

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	October 5, 2020
Action Required:	Appropriation of Grant Funds
Presenter:	Hollie Lee, Chief of Workforce Development Strategies
Staff Contacts:	Hollie Lee, Chief of Workforce Development Strategies
Title:	Virginia Department of Social Services (V.D.S.S.) Temporary Aid to Needy Families (T.A.N.F.) Grants – \$257,479.76

Background:

For the past three years, the City of Charlottesville, through the Office of Economic Development (OED), has been receiving matching grants from the Virginia Department of Social Services (VDSS) in order to provide workforce development training and supportive services to individuals residing in the City of Charlottesville living at or below 200% poverty. These grants include:

1. ***VDSS Employment for TANF Participants Grant (BEN-17-056)*** – a \$50,000 grant awarded in 2017 for Growing Opportunities (GO) workforce development training programs and supportive services,
2. ***VDSS Employment for TANF Participants Grant (BEN-19-024)*** – a \$33,800 grant awarded in 2019 to support a 40 hour long-term temporary position in the Downtown Job Center to help staff all GO workforce training programs, and
3. ***VDSS Employment Advancement for TANF Participants Grant (BEN-19-113)*** – a \$130,259.83 grant awarded in October 2019 for additional GO workforce development training programs including minority business/entrepreneurship training programs and supportive services.

VDSS has agreed to renew all three grants for the new fiscal year (July 1, 2020 to June 30, 2021) in the following amounts:

1. V.D.S.S. Employment for T.A.N.F. Participants Grant (3rd Renewal) –\$50,000
2. V.D.S.S. Employment for T.A.N.F. Participants Grant (2nd Renewal) – \$33,800
3. V.D.S.S. Employment Advancement for T.A.N.F. Participants Grant (2nd Renewal) – \$173,679.76

The first two V.D.S.S Employment for T.A.N.F. Participants grants listed above (BEN-17-056 and BEN-19-024) require a 15 percent match of local dollars. The OED has historically matched these grants from the Workforce Investment Fund (P-00385). The third V.D.S.S Employment Advancement for T.A.N.F. Participants grant (BEN-19-113) does not require a match. The OED will once again match the grants from the Workforce Investment Fund – \$7,500 for BEN-17-056 and \$5,070 for BEN-19-024. Funding will be used for the same purposes stated in the original grant

proposals.

Discussion:

In July 2013, the City’s Strategic Action Team on Workforce Development (SAT) issued a report to City Council entitled, *Growing Opportunity: A Path to Self-Sufficiency*. The report, which was subsequently endorsed by Council, examines the barriers to employment for low-income City residents and makes recommendations on how to address these barriers. One of the recommendations is to “work to ensure that training programs align with the needs of new and existing businesses.”

In an effort to make progress towards this recommendation, the OED has been actively engaged in developing jobs-driven workforce development training programs in partnership with local employers. Thirty three GO programs have been administered since 2014. The flagship program, GO Driver, has been conducted eleven times and trains City residents to get their Class B Commercial Driver’s License and become Relief Transit Bus Operators with Charlottesville Area Transit (CAT) and/or Pupil Transportation at a rate of \$16.53 per hour. GO Cook, which trains individuals in the culinary arts and prepares them for careers in local food and hospitality establishments has also been run seven times, resulting in almost 40 individuals being placed into employment. In addition to technical training, GO programs also include assistance with supportive services such as rental assistance, car repair, exam fees, etc. These costs, which average about \$300 per participant, are also included as part of the programming.

Additionally, the City recently launched the Minority Business Program, which is designed to promote the startup of minority- and woman-owned businesses in the City and the growth and expansion of existing City minority- and woman-owned business. The OED sees business creation and retention as a potential means to self-sufficiency either through full-time business ownership or supplemental income. In FY 2020, the grant funding was used for two iterations of GO Start-Up, which teaches individuals how to start up their own business and provides seed money for essential business creation purposes (e.g., business license fees, websites, business cards, logos, inventory, equipment, etc.). Fifteen individuals participated in the two programs, resulting in 15 new businesses in the Charlottesville community.

