City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 5, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER

SUBJECT: REPORT ON THE COMMUNITY PARTNERSHIP FUND FOR HUMAN
             SERVICES RECOMMENDED PRIORITIES FOR THE FY 2004
             COMPETITIVE GRANT CYCLE

ISSUE: Receipt of the Report on the Community Partnership Fund for Human Services recommended priorities for the FY 2004 competitive grant cycle, which will be set for public hearing on September 14.

RECOMMENDATION: That City Council docket for public hearing on Saturday, September 14 the FY 2004 priorities for the Community Partnership Fund, including the community input on priorities received this summer (Attachments 2 through 8) and the proposed improvements to the Fund (see pages 9-10 below). Final action on the FY 2004 priorities will be at Council's Tuesday, September 24 legislative meeting.

Staff do not recommend any revisions to the priorities prior to the September 14 public hearing.

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 school-age or older[1]. 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. In the fall of each year, City Council sets the priority service areas that it wishes to emphasize in the upcoming funding cycle.

Grant awards for FY 2003 were announced during the first week of June, and the docket report including the summary of the FY 2003 grant awards was distributed to the non-profit community.

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[1]City 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 prenatally through five. This competitive grant pool is called the Children's Fund, and is administered by the Department of Human Services in conjunction with the Early Childhood Commission.

This report on FY 2004 priorities includes input from the non-profit community on priority service areas that was received by staff during the summer months.

DISCUSSION: The priorities approved by City Council for the FY 2003 Community Partnership Fund for Human Services grant cycle, which were established on October 24, 2001, are presented again as the priorities for FY 2004, and include the following:

SOCIAL SERVICE PROGRAMS FOR YOUTH: • Activities and programs to provide positive educational, social and recreational alternatives for middle school youth and teens;
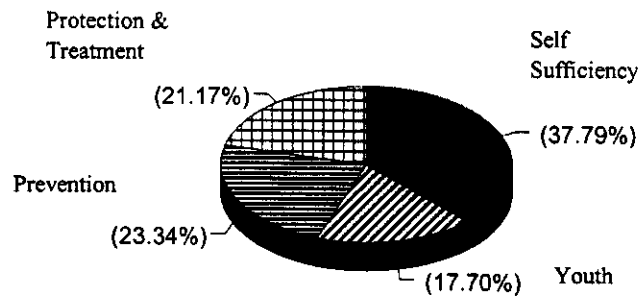
SELF SUFFICIENCY: • Programs to promote self-sufficiency and independence (including but not limited to, helping individuals access and maintain employment, housing and home ownership opportunities); • Programs to aid families and individuals in crisis; • Programs directed at assisting immigrant populations 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; • Activities to reduce threats to the public health.
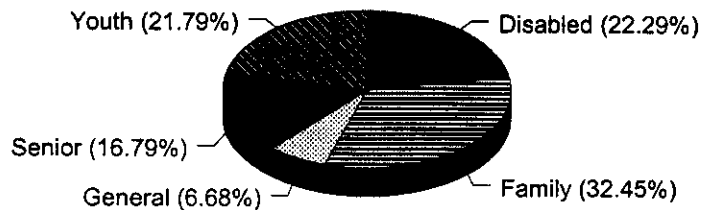
The FY 2003 budget amount for the Community Partnership Fund totaled $875,500. The following graph shows the distribution of the grant awards among the priority areas that were in place for FY 2003.

FY 2003 Community Partnership Fund
Approved Funding by Priority

Protection & Treatment (21.17%)

Self Sufficiency (37.79%)

Prevention (23.34%)

(17.70%) Youth

The Community Partnership Fund monies are used to serve various populations, and the graph below shows the distribution by type of client served in FY 2003. The category labeled "General" reflects grants that serve all population groups, and includes the grant to the Northern Virginia Dental Clinic and the Crisis Link suicide/crisis hotline.

FY 2003 Community Partnership Fund
Approved Funding by Client Served

Youth (21.79%)

Disabled (22.29%)

Senior (16.79%)

General (6.68%)

Family (32.45%)

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Process to Gain Community Input to the FY 2004 Priorities: Staff disseminated the June 11, 2002, docket item (Attachment 1) on the FY 2003 Community Partnership Fund grant awards to the 33 nonprofit organizations that originally had requested a grant proposal package. Staff also requested that these organizations, along with 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 Economic Opportunities Commission, the Social Services Advisory Board, and the Commission on HIV/AIDS review the current priorities and provide input into establishing the priority service areas for the upcoming grant cycle.

Staff received responses from the following organizations: (A) the Alexandria United Way; (B) the Alexandria Non-Profit Council, Ad-Hoc Committee on City Funding; (C) the American Red Cross - Alexandria Chapter; (D) Computer C.O.R.E.;(E) the ENDependence Center of Northern Virginia, Inc.; (F) Legal Services of Northern Virginia; and (G) the Metropolitan Washington Ear (Attachments 2 through 8).

In addition to the priorities for FY 2004, as indicated in the Community Partnership Fund report to City Council in June, a review of the structure of the Community Partnership Fund was planned for the summer. The results of this review are included later in this report.

Response from Community Organizations on Priorities

The following is a summary of the comments from the seven community organizations regarding priority areas, accompanied by staff comment where applicable.

A) Alexandria United Way (Attachment 2): "The Alexandria United Way agrees with the priorities included in the areas of social service programs for youth, self-sufficiency, prevention, and protection and treatment."

"In our own funding priorities last year, we encouraged applicants to submit grants that include strategies to reduce or eliminate barriers to services. We think that a primary reason people do not use available services is a lack of access to them. In the last three years, the United Way has conducted three studies: a study of the working poor, research on the needs of families with children aged 0-6, and a needs assessment of the Hispanic community. In all three studies, access to services was identified as a barrier to the utilization of existing services. The lack of access takes many forms, from location of the services to hours of operation."

"We urge the City to encourage the same kind of programming from applicants to the Community Partnership Fund."

Staff comment: After the public hearing on the FY 2004 priorities on September 14, if City Council wishes to strengthen the emphasis on accessibility of services in the upcoming grant

cycle, the FY 2004 Request for Grant Proposal can be revised to indicate that notification of accessibility of services is encouraged as an effort to provide more comprehensive services to those in need.

