Department of Forestry for the purpose of funding a tree maintenance team and ongoing care for East End and Evergreen Cemeteries.

§ 2. That Article I, Section 2 of Ordinance No. 2024-099, adopted May 13, 2024, which

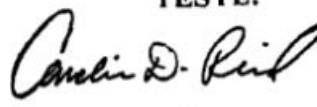
AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:   JUN 2 2025   REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

adopted the Fiscal Year 2024-2025 Special Fund Budget for the fiscal year commencing July 1, 2024, and ending June 30, 2025, and made appropriations thereto, be and is hereby amended by creating a new special fund for the Department of Parks, Recreation and Community Facilities called the “Tree Maintenance Team for East End and Evergreen Cemeteries” for the purpose of funding a tree maintenance team and ongoing care for East End and Evergreen Cemeteries.

§ 3. That the funds received from the Virginia Department Forestry are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2024, and ending June 30, 2025, by increasing estimated revenues by \$160,000.00, increasing the amount appropriated for expenditures by \$160,000.00, and allotting to the Department of Parks, Recreation and Community Facilities’ “Tree Maintenance Team for East End and Evergreen Cemeteries Special Fund” the sum of \$160,000.00 for the purpose of funding a tree maintenance team and ongoing care for East End and Evergreen Cemeteries.

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

**A TRUE COPY:**  
**TESTE:**  
  
**City Clerk**

## O&R REQUEST

**DATE:** April 10, 2025

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

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

**THROUGH:** Sabrina Joy-Hogg, Interim Chief Administrative Officer

**THROUGH:** Sheila White, Director of Finance

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

**THROUGH:** Shunda Giles, Acting DCAO for Human Services

**FROM:** Christopher Frelke, Director – Parks, Recreation and Community Facilities

**RE:** To accept funds in the amount of \$160,000.00 from the Virginia Department of Forestry to fund the cultivating a tree maintenance team and continual care for East End and Evergreen Cemeteries.

### **ORD. OR RES. No.**

**PURPOSE:** To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$160,000.00 from the Virginia Department of Forestry, to amend the Fiscal Year 2024-2025 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities called the “Tree Maintenance Team for East End and Evergreen Cemeteries,” and to appropriate the increase to the Fiscal Year 2024-2025 Special Fund Budget by increasing the estimated revenues and the amount appropriated to the Department of Parks, Recreation and Community Facilities’ “Tree Maintenance Team for East End and Evergreen Cemeteries,” special fund by \$160,000.00.

**BACKGROUND:** In 2024, City of Richmond and the Department of Parks, Recreation and Community Facilities (PRCF) acquired East End, Evergreen, and Forest View Cemeteries. The initial property assessment and inventory revealed that there is great need to maintain and protect the mature tree canopy in these inactive cemeteries from invasive species overgrowth and years of deferred maintenance. PRCF applied for and were awarded a \$160,000 grant from the Virginia Department of Forestry (VDOF) to support the tree care, and invasive species management in these sacred spaces.

**COMMUNITY ENGAGEMENT:** As a result of the acquisition of these properties, PRCF created and filled the position of Community Engagement Manager for Cemeteries. This position will work directly with the Friends Groups, Descendants Councils, and all other civic and social groups that have a vested interest in maintaining and restoring these cemeteries and will guide the discussions around the maintenance and operations plans to be implemented. These funds will

enable PRCF to provide maintenance staff, equipment, and contractor services to ensure proper stewardship of the cemeteries under the direction of the Community Engagement Manager.

**STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL:** RVAgreen 2050, Cool The City Initiative, City Of Richmond Urban Forestry Master Plan

**FISCAL IMPACT:** FY25 Special Fund revenues will increase by \$160,000.00. A new line item will be created called “Tree Maintenance Team for East End and Evergreen Cemeteries,” in the FY25 special fund budget for the Department of Parks, Recreation and Community Facilities for the purpose of cultivating a tree maintenance team and continual care for East End and Evergreen Cemeteries.

