

INTRODUCED: July 24, 2023

AN ORDINANCE No. 2023-216

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$48,750.00 from the Virginia Department of Social Services, to amend the Fiscal Year 2023-2024 Special Fund Budget by creating a new special fund for the Office of Community Wealth Building called the VDSS TANF 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 Community Wealth Building's VDSS TANF Special Fund by \$48,750.00, for the purpose of assisting eligible participants obtain and retain employment.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: SEPT 11 2023 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 \$48,750.00 from the Virginia Department of Social Services for the purpose of assisting eligible participants obtain and retain employment.

§ 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,

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: 11 SEP 2023 REJECTED: _____ STRICKEN: _____

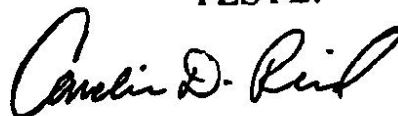
2024, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Office of Community Wealth Building called the VDSS TANF Special Fund for the purpose of assisting eligible participants obtain and retain employment.

§ 3. That the funds received from the Virginia Department of Social 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 \$48,750.00, increasing the amount appropriated for expenditures by \$48,750.00, and allotting to the Office of Community Wealth Building's VDSS TANF Special Fund the sum of \$48,750.00, for the purpose of assisting eligible participants obtain and retain employment.

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

A TRUE COPY:

TESTE:

A handwritten signature in black ink, appearing to read "Carlin D. Reil". The signature is fluid and cursive, written over a white background.

City Clerk



City of Richmond

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

Master

File Number: Admin-2023-0816

File ID: Admin-2023-0816

Type: Request for Ordinance or Resolution

Status: Regular Agenda

Version: 1

Reference:

In Control: City Clerk Waiting Room

Department:

Cost:

File Created: 06/28/2023

Subject: Proposed Acceptance of the VDSS TANF Grant - BEN 22-099-02

Final Action:

Title:

Internal Notes:

Code Sections:

Agenda Date: 07/24/2023

Indexes:

Agenda Number:

Patron(s):

Enactment Date:

Attachments: Admin-2023-0816 BEN-22-099-02 Contract Signed

Enactment Number:

Contact:

Introduction Date: 07/24/2023

Drafter:

Effective Date:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	6/28/2023	Caprichia Spellman	Approve	6/30/2023
1	2	6/29/2023	Reginald E. Gordon	Approve	6/30/2023
1	3	6/30/2023	Jason May	Approve	7/3/2023
1	4	6/30/2023	Sheila White	Approve	7/4/2023
1	5	7/3/2023	Sabrina Joy-Hogg	Approve	7/4/2023
1	6	7/7/2023	Lincoln Saunders	Approve	7/5/2023
1	7	7/20/2023	Mayor Stoney	Approve	7/11/2023

History of Legislative File

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

Text of Legislative File Admin-2023-0816

City of Richmond
Intracity Correspondence

O&R REQUEST

DATE: June 28, 2023

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: Sabrina Joy-Hogg, Deputy Chief Administrative Officer for Finance and Administration

THROUGH: Sheila White, Director of Finance

THROUGH: Jason May, Director of Budget and Strategic Planning

THROUGH: Reginald E. Gordon, Deputy Chief Administrative Officer for Human Services

FROM: Caprichia Smith Spellman, Director of Office of Community Wealth Building

RE: Proposed Acceptance of the VDSS TANF Grant - BEN 22-099-02

ORD. OR RES. No.

PURPOSE: To amend the FY 2024 Special Fund budget, and to authorize the Chief Administrative Officer to accept funds in the amount of \$48,750.00 from the Virginia Department of Social Services; to create a new special fund for the Office of Community Wealth Building called the VDSS TANF Special Fund; and to appropriate the increase to the Fiscal Year 2024 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Office of Community Wealth Building's VDSS TANF Special Fund by \$48,750.00 for the purpose of assisting TANF and income eligible participants prepare to obtain and retain employment with movement toward a living wage and career path.

REASON: The OCWB seeks approval for funds in the amount of \$48,750.00 awarded by the Virginia Department of Social Services.

RECOMMENDATION: The city administration recommends the adoption of this ordinance.

BACKGROUND: The Office of Community Wealth Building and the Virginia Department of Social Services have worked together for more than 5 years to assist TANF and income-eligible families. This grant would aid in OCWB's continued work of facilitating solutions to reduce the effects of poverty and enhance wealth development for the City of Richmond's most impacted communities.

FISCAL IMPACT / COST: If adopted, the project will commence. If not, the project will not move forward.

FISCAL IMPLICATIONS: Fiscal implications will be determined as part of the zero-based budgeting approach during the upcoming budget process.

BUDGET AMENDMENT NECESSARY: Yes

REVENUE TO CITY: Yes

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: July 24, 2023

CITY COUNCIL PUBLIC HEARING DATE: September 11, 2023

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: No committee - Rule VI(B)(3)(c)

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: Budget and Strategic Planning, Finance, Office of Community Wealth Building

RELATIONSHIP TO EXISTING ORD. OR RES.: Supports the work being funded through the general fund.

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Yes

STAFF: Bernadine Doggett (804-646-7298)

COMMONWEALTH OF VIRGINIA
SUB-AWARD AGREEMENT

Agreement Number: #BEN-22-099-02

THIS IS AN AGREEMENT (the "Contract," "Sub-Award," or "Agreement") between the Commonwealth of Virginia ("Commonwealth," "Virginia Department of Social Services," "Grantee" or "VDSS") and City of Richmond, Office of Community Wealth Building. (the "Subrecipient") a Virginia corporation having its principal place of business at 900 East Broad Street, Suite 201 Richmond, Virginia 23219, for the provision of Employment and Training for TANF and Income Eligible Participants Services, which includes, but is not limited to, proven service approaches and strategies that help TANF recipients and income eligible participants prepare to obtain and retain employment with movement toward a living wage and career path ("Services"), pursuant to the Commonwealth's Request for Applications (RFA) #BEN-22-099, dated November 10, 2022 and the Sub-Recipients application, in response thereto.

WITNESSETH that the Subrecipient and the VDSS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF AGREEMENT: The Subrecipient shall provide the goods/services to the VDSS as set forth in the Agreement Documents.

PERIOD OF PERFORMANCE: From final signature through June 30, 2024.

The agreement documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Application dated November 10, 2022, and Addendum #1 dated November 17, 2022:
 - a. Award Information
 - b. Program Opportunity Description & Requirements,
 - c. Reporting Requirements,
 - d. The Administrative Requirements,
 - e. The General Conditions,
 - f. Payment Terms
- (3) The following Attachments:
 - Attachment A Grant Application Cover Sheet
 - Attachment B Application Information Form
 - Attachment C Key Contacts
 - Attachment D Narrative Template
 - Attachment E Collaborate Agreements, Community Partners and Documentation of Support
 - Attachment F Budget and Budget Narrative
 - Attachment G Pre-Award Questionnaire
 - Attachment H FFATA Form
 - Attachment I Assurances for Non-Construction Programs
 - Attachment J Certification Regarding Lobbying
 - Attachment L State Corporation Commission Form
 - Attachment M EDI Form

- (4) The Subrecipient's Proposal dated December 14, 2022, and the following negotiated modifications to the Proposal, all of which documents are incorporated herein.

- a. Subrecipient's record of negotiation to the Application dated March 9, 2023.

IN WITNESS WHEREOF, the parties have caused this Sub-Award to be duly executed intending to be bound thereby.

CITY OF RICHMOND, OFFICE OF
COMMUNITY WEALTH BUILDING

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

By: 

By: Heather C. Hite

Title: Chief Administrative Officer

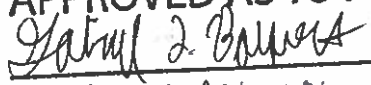
Title: Senior Procurement Officer

Date: 5/11/23

Date: May 1, 2023

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

APPROVED AS TO FORM


ASST CITY ATTORNEY



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

November 17, 2022

ADDENDUM #1 TO ALL OFFERORS:

Reference – Request for Application: RFA #BEN-22-099
Commodity: 95238 – Employee Assistance Programs
Title: Employment and Training for TANF and Income Eligible Participants
Dated: November 10, 2022
Proposals Due: December 14, 2022 at 3:00 P.M. EST (No Change)
Optional Pre-proposal Teleconference: November 29, 2022

The RFA referenced above is hereby revised to replace “Attachments” with “BEN-22-099 Attachments Revised.”

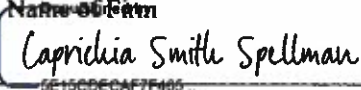
RFA Section III, “Eligibility Information”, Subsection C, “Funding Restrictions”, Remove “h. Pay for Performance.”

Note: A signed acknowledgement of this Addendum #1 should be received at the location indicated on the RFA prior to the due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document.

Respectfully,

Heather Hite
Procurement Officer III
heather.hite@dss.virginia.gov

City of Richmond Office of Community Wealth Building

~~Name of Signatory~~

6E15CDECAF7F405...
Signature
Caprichia Smith Spellman

Printed Name
Director

Title
3/10/2023

Date

Request for Applications (RFA)

Employment and Training for TANF and Income Eligible Participants

Request for Application Number (RFA) BEN-22-099

Issued on November 10, 2022

Section I - Award Information

A. Purpose

The purpose of this RFA is to solicit applications for proven service approaches and strategies that help Temporary Assistance for Needy Families (TANF) recipients and income eligible participants (individuals with dependent children whose income is at or below 200% of the federal poverty level) to prepare to obtain and retain employment with movement toward a living wage and career path. Proven service is defined as evidence based innovative types of practices. Projects must emphasize and be able to measure a reduction in poverty and help reduce the dependency on public assistance.

The goal of Employment and Training for TANF and Income Eligible Participants is to move low-income individuals out of poverty by providing resources to expand and enhance existing service delivery efforts that address more fully the needs of the target population prior to their entry into work and during employment. Proposed services must emphasize and be able to measure a reduction in poverty and help reduce the dependency on public assistance. Applications may include, but are not limited to:

1. Comprehensive assessments (including utilization of psychologists and clinicians) that help identify strengths, diagnose disabilities, and determine any treatment and accommodations required;
2. Services that stabilize an individual's situation so that he/she/they can participate in training and education programs, and obtain or retain gainful employment;
3. Intensive work preparation or work adjustment services, including education and skills training, community work experience placements, and on the job training;
4. Job development and placement and the development of industry-based Career Pathways;
5. Other services that assist individuals to retain employment and/or obtain higher wages, obtain health benefits, and/or obtain jobs with career paths that will in turn eliminate the participating individuals' families need for TANF benefits.

Diversity, Equity & Inclusion Statement: The Virginia Department of Social Services (VDSS) is a diverse, multi-racial and multicultural organization. Our commitment to fully embrace diversity, equity and inclusion is central to our mission, embedded in our core values and critical to the well-being of our staff and the communities we serve. As human service professionals, our success rests in our ability to cultivate inclusive environments, promote equitable outcomes, and demonstrate leadership through service. We all must choose to be informed, self-reflective and proactive in our advocacy. This includes constant evaluation of structures, norms and policies that perpetuate discrimination, racism, disparities and exclusion. This also includes fully embedding our commitment to diversity, equity and inclusion into specific and actionable practices throughout our entire social services system.

Informational Purposes: Contracted service providers are highly encouraged to join Unite Virginia, a statewide coordinated care network of health and social service providers. Partners in the network send and receive closed-loop, secure, electronic referrals across multiple sectors and organizations through the shared Unite Us platform. The platform enables providers to track every person's total health journey and report on tangible outcomes.

Unite Us is the vendor selected by the state to power the Unite Virginia network and is partnering with the Office of the Virginia Secretary of Health and Human Resources, Virginia Department of Social Services, the Virginia Department of Health, Optima Health, Kaiser Permanente, the Virginia Mental Health Access Program, Partnering for a Healthy Virginia, and Virginia Hospital & Healthcare Association, among others. The platform is available at no cost to nonprofits and many organizations that are part of the safety net, like community health centers and mental health centers. For more information and to join, please visit <https://virginia.uniteus.com>.

B. Funding Information

Subgrant awards are being funded with federal money as follows:

Federal Awarding Agency: Department of Health and Human Services,
Administration for Children and Families

Federal Award Identification Number (FAIN): 2301VATANF

Federal Award Date: October 19, 2022

CFDA Number: 93.558

Federal Award Project Description: Temporary Assistance for Needy Families (TANF)

Total Amount of the Federal Award: \$157,762,831.00

Amount of Federal Funds Obligated by this Action: Approximately \$4,500,000

Note: This is not a Research and Development (R&D) Grant

There are general Federal cost principles that are applicable to awards made with Federal funds. These general principles are found in 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

The total amount of funds available for the initial award period is approximately \$4,500,000, available in TANF funding, subject to Federal availability. Out of this amount, \$2,000,000 shall be provided for competitive grants through Employment Services Organizations (ESOs). Employment Services Organization means an organization that provides community based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services. A 25% non-federal match, including in-kind services, is required for all applicants. Subrecipients of funding through this solicitation must comply with Federal TANF regulations and laws. Funds will be awarded to firms, organizations, and/or agencies that have proven records of effectively delivering the described services and successfully leveraging private and public sector dollars to carry out activities.

