

INTRODUCED: December 13, 2021

AN ORDINANCE No. 2021-339

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept \$74,529.00 from the United States Department of Commerce, National Oceanic and Atmospheric Administration, to amend the Fiscal Year 2021-2022 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities called The Richmond Environment Special Fund, and to appropriate the increase to the Fiscal Year 2021-2022 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Parks, Recreation and Community Facilities' The Richmond Environment Special Fund by \$74,529.00 for the purpose of funding the development of an environmental literacy plan to provide students of the school division administered by the School Board of the City of Richmond with the knowledge and skills to care for and restore the local watershed.

Patrons – Mayor Stoney, Ms. Lynch and Ms. Lambert

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 10 2022 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds in the amount of \$74,529.00 from the United States Department of Commerce, National Oceanic and Atmospheric Administration for the purpose of funding the development of an environmental

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JAN 10 2022 REJECTED: _____ STRICKEN: _____

literacy plan to provide students of the school division administered by the School Board of the City of Richmond with the knowledge and skills to care for and restore the local watershed.

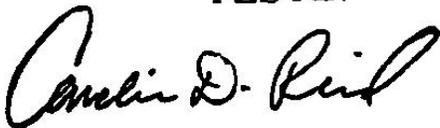
§ 2. That Ordinance No. 2021-041, adopted May 24, 2021, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Parks, Recreation and Community Facilities called The Richmond Environment Special Fund for the purpose of funding the development of an environmental literacy plan to provide students of the school division administered by the School Board of the City of Richmond with the knowledge and skills to care for and restore the local watershed.

§ 3. That the funds received from the U.S. Department of Commerce, National Oceanic and Atmospheric Administration are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2021, and ending June 30, 2022, by increasing estimated revenues by \$74,529.00, increasing the amount appropriated for expenditures by \$74,529.00, and allotting to the Department of Parks, Recreation and Community Facilities' The Richmond Environment Special Fund the sum of \$74,529.00 for the purpose of funding the development of an environmental literacy plan to provide students of the school division administered by the School Board of the City of Richmond with the knowledge and skills to care for and restore the local watershed.

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

A TRUE COPY:

TESTE:



City Clerk



City of Richmond

Intracity Correspondence

O&R REQUEST

DATE: November 15, 2021 **EDITION:** 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

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

THROUGH: Sheila White, Director of Finance

THROUGH: Jason May, Director of Budget and Strategic Planning

THROUGH: Reginald E. Gordon, DCAO for Human Services

FROM: Christopher E. Frelke, Director of Parks, Recreation and Community Facilities

RE: Acceptance and appropriation of grant funds in the amount of \$74,529 to be used to fund the Department of Parks, Recreation, and Community Facilities' The Richmond Environment: Students as Teachers in the their Watershed program.

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to accept a grant in the amount of \$74,529 from the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA) and to appropriate \$74,529 of the grant funds to the Fiscal Year 2021-2022 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities called "The Richmond Environment" and increasing estimated revenues and the amount appropriated to the new "The Richmond Environment" special fund by \$74,529. The program will span two fiscal years, thus, the remaining \$74,908 will be appropriated in the Fiscal Year 2022-2023 Special Fund Budget.

REASON: The City of Richmond's Department of Parks, Recreation and Community Facilities (DPRCF) is seeking approval to accept the grant amount of \$74,529 from the U.S. Department of Commerce, NOAA. The Richmond Environment is a two-year School District Capacity Building project funded in part by the National Oceanic and Atmospheric Administration (NOAA) whose primary objective is to give Richmond Public School (RPS) students a greater understanding and sense of ownership of their local watershed. This project's key partners, James River Park System, Alliance for the Chesapeake Bay, and RPS, will engage our community as a whole to develop an Environmental Literacy Plan (ELP) for RPS that is rooted in environmental

justice and is specific to this unique urban landscape, fraught with historic inequity and gifted with wild land.

RECOMMENDATION: Approval is recommended by the City Administration.

BACKGROUND: DPRCF is seeking to increase the environmental literacy of Richmond students using concrete and measurable data. This project will create the framework for students to address issues of environmental justice and understand the impact on their own lives and the green spaces in their communities such as the Chesapeake Bay's primary tributaries, the James River and its park system. The leap from students' ownership of their sub-watershed to stewardship of the Chesapeake Bay watershed as a whole will be grounded in the hands-on work and the need for stewardship at home. This place-based education model aligns exactly with the Chesapeake Bay Watershed Agreement's Environmental Literacy goal, to "enable students in the region to graduate with the knowledge and skills to act responsibly to protect and restore their local watershed."

