

INTRODUCED: November 12, 2024

AN ORDINANCE No. 2024-299

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; to amend the Fiscal Year 2024-2025 Special Fund Budget by creating a new special fund for the Department of Justice Services called "Help Me Help You Program Special Fund;" and to appropriate the increase to the Fiscal Year 2024-2025 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 implementation of the Help Me Help You Program.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: DEC 9 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, 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 implementation of the Help Me Help You Program.

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

§ 2. That Article I, Section 2 of Ordinance No. 2024-099, adopted May 13, 2024, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2024, and ending June 30, 2025, be and is hereby amended by creating a new special fund for the Department of Justice Services called the Help Me Help You Special Fund for the purpose of funding the implementation of the Help Me Help You Program.

§ 3. 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, 2024, and ending June 30, 2025, 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 Special Fund the sum of \$125,000.00, for the purpose of funding the implementation of the Help Me Help You Program.

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

APPROVED AS TO FORM:

CITY ATTORNEY'S OFFICE



City of Richmond

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

Master

File Number: Admin-2024-1220

File ID: Admin-2024-1220

Type: Request for Ordinance or Resolution

Status: Regular Agenda

Version: 1

Reference:

In Control: City Clerk Waiting Room

Department:

Cost:

File Created: 09/19/2024

Subject:

Final Action:

Title: Adopt and appropriate funds from the Department of Criminal Justice Services.

Internal Notes:

Code Sections:

Agenda Date: 11/12/2024

Indexes:

Agenda Number:

Patron(s):

Enactment Date:

Attachments: Admin-2024-1220 Award Letter_537327-FY2025-RVA Help Me Help You Program, Admin-2024-1220 Grant SOGA Instructions, WD Ord. - Accept \$125k from JDCJS for HMHY program

Enactment Number:

Contact:

Introduction Date:

Drafter: rhonda.gilmer@rva.gov

Effective Date:

Related Files:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	10/25/2024	Traci DeShazor	Approve	10/28/2024
1	2	11/1/2024	Meghan Brown	Approve	10/29/2024
1	3	11/6/2024	Sheila White	Escalated	11/5/2024
1	4	11/6/2024	Michael Nguyen	Approve	11/7/2024
1	5	11/6/2024	Sabrina Joy-Hogg	Approve	11/8/2024
1	6	11/6/2024	Lincoln Saunders	Approve	11/8/2024
1	7	11/7/2024	Mayor Stoney	Approve	11/8/2024

History of Legislative File

Master Continued (Admin-2024-1220)

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File Admin-2024-1220

Title

Adopt and appropriate funds from the Department of Criminal Justice Services.

Body

O&R REQUEST

DATE: November 7, 2024

EDITION: 3

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

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

THROUGH: Sabrina Joy-Hogg, Senior DCAO for Finance and Administration

THROUGH: Sheila White, Director of Finance

THROUGH: Meghan Brown, Director of Budget and Strategic Planning

THROUGH: Traci DeShazor, DCAO for Human Services

FROM: Dawn D. Barber, Director, Justice Services

RE: Adopt and appropriate funds from the Department of Criminal Justice Services

PURPOSE: To accept funds in the amount of \$125,000 from the Virginia Department of Criminal Justice Services and appropriate \$125,000 to a newly created special fund account titled “Help Me Help You Program” in the FY25 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 in state general funds to support the Help Me Help You Program for grant period July 1, 2024, through June 30, 2025.

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 to provide comments. Subsequent to 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: There is not a matching funds requirement for this grant.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: November 12, 2024

CITY COUNCIL PUBLIC HEARING DATE: December 9, 2024

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Finance and Economic Development
Standing Committee (November 21, 2024)

AFFECTED AGENCIES: The Department of Justice Services, and The Office of Budget and
Strategic Planning

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

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

STAFF: Rhonda Gilmer, Deputy Department Director Senior
Justice Services, 646-5410



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

September 9, 2024

J. E. Lincoln Saunders
Chief Administrative Officer
900 E. Broad Street
Richmond, Virginia 23219

RE: 537327-FY2025-RVA Help Me Help You Program

Dear J. E. Lincoln Saunders:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **538701** and was approved for a total award of **\$125,000**, funded through Award Number **537327-FY2025-RVA Help Me Help You Program**. The project period is **7/1/2024** through **6/30/2025**.

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 <https://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 Miller".

