

INTRODUCED: September 14, 2020

AN ORDINANCE No. 2020-190

To authorize the Chief Administrative Officer to accept grant funds in the amount of \$2,000.00 from the Virginia Department of Housing and Community Development, and to appropriate the funds received to the Fiscal Year 2020-2021 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Planning and Development Review's Permitting and Inspections Technical Renewal special fund by \$2,000.00 for the purpose of funding the purchase of equipment and technical upgrades for use in virtual certification and continuing education classes for employees of the Department of Planning and Development Review's permitting and inspections division.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: SEP 28 2020 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 hereby authorized to accept funds in the amount of \$2,000.00 from the Virginia Department of Housing and Community Development for the purpose of funding the purchase of equipment and technical upgrades for use in virtual certification and continuing education classes for employees of the Department of Planning and Development Review's permitting and inspections division.

AYES: 8 NOES: 0 ABSTAIN: _____

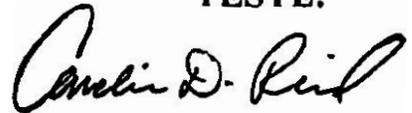
ADOPTED: SEP 28 2020 REJECTED: _____ STRICKEN: _____

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2020, and ending June 30, 2021, by increasing estimated revenues by \$2,000.00, increasing the amount appropriated for expenditures by \$2,000.00, and allotting to the Department of Planning and Development Review's Permitting and Inspections Technical Renewal special fund the sum of \$2,000.00 for the purpose of funding the purchase of equipment and technical upgrades for use in virtual certification and continuing education classes for employees of the Department of Planning and Development Review's permitting and inspections division.

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

A TRUE COPY:

TESTE:

A handwritten signature in black ink, appearing to read "Amelia D. Reil". The signature is written in a cursive style with a large initial 'A'.

City Clerk



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O&R REQUEST

DATE: July 6, 2020 **EDITION:** 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor *J.M.S.*

THROUGH: Lenora G. Reid, Acting Chief Administrative Officer *lgr*

THROUGH: John Wack, Director of Finance *JW*

THROUGH: Jay A. Brown, Director of Budget and Strategic Planning *JAB*

THROUGH: Sharon L. Ebert, Deputy Chief Administrative Officer for Economic Development & Planning *Sharon Ebert*

FROM: Jason Carangelo, Commissioner of Buildings *JCarangelo*

RE: To authorize acceptance of a \$2,000.00 special fund grant award from the Virginia Department of Housing & Community Development and appropriate these funds to the Department of Planning & Development Review's Permitting & Inspections' Technical Renewal Special Fund.

ORD. OR RES. No.

PURPOSE: To authorize acceptance of a \$2,000.00 special fund grant award from the Virginia Department of Housing & Community Development and appropriate these funds to the Department of Planning & Development Review's Permitting & Inspections Tech Renewal special fund. These funds will be spent in FY 2021 for the purpose of supplementing electronic equipment for Inspection staff to conduct virtual inspections, attend Online trainings and continuing education classes.

REASON: The City of Richmond Permits & Inspections Bureau, within the Department of Planning & Development Review, will use the awarded funds to provide additional electronic equipment to include laptops, headsets, tablets, webcams, electronic subscriptions for codebooks or other equipment necessary to participate in remote Online training, Continuing Education courses to maintain mandated Virginia Department of Housing & Community Development certification requirements and virtual inspections.

RECOMMENDATION: The City's Department of Planning & Development Review recommends approval of the City's acceptance of these Special Funds into the Department of Planning & Development Review, Permitting & Inspections' Technical Renewal Special Fund budget for FY 21.

BACKGROUND: Due to the Governor's orders of social distancing and gathering limits, the Virginia Building Code Academy is now providing certification and continuing education classes Online. Recognizing that in order for localities to participate in training through virtual means many localities may be in need of equipment necessary to attend Online training. The Virginia Department of Housing & Community Development is making funding available through the Virginia Code Academy for jurisdictional building departments to purchase equipment needed to attend required virtual certification training and continuing education. Individual localities receive awards up to \$2,000. Jurisdictions with established building departments who participate in the collection and conveyance of the levy surcharge to Virginia Department of Housing & Community Development on all building permits are eligible to apply for funding.

