

INTRODUCED: July 24, 2023

AN ORDINANCE No. 2023-219

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$263,000.00 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 Sole Source 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 Sole Source Special Fund by \$263,000.00, for the purpose of providing temporary assistance to qualified families in the city of Richmond.

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 \$263,000.00 from the Virginia Department of Social Services for the purpose of providing temporary assistance to qualified families in the city of Richmond.

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: SEP 11 2023 REJECTED: _____ STRICKEN: _____

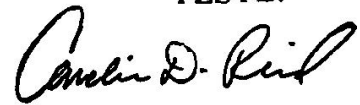
§ 2. That Article I, Section 2 of Ordinance No. 2023-071, adopted May 8, 2023, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2023, and ending June 30, 2024, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Office of Community Wealth Building called the VDSS Sole Source Special Fund for the purpose of providing temporary assistance to qualified families in the city of Richmond.

§ 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 \$263,000.00, increasing the amount appropriated for expenditures by \$263,000.00, and allotting to the Office of Community Wealth Building's VDSS Sole Source Special Fund the sum of \$263,000.00, for the purpose of providing temporary assistance to qualified families in the city of Richmond.

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

A TRUE COPY:

TESTE:

A handwritten signature in black ink, appearing to read "Camelin D. Rind".

City Clerk



City of Richmond

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

Master

File Number: Admin-2023-0814

File ID: Admin-2023-0814

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: Acceptance of the VDSS Sole Source Grant - BEN 23-090

Final Action:

Title:

Internal Notes:

Code Sections:

Agenda Date: 07/24/2023

Indexes:

Agenda Number:

Patron(s):

Enactment Date:

Attachments: Admin-2023-0814 VDSS CAO Signed Grant Agreement - BEN 23-090 - FY24 VDSS Sole Source

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	7/19/2023	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-2023-0814

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 Sole Source Grant - BEN 23-090

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 \$263,000.00 from the Virginia Department of Social Services; to create a new special fund for the Office of Community Wealth Building called the VDSS Sole Source 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 Sole Source Special Fund by \$263,000.00 to be able to develop and strengthen partnerships with other human service providers in the community; increase awareness of and equitable access to available resources for individuals with barriers to traditional wealth building opportunities (i.e. living wages, entrepreneurship, home ownership, long-term planning, savings, debt management, investments, etc.); increase number of participants trained in high-growth industries, skilled trades and/or career pathways; and, increase resources available to those in need of supportive services to obtain and/or maintain self-sufficiency. The funds will be used for Temporary Assistance for Needy Families (TANF participants and other families with dependent children under 200% of the federal poverty level (FPL) and are provided by VA Acts of Assembly, HB 1400 Chapter 54 Item 347.K.2.b.

REASON: The OCWB seeks approval for funds in the amount of \$263,000.00 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 (OCWB) 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
SOLE SOURCE AGREEMENT

Subaward Number: #BEN-23-090

This is an agreement (the "Contract or "Agreement) between the Commonwealth of Virginia ("Commonwealth" or "Virginia Department of Social Services" or "VDSS") and the 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 providing funding to the City of Richmond for employment and training services designed to assist TANF (Temporary Assistance for Needy Families) recipients and families with income at or below 200% of the federal poverty level (FPL) to obtain and retain competitive employment with the prospect of a career path and wage growth to break the cycle of poverty, which includes, but is not limited to, entrepreneurship and social enterprise coaching, homeownership coaching, and workforce services as provided by VA Acts of Assembly, HB1400 Chapter 54 Item 347.K.2.b.

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

SCOPE OF SERVICES: The Subrecipient shall provide the services to the VDSS as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: Upon full execution of this Agreement or July 1, 2023, whichever is later, through June 30, 2024.

The agreement documents shall consist of:

- (1) This signed form;
- (2) The attached purchasing description, which consists of:
 - (a) Purpose,
 - (b) Funding Information
 - (c) Scope of Work
 - (d) Reporting Requirements,
 - (e) Compensation
 - (f) Method of Payment
 - (g) Administrative Requirements,
 - (h) General Conditions, and
 - (i) Special Terms and Conditions
- (3) Attachment A – The Subrecipient's Activities/Outcomes Work Plan
- (4) Attachment B – The Subrecipient's Budget
- (5) Attachment C – FFATA form

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

CITY OF RICHMOND,
OFFICE OF COMMUNITY WELATH BUILDING

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF SOCIAL SERVIES

By: 

By: Adrienne D. Childress
Adrienne D. Childress (Jun 28, 2023 11:44 EDT)

Title: Chief Administrative Officer

Title: Adrienne D. Childress, Strategic Sourcing Manager

Date: 6/27/2023

Date: Jun 28, 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, or any other basis prohibited by state law relating to discrimination in employment.

