

INTRODUCED: February 27, 2017

AN ORDINANCE No. 2017-033

To authorize the Chief Administrative Officer to accept funds in the amount of \$670,813.00 from the Virginia Department of Criminal Justice Services; to amend the Fiscal Year 2016-2017 Special Fund Budget by creating a new special fund for the Sheriff and Jail called the Jail Mental Health Program Special Fund; and to appropriate the grant funds received to the Fiscal Year 2016-2017 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Sheriff and Jail’s Jail Mental Health Program Special Fund by \$670,813.00 for the purpose of providing mental health services to inmates at the City Jail.

\_\_\_\_\_  
Patron – Mayor Stoney  
\_\_\_\_\_

Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: MAR 27 2017 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds for the City of Richmond in the amount of \$670,813.00 from the Virginia Department of Criminal Justice Services for the purpose of providing mental health services to inmates at the City Jail.

§ 2. That Ordinance No. 2016-048, adopted May 13, 2016, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2016, and ending June 30, 2017, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:   MAR 27 2017   REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

Sheriff and Jail called the Jail Mental Health Program Special Fund for the purpose of providing mental health services to inmates at the City Jail.

§ 3. That Ordinance No. 2016-048, adopted May 13, 2016, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2016, and ending June 30, 2017, and made appropriations pursuant thereto, be and is hereby amended by increasing revenues from the funds accepted pursuant to section 1 of this ordinance by \$670,813.00 and increasing the amount appropriated to the Sheriff and Jail's Jail Mental Health Program Special Fund by \$670,813.00 for the purpose of providing mental health services to inmates at the City Jail.

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



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST

JAN 31 2017

Office of the Chief Administrative Officer

4-6178

O&R REQUEST

DATE: January 26, 2017

EDITION: 1

TO: The Honorable Members of City Council

RECEIVED

THROUGH: The Honorable Levar M. Stoney, Mayor

FEB 17 2017

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

OFFICE OF CITY ATTORNEY

THROUGH: Lenora Reid, Deputy Chief Administrative Officer

THROUGH: Jay A. Brown, Director, Budget and Strategic Planning

FROM: C.T. Woody, Jr., Sheriff

RE: Proposed acceptance of the Mental Health Jail Pilot Program Grant Funding

ORD. OR RES. No.

PURPOSE: Authorizing the City Administration to accept the award from the Department of Criminal Justice Services (DCJS) for the Mental Health Jail Pilot Program Grant in the amount of Six Hundred Seventy Thousand, Eight Hundred Thirteen Dollars (\$670,813) dollars and appropriating the increase to a new Special Fund (01607 Cost Center) for the Richmond City Sheriff's Office (RCSO) starting Fiscal Year 2017.

REASON: The Richmond City Sheriff's Office seeks approval for funds in the amount of \$670,813 awarded by the Department of Criminal Justice Services for the Mental Health Jail Pilot Program Grant.

RECOMMENDATION: It is recommended that this funding be accepted and appropriated to the Richmond City Sheriff's Office for Fiscal Year 2017 and continued through to Fiscal Year 2018. It is also recommended that a Special Fund be set up to accept and use these funds with 01607 Cost Center.

BACKGROUND: The General Assembly allocated \$3.5 Million for Jail Mental Health Pilot Programs. DCJS became the fiscal agent of the funds and put out an RFP to correctional facilities excluding state-run facilities. There were 19 (nineteen) jails throughout the state that submit-

ted proposals and only six (6) were awarded funding. The Richmond City Sheriff's Office was granted \$670,813 (Six Hundred Seventy Thousand Eight Hundred Thirteen Dollars) for this grant to be used to pilot a program targeting the Richmond City Justice Center's (RCJC's) lower functioning jail residents/inmates with diagnosed mental health illnesses. The program will assist participants incarcerated with gaining tools and skills necessary to be successful upon release. Additionally, funding for housing and medication will be available upon release as will a case-manager for continued follow-up for six (6) months upon release. The grant, while administered and overseen by the Richmond City Sheriff's Office, the RCSO will partner with the Richmond Behavioral Health Authority (RBHA) and Opportunity Alliance Re-entry (OAR) to carry out the daily operations program. The RCSO will work in collaboration with other entities, including the Commonwealth Attorney and Probation and Parole as well, to ensure seamless transitions and the better providing of services for participants.

**FISCAL IMPACT / COST:** The total amount of this award is \$670,813. The Richmond City Sheriff's Office will use the funding for lower functioning mental health residents/inmates. *There is no cash match requirement.*

**FISCAL IMPLICATIONS:** The acceptance of this award will allow the Richmond City Sheriff's Office to provide lower functioning mental health residents/inmates treatment while incarcerated and for a six (6)-month period upon release from the RCJC. This is a great benefit to the Sheriff's Office and the City as the RCSO pilots this program to potentially be expanded throughout the state.

**BUDGET AMENDMENT NECESSARY:** Yes, the Special Funds Budget must be amended/created for this Grant.

**REVENUE TO CITY:** A drawdown of Grant funds will be completed every quarter to not exceed \$670,813 from the Department of Criminal Justice Services. The funds will be appropriated to the Special Fund created for this Grant line for the time period of the appropriation date and ending June 30, 2018.