FISCAL IMPACT / COST: The City of Richmond will receive \$2,000 from the Virginia Department of Housing & Community Development.

FISCAL IMPLICATIONS: As a requirement to receive funding the money must be spent by September 1, 2020 with proof of expenditures received by the Virginia Department of Housing & Community Development by September 30, 2020. Department of Planning & Development Review requested and was granted an extension to receive the funds by November 1, 2020 and submit proof of expenditures by November 30th.

BUDGET AMENDMENT NECESSARY: Yes. 2020-050 special funds for the Department of Planning & Development Review, Permitting & Inspections' Technical Renewal Special Fund budget for FY21.

REVENUE TO CITY: The City will be receiving \$2,000 from the Virginia Department of Housing and Community Development effective July 1, 2020. This revenue will be allocated to the Department of Planning & Development Review, Permitting & Inspections' Technical Renewal Special Fund budget for FY21.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: September 14, 2020

CITY COUNCIL PUBLIC HEARING DATE: September 28, 2020

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Waive Committee

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: Department of Finance, Department of Budget & Strategic Planning, and Department of Planning & Development Review.

RELATIONSHIP TO EXISTING ORD. OR RES.: 2020-050

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Award letter, Extension letter; Funds received confirmation; Adopted Ordinance Special Fund and PDR Special Fund Budget.

STAFF: Jason Carangelo, Commissioner of Buildings, 804-401-0568.



Local Building Department Virtual Training Support May 2020

About

Due to the Governor's orders of social distancing and gathering limits, the VA Building Code Academy is now providing certification and continuing education classes online. Recognizing that in order for localities to participate in training through virtual means many localities may be in need of equipment necessary to attend online training. DHCD is making funding available through the Virginia Code Academy for jurisdictional building departments to purchase equipment needed to attend required virtual certification training and continuing education.

Use of Funds

Eligible purchases include laptops, headsets, tablets, webcams, electronic subscriptions for codebooks or other equipment necessary to participate in remote training for Virginia required certification or continuing education. As a condition of the funding, the locality must adhere to the approved use of the funds and the identified deadlines. If unable to comply, the locality will be required to return the funds to DHCD.

Funding

Individual locality awards up to \$2000

Eligibility

Jurisdictions with established building departments who participate in the collection and conveyance of the levy surcharge to DHCD on all building permits are eligible to apply for funding.

How to apply

Complete the application form below and the state W-9 form (and return it to DHCD at vbca@dhcd.virginia.gov no later than close of business June 5, 2020.

VA w-9 form for download: https://www.dca.virginia.gov/forms/CVG/W9_COVSubstitute.pdf

Awards procedure

Notification of awards will be made no later than June 19, 2020 for distribution in FY 2020

Money required to be spent by September 1, 2020 with proof of expenditures received by DHCD by September 30, 2020.

For more information or questions, contact Kelly Duggins at (804) 371-7180 or email kelly.duggins@dhcd.virginia.gov.



**Local Building Department
Virtual Training Support
May 2020**

APPLICATION

1) **Locality Name:** City of Richmond

2) **Contact Name:** Jason Carangelo

Address: 900 E. Broad Street, Rm. 108 - Richmond, VA 23219

Email: jason.carangelo@richmondgov.com

Phone: 804-401-0568

3) **Amount of Funding request:** \$2,000

4) **Describe how your locality intends to use the funding to support required certification or continuing education training virtual training classes. What types of equipment or hardware to you anticipate needing to support staff attending virtual or online training? (attach additional sheets if necessary)**

The City of Richmond's Permits and Inspections Bureau would use the funds to purchase the equipment needed to establish two computer workstations that would be used by employees to maintain their mandated DHCD certification and/or continuing education requirements. Each station would consist of a laptop, auxiliary keyboard and monitor, mouse, and headsets.