Alignment with Council Vision Areas and Strategic Plan:

This effort supports City Council’s “Economic Sustainability” vision and aligns directly with the SAT’s *Growing Opportunity* report that was approved by City Council in 2013.

It also contributes to the following goals and objectives in the City’s Strategic Plan:

Goal 4: A Strong, Creative and Diversified Economy

- Objective 4.1: Develop a quality workforce

Goal 1: An Inclusive Community of Self-sufficient Residents

- Objective 1.2: Prepare residents for the workforce

It aligns with Chapter 3 on Economic Sustainability in the Comprehensive Plan, and more specifically Goal 6, which focuses on workforce development and being an effective partner in creating a well-prepared and successful workforce.

Community Engagement:

Like practically all of the City's workforce development efforts, its employment training programs are supported by numerous community agencies and organizations. Examples include: Albemarle County, Piedmont Virginia Community College, Virginia Career Works, and employer partners. Similarly, on the business development side, partners include the Chamber Business Diversity Council, the Community Investment Collaborative, the Central Virginia Small Business Development Center, and private sector organizations. None of the work that is currently being done could be possible without this strong community engagement.

Budgetary Impact:

There is no impact to the general Fund. All funds will be budgeted and expensed in the Grants Fund. The required match for all of the grants totals \$12,570, and will come from previously appropriated Capital Improvement Program funds in the Workforce Investment Fund account.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

If grant funds are not appropriated, more local dollars will have to be used for training or fewer low-income, underemployed City residents will be able to be trained. Additionally, the OED will not have the additional staff hours needed to support the training programs.

Attachments:

- VDSS BEN-17-056 Subaward Agreement
- VDSS BEN-19-024 Subaward Agreement
- VDSS BEN-19-113 Subaward Agreement

APPROPRIATION
Virginia Department of Social Services (V.D.S.S.) Temporary Aid to Needy Families
(T.A.N.F.) Grants
\$257,479.76

WHEREAS, the City of Charlottesville has received a third renewal of grant funds from the Virginia Department of Social Services in the amount of \$50,000 requiring a \$7,500 local in-kind match provided by the Office of Economic Development through the Workforce Investment Fund; and

WHEREAS, the City of Charlottesville has received a second renewal of grant funds from the Virginia Department of Social Services in the amount of \$33,800 requiring a \$5,070 local in-kind match provided by the Office of Economic Development through the Workforce Investment Fund; and

WHEREAS, the City of Charlottesville has received a second renewal of grant funds from the Virginia Department of Social Services in the amount of \$173,679.76; and

WHEREAS, the funds will be used to support workforce and business development training programs, supportive services, and staffing provided by the Office of Economic Development; and

WHEREAS, the grant award covers the period from July 1, 2020 and June 30, 2021;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$257,479.76 is hereby appropriated in the following manner:

Revenue – \$57,500

\$50,000	Fund: 209	IO: 1900374	G/L: 430120 State/Fed pass thru
\$7,500	Fund: 209	IO: 1900374	G/L: 498010

Expenditures – \$57,500

\$57,500	Fund: 209	IO: 1900374	G/L: 599999 Lump Sum
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Transfer – \$7,500

\$7,500	Fund: 425	WBS P-00385	G/L: 561209 Transfer to State Grants Fund
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Revenue – \$38,870

\$33,800	Fund: 209	Cost Center: 1621003000	G/L: 430120 State/Fed pass thru
\$5,070	Fund: 209	Cost Center: 1621003000	G/L: 498010

Expenditures – \$38,870

\$38,870	Fund: 209	Cost Center: 1621003000	G/L: 599999 Lump Sum
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Transfer – \$5,070

\$5,070	Fund: 425	WBS: P-00385	G/L: 561209 Transfer to State Grants
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Revenue – \$173,679.76

\$173,679.76 Fund: 209 IO: 1900373 G/L: 430120 State/Fed pass thru

Expenditures - \$173,679.76

\$173,679.76 Fund: 209 IO: 1900373 G/L: 599999 Lump Sum

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$257,479.76 from the Virginia Department of Social Services.

