

INTRODUCED: September 25, 2017

AN ORDINANCE No. 2017-192

To authorize the Chief Administrative Officer to accept funds in the amount of \$15,053.00 from the Virginia Department of Criminal Justice Services and to appropriate the increase to the Fiscal Year 2017-2018 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Justice Services by \$15,053.00 for the purpose of funding salary increases for grant-funded employees of the City’s community corrections program.

\_\_\_\_\_  
Patron – Mayor Stoney

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

PUBLIC HEARING: OCT 9 2017 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 \$15,053.00 from the Virginia Department of Criminal Justice Services for the purpose of funding salary increases for grant-funded employees of the City’s community corrections program.

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2017, and ending June 30, 2018, by increasing estimated revenues by \$15,053.00, increasing the amount appropriated for expenditures by \$15,053.00, and allotting

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:   OCT 9 2017   REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

to the Department of Justice Services' Community Corrections and Supervision Fees special fund the sum of \$15,053.00 for the purpose of funding salary increases for grant-funded employees of the City's community corrections program.

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



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST
AUG 2 2017
4-683/
Office of the
Chief Administrative Officer

O&R Request

Edition 1

DATE: July 27, 2017

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor [Signature] 9/29/17

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer [Signature]

THROUGH: Lenora Reid, Deputy Chief Administrative Officer/Chief Financial Officer [Signature]

THROUGH: John Wack, Director of Finance [Signature]

THROUGH: Jay A. Brown, Director of Budget and Strategic Planning [Signature]

THROUGH: Debbie P. Jackson, Interim DCAO for Human Services [Signature]

FROM: Rufus Fleming, Director of Justice Services [Signature]

RE: Acceptance of CCA/PSA Grant Funds

ORD. or RES. No. \_\_\_\_\_

PURPOSE: To authorize the Chief Administrative Officer to accept funds in the amount of \$15,053 from the Virginia Department of Criminal Justice Services and to appropriate these funds to the Department of Justice Services FY 2018 Special Fund Budget for the purpose of required salary increases for grant funded employees funded 100% with state grant funds.

REASON: The Department of Justice Services received a grant award from the Virginia Department of Criminal Justice Services through the Community Corrections grant program in the amount \$1,136,366 with no City match responsibility. The 2018 Special Fund Budget (Ordinance Number 2017-037) includes Community Corrections funds in the amount of \$1,121,313, which is \$15,053 less than the actual award. As a result, acceptance approval of the additional \$15,053 requires action by City Council. The additional \$15,053 is required by the Virginia Department of Criminal Justice Services to be used for salary increases for state grant funded employees.

RECOMMENDATION:

The City's Administration recommends adoption of this ordinance.

**BACKGROUND:** The Governor's FY2018 Budget included the additional funds with the requirement that they were to be used for salary increases. The funds were added to all Local Probation and Pretrial program grant awards by the Department of Criminal Justice Services, of which the Division of Adult Programs is included.

**FISCAL IMPACT:** The Department of Justice Services is not required to provide a match. There is no impact anticipated.

**FISCAL IMPLICATION:** There is no fiscal implication because grant funded Community Corrections employees' salaries are funded 100% by grant funds each year.

**BUDGET AMENDMENT NECESSARY:** Yes. To amend the FY2018 Special Fund Budget Ordinance 2017-037

**REVENUE TO CITY:** The City will be reimbursed \$15,053 from the Virginia Department of Criminal Justice Services for the period of August 1, 2017 through June 30, 2018.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** September 11, 2017

**CITY COUNCIL PUBLIC HEARING DATE:** September 25, 2017

**REQUESTED AGENDA:** Consent Agenda

**REQUESTED COUNCIL COMMITTEE:** Public Safety Committee

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITY (IES):** None

**AFFECTED AGENCIES:** Department of Budget, Department of Finance, and Justice Services

**RELATIONSHIP TO EXISTING ORD. OR RES:** Amend FY2018 Special Fund Ordinance #2017-037

**REQUIRED CHANGES TO WORK PROGRAM(S):** None

**ATTACHMENTS:** Statement of Grant Award/Department of Justice Services

**STAFF:** Rhonda Gilmer, Deputy Director  
Justice Services  
804-646-5410



# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

Francine C. Ecker  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 786-8732

June 26, 2017

Ms. Selena Cuffee-Glenn  
Chief Administrative Officer  
City of Richmond  
900 East Broad Street, Rm 201  
Richmond, VA 23219-1907

**Title: Community Corrections**

Dear Ms. Cuffee-Glenn:

I am pleased to advise you that grant number **18-V6375CC18** for the above-referenced grant program has been approved for a total of \$1,136,366.00 in General Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ***Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).***

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please contact Paula Harpster at (804) 786-1140 or by email at [paula.harpster@dcjs.virginia.gov](mailto:paula.harpster@dcjs.virginia.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Francine C. Ecker'.

