

INTRODUCED: July 23, 2018

AN ORDINANCE No. 2018-200

To authorize the Chief Administrative Officer to accept \$10,500.00 from the Washington/Baltimore High Intensity Drug Trafficking Area and Mercyhurst University and to appropriate the increase to the Fiscal Year 2018-2019 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Adult Drug Court's RADTC - Step Up and Out Program special fund by \$10,500.00 for the purpose of enabling the Richmond Adult Drug Treatment Court to establish a reentry path for participants transitioning from the jail to the community.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: SEPT 10 2018 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept grant funds in the amount of \$10,500.00 from the Washington/Baltimore High Intensity Drug Trafficking Area and Mercyhurst University for the purpose of enabling the Richmond Adult Drug Treatment Court to establish a reentry path for participants transitioning from the jail to the community.

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2018, and ending June 30, 2019, by increasing estimated revenues

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: SEPT 10 2018 REJECTED: _____ STRICKEN: _____

by \$10,500.00, increasing the amount appropriated for expenditures by \$10,500.00, and allotting to the Adult Drug Court's RADTC - Step Up and Out Program special fund the sum of \$10,500.00 for the purpose of enabling the Richmond Adult Drug Treatment Court to establish a reentry path for participants transitioning from the jail to the community.

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



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

RECEIVED O & R REQUEST
4-7946
JUN 27 2018
OFFICE OF CITY ATTORNEY
Office of the Chief Administrative Officer

O&R REQUEST

DATE: June 21, 2018

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor *LS 7/11/18*

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer *SCG*

THROUGH: Lenora Reid, DCAO for Finance & Administration *LR*

THROUGH: John Wack, Director of Finance *JW*

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

FROM: The Honorable C.N. Jenkins, Jr., Chief Judge *CNJ*

RE: Amend the Special Funds Budget award from the Washington/Baltimore HIDTA and the Office of National Drug Control Policy to the City of Richmond Adult Drug Treatment Court from \$139,500 to \$150,000 for fiscal year 2019.

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to amend the FY2019 Special Fund budget amount of \$139,500 to \$150,000, and allow for an increase of \$10,500 by the Washington/Baltimore High Intensity Drug Trafficking Agency (HIDTA) and the Office of National Drug Control Policy.

REASON: The City of Richmond, Adult Drug Treatment Court (RADTC) seeks approval to accept an increase of funds in the amount of \$10,500 awarded by the Office of National Drug Control Policy. The award notification for the increase has been received and all funds should be appropriated to the Richmond Adult Drug Treatment Court Special Funds Budget for fiscal year 2019. The extra funding will provide support to the Richmond Adult Drug Court's project 'Step Up and Out' a collaborative effort with the Richmond Sheriff's Office to establish a re-entry path for RADTC participants transitioning from the jail to the community.

RECOMMENDATION: It is recommended that the current budget be amended to accept the \$10,500 funding increase, and that funds be appropriated to the Richmond Adult Drug Treatment Court special funds budget for fiscal year 2019.

BACKGROUND: This project has the supported by the Office of National Drug Control Policy since 2009, and will continue to be managed by the Richmond Adult Drug Treatment Court. The Washington/Baltimore HIDTA office provides funding to the cities of Baltimore and Washington, as well as surrounding local jurisdictions that experience serious problems will illegal drug use and drug related crime, especially involving cocaine and heroin. Additionally, the project is expected to reduce drug use and crime among the individuals participating in the program. The anticipated outcomes will include longer spans in treatment, lowered recidivism rates, and increased RADTC graduation rates for project 'Step Up & Out' and drug court participants.

FISCAL IMPACT / COST: The total amount of the grant award after the increase is \$150,000. The Richmond Adult Drug Treatment Court will use the added \$10,500 awarded to provide additional support to project 'Step Up & Out'. There will be no fiscal impact on the City's budget after these funds are expended. There are no matching funds required for the award. The acceptance of this increase to our annual budget award will allow the Richmond Adult Drug Treatment Court to increase management funds for this re-entry project.

FISCAL IMPLICATIONS: There are no matching funds required for this increase to the current grant award.

BUDGET AMENDMENT NECESSARY: Yes, amends Ordinance No. 2018-058.

REVENUE TO CITY: The City will receive an additional \$10,500 in grant funds to be appropriated to the 2019 Special Fund Budgets.

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: July 23, 2018

CITY COUNCIL PUBLIC HEARING DATE: September 10, 2018

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Public Safety Committee

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: NONE

AFFECTED AGENCIES: Department of Finance, Department of Budget and Strategic Planning, Richmond Adult Drug Treatment Court

RELATIONSHIP TO EXISTING ORD. OR RES.: NONE

REQUIRED CHANGES TO WORK PROGRAM(S): NONE

O&R Request

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ATTACHMENTS: Copy of Award Notification

STAFF: Gloria A. Jones; Coordinator, Richmond Adult Drug Treatment Court

**SERVICE AGREEMENT
BETWEEN
WASHINGTON/BALTIMORE HIDTA (W/B HIDTA)- MERCYHURST
UNIVERSITY AND
CITY OF RICHMOND**
Selena Cuffee-Glenn, Chief Administrative Officer
900 E. Brand Street, Suite 201; Richmond, VA 23219