- C. Period of Performance:** Upon full execution of the subawards until June 30, 2024, with two (2) one (1) year renewal options.
- D. Copies of this RFA,** including the necessary forms, instructions, and addenda (if applicable) may be downloaded from the Department of General Services (DGS), Division of Purchases and Supply (DPS) eVA website at www.eva.virginia.gov. The application can be found by clicking on the *Business Opportunities* button located at the top of the screen, then click on *Virginia Business Opportunities (VBO)*. In the Keyword Search box enter the solicitation number: BEN-22-099.
- E. Optional Pre-Application Conference:** An optional pre-application conference will be held on Tuesday, November 29, 2022, at 10:00 a.m. Below is the call-in information for this conference:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 224 293 929 976

Passcode: KWvhAX

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 434-230-0065,695325010#](#) United States, Lynchburg

Phone Conference ID: 695 325 010#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

The purpose of the conference is to allow potential applicants an opportunity to present questions and obtain clarification relative to any facet of this solicitation. After the pre-application conference, however, all additional questions must be submitted in writing to Heather Hite at heather.hite@dss.virginia.gov. The last day for receipt of questions is December 7, 2022. VDSS will answer questions as expeditiously as possible.

While participation in this conference will not be a prerequisite to submitting an application, Applicants who intend to submit an application are encouraged to participate. **Potential applicant attendees are encouraged to have a copy of this RFA while participating in the pre-application teleconference meeting. Unauthorized contact with any other VDSS staff regarding this RFA may result in disqualification of the Applicant's application.** Any changes resulting from this conference will be issued in a written addendum to the solicitation issued by the Contracting Officer identified above.

Section II - Program Opportunity Description & Requirements

A. Program History or Background Target Population

The target population, current and former TANF recipients and individuals with dependent children whose income is at or below 200% of the Federal poverty level, is quite diverse. Individuals with significant issues often need stabilization services before they can enter or fully participate in the workforce, as well as specialized employment services that support work placement and ongoing employment. Other individuals may benefit from effective training and education programs that move participants into jobs with living wages and career paths.

Client issues are both personal and family/situational in nature and may include:

- | | |
|---|---------------------------------|
| 1. Learning Disabilities | 8. Social Issues |
| 2. Substance Abuse | 9. Domestic Violence |
| 3. Mental Illness | 10. Family Issues |
| 4. Intellectual Disability | 11. Limited English Proficiency |
| 5. Low Educational Levels | 12. Lack of Transportation |
| 6. Attention Deficit and Hyperactivity Disorder | 13. Limited Job Skills |
| 7. Medical (Physical) Problems | |

Virginia's services to TANF clients have revealed the presence of many different disabilities in this population, with many determined most significant based on the Department for Aging and Rehabilitative Services' (DARS) evaluations. Disabilities have included: learning disabilities, other cognitive impairments, mental health issues, substance abuse issues, orthopedic problems, health issues, and other impairments. Cognitive impairments and mental health issues have been identified most frequently.

Research has shown the correlation between education and earnings. Some TANF clients have earned high school diplomas and General Educational Development (GED) certificates and have moved readily into the workforce. However, others lack a high school diploma or GED and some have very limited skills in math, reading and writing. Some communities have many clients with limited or no English proficiency.

The primary federal performance measure for state TANF programs is the TANF Work Participation Rate (WPR). The TANF work requirements including mandatory participation rates and lifetime limits to benefits, key elements of welfare reform, pose challenges for the local social service departments as they attempt to address the unique needs of individuals with disabilities and/or other issues and help parents move to gainful employment.

Over the years, the Virginia TANF program has had the typical program outcomes of work-first programs - very good results with job entry, but outcomes that are not as successful for job retention and wage progression. Additionally, research has shown that individuals who obtain and retain entry-level jobs remain in poverty. The United Way's Asset Limited, Income Constrained, Employed (ALICE) Research Advisory Committee for Virginia has identified working individuals whose earnings are above the Federal poverty level, but not enough to afford basic needs such as housing, food, child care, health care and transportation.

The mission statement of the VDSS is to help people "triumph over poverty". In July of 2019, the Virginia TANF Program began deemphasizing the work participation rate and began emphasizing the placement of TANF recipients who are required to participate in Virginia's work program, Virginia Initiative for Education and Work (VIEW), in activities that promote the movement of participants toward achieving a living wage.

B. Americans with Disabilities Act (ADA) Guidance

Guidance received from the United States Department of Health and Human Services (HHS), Office for Civil Rights, clarifies the responsibility of states' TANF programs to comport with Title II of the ADA of 1990.

Some former public assistance recipients have successfully moved into employment despite extraordinary obstacles. However, others, due to known or unrecognized disabilities, need additional training, accommodations, and support services to prepare for, or succeed at work. The practice of exempting individuals with disabilities, which was carried over from the employment services program under the former Aid to Families with Dependent Children Program, is now viewed as a discriminatory exclusion and contrary to the TANF philosophy that individuals are better off with education, training opportunities and a career pathway rather than continued public assistance.

With appropriate screening, assessment and diagnostic work, and services, TANF participants with 'hidden' disabilities (including those with temporary medical exemptions or partial disabilities) have often been able to secure and retain employment. Expansion of these services across the state will help more program eligible adults with disabilities obtain and retain employment.

C. Employment and Retention

The objectives of this initiative are to help underemployed and unemployed clients obtain employment and retain employment, obtain wage increases leading to a living wage, and start on a career pathway. Employment and retention strategies apply to:

1. Individuals who are already employed at the time of their program enrollment;
2. Individuals who face special issues and need extra preparation and support before entering the workforce;
3. Individuals who find jobs;
4. Individuals who have difficulty keeping jobs;
5. Individuals who can find only entry level, low wage or part-time employment; and
6. Individuals who need additional training, education and/or job skills.

Employment, job retention and advancement strategies may vary greatly among individuals to be served. Participants with a poor work history may need assistance in transitioning to new positions. Such assistance will help participants demonstrate desired work ethics and qualities while building better employment records. Additionally, finding better jobs can help improve job loyalty and serve the best interests of both the employee and employer.

D. Program Requirements

The TANF program is designed to help needy families achieve self-sufficiency. The four (4) purposes of the TANF program are:

Purpose 1: To provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives;

Purpose 2: To end the dependency of needy parents on government benefits by promoting job preparation, work and marriage;

Purpose 3: To prevent and reduce the incidence of out-of-wedlock pregnancies and establish numerical goals for preventing and reducing the incidence of these pregnancies; and

Purpose 4: To encourage the formation and maintenance of two-parent families.

E. The VDSS intends this initiative to meet TANF Purpose 1 and/or TANF Purpose 2.

1. Priority Areas

In addition to the purpose outlined in Section I of this RFA and the broad areas that may be addressed by applicants, the programs funded will help address the following additional priority areas:

- a. The need for establishing a continuum and wide array of services statewide, including specialized employment services, to better serve the target population and support job entry, job retention, wage advancement and career pathways.
- b. The need for offering the range and depth in assessment and services that help enhance Virginia's implementation of the Americans for Disability Act (ADA) within the social services system.

To sustain efforts in the long-term, emphasis should be on services that can be sustained without additional funding through VDSS. Although not required, consideration should be given to purchase of service models using per service unit/person rate. These strategies can help expand the service infrastructure and permit usage of scarce resources on an as-needed basis. Language has been added to the evaluation section to reflect the desire to reward these types of strategies.

2. Populations Eligible to Receive Services

The target populations eligible for services fall into one of the following categories:

- a. Recipients of TANF cash assistance who are in the employment program, Virginia Initiative for Education and Work (VIEW), including those sanctioned;
- b. Recipients of TANF cash assistance who are exempt from VIEW, called VIEW-exempt;
- c. Individuals receiving Diversionary Assistance under the TANF Program;
- d. TANF clients whose cash assistance has ended and who are now in the transitional period, up to 24 months after the end of TANF cash assistance; or
- e. Individuals with dependent children whose income is at or below 200% of the federal poverty level.

Given the wide diversity of the above eligible populations, applications may, in addition, target one or more specific populations defined by other characteristics including education level, the presence of a physical disability or mental health issue(s) that restrict their employment opportunities, individuals with poor job retention histories and so forth.

3. Geographic Coverage

The following coverage should be used:

- a. Statewide;
- b. Regional or district-wide;

- c. Individual locality.

4. Services Requested

- a. Applications may focus on one service or may offer an array of services, using one or more providers. To the extent feasible, given the characteristics of the client population outlined, applications should offer an array of enhanced services that are responsive to the clients' diverse needs, including changing situations related to different case/employment statuses. Program efforts should complement, enhance and integrate with existing VIEW services and other government services, not supplant or duplicate current services. It is possible that:
 - i. One application could include multiple providers for the same geographic area;
 - ii. Two or more applications could cover a similar/overlapping geographic area, and each could include one or more providers in their respective applications. Their different service applications could be complementary;
 - iii. An application could include a combination of services purchased per individual (as needed) and other services that may require ongoing (new) staff (such as a clinical counselor at a community services board or an educator), depending on the projected volume.
- b. Applications must include one or more of the following services, each of which is more fully described in Appendix B, Definitions for Services:
 - i. Comprehensive assessments, including diagnostic evaluations from licensed or certified professionals to identify specific impairments or issues that may exist
 - ii. Vocational assessment and vocational evaluations
From DARS staff, Certified Vocational Evaluator (CVE), licensed vocational evaluator
 - iii. Situational assessments
From DARS-approved providers who maintain certification from the Commission on the Accreditation of Rehabilitation Facilities (CARF)
 - iv. Medical case management
From individuals/organizations with medical credentials such as RN, certified rehabilitation provider (CRP), or certified disability management specialist (CDMS)
 - v. Interventions and/or treatment for substance abuse, mental health, physical disabilities, learning disabilities and such
 - vi. Assistive technology and other accommodations

Determined by occupational therapist, rehabilitation counselor/engineer, speech and hearing specialist, psychologists usually for GED accommodations, others

- vii. Soft-skills development
- viii. Independent living skills
May be from DARS-approved providers
- ix. Intensive job readiness
- x. Work adjustment training
From DARS-approved providers who maintain CARF certification
- xi. Job skills training
- xii. GED and basic education
- xiii. Job analysis (may be part of vocational assessment or situational assessment)
- xiv. Employer outreach, job development and expanding access to better jobs
- xv. Job placement
- xvi. Job coaching
From DARS-approved providers who maintain CARF certification
- xvii. Supported employment/Enclave employment
- xviii. Internships, practicums, work-study, pre-apprenticeships and apprenticeships
- xix. On-the-job training
- xx. Supportive services
- xxi. Job follow-up
- xxii. Job “follow along”
From DARS-approved providers who maintain CARF certification
- xxiii. Transportation
- xxiv. SSI/SSDI application support

Note: Other services may be considered if they relate to the purpose and priorities of this solicitation. Excluded for consideration are child care services except where it supports

another primary intervention strategy. To be considered for funding, the planned percent of entry-level employment should be equal to or exceed 50% and the client's average hourly wage at entry into employment should be equal to or exceed 10% the federal minimum wage level at the time of employment.

5. Service Models

Applicants may wish to consider the use of one (1) or more "best practices" described here as part of or the focus of their applications. These practices have demonstrated improvements in service provision and/or increased employment of the TANF population. These include, but are not necessarily limited to, the following:

- a. Comprehensive screening and assessments for diverse employment barriers, including needed diagnostic services. This could target VIEW clients only or address the needs of the broader population eligible for services.
- b. Intensive work readiness programs of at least a week to six (6) weeks, possibly full-time, that address self-esteem and motivational issues, assist individuals in developing some computer skills, prepare individuals for work in terms of work goals and resume preparation, provide short work trials, and enhance educational levels or specific job-required skills (e.g., reading, math). Some of these programs have used the Workplace Essential Skills program.
- c. "Bridges to Practice" projects, an inter-agency service model for identifying and addressing learning and other disabilities. The projects involve the use of a psychologist and are most effective when combined with special interventions to improve employment outcomes.
- d. Disability-focused employment projects using a team approach involving DARS, LDSS, employment service organizations, and other vendors (e.g., community services boards) that offer an array of services from comprehensive assessments, work preparation, job placement and job coaching through 90 to 180 days of continuous employment. While these initiatives have focused on individuals with disabilities, the model and its services are also relevant for individuals who face multiple issues.
- e. Training and education (such as Workplace Essential Skills – high quality, free software, tapes, and tools available on the Internet) when focused on the acquisition of one or more essential skills for a job, as well as GED preparation. These skills may focus on a specific area such as math, reading or writing.
- f. "MedVIEW" projects, a service model focused on those medically exempt from VIEW as well as VIEW clients with medical issues (including psychiatric issues that limit their ability to work). Health conditions and their impact on employment are evaluated through medical case management. Individuals may be released to the VIEW program or receive other assistance tailored to their medical conditions.

