

CONTRACT RENEWAL AGREEMENT

Contract Number: 705BQ210106

Renewal Number: 1

Issued By: COMMONWEALTH OF VIRGINIA
Virginia Department of Health
Office of Family Health Services
Division of Child and Family Health
109 Governor Street, 9th Floor
Richmond, Virginia 23219

Contractor: City of Hampton
100 Old Hampton Lane
Hampton, Virginia 23669

Commodity: American Rescue Plan Act Funding for Home Visiting

This Renewal Agreement is entered into pursuant to the renewal section of the contract. The period of performance is hereby renewed from September 30, 2022 through September 29, 2023.

Amount of Renewal: \$22,121.00

FEDERAL REQUIREMENTS FOR SUBRECIPIENT CONTRACTS

☐	Contractor is a Vendor	Information Below Does Apply
☒	Contractor is a Sub-Recipient	

FEDERAL AWARD INFORMATION: Sub-Recipient of federal awards must be informed of the catalog of Federal Domestic Assistance (CFDA) number, grant name and number, grant year and federal awarding agency. This information will become part of the Contract.

Federal Award Identification Number: X1141949
 Federal Award Date: 5/1/2021 – 9/30/2023
 Amount of Sub-Award: \$22,121.00
 Sub-Award Obligation/Action Date: 9/30/2022 – 9/29/2023
 Total Amount of Federal Award: \$879,347.00
 Name of Federal Grantor: Health Resources and Services Administration (HRSA)
 CFDA Number & Name: 93.870-American Rescue Plan Act Funding for Home Visiting
 Research & Development: ☐ Yes ☒ No

Except as provided herein, all terms and conditions of Contract Number 705BQ210106, as heretofore changed, remained unchanged and in full force and effect.

CITY OF HAMPTON:	VIRGINIA DEPARTMENT OF HEALTH OFFICE OF FAMILY HEALTH SERVICES:
By: <i>Man B Punting</i>	By: DocuSigned by: <i>Vanessa Walker Harris</i>
Print or Type Name: <i>City Man B Punting</i>	Print or Type Name: DocuSigned by: Vanessa Walker Harris
Title: <i>City Manager</i>	Title: Office Director
Date: <i>9/14/22</i>	Date: 9/22/2022 1:47:58 PM EDT
EIN Number: <i>54-6001336</i>	
Unique Entity Identifier Number: <i>H43KALPESBP1</i>	

Please check the box below:

Do you receive more than \$750,000 in federal funds?

☒ Yes

☐ No

CITY OF HAMPTON
OFFICE OF THE CITY ATTORNEY
Approved as to form and legal sufficiency
Date: *9/14/2022*
[Signature]
City Attorney

ARP Funding Plan: Round 1 Year 2	
Date Prepared	7/11/2022
Organization	Hampton Healthy Families MOU Number: 705BQ210106
Point of Contact (POC)	Donald Rodil, Angela Russ, and Rachelle Vo
Award Amount	\$22, 100
Funding Period	9/30/22-9/29/23
VDH POC	Andelicia Neville: andelicia.neville@vdh.virginia.gov
Purpose for ARP Funding	To address the needs of expectant parents and families with young children during the COVID-19 public health emergency. HRSA intends for these funds to support home visiting activities that address immediate needs of parents, children, and families related to the COVID-19 public health emergency. HRSA encourages recipients to promote equity by allocating ARP funds to at-risk communities disproportionately impacted by COVID-19, including communities of color.
Allowable Categories for Spending	1) Service Delivery: Virginia has chosen not to use funding in this category. 2) Hazard Pay or Other Staff Costs: Fund hazard pay or other additional staff costs associated with providing home visits or administration for programs. Examples of this could include: - Retention Bonuses - the program will provide a retention bonus as incentive pay for each program staff member, to be paid out quarterly during the year. - Hazard Pay -the program will provide an additional stipend per hour for staff in the form of hazard pay. This additional pay will be provided on a quarterly bases for all hours the employee was paid during the quarter. - Other Staff Costs - administrative costs associated with the administration of the MIECHV ARP contract. Staff will be paid proportionate to hours devoted to the program. - Other Staff Costs- technology to be used to support the home visiting workforce by providing virtual home visiting services to families. - Other Staff Costs- emergency supplies, such as PPE, for home visiting workforce. ***Agencies must have policies and procedures in place to support hazard pay. 3) Home Visitor Training: Funds may be used to develop, conduct, and evaluate training of home visitors who are employed by the recipient or subrecipient. Training topics might include: - Use of virtual platforms and how to engage families virtually

- COVID related trainings.