FISCAL IMPACT / COST: These funds will increase the FY22 Department of Parks, Recreation and Community Facilities Special Fund Budget by \$74,529. \$74,908 will be appropriated in the FY23 Department of Parks, Recreation and Community Facilities Special Fund Budget. The project is funded through the U.S. Department of Commerce and NOAA. Full time staff from the City of Richmond will work within the scope of the grant as part of the matching funds.

FISCAL IMPLICATIONS: N/A

BUDGET AMENDMENT NECESSARY: Yes, amend Special Fund Ordinance #2021-041.

REVENUE TO CITY: \$74,529

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: December 13, 2021

CITY COUNCIL PUBLIC HEARING DATE: January 10, 2022

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Finance and Economic Development

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: Parks, Recreation and Community Facilities; Richmond Public Schools

RELATIONSHIP TO EXISTING ORD. OR RES.: None

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Project Narrative and Timeline

STAFF: Christopher E. Frelke, Director
Parks, Recreation and Community Facilities (804-646-1128)

Bryce Wilk, Maintenance and Operations Superintendent, Sr.
Parks, Recreation and Community Facilities (804-347-0066)



**James River Park System, Alliance for the Chesapeake Bay, and Richmond Public Schools
School District Capacity Building Proposal: Environmental Literacy Planning**

Revised Plans and Timeline

Year One: Listening and Learning from Our Community

While we're aware that the Chesapeake Bay Program's Environmental Literacy Working Group's recent emphasis is toward state-level networks and initiatives, we remain convinced that environmental literacy and justice in Richmond must be firmly grounded first at the hyper-local community level. Only such place-based, hyper-local focus will result in a plan that has lasting relevance to these students in this community. As we discussed in our original proposal, Richmond is made up of unique environmental and historical complexities, and our first priority will be to listen to our community, and to dig more deeply into these issues. As we embark upon this project, our grounding questions will be:

1. What does environmental literacy mean for our community?
2. What does environmental justice look like for our community?
3. What are Richmond's priorities in bringing environmental justice and literacy to this community?

We will begin the ELP process by collecting as much input from as wide a representation of our community as we are able, at each step seeking to create equity through accessibility in our modes of information gathering. That information gathering will take four primary forms over the course of the two-year period:

1. A paper survey, distributed widely in both English and Spanish, seeking input from all community members. This form will be available electronically and on paper, and we will deliver paper copies of the form to schools, community centers and as a mailer. It will go out in the RPS Direct newsletter, each of our partner organization's newsletters, and will be on social media. We are thinking hard about crafting this survey in such a way that the language used feels equitable to all who read it, and encourages both those with science expertise and those without to participate.
2. A series of community listening sessions, strategically located throughout the city, with a goal of ensuring physical accessibility to these sessions.
3. Focus groups with invited community partners as well as teachers, school administrators, parents, and students. It will be at this juncture that it will be important to gauge BIPOC involvement to this point, to specifically invite and foreground those who might otherwise be excluded from the conversation.
4. Finally, we will form the teacher and student advisory groups alluded to in the original proposal. The teacher advisory group will meet once at the end of the first year, and then regularly through Year Two.



You will notice several items in the revised budget that will support this more extensive approach to engaging community partners and soliciting input from the community as a whole:

- A request for Listening Accessibility Support under section H. We have explored the following supports for the surveys, listening sessions, and focus groups:
 - Engaging a consulting firm to assist us with this degree of data collection and subsequent synthesis into usable form for the work of crafting the ELP;
 - Translation services for both the paper survey and the in-person and virtual listening sessions and focus groups;
 - Using [Graphic recorder, Susan Epperson](#) in the in-person sessions; and
 - Purchase of materials such as large posters, dry-erase markers, and sticky notes to assist with audience participation
- A significant increase in honoraria designated for community partner organizations to ensure that their time and expertise are valued appropriately.

Year One Timeline (August 2021 - July 2022):

August-June:

- James River Park System (JRPS), Alliance for the Chesapeake Bay (Alliance), and Richmond Public Schools (RPS) as the Key Partners meet once per week, to ensure ongoing progress on the project, plan collaboratively for each event, and reflect, adjust, and improve as events take place. Factoring in holidays and occasional conflicts, the key partners will meet 40 times.

August-September:

- Craft and begin to circulate environmental literacy, equity, and justice assessment survey throughout the community. Deadline for survey completion: April 30th, 2022.
- Planning for listening sessions and focus groups

August, December, and June:

- Conversations with RPS Administration, including cross-curricular leads, to share project updates, and receive guidance.