By signature below indicate the locality's agreement to and understanding that failure to comply with the funding requirements, restrictions, or deadlines will result in the return of the funds to DHCD.

Signature:
Building Official

Date: *Jason Carangelo*

Signature: *Lenora G. Reid, CPA*
Town/City/County Administrator

Date: 6/5/2020

Return your application and the completed state W-9 to DHCD at vbca@dhcd.virginia.gov no later than close of business on June 5, 2020.

For more information or questions, contact Kelly Duggins at (804) 371-7180 or email kelly.duggins@dhcd.virginia.gov

From: Duggins, Kelly [mailto:kelly.duggins@dhcd.virginia.gov]
Sent: Friday, June 26, 2020 10:11 AM
To: Carangelo, Jason - PDR <Jason.Carangelo@richmondgov.com>;
Subject: Virtual Training Support Grant funds dispersed

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

Good Friday morning,

I am writing to let you know that the awarded funds associated with the Virtual Training Support Grant applications are being dispersed. Those that can will be sent via wire transfer. We have already received numerous calls from locality finance and accounting office's inquiring about where this money should go and/or whom the contact person is. We don't want your funds to go to the wrong department. So I'm suggesting that you take a moment to contact your localities' finance/accounting office. Let the appropriate person(s) know that the funds are on the way from the Department of Housing and Community Development with a memo reading along the lines of "virtual training support." If you have any questions, feel free to contact me.

Happy spending!

Kel

Kelly L. Duggins
Training and Development Coordinator
Jack A. Proctor Virginia Building Code Academy
Department of Housing and Community Development
600 East Main Street, Suite 300
Richmond, VA 23219
(P) 804.371.7184 (F): 804.371.7092

COV Learning Center

On-line registration system

From: Carangelo, Jason - PDR
Sent: Tuesday, July 21, 2020 5:08 PM
To: Williamson, Linda J. - PDR <Linda.Williamson@richmondgov.com>
Subject: FW: FW: Virtual Training Support Grant funds dispersed

Linda,

Extension granted. Thanks for your help.

Sincerely,

Jason Carangelo AIA, LEED-AP
Commissioner of Buildings
City of Richmond
Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219
(O) 804.646.6359
(F) 804.646.1569
jason.carangelo@richmondgov.com

From: Duggins, Kelly [<mailto:kelly.duggins@dhcd.virginia.gov>]
Sent: Tuesday, July 21, 2020 4:16 PM
To: Carangelo, Jason - PDR <Jason.Carangelo@richmondgov.com>
Subject: Re: FW: Virtual Training Support Grant funds dispersed

Hey Jason,

Lots of steps there just to spend some money huh LOL Gotta love it!

So I've made note that the City of Richmond's spend deadline has been extended to Nov 1st, and the expense report deadline extended to Nov 30th.

Hope this helps

Kel

Kelly L. Duggins
Training and Development Coordinator
Jack A. Proctor Virginia Building Code Academy
Department of Housing and Community Development
600 East Main Street, Suite 300
Richmond, VA 23219
(P) 804.371.7184 (F): 804.371.7092

On Tue, Jul 21, 2020 at 4:10 PM Carangelo, Jason - PDR
<Jason.Carangelo@richmondgov.com> wrote:

Good Afternoon Kelly,

Our locality was awarded funds associated with the Virtual Training Support Grant. We received your notification of the award on June 26, 2020. Our department cannot spend any funds received until Richmond City Council appropriates them. The June 26 award date did not allow us enough time to prepare and submit the necessary Ordinance required by City Council; in order to meet the "spend by date" of Sept 1, 2020 for these awarded funds.

I have attached the Richmond City Council Ordinance Schedule. We are requesting an extension to spend the \$2000 award by November 1, 2020 with proof of expenditures by Nov 30, 2020.

Sincerely,

Jason Carangelo AIA, LEED-AP
Commissioner of Buildings
City of Richmond
Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219
(O) 804.646.6359
(F) 804.646.1569

jason.carangelo@richmondgov.com