Francine C. Ecker  
Director

Enclosures

cc: Ms. Jennifer MacArthur, Program Manager  
Mr. James P. Duval, Investment & Debt Portfolio Mgt.  
Ms. Paula Harpster, DCJS Monitor

## Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

### Statement of Grant Award/Acceptance

**Subgrantee:** Richmond City

**Date:** June 26, 2017

**Grant Period:**

**Grant Number:**

**From:** 07/01/2017

**Through:** 06/30/2018

18-V6375CC18

Project Director	Project Administrator	Finance Officer
Ms. Jennifer MacArthur Program Manager City of Richmond 501 North Ninth Street Richmond, VA 23219-1861  Phone: (804) 646-0322 Email: jennifer.MacArthur@richmondgo	Ms. Selena Cuffee-Glenn Chief Administrative Officer City of Richmond 900 East Broad Street, Rm 201 Richmond, VA 23219-1907  Phone: (804) 646-7978 Email: Selena.Cuffee-Glenn@richmondgo	Mr. James P. Duval Investment & Debt Portfolio Mgt. City of Richmond 900 East Broad Street, Ste 100 Richmond, VA 23219-1907  Phone: (804) 646-6395 Email: james.duval@richmondgov.com

### Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$41,887	\$0	\$0	\$41,887
Personnel	\$0	\$1,083,115	\$0	\$0	\$1,083,115
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$11,364	\$0	\$0	\$11,364
Consultant	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	\$0	\$1,136,366	\$0	\$0	\$1,136,366

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



Francine C. Ecker, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

Title: \_\_\_\_\_

# STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

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

## For the Comprehensive Community Corrections Act Grant Program

Grantee: Richmond City

Grant Number: 18-V6375CC18

Title: Community Corrections

Date: June 26, 2017

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient 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;
  - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
  - to comply with all relevant sections of the *Code of Virginia*.
  - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;
2. Grant funds must be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all received and unexpended grant funds (exclusive of local match) to DCJS within 90 days after the end of the grant liquidation period.
3. The grantee agrees to submit, by the specified deadlines, quarterly financial and bi-annual progress reports as well as any other necessary reports requested by DCJS on forms provided by DCJS. DCJS may withhold disbursement of grant funds if reports are not submitted as required. In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. **No current recipient of funding through this grant program 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, DCJS will waive the provision.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. Grantee may follow their own established travel rates if they have an established travel policy. If a grantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
6. 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, by letter, 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.



## Statement of Grant Award Special Conditions (Continued)

Grant No: 18-V6375CC18

7. The grantee assures that programs established, operated, and/or contracted with under the authority of the Comprehensive Community Corrections Act for Local-Responsible Offenders and the Pretrial Services Act will comply with all standards, regulations, and guidelines put forth by DCJS and any others that may be applicable. This includes but is not limited to, those stated in the "Minimum Standards for Local Community-based Probation" and the "Minimum Standards for Pretrial Services."
8. **No amendment to the approved budget may be made without the approval of DCJS. No more than two (2) budget amendments will be permitted per year. Budget amendments must be requested using the online Grants Management Information System (GMIS), accompanied with a narrative. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant period.**
9. All funds utilized for the purpose of providing pretrial services as outlined in Article 5 (§19.2-152.2 et seq.) of Chapter 9 of Title 19.2 or probation services as outlined in Article 9 (§9.1-173) et seq. of Chapter 1 of Title 9.1 of the *Code of Virginia* shall be subject to audit in accordance with the Virginia Auditor of Public Accounts guidelines. The grantee agrees to forward to DCJS a copy of any financial and programmatic audits of this grant award.
10. 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. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as 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.
11. Acceptance of this grant award by the local government applicant 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 accord with the local government's established employment and personnel policies; assuring full cooperation with DCJS for information technology issues related to the automated case management system (PTCC); and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
12. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: service fees; supervision/intervention fees; client fees; usage or rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
13. Each participating locality must be represented by a Community Criminal Justice Board (CCJB) to serve as an advisory body to the local governing body on matters pertaining to local criminal justice issues. The composition of the CCJB is specified in 9.1-178 of the Code of Virginia. Report any changes in membership to DCJS.
14. Local funds and fees supplementing salaries or any other area in the budget should be shown in the match column of the itemized budget under CASH for each line item.
15. Employees, full or part-time, under CCCA and PSA programs shall not serve in any paid consultant capacity for the program by which they are employed.
16. All changes within budget categories of the Consultant's line are subject to the same DCJS approval process that applies to the overall grant.