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES**

**SUBAWARD AGREEMENT
RENEWAL with MODIFICATIONS**

Date: May 21, 2020

Subaward Agreement No.: BEN-17-056-01

Renewal No.: 3

Modification No.: 1

Issued by: Commonwealth of Virginia
Department of Social Services
Division of General Services; Purchasing
801 East Main Street, 14th Floor
Richmond, Virginia 23219-2901

On behalf of VDSS Division: Benefit Programs

Subgrantee: City of Charlottesville
Office of Economic Development
610 East Market Street
Charlottesville, Virginia 22902

Project: Employment for TANF Participants

This Subaward Agreement Renewal with Modification is entered into pursuant to the provisions of the basic agreement as amended, and is hereby incorporated into and made an integral part of Contract #BEN-17-056-01.

A. Contract Renewal:

In accordance with Section VIII, Administrative Requirements; Paragraph A, Amendments, the Commonwealth of Virginia, Department of Social Services (VDSS) wishes to exercise the option to renew the above referenced agreement for an additional 12 month period. Period of renewal will be from July 1, 2020 through June 30, 2021. The total amount of the obligation by the VDSS for reimbursement of actual expenses shall not exceed \$50,000.00 for this period.

B. Description of Modification:

1. Reference Attachment F – Budget: Replace the Budget dated July 1, 2019 through June 20, 2020 with the revised Attachment F – Budget for the period of July 1, 2020 through June 30, 2021.

Except as provided herein, as heretofore changed, the Scope of Services and all terms and condition of the Agreement shall remain unchanged and in fully force and effect. This Renewal with Modification shall become effective upon signature of both parties.

City of Charlottesville

**Commonwealth of Virginia
Department of Social Services**

By:



(Signature)
CHRISTOPHER V. CULLINAN
Director of Finance

Name:

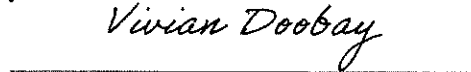
(Print)

Title:

Date:

5.27.2020

By:



(Signature)

Name:

Vivian Doobay

(Print)

Title:

Procurement Officer II

Date:

June 3, 2020

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

SUBAWARD AGREEMENT
RENEWAL with MODIFICATIONS

Date: June 1, 2020

Subaward Agreement No. BEN-19-024-02

Renewal No: 1

Modification No.: 1

Issued by: Commonwealth of Virginia
Department of Social Services
Division of General Services, Purchasing
801 East Main Street, 14th Floor
Richmond, Virginia 23219-2901

On behalf of VDSS Division: Benefit Programs

Subgrantee: City of Charlottesville, Office of Economic Development

Project: Employment for TANF Participants, Phase 2

This Subaward Agreement Renewal with Modification is entered into pursuant to the provisions of the basic agreement as amended, and is hereby incorporated into and made an integral part of Contract #BEN-19-024-02.

A. CONTRACT RENEWAL:

In accordance with Section VIII, Administrative Requirements; Paragraph G, Renewal of Agreement, the Commonwealth of Virginia, Department of Social Services (VDSS) wishes to exercise the option to renew the above referenced agreement for an additional 12 month period. Period of renewal will be from July 1, 2020 through June 30, 2021. The total dollar amount of the obligation by the VDSS for reimbursement of actual expenses shall not exceed \$33,800.00 for this period.

B. DESCRIPTION OF MODIFICATION:

1. Reference Attachment F – Budget: Replace the Budget dated July 1, 2019 through June 20, 2020 with the revised Attachment F – Budget for the period of July 1, 2020 through June 30, 2021.
2. Reference Attachment D – Overview of Activities/Outcomes: Replace Attachment D with the revised Attachment D – Overview of Activities/Outcome for the period July 1, 2020 through June 30, 2021.

Except as provided herein, as heretofore changed, the Scope of Services and all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

CITY OF CHARLOTTESVILLE
OFFICE OF ECONOMIC DEVELOPMENT

BY: 
(Signature)

NAME: **CHRISTOPHER V. CULLINAN**
Director of Finance
(Print)

TITLE: _____

DATE: 6.4.2020

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

BY: Christy Sharpe Digitally signed by Christy Sharpe
Date: 2020.06.13 07:50:50 -0400
(Signature)

NAME: Christy Sharpe
(Print)

TITLE: Senior Procurement Officer

DATE: 6/13/2020

Please enter data into yellow fields only!

