

A report of the  
Department of Social Services  
Commonwealth of Virginia

**ANNUAL REPORT OF  
SPACE NEEDS IN LOCAL  
DEPARTMENTS OF  
SOCIAL SERVICES**

to the Governor and the  
General Assembly of Virginia

November 2008



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF SOCIAL SERVICES**  
*Office of the Commissioner*

Anthony Conyers, Jr.  
COMMISSIONER

November 1, 2008

**MEMORANDUM**

**TO:** The Honorable Timothy M. Kaine  
Governor of Virginia

The Honorable Marilyn B. Tavenner  
Secretary of Health and Human Resources

The Honorable Lacey E. Putney, Chairman  
House Appropriations Committee

The Honorable Charles J. Colgan, Chairman  
Senate Finance Committee

Daniel S. Timberlake, Director  
Department of Planning and Budget

**FROM:**

Anthony Conyers, Jr.

A handwritten signature in black ink that reads "Anthony Conyers, Jr." with a stylized flourish at the end.

**SUBJECT:** Annual Report of Space Needs in Local Departments of Social Services

I am pleased to submit the Department of Social Services' report prioritizing local requests for increased state reimbursement for renovating existing space, relocating, or constructing new space, prepared pursuant to Item 346(D) of the 2008 Appropriation Act. If you have questions or need additional information concerning this report, please contact me.

AC/lrm

## Preface

This report is submitted pursuant to Item 346(D) of the 2008 Appropriation Act (Act), which establishes the intent of the General Assembly to require the Department of Social Services (DSS) to (1) develop criteria for assessing funding requests for addressing space needs among local departments of social services (LDSS), and (2) use the criteria to prioritize local requests for increased state reimbursement for renovating existing space, relocating or constructing new space:

The Commissioner of Social Services, in consultation with relevant state and local agencies, shall develop proposed criteria for assessing funding requests for addressing space needs among local departments of social services, as well as proposed consolidated human services buildings. The criteria shall include but not be limited to compliance with the Americans with Disabilities Act, access to public transportation, life safety issues, condition of current space and related major building systems, impact on service delivery, and other factors as may be appropriate. The Department shall use the criteria to prioritize local requests for increased state reimbursement for renovating existing space, relocating or constructing new space. The Department shall forward a prioritized list of projects to the Secretary of Health and Human Resources and the Department of Planning and Budget by November 1 of each year for consideration by the Governor in the development of the budget. The Department shall also submit a copy of the list of prioritized projects by November 1 of each year, to the Chairmen of the House Appropriations and Senate Finance Committees.

Over the past 15 to 20 years, funding increases for LDSS office space have been sporadic, despite rising costs and increasing needs. There was no systematic approach to address increasing costs for space needs among LDSS until this annual report was mandated by the 2006 Appropriation Act. Consequently, LDSS made requests through their elected state representatives for funds to meet their space needs.

Item 342(E) of the 2006 Appropriation Act first required the Commissioner of DSS, in consultation with relevant state and local social service agencies, to develop a prioritized list of local space needs to support increased state funding for LDSS to renovate existing space, relocate, or construct new facilities.

After considering space data collection and analysis tools used by the Departments of General Services and Health, DSS staff and representatives of the Virginia League of Social Services Executives (League) Administrative Committee developed a space data collection model to meet the report mandate. This model includes key variables outlined in the Act, employed by other state agencies in space allocation and funding processes, and developed by DSS staff and League Administrative Committee representatives.

By systematically assessing statewide requests, the General Assembly is better positioned to address the needs of LDSS.

# Table of Contents

Preface.....	page ii
Executive Summary .....	page iv
Annual Report of Space Needs in Local Departments of Social Services .....	page 1
Background.....	page 1
State Provisions Governing Reimbursement .....	page 2
Current Space Needs of LDSS.....	page 3
Recommendation .....	page 5
Appendix A.....	page A-1
Appendix B.....	page B-1
Appendix C.....	page C-1
Appendix D.....	page D-1

# Executive Summary

As directed by 346(D) of the Act, Appendix B of this report contains a prioritized list of LDSS requests for increased state reimbursement for renovating existing space, relocating, or constructing new space.

The prioritized list was compiled using a data collection model developed by DSS with support from the League's Administrative Committee. The data collection tool was developed with guidance provided in the Act, similar tools used by the Departments of Health and General Services, and input from DSS and League team members. The list was prioritized based on a set of quantitative measures. Ratings of space were completed at the local level. The raw data received were then normalized for scoring disparities and weighted based on criteria agreed to by DSS and the League Administrative Committee.