Jackson Miller

STATEMENT OF GRANT AWARD (SOGA)

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

537327-FY2025-RVA Help Me Help You Program

Subgrantee:	Richmond City
DCJS Grant Number:	538701
Grant Start Date:	7/1/2024
Grant End Date:	6/30/2025

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
Mesha Johnson Grants Administrator 1731 Wall Street Richmond, Virginia 23224 804-608-9703 Mesha@hmhyfoundation.org	J. E. Lincoln Saunders Chief Administrative Officer 900 E. Broad Street Richmond, Virginia 23219 804-646-3944 Lincoln.saunders@rva.gov	David Rekas Accountant III 900 E. Broad Street 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: _____



Commonwealth of Virginia
Virginia Department of Criminal Justice Services

Statement of Grant Award (SOGA) Instructions

The Statement of Grant Award (SOGA) is included within the DCJS Award Package. It includes the federal and/or state grant information, the three contact persons of record (Project Director, Project Administrator, and Finance Officer), and the approved budget.

If any of the three persons of record listed on your SOGA are incorrect, line through the information DCJS has provided and write in the correct person and their contact information.

Please have this document signed by the Project Administrator or the approved designee.

For more assistance, please contact grantsmgmt@dcjs.virginia.gov.

□ Project Director, Project Administrator, and Finance Officer

- **Project Director** – The person who will have day-to-day responsibility for managing the project.
- **Project Administrator** – The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match. This must be the president of the Board of Directors of a nonprofit organization; the county administrator; the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head.
 - **Please Note: If someone other than one of these officials has been delegated the authority to sign, and provides their signature on the grant application, your organization must: (1) provide a letter, memorandum, or other document by which the signing authority was delegated on an official organization letterhead, (2) provide an effective date, (3) list of applicable grant numbers, and (4) the contact information of the person being granted signatory authority.**
 - **The received letter, memorandum, or other document shall run through the project period as defined in the grant award terms and conditions.**
 - **A new letter is required for any newly issued DCJS grant and/or change in delegation of authority.**
- **Finance Officer** – The person who will be responsible for fiscal management of funds.



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Statement of Grant Award (SOGA) Instructions

Sample Delegation of Authority Letter



Together RVA
1201 N. First Avenue
Richmond, Virginia 23235

September 19, 2023

DCJS Grants Administration
Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, VA 23219

Dear DCJS Grants Administration,

By means of this letter, I, DeAndrea Williams, President of Together RVA, delegate the authority of Project Administrator for the Virginia Department of Criminal Justice Services FY24 VSGP continuation of grant number 22-A1234VP22, to Jane Doe, Executive Director of Together RVA. With this delegation, I grant Jane the authority to commit Together RVA to the grant's conditions and attest that Jane can accept our award.

This delegation is effective immediately and shall run through the project period as defined in the grant award terms and conditions.

Jane's contact information is:

Jane Doe, Executive Director
Together RVA
1201 N. First Avenue
Richmond, Virginia 23235
(804) 222-3344
Jane.Doe@TogetherRVA.org

Sincerely,

DeAndrea Williams
President of Together RVA



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Statement of Grant Award (SOGA) Instructions

Sample Statement of Grant Award (SOGA)

STATEMENT OF GRANT AWARD (SOGA)

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

VOCA	
Subgrantee: ABCOneTwoThree	
DUNS Number: 123456789	DCJS Grant Number: 20-A1234VP18
Grant Start Date: 07/01/2019	Grant End Date: 06/30/2020

Federal Grant Number:	2016-VA-GX-0039, 2017-VA-GX-0018, and/or 2018-V2-GX-0011	
Federal Awardee:	OVC	
Federal Catalog Number:	16.575	
Project Description:	To provide direct services for crime victims.	

Federal Funds:	\$960,000	Indirect Cost Rate: _____%
State General Funds:	\$54,000	*If applicable
State Special Funds:	\$0	
Local Match:	<u>\$186,000</u>	
Total Budget:	\$1,200,000	

Project Director	Project Administrator	Finance Officer
Ms. Jane Doe Executive Director ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 jane@ABCOneTwoThree.com	Ms. Elizabeth Doe Board President ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 elizabeth@ABCOneTwoThree.com	Mr. John Doe Director of Finance ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 john@ABCOneTwoThree.com

***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 Special Conditions attached thereto, 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: _____