

INTRODUCED: September 8, 2025

AN ORDINANCE No. 2025-205

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$125,000.00 from the Virginia Department of Criminal Justice Services and to amend the Fiscal Year 2025-2026 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Justice Services' Help Me Help You Program Special Fund by \$125,000.00 for the purpose of funding the Help Me Help You program.

Patron – Mayor Avula

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: SEP 22 2025 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, be and is hereby authorized to accept funds in the amount of \$125,000.00 from the Virginia Department of Criminal Justice Services for the purpose of funding the Help Me Help You program.

§ 2. That the funds received from the Virginia Department of Criminal Justice Services are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2025,

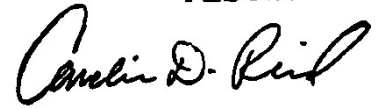
AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: SEP 22 2025 REJECTED: _____ STRICKEN: _____

and ending June 30, 2026, by increasing estimated revenues by \$125,000.00, increasing the amount appropriated for expenditures by \$125,000.00, and allotting to the Department of Justice Services' Help Me Help You Program Special Fund the sum of \$125,000.00 for the purpose of funding the Help Me Help You program.

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

**A TRUE COPY:
TESTE:**

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

City Clerk

O&R Transmittal Letter

DATE: August 7, 2025

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Danny Avula, Mayor

THROUGH: Odie Donald, II, Chief Administrative Officer

THROUGH: Tanikia Jackson, Deputy Chief Administrative Officer, Finance & Administration

THROUGH: Letitia Shelton, Director of Finance

THROUGH: Meghan Brown, Director of Budget & Strategic Planning

THROUGH: Amy Popovich, Deputy Chief Administrative Officer, Human Services

FROM: Dawn Barber, Director of Justice Services

RE: Adopt and Appropriate Funds from the Virginia Department of Criminal Justice Services

ORD. OR RES. No. _____

PURPOSE: To accept funds in the amount of \$125,000 from the Virginia Department of Criminal Justice Services and appropriate \$125,000 to the Special Fund account entitled “Help Me Help You Program” in the FY2026 budget for the Department of Justice Services. The Help Me Help You Program provides reentry navigation and continuum of care programming, which is designed to help participants overcome barriers to reduce disparities and improve their access to providers and enhance outcomes. Reentry navigation is the connection for all justice-involved individuals and their families with the goal of strengthening communities by enhancing participants’ overall wellness, reducing recidivism, and improving public safety.

BACKGROUND: The Virginia Department of Criminal Justice Services (DCJS) invited the City of Richmond to apply for State General Funds Appropriation in the amount of \$125,000 of state general funds to support the Help Me Help You Program for grant period July 1, 2025, through June 30, 2026.

COMMUNITY ENGAGEMENT: After introduction, the proposed ordinance will be referred to a future Finance and Economic Development Standing Committee meeting for discussion, where the public is encouraged to attend and provide comments. After the committee’s recommendation to City Council, Council will hold a public hearing regarding the proposed ordinance.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: The funds are in alignment to support the City of Richmond’s Gun Violence Prevention and Intervention (GVPI) Framework. This framework is designed to guarantee that those directly impacted by gun violence, community members, and direct service providers have an opportunity to be heard by the Mayor, the Richmond City Council, and the City’s Administration and includes key elements such as hospital-based crisis intervention and intensive case management for families, friends, and survivors of violence community-based credible messengers

program and trauma response grassroots support to build capacity the establishment of a shooting and homicide review board to better understand the issue of gun violence, and prevent future shootings

FISCAL IMPACT: Matching funds are not required for this grant.

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: September 08, 2025

CITY COUNCIL PUBLIC HEARING DATE: September 22, 2025

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Finance & Economic Development Standing Committee (September 17, 2025)

AFFECTED AGENCIES: Department of Justice Services and Department of Budget and Strategic Planning

RELATIONSHIP TO EXISTING ORD. OR RES.: Amends Ord. No. 2025-057, adopting the annual budget

ATTACHMENTS: Grant award package to include the Statement of Grant Acceptance

STAFF: Dawn D. Barber
Director of Justice Services
(804) 646-3763



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

June 17, 2025

Ms. Sabrina Joy-Hogg
Interim Chief Administrative Officer
900 East Broad Street
Richmond, Virginia 23219

RE: 546549-RVA Help Me Help You Grant Program SFY2026

Dear Ms. Sabrina Joy-Hogg:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **549593** and was approved for a total award of **\$125,000**, funded through Award Number **2026-HMHY-GRANT**. The project period is **7/1/2025** through **6/30/2026**.