In general terms, space costs are funded by a mix of approximately 55% state, 30% federal, and 15% local funds.

DSS recognizes that significant needs exist for additions to and improvement of LDSS facilities. However, due to the current budget shortfall, DSS will not put forth a budget amendment this year for funding for local space needs. If funds are available, however, DSS recommends that funding be provided to allow DSS to address LDSS space needs in localities with the most severe needs as identified by the current study.

# Annual Report of Space Needs in Local Departments of Social Services

## Background

Virginia is one of 12 states that operate under a state supervised, locally administered social service delivery system. There are 120 LDSS with separate budgets that build, maintain, rent, and/or operate office facilities at the discretion of and under their local governments and local social services boards.

Funding sources for LDSS office space requests include local funds, state general funds passed through DSS, and federal funds passed through DSS. DSS submits allowable LDSS and DSS costs to the appropriate federal cognizant agency to obtain federal financial participation (FFP) available through federal grants.

DSS reimburses LDSS monthly for administrative and program expenditures incurred in the previous month. LDSS administrative costs include those for local office space. All local costs must be allowable, reasonable, and necessary as stipulated in local, state and federal regulations, plans, and policies governing office space, building codes and office standards.

LDSS have two primary reimbursement options from DSS:

1. General administrative.
  - a. Reimbursement rates for this are approximately 55% state, 30% federal, and 15% local.
  - b. Due to funding and budget considerations, these funds may not cover all LDSS administrative costs.
2. "Pass-Through" administrative.
  - a. Reimbursement rates for this option are approximately 28% federal and 72% local.
  - b. This is the primary option used by LDSS to obtain additional funds after funds are depleted using the general administrative option described above.
  - c. Expenses are reimbursed based on available federal funds.
  - d. Some localities cannot afford the significant local match commitment of 72%, which prohibits them from taking advantage of this option.

The 2008 General Assembly allocated approximately \$500,000 in state, federal, and local matching funds in State Fiscal Year (SFY) 2009 to be used statewide to assist with local space needs. Based on the 2007 Space Study, the following LDSS have or will receive funding this year:

1) New Kent County	\$40,807
2) Pulaski County	\$184,436

3) Hopewell;	\$190,033
4) Craig County	\$5,500
5) Charlottesville #2	\$28,159
6) Prince George County	\$50,000

## State Provisions Governing Reimbursement

Section 63.2-400 of the Code of Virginia (Code) addresses local appropriations for social services, and states:

§ 63.2-400. Local appropriation.

The governing body of each county and city shall each year appropriate sums of money sufficient to provide for the payment of public assistance and to provide social services, including cost of administration, under the provisions of Subtitles II and III of this title, within such county or city. Such governing bodies may also appropriate sums of money sufficient to provide for the full range of public assistance and social services for children and adults as may be required by federal legislation for reimbursement thereunder. The respective governing bodies of the counties and cities shall also appropriate sums of money as shall be sufficient to provide for the foster care of children in the custody or under the supervision of the local boards.

Section 63.2-401 pertains to reimbursement of localities by the Commonwealth for social services, and addresses reimbursement for office space in the third paragraph:

§ 63.2-401. Reimbursement of localities by the Commonwealth.

Such funds as are received from the United States and agencies thereof as grants-in-aid for the purpose of providing public assistance and social services grants shall be paid monthly by the Commissioner to each county, city or district fiscal officer as reimbursement of the federal share of such grants as have been paid by each county and city under the provisions of Subtitle II and III of this title. Within the limits of the appropriations of state funds, the Commissioner shall reimburse the entire balance of such public assistance and social services grants as have been paid by each city, county or district fiscal officer after crediting them with the reimbursement made from federal funds. Within the limits of the appropriations of state funds, the Commissioner shall reimburse monthly each city, county or district fiscal officer to the extent of sixty-two and one-half percent of such expenditures made in connection with general relief provided under § 63.2-802. Within the limits of the appropriations of state funds for the purpose, the Commissioner shall reimburse monthly each city, county or district fiscal officer to the extent of eighty percent of expenditures made for auxiliary grants pursuant to § 63.2-800. Within the limits of state funds appropriated for the purpose, the Commissioner shall reimburse to each county, city or district fiscal officer an amount not less than fifty percent or more than sixty-two and one-half percent of such expenditures, not federally reimbursable, made for the care of children placed in family homes or institutions pursuant to §§ 63.2-900 and 63.2-903.

Administrative expenditures made by the localities in connection with the providing of public assistance grants, other benefits and related social services, including child welfare pursuant to § 63.2-319, shall be ascertained by the Board, and the Commissioner shall, within the limits of available federal funds and state appropriations, reimburse monthly each county, city or district fiscal officer therefor out of such federal and state funds in an amount to be determined by the Board not less than fifty percent of such administrative costs.