- g. Employment sector initiatives that target a specific industry or employment sector and tie training, job placement, and post-employment services together to develop a pipeline of qualified workers who advance in their careers.
- h. Contextual learning initiatives that teach basic skills and workplace skills in an integrated work-learning model which uses the workplace as the primary learning lab.
- i. Post-employment “service packages” which may include one or more of the following: job coaching/mentoring, retention bonuses (employers and/or employees), transportation assistance, skills training, and child care.

6. Expedited Implementation

As this is a time-limited project, it is the expectation that applicants will select service delivery methods with a proven success record leading to expedient implementation of proposed services and that will facilitate sustaining efforts in the future. Applicants should already have staff, and should have the necessary certifications to provide quality services right away; or consider the use of contractors that have staff and are ready to provide services. Other strategies may include:

- a. Continuation of an existing Employment/Job Retention program that has had proven outcomes;
- b. Use of licensed social workers or certified clinicians for assessments and other areas;
- c. Implementation through purchased services where some or all services could be provided from a set of individual vendors such as psychologists, licensed social workers, employment service organizations, and centers for independent living that typically offer services on a unit/per person basis. Other organizations such as community services boards, domestic violence service providers, and/or community action agencies may also be able to offer services on a fee basis.

Consideration should be given to making services accessible to individuals and utilizing the “wrap-around” concept so that all services for one individual flow together smoothly regardless of the number of providers. Integrated case planning, case management, consumer choice, and timely service delivery are important components and should be addressed in the application.

7. Providers of Services

The diverse needs of the target populations require multiple providers. Some services require the use of licensed or certified professionals.

DARS’ network of providers may be useful for developing an application as they include many types of vendors, and these organizations and licensed/certified professionals offer

many specialized services which may be needed by some clients. While the services are usually used for individuals with disabilities, they may also be helpful for other individuals, particularly those who have multiple issues to resolve in order to stabilize their family and/or employment situation. DARS lists these vendors at their web site: <http://www.vadars.org>. Employment Service Organizations (ESOs), Centers for Independent Living (CILs), psychologists and other providers are a few; for the ESOs and CILs, the site also shows geographic coverage, services and rates.

Service networks include community services boards, providers associated with workforce investment boards, health departments and child development clinics, the adult education system, the community college system, local community action agencies, and United Way providers. Other specialized providers include, but are not limited to, transportation and Medicaid.

8. Expected Outputs and Outcomes

To document success, Subrecipients of funding must report on specified outputs and the resulting outcome measures. An example of an output is the *number of participants who complete a job training program*; the outcome may be the *number of participants who obtain and retain employment for a particular period, three (3) months; six (6) months; and 12 months*. Another example of an output could be the *number of participants receiving services, e.g., rental assistance*; the outcome may be the *number of participants and their families who remain safe in their homes*.

At a minimum, Subrecipients must report on the following **outputs** and **outcomes** for participants:

- | | |
|--|---|
| a. Number participating in services | i. Number who obtained wage increase |
| b. Number participating in job skills training | j. Number who obtained jobs in a Career Pathway |
| c. Number who entered employment | k. Number who received a credential |
| d. Average starting hourly wage | l. Number who obtained GED |
| e. Number employed with benefits | m. Number who obtained SSI |
| f. Number who entered employment part-time | n. Number who completed their treatment |
| g. Number who entered employment full-time | o. Number employed for three (3) months |
| h. Average hourly wage increase | p. Number employed for six (6) months |
| | q. Number employed for one (1) year |

Additionally, Subrecipients must report on **outcomes**, changes that occurred because of the Subrecipient's program. Such outcomes include, but are not limited to, **the direct impact** on individuals receiving services, completing job training, obtaining employment, retaining employment, reductions in the poverty rate, and how the program targets improvement in poverty over a three to five-year period and fits in with long term community goals for reducing poverty.

9. Community Partnerships

- a. For an employment and retention program to be successful, firmly established and committed community partnerships are vital. Many clients need an array of services from many providers and benefit greatly from integrated case planning and service delivery. Applicants should identify other service agencies or vendors that offer essential expertise and should outline the community partnerships relevant to the project design, including consumer groups and businesses. Key agencies for partnerships may include public and private providers of vocational rehabilitation services, employment service organizations, mental health and substance abuse agencies, providers of care to domestic violence victims, adult education providers, community action agencies and faith-based groups.
- b. Documentation of Partnerships: Applicants should provide evidence in the application related to community collaboration and the use of community services in service delivery. Applicants should include copies of their interagency agreement(s) or other comparable documents to demonstrate such collaboration. If other agencies are specifically responsible for implementing portions of the application, this should be defined in the Narrative Section and reflected in an agreement.
- c. Documentation of Interactions with LDSS: Applicants should address essential interactions with LDSS that cover one or more of the following areas, depending on applicability:
 - i. Integration with the local VIEW plan(s) and other TANF initiatives and its expansion of the continuum of services;
 - ii. Identification and referral of participants for proposed services;
 - iii. Case planning;
 - iv. Case management;
 - v. Case monitoring or follow-up; and/or
 - vi. Reporting of status and outcomes for the VDSS information system.

Continued on Next Page

Section VII. Reporting Requirements

- A. All subawards as a result of this solicitation must provide statistical data to VDSS. Subgrantees are required to maintain documentation of program performance according to state and Federal standards and shall maintain documentation of all project activities for case reviews and audits. Documentation of services provided should be maintained in each client's individual file.

Specific reporting instructions will be provided at a later date during training after awards are made. The reporting will include monthly cumulative financial invoices/reports, quarterly cumulative financial and statistical program performance reports, and a 12-month summary report. VDSS may also request one (1) or more ad hoc reports on project status, if needed.

- B. Quarterly reports are required from all subgrantees. These reports will include a cumulative quarterly financial report, a cumulative statistical summary of program performance, and a case study/success story. Barriers to meeting objectives outlined in the activities/outcome form shall be reported and solutions to such barriers shall be explored and included in the quarterly reports.
- C. A final report is required that addresses the activities, outcomes and overall accomplishments during the contract period.
- D. Additional Reports: The Subrecipient agrees to provide any additional reports that the VDSS may request by written notice to the subrecipient, in the form of a Modification issued by the Contracting Officer.

Section VIII. Administrative Requirements

- A. **RENEWAL OF AGREEMENT:** This agreement may be renewed by the grantee upon written agreement of both parties for two (2) successive one (1) year periods), under the terms of the current agreement, and at a reasonable time (approximately 90 days) prior to the expiration.
- B. **MODIFICATION OF AGREEMENT:** The grantee or subrecipient may modify this Agreement at any time provided that such modifications make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such modifications shall not invalidate this Agreement, nor relieve the grantee or subrecipient from its obligations under this Agreement. The grantee may, in its discretion, amend this Agreement to conform with federal or state government guidelines, policies and available funding amounts, or for other reasons. If such modifications result in a change in funding, the scope of services, or schedule of activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written modifications signed by both grantee and subrecipient.

B. TERMINATION OF AGREEMENT: This agreement may be terminated in whole or in part as follows (See §2 CFR 200.339):

1. Either party may terminate this Agreement at any time upon 30 days written notice to the other party. The Subrecipient's written notification must set forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. Partial termination of the Scope of Services can only be undertaken with the prior approval of the grantee. In the event of any termination for convenience, at the grantee's option, all finished or unfinished documents, data, studies, surveys, photographs, reports, or other materials prepared by the subrecipient under this Agreement shall, at the option of the grantee, become the property of the grantee, and the subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to termination.
2. The grantee may terminate this Agreement, in whole or in part at any time, if the subrecipient fails to comply with federal statutes, regulations, or terms and conditions of the Agreement. Upon receipt of a notice of termination the subrecipient shall stop all work and the grantee will cease all payments. The termination decision may be considered by the grantee in evaluating future applications submitted by the subrecipient.
3. If the federal awarding agency terminates its agreement with the grantee, the grantee shall terminate the Agreement with the subrecipient.

C. EQUIPMENT: Equipment is defined as an article of equipment equal to or in excess of \$5,000 and having a useful life of more than one year. Equipment purchased under the terms of this agreement shall be limited to equipment indicated in the approved budget incorporated in the agreement. The subrecipient shall keep written documentation of any acquisitions purchased and up-date the documentation if additional property or equipment is acquired. The written documentation shall include, but not be limited to: date of acquisition, description of product, serial number, ID number, physical location, cost, and name and phone number of individual using or responsible for the equipment. Equipment purchased under this agreement shall be retained by the subrecipient during the period of performance of the agreement. No depreciation or use charges on equipment purchased under this contract shall be claimed on this or any future contract with the Commonwealth of Virginia or any of its agents.

If the grantee permits the subrecipient to purchase real property or equipment with grant funds, grantee retains a residual financial interest, enabling the grantee to recover the assets or determine final disposition. This will be accomplished on a case-by-case basis, according to the federal grant guidelines applicable to the grant that is funding the service(s).

D. LATE APPLICATIONS: To be considered, all applications must be received at the specific office location stipulated by the procuring activity on or before the date and hour designated on the solicitation. Vendors should pay particular attention to ensure that the application is properly addressed. The state is not responsible if the application does not reach the specific destination by the appointed time. Applications received after the date and hour designated are

automatically excluded from further consideration. For late sealed applications the envelope shall be date and time stamped, marked "late" and retained unopened in the procurement file.

- E. **LIMIT ON GRANTEE SALARIES:** Funds appropriated by Congress for these programs include a provision that the amount that "shall be used to pay the salary of an individual, through a grant or other extramural mechanism" must not exceed the amount of the Federal Executive Level II salary for that calendar year. This amount is published annually by the U.S. Office of Personnel Management and can be found on their website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages> under the "Rates of Pay for the Executive Schedule" link. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the grantee organization. This salary limitation also applies to sub-awards and subcontracts under an ACF grant or cooperative agreement. (i.e., See Public Law 115-31, the "Consolidated Appropriations Act of 2017")
- F. **RECORDS ACCESS:** The federal awarding agency, Inspectors General, the Comptroller General of the United States, the grantee, and its authorized representatives shall have the right of access to any documents, papers, or other records of the subrecipient which are pertinent to this Agreement in order to make audits, examinations, excerpts, and transcripts. The right shall also include timely and reasonable access to the Subrecipient's personnel for the purpose of interview and discussion related to such documents. (See §200.336 of the OMB uniform guidance.)
- G. **AUDIT:** The subrecipient shall retain all books, records, and other documents relative to this contract for three (3) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, federal and/or state auditors shall have full access to and the right to examine any of said materials during said period.

The subrecipient further agrees to comply with the audit and reporting requirements defined by the Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Subpart F – Audit Requirements, as applicable. A subrecipient who expends \$750,000 or more in combined federal funding during the Subrecipient's fiscal year is required to have an independent audit performed annually in accordance with the provisions of these parts. The single audit report(s) package must be submitted on-line to the Federal Audit Clearinghouse (FAC) within the earlier of thirty (30) calendar days after receipt of the auditor's report(s) by the subrecipient, or nine (9) months after the end of the audit period.

For specific questions and information concerning the submission process: Visit the Federal Audit Clearinghouse
[https://harvester.census.gov/facides/\(S\(ilywi5ipbj3rjov5zvulfnos\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(ilywi5ipbj3rjov5zvulfnos))/account/login.aspx)

Call FAC at the toll-free number: (800) 253-0696

- H. **STATEMENTS, PRESS RELEASES, REQUESTS FOR APPLICATIONS, BID SOLICITATIONS AND OTHER DOCUMENTS:** In accordance with Public Law 103-

333, the "Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995," the subrecipient shall clearly state in statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money (i) the percentage of the total costs of the program or project which will be financed with Federal money, (ii) the dollar amount of Federal funds for the project or program, and (iii) percentage and dollar amount of the total costs of the project or programs that will be financed by nongovernmental sources.

- I. SUBRECIPIENT MONITORING:** The grantee may monitor and evaluate the Subrecipient's performance under the agreement through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/organizations and individuals having knowledge of the Subrecipient's services or operations, audit reports, and other mechanisms deemed appropriate by the grantee. The subrecipient shall furnish the grantee on request information regarding payments claimed for services under this agreement. All accounting records must be supported by source documentation and retained in order to show for what purpose funds were spent. All such records shall be made available and produced for inspection when required by the grantee, its authorized agents, and/or federal personnel.

Should an audit by authorized state or federal officials result in disallowance of amounts previously paid to the subrecipient, the subrecipient shall reimburse the grantee upon demand.

Performance under this agreement shall be a primary consideration for extension of this agreement and may be a consideration in future grant awards and negotiations.

Section IX. General Conditions

- A. ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice in eVA (www.eva.virginia.gov) for a minimum of ten (10) days.
- B. APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The Agency and the Subrecipient are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The subrecipient shall comply with all applicable federal, state and local laws, rules and regulations.
- C. ANTI-DISCRIMINATION:** By submitting their applications, applicants certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as

amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the subrecipient agrees as follows:

- a. The subrecipient will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the subrecipient. The subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The subrecipient, in all solicitations or advertisements for employees placed by or on behalf of the subrecipient, will state that such subrecipient is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.
- e. The requirements of these provisions 1. and 2. are a material part of the contract. If the Subrecipient violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.