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), Special Conditions, Reporting Requirements, and Projected Due Dates. In addition, there may be "Action Item" Special Conditions related to your grant award called *Encumbrances* that require your immediate attention. If there are any, please submit those documents via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov>. Additionally, if you cannot access your grant in OGMS, your application may be under negotiation. Please check your email and/or spam for OGMS correspondence and follow up with your DCJS Grant Monitor.

If you have not previously done so, you must register to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here www.dcjs.virginia.gov/grants/ogms-training-resources along with other resources and training videos. All registrants will be approved within 3–5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact your DCJS Grant Monitor **Cynthia Nwarache** at **804-659-2264** or via email at **Cynthia.Nwarache@dcjs.virginia.gov**.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson H. Miller".

Jackson Miller
Director

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, VA 23219

546549-RVA Help Me Help You Grant Program SFY2026

Subgrantee: Richmond, City
DCJS Grant Number: 549593
Grant Start Date: 7/1/2025
Grant End Date: 6/30/2026

Indirect Cost Rate: _____% ***If applicable**

State General Funds: **\$125,000**
State Special Funds: **\$ 0**
Local Match: **\$ 0**

Total Budget: **\$125,000**

Project Director	Project Administrator	Finance Officer
Michelle Moseby Founder 1731 Wall Street Richmond, Virginia 23224 804-608-9703 michelle@hmhyfoundation.org	Ms. Sabrina Joy-Hogg Interim Chief Administrative Officer 900 East Broad Street Richmond, Virginia 23219 804-646-3944 sabrina.joy-hogg@rva.gov	Mr. David Rekas Accountant III 900 East Broad, Room 1002 Richmond, Virginia 23219 804-646-6776 david.rekas@rva.gov

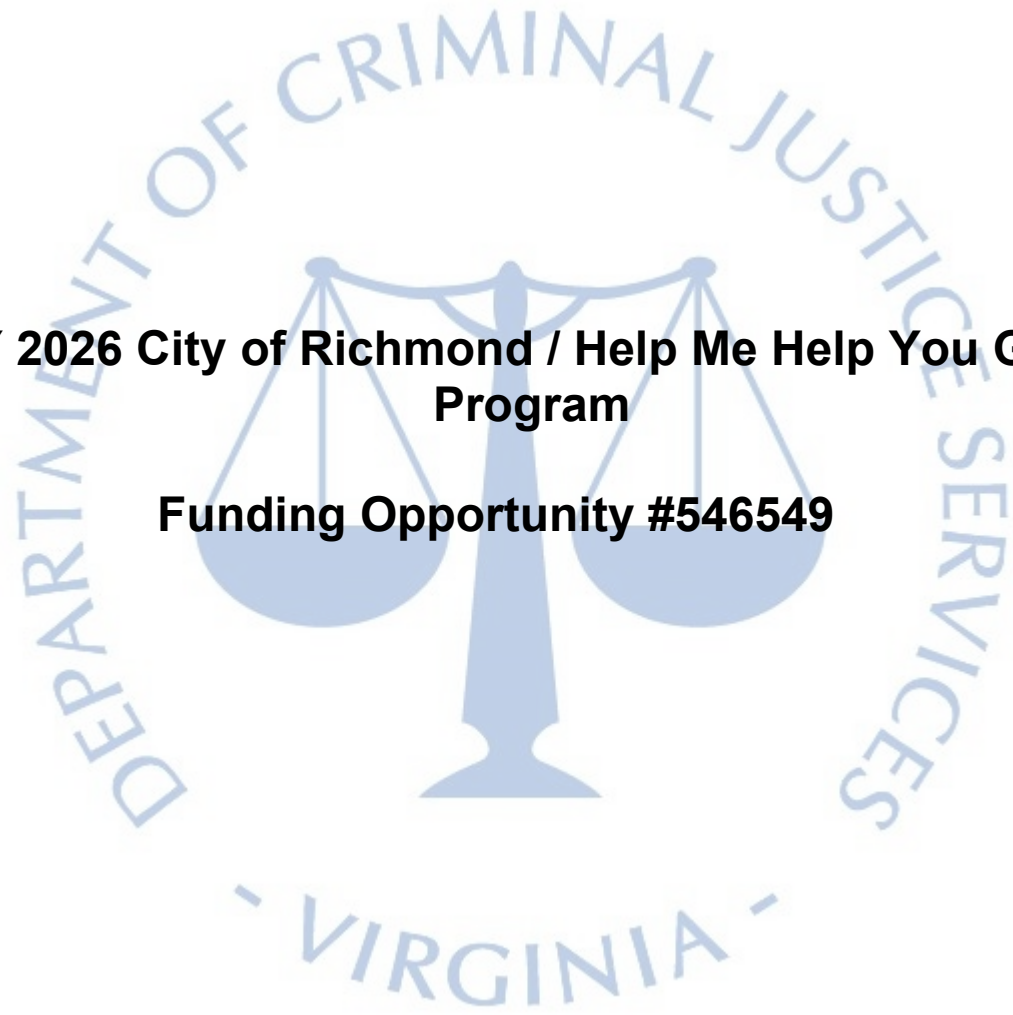
***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

