
INTEROFFICE MEMORANDUM

TO: DR. LEROY HAMILTON JR.,
PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS (I)

FROM:

SUBJECT:

DATE:

DOCUMENT SUMMARY:

I have reviewed the referenced materials/documents and hereby request the following:

☐

Legal Review

☐

Provost Approval

☐

Legal Review is Complete and Applicable Modifications have been Incorporated

☐

Legal Review is Complete and Applicable Modifications have Not been Incorporated
Justification (Required):

☐

Legal Review is Not Required
Justification (Required):

☐

Other

APPROVED: Dr. Leroy Hamilton, Jr.
AS RECOMMENDED BY:

Sharon T. Alston

Paula F. D. Shaw

Date

Date

**The Project Youth MIND (Mindfulness Integration for Nonviolence Development) Study
Budget Narrative**

Participant Stipends 3,000

Supplies to include equipment – 6,000

Contractual services – 3,500

Grand Total-\$12,500

Approved *Paula R. D. Shaw 10/09/20*

MEMORANDUM

TO: Dr. Sharon Alston

FROM: Sarah Green
Grants & Contracts Accounting

SUBJ: ASSIGNED NUMBER

DATE: 08/20/2018

“The Policy Practice in Field Education Initiative” project has been set up in Project Accounting Module and assigned Project Number: P2070011 (General Ledger (GL) # 2020-10-102-07324). Please use this project number on all transactions pertaining to this grant/contract project for the period of: 05/03/2018-05/31/2019

The authorized amount is \$10,000.00. This amount cannot be exceeded. It is imperative that you review the monthly financial and personnel reports to avoid budget deficits. Budget Adjustment forms for Grants & Contracts should be sent to the Grants & Contracts Accounting Office for processing, after obtaining provost signature. The Budget Office no longer handles Budget Line Adjustments for Grants & Contracts.

Please notify the Grants & Contracts Accounting Office of any changes pertaining to this grant award.

To obtain access to the Colleague Financials system for data entry and approval of your project you will need to fill out the following forms: (1) Resource Authorization Request Form (2) Colleague Financial Signature Authorization Form and (3) Colleague Access Request Form. If you are a first time project recipient then you will be required to fill out forms 1 thru 3. If you currently have a project and it is being renewed then you will only need to fill out form # 2. The forms can be found at the following link: www.nsu.edu/oit/forms.html. For questions about Colleague Financials, please contact **Denee Harris at 823-2353**.

Project Budget

Budget Item, Requested Amount and Justification – Total Requested \$10,000.00

\$4,500.00 Supplies and Equipment

Funds to purchase required materials for two trainings and four workshops (100 Training Manuals, and additional education materials) and to purchase coffee and tea for the policy forum. No Equipment is requested.

\$1,500.00 Travel Reimbursement

Funds will be used to reimburse Dr. Brian Sims and Mr. Juard Barnes for transportation to Norfolk State University to facilitate the workshops on SDM and Listening Campaigns

\$2,500.00 Speaker Fees

Funds will be used for compensating five speakers at a rate of \$500.00 for the facilitation of two workshops (one in the morning and one in the evening).

\$500.00 Community Engagement Meeting

Funds will be used to purchase light refreshments for the residents of the Hampton Roads who attend the community engagement meetings during our field visits.

\$524.00 Student and Faculty travel

Funds will be used to cover the cost of student and faculty travel to and from the field visits, using the local mileage reimbursement rate.

In Kind The use of NSU office spaces, conference rooms, auditoriums and equipment.

The facilities at NSU we will use to conduct the workshops and trainings and to hold the policy forum are available at no cost to this project. Dr. Alston has committed 25% of time over the summer to prepare for implementation of Project Connect in Fall of 2018

\$476.00 Indirect Cost

These funds cover the administrative costs to Norfolk State University to administer activities related to the policy practice initiative and are tabulated @5% TDC.



Sharon Alston <drsalston@gmail.com>

CCLN Black Womyn's Leadership Fund Request

4 messages

Hardy, Raven <raven.a.hardy@emory.edu>

Fri, Dec 11, 2020 at 9:47 AM

To: "drsalston@gmail.com" <drsalston@gmail.com>

Cc: Kyle Shimamoto <kyle@leadershiplearning.org>, Bella Celnik <bella@leadershiplearning.org>

Hi Sharon,

Thank you for submitting an application to the Community Change Leadership Network Black Womyn Leadership Fund. I am pleased to inform you that your request has been **approved!** We are so excited by the momentum that you have helped cultivate in the network and look further to engaging with you further. There are a few logistical items that I would like to provide you about obtaining your funds.

1. In order to process the check requests we will need to have a signed W9 from you as an individual. This should reflect your personal information. If you have not previously submitted a W9 to CCLN, a blank W9 can be found [here](#). Please send completed W9 to Bella Celnik at bella@leadershiplearning.org for processing.
2. Checks will be from our sponsoring organization – Community Initiatives. Community Initiatives is the organization that is currently fiscally sponsoring LLC.
3. Checks will likely be mailed via USPS next Friday, 12/18. (The Friday following check requests submission)
4. Stipend payments are taxable income and you will receive a 1099 from Community Initiatives.

If you have any questions, please feel free to reach out to myself and cc Bella (bella@leadershiplearning.org) on all correspondence.

I hope that you have an enjoyable weekend.

Regards,

--

Raven Hardy, MA, BS

Neuroscience PhD Candidate

Department of Pediatrics

Hyacinth Lab

Emory University

A Health Policy Research Scholar

Health Policy Research Scholars is a national leadership program supported by the Robert Wood Johnson Foundation to build equity by investing in scholars from populations traditionally underrepresented in graduate programs whose research, connections, and leadership will inform and influence policy toward a Culture of Health.

www.healthpolicyresearch-scholars.org

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If you have received this message in error, please contact the sender by reply e-mail message and destroy all copies of the original message (including attachments).

Sharon Alston <drsalston@gmail.com>
To: "Hardy, Raven" <raven.a.hardy@emory.edu>

Fri, Dec 11, 2020 at 9:54 AM

Hi Raven this is great news. PLease let me know if you need additional information. Again great news and I am so appreciative.

Best
Sharon

.
[Quoted text hidden]



W9.jpg
743K

Hardy, Raven <raven.a.hardy@emory.edu>
To: Sharon Alston <drsalston@gmail.com>

Fri, Dec 11, 2020 at 9:57 AM

Hi,

Congratulations again! Please know that the network values you and all that you do.

Thank you!

[Quoted text hidden]

Sharon Alston <drsalsston@gmail.com>
To: "Hardy, Raven" <raven.a.hardy@emory.edu>

Fri, Dec 11, 2020 at 9:59 AM

Hi Raven this is great news.

Sent from my iPhone

On Dec 11, 2020, at 9:47 AM, Hardy, Raven <raven.a.hardy@emory.edu> wrote:

[Quoted text hidden]



Sharon Alston <drsalston@gmail.com>

CCLN BLACK WOMYNS LEADERSHIP FUND AWARDEE

Hardy, Raven <raven.a.hardy@emory.edu>
To: Sharon Alston <drsalston@gmail.com>

Sun, Aug 22, 2021 at 10:55 AM

Hello Sharon,

Congratulations! You have been selected as an awardee for the Community Change Leadership Network Black Womxn's Leadership Grant. We are so excited by the momentum that you have helped cultivate in the network and look further to engaging with you further. There are a few logistical items that I would like to provide you about obtaining your funds. Please read the detailed information below as there are a few additional steps to complete.

1. Please complete this revised [application form](#) that includes a question about charitable circumstance. (select the broad category most applicable to you)
2. Once applications are obtained from [all awardees](#), our fiscal sponsor (Community Initiatives) will send out a grant award letter that you will have to sign to release funds to you.
3. Once signed forms are received, payments will be processed through [bill.com](#) and directly deposited into your bank account. Please set up an account with [bill.com](#) in order to receive your funds. When you have completed enrollment please message Bella Cellnik at [bella@leadershiplearning.org](#) and notify her that you have registered in order to have your Black Womxn's Leadership grant direct deposited.

Once again, congratulations on being selected as an awardee. Please look out for future correspondence about optional professional development and relational activities.

If you have any questions about any information mentioned here, please feel free to reach out to me.

Best Regards,

--

Raven Hardy, MA, BS

Neuroscience PhD Candidate

Department of Pediatrics

Hyacinth Lab

Emory University

A Health Policy Research Scholar

Health Policy Research Scholars is a national leadership program supported by the Robert Wood Johnson Foundation to build equity by investing in scholars from populations traditionally underrepresented in graduate programs whose research, connections, and leadership will inform and influence policy toward a Culture of Health.

1/24/22, 11:37 AM

Gmail - CCLN BLACK WOMYNS LEADERSHIP FUND AWARDEE

www.healthpolicyresearch-scholars.org



August 25, 2021

Sharon Alston
12156 abbey glen court
Woodbridge VA 22192
Drsalston@gmail.com

Dear Sharon Alston :

Community Initiatives (“CI”), on behalf of its fiscally sponsored project Leadership Learning Community (the “Project”), is pleased to award a grant in the amount of \$2,500 (the “Grant”) to Sharon Alston (“Grantee”) to provide support through the Community Change Leadership Network’s Black Womxn’s Leadership Fund (the “Grant Purpose”). The Grant is to be used in furtherance of the Grant Purpose in a manner consistent with CI’s charitable and educational purposes within the meaning of Internal Revenue Code (“IRC”) Section 501(c)(3).

This letter (the “Grant Letter”) is a legally binding agreement. Grantee acknowledges that its acceptance of the Grant funds shall constitute acceptance of all of the terms and conditions set forth herein. Please also sign an original copy of this Grant Letter and return it to CI to fiscalsponsorship@communityin.org within 7 days of receipt.