- Could also use fund for Certified Lactation Consultant Training for home visitors/supervisors (45 hours and \$675/person). *We can provide regional trainer contact information upon request, as well as language to tie this back COVID related needs.*

***These trainings should not overlap with the content of the Institute trainings or EIV's professional development

4) **Technology:** Acquire the necessary technological means, for **families** enrolled in the program, to conduct and support virtual home visiting. Examples might include:

- Tablets, laptops, and cell phones to enable enrolled families to participate in virtual home visits; and
- Necessary auxiliary supplies, such as prepaid phone cards and/or data plans, chargers, mobile hot spots to support internet access, and program-specific software.

5) **Emergency Supplies:** Provide emergency supplies to eligible **families**. Some examples of emergency supplies that may be provided to eligible families include:

- Personal Protective Equipment (PPE) for families;
- cleaning products;
- hand sanitizer;
- hand soap;
- thermometers;
- feminine hygiene products;
- masks;
- gloves;
- diapers,
- diaper wipes, and diaper cream (things needed to prevent diaper rash);
- infant formula;
- Food and water;
- at home COVID-19 test kits (Home Visitors are not to administer these tests);
- VISA/MasterCard prepaid gift cards to use for emergency supplies or needs for family. *(Tie it to COVID emergency!)*
- Gas cards or other travel vouchers, (examples might include use of gas cards in order to utilize grocery or prepaid VISA/MasterCard gift cards, or other transportation support for attending well-child or pre-or-postnatal visits);

***LIAs will be responsible for assessing the families' immediate need, distributing resources, and tracking all disbursements.

6) **Diaper Bank Coordination:** Provide enrolled families with emergency supplies from diaper banks, through reimbursement to, or purchase from, diaper banks when feasible.

*** If there is a local diaper bank, the organization MUST give them priority, if feasible.

7) **Prepaid Grocery Cards:** Provide prepaid grocery and/or VISA/MasterCard gift cards to an eligible family participating in the MIECHV program for the purpose of meeting the emergency needs of the family.

*** LIA's will utilize grocery cards, when deemed necessary, which may be used to purchase food, feminine hygiene products, diapers, and diapering supplies.

*** LIA's that choose to use these cards will keep detailed receipts for purchases and records of how goods were distributed and which family received these cards.

*** The VISA/MasterCard gift cards can be purchased to be used instead of the grocery cards. *(Please note that restrictions cannot be placed on these cards.)*

Describe the Organization's Plan for Use of ARP Funding	Hampton Healthy Families – Parents As Teacher Program has decided to utilize ARP funding to fund administrative costs (2-C) and (2-D). We would like to hire a part-time Administrative Assistant to assist with data entry. This individual would support data entry in RedCap and Penelope which will fulfill the essential requirements of Parents As Teachers Program and MIECHV grant. This will help Family Service Specialists focus on providing services to families and allow for administrative tasks to be divided to the Administrative Assistant. The Administrative Assistant would assist with the responsibilities of the Family Service Specialist and assist the Supervisor with quality assurance. \$21,720 Funding would also be utilized for PPE and cleaning supplies (2-d). These items will allow our team to ensure the protective supplies are available for families who may lack the resources to utilize such items and would like to use items during home visits. Cleaning supplies will be used for any items taken to a family's home and cleaned upon each use before taken to another family. \$401
--	---

BUDGET SUMMARY

CONTRACT AGENCY:

CONTRACT PERSON:

CONTRACT NUMBER:

PROGRAM TITLE: ARP (American Rescue Plan) for MATERNAL, INFANT AND EARLY CHILDHOOD HOME VISITING (MIECHV)

Grant Period: September 30, 2022 - September 29, 2023

City of Hampton (Healthy Start)