October- May:

- Facilitated listening sessions around science education, environmental justice, and equity in Richmond.
 - Invite community stakeholders, parents, teachers (all disciplines, all grade levels), students, school administration, etc.

October-June, skipping May for testing:

- "Opt-in" teacher support via book club. We will provide a common book that will promote higher-order thinking, problem-solving in the classroom, and collegiality between teachers in a once per month book group gathering. These gatherings are a chance to cultivate deep discussions in a safe space. Interest numbers will dictate something of the form that this book club will take, and whether it will be in person or



virtual. These informal opportunities for conversation may also help us build the relationships that will lead to the formation of the Teacher Advisory Board.

January-May:

- Focus groups inviting specific interest areas and areas of expertise to lend their voices to the conversation.

May-June:

- Data synthesis and begin analysis: Key Partners compile information on existing ELPs and lay the foundation for work into the future. Create scaffolding to guide the work of advisory groups.

June:

- Formation and initial meeting of Teacher Advisory Group; welcome and thank-you to them. Establish some Year Two logistics, share data with them for the purpose of getting folks thinking about the work ahead.

Year Two: Writing, Revising, and Strengthening Relationships

Building upon the growth in depth and breadth of network bonds forged in Year One, Year Two will be devoted to the tasks of forming and revising the ELP, while continuing to offer teacher support and with an ongoing openness to new input.

In August, the partners will reconvene, review Year One, and make a framework for Year Two. We will revisit and build upon the grounding questions:

- Given the information we now have, what does environmental literacy mean for Richmond, Virginia?
- What does environmental justice mean for Richmond, Virginia?
- What does it mean for our students to be environmentally literate?
- How will an ELP support, improve, and sustain RPS?

August-June:

- Key Partners will meet approximately 38 times.

August, December, March, and May:

- Presentations for School Administration, including cross-curricular leads.

September- March:

- Teacher Advisory Board will resume meetings.

October- March:

- Student Advisory Board meets for the first time. With scaffolding from the key partners, students have a safe space to share their input for the future of their education system.

Bi-monthly (Every second month, August-June):

- Time set aside for collective writing and review sessions on the ELP document. We anticipate that the work of writing will take place throughout the year, but we also value the opportunity to collaborate formally with colleagues on this important work. These



writing sessions are also an opportunity to bring in expertise from our community partners.

November-June:

- Teacher book club: continued teacher support via an opportunity to do some cerebral thinking with peers that may or may not be directly related to classroom work.

May:

- Presentation of “finished” product to School Administration and School Board with enough time still before the conclusion of the project term for additional revision.

June:

- Celebration of the process and thank yous to Community Partners, Teacher Advisory Board, and Student Advisory Board.

We are sensitive to the review panel’s feedback that for a project rooted in environmental justice work, it is important to foreground BIPOC community voices. Here is our working list of community organizations that will be included in this process:

- Beyond Boundaries
- Blue Sky Fund
- The Chesapeake Bay Foundation
- The City of Richmond’s Department of Public Utilities
- The City of Richmond’s Office of Community Wealth Building
- The City of Richmond’s Office of Sustainability
- Duron Chavis with Happily Natural
- Groundwork RVA
- The James River Association
- The Maymont Foundation
- Mending Walls
- The Peter Paul Development Center
- Richmond Public School’s four Community Hubs
- Riverside Outfitters
- RVA Paddiesports
- Sacred Heart Center: a hub for the Latinx community in Richmond
- The Science Museum of Virginia
- The University of Richmond
- The Valentine Museum
- Virginia Commonwealth University
- Virginia Community Voice
- Virginia Union University



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NOAA Chesapeake Bay Office
200 Harry S. Truman Parkway, Suite 460
Annapolis, MD 21401

May 28, 2021

Mrs. Penelope Davenport
City of Richmond, James River Park System
Penelope.Davenport@Richmondgov.com
804-921-8089

Dear Mrs. Davenport;

Thank you for your application entitled, "*The Richmond Environment: Students as Teachers in their Watershed*" submitted to the NOAA Chesapeake Bay Office Bay Watershed Education and Training (B-WET) Program. The proposal was reviewed according to the Federal Funding Opportunity announcement (Funding Opportunity Number: NOAA-NMFS-HCPO-2021-2006735). I am pleased to advise you that the application was recommended for funding.

The proposal must still be reviewed and cleared by the NOAA Grants Management Division (GMD) and Financial Assistance Legal Division, so please note that this is not an official notice of an award. I do not foresee any complication with the GMD clearance process on the award; however, you should note that any costs incurred prior to GMD issuance of the award notice are incurred at your own risk.

