

INTRODUCED: January 22, 2024

AN ORDINANCE No. 2024-029

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$797,329.00 from the United States Department of Health and Human Services, Administration for Children and Families; to amend the Fiscal Year 2023-2024 Special Fund Budget by creating a new special fund for the Office of the Deputy Chief Administrative Officer for Human Services called the Human Services Integration Special Fund; to appropriate \$100,000.00 of the accepted funds to the Fiscal Year 2023-2024 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Office of the Deputy Chief Administrative Officer for Human Services' Human Services Integration Special Fund by \$100,000.00; and to amend the Fiscal Year 2023-2024 General Fund Budget by increasing estimated revenues and the amount appropriated to the YMCA of Greater Richmond (Social Needs Navigation) line item in the Non-Departmental agency by \$697,329.00 of the accepted funds, for the purpose of increasing integration among non-profit organizations and human services agencies to reduce poverty and increase financial self-sufficiency for residents of the city of Richmond.

\_\_\_\_\_  
Patron – Mayor Stoney

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

PUBLIC HEARING: FEB 12 2024 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, is authorized to accept funds in the amount of \$797,329.00 from the United States Department of

AYES: 7 NOES: 0 ABSTAIN: \_\_\_\_\_

ADOPTED: FEB 12 2024 REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

Health and Human Services, Administration for Children and Families for the purpose of increasing integration among non-profit organizations and human services agencies to reduce poverty and increase financial self-sufficiency for residents of the city of Richmond.

§ 2. That Article I, Section 2 of Ordinance No. 2023-071, adopted May 8, 2023, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2023, and ending June 30, 2024, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Office of the Deputy Chief Administrative Officer for Human Services called the Human Services Integration Special Fund for the purpose of increasing integration among non-profits organizations and human services agencies to reduce poverty and increase financial self-sufficiency for residents of the city of Richmond.

§ 3. That a portion of the funds accepted pursuant to section 1 of this ordinance is hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2023, and ending June 30, 2024, by increasing estimated revenues by \$100,000.00, increasing the amount appropriated for expenditures by \$100,000.00, and allotting to the Office of the Deputy Chief Administrative Officer for Human Services' Human Services Integration Special Fund the sum of \$100,000.00, for the purpose of increasing integration among non-profit organizations and human services agencies to reduce poverty and increase financial self-sufficiency for residents of the city of Richmond.

§ 4. That Article I, Section 1 of Ordinance No. 2023-071, adopted May 8, 2023, which adopted a General Fund Budget for the fiscal year commencing July 1, 2023, and ending June 30, 2024, and made appropriations pursuant thereto, be and is hereby amended by appropriating the remainder of the funds accepted pursuant to section 1 of this ordinance to the YMCA of Greater Richmond (Social Needs Navigation) line item in the Non-Departmental agency in the

amount of \$697,329.00 for the purpose of increasing integration among non-profit organizations and human services agencies to reduce poverty and increase financial self-sufficiency for residents of the city of Richmond.

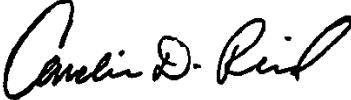
§ 5. This ordinance shall be in force and effect upon adoption.

APPROVED AS TO FORM:

  
\_\_\_\_\_  
City Attorney's Office

**A TRUE COPY:**

**TESTE:**



**City Clerk**



# City of Richmond

900 East Broad Street  
2nd Floor of City Hall  
Richmond, VA 23219  
www.rva.gov

## Master

**File Number: Admin-2023-2068**

**File ID:** Admin-2023-2068

**Type:** Request for Ordinance or Resolution

**Status:** Regular Agenda

**Version:** 2

**Reference:**

**In Control:** City Clerk Waiting Room

**Department:**

**Cost:**

**File Created:** 12/18/2023

**Subject:**

**Final Action:**

**Title:**

### Internal Notes:

### Code Sections:

**Agenda Date:** 01/22/2024

**Indexes:**

**Agenda Number:**

**Patron(s):**

**Enactment Date:**

**Attachments:** Admin-2023-2068 AATF Ord.pdf, Admin-2023-2068 Help1RVA earmark Award Letter.pdf, Admin-2023-2068 ACF Project Description COMBINED FINAL.pdf

**Enactment Number:**

**Contact:**

**Introduction Date:**

**Drafter:** dominic.barrett@rva.gov

**Effective Date:**

### Related Files:

## Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
2	1	12/27/2023	Traci DeShazor	Approve	12/25/2023
2	2	12/27/2023	Meghan Brown	Approve	12/29/2023
2	3	12/28/2023	Sheila White	Approve	12/29/2023
2	4	1/2/2024	Jeff Gray	Approve	1/1/2024
2	5	1/5/2024	Lincoln Saunders	Approve	1/9/2024
2	6	1/18/2024	Mayor Stoney	Approve	1/19/2024

## History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

**Text of Legislative File Admin-2023-2068**

# City of Richmond

Intracity Correspondence

O&R Transmittal

**DATE:** Wednesday, November 15, 2023

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

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

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

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

**THROUGH:** Meghan Brown, Acting Director of Budget and Strategic Planning

**THROUGH:** Traci DeShazor, Deputy Chief Administrative Officer for Human Services

**RE:** To accept and appropriate grant funds from the U.S. Department of Health and Human Services, Administration for Children and Families, in the total amount of \$797,329.00.

**ORD. OR RES. No.**

**PURPOSE:** To authorize the Chief Administrative Officer to accept funds in the amount of \$797,329.00 from the U.S. Department of Health and Human Services, Administration for Children and Families; to amend the Fiscal Year 2023-2024 Special Fund Budget, by creating a new special fund for the Office of the Deputy Chief Administrative Officer for Human Services called the “Human Services Integration Special Fund,” and increasing estimated revenues and the amount appropriated to the new Human Services Integration Special Fund by \$100,000.00; and to amend the Fiscal Year 2023-2024 General Fund Budget, by increasing estimated revenues and the amount appropriated to the YMCA of Greater Richmond (Social Needs Navigation) line in the Non-Departmental agency by \$697,329.00 all for the purpose of increasing integration among non-profits and human services agencies to reduce poverty and increase financial self-sufficiency for City of Richmond residents.

**BACKGROUND:** As part of the FY23 Congressionally Directed Spending (colloquially known as “earmarks”) process, the City of Richmond applied for and was awarded \$797,329.00 for Help1RVA integration efforts. This funding was secured for Richmond through the advocacy of Senator Tim Kaine, Senator Mark Warner, and the late Congressman Donald McEachin. These funds are administered as grants from the U.S. Department of Health and Human Services, Administration for Children and Families. Help1RVA has the potential to be a powerful tool for families and individuals working to establish financial self-sufficiency and for social service providers working to reduce poverty. Funding will support technology and staffing expenses for YMCA who serves as the backbone of Help1RVA, and allow Richmond to hire an Information and Data Integration Consultant to align existing technology within the City’s Human Services portfolio.

**COMMUNITY ENGAGEMENT:** N/A

**STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL:** N/A

**FISCAL IMPACT:** The total amount of this award is \$797,329.00.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** January 22, 2024

**CITY COUNCIL PUBLIC HEARING DATE:** February 12, 2024

**REQUESTED AGENDA:** Consent agenda

**RECOMMENDED COUNCIL COMMITTEE:** None

**AFFECTED AGENCIES:** Department of Finance, Department of Budget and Strategic Planning, and Office of Human Services

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Ordinance 2023-071

**ATTACHMENTS:** Notice of Award, Grant Application Summary

**STAFF:** Dominic Barrett, Strategic Projects and Grants Advisor, 804-646-5861, dominic.barrett@rva.gov

**Richmond & YMCA of Greater Richmond: Help1RVA  
PROJECT DESCRIPTION**

**1. OUTCOMES:**

Our proposal seeks to support a sustainable and scalable one-stop shop to help families and individuals working to establish financial self-sufficiency and for social service providers working to reduce poverty.

In Richmond, 20% of residents live in poverty and over half of children live below 200% of the poverty level. Residents face concentrated poverty, food insecurity, high levels of violent crime, and other social determinants of health that contribute significantly to health inequity. Our most vulnerable face overwhelming barriers and are desperate for support to navigate and utilize critical services and resources.