## Statement of Grant Award Special Conditions (Continued)

Grant No: 18-V6375CC18

17. The grantee understands that it is the responsibility of the Project Administrator to oversee the management of the grant award.
18. The grantee understands that the continuation and/or level of funding will be based on the availability of funds, the performance of the project in meeting its targets, goals and objectives, and the recipient's compliance with the grant requirements and conditions.
19. The grantee will submit grant financial and progress reports required by DCJS. These shall be submitted to DCJS on the 12<sup>th</sup> working day following the close of each quarter. Reports are required even if no expenditures have occurred.
20. The grantee will submit data and reports required by DCJS with the Quarterly Progress report.
21. The grantee will comply with the automated data collection and case management system (PTCC) requirements and fully use PTCC as directed by DCJS. Full usage means entering data in all fields in PTCC.
22. The grantee assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records, as DCJS shall prescribe, shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
23. All agencies must have a signed Memorandum of Understanding (MOU) for the Pretrial and Community Corrections Case Management System (PTCC) between the administrative agent and DCJS.
24. If the agency director/primary contact person will be out of the office for an extended period of time (planned or unplanned) or if the agency is going through a management transition due to a director/primary contact vacancy, DCJS must be notified of the effective dates, name, title, phone number and email for an alternative contact for daily operations by sending an email to [CCCAPSA@DCJS.VIRGINIA.COM](mailto:CCCAPSA@DCJS.VIRGINIA.COM) as soon as possible.
25. Prior to DCJS disbursing funds, the Grantee must comply with the following special conditions:



# COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 786-8732

## NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements  
**PLEASE READ VERY CAREFULLY**

**GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation by mail or email to:

Office of Grants Management  
Attn: Janice Waddy, Manager  
Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219  
[grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)

**REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit online quarterly progress and financial 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 thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports and progress reports are due no later than the close of business on the 12<sup>th</sup> working day after the end of the quarter. Reports are required even if no expenditures have occurred during the quarter. **Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is also attached for your reference.

❑ **PROGRESS REPORTS FOR DCJS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. You are required to use the online system to submit your progress reports.

**Paper copies of Progress Reports are no longer accepted.**

❑ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

**Paper copies of the financial reports are no longer accepted. You are required to use the online system in reporting your expenditures.**

❑ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. \*Please note you can access this system using the same password assigned for the online financial reporting system.

The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

**You are required to use the online system for requesting funds.**

❑ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for amending budgets through our online Grants Management Information System (GMIS) \*Please note again that you can access this system using the same password assigned for the online financial reporting system. This process can take up to (30) days for approval.

The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

**Paper copies of the Budget Amendments are no longer accepted! You are required to use the online system for submitting budget amendments.**

If you have any questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at [beverly.johnson@dcjs.virginia.gov](mailto:beverly.johnson@dcjs.virginia.gov).

**PROJECTED DUE DATES  
FINANCIAL & PROGRESS REPORTS**

*Reports are due by the 12<sup>th</sup> working date following the close of the quarter covered in the report .*

- *Financial reports are required quarterly, even if no expenditures have occurred.*

<i>QUARTER ENDING</i>	<i>DUE DATE</i>
9/30/2017	10/18/2017
12/31/2017	1/22/2018
3/31/2018	4/17/2018
6/30/2018	7/18/2018
9/30/2018	10/17/2018
12/31/2018	1/17/2019

*Please contact the appropriate DCJS staff person if you need assistance with the following:*

- *Financial Reports and Requests for Funds* - DCJS Fiscal Services Manager Bill Dodd at 804/371-0638 or [bill.dodd@dcjs.virginia.gov](mailto:bill.dodd@dcjs.virginia.gov)
- *GMIS* - Complete and send an email to [grantsweb@dcjs.virginia.gov](mailto:grantsweb@dcjs.virginia.gov) citing the error message received, to request assistance from the GMIS Program Coordinator DeAndrea Williams
- *Progress Reports and Other Requests*- your assigned DCJS Grant Program Monitor.