

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 19, 2009

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO #36: ALEXANDRIA FUND FOR HUMAN SERVICES PRIORITIES AND FY2008 AND FY 2009 GRANT AWARDS

This memorandum is in response to City Council's request for information regarding the Alexandria Fund for Human Services (AHFS) priorities and current fund recipients. AHFS is administered by the Department of Human Services, and includes, three human service grant programs, the Children's Fund (CF), the Youth Fund (YF) and the Community Partnership Fund (CPF).

For FY 2009, City Council approved an appropriation of \$1,037,317 for the CF, \$306,360 for the YF and \$970,666 for the CPF. Review panels comprised of representatives from the Early Childhood Commission, Youth Policy Commission and other citizens designated by the City Manager for the CPF evaluated a total of 69 proposals based on established criteria and a quantified rating system. AHFS allocations were made with City Council endorsement to 57 programs for a two-year period. Attached are the pages from the FY 2009 Approved Operating Budget that identify the awards for the FY 2009 Fund for Human Services.

The FY 2010 AHFS application process is underway. The pre-proposal conference was held on March 5. Application deadlines are as follows:

- Community Partnership Fund – April 1, 2009
- Youth Fund – April 6, 2009
- Children's Fund – May 1, 2009

In light of the current economic climate, FY 2010 AHFS grant awards will be for a one year period. Greater consideration will also be given to CPF grant requests seeking funds to address safety net related needs.

Grant awards will be announced in June for the FY 2010 funding cycle (July 1, 2009 to June 30, 2010). The total amount available for grant awards will not be final until City Council adopts the budget on April 27, 2009. The FY 2010 Request for Grant Proposals can be viewed on the web

at <http://alexandriava.gov/humanservices>.

At the direction of City Council, the Early Childhood Commission (ECC), with support from the Office for Early Childhood Development, established the priorities for the CF in November 1992. The CF assists organizations in providing early childhood education programs and comprehensive services to children birth through age five in the following areas of service:

- Early intervention services, which may include but are not limited to screening of at-risk children in their natural environments for: the need for speech and language services; occupational therapy; physical therapy; referral for special education services; consultation with child care center staff; and parent/family education and parent involvement activities.
- Family support services, which may include but are not limited to an assessment of family needs, observations of children in their natural environments, identification of possible developmental delays and referral to Child Find and the implementation of parent/family education and parent involvement programs.
- Psychological services, which may include but are not limited to observations of children in their natural environments, screenings, evaluations, consultation with staff, staff training and parent/family education, all in collaboration with Child Find.
- Programs that support improving the compensation and benefits of early childhood professionals.
- Costs associated with staff and provider scholarships and training for child care center staff and family child care providers, not otherwise included in the early childhood training budget.
- Additional training in the use of the High Scope Child Observation Record (COR), COR materials and other costs, as needed.

In addition, the ECC considers proposals requesting local match funding (at least a dollar for dollar match from funding sources outside the City government) for projects seeking to:

- Expand the number of at-risk children, ages birth to five, in quality early childhood development programs,
- Add classrooms or setting aside slots in existing classrooms, or
- Provide early intervention, supportive services and parenting education to high risk families

The ECC also gives special consideration to proposals that demonstrate collaboration with existing community programs, a knowledge of the Alexandria early childhood community and to

projects proposing to serve children in documented under-served areas of the city

The YF was established by City Council May 2001, it serves youth from ages six to 21. This fund is administered by the Office of Youth Services, and monitored by the Youth Policy Commission (YPC). In 2000 YPC subsequently developed the following City Council adopted policy statement for youth to guide youth funding and program decisions:

It is the Youth Policy of the City of Alexandria to emphasize prevention, and to target activities that effectively promote positive outcomes for youth and support families through optimal use of existing funds, development of new resources, and engagement of the community.

