

INTRODUCED: March 22, 2021

AN ORDINANCE No. 2021-080

To authorize the Chief Administrative Officer to accept funds in the amount of \$4,500.00 from the Virginia Commission for the Arts and to appropriate the increase to the Fiscal Year 2020-2021 General Fund Budget by increasing estimated revenues and the amount appropriated to the Non-Departmental General Fund Budget by \$4,500.00 for the purpose of providing a grant of \$2,250.00 of such funds each to the Cadence Theatre Company and to CultureWorks, Inc.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: APR 12 2021 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 \$4,500.00 from the Virginia Commission for the Arts for the purpose of providing a grant of \$2,250.00 of such funds each to the Cadence Theatre Company and to CultureWorks, Inc.

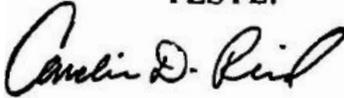
§ 2. That the funds received are hereby appropriated to the General Fund Budget for the fiscal year commencing July 1, 2020, and ending June 30, 2021, by increasing estimated revenues by \$4,500.00, increasing the amount appropriated for expenditures by \$4,500.00 and

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: APR 12 2021 REJECTED: _____ STRICKEN: _____

allotting to the Non-Departmental General Fund Budget the sum of \$4,500.00 for the purpose of providing a grant of \$2,250.00 of such funds each to the Cadence Theatre Company, with program number 79221, and to CultureWorks, Inc, with program number 79006.

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

A TRUE COPY:
TESTE:

City Clerk



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

RECEIVED
By CAD Office at 10:57 am, Feb 22, 2021

RECEIVED
By Dorothy Lowery at 2:38 pm, Mar 06, 2021

RECEIVED
By Dorothy Lowery at 8:54 am, Mar 17, 2021

O&R REQUEST

DATE: February 9, 2021 **EDITION:** 1

TO: The Honorable Members of City Council

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

THROUGH: Lincoln Saunders, Acting Chief Administrative Officer *JELS*

THROUGH: John Wack, Director of Finance *JW*

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

THROUGH: Reginald E. Gordon, DCAO for Human Services *RD*

FROM: Le'Charn Benton, Management Analyst II, Office of the Deputy Chief Administrative Officer for Human Services *LCB*

RE: Non-Departmental Budget Amendments Submitted to Council

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to amend the FY2021 General Fund Budget by accepting a grant award in the amount of \$4,500 from the Virginia Commission for the Arts through the Creative Communities Partnership Grant program and appropriating the same to the Non-Departmental Budget for the fiscal year beginning on July 1, 2020 and ending June 30, 2021.

REASON: The City received a \$4,500 grant award on behalf of the Cadence Theatre Company, a local arts organization, and CultureWorks, the organization managing the Arts and Culture Funding Consortium and administering local government funding to the member arts organizations. The award will be equally divided and passed-through to the Cadence Theatre Company and CultureWorks, with each organization receiving \$2,250.

RECOMMENDATION: The administration recommends adoption of this Ordinance.

BACKGROUND: Each year, the Virginia Commission for the Arts challenges local governments to fund art organizations in their communities and provides up to \$5,000 (this year up to

\$4,500 due to state budget considerations) on a dollar-for-dollar basis for the local government to pass-through to a local arts organization. This year, the City was approached by the Cadence Theatre Company and CultureWorks to submit a Creative Communities Partnership Grant (formerly the Local Government Challenge Grant) application to the Virginia Commission for the Arts on their behalf. The City submitted a grant application that included both organizations which was subsequently awarded in the amount of \$4,500.

SOURCE

New/increased revenue

Existing general fund

Fund Balance/Reserve/Contingency/Other Funding Source

FISCAL IMPACT/COST (current FY):

- **If Adopted:** There is no fiscal impact or cost associated with acceptance and appropriation of this award. The matching funds requirement has already been met through the City's Non-Departmental funding of the Arts and Cultural Funding Consortium (CultureWorks) and no additional City funds or other City resources are required.
- **If Not Adopted:** The City of Richmond will be unable to provide the Local Government Challenge Grant to the awardees.

