

INTRODUCED: May 23, 2022

AN ORDINANCE No. 2022-153

To authorize the Chief Administrative Officer to accept funds in the amount of \$30,000.00 from the National League of Cities Institute, Inc., to amend the Fiscal Year 2021-2022 Special Fund Budget by creating a new special fund for the Office of Minority Business Development called The National League of Cities Special Fund, and to appropriate the increase to the Fiscal Year 2021-2022 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Office of Minority Business Development’s The National League of Cities Special Fund by \$30,000.00 for the purpose of funding technical assistance and consulting services for the City in connection with the National League of Cities Institute, Inc., technical assistance program.

\_\_\_\_\_  
Patrons – Mayor Stoney and Ms. Lambert  
\_\_\_\_\_

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

PUBLIC HEARING: JUN 13 2022 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds in the amount of \$30,000.00 from the National League of Cities Institute, Inc. for the purpose of funding technical assistance and consulting services for the City in connection with the National League of Cities Institute, Inc., technical assistance program.

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

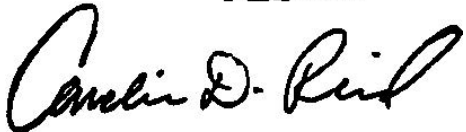
ADOPTED:    JUN 13 2022    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

§ 2. That Ordinance No. 2021-041, adopted May 24, 2021, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Office of Minority Business Development called The National League of Cities Special Fund for the purpose of funding technical assistance and consulting services for the City in connection with the National League of Cities Institute, Inc., technical assistance program.

§ 3. That the funds received from the National League of Cities Institute, Inc. are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, by increasing estimated revenues by \$30,000.00, increasing the amount appropriated for expenditures by \$30,000.00, and allotting to the Office of Minority Business Development's The National League of Cities Special Fund the sum of \$30,000.00 for the purpose of funding technical assistance and consulting services for the City in connection with the National League of Cities Institute, Inc., technical assistance program.

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

**A TRUE COPY:  
TESTE:**

A handwritten signature in black ink, appearing to read "Carolin D. Reed". The signature is written in a cursive, flowing style.

**City Clerk**



# City of Richmond

## Intracity Correspondence

### O&R REQUEST

**DATE:** May 13, 2022

**EDITION:** 1

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

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

**THROUGH:** J.E. Lincoln Saunders, Chief Administrative Officer

**THROUGH:** Sabrina Joy-Hogg, DCAO Finance & Administration

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

**THROUGH:** Jason P. May, Director of Budget & Strategic Planning

**THROUGH:** Sharon L. Ebert, DCAO, Economic Development and Planning

**FROM:** Patricia Foster, Director, Office of Minority Business Development

**RE:** Acceptance of Grant Funding

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** To amend Ordinance 2021-041 adopted May 24, 2021 and to authorize the Chief Administrative Officer to accept \$30,000 from The National League of Cities for Fiscal Year 2021-2022 Special Fund Budget by creating a new special fund for the Office of Minority Business Development called The National League of Cities Special Fund by \$30,000, for the purpose of providing Technical Assistance for the City.

**REASON:** The National League of Cities awarded the City of Richmond Office of Minority Business Development (OMBD) a grant to be expended on training and technical assistance provided by the Community Development Financial Institution.

**RECOMMENDATION:** The City Administration recommends adoption of this Ordinance.

**BACKGROUND:** The Office of Minority Business Development (OMBD) is coordinating cohorts of city organizations to participate in a 12-month Technical Assistance Program (i.e., National League of Cities). These cohorts are: OMBD/Private Procurement – increase supplier di-

iversity through equitable anchor procurement strategies; Metropolitan Business League (MBL)/Micro lending – create a lending platform for entrepreneurs without access to traditional finance; working with the OMBD/Community Development Financial Institutions (CDFIs) – Connect entrepreneurs and small business owners with CDFI financing) and Leadership Metro Richmond/Leadership Diversity (i.e., diversity economic development-focused board and commissions).

**FISCAL IMPACT / COST:** The City will use the \$30,000 in grant funds to pay for technical assistance and consulting services.