In addition, the YPC has embraced the Developmental Asset approach as a framework for positive youth development. Developmental assets are the building blocks all children need to grow up to be competent, caring, and healthy adults. Extra points are awarded to proposals addressing assets where Alexandria youth scored below 45 percent, and to those proposing to address underserved populations and/or geographical areas of the City.

City Council established the CPF on October 14, 1997. On October 15, 2005, City Council adopted the following as permanent priorities for the fund:

Self Sufficiency

- Programs to promote self-sufficiency and independence (including but not limited to helping individuals access and maintain employment, housing and home ownership opportunities)
- Programs to aid families and individuals in crisis
- Programs directed at assisting immigrant populations to receive proper documentation and determination of citizen status or naturalization status, as well as help them become active members of the community
- Programs to promote independent living, equality of opportunity and economic self-sufficiency for persons with disabilities

Prevention

- Community support programs that promote family and individual stability
- Community/neighborhood programs to prevent crime, violence, social isolation and neighborhood deterioration

Protection and Treatment

- Programs to prevent/reduce the impact of abuse and neglect
- Programs to provide affordable prevention and treatment for health, mental health, and alcohol and drug problems
- Activities to reduce threats to the public health

Attachments: FY 2009 Approved Budget pp. 15-21 to 15-23

EXHIBIT NO. 1


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City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 28, 2005

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: REPORT ON THE COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES AND COORDINATION WITH THE CHILDREN'S FUND AND THE YOUTH FUND AND RECOMMENDED COMMUNITY PARTNERSHIP FUND PRIORITIES FOR FY 2007

ISSUE: Receipt of the Report on the Community Partnership Fund (CPF) for Human Services and its coordination with the Children's Fund and the Youth Fund; and recommended priorities for the Community Partnership Fund's FY 2007 grant cycle, which will be set for public hearing on Saturday, October 15, 2005.

RECOMMENDATION: That City Council:

- (1) Receive the report on the Community Partnership Fund and staff's coordination of the CPF with the Children's Fund and the Youth Fund; and
- (2) Docket for public hearing and final action the FY 2007 priorities for the Community Partnership Fund, including the community input on priorities received this summer (Attachment I), on Saturday, October 15.

BACKGROUND: Each year in the context of the City's budget, City Council approves a set-aside of local monies that are to be used for competitive grant awards to non-profit organizations that provide services to Alexandrians who are adults age 22 and over, persons with disabilities, families and the senior population, and programs that serve anyone in need regardless of age. This set-aside of funding is referred to as the Community Partnership Fund for Human Services, and this competitive grant process has been in place since the FY 1999 budget cycle.

Council also approves an annual set-aside to fund competitive grants for programs providing early childhood education and/or comprehensive services to at-risk children prenatal through age five. This competitive grant pool is called the Children's Fund and is administered by Human Services in conjunction with the Early Childhood Commission. Council also approves an annual set-aside to mobilize organizations and institutions to take action around a shared understanding of positive

asset development in the youth of Alexandria. This competitive grant pool is called the Youth Fund, serves Alexandria youth from ages 6 to 21, and is also administered by Human Services in conjunction with the Alexandria Youth Policy Commission.

In July 2005, the administration of the Community Partnership Fund was transferred from the Office of Management and Budget to the Department of Human Services. As part of that transition, the Department has begun a review of the current grant process and procedures, and begun improving the coordination of the three human service grant funds now under its management: the Children's Fund, Youth Fund and the Community Partnership Fund. The Department is examining "lessons learned" from all three funds and proven practices from state and federal grant allocation procedures.

DISCUSSION: As part of its review process, the Department of Human Services solicited input from previous grant applicants and non-profit agencies that serve Alexandria citizens. They were invited to tell what they felt worked well, and to identify areas that need improvement. Additional input was received in meetings with the Early Childhood Commission, the Youth Policy Commission, and from a meeting with 32 representatives from non-profit agencies and community organizations, which was held on September 14, 2005.