The period of the Grant shall be August 15, 2021 - February 1, 2022. Grantee must notify CI promptly if it expects at any time that it will not be able to use the full amount of the Grant in furtherance of the Grant Purpose with the Grant Period. No amount of the Grant may be used by Grantee to: (a) participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office; (b) cause any private inurement or improper private benefit to occur; (c) induce or encourage violations of law or public policy; (d) undertake any activity for any purpose other than charitable and/or educational purposes within the meaning of IRC Section 170(c)(2)(B); or (e) take any other action inconsistent with IRC Section 501(c)(3). The Grant is not earmarked for carrying on propaganda or otherwise attempting to influence legislation within the meaning of IRC Section 501 and the associated regulations , and any use of Grant funds by Grantee for such activities constitutes its decision alone.

Grantee shall appropriately acknowledge CI, and its Project, as a grantor in any published or publicly distributed communications connected with the Grant or the Grant Purpose. In making the Grant, CI does not assume any liability or responsibility for the actions of Grantee in carrying out the Grant Purpose or otherwise. Grantee is solely responsible for all activities supported by the Grant; the content of any product or service created or provided with the Grant; and the manner in which such products or services may be disseminated or used.



CI reserves the right to require a total or partial return of any portion of the Grant if, in its sole reasonable discretion, it is necessary because Grantee has not fully complied with the terms and conditions of the Grant or this Grant Letter; the purposes and objectives of the Grant have been jeopardized; or the Grant or Grantee's use of the Grant are not in compliance with the requirements of any law or regulation applicable to Grantee, CI, or the Grant.

By depositing the Grant check, Grantee irrevocably and unconditionally agrees to defend, indemnify, and hold harmless CI and its officers, directors, trustees, employees, and agents from and against any and all claims, losses, damages, expenses (including reasonable attorneys' fees), and liabilities directly, indirectly, wholly, or partially arising from or related to any act or omission of Grantee or its officers, directors, trustees, employees, or agents in applying for or accepting the Grant, in expending or applying the Grant, in furtherance of the Grant Purpose, or in carrying out the program or project to be funded or financed by the Grant.

This Grant Letter constitutes the entire agreement with respect to the Grant and supersedes any prior or contemporaneous oral or written agreements, understandings, or communications or past courses of dealing between CI and Grantee with respect to the subject matter hereof.

Sincerely,

DocuSigned by:

Rose Cohen Westbrook

D3FCA4809921423...

Rose Cohen Westbrook

Client Services Manager, Community Initiatives

Agreed to and accepted by:

Sharon Alston

DocuSigned by:

Signature: _____

Sharon Alston

183C9CFE77ED4CD...

Printed Name: Sharon Alston

Title: Assistant Professor

Date: 8/31/2021



MEMORANDUM

To: Dr. Sharon Alston
School of Social Work

From: Paula R. D. Shaw, Director *PRDS*

Copy to: Ms. Karla Amaya-Gordon, Assistant Vice President of Finance/University Controller
Ms. Tracy Caldwell-Gore, Financial Services Manager
Dr. Elizabeth Dungee-Anderson, Dean, School of Social Work
Ms. Veronica Goodman, Assistant Director

Re: ***New Award***
University of Minnesota Grant Award Number: None Listed
Norfolk State University Award Number: TBD

Date: December 21, 2020

Congratulations! The University has received notification that a grant entitled “**Interdisciplinary Research Leaders (IRL) Health Equity Project Grant**” was awarded by the University of Minnesota (UMN) in the amount of **\$10,000.00** for the project period September 08, 2020 through September 07, 2021.

Enclosed is your copy of the award documentation needed to initiate the process to establish your grant account number.

The Office of Sponsored Programs is your point of contact and authorized official for processing pre-award activities including proposals and sponsor interactions, and all post award program matters to include scheduling a post award meeting for this new award within the next five days.

Please bring your Administrative Assistant or staff who will be assisting you with your project. OSP should also be contacted for no cost extensions, key personnel changes, modifications, sub-agreements, and submission of all interim, progress and final program reports.

The Grants and Contracts Accounting Office (GCA) is the post award unit that you will contact regarding all fiscal post award concerns. Their extensions are **3-2376, 3-8856 or 3-8946**. To activate these funds, it is required that you contact the appropriate GCA Accountant to secure and complete required forms in advance of the above-referenced meeting. Please contact them right away to inform them of your type of award: research, training, education, etc.

To obtain access to the Colleague Financials system for data entry and approval of your project you will need to complete the following forms: (1) Resource Authorization Request Form (2) Colleague Financial Signature Authorization Form and (3) Colleague Access Request Form. If you are a first time project recipient then you will be required to fill out forms one through three. If you currently have a project then you will only need to complete form two. The forms can be found at the following link:

<https://www.nsu.edu/its/forms>. For questions about the forms contact Denee Harris at 823-2353.

Once again, congratulations on your recent award and if you have questions about this new effort, please do not hesitate to contact us in the Office of Sponsored Programs for guidance and/or support.

Enclosure

UNIVERSITY OF MINNESOTA

Twin Cities Campus

*Division Epidemiology & Community Health
School of Public Health*

*Suite 300 West Bank Office Building
1300 South Second Street, Suite 300
Minneapolis, MN 55454-1015
Office: 612-624-1818
Fax: 612-624-0315*

October 26, 2020

Dear Ms. Paula Shaw,

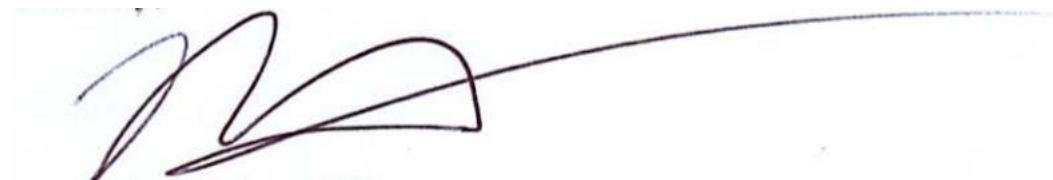
Congratulations to Dr. Sharon Alton on being selected as a grant recipient for the Interdisciplinary Research Leaders (IRL) Health Equity Project Grant in the award amount of \$10,000. This letter will provide clarification around some of the details of the award.

Funds can be moved around within the \$10,000 award. Approval is not required for any reallocations or budget modifications. This can be done at the discretion of the Principal Investigator, Dr. Sharon Alston.

Funds do not need to be spent by December 31, 2020. We recognize that the timeline for the disbursement of these funds was ambitious and spending down the entire \$10,000 by the end of 2020 will not be possible. We are okay if funds are spent in 2021. Regarding the one-page summary of what was done with the funds that is due to the IRL National Program Office by January 15, 2021 – if funds have not been completely spent down, this can be a progress report/update. A final one-page summary will be required once the project has been completed (TBD in 2021).

Please feel free to let me know if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to be 'Mandy LaBreche', with a long horizontal flourish extending to the right.

Mandy LaBreche, MPH

IRL Associate Director of Operations

labre018@umn.edu



At the beginning of 2020, the city of Norfolk began moving residents out of the low-income public housing of St. Paul's communities and relocating them into neighborhoods with less poverty rates. As a result, the 2,200 families residing in the three of the seven remaining public housing communities will be forced to relocate. The process of moving can be stressful for families particularly for families with limited financial and human resources. Further exacerbating the challenges associated with relocating, is Covid-19. Today, many of the residents of St. Paul which are economically and socially disadvantage are now grappling with issues of both health and housing.

Health inequalities already exist among residents in St. Paul's. For example, residents within the St. Paul's community have a median household income of \$12,838 and a life expectancy of 61.5 years, which is the 15th lowest life expectancy Census Tract in the country. According to Robert Wood Johnson Foundation (2017), "achieving health equity requires societal actions to remove obstacles to health and increase opportunities to be healthier for everyone, focusing particularly on those who face the greatest social obstacles and have worse health" (p.8). They further assert that achieving health equity requires engaging excluded or marginalized groups in identifying and addressing their health equity goals. This project seeks funding to partner with the Garden of Hope Community Development Corporation, a non-profit community organization in Norfolk Virginia, to meaningfully engage residents of the St Paul's community in a listening campaign to identify mechanisms of structural racism that impact access to resources for low income, Black, Indigenous and People of Color (BIPOC). The listening campaign will be a series of meetings either virtually or in person using social distancing and personal protective equipment. Specifically, we will explore how Covid-19 has impacted resident's health, financial resources, their ability to relocate, and identify strategies residents can use to mobilize and elevate community voices to gain access to influence public policy. A final goal of this project is for the residents disseminate the results of the listening campaigns at the Norfolk Housing Redevelopment Authority Monthly board meeting where further decision about the relocation process will be made.

By incorporating community voices, we actively engage those most affected by health disparities in the identification, design, implementation, and evaluation of promising solutions to health inequality (RWJF, 2017). By sharing community voices, we can advocate for the elimination of racial inequalities and insist policy makers reconsider how they incorporate community members' voices in decision-making related to housing and health care policies. In doing so we help health care providers, and housing authorities understand how negative racial impacts of housing and other social welfare policies coupled with vulnerabilities in health care further marginalize racial minorities. We hope that policy makers can use resident narratives to eliminate negative racial impacts and advance equity thereby creating healthier and equitable communities for all people.

Project Budget

Budget Item, Requested Amount and Justification – Total Requested \$10,000.00

\$2,500.00 Supplies and Equipment

Funds to purchase required materials for four workshops (four webcams and four tablets to record residents listening campaigns) and to purchase refreshments for residents

\$2,524.00 Travel Reimbursement Funds will be used to reimburse for transportation to community meetings for residents. Funds will be used to cover the cost of resident's travel to and from the community meetings and other research related travel using the local mileage reimbursement rate

\$2,000.00 Research Related Stipends

Funds will be used for compensating four community residents for facilitating listening campaigns at a rate of \$500.00 each. This rate is used to avoid impact resident's income and subsequently increasing their rental payments

\$2,500.00 Faculty Development Training

Funds will be used for incentives for residents who participate in the listening campaigns. 25\$ per residents

\$476.00 Indirect Cost

These funds cover the administrative costs to Norfolk State University to administer activities related to the policy practice initiative and are tabulated @5% TDC.