FISCAL IMPLICATIONS: Acceptance and appropriation of this award will leverage City funds already appropriated for funding arts organizations located in the City of Richmond. The awarded funds will pass through the City directly to the Cadence Theatre Company and CultureWorks.

BUDGET AMENDMENT NECESSARY: Yes, this will amend the FY2021 General Fund Budget.

REVENUE TO CITY: Yes, this will increase revenue to the City by \$4,500.

DESIRED EFFECTIVE DATE: Upon Adoption.

REQUESTED INTRODUCTION DATE: February 22, 2021

CITY COUNCIL PUBLIC HEARING DATE: March 8, 2021

REQUESTED AGENDA: Consent.

O&R Request

Page 3 of 4

RECOMMENDED COUNCIL COMMITTEE: Request a waiver.
CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: Department of Finance and Department of Budget and Strategic Planning.

RELATIONSHIP TO EXISTING ORD. OR RES.: Amends Ord. No. 2020-049

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Grant award letter from the Virginia Commission for the Arts

STAFF: LeCham Benton (x3096)

GENERAL FUND TRANSFER BUDGET ITEM DETAIL:

Existing Item – You must show the total appropriation/s for each budget item for your agency EXCEPT the budget item to receive funds

<u>FROM</u>					
<u>Item #</u>	<u>Title</u>	<u>Program</u> (cost center #)	<u>Subprogram</u> (service code #)	<u>Transfer</u> <u>Amount</u>	<u>New Appropriation</u> <u>Amount</u>

Existing Item – You must show the total appropriation for each modified budget item to receive funds, for your agency

AND/OR

New Item – You must show the total appropriation for each modified budget item to receive funds, for your agency



COMMONWEALTH of VIRGINIA

COMMISSION FOR THE ARTS
MAIN STREET CENTRE
600 EAST MAIN STREET, SUITE 330
RICHMOND, VIRGINIA 23219

June 18, 2020

BOARD/COMMISSION MEMBERS

J. MATTHEW CONRAD
CHAIR
RICHMOND

ABIGAIL GÓMEZ
VICE CHAIR
WINCHESTER

ASA M. JACKSON
SECRETARY
NEWPORT NEWS

TERRY EMORY BUNTROCK
WILLIAMSBURG

ROBERT GOUDIE
RESTON

DENA JENNINGS, D.O.
ORANGE

MICHAEL MARKLEY
REMINGTON

SUSHMITA MAZUMDAR
ARLINGTON

JAN P. MONROE
FREDERICKSBURG

LAURIE NAISMITH
NORFOLK

BARBARA PARKER
COLUMSVILLE

AMANDA PILLION
ABINGDON

DAVID B. TRINKLE, M.D.
ROANOKE

Lenora G. Reid, Acting Chief Administrative Officer
City of Richmond
900 East Broad Street, Room 201
Richmond, VA 23219

JANET STARKE
EXECUTIVE DIRECTOR

Grant I.D. #: 21-0450 FY21 Creative Communities Partnership Grant: \$ 4,500
Federal I.D. #: 54-6001556 Vendor I.D. #:

Dear Ms. Reid:

We are pleased to inform you that the Virginia Commission for the Arts has awarded your locality an FY21 Creative Communities Partnership Grant in the amount referenced above, for art(s) organizations listed in your FY2021 application.

Your signature on the Certification of Assurances in the application indicated your agreement to the grant conditions. Any changes in the distribution of either the local or state funds must be reported to the Commission. All published materials and announcements about your local re-granting program must acknowledge that the program is partially supported by the Virginia Commission for the Arts and the National Endowment for the Arts. **To download the Virginia Commission for the Arts and the revised National Endowment for the Arts logos, visit our website www.arts.virginia.gov.** Please note that the National Endowment for the Arts should be referenced with its full name, or the "Arts Endowment", as opposed to the former "NEA".

