

INTRODUCED: February 26, 2018

AN ORDINANCE No. 2018-042

To authorize the Chief Administrative Officer to accept funds in the amount of \$12,000.00 from The Annie E. Casey Foundation, Inc.; to amend the Fiscal Year 2017-2018 Special Fund Budget by creating a new special fund for the Office of Community Wealth Building called the Richmond Area Living Wage Certification Program Special Fund; and to appropriate the grant funds received to the Fiscal Year 2017-2018 Special Fund Budget by increasing estimated revenues and the amount appropriated to the new Office of Community Wealth Building’s Richmond Area Living Wage Certification Program Special Fund by \$12,000.00 for the purpose of recognizing employers that pay their employees a living wage.

\_\_\_\_\_  
Patron – Mayor Stoney  
\_\_\_\_\_

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

PUBLIC HEARING: MAR 12 2018 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 \$12,000.00 from The Annie E. Casey Foundation, Inc., for the purpose of recognizing employers that pay their employees a living wage.

§ 2. That Ordinance No. 2017-037, adopted May 15, 2017, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2017, and ending June 30, 2018, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the

AYES:            8            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:   MAR 12 2018   REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

Office of Community Wealth Building called the Richmond Area Living Wage Certification Program Special Fund for the purpose of recognizing employers that pay their employees a living wage.

§ 3. That Ordinance No. 2017-037, adopted May 15, 2017, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2017, and ending June 30, 2018, and made appropriations pursuant thereto, be and is hereby amended by increasing revenues from the funds accepted pursuant to section 1 of this ordinance by \$12,000.00 and increasing the amount appropriated to the Office of Community Wealth Building's new Richmond Area Living Wage Certification Program Special Fund by \$12,000.00 for the purpose of recognizing employers that pay their employees a living wage.

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



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST
4-7485
FEB 2 2018

Office of the Chief Administrative Officer
QUEST

DATE: 1/31/18

EDITION: 1

TO: The Honorable Members of City Council

RECEIVED

THROUGH: The Honorable Levar M. Stoney, Mayor

FEB 22 2018

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

OFFICE OF CITY ATTORNEY

THROUGH: Lenora Reid, Deputy Chief Administrative Officer of Finance and Administration

THROUGH: Jay Brown, Director of Budget and Strategic Planning

FROM: Reginald Gordon, Director Office of Community Wealth Building

RE: Proposed Acceptance of the Annie E. Casey Foundation Southern Cities Economic Inclusion Mini Grant Award

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

PURPOSE: Authorizing the City Administration to accept the award from the Annie E. Casey Foundation for the Living Wage Certification Program in the amount of twelve thousand (\$12,000) dollars and appropriating the increase to the Office of Community Wealth Building (OCWB) Special Funds Budget for Fiscal Year 2018

REASON: The OCWB seeks approval for funds in the amount of \$12,000 awarded by the Annie E. Casey Foundation

RECOMMENDATION: It is recommended that this funding be accepted and appropriated to the Office of Community Wealth Building for Fiscal Year 2018

BACKGROUND: The Annie E. Casey Foundation has worked with the Office of Community Wealth Building for approximately two years on strategies that may be helpful in decreasing poverty. The living wage program will help to build engagement around this very important issue.

FISCAL IMPACT / COST: The total amount of this award is \$12,000. The Office of Community Wealth Building will use this funding to support the Richmond Area Living Wage Certification Program established in partnership with the Virginia Interfaith Center for Public Policy. There is no cash match requirement.

FISCAL IMPLICATIONS: The acceptance of this award will allow the Office of Community Wealth Building to officially launch the living wage program which will consist of highlighting

those businesses that are paying a living wage and reviewing policies that encourage living wages. This is a great benefit to the city because an increase in businesses paying a living wage will help to sustain the city and will be viewed from an economic lens as the “right thing to do” in order to reduce poverty in the city

**BUDGET AMENDMENT NECESSARY:** Yes, amends the FY2018 Special Funds Budget, Ordinance No. 2017-037

**REVENUE TO CITY:** The City will receive a total of \$12,000 in grant funds from the Annie E. Casey Foundation to be appropriated in the FY18 Special Fund Budget

**DESIRED EFFECTIVE DATE:** Upon Adoption

**REQUESTED INTRODUCTION DATE:** March 12, 2018

**CITY COUNCIL PUBLIC HEARING DATE:** March 15, 2018

**REQUESTED AGENDA:** Consent Agenda

**RECOMMENDED COUNCIL COMMITTEE:** Finance Committee

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

**AFFECTED AGENCIES:** The Department of Finance, the Department of Budget and Strategic Planning and the Office of Community Wealth Building