Proposed Changes to the Community Partnership Fund FY 2007 Grant Application and Process and Coordination with the Children's Fund and the Youth Fund

Some of the key preliminary recommendations of the Department of Human Services staff are:

- Explore marketing the grants and their impact on the Alexandria community, including developing a name for the Human Service Grants, and creating a brochure.
- Review the grant application processes of all three grants, including examining the criteria, guidelines, and application procedures.
- Change the application deadlines for applying for funding in FY 2007: Community Partnership Fund, March 1, 2006; Youth Fund, April 1, 2006; and Children's Fund, May 1, 2006. (Grants deadlines are intentionally staggered so as not to over burden applicants, who could potentially be eligible for all three grants.)
- Review and standardize the reporting and performance monitoring process, as it relates to the submission of interim and final program and financial reports, and conducting program audits and site visits.
- Adopt a quantified rating system, with specific categories and assigned points, for the review of applications for all three grants.

- Improve program evaluation with grantees establishing performance goals, performance targets and reports.
- Offer evaluation training to applicants, awardees and site reviewers to promote consistent understanding of terms and requirements.
- Examine priorities for all grants to identify any existing service gaps.

Staff projects that the Notice of Competitive Grant Opportunity for FY 2007 for all the grant funding cycles will be distributed in early January 2006, and a pre-proposal conference will be held in late January to mid February 2006. The proposed deadline for submission of the Community Partnership Grant proposals will be March 1, 2006.

Community Comments on the Community Partnership Fund for Human Services and Recommended Priorities for the FY 2007 Grant Cycle

Grant awards for FY2006 were announced during the first week of June 2005, and the docket report including the summary of the FY 2006 grant awards was distributed to the non-profit community. In the fall of each year, Council sets the priority service areas of the Community Partnership Fund that it wishes to emphasize in the upcoming funding cycle. This report on FY 2007 priorities includes input from the non-profit community on priority service areas that was received by staff during the summer months, and staff recommendations.

The priorities approved by Council for the FY 2006 Community Partnership Fund for Human Services grant cycle, which were established on September 23, 2003, are presented again as the priorities for FY 2007, and include the following:

- **SELF SUFFICIENCY:** • Programs to promote self-sufficiency and independence (including but not limited to, helping individuals access and maintain employment, housing and home ownership opportunities); • Programs to aid families and individuals in crisis; • Programs directed at assisting immigrant populations to receive proper documentation and determination of citizen status or naturalization status, as well as help them become active citizens and be positive influential members of the community; • Programs to promote independent living, equality of opportunity and economic self-sufficiency for persons with disabilities;
- **PREVENTION:** • Community support programs that promote family and individual stability; • Community/neighborhood programs to prevent crime, violence, social isolation and neighborhood deterioration; and
- **PROTECTION AND TREATMENT:** • Programs to prevent/reduce the impact of abuse and neglect; • Programs to provide affordable treatment for health, mental health and alcohol and drug problems; • Activities to reduce threats to the public health.

The FY 2006 budget amount for the Community Partnership Fund totaled \$924,444. Charts that show the distribution of the grant awards among the priority areas that were in place for FY 2006, and that show the distribution by type of client served in FY 2006 are presented in Attachment II.

Process to Gain Community Input to the FY 2007 Priorities and Summary of Responses:

The Office of Management and Budget staff disseminated the June 28, 2005, docket item (Attachment III) on the FY 2006 Community Partnership Fund grant awards to the nonprofit organizations that originally had requested a grant proposal package. Human Services staff requested that these organizations, along with various other groups and City staff, review the current priorities and provide input into establishing the priority service areas for the upcoming grant cycle.¹

Staff received responses from the following organizations (Attachment I): (A) Alexandria Commission on Persons with Disabilities; (B) Alexandria Community Services Board; (C) Alexandria Health Department; (D) Community Foundation of Alexandria Inc.; (E) Friends of Guest House; (F) Northern Virginia AIDS Ministry; (G) Northern Virginia Resource Center for the Deaf and Hard of Hearing Persons; (H) Rebuilding Together Alexandria; (I) Retired and Senior Volunteer Program, the Campagna Center; (J) Stop Child Abuse Now (SCAN) of Northern Virginia; (K) Senior Services of Alexandria; and (L) Tenants' and Workers' Support Committee.