The Commissioner also shall reimburse monthly, to the extent funds are available for such purpose, each county, city or district fiscal officer out of state and federal funds, to the extent provided in the preceding paragraph, for monthly rental payments for office space provided the local department in publicly owned buildings, for payments that are based on the cost of initial construction or purchase of a building or a reasonable amount for depreciation of such building, and for the cost of repairs and alterations to either a privately or publicly owned building. However, no monthly rental payment shall exceed a reasonable amount as determined by the Commissioner.

Claims for reimbursement shall be presented by the local board to the Commissioner, and shall be itemized and verified in such manner as the Commissioner may require. Such claim shall, upon the approval of the Commissioner, be paid out of funds appropriated by the Commonwealth and funds received from the federal government for the purposes of Subtitles II and III of this title, to the treasurer or other fiscal officer of the county or city. Wherever two or more counties or cities have been combined to form a district pursuant to § 63.2-306, reimbursements by the Commissioner under this section shall be paid to the district fiscal officer or other person designated to receive such funds by the governing bodies of such counties or cities. The Commonwealth shall reimburse each county and city the full amount of public assistance grants provided for Temporary Assistance for Needy Families.

DSS submits several state plans for federal approval when federal funds are used. State plans are either program or financially based and must indicate and explain activities and/or administrative costs that will be covered, including those covering office space.

The Department of General Services (DGS) has established policies and procedures that are applicable only to state departments, agencies and institutions. The State Board of Social Services (Board) approved a proposal by DSS in December of 2007 to require LDSS to follow DGS state space planning guidelines.

## Current Space Needs of LDSS

Many LDSS are in need of assistance in addressing space needs. DSS has been advised by some localities that LDSS staff morale is adversely impacted by their work spaces. Other LDSS indicated staff left or turned down job offers because of work conditions. There is clearly a need to continue working to resolve space issues in LDSS. Conducting the annual study



necessary to compile this report validates the need for a systematic approach to address LDSS space needs.

This year, 46 localities responded to DSS' request regarding space needs. The DSS data collection model asked that a separate submission be made for each LDSS facility. DSS believes that the failure of some localities to respond is a consequence of the minimal amount of funding that has been provided two years into this new process.

The normalized, weighted scores range from a low of 1872 to a high of 4921. The higher scores represent LDSS with the greatest need based on the current study. The average score was 3422. The median score was 3310. Fourteen of the localities reporting indicated they were integrated or co-located with other human services agencies, while four other agencies indicated they were planning to integrate their facilities with other human service agencies.

A prioritized list of local space needs is provided in Appendix B. Appendix C presents a prioritized list by LDSS agency classification. The classification is a function of the size of the LDSS. Since the identified needs are significant, an incremental approach to addressing LDSS space needs seems prudent. Appendix D presents information from localities not directly addressed in the data collection process to allow them an opportunity to voice their specific local experience on the record.

## RECOMMENDATION

DSS recognizes that significant needs exist for additions to and improvement of LDSS facilities. Due to the current budget shortfall, DSS will not put forth a budget amendment this year for funding LDSS space needs.

If funds are available, however, DSS recommends that funding be provided to allow DSS to address LDSS space needs in localities with the most severe needs as identified by the current study.

# Appendix A

## Item 346 D of the 2008 Appropriation Act

The Commissioner of Social Services, in consultation with relevant state and local agencies, shall develop proposed criteria for assessing funding requests for addressing space needs among local departments of social services, as well as proposed consolidated human services buildings. The criteria shall include but not be limited to compliance with the Americans with Disabilities Act, access to public transportation, life safety issues, condition of current space and related major building systems, impact on service delivery, and other factors as may be appropriate. The Department shall use the criteria to prioritize local requests for increased state reimbursement for renovating existing space, relocating or constructing new space. The Department shall forward a prioritized list of projects to the Secretary of Health and Human Resources and the Department of Planning and Budget by November 1 of each year for consideration by the Governor in the development of the budget. The Department shall also submit a copy of the list of prioritized projects by November 1 of each year, to the Chairmen of the House Appropriations and Senate Finance Committees.