**FISCAL IMPLICATIONS:** \$30,000 in non-local funds will be available for these efforts.

**BUDGET AMENDMENT NECESSARY:** Yes to amend Ordinance #2021-041

**REVENUE TO CITY:** \$30,000

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** May 23, 2022

**CITY COUNCIL PUBLIC HEARING DATE:** June 13, 2022

**REQUESTED AGENDA:** Consent Agenda

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

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** N/A

**AFFECTED AGENCIES:** The Department of Finance, the Department of Budget and Strategic Planning and the Office of Minority Business Development

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Amend and adopt Special Fund Budget Ordinance #2021-041

**REQUIRED CHANGES TO WORK PROGRAM(S):** Eligible expenditures will be centrally tracked by the Office of Minority Business Development

**ATTACHMENTS:** Copy of Electronic Grant Award letters

**STAFF:** Patricia Foster, Director of Minority Business Development, (804) 646-7966



Memorandum of Understanding  
BETWEEN  
The National League of Cities Institute  
AND  
City of Richmond

**J.E. Lincoln Saunders**  
**Chief Administrative Officer**  
**City of Richmond**  
**900 E Broad St., 2<sup>nd</sup> Floor**  
**Richmond, VA 23219**

Dear Mr. Saunders,

Congratulations! The National League of Cities Institute (NLCI) City Inclusive Entrepreneurship (CIE) Program is pleased to provide a grant of \$15,000 to the City of Richmond to support the implementation of its commitment to increasing supplier diversity through equitable anchor procurement strategies, including the following outputs and outcomes:

- **Initiating Activity:** By November 2021 cities will name and provide contact information for a team lead and key project stakeholders, including at least one representative from the procurement department of a private and/or nonprofit organization.
- **Output:** By April 2022, cities will have a refined project scope, including the business sector(s) to be targeted for additional support, as measured by program materials.
- **Outcome:** By August 2022, cities will announce a new supplier diversity initiative or make at least one reform to a process, policy, or program based on supplier diversity best practices, as measured by press and/or program materials.

By accepting this grant, your city and/or organization agree to the following:

- Grantee, in partnership with assigned program expert and key ecosystem partners, will implement the commitment above and achieve commitment outcome by the end of the grant performance period, or advance its selected commitment through another method, pre-approved by NLCI.
- Grantee is required to complete an interim progress report, including a self-report on budget allocation status, to NLCI midway through the grant performance period (May 2022).
- Grantee is required to complete a final grant report, including a self-report on budget allocation status and a summary of lessons learned, to NLCI at the conclusion of the grant performance period (August 31, 2022).
- Keep NLCI staff apprised of commitment implementation progress, including unexpected setbacks or staffing changes, throughout the grant performance period.
- If necessary, be available to conduct a formal post-grant interview.
- Ensure that the programmatic lead for the city or at least one staff person from the city attends every quarterly group conference call.

- Spend all funds or return to NLCI any remaining unused funds by the end of the grant performance period.
- If funds remain at the conclusion of the performance period, Grantee will contact NLCI staff to discuss the possibility of a “No Cost Extension” (NCE), returning grant funds, and/or other options.

Upon receipt of this signed award letter and any other required documents, NLCI will disburse all funds in a single payment via direct deposit. Funds can be expected to arrive within 7-10 business days after an award is made. Please confirm receipt of funds.

For any grant related questions, please contact Phillip Berkaw, Program Director, Center for City Solutions, at [berkaw@nlc.org](mailto:berkaw@nlc.org).

Sincerely,

**Jennifer F. Steinfeld**

Director, Entrepreneurship & Economic Development  
National League of Cities

**Memorandum of Understanding**  
BETWEEN  
**The National League of Cities Institute**  
AND  
**City of Richmond**

**MOU RECEIPT STATEMENT**

By signing this document, I acknowledge that I have read and agreed to the grant provisions set forth in this letter for the National League of Cities' City Inclusive Entrepreneurship Program.

**City of Richmond**



Signature

4/14/22

Date

J.E. Lincoln Saunders

Name – Authorized Signature

Chief Administrative Officer

Title

City of Richmond, Virginia

Municipality/Non-Profit

**NLC Agreement**



Signature

4/21/2022

Date

**Brooks Rainwater**

Director, Center for City Solutions

National League of Cities

## Jones, Gale M. - MBD

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**From:** Philip Berkaw <berkaw@nlc.org>  
**Sent:** Tuesday, March 29, 2022 4:05 PM  
**To:** Foster, Patricia R. - MBD  
**Cc:** Jones, Gale M. - MBD; hackerman@interise.org; bjohnson@interise.org  
**Subject:** [NLC Grant Award - City of Richmond OMBD] Congratulations!  
**Attachments:** CIE Award Announcement Op-Ed Template\_12.21.2021[84].docx; CIE Award Announcement Release Template\_1.4.2022[82].docx; CIE Award Announcement Social Posts Template\_12.21.2021[30].docx

**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.

Dear Pat,

Congratulations! Thank you for the work you've put in following the launch of your commitment at the NLC City Summit Conference. To support your continued commitment work to ensure equitable and inclusive economic growth, NLC's City Inclusive Entrepreneurship (CIE) Program is pleased to award you with a grant of \$15,000 to support the implementation of your selected commitment.

