

City of Alexandria, Virginia

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6-11-02

MEMORANDUM

DATE: MAY 31, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES FY 2003 GRANT AWARDS

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**ISSUE:** Community Partnership Fund for Human Services FY 2003 Grant Awards.

**RECOMMENDATIONS:** That City Council receive this report and thank the members of the citizen review panel for their assistance in the FY 2003 grant award process.

**BACKGROUND:** On September 25, 2001, City Council approved the following priorities for the FY 2003 Community Partnership Fund for Human Services competitive grant funding:

**Social Service Programs for Youth** - Activities and programs to provide positive educational, social and recreational alternatives for middle school youth and teens;

**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; 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; and Activities to reduce threats to the public health.

A summary chronology of the FY 2003 grant process is provided as Attachment 1. As noted in the chronology, all grant applicants are notified of the funding decisions at the beginning of June. The proposed FY 2004 grant process schedule is provided as Attachment 2.

On December 20, 2001, the deadline for proposal submissions, the Office of Management and Budget received 35 proposals requesting \$1,936,364 in funding from the Community Partnership Fund.

**DISCUSSION:** The FY 2003 Approved Budget for the Community Partnership Fund totals \$875,500 to fund competitive grants to non-profit organizations that provide a wide range of human services to Alexandrians of school age (over 5) and up. Proposals for programs designed for children prenatal through age 5 are handled through the Alexandria Children's Fund competitive grant fund.

The goal of the competitive grant process is to have an objective, analytical review of the non-profit organizations' program proposals. Grant awards were determined by a highly qualified panel of four Alexandrians who are very knowledgeable in understanding our local human services needs. The citizen review panel for the FY 2003 grant awards was comprised of Mr. Lynwood Campbell, former member of the Alexandria School Board and Chair of the review panel; Ms. Shirley Tyler, former chair of the Alexandria School Board and former director of Grace Episcopal School; Ms. Patrice Linehan, Research Coordinator of the United Way's *1999 Needs Assessment of the Hispanic Community in Alexandria*; and Mr. Darryl Francois, a parent representative on the City Council's Youth Policy Commission.

The FY 2003 review panel, with staff support from several departments that administer human services programs and the Office of Management and Budget, evaluated all of the proposals based on the criteria included in the Request for Grant Proposal. These criteria included general requirements, such as consistency with the Council-established Community Partnership Fund for Human Services priorities; non-duplication of existing City services; clearly identified assessment of need; clear and attainable program goals with reasonable and achievable strategies and objectives; demonstrated financial ability to deliver the proposed program or service; a reasonable budget request; and documentable outcome measures and program performance measures.

A total of 33 organizations submitted 35 program proposals. The funding requested, in the amount of \$1,936,364, was \$1,060,864 more than the \$875,500 available. As indicated during the budget process, \$875,500 represents a level funding level from the FY 2002 budget due to the City's budget resource limitations. Therefore, decisions on the amount of funding for each proposal were based on the panel's consensus ratings of the proposals. Of the 35 program proposals received, 21 were funded and 14 were not funded.

The 21 program proposals funded are summarized in Table 1 on the following page and will be awarded funding for October 1, 2002 through September 30, 2003. The 14 programs not selected for funding are listed in Table 2.

Organizations may request a debriefing meeting with Office of Management and Budget staff if they wish to receive feedback on the FY 2003 grant proposals; however, there is not an appeal

process for these competitive grants, which is consistent with how most State and federal grant applications are handled.

Over the last few years it has become evident that one of the purposes of the Community Partnership Fund in meeting new priority needs of the City has been severely limited by the fact that a large portion of the Fund has gone towards financing existing programs. As a result the Community Partnership Fund panel members and City staff have begun to discuss how to reform the Community Partnership Fund structure and its processes in order to encourage and award more grant funds for innovative programs that better match the City's priority needs. It is expected that any proposed changes to the Community Partnership Fund for FY 2004 would be brought forward to City Council for consideration this coming fall.