# Appendix B

## Prioritized List of Local Space Needs

Local Facilities	FIPS	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (with improvements)	Est Facility Cost Increase (with replacement)	Ownership	Local Funding Match	Total Overall Value	Priority Ranking
Bedford Department of Social Services #2	019	\$41,322	\$ -	\$ -	\$ -	Private	N	4921	1
Bedford Department of Social Services #3	019	\$ 57,885	\$ -	\$ -	\$ -	Private	N	4829	2
Amherst Department of Social Services	009	\$15,147	NA	\$32,744	\$56,689	Local Gov't	Y	4822	3
Bedford Department of Social Services #1	019	\$400,893	\$ -	\$ -	\$ -	Local Gov't	U	4812	4
Henry-Martinsville Department of Social Services	089/690	\$132,352	\$26,470	\$ -	\$384,659	Local Gov't	Y	4771	5
Cumberland Department of Social Services #1	049	\$44,676	\$10,000	\$43,334	\$69,967	Private	U	4666	6
Cumberland Department of Social Services #2	049	\$ -	\$ -	NA	NA	Local Gov't	U	4652	7
Dinwiddie Department of Social Services	053	\$43,083	\$ -	\$75,000	\$67,000	Local Gov't	Y	4629	8
Norton City Department of Social Services #1	720	\$ 31,200	\$ 2,000	\$ -	\$ -	Private	Y	4558	9
Charlottesville Department of Social Services #2	540	\$38,981	\$ 780	NA	\$21,019	Private	Y	4543	10
Norton City Department of Social Services #2	720	\$10,275	\$ 600	\$ -	\$ -	Private	Y	4500	11
Tazewell County Department of Social Services #3	185	\$12,000	\$ -	\$ -	\$ -	CAA	Y	4445	12
Lunenburg County Department of Social Services	111	\$27,343	\$ 8,000	\$20,000	\$34,000	Local Gov't	U	4426	13
Tazewell County Department of Social Services #2	185	\$8,400	\$ -	\$ -	\$ -	Private	Y	4412	14
Tazewell County Department of Social Services #1	185	\$ -	\$ -	\$ -	\$110,000	Local Gov't	Y	4342	15

Local Facilities	FIPS	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (with improvements)	Est Facility Cost Increase (with replacement)	Ownership	Local Funding Match	Total Overall Value	Priority Ranking
Suffolk Department of Social Services	800	\$185,210	\$ -	\$ -	\$389,816	EDA	Y	4232	16
Wythe County Department of Social Services	197	\$15,500	\$ 750	\$ 200,000	\$ 150,000	Local Gov't	Y	4229	17
Buckingham County Department of Social Services	029	\$45,500	\$ 1,000	\$66,900	\$ -	Local Gov't	Y	4209	18
Fluvanna County Department of Social Services	065	\$27,773	\$ 4,110	\$37,075	\$166,667	Local Gov't	Y	4074	19
King George Department of Social Services	099	\$79,200	\$3,960	\$ -	\$ -	Private	Y	4074	20
Floyd County Department of Social Services	063	\$9,000	\$1,000	\$15,000	\$30,000	Local Gov't	N	3987	21
Fredericksburg Department of Social Services	630	\$130,000	\$ -	\$ -	\$ -	Local Gov't	U	3937	22
Fauquier County Department of Social Services #2	061	\$66,739	\$ 2,002	\$ -	\$ -	Private	Y	3680	23
Nottoway County Department of Social Services	135	\$47,905	\$ -	\$ -	\$ -	Local Gov't	N	3585	24
Dickenson County Department of Social Services	051	\$15,800	\$ -	\$ -	\$ -	Local Gov't	N	3503	25
Chesapeake Department of Social Services	550	\$ 115,765	\$ -	\$ -	\$ -	Local Gov't	U	3487	26
Grayson County Department of Social Services	077	\$39,000	\$ -	\$ -	\$ -	Local Gov't	N	3480	27
Northumberland County Department of Social Services	133	\$57,232	\$ 572	U	U	Private	Y	3475	28
Virginia Beach Division of Social Services #1	810	\$1,165,800	\$46,600	\$ -	NA	VB Dev Auth	Y	3462	29
Petersburg Department of Social Services	730	\$230,395	\$ 296,140	\$ -	\$ -	Local Gov't	NA	3416	30
Montgomery County Department of Social Services	121	\$106,001	\$ -	\$ -	\$ -	Local Gov't	U	3325	31
Rockbridge-Buena Vista-Lexington Area Social Services	163/ 530	\$48,561	\$ 1,539	\$11,539	\$ -	Private	U	3324	32