### Next Steps:

1. Within 1 business day of receiving this email, you will be sent a short Memorandum of Understanding (MOU) / Award Letter via DocuSign, an online document signature software, that will help us process your grant award electronically. The MOU document will include:
  - a. The total grant amount.
  - b. Grant expectations and reporting requirements.
2. Sign and return the completed MOU within 2 business days of receiving the DocuSign email.
3. If we find that we are missing any information from you, including the required financial forms, we will follow up with you directly.
4. If you are no longer able to use this grant money for any reason, please notify us immediately. Note: All grant activities must be nonpartisan.

Upon receipt of your signed award letter and any other documents we might require from you, we will disburse all grant funds in a single payment via a direct deposit. Funds can be expected to arrive within 14-20 business days after the signed document is received. Please confirm receipt of funds by emailing me at [berkaw@nlc.org](mailto:berkaw@nlc.org).

Please let me know if you have any questions and thank you again for your work!

Sincerely,  
Phil

P.S. We highly encourage you to publicize the city's award! Attached are three templates for doing so, including an op-ed, press release, and social media template.

**Phil Berkaw** (He/Him)

PROGRAM DIRECTOR



ENTREPRENEURSHIP & ECONOMIC DEVELOPMENT

 [berkaw@nlc.org](mailto:berkaw@nlc.org)

 (504) 444-4540

 [www.nlc.org](http://www.nlc.org)





# Memorandum of Understanding BETWEEN The National League of Cities Institute AND City of Richmond

**J.E. Lincoln Saunders**  
**Chief Administrative Officer**  
**City of Richmond**  
**900 E. Broad St, 2<sup>nd</sup> Floor**  
**Richmond, VA 23219**

Dear Mr. Saunders,

Congratulations! The National League of Cities Institute (NLCI) City Innovation Ecosystems (CIE) Program is pleased to provide a grant of \$15,000 to the City of Richmond to support the implementation of its commitment to connecting entrepreneurs and small business owners with CDFI financing, including the following outputs and outcomes:

- **Initiating Activity:** By November 2021, cities will meet with 1-3 local community development financial institution(s) that finance small businesses, as measured through program materials.
- **Mid-year Output:** By April 2022, in consultation with a local CDFI and CDFI Friendly America, cities will identify 10 or more businesses that would benefit by CDFI financing and connect them to CDFIs for possible financing.
- **End-of-Year Outcome:** By August 2022, at least 3 small business owners will secure CDFI financing as a direct result of each city's program participation, as measured by program materials.

By accepting this grant, your city and/or organization agree to the following:

- Grantee, in partnership with assigned program expert and key ecosystem partners, will implement the commitment above and achieve commitment outcome by the end of the grant performance period, or advance its selected commitment through another method, pre-approved by NLCI.
- Grantee is required to complete an interim progress report, including a self-report on budget allocation status, to NLCI midway through the grant performance period (May 2022).
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- Keep NLCI staff apprised of commitment implementation progress, including unexpected setbacks or staffing changes, throughout the grant performance period.
- If necessary, be available to conduct a formal post-grant interview.
- Ensure that the programmatic lead for the city or at least one staff person from the city attends every quarterly group conference call.

- Spend all funds or return to NLCI any remaining unused funds by the end of the grant performance period.
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Sincerely,

**Jennifer F. Steinfeld**

Director, Entrepreneurship & Economic Development  
National League of Cities

**Memorandum of Understanding**  
BETWEEN  
**The National League of Cities Institute**  
AND  
**City of Richmond**

**MOU RECEIPT STATEMENT**

By signing this document, I acknowledge that I have read and agreed to the grant provisions set forth in this letter for the National League of Cities' City Inclusive Entrepreneurship Program.

**City of Richmond**

Lincoln Saunders  
Signature

4/14/22  
Date

J.E. Lincoln Saunders  
Name – Authorized Signature

Chief Administrative Officer  
Title

City of Richmond, Virginia  
Municipality/Non-Profit

**NLCI Agreement**

DocuSigned by:  
Brooks Rainwater  
DD9BA04158354E4...  
Signature

4/21/2022  
Date

**Brooks Rainwater**  
Director, Center for City Solutions  
National League of Cities

## Jones, Gale M. - MBD

---

**From:** Philip Berkaw <berkaw@nlc.org>  
**Sent:** Tuesday, March 29, 2022 4:07 PM  
**To:** Jones, Gale M. - MBD  
**Cc:** Foster, Patricia R. - MBD; donna@cdfriendlyamerica.com; adina@cdfriendlyamerica.com; Lauren Boswell  
**Subject:** [NLC Grant Award - City of Richmond] Congratulations!  
**Attachments:** CIE Award Announcement Op-Ed Template\_12.21.2021[84].docx; CIE Award Announcement Release Template\_1.4.2022[82].docx; CIE Award Announcement Social Posts Template\_12.21.2021[30].docx

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Dear Gale,

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Phil

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**Phil Berkaw** (He/Him)

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