Currently some social services and resources are duplicated, while others go underutilized. Meanwhile thousands in our community struggle to access basic needs or navigate complicated social service and public benefit systems. Often the same families are seen by multiple navigators and caseworks for the same or related issues. By creating a central access point for resources and social needs navigation we can eliminate redundancy; increase utilization of critical services; reduce cost; and—most importantly—improve outcomes for Virginians.

Without Help1RVA, residents engage with disconnected service providers, repeating their stories to multiple case managers. The process is burdensome for clients; inefficient for providers; and makes it impossible to leverage data to predict, map, and respond to community needs. Help1RVA closes the significant information gap faced by underserved, often historically-marginalized community members. The primary measurable outcomes for this project period are:

1. At least 2,000 Richmond residents will utilize Help1RVA to search for resources, programs, and services meeting needs including housing, food, transportation, and healthcare.
2. Help1RVA will reach approximately 7,500 unique users completing over 12,000 searches for vital needs and programs/ services addressing social determinants of health such as housing, food, employment, and more.
3. At least 350 Richmond residents will receive one-on-one health and social needs navigation and connections to resources.
4. A plan will be developed for integration of City of Richmond's Health and Human Services portfolio.
5. New social service providers will be on boarded onto the platform
6. An evaluation and report will be produced, including recommendations for a non-licensed health provider reimbursement for preventive services through options like Medicaid 1115 waivers.

**2. APPROACH:**

HELP1RVA is a newly created, one-stop-shop for social services in Central Virginia. Specifically, it is a coordinated navigation service, website, and phone hotline—available in many languages—that lets residents and providers search for social services and resources across many organizations. Help1RVA has the potential to be a powerful tool for families and individuals working to establish financial self-

sufficiency and for social service providers working to reduce poverty. Funding will support technology and staffing expenses for YMCA to be the backbone of Help1RVA, and allow Richmond to hire an Information and Data Integration Consultant to align Help1RVA with existing technology within the City's Human Services portfolio.

The following primary activities and functions will be performed, largely concurrently, throughout the project period:

1) A comprehensive, client-friendly digital database:

The YMCA Navigation Team will maintain the client facing side of Help1RVA which is a comprehensive, client-friendly digital database of free and reduced-cost services, including job training, food, housing, and childcare. The database is built on a platform called Find Help. The Navigation team will be responsible for supporting new and existing providers in uploading and maintaining current resources and organizational profiles on the platform. They will also be responsible for making upgrades to the system.

2) Client navigation:

Residents will receive client navigation via one-on-one meetings with trained, bilingual navigators, where clients' urgent needs are prioritized, and clients are successfully connected with services that will allow them to thrive in the long-term;

3) Coordinated electronic referrals system:

Client Navigators will provide electronic referrals and coordinated care via Unite Us as the primary tool to connect clients to services. Unite Us is a shared technology platform recently adopted by Virginia Department of Health and hospital system partners, which enables providers and navigators to send and receive electronic referrals to address people's social needs, and improve health across communities. In addition to referring clients through the system during the project period, Y staff will endeavor to onboard additional service providers throughout the project period.

The City of Richmond will contract with a consultant to develop a systems integration and interoperability plan for the Human Services portfolio.

4) Evaluation: Project evaluation efforts overseen by Y will inform a deeper understanding of:

- Evolving needs of Central Virginia's families, especially for low-income community members;
- The gaps that exist among current services and systems;
- Evidence-based practices for social needs case management, including building a strong "bridge" between our child and youth programs and community health programs.
- Development of recommendations for the non-licensed health provider reimbursement for preventive services through options like Medicaid 1115 waivers.

Potential Obstacles:

Health and Human Services integration and interoperability is extremely complex. The City of Richmond, The Y, Virginia Commonwealth University, Richmond Henrico Health District, and others have been brainstorming this idea for years. There are many complicated challenges including data restrictions at the local, state, and federal levels that will present known and unknown challenges. However, we are optimistic that this investment will push our region across the finish line toward a fully integrated Health and Human Services ecosystem.



### **3. PROJECT TIMELINE AND MILESTONES:**

Note: Timeline is approximate and is based on the conservative estimate that funds will be awarded Sept 30<sup>th</sup>, 2023.

#### **Q1 (Oct – Dec 23)**

- 1) Digital database:  
Maintain Help1RVA database, reaching 1500-2500 unique users completing over 2500-3500 searches for vital needs and programs/ services addressing social determinants of health such as housing, food, employment, and more.  
Create specialized reporting and data extraction capabilities as part of software upgrade and integration.
- 2) Client navigation:  
Hire and onboard 6 new Client Navigators.  
Hire a new Data Manager.  
Provide one-on-one health and social needs navigation and connections to resources for 50-100 clients; process involves working with clients to identify 3 most immediate needs. As appropriate, navigators move to additional needs after 3 most urgent needs are successfully addressed/navigated. (Client numbers are quarterly estimates, based on total project targets. Actual client numbers vary quarter by quarter based on a number of factors.)
- 3) Referral system and integration:  
Navigators will use Help1RVA/Unite VA to refer an estimated 50-100 unique clients to health and social services.  
City of Richmond hires contractor to begin internal integration efforts within City of Richmond.
- 4) Evaluation:  
Finalize evaluation metrics and tool(s).

#### **Q2 (Jan – March 24)**

- 1) Digital database:  
Maintain Help1RVA database, reaching 1500-2500 unique users completing over 2500-3500 searches for vital needs and programs/ services addressing social determinants of health such as housing, food, employment, and more.
- 2) Client navigation:  
Client Navigators provide one-on-one health and social needs navigation and connections to resources for approximately 50-100 unique clients. Ensure Navigators are responding to clients within 24 hours.
- 3) Referral system and integration:  
Navigators will use Help1RVA/Unite VA to refer an estimated 50-100 clients to health and social services.  
YMCA to work with City Libraries to install Help1RVA kiosks for community resident self-navigation or request for assistance.  
City of Richmond's contractor works with Human Services staff.
- 4) Evaluation:  
Collect data.  
Review and refine evaluation and reporting strategies as needed.

#### **Q3 (April-June 24)**

- 1) Digital database:

Maintain Help1RVA database, reaching 1500-2500 unique users completing over 2500-3500 searches for vital needs and programs/ services addressing social determinants of health such as housing, food, employment, and more.

2) Client navigation:

Client Navigators provide one-on-one health and social needs navigation and connections to resources for approximately unique 50-100 clients. Ensure Navigators are responding to clients within 24 hours.

3) Referral system and integration:

Navigators will use Help1RVA/Unite VA to refer an estimated 50-100 clients to health and social services.

City of Richmond's contractor continues work with Human Services staff and identifies internal opportunities to begin piloting deeper integration.

4) Evaluation:

Collect data. Review and refine evaluation and reporting strategies as needed.

#### **Q4 (July – Sept 24)**

1) Digital database:

Maintain Help1RVA database, reaching 1500-2500 unique users completing over 2500-3500 searches for vital needs and programs/ services addressing social determinants of health such as housing, food, employment, and more.

2) Client navigation:

Client Navigators provide one-on-one health and social needs navigation and connections to resources for approximately 50-100 unique clients.

3) Referral system and integration:

Navigators will use Help1RVA/Unite VA to refer an estimated 50-100 clients to health and social services.

City of Richmond's consultant finalizes plan with recommendations for any remaining integration needs.

4) Evaluation:

The Y finalizes evaluation report and presents to City of Richmond as well as City of Richmond's "Human Services Expert Cabinet."

#### **4. ORGANIZATIONAL CAPACITY (Includes Section 7. Oversight):**

In 2019 The YMCA of Greater Richmond (The Y) and the City began working together to develop a strategy for integration and interoperability across the health and human services sector in our region. Through those discussions it was agreed that the Y was uniquely positioned to provide backbone support for this effort, a project that has ultimately become Help1RVA. The Y's regional scope, established partnerships, and nimbleness as a nonprofit ensure the impact of the effort can have regional, if not statewide, impact in the most efficient way possible.