**GRANT SPECIAL CONDITIONS
REPORTING REQUIREMENTS AND
PROJECTED DUE DATES**



**FY 2026 City of Richmond / Help Me Help You Grant
Program
Funding Opportunity #546549**

Virginia Department of Criminal Justice Services (DCJS)
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Grant Special Conditions, Reporting Requirements and Project Due Date

Acceptance of this grant award by the grantee constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accordance with established employment and personnel policies; and assuring that all terms, conditions and assurances--those submitted with the grant application, and those issued with this award--are complied with.

By signing the Statement of Grant Award/Acceptance, the grantee agrees to:

- use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
- comply with all relevant sections of the *Code of Virginia*;
- adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions; and,
- comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.

1. Performance and obligation periods

Grant funds, including local match, may be expended and/or obligated during the grant award period of performance. Grantees may only charge to the award allowable costs incurred during this grant award period. All properly incurred obligations must be liquidated no later than 45 days after the end of the award period. No new obligations may be made during the liquidation period. The grantee agrees to submit a final financial report and return all received and unexpended grant funds to DCJS within 45 days of the end of the grant award period.

2. Financial management systems

All grantees are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. They must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. Grantees must properly track the use of award funds and maintain adequate supporting documentation including maintaining proper documentation for all paid grant staff and volunteer time reported.

3. Access to grant records

The grantee must authorize DCJS and the Virginia Auditor of Public Accounts (APA) access to, and the right to examine, all records, books, papers, or documents related to this grant.

4. Documentation requirements

The grantee agrees to, upon request, promptly provide financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements.

5. Additional monitoring requirements

The grantee understands that it may be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.

6. Record retention and access

Records pertinent to the award must be retained for a period of three (3) years from the date of submission of the final expenditure report. Grantee must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records.

7. Non-Supplanting requirement

State appropriations are typically allocated for specific purposes. Therefore, funds made available through this award should not be used to replace federal, state, or local funds that would, in the absence of this grant, be made available for the same purposes. Please contact the DCJS Grant Monitor for questions or concerns regarding this condition.

8. Travel policy

Grantees may follow their own established travel rates if they have an established travel policy. DCJS reserves the right to determine the reasonableness of an organization's travel policy. If the grantee does not have an established policy, then they must adhere to state travel policy. DCJS allows reimbursement for actual reasonable expenses and meals according to per diem. Please refer to the following IRS website for the most current mileage rate: <https://www.irs.gov/tax-professionals/standard-mileage-rates>. Transportation costs for air and rail must be at coach rates.

9. Project initiation

Within 60 days of the starting date of the grant, the grantee must initiate the project funded. If not, the grantee must report to DCJS, in writing, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the grantee must obtain approval in writing from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds.