**Center for African American Public Policy
African American Public Policy Faculty Scholars**

2022 Cohort Contract Letter

Dear Dr. Sharon Alston,

Please accept my sincere congratulations on being selected to take part in the 2022 Faculty Scholars research program. The Faculty Scholars program aims to advance the intellectual life of Norfolk State University and the Center for African American Public Policy (CAAMPP) by recognizing and disseminating new information produced by policy-relevant research. The following terms and conditions must be met for you to participate as an African American Public Policy Faculty Scholar as part of the 2022 Cohort:

Research Deliverables:

1. Submission of a 1-page progress report. (Due Date: The 15th of each month, beginning Aug 15, 2022, until submission of final project/paper to CAAMPP)
2. Submission of a publishable research paper to CAAMPP, including findings with policy recommendations or public policy briefing, position paper and/or reports. These policy-oriented papers can be co-authored, or first person, single authored pieces. (Due Date: January 2023)
3. Submission of Scholar's research publication in a refereed journal or submission of an op-ed, (Due date: February – May 2023) You will get an additional \$1,000 if your study is accepted for publication and published.

Deliverables to the Community:

1. An interview for CAAMPP's website describing essential details of your work (TBD 2023)
2. An appearance on WNSB/CAAMPP radio program, "*State of the Water*" to discuss your research during the 2022 academic year (TBD 2023)
3. Participation in a public forum sponsored by CAAMPP to present the findings of your research during the 2022 period (TBD 2023)

Each Faculty Scholar will be given a \$5,000 stipend after the deliverables' requirements are satisfied. As a member of the 2022 CAAMPP Cohort Faculty Scholars, you are permitted to mention "Center for African American Public Policy Faculty Scholar" on your signature page, resumes, and other papers. Any publications or research that come from the work you submit as a faculty scholar must acknowledge the "Center for African American Public Policy" as a funding source. You must abide by the faculty rules, processes, and standards for research ethics at Norfolk State University. These policies and procedures also apply to the CAAMPP Faculty Scholars Program.

By signing below, the faculty scholar agrees to the terms of the appointment and agrees to adhere to federal and state regulations, the University Policy on Confidentiality, the University Policy on Intellectual Property, and the University Code of Ethics.

Faculty Scholars Signature

Department

Date

CAAMPP Executive Director's Signature

Department

Date

CAAMPP Research Director's Signature

Department

Date

**Center for African American Public Policy
African American Public Policy Faculty Scholars**

2022 Cohort Contract Letter

Dear Dr. Sharon Alston,

Please accept my sincere congratulations on being selected to take part in the 2022 Faculty Scholars research program. The Faculty Scholars program aims to advance the intellectual life of Norfolk State University and the Center for African American Public Policy (CAAMPP) by recognizing and disseminating new information produced by policy-relevant research. The following terms and conditions must be met for you to participate as an African American Public Policy Faculty Scholar as part of the 2022 Cohort:

Research Deliverables:

1. Submission of a 1-page progress report. (Due Date: The 15th of each month, beginning Aug 15, 2022, until submission of final project/paper to CAAMPP)
2. Submission of a publishable research paper to CAAMPP, including findings with policy recommendations or public policy briefing, position paper and/or reports. These policy-oriented papers can be co-authored, or first person, single authored pieces. (Due Date: January 2023)
3. Submission of Scholar's research publication in a refereed journal or submission of an op-ed, (Due date: February – May 2023) You will get an additional \$1,000 if your study is accepted for publication and published.

Deliverables to the Community:

1. An interview for CAAMPP's website describing essential details of your work (TBD 2023)
2. An appearance on WNSB/CAAMPP radio program, "State of the Water" to discuss your research during the 2022 academic year (TBD 2023)
3. Participation in a public forum sponsored by CAAMPP to present the findings of your research during the 2022 period (TBD 2023)

Each Faculty Scholar will be given a \$5,000 stipend after the deliverables' requirements are satisfied. As a member of the 2022 CAAMPP Cohort Faculty Scholars, you are permitted to mention "Center for African American Public Policy Faculty Scholar" on your signature page, resumes, and other papers. Any publications or research that come from the work you submit as a faculty scholar must acknowledge the "Center for African American Public Policy" as a funding source. You must abide by the faculty rules, processes, and standards for research ethics at Norfolk State University. These policies and procedures also apply to the CAAMPP Faculty Scholars Program.

By signing below, the faculty scholar agrees to the terms of the appointment and agrees to adhere to federal and state regulations, the University Policy on Confidentiality, the University Policy on Intellectual Property, and the University Code of Ethics.

Sharon T Alston, PhD

Faculty Scholars Signature

Social Work

Department

7/20/2022

Date

soji akomolafe

CAAMPP Executive Director's Signature

CAAMPP

Department

08.09.22

Date

Timothy D. Goler

CAAMPP Research Director's Signature

CAAMPP

Department

08/01/2022

Date



MEMORANDUM

To: Dr. Sharon T. Alston
Assistant Professor
School of Social Work

From: Mrs. Paula R. D. Shaw, Director *PRDS*

Copy to: Mrs. Karla Amaya Gordon, Assistant VP for Finance and Administration/University Controller
Ms. Tracy Caldwell-Gore, Financial Services Manager
Dr. Elizabeth Dungee-Anderson, Dean, School of Social Work (I)
Ms. Veronica Goodman, Assistant Director

Re: ***New Award***
City of Norfolk Contract Number: 8653-0-2021
Norfolk State University Award Number: To be Assigned

Date: December 10, 2021

Congratulations! The University has received notification that an award entitled “**Evaluation of the People’s First Initiative**” was awarded by the City of Norfolk (Norfolk) in the amount of **\$787,714** for the project period **November 16, 2021** year through **November 15, 2025**. Your funding schedule is as follows:

Year 1 increment: November 16, 2021 - November 15, 2022, \$198,306
Year 2 increment: November 16, 2022 - November 15, 2023, \$200,821
Year 3 increment: November 16, 2023 - November 15, 2024, \$197,762
Year 4 increment: November 16, 2024 - November 15, 2025, \$190,825

Enclosed is your copy of the award documentation needed to initiate the process to establish your award account number.

The Office of Sponsored Programs is your point of contact and authorized official for processing pre-award activities including proposals and sponsor interactions, and all post award program matters to include scheduling a post award meeting for this new award within the next five days.

Please bring your Administrative Assistant or staff who will be assisting you with your project. OSP should be contacted for no-cost extensions, key personnel changes, modifications, sub-agreements, and submission of all interim, progress and final program reports.

The Grants and Contracts Accounting Office (GCA) is the post award unit that you will contact regarding all fiscal post award concerns. Their extensions are **3-2376, 3-8856 or 3-8049**. To activate these funds, it is required that you contact the appropriate GCA Accountant to secure and complete any required forms in advance of the above-referenced meeting. Please contact them right away to inform them of your type of award: research, training, education, etc.

To obtain access to the Colleague Financials system for data entry and approval of your project you will need to complete the following forms: (1) Resource Authorization Request Form (2) Colleague Financial Signature Authorization Form and (3) Colleague Access Request Form. If you are a first time project recipient then you will be required to fill out forms one through three. If you currently have a project then you will only need to complete form two. The forms can be found at the following link: <https://www.nsu.edu/its/forms>. For questions about the forms contact Ms. Denee Harris at 823-2353.

Once again, congratulations on your recent award and if you have questions about this new effort, please do not hesitate to contact us in the Office of Sponsored Programs for guidance and/or support.

Enclosure

CONTRACT NO. 8653-0-2021

THIS AGREEMENT, entered as of this 1st day of September, 2021, (the “Agreement”), by and between the CITY OF NORFOLK, a political subdivision of the Commonwealth of Virginia (“City”), and NORFOLK STATE UNIVERSITY, a public university chartered by the Commonwealth of Virginia with its business address at 700 Park Avenue, Norfolk VA 23505 (“NSU” or “Contractor”).

WHEREAS, the City, in partnership with the Norfolk Redevelopment and Housing Authority (“NRHA”), a political subdivision of the Commonwealth of Virginia, has entered into an agreement with the U.S. Department of Housing and Urban Development (“HUD”) regarding receipt and usage of Choice Neighborhood Initiative (“CNI”) funds to assist in the comprehensive redevelopment of the St. Paul’s area of Norfolk; and

WHEREAS, the City and NRHA entered into an agreement with Urban Strategies, Inc. (“USI”) to implement the People First initiative (“**People First**”) to provide individualized support services to residents of St. Paul’s affected by redevelopment activities (“USI Agreement”); and

WHEREAS, the City issued RFP 8653-0-2021/KJO requesting formative evaluative services regarding USI’s performance under the Agreement in implementing **People First** (“RFP”); and

WHEREAS, NSU has the necessary expertise and resources to provide such services and submitted a proposal in response to the RFP (“NSU Proposal”); and

WHEREAS, the City desires NSU to perform these services on the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration of the promises and mutual covenants herein contained, consideration for which is adequate and receipt of which is hereby acknowledged, the parties hereto, intending to be legally bound, agree as follows:

1. CONTRACT DOCUMENTS

This Agreement shall be deemed to include:

1. City's RFP and Associated Documents and Addenda (Exhibit A)
2. NSU Proposal (Exhibit B)
3. NSU Responses to Questions dated August 6, 2021 (Exhibit C)
4. NSU Project Budget Document (Exhibit D)

The Contract Documents are complementary and what is called for by any one shall be as binding as if called for by all. In the event of discrepancy, such discrepancy shall be resolved as follows:

1. This Agreement
2. Exhibit D
3. Exhibit C
4. Exhibit B
5. Exhibit A

2. SCOPE OF WORK.

NSU shall provide services to evaluate the **People First** Initiative as set forth in Exhibits A-D. Any changes due to revised timelines, cost overruns or proposed additional work outside of the scope of this Agreement and Exhibits A-D will require a contract amendment executed by both parties. The City may require a justification for contract change proposals that are initiated by the NSU.