In the last 3 years the Y has shown their ability to lead such an effort and proven the great need for such an initiative. The success of the existing pilot project for Help1RVA is notable. At the outset of the COVID-19 pandemic during the earliest stages of this project, usage of Help1RVA increased by a staggering 1300% as community members searched for a variety of urgently-needed services. This pilot will help to expand the reach of the program further as many still struggle with the effects of the pandemic. At the YMCA, Community Health program development and implementation is led by Sr. VP

of Community Impact Lisa Ramirez and Vice President of Community Health William Thornton. Their CV's are included below. The project involves a robust performance evaluation component overseen by the YMCA's Community Impact team. All funds other than the \$100,000 for City of Richmond's Human Services integration consulting will be passed through to the Y for use as detailed in this project description and in the Budget/Budget Justification.

The City of Richmond's Office of Human Services and The Y have extensive experience and are well positioned to steward these funds and execute the project. Within the City of Richmond the project will live in the Office of Human Services under the leadership of Deputy Chief Administrative Officer Reggie Gordon. Administrative and financial oversight will be provided by two additional direct reports of DCAO Gordon, LeCharn Benton and Dominic Barrett, with additional support and oversight from the City of Richmond Finance Department and Budget Office. Ms. Benton serves as Senior Management Analyst and Mr. Barrett as Strategic Projects and Grants Advisor Dominic Barrett for the Office of Human Services. They both have extensive experience coordinating the implementation and financial administration of large grants and subgrants including currently handling financial administration and reporting of our offices \$4,000,000 COVID-19 Health Equity grant from the US Department of Health and Human Service and a \$2,000,000 Gun Violence Prevention grant from the Department of Justice. Included below is a document summarizing key controls and systems the City has in place for oversight and management of federal funds. Note: Any of the policies, procedures, and audits referenced in that document can be made available upon request.

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# WILLIAM S. THORNTON, M.S., M.B.A

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## **EDUCATION**

**B.S. Kinesiology-Exercise Science**, May 2000, James Madison University, Harrisonburg, VA

**M.S. Parks & Recreation Administration**-May 2002, Indiana University, Bloomington, IN

**M.B.A.** -December 2007, Indiana Wesleyan University, Indianapolis, IN

## **HEALTH EXPERIENCES**

### **JOHN ROLFE YMCA & YMCA OF GREATER RICHMOND METRO OFFICE, Richmond Virginia**

Vice President of Community Health & Executive Director of John Rolfe YMCA (2021-Current) -Oversee Community Health for the YMCA of Greater Richmond's 16 locations & the John Rolfe YMCA

- **Develop**, implement, and manage department budgets in all areas of responsibilities including timely and accurate forecasting
- **Accountable** for development and implementation of all fundraising activities to include Annual Giving, Capital and Endowment in coordination with the Association Financial Development office
- **Develop** and maintain strong Board of Management through volunteer development and involvement
- **Maintain** a high community profile and involvement. Serve on various boards and attend numerous community functions
- **Champion** and oversee the advancement of capacity across all branches & ARC to deliver necessary programs to achieve Community Health strategic plan objectives
- **Develop** business plans & collaboration with philanthropy to ensure sustainability of Healthy Living strategic initiatives
- **Maintain** and develop data management systems for all Community Health initiatives across the association
- **Provide** budgetary input and consulting to all branches and ARC directors related to wellness and community health.

### **YMCA of GREATER RICHMOND METRO OFFICE, Richmond Virginia**

Association Director of Community Health & Wellness (Jan 2013-2021) -Oversee community health and wellness for the YMCA of Greater Richmond's 16 locations.

- **Oversee** and provide guidance to support 16 YMCA locations health & wellness efforts.
- **Lead** community health efforts to develop and guide programs to meet the wellness needs of the communities
- **Lead** annual equipment purchasing process for all YMCA locations
- **Supervise** 4 full-time direct reports, 25 additional full-time staff
- **Implement** and oversee all diabetes programs
- **Facilitate** clinic to community linkages within the YMCA service area

### **CHESTER FAMILY YMCA OF GREATER RICHMOND, Chester Virginia**

Operations Director (Jan 2011-2012) -Oversee day to day operations and all program areas (Wellness, Membership, Sports, Aquatics, Child Care, Camp, Teens, Active Adults, Volunteers, & Outreach)

- **Oversee** day to day operations and all program areas (47,700 sq. ft. facility, 25 acres with lake and walking trails, 3533 units)
- **Increased** program revenue 2.6% from \$686,126 to \$704,029 2010-2011
- **Leading** current staff giving campaign, had a 37% increase in giving \$8,797 (2011) to \$14,005 (2012)
- **Increased** yearly group exercise participation from to participations
- **Supervise** 4 full-time direct reports, 4 additional full-time staff, over 150 part-time staff, and volunteers
- **Offered** volunteer opportunities to 610 individuals accounting for 5,268 volunteer hours in 2011
- **Assist** in the preparation, approval and monitoring of branch budgets (3 million).
- **Assist** in developing and leading an effective annual support campaign
- **Support** the development and management of annual branch programs and financial plans
- **Implement** branch marketing, communication

### **MIDLOTHIAN YMCA OF GREATER RICHMOND, Midlothian Virginia**

Sr. Membership & Wellness Director(2009-Current) -Oversee Wellness, Membership, Active Adults, Volunteers, Special Events, & Facility Rental  
Wellness Director (2007-2009) -Provide oversight to Wellness, including personal training, group exercise, wellness center, & all auxiliary programs

- **Increased** revenue: Membership \$1.6M to \$1.8M, Wellness \$60,800 to \$68,000, Rentals \$466 to \$3000, Active Adult \$1,927 to \$3,000
- **Increased** membership units from 2314 to 3000, member retention 70% to 73%, and 19% growth over the last 13 months
- **Served** an essential role in a 26,000 sq. ft. facility expansion (wellness center 3552 to 7132 sq. ft., group exercise 1363 to 3755 sq. ft.)
- **Leading** current staff giving campaign, member campaign team leader raised \$800, other efforts raised \$2400
- **Increased** average monthly group exercise participation from 2,404 to 3,501 offering over 300 classes per month
- **Increased** average monthly wellness participation from 7,578 to 13,748, & one on one appointments from 20 to 41 monthly
- **Supervise** 3 full-time direct reports, 1 additional full-time, over 70 part-time, and volunteers
- **Offered** 15 special events yearly with 10 events directed to the community
- **Offered** volunteer opportunities to 775 individuals accounting for 10,236 volunteer hours in 2009
- **Manage** and evaluate contract labor services related to Wellness Department

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# WILLIAM S. THORNTON, M.S., M.B.A

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## **AMERICAN CANCER SOCIETY, GREAT LAKES DIVISION, Inc, Indianapolis Indiana**

Prostate Cancer Program Coordinator 2004-2006 Contracted to the Indiana State Department of Health to create, implement, and develop a statewide prostate cancer education program and coordinate select Indiana Cancer Consortium professional advisory committees.

- **Developed** subcontracts for program services and sought opportunities for new funding streams
- **Assisted** in the budgeting, resource allocation, and grant management of a \$250K grant
- **Managed** the Prostate Cancer Program's budget, and made budgetary and programmatic forecasts
- **Expanded** programmatic impact on target populations during periods of budgetary cut backs
- **Identified** and incorporated cancer-related ethnic, geographic, and economic disparity issues, into cancer planning and implementation
- **Assisted** in the development of the state's published Indiana Cancer Control Plan
- **Conducted** multiple focus groups, regional surveys, and facilitated extensive literature reviews
- **Established** statewide and local programmatic measures to evaluate program impact and cost effectiveness
- **Developed** several mediums of health educational materials for statewide distribution to public health professionals

## **INDIANA UNIVERSITY, Bloomington Indiana**

Wellness Program Coordinator(2002-2003) -Oversaw the Personal Training Program and day to day operation of the Group Exercise Program, which offered over 80 group exercise sessions a month reaching 61,647 annual participants.

Interim Assistant Director/Graduate Assistant for Fitness Training(2000-2002) - Supervised the personal management portion of the Strength & Conditioning Program which encompassed over 50 employees at two facilities representing approximately 1,024,794 annual Wellness Center participations.

