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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 97 LCM-64

Date: December 8, 1997

Division: Development and  
Prevention Services

TO: Local District Commissioners

SUBJECT: 1997 Federal Family Violence Prevention  
and Services Act Grant

ATTACHMENTS: Letter to Executive Directors of Domestic Violence  
Programs

Attached for your information is a copy of the letter being sent to agencies which operate an approved residential and/or non-residential domestic violence program.

The Department is responsible for administering the Federal Family Violence Prevention and Services Act funds. This year's award was increased to \$3,213,134. Five percent of the award supports state administrative costs. It is anticipated that each grant award will be no more than \$37,225.

Residential programs experiencing underutilization may apply funds to operational expenses not otherwise supported through per diem reimbursement or other government funds. Residential programs with reasonable occupancy rates may apply funds towards one-time-only health and safety improvements, service enhancements, and/or equipment items. Non-residential programs may apply funds to support operational expenses, service enhancements, and/or equipment items.

Transfer Implementation: Chapter 436 of the Laws of 1997 renames the Department of Social Services as the Department of Family Assistance which is comprised of two independent offices: the Office of Children and Family Services and the Office of Temporary and Disability Assistance.

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Upon the execution of a Memorandum of Understanding and compliance with the Civil Service Laws, responsibility as specified in Chapter 436 will be transferred from the former Department of Social Services to the Office of Children and Family Services (OCFS) and fully integrated with the functions and duties of the former Division for Youth. The recommendations contained herein have been approved by all necessary staff of the referenced agencies.

If you have any questions, please contact Saleika Leak at (518)473-6239 or Lisa Gordon at (518) 474-6512.

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Rose M. Pandozy  
Deputy Commissioner

December 1, 1997

Dear Executive Director:

The purpose of this letter is to notify you that your agency is eligible to apply for a 1997 Federal Family Violence Prevention and Services Act grant.

As you may know, the Department is responsible for administering the Federal Family Violence Prevention and Services Act funds. New York State's 1997 award was increased to \$3,213,134 - five-percent of which supports state administrative costs. The plan is to distribute the remaining funds equally among all agencies which operate an approved residential and/or non-residential domestic violence program. It is anticipated that each grant award will be no more than \$37,225.

This letter serves as notification that your agency is eligible to receive an award based on the equitable distribution. Regardless of the number of facilities or type of program(s) (residential and/or non-residential) operated, each agency will receive only one award.

Please note that federal guidelines require a local match of 50% of the grant awarded and therefore all grantees will have to provide in-kind services or cash relative to the program. Grants will be issued through a contractual agreement and will be available from March 31, 1998 to March 30, 1999. The priority for applying grant funds is as follows:

- 1) Residential Programs experiencing underutilization - If the utilization level (occupancy rate) for at least one of your domestic violence residential programs for the designated time period was below the level used to establish the per diem rate funds may be applied to operational expenses not otherwise supported through per diem reimbursement or other government funds.
- 2) Residential Programs with reasonable occupancy rates - Residential programs with occupancy rates equal to or above the level used to establish the per diem and sufficient to support operational expenses may apply funds towards one-time-only health and safety improvements, service enhancements, and/or equipment items.
- 3) Non-Residential programs - Agencies operating non-residential programs may apply funds to support operational expenses, service enhancements and/or minor equipment items.

Programs applying funds to service enhancements are encouraged to consider collaborative efforts with their local social service districts which address the needs of families experiencing both child abuse and domestic violence and/or which support the family violence option provisions of the state Welfare Reform act.

To avoid the potential of a future deficit, funds may not be used for items which will require continued funding without a realistic plan for continued support. Additionally, residential programs may choose not to apply for funds if funding is not needed at this time or if such funding would create a surplus, thereby impacting future per diem rates.

In order to apply for these funds, the attached forms must be completed and returned by close of business December 19, 1997 to Susan Adams, New York State Department of Social Services, 40 North Pearl Street, Floor 11-D, Albany, New York 12243. If you choose not to apply, please check the appropriate line on the Application Cover Page and return this form by December 19th.

Any questions regarding this process may be directed to Saleika Leak at (518) 473-6239 or Lisa Gordon at (518) 474-6512.

Sincerely,

Rose M. Pandozy  
Deputy Commissioner

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Attachments