**DESIRED EFFECTIVE DATE:** Upon Adoption

**REQUESTED INTRODUCTION DATE:** April 28, 2025

**CITY COUNCIL PUBLIC HEARING DATE:** May 12, 2025

**REQUESTED AGENDA:** Consent Agenda

**RECOMMENDED COUNCIL COMMITTEE:** Finance and Economic Development Standing Committee

**AFFECTED AGENCIES:** PRCF, Budget, Finance

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Ordinance Number 2024-048

**ATTACHMENTS:** Attachment A: Grant Agreement

**STAFF:** Shamar Young, Deputy Director, PRCF – (804-646-5703)  
Katherine “Kate” Rivara, Community Engagement Manager, PRCF  
(804-350-3128)

# 24UCF21 - Cultivating a Tree Team for Parks and Cemeteries - 2025

## Agreement Details

Funding Opportunity:	3933-2024 Urban and Community Forestry (U&CF) - Non-Matching Grants
Program Area:	Urban & Community Forestry
Status:	Executed
Agreement Number:	001
Agreement Template:	Federal MOU - UCF / IRA (10.727)
Agreement Title:	24UCF21 Grant Agreement
Agreement Period:	01/01/2025 - 02/27/2026
Executed Date:	01/09/2025

## Signatures

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments
1	Lauren Sumner	Jan 9, 2025 4:00 PM	Signed	Lauren Sumner	01/09/2025	
2	Katherine Rivara	Jan 9, 2025 4:02 PM	Signed	Katherine Rivara	01/09/2025	

## Agreement Text

### Agreement Text

**FEDERAL FINANCIAL ASSISTANCE  
AWARD OF DOMESTIC GRANT**  
Between the  
**Virginia Department of Forestry**  
And the  
**Richmond, City of Parks, Recreation, and Community Facilities**

Program Title: **Cultivating a Tree Team for Parks and Cemeteries**      Research: Yes \_\_\_\_ No **\_X\_**

Upon execution of this document, an award to Richmond, City of Parks, Recreation, and Community Facilities, Federal Identification (FEIN)# 546001556, Unique Entity Identifier (UEI) EG4LF5GYLK81 hereinafter referred to as "Sub-recipient" in the amount of **\$160,000.00**, is made under the authority of Cooperative Forestry Assistance Act of 1978, P.L. 95-313, as amended. 16 U.S.C. 2101 et. seq.

This award should promote, support and participate in the federal grant program, sponsored by USDA, U.S. Forest Service. The Federal Assistance Listing Number (ALN) (formerly Catalog of Federal Domestic Assistance-CFDA) and name are **10.727 - Inflation Reduction Act Urban & Community Forestry Program**. Your application for federal assistance and the attached provisions by the Virginia Department of Forestry are incorporated into this letter and made part of this award.

**Funding Source(s)**: Prime Awarding agency: USDA, Forest Service Southern Region R8. Pass-through Entity: Virginia Department of Forestry. USDA, Forest Service award date: May18, 2023, Prime Award #23-DG-11083151-500, Total USDA, Forest Service award to Virginia Department of Forestry: \$6,600,000.00.

The Virginia Department of Forestry and Sub-recipient share the same goal of sustaining the health, diversity and productivity of the Nation and the Commonwealth's forest and grasslands.

**Virginia Department of Forestry**, referred to as DOF, is a state government agency in the governor's cabinet by the Secretary of Agriculture and Forestry. As such:

- DOF has an operational budget of approximately \$25 million and employs 240 salaried staff.
- Virginia has 26 state forests that include 71,972 acres (of which 96% are certified sustainable) and are managed for timber, recreation, water, research, wildlife habitat, and biodiversity protection.
- Forestry is the third leading economic engine in Virginia. The forest industry generates more than 108,000 related jobs and contributes \$21 billion annually to Virginia's economy.
- The state forests of Virginia are self-supporting and receive no taxpayer funds for operation. Operating funds are generated from the sale of forest products.
- Up to 25% of revenue received from forest products sales is returned to the counties where the forests are located.

A. **Legal Authority**: Sub-recipient shall have the legal authority to enter into this award and the institutional, managerial, and financial capability to ensure proper planning, management and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.