APPROVED AS TO FORM


Assistant City Attorney

I. PURPOSE

The purpose of this Subgrant Agreement is for the Subrecipient to be able to develop and strengthen partnerships with other human service providers in the community; increase awareness of and equitable access to available resources for individuals with barriers to traditional wealth building opportunities (i.e. living wages, entrepreneurship, home ownership, long-term planning, savings, debt management, investments, etc.); increase number of participants trained in high-growth industries, skilled trades and/or career pathways; and, increase resources available to those in need of supportive services to obtain and/or maintain self-sufficiency. Funds will be used for Temporary Assistance for Needy Families (TANF) participants and other families with dependent children under 200% of the federal poverty level (FPL) and are provided by VA Acts of Assembly, HB1400 Chapter 54 Item 347.K.2.b

A. Informational Purposes:

1. Diversity, Equality, Inclusion Statement: 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.
2. Unite Us: 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/>

II. FUNDING INFORMATION

This subgrant agreement is being funded (*in whole or in part*) with federal funds 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: April 4, 2023

CFDA Number: 93.558

Federal Award Project Description: Temporary Assistance for Needy Families

Amount of Federal Funds Obligated by this Action: \$263,000

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

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

III. SCOPE OF WORK

The Subrecipient shall steward working relationships with 100 partners, employers and/or service providers; provide fiscal literacy (or related) training to 50 participants; provide coaching for the development or expansion of 10 entrepreneurship and/or social enterprise ventures; provide coaching to 50 participants interested in home ownership, investing and/or long-term planning; train 50 participants in careers in high-growth industries, skilled trades and /or career pathways; assist participants in gaining 50 credentials in high-growth industries, skilled trades and/or career pathways; and, foster relationships with businesses to secure 50 employment placements (including promotions).

IV. REPORTING REQUIREMENTS

A. The Subrecipient shall submit quarterly cumulative programmatic progress reports in the form and content as required by the grantee. Reports must contain:

1. Subrecipient's name, title of agreement/project, agreement number, agreement period, period covered by the report, date of the report, name of program director/administrator/coordinator, and name and signature of person submitting the report.
2. Chart or similar type of format that summarizes the activities, outputs and outcomes outlined in Attachment A – Activity Work Plan/Outcomes and the progress made; and
3. Detailed descriptions of program activities, which include relevant statistics (e.g., the anticipated and actual number of participants served; the type of service provided; and reason, employment or job training, transit service was provided); any barriers to meeting activities, outputs and outcomes, and solutions explored to address such barriers.

B. The Subrecipient shall provide a final report that shall be submitted with the last quarterly progress report for the term of the agreement that includes:

1. Subrecipient's name, title of agreement/project, agreement number, agreement period, period covered by the report, date of the report, name of program director/administrator/coordinator, and name and signature of person submitting the report.
2. Summary of the activities, outputs and outcomes accomplished during the agreement period.
3. Evaluation of the subrecipient's effectiveness and whether the anticipated outcomes were achieved.

4. Any barriers that were encountered and how they were addressed; and
5. Lessons learned.

The subrecipient shall submit quarterly Programmatic Progress Reports in the form and content as required by the grantee. Reports will contain detailed descriptions of Program Activities and outcomes, as well as obstacles or barriers that prevented subrecipient from achieving goals and objectives identified in the work plan. The Progress Reports are due no later than October 15th, January 15th, April 15th, and July 15th each year. The report indicated above shall be emailed to tanfqtrlyrpts@dss.virginia.gov.

V. COMPENSATION

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

The total compensation for goods and services described herein for the period of July 1, 2023 through June 30, 2024 shall not exceed \$263,000. For providing the services specified in this agreement, the subrecipient will be reimbursed monthly. The Subrecipient shall submit expenditure statements within 15 days following the end of the month for which services were performed.

