

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 17, 2005

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: REGIONAL MEMORANDUM OF UNDERSTANDING BETWEEN THE NORTHERN VIRGINIA LOCALITIES AND THE NORTHERN VIRGINIA REGIONAL GANG TASK FORCE BOARD OF DIRECTORS

ISSUE: Regional Memorandum of Understanding Between the Northern Virginia Localities and the Northern Virginia Regional Gang Task Force Board of Directors enabling the City to participate as a member of the newly created Northern Virginia Gang Task Force Prevention and Intervention Coordinating Committee.

RECOMMENDATION: That City Council authorize the City Manager to sign a Memorandum of Understanding that will allow the City to participate in regional efforts in gang prevention/intervention activities.

BACKGROUND: Congressman Frank Wolf has obtained \$3 million in federal funds to assist in comprehensive gang resistance efforts in Northern Virginia. Jurisdictions that would be part of the regional gang resistance effort include the Cities of Alexandria and Falls Church and the Counties of Arlington, Fairfax, Prince William and Loudoun.

Of the funds earmarked for gang resistance efforts, \$500,000 was designated for first year funding of intervention/prevention/education efforts. The funds will be administered by the Northern Virginia Regional Gang Task force which consists of the chiefs of police from all the participating jurisdictions. The Task Force has been working cooperatively on gang issues for some time.

In order to begin the intervention/prevention and education phase of the regional gang resistance initiatives, the Northern Virginia Regional Gang Task Force has approved a proposal to fund Gang Intervention Coordinators for those jurisdictions who did not already have such a position. Alexandria, Arlington and Prince William County will receive federal funds for a Gang Intervention Coordinator position since Fairfax and Loudoun Counties already have locally funded Gang Intervention Coordinators. The Gang Intervention Coordinator would be housed in the Court Service Unit in each jurisdiction.

The City's Gang Intervention Coordinator would be charged with coordinating the gang intervention, prevention and education efforts of City agency and community groups, helping to assess the extent of gang activity in the City, evaluating existing programs and developing an effective way to share gang information among the local youth-agencies, schools and the police. The Gang Intervention Specialist would also help to coordinate

gang-related programs and issues on a regional level and help to develop effective programs that could be accessed by all participating jurisdictions.

DISCUSSION: Approval of the Memorandum of Understanding will enable the City to participate in the regional gang prevention/intervention efforts and receive program funding and first-year funds for the City Gang Intervention Coordinator. Arlington, Fairfax, Prince William and Loudoun Counties and the City of Falls Church have agreed to sign this agreement. Once the agreement is signed by all jurisdictions, the regional structure consisting of the Steering Committee (all Court Service Unit Directors from the participating jurisdictions) and the Coordination Committee (consisting of all Gang Intervention Coordinators from the participating jurisdictions) will be created under the direction of the Northern Virginia Task Force. These committees will meet regularly to work on coordinating youth prevention and intervention programs throughout the Northern Virginia area and to find ways to share information and data about gang activity collected from local and regional agencies. The Gang Intervention Coordinator will also coordinate gang identification/intervention training and conferences for the City and assist with region efforts. The Coordinator will also be the City representative in the effort to prepare a regional gang assessment and strategy.

The City Gang Intervention Coordinator will also staff the City's Senior Staff Steering Committee on Gangs which was formed in late 2004 to help coordinate City gang prevention and intervention programs. The Coordinator will also staff the Alexandria Gang Prevention Community Task Force, which Council established at its December 14, 2004, legislative meeting.

FISCAL IMPACT: The City will receive approximately \$52,000 to cover a large portion of salary and benefits and some expenses of the Gang Intervention Coordinator. The exact amount distributed to the City has not been determined at this time, and funding for the position and the gang intervention program as well as the needed local funding will be determined in the FY 2006 Proposed Budget. The position is expected to be funded as of July 1, 2005. In the interim, Court Services Unit (Linda Odell) and Department of Mental Health/Mental Retardation/Substance Abuse (Deborah Warren) staff are assisting with the City's gang intervention and prevention efforts.

ATTACHMENT: The Northern Virginia Regional Task Force Memorandum of Understanding (Note the lengthy OJJDP Comprehensive Gang Model "Planning for Implementation" document is available for review in the City's Office of Management and Budget.