In order to release the funds, the Commission must receive online confirmation that your local government has fulfilled the matching requirement no later than February 1, 2021. The requirement is met through an appropriation of 2020-2021 local tax revenues for arts organizations, matching or exceeding the amount of the grant. Online reporting must include a list of the organizations that received funding, and description of the total VCA AND local government match awarded to each organization. This confirmation must take the form of the appropriate page of your jurisdiction's approved 2020 - 2021 budget **AND** a copy of the check(s) to the sub-grantee(s). Your confirmation should refer to the total actual dollar amounts awarded to the arts organization(s). Final report/confirmation forms can be found on the applicant's "Dashboard" on the Commission's online grant portal. Finally, localities that receive more than \$750,000 in federal funding may be requested to submit their annual audit to the VCA.

The Commission is grateful for your contribution in making high quality arts activities available to the citizens of Virginia. Please accept our best wishes for your continued success.

Sincerely,

Janet Starke
Executive Director

Sub-grantee(s): Cadence Theatre
CultureWorks

Creative Communities Partnership Grant

FY21-Creative Communities Partnership Grant

City of Richmond

Ms Lenora G. Reid
900 East Broad Street
Room 201
Richmond, VA 23219

Lenora.Reid@richmondgov.com
O: 804-646-7978

Ms. LeCharn Benton

900 East Broad Street
Room 501
Richmond, VA 23219

LeCharn.Benton@richmondgov.com
O: 804-646-3096

Application Form

Before You Apply

CREATIVE COMMUNITIES PARTNERSHIP GRANTS

Purpose: To encourage local governments to support the arts, the Commission will match, *up to \$4,500 subject to funds available*, the tax monies given by independent town, city, and county governments to independent (stand-alone) arts organizations. The money, which does not include school arts budgets or arts programming by local governments, committees or councils of government, nor departments such as parks and recreation, may be sub-granted either by a local arts commission/council or directly by the governing body.

Eligible Activities: Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply for VCA Performing Arts Touring Assistance.

Eligible Applicants: Independent city, town, or county governments in Virginia.

Deadline: The online application is due April 1, 2020 by 5:00 p.m. (EST)

Before you apply, please review:

- 2020-2021 Guidelines for Funding
- VCA's Online Registration Tutorials Including *Tips & FAQs for Applying Online*
- Question List (top right button)

Additional Notes:

- All questions with an asterisk * are required.
- The system auto-saves after every 100 characters typed or every time you click into a new question; however, there is also a "Save" button at the bottom of the page.
- If you copy & paste from an outside document into the online system, be sure to keep track of character limits (including spaces). We recommend that you **do not** use formatting tools, because the formatting will likely not transfer to the response area when pasted into the online system.
- If you do not provide an answer for one of the required questions, you **will not** be able to submit your application.
- Save, print & review the application before you submit it.
- Click "Submit Form" only when you are finished.
- Once it has been submitted it is no longer available for editing.

Questions About the Program?

Contact Lucas Hall, Deputy Director, 804.225.3132,

Lucas.Hall@vca.virginia.gov or Johnson.Childress@vca.virginia.gov

General Information

INSTRUCTIONS:

Begin answering the application questions listed in each section. Each section can be expanded/contracted by clicking on the section name.

Questions with an * asterisk must be answered in order to complete and submit the application.

VCA Grant Program*

Please copy and paste the words **Creative Communities Partnership Grant** into the text box below.

Creative Communities Partnership Grant

Project Discipline*

Select ONE primary activity of the arts organization(s) for which the locality seeks matching funds. If you are seeking funds for more than one organization and the art forms differ, select "14 Multidisciplinary"

14 Multidisciplinary

Organization Website*

Enter your organization's (local government) URL (website link) below. Please make sure the information on the website is current as it will be reviewed by the panelists. If your organization does not have a website, upload a link to another social media source such as Facebook, if applicable.