B. **Principal Contacts**: Individuals listed below:

Virginia Department of Forestry			
Program Contact		Administrative Contact	
Name:	Lara Johnson	Name:	Jackie Newton
Address:	900 Natural Resources Dr., #800 Charlottesville, Virginia 22903	Address:	900 Natural Resources Dr. Charlottesville, VA 22903
Phone:	(804) 239-0813	Phone:	434-220-9050
Fax:		Fax:	
Email:	<a href="mailto:Lara.Johnson@dof.virginia.gov">Lara.Johnson@dof.virginia.gov</a>	Email:	<a href="mailto:jackie.newton@dof.virginia.gov">jackie.newton@dof.virginia.gov</a>

Sub-recipient	
Name:	Katherine Rivara
Address:	810 Forest Lawn Drive Richmond, Virginia 23227-
Phone:	(804) 350-3128
Fax:	
Email:	

C. **Plan of Work:** See Attachment B.

D. **Availability of Funds:** Virginia Department of Forestry funds, in the amount of \$160,000.00, are currently available for performance of this award through 02/27/2026. The Virginia Department of Forestry's obligation for performance beyond this date is contingent upon the availability of appropriated funds from which payment can be made. Prime and sub-recipients to this award are subject to the OMB guidance in subparts A through F of 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found. Electronic copies of the CFRs can be obtained at the following internet site: [www.ecfr.gov](http://www.ecfr.gov). If you are unable to retrieve these regulations electronically, please contact your Administrative Contact.

E. **Reimbursable Payments- Financial Assistance:** See provision K in the attachment, "Virginia Department of Forestry Award Provisions".

E. **Pre-Award Costs for State, Local and Indian Tribal:** Pre-award costs are authorized under this award beginning 01/01/2025. Pre-award costs are those incurred prior to the effective date of the award directly pursuant to the negotiation and in anticipation of the award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the effective date of the award.

G. **Indirect Cost Rates-Provisional:** Indirect Charges are approved as a reimbursable item. All Federal and recipient cost-share contributions are subject to all relevant OMB Circulars and Code of Federal Regulations.

H. **Programmatic Changes:** Sub-recipient shall obtain prior approval for any change to the scope objectives of the approved project, key personnel, or transfer of substantive programmatic work to another party.

I. **Modifications:** Modifications within the scope of this award shall be made by mutual consent of the parties, by the issuance of the written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modifications should be made, in writing, at least 30 days prior to implementation of the requested change. The Virginia Department of Forestry is not obligated to fund any changes not properly approved in advanced.

J. **Commencement/Expiration Date:** This award is executed as of the date of the last signature and is effective through 02/27/2026 at which time it will expire, unless extended by an executed modification, signed and dated by all of the properly authorized, signatory officials.

**Authorized Individuals:** By electronic signature, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this award. In witness whereof, the parties hereto have executed this award as of the date of the final signature.



## Attachment A: Award Provisions

A. **Collaborative Arrangements:** Where permitted by terms of the award, Sub-recipient may enter into collaborative arrangements with other organizations to jointly carry out activities with grant funds.

B. **Non-Liability:** The Virginia Department of Forestry does not assume liability for any third party damages arising out of this award.

C. **Notices:** Any notice given by the U.S. Forest Service or Virginia Department of Forestry will sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows: The Virginia Department of Forestry, at Virginia Department of Forestry's address shown in the grant or such other address designated within the grant. Notices will be effective when delivered in accordance with this provision or on the effective date of the notice, whichever is later.

D. **Federal Cost and Administrative Regulations:** This is an award of Federal financial assistance. **Prime and sub-recipients to this award are subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400.** Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found. Electronic copies of the CFRs can be obtained at the following internet site: [www.ecfr.gov](http://www.ecfr.gov). If you are unable to retrieve these regulations electronically, please contact your Administrative Contact.

E. **Use of U.S. Forest Service or Virginia Department of Forestry Insignia:** In order for Sub-recipient to use either insignia's on any published media, such as webpage, printed publication, or audiovisual production, permission must be granted from the Virginia Department of Forestry. A written request must be submitted and approval granted in writing prior to use of the insignia.

F. **Metric System of Measurement:** Wherever measurements are required or authorized, they shall be made, computed and recorded U.S. Standard Units of Measurements applicable during administration of current and future Forest Service grants. If the metric system is utilized you must seek authorization from the Virginia Department of Forestry Program Manager in writing when it has found such usage is impractical or is likely to cause U.S. firms to experience significant inefficiencies or the loss of markets. When the U.S. Standard Units of Measurement is not the predominant standard for a particular application, measurements can be expressed in both U.S. Standard Units of the Metric System, provided by the U.S. Standard Units are listed.