STAFF:

Michele Evans, Assistant City Manager
Lillian Brooks, Director of Court Services

**Northern Virginia Regional
Gang Task Force
Prevention and Intervention Phase
Memorandum of Understanding**

This Memorandum of Understanding (hereinafter referred to as "MOU"), effective February 18, 2005, is between the City of Falls Church and the City of Alexandria Virginia, (hereinafter collectively referred to as "the Cities") and the Counties of Loudoun, Fairfax, Arlington and Prince William, Virginia (hereinafter collectively referred to as "the Counties") and the Northern Virginia Regional Gang Task Force Board of Directors ("Board of Directors"). The Board of Directors is comprised of the Chief Law Enforcement officers as set forth in a separate Memorandum of Understanding dated May 19, 2004. Each of the six aforementioned jurisdictions has an Intervention Coordinator as per Article III below. The aforementioned jurisdiction's Gang Coordinators will comprise the Northern Virginia Gang Task Force Prevention & Intervention Coordinating Committee (hereinafter collectively referred to as "the Coordinating Committee"). The Directors of the Court Service Units or their designees for Arlington, Fairfax, Loudoun, Alexandria, Falls Church and Prince William counties will comprise the governing board (known as and hereinafter referred to as "the Steering Board") to oversee the actions of the Coordinating Committee for the Task Force's Prevention and Intervention Phase.

ARTICLE I - PURPOSE OF AGREEMENT

Through the support of the Honorable Frank R. Wolf, Virginia's 10th Congressional District, the Congress of the United States has funded the Northern Virginia Regional Gang Task Force as part of the Department of Justice Appropriations Bill for fiscal years 2003, 2004 and 2005. The project title for this grant is the Juvenile Justice and Delinquency Prevention Congressional Earmark Programs, grant number 2003-JD-FX-0003, catalog number 16.544. The grant shall run for one full year, effective July 1, 2005 – June 30, 2006. The stated purpose of the Task Force funding is to provide assistance to jurisdictions within the Northern Virginia area in prosecuting and impacting gang activity and furthering their scope to include prevention and intervention. Approximately \$500,000 of the Northern Virginia Regional Gang Task Force's 2005 budget has been designated for the Prevention and Intervention phase, which is the subject of this MOU. Funding for additional years of operation is unknown at this time. Each of the member agencies comprising the Coordinating Committee and the Steering Board will participate fully in this regional process with the intent of implementing regionally approved intervention/prevention programs developed by the local gang response teams.

ARTICLE II – STEERING BOARD and COORDINATING COMMITTEE MEETINGS

The Steering Board will meet no less than quarterly but may meet more often if necessary, to review operations, decide budget issues and insure that the prevention and intervention phase of operational objectives are continuing to meet the goals of the Steering Board. The meetings will

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be held at a location and date mutually acceptable to all members of the Steering Board. Each member of the Steering Board will have an equal vote. . Votes for actions will require a majority vote of the Steering Board. The Steering Board shall elect a Chairperson annually by a majority vote of the Steering Board. The chairperson will be responsible for scheduling meetings, developing agendas, and insuring that necessary financial documents are sent to the Grant Program Coordinator (see Article IX). The Steering Board will evaluate the need, appropriateness and success of programs and provide a year-end report. The Steering Board serves as a policy and oversight board to the Coordinating Committee. The Steering Board will work with appropriate, local, state and federal officials to identify continued funding sources.

The Coordinating Committee shall meet on a regular basis for planning and management evaluation of the programs funded by this agreement in all of the regional jurisdiction. The Coordinating Committee shall elect a Chairperson annually by a majority vote of the Coordinating Committee. The Coordinating Committee will meet no less than quarterly however, may meet more often if necessary, to review operations, or to insure that the prevention and intervention phase of operational objectives are continuing to meet the goals of the Steering Board. The meetings will be held at a location and date mutually acceptable to all members of the Coordinating Committee. Each member of the Coordinating Committee will have an equal vote. Votes for actions will require a majority vote of the Coordinating Committee. The members of the Coordinating Committee shall represent the local gang response team at the regional level.