<http://www.richmondgov.com>

City or County*

Please identify the name of the independent city or county in which the organization is located and where the majority of the activities take place (*i.e. City of Charlottesville or Page County*). Do not list the state.

City of Richmond

Regional Activity Location*

Use the map provided to identify the region where the organization is located.

Region 5

Virginia Legislative Districts

Please provide the number of the Virginia House, Senate and U.S. Congressional districts where the majority of the organization's activities take place. The specific street address of the organization determines these districts. To determine the answers to the next three questions, please visit *Who's My Legislator?* and enter the organization's address in the box at the top left. Only one district can be selected per question.

VA House of Delegates*

Please identify the Virginia House of Delegates District (Listed under State Delegate) where the organization is located.

71

VA Senate*

Please identify the Virginia Senate District (Listed under State Senator) where the organization is located.

9

VA-US Congressional District*

Please identify the Virginia-US Congressional District (Listed under US Congress) where the organization is located.

4th

Arts Organization(s) "Sub-Grantee" Information

Subgrantee Names*

In alphabetical order, list the name of the organizations (subgrantees) that you intend to support through this grant.

Cadence Theatre - \$2,250
CultureWorks - \$2,250

Description of Arts Organization(s) (Sub-Grantees)*

Give a brief description of the arts organization(s) proposed to receive Commission assistance through the Creative Communities Partnership Grant in 2020-2021. *If more than 10, please list only the names of the organizations.*

1. Cadence Theatre Company is a 501(c)(3) organization founded in November of 2009. The mission of Cadence Theatre Company is to inspire and transform our community by presenting contemporary theatrical works that uplift the spirit, challenge the mind, and honor both our individuality and our shared humanity. Through a commitment to artistic excellence, Cadence fearlessly tells the stories of our lives as we live them now. In pursuing its mission with a commitment to artistic excellence, Cadence, in partnership with Virginia Repertory Theatre (Virginia Rep), presents a three-show season that celebrates the world's most renowned playwrights, composers, and lyricists. Cadence is further dedicated to accomplishing its mission by offering a variety of original educational programs and activities that foster inclusion, empathy, and critical dialogue across a number of dimensions, including age, gender, and cultural ancestry.

2. CultureWorks is a 501(c)(3) organization managing the Arts and Culture Funding Consortium and administering funding to the 13 member organizations. These organizations include Black History Museum & Cultural Center, Children's Museum of Richmond, CultureWorks, Edgar Allan Poe Museum, Elegba Folklore Society, Richmond Ballet, Richmond Jazz Society, Richmond Symphony, The Valentine, Virginia Museum of History & Culture, Virginia Opera, Virginia Repertory Theatre, and Visual Arts Center of Richmond. Celebrating its 10 year anniversary, CultureWorks strives to accomplish its mission through grant opportunities, deepening access to communities with barriers, increasing the capacity of small and medium-sized organizations and individuals artists, and the promotion of events to the public. CultureWorks plays an impactful role for the region as a primary source of cultural information. CultureWorks also engages a diverse audience with an overarching mission to drive a vibrant community by inspiring, enabling, and cultivating world-class arts and culture. Finally, services include non-financial programs to strengthen artists and arts organizations such as marketing, grant writing, volunteer management, and other key topics to build participants resources and infrastructure.

Sub-grantee Information Form*

Instructions: Upload & complete (highlighted in blue) the Sub-grantee Information Form listing all local independent arts organizations that will receive the Commission sub-grant(s). After the grant has been approved, any changes in the allocation of sub-grants to local arts organizations must be approved by the Commission.

Note: Sub-grants made by the local government using *up to \$4,500* of the Creative Communities Partnership Grant funds may only go to independent Virginia arts organizations for arts activities in the locality. Virginia arts organizations are defined as those whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia, and have

their headquarters and home seasons, or activities equivalent to a home season, in the state. Units of government and educational institutions cannot be considered arts organizations.