VI. METHOD OF PAYMENT

- A. For providing the services specified in this agreement, the subrecipient shall be reimbursed monthly. The Subrecipient shall submit expenditure statements within 15 days following the end of the month in which services were performed to tanfinvoices@dss.virginia.gov. The Subrecipient shall submit an invoice showing no services delivered if that is the case in any invoice period.
- B. The VDSS shall not be obligated to pay for services when the Subrecipient fails to submit monthly invoices for such services within thirty (30) calendar days after the close of the invoice period in which services were delivered. 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.
- C. Deviations from the approved line-item budget shall be submitted in writing to the VDSS for approval at least sixty (60) calendar days prior to the intended effective date and/or end of the agreement period term.
- D. If the Subrecipient fails to correctly provide any services and/or reports as specified in this contract, and in the time, period specified herein, the VDSS may withhold payment of invoices until said services and/or reports are provided. All services provided by the Subrecipient pursuant to this contract shall be performed to the satisfaction of the VDSS, and in accord with applicable federal and State laws, ordinances, rules, and regulations.
- E. The Subrecipient shall not receive payment for work found by the VDSS to be unsatisfactory, or performed in violation of federal or State laws, ordinances, rule, or regulations. The Subrecipient shall maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State.

- F. The Subrecipient must also submit the final request for reimbursement to VDSS within 15 days (by July 15, 2024) after the expiration of the grant period on June 30, 2024.

VII. ADMINISTRATIVE REQUIREMENTS

- A. **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. **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 agreement shall be claimed on this or any future agreement 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).

- C. **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")
- D. **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)

E. RECORDS RETENTION: The subrecipient shall retain all financial records, supporting documentation, statistical records, and all other records pertinent to this agreement for a period of three (3) years after the termination of all activities funded under this Agreement. Records for real property and equipment acquired with federal funds under this agreement shall be retained for three years after final disposition. Indirect cost rate computations or proposals must be retained in accordance with §200.333(f) of the OMB uniform guidance. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later. (See §200.333)

F. 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.

G. HUMAN TRAFFICKING PROVISION: These awards are subject to the requirements of Section 160(g) of the "Trafficking Victims Protection Act of 2000" (22 U.S.C. 7104).

H. POSTING FEDERALLY FUNDED DISCLAIMER LANGUAGE ON DOCUMENTS: in accordance with Section 505 of Public Law 115-31, the Consolidated Appropriations Act of 2017 is applicable to the mandatory grant programs. "When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all recipients receiving Federal funds included in this Act, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources."

VIII. GENERAL TERMS AND CONDITIONS

A. VENDORS MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The process for filing a complaint about this solicitation is in section 7.13 of the *Vendors Manual*. (Note section 7.13 does not apply to protests of awards or formal contractual claims.) The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under "I Sell To Virginia."

- 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 contractor 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 contractor shall comply with all applicable federal, state, and local laws, rules, and regulations.
- C. ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) 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 sexual orientation, gender identity, 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 contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, 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 contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor 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 Contractor 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 contractor, 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 contractor 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. ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), 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.

E. 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 Contractor certifies that the Contractor 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.

F. DEBARMENT STATUS: By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor 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.

G. ANTITRUST: By entering into a contract, the contractor 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.

H. PAYMENT:

1. To Prime Contractor:

a. Invoices for items ordered, delivered, and accepted shall be submitted by the contractor 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 contractor 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 contractor 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:
- a. Within seven (7) days of the contractor's receipt of payment from the Commonwealth, a contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
 - b. The contractor 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 contractor 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 contractor'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 contractors and subcontractors to accept electronic and credit card payments.
- I. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL*, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- J. **QUALIFICATIONS OF (BIDDERS/OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeree) to perform the services/furnish the goods and the (bidder/offeree) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeree's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeree's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeree) fails to satisfy the Commonwealth that such (bidder/offeree) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- K. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- L. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- M. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- N. **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 10 days.
- O. **DRUG-FREE WORKPLACE:** Applicable for all contracts over \$10,000: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor'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 contractor'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 contractor that the contractor 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 subcontractor or vendor.

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 contractor, 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.

- P. NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror 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.

- Q. 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 bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal 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.

- R. 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.

S. 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.

T. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a "Contract Worker"), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

The contractor shall provide each Contract Worker with a copy of this Section and will require Contract Workers to participate in agency training on civility in the State workplace if contractor's (and any subcontractor's) regular mandatory training programs do not already encompass equivalent or greater expectations. Upon request, the contractor shall provide documentation that each Contract Worker has received such training.

For purposes of this Section, "State workplace" includes any location, permanent or temporary, where a Commonwealth employee performs any work-related duty or is representing his or her agency, as well as surrounding perimeters, parking lots, outside meeting locations, and means of travel to and from these locations. Communications are deemed to occur in a State workplace if the Contract Worker reasonably should know that the phone number, email, or other method of communication is associated with a State workplace or is associated with a person who is a State employee.