**DESIRED EFFECTIVE DATE:** Upon Adoption.

**REQUESTED INTRODUCTION DATE:** February 27, 2017

**CITY COUNCIL PUBLIC HEARING DATE:** March 13, 2017

**REQUESTED AGENDA:** Consent Agenda

**RECOMMENDED COUNCIL COMMITTEE:** Finance Committee

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** N/A

**AFFECTED AGENCIES:** The Department of Finance, The Department of Budget and Strategic Planning and The Richmond City Sheriff's Office

**RELATIONSHIP TO EXISTING ORD. OR RES.:** N/A

**REQUIRED CHANGES TO WORK PROGRAM(S):** N/A

**ATTACHMENTS:** Department of Criminal Justice Services Grant Award Packet

**STAFF:** Kimberlee Goins, Budget Manager  
Richmond City Sheriff's Office, 646-0429



Received

JAN 17 2017

4-6145

Office of the  
Chief Administrative Officer

# COMMONWEALTH of VIRGINIA

*Department of Criminal Justice Services*

Francine C. Ecker  
Director

January 4, 2017

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 786-8732

Ms. Selena Cuffee-Glenn  
Chief Administrative Officer  
City of Richmond  
900 E. Broad Street, Rm. 201  
Richmond, VA 23219-1907

**Title: Jail Mental Health Program (JMHP)**

Dear Ms. Cuffee-Glenn:

I am pleased to advise you that grant number **17-A6106MH17** for the above-referenced grant program has been approved for a total award of \$670,813 in General Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. **Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).**

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Stephanie Arnold at (804) 371-0531.

Sincerely,

Francine C. Ecker  
Director

Enclosures

cc: The Hon. C. T. Woody, Sheriff  
Mr. James P. Duval, Acting Director of Finance  
Ms. Stephanie Arnold, DCJS Monitor

## Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

### Statement of Grant Award/Acceptance

**Subgrantee: Richmond City**

**Date: January 04, 2017**

**Grant Period:**

**Grant Number:**

**From: 01/01/2017**

**Through: 06/30/2018**

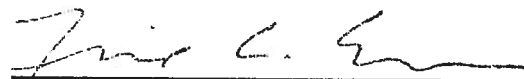
**17-A6106MH17**

Project Director	Project Administrator	Finance Officer
The Hon. C. T. Woody Sheriff City of Richmond 1700 Fairfield Way Richmond, VA 23233  <b>Phone:</b> (804) 646-0930 <b>Email:</b> ctwoody@richmondgov.com	Ms. Selena Cuffee-Glenn Chief Administrative Officer City of Richmond 900 E. Broad Street, Room 201 Richmond, VA 23219-1907  <b>Phone:</b> (804) 646-7978 <b>Email:</b> Selena.CuffeeGlenn@richmondgov.	Mr. James P. Duval Acting Director of Finance City of Richmond 900 E. Broad Street, 10th Floor Richmond, VA 23219-1907  <b>Phone:</b> (804) 646-6395 <b>Email:</b> james.duval@richmondgov.com

### Grant Award Budget

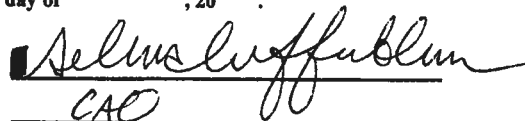
Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$203,231	\$0	\$0	\$203,231
Personnel	\$0	\$152,082	\$0	\$0	\$152,082
Indirect Cost	\$0	\$8,000	\$0	\$0	\$8,000
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$307,500	\$0	\$0	\$307,500
<b>Totals</b>	<b>\$0</b>	<b>\$670,813</b>	<b>\$0</b>	<b>\$0</b>	<b>\$670,813</b>

**This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.**



**Francine C. Ecker, Director**

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: 

Title: CAO

# STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

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

## Jail Mental Health Program

**Subgrantee:** Richmond City

**Grant Number:** 17-A6106MH17

**Title:** Jail Mental Health Pilot Program

**Date:** January 4, 2017

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
  - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
  - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
  - to comply with all relevant sections of the *Code of Virginia*;
  - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
2. Grant funds must be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all received and unexpended grant funds (exclusive of local match) to DCJS within 90 days after the end of the grant liquidation period.
3. The grantee agrees to submit, by the specified deadlines, quarterly financial and bi-annual progress reports as well as any other necessary reports requested by DCJS on forms provided by DCJS if applicable. DCJS may withhold disbursement of grant funds if reports are not submitted as required. No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing, DCJS will waive the provision.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. Grantee may follow their own established travel rates if they have an established travel policy. If a grantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/O.id=156624.00.html>. Transportation costs for air and rail must beat coach rates.
6. Within 60 days of the starting date of the grant, the grantee must initiate the project funded. If not, the grantee must report to DCJS, in writing, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the grantee must obtain approval in writing from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds.