- **Established** annual income targets and made purchases and requisitions
- **Prepared** monthly budgets forecasting sales, and made programmatic adjustments to meet income targets
- **Analyzed** statistical reports, evaluations, and participation surveys
- **Managed** 1 full-time, 25 personal trainers, 50 group exercise leaders, 2 program assistants, & maintained scheduling at multiple facilities
- **Conducted** training for a complex/diverse group exercise and personal training program
- **Provided** leadership and direction in equipment replacement, management, and long range planning
- **Conceptualized**, planned, and implemented a Wellness Fair for students, faculty, and staff with over 1000 participants and 40 vendors
- **Formulated** and authored program procedures, manuals, and policies to enhance program cohesiveness
- **Authored** division and university publications, and conducted educational presentations to students, faculty, and staff
- **Researched** wellness and worksite health promotion to provide background information for strategic planning
- **Taught** group exercise sessions, conducted fitness assessments, and personal trained clients
- **Developed** trainings and conducted individual bi-annual staff assessments for all employees

## **Certifications & Awards**

- **Certified Pool Operator**-2010
- **AYP Director of the Year 2009** -Chapter 25
- **YMCA of Greater Richmond: Emerging Leaders Selection** 2008-2010
- **YMCA Multi-Team/Branch Organizational Leader Certification**, 2008
- **YMCA Trainer**-Principles of Strength & Conditioning, Healthy Lifestyles, Group Exercise, Guy Force, Listen First
- **National Strength & Conditioning Association:** Certified Strength & Conditioning Specialist, 2003-Present
- **Larry Chapman Health Cost Management Level I & II**, 2002-Present
- **American College Sports Medicine**-Health Fitness Instructor, 2000-Present
- **American Council on Exercise:** Lifestyle & Weight Management Consultant, 2002-2006
- **Other:** Silver Sneakers, TRX, Cycle Reebok , Aqua Aerobics, CPR Pro, Oxygen Admin, First Aid, Kick Boxing, ACE CEC Provider

## **FINANCE & OTHER EXPERIENCES**

### **2006-2007 AMERIPRISE FINANCIAL, Indianapolis, Indiana**

Financial Advisor- Advised clients on financial plans utilizing knowledge of tax and investment strategies, debt management, securities, and insurance. Analyzed client assets, liabilities, cash flow, insurance coverage, tax status, and financial

- **Conducted** in-depth analysis of client financial circumstances, current provision, and future aims
- **Provided** clients with information on new and existing products and services; assisting clients to make informed decisions
- **Developed** marketing strategies to acquire new clients

## **Licenses**

**Series 7-2006; Series 66-2006; Life & Health Insurance-2006**

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# LISA Y. RAMIREZ

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## PROFESSIONAL SUMMARY

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Progressive Senior Vice President with excellent community organizing skills combined with more than 30 years of YMCA experience. Dynamic business development, operations, and program executive, with demonstrated career achievements in creating, executing, and leading effective programs, community collaborations and workforce development initiatives. Successful record in translating organizational vision and mission into clear, actionable plans by leading high-performance teams to accomplish program and fundraising goals. Utilizes exceptional decision-making skills to effectively manage multiple projects with aggressive timelines in fast paced, ever changing environments. Effective presenter to diverse audiences of customers and potential investors. Strong commitment to leveraging corporate culture to impact community.

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## SKILLS

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- Executive Leadership Experience
- Relationship and Team Building
- Judgement and Decision Making
- Change and Growth Management
- Complex Problem Solving
- Strategic Planning and Execution
- Innovative and Visionary
- Organizational Development

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## WORK HISTORY

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01/2017 to Current

**YMCA of Greater Richmond** – Richmond, VA

**Senior Vice President Community Impact**, 07/2021 to Current

- Lead and supervise a team with a focus on Health Equity and impacting community addressing Social Determinants of Health
- Provide leadership and operational direction for the Association (17 locations) to Community Health programs, new YMCA Welcome Center, Medically Based Wellness, Active Older Adult/Senior programs, Spirituality and Adaptive programs
- Focus on programs and services post COVID-19 that move constituents from crisis to thriving
- Provide leadership and guidance to social needs navigation work and expanding partner base in the Help1RVA.org network
- Develop and expand strategic partnerships to move the association forward in all areas of business

**Senior Vice President Branch Operations**, 01/2019 to 07/2021

- Led and supervised team of 12 Senior Leaders, 10 locations, all YMCA core areas of Membership, Wellness, Sports, and Aquatics with a fiduciary responsibility of \$28M+(preCOVID)
- During pandemic closure, innovated Membership business strategy and reallocated resources/staffing to better serve members and community through the continuously changing environment of 2020
- Focused on innovation and ideation of programs and services post COVID-19 that promote growth strategies for membership and programs association-wide
- Provided leadership and guidance to community health equity programming and social needs navigation

**Vice President of Operations, 01/2017 to 01/2019**

- Led and supervised team of 7, Executive Directors and, 9 locations with a fiduciary responsibility of \$28M+
- Supervision of Association Subject Matter Experts core areas of Membership, Wellness, Sports, and Aquatics
- Developed strategy and directed implementation of plan to promote growth of membership and programs to achieve association strategic goals.

01/2006 to 01/2017

**YMCA of Greater San Antonio – San Antonio, TX****Senior Vice President of Financial Development, 01/2015 to 01/2017**

- Led a team of five in the areas of Grant Writing, Government funding and program outcomes, PR and Communications, Major Gifts, and Capital development in 2016 more than \$10M in revenue was generated by this team
- Directed all aspects of organizational sponsored events and fundraising campaigns to increase volunteer and donor participation
- Strategically and actively recruited new corporate and community sponsorships to support events
- Provided stewardship to strengthen and maintain positive relationships with key community stakeholders

**Vice President Strategic Partnerships/Program Innovation, 01/2008 to 01/2015**

- Established and managed \$2.1M Annual Campaign, \$1.8M United Way program funding and \$1.8M City of San Antonio funding
- Increased dollars raised from \$800K to \$2.1M with a collection rate of 95% of all pledges
- Worked with Branch Executives to build internal capacity to ensure the successful implementation of new key partnerships and program expansion
- Established creative initiatives to gain financial support for major donor development and annual fundraising programs
- Developed and initiated community event and departmental activity procedures and process rules; improving performance results, accountability, and customer service

**Group Vice President, 01/2006 to 01/2008**

- Supervised, Branch Executive and operations of, Camp Flaming Arrow resident camp serving over 1,000 campers per season and serving military families throughout the year through camp and retreats
- Executive Director for the Mays Family YMCA, served 11,000+ sports participants per year
- Stabilized and increased performance of multiple sports programs, increased staff development and process improvement initiatives

01/2001 to 01/2006

**Mt. Diablo Region YMCA – Contra Costa County, CA**

01/1999 to 01/2001

**YMCA of Metropolitan Denver – Denver, CO**

01/1989 to 01/1999

**YMCA of Austin – Austin, TX**

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## EDUCATION

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**Bachelor of Science:** Architectural Studies

**University of Texas, School of Architecture** - Austin, Texas

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## AFFILIATIONS

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- Graduate Leadership Metro Richmond (LMR)
- LMR Board Member/Finance Committee member
- University of Richmond, Advisory Committee member Women in Leadership Certificate Program
- Graduate YUSA Multicultural Executive Development Institute
- YUSA Multicultural Development Coach and Mentor
- YUSA Hispanic Latino Leadership Network Steering Committee Member
- YUSA Faculty Trainer – Annual Community Support Campaign and Living our Cause

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## LANGUAGES

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**Spanish**





## YMCA OF GREATER RICHMOND JOB DESCRIPTION

Job Title: Community Health Navigator  
Code: AD1730

Grade: 626  
Service Area: Healthy Living

### OVERVIEW

*Our mission:* To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

*Our cause:* At the Y, strengthening community is our cause. Every day, the Y works side-by-side with our neighbors to make sure everyone, regardless of age, income or background, has the opportunity to learn, grow, and thrive.