**TABLE 1  
FY 2003 GRANT AWARDS FROM THE COMMUNITY PARTNERSHIP FUND  
FOR HUMAN SERVICES**

ORGANIZATION	PROGRAM	FY 2002 APPROVED	FY 2003 REQUEST	FY 2003 APPROVED
Alexandria Olympic Boys & Girls Club	Middle School Youth & Teen Academic Enrichment - College Motivation & Leadership Development	\$17,400	\$34,000	\$17,400
Alexandria Police Youth Camp	Alexandria Police Youth Camp	\$45,000	\$45,000	\$45,000
Alexandria Volunteer Bureau (AVB)	a) Volunteer Clearinghouse & Agency Training Program b) Youth Volunteer Program	Total for both programs to be allocated as AVB wishes: \$62,000	a) \$52,000 b) <u>\$14,500</u> Total \$66,500	Total for both programs to be allocated as AVB wishes: \$62,000
Arlington/Alexandria Coalition for the Homeless	Adopt-A-Family	\$32,000	\$45,000	\$32,000
Big Brothers/Big Sisters of the National Capital Area	Making a Big Difference in the Lives of Alexandria's Children	\$50,000	\$100,000	\$50,000
Carpenter's Shelter	Residential Shelter, David's Place Day Shelter, Hypothermia Shelter Program and Aftercare Program	\$64,000	\$80,000	\$64,000
Community Partners for Children	Earn-A-Bike Challenge	\$0	\$10,625	\$5,000
Crisis Link (Formerly Northern Virginia Hotline)	Crisis and Suicide Prevention Hotline	\$18,500	\$30,000	\$18,500
Endeppence Center	Independent Living Services for Alexandrians with Disabilities	\$32,000	\$34,140	\$33,000
Hispanic Committee of Virginia	Integrated Services for Hispanic Families of Alexandria	\$35,000	\$96,049	\$35,000
Legal Services of Northern Virginia	Civil Legal Services for the Low-Income, Elderly, and Disabled Residents of Alexandria	\$208,100	\$348,166	\$180,800
Literacy Council of Northern Virginia	Adult Literacy and English as a Second Language Program	\$26,000	\$32,000	\$28,000
Metropolitan Washington Ear	Reading and Information Services for the Blind and Visually Impaired	\$12,500	\$20,900	\$12,500
Northern Virginia AIDS Ministry	HIV Prevention Education Program	\$25,000	\$25,000	\$25,000
Northern Virginia Dental Clinic	Northern Virginia Dental Clinic	\$40,000	\$40,000	\$40,000
Northern Virginia Resource Center for Deaf & Hard of Hearing Persons	HEAR Alexandria (Education/Outreach, Information, Advocacy and Peer Support Services)	\$16,000	\$31,768	\$15,000
Retired and Senior Volunteer Program (RSVP)	Retired and Senior Volunteer Program	\$46,000	\$47,300	\$47,300
Senior Services of Alexandria	Guardianship of Last Resort	\$0	\$25,000	\$25,000
Senior Services of Alexandria	Home Care and Employment Services	\$40,000	\$45,000	\$40,000
Whitman-Walker Clinic of Northern Virginia	Case Management & Legal Services for persons with HIV/AIDS	\$100,000	\$119,831	\$100,000
<b>TOTALS</b>		<b>\$869,500*</b>	<b>\$1,276,279</b>	<b>\$875,500</b>

\* Tenants' and Workers' Support Committee was awarded \$6,000 in FY 2002 for the Arlandria-Chirilagua Youth Program but did not request FY 2003 funding for that program. Total FY 2002 grant awards are \$875,500.