7. **No amendment to the approved budget may be made without the approval of DCJS. No more than two(2) budget amendments will be permitted. Budget amendments must be requested using the online Grants Management Information System (GMIS), accompanied with a narrative. No budget amendments for FY17 will be allowed after April 30, 2018.**
8. All purchases for goods and services must comply with established written procurement policies. If a grantee does not have an established written policy, then they must adhere to the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. Any exemption to this regulation requires the prior approval of DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS.
9. Acceptance of this grant award by the applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the established employment and personnel policies; and assuring that all terms, conditions and assurances those submitted with the grant application, and those issued with this award are complied with.
10. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: service fees; supervision/intervention fees; client fees; usage or rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
11. The grantee understands that it is the responsibility of the Project Administrator to oversee the management of the grant awards.
12. The grantee understands that the continuation and/or level of funding will be based on the availability of funds, the performance of the project in meeting its targets, goals and objectives, and the recipient's compliance with the grant requirements and conditions.
13. The grantee will submit grant financial and progress reports required by DCJS. These shall be submitted to DCJS on the 12<sup>th</sup> working day following the close of each quarter. Reports are required even if not expenditures have occurred.
14. The grantee will submit data and reports required by DCJS with the Quarterly Progress report.
15. The grantee assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records, as DCJS shall prescribe, shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
16. Prior to DCJS disbursing funds, the Grantee must comply with the following special conditions:
  - a. In order to qualify for the full award, the applicant must ensure that these funds will establish a vigorous continuum of care that includes clinical assessment, continuity of medication, and successful aftercare including housing and case management. Screening and assessment instruments must be research-based and validated for the target population. Treatment practices must be evidence-based. This award is intended to supplement not supplant existing funds, and should coordinate with existing local resources.
  - b. Please revise the itemized budget and budget narrative to include the amended award amounts.
  - c. Please revise your project description to include new and/or increased program components reported in the amended budget. Please include any changes necessary to project timeline. You may contact your grant monitor, Stephanie Arnold, at 804/371-0531 for technical assistance.
  - d. Resubmit the grant application face sheet to show the City of Richmond Chief Administrative Officer, Ms. Selena Cuffee-Glenn, in the Project Administrator position with her signature, The Hon. C. T. Woody, in the Project Director position, and Mr. James P. Duval, in the Finance Officer position.



# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

Francine C. Ecker  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 786-8732

### NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

Re: Post Award Instructions and Reporting Requirements  
**PLEASE READ VERY CAREFULLY.**

**GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

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

**REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit on-line quarterly progress and financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports and *progress reports\** are due no later than the close of business on the 12<sup>th</sup> working day after the end of the quarter (*\*except Pre- and Post-Incarceration Services reports which are due by the last working day of the end of the following month*). Also, *V-STOP progress reports are submitted on a semi-annual schedule 12<sup>th</sup> working day after 6/30 and 12/31 quarters.*) Reports are required even if no expenditures have occurred during the quarter. **Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is also attached for your reference.

❑ **PROGRESS REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Statement of Grant Award/Acceptance. ***Paper copies of progress reports are no longer accepted. You are required to use the online system to submit your progress reports.***

❑ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Statement of Grant Award/Acceptance. ***Paper copies of financial reports are no longer accepted. You are required to use the online system in reporting your expenditures.*** The address is: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>

❑ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through the Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Statement of Grant Award/Acceptance.

\*Please note, you can access this system using the same password assigned for the online financial reporting system. ***Paper copies of request for funds are no longer accepted. You are required to use the online system for requesting funds.***

❑ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your special conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for the online Grants Management Information System.

\*Please note again that you can access this system using the same password assigned for the online financial reporting system.

***Paper copies of budget amendments are no longer accepted. You are required to use the online system for submitting budget amendments.***

If you have any questions, please contact Virginia Sneed at (804) 786-5491 or by e-mail at [virginia.sneed@dcjs.virginia.gov](mailto:virginia.sneed@dcjs.virginia.gov).

**PROJECTED DUE DATES  
FINANCIAL & PROGRESS REPORTS**

*Reports are due by the 12th working day following the close of the quarter covered in the report.*

*Financial reports are required even if no expenditures have occurred.*

<b><i>QUARTER ENDING</i></b>	<b><i>DUE DATE</i></b>
3/31/2017	4/18/2017
6/30/2017	7/19/2017
9/30/2017	10/18/2017
12/31/2017	1/19/2018
3/31/2018	4/17/2018
6/30/2018	7/18/2018

Please contact the appropriate DCJS staff person if you need assistance with the following:

- Financial Reports and Request for Funds – DCJS Fiscal Services Manager, Bill Dodd, at 804/371-0638 or [bill.dodd@dcjs.virginia.gov](mailto:bill.dodd@dcjs.virginia.gov)
- GMIS – Complete and send an email to [grantsweb@dcjs.virginia.gov](mailto:grantsweb@dcjs.virginia.gov) citing the error message received, to request assistance from the GMIS IT Specialist, DeAndrea Williams.
- Progress Reports and Other Requests – your assigned DCJS Grant Program Monitor.