

City of Alexandria, Virginia

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6-11-02

MEMORANDUM

DATE: MAY 30, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: SUBMISSION OF GRANT APPLICATION TOTALING \$52,913 TO THE VIRGINIA DEPARTMENT OF SOCIAL SERVICES FOR THE OFFICE ON WOMEN'S DOMESTIC VIOLENCE PROGRAM

ISSUE: City Council consideration of a contract renewal for grant funding from the Virginia Department of Social Services, in the amount of \$52,913 for the Office on Women's Domestic Violence Program.

RECOMMENDATION: That City Council authorize the City Manager to:

- (1) submit the contract renewal to the Virginia Department of Social Services for funding, in the amount of \$52,913;
- (2) approve the continued funding for the existing grant-funded, full-time (1.00 FTE) Volunteer Coordinator and for the existing part-time Social Worker I position (.75 FTE City/.25 grant) which was increased to full-time with grant funds. It should be noted that there are no monies available in the City budget to continue these activities once the grant funds are expended. This Volunteer Coordinator grant-funded position would terminate upon the expiration of the grant and the individual who fills this position would be notified of this condition of employment. The Social Worker I position will revert to part-time and the individual who fills this position would be notified of this condition of employment; and
- (3) execute all documents that may be required.

BACKGROUND: The 2000 Virginia General Assembly designated \$2,000,000 in TANF (Temporary Assistance for Needy Families) funds and \$500,000 in General Funds for the biennium to provide crisis and core services to victims of domestic violence. The Virginia Department of Social Services administers these additional funds as part of its existing Virginia Family Violence Prevention Program (VFVPP). In 2002, the General Assembly re-appropriated the funds to continue services and contracts were renewed for Fiscal Year 2003. These additional monies are provided as grants to local domestic violence programs for purchase of crisis and core services for victims of domestic violence, including 24-hour hotlines, emergency shelter, emergency transportation and other crisis services as a first priority. The original grant

award to the Office on Women for the period December 1, 2000 through June 30, 2002 was \$96,206 for a 19-month contract. The contract renewals are for a 12-month grant period from July 1, 2002 through June 30, 2003.

DISCUSSION: In fiscal year 2001, the Office on Women was awarded grant funding to hire a full time Volunteer Coordinator for the Domestic Violence Program. Prior to the grant, volunteer coordination was managed by the Domestic Violence Program Coordinator and program staff. Since the Domestic Violence Program is a 24 hour/7 day per week operation, a stable corps of volunteers is vital. Volunteers staff the battered women's shelter and 24 hour crisis hotline during weekend hours from Friday evening through Sunday evening, and during holidays. In FY 2001, volunteers provided 5,173 hours of direct service (which is comparable to approximately 2.50 FTE's). When a weekend or holiday volunteer shift is unfilled, program staff must work the shift. This resulted in more than \$7,000 of overtime pay from the Office on Women General Fund to Domestic Violence Program staff in calendar year 1999. A position specifically devoted to volunteer coordination has eliminated the overtime needed for staff filling shifts on weekends and holidays, and has provided for recruitment, training, scheduling, and supervision of the volunteer corps. The Volunteer Coordinator also provides community education to civic organizations and community groups and trains allied professionals.

Additionally, these funds are to be used specifically for service provision to TANF recipients and those deemed eligible by the grant guidelines. An innovative mentoring program has been developed which matches TANF clients in the battered women's shelter and non-residential Domestic Violence Program clients with a volunteer mentor to assist with job preparation, employment issues and self-sufficiency. An existing part-time Social Worker I position (.75 FTE) was upgraded to full-time with grant funds in Fiscal Year 2001. Twenty-five per cent of this individuals' time is devoted to delivering services to TANF-eligible clients in the Domestic Violence Program, screening eligible clients for the Mentoring Program and assisting the Volunteer Coordinator with program development and implementation.

The City's grant application requests funds to continue the existing full-time Volunteer Coordinator position and partial funding (25%) for the Social Worker I position in the amount of \$52,913 for salary and benefits for Fiscal Year 2003. Additionally, the request includes \$826 in administrative costs associated with the program. The administrative costs include mileage for staff and monthly fees for one cellular phone.

FISCAL IMPACT: There is no match requirement for this grant. The Virginia Department of Social Services will provide a grant of \$52,913 for services to victims of domestic violence and their families.

The City is responsible for the normal administrative costs associated with this grant. These costs include financial and reporting oversight provided by the Office on Women, the Office of Management and Budget and the Finance Department. It should be noted that there are no monies available in the City budget to continue these activities once the grant funds are

expended. The grant-funded positions would terminate upon the expiration of the grant, and the individuals who fill the positions would be notified of this condition of employment.

ATTACHMENTS: None. The grant application may be reviewed in the Office of Management and Budget, Room 3600, City Hall, during normal business hours.

STAFF:

Lisa Oviatt, Director, Office on Women
Claire Dunn, Coordinator, Domestic Violence Program
Paul Doku, Budget Analyst, OMB
Gene Swearingen, Director, OMB