In general, seven of twelve comments received from community organizations recommended maintaining the current priorities. These organizations include: the Alexandria Commission on Persons with Disabilities; Northern Virginia AIDS Ministry (NOVAM); Northern Virginia Resource Center (NVRC) for the Deaf and Hard of Hearing Persons, NVRC; Rebuilding Together Alexandria; Retired and Senior Volunteer Program (RSVP), Campagna Center; Stop Child Abuse Now (SCAN) of Northern Virginia; and Senior Services of Alexandria.

The Alexandria Community Services Board commented that "prevention" should be added to the second sentence under "Protection and Treatment." It would then read as follows: "Programs to provide affordable prevention and treatment for health, mental health and alcohol and drug problems."

¹ Various other groups and City staff are as follows: The Alexandria Council of Non-Profits; the Alexandria United Way; the Affordable Housing Advisory Committee; the Commission on Aging; the Commission for Women; the Commission for Employment; the Commission for Persons with Disabilities; the Community Services Board; the Early Childhood Commission; the Economic Opportunities Commission; the Social Services Advisory Board; the Task Force on HIV/AIDS; the Youth Policy Commission; Department of Human Services; Mental Health, Mental Retardation and Substance Abuse; Office of Housing; Department of Recreation, Parks and Cultural Activities; Health Department; and Office on Women

The Alexandria Health Department encourages the Request For Funding be structured to support City programs aimed at enhancing what is being done through advocacy, neighborhood organization and outreach. The respondent would particularly like to see some efforts aimed at promoting health behaviors, where risk has been identified in the Community Health Assessment. The Health Department staff also encouraged efforts to promote synergy between this fund, the Youth Fund and the Children's Fund.

The Community Foundation of Alexandria recommends the consideration of combining the first and fourth bullets under priority "Self Sufficiency" stating that they are essentially identical. The Foundation also recommends combining the two bullets under priority "Prevention." They further recommend an additional priority of "Community Digital Divide Bridge" to inform, educate, and train citizens at all economic levels on select, varied, and essential technologies of the 21st century.

Friends of Guest House request consideration of programs to rehabilitate, educate, train, and provide critical support services to ex-offenders being released from jail or prison.

While the NVRC for the Deaf and Hard of Hearing Persons support the current priorities, they recommended that the Community Partnership Fund place greater emphasis on Alexandria's deaf and hard of hearing immigrant population. Under the CPF Self Sufficiency priority, one of the goals is to assist this segment of the community to become 'active citizens' and 'be positive influential members of the community.' They state that with appropriate education and resources, Alexandria's deaf and hard of hearing immigrant population could share these goals. They also suggest that the priorities of the Community Partnership Fund be communicated to other leaders in Alexandria, such as Activities Directors of Alexandria's Recreation and Senior Centers to ensure that our programs are offered to all who need them.

The Tenants' and Workers' Support Committee stated that the most critical issue facing the working poor in Alexandria is the ongoing elimination of affordable housing and that CPF priorities should include supporting groups of renters who seek to permanently preserve affordable housing through resident (or non-profit) purchase. They further recommend that consideration be given to developing cooperative efforts to keep low-income neighborhoods in safe and sanitary condition.

Staff Comment: With the exception of the suggestion by the Community Services Board to add the word "prevention" to the second sentence under treatment, City staff basically concur with the recommendations to maintain the current priorities. However, we further recommend that the amended priorities become the ongoing priorities of the Community Partnership used every year, as they are broad enough to address most human services needs. If this recommendation is accepted, this would end the requirement to report annually on the priorities. Staff would continue to annually report on the distribution of the Fund. Also, if at some point these priorities should be changed, staff will bring them forward for Council consideration.