B) <u>Alexandria Non-Profit Council, Ad-Hoc Committee on City Funding</u> (Attachment 3): According to the Alexandria Non-Profit Council, a concern shared by all of the non-profits on the Alexandria Non-Profit Council is the time required to write long proposals each year. In an effort to make the application process less onerous on everyone involved, the following ideas have been put forward by the Non-Profit Council members:

"1) Moving the proposal deadline. The December deadline poses many difficulties in a sector where much of the programming and fundraising happens between November and January. Ideally, the proposals should not be due anytime between November 15 and January 31."

<u>Staff comment</u>: The request for community input last year (summer of 2001) included proposed schedule changes for the FY 2003 and future process, which included changing the due date of the proposals received from the non-profit community from mid-February to the end of December each year. The City received no comment on this and implemented the proposed schedule changes with the FY 2003 process.

"2) A two-stepped application process. After the priorities for funding are set, the City could require a letter of inquiry from those agencies seeking funding.... Organizations could then be asked to complete the full proposal with some confidence that, barring any difficulty with their application, funding would be highly likely."

<u>Staff comment</u>: Requests from the Community Partnership Fund undergo intense analysis and as such a letter of inquiry may not include enough details for the Community Partnership Fund Review Committee to make partial decisions on funding.

"3) Multi-year funding. The competitive nature of the fund and the amount of information required by the Request for Grant Proposals require that proposals are given a great deal of time and attention to detail. However, much of the information contained in each proposal is similar from year to year. Multi-year funding would eliminate effort that may be duplicated annually."

<u>Staff comment</u>: The current RFGP, section G, item number 8 states "Agencies may submit applications for multi-year funding. It is essential to note that any multi-year funding will be subject to City Council's approval of appropriations on an annual basis."

"4) Clarifying multi-year funding in the priorities for grant funding. If the City is not interested in making multi-year commitments as described above, but is interested in funding multi-year projects and/or programs on an on-going basis, it could clarify this priority at the beginning of the application process."

Staff comment: Please see staff comment to item 3 above. Multi-year funding is possible under the current Community Partnership Fund rules.

"5) Increasing funds for the Community Partnership Fund and the Children's Fund.
Because the nonprofit sector is able to provide services at considerable cost savings to the public, increasing these funds seems sensible in a time of increasing needs and financial strain. In addition, the current budgeted amount for the Community Partnership Fund and the Children's Fund does not provide sufficient dollars to fund successful programs that have previously been funded, and still fund new, innovative programs that have not been previously funded."

Staff comment: Due to the questionable economy, its impact on City revenues and expected State aid reductions will make preparing a City FY 2004 budget difficult. As a result, increases to the Community Partnership Fund and the Children's Fund may not be possible.

"6) Finding ways to adequately fund successful programs that fit the City's funding priorities while at the same time open up the competitive grant proposal process to previously unfunded programs. Those programs that are awarded repeat grants from both these funds are highly valued by both the city and its citizens, and deserve to be adequately funded so that resources are not squandered constantly trying to find operating revenue each year to continue their programs. At the same time, new, innovative and previously unfunded programs that fit the City's priorities need to find significant, local government support to provide a base from which to grow and to enhance their chances of finding funds outside the City.:

Staff comment: The Community Partnership Fund Review Panel has noted this same difficulty. Please see the following section for the discussion regarding possible changes to the process.

C) The American Red Cross - Alexandria Chapter (Attachment 4): The American Red Cross - Alexandria Chapter requested that the City include "Social Service Programs for Low Income Senior Citizens" as a specific priority area in Fiscal Year 2004. According to the Red Cross, this is a growing and vulnerable segment of our population who have an increasing number of concerns and needs which should be addressed through human services funding.

Staff comment: It should be noted that all priorities are designed to serve Alexandrians who are school-age or older. No one specific adult age group is preferred to the exclusion of any other age group in the priorities and several of the current Community Partnership Fund grants serve the City's senior population (see graph on page 3).

D) Computer C.O.R.E. (Attachment 5): A major concern of Computer C.O.R.E. is the competitiveness of the grant process. "Last year only two new initiatives were funded in FY 2003." Computer C.O.R.E. feels that if priority is given to previously funded programs, it should be clearly stated in the FY 2004 request for grant proposal that programs that received support in FY 2003 will have priority over new programs.

Staff comment: As stated above, during this past year's review of the CPF grant proposals, the CPF review panel noted that it is difficult to fund new programs unless awards of previously funded programs are decreased. Please see the following section for the discussion regarding possible changes to the process.

E) ENDependence Center of Northern Virginia, Inc. (ECNV) (Attachment 6): ECNV recommends that FY 2004 priorities reflect a review of the most current Alexandria Commission on Persons with Disabilities (ACPD) Needs Assessment completed in July, 2000, as well as their own experience in serving Alexandria citizens with disabilities, which they indicate that for the disability community, the most pressing human service needs are for services that promote independence and self-sufficiency, prevent unnecessary dependency on nursing homes and other institutions, keep families together, and ensure equal access and full participation in community life. ECNV would also like to see the City add a priority, under the category of "Prevention," for programs that "provide community supports and services to prevent unnecessary institutionalization and which promote independent living." Furthermore, ECNV believes that a priority should also be added for programs to inform and educate those living in institutions about their rights and options to pursue community living with adequate supports. Also, under the category "Protection and Treatment" in the priority for programs to prevent/reduce the impact of abuse and neglect, ECNV proposes to add the phrase "including those that address concerns of individuals in nursing homes and other institutional settings."

ENDpendence Center notes that they believe that community accessibility is essential in preventing unnecessary institutionalization. The ACPD Needs Assessment found that health, mental health, and substance abuse treatment programs in the City are often inaccessible and therefore unavailable to persons with disabilities. As a consequence, ECNV urges the City to add an explicit priority for programs that can demonstrate that they are fully accessible to persons with disabilities.

Finally, ECNV has indicated that it supports social service programs for youth as a priority and proposes that activities and programs that assist youth with disabilities to successfully transition from school to work and independent living and believe that this should be added as a priority and suggests that this priority apply to youth ages 14-25.

Staff comment: As previously mentioned, all priorities are designed to serve Alexandrians who are school-age or older. No one specific group is preferred to the exclusion of any other group. As noted in the Approved Funding by Client Served graph on a previous page, 22.3% of FY 2003 Approved Community Partnership Fund funding is directed towards programs benefitting the disabled community. Non-profit agencies are welcome to submit requests for funding for programs that address the concerns of the Endependence Center and the Alexandria Commission on Persons with Disabilities.