**RELATIONSHIP TO EXISTING ORD. OR RES.:** N/A

**REQUIRED CHANGES TO WORK PROGRAM(S):** N/A

**ATTACHMENTS:** Grant Award Correspondence  
Grant Application

**STAFF:** Christina Mastroianni, Budget Manager  
Office of Community Wealth Building, 646-1300

**Annie E. Casey Foundation  
Southern Cities Economic Inclusion  
Mini-grants**

The Annie E. Casey Foundation is interested in supporting cities in the Southern Cities Economic Inclusion Cohort with \$10,000-\$15,000 grants towards implementing and/or moving forward promising economic inclusion strategies. Grants may be used for up to a one year period. We would like to make grant awards by the end of September, and are currently seeking a second round of funds for 2018.

Please fill out the following information; limit your response to 1-1 ½ pages, single-spaced.

1. City: **Richmond, VA**

2. Main contact and email:

**Evette Roots**

**Evette.Roots@Richmondgov.com**

3. Brief context: (a paragraph or two describing the area of focus, and what is needed to move the strategy forward)

**The Office of Community Wealth Building and the Virginia Interfaith Center for Public Policy have teamed up together to launch the Richmond Area Living Wage Certification Program. We have established three different levels for the certifications and will recognize those businesses that fall in the categories outlined below:**

**Our 2017-18 certification has three levels of certifications:**

**\$16.00 or more for the Gold Star Living Wage Certification**

**\$12.50 or more for the Silver Star Living Wage Certification**

**\$11.00 or more for the Aspiring Living Wage Certification**

**The Richmond Living Wage Certification Program established these categories after reviewing the Richmond rates using the Universal Living Wage calculation, the MIT Living Wage Calculator, the EPI Family Budget and area data. The Aspiring Living Wage Certification is designed to encourage employers to commit toward raising wages over a two-year period.**

**In January we plan to launch the living wage campaign, where we hope to recognize companies that are paying a living wage to their employees. The launch will consist of a breakfast event and presentations that can be displayed by businesses from the mayor of Richmond. The goal is to recognize at least 10 businesses in January. We currently have six.**

**We need approximately \$12,000 to launch the living wage campaign.**

4. Summary of proposed work: 2 sentences describing the work

**We will launch a living wage campaign in January, which will consist of highlighting those businesses that are paying a living wage. Additional work include reviewing policies that encourage livable wages, increasing community and stakeholder engagement resulting in an increase of wages in the Richmond area.**

5. Scope of Work: 3-4 bullets describing what will happen

- **Because of the messaging, the living wage campaign will be viewed from an economic lens as the “right thing to do” in order to reduce poverty in the city.**
- **The mayor will emphasize the importance of recruiting businesses to our city that pay a living wage, which will help to sustain our city.**
- **The committee working on this campaign, will meet quarterly to review applications and consider additional companies to participate in what should become a grassroots movement.**
- **The committee will examine ordinances and policies that can be used to encourage advocacy for livable wages and begin to educate the community.**

6. Anticipated Results: 3 bullets describing what results you expect to see from the work – what will be different?

- **Richmond will experience an increase in the number of businesses that pay a living wage in the Richmond metropolitan area**
- **Residents will consider employment opportunities that lead to self-sufficiency.**
- **Overall wages will increase as key stakeholders commit to paying a living wage.**

7. Performance Measures: 3 bullets on how will you measure the success of your work (# of events/meetings/ stakeholders engaged, work products, policies changed, etc.)?

- **Business participation – 20 businesses will be recognized as “living wage certified” by June 2018**
- **At least 2 articles/op-eds will be written regarding the living wage campaign**
- **Living Wage Committee will be established under the Office of Community Wealth Building**

**2017**  
**City of Richmond, VA**  
**GA-2017-X4863**  
**218.0448**

This formally establishes an Agreement with the Annie E. Casey Foundation, and supersedes any other agreement to date for the Agreement Number listed above.