In providing the services set forth in this Agreement and Exhibits A-D, NSU shall provide two resident employees, one of whom will perform the duties of administrative assistant for the program and the other of whom will support NSU's research team.

NSU shall provide an Interim report with supporting data by a date mutually agreed to by the parties but in no event later than one year after execution of this Agreement to ensure continuous feedback for the program.

Within sixty (60) days of execution, NSU shall provide a management plan including a detailed fee proposal by milestone for each year; a description of evaluation activities; a description of the training of resident employees; a startup plan to understand the current ongoing work, including amount of time needed for program launch, the information to be requested and the process; and budget planning. NSU may adjust the project timeline set forth in Exhibits B and C based on the date of execution of this Agreement.

3. COMPENSATION.

NSU shall invoice the City for services rendered under this agreement as set forth in Exhibits C and D on a monthly or quarterly basis. The City shall provide payment within thirty (30) days of receipt of a correct invoice.

NSU's compensation under this Agreement shall not exceed Seven Hundred Eighty-Seven Thousand, Seven Hundred Fourteen Dollars (\$787,714.00).

4. TERM.

This Agreement shall be in effect upon execution by NSU for a term of four (4) years from the date of execution.

5. INSURANCE REQUIREMENTS.

NSU is covered by the Commonwealth of Virginia's Risk Management Plan of the Division of Risk Management. NSU will provide the City with a "Certificate of Insurance" for liability coverage within the parameters and limits of the plan, which Certificate will provide coverage for tort liability(including automobile liability) in the amount of \$100,000 for claims against the Commonwealth of Virginia, and in the amount of \$2,000,000 for claims(other than medical malpractice claims) against the officers, employees, and agents of the Commonwealth, in accordance with Va. Code § 2.2-1837."Such Certificate shall also provide for coverage for medical malpractice liability within the limits described in Va. Code § 8.01-581.15."

INSURANCE POLICIES/CERTIFICATE OF INSURANCE. Contractor will furnish the City with two (2) copies of the policies, or a certificate(s) of insurance evidencing policies, required above. The certificate(s) will specifically indicate that the insurance includes any extensions of coverage required above. In the event of cancellation of, or material change in, any of the policies, the Contractor will notify the City within at least 14 days after receiving notice of such cancellation or policy change and provide evidence that insurance coverage is in place to meet the requirements of this agreement. If the Certificate indicates coverage applicable insurance policies will expire prior to completion of all terms of this Contract, the Contractor will furnish a certificate of insurance evidencing renewal of such coverage to the City within 10 days of the effective date of such renewal. All certificates will be executed by a duly authorized representative of each insurer, showing compliance with the requirements of this Agreement. Failure of the City, and, or the City's designated agents for this Agreement, to (1) demand such certificates or other evidence of full compliance with these requirements, and, or, (2) identify a deficiency from evidence that is provided, will not be construed as a waiver of the Contractor's obligation to maintain the insurance required in this Agreement.

SUBCONTRACTOR'S INSURANCE. The Contractor will require each of his Subcontractors for work performed under this Agreement to take out and maintain during the life of the subcontract insurance coverage of the same type and limits required of the Contractor for work performed by the Subcontractor. Each Subcontractor will furnish to the Contractor two (2) copies of the policies, or certificates of insurance, evidencing the applicable insurance. The Subcontractor will comply with the same requirements regarding indications of coverage, renewal and submission of policies as is required of the Contractor. The Contractor will furnish at least one copy the Subcontractor's policies/certificates to the City.

6. INDEMNIFICATION.

To the extent permitted by applicable law, and without waiving the sovereign immunity of NSU or of the Commonwealth of Virginia, NSU shall defend, indemnify, and save harmless the City and its officers, employees, agents, and representatives from and against all losses and claims, demands, suits, actions, payments, and judgments arising from personal injury or otherwise, brought or recovered against the City and its representatives by reason of any act, negligence, omission, or malfeasance of NSU, its agents, or employees in the execution of the contracted work, including any and all expense, legal and otherwise, incurred by the City or its representatives in defense of the claim or suit. This paragraph shall survive the expiration or termination of this Agreement.

7. APPROPRIATION OF FUNDS.

Compensation pursuant to this Agreement shall be subject to appropriation by the Council of the City of Norfolk. The City shall not incur any obligation or liability under this Agreement beyond the funds appropriated for such obligation or liability in any fiscal year in which this Agreement is in effect. Funds are certified for the first year of this Agreement. On or before June 1 preceding the beginning of a City fiscal year during which this Agreement will remain in effect,

the Director of Finance shall certify the funds for the fiscal year beginning July 1. If such funds are not available and/or appropriated, the City may cancel the Agreement without incurring any liability and/or damages of any type to NSU. Any such cancellation may be by a written notice from the City to NSU.

The receipt by the City or NRHA of CNI grant funds shall not constitute an appropriation nor shall receipt of CNI grant funds create any obligation of the City to appropriate such funds for the purpose of compensating NSU for services performed under this Agreement.

8. PAYMENT OF SUBCONTRACTORS.

NSU is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the City for work performed by any subcontractor under this Agreement:

- a. Pay the subcontractor for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractor under this Agreement; or
- b. Notify the City and the subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

NSU is obligated to pay interest to the subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the City for work performed by the subcontractor under this Agreement, except for amounts withheld as allowed in subsection b., above. Unless otherwise provided under the terms of this Agreement, interest shall accrue at the rate of one percent (1%) per month.

NSU shall include in each of its subcontracts, if any are permitted, a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

NSU's obligation to pay an interest charge to a subcontractor pursuant to this section may not be construed to be an obligation of the City. A Contract modification or Amendment to this Agreement may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

Notwithstanding any provision of this Agreement to the contrary, the City and NSU expressly agree that no person not party to this Agreement is intended to be, nor shall such person be construed as, a third-party beneficiary to this Agreement."

9. FORCE MAJEURE.

NSU shall not be held responsible for failure to perform the duties and responsibilities imposed by this Agreement if such failure is due to fires, riots, rebellions, natural disasters, wars, acts of terrorism, or an act of God beyond control of the Contractor, and outside and beyond the scope of the Contractor's then current, by industry standards, disaster plan, that make performance impossible or illegal, unless otherwise specified in the Contract.

The City shall not be held responsible for failure to perform its duties and responsibilities imposed by this Agreement if such failure is due to fires, riots, rebellions, natural disasters, wars, acts of terrorism, or an act of God beyond control of the City that make performance impossible or illegal, unless otherwise specified in the Contract.

10. CITY OF NORFOLK BUSINESS LICENSES.

NSU must comply with the provisions of Chapter 24 ("Licenses and Taxation") of the City of Norfolk Code, if applicable. For information on the provisions of that Chapter and its applicability to this Agreement, the Contractor must contact the City of Norfolk Business License Division, Office of the Commissioner of the Revenue, 810 Union Street, City Hall, First Floor, West Wing, Norfolk, Virginia 23510.

11. DEFAULT AND TERMINATION.

If NSU fails or refuses to perform any of the terms of this Agreement, including poor services, work or materials, the City may, by written notice to NSU, terminate this Agreement in whole or in part. In addition to any right to terminate, the City may enforce any remedy available at law or in equity in connection with such default, and Contractor shall be liable for any damages to the City resulting from Contractor's default. The City further reserves the right to immediately obtain such work or services from other entities in the event of Contractor's default.

12. SUSPENSION OR TERMINATION OF AGREEMENT BY CITY.

The City, at any time, may order Contractor to immediately stop work on this Agreement, and/or by thirty (30) days written notice may terminate this Agreement, with or without cause, in whole or in part, at any time. Upon receipt of such notice, the Contractor shall immediately discontinue all services affected (unless the notice directs otherwise), and deliver to the City all data (including electronic data), drawings, specifications, reports, project deliverables, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Agreement whether completed or in process (unless otherwise directed by the notice).

A. If the termination or stop work order is due to the failure of the Contractor to fulfill any of its Agreement obligations, the City may take over the Work and prosecute the same to completion by contract or otherwise.

B. Should the Agreement be terminated, or work is stopped not due in any way to the fault of the Contractor, the Contractor shall only be entitled to compensation for services actually performed and materials actually supplied prior to notice of termination or to stop work and which are approved by the City and any applicable federal or state approving agency. No profit, overhead, or any other costs of any type are allowed after the date of such notice of termination or stop work

order.

C. The rights and remedies of the City provided in this Section are in addition to any other rights and remedies provided by law or under this Agreement and City may pursue any and all such rights and remedies against Contractor as it deems appropriate.

13. ASSIGNMENT.

NSU shall not assign, transfer, subcontract, or otherwise dispose of its rights or duties under this Agreement to any other person, firm, partnership, company, or corporation without the previous consent in writing of the City.

14. INDEPENDENT CONTRACTOR.

NSU shall at all times act as an independent contractor in the performance of this Agreement. Neither Contractor nor its employees or agents shall represent themselves to be, or be deemed to be, employees of the City.

15. SEVERABILITY. If any provisions of this Agreement are held to be unenforceable, this Agreement shall be construed without such provisions.

16. WAIVER.

The failure by a party to exercise any right hereunder shall not operate as a waiver of such party's right to exercise such right or any other right in the future.

17. CHANGES.

This Agreement may be amended only by a written document executed by a duly authorized representative of each of the parties.

18. GOVERNING LAW AND VENUE.

This Agreement is made under and shall be construed according to the laws of the Commonwealth of Virginia. Venue, in the event of litigation, shall be in City of Norfolk.