After the public hearing on the FY 2004 priorities on September 14, if City Council wishes to strengthen the emphasis regarding limiting funding to programs that can demonstrate that they

are fully accessible to persons with disabilities, language can be added to the FY 2004 Request for Grant Proposal for the Community Partnership Fund.

F) Legal Services of Northern Virginia (Attachment 7): According to Legal Services of Northern Virginia (LSNV), "in recent years members of City Council, prompted by citizen concerns, have acknowledged the importance of maintaining affordable and accessible housing in Alexandria. Particularly hard hit are the low-income, elderly and disable community who have no where else to turn. Yet no funding priorities specifically mention "affordable" or "accessible" housing." Therefore, Legal Services of Northern Virginia suggests adding a separate category of "Self-Sufficiency" with criteria that includes "programs and organizations that assist residents in both obtaining and maintaining affordable and accessible housing." In addition, Legal Services encourages Council to continue to focus priorities on the needs of the low-income residents of Alexandria and expand that focus to include the elderly and disabled population as well and suggest that Council consider expanding the suggested "Self-Sufficiency" category to include "Programs that aid low-income, elderly and disabled individuals and families in crisis." Legal Services also suggests a new criterion under the PREVENTION category of the Established Community Partnership Priorities could include: "Programs that effectively prevent loss of critical and basic human needs such as food, shelter, housing, employment, income, personal safety, and other similar needs."

Finally, Legal Services of Northern Virginia believes "the current pool of funding is woefully inadequate to meet the growing needs of this community and City Council take a serious look at ways in which this pool can be increased." According to LSNV, each year worthy programs are either cut or denied funding due to the limited pool of funds available for such programs, specifically LSNV. Over the past 4 years, LSNV has received the following City monies from the Fund:

FY 2000	$215,200
FY 2001	$205,500
FY 2002	$208,100
FY 2003	$180,800

Staff comment: Regarding LSNV's comment about affordable and accessible housing, it should be noted that the FY 2003 Approved Budget contains funding for Housing Development, in excess of $1 million, (as did the amended FY 2002 budget), to be used to support the Affordable Housing Task Force's housing production goals. Among other things, programs and services are developed for the extremely-low and low-income renters and homeowners, the elderly and frail, and persons with physical disabilities, mental/developmental disabilities, substance dependence, and/or persons living with or affected by HIV/AIDS. Again it should be noted that all Human Services Community Partnership Fund priorities are designed to serve Alexandrians who are school-age or older and not one specific group is preferred to the exclusion of any other group. For this reason, staff does not recommend any additional language be added to the existing priorities. Due to the questionable economy, its impact on City revenues and expected State aid

reductions will make preparing a City FY 2004 budget difficult. As a result, increases to the Community Partnership Fund may not be possible.

G) The Metropolitan Washington Ear (Attachment 8): The Metropolitan Washington Ear operates a radio reading and Dial-in newspaper and magazine reading service for blind, low vision and print-disabled residents of the national capital area. The Metropolitan Washington Ear feels that "it is vital that we be able to continue to make this service available to visually impaired citizens of the area who have come to rely on it."

Staff comment: No change is recommended at this time.

Proposed Improvements to the Community Partnership Fund for Human Services

As indicated in the Community Partnership Fund report to City Council in June, a review of the structure of the Community Partnership Fund was planned for this summer. Staff and the Community Partnership Fund Review Committee have met several times over the summer to discuss possible improvements to the Community Partnership Fund for Human Services. Based on these meetings, proposed changes include: splitting the Partnership Fund into two sections, "established" and "new"; establishing certain new rules for the Fund's "new" section; making a change to the Fund's current priorities, which would apply to the "established" and "new" sections; and transferring a yet to be determined amount of money (and program responsibilities) from the Community Partnership Fund to the Youth Fund.

It is recommended that $50,000 of the current $875,500 total budget for the Community Partnership Fund be set aside to provide funding opportunities for not-previously funded, "new" programs. Splitting the Fund into two parts, staff and the Review Committee feel will allow new, and particularly innovative previously unfunded programs to obtain funding, which will enhance their chances of finding other funding sources.

The priorities for this "new" portion of the Community Partnership Fund are the same as the current priorities. However, two new rules would apply: 1) Any "new" program funded must have a 50% cash match available; and 2) "new" programs funded will be eligible to apply through the "new" portion of the Fund for up to three years only. After the three years, the program will have to compete with the ongoing, established programs in the Fund.

Changes to the Fund's current priorities include the following: 1) Remove the priority "Activities and programs to provide positive educational, social and recreational alternatives for middle school youth and teens." This is a priority of the new Youth Fund which is administered by the Department of Human Services. Those organizations requesting funding for this age group will only be eligible to apply for funding from the Youth Fund, just as proposals for children age prenatally through 5 are only eligible for funding from the Children's Fund. Staff also proposes to transfer an appropriate amount of money, from the Community Partnership Fund to the Youth Fund, in the FY 2004 budget. The amount of money will be determined after an

analysis is conducted this fall regarding how much of the total budget for the Community Partnership Fund is spent directly on Alexandria youth in grades 6 through 12.

FISCAL IMPACT: The FY 2003 Approved Budget for the Community Partnership Fund totaled $875,500. Non-profit organizations submitted program proposals totaling over $1.9 million during last year's competitive grant award cycle.

Funding amounts for the FY 2004 Community Partnership Fund will be included as part of the Proposed FY 2004 Budget, which will be presented to City Council in March, 2003.

ATTACHMENTS:

Attachment 1 - Community Partnership Fund for Human Services Report on FY 2003 Grant Awards, docket item #11 letter dated May 31, 2002

Attachment 2 - Alexandria United Way response for community input into the FY 2004 priorities - Letter dated July 31, 2002

Attachment 3 - Alexandria Non-Profit Council, Ad-Hoc Committee on City Funding response for community input into the FY 2004 priorities - Letter dated August 14, 2002

Attachment 4 - American Red Cross - Alexandria Chapter community input into the FY 2004 priorities - Letter dated August 5, 2002

Attachment 5 - Computer C.O.R.E. response for community input into the FY 2004 priorities - Letter dated August 14, 2001

Attachment 6 - ENDependence Center of Northern Virginia, Inc. response for community input into the FY 2004 priorities - Letter dated August 14, 2002

Attachment 7 - Legal Services of Northern Virginia response for community input into the FY 2004 priorities - Letter dated August 16, 2002

Attachment 8 - Metropolitan Washington Ear response for community input into the FY 2004 priorities - Letter dated August 5, 2002

STAFF:
Mark Jinks, Assistant City Manager for Fiscal and Financial Affairs
Carol Moore, Acting Deputy Director, Office of Management and Budget
Sheryl Hesano, Budget/Management Analyst, Office of Management and Budget
Meg O'Regan, Director, Department of Human Services

City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 31, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER

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

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

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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.