- f. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the subrecipient, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.
 2. The subrecipient will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ANTITRUST:** By entering into a contract, the subrecipient conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- E. ASSIGNMENT OF SUBAWARD:** This subaward shall not be assignable by the Subrecipient in whole or in part without written consent of the Commonwealth.
- F. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent that the legislature has appropriated funds that are legally available or may hereafter become legally available for the purpose of this agreement.
- G. BUSINESS IN THE COMMONWEALTH:** A Subrecipient organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1. or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
- H. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The subrecipient assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Subrecipients who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Subrecipients shall allow the agency to both participate in the investigation of incidents and exercise control over decisions

regarding external reporting. Subrecipients and their employees working on this project may be required to sign a confidentiality statement. More information on the Commonwealth Information Technology Security Standard can be found on VITA website <https://www.vita.virginia.gov/commonwealth-security/sensitive-data/>.

- I. **CONFIDENTIALITY OF RESEARCH**: Research information identifiable to an individual, which was obtained through a project funded wholly or in part with Virginia Department of Social Services subgrant funds, shall remain confidential and copies of such information shall be immune from legal process, and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceeding (28 CFR Part 22).
- J. **CLARIFICATION OF TERMS**: If any prospective Applicant has questions about the specifications or other solicitation documents, the prospective Applicant should contact the Contracting Officer no later than five (5) working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the Contracting Officer.
- K. **DEBARMENT STATUS**: By submitting an application, the applicant certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of services covered by this Request for Applications. Applicant further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.
- L. **DEFAULT**: In case of failure to deliver goods and services in accordance with the subaward terms and conditions, the Commonwealth, after due oral or written notice, may procure them from them from other sources and hold the subrecipient responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- M. **DRUG-FREE WORKPLACE**: During the performance of this contract, the subrecipient agrees to (i) provide a drug-free workplace for the Subrecipient's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Subrecipient's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the subrecipient that the subrecipient maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subrecipient, subcontractor or vendor. For awards of federal grant funds, failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a subrecipient, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- N. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All applicants must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the applicant being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
 - i. DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - ii. Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- O. **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in multiple purchase order(s).
- P. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these

provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

- Q. ETHICS IN PUBLIC CONTRACTING:** By submitting their applications, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other applicant, supplier, manufacturer, subcontractor or subgrantee in connection with their application, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- R. FEDERAL EXCLUDED PARTIES LIST:** This contract is being funded in whole or in part by funds granted to grantee by the US Government. Under Federal Executive Order 12549, all contractors receiving individual awards, using federal funds of \$25,000 or more, and all sub-recipients, certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency from doing business with the federal government. By submitting an application, the applicant represents that neither the applicant nor any of its principal officers are on the Federal Excluded Parties List.
- S. HUMAN TRAFFICKING PROVISIONS:** By submitting their applications, applicants certify to the Commonwealth that they will comply with the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22USC 7104). The full text of this requirement is found at <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>.
- T. IMMIGRATION REFORM AND CONTROL ACT OF 1986:** Applicable for all contracts over \$10,000: By entering into a written contract with the Commonwealth of Virginia, the subrecipient certifies that it does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- U. LOBBYING PROHIBITIONS:** Federal grant funds may not be used by any subrecipient (at any tier) to support lobbying activities to influence proposed or pending federal or state legislation or appropriations. This prohibition is related to the use of federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93)
- V. MANDATORY DISCLOSURES AND REVIEW OF RISK REQUIREMENTS:** Non-Federal entities must disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to comply may result in any noncompliance remedies, including debarment and suspension. (See 31 U.S.C. 3321, 41

U.S.C. 2313, provisions found in Federal regulations at 45 CFR 75.113 and 2 CFR Parts 180 and 376.)

- W. NONDISCRIMINATION OF SUBRECIPIENTS:** An applicant or subrecipient shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the applicant employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. NOTIFICATION OF POSITIONS VACATED AND FILLED:** The subrecipient must promptly notify the grantee whenever funded positions under the subaward are vacated or the allocated time of the position is reduced and may hire staff to fill vacant positions funded under the subaward with notification to the grantee of the staff member's name, qualifications and experience.
- Y. NOTIFICATION OF UPCOMING MEETINGS AND TRAINING EVENTS:** Upon request, the subrecipient must provide the grantee information about upcoming meetings and training events sponsored under the agreement and allow grantee staff to attend.
- Z. OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for the State pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the subrecipient in the performance of its obligations under this contract shall be the exclusive property of the grantee and all such materials shall be remitted to the grantee upon completion, termination or cancellation of this contract. The subrecipient shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the Subrecipient's obligations under this contract without the prior written consent of the grantee. Any materials produced under this contract must bear a statement that the project was supported by the grantee and identify the title of the funding source.

AA. PAYMENT:

1. To Prime Subrecipient:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the subrecipient directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the subrecipient at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be resolved in accordance with *Code of Virginia*, § 2.2-4363 and 4364. Upon determining that invoiced charges are not reasonable, the Commonwealth shall notify the subrecipient of defects or improprieties in invoices within fifteen (15) days as required in *Code of Virginia*, § 2.2-4351. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- c. Within seven (7) days of the Subrecipient's receipt of payment from the Commonwealth, a subrecipient awarded a contract under this solicitation is hereby obligated:
 - i. To pay the subcontractor(s) for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - ii. To notify the agency and the subcontractor(s), in writing, of the Subrecipient's intention to withhold payment and the reason.
- b. The subrecipient is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all

amounts owed by the subrecipient that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A Subrecipient's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWaM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWaM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
4. The Commonwealth of Virginia encourages Subrecipients and subcontractors to accept electronic and credit card payments.

BB. PERFORMANCES: All services provided by the subrecipient pursuant to this subaward shall be performed to the satisfaction of VDSS, and in accordance with the applicable federal, state and local laws, ordinances, rules and regulations. The subrecipient shall not receive payment for work found by VDSS to be unsatisfactory, or performed in violation of federal, state or local laws, ordinances, rules or regulations.

CC. POLITICAL ACTIVITY PROHIBITED: The subrecipient funded under this contract shall not use these program funds, provide services, or employ or assign personnel, in a manner supporting or resulting in the identification of such programs with any partisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office.

DD. PRIME SUBRECIPIENT RESPONSIBILITIES: If approval is granted by the grantee to subcontract any portion of this contract, the subrecipient shall be responsible for completely supervising and directing the work under the contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime subrecipient. The subrecipient agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

EE. RELIGIOUS ACTIVITY PROHIBITIONS: Direct federal grants, sub-awards, or contracts shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, the subrecipient must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. (See 45 CFR Part 87)

FF. SAME-SEX MARRIAGE PROVISIONS: In accordance with the decision in United States vs Windsor (133 S. Ct. 2675 (June 26, 2013)); Section 3 of the Defense of Marriage Act,

codified at 1 USC 7, in any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively. "Same-Sex Spouses" means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. "Same-Sex Marriages" means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. "Marriage" does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.

GG. SECURITY AND TRANSFER OF DATA: The following term and condition relates to the protection, sharing, and inspection of information. VDSS and its agents reserve the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

1. All sensitive information shall be encrypted at rest and in transit as required by Commonwealth Security Standards.
 - a. Encryption At-Rest refers to the storage medium for all servers and workstations containing VDSS sensitive information.
 - b. Encryption In-Transit refers to all network transmissions across LAN, WAN, or other point-to-point / point-to-multipoint technology.
2. VDSS may require the use of its own internal File Sharing/Data Sharing solution which is pre-approved for handling sensitive Commonwealth data.
 - a. If the partnering entity requires a user ID and Password, the user ID and password must not be shared. Multiple user IDs can be provided. VDSS system administrators will take measures to ensure the password meets Commonwealth standards.
 - b. VDSS can provide access to its File Sharing/Data Sharing solution via SSH protocol. This method allows for the use of a user ID and SSH key pair. SSH key pairs must:
 - i. Be owned and created by the partnering entity.
 - ii. Be renewed no less than annually.
 - iii. Be based on RSA 2048
 - iv. Include a public key that is intended to be shared with VDSS.

The Commonwealth of Virginia may require, at its sole discretion, the removal and replacement of any Contract Worker who the Commonwealth reasonably believes to have violated this Section.

This Section creates obligations solely on the part of the Contractor. Employees or other third parties may benefit incidentally from this Section and from training materials or other communications distributed on this topic, but the Parties to this agreement intend this Section to be enforceable solely by the Commonwealth and not by employees or other third parties.

HH. SMOKE FREE ENVIRONMENT: The applicant certifies to the Commonwealth that it will comply with the requirements of Title XII of Public Law 103-227, the "PRO-KIDS Act of 1994", which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs either directly or through State or local governments, by federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. Additionally, the applicant certifies that it will include the above language in any subawards that contain provisions for children's services.

II. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER: Pursuant to Code of Virginia, §2.2-4311.2 subsection B, an Offeror or applicant agency organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any offeror or applicant agency that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the Offeror or applicant agency is not required to be so authorized. Indicate the above information on the SCC Form provided. Subaward agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Subaward's statement describing why the Offeror or applicant agency was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

JJ. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the grantee. In the event that the subrecipient desires to subcontract some part of the work specified herein, the subrecipient shall furnish the grantee the names, qualifications and experience of their proposed subcontractor(s). The subrecipient shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

KK. SUBRECIPIENT AS INDEPENDENT ENTITY: During the performance of this agreement, the subrecipient shall be regarded as an independent entity and not as an agent or employee of the Commonwealth of Virginia or the grantee. The subrecipient shall be responsible for all its own insurance and federal, state, local and social security taxes.

LL. SUPPLANTATION OF FUNDS: The applicant assures that funds made available under this contract will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for this program.

MM. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

NN. QUALIFICATIONS OF APPLICANT: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the Applicant to perform the services/furnish the goods and the Applicant shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect Applicant's physical facilities prior to award to satisfy questions regarding the Applicant's capabilities. The Commonwealth further reserves the right to reject any Application if the evidence submitted by, or investigations of, such Applicant fails to satisfy the Commonwealth that such Applicant is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

Section X. Payment Terms

Compensation to the subrecipient for delivered services shall be as follows:

For providing the services specified in the subaward agreement, the subrecipient will be reimbursed monthly. The subrecipient shall submit expenditure statements within 15 days following the end of the month in which services were performed.

A. Disbursement of funds will follow a cost reimbursement procedure and will be for actual funds expended. Actual expenditures shall be itemized and invoiced pursuant to approved line item budget categories in Attachment F of the subaward. Subrecipient shall only be reimbursed for

costs that have been incurred within the grant subaward period. Requests for reimbursement shall be submitted on forms supplied or agreed upon by the VDSS and must contain the subaward number and the Subrecipient's federal identification number.

- B.** No amendments to the approved budget may be made without the prior written approval of VDSS, and budget amendments must be requested in writing. The Subrecipient must be prepared to pay expenses as they are incurred and then submit expenditure requests for funds on a monthly basis in arrears to VDSS for reimbursement. In cases where no costs are incurred for a particular month, the subrecipient shall submit a financial report showing no services delivered for that period.
- C.** The subrecipient should allow 30 days from the time expenditure statements are received by the VDSS until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date a corrected expenditure statement is received.
- D.** The Subrecipient must also submit the final request for reimbursement to VDSS within 15 days (by July 15, 2023) after the expiration of the grant period on June 30, 2023.
- E.** The Subrecipient shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the Commonwealth of Virginia. VDSS will monitor expenditures.
- F.** VDSS will not pay for non-allowable expenses, or for work performed that is not in conformity with the contract, applicable federal, state and local laws, ordinances, rules and regulations. The method of payment to be used will depend on the type of organization receiving funds or serving as the fiscal agent:
 - 1. If the Subrecipient is a state agency, then reimbursement will be handled through Virginia's Interagency Transfer system. Payments may be made monthly.
 - 2. If the Subrecipient is not a state agency then the Subrecipient shall submit monthly expenditure statements to VDSS. Subrecipient shall be reimbursed using the Virginia Department of Account's (DOA) Remittance Electronic Data Interchange (EDI). All reimbursements will be deposited electronically through the Department of Account's Remittance Electronic Data Interchange (EDI) Virginia. Subrecipients seeking reimbursement from VDSS through the invoice process must be or become eligible to receive reimbursement through EDI by subaward. Application information for EDI is found on DOA's website: www.doa.virginia.gov.