G. **Members of Congress:** Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this award, or benefits that may arise therefrom, either directly or indirectly.

H. **Trafficking in Persons:** Human Trafficking is prohibited; additional information can be found under the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104 (g)).

I. **Drug- Free Workplace:**

1. Sub-recipient agree(s) that it will publish a drug-free workplace statement and provide a copy of any project/program that receives federal funding. The statement must:
  - a. Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of the controlled substance is prohibited in its workplace.
  - b. Specify the actions Sub-recipient will take against employees for violating that prohibition; and let each employee know that, as a condition of employment under any instrument, he or she must abide by the terms of the statement, and must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.
2. Sub-recipient agree(s) that it will establish an ongoing drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, internal policies, assistance programs and the penalties that may be imposed with drug abuse violations occurring in the workplace.
3. Without the Virginia Department of Forestry's expressed written approval, the policy statement and program must be in place as soon as possible, no later than 30 days after the effective date of this award, or completion date of this award, whichever occurs first.
4. Sub-recipient agree(s) to immediately notify the Virginia Department of Forestry if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the award number of each award on which the employee worked. The notification must be sent to the Virginia Department of Forestry within ten calendar days after Sub-recipient learn(s) of the conviction.

5. Within 30 calendar days of learning about an employee's conviction, Sub-recipient must either, take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973

(29 USC 794) as amended or require the employee to participate satisfactorily in a drug assistance or rehabilitation program approved for these purposes by Federal, State or Local health, law enforcement, or other appropriate agency.

**J. Eligible Workers:** Sub-recipient shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 U.C.S. 1324a). Sub-recipient shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental instruments awarded under this award.

**K. Reimbursable Payments:** Reimbursable payments are approved under this award. Only costs for those project activities approved in (1) the initial award, or (2) modifications thereto, are allowable. Requests for reimbursement of eligible grant expenditures is based on the availability of funds awarded or appropriated for that purpose and must be submitted in the System Access Portal for Forestry Grants system. **One reimbursement request may be submitted each calendar quarter. Multi-year grants must submit at least one reimbursement request annually, based on the grant start date.**

When a reimbursement request passes 50% of the total grant award, the request must be accompanied by a Status Report. Final reimbursement requests must also be accompanied by a Status Report.

All reimbursement requests will be reviewed to ensure compliance with all programmatic and administrative policies and procedures. The Program Manager reserves the right to request additional information prior to approving payment. Any funds not spent upon expiration of this award shall be returned to the Virginia Department of Forestry.

**L. Award Closeout:** Award will be closed out either on the expiration date or with the notice of termination. Any unobligated funding at that time will be reverted to the Department of Forestry.

**M. Program Status Reports:** Sub-recipient shall monitor the performance of the grant activities to ensure that goals are being achieved. Status Reports will include: A comparison of actual accomplishments to the goals achieved for the period; reason(s) for delay if established goals were not met; additional pertinent information pertaining to the grant. **Two Status Reports are expected each calendar year. Additional Status Reports may be required as part of the reimbursement process, as outlined above in Part K.** Status Reports shall be submitted to the Program Manager(s) Lara Johnson through the System Access Portal.

**N. Notification:** Sub-recipient should immediately notify the Virginia Department of Forestry of developments that have a significant impact on the activities supported under this grant. Also, notification shall be given in the case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the award. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

**O. Changes in Key Positions and Personnel:** Any revisions to key positions and personnel identified in the application for this award require prior, written approval from the Virginia Department of Forestry. Failure to obtain prior, written approval when required may result in the disallowance of costs.

**P. Freedom of Information Act (FOIA):** Public access to grant or agreement records shall not be limited, except when such records must be kept confidential and would have exempted from disclosure pursuant to "Freedom of Information" regulations (5 U.S.C. 552).

**Q. Text Messaging While Driving:** In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging while driving" any and all text messaging by Federal Employees is banned. All sub recipients are encouraged to adopt and enforce policies that ban text messaging while driving while on government business.

**R. Public Notices/Acknowledgment:** It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. It is encouraged to give public notice of the receipt of this award from time to time, to announce progress and accomplishments. Acknowledge the U.S. Forest Service as well as the Virginia Department of Forestry support in publications, audiovisuals and electronic media developed as a result of this award. A mandatory provision if development of publications or production of audiovisuals, or if information is shared via electronic format (including websites).