19. ETHICS IN PUBLIC CONTRACTING.

Contractor hereby certifies that it has familiarized itself with §§33.1-86 through 33.1-93 of the Code of the City of Norfolk, Virginia, 1979, as amended, entitled "Ethics in Public Contracting," and further that all amounts received by Contractor, pursuant to this Agreement are proper and in accordance therewith.

20. NONDISCRIMINATION.

In the performance of this Agreement, Contractor agrees that it will adhere to the nondiscrimination requirements set forth in §33.1-53 of the Code of the City of Norfolk, Virginia, 1979, as amended.

21. DRUG FREE WORKPLACE.

During the performance of this Agreement, 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 by the City, the employees of which Contractor 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. As a condition of continued service on the contract, any Contractor personnel assigned to this project may be required to submit to an alcohol/drug test at any time.

22. COMPLIANCE WITH FEDERAL IMMIGRATION LAW.

The Contractor shall certify that, at all times during which any term of an agreement resulting from this solicitation is in effect, it does not and shall not knowingly employ any unauthorized alien. For purposes of this section, an “unauthorized alien” shall mean any alien who is neither lawfully admitted for permanent residence in the United States nor authorized to be employed by either Title 8, section 1324a of the United States Code or the U.S. Attorney General.

23. AUTHORIZATION TO TRANSACT BUSINESS IN THE COMMONWEALTH.

Contractor hereby represents that it is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership and is authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.

24. NOTICE.

Written notices required under this Agreement shall be sent by regular mail, certified mail, overnight delivery or courier, and shall be deemed given when received at the parties' respective addresses shown below. Either party must notify the other party in writing of a change in address.

City's Address:

City of Norfolk
Director of Housing and Community Development
810 Union St., Suite 1100
Norfolk, VA 23510
Attn: Susan Perry

With a copy to:
City of Norfolk
City Attorney's Office
810 Union Street, Suite 900
Norfolk, VA 23510

NSU's Address:

Norfolk State University
Office of Sponsored Programs
700 Park Avenue
Norfolk, VA 23504
Attn: Sharon Alston

IN WITNESS, WHEREOF, the parties hereto have caused this Agreement to be executed
by their authorized representatives as of the date set forth in the first paragraph of this Agreement.

NORFOLK STATE UNIVERSITY

DocuSigned by:
By: Javanne Adams-Gaston [SEAL]
30A5AFDDF1B2427...
President

CITY OF NORFOLK

DocuSigned by:
By: Michael Bevis [SEAL]
A3263BA03724418...
Chief Procurement Officer

ATTEST:

DocuSigned by:
Richard A. Bue
7686E81D86734CE...
City Clerk

APPROVED AS TO CONTENT:

DocuSigned by:
Susan Perry
C8CAB73CFEE2485...
Director of Housing and Community Development

APPROVED AS TO FORM AND CORRECTNESS:

DocuSigned by:
[Signature]
6D972E06E041472...
Deputy City Attorney

CERTIFICATE OF FUNDING

I hereby certify that the money required for this Agreement is in the City Treasury to the credit of the fund from which it is to be drawn and not appropriated for any other purpose.

Account: 1000-47-100-5307-902
Amount: \$787,714.00 (FY22 - \$198,306.00)
Vendor Code: NORFOL1425
Contract No.: 8653-NSU

DocuSigned by:

Christine Garczynski

11/10/2021 | 2:01 PM PST

7E10F338CF004D0...

Director of Finance

DS
SP

Certificate Of Completion

Envelope Id: E4A93495FAC7416EB63F4D5CF9CA1560
 Subject: Please DocuSign: NSU People First Agreement
 Source Envelope:
 Document Pages: 139
 Certificate Pages: 6
 AutoNav: Enabled
 EnvelopeId Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Signatures: 6
 Initials: 1

Status: Completed

Envelope Originator:
 Paige Heywood
 810 Union Street
 Norfolk, VA 23510
 paige.heywood@norfolk.gov
 IP Address: 216.54.20.194

Record Tracking

Status: Original
 11/9/2021 11:17:24 AM

Holder: Paige Heywood
 paige.heywood@norfolk.gov

Location: DocuSign

Signer Events

Andrew Fox
 andrew.fox@norfolk.gov
 City of Norfolk
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

 6D972E86E941472...

Signature Adoption: Uploaded Signature Image
 Using IP Address: 172.56.3.104
 Signed using mobile

Timestamp

Sent: 11/9/2021 11:44:15 AM
 Viewed: 11/9/2021 1:48:27 PM
 Signed: 11/9/2021 1:48:47 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Susan Perry
 susan.perry@norfolk.gov
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

 C8CAB73CFEF2485...

Signature Adoption: Pre-selected Style
 Using IP Address: 216.54.20.194

Sent: 11/9/2021 1:49:01 PM
 Viewed: 11/9/2021 2:04:04 PM
 Signed: 11/9/2021 2:04:16 PM

Electronic Record and Signature Disclosure:
 Accepted: 9/16/2020 1:15:43 PM
 ID: fa20e8b5-c4a9-4d3d-b0cc-062deaf85f50

Shenette Felton
 shenette.felton@norfolk.gov
 Security Level: Email, Account Authentication
 (None)

DS


Signature Adoption: Pre-selected Style
 Using IP Address: 216.54.20.194

Sent: 11/9/2021 2:04:28 PM
 Viewed: 11/10/2021 8:02:18 AM
 Signed: 11/10/2021 1:36:42 PM

Electronic Record and Signature Disclosure:
 Accepted: 11/10/2021 1:34:47 PM
 ID: 389b0b6a-8644-4947-aae2-d8bb4efddd26

Christine Garczynski
 christine.garczynski@norfolk.gov
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

 7E1DF338CFDD4D0...

Signature Adoption: Pre-selected Style
 Using IP Address: 216.54.20.194


Sent: 11/10/2021 1:37:00 PM
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 Signed: 11/10/2021 2:01:02 PM

Electronic Record and Signature Disclosure:
 Accepted: 11/10/2021 2:00:53 PM
 ID: 5efd2047-c021-48df-9225-ccb66118a52

Signer Events

Javaune Adams-Gaston
President@nsu.edu
President
Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

30A5AFDBF1B2427...
Signature Adoption: Pre-selected Style
Using IP Address: 199.111.113.154

Timestamp

Sent: 11/10/2021 2:01:14 PM
Viewed: 11/12/2021 12:59:23 PM
Signed: 11/12/2021 1:11:17 PM

Electronic Record and Signature Disclosure:

Accepted: 11/12/2021 12:59:23 PM
ID: 0db1f0fc-b50f-4037-87cf-91b05be80230

Michael Bevis
michael.bevis@norfolk.gov
Chief Procurement Officer
City of Norfolk
Security Level: Email, Account Authentication
(None)

DocuSigned by:


A32C3BA03724410...
Signature Adoption: Pre-selected Style
Using IP Address: 68.10.142.117

Sent: 11/12/2021 1:11:39 PM
Viewed: 11/15/2021 9:56:23 AM
Signed: 11/15/2021 9:56:29 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Richard A. Bull
allan.bull@norfolk.gov
City Clerk
City of Norfolk
Security Level: Email, Account Authentication
(None)

DocuSigned by:

7585E61B85734CE...
Signature Adoption: Uploaded Signature Image
Using IP Address: 216.54.20.194

Sent: 11/15/2021 9:56:45 AM
Viewed: 11/16/2021 5:47:16 AM
Signed: 11/16/2021 5:48:40 AM

Electronic Record and Signature Disclosure:

Accepted: 3/27/2020 7:38:03 AM
ID: 3e5b639d-6b88-483c-8fbd-98033390d039

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Mina Barberis
mina.barberis@norfolk.gov
Security Level: Email, Account Authentication
(None)

COPIED

Sent: 11/16/2021 5:48:52 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

RM-Docusign
rm-docusign@norfolk.gov
Security Level: Email, Account Authentication
(None)

COPIED

Sent: 11/16/2021 5:48:53 AM
Viewed: 11/16/2021 6:49:46 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events**Status****Timestamps**

Envelope Sent	Hashed/Encrypted	11/9/2021 11:44:15 AM
Certified Delivered	Security Checked	11/16/2021 5:47:16 AM
Signing Complete	Security Checked	11/16/2021 5:48:40 AM
Completed	Security Checked	11/16/2021 5:48:53 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, SHI OBO City of Norfolk Purchasing Department (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact SHI OBO City of Norfolk Purchasing Department:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: krystyna.owen@norfolk.gov

To advise SHI OBO City of Norfolk Purchasing Department of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at krystyna.owen@norfolk.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from SHI OBO City of Norfolk Purchasing Department

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to krystyna.owen@norfolk.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with SHI OBO City of Norfolk Purchasing Department

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to krystyna.owen@norfolk.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify SHI OBO City of Norfolk Purchasing Department as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SHI OBO City of Norfolk Purchasing Department during the course of your relationship with SHI OBO City of Norfolk Purchasing Department.