GRANT APPLICATION COVER SHEET

Attachment A

Request For Application (RFA) Number: BEN-22-099 Issue Date: November 10, 2022

RFA Title: Employment and Training for TANF and Income Eligible Participants

APPLICANT INFORMATION

Organization Legal Name: The City of Richmond (Office of Community Wealth Building)

Organizational DUNS: 003133840

Address: 900 East Broad Street Suite 201
Richmond, VA 23219

Name and contact information of person to be contacted on matters involving this submission:

Prefix: Mr. First Name: Steve Last Name: King

Title: Workforce Administrator Telephone Number: (804)646-0393

Email: Steve.King@rva.gov

Total Funding Amount Requested from Virginia Department of Social Services: \$48,750.00

Match or Cost Share Amount (if applicable) \$16,250.00

Does your organization expect to expend more than \$750,000 in federal funds during your fiscal year? ☒ Yes ☐ No

What time frame is applicant's fiscal year (e.g. Jan. to Dec., July to June, Oct. to Sept.)? July thru June

By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also have provided the required assurances ** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. code, title 218, Section 1001)

** This list of certifications and assurances, or an internet site where you may obtain this list, is contained in the Request For Application (RFA).

Authorized Representative:

Prefix: Mrs. First Name: Caprichia Last Name: Spellman

Title: Director, Office of Community Wealth Building Telephone Number: (804)646-64-75

Email: Caprichia.Spellman@rva.gov

Signature of Authorized Representative:

DocuSigned by:
Caprichia Smith Spellman
5E15CDECAF7F405...

3/7/2023

Date: 12/2/2022

EMPLOYMENT, JOB RETENTION, AND JOB ADVANCEMENT FOR TANF PARTICIPANTS

APPLICATION INFORMATION FORM

Virginia Department of Social Services (VDSS)

Request for Proposal: Solicitation Number: BEN-22-099

Contract Program:	Employment and Training for TANF and Income Eligible Participants
Applicant Organization:	City of Richmond, Office of Community Wealth Building
Mailing Address:	900 East Marshal St. Richmond, VA 23219
Federal ID Number:	<i>Not Needed for LDSS or State Agency</i>
Geographic Coverage:	<input type="checkbox"/> Statewide <input type="checkbox"/> Region <input type="checkbox"/> District <input checked="" type="checkbox"/> Single Locality Jurisdiction(s): <i>Attach a sheet listing localities</i>
Partner Organizations:	<i>Lead organizations involved in implementation of services proposed</i>
Program Title:	
Contract Period:	March 1, 2023 through June 30, 2024
Primary focus of funding: (check all that apply)	<input checked="" type="checkbox"/> Assessment <input checked="" type="checkbox"/> Work Preparation <input type="checkbox"/> Treatment Intervention <input checked="" type="checkbox"/> Job Placement <input checked="" type="checkbox"/> Job Retention <input checked="" type="checkbox"/> Job Advancement <input type="checkbox"/> Other Specify:
Total funds requested:	\$48,750 Amount of Match \$16,250
Primary provider(s) funded:	City of Richmond, Office of Community Wealth Building
Fiscal agent/organization:	City of Richmond, VA
Mailing Address:	900 East Broad Street, Richmond, VA 23219

KEY CONTACTS

Project Director:

Name: Steve King Title: Workforce Administrator

Organizational Name: City of Richmond Office of Community Wealth Building

Address: 900 East Marshall Street, Ste 1502, Richmond, VA 23219

Phone: (804) 646-0393 Fax: (804)646-3231 Email: Steve.King@rva.gov

Fiscal Agent:

Name: Bernadine Doggett Title: Finance & Operations Manager

Organizational Name: City of Richmond Office of Community Wealth Building

Address: 900 East Marshall Street, Ste 1502, Richmond, VA 23219

Phone: (804) 646-7298 Fax: (804)646-3231 Email: Bernadine.Doggett@rva.gov

Project Coordinator (if applicable and known)

Name: Title:

Organizational Name:

Address:

Phone: Fax: Email:

Other (specify role):

Name: Caprichia Spellman Title: Director

Organizational Name: City of Richmond Office of Community Wealth Building

Address: 900 East Marshall Street, Ste 1502, Richmond, VA 23219

Phone: (804) 646-3108 Fax: (804)646-3231 Email: Caprichia.Spellman@rva.gov

Other (specify role):

Name: Title:

Organizational Name:

Address:

Phone: Fax: Email:

Attachment D**Richmond Reinvestment Project (RVARP)****B. Application Summary**

The City of Richmond's Office of Community Wealth Building (OCWB) is dedicated to facilitating equitable solutions to reduce the impact of poverty and enhance wealth development opportunities for vulnerable populations of the City of Richmond. OCWB has a comprehensive suite of resources, services, and programs that support the achievement of our mission. OCWB incorporates evidence-based programming that also honors the unique and holistic needs of individuals and families experiencing poverty. This approach, and strong community partnerships, have established OCWB as one of the premier workforce development providers in the Richmond region. OCWB was recently recognized for its collaboration and partnership with the Community College Workforce Alliance (CCWA) during the 2022 Virginia Hire Education Conference.

Purpose and Goals

This grant proposal aims to help low-income individuals overcome poverty through additional upskilling (credential attainment), initial vocational training, and supportive services that more fully meet the needs of the target populations and reduce dependency on the public assistance program. Too often, TANF recipients enter employment only to return to the program shortly after becoming eligible again. Research has shown that this phenomenon is closely linked to childcare instability and lower-wage work most accessible to TANF recipients and unskilled individuals. The Richmond Reinvestment Project (RVARP) seeks to help participants work toward earning a living wage, securing permanent employment, and creating a brighter economic future for their families.

Community partners

Examples of some of the organizations partnering with RVARP include the City of Richmond Departments of Social Services, Economic Development and Housing and Community Development, as well as the Community College Workforce Alliance, United Way and Network2Work RVA.

Services to be provided

- Two-Generation-Focused Case Management
- Vocational Training and Soft Skill Development
- Job Development for In-Demand Occupations
- Employment Retention Service

Projected numbers to be served and planned outcomes

RVARP will serve a minimum of 50 participants. The planned outcomes are 35 participants placed into employment at an average wage of \$13.00 per hour. 25 participants will obtain an industry-recognized credential.

Use of funds

The grant funds will be used to cover the expense of training and supportive services

C. Application Need Statement

I. *Document evidence of client needs for proposed services. Include quantitative data and source documentation.*

The persistence of poverty for current and former TANF recipients and the growing skills gap in the United States demonstrates a need to re-evaluate the country's approach to talent development and upskilling. It has been projected that by 2030, the talent shortages in the U.S. alone are expected to result in \$162 billion in unrealized revenue¹. Yet, we have a viable source of talent capable of mitigating the skills gap in our federally funded social support programs such as TANF and SNAP. An effective way to address both challenges concurrently is the reinvestment and upskilling of incumbent workers currently on or recently exited TANF.²

Increasingly, the jobs of the future with livable wages will require some form of post-secondary training or credential. In 2019, the U.S. Bureau of Labor Statistics reported that 83.5 million people (59%) in the U.S. workforce do not have a four-year degree, and only 37.4 million people report some college or associate degree.³ According to various thought leaders, the production rate in post-secondary education attainment likely resulted in a 5 million credentialed worker shortfall in 2020.⁴ Without immediate and innovative action the shortfall is likely to continue to grow exponentially.

A recent survey of former Virginia Initiative for Education and Work (VIEW) participants found that roughly 42% of participants enrolled in some form of educational activity. Activities included trade schools, certification programs, English as a Second Language (ESL), or high school diploma programs. This is compared to the nearly 57% of participants that satisfied work requirements through unsubsidized employment.⁵ The researchers found that significantly fewer participants engaged in work-related activities such as skills training (26%) and on-the-job training (13%).⁵ The limited involvement in skills and on-the-job training may help to explain why, although 59% of respondents reported being employed upon program exit, which is only 2% more than those participants already employed, nearly 65% of the program participants surveyed reported concerns about their ability to meet their ongoing financial obligations upon leaving the program.⁵ Additionally, 46% of respondents indicated that they would have liked more education and training to enhance their future job opportunities and earning potential.⁵ These findings align with other national studies that have evaluated the effectiveness of TANF in reducing poverty, which found that many families who leave TANF work in the same low-paying, unstable jobs that led them to need TANF, initially. Yet, in 2020, states collectively spent only 10% of TANF funds on work, education, and training activities meant to connect parents to jobs.²

¹ Wiseman, Michael. *The skills gap is real. Here's what to do about it.* Big Think, 2022

² Policy Basics: Temporary Assistance for Needy Families. Center on Budget and Policy Priorities, 2022

³ <https://www.bls.gov/cps/cpsaat07.htm>

⁴ Carnevale et al. *Recovery: Job growth and education requirements through 2020.* Georgetown Public Policy Institute, 2020

⁵ Jang-Paulsen et al. *Life after TANF: A survey of former program enrollees.* Policy & Practice Magazine, 2022

II. Demonstrate the relationships between the need and services proposed.

The situation facing incumbent workers is more complex than many policymakers or academics may realize. The American concept of “pulling yourself up by your own bootstraps” can often color the way many people look at the situations and choices others make. OCWB’s research suggests that simply creating upskilling opportunities may not be enough to help less-educated incumbent workers advance in their careers or obtain jobs in high-demand occupations. Expecting them to do so without understanding the complexities of how they perceive training, or the challenges they face, can hinder us from making the workforce learning system better in its capacity to serve those who need it most.

Incumbent Worker Training (IWT) is a well-established practice within the workforce development field. Traditionally, these programs are designed to improve the skills of employees and the competitiveness of an employer by offering support with the costs associated with upskilling the workforce. The benefit of this practice is that the training allows employers to retain and promote effective employees while also creating an opportunity to backfill the trainees' position with a new or existing employee.

Unfortunately, IWT's are less common for entry level positions where the greatest concentration of lower wage and under-skilled workers reside. As outlined in the section above, over half of TANF recipients are employed while enrolled in the program but at jobs with insufficient wages. The RVARP will address this issue by identifying TANF eligible workers who have received an entry level credential within one of the seven in-demand fields. We will then work with their employer to either create a custom training or cover the cost of additional upskilling needed for advancement opportunities. RVARP will focus on improving the retention, advancement, and earnings of under-employed individuals.

This approach is unique as most existing programs rely on traditional job training which teaches individuals the general skills, they think companies need, in the hope the job seekers will have greater success in the labor market. Too often, getting the trainee hired—or even worse, just graduating from the training, is viewed as the end of the process. In contrast, the RVARP job-centric upskilling approach sees skills training as only part of the journey to success. Of course, getting the job seeker employed is important, but real success requires that individuals thrive in their jobs, receive a livable wage, and the company is pleased with their performance. RVARP will achieve these kinds of results by thinking beyond initial employment entry and working closely with the worker through on-the-job support and coaching, but also with the hiring company through various resources and support. Under RVARP, the balance between training, support, and performance will be heavily individualized, focusing on long-term success.

D. Program Design/Proposed Services and Implementation Plan

I. Project Scope

OCWB's initiatives recognize that poverty is a function of inadequate income and that sustained full-time employment, at a decent wage, is one the best antidotes to poverty. Developing new and innovative mechanisms to connect underemployed individuals to gainful employment is one of OCWB's primary poverty reduction strategies.

RVARP, managed by OCWB, is a demand driven program where the needs of businesses (i.e. to remain competitive and productive) are aligned with the needs of participants (i.e. to earn sufficient wages that enable them to sustain themselves and their families). Program participants will learn valuable skills to prepare for careers in industries with a demonstrated shortage of qualified workers, creating unique opportunities to fill employment gaps and drive Richmond's economy forward.

Our proposed demonstration project will serve a minimum of 50 incumbent participants by offsetting the cost of training employees who have worked for a business, consistently, for 3 months or more. The training provided should lead to an increased skill level, so that the participant can be promoted, and the employer can backfill opportunities for less skilled, or experienced, employees.

II. Services

- **In-depth assessments and career planning:** Participants will receive in depth assessments and career planning to create a comprehensive career plan that outlines specific skills, credentials, competencies, and experience required to obtain promotional opportunities within their industry.
- **Career Coaching:** An engagement specialist will be designated to providing participant coaching, support services, and resource referrals.
- **Virtual Career Library:** As part of enrolling in OCWB, RVARP participants will have unlimited access to today's best digital career guidance, education, and employment resources.
- **Follow-up services/retention services for up to two years:** All program participants will receive follow-up services after obtaining their new job. Follow-up services include job coaching, assisting with retention, and support services.
- **Job-Centric Upskilling:** Participants will enroll in a range of career pathways trainings or stackable credentials required to obtain promotions and higher wages.
- **Supportive Services:** Supportive services will be provided to participants to address barriers and stabilize their family circumstances. These services may include transportation assistance, utility assistance, medical expenses, childcare, tools, uniforms, PPE and rental assistances.

III. Interaction with LDSS Existing VIEW Program

OCWB has a strong relationship and proven history of partnership with our local Department of Social Services to provide the best possible services to our common job seekers and families. Together, we have been able to align programs, reduce duplication of services, improve reporting, and ensure high-quality service delivery.

IV. Method of Provisions

The City of Richmond will serve as the fiscal agent for this project using sound financial principles, proper fiscal controls, and comprehensive oversight. Most of the services will be paid on a per individual service basis. The City of Richmond will take full responsibility for managing all aspects of the grant and grant-supported activities, subject to the oversight of VDSS. The City will be accountable to VDSS for its operation of the RVARP project and the use of grant funds. The City of Richmond must expend grant funds in a judicious and reasonable manner, and it must record accurately the outcomes achieved under the grant.