The review panel recommended \$149,437 in funding for this project in FY21. The reduction of the scope of this project to a one-year award represents changes requested by the technical review panel which were discussed previously. The assigned B-WET Federal Program Officer will work directly with the project's principal investigator(s) if revisions to the federal forms that were submitted are necessary.

If you have any questions about the technical review panel feedback or next steps, feel free to contact Elise Trelegan at elise.trelegan@noaa.gov. We look forward to working with you to advance environmental literacy in the region.

Sincerely,

Sean Corson
Director



Total Project Costs & Justification	REQUEST YEAR 1	MATCH YEAR 1	TOTAL YEAR 1	REQUEST YEAR 2	MATCH YEAR 2	TOTAL YEAR 2	TOTAL REQUEST	TOTAL MATCH	TOTAL PROJECT COSTS
A. Personnel/Salaries									
Key Staff									
Project Coordinator, Penelope Davenport Gorman	\$0.00	\$51,100.00	\$51,100.00	\$0.00	\$51,100.00	\$51,100.00	\$0.00	\$102,200.00	\$102,200.00
Lead Environmental Educator, Tyler Twyford	\$0.00	\$21,924.00	\$21,924.00	\$0.00	\$21,924.00	\$21,924.00	\$0.00	\$43,848.00	\$43,848.00
Administrative Assistant, Shawna Shade	\$3,900.00	\$0.00	\$3,900.00	\$3,900.00	\$0.00	\$3,900.00	\$7,800.00	\$0.00	\$7,800.00
Executive Director of Friends of the James River Park, TBD	\$1,800.00	\$0.00	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00	\$3,600.00	\$0.00	\$3,600.00
Support Staff (Educators, Assistants, Etc.)									
Subtotal Personnel	\$5,700.00	\$73,024.00	\$78,724.00	\$5,700.00	\$73,024.00	\$78,724.00	\$11,400.00	\$146,048.00	\$157,448.00
B. Fringe Benefits									
Project Coordinator, Penelope Gorman:	\$0.00	\$12,775.00	\$12,775.00	\$0.00	\$12,775.00	\$12,775.00	\$0.00	\$25,550.00	\$25,550.00
Lead Environmental Educator, Tyler Twyford:	\$0.00	\$6,495.58	\$6,495.58	\$0.00	\$6,495.58	\$6,495.58	\$0.00	\$12,991.15	\$12,991.15
Subtotal Fringe	\$0.00	\$19,270.58	\$19,270.58	\$0.00	\$19,270.58	\$19,270.58	\$0.00	\$38,541.15	\$38,541.15
C. Travel									
Travel Directly Related to Program Implementation									
Educator Travel: Direct Implementation	\$1,526.00	\$0.00	\$1,526.00	\$1,022.00	\$0.00	\$1,022.00	\$2,548.00	\$0.00	\$2,548.00
Travel Indirectly Related to Program Implementation									
Conference attendance and presentation	\$5,000.00	\$0.00	\$5,000.00	\$2,600.00	\$0.00	\$2,600.00	\$7,600.00	\$0.00	\$7,600.00
Subtotal Travel	\$6,526.00	\$0.00	\$6,526.00	\$3,622.00	\$0.00	\$3,622.00	\$10,148.00	\$0.00	\$10,148.00
D. Equipment									
E. Supplies									
Environmental Literacy Resources for Teachers	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$20,000.00	\$0.00	\$20,000.00
Printing	\$5,000.00	\$0.00	\$5,000.00	\$1,500.00	\$0.00	\$1,500.00	\$6,500.00	\$0.00	\$6,500.00
Subtotal Supplies	\$15,000.00	\$0.00	\$15,000.00	\$11,500.00	\$0.00	\$11,500.00	\$26,500.00	\$0.00	\$26,500.00
F. Contractual									
Alliance for the Chesapeake Bay	\$13,987.26	\$0.00	\$13,987.26	\$17,452.08	\$0.00	\$17,452.08	\$31,439.34	\$0.00	\$31,439.34
Richmond Public Schools	\$1,540.50	\$0.00	\$1,540.50	\$12,324.00	\$0.00	\$12,324.00	\$13,864.50	\$0.00	\$13,864.50
Subtotal Contractual	\$15,527.76	\$0.00	\$15,527.76	\$29,776.08	\$0.00	\$29,776.08	\$45,303.84	\$0.00	\$45,303.84
G. Construction:									
Construction is not allowed through the B-WET Program	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
H. Other									
Listening Session Accessibility Supports	\$12,500.00	\$5,000.00	\$17,500.00	\$0.00	\$5,000.00	\$5,000.00	\$12,500.00	\$10,000.00	\$22,500.00
Celebration event for the ELP process	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
Support for Student Advisory Group	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
Support for Teacher Advisory Board	\$500.00	\$0.00	\$500.00	\$2,000.00	\$0.00	\$2,000.00	\$2,500.00	\$0.00	\$2,500.00
Honoraria: Guest Speakers, Consultants, Community Partners	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$20,000.00	\$0.00	\$20,000.00
Media and public relations	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$4,000.00	\$0.00	\$4,000.00
Subtotal Other	\$25,000.00	\$5,000.00	\$30,000.00	\$17,500.00	\$5,000.00	\$22,500.00	\$42,500.00	\$10,000.00	\$52,500.00
I. Total Direct Charges:	\$67,753.76	\$97,294.58	\$165,048.34	\$68,098.08	\$97,294.58	\$165,392.66	\$135,851.84	\$194,589.15	\$330,440.99
J. Indirect Charges:	\$6,775.38		\$6,775.38	\$6,809.81		\$6,809.81	\$13,585.18		
K: Totals:	\$74,529.14	\$97,294.58	\$171,823.71	\$74,907.89	\$97,294.58	\$172,202.46	\$149,437.02	\$194,589.15	\$330,440.99

