

INTRODUCED: September 24, 2018

AN ORDINANCE No. 2018-252

To authorize the Chief Administrative Officer to accept grant funds in the amount of \$15,000.00 from the Virginia Department of Fire Programs, and to appropriate the increase to the Fiscal Year 2018-2019 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Fire and Emergency Services by \$15,000.00 for the purpose of assisting with the costs associated with the 28th Annual Virginia Fire Equity and Diversity Conference.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: OCT 8 2018 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 hereby authorized to accept funds in the amount of \$15,000.00 from the Virginia Department of Fire Programs for the purpose of assisting with the costs associated with the 28th Annual Virginia Fire Equity and Diversity Conference.

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2018, and ending June 30, 2019, by increasing estimated revenues by \$15,000, increasing the amount appropriated for expenditures by \$15,000.00, and allotting to

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: OCT 8 2018 REJECTED: _____ STRICKEN: _____

the Department of Fire and Emergency Services the sum of \$15,000.00 for the purpose of assisting with the costs associated with the 28th Annual Virginia Fire Equity and Diversity Conference.

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

RECEIVED

SEP 18 2018



OFFICE OF CITY ATTORNEY

CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST
4- 8131
AUG 29 2018

Office of the
Chief Administrative Officer

O&R REQUEST

DATE: August 27, 2018

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

88 9/12/18
SLO

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

THROUGH: Lenora Reid, Chief Deputy Administrative Officer of Finance

JR
JAB

THROUGH: Jay Brown, Director of Budget and Strategic Planning

THROUGH: John Wack, Director of Finance

[Handwritten signature]

FROM: Chief Melvin Carter, Fire Chief

RE: Acceptance of Grant Funding

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to accept \$15,000 from the Virginia Department of Fire Programs and appropriate \$15,000 to the Department of Fire and Emergency Services FY2019 Special Fund Budget.

REASON: The Virginia Department of Fire Programs has awarded a grant to the Richmond Department of Fire and Emergency Services through its 2019 Conference and Education Assistance Program.

RECOMMENDATION: The City Administration recommends adoption of this Ordinance.

BACKGROUND: This grant initiative was awarded with the full support of the Virginia Department of Fire Programs for provision materials needed for the Virginia Fire Equity and Diversity Conference to be held at the Richmond Omni Hotel from October 10-13, 2018.

FISCAL IMPACT / COST: The total amount of this award is \$15,000 with no matching funds requirement.

FISCAL IMPLICATIONS: Acceptance of this award will allow the City of Richmond's Department of Fire and Emergency Services to host the 28th annual Virginia Equity and Diversity Conference in Richmond, Virginia by off-setting costs associated with conference and speaker fees.

BUDGET AMENDMENT NECESSARY: Yes to amend Special Fund Ordinance #2018-058

REVENUE TO CITY: The City of Richmond will receive a total of \$15,000 in grant funding from the Virginia Department of Fire Programs to be appropriated to the FY2019 Special Fund Budget.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: September 24, 2018

CITY COUNCIL PUBLIC HEARING DATE: October 8, 2018

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Public Safety

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: N/A

AFFECTED AGENCIES: The Department of Finance, the Department of Budget and Strategic Planning and the City of Richmond Department of Fire and Emergency Services

RELATIONSHIP TO EXISTING ORD. OR RES.: Adopted Special Fund Ordinance #2018-058

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Grant Award Letter

STAFF: Fire Chief Melvin Carter, 804-646-5451



COMMONWEALTH of VIRGINIA

Michael Reilly
EXECUTIVE DIRECTOR

Brenda Scalfé
CHIEF ADMINISTRATIVE OFFICER

Virginia Department of Fire Programs

Finance Branch
1005 Technology Park Drive
Glen Allen, VA 23059-4500
Phone 804 371-0220
Fax 804 371-3358

July 23, 2018

Anna Walker
City of Richmond Fire Department
200 East Franklin Street
Richmond, VA 23219

Dear Ms. Walker:

We are pleased to advise the City of Richmond Fire Department of an assistance award of **\$15,000** under the **2019 Conference and Education Assistance Program** for support of the **VA Fire Equity & Diversity Conference** as proposed in your assistance application.

Funds are being made available for FY-2019. The performance period of the award is July 1, 2018 to June 30, 2019. In order to remain eligible for the award the enclosed acceptance letter must be signed and returned to me no later than August 13, 2018. The document can be returned via a mailing service or email. Disbursement of the assistance award in the amount of \$15,000 is scheduled for release by September 30, 2018 pending my receipt of your signed acceptance certification document.

Be advised that the terms and conditions of this assistance award are set forth in the Conference and Education Administrative Policy & Application Instructions (available on our website). **Further, the recipient will provide in writing to the Virginia Department of Fire Programs an accounting and after action report within thirty (30) days of the conference conclusion or June 30th depending on the event date. A copy of the event itinerary along with invoices totaling the amount of award shall be included in the submission.**

If you have any questions, feel free to contact me at my office 804/249-1958, or via email at Theresa.Hunter@vdfp.virginia.gov.

Respectfully,

A handwritten signature in cursive script that reads "Theresa Hunter".

Theresa Hunter
Budget and Grants Manager

Award Acceptance Certification

Directions

- All completed acceptance statements must be received by VDFFP not later than 5:00 pm Monday, August 13, 2018; VDFFP assumes no responsibility for lost, delayed, or incomplete paperwork. Properly completed acceptances not otherwise received timely may result in the award having then expired. In the foregoing it is highly recommended that completed paperwork be returned via USPS Certified Mail RETURN RECEIPT REQUESTED – or – through the use of a private transfer service such as UPS, FedEx or the like. Email submissions are also accepted.
- It is solely the grant award recipient's responsibility to assure that all FIN, FIPS, and EFT information is complete & accurate. Be sure that if a transfer (EFT) into other than your jurisdiction's ATL allocation receiving account is used, that the proper account information is provided and returned on or before the above deadline.
- All entries must be made in ink or type-written.

**VDFFP
Stipulation(s)**

City of Richmond Fire Department

You have been awarded a Conference and Education Assistance grant from the Virginia Department of Fire Programs in the amount of \$15,000. This grant is to be used for the VA Fire Equity & Diversity Conference as indicated on your application:

It is a pleasure to be able to support your organization and its educational efforts.

The offer of this award shall expire effective 5:00pm Monday, August 13, 2018, if not otherwise accepted by that time. This grant is awarded effective this date for acceptance of any above specific terms & conditions and the general terms & conditions as enumerated under the Department's current Conference and Education Grant policy. In accepting this award the recipient agrees to use such funds only for the specific purpose(s) granted and further agrees, in the event of non-compliance, to the full repayment of all grant monies received, such made to the Commonwealth's FIRE PROGRAMS FUND through a prompt & complete reimbursement to the "Treasurer of Virginia" and tendered to the VIRGINIA DEPARTMENT OF FIRE PROGRAMS.

↓ Mark only one – failure to complete this entry may result in expiration of the award

The award is...

- Accepted**
 Declined

Anna H. Walker

(Signature)

8-27-18

(Date)

Anna H. Walker

(Typed / Printed Name)

Grants Project Analyst

(Title)