**Contracting Contact**

Name Mimi Terry  
Title interim Director of Procurement Servicesd  
Email mimi.terry@richmondgov.com

**Program Contact**

Name Evette Roots  
Title Social Enterprise Specialist  
Email evette.roots@richmondgov.com

**Finance Contact**

Name Vince Copeland  
Title Finance  
Email vince.copeland@richmondgov.com

**Request Information**

Project Title Support the Richmond Area Living Wage Certification Programs.  
Total Amount \$12,000.00  
Start Date 12/1/2017  
End Date 11/30/2018  
Staff Contact Scot Spencer

**Scope of Work**

- Launch a living wage campaign in January, which will consist of highlighting those businesses that are paying a living wage. Additional work includes reviewing policies that encourage livable wages, increasing community and stakeholder engagement resulting in an increase of wages in the Richmond area, because of the messaging, the living wage campaign will be viewed from an economic lens as the "right thing to do" in order to reduce poverty in the city;
- The mayor will emphasize the importance of recruiting businesses to the city that pay a living wage, which will help to sustain the city;
- The committee working on this campaign, will meet quarterly to review applications and consider additional companies to participate in what should become a grassroots movement; and
- The committee will examine ordinances and policies that can be used to encourage advocacy for livable wages and begin to educate the community.

**Performance Measures**

- Business participation – 20 businesses will be recognized as “living wage certified” by June 2018;
- At least two articles/op-eds will be written regarding the living wage campaign; and
- Living Wage Committee will be established under the Office of Community Wealth Building.

**Payment Provisions**

Initial Grant            \$12,000.00  
Payment

Our understanding is that these funds will be spent according to the approved budget. Any changes in this approved budget that exceed 15 percent of any line item, as well as any changes in key personnel, must be approved in advance by the Foundation.

**Reporting Requirement**

Final Report            12/31/2018

Reports will be completed online via the portal. A reminder will be sent to you thirty (30) days prior to the report due dates. Further specific provisions of this grant are described in the attached Publication Acknowledgement Standards, and Terms and Conditions for Annie E. Casey Foundation Grants.

**TERMS AND CONDITIONS FOR GRANTS  
(INCLUDING EXPENDITURE RESPONSIBILITY)**

The following terms and conditions are intended to ensure that Foundation grants comply with applicable provisions of federal tax, including the requirement that the Foundation make reasonable efforts and establish adequate procedures to see the grant funds are spent solely for the purposes for which they were granted and to obtain full and complete reports on how grant funds have been expended.

1. All grant funds must be used only for charitable purposes within the meaning of Internal Revenue Code (“Code”) Section 170(c)(2)(B) and, more specifically, for the purposes described in the approved grant agreement and substantially in accordance with the approved budget. The grant funds may not be expended for any other purpose without the Foundation’s prior written approval. Any funds not expended for the purposes of the grant during the term of the grant must be immediately repaid to the Foundation.
2. The grantee must administer and disburse grant funds in compliance with all applicable anti-terrorist financing and asset control laws, regulations, rules and executive orders. No part of the grant funds may be used to promote or support terrorist activities or make payments to any person or entity named in any list of suspected terrorists or blocked individuals promulgated by the U.S. government.



3. The grantee must provide narrative and financial reports on the use of grant funds as described in the grant agreement. The reports should include a narrative account of what was accomplished by the expenditure of funds (including a description of progress made towards achieving the goals of the grant) and a financial statement attested by the responsible financial officer of the grantee or a certified public accountant which reports grant expenditures in accordance with the categories contained in the approved budget.

a. If any report is not received in a timely manner, the Foundation may withhold further grant payments under this grant unless this grant has been designated as Expenditure Responsibility in which case all grants to the organization will be withheld until reports are received and carryover (if any) is resolved. The Foundation may terminate the grant if the report is not received within sixty (60) days following the date on which it is due.

b. If the grantee is a private non-operating foundation, the grantee's reports shall also include a statement signed by an appropriate officer showing (i) that not later than the first taxable year after the grantee's year in which the grant is received, the grantee distributed the grant funds as qualifying distributions (as defined in Code Section 4942 (g)); (ii) the name, address and amount received by each organization to which the grantee made a qualifying distribution of grant funds; and (iii) that such qualifying distributions were distributions treated as out of corpus (as defined in Code Section 4942(g)).

4. Although the grant funds need not be maintained in a separate bank account, such funds must be shown on the grantee's books as a separate fund dedicated to charitable purposes. Records of receipts and expenditures under the grant, as well as copies of reports submitted to the Foundation, must be kept for at least four years following completion of the grant term. The Foundation shall have the right to monitor and conduct an evaluation of this grant and to review financial and other records regarding the grantee's use of grant funds. The grantee's books and records shall be made available for the Foundation's inspection at reasonable times for the purpose of verifying expenditures and reviewing program activities and accomplishments.