FISCAL IMPACT: The FY 2006 Approved Budget for the Community Partnership Fund totaled \$924,444. Non-profit organizations submitted program proposals totaling \$2,227,152 during last year's competitive grant award cycle.

Funding amounts for the FY 2007 Community Partnership Fund will be included as part of the Proposed FY 2007 Budget submitted, which will be presented to City Council in February 2006.

ATTACHMENTS:

Attachment I - Public Comments Received

Alexandria Commission on Persons with Disabilities response for community input into the FY 2007 priorities - E-mail dated August 16, 2005

Alexandria Community Services Board response for community input into the FY 2007 priorities - E-mail dated August 11, 2005

Alexandria Health Department response for community input into the FY 2007 priorities - E-mail dated August 11, 2005

Community Foundation of Alexandria, Inc. response for community input into the FY 2007 priorities - E-mail dated August 16, 2005

Friends of Guest House response for community input into the FY 2007 priorities - E-mail dated August 5, 2005

Northern Virginia AIDS Ministry response for community input into the FY 2007 priorities - E-mail dated August 15, 2005

Northern Virginia Resource Center for the Deaf and Hard of Hearing Persons response for community input into the FY 2007 priorities - Letter dated August 16, 2005

Rebuilding Together Alexandria response for community input into the FY 2007 priorities - E-mail dated July 29, 2005

Retired and Senior Volunteer Program (a program of the Campagna Center) response for community input into the FY 2007 priorities - E-mail dated August 12, 2005

Stop Child Abuse Now (SCAN) of Northern Virginia response for community input into the FY 2007 priorities - Letter dated August 11, 2005

Senior Services of Alexandria response for community input into the FY 2007 priorities - E-mail with attachment dated August 4, 2005

Tenants' and Workers' Support Committee response for community input into FY 2007 priorities - E-mail with attachments dated August 12, 2005

Attachment II - Graphs of the FY 2006 Community Partnership Fund, Approved Funding by Priority and Client Served

Attachment III - Community Partnership Fund for Human Services FY 2006 Grant Awards, docket item # 29, dated June 28, 2005, without attachments

STAFF:

Debra Collins, Director, Department of Human Services

Suzanne Chis, Director, Division of Social Services, DHS

Ronald Frazier, Director, Office of Youth Services, DHS

Janice Pritchett, Grants Administrator/Resource Developer, DHS

Bruce Johnson, Director, Office of Management and Budget

Carol Moore, Budget/Management Analyst, Office of Management and Budget

Idania Padron, Budget/Management Analyst, Office of Management and Budget

Department of Human Services

Alexandria Fund for Human Services

FY 2009 Approved Youth Fund Awards

Agency	Program Title	Award Amount
Alexandria Community Services Board	Get Real About Violence (GRAV Expansion Project)	\$5,360
Alexandria Olympic Boys and Girls Club	Reinforcing Developmental Assets Program	\$22,000
Alexandria Police Youth Camp, Inc.	APYC Summer Camp Program	\$15,000
Alexandria Seaport Foundation	Boatbuilding Apprentice Program	\$24,000
Alexandria Volunteer Bureau	Youth Service Coalition	\$17,000
Big Brother Big Sisters of the National Capital Area	Making a Positive Difference in the Lives of City of Alexandria Children and Strengthening Their Families	\$14,000
Carpenter's Shelter and Alexandria Community Services Board	People of Promise	\$15,000
Catholic Diocese of Arlington Migration and Refugee Services	Virginia Refugee Student Achievement Project (VRSAP)	\$11,000
Community Lodgings, Inc.	At-risk Youth Development and Mentoring Program	\$22,000
Higher Achievement Program	Alexandria Achievement Center	\$18,000
Northern Virginia AIDS Ministry (NOVAM)	Access Advocacy for Children	\$7,000
Northern Virginia AIDS Ministry (NOVAM)	HIV Prevention Education for Youth	\$21,000
Northern Virginia Urban League	Grandfather's Group Mentoring Program	\$14,000
Project Discovery- Alexandria	Project Discovery Program	\$20,000
Secondary Training and Education Program (STEP Center)	Alexandria Future-Net for Success: Cyber Seniors/Cyber Teens	\$18,000
Stop Child Abuse Now (SCAN) of Northern Virginia	Alexandria/Arlington CASA Program	\$24,000
The Art League, Inc.	SOHO-Space of Her Own	\$10,000
The Campagna Center	Building Better Futures	\$16,000
Wholistic Family Agape Ministries Institute	Teenage Pregnancy Prevention Program (TAPP)	\$8,000
Total		\$301,360