**PROPOSALS NOT FUNDED**

**TABLE 2  
PROPOSALS NOT FUNDED**

<b>ORGANIZATION</b>	<b>PROGRAM</b>	<b>FY 2003 AMOUNT REQUESTED</b>
Alexandria Neighborhood Health Services, Inc.	Partners for a Healthier Community: Improving Family Stability for Low-Income Hispanic Individuals	\$95,775
Alexandria Red Cross	Friendly Visitor Program	\$39,000
Boat People S.O.S., Inc.	Tax Assistance for Low-Income Families in the City of Alexandria	\$29,274
Catholics for Housing	Edie Streett Security Deposit Program	\$5,000
Community Ministry of Northern Virginia	Caring Mentors	\$12,000
Computer C.O.R.E.	Computer C.O.R.E. (Community Outreach and Education)	\$50,000
Ethiopian Community Development Council, Inc.	Establishing Self-Sufficiency Among Newcomers	\$60,000
Friends of Guest House	Guest House Residential Program	\$40,000
Just Neighbors Ministry	Direct Legal Services	\$121,377
Northern Virginia Family Service	Alexandria Medical Care for Children Project	\$78,659
Northern Virginia Mediation Service	Alexandria Community Mediation Center	\$42,000
Northern Virginia Urban League, Inc.	Teen Orientation and Participation Club	\$55,000
Tenants' and Workers' Support Committee	Arlandria Health Fairs	\$17,000
The Women's Center	COMPASS (Community Outreach Model Program to Advance Self-Sufficiency)	\$15,000
<b>TOTAL</b>		<b>\$660,085</b>

**FISCAL IMPACT:** On May 6, 2002, as part of the overall budget adoption, City Council approved the proposed budget appropriation of \$875,500 for the FY 2003 Community Partnership Fund for Human Services. Grant funding is for the period October 1, 2002 through September 30, 2003.

**ATTACHMENTS:**

- Attachment 1. Chronology of the FY 2003 Grant Process
- Attachment 2. Proposed Calendar for FY 2004 Grant Process
- Attachment 3. FY 2003 Request for Grant Proposals for the Community Partnership Fund for Human Services

**STAFF:**

- Gene Swearingen, Director, Office of Management and Budget
- Carol Anne Moore, Acting Deputy Director, Office of Management and Budget
- Sheryl Hesano, Budget/Management Analyst, Office of Management and Budget

FY 2003 COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES  
GRANT PROCESS CHRONOLOGY

- July 11, 2001 Information faxed to recipients of the FY 2002 Request for Grant Proposals, the Alexandria United Way, the Alexandria Council of Non-Profits, 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 Economic Opportunities Commission, the Social Services Advisory Board, the Task Force on AIDS, and the Directors of the Departments of Human Services; Mental Health, Mental Retardation, and Substance Abuse; Housing; Health; and Recreation, Parks and Cultural Activities, requesting their input into establishing the priorities for the Community Partnership Fund for the FY 2003 funding cycle.
- September 15, 2001 Staff report on the recommended priorities for the FY 2003 competitive grant cycle docketed for City Council.
- September 25, 2001 Public Hearing and final action on the FY 2003 priorities for the Community Partnership Fund.
- October 2001 Staff mailed Notice of Competitive Grant Opportunity to 166 area non-profit agencies.
- October/November Staff mailed Request for Grant Proposal to 54 organizations.
- October 15, 2001 Pre-proposal conference was held for interested parties.
- October 19, 2001 Advertisement of the Notice of Competitive Grant Opportunity in both English and Spanish in the Alexandria Journal.
- December 20, 2001 Due date for the FY 2003 Community Partnership Fund for Human Services Request for Grant Proposals.
- May 6, 2002 City Council approved an appropriation of \$875,500 for the FY 2003 Community Partnership Fund for Human Services.
- First week of June, 2002 Grant applications notified of funding decisions.
- June 11, 2002 FY 2003 grant award report docketed for City Council.

PROPOSED CALENDAR FOR FY 2004 COMMUNITY PARTNERSHIP FUND FOR  
HUMAN SERVICES GRANT PROCESS

July 10, 2002	Information faxed to recipients of the FY 2003 Request for Grant Proposals, the Alexandria United Way, the Alexandria Council of Non-Profits, 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 Economic Opportunities Commission, the Social Services Advisory Board, the Task Force on AIDS, and the Directors of the Departments of Human Services; Mental Health, Mental Retardation, and Substance Abuse; Housing; Health; and Recreation, Parks and Cultural Activities, requesting their input into establishing the priorities for the Community Partnership Fund for the FY 2004 funding cycle.
September 10, 2002	Staff report on the recommended priorities for the FY 2004 competitive grant cycle to be docketed for City Council.
September 14, 2002	Public Hearing and final action on the FY 2004 priorities for the Community Partnership Fund.
October 2002	Staff to mail Notice of Competitive Grant Opportunity to area non-profit agencies.
October 4, 2002	Advertisement of the Notice of Competitive Grant Opportunity in both English and Spanish in the <u>Alexandria Journal</u> .
October/November	Staff to mail Request for Grant Proposal to interested organizations.
October 21, 2002	Pre-proposal conference to be held for interested parties.
December 19, 2002	Due date for the FY 2004 Community Partnership Fund for Human Services Request for Grant Proposals.
Late April/ Early May 2003	City Council approves an appropriation for the FY 2004 Community Partnership Fund for Human Services in the context of approving the FY 2004 Operating Budget.
First week of June, 2003	Grant applications notified of funding decisions.
June 10, 2003	FY 2004 grant award report docketed for City Council.