AGREEMENT NO. I-2018TXRICHMOND

1. **PURPOSE:** The Executive Board of the W/B HIDTA and Mercyhurst University under the authority of a federal grant from the Office of National Drug Control Policy has authorized funds in the amount of \$150,000.00 intended for **January 1, 2018 through June 30, 2019 (18 months)** to provide an integrated system of drug treatment services and criminal justice supervision by supplementing or complementing existing services provided to hard-core substance-dependent individuals. This Agreement is provided unilaterally; submission of an invoice by the Agency constitutes acceptance of the terms and conditions of this Agreement.
2. **AUTHORIZATION TREATMENT/CRIMINAL JUSTICE INITIATIVES:** All jurisdictions seeking HIDTA funding to provide treatment services must submit to the Program Manager an Annual Budget Request and a completed Recipient Obligation Form. The request must be received no later than the March 1st preceding the Program Year for which funds are requested. The W/B HIDTA Executive Board will use the request to determine the appropriate funding level for the jurisdiction and to negotiate specific quantitative performance measures for each Initiative.
3. **DIRECTIVES:** All HIDTA Treatment/Criminal Justice initiatives must follow all policies and procedures outlined in the directives. D0702 – Program Requirements for Contractors Receiving Treatment and Criminal Justice Initiative Funding; D0701 – Financial Requirement for Contractors Receiving Treatment and Criminal Justice Initiative Funding.
4. **UNALLOWABLE COSTS:** OMB Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards 2 CFR Chapter 1, Chapter II, Part 200, et al (Super Circular) contain federal regulations governing the expenditure of federal grant funds. In addition to the disallowable items listed in the OMB Circular the W/B HIDTA prohibits the use of initiative funds for the following purposes:
 - Lease, rent or purchase facilities (real property)
 - All costs associated with alcohol dependency
 - Urine test kits
 - Clothing or clothing allowances
 - Food and beverage items, including coffee makers

- Personal hygiene or medication items
- Professional association or bar dues
- Promotional or representational items (e.g., hats, pins, T-shirts, or other memorabilia)
- Gifts
- Real property
- Travel that does not clearly benefit the initiative
- Indirect costs
- Overtime

5. **SUPLANTING OF FUNDS:** HIDTA funds must be used to supplement existing activities and must not replace (supplant) funds that have been appropriated for the same purpose. The W/B HIDTA will review all budget submissions for potential supplanting. If there is a question of possible supplanting, the contractor will be required to supply a written certification to the HIDTA Director stating that the Washington/Baltimore HIDTA funds will not be used to supplant federal, state or local funds.
6. **REIMBURSEMENT PROCEDURES:** The W/B HIDTA will not approve invoices submitted for payment if the required information has not been entered and updated monthly. (See Section V (D) (3) of HIDTA Directive 0701, Financial Reporting Requirements for grantees Receiving Treatment and Criminal Justice (TX/CJ) Initiative Funding.)
1. Name;
 2. Address (street, city, state, and zip code);
 3. Social Security Number (or Alternate ID if SSN is not available); (FBI# or SID#).
 4. Client Number;
 5. Date of Birth;
 6. Gender;
 7. Race;
 8. Ethnicity;
 9. Date of entry into the HIDTA-funded treatment program;
 10. Date of discharge from the HIDTA-funded treatment program (established cut-off date that is determined by grantee);
 11. Treatment services provided (modality) and the dates of each contact for each level and for residential note the beginning and ending dates of service;
 12. Treatment Status of individual (completed, terminated, or active);
 13. Drug(s) of choice, (up to three), excluding alcohol as the primary drug);
 14. Instant criminal offense that led to the individual's enrollment in the HIDTA-funded treatment program and the date charged;
 15. Supervision Status of individual (completed, terminated, or active);

7. **SUBMISSION OF INVOICES:** All payments shall be considered provisional and subject to adjustment within the total estimated cost in the event the adjustment is necessary as a result of an adverse audit finding against the contractor. The Washington/Baltimore HIDTA and Mercyhurst University reserve the right to reject an invoice, in accordance with 2 CFR 200.305.

All invoices must be submitted on agency letter, with the I-Agreement number, federal identification number, agency remit address, contact person phone number and e-mail address.

Final invoice must be received by August 15, 2018. Any funds not requested by this date will be forfeited.

Submit invoices to:

Shelley Witenstein
W/B/ HIDTA
9001 Edmonston Road, Suite 300
Greenbelt, MD 20770
301-489-1663

Before submission of the first invoice return the attached Recipient Obligation Form to:

Sherae Lonick
Program Manager
Washington/Baltimore HIDTA
9001 Edmonston Road, Ste 300
Greenbelt, Maryland 20770
Or email; slonick@wb.hidta.org

Failure to comply could result in request being held up or denied.