**S. Acknowledgment in Publications, Audiovisuals and Electronic Media:** Sub-recipient shall acknowledge the Virginia Department of Forestry and U.S. Forest Service's support in any publications, audiovisuals, and electronic media developed as a result of this award. Acknowledgment of Inflation Reduction Act (IRA) UCF contribution is required on all media and signage for grantees receiving non-matching money.

**T. Nondiscrimination Statement-Printed, Electronic or Audiovisual Materials:** Sub-recipient shall include the following statement, in full, in any printed audiovisual material or electronic media for public distribution developed or printed with any federal funding.

*"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis*

of race, color, national origin, sex, age or disability.”

If the material is too small to permit the full statement to be included, the material must, at a minimum, include the following statement, in print size no smaller than the text: “*This institution is an equal opportunity provider.*”

To file a Complaint of Discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**U. Termination by Mutual Agreement:** This award may be terminated, in whole or part, as follows: when Sub-recipient and the Virginia Department of Forestry agree upon termination conditions, By 30 days written notification from the Virginia Department of Forestry and in the case of partial termination when the U.S. Forest Service determines that the remaining portion of the award will not accomplish the purposes for which the award was made, the U.S. Forest Service may terminate the award at its entirety.

Upon termination of an award, Sub-recipient shall not incur any new obligations for the terminated portion of the award after the effective date, and shall cancel as many outstanding obligations as possible. The Virginia Department of Forestry shall allow full credit to Sub-recipient for the United States Federal share of the non-cancelable obligations properly incurred by Sub-recipient on the effective date of termination.

**V. Disputes:** Any disputes under this award shall be decided by the Program Manager. The Program Manager shall furnish Sub-recipient a written copy of the decision. Decisions of the Program Manager shall be final unless, within 30 days of receipt of the decision of the Program Manager, Sub-recipient appeal(s) the decision to the Virginia Department of Forestry. Any appeal made under this provision shall be in writing. In order to facilitate review, Sub-recipient shall be given an opportunity to submit written evidence in support of its appeal. No hearing will be provided.

**W. Debarment and Suspension:** Sub-recipient shall immediately inform the Virginia Department of Forestry if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2CFR Part180. Additionally, should Sub-recipient or any of their principals receive a transmittal letter or other official federal notice of debarment or suspension, then they shall notify the Virginia Department of Forestry without undue delay. This applies, whether the exclusion, debarment or suspension is voluntary or involuntary.

**X. International Travel:** When Virginia Department of Forestry funds are used and no Federal, statutory exceptions apply, Sub-recipient shall ensure that any air transportation of passengers and property is provided by a carrier holding a United States government issued certificate in compliance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. 40118 (Fly American Act).

**Y. Copyrighting:** Virginia Department of Forestry is granted sole and exclusive right to copyright any publications developed as a result of this award. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this award. No original text or graphics produced and submitted by the US Forest Service shall be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use and to authorize others to use the work for federal government purposes. This right shall be transferred to any sub-awards, sub-agreements or sub-contracts. This provision includes: The copyright in any work developed by Virginia Department of Forestry under this award and any rights to copyright which Virginia Department of Forestry purchase(s) ownership with federal contributions.

**Z. Program Income:** If any program income is generated as a result of this award, it must be deducted from the gross expenditures that are being charged to the award in accordance with the applicable Cost Principles.

**AA. Universal Identifier and System for Award Management Requirements:**

**1. Requirement for Entry in the System for Award Management (SAM)**

The System for Award Management (SAM) is a repository for standard information about applicants and recipients of Federal awards. Awards, subawards, and modifications may not be issued until the receiving entity has provided a valid Unique Entity Identifier obtained through SAM.

**2. Requirement for a Unique Entity Identifier (UEI)**

Entity, as it is used in this award term, means all of the following as defined at 2 CFR part 25, subpart C: A governmental organization, which is a state, local government or Indian Tribe; a foreign public entity; a domestic or foreign nonprofit organization; a domestic or foreign for-profit organization; and a Federal agency, but only as a sub-recipient under an award or sub-award to a non-federal entity.

Federal policy requires direct sub-recipients to have a Unique Entity ID. A Unique Entity Identifier is a 12-character, alpha-

numeric code that uniquely identifies all entities. UElS are issued by SAM.