## **FY 2003 REQUEST FOR GRANT PROPOSALS COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES**

### **A. PURPOSE**

The City of Alexandria is seeking grant proposals from private non-profit organizations to provide a range of human services to Alexandria's school age (over 5) youth, adult, senior citizens and/or families. Proposals for programs providing early childhood education and/or comprehensive services to at-risk children prenatally through age five will not be considered eligible for the City's Community Partnership Fund. Proposals designed to this population should be submitted to the City of Alexandria's Children's Fund competitive grant fund.

### **B. QUESTIONS CONCERNING THE REQUEST FOR GRANT PROPOSALS**

Technical and contractual questions pertaining to this Request for Grant Proposals should be referred to:

Carol Moore		Jack Powers
Office of Management and Budget	OR	Department of Human Services
(703)838-4780		(703)838-0903

### **C. NUMBER OF COPIES AND MARKING OF PROPOSALS**

Applicants must provide **eight (8)** copies of the proposal (an original plus seven copies), which are to be marked:

**RFGP: FY 2003 REQUEST FOR GRANT PROPOSALS FOR THE  
COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES**

### **D. CONTRACT PERIOD**

The grant period will be twelve months beginning October 1, 2002 and ending September 30, 2003. Proposals may be submitted for a two-year grant, from October 1, 2002 through September 30, 2004. See Section G, item 8 on page 3 for more information regarding multi-year funding.

### **E. BACKGROUND**

The Community Partnership Fund for Human Services was established by the Alexandria City Council on October 14, 1997. Under this process, the City Council annually holds a public hearing on human services priorities in the fall of each year. Following public comment on these priorities,

City Council adopts broad human services priorities. During the City's annual budget process, the City Manager recommends an aggregate amount of funding available for the grant proposal process to address these priorities. Following City Council's adoption of the budget, awards to non-profit agencies are made by the City Manager on a competitive basis through this formal Request for Grant Proposal process. For FY 2003 funding, the City Manager will notify successful grant applicants in writing by the first week in June 2002, for the grant year beginning October 1, 2002 and ending September 30, 2003.

## **F. PROGRAM PRIORITIES**

The following priorities for the Community Partnership Fund for Human Services were approved on September 25, 2001 by City Council for Fiscal Year 2003:

### **SOCIAL SERVICE PROGRAMS FOR YOUTH**

- ✓ Activities and programs to provide positive educational, social and recreational alternatives for middle school youth and teens

### **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
- ✓ 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 treatment for health, mental health and alcohol and drug problems
- ✓ Activities to reduce threats to the public health

*In light of the September 11, 2001 national tragedy and its result and impact on the Alexandria economy, it should be noted that this fund is open to all programs serving City residents with special emphasis placed on aiding families and individuals in crisis during this time of personal economic stress. Agencies are encouraged to "think outside the box" in proposing how programs (including current City grant levels) should operate in this new fiscal environment.*

## G. APPLICATION REQUIREMENTS

All applicants must follow these requirements:

1. **Applications must be received by 4:00 p.m. Thursday, December 20, 2001.** Applications may be hand delivered or mailed to: Office of Management and Budget, 301 King Street, Room 3600, Alexandria, Virginia 22314. (Third floor of City Hall). Submission by facsimile will not be accepted. Applications received by hand delivery or by mail after 4 p.m. will not be accepted.
2. Applications must be prepared on a wordprocessor or typed (handwritten applications will not be accepted).
3. Applicants must submit an original and seven (7) copies of the application package (including the required attachments). Narratives are not to exceed ten (10) single-sided pages and are to be in readable type-size (no less than 12 point font). See Attachment 1 for a checklist of items to be included.