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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) $14,500 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
Endependence 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
TOTALS		$869,500*	$1,276,279	$875,500

* 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.

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PROPOSALS NOT FUNDED

TABLE 2
PROPOSALS NOT FUNDED

ORGANIZATION	PROGRAM	FY 2003 AMOUNT REQUESTED
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 Street 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
	TOTAL	$660,085

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
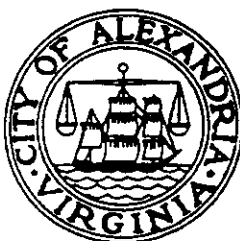
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FY 2003 COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES
GRANT PROCESS CHRONOLOGY

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 Alexandria Journal.

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.

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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,

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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.

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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). <u>Submission by facsimile will not be accepted</u>. 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 <u>will not</u> 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.

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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, 3rd 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.

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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.

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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.

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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

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

	FY 2001 Actual Income	FY 2002 Budget	FY 2003* Requested

I. REVENUE BUDGET

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)

TOTAL PROGRAM REVENUE $ _____ $ _____ $ _____

* 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 Expenditures	FY 2002 Budget	FY 2003* Requested

II. EXPENDITURE BUDGET

A. PERSONNEL COSTS

1. Salaries (list each position and provide hourly rate, total hours annually on project) $ _____ $ _____ $ _____

2. Fringe Benefits (list all applicable line items)

SUBTOTAL $ _____ $ _____ $ _____

B. OPERATING EXPENSES

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)

SUBTOTAL $ _____ $ _____ $ _____

TOTAL EXPENDITURES $ _____ $ _____ $ _____

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

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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.*

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Alexandria United Way

OMB
ALEXANDRIA VIRGINIA

2002 AUG -2 A 5: 42

L. .ited Way
of the National Capital Area
www.unitedwaynca.org

July 31, 2002

*Serving People and
Communities in the
Greater Washington Area:*

Alexandria

Arlington

District of Columbia

Fairfax-Falls Church

Loudoun

Montgomery

Prince George's

Prince William

Ms. Carol Moore, Acting Deputy Director
Office of Management and Budget
301 King Street, Room 3600
Alexandria, VA 22314

Dear Ms. Moore:

Thank you for the opportunity to comment on the proposed priorities for the City's
FY2004 Community Partnership Fund for Human Services.

The Alexandria United Way agrees with the priorities included in the areas of social
service programs for youth, self-sufficiency, prevention, and protection and treatment.

We think that a primary reason people do not use available services is a lack of access
to them. In the last three years, the United Way has conducted three studies: a study
of the working poor, research on the needs of families with children aged 0-6, and a
needs assessment of the Hispanic community. In all three studies, access to services
was identified as a barrier to the utilization of existing services. The lack of access
takes many forms, from location of the services to hours of operation.

In our own funding priorities last year, we encouraged applicants to submit grants that
included strategies to reduce or eliminate barriers to services and, as an example,
funded a program that delivers services to Alexandria youth in an apartment complex.
We urge the City to encourage the same kind of programming from applicants to the
Community Partnership Fund.

Sincerely,

Allen Lomax, Chair
Alexandria Human Services Committee

300 North Washington Street
Suite 100
Alexandria, Virginia 22314-9985
Tel: 703.549.4447
Fax: 703.548.8894

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DATE: August 14, 2002

TO: Sheryl Hesano, Office of Management and Budget

FROM: Alexandria Nonprofit Council, Ad-Hoc Committee on City Funding

SUBJECT: Comments on the FY 2004 Community Partnership Fund For Human
            Services

During the comment period on the priority service areas for the City's Community
Partnership Fund, the Alexandria Nonprofit Council would like to submit preliminary
comments on the application process in general. The Nonprofit Council's hope is to
develop these comments further in an open dialogue between the City and our members.
The same comments largely apply to the application process for the City's Children's
Fund. The Council would like to work with the City in seeking ways to make the
application process less onerous on everyone involved.

The concern shared by many of the nonprofits on the Council is the time required to write
long proposals each year. This is especially true when a proposed project is similar from
year to year or, in the case of new proposals, the likelihood that they will be funded is
unclear. Without a better understanding of the City's interest in the information required
by the Request for Grant Proposals, it would be inappropriate for members of the
Nonprofit Council to make specific suggestions to shorten proposals. However, given the
time it takes to produce the proposals, and the time it must take to evaluate them, seeking
a more efficient process stands to benefit all involved.

A number of ideas have surfaced in our internal conversation regarding the application
process. The Council recognizes the need to judge each not only by our needs, but also
by the needs of those making the funding decisions and, ultimately, the needs identified
by City Council. The following ideas represent comments put forward by a number of
members of the Nonprofit Council.

1) **Moving the proposal deadline.** The December deadline poses many difficulties
   in a sector where much of our programming and fundraising happens between
   November and January. Ideally, the proposals would not be due anytime between
   November 15 and January 31.

2) **A two-stepped application process.** After the priorities for funding are set, the
   City could require a letter of inquiry from those agencies seeking funding. The
   letters would set forth the best case for funding and could cover any crucial pieces
   of information required by those evaluating the proposals. Organizations could
   then be asked to complete the full proposal with some confidence that, barring
   any difficulty with their application, funding would be highly likely. Letters of
   inquiry could be timed to coincide with the City's budget cycle so that the amount
   requested for the Community Partnership Fund would relate to an initial analysis
   of the letters.

3) **Multi-year funding.** The competitive nature of the fund and the amount of information required by the Request for Grant Proposals require that proposals are given a great deal of time and attention to detail. However, much of the information contained in each proposal is similar from year to year. Multi-year funding would eliminate effort that may be duplicated annually. The Children's Fund RFP states that the Early Childhood Commission can re-fund a project for two additional years after the initial grant term without requiring additional proposals from that program. Much like contracts the City has signed with many of its vendors, benchmarks for performance could ensure that the City receives the same quality of service over the term of the funding.