Rachelle Vo, Donald Rodil

705A210078

ARP Round 1 Year 2

BUDGET CATEGORIES		(OBJECT LEVEL)	ORIGINAL BUDGET REQUESTED	BUDGET APPROVED	1st REVISION REQUESTED	1st REVISION APPROVED	2nd REVISION REQUESTED	2nd REVISION APPROVED	3rd REVISION REQUESTED	3rd REVISION APPROVED
1. Service Delivery		a. Other	\$ -							
		a. Hazard Pay (hazardous duty or work involving physical hardship)	\$ -							
		b. Retention Bonuses	\$ -							
2. Hazard Pay / Other Staff Costs		c. Administrative Costs Associated with the Administration of the MIECHV ARP Contract	\$ 21,720.00							
		d. Other (Technology for Staff; Emergency Supplies, such as PPE for Staff & Cleaning Supplies for the Organization; Virtual Platform Fees; Etc.)	\$ 401.00							
3. Emergency Supplies (For Families ONLY)		a. PPE for Families (Including Masks & Gloves)	\$ -							
		b. Cleaning Products for Families	\$ -							
		c. Diapering Supplies (Diapers; Wipes; Diaper Rash Preventing Products)	\$ -							
		d. Emergency Rations (Food; Water; Infant Formula)	\$ -							
		e. Other (Thermometers; Feminine Hygiene Products; Hand Soap; Hand Sanitizer; Prepaid VISA/MasterCards; Gas Cards; Transportation Cards; At-Home COVID Tests; Etc.)	\$ -							
4. Home Visitor Training		a. Virtual Platforms and Virtual Family Engagement	\$ -							
		b. COVID Related Trainings	\$ -							
		c. Certified Lactation Consultant Training	\$ -							
		d. Other	\$ -							
5. Technology (For Families ONLY)		a. Auxiliary Supplies (Prepaid Phone Cards; Data Plans; Chargers; Mobile Hot Spots; Program-Specific Software; Etc.)	\$ -							
		b. Equipment (Laptops; Tablets; Cameras; Cell Phones; Etc.)	\$ -							
		c. Other								
6. Pre-Paid Grocery Cards		a. Pre-Paid Grocery or VISA/MasterCard Gift Cards	\$ -							
7. Diaper Bank Coordination		a. Services for Diapers and Other Emergency Supplies Provided by Diaper Banks	\$ -							
TOTALS			\$ 22,121.00							
Newly Revised Grand Total:										

Awardee's Authorized Signature
Signature & date

ORIGINAL REQUEST: Rachelle Vo / Donald Rodil

APPROVED/DENIED:

1st REVISION:

APPROVED/DENIED:

2nd REVISION:

APPROVED/DENIED:

3rd REVISION:

APPROVED/DENIED:

SECTION 2. HAZARD PAY STAFF COSTS		DESCRIPTION	BUDGET AMOUNT
2a. HAZARD PAY (Hazardous Duty or Work Involving Physical Hardships)			
2b. RETENTION BONUSES			
2c. ADMINISTRATIVE COSTS ASSOCIATED with the ADMINISTRATION of the ARP CONTRACT		Part-time Administrative Staff to assist with data entry in the Program, 25 hours/week - at \$15.52/hr x 25hrs x 52 = \$20,176 + \$1,544 (SS/Medicare Tax 7.65%) = \$21,720	\$ 21,720.00
2d. OTHER (Technology for Staff; Emergency Supplies, such as PPE for Staff & Cleaning Supplies for the Organization; Virtual Platform Fees; Etc.)		Miscellaneous PPE and cleaning supplies	\$401
TOTAL			\$ 22,121.00

JUSTIFICATION
We would like to hire a part-time Administrative Assistant to assist with data entry. This individual would support data entry in RedCap and Penelope which will fulfill the essential requirements of Parents As Teachers Program and MIECHV grant. This will help Family Service Specialists focus on providing services to families and allow for administrative tasks to be divided to the Administrative Assistant. The Administrative Assistant would assist with the responsibilities of the Family Service Specialist and assist the Supervisor with quality assurance. \$21,720 Funding would also be utilized for PPE and cleaning supplies (2-d). These items will allow our team to ensure the protective supplies are available for families who may lack the resources to utilize such items and would like to use items during home visits. Cleaning supplies will be used for any items taken to a family's home and cleaned upon each use before taken to another family. \$401