Creative Communities Partnership Sub Grantee Information Form (1).xlsx

Populations Benefited Instructions:

Select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Populations Benefited by Age*

- 02 Young Adults (19-24 years)
- 03 Adults (25-64 years)
- 04 Older Adults (65+)

Populations Benefited by Race*

G No single race/ethnic group listed above made up more than 25% of the population dir. benefitted

Populations Benefited by Distinct Groups*

G No single distinct group listed above made up more than 25% of the population directly benefitted

Arts Education*

Choose one item that best describes the funded activities.

- 01 50% or more of funded activities are arts education

Local Government "Grantee" Information

The Virginia Commission for the Arts will provide a matching grant of *up to \$4,500 subject to funds available*. These funds must be matched at a minimum of 1:1 dollar basis, and may be exceeded by local government funds. Federal funds may not be included. A local government that has not approved its budget by the grant deadline may apply conditionally. After the grant has been approved, any change in the allocation of funds sub-granted to local arts organizations must be approved by the Commission.

Grant Amount Requested*

List the amount of Virginia Commission for the Arts assistance requested for FY21 (*up to \$4,500*).

\$4,500.00

Proposed Local Government Arts Appropriation for FY2021*

List your locality's proposed arts appropriation for FY21 (*the amount must match or exceed the amount listed under the VCA grant amount requested above*).

\$356,400.00

Process for Awarding Grants*

Please answer the following questions regarding your locality's grant process and number the answers:

1. What is the process for awarding the grants?
2. What criteria are used as a basis for evaluating applicants?
3. Who is involved in making these decisions?
4. Who determines the local government arts appropriation each year?

1. The City of Richmond received inquiries from two local arts organizations, Cadence Theatre Company and CultureWorks, about participating in the Creative Communities Partnership Grant. Each organization submitted a written request and was asked to submit a description of their arts programming, how it benefits the Richmond Community, and how they each intend to use the grant funds.

2. Specific criteria included whether the organization is located within the City, whether its programming is responsive to the needs of the Richmond community, and does the programming benefits the Richmond community. Also evaluated was the credibility and the efficiency of each organization requesting funds.

3. The letters of request and the descriptions of the arts programming were evaluated by Le'Charn Benton, Management Analyst Principal with Human Services.

4. The Mayor submits a proposed budget amount for the arts appropriation the the City Council each year. The City Council considers the requests and adopts the proposed budget either as it was submitted by the Mayor, or after making amendments to the proposed budget. The City Council approves the budget and makes the final determination of the final budget.

Follow-up Evaluation*

What kind of follow-up evaluation, reporting or feedback does the local government use to gauge the success/value of the Creative Communities Partnership grant?

The City of Richmond will request an overview of the activities funded by the creative Communities Partnership from each organization, and a site visit will be conducted.

List of Current Board/Council Members*

Upload or enter in the space below a list of current board/council members, and if applicable, any additional boards/councils that are involved in making funding decisions.

council districts.pdf

Andreas Addison

Kimberly Gray

Chris Hilbert

Kristen Larson

Stephanie Lynch

Ellen Robertson

Cynthia Newbille

Reva Trammell

Michael Jones

(PLEASE ALSO SEE THE UPLOADED FILE)

Certification of Assurances

The Certification of Assurances is the grant contract between the Virginia Commission for the Arts and the grantee. VCA grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

The authorizing official name, title and email below must match what is entered on the Certification of Assurances.

Certification of Assurances*

1. Click on the form name in BLUE here **Certification of Assurances**
2. Fill out the required information and print it
3. **This form requires the signature of the authorizing official. Authorizing officials include: County Administrators, Mayors, City/Town Managers, etc. The signature of the individual indicates the locality's compliance with all of the grant conditions listed in the Certification of Assurances.**
4. Scan and SAVE the signed form to your desktop
5. Upload the completed form to the system by clicking on the "Upload a file" button.
6. Select the document you wish to upload and click on the "Open" button.

