

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 26, 2004

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER

SUBJECT: BUDGET MEMO #:19 GRANT PROCESS REVIEW PROCEDURES

This memo is in response to Councilman Krupicka's request for information on the grant review process for non-profits, and his suggestion of a two year cycle to reduce paperwork.

The City funds three separate and distinct human service-type competitive contributory grant processes - the Community Partnership Fund; the Children's Fund and the Youth Fund. Each fund is governed by a review committee (a citizen review panel; the Early Childhood Commission; and the Youth Policy Commission, respectively). Attachment 1 is budget memo number 32 from the FY 2004 budget process that provides further information on the history and uniqueness of these separate funds.

Each year the decision making entities of the three funds meet to decide amounts of grants within the total budget allocation for that fund for the funding requests received for the upcoming fiscal year. All three entities will be meeting over the next few weeks and will be making written reports to Council with their funding decisions. Staff will encourage each group to address Councilman Krupicka's question and will forward their responses in their separate written reports to Council in June.

ATTACHMENTS:

Attachment 1. Budget Memo #32, dated April 12, 2003, History of Community Partnership Fund, Youth Fund and Children's Fund

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 12, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER 

SUBJECT: BUDGET MEMO #32: HISTORY OF COMMUNITY PARTNERSHIP FUND, YOUTH FUND AND CHILDREN'S FUND (COUNCILMAN EUILLE AND COUNCILMAN SPECK'S REQUEST)

On April 2, 2003 Councilman Euille and Councilman Speck requested information regarding the Community Partnership Fund. Since the Community Partnership Fund serves only a segment of Alexandria's population, this memo provides information on the three funds that serve Alexandria's population, prenatally through senior citizens. The Councilmen also asked for information on increasing the fund.

Community Partnership Fund

The Community Partnership Fund for Human Services (CPF) was established by the Alexandria City Council on October 14, 1997, to be effective beginning with FY 1999. Under this process, City Council holds a public hearing on human services priorities in the fall of each year. The public hearing on FY 2004 priorities was held on September 14, 2002. 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, and after recommendations are made by an independent citizen review panel, awards are made by the City Manager to non-profit agencies which have participated in the Request for Grant Proposal process. The City Manager notifies successful grant applicants in writing by the first week in June, for the grant year beginning October 1 and ending September 30.

On September 14, 2002 Council approved recommendations to improve the (CPF) by transferring all responsibility to fund activities and programs for middle school youth and teens from the CPF to the Youth Fund and transferring an appropriate amount of money (\$155,900). The CPF will be used to serve adults age 22 and over, persons with disabilities, families and the

senior population, and programs that serve anyone in need regardless of age. The Youth Fund will serve youth ages 6 - 21, and the Children's Fund will serve children age prenatally through age 5.

Attachment I summarizes the funding provided to programs funded through the CPF from FY 1999 through FY 2003. It should be noted that 100% of the Fund is dispersed each year, meaning that the amount of budget is equal to that expended. Following the transfer of \$155,900 to the Youth Fund to absorb the middle school youth and teen priorities, the FY 2004 Proposed Budget for the Community Partnership Fund totals \$719,600. *The total of funding requests for this program for FY 2004 totals \$1,480,643, or \$761,043 more than the \$719,600 available.*

Youth Fund

The City of Alexandria Youth Fund was established by City Council on May 7, 2001, and was expanded to include all youth from ages 6 to 21, on September 14, 2002. The Fund seeks to mobilize organizations and institutions to take action around a shared understanding of positive asset development in the youth of Alexandria. The monies in the Youth Fund are awarded by the Alexandria Youth Policy Commission and the fund is administered by the City's Department of Human Services, Office of Youth Services. The Youth Fund is a competitive grant with goals of promoting and enhancing youth development following the Developmental Asset approach produced by the Search Institute of Minneapolis, Minnesota.

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 developmental assets. Following City Council's adoption of the budget. The Youth Policy Commission makes awards to non-profit agencies on a competitive basis through this formal Request for Grant Proposal process. The Office of Youth Services notifies successful grant applicants in writing on or before June 30, for the grant year beginning October 1 and ending September 30.