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.

IX. SPECIAL TERMS AND CONDITIONS

A. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may also be terminated by the contractor, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice

shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- B. **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in multiple purchase order(s) with the applicable eVA transaction fee assessed for each order.
- C. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for two (2) additional successive one (1) year renewal periods under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- D. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this 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 contractor. The contractor 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.
- E. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications, and experience of their proposed subcontractors. The contractor 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.
- F. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor 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. Contractors 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. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.
- H. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror 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 bidder or offeror 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 bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor 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 Contractor's statement describing why the bidder or offeror 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.

- I. **E-VERIFY PROGRAM:** 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.

ATTACHMENT A

City of Richmond - Office of Community Wealth Building		JULY 1, 2023 – JUNE 30, 2024			
VDSS SOLE SOURCE FUNDING WORK PLAN					
Summary: This sole source proposal for FY24 prioritizes poverty reduction strategies that strengthen wealth development opportunities for City of Richmond residents. This programming has an elevated level of importance as individuals living in poverty strive to rebuild their lives due to unemployment, underemployment and other barriers introduced, or exacerbated.					
Goal 1: Enhance awareness of and access to wealth development opportunities to help City of Richmond residents overcome the timeless perils of systemic poverty.					
Objective(s)	Key Action Step(s)	Expected Outcome(s)	Funding Requested	Person/Area Responsible(s)	Timeframe
1. Increase awareness of and equitable access to available resources for individuals with barriers to traditional wealth building opportunities (i.e. living wages, entrepreneurship, home ownership, long-term planning, savings, debt management, investments, etc.). 2. Increase partnerships with organizations serving individuals with barriers to employment. 3. Increase resources available to those in need of supportive services to obtain and/or maintain self-sufficiency.	1. Educate staff on community resources available to address outlined objectives. 2. Identify/connect with key organizations and business partners to address outlined objectives. 3. Engage financial literacy/money management partners to provide training. 4. Facilitate partnerships to provide coaching regarding entrepreneurship, home ownership, investing and long-term planning.	1. Steward working relationships with 100 partners, employers and/or service providers. 2. Provide fiscal literacy (or related) training to 50 participants. 3. Provide coaching for the development or expansion of 10 entrepreneurship and or social enterprise ventures. 4. Provide coaching to 50 participants interested in home ownership, investing and/or long-term planning.	\$75,000.00	1. Program Coordinator-Wealth Building 2. Engagement Specialist-Wealth Building	July 2023 - June 2024

ATTACHMENT A

Goal 2: Increase opportunities for training, credential attainment, employment in high-growth occupations, skilled trades and/or career pathways.					
Objective(s)	Key Action Step(s)	Expected Outcome(s)	Funding Requested	Person/Area Responsible(s)	Timeframe
1. Increase number of participants trained in high-growth industries, skilled trades and/or career pathways. 2. Increase the number of credentials obtained in high-growth industries, skilled trades and/or career pathways. 3. Increase the number of participants entering employment in high-growth industries, skilled trades and/or career pathways.	1. Identify training providers for high-growth industries, skilled trades and/or career pathways. 2. Coordinate training and supportive services for participants in high-growth industries, skilled trades and/or career pathways. 3. Identify supportive service resources to help participants sustain employment and/or training activities.	1. Train 50 participants in careers in high-growth industries, skilled trades and/or career pathways. 2. Assist participants in gaining 50 credentials in high-growth industries, skilled trades and/or career pathways. 3. Foster relationships with businesses to secure 50 employment placements (including promotions).	\$220,000.00	1. Workforce Administrator 2. Program Coordinator-Workforce Development Program 3. Coordinator-Integrated Support	July 2023 - June 2024

ATTACHMENT A

BUDGET NARRATIVE

SUBGRANTEE NAME	City of Richmond	
Grant Period	July 2023 - June 2024	
LINE ITEM	BUDGET AMOUNT	NARRATIVE
OFFICE MANAGEMENT	\$5,000.00	Day-to-day maintenance of office operations to support participants in employment and training activities.
WEALTH BUILDING	\$75,000.00	Coordinate fiscal literacy/money management training, home ownership facilitation, credit use and repair coaching, debt management, and entrepreneurial consultation for participants and incentives.
SUPPORTIVE SERVICES	\$50,000.00	Instructional supplies, exam preparation, specialty tools, skilled trades equipment and PPE, transportation, certification testing, mental health referral services, childcare, rent and utility payment assistance, etc.)
SUBSIDIZED TRAINING AND EMPLOYMENT	\$100,000.00	Incentives to participants to support training performance and retention needs while they are participating in occupational training programs and on-the-job training in high-growth industries, skilled trades and career pathways.
OCCUPATIONAL TRAINING	\$70,000.00	Connect participants to training, coaching, and employment in high-growth industries, skilled trades and career pathways.
TOTAL	\$300,000.00	

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.