Note: Once your attachment is uploaded, a red "X" will appear beside your file. Click on the "X" if you wish to delete your file and upload another.

certification of assurances.pdf

Name of Authorizing Official (first and last)*

Lenora G. Reid

Professional Title of Authorizing Official*

Acting Chief Administrative Officer

Email for Authorizing Official*

Lenora.Reid@richmondgov.com

Virginia W-9 Form

Virginia W9 Form*

Every VCA grantee is required to complete a Virginia W9 to receive funding. It is imperative that EIN, DUNS (top left corner) and organizational address identified in our grant management system is aligned with the address listed on the VA W9. Any incorrect information will hold up the processing of payments.

PLEASE READ CAREFULLY:

Click on the fillable form here [Virginia W-9 Form](#) Complete the form, print it and sign it. Scan the completed document and save it to your files. Upload ONLY the first page of the completed document below.

NOTE: The Virginia W9 is NOT the same form as the U.S. Treasury W9. You will see the words US Treasury W9 in the upper left corner. Do not submit the US Treasury Form.

Signed W9 Form.pdf

File Attachment Summary

Applicant File Uploads

- **Creative Communities Partnership Sub Grantee Information Form (1).xlsx**
- **council districts.pdf**
- **certification of assurances.pdf**
- **Signed W9 Form.pdf**