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS

SUBGRANTEE NAME	City of Charlottesville Office of Economic Development
Grant Period	July 1, 2020 - June 30, 2021
Contract #	BEN-19-024
Attachment #	Attachment F

BUDGET CATEGORY	TOTAL PROGRAM BUDGET (Including amount from VDSS)	TOTAL VDSS REQUEST	TOTAL MATCH AMOUNT	TOTAL (Match + VDSS Request)
SALARIES	\$33,800.00	\$33,800.00	\$0.00	\$33,800.00
EMPLOYEE BENEFITS	\$10,140.00	\$0.00	\$10,140.00	\$10,140.00
RENT	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE & PROGRAM	\$30,000.00	\$0.00	\$30,000.00	\$30,000.00
EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
SUBAWARDS	\$0.00	\$0.00	\$0.00	\$0.00
TRAINING/TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$0.00
OTHER	\$0.00	\$0.00	\$0.00	\$0.00
INDIRECT COSTS				
Total	\$ 73,940.00	\$ 33,800.00	\$ 40,140.00	\$73,940.00
Percentage of Total Program Budget Requested from DSS		46%		

Awarded funds cannot be used to supplant existing funds.

Please enter data into yellow fields only!

BENEFITS

SUBGRANTEE	City of Charlottesville Office of Economic Development												
Grant Period:	July 1, 2020 - June 30, 2021												
Name of Employee	Rubina Catalano	0	0	0	0	0	0	0	0	0	0	0	0
Title	Job Center Client Engagement Specialist	0	0	0	0	0	0	0	0	0	0	0	0
Total FICA per employee	\$ 2,585.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% requested from DSS													
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total RETIREMENT													
% requested from DSS													
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total LIFE INSURANCE													
% requested from DSS													
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total UNEMPLOYMEN													
% 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OTHER PROPOSED EXPENSES			
SUBGRANTEE NAME:		City of Charlottesville Office of Economic Development	
Grant Period:		July 1, 2020 - June 30, 2021	
LINE ITEM	Amount Requested	LINE ITEM	Amount Requested
RENT – Office		SUBAWARDS	
		STAFF TRAVEL & TRAINING	\$ -
		Travel	
OFFICE and PROGRAM EXPENSES	\$0.00	Training	
Printing			
Postage		OTHER	\$ -
Supplies		Other (Specify)	
Utilities		Other (Specify)	
Phone		Other (Specify)	
Participant Support Costs		Other (Specify)	
Training costs for GO program participants		Other (Specify)	
Supportive services costs for GO program participants		Other (Specify)	
Other Program Expenses (Specify)		Other (Specify)	
Other 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 (Specify)			
Equipment Purchase (Specify)			
Equipment Leases (any amount)		Total	\$ -

MATCH

SUBGRANTEE NAME:	City of Charlottesville Office of Economic Development				
Grant Period:	July 1, 2020 - June 30, 2021				
BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE-Supply the original source that is providing the cash or in-kind match.	CASH	IN-KIND VALUE	TOTAL MATCH
Salaries					\$ -
Employee Benefits	FICA and Health Insurance for Rubina Catalano	City of Charlottesville Downtown Job Center Operating Budget		\$10,140.00	\$ 10,140.00
Rent					\$ -
Office and Program	Training costs associated with GO program participants (instructors, books, testing fees) and supportive services for GO program participants (rent assistance, transportation, etc.)	City of Charlottesville Workforce Investment Fund and Home to Hope Operating Budget		\$30,000.00	\$ 30,000.00
Equipment					\$ -
Subcontracting Services					\$ -
Training & Transportation					\$ -
Other					\$ -
Total Amounts Supplied by Match			\$ -	\$ 40,140.00	\$ 40,140.00

INDIRECT COSTS

SUBGRANTEE NAME	City of Charlottesville Office of Economic Development
Grant Period:	July 1, 2020 - June 30, 2021