FORM CD-450 (REV 10/18)		U. S. DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE AWARD		<input type="checkbox"/> GRANT <input checked="" type="checkbox"/> COOPERATIVE AGREEMENT	
RECIPIENT NAME RICHMOND, CITY OF		FEDERAL AWARD ID NUMBER NA21NMF4570487		PERIOD OF PERFORMANCE 10/01/2021-09/30/2023	
STREET ADDRESS 900 E BROAD ST STE 201		FEDERAL SHARE OF COST \$149,437.00		RECIPIENT SHARE OF COST \$194,589.00	
CITY, STATE, ZIP CODE RICHMOND VA 23219-1907		FEDERAL SHARE OF COST \$149,437.00		RECIPIENT SHARE OF COST \$194,589.00	
AUTHORITY 33 U.S.C. 893a(a)		FEDERAL SHARE OF COST \$149,437.00		TOTAL ESTIMATED COST \$344,026.00	
CFDA NO. AND NAME 11.457 Chesapeake Bay Studies					
PROJECT TITLE The Richmond Environment: Students as Teachers in their Watershed.					
<p>This Award Document (Form CD-450) signed by the Grants Officer constitutes an obligation of Federal funding. By signing this Form CD-450, the Recipient agrees to comply with the Award provisions checked below and attached. Upon acceptance by the Recipient, the Form CD-450 must be signed by an authorized representative of the Recipient and returned to the Grants Officer. If not signed and returned without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally withdraw this Award offer and de-obligate the funds.</p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE FINANCIAL ASSISTANCE STANDARD TERMS AND CONDITIONS</p> <p><input type="checkbox"/> R & D AWARD</p> <p><input type="checkbox"/> FEDERAL-WIDE RESEARCH TERMS AND CONDITIONS, AS ADOPTED BY THE DEPT. OF COMMERCE</p> <p><input checked="" type="checkbox"/> BUREAU SPECIFIC ADMINISTRATIVE STANDARD AWARD CONDITIONS</p> <p><input checked="" type="checkbox"/> SPECIFIC AWARD CONDITIONS</p> <p><input checked="" type="checkbox"/> LINE ITEM BUDGET</p> <p><input checked="" type="checkbox"/> 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS, AS ADOPTED PURSUANT TO 2 CFR § 1327.101</p> <p><input checked="" type="checkbox"/> 48 CFR PART 31, CONTRACT COST PRINCIPLES AND PROCEDURES</p> <p><input checked="" type="checkbox"/> DEPARTMENT OF COMMERCE PRE-AWARD NOTIFICATION REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS (REF: 79 FR78390)</p> <p><input checked="" type="checkbox"/> MULTI-YEAR AWARD. PLEASE SEE THE MULTI-YEAR SPECIFIC AWARD CONDITION.</p> <p><input checked="" type="checkbox"/> OTHER(S): This award is being made under competitive Funding Opportunity Number NOAA-NMFS-HCPO-2021-2006735 posted at Grants.gov on 11/23/2020.</p>					
SIGNATURE OF DEPARTMENT OF COMMERCE GRANTS OFFICER Alan Conway				DATE 07/22/2021	
PRINTED NAME, PRINTED TITLE AND SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL Penelope Davenport				DATE 08/11/2021	