Local Facilities	FIPS	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (with improvements)	Est Facility Cost Increase (with replacement)	Ownership	Local Funding Match	Total Overall Value	Priority Ranking
Louisa County Department of Social Services #2	109	\$21,572	\$755	\$ -	\$ -	Private	Y	3310	33
Hanover County Department of Social Services #3	085	\$2,520	\$ 126	\$126	\$126	Private	N	3293	34
Sussex #2 Department of Social Services	183	\$15,439	\$ 1,544	\$2,233	\$ -	Private	NA	3235	35
Smyth County Department of Social Services	173	\$165,000	\$ -	\$ -	\$ -	Local Gov't	U	3208	36
Caroline Co Department of Social Services	033	\$66,300	\$2,700	\$ -	\$ -	Local Gov't	NA	3150	37
Charlottesville Department of Social Services #1	540	\$312,606	\$15,630	NA	\$ 217,394	Local Gov't	Y	3105	38
Virginia Beach Division of Social Services #2	810	\$ -	\$ 137	\$ -	\$ -	Private	Y	3057	39
Gloucester Department of Social Services	073	\$15,000	\$ -	\$ -	\$ -	Local Gov't	N	2976	40
Fauquier County Department of Social Services #1	061	\$160,253	\$4,487	\$ -	\$ -	Local Gov't	Y	2975	41
Hanover County Department of Social Services #1	085	\$67,874	\$ 3,394	\$3,394	\$3,394	Local Gov't	Y	2924	42
Louisa County Department of Social Services #1	109	\$80,689	\$ 2,824	\$ -	\$ -	Local Gov't	Y	2919	43
Mathews Department of Social Services	115	\$13,164	\$ -	\$ -	\$ -	Local Gov't	Y	2904	44
Harrisonburg-Rockingham County DSS #2	165	\$65,916	\$ -	\$ -	\$ -	Private	Y	2870	45
Richmond City Department of Social Services #1	760	\$2,400,000	\$ -	\$2,000,000	\$12,000,000	Corp	N	2862	46
Sussex #1 Department of Social Services	183	\$46,404	\$ 4,641	\$15,035	\$28,600	Local Gov't	Y	2818	47
Hanover County Department of Social Services #4	085	\$1,050	\$53	\$53	\$53	Local Gov't	Y	2811	48
Madison County Department of Social Services	113	\$40,120	\$ -	\$ -	\$ -	Local Gov't	N	2756	49

Local Facilities	FIPS	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (with improvements)	Est Facility Cost Increase (with replacement)	Owner-ship	Local Funding Match	Total Overall Value	Priority Ranking
Page County Department of Social Services	139	\$20,824	\$ -	\$ -	\$ -	Local Gov't	N	2704	50
Prince William County DSS #2	153	\$ -	\$ -	\$ -	\$ -	Local Gov't	N	2630	51
Richmond City Department of Social Services #3	760	\$105,000	\$ -	\$ -	\$ -	Local Gov't	N	2628	52
Hanover County Department of Social Services #2	085	\$31,858	\$1,593	\$1,593	\$1,593	Corp	N	2624	53
Middlesex County Department of Social Services	119	\$22,402	\$ 3,584	\$ -	\$ -	Local Gov't	N	2621	54
Richmond City Department of Social Services #2	760	\$834,000	\$75,000	\$100,000	\$5,000,000	Corp	N	2560	55
Giles County Department of Social Services	071	\$44,798	\$ 2,780	\$ -	\$ -	IDA	Y	2521	56
Prince William County DSS #1	153	\$ -	\$ -	\$ -	\$ -	Private	N	2495	57
Norfolk Department of Human Services #2	710	\$801,290	\$1,500	\$ -	\$ -	Private	Y	2421	58
Norfolk Department of Human Services #1	710	\$1,371,142	\$ 7,550	\$ -	\$ -	Private	Y	2343	59
Williamsburg Social Service Bureau	830	\$ -	\$ -	\$ -	\$ -	Local Gov't	Y	2337	60
Carroll County Department of Social Services	035	\$90,972	\$10,743	\$ -	\$ -	Local Gov't	N	2227	61
Harrisonburg-Rockingham County DSS #1	165	\$160,728	\$ -	\$ -	\$ -	RDHA	Y	2212	62
Frederick County Department of Social Services	069	\$207,825	\$ -	\$ -	\$ -	Local Gov't	U	2150	63
Mecklenburg County Department of Social Services	117	\$50,850	\$ -	\$ -	\$ -	Local Gov't	U	2096	64
Albemarle County Department of Social Services #1 COB5	003	\$198,980	\$ -	\$ -	\$ -	Local Gov't	NA	1872	65
Totals		\$10,663,515	\$544,566	\$2,624,026	\$18,730,977				