Department of Human Services

Alexandria Fund for Human Services

FY 2009 Approved Community Partnership Fund Awards

Organizational/Program	Award Amount
Alexandria Volunteer Bureau	\$43,200
ALIVE	\$31,500
ANHSI - Neighborhood-Based Mental Health and Family Support Services	\$44,650
Arlington-Alexandria Coalition for the Homeless, Inc.	\$38,000
Campagna Center	\$15,000
Capital Hospice - The Patient Care Fund	\$9,000
Carpenter's Shelter	\$71,400
Catholic Charities of the Diocese of Arlington, Inc. St. Martin de Porres Senior Center	\$32,000
Center for Employment Training (CET) Alexandria Partners	\$16,000
Child and Family Network Center - Family Literacy Program	\$10,000
Computer CORE, Outreach and Education	\$19,000
CrisisLink	\$27,800
Endeppence Center of Northern Virginia	\$32,400
Friends of Guest House - Guest House Program	\$46,440
Hispanic Committee of Virginia - Integrated Services of Hispanic Families of Alexandria	\$28,000
Legal Aid Justice Center - VA Justice Center for Immigrant Workers	\$9,600
Legal Services of Northern Virginia	\$161,500
Literacy Council of Northern Virginia	\$22,500
Metropolitan Washington Ear	\$4,000
National Rehabilitation & Rediscovery Foundation, Inc.	\$20,000
New Neighbors Education Center of Northern Virginia, Inc.	\$24,000
Northern Virginia Aids Ministry - Transportation Services for People Living with AIDS	\$19,000
Northern Virginia Dental Clinic	\$37,800
Northern Virginia Family Service - Alexandria Medication Access Program	\$38,000
Northern Virginia Resource Center for the Deaf and Hard of Hearing	\$14,400
Hopkins House (PTLI)	\$30,000
Rebuilding Together Alexandria	\$9,000
SCAN - Stop Child Abuse Now Program - Padres Unidos - Alexandria	\$18,000
Senior Services of Alexandria, Employment and Home Chore Referral	\$8,476
Senior Services of Alexandria, Meals on Wheels	\$18,000
Tahirh Justice Center - Legal Assistance to Immigrant Women and Girls	\$19,000
Tenant and Workers United	\$5,000
Whitman Walker Clinic, Inc. - Case Management Services for PLHA's	\$48,000
Total	\$970,666

Department of Human Services

Alexandria Fund for Human Services

FY 2009 Approved Children's Fund Awards

Agency	Program Title	Award Amount
Children and Family Network Centers	Same	\$284,880
Northern Virginia Family Services	Healthy Families Alexandria	\$347,610
Alexandria Accredited Preschools	Family Support Project	\$207,498
Northern Virginia Urban League	Resource Mothers	\$66,615
Stop Child Abuse Now (SCAN) of Northern Virginia	Parent Nurturing Project	\$10,714
N/A	Virginia Preschool Initiative/Scholarships for Children	\$60,000
N/A	Mount Vernon Head Start Classroom	\$35,000
N/A	Early Childhood Training Budget	\$25,000
Total		\$1,037,317