ARTICLE III – JURISDICTIONAL RESPONSIBILITIES

Each of the participating jurisdictions shall convene a multi-agency, multi-discipline team to act as the local gang response team. The composition of the team must include those agencies both juvenile and adult, which have a significant focus in one or more of the areas of the balanced approach to gang response to include but not be limited to prevention, intervention, suppression and education. This team may be an existing team that meets the above requirement. The City of Alexandria, Counties of Prince William and Arlington shall hire and be reimbursed by the grant a full-time Intervention Coordinator, which will represent their jurisdiction on the Coordinating Committee. The Counties of Fairfax and Loudoun currently have funded Intervention Coordinator positions for their respective jurisdictions. The Intervention Coordinator will become the single point of contact for the jurisdiction, participate on the local gang response team, the Coordinating Committee, and operate under the regional Steering Board. The Intervention Coordinator will be the clearinghouse for that jurisdiction's gang resistance efforts per the Office of Juvenile Justice Delinquency Prevention's Comprehensive Gang Model. The duties and responsibilities shall additionally be determined by the jurisdiction in which the person is employed. The OJJDP model is incorporated by reference in this MOU and is attached as Attachment A. The cost of the Intervention Coordinator position shall be reimbursed pursuant to Article IX of this MOU.

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ARTICLE IV – PROGRAMATIC FUNDING REQUEST

Each jurisdiction's gang response team may make programmatic funding requests to the Steering Board for funding consideration. The process for such a request shall be as follows: The local gang response team develops and approves a program or initiatives to receive regional funding from the project. The Intervention Coordinator representative for the requesting jurisdiction must provide initial approval of the concept and will then present it to the Coordinating Committee who will provide feedback and recommendations to the Steering Board. The requesting locality shall then provide the Steering Board with a written proposal to include all necessary background information to support the request as well as a full project overview. This overview should include at a minimum:

- Any supporting documentation that the local gang response team believes is required to support the funding request.
- A detailed budget narrative is also required prior to any funding request being made to the Steering Board.
- A detailed project timeline and evaluation criteria shall also be included in the funding request
- Any other documentation requested by the Steering Board.

All programs that are fully funded utilizing Task Force funds shall be made available to any of the participating jurisdictions and said programs shall utilize the same selection criteria as for their own residents.

A copy of the funding request shall be delivered no later than 14 days prior the next Steering Board meeting to each Steering Board member either by hand, fax or other electronic means as deemed acceptable by the Steering Board. The Steering Board shall vote on the acceptability and feasibility of the proposed program at the next meeting of the Steering Board.

For a funded program to receive continuation funding, the sponsoring jurisdiction shall provide the Steering Board with a periodic report detailing the objectives and goals obtained and a timeline for progress. The Steering Board shall determine the timeframe for such report. This report shall address outcome measures as detailed in the initial funding request. The second year funding request shall include a continuation plan to address future funding sources as this project was developed to provide seed funding to encourage new and creative approaches to gang prevention and intervention.

ARTICLE V – FISCAL MANAGEMENT

It shall be the responsibility of the Steering Board to ensure that the funded program expenditures do not exceed the amount budgeted under the intervention/prevention phase funding. The Financial Budget Manager shall provide the Steering Board chairperson a quarterly

financial status report, which shall be passed onto the Coordinating Committee. The Financial Budget Manager shall be the fiscal agent employed by the Loudoun County Sheriff's Office as a Financial Budget Manager. Any budget expenditures by a locality above the approved amount by the Steering Board shall become the responsibility of the locality.

ARTICLE VI - ADMINISTRATION OF GRANT FUNDS

The Bureau of Justice Assistance (BJA) is administering the program under the discretionary grant guidelines of the Office of Juvenile Justice and Delinquency Prevention. As such, the federal government will provide reimbursement of funds expended by the localities that are designated to receive funding under this program.

ARTICLE VII - AMOUNT OF FUNDS AVAILABLE

In accordance with the Letter of Intent of November 1, 2004, each of the member agencies will receive funding for an Intervention Coordinator position with the exception of the Counties of Fairfax and Loudoun and the City of Falls Church. The only allowable expenses are: salary, FICA, Medicare, retirement and health insurance and pre-designated office start up expenses. Additional expenditures will be reviewed and approved by the Steering Board. The remaining funds shall be available to all of the participating jurisdictions to fund programs that focus on gang prevention and intervention.