10. Contract amendments

Contract amendments must be submitted for review in the On-line Grants Management System (OGMS). These contract amendments include, but are not limited to, the following:

- Budget Amendment – Revision
- Budget Amendment – In Line Adjustment
- Change Grant Funded Staff
- Change in Authorized Official
- Project Scope of Work Revision
- Reporting Extension
- Other

Check with your DCJS Grant Monitor for details regarding submitting contract amendments via OGMS.

No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) Budget Amendment - Revisions will be permitted during the grant period. The submission due date for budget amendments is 45 days prior to the end of the grant period.

11. Financial audits

The grantee agrees to forward, to DCJS or to the Auditor of Public Accounts, a copy of the grantee's scheduled financial statement audit for the fiscal year that covers the grant award period.

12. Project income

Any funds generated as a direct result of DCJS grant-funded projects are deemed project income. Project income must be reported to DCJS. Examples of project income might include service fees; client fees; usage or rental fees; sales of materials; and income received from sale of seized and forfeited assets (cash, personal or real property included). Project income may only be used for allowable program costs and must be spent prior to draw downs. Project income should be reported quarterly by completing the Financial Report in OGMS.

13. Required reports

The grantee agrees to submit, on or before scheduled due dates, such reports as required by DCJS. This includes filing required reports using the On-line Grants Management System (OGMS). Failure to submit reports by the due dates may result in delay for reimbursement requests and/or cancellation of the award.

14. Delegation of responsibility

Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions, and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions, and assurances of the grant award.

15. Procurement

All purchases for goods and services must comply with local established written procurement policies. If a grantee does not have an established written policy, then they must adhere to the Virginia Public Procurement Act:

<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>

Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition. Any exemption to this regulation requires the prior approval of DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS.

16. Nondiscrimination under state grants and programs

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, disability, or status as a veteran under any program or activity receiving state financial assistance or under any program or activity conducted by or on behalf of any state agency.

The formal grant awards that DCJS enters into with all recipients require compliance with all applicable federal, state, and local laws, regulations, executive orders and ordinances related to expenditure of the grant money and the activities financed with the grant money.

17. Program Guidelines

The grantee agrees to comply with the applicable [State](#) Budget Bill that states these funds are to be awarded “to the City of Richmond to support the Help Me Help You program.”

18. Additional Grant Requirements:

1. Funds cannot be used for Lobbying.
2. Payments will only be made electronically to the awarded entity. No other form of payment will be made.
3. The awarded entity may draw down funds up to one quarter in advance, based on the approved budget, if necessary. If funds are drawn down in advance, the awarded entity must also provide actual expense reports at the end of the quarter. DCJS will determine how each process is managed following awards.

19. Suspension or Termination of Funding

DCJS may suspend (in whole or in part) or terminate funding, or impose another sanction on a grantee, for any of the following:

1. Failure to adhere to the standard terms and conditions or special conditions.
2. Failure to implement the project within 90 days of the start of the award period.
3. Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
4. Failure to submit reports (programmatic and/or financial) in a timely manner.
5. Failure to meet service objectives in the previous award period of performance.
6. Filing a false certification in this application or other report or document.

20. Personnel Cost

Grant funds may only be used for personnel costs and related benefits for individuals employed on the grant project. Payroll records must specify the grant program and funding sources, with clear identification by cost center or code. Charges for salaries, wages, and fringe benefits must accurately reflect the actual work performed by grant-funded staff during the project period. If a pay period extends beyond the project end date, you do not need to split the costs as long as the subrecipient is receiving a continuation grant. However, costs for salaries, benefits, or other related expenses cannot be charged to the grant after an individual leaves the grant program or outside the grant period.

21. Employment Eligibility Verification

The grantee is required to properly verify the identity and employment eligibility of all individuals that will be funded (in whole or in part) with these award funds. For the purpose of satisfying the requirement of this condition a grantee must use Form I-9 Employment Eligibility Verification process, more information can be found at <https://www.uscis.gov/i-9> . As part of the recordkeeping for the award, the grantee must maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements. Any questions about these conditions please contact your DCJS Grant Monitor.

22. Reporting potential fraud, waste, abuse and similar misconduct

The grantee must notify the DCJS Grant Monitor of any suspected fraud, waste, abuse, or misconduct involving or relating to funds under this award.

23. Duplicative funding

If the grantee currently has other active awards of federal or state funds, or if the grantee receives any other award of federal or state funds during the period of performance for this award, or uses matching funds from other sources as part of the project budget, the grantee promptly must determine whether funds from any of those other federal or state awards or matching funds from other sources have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the grantee must promptly notify DCJS in writing of the potential duplication, and, if so, requested by DCJS, must seek a budget-modification or change-of-project-scope to eliminate any inappropriate duplication of funding.

24. Remedies for non-compliance of award requirements

Failure to comply with any one or more of these award requirements -- whether a condition set out in full above, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Department of Criminal Justice Services (DCJS) taking appropriate action with respect to the grantee and the award. Among other things, DCJS may withhold award funds, disallow costs, or suspend or terminate the award.

25. Additional “Action Item” encumbrances

Any additional “action item” encumbrances related to your award will be listed online on the DCJS On-line Grant Management System (OGMS) website under the menu item Grants > Encumbrances. The grantee must address these items before DCJS staff can approve a claim marked as “Submitted” and disburse funds. If an encumbrance is placed on a grant while claims are in “Awaiting Payment, Correcting, Editing or Submitted” status, the claims will be voided or withdrawn by DCJS staff. The grantee may resubmit claims that were withdrawn or voided once the encumbrance is resolved.

Unless otherwise stated, these encumbrances must be met by the stated deadline in OGMS. If they remain unmet after this date, then the grantee must report to the DCJS, by letter, the steps taken to achieve compliance, the reasons for non-compliance, and the expected date of compliance. DCJS may terminate grant funding based upon unexplained or unreasonable failure to substantially comply with encumbrances within reasonable specified time frames.

Reporting Requirements and Projected Due Dates

Virginia Department of Criminal Justice Services (DCJS)
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

FY2026 City of Richmond / Help Me Help You Grant Program Funding Opportunity# 546549

REPORTING REQUIREMENTS

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial reports and programmatic progress reports for this grant throughout the grant period, as well as final reports to close the grant. No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

To submit reports, requests, and to view your grant award, refer to the On-line Grants Management System (OGMS) at our website: ogms.dcls.virginia.gov. In order to use this web-based system, if you have not previously done so, you must register in OGMS.

- **FINANCIAL REPORTS & REIMBURSEMENTS (Claims)** – OGMS Detail of Expenditure/ Reimbursement forms are due within 15 days after the end of each calendar quarter. Claim reports are due even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day. For financial questions, contact Joseph Thompson at (804) 225-2782 or via email at Joseph.thompson@dcls.virginia.gov.
- **PROGRESS (Status) REPORTS** for most grant programs are due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor.
- **BUDGET (Contract) AMENDMENTS** may be submitted for consideration through OGMS. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For budget amendment questions, contact your assigned DCJS Grant Monitor.
- **GRANT CLOSEOUT:** The grantee has up to 45 days from the end of the award period to liquidate any unpaid obligations and submit a final financial report. The liquidation period exists to allow projects time to receive final

Grant Special Conditions, Reporting Requirements and Project Due Date

invoices and make final payments -- no new obligations may be incurred during this period. Unclaimed funds will have the potential to be reappropriated by DCJS, 60 days from the end of the award period. The closeout financial reconciliations process can begin after the last claim is marked as 'Final Request – YES, even if the project end date has not arrived. Once the claims have been reconciled, any unexpended funds will be de-obligated from the award amount and grantee access to funds may not be available. Closeout questions should be directed to Joseph Thompson at (804) 225-2782 or via email at Joseph.thompson@dcjs.virginia.gov

Financial & Programmatic Reporting Schedule

Calendar Quarter Ending Dates	Report Due Dates
9/30/2025	10/15/2025
12/31/2025	1/15/2026
3/31/2026	4/15/2026
6/30/2026	7/15/2026
Final	8/15/2026

General OGMS Support

Send an email to: ogmssupport@dcjs.virginia.gov.