*Our position:* The Y is a leading nonprofit organization that is committed to strengthening communities through **youth development, healthy living, and social responsibility.**

LEADERSHIP COMPETENCIES: Values, Inclusion, Relationships, Influence, Communication, Developing Others, and Quality Results.

GENERAL DESCRIPTION: The Community Health Navigator works in collaboration with the Healthy Living Team and external Community Based Organizations that are part of the patients care team. The Community Health Navigator accepts referrals and manages assigned caseload, while developing care initiatives to assess and coordinate chronic disease and social needs care management for patients. The Community Health Navigator serves as an essential link, guiding and supporting patients through and around barriers of lifestyle change.

### KNOWLEDGE & SKILLS:

A college degree in health services, exercise physiology, social work, public health or equivalent field is required, with a minimum of one year of related experience in the health and wellness field. Experience working in the community health field and experience working with medical providers, the Y, social services, preferred. Ability to work with people in a supportive and collaborative role. Highly effective verbal and written communication skills; highly effective team player with strong interpersonal skills. Certification requirements include CPR/AED and First Aid. Able to work some evenings/weekends as required, and able to travel to branch locations as needed.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Interpret, communicate, and promote Y mission, goals, and objectives to staff, employees, volunteer leaders, members, and the community.
2. Promote, foster and support the Y's commitment to access, inclusion and engagement for all by engaging diverse populations in a welcoming environment.
3. Support branch/department initiatives related to membership retention and Annual Giving goals.
4. Build and maintain positive relationships with members and staff.
5. Responsible for in taking all individuals within the Community Health Portfolio, to explore YMCA evidence based interventions, access needs and readiness to change, ensure good candidacy for programming and assign patient to appropriate programs.
6. Serves as the liaison between Healthy Living Team members and patient. During set provider office hours, will work in tandem to offer assistance and support to the Healthy Living Team, while establishing a working relationship with the patient. Must effectively engage an ongoing, timely professional collaboration and communicate with the Healthy Living Team according to the patients' health care needs to enhance positive outcomes.

**YMCA OF GREATER RICHMOND  
JOB DESCRIPTION**

7. Effectively developing the customized Person-Centered Care Plan in partnership with the Healthy Living Team as appropriate.
8. Maintain accurate clinical documentation and protect confidentiality of data and intellectual property.
9. To partner with the client to monitor the success of the Person-Centered Care Plan. The Community Health Navigator will be able to assess and revise the plan as needed and help support the patient overcome potential barriers.
10. Effectively utilize Community Health Databases to navigate patient records and create and expand Person -Centered Care Plans.
11. Works with patients setting short and long-term goals, identifying and overcoming barriers, assessing readiness to change, and prioritize care/intervention.
12. Interacts with patients at defined intervals to create familiarity and provide continuity in care.
13. Encourage adoption of lifestyle habits and behavior changes that are conducive to a higher quality of life required to achieve an optimal level of perceived health and well-being.
14. Empower and aid patients who may be navigating obstacles like, emotional, logistical, cultural or socio-economical barriers.
15. Conduct in person, telephonic and/or small group coaching as scheduled based on capacity. Teach and provide services in the Y's Community Health portfolio as needed.
16. Improve performance outcomes and increase program revenue. Create community engagement opportunities as needed to meet program referral goals.
17. Adhere to all HIPAA policies and procedures.
18. Adhere to established productivity benchmarks. Work autonomously and be directly accountable for results.
19. Must demonstrate adaptability and flexibility while working within a fast-pace, ever changing environment. Ability to learn new things quickly is imperative.
20. Participate in all Community Health team discussions (meetings, emails, and conference calls) as directed by supervisor

**PHYSICAL REQUIREMENTS:**

Must be able to stand and/or sit for extended periods of time, use a computer, telephone and related business equipment as necessary for the position. Sufficient strength to lift and carry up to 25 pounds. Must be able to communicate effectively with others. Requires the ability to travel to and between branch locations, and community locations and may be exposed to weather conditions prevalent at the time. Noise level is moderate.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This job description is a summary of this position and other responsibilities may be assigned as needed. The YMCA of Greater Richmond reserves the right to review and modify this position as needed.*

## **City of Richmond – Human Services Information and Data Integration Consultant Description** (Working Draft)

### Responsibilities

- Work with Department of Information Technology and Human Services portfolio to develop a integration and interoperability model and plan for City of Richmond's Health and Human Services agencies and quasi-governmental agencies.
- Identify and profile existing data sources with respect to common data elements
- Identify relevant data standards and make recommendations re adoption of those standards where appropriate
- Develop pipelines for data integration to enable citizens to move from crisis to thriving with considerations FHIR-based data exchange

### Knowledge/Skills/Education:

- Data standards
- Data and enterprise architecture
- Data provenance best practices
- Experience with clinical and/or public health data
- Experience with Health and Human Services interoperability best practices
- Familiarity with HIPAA

## Controls FAQ

City of Richmond UEI: EG4LF5GYLK81

1. Does your organization have a Single Audit (within the last 2 years)?  
YES
2. Has your organization been suspended or debarred from any government contracting process?  
If yes, please explain.  
No
3. Has your organization managed a federal award before?  
Yes. The City of Richmond manages many large federal awards every year.
4. Does your organization maintain written accounting policies and procedures applicable to headquarters and, if applicable, field offices? If no, please explain.  
Yes. We have written accounting policies that apply City wide
5. Does your accounting system (or other management system) allow organizational expenses to be tracked: (a) to a specific project on which your organization is working; (b) to specific tasks within that project; and, (c) to specific cost-type categories within each task (e.g., materials, supplies, travel, etc.)? If no, please explain.  
Yes
6. Does your organization have a timekeeping system or documented process that allows staff time to be tracked: (a) to a particular project on which staff spends time; and, (b) to specific tasks within each project? If no, please explain  
Yes
7. Does your organization maintain employment agreements or other formal evidence of employment between it and its employees? If no, please explain.  
Yes

8. Does your organization maintain basic property and casualty insurance? If no, please explain.  
Enter response here.

Yes

9. Is your organization able to perform the project on a cost-reimbursable basis? If no, please explain by providing the following information: (a) current cash on hand amount, (b) advance funding required, and (c) purpose of advance funding.

Yes

10. Does your organization maintain a written policy on conflict of interest? Would your organization's policy on conflict of interest operate to notify funders if your organization finds that it is unable to satisfactorily manage a conflict of interest pertinent to the funded project?

Yes

11. Does your organization maintain a written procurement policy?

Yes

12. If your proposed project includes contracts and/or sub-recipients, has or will an appropriate legal/contracting officer at your organization reviewed such elements and confirmed that your organization indeed has the ability to implement the arrangements as envisioned?

Yes. The City Attorney's Office has approved as to form an existing contract with the YMCA for Help1RVA. The City Attorney will review and approve an updated contract as part this funding upon receipt of an official award letter.

13. Does your organization maintain written policies for property management and do you perform inventory audits/verifications on a regular basis?

Yes

#### **Subrecipient monitoring:**

The City of Richmond has extensive experience managing subgrantees and subrecipients, including millions in current ARPA and CARES oversight. The City will:

1. Execute a new binding MOU with The Y. (Example included)

2. Require and review quarterly and/or bi-annual financial and performance reports from The YMCA.
3. As needed or required, follow-up to ensure that the Y takes timely and appropriate action on all deficiencies, including those detected through report reviews, audits, on-site reviews, or other means.
4. Issue management decisions for any audit or other related findings pertaining to the funds provided to the Y.

## **5. Third Party Agreements**

Below is a Letter of Commitment from the YMCA.

Note: The City does not typically execute binding contracts/MOUs for grants of this nature until a final award letter has been received from the funder. The award letter is used as part of the formal process for City Council's authorization to accept and appropriate the funds by way of Ordinance. However, we have provided a similar MOU signed by the Y with the City of Richmond to show the form and function of the contract to be executed. Performance Measures, Scope of Services, and Reporting Requirements will align with all commitments and responsibilities within this application.



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Reginald Gordon  
Deputy Chief Administrative Officer  
Human Services, City of Richmond  
900 E. Broad St.  
Richmond, VA 23219

May 15, 2023

Dear Mr. Gordon:

We write today to share our commitment to the City of Richmond's request for funding for Help1RVA, Central Virginia's social services navigation hub.