Attachment II summarizes the funding provided to programs through the Youth Fund from FY 2002 through FY 2003. The Youth Fund was budgeted at \$100,000 for FY 2002 and FY 2003, and after the transfer of \$155,900 from the Community Partnership Fund to the Youth Fund, the FY 2004 Proposed Budget for the Youth Fund totals \$255,900. *The total of all funding requests is \$831,906 for FY 2004, or \$576,006 more than the \$255,900 available.*

Children's Fund

The City's Comprehensive Services for At-Risk Children program, also known as the Children's Fund, was approved by City Council in FY 1993. The Children's Fund provides full funding for comprehensive services such as family support, early intervention, and preschool psychological services, as well as local matching grants to organizations providing early childhood development programs and home visiting services to high-risk families. The City's Early Childhood Commission develops priorities for the use of Children's Fund monies, authorizes distribution requests for proposals and designates a review committee to recommend funding. Committee funding recommendations are forwarded to the City Manager for review and to City

Council for final approval.

Attachment III summarizes the approved budgets of and funding provided to programs through the Children's Fund from FY 1999 through FY 2003. It should be noted that the Children's Fund has the ability to carry forward into the next fiscal year any monies previously unspent, thereby making the Children's Fund expenditures appear to exceed budget authority in some years. FY 2003 individual agency allocations were approved by City Council in late June 2002, for the period beginning July 1, 2002 through June 30, 2003. The FY 2004 proposed budget includes a total of \$1,003,632 for the Children's Fund. *The amount of funding requests for the FY 2004 Children's Fund is not known at this time as the Request for Proposal for the FY 2004 Children's Fund is currently being circulated, with applications due to the City on May 9, 2003.*

Increases to the Community Partnership Fund

Attachment I indicates the amount of funding that has been available for the Community Partnership Fund since it became a competitive process in FY 1999. The changes to the fund have included (1) the FY 2000 addition of a 5.0 percent inflationary increase (\$37,200) and the transfer of \$261,000 to the Children's Fund following Council action on October 17, 1998, which directed all competitive grant funding for early childhood programs (prenatally through age 5) to be considered under the Children's Fund grant process (net decrease of \$223,800); (2) the FY 2001 2.4 percent inflationary increase and addition of \$50,000 via Council's add/delete process; (3) the FY 2002 inflationary increase of 3.0 percent, or \$25,500; and (4) the FY 2004 transfer to the Youth Fund of \$155,900 to accommodate the priority "Activities and programs to provide positive educational, social and recreational alternatives for middle school youth and teens" which was transferred from the Community Partnership Fund to the Youth Fund following Council action on September 14, 2002. As indicated above the funding requests of \$1,480,643 far surpasses the \$719,600 available for FY 2004.

City of Alexandria, Virginia
 Office of Management and Budget
HISTORY OF AGENCIES/PROGRAMS FUNDED
 Beginning with FY 1999 Budget

COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICE REQUEST FOR GRANT PROPOSALS						
	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	
	Grant Funding	Grant Funding	Grant Funding	Grant Funding	Grant Funding	
1	\$57,000	\$0	N/A	N/A	N/A	
2	\$5,795					
3		\$6,500				
4			\$18,520			
5				\$17,400		
6	\$41,870	\$45,000	\$45,000	\$45,000	\$17,400	
7	\$55,200	\$57,500	\$59,000	\$62,000	\$45,000	
8	\$21,640	\$25,000	\$30,000	\$32,000	\$62,000	
9	N/A	\$45,000	\$50,000	\$50,000	\$32,000	
10						
11	\$40,235	\$42,000	\$44,000	\$46,000	\$50,000	
12	\$64,000	\$0	N/A	N/A	\$47,300	
13	\$64,000	\$64,000	\$64,000	\$64,000	N/A	
14	N/A	N/A	N/A	N/A	\$64,000	
15	\$7,448	N/A	N/A	N/A	\$5,000	
16	\$15,505	\$0	\$31,312	\$32,000	N/A	
17	\$38,158	\$38,000	\$38,000	\$32,000	\$33,000	
18	N/A	\$3,000	\$0	\$0	\$0	
19	N/A	N/A	N/A	N/A	N/A	
20	\$154,000	\$0	N/A	\$35,000	\$35,000	
21	\$178,533	\$215,200	\$205,500	N/A	N/A	
22	\$20,000	\$22,000	\$24,000	\$208,100	\$180,800	
23	\$6,768	\$7,000	\$11,068	\$26,000	\$28,000	
24	\$20,000	\$22,000	\$22,000	\$12,500	\$12,500	
25	\$25,000	\$28,750	\$36,100	\$25,000	\$25,000	
26	\$25,000	\$0	N/A	\$40,000	\$40,000	
27	\$18,500	\$20,250	\$18,500	N/A	N/A	
28	\$15,000	\$15,000	\$15,000	\$18,500	\$18,500	
29	N/A	N/A	N/A	\$16,000	\$16,000	
30	\$25,000	\$0	N/A	N/A	\$15,000	
31	\$28,000	\$33,000	\$38,000	N/A	N/A	
32	N/A	N/A	N/A	\$40,000	\$40,000	
33	N/A	N/A	N/A	N/A	\$25,000	
34	\$80,350	\$92,000	\$100,000	\$6,000	\$0	
	\$1,005,000	\$781,200	\$850,000	\$875,500	\$875,500	