4) **Clarifying multi-year funding in the priorities for grant funding.** If the City is not interested in making multi-year commitments as described above, but is interested in funding multi-year projects and/or programs on an on-going basis, it could clarify this priority at the beginning of the application process. This would eliminate the need for dollars to be committed for future fiscal years. The Request for Grant Proposals could include space to summarize work currently in progress which will be carried into the following year rather than re-stating it completely.

5) **Increasing funds for the Community Partnership Fund and the Children's Fund.** Because the nonprofit sector is able to provide services at considerable cost savings to the public, increasing these funds seems sensible in a time of increasing needs and financial strain. In addition, the current budgeted amount for the Community Partnership Fund and the Children's Fund does not provide sufficient dollars to fund successful programs that have previously been funded, and still fund new, innovative programs that have not been previously funded.

6) **Finding ways to adequately fund successful programs that fit the City's funding priorities while at the same time open up the competitive grant proposal process to previously unfunded programs.** Those programs that are awarded repeat grants from both these funds are highly valued by both the City and its citizens, and deserve to be adequately funded so that resources are not squandered constantly trying to find operating revenue each year to continue their programs. At the same time, new, innovative and previously unfunded programs that fit the City's priorities need to find significant, local governmental support to provide a base from which to grow and to enhance their chances of finding funds outside the City.

It is worth noting that the Community Partnership Fund and the Children's Fund are vital parts of the budgets of many members of the nonprofit Council. In contrast to fundraising events, these funds are not costly to access. In contrast to many private foundations, these funds will support on-going programs. The Nonprofit Council appreciates the support its members receive from the City of Alexandria and remains open to addressing the issues above in a constructive dialogue with the City.

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American Red Cross

Alexandria Chapter

OMB
ALEXANDRIA VIRGINIA

123 N. Alfred Street
Alexandria, Virginia 22314-3059
Phone: (703) 549-8300
Fax: (703) 683-6743
Website: www.alexandriaredcross.org

2002 AUG -7 P 12: 19

August 5, 2002

Sheryl Hesano
Office of Management and Budget
301 King Street, Room 3600
Alexandria, VA 22314

RE: City of Alexandria Competitive Grant Pool Priority Input for the FY2004 Community Partnership Fund for Human Services

Dear Ms. Hesano,

It is our wish to comment on the priorities for the Community Partnership Fund for the Fiscal Year 2004. We strongly encourage the City of Alexandria to consider the low-income elderly residents of the City in its human services priorities.
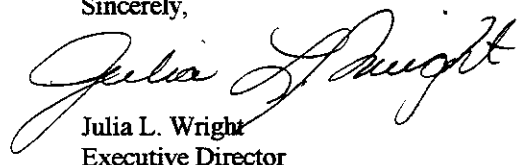
Many of Alexandria's elderly residents have been citizens of Alexandria all of their lives. They have held positions of employment in this city, which have not afforded them much income in their retirement years. As they age here in Alexandria they have a growing number of concerns which should be addressed through human services funding.

Low income seniors who have aged in place in Alexandria lack affordable transportation to out-of-town medical appointments. The Senior Taxi at $3.00 round trip is a significant cost to a senior living on $10 per day. Many low-income seniors living in Alexandria have very little. We have found a 78-year-old woman in our public housing sleeping on a concrete floor because she had no bed. We have found them without cooking utensils. They cannot purchase paper products with food stamps, so toilet paper becomes a luxury. Imagine!

Just because these people do not display behaviors offensive to the citizenry, does not mean that they should become invisible. We see them as we try to serve them. We see the needs and have the volunteer resources to lend to the cause, but we think that there should be funding for their needs. I am talking about needs, not wants. This is a vulnerable segment of our population. It is growing segment of our population.

I encourage you to add "Social Service Programs for Low Income Senior Citizens" as a specific priority area in Fiscal Year 2004.

Sincerely,

Julia L. Wright
Executive Director

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computer
C.O.R.E.

COMPUTER C.O.R.E.
COMMUNITY OUTREACH AND EDUCATION
3846 KING STREET
ALEXANDRIA, VA 22302
PH (703) 931-7346 ♦ FAX (703) 931-6062

MEMORANDUM

To: Sheryl Hesano, Office of Management and Budget

From: Carol Freeman, Executive Director *CF*

Subject: Comments on the FY 2004 Community Partnership Fund for Human Services
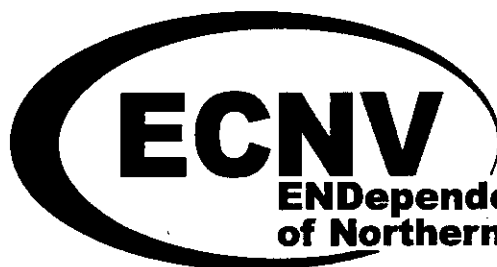
Date: August 14, 2002

The major concern of Computer C.O.R.E. is the competitiveness of the grant process. Last year, only two new initiatives were funded for a total of $30,000, or 3.4% of the total amount that was awarded. The City may decide to continue funding initiatives that it has supported in the recent past. If this is the case, we feel that it needs to be clearly stated that programs that received support in FY 2003 will have priority. However, this basically excludes new programs, such as Computer C.O.R.E., or older programs that have previously been rejected because of lack of funding, or are applying to the Fund for the first time. Unless, of course, significant additional funding can be made available to nonprofits through the Fund. In FY 2003, the amount approved for the Fund was only $6,000 more than was approved in FY 2002, which is a very modest increase of just over one half of one percent.

All nonprofits are constantly dealing with how best to use scarce resources. Computer C.O.R.E. is a small nonprofit organization and at this time does not have any fulltime staff. We do not want to go through a lengthy proposal process if there is little to no chance that we will be funded.

Computer C.O.R.E. is a member of the Alexandria Nonprofit Council (ANC) and supports the recommendations that the ANC submitted to you.

ECNV

**ENDependence Center
of Northern Virginia, Inc.**

OMB
ALEXANDRIA VIRGINIA

Persons with Disabilities Ending Dependence

August 14, 2002

Sheryl Hesano
City of Alexandria
Office of Management and Budget
City Hall, 301 King Street, Room 3600
Alexandria, VA 22314

Dear Ms. Hesano:

The Endependence Center of Northern Virginia, Inc. (ECNV) appreciates the opportunity to comment on the Community Partnership Fund (CPF) priority areas for FY 2004. Through the CPF, the City of Alexandria can ensure that the most pressing human service needs of its most vulnerable citizens are addressed. The annual funding priorities help to target resources to meet the needs of those most at risk.