Project Budget - Year 1**Salaries Full-time**

PI (9 month 25% of salary \$71,327)	17,832
Lead Fielder (\$70k 10% of salary)	7,000
Total Salaries	24,832

Wages Part-time/Hourly/Summer

PI Summer 3 months (71,327/9 equal \$7,925 for 3 months equal \$23,776)	23,776
Lead Fielder (70,000/9 equal \$7,778 for 2 months equal \$15,556)	15,556
Methodologist (70,000/9 equal \$7,778 for 2 months equal \$15,556)	15,556
Assistant PI (\$74,000/9 equal \$8,333 two months equal \$16,444)	16,444
Grad Research Assistants (3) \$15 at 20 hours per week for 12 weeks	10,800
Resident Employee \$15 per hour part-time 1500 hours	22,500
Total Wages	104,631

Fringes

Salaries 42%	10,429
Wages 7.65%	8,004
Total Fringes	18,434

Supplies (office supplies, 3 voice recorders, miscellaneous)	3,000
Consultant	2,000
Incentives for 439 Study Participants at \$25 each years 1-3	10,975
Printing and Postage	-
Subcontract	10,000
Indirect Cost 15% of total direct excludes Incentives Cost	24,434
Total Budget	198,306

Project Budget - Year 2**Salaries Full-time**

PI (9 month 25% of salary \$73,467)	18,367
Lead Fielder (\$72,100 10% of salary)	7,210
Total Salaries	25,577

Wages Part-time/Hourly/Summer

PI Summer 3 months (73,467/9 equal \$8,163 for 3 months equal \$24,488)	24,489
Lead Fielder (72,100/9 equal \$8,011 for 2 months equal \$16,022)	16,022
Methodologist (72,100/9 equal \$8,011 for 2 months equal \$16,022)	16,022
Assistant PI (\$76,220/9 equal \$8,469 two months equal \$16,938)	16,938
Grad Research Assistants (3) \$15.45 at 20 hours per week for 12 weeks	11,124
Resident Employee \$15.45 per hour part-time 1500 hours	23,175
Total Wages	107,770

Fringes

Salaries 42%	10,742
Wages 7.65%	8,244
Total Fringes	18,987

Supplies (office supplies, 3 voice recorders, miscellaneous)	750
Consultant	2,000
Incentives for 439 Study Participants at \$25 each years 1-3	10,975
Printing and Postage	-
Subcontract	10,000
Indirect Cost 15% of total direct excludes Incentives Cost	24,763
Total Budget	200,821

Project Budget - Year 3**Salaries Full-time**

PI (9 month 25% of salary \$75,671)	18,918
Lead Fielder (\$74,263 10% of salary)	7,426
Total Salaries	26,344

Wages Part-time/Hourly/Summer

PI Summer 3 months (75,671/9 equal \$8,408 for 3 months equal \$25,224)	25,224
Lead Fielder (74,263/9 equal \$8,251 for 2 months equal \$16,503)	16,503
Methodologist (74,263/9 equal \$8,251 for 2 months equal \$16,503)	16,503
Assistant PI (\$78,507/9 equal \$8,723 two months equal \$17,446)	17,446
Grad Research Assistants (3) \$15.91 at 20 hours per week for 12 weeks	11,458
Resident Employee \$15.91 per hour part-time 1500 hours	23,870
Total Wages	111,003

Fringes

Salaries 42%	11,064
Wages 7.65%	1,335
Total Fringes	12,399

Supplies (office supplies, 3 voice recorders, miscellaneous)	1,329
Consultant	2,000
Incentives for 439 Study Participants at \$25 each years 1-3	10,975
Printing and Postage	-
Subcontract	10,000
Indirect Cost 15% of total direct excludes Incentives Cost	23,711
Total Budget	197,762

Project Budget - Year 4**Salaries Full-time**

PI (9 month 25% of salary \$77,941)	19,485
Lead Fielder (\$76,491 10% of salary)	7,649
Total Salaries	27,134

Wages Part-time/Hourly/Summer

PI Summer 3 months (77,941/9 equal \$8,660 for 3 months equal \$25,980)	25,980
Lead Fielder (76,491/9 equal \$8,499 for 2 months equal \$16,998)	16,998
Methodologist (76,491/9 equal \$8,499 for 2 months equal \$16,998)	16,998
Assistant PI (\$80,862/9 equal \$8,985 two months equal \$17,969)	17,969
Grad Research Assistants (3) \$16.39 at 20 hours per week for 12 weeks	11,801
Resident Employee \$16.39 per hour part-time 1500 hours	24,586
Total Wages	114,333

Fringes

Salaries 42%	11,396
Wages 7.65%	1,375
Total Fringes	12,771

Supplies (office supplies, 3 voice recorders, miscellaneous)	-
Consultant	2,000
Incentives for 439 Study Participants at \$25 each years 1-3	-
Printing and Postage	1,000
Subcontract	10,000
Indirect Cost 15% of total direct excludes Incentives Cost	23,586
Total Budget	190,825

Project Budget Summary - Years 1-4**Salaries Full-time**

PI (9 month 25% of salary)	74,601
Lead Fielder (\$10% of salary)	29,285
Total Salaries	103,887

Wages Part-time/Hourly/Summer

PI Summer 3 months summer years 1-4	99,469
Lead Fielder for 2 months summer years 1-4	65,079
Methodologist for 2 months summer equal years 1-4	65,079
Assistant PI for two months years 1-4	68,797
Grad Research Assistants (3)20 hours per week for 12 weeks years 1-4	45,183
Resident Employee per hour part-time 1500 hours years 1-4	94,132
Total Wages	437,738

Fringes

Salaries 42%	43,632
Wages 7.65%	18,958
Total Fringes	62,590

Supplies (office supplies, 3 voice recorders, miscellaneous)	5,079
Consultant	8,000
Incentives for 439 Study Participants at \$25 each years 1-3	32,925
Printing and Postage	1,000
Subcontract	40,000
Indirect Cost 15% of total direct excludes Incentives Cost	96,494
Total Budget	787,714

PROPOSAL BUDGET

FOR NSF USE ONLY

ORGANIZATION Norfolk State University		PROPOSAL NO.		DURATION (MONTHS) PROPOSED	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		AWARD NO.			
A. SENIOR PERSONNEL: PI/PD, Co-PI'S, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)		NSF-Funded Person-months			Funds Requested By Proposer
Appointment		CAL	ACAD	SUMR	
1. Ashley Haines (PI)	Salary: \$ 79,478 9		2.25	1	\$ 28,700
2. Renny Fernandez (Senior Personnel)	Salary: \$ 83,500 9			0.5	\$ 4,639
3. Sharon Alston (Co-PI)	Salary: \$ 74,893 9		2.25		\$ 18,723
4.	Salary: \$ -				
5.	Salary: \$ -				
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)					
7. () TOTAL SENIOR PERSONNEL (1-6)			4.5	1	\$ 52,062
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. () POST DOCTORAL ASSOCIATES	Salary: \$ - 12				\$ -
2. () OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					
3. (1) GRADUATE STUDENTS 12				2	\$ 33,000
4. (2) UNDERGRADUATE STUDENTS					
5. (1) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY) 12					\$ 23,875
6. () OTHER					
TOTAL SALARIES AND WAGES (A+B)					\$ 108,937
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					\$ 17,572
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)					\$ 126,509
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)					
TOTAL EQUIPMENT					
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)		\$ 4,000			
2. FOREIGN		\$ -			
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS	\$16,000				
2. TRAVEL	\$4,000				
3. SUBSISTENCE	\$6,000				
4. OTHER					
(2) TOTAL PARTICIPANT SUPPORT COSTS		\$26,000			
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES		\$ 12,000			
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION		\$ 3,000			
3. CONSULTANT SERVICES					
4. COMPUTER SERVICES					
5. SUBAWARDS	Number of subawardees:	\$ -			
6. OTHER	Tuition Rates	\$ -			
TOTAL OTHER DIRECT COSTS		\$15,000			
H. TOTAL DIRECT COSTS (A THROUGH G)		\$ 171,509			
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
% of MTDC	Base =				
43 % of MTDC	Base = \$145,509				
TOTAL INDIRECT COSTS (F&A)		\$ 62,569			
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)		\$ 234,078			
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.j.)					
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)		\$ 234,078			
M. COST-SHARING: PROPOSED LEVEL \$		AGREED LEVEL IF DIFFERENT \$			
PI/PD TYPED NAME & SIGNATURE*		DATE		FOR NSF USE ONLY	
				INDIRECT COST RATE VERIFICATION	
ORG. REP. TYPED NAME & SIGNATURE*		DATE		Date Checked	Date of Rate Sheet

PROPOSAL BUDGET

FOR NSF USE ONLY

ORGANIZATION Norfolk State University				PROPOSAL NO.		DURATION (MONTHS) PROPOSED	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR				AWARD NO.			
A. SENIOR PERSONNEL: PI/PD, Co-PI'S, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF-Funded Person-months			Funds Requested By Proposer
				Appointment	CAL	ACAD	
1. Ashley Haines (PI) Salary: \$ 84,478 9					2.25	1	\$ 30,506
2. Renny Fernandez (Senior Personnel) Salary: \$ 86,005 9						0.5	\$ 4,778
3. Sharon Alston (Co-PI) Salary: \$ 77,140 9					2.25		\$ 19,285
4. Salary: \$ -							
5. Salary: \$ -							
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)							
7. () TOTAL SENIOR PERSONNEL (1-6)					4.5	1	\$ 54,569
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1. () POST DOCTORAL ASSOCIATES Salary: \$ - 12							\$ -
2. () OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)							
3. (1) GRADUATE STUDENTS 12						2	\$ 33,000
4. (2) UNDERGRADUATE STUDENTS							
5. (1) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY) 12							\$ 24,591
6. () OTHER							
TOTAL SALARIES AND WAGES (A+B)							\$ 112,160
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)							\$ 18,391
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)							\$ 130,551
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)							
TOTAL EQUIPMENT							
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)				\$ 4,000			
2. FOREIGN				\$ -			
F. PARTICIPANT SUPPORT COSTS							
1. STIPENDS \$16,000							
2. TRAVEL \$4,000							
3. SUBSISTENCE \$6,000							
4. OTHER							
(2) TOTAL PARTICIPANT SUPPORT COSTS				\$26,000			
G. OTHER DIRECT COSTS							
1. MATERIALS AND SUPPLIES				\$ 12,000			
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION				\$ 3,000			
3. CONSULTANT SERVICES							
4. COMPUTER SERVICES							
5. SUBAWARDS Number of subawardees:				\$ -			
6. OTHER Tuition Rates				\$ -			
TOTAL OTHER DIRECT COSTS				\$15,000			
H. TOTAL DIRECT COSTS (A THROUGH G)				\$ 175,551			
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)							
% of MTDC Base =							
43 % of MTDC Base = \$149,551							
TOTAL INDIRECT COSTS (F&A)				\$ 64,307			
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)				\$ 239,858			
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.j.)							
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)				\$ 239,858			
M. COST-SHARING: PROPOSED LEVEL \$				AGREED LEVEL IF DIFFERENT \$			
PI/PD TYPED NAME & SIGNATURE*				DATE		FOR NSF USE ONLY	
				INDIRECT COST RATE VERIFICATION			
ORG. REP. TYPED NAME & SIGNATURE*				DATE		Date Checked Date of Rate Sheet	