The enclosed application is available on a 3.5" diskette or via e-mail from the City of Alexandria Office of Management and Budget (703/838-4780). Please call for available formats. Large print typeface is also available upon request.

4. Only private non-profit 501 (c)(3) organizations are eligible to apply for funding.
5. Funding is to be used for the benefit of Alexandria City residents. Organizations applying for funding may be based either in the City of Alexandria or in other jurisdictions, but services must be provided to Alexandria residents.
6. Funded programs are required to be in compliance with the Americans with Disabilities Act.
7. Proposals may focus on City-wide services, any part of the City or be neighborhood-based. Proposals may be submitted for either a specific program or to support the general operations of the agency; however, all proposals will be evaluated on the basis of the responsiveness to City Council's Community Partnership Fund for Human Services program priorities. **Please note: Proposals for programs providing early childhood education and/or comprehensive services to at-risk children prenatally through age five are not eligible for the Community Partnership Fund. Contact the Department of Human Services (703/838-0875) for information about the City of Alexandria's Children's Fund for these types of proposals.**
8. Agencies may submit applications for multi-year funding. It is essential to note that any multi-year funding will be subject for City Council's approval of appropriations on an annual basis. The requests for multi-year funding must be related to the program's needs, i.e., a two-year welfare reform program where first-year efforts are related to training and the second-year efforts would be job placement and follow up. Programs that can stand alone each year will not be considered for multi-year funding. Organizations requesting multi-year funding will need to clearly demonstrate in the grant application why the program proposal requires multi-year funding. In addition, the budget detail must be provided for both program years.

9. Agencies may submit one or more proposals. Agencies may submit joint proposals with other organizations.
10. A Pre-Proposal Conference will be held at 10:00 a.m. on Monday, October 15, 2001 in the OMB Conference Room, Room 3617, City Hall, 3<sup>rd</sup> Floor, 301 King Street, Alexandria, VA. The Pre-Proposal Conference will provide potential offerors an opportunity to ask questions about any aspect of this Request for Grant Proposals. Attendance is optional, but strongly encouraged. This will be the only conference held on this solicitation. Advance reservations are necessary to supply ample materials. There is no limit on the number of participants. Contact the Office of Management and Budget at (703) 838-4780 by October 8, 2001 if you plan to attend. Individuals with disabilities who require assistance or special arrangements may call the Office of Citizen Assistance at (703) 838-4800 (TTY/TDD (703) 838-5056).

If you have any questions regarding this application process, please contact Carol Moore at (703)838-4780 or Jack Powers at (703) 838-0903. To obtain general information regarding the Community Partnership Fund for Human Services, please contact Carol Moore at (703) 838-4780.

## **H. PROPOSAL EVALUATION CRITERIA**

The City Manager will appoint a Review Committee that will review each application and make recommendations to the City Manager based on the following criteria:

### **General**

(All proposals must meet the following criteria or they will not be considered further by the Review Committee.)

- ▶ The program proposal addresses an identified individual or community need, consistent with the Council-established Community Partnership Fund for Human Services priorities;
- ▶ The program proposal does not duplicate existing City-funded services or programs;
- ▶ The applicant will provide the supplemental information required, such as quarterly program and financial reports;
- ▶ Proposals for general support must address one of the following: organizational efficiency; program evaluation; or improved financial reporting;
- ▶ Proposals submitted for multi-year funding clearly demonstrate why a two year program effort is necessary for successful program outcomes.
- ▶ The application includes all required components, and is clear and understandable.

### **Assessment of Need**

(25%)

- ▶ The proposal clearly identifies and documents the extent of the need in the community that the program is designed to address;
- ▶ The proposal clearly demonstrates capacity to respond to the need within the community.

### **Program**

(25%)

- ▶ The proposal includes clear and attainable program goals;
- ▶ The proposed actions, activities and tasks are consistent with the program goals and objectives;
- ▶ The program strategies are reasonable and achievable, and the objectives are clearly defined;
- ▶ The proposal employs appropriate cooperative approaches in the delivery of services to achieve efficiencies and maximize the full breadth of services to citizens (see Section VII on page 8);
- ▶ The applicant has the ability, based on qualifications and demonstrated local experience, and the necessary resources (including a complete Board of Directors) to implement and complete the program, and/or deliver the services as proposed.