Help1RVA is already making a real difference in the lives of Central Virginians. Since it went live, the website has made it simpler for families to access housing, job, healthcare, and nutrition services from over 1,000 provider partners in difficult financial times. Residents in Richmond, Henrico, Hanover, Chesterfield, and many other Central Virginia locations can submit a request for help and a navigator will follow up within 48 hours. The website is translatable into dozens of languages.

We've worked closely with the City to develop the request for \$797,329, which would go to provide staff, expert consultants, technology, and promotional materials. While Help1RVA is already up and running, this funding would significantly help us to ensure the long term success of the project, to improve its effectiveness, and to broaden its scope. In particular, there are currently unsolved barriers to data sharing that make it more difficult for service providers to collaborate in the care of one resident or one family. Solving this one-time problem will go a long way to ensuring low-income individuals don't miss out on services because the access to entry is too time-consuming or complicated. Similarly, one-time data consulting support can help our system connect with Unite VA, a shared technology platform recently adopted by Virginia Department of Health and hospital system partners.

Additionally, this one-time funding would allow data from Help1RVA to be used for a research partnership with VCU Health. The goal is to show how evidence-based nonmedical services that address social needs are linked to health outcomes for low-income residents. Funding would allow a researcher to develop a recommendation for a Section 1115 demonstration waiver for Medicaid. This could make a considerable difference in securing long-term funding for this project.

We are excited about this opportunity and committed to co-leading the project, as described in the application. One-time funding for this project could make it easier for low-income residents in Central Virginia to access social services for generations to come.

Sincerely,

David Wyman  
Chief Financial Officer



## GRANT CONTRACT

THIS GRANT CONTRACT is made this 3<sup>rd</sup> day of April, 2023, between the City of Richmond, a municipal corporation and political subdivision of the Commonwealth of Virginia (the “City”), and the Young Men’s Christian Association of Greater Richmond, a Virginia non-stock corporation, authorized to transact business in the Commonwealth of Virginia (the “Recipient”).

### STATEMENT OF PURPOSE

- A. Section 15.2-953(A) Code of Virginia authorizes the City to make gifts and donations to any charitable institution or association, located within their respective limits or outside their limits if such institutions or association provides services to residents of the locality.
- B. By Ordinance No. 2022-349 adopted December 13, 2022, funds in the amount of \$400,000.00 (the “Grant Funds”) have been appropriated for a gift to the Recipient in the City’s 2023 Fiscal Year Non-Departmental Budget for the purpose of administering Help1RVA.
- C. Section 12-15 of the Code of the City of Richmond requires the Recipient to enter into a grant contract with the City prior to the City’s disbursement of the Grant Funds to the Recipient.

The City and the Recipient, intending to be legally bound, agree as follows:

#### 1. **Contact Information.**

- A. The City’s point of contact for purposes of this Contract is:

Eva Colen  
Senior Policy Advisor and Manager  
Office of Children and Families  
900 East Broad Street, Room 501  
Richmond, Virginia 23219  
Eva.Colen@rva.gov  
804.646.5454

- B. The Recipient’s point of contact for purposes of this Contract is:

Jessica Jones  
YMCA of Greater Richmond  
2 West Franklin Street  
Richmond, VA 23220  
804.840.5970  
jonesj@ymcarichmond.org

- C. Either party may change the contact information set forth in this section by submitting a written statement that the party is making such a change and setting forth the contact information of the party’s new point of contact to the other party’s point of contact.

2. **Payment of Grant Funds.**

- A. The City shall pay the Grant Funds to the Recipient in one lump sum as soon as practicable following full execution of this Contract.
- B. The Recipient shall return to the City all of the Grant Funds received by the Recipient if the requirements set forth in Section 3 below are not fulfilled.
- C. If the Recipient has not expended any part of the Grant Funds after all of the requirements set forth in Section 3 below are met, the Recipient shall certify in writing to the City's Chief Administrative Officer that all of the requirements set forth in Section 3 have been fulfilled and the specific amount of the Grant Funds that the Recipient has not expended. If the City's Chief Administrative Officer agrees in writing that all of the requirements set forth in Section 3 have been fulfilled, the Recipient may use the remaining portion of the Grant Funds for any lawful purpose.

2. **Scope of Services.** In consideration of the City's grant of the Grant Funds to the Recipient, the Recipient shall administer the Fund in the city of Richmond:

- A. Provide one-on-one health and social needs navigation services to connect Richmond residents with a variety of health and human services; and
- B. Administer the Help1RVA online platform to facilitate at least 2000 Richmond residents' self-identification of resources, programs and services in order to meet needs such as housing, food, transportation and healthcare.

3. **Performance Measures.** The City will use the following performance measure to evaluate whether the Recipient has performed the services required by this Contract in a manner that achieves the City's purpose in providing the Grant Funds to the Recipient:

- A. At least 2000 Richmond residents will utilize Help1RVA to search for resources, programs and services to address needs including but not limited to housing, food, transportation and healthcare; and
- B. At least 350 Richmond residents will participate in one-on-one health and social needs navigation provided by YMCA staff.

4. **Reporting.** The Recipient shall furnish the City's point of contact with a written report on its use of the Grant Funds no less frequently than once per Quarter and upon the expenditure of all of the Grant Funds. The report shall contain the following information:

- A. Non-Departmental Financial Invoice
- B. Non-Departmental Quarterly Program Report

6. **Acknowledgement of Donation.** The Recipient shall, in connection with any programs, events, or other matters funded in whole or in part with the Grant Funds, acknowledge the City of Richmond as a donor, contributor, or sponsor. This acknowledgement must be included on any promotional materials, brochures, publications, websites, or other visible locations. The City has the right, upon request, to review and approve any such acknowledgement. Further, the City has the right, in its sole discretion, to require the removal of its name from any such promotional materials, brochures, publications, websites, or other visible locations.
7. **Compliance Monitoring.** The City's point of contact shall monitor the Recipient's compliance with this Contract. In addition to the reports required by Section 5, the Recipient shall furnish the City's point of contact with any information reasonably requested by the City's point of contact in order to enable the City's point of contact to determine whether the Recipient is meeting or has met the performance measures set forth in this Contract.
8. **Recipient's Representations and Warranties.** The Recipient represents and warrants as follows:
  - A. The Recipient is and will be for the duration of this Contract a charitable institution or association as detailed in a Section 15.2-953(A) of the Code of Virginia.
  - B. The Recipient's signatory below is duly authorized by the Recipient to enter into this Contract and thereby bind the Recipient to this Contract's terms and conditions. This Contract is signed when a party's signature is delivered by facsimile, email, or other electronic medium. These signatures must be treated in all respects as having the same force and effect as original signatures.
9. **Audit.** Pursuant to Section 2-187 of the Code of the City of Richmond, the Recipient shall, as a condition of receiving monies from the City, be subject to periodic audits of its finances and expenditures of such City monies by the City Auditor on demand and without notice.

Effective as of the date first written above.

**RECIPIENT:**

By: \_\_\_\_\_

David Wyman  
SVP and Chief Financial Officer

**CITY:**

By: \_\_\_\_\_

J. E. Lincoln Saunders  
Chief Administrative Officer

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Deputy City Attorney

**6. Proof of Legal Status of Recipient Organization:**

The City of Richmond is an independent City within the Commonwealth of Virginia. Our UEI is EG4LF5GYLK81. Our EIN/TIN: 546001556

Our Charter can be found: <https://law.lis.virginia.gov/charters/richmond/>.

Additional documentation available upon request.

Note: Though not required, below we have included the IRS 501c3 Determination letter for the YMCA of Greater Richmond.

**7. Plan for Oversight of Federal Funds and Activities:**

See above in Section 4. Organizational Capacity.