DE MINIMUS CALCULATION

DIRECT COSTS	
SALARIES	\$33,800.00
EMPLOYEE BENEFITS	\$0.00
RENT	\$0.00
OFFICE & PROGRAM	\$0.00
EQUIPMENT	\$0.00
SUBAWARDS	\$0.00
TRAINING/TRANSPORTATION	\$0.00
OTHER	\$0.00
TOTAL DIRECT COSTS	\$33,800.00
EXCLUDED EXPENSES	
Rent	\$0.00
Equipment	\$0.00
Subcontracting Expenses >\$25,000	
Other Excluded Costs	
Total Excluded Costs	\$0.00
Total Direct Costs - Excluded Costs = <u>Base</u>	\$33,800.00
Indirect Costs Percentage Rate	0%
Base x Percentage Rate = <u>Indirect Costs</u>	\$0.00

INDIRECT COSTS	
SUBGRANTEE NAME	City of Charlottesville Office of Economic Development
Grant Period:	July 1, 2020 - June 30, 2021
<u>Indirect Costs Calculation with NICRA</u>	
Direct Costs	
SALARIES	\$33,800.00
EMPLOYEE BENEFITS	\$0.00
RENT	\$0.00
OFFICE & PROGRAM	\$0.00
EQUIPMENT	\$0.00
SUBAWARDS	\$0.00
TRAINING/TRANSPORTATION	\$0.00
OTHER	\$0.00
TOTAL DIRECT COSTS	\$33,800.00
<u>EXCLUDED EXPENSES</u>	
Please enter the <u>total</u> amount of all <u>excluded</u> expenses from direct costs above (according to your NICRA).	
	\$0.00
Total Direct Costs - Excluded Costs = <u>Base</u>	\$33,800.00
Indirect Costs Percentage Rate	0%
Base x Percentage Rate = <u>Indirect Costs</u>	\$0.00
Please submit a copy of your NICRA (Negotiated Indirect Cost Rate Agreement) with this application.	

BUDGET NARRATIVE

SUBGRANTEE NAME	City of Charlottesville Office of Economic Development	
Grant Period:	July 1, 2020 - June 30, 2021	
Line Item	Budget Request	Narrative Description
SALARIES		
	\$33,800.00	Salary for Rubina Catalano who will be assigned to work each GO training program and support the students throughout training. The City of Charlottesville will cover the cost of her benefits and insurance, as well as the cost for running the training programs and paying for supportive services.
BENEFITS		
	\$0.00	
RENT -- Office		
	\$0.00	
OFFICE and PROGRAM EXPENSES		
Printing	\$0.00	
Postage	\$0.00	
Supplies	\$0.00	
Utilities	\$0.00	
Phone	\$0.00	
Participant Support Costs	\$0.00	
Training costs for GO program participants	\$0.00	
Supportive services costs for GO program participants	\$0.00	
Other Program Expenses (Specify)	\$0.00	
Other Program Expenses (Specify)	\$0.00	
EQUIPMENT		
Equipment Purchase (Specify)	\$0.00	
Equipment Purchase (Specify)	\$0.00	
Equipment Leases (any amount)	\$0.00	
SUBAWARDS		
	\$0.00	
STAFF TRAVEL & TRAINING		
Travel	\$0.00	
Training	\$0.00	
OTHER		
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	

Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
INDIRECT		
Total	\$33,800.00	

WORK PLAN

Action Steps	Agency/Individual Responsible	Start Date	End Date
GO Deliver – program to train individuals in OSHA 10, defensive driving, CDC delivery guidelines for jobs as retail/food delivery drivers resulting from employer need due to COVID-19	City of Charlottesville Downtown Job Center / Rubina Catalano, Client Engagement Specialist	September 2020	November 2020
GO Tradeswomen – program to train women in the skilled trades – includes NCCER Core Curriculum and Carpentry, OSHA 10, CPR/First Aid for jobs with local construction employers	City of Charlottesville Downtown Job Center / Rubina Catalano, Client Engagement Specialist	October 2020	January 2021
GO Driver – program to train individuals in CDL, defensive driving, CPR/First Aid to become school bus drivers for the City of Charlottesville	City of Charlottesville Downtown Job Center / Rubina Catalano, Client Engagement Specialist	March 2021	June 2021