PROPOSAL BUDGET

FOR NSF USE ONLY

ORGANIZATION Norfolk State University		PROPOSAL NO.		DURATION (MONTHS) PROPOSED	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		AWARD NO.			
A. SENIOR PERSONNEL: PI/PD, Co-PI'S, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)		NSF-Funded Person-months			Funds Requested By
Appointment		CAL	ACAD	SUMR	Proposer
1. Ashley Haines (PI) Salary: \$ 87,012 9			2.25	1	\$ 31,421
2. Renny Fernandez (Senior Personnel) Salary: \$ 88,510 9				0.5	\$ 4,917
3. Sharon Alston (Co-PI) Salary: \$ 79,387 9			2.25		\$ 19,847
4. Salary: \$ -					
5. Salary: \$ -					
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)					
7. () TOTAL SENIOR PERSONNEL (1-6)			4.5	1	\$ 56,185
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. () POST DOCTORAL ASSOCIATES Salary: \$ - 12					\$ -
2. () OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					
3. (1) GRADUATE STUDENTS 12				2	\$ 33,000
4. (2) UNDERGRADUATE STUDENTS					
5. (1) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY) 12					\$ 45,191
6. () OTHER					
TOTAL SALARIES AND WAGES (A+B)					\$ 134,376
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					\$ 19,045
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)					\$ 153,421
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)					
TOTAL EQUIPMENT					
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)		\$ 4,000			
2. FOREIGN		\$ -			
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS \$16,000					
2. TRAVEL \$4,000					
3. SUBSISTENCE \$6,000					
4. OTHER					
(2) TOTAL PARTICIPANT SUPPORT COSTS		\$26,000			
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES		\$ 12,000			
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION		\$ 3,000			
3. CONSULTANT SERVICES					
4. COMPUTER SERVICES					
5. SUBAWARDS Number of subawardees:		\$ -			
6. OTHER Tuition Rates		\$ -			
TOTAL OTHER DIRECT COSTS		\$15,000			
H. TOTAL DIRECT COSTS (A THROUGH G)		\$ 198,421			
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
% of MTDC Base =					
43 % of MTDC Base = \$172,421					
TOTAL INDIRECT COSTS (F&A)		\$ 74,141			
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)		\$ 272,562			
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.j.)					
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)		\$ 272,562			
M. COST-SHARING: PROPOSED LEVEL \$		AGREED LEVEL IF DIFFERENT \$			
PI/PD TYPED NAME & SIGNATURE*		DATE		FOR NSF USE ONLY	
		INDIRECT COST RATE VERIFICATION			
ORG. REP. TYPED NAME & SIGNATURE*		DATE		Date Checked	Date of Rate Sheet

PROPOSAL BUDGET

FOR NSF USE ONLY

ORGANIZATION Norfolk State University		PROPOSAL NO.		DURATION (MONTHS) PROPOSED	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		AWARD NO.			
A. SENIOR PERSONNEL: PI/PD, Co-PI'S, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)		NSF-Funded Person-months			Funds Requested By
Appointment		CAL	ACAD	SUMR	Proposer
1. Ashley Haines (PI) Salary: \$ 89,547 9			2.25	1	\$ 32,336
2. Renny Fernandez (Senior Personnel) Salary: \$ 91,015 9				0.5	\$ 5,056
3. Sharon Alston (Co-PI) Salary: \$ 81,633 9			2.25		\$ 20,408
4. Salary: \$ -					
5. Salary: \$ -					
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)					
7. () TOTAL SENIOR PERSONNEL (1-6)			4.5	1	\$ 57,800
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. () POST DOCTORAL ASSOCIATES Salary: \$ - 12					\$ -
2. () OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					
3. (1) GRADUATE STUDENTS 12				2	\$ 33,000
4. (2) UNDERGRADUATE STUDENTS					
5. (1) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY) 12					\$ 46,508
6. () OTHER					
TOTAL SALARIES AND WAGES (A+B)					\$ 137,308
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					\$ 19,587
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)					\$ 156,895
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)					
TOTAL EQUIPMENT					
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)		\$ 4,000			
2. FOREIGN		\$ -			
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS \$16,000					
2. TRAVEL \$4,000					
3. SUBSISTENCE \$6,000					
4. OTHER					
(2) TOTAL PARTICIPANT SUPPORT COSTS		\$26,000			
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES		\$ 12,000			
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION		\$ 3,000			
3. CONSULTANT SERVICES					
4. COMPUTER SERVICES					
5. SUBAWARDS Number of subawardees:		\$ -			
6. OTHER Tuition Rates		\$ -			
TOTAL OTHER DIRECT COSTS		\$15,000			
H. TOTAL DIRECT COSTS (A THROUGH G)		\$ 201,895			
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
% of MTDC Base =					
43 % of MTDC Base = \$175,895					
TOTAL INDIRECT COSTS (F&A)		\$ 75,635			
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)		\$ 277,530			
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.j.)					
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)		\$ 277,530			
M. COST-SHARING: PROPOSED LEVEL \$		AGREED LEVEL IF DIFFERENT \$			
PI/PD TYPED NAME & SIGNATURE*		DATE		FOR NSF USE ONLY	
		INDIRECT COST RATE VERIFICATION			
ORG. REP. TYPED NAME & SIGNATURE*		DATE		Date Checked	Date of Rate Sheet

PROPOSAL BUDGET

FOR NSF USE ONLY

ORGANIZATION Norfolk State University		PROPOSAL NO.		DURATION (MONTHS) PROPOSED	
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR		AWARD NO.			
A. SENIOR PERSONNEL: PI/PD, Co-PI'S, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)		NSF-Funded Person-months			Funds Requested By
Appointment		CAL	ACAD	SUMR	Proposer
1. Ashley Haines (PI) Salary: \$ 92,081 9			2.25	1	\$ 33,251
2. Renny Fernandez (Senior Personnel) Salary: \$ 93,520 9				0.5	\$ 5,196
3. Sharon Alston (Co-PI) Salary: \$ 83,880 9			2.25		\$ 20,970
4. Salary: \$ -					
5. Salary: \$ -					
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)					
7. () TOTAL SENIOR PERSONNEL (1-6)			4.5	1	\$ 59,417
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. () POST DOCTORAL ASSOCIATES Salary: \$ - 12					\$ -
2. () OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					
3. (1) GRADUATE STUDENTS 12				2	\$ 33,000
4. (2) UNDERGRADUATE STUDENTS					
5. (1) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY) 12					\$ 47,824
6. () OTHER					
TOTAL SALARIES AND WAGES (A+B)					\$ 140,241
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					\$ 20,129
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)					\$ 160,370
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)					
TOTAL EQUIPMENT					
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)					\$ 4,000
2. FOREIGN					\$ -
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS \$16,000					
2. TRAVEL \$4,000					
3. SUBSISTENCE \$6,000					
4. OTHER					
(2) TOTAL PARTICIPANT SUPPORT COSTS					\$26,000
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					\$ 12,000
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION					\$ 3,000
3. CONSULTANT SERVICES					
4. COMPUTER SERVICES					
5. SUBAWARDS Number of subawardees:					\$ -
6. OTHER Tuition Rates					\$ -
TOTAL OTHER DIRECT COSTS					\$15,000
H. TOTAL DIRECT COSTS (A THROUGH G)					\$ 205,370
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)					
% of MTDC Base =					
43 % of MTDC Base = \$179,370					
TOTAL INDIRECT COSTS (F&A)					\$ 77,129
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)					\$ 282,499
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.j.)					
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)					\$ 282,499
M. COST-SHARING: PROPOSED LEVEL \$		AGREED LEVEL IF DIFFERENT \$			
PI/PD TYPED NAME & SIGNATURE*		DATE		FOR NSF USE ONLY	
		INDIRECT COST RATE VERIFICATION			
ORG. REP. TYPED NAME & SIGNATURE*		DATE		Date Checked	Date of Rate Sheet

**SUMMARY
PROPOSAL BUDGET**

Cumulative

FOR NSF USE ONLY

ORGANIZATION Norfolk State University				PROPOSAL NO.		DURATION (MONTHS)	
						PROPOSED	GRANTED
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR				AWARD NO.			
A. SENIOR PERSONNEL: PI/PD, Co-PI'S, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)				NSF-Funded Person-months		Funds Requested By	Funds Granted by NSF
						Proposer	(If Different)
				CAL	ACAD	SUMR	
1. Ashley Haines (PI)					11.25	4.50	\$ 156,214
2. Renny Fernandez (Senior Personnel)						2.50	\$ 24,586
3. Sharon Alston (Co-PI)					11.25		\$ 99,233
4.							\$ -
5.							\$ -
6. () OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)							\$ -
7. () TOTAL SENIOR PERSONNEL (1-6)					22.50	5.00	\$ 280,033
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)							
1. () POST DOCTORAL ASSOCIATES							\$ -
2. () OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)							\$ -
3. () GRADUATE STUDENTS							\$ 165,000
4. () UNDERGRADUATE STUDENTS							\$ -
5. () SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)							\$ 187,989
6. () OTHER							\$ -
TOTAL SALARIES AND WAGES (A+B)							\$ 633,022
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)							\$ 94,724
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)							\$ 727,746
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING \$5,000)							
TOTAL EQUIPMENT							\$ -
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)							\$ 20,000
2. FOREIGN							\$ -
F. PARTICIPANT SUPPORT COSTS							
1. STIPENDS \$80,000							\$ -
2. TRAVEL \$20,000							
3. SUBSISTENCE \$30,000							
4. OTHER							
(8) TOTAL PARTICIPANT SUPPORT COSTS							\$ 130,000
G. OTHER DIRECT COSTS							
1. MATERIALS AND SUPPLIES							\$ 60,000
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION							\$ 15,000
3. CONSULTANT SERVICES							\$ -
4. COMPUTER SERVICES							\$ -
5. SUBAWARDS							\$ -
6. OTHER							\$ -
TOTAL OTHER DIRECT COSTS							\$ 75,000
H. TOTAL DIRECT COSTS (A THROUGH G)							\$ 952,746
I. INDIRECT COSTS (F&A) (SPECIFY RATE AND BASE)							
off campus % of MTDC Base = \$ -							
on campus % of MTDC Base = \$ 822,746							
TOTAL INDIRECT COSTS (F&A)							\$ 353,781
J. TOTAL DIRECT AND INDIRECT COSTS (H+I)							\$ 1,306,527
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.j.)							\$ -
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)							\$ -
M. COST-SHARING: PROPOSED LEVEL \$				AGREED LEVEL IF DIFFERENT \$			
PI/PD TYPED NAME & SIGNATURE*				DATE	FOR NSF USE ONLY		
					INDIRECT COST RATE VERIFICATION		
ORG. REP. TYPED NAME & SIGNATURE*				DATE	Date Checked	Date of Rate Sheet	Initials-ORG
Shane Gilkey							