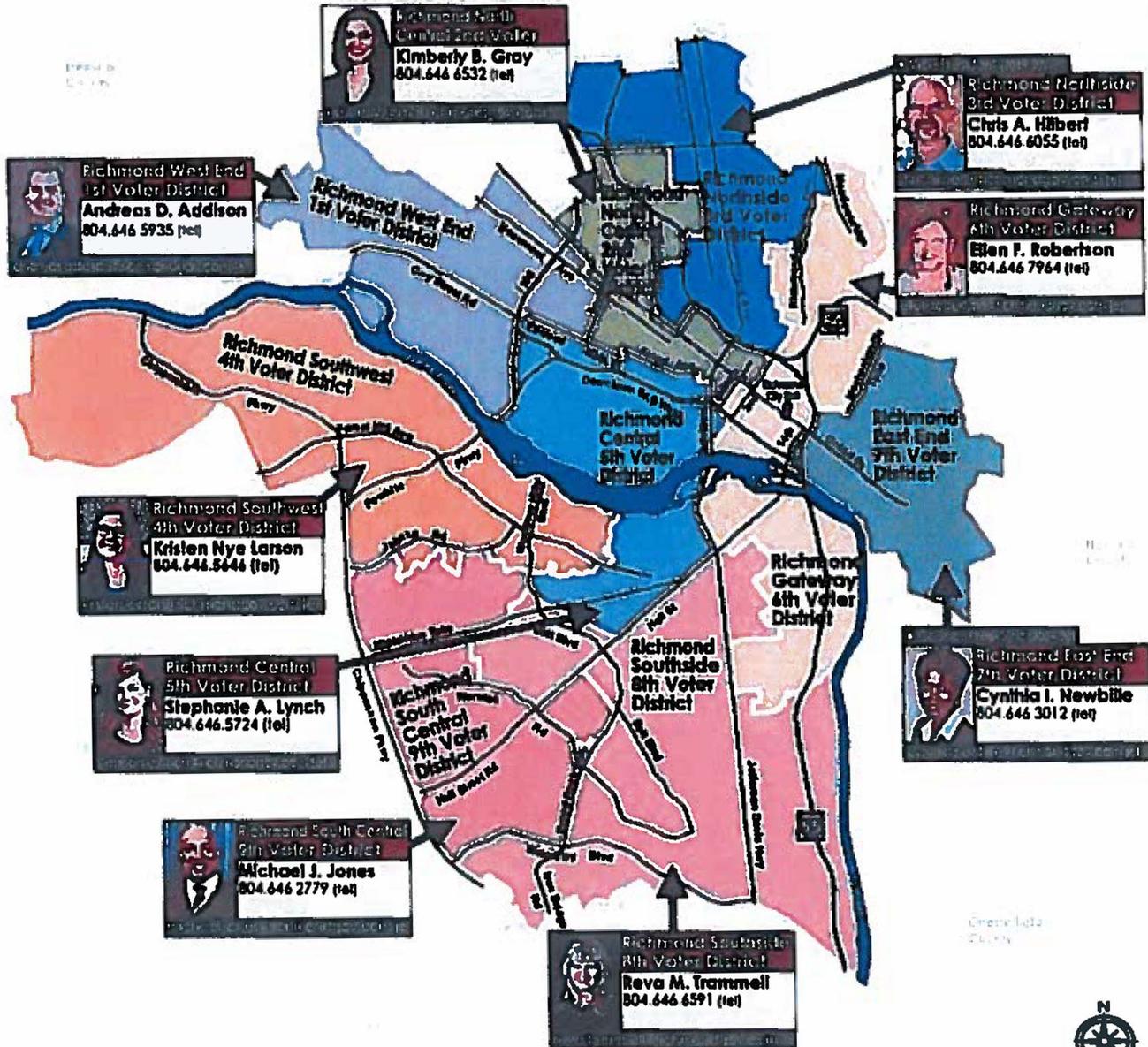
Richmond City Council

Richmond City Council
 Richmond City Council Executive Office
 Richmond City Hall
 700 E. Broad Street, Suite 306
 Richmond, Virginia 23219, U.S.A.
 804.646.2779 (tel) 804.646.5468 (fax)
www.richmondva.gov/richmondcitycouncil
www.facebook.com/richmondcitycouncil

Richmond Voter Districts

Individual Councilmember Contact Info (12.2.2019-12.31.2020)

Note: Councilmember Lynch was elected 11.5.2019 to fill the remaining 13 months of 2017-2020 Council term for the Richmond Central 5th Voter District, which was open due to the resignation (effective 11.30.2019) of Councilmember Parker C. Ageusto. Councilmember Lynch was sworn-in on 12.2.2019.



Richmond Voter Districts: Established by Richmond City Council 2011 Richmond Decennial Voter District Redistricting Ord. # 2011-185 (As Amd.) (11.28.2011), & U.S. Dept. of Justice approval (3.9.2012). Districts used to elect members of Richmond City Council, Richmond Public Schools Board of Trustees, and a Mayor (all serving 4-yr. terms). Council Pres. & VP elected by Council and serve 2-yr. terms.

REPRODUCED BY THE RICHMOND CITY COUNCIL EXECUTIVE OFFICE. ALL RIGHTS RESERVED. NO PART OF THIS PUBLICATION MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM THE RICHMOND CITY COUNCIL EXECUTIVE OFFICE.

Creative Communities Partnership Grant Certification of Assurances 2020-2021

Certification of Assurances & Grant Conditions for Local Government Grantees

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- read and review the [2020-2021 Online Guidelines for Funding](#) before applying.
- follow the principles and actions as stated in the Virginia Commission for the Arts' Statement on Cultural Equity.
- provide accurate, current and complete financial records of each grant;
- maintain accounting records which are supported by source documentation;
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes;
- maintain procedures ensuring timely disbursement of funds;
- provide the Commission, or its authorized representatives, access to the grant-related financial records if requested

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make changes to the proposed sub grantees, budget, schedule, program and or personnel. The requested changes must be approved in advance by the Commission.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act of 1990 which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in federally assisted programs. Compliance with this Act includes the following: notifying employees and beneficiaries of the organization that it does not discriminate on the basis of handicap and operation of programs and activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance also includes maintenance of an evaluation plan developed with the assistance of persons with disabilities or organizations representing disabled persons which contains: policies and practices for

making programs and activities accessible; plans for making any structural modifications to facilities necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the name and signature of the person responsible for the organization's compliance efforts ("ADA Coordinator").