### **Financial/Budget**

(25%)

- ▶ The applicant has demonstrated financial stability, as evidenced by an annual audit and a current year operating budget. If an audit was not completed, the applicant must submit financial statements including a balance sheet and statement of revenues and expenditures for the most recently completed fiscal year;
- ▶ The applicant plans to leverage non-City General Fund resources in support of the program proposal costs, and the proposal includes a variety of funding sources, such as foundation or other non-City grants, United Way support, or private contributions (either cash or in-kind services), including a plan for raising continuation funding if City funds are no longer available;
- ▶ The budget request is reasonable in relation to the proposed program.

### **Performance Measures and Outcomes**

(25%)

- ▶ The program will document that services provided make a measurable difference in meeting the goals under the Community Partnership Fund;
- ▶ The program will document the progress of persons served in meeting identified desirable outcomes;
- ▶ The number of persons served and the cost per unit of service is identified and is reasonable.

## **I. GENERAL REQUIREMENTS**

1. Awardees may be subject to negotiations about their application as a condition of award. Areas of negotiation might include adjustments to proposed budget requests, assurance requirements to address specific State and federal requirements and compliance with all applicable federal, State and City regulations and ordinances, or changes to comply with outcome measures and reporting requirements.
2. Applicants may be asked to provide additional materials, such as references or other materials to the Review Committee as part of the application review process.
3. Funding awards will be announced in early June, 2002 for funding available October 1, 2002. Applicants awarded funding will be notified in writing.

## **J. PROPOSAL FORMAT AND INSTRUCTIONS**

Proposals shall include the application cover sheet and should not exceed ten (10) single-sided pages for Sections I - VII. The Program Budget Justification Narrative and Program Budget and Revenues (Section V) does not count toward this page limit. All proposals shall use the following format:

### **I. PROGRAM GOALS**

Define the community problem(s) or need(s) and the intended purpose of the proposal to address the problem(s) or need(s). Describe how this program benefits residents of Alexandria. Provide data specific to Alexandria and evidence of the relationship between the proposal, the population proposed to be served and the City Council's program funding priorities for the Community Partnership Fund for Human Services.

### **II. PROGRAM DESCRIPTION**

Identify whether this is a new proposal or project, the continuation of an existing program, or an expansion of an existing program. If an existing program, provide a history of the program, including how it was developed, who was or will be involved in delivery of services or in support of the proposal. For new programs, identify how the concept for the project was developed, who will be involved, and start-up efforts to begin the project.

Provide an overall program description, identifying the following:

- Program title;
- Statement of program need;
- Services to be provided;
- Population served - (e.g., age, income, gender, numbers of persons, special needs, family structure);
- Specific number of persons to be served, including the specific number of Alexandrians to be served;
- Limitations on service or restrictions (e.g., only available in English, State licensure is required for provision of services, special accommodations are required for full participation by persons with disabilities, etc.);
- Geographic area being served;
- Hours of operation; and
- Eligibility for services, including how the program will verify Alexandria residency.

In this description, provide information regarding the specific program approaches to meeting needs of individuals, and the degree to which they are responsive to the significant problems or concerns in the community.

### **III. OUTCOMES EXPECTED TO BE ACHIEVED**

Describe the specific, clear, measurable results that will be achieved as a result of this program proposal. Provide data on clients services - numbers served, cost per client served and cost per successful client outcome, as well as key demographic and workload indicators (numbers served for current projects, and projections or estimates for continuation, new and/or expansion services). Identify key success factors, as well as potential barriers to effectiveness. Provide examples of the program evaluation process to be used to determine the effectiveness of the proposal. In addition, provide a time line showing key tasks, major accomplishments and expected milestones for the proposed project.

### **IV. FUNDING ISSUES**

Address the effect of partial funding upon the proposal. Should the project be considered for partial funding, indicate the minimum acceptable level of funding, and describe the impact to proposed outcomes under that circumstance. Identify the outcomes that could be achieved with the reduced level of funding, incorporating any limitations expected as a result of partial funding. Lastly, identify a plan for raising continuation funding if City funds are no longer available.