## **8. BUDGET AND BUDGET JUSTIFICATION**

### **Personnel**

A	b	c	d
Staff name/role	FTE	Salary (Rate)	Subtotal personnel
William Thornton/ Project Director	0.25 FTE	\$101,000	\$20,250
Karlyne Snead/ Project Manager	0.25 FTE	\$56,650	\$14,163
Jackie Wilson/SNN	1.00 FTE	\$50,470	\$50,470
Alejandro Marruffo/SNN	0.05 FTE	\$51,982	\$2,599
Part-Time/SNN (5 Part Time Resources)	2.50 FTE	\$52,000	\$130,000
TBD/Office Assistant	1.00 FTE	\$42,000	\$42,000
TBD/SNN	2.00 FTE	\$50,000	\$100,000
TBD/Data Manager	1.00 FTE	\$72,000	\$72,000
		<b>Total Personnel=</b>	<b>\$436,482</b>

#### *Budget Justification Personnel:*

- William Thornton, Project Director (0.25 FTE), is responsible for monitoring and carrying out all of the YMCA's proposed activities funded under the project.
- Karlyne Snead, Project Manager (0.25 FTE), is responsible for the day to day supervision of Social Needs Navigators (SNN) and project activities.
- Jackie Wilson, Social Needs Navigator (1.0 FTE), is responsible for working directly with community members to connect them to social needs resources.
- Alejandro Marruffo, Social Needs Navigator (0.05 FTE), is responsible for working directly with community members for connection to social needs resources.
- TBD, Part-Time Social Needs Navigators, (2.5 FTE), is responsible for working directly with community members to connect them to social needs resources.
- TBD, Office Assistant (1.0 FTE), will manage communications and maintain records for the funded activities.
- TBD Social Needs Navigator (2.0 FTE), is responsible for working directly with community members to connect them to social needs resources.
- TBD Data Manager (1.0 FTE), is responsible for the data management of Help1RVA, Unite Us, and Community Engagement activities associated with this project.

#### **FRINGE:**

Benefit	Fringe Percentage	Base (Salaries)	Subtotal fringe
Health Insurance/Dental	8.00%	\$306,482	\$24,519
Life Insurance	0.50%	\$306,482	\$1,532
Retirement	10.00%	\$306,482	\$30,648
FICA	7.65%	\$306,482	\$23,446
Unemployment	1.00%	\$306,482	\$3,065

Workman's Comp	1.00%	\$306,482	\$3,065
Part Time Employee Taxes	9.65%	\$130,000	\$12,545
		<b>Total Fringe=</b>	<b>\$98,820</b>

*Budget Justification Fringe:*

Fringe benefits are calculated according to full-time or part-time status for this program budget.

- **Health Insurance includes** a) medical, b) life, c) accidental death/dismemberment, d) long-term disability, e) short-term disability, f) dental, g) vision, and h) short-term counseling.
- **Life Insurance:** Calculated at 0.50% of the employee's wages.
- **Retirement:** Retirement is calculated at 10% of the employer's share of 100% of wages.
- **FICA:** The required Social Security and Medicare contribution is calculated at 7.65% of the employer's share of wages.
- **Unemployment Insurance:** Unemployment insurance is calculated at 1.00% of the employee's wages.
- **Workman's Comp:** Calculated at 1.00% employer share of 100% wages. The organization covers 100% of the cost for all full-time employees.
- **Part-Time Employee Taxes:** Calculated at 9.65% of the employee's wages.

**Supplies**

Supply type	Number	Cost per Unit	Subtotal
Office Supplies	1	\$6,777	\$6,777
Technology Equipment	8	\$1,750	\$14,000
Community Engagement Supplies	1	\$4,000	\$4,000
		<b>Total Supplies=</b>	<b>\$24,777</b>

*Budget Justification Supplies:*

Office supplies for day-to-day program operations and promotional marketing (print, digital, social media, etc.) to bring awareness to Help1RVA programs and services. Technology equipment for day-to-day services (laptops, phones, printers, kiosks, etc.) for program delivery. Supplies for tablecloths, pop-up tents, flier holders, projectors, and Help1RVA branded materials will be purchased to engage the community.

**Contractual**

Name of Contract Organization	Amount	Total
Integration Consulting/Contractor for City of Richmond.	\$100,000	\$100,000
VCU School of Population Health (or similar)	\$75,000	\$75,000
Medical Billing Consultant	\$15,000	\$15,000

	Total Contractual=	<b>\$190,000</b>
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*Budget Justification for Contractual:*

As described in the project description, organizations will provide subcontract support.

City of Richmond will contract with a consultant to develop a systems integration and interoperability plan for the Human Services portfolio to include Dept. of Social Service; Dept. of Justice Services; Dept. of Parks, Recreation & Community Facilities; Office of Community Wealth Building; as well as Human Services' closest governmental partners (Richmond Henrico Health District, Richmond Behavioral Health Authority, and Richmond Public Library). Draft of required skills and responsibilities is included in the Organizational Capacity section. Cost estimate is based on prior engagement of similar services and discussions with vendors.

The Y will contract with a research and evaluation partner to develop, track, and analyze the project evaluation and oversee the development and execution of the project to develop recommendations for the non-licensed health provider reimbursement for preventive services through options like Medicaid 1115 waivers. Quote is based on The Y's conversations with VCU School of Population Health who have been partnering with The Y and COR to stand up the initial pilot.

**Other**

Name	Coast Per Unit	Total Units	Total
Help1RVA Software Licenses	\$20,000	1	\$20,000
Medical Billing Software	\$9,000	1	\$9,000

Training	Units	Cost Per Unit	Subtotal
Community Health Worker Certification	7	\$750	\$5,250
Bridge Care Manager Training	1	\$5000	\$5,000
YMCA Professional Development Training	8	\$1000	\$8,000
		<b>Total =</b>	<b>\$47,250</b>

*Budget Justification:*

As discussed in the Project Description, software systems will be used to support the funded activities. The budgeted costs reflect estimates based on previous experiences with similar activities. The Help1RVA software is for the public-facing website for citizens searching for social needs resources. Software will be purchased for medical billing and further the development of recommendations.

The Bridge Care Manager Training will onboard Social Needs Navigators into The Y's "care management ideal process" for case management and provide ongoing training for staff skill development. Each Social Needs Navigator will complete the Community Health Worker Certification for Virginia to develop social needs navigation skills further and enhance their understanding of health education delivery. All YMCA staff will complete core training around DEI (Diversity, Equity, and Inclusion), subject matter expert training, and safety in developing equitable communities training.

**Indirect Charge:**

***Indirect Charge De Minimis***

Eligible funds	Amount	.10 De minimis	Amount X de minimus
Personnel	\$436,482	0%	
Fringe	\$ 98,820	0%	
Supplies	\$ 24,778	0%	
Contractual	\$190,000	0%	
		Total Indirect Charge=	<b>\$0.00</b>

**Total Direct Federal Budget: \$797,329**

**Indirect Cost Charge: \$0.00**

**Total Federal Budget: \$797,329**





# Department of Health and Human Services

## Administration for Children and Families

### Notice of Award

Award# 90XP0485-01-00

FAIN# 90XP0485

Federal Award Date: 08/30/2023

#### Recipient Information

##### 1. Recipient Name

RICHMOND, CITY OF  
900 E Broad St STE 201  
Richmond, VA 23219-1907

##### 2. Congressional District of Recipient

04

##### 3. Payment System Identifier (ID)

1546001556A1

##### 4. Employer Identification Number (EIN)

546001556

##### 5. Data Universal Numbering System (DUNS)

003133840

##### 6. Recipient's Unique Entity Identifier (UEI)

EG4LF5GYLK81

##### 7. Project Director or Principal Investigator

Mr. Dominic Barrett  
dominic.barrett@rva.gov  
8046594455

##### 8. Authorized Official

Mr. Lincoln Saunders  
Chief Administrative Officer  
lincoln.saunders@rva.gov  
8040646-3944

#### Federal Agency Information

ACF/OPRE Office of Discretionary Grant - Child Care  
Research

##### 9. Awarding Agency Contact Information

Ms. Trang Le  
Grants Management Specialist  
trang.le@acf.hhs.gov  
202-690-7053

##### 10. Program Official Contact Information

Wendy DeCoursey  
Social Science Research Analyst  
WDeCoursey@Acf.Hhs.Gov  
202-260-2039