# Appendix C

## Prioritized List by Agency Classification

Local Facilities	FIPS	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase - with improvements	Est Facility Cost Increase - with replacement	Ownership	Local Funding Match	Total Overall Value	Priority Ranking
Cumberland Department of Social Services #1	049	2	\$44,676	\$10,000	\$43,334	\$69,967	Private	U	4666	6
Cumberland Department of Social Services #2	049	2	\$ -	\$ -	NA	NA	Local Gov't	U	4652	7
Norton City Department of Social Services #1	720	2	\$31,200	\$2,000	\$ -	\$ -	Private	Y	4558	9
Norton City Department of Social Services #2	720	2	\$10,275	\$ 600	\$ -	\$ -	Private	Y	4500	11
Lunenburg County Department of Social Services	111	2	\$27,343	\$8,000	\$20,000	\$34,000	Local Gov't	U	4426	13
King George Department of Social Services	099	2	\$79,200	\$3,960	\$ -	\$ -	Private	Y	4074	20
Floyd County Department of Social Services	063	2	\$9,000	\$1,000	\$15,000	\$30,000	Local Gov't	N	3987	21
Nottoway County Department of Social Services	135	2	\$ 47,905	\$ -	\$ -	\$ -	Local Gov't	N	3585	24
Northumberland County Department of Social Services	133	2	\$57,232	\$ 572	U	U	Private	Y	3475	28
Mathews Department of Social Services	115	2	\$13,164	\$ -	\$ -	\$ -	Local Gov't	Y	2904	44
Madison County Department of Social Services	113	2	\$ 40,120	\$ -	\$ -	\$ -	Local Gov't	N	2756	49
Middlesex County Department of Social Services	119	2	\$ 22,402	\$ 3,584	\$ -	\$ -	Local Gov't	N	2621	54
Williamsburg Social Service Bureau	830	2	\$ -	\$ -	\$ -	\$ -	Local Gov't	Y	2337	60
<b>Total - Class 2</b>			<b>\$382,517</b>	<b>\$29,717</b>	<b>\$78,334</b>	<b>\$133,967</b>				

Local Facilities	FIPS	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase - with improvements	Est Facility Cost Increase - with replacement	Ownership	Local Funding Match	Total Overall Value	Priority Ranking
Bedford Department of Social Services #2	019	3	\$41,322	\$ -	\$ -	\$ -	Private	N	4921	1
Bedford Department of Social Services #3	019	3	\$57,885	\$ -	\$ -	\$ -	Private	N	4829	2
Amherst Department of Social Services	009	3	\$15,147	NA	\$32,744	\$56,689	Local Gov't	Y	4822	3
Bedford Department of Social Services #1	019	3	\$400,893	\$ -	\$ -	\$ -	Local Gov't	U	4812	4
Dinwiddie Department of Social Services	053	3	\$43,083	\$ -	\$75,000	\$67,000	Local Gov't	Y	4629	8
Tazewell County Department of Social Services #3	185	3	\$12,000	\$ -	\$ -	\$ -	CAA	Y	4445	12
Tazewell County Department of Social Services #2	185	3	\$8,400	\$ -	\$ -	\$ -	Private	Y	4412	14
Tazewell County Department of Social Services #1	185	3	\$ -	\$ -	\$ -	\$110,000	Local Gov't	Y	4342	15
Wythe County Department of Social Services	197	3	\$15,500	\$750	\$200,000	\$150,000	Local Gov't	Y	4229	17
Buckingham County Department of Social Services	029	3	\$45,500	\$1,000	\$66,900	\$ -	Local Gov't	Y	4209	18
Fluvanna County Department of Social Services	065	3	\$27,773	\$4,110	\$37,075	\$166,667	Local Gov't	Y	4074	19
Fredericksburg Department of Social Services	630	3	\$130,000	\$ -	\$ -	\$ -	Local Gov't	U	3937	22
Fauquier County Department of Social Services #2	061	3	\$66,739	\$2,002	\$ -	\$ -	Private	Y	3680	23
Dickenson County Department of Social Services	051	3	\$15,800	\$ -	\$ -	\$ -	Local Gov't	N	3503	25
Grayson County Department of Social Services	077	3	\$39,000	\$ -	\$ -	\$ -	Local Gov't	N	3480	27
Montgomery County Department of Social Services	121	3	106,001	\$ -	\$ -	\$ -	Local Gov't	U	3325	31
Rockbridge-Buena Vista-Lexington Area Social Services	163/ 530	3	\$48,561	\$1,539	\$11,539	\$ -	Private	U	3324	32
Louisa County Department of Social Services #2	109	3	\$21,572	\$755	\$ -	\$ -	Private	Y	3310	33