### **V. PROGRAM BUDGET JUSTIFICATION NARRATIVE AND PROGRAM BUDGET AND REVENUES FORM**

Following the Program Budget and Revenues form outline, describe in this section the funding sources and other resources, including volunteer support, donations and in-kind contributions, and other support that will be available to support the proposed program. Identify future potential for additional funding and support opportunities from other non-City sources. Indicate the total funding applied for from other funding sources, if any, in support of the proposal.

Identify administrative costs. Only administrative costs directly related to the proposal are to be included within the request. Audit expenses are allowable expenses. Identify staff needed to accomplish program and job responsibilities. Indicate the percentage of time spent on the proposed program. Identify the percentage of the total budget request for the support of administrative costs.

Indicate all supervisory or overhead positions, providing percentage of time in support of project management, oversight or administrative support functions. Include as attachments relevant job descriptions which outline job responsibilities. Identify the percentage of the total budget request for the support of supervisory or overhead positions.

For multiple agency/organization proposals, identify areas of shared costs or distribution of costs among participants.

For multi-year proposals, a budget must be submitted for each year.

Provide a breakdown by category of a minimum acceptable level of funding if only partial funding is available, consistent with the dollar amount indicated on the Program Budget and Revenues form.

All applications must include a completed Program Budget and Revenues form, Attachment 2.

## VI. ORGANIZATION(S) QUALIFICATIONS

Provide information on the following:

- Organization's mission
- History of organization
- Relevant related experience
- Staff capabilities

If this is a multiple agency application, describe each organization and discuss the above-listed points. In addition, provide justification regarding the benefit to the citizens, the community and to the City that will result from the implementation of this proposal as a joint application.

## VII. COOPERATIVE RELATIONSHIPS AND EVIDENCE OF SUPPORT

Describe how the proposed project complements or supplements other existing resources in the community. Identify how this proposal fits into a network of service providers and ways they are connected to demonstrate the effectiveness of the proposed project. Give examples of current and past efforts, as well as those directly associated with this proposal, including partnerships or cooperative efforts with groups such as private and public organizations, agencies and schools, revitalization efforts, public safety agencies, business or civic organizations, and any other groups working cooperatively or in support of the proposed project. Written documentation where applicable should be provided identifying roles and responsibilities to acknowledge mutual agreements for participation.

## REQUIRED ATTACHMENTS

- **Job Descriptions** - Attach job descriptions of any positions proposed to be funded through the Community Partnership Fund for Human Services.
- **Audited Financial Statements** - the applicant organization is required to submit its most recent audited financial statements. If an audit was not completed, the applicant must submit financial statements including a balance sheet and statement of revenues and expenditures.
- **Evidence of non-profit status** - provide one or more of the following: copies of IRS form 1099, copy of the current IRS determination letter indicating 501 (c)(3) and 509(a) tax exempt status, State Corporation Commission documentation, Articles of Incorporation or other documentation which identifies the organization's current or planned non-profit status.
- **Organization Chart(s)** - identifying Board of Directors, organization staffing, and identification of project proposed staff. Multiple charts are acceptable.
- **Organization Operating Budget** - A total organizational operating budget summary for the current year, including identification of all funding sources.

## **K. REPORTING REQUIREMENTS**

An interim report on the status of each funded project must be submitted six months following the beginning of the award period including financial information and the status of the project.

## **L. PROPOSAL DUE DATE**

Proposals must be received no later than 4 p.m. on Thursday, December 20, 2001, in person or by mail (no fax copies accepted) to the Office of Management and Budget, 301 King Street, Room 3600, Alexandria, VA 22314. (Third floor of City Hall). **LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.**



**CITY OF ALEXANDRIA**  
**COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES**  
**APPLICATION CHECK LIST**

**NARRATIVE:**

- Program goals
- Program description
- Outcomes expected to be achieved
- Funding issues
- Program budget justification narrative
- Program budget and revenues form
- Organization(s) qualifications
- Cooperative relationships and evidence of support