ARTICLE VIII - PURCHASING

After approval by the Steering Board, each jurisdiction is eligible to purchase required and board approved items/equipment utilizing its own purchasing process, so long as those jurisdictions that are subject to the purchasing guidelines set forth in the Code of Virginia follow those provisions. To benefit from group purchasing, the Steering Board may elect one jurisdiction to facilitate purchases.

ARTICLE IX - PROCEDURE FOR REIMBURSEMENT

All grant funds awarded shall be processed through the Office of the Sheriff of Loudoun County by the Financial Budget Manager after review by the Grant Program Coordinator (hereinafter referred to as "Grant Program Coordinator") on a quarterly basis. The Grant Program Coordinator is designated as such by the Northern Virginia Regional Gang Task Force Board of Directors. Each member agency shall expend salary or purchase the desired supplies or equipment directly from the applicable vendor. For salary reimbursement, the member agency shall provide timesheets, payroll detail and a request for payment invoice. For all other reimbursements, each member agency shall forward to the Grant Program Coordinator a copy of the invoice detailing the items or services purchased along with a copy of the paid check for the vendor's invoice. Upon receipt of the appropriate backup documents, the Grant Program Coordinator will submit to the Financial Budget Manager who will perform a "draw down" from the grant funds and in turn have a check paid to the member agency as reimbursement.

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ARTICLE X - FINANCIAL REPORTING

The Bureau of Justice Assistance (BJA) requires that the Loudoun County Sheriff's Office submit a quarterly report of funds used by the Task Force. The member jurisdictions shall receive a copy of any and all such reports filed with regard to Intervention/Prevention funds. The Loudoun County Sheriff's Office must also submit progress reports twice each year to the BJA. As these reports are due to the BJA within 30 days of the end of each reporting period, the Intervention Coordinator from each member agency shall facilitate reporting to Grant Program Coordinator and/or Loudoun County Sheriff's Office Financial Budget Manager. Each member jurisdiction agrees to coordinate with and to provide all necessary information to the Grant Program Coordinator and/or the LCSO Financial Budget Manager in a timely fashion in order to meet reporting requirements.

ARTICLE XI – DURATION OF AGREEMENT

THIS AGREEMENT SHALL REMAIN IN EFFECT FOR 1 YEAR FROM THE GRANT AWARD DATE. THE STEERING BOARD MAY EXTEND THIS AGREEMENT BY A MAJORITY VOTE.

ANY JURISDICTION MAY WITHDRAW FROM THIS AGREEMENT WITH THIRTY DAYS NOTICE PROVIDED TO THE CHAIRMAN OF THE STEERING BOARD AND THE CHAIRMAN OF THE NORTHERN VIRGINIA REGIONAL GANG TASK FORCE BOARD OF DIRECTORS.

Northern Virginia Regional Gang Task Force
Prevention and Intervention Phase

MEMORANDUM OF UNDERSTANDING

EFFECTIVE February 18, 2005

IN WITNESS THEREOF, the parties hereto have executed this memorandum of understanding:

On Behalf

Of

Loudoun County, Virginia

Date

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Prevention and Intervention Phase**

MEMORANDUM OF UNDERSTANDING

EFFECTIVE February 18, 2005

IN WITNESS THEREOF, the parties hereto have executed this memorandum of understanding:

On Behalf

Of

Prince William County, Virginia

Date

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MEMORANDUM OF UNDERSTANDING

EFFECTIVE February 18, 2005

IN WITNESS THEREOF, the parties hereto have executed this memorandum of understanding:

On Behalf

Of

City of Alexandria, Virginia

Date

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MEMORANDUM OF UNDERSTANDING

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IN WITNESS THEREOF, the parties hereto have executed this memorandum of understanding:

On Behalf

Of

Arlington County, Virginia

Date

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IN WITNESS THEREOF, the parties hereto have executed this memorandum of understanding:

On Behalf

Of

City of Falls Church, Virginia

Date

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MEMORANDUM OF UNDERSTANDING

EFFECTIVE February 18, 2005

IN WITNESS THEREOF, the parties hereto have executed this memorandum of understanding:

On Behalf

Of

Fairfax County, Virginia

_____ **Date** _____

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EFFECTIVE February 18, 2005

IN WITNESS THEREOF, the parties hereto have executed this memorandum of understanding:

On Behalf

Of

Northern Virginia Regional Gang Task Force Board of Directors

Date

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