V. Populations to be Served

RVARP will serve a minimum of 50 underemployed individuals, either current TANF participants, former TANF participants, and individuals at or below 200% of the federal poverty level.

Possible Program Criteria:

- Adults with children in the home and an annual household income at or below 200% federal poverty level or SNAP recipients with children
- Lawfully present and eligible to work in the United States
- City of Richmond residents
- At least 18 years old
- Not incarcerated or otherwise unavailable for work
- Underemployed or Unemployed

VI. Enrollment and Retention of Participants

RVARP will initially focus on identifying and recruiting current and former (exited within the last 12 months) TANF recipients who either earned an initial credential and obtained employment or could benefit from vocational training to improve earning potential within their current industry and are already enrolled in OCWB. In administering RVARP, OCWB will work in close partnership with our local Department of Social Services to market and recruit prospective participants.

Once a candidate pool of potential participants is developed, an OCWB Engagement Specialist will contact each candidate and invite them to participate in an initial assessment and program interview. The assessment will be designed to evaluate the candidate's skill gaps, career prospects, and employment needs. For candidates that meet the selection criteria and provide the necessary income and employment verifications, will be officially enrolled. Once enrolled, the Engagement Specialist will work to schedule a meeting with the employer and incumbent worker to design a job-centric upskilling plan. The plan will include a timeline for the training and outline each parties' responsibilities. The Engagement Specialist will be responsible for maintaining regular communication with the participant and employer to ensure things go smoothly.

VII. Diagnostic Test and Specialized Professionals

Recognizing the unique characteristics of the target population and the intent of RVARP to serve as a demonstration project into the impact of upskilling incumbent TANF recipients, the administration team will examine existing assessment tools as part of the program design and implementation process to further refine a diagnostic tool that meets the needs of the various entities involved. This is likely to be an iterative process, given the innovative characteristics of the proposal.

VIII. Implementation Plan

The proposed services are: _____ Currently in place

OR

___X___ Not currently in place

Action Steps	Agency/Individual Responsible	Start Date	End Date
Update Data/Case Management software program, for Human Services program under the OCWB	OCWB Integrated Service Team	01/2023	02/2023
Develop and refine program diagnostic tool and service delivery	OCWB Staff	03/2023	03/2023
Convene meeting with community partners to undertake preliminary planning and update partnership agreements	OCWB Staff	03/2023	03/2023
Execute signed partnership agreements with partners outlined in grant	OCWB Staff	03/2023	04/2023
Create and submit ONR to City Council for approval	OCWB Director	04/2023	05/2023
Train staff on RVARP model	OCWB Workforce Administrator	05/2023	05/2023
Create marketing materials for program	OCWB Staff	05/2023	05/2023
Begin program recruitment and enrollment	OCWB Staff	06/2023	05/2024
Begin upskilling participants	OCWB Staff	07/2023	03/2024
Maintain and monitor program objectives	OCWB Workforce Administrator	01/2023	06/2024
Prepare and complete close-out reporting	OCWB Workforce Administrator	05/2024	06/2024

e. OUTCOMES AND BENEFITS EXPECTED

EXPECTED OUTCOMES AND BENEFITS – BEN-22-099

Report Period: March 1, 2023 – June 30, 2024

Expected Outcomes and Benefits: Describe the anticipated participation levels, outputs, and outcomes of the program/services by completing the table below.

Directions:

Column 1: Components - If applicable, identify additional expected output/outcome components your project plans to achieve in the Other Achievements section. Example: Number of participants obtaining a vehicle.

Column 2: Current FY Plan Totals – Enter the total number/dollar figure your project plans to achieve by Year End FY23.

Column 3: Next FY Plan Totals – Enter the total new number/dollar figure your project plans to achieve by Year End FY24.

Components	Current FY (2023) Plan Totals	Next FY (2024) Plan Totals
Number participating in services	3	12
Number participating in job skills trainings	3	12
Number who entered employment	0	12
Average starting hourly wage for those who entered employment	0	\$17.00hr
Number who entered employment part time	0	3
Number who entered employment full time	0	9
Number moving from part time to full time	0	3
Number employed with benefits	0	6
Number who obtained a wage increase	1	12
Average hourly wage increase	0	\$2.00hr
Number employed for three (3) months	0	9
Number employed for six (6) months	0	7
Number employed one (1) year	0	4
Number of jobs in a Career Pathway	1	8
Number receiving a credential	0	8
Number obtaining their GED	0	2
Number who obtained SSI	0	0
Number who completed their treatment	0	0
Other Achievements (Identify Below)		

**COLLABORATIVE AGREEMENTS, COMMUNITY PARTNERS
AND DOCUMENTATION OF SUPPORT**

A. COLLABORATIVE AGREEMENTS *Provide a copy of a Collaborative Agreement or comparable document you have with each planned service provider.*

B. COMMUNITY PARTNERS AND DOCUMENTATION OF SUPPORT *Using the form below, provide the names and other requested information, including original signatures, regarding all partners the applicant plans to have participate in the implementation of this program. (You do not need to provide the names of partners for which you have already attached copies of Collaborative Agreements or comparable documents referenced in Item A. above here.)*

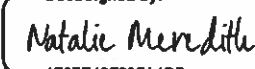
Partner #1: (name of organization) Community College Workforce Alliance

Agrees to provide/participate as follows: (specify if participant and/or provider and indicate contributions to be made with and without cost)

Name: Natalie Meredith Title: Assistant Vice President, Workforce Development

Address (if different from above): 1651 East Parham Road, Richmond, VA 23228

Phone: 804-523-2295 Fax: 804-371-3414 E-mail: NMeredith@ccwa.vccs.edu

By:  Date: 12/13/2022
DocuSigned by: Natalie Meredith 1F0FE49F635A4DB

Partner #2: (name of organization)

Agrees to provide/participate as follows: (specify if participant and/or provider and indicate contributions to be made with and without cost)

Name: _____ Title: _____

Address (if different from above): _____

Phone: _____ Fax: _____ E-mail: _____

By: _____ Date: _____
 (Signature in ink)

Note: Repeat the above information for each Community Partner you wish to recognize.

**COLLABORATIVE AGREEMENTS, COMMUNITY PARTNERS
AND DOCUMENTATION OF SUPPORT**

A. COLLABORATIVE AGREEMENTS *Provide a copy of a Collaborative Agreement or comparable document you have with each planned service provider.*

B. COMMUNITY PARTNERS AND DOCUMENTATION OF SUPPORT *Using the form below, provide the names and other requested information, including original signatures, regarding all partners the applicant plans to have participate in the implementation of this program. (You do not need to provide the names of partners for which you have already attached copies of Collaborative Agreements or comparable documents referenced in Item A. above here.)*

Partner #1: *(name of organization)* Carter Machinery Co Inc.

Agrees to provide/participate as follows: *(specify if participant and/or provider and indicate contributions to be made with and without cost)*

Name: Loraine Taylor Title: Vice President Organizational Development

Address (if different from above): 8362 8362 Richfood Rd. Mechanicsville VA 23116

Phone: 804-823-1030 Fax: n/a E-mail: loraine_taylor@cartermachinery.com

By:  ink) Date: 12/12/2022
DocuSigned by:
B38F1AD45C81427...

Partner #2: *(name of organization)*

Agrees to provide/participate as follows: *(specify if participant and/or provider and indicate contributions to be made with and without cost)*

Name: _____ Title: _____

Address (if different from above): _____

Phone: _____ Fax: _____ E-mail: _____

By: _____ Date: _____
(Signature in ink)

Note: Repeat the above information for each Community Partner you wish to recognize.

**COLLABORATIVE AGREEMENTS, COMMUNITY PARTNERS
AND DOCUMENTATION OF SUPPORT**

A. COLLABORATIVE AGREEMENTS *Provide a copy of a Collaborative Agreement or comparable document you have with each planned service provider.*

B. COMMUNITY PARTNERS AND DOCUMENTATION OF SUPPORT *Using the form below, provide the names and other requested information, including original signatures, regarding all partners the applicant plans to have participate in the implementation of this program. (You do not need to provide the names of partners for which you have already attached copies of Collaborative Agreements or comparable documents referenced in Item A. above here.)*


Partner #1: (name of organization) Bridging The Gap In Virginia

Agrees to provide/participate as follows: (specify if participant and/or provider and indicate contributions to be made with and without cost)

Name: Richard walker Title: Founder

Address (if different from above): 2507 5th Ave Richmond VA 23222

Phone: 804 248-6756 Fax: na E-mail: rwalker@btgva.org

By:  Date: 12/12/2022
3090A6598EF1458 (Signature in ink)

Partner #2: (name of organization)

Agrees to provide/participate as follows: (specify if participant and/or provider and indicate contributions to be made with and without cost)

Name: Title:

Address (if different from above):

Phone: Fax: E-mail:

By: Date:
(Signature in ink)

Note: Repeat the above information for each Community Partner you wish to recognize.

Instructions for Completing Budget Sheets

P1-Budget Summary: Fill in the cells titled "**SUBGRANTEE Name**" and "**Grant Period**" at the top of the worksheet. Proceed to entering budget items on the sheet called "P2 Salary" and continue until you have completed all worksheets that apply to your application.

P2-Salary This worksheet details which program staff positions will be funded through this grant.

Please list names of program staff to be funded. Only list the staff that will be funded (in whole or part) by this grant. (Attachments with a list of staff members will not be accepted.)

List the titles of staff.

List total hours worked per week.

List hours per week spent on THIS program.

List # of hours per week to be paid by VDSS.

List total gross annual salary.

P-3 Itemized Budget for Employee Benefits: This section of the worksheet details the benefits offered to employees of your program.

Names and titles of employees will populate from P2 Salary. Be sure to work down the column instead of across for each employee.

Enter total amount of each benefit for each employee for the year (except FICA. FICA will be automatically calculated.)

Enter the percentage of benefits that you would like VDSS to pay for each employee for each benefit. This may or may not be the same percentage you are requesting for salaries. However, the benefits percentage cannot exceed Column K in the tab called "P2 - Salary."

P-4 Other Expenses This tab allows for line items that are being requested for expenses other than salaries and benefits. All expenses must directly relate to THIS program.

P-5 Match: This sheet lists the Matching funds to support the project.

Although the Application Budget allows match for each line item, you are not required to have match in every budget category for which you request grant funds.

Indirect Costs: Complete EITHER Tab P-6 Indirect OR Tab P-6 Indirect (2).

P-

6 Indirect-Complete this sheet if you do NOT have a federally approved negotiated cost rate. (If you have a federally approved rate, skip this page and go to Tab P-6 Indirect (2).) Indirect costs will be based on the *de minimus* calculation: Up to 10% X MTDC (Modified Total Direct Costs).

P-6 Indirect (2)-Complete this sheet only if you have a federally approved negotiated cost rate. (Skip this sheet if you filled out Tab P-6.) Indirect costs will be based on the NICRA (Negotiated Indirect Costs Rate Agreement).

P-7 Budget Narrative: Use this worksheet to provide your budget narrative according to amounts requested on Pages 2-4. Provide an in depth summary along with examples of calculations in this sheet. Example: Printing 500 copies of a new brochures. The cost per item is .39.The cost of 500 (brochures) x .39 (each copy) = \$195.00.

Please enter data into yellow fields only!

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS

SUBGRANTEE NAME	City of Richmond - Office of Community Wealth Building
Grant Period	March 1, 2023 - June 30, 2023
Contract #	BEN-22-099
Attachment #	Attachment F

BUDGET CATEGORY	TOTAL PROGRAM BUDGET (Including amount from VDSS)	TOTAL VDSS REQUEST	TOTAL MATCH AMOUNT	TOTAL (Match + VDSS Request)
SALARIES	\$4,808.92	\$0.00	\$4,808.92	\$4,808.92
EMPLOYEE BENEFITS	\$607.75	\$0.00	\$607.75	\$607.75
RENT	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE & PROGRAM	\$14,750.00	\$14,750.00	\$0.00	\$14,750.00
EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
SUBAWARDS	\$0.00	\$0.00	\$0.00	\$0.00
TRAINING/TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$0.00
OTHER	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
INDIRECT COSTS	\$0.00			
Total	\$ 21,666.67	\$ 16,250.00	\$ 5,416.6700	\$21,666.67
Percentage of Total Program Budget Requested from DSS		75%		

Awarded funds cannot be used to supplant existing funds.

Please enter data into yellow fields only!