**ATTACHMENTS:**

- Job descriptions of positions proposed to be funded
- Audited financial statements
- Evidence of non-profit status
- Organization charts(s)
- Organization operating budget



**CITY OF ALEXANDRIA**  
**COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES**  
**PROGRAM BUDGET AND REVENUES FORM**

	FY 2001 Actual Income	FY 2002 Budget	FY 2003* Requested
<b>I. REVENUE BUDGET</b>			
1. Community Partnership Fund	\$ _____	\$ _____	\$ _____
2. Other City Agency funding in support of this program (i.e., Children's Fund, MHMRSA contract, DHS contract, etc. Please identify source)	_____	_____	_____
3. Other non-City cash funding:			
Arlington County	_____	_____	_____
Fairfax County	_____	_____	_____
Loudoun County	_____	_____	_____
Prince William County	_____	_____	_____
Other local governments	_____	_____	_____
State government (please detail)	_____	_____	_____
Federal government (please detail)	_____	_____	_____
Fees	_____	_____	_____
United Way	_____	_____	_____
Grants	_____	_____	_____
Contributions	_____	_____	_____
Other	_____	_____	_____
4. In-kind contributions (Please detail)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>TOTAL PROGRAM REVENUE</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

\* If multi-year funding is proposed, please also complete for FY 2004.



**CITY OF ALEXANDRIA**  
**COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES**  
**PROGRAM BUDGET AND REVENUES FORM**

	FY 2001 Actual <u>Expenditures</u>	FY 2002 <u>Budget</u>	FY 2003* <u>Requested</u>
<b>II. EXPENDITURE BUDGET</b>			
<b>A. PERSONNEL COSTS</b>			
1. Salaries (list each position and provide hourly rate, total hours annually on project)	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
2. Fringe Benefits (list all applicable line items)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
<b>SUBTOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>B. OPERATING EXPENSES</b>			
1. Space Rental	\$ _____	\$ _____	\$ _____
2. Postage	_____	_____	_____
3. Office Supplies	_____	_____	_____
4. Printing/Copying	_____	_____	_____
5. Consultant Services	_____	_____	_____
6. Telecommunications	_____	_____	_____
7. Training	_____	_____	_____
8. Travel	_____	_____	_____
9. Client Services (list all applicable line items)	_____	_____	_____
	_____	_____	_____
10. Equipment Rental	_____	_____	_____
11. Others (Itemize)	_____	_____	_____
	_____	_____	_____
<b>SUBTOTAL</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

\*If multi-year funding is proposed, please also complete for FY 2004.



CITY OF ALEXANDRIA  
COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES  
FY 2003 APPLICATION COVER SHEET  
FOR OCTOBER 1, 2002 - SEPTEMBER 30, 2003

Program Title: \_\_\_\_\_

Submitted By : \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Funding Request: \_\_\_\_\_  
*(Amount and time period - number months, year, etc.)*

Organization's total budget for FY 2003 (exclude in-kind contributions) \_\_\_\_\_

Geographic Area(s) Served: \_\_\_\_\_

Population(s) Priority(ies) being addressed: \_\_\_\_\_

Program Priority(ies) being addressed: \_\_\_\_\_

I certify that to the best of my knowledge, information regarding this proposal reflects accurate data regarding need and estimates of planned/delivered services. This proposal was considered and approved for submission by the agency Board of Directors on (date) \_\_\_\_\_

By signing this application, the undersigned offers and agrees if the proposal is accepted, to furnish items or services for which prices are quoted, subject to final negotiation and acceptance by the City of Alexandria and subsequent contract award.

Executive Director (or name of representative) \_\_\_\_\_ Date \_\_\_\_\_  
*(For multiple agency submissions, please submit additional sheets as necessary.)*

**DEADLINE FOR SUBMISSION IS DECEMBER 20, 2001 BY 4:00 P.M.**

SUBMIT TO:  
City of Alexandria  
Office of Management and Budget  
301 King Street  
Alexandria, Virginia 22314  
Attention: Carol Moore

\*\*\*\*\* Please note, all applications must be received and logged in at the \*\*\*\*\*  
office listed above by 4 p.m. 12/20/01, to be considered for this funding.