Budget Justification

Salaries

A total of \$182,280 is requested for the PI, Co-PI and one senior personnel over the five year project.

The requested salary for the Principal Investigator and Co-PI is based on 25% release time for a 9-month performance period (2.25 mo). NSU's teaching load is 12 credits per semester (2 lectures and 3 labs, each semester). In order to engage in the research proposed here, release time is a necessity. In addition, the Principal Investigator will devote one summer month of effort to the project each year. The senior personnel, Fernandez, will dedicate 0.5 summer months to the work each year. A 3% salary increase has been budgeted for all personnel for each year.

<i>PI</i>		<i>Annual salary</i>	<i>Time</i>	<i>Months</i>	<i>Amount requested</i>
<i>Ashley Haines</i>	<i>Year 1</i>	\$79,478	25%	1 summer	\$28,700
	<i>Year 2</i>	\$84,478	25%	1 summer	\$30,506
	<i>Year 3</i>	\$87,012	25%	1 summer	\$31,421
	<i>Year 4</i>	\$89,547	25%	1 summer	\$32,336
	<i>Year 5</i>	\$92,081	25%	1 summer	\$33,251
	Total				156,214
<i>Co-PI</i>		<i>Annual salary</i>	<i>Time</i>	<i>Months</i>	<i>Amount requested</i>
<i>Sharon Alston</i>	<i>Year 1</i>	\$74,478	25%		\$18,723
	<i>Year 2</i>	\$77,140	25%		\$19,285
	<i>Year 3</i>	\$79,387	25%		\$19,847
	<i>Year 4</i>	\$81,633	25%		\$20,408
	<i>Year 5</i>	\$83,880	25%		\$20,970
	Total				\$99,233
<i>Senior personnel</i>		<i>Annual salary</i>	<i>Time</i>	<i>Months</i>	<i>Amount requested</i>
<i>Renny Fernandez</i>	<i>Year 1</i>	\$83,500		0.5 summer	\$4639
	<i>Year 2</i>	\$86,005		0.5 summer	\$4778
	<i>Year 3</i>	\$88,510		0.5 summer	\$4917
	<i>Year 4</i>	\$91,015		0.5 summer	\$5056
	<i>Year 5</i>	\$93,520		0.5 summer	\$5196
	Total				\$24,586
Total Senior Personnel Salaries					\$280,033

Graduate student salary: \$165,000 is requested towards graduate student salaries. One graduate students in Social Work at the rate of \$13,500 and one graduate student in Engineering at the rate of

\$19,500 for 5 years.

<i>Graduate students</i>	Number of students		<i>Annual</i>	<i>total</i>
	2	<i>Year 1</i>	\$19,500 + \$13,500	\$33,000
	2	<i>Year 2</i>	\$19,500 + \$13,500	\$33,000
	2	<i>Year 3</i>	\$19,500 + \$13,500	\$33,000
	2	<i>Year 4</i>	\$19,500 + \$13,500	\$33,000
	2	<i>Year 4</i>	\$19,500 + \$13,500	\$33,000
		Total		\$165,000

Part Time Support Staff: \$187,989 is requested for part time support staff. The support staff will be directly involved in supporting the work of the grant. Tasks will include coordinating communications with community organizations and logistical support for workshops and on the ground interventions, preparing and printing flyers and signs for engagement activities, coordinating student internships with UVA and NSU, coordinating team meetings both virtual and in-person, and supporting overall communication between UVA, NSU, ERP, City of Norfolk and all other collaborators. Hours will be billed specifically to the grant based on hours worked on these grant tasks. In year three, the support staff request increases to allow additional hours as we move out of the preparation phase and into the project focus phase for all six grant tasks (see timeline).

<i>Support Staff</i>		<i>Annual</i>
	<i>Year 1</i>	\$23,875
	<i>Year 2</i>	\$24,591
	<i>Year 3</i>	\$45,191
	<i>Year 4</i>	\$46,508
	<i>Year 5</i>	\$47,824
	Total	\$187,989

Fringe Benefits

The full-time benefits rate is 42%. A total of \$87,101 is requested.

The part time fringe benefit rate is 7.65%. A total of \$7,624 is requested.

Total fringe benefits requested over 5 years is \$94,725.

Equipment

None

Participant Support Costs

Undergraduate stipend:

\$80,000 is requested for undergraduate stipends. \$6000 is requested to support two (2) undergraduate student each summer and \$1000/semester to support these same two students to continue their work during the academic year.

	Number of students		<i>Annual</i>	<i>total</i>
<i>Undergraduate stipend</i>	2	<i>Year 1</i>	\$ 8000 x2	\$ 16,000

(12 months)	2	Year 2	\$ 8000 x2	\$ 16,000
	2	Year 3	\$ 8000 x2	\$ 16,000
	2	Year 4	\$ 8000 x2	\$ 16,000
		Total		\$48,000

Travel

A total of \$20,000 is requested for domestic travel, \$4000/year. This amount will be used to support student travel to conferences and registration fees.

Subsistence

A total of \$30,000 is requested for Room & Board for summer interns. Estimated cost is \$2500 for housing and \$500 for food x 2 students for 5 years.

TOTAL PARTICIPANT SUPPORT **\$130,000**

Other Direct Costs

Materials & Supplies: A total of \$60,000 is requested for materials and supplies for five years. Required lab supplies also will be purchased as and when required using this money. Money will be spent on purchasing materials for sensor fabrication, sensor electronics, setting up sensor networks, data acquisition cards. Standard water quality sensors such as handheld YSI meters will be purchased and/or maintained.

Publication Costs: A total of \$15,000 is requested to meet publication costs, at an estimated \$3000/yr. Page costs for journals, poster printing for research meetings will be met using this amount.

Indirect Costs

Facilities & Admin. Costs: NSU's negotiated F&A rate is 43% of Total Direct Costs, which comes to \$353,781 for 5 years.

From: [Course Hero Teaching Grants Program - Scholarship America](#)
To: [Alston, Sharon T.](#)
Subject: Action needed: You have been selected for Course Hero's teaching grant
Date: Tuesday, June 21, 2022 8:44:20 PM

CAUTION: This email originated from OUTSIDE of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe!



ID# 2022-1309787

Hello Sharon Alston:

We are pleased to announce that you have been selected to receive a \$2,000 one-time grant from Course Hero to be used as outlined in your application. Congratulations!

To accept and receive your grant:

Log into your [Scholarship America account](#) and submit the following documents by **June 28, 2022**:

- Complete the Grant Acceptance Form, which can be found on your Applicant Overview page.
- Complete a [W-9](#) and upload it to your account. We will use your W-9 to issue a Form 1099 Miscellaneous Income for your grant payments.

Upload a headshot of yourself to be used for showcasing your project and potential marketing materials associated with the grant program.

- Upload proof of being the instructor of record for the course in your grant proposal. This can be ANY of the following:
 - A document from the office of the registrar, such as a copy of the class schedule, a letter, or copy of the electronic grading system listing you as the instructor of record
 - A support letter from the Department Chair or Program Coordinator stating your position as an instructor of record for the Fall 2022 term
 - An offer letter or appointment letter specifying responsibilities for the Fall 2022 term

Important information about receiving your grant:

- The check will be processed by Scholarship America and made payable to you. The check will be mailed to the address you will provide in the Grant Acceptance Form referenced above.
- If the required documentation is submitted by the deadline of June 28, you will receive the grant check in mid-July. If we do not receive your documentation by the deadline date, the grant will be delayed.
- You must cash your grant check within 90 days after its issue date. If the check is not cashed within 90 days, reissued funds can take up to 60 more days.
- Your grant award also includes a free 1-year subscription to Course Hero. Our records indicate that you opted in to have a Course Hero account created during your grant application. However, we found an existing account associated with your email. Click here https://www.coursehero.com/login/?premier_access_code=5hcs4vqv&premier_access_source=educators-teaching-grant to sign in to your existing account and redeem your free subscription.

Important information about your project report:

- Upon the conclusion of your project, you will need to complete this [project reflection form](#) to share highlights from your project, learnings, and impact on your students.
- Please plan to complete and submit your reflection form by **January 6, 2023**.

Sincerely,

Linda Zuhlsdorf
Lead Program Manager
Scholarship America
Email: courseherogrants@scholarshipamerica.org
Telephone: 507-931-0457 Fax: 507-931-2789

You are receiving this email because you submitted a grant application for the Course Hero Teaching Grants Program.

Scholarship America
One Scholarship Way
Saint Peter, MN 56082-1693

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