a. OUTCOMES AND BENEFITS EXPECTED

Component	1 st Quarter Ending September 30, 2020	2 nd Quarter Ending December 31, 2020	3 rd Quarter Ending March 31, 2021	4 th Quarter Ending June 30, 2021
# Participants	0	6	7	8
# Entered Employment	0	5	6	7
# unique Employers	0	3	3	2
Average Hourly Starting Wage	\$0.00	\$11.00	\$15.00	\$16.00
# With Benefits	0	3	4	2
# Employed Part Time	0	0	0	5
# Employed Full Time	0	5	6	2
Average Wage increase	\$0.00	\$2.00	\$5.00	\$6.00
# obtaining wage increase	0	5	6	7
# Jobs in a Career Pathway	0	5	6	7

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES**

**SUBAWARD AGREEMENT
RENEWAL with MODIFICATIONS**

Date: June 3, 2020

Subaward Agreement No.: BEN-19-113-03

Renewal No. 1

Modification: 1

Issued by: Commonwealth of Virginia
Department of Social Services
Division of General Services, Purchasing
801 East Main Street, 14th Floor
Richmond, Virginia 23219-2901

On behalf of VDSS Division: Benefit Programs

Subgrantee: City of Charlottesville
Office of Economic Development
610 East Market Street
Charlottesville, Virginia 22902

Project: Employment Advancement for TANF Participants

This Subaward Agreement Renewal with Modification is entered into pursuant to the provisions of the basic agreement as amended, and is hereby incorporated into and made an integral part of Contract #BEN-19-113-03.

A. Contract Renewal:

In accordance with Section VIII, Administrative Requirements; Paragraph A, Renewal of Agreement, the Commonwealth of Virginia, Department of Social Services (VDSS) wishes to exercise the option to renew the above referenced agreement for an additional 12 month period. Period of renewal will be from July 1, 2020 through June 30, 2021. The total amount of the obligation by the VDSS for reimbursement of actual expenses shall not exceed \$173,679.76 for this period.


B. Description of Modification:

1. Reference Attachment F – Budget: Replace the Budget dated July 1, 2019 through June 20, 2020 with the revised Attachment F – Budget for the period of July 1, 2020 through June 30, 2021
2. Reference Attachment D – Overview of Activities/Outcomes: Replace Attachment D with the revised Attachment D – Overview of Activities/Outcome for the period July 1, 2020 through June 30, 2021.

Except as provided herein, as heretofore changed, the Scope of Services and all terms and condition of the Agreement shall remain unchanged and in fully force and effect. This Renewal with Modification shall become effective upon signature of both parties.

**City of Charlottesville
Office of Economic Development**

**Commonwealth of Virginia
Department of Social Services**

By: 
(Signature)
CHRISTOPHER V. CULLINAN
Name: Director of Finance
(Print)
Title: _____
Date: 6.4.2020

By: Christy Sharpe Digitally signed by Christy Sharpe
Date: 2020.06.11 12:32:53 -04'00'
(Signature)
Name: Christy Sharpe
(Print)
Title: Senior Procurement Officer
Date: 6/11/2020

BUDGET SUMMARY - DSS FUNDS

SUBGRANTEE NAME	City of Charlottesville - Office of Economic Development
Grant Period	July 1, 2020 - June 30, 2021
Contract #	BEN-19-113
Attachment #	Attachment F

BUDGET CATEGORY	<u>TOTAL PROGRAM BUDGET</u> <i>(Including amount requested from VDSS)</i>	TOTAL <u>VDSS</u> <u>REQUEST</u>
SALARIES	\$11,700.00	\$11,700.00
EMPLOYEE BENEFITS	\$0.00	\$0.00
RENT	\$0.00	\$0.00
OFFICE & PROGRAM	\$161,979.76	\$161,979.76
EQUIPMENT	\$0.00	\$0.00
SUBAWARDS	\$0.00	\$0.00
TRAINING/TRANSPORTATION	\$0.00	\$0.00
OTHER	\$0.00	\$0.00
INDIRECT COSTS	\$0.00	FALSE
Total	\$173,679.76	\$173,679.76
Percentage of Total Program Budget Requested from DSS		100%

Awarded funds cannot be used to supplant existing funds.