Appropriation / Grant Confirmation

Each local government will confirm that its governing board has appropriated the matching funds by completed the online CCPG FY21 Final Report/Confirmation Form. The final report/confirmation must include a list of the organizations that received funding and the total amount, including a breakout of the Commission's \$ share and the local government's \$ share, awarded to each organization as well as the appropriate page of your city's/jurisdiction's approved FY2021 budget showing the amount of the award and match or a copy of the check (s) to the sub-grantee (s).

The Commission will pay the grant in full approximately 30 days after receiving this final report/confirmation. The deadline for this confirmation is February 1, 2021.

In all published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported, acknowledgment of the Commission must be made. A suggested phrase is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts."

This application must be signed by an individual duly authorized by the governing body of the locality to act on its behalf and submitted with every grant application made to the Commission.

Authorizing officials include: County Administrators, Mayors, City/Town Managers, etc. The signature of the individual indicates the locality's compliance with all of the grant conditions listed above.

The undersigned certifies to the best of his/her knowledge that:

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he or she has the legal authority to obligate the applicant locality.

Name of Local Government: City of Richmond

Name of Authorizing Official: Lenora G. Reid

Title: Acting Chief Administrative Officer

*Signature of Authorizing Official: Lenora G. Reid, CPA Date: 3/30/2020

Email of Authorizing Official: Lenora.Reid@richmondgov.com

NOTE: Only documents with original signatures will be accepted. Do not send copies or email/fax this application.

Save a copy of the completed application for your files. Upload a copy of the completed signed Certification in the space provided.

Form **W-9**

Commonwealth of Virginia
Substitute W-9 Form

Revised December 2017

Request for Taxpayer Identification Number and Certification



Social Security Number (SSN)
 Employer Identification Number (EIN)
5 4 6 0 0 1 5 5 6

Please select the appropriate Taxpayer Identification Number (EIN or SSN) type and enter your 9 digit ID number. The EIN or SSN provided must match the name given on the "Legal Name" line to avoid backup withholding. If you do not have a Tax ID number, please reference "Specific Instructions - Section 1." If the account is in more than one name, provide the name of the individual who is recognized with the IRS as the responsible party.

Dunn & Bradstreet Universal Numbering System (DUNS) (see Instructions)
0 0 3 1 3 3 8 4 0

Legal Name: City of Richmond
Business Name:

Entity Type	Entity Classification	Exemptions (see Instructions)
<input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> S-Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> C-Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Disregarded Entity <input type="checkbox"/> Estate <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Government <input type="checkbox"/> Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Corporation	<input type="checkbox"/> Professional Services <input type="checkbox"/> Medical Services <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Legal Services <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Joint Venture <input checked="" type="checkbox"/> VA Local Government <input type="checkbox"/> Tax Exempt Organization <input type="checkbox"/> Federal Government <input type="checkbox"/> OTH Government <input type="checkbox"/> VA State Agency <input type="checkbox"/> Other	Exempt payee code (if any): _____ (from backup withholding) Exemption from FATCA reporting code (if any): _____

Contact Information

Legal Address: <u>900 E. Broad Street</u>	Name: <u>Le'Cham D. Benton</u>
	Email Address: <u>Lecham.Benton@richmondgov.com</u>
City: <u>Richmond</u> State: <u>VA</u> Zip Code: <u>23219</u>	Business Phone: <u>(804) 646-3096</u>
Remittance Address: <u>900 E, Broad Street Room 201</u>	Fax Number: <u>(804) 646-6035</u>
	Mobile Phone: _____
City: <u>Richmond</u> State: <u>VA</u> Zip Code: <u>23219</u>	Alternate Phone: _____

Section 1 - Taxpayer Identification

Section 2 - Certification

Under penalties of perjury, I certify that

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined later in general instructions), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See Instructions titled Certification

Printed Name: Le'Cham D. Benton
 Authorized U.S. Signature: Le'Cham D. Benton Date: 3.25.2022