ECNV is one of the sixteen centers for independent living (CILs) in the Commonwealth of Virginia. A CIL is a peer-based, community resource and advocacy center serving persons with all types of disabilities. ECNV provides peer counseling, independent living skills training, information and referral, and advocacy services to Northern Virginians with physical, sensory, cognitive, and mental disabilities. ECNV's personal assistance services program helps consumers in need of assistance with activities of daily living, and other supports, to obtain the assistance they need to live in the community and thereby prevent unnecessary institutionalization. ECNV also provides services that assist youth with disabilities with transition from school to work and independent living. Our service area includes the City of Alexandria.

ECNV's recommendations for CPF priorities for FY 2004 reflect a review of the most current Alexandria Commission on Persons With Disabilities (ACPD) Needs Assessment and our own experience serving Alexandria citizens with disabilities. For the disability community, the most pressing human service needs are for services that promote independence and self-sufficiency, prevent unnecessary dependency on nursing homes and other institutions, keep families together, and ensure equal access and full participation in community life.

Thus, ECNV would generally support continued utilization of the Established Community Partnership Priorities adopted for FY'2003 during FY'2004. Very specifically, we want to thank the City for including as a priority "Programs to promote independent living, equality of opportunity and economic self-sufficiency for persons with disabilities" under the category of "Self-Sufficiency, and we urge the City to retain this priority in the coming fiscal year.

In addition, we would like to see the City add a priority, under the category of prevention, for programs that provide community supports and services to prevent unnecessary institutionalization and which promote independent living. We feel that making prevention of unnecessary institutionalization a priority is critical to ensure that human services will be provided in the most integrated setting and thereby demonstrate the City's commitment to compliance with the 1999 U.S. Supreme Court decision in Olmstead v. L.C., and would be consistent with the commitment of Governor Warner and the Commonwealth of Virginia to fully implement the *Olmstead Decision*.

3100 Clarendon Boulevard, Arlington, VA 22201
(703) 525-ECNV (3268) Voice • (703) 525-3553 TTY • (703) 525-3585 Fax
e-mail: info@ecnv.org • Homepage: www.ecnv.org

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Housing is a critical concern for the disability community. As the ACPD Needs Assessment points out, the City of Alexandria faces a critical shortage of accessible, affordable housing. Major housing barriers faced by Alexandria's citizens with disabilities, according to the ACPD Needs Assessment, included problems locating affordable, accessible housing, self-care limitations, and lack of resources for home/apartment and community modifications. Problems getting around in, and maintaining, one's own home are a primary contributing factor in the unnecessary institutionalization of seniors and adults with disabilities. On the other hand, when provided with an accessible environment and appropriate assistive technology, seniors as well as individuals with disabilities are able to continue to live in the community. As many studies attest, community living is less costly. Moreover, the 1999 Supreme Court decision in Olmstead v. L.C. affirmed the Americans With Disabilities Act requirement that services by state and local governments must be provided in the most integrated setting. As a result, we believe that programs to help people at risk of institutionalization to find and maintain accessible and affordable housing should be among the FY 2004 CPF priorities.

Furthermore, ECNV believes that a priority should also be added for programs to inform and educate those living in institutions about their rights and options to pursue community living with adequate supports. Also, under the category "Protection and Treatment" in the priority for programs to prevent/reduce the impact of abuse and neglect, ECNV proposes to add the phrase "including those that address concerns of individuals in nursing homes and other institutional settings.

Community accessibility is essential to preventing unnecessary institutionalization. The ACPD Needs Assessment found that health, mental health, and substance abuse treatment programs in the City are often inaccessible and therefore unavailable to persons with disabilities. Lack of accessible, affordable health care frequently leads to unnecessary institutionalization. Moreover, a recent informal survey of agencies and organizations providing human services to City residents determined that a large number of these organizations either have facilities that are inaccessible or do not provide accommodations needed by persons with sensory disabilities. As a consequence, ECNV urges the City to add an explicit priority for programs that can demonstrate that they are fully accessible to persons with disabilities. Simply stated, City money should not be provided to organizations that exclude individuals with disabilities due to a lack of physical or program accessibility.
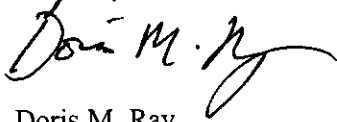
Finally, ECNV supports social service programs for youth as a priority. Youth with disabilities face significant challenges when transitioning from school to post-secondary education/training and employment. In order to establish an independent lifestyle, they must learn about community resources such as accessible housing and transportation, personal assistance, and assistive technology. They need to understand their rights to equal treatment and learn self-advocacy skills. The early acquisition of independent living skills decreases dependency and promotes self-sufficiency. It is critical that every youth with a disability have access to the knowledge and skills to live independently in order to reduce the high rate of unemployment among young adults with disabilities (over 70%) and their dependency on public assistance. Thus, we propose that activities and programs that assist youth with disabilities to successfully transition from school to work and independent living should be added as a priority. This priority should apply to youth ages 14-25.

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In summary, ECNV supports the current Established Community Partnership Priorities with the additions noted above. ECNV feels that CPF Priorities should specifically address the critical needs of Alexandria residents with disabilities for programs and resources to ensure that they are able to choose to live in the community rather than being forced into nursing homes and other institutions. This can be achieved by providing adequate community supports and services that are affordable and accessible to individuals with disabilities.

Thank you again for the opportunity to comment on the FY 2004 CFP Priorities. Please feel free to contact us if you have any questions, or need further information. We can be reached at 703-525-ECNV (3268 – voice) or 703-525-3553 (tty).

Sincerely,

Doris M. Ray
Advocacy & Outreach Coordinator

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Attachment 7

LEGAL SERVICES OF NORTHERN VIRGINIA, INC.