NOTES:
 /1 Payments to be made on a per child basis, as with all other child care programs in the City.
 /2 Payments to be made on a per child served basis, as with all other residential placement programs in the City.
 /3 Per Council Action on October 17, 1998, all competitive grant funding for early childhood programs (prenatal to age 5) is to be considered under the Children's Fund grant process. Funding was transferred from the Community Partnership Fund to the Children's Fund to accommodate this action.
 /4 Payments to be made on a per child served basis and to be paid out of the Non-Departmental Account henceforth.
 /5 This Way House ceased operations during FY 2002.
 /6 Organization did not apply for funding in FY 2000, as they were involved in a discrimination suit for being refused lease space based on clientele served.
 /7 Lawsuit settlement contained monies to make up for lost local funding opportunities. ECNV was able to continue to provide services to Alexandrians with disabilities.
 /8 Agency did not apply for funding.
 /9 /7 FY 2001 Proposed budget included \$18,800 for a 2.4 percent inflationary increase, and \$50,000 added via the Approved budget add/delete process.
 /8 /8 /9 /10 /11 /12 /13 /14 /15 /16 /17 /18 /19 /20 /21 /22 /23 /24 /25 /26 /27 /28 /29 /30 /31 /32 /33 /34 /35 /36 /37 /38 /39 /40 /41 /42 /43 /44 /45 /46 /47 /48 /49 /50 /51 /52 /53 /54 /55 /56 /57 /58 /59 /60 /61 /62 /63 /64 /65 /66 /67 /68 /69 /70 /71 /72 /73 /74 /75 /76 /77 /78 /79 /80 /81 /82 /83 /84 /85 /86 /87 /88 /89 /90 /91 /92 /93 /94 /95 /96 /97 /98 /99 /100 /101 /102 /103 /104 /105 /106 /107 /108 /109 /110 /111 /112 /113 /114 /115 /116 /117 /118 /119 /120 /121 /122 /123 /124 /125 /126 /127 /128 /129 /130 /131 /132 /133 /134 /135 /136 /137 /138 /139 /140 /141 /142 /143 /144 /145 /146 /147 /148 /149 /150 /151 /152 /153 /154 /155 /156 /157 /158 /159 /160 /161 /162 /163 /164 /165 /166 /167 /168 /169 /170 /171 /172 /173 /174 /175 /176 /177 /178 /179 /180 /181 /182 /183 /184 /185 /186 /187 /188 /189 /190 /191 /192 /193 /194 /195 /196 /197 /198 /199 /200 /201 /202 /203 /204 /205 /206 /207 /208 /209 /210 /211 /212 /213 /214 /215 /216 /217 /218 /219 /220 /221 /222 /223 /224 /225 /226 /227 /228 /229 /230 /231 /232 /233 /234 /235 /236 /237 /238 /239 /240 /241 /242 /243 /244 /245 /246 /247 /248 /249 /250 /251 /252 /253 /254 /255 /256 /257 /258 /259 /260 /261 /262 /263 /264 /265 /266 /267 /268 /269 /270 /271 /272 /273 /274 /275 /276 /277 /278 /279 /280 /281 /282 /283 /284 /285 /286 /287 /288 /289 /290 /291 /292 /293 /294 /295 /296 /297 /298 /299 /300 /301 /302 /303 /304 /305 /306 /307 /308 /309 /310 /311 /312 /313 /314 /315 /316 /317 /318 /319 /320 /321 /322 /323 /324 /325 /326 /327 /328 /329 /330 /331 /332 /333 /334 /335 /336 /337 /338 /339 /340 /341 /342 /343 /344 /345 /346 /347 /348 /349 /350 /351 /352 /353 /354 /355 /356 /357 /358 /359 /360 /361 /362 /363 /364 /365 /366 /367 /368 /369 /370 /371 /372 /373 /374 /375 /376 /377 /378 /379 /380 /381 /382 /383 /384 /385 /386 /387 /388 /389 /390 /391 /392 /393 /394 /395 /396 /397 /398 /399 /400 /401 /402 /403 /404 /405 /406 /407 /408 /409 /410 /411 /412 /413 /414 /415 /416 /417 /418 /419 /420 /421 /422 /423 /424 /425 /426 /427 /428 /429 /430 /431 /432 /433 /434 /435 /436 /437 /438 /439 /440 /441 /442 /443 /444 /445 /446 /447 /448 /449 /450 /451 /452 /453 /454 /455 /456 /457 /458 /459 /460 /461 /462 /463 /464 /465 /466 /467 /468 /469 /470 /471 /472 /473 /474 /475 /476 /477 /478 /479 /480 /481 /482 /483 /484 /485 /486 /487 /488 /489 /490 /491 /492 /493 /494 /495 /496 /497 /498 /499 /500 /501 /502 /503 /504 /505 /506 /507 /508 /509 /510 /511 /512 /513 /514 /515 /516 /517 /518 /519 /520 /521 /522 /523 /524 /525 /526 /527 /528 /529 /530 /531 /532 /533 /534 /535 /536 /537 /538 /539 /540 /541 /542 /543 /544 /545 /546 /547 /548 /549 /550 /551 /552 /553 /554 /555 /556 /557 /558 /559 /560 /561 /562 /563 /564 /565 /566 /567 /568 /569 /570 /571 /572 /573 /574 /575 /576 /577 /578 /579 /580 /581 /582 /583 /584 /585 /586 /587 /588 /589 /590 /591 /592 /593 /594 /595 /596 /597 /598 /599 /600 /601 /602 /603 /604 /605 /606 /607 /608 /609 /610 /611 /612 /613 /614 /615 /616 /617 /618 /619 /620 /621 /622 /623 /624 /625 /626 /627 /628 /629 /630 /631 /632 /633 /634 /635 /636 /637 /638 /639 /640 /641 /642 /643 /644 /645 /646 /647 /648 /649 /650 /651 /652 /653 /654 /655 /656 /657 /658 /659 /660 /661 /662 /663 /664 /665 /666 /667 /668 /669 /670 /671 /672 /673 /674 /675 /676 /677 /678 /679 /680 /681 /682 /683 /684 /685 /686 /687 /688 /689 /690 /691 /692 /693 /694 /695 /696 /697 /698 /699 /700 /701 /702 /703 /704 /705 /706 /707 /708 /709 /710 /711 /712 /713 /714 /715 /716 /717 /718 /719 /720 /721 /722 /723 /724 /725 /726 /727 /728 /729 /730 /731 /732 /733 /734 /735 /736 /737 /738 /739 /740 /741 /742 /743 /744 /745 /746 /747 /748 /749 /750 /751 /752 /753 /754 /755 /756 /757 /758 /759 /760 /761 /762 /763 /764 /765 /766 /767 /768 /769 /770 /771 /772 /773 /774 /775 /776 /777 /778 /779 /780 /781 /782 /783 /784 /785 /786 /787 /788 /789 /790 /791 /792 /793 /794 /795 /796 /797 /798 /799 /800 /801 /802 /803 /804 /805 /806 /807 /808 /809 /810 /811 /812 /813 /814 /815 /816 /817 /818 /819 /820 /821 /822 /823 /824 /825 /826 /827 /828 /829 /830 /831 /832 /833 /834 /835 /836 /837 /838 /839 /840 /841 /842 /843 /844 /845 /846 /847 /848 /849 /850 /851 /852 /853 /854 /855 /856 /857 /858 /859 /860 /861 /862 /863 /864 /865 /866 /867 /868 /869 /870 /871 /872 /873 /874 /875 /876 /877 /878 /879 /880 /881 /882 /883 /884 /885 /886 /887 /888 /889 /890 /891 /892 /893 /894 /895 /896 /897 /898 /899 /900 /901 /902 /903 /904 /905 /906 /907 /908 /909 /910 /911 /912 /913 /914 /915 /916 /917 /918 /919 /920 /921 /922 /923 /924 /925 /926 /927 /928 /929 /930 /931 /932 /933 /934 /935 /936 /937 /938 /939 /940 /941 /942 /943 /944 /945 /946 /947 /948 /949 /950 /951 /952 /953 /954 /955 /956 /957 /958 /959 /960 /961 /962 /963 /964 /965 /966 /967 /968 /969 /970 /971 /972 /973 /974 /975 /976 /977 /978 /979 /980 /981 /982 /983 /984 /985 /986 /987 /988 /989 /990 /991 /992 /993 /994 /995 /996 /997 /998 /999 /1000