[illegible][illegible]

BGRANTEE

Int Period:	March 1, 2023 - June 30, 2023
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[illegible]

OTHER PROPOSED EXPENSES				
SUBGRANTEE NAME:		City of Richmond - Office of Community Wealth Building		
Grant Period:		March 1, 2023 - June 30, 2023		
LINE ITEM	Amount Requested	LINE ITEM	Amount Requested	Amount Requested
RENT - Office	\$ -	SUBAWARDS	\$ -	\$ -
		STAFF TRAVEL & TRAINING	\$ -	\$ -
		Travel	\$ -	\$ -
OFFICE and PROGRAM EXPENSES	\$14,750.00	Training	\$ -	\$ -
	\$0.00			
Printing	\$0.00			
Postage	\$0.00	OTHER	\$ -	1,500.00
Supplies	\$0.00	Marketing materials	\$ -	1,500.00
Utilities	\$0.00	Other (Specify)	\$ -	\$ -
Phone	\$0.00	Other (Specify)	\$ -	\$ -
Participant Support Costs	\$0.00	Other (Specify)	\$ -	\$ -
Develop and define diagnostic tool and service delivery	\$ 14,750.00	Other (Specify)	\$ -	\$ -
Other Program Expenses (Specify)	\$0.00	Other (Specify)	\$ -	\$ -
Other Program Expenses (Specify)	\$0.00	Other (Specify)	\$ -	\$ -
Other Program Expenses (Specify)	\$0.00			
EQUIPMENT	\$ -			
Place each individual equipment purchase over \$5,000 below. Each equipment purchase under \$5,000 should be placed under Supplies above. Place each equipment purchase with a service life of one year or less (no matter the cost) under Supplies as well.				
Equipment Purchase (Specify)	\$ -			
Equipment Purchase (Specify)	\$ -			
Equipment Leases (any amount)	\$ -	Total	\$	16,250.00

MATCH						
SUBGRANTEE NAME:		City of Richmond - Office of Community Wealth Building				
Grant Period:		March 1, 2023 - June 30, 2023				
BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE-Supply the original source that is providing the cash or in-kind match.	CASH	IN-KIND VALUE	TOTAL MATCH	
Salaries	Workforce Administrator to research, develop and administer	City General Funds		\$4,808.92	\$ 4,808.92	
Employee Benefits	Workforce Administrator to research, develop and administer	City General Funds		\$607.75	\$ 607.75	
Rent					\$ -	
Office and Program					\$ -	
Equipment					\$ -	
Subcontracting Services					\$ -	
Training & Transportation					\$ -	
Other					\$ -	
Total Amounts Supplied by Match			\$ -	\$ 5,416.67	\$ 5,416.67	

INDIRECT COSTS

UBGRANTEE NAME	City of Richmond - Office of Comm
Grant Period:	March 1, 2023 - June 30, 2023

DE MINIMUS CALCULATION

IRECT COSTS	
ALARIES	\$0.00
MPLOYEE BENEFITS	\$0.00
ENT	\$0.00
FFICE & PROGRAM	\$14,750.00
QUIPMENT	\$0.00
UBAWARDS	\$0.00
RAINING/TRANSPORTATION	\$0.00
THER	\$1,500.00
OTAL DIRECT COSTS	\$16,250.00

XCLUDED EXPENSES	
ent	\$0.00
quipment	\$0.00
ubcontracting Expenses >\$25,000	
ther Excluded Costs	\$0.00

otal Excluded Costs	\$0.00
otal Direct Costs - Excluded Costs = Base	\$16,250.00
direct Costs Percentage Rate	0%
ase x Percentage Rate = Indirect Costs	\$0.00

INDIRECT COSTS	
SUBGRANTEE NAME	City of Richmond - Office of Comm
Grant Period:	March 1, 2023 - June 30, 2023
<u>Indirect Costs Calculation with NICRA</u>	
Direct Costs	
SALARIES	\$0.00
EMPLOYEE BENEFITS	\$0.00
RENT	\$0.00
OFFICE & PROGRAM EQUIPMENT	\$14,750.00
SUBAWARDS	\$0.00
TRAINING/TRANSPORTATION	\$0.00
OTHER	\$1,500.00
TOTAL DIRECT COSTS	\$16,250.00
<u>EXCLUDED EXPENSES</u>	
Please enter the total amount of all excluded expenses from direct costs above (according to your NICRA).	
Total Direct Costs - Excluded Costs = Base	
\$16,250.00	
Indirect Costs Percentage Rate	
Base x Percentage Rate = Indirect Costs	
\$0.00	
Please submit a copy of your NICRA (Negotiated Indirect Cost Rate Agreement) with this application.	

BUDGET NARRATIVE

SUBGRANTEE NAME	City of Richmond - Office of Community Wealth Building	
Grant Period:	March 1, 2023 - June 30, 2023	
Line Item	Budget Request	Narrative Description
SALARIES		
	\$0.00	
BENEFITS		
	\$0.00 NA	
RENT – Office		
	\$0.00 NA	
OFFICE and PROGRAM EXPENSES		
Printing	\$0.00 NA	
Postage	\$0.00 NA	
Supplies	\$0.00 NA	
Utilities	\$0.00 NA	
Phone	\$0.00 NA	
Participant Support Costs	\$0.00 NA	
Develop and define diagnostic tool and service delivery	\$14,750.00	Cost to research, define and develop tools of engagement and operation of the project.
Other Program Expenses (Specify)	\$0.00 NA	
Other Program Expenses (Specify)	\$0.00 NA	
Other Program Expenses (Specify)	\$0.00 NA	
EQUIPMENT		
Equipment Purchase (Specify)	\$0.00 NA	
Equipment Purchase (Specify)	\$0.00 NA	
Equipment Leases (any amount)	\$0.00 NA	
SUBAWARDS		
	\$0.00 NA	
STAFF TRAVEL & TRAINING		
Travel	\$0.00 NA	
Training	\$0.00 NA	
OTHER		
Marketing materials	\$1,500.00	Cost to develop marketing and communications for recruitment of the project; brochures, flyers, advertisement

Other (Specify)		\$0.00	NA
Other (Specify)		\$0.00	NA
Other (Specify)		\$0.00	NA
Other (Specify)		\$0.00	NA
Other (Specify)		\$0.00	NA
Other (Specify)		\$0.00	NA
Other (Specify)		\$0.00	NA
INDIRECT			
			NA
Total		\$16,250.00	

Instructions for Completing Budget Sheets

P1-Budget Summary: Fill in the cells titled "SUBGRANTEE Name" and "Grant Period" at the top of the worksheet. Proceed to entering budget items on the sheet called "P2 Salary" and continue until you have completed all worksheets that apply to your application.

P2-Salary This worksheet details which program staff positions will be funded through this grant.

Please list names of program staff to be funded. Only list the staff that will be funded (in whole or part) by this grant. (Attachments with a list of staff members will not be accepted.)

List the titles of staff.

List total hours worked per week.

List hours per week spent on THIS program.

List # of hours per week to be paid by VDSS.

List total gross annual salary.

P-3 Itemized Budget for Employee Benefits: This section of the worksheet details the benefits offered to employees of your program.

Names and titles of employees will populate from P2 Salary. Be sure to work down the column instead of across for each employee.

Enter total amount of each benefit for each employee for the year (except FICA. FICA will be automatically calculated.)

Enter the percentage of benefits that you would like VDSS to pay for each employee for each benefit. This may or may not be the same percentage you are requesting for salaries. However, the benefits percentage cannot exceed Column K in the tab called "P2 - Salary."

P-4 Other Expenses This tab allows for line items that are being requested for expenses other than salaries and benefits. All expenses must directly relate to THIS program.

P-5 Match: This sheet lists the Matching funds to support the project.

Although the Application Budget allows match for each line item, you are not required to have match in every budget category for which you request grant funds.

Indirect Costs: Complete EITHER Tab P-6 Indirect OR Tab P-6 Indirect (2).

P-

6 Indirect-Complete this sheet if you do NOT have a federally approved negotiated cost rate. (If you have a federally approved rate, skip this page and go to Tab P-6 Indirect (2).) Indirect costs will be based on the *de minimus* calculation: Up to 10% X MTDC (Modified Total Direct Costs).

P-6 Indirect (2)-Complete this sheet only if you have a federally approved negotiated cost rate. (Skip this sheet if you filled out Tab P-6.) Indirect costs will be based on the NICRA (Negotiated Indirect Costs Rate Agreement).

P-7 Budget Narrative: Use this worksheet to provide your budget narrative according to amounts requested on Pages 2-4. Provide an in depth summary along with examples of calculations in this sheet. Example: Printing 500 copies of a new brochures. The cost per item is .39. The cost of 500 (brochures) x .39 (each copy) = \$195.00.

Please enter data into yellow fields only!

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS

SUBGRANTEE NAME	City of Richmond - Office of Community Wealth Building
Grant Period	July 1, 2023 - June 30, 2024
Contract #	BEN-22-099
Attachment #	Attachment F

BUDGET CATEGORY	TOTAL PROGRAM BUDGET (Including amount from VDSS)	TOTAL VDSS REQUEST	TOTAL MATCH AMOUNT	TOTAL (Match + VDSS Request)
SALARIES	\$14,462.50	\$0.00	\$14,462.50	\$14,462.50
EMPLOYEE BENEFITS	\$1,787.50	\$0.00	\$1,787.50	\$1,787.50
RENT	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE & PROGRAM	\$48,750.00	\$48,750.00	\$0.00	\$48,750.00
EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
SUBAWARDS	\$0.00	\$0.00	\$0.00	\$0.00
TRAINING/TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$0.00
OTHER	\$0.00	\$0.00	\$0.00	\$0.00
INDIRECT COSTS	\$0.00			
Total	\$ 65,000.00	\$ 48,750.00	\$ 16,250.0000	\$65,000.00
Percentage of Total Program Budget Requested from DSS		75%		

Awarded funds cannot be used to supplant existing funds.

Please enter data into yellow fields only!

[illegible][illegible]

BGRANTEE

ine 30, 2024

[illegible]

OTHER PROPOSED EXPENSES				
SUBGRANTEE NAME:		City of Richmond - Office of Community Wealth Building		
Grant Period:		July 1, 2023 - June 30, 2024		
LINE ITEM	Amount Requested	LINE ITEM	Amount Requested	
RENT -- Office	\$ -	SUBAWARDS	\$ -	
		STAFF TRAVEL & TRAINING	\$ -	
		Travel		
OFFICE and PROGRAM EXPENSES	\$48,750.00	Training	\$ -	
Printing				
Postage		OTHER	\$ -	
Supplies		Other (Specify)		
Utilities		Other (Specify)		
Phone		Other (Specify)		
Participant Support Costs	\$15,000.00	Other (Specify)		
Program Recruitment		Other (Specify)		
Participant Training	\$33,750.00	Other (Specify)		
Other Program Expenses (Specify)		Other (Specify)		
Other Program Expenses (Specify)		Other (Specify)		
EQUIPMENT	\$ -			
Place each individual equipment purchase over \$5,000 below. Each equipment purchase under \$5,000 should be placed under Supplies above. Place each equipment purchase with a service life of one year or less (no matter the cost) under Supplies as well.				
Equipment Purchase (Specify)				
Equipment Purchase (Specify)				
Equipment Leases (any amount)		Total	\$ 48,750.00	

MATCH						
SUBGRANTEE NAME:		City of Richmond - Office of Community Wealth Building				
Grant Period:		July 1, 2023 - June 30, 2024				
BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE-Supply the original source that is providing the cash or in-kind match.	CASH	IN-KIND VALUE	TOTAL MATCH	
Salaries	One Engagement Specialist	City General Funds		\$14,462.50	\$ 14,462.50	
Employee Benefits	One Engagement Specialist	City General Funds		\$1,787.50	\$ 1,787.50	
Rent					\$ -	
Office and Program					\$ -	
Equipment					\$ -	
Subcontracting Services					\$ -	
Training & Transportation					\$ -	
Other					\$ -	
Total Amounts Supplied by Match		\$	-	\$ 16,250.00	\$ 16,250.00	

INDIRECT COSTS		
UBGRANTEE NAME	City of Richmond - Office of Comm	
rant Period:	July 1, 2023 - June 30, 2024	
DE MINIMUS CALCULATION		
IRECT COSTS		
ALARIES		\$0.00
MPLOYEE BENEFITS		\$0.00
ENT		\$0.00
FFICE & PROGRAM		\$48,750.00
QUIPMENT		\$0.00
UBAWARDS		\$0.00
RAINING/TRANSPORTATION		\$0.00
THER		\$0.00
OTAL DIRECT COSTS		\$48,750.00
XCLUDED EXPENSES		
ent		\$0.00
quipment		\$0.00
ubcontracting Expenses >\$25,000		
ther Excluded Costs		\$0.00
otal Excluded Costs		\$0.00
otal Direct Costs - Excluded Costs = <u>Base</u>		
		\$48,750.00
irect Costs Percentage Rate		0%
ase x Percentage Rate = <u>Indirect Costs</u>		\$0.00

INDIRECT COSTS

SUBGRANTEE NAME	City of Richmond - Office of Comm
Grant Period:	July 1, 2023 - June 30, 2024

Indirect Costs Calculation with NICRA

Direct Costs	
SALARIES	\$0.00
EMPLOYEE BENEFITS	\$0.00
RENT	\$0.00
OFFICE & PROGRAM EQUIPMENT	\$48,750.00
SUBAWARDS	\$0.00
TRAINING/TRANSPORTATION	\$0.00
OTHER	\$0.00
TOTAL DIRECT COSTS	\$48,750.00

EXCLUDED EXPENSES

Please enter the total amount of all excluded expenses from direct costs above (according to your NICRA).