SERVING THE LEGAL NEEDS OF DISADVANTAGED RESIDENTS OF NORTHERN VIRGINIA SINCE 1980

MAIN OFFICE/ADMINISTRATION:
6400 ARLINGTON BOULEVARD, SUITE 630
FALLS CHURCH, VIRGINIA 22042
TEL: (703) 534-4343
FAX: (703) 532-3990

August 16, 2002

Sent by Fax to (703) 706-3991 and Regular U.S. Mail

Sheryl Hesano
Office of Management and Budget
301 King Street, Room 3600
Alexandria, Virginia 22314

Re: Priorities for FY 2004 Community Partnership Fund for Human Services

Dear Ms. Hesano:

Thank you for the opportunity to make comments on the FY 2004 priorities for the Community Partnership Fund for Human Services. We have reviewed the proposed priorities and would like to make the following comments and suggestions:

1.   For the most part, the priorities established for the Community Partnership Fund for Human Services have been in place for some time now and, as a general rule, meet most of the needs of the Alexandria community. However, as the community needs change, so should the priorities change along with the established community needs. There are several areas which we would suggest council look at in re-evaluating the priorities:

a. In recent years members of City Council, prompted by citizen concerns, have acknowledged the importance of maintaining *affordable* and *accessible housing* in Alexandria. This issue was so important to council, that it became a topic for discussion at the Alexandria City Council retreat last year. **Affordable housing** continues to be a high priority and an issue of great concern to all Alexandria residents. Particularly hard hit are the low-income, elderly and disabled community who have nowhere else to turn. Yet no funding priorities specifically mention "affordable" or "accessible" housing. Perhaps a separate category of **SELF-SUFFICIENCY** with criteria that includes **"programs and organizations that assist residents in both obtaining and maintaining affordable and accessible housing"** would be in order.

b. We would encourage Council with respect to the Community Partnership Fund to continue to focus funding priorities on the needs of the **low-income** residents of Alexandria and expand that focus to include the **elderly** and

SERVING THE COUNTIES OF ARLINGTON, FAIRFAX, LOUDOUN, PRINCE WILLIAM AND THE CITIES OF ALEXANDRIA, FAIRFAX, FALLS CHURCH, MANASSAS AND MANASSAS PARK

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disabled population as well. Recently released Census 2000 figures clearly demonstrate the need for such priorities in the City. In 2000, there were 11,279 persons in the City of Alexandria living below the poverty level compared to 7,732 in 1990, a 45.9% increase over the past 10 years. Yet the pool of funding to serve the needs of this community has not increased nearly in proportion to the increased need. Notwithstanding the low-income community, the elderly population of the city continues to grow in leaps and bounds as well with persons over the age of 60 years comprising more than 12% of the overall population of the city. The most astounding numbers from the 2000 census figures are revealed in the disabled statistics which indicate that nearly 14% of the population of the City of Alexandria is currently disabled. We would suggest that council consider expanding the **SELF-SUFFICIENCY** category to include "**Programs that aid low-income, elderly and disabled individuals and families in crisis.**"

      c. Given the above stated needs in the community to include programs for all vulnerable segments of the population such as the low-income, elderly and disabled residents, perhaps a new criterion under the **PREVENTION** category of the *Established Community Partnership Priorities* could include: "**Programs that effectively prevent loss of critical and basic human needs such as food, shelter, housing, employment, income, personal safety, and other similar needs.**"

      2.   Finally, the current pool of funding is woefully inadequate to meet the growing needs of this community and City Council must take a serious look at ways in which this pool can be increased. Each year, worthy programs are either cut or denied funding due to the limited pool of funds available for such programs. Most programs funded under this pool often work tirelessly on shoestring budgets to meet the most basic needs of this most vulnerable (and ever increasing) segment of the population. The greatest asset that this city has is a population and government that continue to demonstrate by example to other jurisdictions that it is important to care for those less fortunate and more vulnerable segments of the population.

      For example our program, Legal Services of Northern Virginia (LSNV), has felt the lack of a significant increase in the size of the Community Funding Pool over the last several years. Over the past 4 years, we have received the following funds from the Funding Pool:

FY 2000	$215,200
FY 2001	$205,500
FY 2002	$208,100
FY 2003	$180,800

      As a result of the reduction of $27,300 from FY 2002 to FY 2003, we have had to cut an entire attorney position in our Alexandria office. This has resulted in a reduction in the services we are able to provide to Alexandria residents. In fiscal year 2001, we
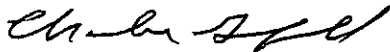
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assisted 1,243 City residents with legal problems. With the loss of one attorney, approximately 160 fewer clients will be served each year. The loss will be felt most in the housing area where legal services is often the last line of defense for tenants and families who are facing eviction and homelessness. Because the loss of housing can often trigger dire consequences such as the loss of job, loss of credit, loss of personal property, loss of transportation, and in some instances, loss of custody of one's children, it is critically important that low-income residents have adequate legal representation in housing matters.

I realize that LSNV receives the largest award of any agency from the Community Partnership Fund for Human Services. We are extremely appreciative of this support. The City's assistance continues to be critical to our efforts to provide legal assistance to low-income City residents. We look forward to continuing this partnership with the City in the future.

Thank you for considering these comments. If you have any questions or desire further information, please feel free to call me directly at (703) 538-3999.

Sincerely,

Charles Greenfield
Executive Director

THE METROPOLITAN WASHINGTON EAR, INC.
A multi-media reading service for the blind and physically handicapped
A NON-PROFIT CORPORATION

Margaret Rockwell Pfanstiehl, Ed.D.
President

August 5, 2002

Ms. Cheryl Hesano
Office of Management and Budget
City of Alexandria
301 King Street, Room 3600
Alexandria, Virginia 22314

Dear Ms. Hesano:

The Metropolitan Washington Ear is pleased to provide its input regarding human service priority areas to be funded by the City of Alexandria for fiscal year 2004.

The Ear continues to provide thousands of blind and visually impaired residents of Virginia, Maryland and the District of Columbia with a unique multimedia reading and information service. We are the only organization in the region providing free access to a wide variety of newspapers and magazines through our Radio Reading Service or our telephone Dial-In Newspaper and Magazine Service. Volunteers read television program schedules, comics, sports, columnists, grocery store sales ads, and they describe photographs, charts, graphs — any information that sighted individuals have come to expect. That is why we feel it is vital that we be able to continue to make this service available to the visually impaired citizens of the area who have come to rely on it.

Only approximately half our operating budget is covered by funding from local jurisdictions like the City of Alexandria. We constantly solicit funds from other sources to cover the other half — private foundations, corporations, associations and individuals. That funding cannot always be counted on, however. Therefore, we strongly urge the Alexandria City Council to continue to support the Ear, as it has so faithfully done in the past.