Local Facilities	FIPS	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase - with improvements	Est Facility Cost Increase - with replacement	Ownership	Local Funding Match	Total Overall Value	Priority Ranking
Hanover County Department of Social Services #3	085	3	\$2,520	\$126	\$126	\$126	Private	N	3293	34
Sussex #2 Department of Social Services	183	3	\$15,439	\$1,544	\$ 2,233	\$ -	Private	NA	3235	35
Smyth County Department of Social Services	173	3	\$165,000	\$ -	\$ -	\$ -	Local Gov't	U	3208	36
Caroline Co Department of Social Services	033	3	\$66,300	\$2,700	\$ -	\$ -	Local Gov't	NA	3150	37
Gloucester Department of Social Services	073	3	\$15,000	\$ -	\$ -	\$ -	Local Gov't	N	2976	40
Fauquier County Department of Social Services #1	061	3	\$160,253	\$4,487	\$ -	\$ -	Local Gov't	Y	2975	41
Hanover County Department of Social Services #1	085	3	\$67,874	\$3,394	\$3,394	\$3,394	Local Gov't	Y	2924	42
Louisa County Department of Social Services #1	109	3	\$ 80,689	\$ 2,824	\$ -	\$ -	Local Gov't	Y	2919	43
Sussex #1 Department of Social Services	183	3	\$46,404	\$4,641	\$15,035	\$28,600	Local Gov't	Y	2818	47
Hanover County Department of Social Services #4	085	3	\$1,050	\$ 53	\$53	\$53	Local Gov't	Y	2811	48
Page County Department of Social Services	139	3	\$20,824	\$ -	\$ -	\$ -	Local Gov't	N	2704	50
Hanover County Department of Social Services #2	085	3	\$31,858	\$1,593	\$1,593	\$1,593	Corp	N	2624	53
Giles County Department of Social Services	071	3	\$44,798	\$ 2,780	\$ -	\$ -	IDA	Y	2521	56
Carroll County Department of Social Services	035	3	\$90,972	\$10,743	\$ -	\$ -	Local Gov't	N	2227	61
Frederick County Department of Social Services	069	3	\$207,825	\$ -	\$ -	\$ -	Local Gov't	U	2150	63
Mecklenburg County Department of Social Services	117	3	\$50,850	\$ -	\$ -	\$ -	Local Gov't	U	2096	64
Total - Class 3			\$2,162,833	\$45,042	\$445,692	\$584,122				

Local Facilities	FIPS	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase - with improvements	Est Facility Cost Increase - with replacement	Ownership	Local Funding Match	Total Overall Value	Priority Ranking
Henry-Martinsville Department of Social Services	089/690	4	\$132,352	\$ 26,470	\$ -	\$384,659	Local Gov't	Y	4771	5
Charlottesville Department of Social Services #2	540	4	\$38,981	\$780	NA	\$21,019	Private	Y	4543	10
Suffolk Department of Social Services	800	4	\$185,210	\$ -	\$ -	\$389,816	EDA	Y	4232	16
Petersburg Department of Social Services	730	4	\$230,395	\$296,140	\$ -	\$ -	Local Gov't	NA	3416	30
Charlottesville Department of Social Services #1	540	4	\$312,606	\$15,630	NA	\$ 217,394	Local Gov't	Y	3105	38
Harrisonburg-Rockingham County DSS #2	165	4	\$65,916	\$ -	\$ -	\$ -	Private	Y	2870	45
Harrisonburg-Rockingham County DSS #1	165	4	\$160,728	\$ -	\$ -	\$ -	RDHA	Y	2212	62
Albemarle County Department of Social Services #1 COB5	003	4	\$198,980	\$ -	\$ -	\$ -	Local Gov't	NA	1872	65
<b>Total - Class 4</b>			\$1,325,168	\$339,020	\$ -	1,012,888				