\$0.00

Total Direct Costs - Excluded Costs = Base

\$48,750.00

Indirect Costs Percentage Rate

Base x Percentage Rate = Indirect Costs

\$0.00

Please submit a copy of your NICRA (Negotiated Indirect Cost Rate Agreement) with this application.

BUDGET NARRATIVE

SUBGRANTEE NAME	City of Richmond - Office of Community Wealth Building	
Grant Period:	July 1, 2023 - June 30, 2024	
Line Item	Budget Request	Narrative Description
SALARIES		
	\$0.00	NA
BENEFITS		
	\$0.00	NA
RENT – Office		
	\$0.00	NA
OFFICE and PROGRAM EXPENSES		
Printing	\$0.00	NA
Postage	\$0.00	NA
Supplies	\$0.00	NA
Utilities	\$0.00	NA
Phone	\$0.00	NA
Participant Support Costs	\$15,000.00	Supportive service costs for participants in the project. To include but not limited to childcare, transportation, books, boots, tools, mental health services, hard hats, nursing kits, testing costs, etc.
Program Recruitment	\$0.00	Cost to provide recruitment of project; develop/create project fair
Participant Training	\$33,750.00	Cost of vocational training
Other Program Expenses (Specify)	\$0.00	NA
Other Program Expenses (Specify)	\$0.00	NA
EQUIPMENT		
Equipment Purchase (Specify)	\$0.00	NA
Equipment Purchase (Specify)	\$0.00	NA
Equipment Leases (any amount)	\$0.00	NA
SUBAWARDS		
	\$0.00	NA
STAFF TRAVEL & TRAINING		
Travel	\$0.00	NA
Training	\$0.00	NA
OTHER		
Other (Specify)	\$0.00	NA
Other (Specify)	\$0.00	NA
Other (Specify)	\$0.00	NA

Other (Specify)		\$0.00	NA
Other (Specify)		\$0.00	NA
Other (Specify)		\$0.00	NA
Other (Specify)		\$0.00	NA
INDIRECT			
			NA
Total		\$48,750.00	

EMPLOYMENT AND TRAINING FOR TANF AND INCOME ELIGIBLE PARTICIPANTS PROJECT INFORMATION SHEET – March 1, 2023 to June 30, 2024

Pre-Award Questionnaire

1. Please indicate the number of years/months your agency/organization has been in operation.
2. Please indicate the number of years/months the <u>project/program</u> for which you are requesting grant funding has been in existence. 10 years
3. Including the requested grant funding, what is the total amount of funding required to begin/continue the proposed project/program? \$150,000.00
4. Please indicate the number of years/months the agency/organization director has been in position. 1 year
5. Within the last 12 months, has there been turnover of key staff in your agency/organization (e.g. Executive Director/Director, Program Manager, Fiscal Agent)? If yes, what positions? No
6. Please indicate the number of years/months the Fiscal Agent has been with the agency/ organization. 5 years
7. Please list two or three individuals (including titles) that have signing authority for your agency/ organization. Berdine Doggett, Capricha Spellman, Reggie Gordon
8. Does your agency or organization receive more than \$750,000.00 in Federal Funding? If so, please state the amount and the federal source of funds. Yes
9. What was the date of your agency/organization's last internal or external audit? a.) By whom was it conducted? July, 2020, internal audit b.) Where there any significant findings? No
10. Has your agency/organization experienced (currently or in the past five years) any fraudulent activity? If so, please give a brief detailed explanation. No

FFATA Subrecipient Required Data

This form must be completed, certified, and returned with the response to the RFA.

For VDSS Use Only -- To be completed by Program Unit

1. Federal Award Identifier Number (FAIN)	
2. Award Title	
3. CFDA	
4. Subaward Number	
To be completed by Subawardee	
5. Subawardee Legal Name	City of Richmond, VA
6. Data Universal Numbering System (DUNS) number – 9 digits	00313840
7. Are you registered in the System for Award Management (SAM)? If Yes, continue to question 8. If No, please go to question 9.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. Is your registration in SAM current and active? If Yes, enter expiration date. If No, continue to question 9.	<input type="checkbox"/> Yes Expiration Date: _____ <input checked="" type="checkbox"/> No
9. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? If Yes, continue to question 10. If No, please go to question 12.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Does the public have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at www.sec.gov/answers/excomp.htm .) If Yes, please go to question 12. If No, please continue to question 11.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<p>11. List the names and total compensation of the top five highly compensated officers. <i>Total Compensation is the cash and noncash dollar value earned by the executive during the preceding fiscal year and includes the following: salary and bonus; awards of stock, stock options, and stock appreciation rights; earnings for services under non-equity incentive plans; change in pension value, etc. (for more information see 17 CFR 229.402 (c))</i></p> <p>Note: State and local governments are exempt from reporting executive compensation.</p>	<p>Officer 1 Name: _____</p> <p>Officer 1 Compensation: _____</p> <p>Officer 2 Name: _____</p> <p>Officer 2 Compensation: _____</p> <p>Officer 3 Name: _____</p> <p>Officer 3 Compensation: _____</p> <p>Officer 4 Name: _____</p> <p>Officer 4 Compensation: _____</p> <p>Officer 5 Name: _____</p> <p>Officer 5 Compensation: _____</p>
12. Awardee Street Address 1	900 Marshal Street
13. Street Address 2	
14. City	Richmond
15. State	VA
16. Zip + 4	23219
17. Congressional District	VA003 VA007
18. Place of Performance – primary site where the work will be performed (POP) Awardee Street Address 1	900 Marshall St.
19. POP Street Address 2	
20. POP City	Richmond
21. POP State	VA
22. POP Zip + 4	23219
23. POP Congressional District	VA003 VA007

Dun & Bradstreet website: <http://www.dnb.com/us/>
System for Award Management website: <https://www.sam.gov>

I certify that the above Subawardee information is correct, accurate, and will be maintained/updated as required to keep registration current.

Lincoln Saunders

Name

Chief Administrative Officer

Title

12/14/2022

Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Chief Administrative Officer
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Richmond	12/14/22

Standard Form 424B (Rev. 7-97) Back

CERTIFICATION REGARDING LOBBYING**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*** APPLICANT'S ORGANIZATION**

City of Richmond

*** PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE**

Prefix: * First Name: J. E. Lincoln Middle Name:

* Last Name: Saunders Suffix:

* Title: Chief Administrative Officer

*** SIGNATURE:**



*** DATE:**

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The offeror:

☐ is a corporation or other business entity with the following SCC identification number: _____

-OR-

☒ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

CERTIFICATION REGARDING ELECTRONIC DATA INTERCHANGE
(electronic payment)

This document serves as certification that

City of Richmond

(Name of Applicant Agency)

**Is eligible, or will apply for access to the Virginia Department of Accounts
Remittance Electronic Data Interchange Virginia. No reimbursement by check will
be made to the applicant agency by the Virginia Department of Social Services.**


Authorized Official Signature

12/14/22

Date

J.E. Lincoln Saunders
Printed Name

Chief Administrative Officer
Title

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
801 East Main Street, Richmond, Virginia 23219**

**RECORD OF NEGOTIATION NO. 3
BEN-22-099 – EMPLOYMENT AND TRAINING FOR TANF AND INCOME ELIGIBLE
PARTICIPANTS**

**BETWEEN THE
VIRGINIA DEPARTMENT OF SOCIAL SERVICES
AND
CITY OF RICHMOND, OFFICE OF THE COMMUNITY WEALTH BUILDING**

MARCH 9, 2023

This Record of Negotiation (RON) document and any other hereafter constitute a summary of the negotiations for BEN-22-099, Negotiation No.3. City of Richmond, Office of Community Wealth Building is requested to provide *italicized* responses directly under each Reference on this document. Please forward your written response to Heather Hite, Senior Procurement Officer, heather.hite@dss.virginia.gov by 5:00 p.m. EST, Tuesday, March 14, 2023.

1. Reference RFA, Section V, Subsection B. 6. d.

Describe further your implementation plan.

Upon receipt of the intention to award, OCWB will immediately begin working with the City of Richmond's Department of Social Services to identify a group of possible participants in addition to creating some marketing material surrounding the program opportunity. OCWB will also work through its comprehensive network of community partners to recruit program eligible participants. Our intent is to have this program fully operational within 30 calendar day of receipt of the grant. A priority will be placed on serving individuals currently employed or who have successfully completed vocational training for an entry level position for in-demand sectors.

Offeror/Applicant Response Dated: Tuesday, February 22, 2023

The Commonwealth of Virginia, Department of Social Services Response Dated: 3/1/23
The response is acceptable.

2. Reference RFA, Section V, Subsection B.8.

Update and complete the Budget and Budget Narrative (Attachment F). Provide a
Page 1 of 4
Negotiation of Procurement # BEN-22-099

complete March-June 2023 budget and list the match source on the July 2023-June 2024 budget.

Please see the attached for a reviewed Attached F that includes a budget and budget narrative.

Offeror/Applicant Response Dated: Tuesday, February 21, 2023

The Commonwealth of Virginia, Department of Social Services Response Dated: 3/1/23

Please amend the match amount of the March-June 2023 budget and the July-June 2024 budget. Both are insufficient.

Offeror/Applicant Response Dated: Tuesday, March 7, 2023

The Commonwealth of Virginia, Department of Social Services Response Dated: 3/9/23

The response is acceptable.

3. Reference RFA, Section V, Subsection B, Attachment B.3.

Provide correct Application Information Form (Attachment B) as posted in eVA.

Offeror/Applicant Response Dated: Tuesday, February 21, 2023

The Commonwealth of Virginia, Department of Social Services Response Dated: 3/1/23
The response is acceptable.

4. Reference RFA, Section V, Subsection B.6.

Provide correct Expected Outcomes and Benefits document (Attachment D)

Offeror/Applicant Response Dated: Tuesday, February 21, 2023

The Commonwealth of Virginia, Department of Social Services Response Dated: 3/1/23
The response is acceptable.

5. Reference RFA, Section V, Subsection B.9.c.

Provide completed Pre-Award Questionnaire (Attachment G)

Offeror/Applicant Response Dated: Tuesday, February 21, 2023

The Commonwealth of Virginia, Department of Social Services Response Dated:3/1/23
The response is acceptable.

6. Reference RFA, Section V, Subsection B.9.d.

Provide completed FFATA form (Attachment H)

Offeror/Applicant Response Dated: Tuesday, February 21, 2023

The Commonwealth of Virginia, Department of Social Services Response Dated:3/1/23
The response is acceptable.

7. Reference RFA, Section V, Subsection B.9.a.

Provide letter from applicant's agency head, finance director or treasurer, indicating that the agency understands that this is a reimbursable grant, and that the applicant has sufficient funds available to cover three months of expenses prior to reimbursement.

Offeror/Applicant Response Dated: Tuesday, February 21, 2023

The Commonwealth of Virginia, Department of Social Services Response Dated:3/1/23
The response is acceptable.

8. Reference RFA, Section V, Subsection B.2.

Provide signed addendum.

Offeror/Applicant Response Dated: Tuesday, February 21, 2023

The Commonwealth of Virginia, Department of Social Services Response Dated:3/1/23
Please provide signed addendum. It does not appear with the documents submitted. Please sign Attachment A (Grant Cover Sheet).

The Commonwealth of Virginia, Department of Social Services Response Dated:3/9/23

This is still missing. Please sign addendum.

Offeror/Applicant Response Dated: 3/07/23

The Commonwealth of Virginia, Department of Social Services Response Dated: 3/13/23
The response is acceptable.

9. Reference RFA, Section V, Subsection B.8.

Your application was reviewed and scored by the evaluation team and the following was determined. Your organization's initial budget for the initial subaward of 12-months is \$48,750 with a 25% match amount of \$16,250. Note the amount of the award is less than the dollar amount requested in your original application. Verify the accuracy of your budget and work plan given the revised amount and submit a new Budget and Budget Narrative (Attachment F) and updated Work Plan (Attachment D) with these amounts.

Offeror/Applicant Response Dated: Tuesday, February 21, 2023

The Commonwealth of Virginia, Department of Social Services Response Dated: 3/1/23

The response is acceptable.

The foregoing is the complete and final expression of the parties' Negotiations to modify Procurement BEN-22-099 and cannot be modified, except by a writing signed by the duly authorized representative of both parties. All other terms and conditions remain unchanged.

PERSONS SIGNING THIS NEGOTIATION ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THIS NEGOTIATION AND ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE NEGOTIATION.

**City of Richmond, Office of Community
Wealth Building**

**Commonwealth of Virginia
Department of Social Services**

By: 
(Signature)

By: 
(Signature)

Name: J.E. Lincoln Saunders
(Print)

Name: Heather C. Hite
(Print)

Title: Chief Administrative Officer

Title: Senior Procurement Officer

Date: 4/25/2023

Date: April 26, 2023