Indirect Costs: Complete EITHER Tab P-5 Indirect OR Tab P-5 Indirect (2).

P-5 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-5 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-6 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.

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS

SUBGRANTEE NAME		
Grant Period		
BUDGET CATEGORY	TOTAL PROGRAM BUDGET (<i>Including</i> amount requested from VDSS)	TOTAL VDSS REQUEST
SALARIES		\$0.00
EMPLOYEE BENEFITS		\$0.00
RENT		\$0.00
OFFICE & PROGRAM	\$258,000.00	\$258,000.00
EQUIPMENT		\$0.00
SUBAWARDS		\$0.00
TRAINING/TRANSPORTATION		\$0.00
OTHER	\$5,000.00	\$5,000.00
INDIRECT COSTS		FALSE
Total	\$263,000.00	\$263,000.00
Percentage of Total Program Budget Requested from DSS		100%
Awarded funds cannot be used to supplant existing funds.		

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To Agreement #BEN-23-090

ITEMIZED BUDGET - BENEFITS
ATTACHMENT B

SUBGRANTEE	0															
Grant Period:	0															
Name of Employee	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Title	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total FICA per employee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% requested from DSS																
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total RETIREMENT cost																
% requested from DSS																
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total LIFE INSURANCE																
% requested from DSS																
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total UNEMPLOYMENT																
% requested from DSS																
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total WORKERS COMP																
% requested from DSS																
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total HEALTH INSURANCE																
% requested from DSS																
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total OTHER BENEFITS																
% requested from DSS																
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits per employee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total benefits requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ATTACHMENT B

[illegible]

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

SUBGRANTEE Name:		0	
Grant Period:		0	
LINE ITEM	Amount Requested	LINE ITEM	Amount Requested
Only list expenses directly related to this program.			
RENT		SUBAWARDS	
		STAFF TRAVEL & TRAINING	\$ -
		Travel	
OFFICE and PROGRAM EXPENSES	\$258,000.00	Training	
Printing			
Postage		OTHER	\$ 5,000.00
Supplies		Other (Office Management)	\$ 5,000.00
Utilities		Other (Specify)	
Phone		Other (Specify)	
Participant Support Costs	\$38,000.00	Other (Specify)	
Program Expenses (Wealth Building)	\$50,000.00	Other (Specify)	
Program Expenses (Subsidized Training and Employment)	\$100,000.00	Other (Specify)	
Program Expenses (Occupational Training)	\$70,000.00	Other (Specify)	
Program Expenses (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 over \$5,000 (Specify)			
Equipment Purchase over \$5,000 (Specify)			
Equipment Leases		Total \$	263,000.00

* Awarded funds cannot be used to supplant existing funds.

INDIRECT COSTS

ATTACHMENT B

Subgrantee Name:	0
Grant Period:	0

If you have a federally approved indirect costs rate, skip this page and go to Tab P-5 (2).

INDIRECT COSTS -- DE MINIMUS CALCULATION

DIRECT COSTS	
SALARIES	\$0.00
EMPLOYEE BENEFITS	\$0.00
RENT	\$0.00
OFFICE & PROGRAM	\$258,000.00
EQUIPMENT	\$0.00
SUBAWARDS	\$0.00
TRAINING/TRANSPORTATION	\$0.00
OTHER	\$5,000.00
TOTAL DIRECT COSTS	\$263,000.00

EXCLUDED EXPENSES

Rent \$0.00

Equipment over \$5,000 \$0.00

Subcontracting Expenses: Amount >\$25,000 FALSE

Other Excluded Costs

Total Excluded Costs \$0.00

Total Direct Costs - Excluded Costs = Base \$263,000.00

Indirect Costs Percentage Rate

Base x Percentage Rate = Indirect Costs \$0.00

INDIRECT COSTS

Subgrantee Name:	0
Grant Period:	0

Skip this sheet if you filled out TAB P-5 Indirect.