8. **FINANCIAL DOCUMENTATION:** Any Agency accepting treatment/criminal justice funds are expected to maintain appropriate financial documentation and make any relevant records available to W/B HIDTA or the Office of State, Local and Tribal Affairs, Office of National Drug Control Policy (ONDCP) staff for audit purposes upon request.
9. **AMENDMENTS:** HIDTA funds are subject to ONDCP's HIDTA Program Policy and Budget Guidance and the Office of Management and Budget's (OMB)

regulations regarding the use of grant funds. Any substantial change in ONDCP or OMB policy regarding the acquisition of HIDTA funds may require the W/B HIDTA Executive Board to consider amendments or additions to this agreement to ensure compliance with Federal fiscal grant management guidelines. In no event shall any funds pursuant to this Agreement be guaranteed to any Agency, and this Agreement is expressly conditional upon the ongoing existence of the HIDTA program

10. In no event shall W/B HIDTA or Mercyhurst University including their Directors, Officers, Agents, Employees and Students be liable for any direct, indirect, incidental, special, punitive, reliance, consequential or other damages of any kind for any action or inaction on their part in connection with this Agreement or their actions pursuant thereto, regardless of the legal theory under which such liability might arise and regardless of whether W/B HIDTA, and Mercyhurst University have been advised of the possibility of such damages and regardless of whether the damages were foreseeable.
11. Mercyhurst University and the Washington/Baltimore HIDTA, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, gender, color, sexual orientation, physical or mental disability, religion, national origin, or political affiliation.


Any questions regarding this Agreement should be directed to:

Sherae Lonick
W/B HIDTA
9001 Edmonston Road, Suite 300
Greenbelt, Maryland 20770
301-489-1711



Authorized: Thomas H. Carr
Director, Washington/Baltimore HIDTA

Date

Authorized:  Date 11/1/17
Mercyhurst University *VP Finance & Administration*
Acting Solely as Directed Trustee

Recipient Obligation Form

City of Richmond - TX Richmond

Program: Washington/Baltimore HIDTA

Project Start Date: 1/1/2018 Project End Date: 6/30/2019 Duration: 18 months

Authorized Amount: \$150,000.00 Grant Number: G18W80004A

Recipient Point of Contact: Gloria A. Jones, Adult Drug Court Coordinator Email: gloria.jones@richmondgov.com
(Print Name)

City of Richmond-Adult Drug Court
501 N. 9th Street, Second Floor, suite 204
Richmond, VA 23219-1550
(address)

Agency DUNS Number: 003133840 Tax ID Number: 54-6001556

Type of Entity: Non-profit/educational/or government Commercial/For Profit

Upon request can recipient provide three (3) years audit results? (A133 or Uniform Guidance) If not please explain why? Yes

Have you received any adverse finding? If yes, provide Management letter and any explanation? No

Can recipient meet all requirements under Uniform Guidance 2 CFR, Part 200 and the Washington/Baltimore HIDTA directives? Yes

Does recipient have experience receiving same or similar funding from federal awards? Yes

Has recipients conflict of interest policy changed since 2016? If so provide copy. No

Agency acknowledges receipt of Washington/Baltimore HIDTA directives and I Agreement? Initial YAG

The appropriate programmatic and administrative personnel involved in this application are aware of applicable sponsor guidelines and policies and are prepared to enter into a recipient agreement consistent with the applicable flow-down requirements. I hereby certify that neither recipient City of Richmond, Virginia nor its principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal department or agency. To the best of my knowledge, the enclosed represents a true, complete, and accurate representation of work to be performed and costs to be incurred in the performance of the proposed project.

Authorized Organization Representative Signature:



Print AOR Name: Selena Cuffee-Glenn

2/16/18
(date)

AOR Title: Chief Administrative Officer

2018 GRANT YEAR BUDGET REQUEST-Agreement No. 1-2018TXRICH

INITIATIVE NAME: City of Richmond Adult Drug Treatment Court

SPONSORING AGENCY: Richmond Adult Drug Treatment Court

PREPARED BY: Gloria A. Jones

TELEPHONE: 804 646-3756

	Name / Position	Annual Salary Annual Fringe		Mercyhurst	Total
A. Personnel					
TOTAL					0

B. Fringe Benefits				Mercyhurst	Total
TOTAL					0

C. Overtime / Consultant	Name / Position	Hours		Mercyhurst	Total
TOTAL					0

D. Travel	Name / Position	Purpose	Travel Cost	Mercyhurst	Total
	NADCP Conference	Staff Training	2,000		
	Bus Passes	Participant travel	1,750	0	0
	Local Travel Reimbursement	fuel for site visits	240		
TOTAL					0

E. Facilities	Description	Quantity	# Months	Price ea or monthly rate	Total
TOTAL					0

F. Services/Contractual		Service cost	Mercyhurst	Total
	Case Management Services		61,350	61,350
	Treatment Housing/Inpatient/Transitional		34,000	34,000
	Supportive Housing/Counseling Services		54,650	54,650
TOTAL				150,000

G. Equipment		Quantity	Unit Price	Mercyhurst	Total
TOTAL					0

H. Supplies		Supplies Cost	Mercyhurst	Total
	Education and Client Activity	950		0
	Urine Testing	5,148		
	Work Related Supplies for Participants			
TOTAL				0

I. Other Costs				Total
TOTAL				0

Agency Total					150,000
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