**BB. Federal Funding Accountability and Transparency Act (Sub-award Reporting System):** Under 2 CFR 170.320, sub-recipients that receive \$30,000 or more from a federal award will need to be reported in the FFATA Subaward Reporting System (FSRS). The sub-recipient is responsible for providing the Virginia Department of Forestry with the following information for timely reporting: Name, Address, Federal Tax Identification Number, UEl Number, principal place of performance, as well as names and compensation for five most highly compensated officers.

## Attachment B: Plan of Work

The following scope and budget have been approved:

**Description:** Cultivating a Tree Team in the City of Richmond Department of Parks, Recreation & Community Facilities entails creating three temporary positions to achieve two goals: steward the unique urban forests in East End, Evergreen and Forest View Cemeteries and provide capacity to expand tree canopy. Participants who completed 11 months in our entry-level workforce program will be given priority to join this team and expand upon the arboriculture skills previously introduced. This will allow for an increase in restoration efforts at East End, Evergreen, and Forest View Cemeteries. These historic African American burial grounds were neglected for decades before community-led efforts launched to restore these sites. With the addition of these positions, we can maintain vegetation in the restored sections and work alongside the Friends consistently to learn proper protocols to add to capacity to lead volunteer efforts. This portion of the project provides an opportunity to maintain a mature forest and protect it against threats from invasive species. The second area of responsibility for the project team will be to establish new tree plantings to increase canopy coverage in the City of Richmond. This team will be responsible for preparing and staging plantings, leading volunteers, using equipment to remove unneeded impervious surfaces, and providing critical care during establishment to support the work of the many community based organizations we partner with to plant trees.

**Scope of Work:** Skills to be developed in this project include small and heavy equipment operation, assessing and amending soils, invasive species control, plant identification, pruning and felling cuts, and volunteer management. The Urban Greening Crew Supervisor will provide training on equipment operation, chainsaw safety and operation, pruning and felling cuts for dead and dangerous limbs, planting protocols including structural pruning of stems and roots, and standard operating procedures for plantings. A contractor will be responsible for instructing and leading invasive species management. Participants from our entry level workforce development program should receive their registered technician's license prior to entering this arboriculture tract, though participants will have the opportunity to earn it in the first three months. The contractor will train on invasive management, plant identification, herbicide application and add capacity to management efforts. The team will work alongside the Friends groups stewarding the cemeteries to receive training on the delicacy of the site work and obtain a level of skill that allows them to supervise an expanded volunteer force. The project team will also support the expansion of tree canopy in Parks in Justice 40 tracts and along adjacent streets by providing operational capacity to prepare sites for tree plantings and to ensure the success of the plantings by watering, monitoring, and responding to the needs of the newly planted trees.

### Budget:

Budget Category	Budget Amount	Match Amount (Waived)	TOTAL
Personnel	\$72,000.00	\$0.00	\$72,000.00
Fringe	\$16,560.00	\$0.00	\$16,560.00
Travel	\$0.00	\$0.00	\$0.00
Supplies	\$2,000.00	\$0.00	\$2,000.00
Contractual	\$45,440.00	\$0.00	\$45,440.00
Other Expenses	\$24,000.00	\$0.00	\$24,000.00
<i>Total</i>	\$160,000.00	\$0.00	

### Budget Narratives:

Personnel – Two positions will be created through a temporary staffing agency at a pay rate of \$18/hour for 40 hours a week, totaling \$72,000 for 50 weeks.

Fringe – Fringe is calculated at 23% of the pay rate, totaling \$16,560.

Travel – n/a

Supplies – A total of \$2000 is requested to provide \$1000 per position to purchase Personal Protective Equipment (PPE) and uniforms. Both workforce participants will be provided chaps, a hard hat, safety-toe boots, eye & ear protection, and uniforms with the City of Richmond logo.

Contractual – \$45,440 of the contractual funds will be allocated toward an invasive species management plan, training, and treatment.  
Other Expenses – \$24,000 will be used to rent a crew cab dump truck to haul away debris from cemetery clean ups, deliver soil amendments and wood chips to planting locations, and transport the tree team to their work locations.  
Match – 0.0

Contract Attachments

Order By	Attachment	Description
----------	------------	-------------

No Data for Table

approved as to form: