

INTRODUCED: January 8, 2024

AN ORDINANCE No. 2024-001

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$489,395.00 from the Virginia Department of Criminal Justice Services, to amend the Fiscal Year 2023-2024 Special Fund Budget by creating a new special fund for the Office of the Commonwealth's Attorney for the City of Richmond called the Operation Ceasefire Special Fund, and to appropriate the increase to the Fiscal Year 2023-2024 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Office of the Commonwealth's Attorney for the City of Richmond's Operation Ceasefire Special Fund by \$489,395.00, for the purpose of funding upgraded software for receiving, reviewing, formatting, duplicating, and producing digital files for discovery and for the recruitment of a digital media forensic examiner to assist in reviewing digital files and preparing exhibits for trial.

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Patrons – Mayor Stoney and Ms. Robertson

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Approved as to form and legality  
by the City Attorney

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PUBLIC HEARING: JAN 22 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 \$489,395.00 from the Virginia Department of Criminal Justice Services for the purpose of funding upgraded software for receiving, reviewing,

AYES: 9 NOES: 0 ABSTAIN:

ADOPTED: JAN 22 2024 REJECTED:  STRICKEN:

formatting, duplicating, and producing digital files for discovery and for the recruitment of a digital media forensic examiner to assist in reviewing digital files and preparing exhibits for trial.

§ 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 Commonwealth's Attorney for the City of Richmond called the Operation Ceasefire Special Fund for the purpose of funding upgraded software for receiving, reviewing, formatting, duplicating, and producing digital files for discovery and for the recruitment of a digital media forensic examiner to assist in reviewing digital files and preparing exhibits for trial.

§ 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, 2023, and ending June 30, 2024, by increasing estimated revenues by \$489,395.00, increasing the amount appropriated for expenditures by \$489,395.00, and allotting to the Office of the Commonwealth's Attorney for the City of Richmond's Operation Ceasefire Special Fund the sum of \$489,395.00, for the purpose of funding upgraded software for receiving, reviewing, formatting, duplicating, and producing digital files for discovery and for the recruitment of a digital media forensic examiner to assist in reviewing digital files and preparing exhibits for trial.

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

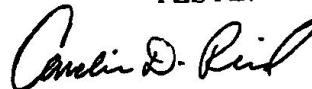
APPROVED AS TO FORM:



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-2024-0017

File ID: Admin-2024-0017	Type: Request for Ordinance or Resolution	Status: Regular Agenda
Version: 1	Reference:	In Control: City Clerk Waiting Room
Department:	Cost:	File Created: 01/05/2024
Subject:	Final Action:	
Title:		

Internal Notes:

Code Sections:

Agenda Date: 01/08/2024

Indexes:

Agenda Number:

Patron(s):

Enactment Date:

Attachments: Admin-2024-0017 CWA Operation Ceasefire AATF, Admin-2024-0017 SOGA AATF, Admin-2024-0017 FY24 Operation Ceasefire Grant Special Conditions

Enactment Number:

Contact:

Introduction Date:

Drafter: Lauren.Kirk@rva.gov

Effective Date:

Related Files:

### Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	1/5/2024	Meghan Brown	Approve	1/9/2024
1	2	1/5/2024	Sheila White	Approve	1/9/2024
1	3	1/5/2024	Sabrina Joy-Hogg	Approve	1/9/2024
1	4	1/5/2024	Lincoln Saunders	Approve	1/9/2024
1	5	1/5/2024	Mayor Stoney	Approve	1/9/2024

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:

Text of Legislative File Admin-2024-0017

# City of Richmond

## Intracity Correspondence

**O&R Transmittal**

**DATE:** December 21, 2023

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

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

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

**FROM:** Lauren B. Kirk, Budget & Strategic Planning

**RE:** To authorize the CAO to accept Operation Ceasefire Grant Award funds in the amount of \$489,395 from the Virginia Department of Criminal Justice Services by amending the Fiscal Year 2023-2024 Special Fund Budget and creating a new special fund for the Office of the Commonwealth's Attorney for the City of Richmond called the Operation Ceasefire Special Fund.

**ORD. OR RES. No.**

**PURPOSE:** The purpose of the Operation Ceasefire Grant Program is to specifically support local prosecution efforts to address violent crime. The City of Richmond OCA handles a high volume of violent crime cases. Detectives who investigate violent crimes such as homicides, shootings, aggravated assaults, and robberies typically collect a large amount of digital evidence. Prosecutors spend a significant amount of time receiving, reviewing, formatting, duplicating, and producing (for discovery) digital files. The OCA has been awarded funds to 1) upgrade existing Axon digital media software to the Justice Premier version; and 2) hire a digital media forensic examiner to review and analyze digital files, and to prepare exhibits for trial.

**BACKGROUND:** The Operation Ceasefire Fund was created by the Virginia General Assembly in 2022 to be used solely for the purposes of implementing violent crime reduction strategies. The OCA has been using Axon software only to receive Body Worn Camera videos and has not been able to take advantage of advanced functionality for all types of digital evidence.

**COMMUNITY ENGAGEMENT:** N/A

**STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL:** Violent Crime Reduction

**FISCAL IMPACT:** Increase of \$489,395 total (\$285,395 in operations and \$195,000 in personnel) of OCA funds during the project period of 1/1/2024 through 12/31/2026. The increase shall be appropriated to the FY2023-2024 Special Fund by creating a new special fund for the Office of the Commonwealth's Attorney entitled Operation Ceasefire Special Fund. OCA intends to use asset forfeiture funds to pay for any cost of a 5-year contract not covered by grant funds. The local funds are discussed in the grant application to explain specific amounts requested, but a local match is **not** required to receive this grant award. Although it is not anticipated, insufficient funds would be justification for withdrawal from said contract without penalty. Impact by fiscal year is as follows:

FY 2023-24 = \$32,500 in personnel; \$0 in operations

FY 2024-25 = \$65,000 in personnel; \$91,426 in operations

FY 2025-26 = \$65,000 in personnel; \$95,083 in operations

FY 2026-27 = \$32,500 in personnel; \$98,886 in operations

**DESIRED EFFECTIVE DATE:** Upon adoption.

**REQUESTED INTRODUCTION DATE:** January 8, 2024

**CITY COUNCIL PUBLIC HEARING DATE:** January 22, 2024

**REQUESTED AGENDA:**

**RECOMMENDED COUNCIL COMMITTEE:** Committee Waived

**AFFECTED AGENCIES:** Office of the Commonwealth's Attorney and Department of Information Technology. OCA already has an agreement in place with Axon allowing for the receipt and sharing of Body Worn Camera footage through Evidence.com. Funds described in this document are for an upgrade in that same web-based software. Effect on DIT, therefore, is expected to be minimal or non-existent. The City of Richmond network will be used to access the internet during software use.

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Ord. No. 2023-071

**ATTACHMENTS:** See attached grant application and statement of grant award.

**STAFF:** Lauren B. Kirk, Budget & Strategic Planning,

Kelli Burnett, Office of the Commonwealth's Attorney



# 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](http://www.dcjs.virginia.gov)

December 7, 2023

Lincoln Saunders  
Chief Administrative Officer, City of Richmond  
900 East Broad Street  
Richmond, Virginia 23219

RE: Richmond Office of the Commonwealth's Attorney Operation Ceasefire Grant Application

Dear Lincoln Saunders:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **522155** and was approved for a total award of **\$489,395**, funded through Award Number **2024-OCGF-GRANT**. The project period is **1/1/2024** through **12/31/2026**.

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 <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](mailto:grantsmgmt@dcjs.virginia.gov). If you have questions, contact your DCJS Grant Monitor **Greg Hopkins** at **804-692-0977** or via email at **Gregory.Hopkins@dcjs.virginia.gov**.

Sincerely,

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

Jackson Miller

## STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

### 519206-2024 Operation Ceasefire Grant Program

Subgrantee: Richmond City  
DCJS Grant Number: 522155  
Grant Start Date: 1/1/2024  
Grant End Date: 12/31/2026

Indirect Cost Rate: \_\_\_\_\_% \*If applicable

Federal Funds:  
State Funds: \$489,395  
Local Match: \_\_\_\_\_  
  
Total Budget: \$489,395

Project Director	Project Administrator	Finance Officer
Kelli Burnett Deputy Commonwealth's Attorney 400 North 9th Street, Room 100 Richmond, Virginia 23219 804-646-2970 kelli.burnett@rva.gov	Lincoln Saunders Chief Administrative Officer, City of Richmond 900 East Broad Street Richmond, Virginia 23219 804-646-6932 lincoln.saunders@rva.gov	Beverly Harris Finance Director, Office of the Commonwealth's Attorney 400 North 9th Street, Room 100 Richmond, Virginia 23219 804-646-3535 beverly.s.harris@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.

Approved as to Form:



Assistant City Attorney

Signature:

\_\_\_\_\_  
Authorized Official (Project Administrator)

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

## GRANT SPECIAL CONDITIONS

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

<p><b>2024 Operation Ceasefire Grant Program (OCGP) Funding Opportunity 519206</b></p>
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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 and match 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. Grantees 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 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. Please contact the 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/budget 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 in Grant Funded Staff
- Change in Authorized Official
- Change in Award Sponsorship
- Project Scope of Work Revision
- Reporting Extension

Check with your 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 amendments will be permitted during the grant period. Budget Revision – Amendment requests, along with accompanying narrative, are to be submitted using the On-line Grants Management System (OGMS). The submission deadline for budget amendments is 45 days prior to the end of the grant period. Changes in grant funded staff and authorized officials must be made in a contract amendment within 30 days of the change occurring.

## **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 on the Grantee Financial Report for Project Income provided by DCJS. Instructions for the Project Income form can be downloaded at: <http://www.dcjs.virginia.gov/forms/grants/subgrantProjectIncomeInstructions.doc>. The Project Income form can also be downloaded from the DCJS website at: <http://www.dcjs.virginia.gov/forms/grants/subgrantProjectIncome.xls>. 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).

## **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 Information System (OGMS). Failure to submit reports by the deadline 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 Grant Program Guidelines and Attachments, available here: <https://www.dcjs.virginia.gov/grants/programs/2023-operation-ceasefire-grant-program-ocgp>

## **18. Additional “Action Item” encumbrances**

Any additional “action item” encumbrances related to your award will be shown online via the DCJS On-Line Grant Management System (OGMS) website under menu item Grants> Encumbrances. The grantee must comply with any items listed there prior to DCJS disbursing funds.

Unless otherwise stated, these encumbrances must be met by December 31, 2024. 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  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

### 2024 Operation Ceasefire Grant Program (OCGP) Funding Opportunity 519206

#### ***REPORTING REQUIREMENTS***

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial reports and one annual programmatic narrative report for this grant throughout the grant period, as well as any required 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: <https://ogms.dcjs.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@dcjs.virginia.gov](mailto:Joseph.thompson@dcjs.virginia.gov).
- **PROGRESS (Status) REPORTS** for most grant programs are due within 30 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor. For status report questions, contact your assigned Grant Monitor.
- **BUDGET (Contract) AMENDMENTS** may be submitted for consideration through OGMS. Please refer to “#10. Contract amendments”, above. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For contract amendment questions, contact your assigned 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 invoices and make final payments -- no new obligations may be incurred during this period. Closeout questions should be directed to Joseph Thompson at (804) 225-2782 or via email at [Joseph.thompson@dcjs.virginia.gov](mailto:Joseph.thompson@dcjs.virginia.gov).

## FINANCIAL REPORTING SCHEDULE

<b>Calendar Quarter Ending</b>	<b>Report Due Dates</b>
03/31/2023	04/15/2023
06/30/2023	07/15/2023
09/30/2023	10/15/2023
12/31/2023	01/15/2024
03/31/2024	04/15/2024
06/30/2024	07/15/2024
09/30/2024	10/15/2024
12/31/2024	01/15/2025
Final Financial Report (Claim)	02/15/2025

For technical assistance regarding OGMS, please e-mail: [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov).

For grant related questions or requests, please contact your assigned DCJS Grant Monitor.