Indirect Costs Calculation with NICRA

Direct Costs	
SALARIES	\$0.00
EMPLOYEE BENEFITS	\$0.00
RENT	\$0.00
OFFICE & PROGRAM	\$258,000.00
EQUIPMENT	\$0.00
SUBAWARDS	\$0.00
TRAINING/TRANSPORTATION	\$0.00
OTHER	\$5,000.00
TOTAL DIRECT COSTS	\$263,000.00

EXCLUDED EXPENSES

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

Total Direct Costs - Excluded Costs = Base \$263,000.00

Federally Approved Indirect Costs Percentage Rate

Base x Percentage Rate = Indirect Costs \$0.00

BUDGET NARRATIVE

ATTACHMENT B

SUBGRANTEE Name:	0		
Grant Period:	0		
Line Item	Budget Request	Narrative Description	
SALARIES			
	\$0.00		
BENEFITS			
	\$0.00		
RENT			
	\$0.00		
OFFICE AND PROGRAM EXPENSES			
Printing	\$0.00		
Postage	\$0.00		
Supplies	\$0.00		
Utilities	\$0.00		
Phone	\$0.00		
Participant Support Costs	\$38,000.00	Instructional supplies, exam preparation, specialty tools, skilled trades equipment and PPE, transportation, certification testing, mental health referral services, childcare, rent, and utility payment assistance, etc.)	
Program Expenses (Wealth Building)	\$50,000.00	Coordinate fiscal literacy/money management training, home ownership facilitation, credit use and repair coaching, debt management, and entrepreneurial consultation for participants and incentives.	
Program Expenses (Subsidized Training and Employment)	\$100,000.00	Incentives to participants to support training performance and retention needs while they are participating in subsidized occupational training programs and on-the-job training in high-growth industries, skilled trades, and career pathways.	
Program Expenses (Occupational Training)	\$70,000.00	Connect participants to training, coaching, and employment in high-growth industries, skilled trades, and career pathways.	
EQUIPMENT			
Equipment Purchase over \$5,000 (Specify)	\$0.00		
Equipment Purchase over \$5,000 (Specify)	\$0.00		
Equipment Leases	\$0.00		
SUBAWARDS			
	\$0.00		
STAFF TRAVEL & TRAINING			
Travel	\$0.00		
Training	\$0.00		
OTHER			
Other (Office Management)	\$5,000.00	Day-to-day maintenance of office operations to support participants in employment and training activities.	
Other (Specify)	\$0.00		
Other (Specify)	\$0.00		

Other (Specify)	\$0.00	ATTACHMENT B
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
INDIRECT		
	FALSE	
Total	\$263,000.00	

ATTACHMENT C

FFATA Subrecipient Required Data

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

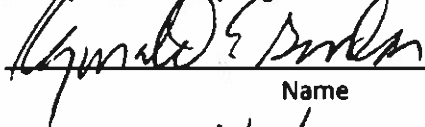
For VDSS Use Only – To be completed by Program Unit	
1. Federal Award Identifier Number (FAIN)	2301VATANF
2. Award Title	Temporary Assistance for Needy Families
3. CFDA	93.558
4. Subaward Number	BEN-23-090
To be completed by Subawardee	
5. Subawardee Legal Name	City of Richmond (Office of Community Wealth Building)
6. System for Award (SAM) UEI number – 12 digits	EG4KF5GYLK81
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 checked="" type="checkbox"/> Yes Expiration Date: <u>Feb 13, 2024</u> <input 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 .)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

ATTACHMENT C

If Yes, please go to question 12. If No, please continue to question 11.	
<p>11. List the names and total compensation of the top five highly compensated officers.</p> <p><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 E Broad Street
13. Street Address 2	Suite 201
14. City	Richmond
15. State	Virginia
16. Zip + 4	23219
17. Congressional District	VA-004
18. Place of Performance – primary site where the work will be performed (POP) Awardee Street Address 1	City of Richmond Office of Community Wealth Building
19. POP Street Address 2	900 E. Marshall Street, Suite 160
20. POP City	Richmond
21. POP State	Virginia
22. POP Zip + 4	23219
23. POP Congressional District	VA-004

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.



Name
6/1/23

Date



Title







BEN-23-090

Final Audit Report

2023-06-28

Created:	2023-06-28
By:	Heather Hite (Heather.hite@dss.virginia.gov)
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"BEN-23-090" History

-  Document created by Heather Hite (Heather.hite@dss.virginia.gov)
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