ITEMIZED BUDGET - BENEFITS

SUBGRANTEE	City of Charlottesville - Office of Economic Development												
Grant Period:	July 1, 2020 - June 30, 2021												
Name of Employee	Asmar Carter	0	0	0	0	0	0	0	0	0	0	0	0
Title	Job Center Intern	0	0	0	0	0	0	0	0	0	0	0	0
Total FICA per employee	\$ 895.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% requested from DSS													
Amt requested from DSS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total RETIREMENT													
% 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

[REDACTED]						
[REDACTED]						
0	0	0	0	0	0	0
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[REDACTED]						
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
[REDACTED]						

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES			
SUBGRANTEE Name:		City of Charlottesville - Office of Economic Development	
Grant Period:		July 1, 2020 - June 30, 2021	
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	\$161,979.76	Training	
Printing			
Postage		OTHER	\$ -
Supplies (10 laptops for virtual classes/\$500 each)	\$5,000.00	Other (Specify)	
Utilities		Other (Specify)	
Phone		Other (Specify)	
Participant Support Costs		Other (Specify)	
Program Expenses (Training costs for GO programs including GO Driver, GO Cook, GO Start-Up, GO Contractor's Academy, and	\$73,489.88	Other (Specify)	
Program Expenses (Grant funds for the GO Start-Up program for participants who successfully complete and other low-income	\$73,489.88	Other (Specify)	
Program Expenses (Supportive services such as transportation assistance, rental assistance, childcare subsidies, assistance with	\$10,000.00	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 pver \$5,000 (Specify)			
Equipment Leases		Total	\$ 161,979.76

* Awarded funds cannot be used to supplant existing funds.

INDIRECT COSTS

Subgrantee Name:	City of Charlottesville - Office of Econo
Grant Period:	July 1, 2020 - June 30, 2021

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	\$11,700.00
EMPLOYEE BENEFITS	\$0.00
RENT	\$0.00
OFFICE & PROGRAM	\$161,979.76
EQUIPMENT	\$0.00
SUBAWARDS	\$0.00
TRAINING/TRANSPORTATION	\$0.00
OTHER	\$0.00
TOTAL DIRECT COSTS	\$173,679.76

EXCLUDED EXPENSES

Rent	\$0.00
Equipment over \$5,000	\$0.00
Subcontracting Expenses: Amount >\$25,000	FALSE
Other Excluded Costs	\$0.00
Total Excluded Costs	\$0.00
Total Direct Costs - Excluded Costs = <u>Base</u>	\$173,679.76
Indirect Costs Percentage Rate	0.00%
Base x Percentage Rate = <u>Indirect Costs</u>	\$0.00

INDIRECT COSTS

Subgrantee Name:	City of Charlottesville - Office of E
Grant Period:	July 1, 2020 - June 30, 2021

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

Indirect Costs Calculation with NICRA

Direct Costs	
SALARIES	\$11,700.00
EMPLOYEE BENEFITS	\$0.00
RENT	\$0.00
OFFICE & PROGRAM	\$161,979.76
EQUIPMENT	\$0.00
SUBAWARDS	\$0.00
TRAINING/TRANSPORTATION	\$0.00
OTHER	\$0.00
TOTAL DIRECT COSTS	\$173,679.76