#### Federal Award Information

##### 11. Award Number

90XP0485-01-00

##### 12. Unique Federal Award Identification Number (FAIN)

90XP0485

##### 13. Statutory Authority

Public Law No: 117-328

##### 14. Federal Award Project Title

One-stop shop to help families and individuals working to establish financial self-sufficiency and for social service providers working to reduce poverty

##### 15. Assistance Listing Number

93.493

##### 16. Assistance Listing Program Title

Consolidated Appropriations Act

##### 17. Award Action Type

New

##### 18. Is the Award R&D?

No

#### Summary Federal Award Financial Information

19. Budget Period Start Date 08/31/2023 - End Date 08/30/2024

20. Total Amount of Federal Funds Obligated by this Action \$797,329.00

20a. Direct Cost Amount \$797,329.00

20b. Indirect Cost Amount \$0.00

21. Authorized Carryover \$0.00

22. Offset \$0.00

23. Total Amount of Federal Funds Obligated this budget period \$0.00

24. Total Approved Cost Sharing or Matching, where applicable \$0.00

25. Total Federal and Non-Federal Approved this Budget Period \$797,329.00

26. Period of Performance Start Date 08/31/2023 - End Date 08/30/2024

27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance \$797,329.00

##### 28. Authorized Treatment of Program Income

ADDITIONAL COSTS

##### 29. Grants Management Officer - Signature

Mr. David Lee  
Grants Management Officer

#### 30. Remarks

See Remarks (continuation)



# Department of Health and Human Services

## Administration for Children and Families

### Notice of Award

Award# 90XP0485-01-00

FAIN# 90XP0485

Federal Award Date: 08/30/2023

#### Recipient Information

##### Recipient Name

RICHMOND, CITY OF

900 E Broad St STE 201

Richmond, VA 23219-1907

##### Congressional District of Recipient

04

##### Payment Account Number and Type

1546001556A1

##### Employer Identification Number (EIN) Data

546001556

##### Universal Numbering System (DUNS)

003133840

##### Recipient's Unique Entity Identifier (UEI)

EG4LF5GYLK81

##### 31. Assistance Type

Discretionary Grant

##### 32. Type of Award

Other

#### 33. Approved Budget

(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only

II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	\$436,482.00
b. Fringe Benefits	\$98,820.00
c. Total Personnel Costs	\$535,302.00
d. Equipment	\$0.00
e. Supplies	\$24,777.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$47,250.00
i. Contractual	\$190,000.00
j. TOTAL DIRECT COSTS	\$797,329.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$797,329.00
m. Federal Share	\$797,329.00
n. Non-Federal Share	\$0.00

#### 34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
3-G998035	90XP048501	ACFOPRE	41.45	93.493	\$797,329.00	75-23-1536



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#### Remarks (Continuation)

The organization mentions some plans to collect data from human subjects. Please note, that if federal funds will be used for a research project, the work must be done under the oversight of an Institutional Review Board (IRB). If you have not done so already, please submit the Protections of Human Subjects form from <https://www.grants.gov/web/grants/forms/sf-424-family.html>. This will confirm the IRB that will oversee your project. For questions about research and this funding, please reach out to [ACFCDProjects@acf.hhs.gov](mailto:ACFCDProjects@acf.hhs.gov).

#### Award Specifics

These Community Project Funding awards are funded through both Social Services Research and Demonstration (CFDA 93.647) and Congressional Directives (CFDA 93.493).

The effective period of performance under this award is 8/31/2023 – 8/30-2024.

Program activities, objectives, and scope must be aligned with the purpose identified and approved by Congress.

At the end of period of performance, equipment purchased with ACF funding under this program may be retained by the awardee organization, with no further obligation to the Federal government. Grantees that choose to retain equipment must submit a SF-428 and SF-428B at the end of the project period. Grantees that choose to dispose equipment purchased under this program will be provided disposition instructions 90 days before the end of the project period.



### 35. Terms And Conditions

## STANDARD TERMS

### 1. STANDARD TERMS AND CONDITIONS

This award is based on the application submitted to, and as approved by, ACF on the above-titled project and is subject to the terms and conditions incorporated either directly or by reference in the following:

The grant program legislation and program regulation cited in this Notice of Award (NoA).

Conditions on activities and expenditures of funds in other statutory requirements, such as those included in appropriations acts and the Funding Opportunity Announcement under which this application was submitted.

This grant is subject to the requirements as set forth in Uniform Administrative Requirements, Cost Principles, and Audit Requirement for HHS Awards (45 CFR Part 75) - [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards](#)

This grant is subject to the requirements as set forth in Uniform Administrative Requirements, Cost Principles, and Audit Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) - [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

This grant is subject to the requirements as set forth in [45 CFR Part 46 – Protection of Human Subjects](#).

This grant is subject to the requirements as set forth in [Administrative and National Policy Requirements](#) - An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

This award is subject to the requirements as set forth in [HHS Department of Health and Human Services \(HHS\) Grants Policy Statement \(GPS\)](#) that are applicable to you based on your recipient type and the purpose of this award. This includes requirements in Parts I and II (available at <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html> of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements (e.g. 45 CFR Part 75) directly apply to this award apart from any coverage in the HHS GPS.

For grantees that have awards that involve property, the following terms and conditions must be adhered to:

#### [Award Terms and Conditions Involving Property](#)

- [Tangible Property Report \(SF-428\)](#)
- [Real Property Status Report \(SF-429\)](#)

Reporting - Unless otherwise approved by the Office of Management and Budget (OMB), grantees are to complete the following:

- Programmatic Reporting Requirements [SF-PPR ACF Performance Progress Report](#). PPRs are due 30 days after the end of the reporting period. Final program performance reports are due 90 days after the close of the project period.



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- Federal Financial Reports – FFRs SF-425. FFRs are due 30 days after the end of the reporting period. Final FFRs are due 90 days after the close of the project period. Post-Award Reporting forms can be found at <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>. FFRs (SF-425) must be submitted online to [HHS PMS](#).

This award is subject to the [Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) of 2006 and the [FFATA's 2008 amendment](#). More information about the FFATA is located at <https://www.grants.gov/learn-grants/grant-policies/ffata-act-2006.html>.

[Internal Controls](#) – Recipients of federal awards are required to follow one of the two approved internal control frameworks:

- [Government Accountability Office \(GAO\) Standards for Internal Control in the Federal Government \("Green Book"\)](#) OR
- [Community of Sponsoring Organizations \(COSO\) Internal Control – Integrated Framework](#)

[Award Term and Condition for Recipient Integrity and Performance Matters](#) (Commonly referred to as FAPIIS)

This award is subject to requirements as set forth in the System Award Management (formerly Central Contractor Registration) and Unique Entity Identifier (formerly DUNS) Requirements. [Award Term for System Award Management and Unique Entity Identifier](#) - Additional information about registration procedures may be found at the [SAM website](#). If you are authorized to make subawards under this award, you may not make a subaward to an entity unless the entity has provided its Unique Entity Identifier to you.

This award will be paid through the Department of Health and Human Services, [Payment Management System \(PMS\)](#). Please visit their [website](#) for more information and review the Award Attachments for further Instructions for Requesting Payment of Federal Awards.

This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <https://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the requirements as set forth in [45 CFR Part 87](#) – Equal Treatment for Faith-Based Organizations.

Consistent with [45 CFR 75.113 – Mandatory disclosures](#) - Applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

*The Administration for Children and Families  
U.S. Department of Health and Human Services Office of Grants Management  
ATTN: Grants Management Specialist 330 C Street, SW.,  
Switzer Building Corridor 3200 Washington, DC 20201*



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AND

*U.S. Department of Health and Human Services Office of Inspector General  
ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen  
Building  
Room 5527  
Washington, DC 20201*

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email:  
[MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371  
Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31  
U.S.C. 3321).

To find the most up-to-date Department of Health and Human Resources [Grants Policies and Regulations](https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html)  
and Administration for Children and Families (ACF) [Discretionary Post-Award Requirements](https://www.acf.hhs.gov/discretionary-post-award-requirements) please visit  
their websites at <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html> and  
<https://www.acf.hhs.gov/discretionary-post-award-requirements>.

Initial expenditure of funds by the grantee constitutes acceptance of this award and its associated terms  
and conditions.