To the Honorable Council  
City of Norfolk, Virginia

From: Sarah Paige Fuller, Director  
Community Services Board

Reviewd: James A. Rogers, Deputy City Manager

Approved: Douglas L. Smith, City Manager

Subject: Infant Toddler Connection Program Grant

Ward/Superward: Citywide

Item Number: C-3

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** City of Norfolk

III. **Description:**
This agenda item is an ordinance to accept a grant of $792,802 from the Virginia Department of Behavioral Health and Developmental Services for the Norfolk Community Services Board ("NCSB") Infant Toddler Connection Program.

IV. **Analysis**
This grant in the amount of $792,802 will be used for the NCSB Infant Toddler Connection Program to continue early intervention services. The amount of $693,163 is budgeted in the FY 2019 NCSB general fund for the program and $99,639 is in a special revenue account to fund an Early Childhood Special Educator position for the program.

V. **Financial Impact**
This is an annual grant. The local cash match was included in FY 2019 budget.

VI. **Environmental**
N/A

VII. **Community Outreach/Notification**
Public notification for this agenda item was conducted through the City of Norfolk’s agenda notification process.

VIII. **Board/Commission Action**
N/A
IX. **Coordination/Outreach**

This letter and ordinance have been coordinated with City Attorney's Office, City Finance Department, and Grant Management.

Supporting Material from the Norfolk Community Services Board:
- Ordinance
- Grant award document
ORDINANCE No.

AN ORDINANCE ACCEPTING A GRANT AWARD OF $792,802 FROM THE VIRGINIA DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES FOR THE NORFOLK COMMUNITY SERVICES BOARD INFANT AND TODDLER CONNECTIONS PROGRAM TO PROVIDE EARLY INTERVENTION SERVICES, AND APPROPRIATING AND AUTHORIZING FOR EXPENDITURE THE GRANT FUNDS.

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a grant of $792,802 from the Virginia Department of Behavioral Health and Developmental Services for the Norfolk Community Services Board Infant and Toddler Connection Program to provide early intervention services.

Section 2:- That $792,802 in grant funds are hereby appropriated and authorized for expenditure, if and when made available from the Department of Behavioral Health and Development Services.

Section 3:- That this ordinance shall be in effect from and after its adoption.
Contract Number: 720-4515-26 State Fiscal Year (SFY) 2019

This contract entered into this 11th day of June 2018, by Norfolk Community Services Board hereinafter called the “Contractor” and Commonwealth of Virginia, Department of Behavioral Health and Developmental Services hereafter called the “Purchasing Agency.”

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: This Contract commences upon final execution and expires on June 30, 2019, to include work beginning July 01, 2018 forward.

COMPENSATION AND FUNDING: (See page 27 for funding information.) The total funding amount, including state and federal is $792,802.

The contract documents shall consist of:
(1) This signed form:
(2) Documents stated in the index 1.0 through 9.0 to include Attachments A, B, C, D, and E

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

LOCAL LEAD AGENCY
By: ____________________________  
(Signature)  
Responds L. Smith  
(Print Name)  
Title: City Manager  
Date: 06.26.18

DEPARTMENT OF BEHAVIORAL HEALTH & DEVELOPMENTAL SERVICES
By: ____________________________  
(Signature)  
S. Hughes Melton, MD  
(Print Name)  
Title: Commissioner  
Date: 07.03.18
8.0 COMPENSATION AND PAYMENT

The DBHDS shall pay the Local Lead Agency semi-monthly (a total of 24 payments). The timely submission of Expenditure Reports by the Local Lead Agency in accordance with Section 2.1.1.b (1) of this Contract is required for the continuance of automatic allocations. The DBHDS shall suspend any further semi-monthly payments until required reports are received in accordance with this Contract.

Federal Part C Funds: $248,115
(FFY18 Infants and Toddlers with Disabilities CFDA#84.181)

State General Funds: $544,687

TOTAL Part C Allocation SFY19: $792,802

The Local Lead Agency shall use Federal Part C funds and State General funds for the implementation of the Part C early intervention system in accordance with all requirements and provisions in this Contract.

9.0 SUBMISSION STATEMENT

The Local Lead Agency agrees to carry out all services and functions outlined in this Contract in compliance with this Contract and all terms and conditions imposed herein, as well as all fiscal requirements of Part C of IDEA subject to the availability of adequate state and federal funds.
Hi Amy,

Yes, that is correct. You can go ahead and begin the process.

Regards,
Megan

Megan,

As you suggested, we will take $99,639 to the Council to adopt an ordinance, and create a special revenue account. Please confirm.

Thanks,
Amy

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