EXCLUDED EXPENSES

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

Total Direct Costs - Excluded Costs = Base **\$173,679.76**

Federally Approved Indirect Costs Percentage Rate _____

Base x Percentage Rate = Indirect Costs **\$0.00**

BUDGET NARRATIVE

SUBGRANTEE Name:	City of Charlottesville - Office of Economic Development	
Grant Period:	July 1, 2020 - June 30, 2021	
Line Item	Budget Request	Narrative Description
SALARIES		
	\$11,700.00	Stipend for 15/hour a week intern to assist with GO programs. This includes helping case manage the students and attend classes to provide support in class (or virtually).
BENEFITS		
	\$0.00	
RENT		
	\$0.00	
OFFICE and PROGRAM EXPENSES		
Printing	\$0.00	
Postage	\$0.00	
Supplies (10 laptops for virtual classes/\$500 each)	\$5,000.00	Purchase of 10 laptops for virtual classes for GO program participants. Expected amount is \$500/laptop.
Utilities	\$0.00	
Phone	\$0.00	
Participant Support Costs	\$0.00	
Program Expenses (Training costs for GO programs including GO Driver, GO Cook, GO Start-Up, GO Contractor's Academy, and other GO programs that are needed by employers)	\$73,489.88	Training costs for GO programs including GO Driver, GO Cook, GO Start-Up, GO Contractor's Academy, and other GO programs that are needed by employers.
Program Expenses (Grant funds for the GO Start-Up program for participants who successfully complete and other low-income business owners. Funds will go towards start up costs associated with the business.)	\$73,489.88	Grant funds for the GO Start-Up program for participants who successfully complete and other low-income business owners. Funds will go towards start up and other business expenses.
Program Expenses (Supportive services such as transportation assistance, rental assistance, childcare subsidies, assistance with utility/phone bills, etc.)	\$10,000.00	Supportive services such as transportation assistance, rental assistance, childcare subsidies, assistance with utility/phone bills, etc. for GO program participants.
Program Expenses (Specify)	\$0.00	
EQUIPMENT		
Equipment Purchase over \$5,000 (Specify)	\$0.00	

Equipment Purchase pver \$5,000 (Specify)	\$0.00	
Equipment Leases	\$0.00	
SUBAWARDS		
	\$0.00	
STAFF TRAVEL & TRAINING		
Travel	\$0.00	
Training	\$0.00	
OTHER		
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
Other (Specify)	\$0.00	
INDIRECT		
	FALSE	
Total	\$173,679.76	

Attachment D – Work Plan City of Charlottesville – Office of Economic Development

WORK PLAN

Action Steps	Agency/Individual Responsible	Start Date	End Date
GO Cook – program to train individuals in the culinary arts for employment with local food establishments (restaurants, hotels, etc.)	Office of Economic Development/Downtown Job Center	September 2020	November 2020
GO Start-Up – program to train individuals to start their own business; come in with an idea and leave with a legally formed business	Office of Economic Development	September 2020	November 2020
GO Cook – program to train individuals in the culinary arts for employment with local food establishments (restaurants, hotels, etc.)	Office of Economic Development/Downtown Job Center	March 2020	May 2020
GO Start-Up – program to train individuals to start their own business; come in with an idea and leave with a legally formed business	Office of Economic Development	March 2020	May 2020
GO Driver – program to train individuals in CDL, defensive driving, CPR/First Aid to become school bus drivers for the City of Charlottesville	Office of Economic Development/Downtown Job Center	April 2021	June 2021

Attachment D – Work Plan City of Charlottesville – Office of Economic Development

a. OUTCOMES AND BENEFITS EXPECTED

i. Expected Outcomes and Benefits Describe the anticipated enrollment levels and the outcomes and benefits of the program/services by completing the tables below.

Component	1st Quarter Ending September 30, 2020	2nd Quarter Ending December 31, 2020	3rd Quarter Ending March 31, 2021	4th Quarter Ending June 30, 2021
#/Enrolled	0	14	0	20
# Entered Employment	0	14	0	20
# Employed 3 Months	0	14	0	20
# Employed 6 Months	0	14	0	20
# Employed 1 Year	0	10	0	15
Average Hourly Wage at Employment	\$0.00	\$12.00	\$0.00	\$14.00
# Employed with Benefits	0	4	0	8
# Employed Part-Time	0	8	0	8
# Employed Full Time	0	6	0	12
Average Hourly Wage Increase	\$0.00	\$2.00	\$0.00	\$4.00
# Obtaining Wage Increase	0	14	0	20
# Who Obtained a Promotion	0	0	0	0
# Who Obtained a GED	0	0	0	0
# Who Obtained SSI	0	0	0	0
#Number Who Completed Treatment	0	0	0	0