ATTACHMENT II

City of Alexandria, Virginia

HISTORY OF AGENCIES FUNDED THROUGH THE YOUTH FUND

Beginning with FY 2002 Budget

YOUTH FUND		FY 2002	FY 2003
REQUEST FOR GRANT PROPOSALS		Grant Funding	Grant Funding
1	Alexandria Olympic Boys & Girls Club	\$23,000	--
2	Alexandria Red Cross	--	\$12,000
3	Alexandria Volunteer Bureau	\$11,800	--
4	The Art League, Inc.	--	\$12,500
5	Families First of Alexandria	\$25,000	--
6	The Holiday Project of the National Capital Area	\$15,500	--
7	Northern Virginia Fine Arts Association	--	\$3,215
8	Project Discovery	--	\$16,000
9	Student Athlete Permanent Impact Foundation	\$24,700	--
10	T.C. Williams	--	\$20,000
11	Tenants and Workers Support Committee	--	\$20,000
12	Wholistic Family Agape Ministries Institute	--	\$16,285
Total		<u>\$100,000</u>	<u>\$100,000</u>

HISTORY OF PROGRAMS FUNDED THROUGH THE CHILDREN'S FUND

Beginning with FY 1999 Budget

CHILDREN'S FUND

	FY 1999		FY 2000		FY 2001		FY 2002		FY 2003 Approved	
	Grant Funding	Grant Funding								
COMPREHENSIVE SERVICES										
Family Support Project	\$87,384	\$135,979		\$138,578	\$133,573		\$151,000			
Parent Nurturing Program	--	7,280		8,113	10,200		10,200			
Speech/Language Pathologist & Services	4,980	--		--	--		--			
Prenatal Services through AHD	44,287	49,036		47,132	46,490		47,132			
Psychological Services	8,058	58,945		28,698	--		62,430			
Transition of Kindergarten Training/Monitoring	4,742	--		--	--		--			
Scholarship Fund/VA Preschool Initiative	33,458	44,353		103,593	94,573		50,000			
Child Observation Record Training	9,729	12,411		25,000	--		--			
Subtotal/Comprehensive Services	\$192,638	\$308,004		\$351,114	\$284,836		\$320,762			

LOCAL MATCH PROGRAMS

Network Presidential Greens Classroom	\$90,000	\$90,000		\$90,000						
Network Charles Houston/Cora Kelly Classroom	--	57,000		62,000	227,850 *		227,850			
Tenants' and Workers' Chiralagua Classroom	--	80,000		65,000						
Network Family Child Care System	7,890	--		--	--		--			
Health Families	240,000	323,000		340,846	350,000		350,000			
Mt. Vernon Program for 4 Year Olds	78,805	80,776		35,000	35,000		35,000			
Head Start Classrooms at Tucker School	--	--		20,263	--		--			
Resource Mothers	25,000	50,000		55,000	70,020		70,020			
Subtotal/Local Match Program	\$441,695	\$680,776		\$668,109	\$682,870		\$682,870			
Total/Children's Fund	\$634,333	\$988,780		\$1,019,223	\$967,706		\$1,003,632			

Total Approved Budget **

	\$667,000	\$974,400	/1	\$974,400	\$1,003,632	/2	\$1,003,632
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* Monies are now given to Child and Family Network Centers, which provides quality child care and comprehensive services in half-day and full-day classrooms at Charles Houston and Cora Kelly Recreation Centers, in a converted apartment in the Chiralagua Housing Cooperative, and in a site on Mt. Vernon Avenue in the Arlandria area.

** The Children's Fund carries forward unspent monies from prior year funding.

/1 Reflects the transfer of \$261,000 from the Community Partnership Fund to reflect Council action on October 17, 1998 whereby all competitive funding for early childhood programs (prenatally through age 5) be considered under the Children's Fund grant process, and the addition of a 5.0 percent inflationary increase.

/2 Reflects a 3.0 percent inflationary increase.