Local Facilities	FIPS	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase - with improvements	Est Facility Cost Increase - with replacement	Ownership	Local Funding Match	Total Overall Value	Priority Ranking
Chesapeake Department of Social Services	550	5	\$115,765	\$ -	\$ -	\$ -	Local Gov't	U	3487	26
Virginia Beach Division of Social Services #1	810	5	\$1,165,800	\$46,600	\$ -	NA	VB Dev Auth	Y	3462	29
Virginia Beach Division of Social Services #2	810	5	\$ -	\$137	\$ -	\$ -	Private	Y	3057	39
Prince William County DSS #2	153	5	\$ -	\$ -	\$ -	\$ -	Local Gov't	N	2630	51
Prince William County DSS #1	153	5	\$ -	\$ -	\$ -	\$ -	Private	N	2495	57
Total - Class 5			\$1,281,565	\$46,737	\$ -	\$ -				
Local Facilities	FIPS	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase - with improvements	Est Facility Cost Increase - with replacement	Ownership	Local Funding Match	Total Overall Value	Priority Ranking
Richmond City Department of Social Services #1	760	6	\$2,400,000	\$ -	\$2,000,000	\$12,000,000	Corp	N	2862	46
Richmond City Department of Social Services #3	760	6	\$105,000	\$ -	\$ -	\$ -	Local Gov't	N	2628	52
Richmond City Department of Social Services #2	760	6	\$834,000	\$75,000	\$100,000	\$5,000,000	Corp	N	2560	55
Norfolk Department of Human Services #2	710	6	\$801,290	\$1,500	\$ -	\$ -	Private	Y	2421	58
Norfolk Department of Human Services #1	710	6	\$1,371,142	\$7,550	\$ -	\$ -	Private	Y	2343	59
Total - Class 6			\$5,511,432	\$84,050	\$2,100,000	\$17,000,000				

# Appendix D

## LDSS Supplemental Request Information

**Locality Name: King George County**

**FIPS Code: 099**

Please note that about 1/3 of the space we have is storage; we inherited it and use it for a food pantry and storage (I know that is original). We occupy a basement of a very old building. The county is building a new facility and will be moving the health unit and extension in with us. We have no time frame for this move, the land is there, the road is in, but no one is moving on the actual building complex. We have not seen any increase in rental assistance and the rate here continues to grow. The landlord knows that there are literally no buildings for us to move to without building one so he continues to increase the rent. Our lease has expired and no one wants to renew because there could be a new building in the near future. We are at everyone's mercy.

**Locality Name: Northumberland County**

**FIPS Code: 133**

Most worker offices are 120 square feet, barely adequate with computer equipment and customer families. Rest of office space is utilized by file rooms, family visitation room for court ordered supervised visitation, reception area, hallways, rest rooms, kitchen where most employees eat lunch because of lack of restaurants in area, etc. Conference room used for staff meetings, board meetings, training for customers and foster parents, etc., is inadequate in size. Agency computer server and file cabinets also located in conference room because of other space limitations. Storage space in agency is inadequate. File room is full. Case files, therefore, are increasing and have to be placed in file cabinets in conference room, consequently reducing already inadequate meeting space.

**Locality Name: Rockbridge Area DSS**

**FIPS Code: 163**

On July 11<sup>th</sup>, I returned the office space information concerning our Agency to your Department. I now find (yesterday) that after being located in this building for 38 years, the building is for sale. I have no way of knowing at present what that will mean for this agency. Our rent has been extremely low and I suspect if we are allowed to stay, the rent will go up considerably. It is possible we may be asked to leave and I have no idea where we would locate or what the cost would be. I also don't know how we can afford the moving costs. Our phone system is antiquated and I have not even been able to afford a new system. Please be advised that the information I previously sent may change drastically in the near future.

**Locality Name: Tazewell County**

**FIPS Code: 185**

In 1982 Tazewell County renovated an abandoned school building to house our Department, the Juvenile and Domestic Relations Court, Juvenile Court Service Unit and the County's administrative offices.

In 1983 one local real estate agency estimated the life expectancy of the building at that time to be 14 years.

Renovation costs were minimal and for a period of 20 years we paid only \$1,808.66 per month (which included utilities) toward this amortization. At that time we had only 42 employees and some 10,000 square feet of space was allocated for our use.

Since then our department has been granted the space previously occupied by Juvenile & Domestic Relations Court and County Administration. However, since then our agency size has nearly doubled and, as you can see, it is necessary for us to operate from, not only this facility, but two satellite offices as well. In our current facility, hallway space has been utilized to set up offices to accommodate our staff as well.

In addition, in the mid 1990's our current facility was identified as a "sick building". Attempts were made to alleviate some of the problems; however, these efforts could not resolve these problems and we continue to have problems to this date.

The County Administrator, in a recent newspaper article, stated a new facility "allows us to address all of those air-quality problems." He said "a study concluded it would cost the county more than \$1 million to renovate the old school in Tazewell where the Department of Social Services is currently housed."

The chairman of the Board of Supervisors was quoted in the same article (about a new facility) as saying "the facility should be beneficial to citizens by providing improved parking and accessibility".

- (1) We do not anticipate making a payment to the County for our current facility since the amortization period has lapsed.
- (2) If it were possible for sufficient improvements to be made to our facility, we would be responsible for the cost of those improvements.

The anticipated annual cost increase is based on current estimates of the cost of a new "Community Facilities" building which the county has plans for at this time. The two satellite offices will be incorporated into this facility eliminating the need for rental property.