

## City of Alexandria, Virginia

9-23-03

## MEMORANDUM

DATE: SEPTEMBER 16, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*

SUBJECT: APPROVAL OF GRANT AWARD FROM THE VIRGINIA DEPARTMENT FOR THE AGING TO EXPAND THE PROGRAM AND SERVICES OF THE TITLE V SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

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**ISSUE:** City Council consideration of a grant award in the amount of \$196,213 from the Virginia Department for the Aging to expand the program and services of the Title V Senior Community Service Employment Program.

**RECOMMENDATION:** That City Council:

- (1) Approve the grant award in the amount of \$196,213 to expand the program and services of the Title V Senior Community Service Employment Program;
- (2) Approve the conversion of one currently-authorized 0.75 FTE Account Clerk III position to full-time to provide administrative support for the program. The full-time position will revert back to 0.75 FTE upon expiration of the grant and the individual who fills the position will be notified of this condition of employment and will sign an agreement of understanding with regard to this condition; and
- (3) Authorize the City Manager to execute all documents as may be required.

**BACKGROUND:** Via a federal competitive bidding process, the U. S. Department of Labor has most recently awarded the Title V Senior Community Service Employment Program grant to the National Council on Aging. The National Council on Aging then contracted with the Virginia Department for the Aging, who effective July 1, 2003, requested *JobLink* to take over the Alexandria clients/work experience slots formerly handled by the Northern Virginia Urban League. The National Urban League was not successful in the federal competitive bid process. The City's Department of Human Services staff have inquired about sub-contracting this contract back to the Northern Virginia Urban League have been told but they are not allowed to. Upon Council approval, the Virginia Department for the Aging will award the City \$196,213. This

would be an expansion of the Title V Senior Community Service Employment Program (SCSEP) *JobLink* is currently operating. The FY 2004 approved budget is \$29,012 and covers wages for 5 clients in work experience slots and associated program costs. The expanded program would cover 26 additional slots/clients and program costs.

**DISCUSSION:** The Title V Senior Community Service Employment Program was initially funded in 1965, as a part of the Older Americans Act (OAA). The U.S. Department of Labor administers the program and annually awards grants to states and several national contractors. The goal of SCSEP, commonly referred to as “Older Worker Program,” is to foster and promote useful part-time opportunities in community service employment for eligible low income persons who are 55 years of age or older and unemployed and to assist in the transition of program participants into private, unsubsidized employment. Participants are assigned to a variety of subsidized community service work sites where they can receive skills training while assisting in the delivery of a needed community service. Examples of community service employment work sites include: Job Developer, Northern Virginia Urban League; Stock Clerk, Prevention of Blindness Thrift Store; and Managerial Assistant, Annie B. Rose Towers. Persons transitioning from community service to unsubsidized employment have obtained jobs at such places as Northern Virginia Community College, Randstad and Herman W. Lutz. Because the community service is an internship, the length of training varies based on the specific training site, the participant’s skill sets and long-term employment goals.

Virginia is one of the states receiving funding from the U. S. Department of Labor. The City is a contractor of the Virginia Department for the Aging and provides program services to Alexandria residents. The Account Clerk III would handle the increased administrative support required for the additional slots. *JobLink* has operated an Older Worker Program for many years and this would be a simple expansion of the program.

The proposed duration of the grant is July 1, 2003, through June 30, 2004 and is expected to be renewed on an annual basis.

**FISCAL IMPACT:** To apply for this grant, the City must identify a cash match in the amount of \$21,802, which is 10% of total spending for the program (\$196,213 grant funds and \$21,802 City funds = \$218,015). The City’s matching contribution of \$21,802 will be available through monies included in the approved FY 2004 budget for the Department of Human Services, *JobLink*. The Virginia Department for the Aging will provide \$196,213.

In addition, the City is responsible for the normal administrative costs associated with this grant. These costs include financial and reporting oversight provided by the Department of Human Services, as well as by the Office of Management and Budget and by the Finance Department. It should be noted that the conversion of a currently authorized 0.75 FTE Account Clerk III position, if approved to full-time, will revert back to 0.75 FTE upon the expiration of the grant and that there are no monies available in the City budget to continue these activities once the grant funds are expended.

**STAFF:**

Joe Stevens, Director, Office of Employment Training, *JobLink*

Dennis McKinney, Director, *JobLink*

Beverly Steele, Interim Director, Department of Human Services

Carol Moore, Acting Deputy Director, Office of Management and Budget