Enclosed are excerpts from letters from some of our grateful listeners.

Sincerely,

Margaret R. Pfanstiehl

Margaret R. Pfanstiehl, Ed.D.
President

enclosures

Excerpts From Letters From
Some of Our Grateful Listeners

"Your services are like sunlight through a stained glass window... as you bring the world into darkened rooms..."

"I am 86 years old ... The Metropolitan Washington Ear is my link with the world and a wonderful link it is..."

"It's great for [my mother] because she can listen anytime. It's great for me because I don't have to read the paper to her when I should be doing a hundred other things..."

"Your service is the greatest gift anyone could give."

"... It is delightful to have the company it gives me ..."

"It's an organization like this that makes me proud to be living in Montgomery County..."

"In the hospital... I don't know what I would have done without the Ear..."

"You are my friends every day of the week..."

From a lawyer who lost his vision in 1998: "... I have mental images of many of you volunteers... I wonder when I will compare them with actual faces (I can distinguish faces at 1 or 2 feet, which encourages kissing)..."

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9-14-02

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 13, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER

SUBJECT: REPORT ON THE COMMUNITY PARTNERSHIP FUND FOR HUMAN
            SERVICES RECOMMENDED PRIORITIES FOR THE FY 2004
            COMPETITIVE GRANT CYCLE - ADDITIONAL RECOMMENDATION
            (DOCKET ITEM # 21)

ISSUE: Additional recommendation regarding suggested change to priorities and staff comment.

RECOMMENDATION: That City Council approve the following additional recommendation when deciding the FY 2004 priorities for the Community Partnership Fund for Human Services:

> That an Americans with Disabilities Act (ADA) training initiative be incorporated into the FY 2004 priorities for the Community Partnership Fund.

BACKGROUND: On page 7 of Saturday public hearing docket item number 21, dated September 10, 2002, the Endependence Center of Northern Virginia (ECNV) noted that the Alexandria Commission on Persons with Disabilities (ACPD) Needs Assessment, completed in July 2000, found, based on respondents' feedback, that health, mental health, and substance abuse treatment programs in the City may be perceived as inaccessible and therefore unavailable to persons with disabilities.

In the September 10 memorandum, staff comment indicated "that after the public hearing on the FY 2004 priorities on September 14, if City Council wishes to strengthen the emphasis regarding funding to programs that can demonstrate that they are fully accessible to persons with disabilities, language can be added to the FY 2004 Request for Grant Proposal for the Community Partnership Fund."

In subsequent discussions with ACPD Chair Barbara Gilley and ACPD member Chet Avery, the ACPD members have offered another recommendation. Ms. Gilley and Mr. Avery suggested the City take a more proactive approach by providing disability awareness training to all City funded organizations who receive funding through the Community Partnership Fund. The Disability Technical Assistance Centers (DBTAC) for this region is located in Rockville, Maryland and can provide free training, information and technical assistance about the Americans with

Disabilities Act (ADA) to employers, service providers and businesses. Staff concurs with this recommendation as an alternative to the recommendation in the September 10 memorandum. If this training is effective, it can be expanded to other non-profit organizations that receive City funding.

FISCAL IMPACT: None. The disability awareness training, information and technical assistance provided by the Disability Technical Assistance Centers is offered at no cost to participants.

STAFF:
Mark Jinks, Assistant City Manager
Carol Moore, Acting Deputy Director, Office of Management and Budget

SPEAKER'S FORM

PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK BEFORE YOU SPEAK ON A DOCKET ITEM.

DOCKET ITEM NO. _21_

PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.

1. NAME: _Aaron Spevacek_

2. ADDRESS: _2210 Mt Vernon Ave 22301_

   TELEPHONE NO. _703-836-2176_ E-MAIL ADDRESS: _aaron@alexandria volunte.org_

3. WHOM DO YOU REPRESENT, IF OTHER THAN YOURSELF? _Alex Volunteer Bureau_

4. WHAT IS YOUR POSITION ON THE ITEM?

   FOR: _✓_ AGAINST: _____ OTHER: _____

5. NATURE OF YOUR INTEREST IN ITEM (PROPERTY OWNER, ATTORNEY, LOBBYIST, CIVIC INTEREST, ETC.): _professional interest_

6. ARE YOU RECEIVING COMPENSATION FOR THIS APPEARANCE BEFORE COUNCIL? YES _✓_ NO _____

This form shall be kept as a part of the Permanent Record in those instances where financial interest or compensation is indicated by the speaker.

A maximum of 5 minutes will be allowed for your presentation. **If you have a prepared statement, please leave a copy with the City Clerk.**

Additional time, not to exceed 15 minutes, may be obtained with the consent of the majority of the Council present, provided that notice requesting additional time with reasons stated is filed with the City Clerk in writing before 5:00 p.m. of the day preceding the meeting.

The public normally may speak on docket items only at Public Hearing Meetings, and not at Regular Meetings. Public Hearing Meetings are usually held on the Saturday following the second Tuesday in each month; Regular Meetings are regularly held on the Second and Fourth Tuesdays in each month. The rule with respect to when a person may speak to a docket item can be waived by a majority vote of Council members present, but such a waiver is not normal practice. When a speaker is recognized, the rules of procedures for speakers at public hearing meetings shall apply.

In addition, the public may speak on matters which are not on the docket during the Public Discussion Period at Public Hearing Meetings. The Mayor may grant permission to a person, who is unable to participate in public discussion at a Public Hearing Meeting for medical, religious, family emergency or other similarly substantial reasons, to speak at a regular meeting. When such permission is granted, the rules of procedures for public discussion at public hearing meetings shall apply.

Guidelines for the Public Discussion Period

- All speaker request forms for the public discussion period must be submitted by the time the item is called by the City Clerk.

- No speaker will be allowed more than 5 minutes, and that time may be reduced by the Mayor or presiding member.

- If more than 6 speakers are signed up or if more speakers are signed up than would be allotted for in 30 minutes, the Mayor will organize speaker requests by subject or position, and allocate appropriate times, trying to ensure that speakers on unrelated subjects will also be allowed to speak during the 30-minute public discussion period.

- If speakers seeking to address Council on the same subject cannot agree on a particular order or method that they would like the speakers to be called, the speakers shall be called in the chronological order of their request forms' submission.

- Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.