5. If the grantee is a tax-exempt organization, the grantee represents that its tax-exempt and public charity status are valid and have not been revoked, that the receipt of this grant will not result in grantee's loss of public charity status, and that the grantee will notify the Foundation immediately of any change in tax-exempt or public charity status. In the event grantee ceases to be tax exempt under Code Section 501(c)(3) or to be classified as "publicly supported" under Code Section 509(a)(1) or (2) or as a Type I, Type II, or functionally integrated Type III supporting organization under Code Sections 509(a)(3) and 4942(g)(4), it will immediately notify the Foundation of such change in status.

6. No part of the grant funds may be used:

a. to carry on propaganda, or otherwise attempt to influence legislation (within the meaning of Code Section 4945 (d)(1));

b. to influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive (within the meaning of Code Section 4945 (d)(2));

c. to make any grant to an individual or a non-public charity which does not comply with the requirements of Code Sections 4945 (d)(3) and (4); or

d. to undertake any activity for any purpose other than one specified in Code Section 170(c)(2)(B).

7. Grantee acknowledges that the Foundation has not earmarked any of the grant funds for any organization or individual other than the grantee. Grantee agrees that it is solely responsible for the selection of any other organization or individual to receive a portion of the proceeds of this grant.
8. With respect to any item of confidential information directly furnished to the grantee by the Foundation or otherwise obtained during the course of the grant engagement, the grantee will use the same degree of care it uses to protect and safeguard its own proprietary and confidential information and not disclose to or otherwise permit any third person or entity not in a confidential relationship with the grantee access to such confidential information.
9. Any violation of the foregoing conditions will require refunding to the Foundation of any amounts subject to the violation. The Foundation may discontinue, modify or withhold any payments due under this grant award or require a refund of any unexpended grant funds if, in its sole judgment, such action is necessary to comply with the requirements of any law or regulation affecting its responsibilities under this grant award.
10. The grantee may acknowledge the Foundation's support in its annual report, on its website and in similar public communications. Any other use of the Foundation's name or logo is prohibited without the prior written approval of the Foundation.
11. The printing (including electronically) of publications that result from this grant must follow the Publications Acknowledgement Standards of the Annie E. Casey Foundation. The Publications Acknowledgement Standards are attached.
12. The State and Federal Courts located in Maryland shall have exclusive jurisdiction over any dispute which might arise in connection with this grant, and the laws of Maryland shall govern the interpretation of the terms of the grant.
13. The terms and conditions of this grant are subject to modification by the Foundation as may be required to ensure compliance with any current or future federal tax or regulation.

#### **ACKNOWLEDGEMENT STANDARDS**

The following is the standard of the Annie E. Casey Foundation (Foundation) regarding how to acknowledge the Foundation in published reports or other disseminated products produced with the grant support of the Foundation. This standard applies to both electronic and paper (i.e., tangible) versions of such products.

Any printed or electronic report or publication that results from this project must include an acknowledgment disclaimer, such as the following, on the inside front cover, title page, or on any page preceding the body of the report where other credits and acknowledgments are provided. On a website or similar electronic format, the disclaimer should appear at or near the beginning of the text. You are welcome to extend this suggested text with additional recognition of specific Foundation staff members, if appropriate. You may wish to contact Beau Boughamer at

bboughamer@aecf.org prior to finalizing your document, if you have any questions about the wording of your disclaimer.

This research was funded by the Annie E. Casey Foundation. We thank them for their support but acknowledge that the findings and conclusions presented in this report are those of the author(s) alone, and do not necessarily reflect the opinions of the Foundation.

If the Foundation is one of multiple funders for your project and final product, you may modify the suggested disclaimer as follows, depending on the needs and wishes of your other funders:

This research was funded in part by the Annie E. Casey Foundation. We thank them for their support but acknowledge that the findings and conclusions presented in this report are those of the author(s) alone, and do not necessarily reflect the opinions of the Foundation.

OR:

This research was funded by the Annie E. Casey Foundation and \_\_\_\_\_. We thank them for their support but acknowledge that the findings and conclusions presented in this report are those of the author(s) alone, and do not necessarily reflect the opinions of these foundations [organizations].

#### **Copies of publications sent to the Foundation**

In addition to sending a hardcopy of your final product to the Foundation staff person who manages your grant, please send three copies to the attention of Cheryl McAfee, Knowledge Center, at The Annie E. Casey Foundation, 701 St. Paul Street, Baltimore, MD 21202. Please be sure to include information about which grant funded this product. Please note that Grant Final Progress Reports should be submitted via the Grantee and Consultant portal and should not be sent to the Knowledge Center. These final products will become part of the Foundation permanent collection of publications, and may be archived within the Foundation's Knowledge Center system.