

A report of the
Department of Social Services
Commonwealth of Virginia

**Local Department of Social
Services Funding Requests for
Renovating Existing Space,
Relocating or Constructing
New Space**

to the Governor and the
General Assembly of Virginia

November 2007



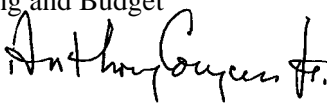
COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
Office of the Commissioner

Anthony Conyers, Jr.
COMMISSIONER

November 1, 2007

MEMORANDUM

TO: The Honorable Vincent F. Callahan, Jr., Chairman
House Appropriations Committee
The Honorable John H. Chichester, Chairman
Senate Finance Committee
The Honorable Marilyn B. Tavenner
Secretary of Health and Human Resources
Richard D. Brown, Director
Department of Planning and Budget

FROM: Anthony Conyers, Jr. 

SUBJECT: Local Reimbursement Requests for Office Space

This report is submitted pursuant to Item 342 E of the 2007 Appropriation Act (the Act) which directs the Commissioner of the Virginia Department of Social Services (VDSS), in consultation with relevant state and local social service agencies, to develop a prioritized listing of local requests for increased state reimbursement for renovating existing space, relocating or constructing new space. This second annual assessment of local space needs was completed in September 2007 based on data collected from local departments of social services (LDSS).

Selecting and evaluating office space criteria for 120 local departments requires consideration of varied business and office characteristics. This report represents a systematic, quantitative approach to gathering, analyzing and prioritizing these space needs utilizing 25 variables. It was developed by VDSS staff after reviewing similar tools used by the Departments of Health and General Services, and incorporating requirements of the Act.

This report quantifies and prioritizes funding requirements for local department of social service space needs to address growing caseloads and increasing program complexity at the local service delivery level. Establishing priorities for local space needs based on quantitative data is an example of good government, demonstrates collaboration between state and local officials, and provides an opportunity to effect significant progress with limited funding.

PREFACE

Over the past fifteen to twenty years, local department of social services (LDSS) office space funding increases have been sporadic despite rising costs, and increasing needs. There has not been a systemic approach to dealing with the increasing costs for space or funding provided for increasing space needs. Consequently, local officials have made individual requests through their elected state representatives for additional funds to meet local departments' space needs.

The 2007 Appropriation Act Item 342 E (the Act) requires the Commissioner of the Virginia Department of Social Services (VDSS), in consultation with relevant state and local social service agencies, to develop a prioritized listing of local requests for increased state reimbursement for renovating existing space, relocating or constructing new space. By systematically assessing statewide requests, the Commonwealth is better positioned to address the needs of local departments.

After considering space data collection and analysis tools used by the Departments of General Services and Health, VDSS staff and representatives of the Virginia League of Social Services Executives (the 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 VDSS staff and League Administrative Committee representatives.

This is VDSS second report of prioritized local department space needs. The process and methods used to develop the prioritized listing are described in the report.

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EXECUTIVE SUMMARY

This report contains a prioritized listing of projects requiring funding in local departments of social services (LDSS). The report was developed as directed by the Act in an effort to more systematically evaluate funding requests made by LDSS' through their elected state representatives. The list was compiled using a data collection model developed by the Virginia Department of Social Services (VDSS) with support from the Virginia League of Social Services Executives (the League) Administrative Committee. The data collection tool was developed considering guidance provided in the Act, similar tools used by the Departments of Health and General Services, and VDSS and League core team members.

Clearly, a systematic approach to addressing LDSS space needs in local departments is greatly needed. Over the past decade, there have been a few instances where funding was provided to a specific locality through General Assembly member amendments or other state budget means. There was also one case where a total of \$1.8M in state and federal funds was appropriated to address LDSS space needs. In many localities, local funds have been used to meet LDSS space needs.

The information contained in this report is prospective in nature. We were not asked nor have we attempted to make the case that past local investments in space should be reimbursed to a locality. In some cases, localities may argue that they are being penalized if they solved LDSS space needs locally. Appendix F presents information from localities not directly addressed in the data collection process to allow an opportunity to get their specific local experience on record.

This report prioritizes local space needs based on a set of quantitative measures. Ratings of LDSS space were completed at the local level based on the model discussed previously. The raw data received were then normalized for scoring disparities and weighted based on criteria agreed to by VDSS and the League Administrative Committee.

The prioritized listing of local department space needs is presented at Appendix D. To begin to address these needs, VDSS recommends funding be considered to address, as requested last year, the needs of the top thirty localities that have indicated local funds are available to match state and federal funds. In general terms, LDSS space costs are paid by a mix of approximately 40% state, 40% federal and 20% local funds. The total cost of this recommendation would be approximately \$2M including \$800K in state general funds.

In addition, VDSS recommends funding be considered in the amount of \$1.3M to address the cost of space increases either absorbed previously at the expense of other administrative funding requirements or increases anticipated in the current year. These funds would be distributed to LDSSs expressing needs in the data collection process. At the 40/40/20 ratio described above, state general funds of \$520K would be needed to address these needs.

REPORT MANDATE

The 2007 Appropriation Act, Item 342 E states:

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, 2006, to the Chairmen of the House Appropriations and Senate Finance Committees.

(VDSS believes the date in the last sentence was intended to be November 1, 2007 instead of November 1, 2006)

BACKGROUND

❖ General information

- Virginia is one of a dozen or so states that operate under a state supervised, locally administered social service delivery system.
- There are 120 local departments of social services (LDSS) with separate Virginia Department of Social Services (VDSS) budgets that build, maintain, rent, or operate office facilities at the discretion of their local governments and local social services boards.

❖ Reimbursement – the process and amounts

- Funding sources for applicable LDSS office space requests include:
 - Local funds;
 - State general funds via VDSS; and
 - Federal funds via VDSS.
- VDSS submits allowable LDSS and VDSS costs to the appropriate federal agency to obtain federal financial participation (FFP) available via federal grants.
- VDSS reimburses LDSS monthly for administrative and program expenditures incurred the previous month.
 - LDSS administrative costs include, but are not limited to, those for applicable 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.
 - Local departments have two primary reimbursement options from VDSS:
 - Option #1: General administrative.
 - Reimbursement rates for this are approximately 40% federal, 40% state, and 20% local.
 - Due to funding and budget limitations, these funds may not cover all administrative costs for local departments.
 - Option #2: “Pass-Through” administrative.

- Reimbursement rates for this option are approximately 40% federal, 0% state, and 60% local.
 - This is the primary option used by LDSS to obtain additional funds after funds are depleted under Option #1.
 - Expenses are reimbursed based on available federal funds.
 - Some localities cannot afford to cover the significant local match commitment of 60% which prevents their taking advantage of this option.
- From the 1997 General Assembly Session through 2007, there have been several instances in which LDSS were allocated funds to assist with their office space costs.
 - The most recent statewide allocation of additional funds to LDSS for rent occurred in fiscal year 2000 as a result of 1999 General Assembly actions. Approximately \$1.8M in state and federal funds was provided in FY 2000 to be used statewide to assist with rental costs.

❖ State regulations, policies, and prior studies (specific office space references are highlighted)

○ Code of Virginia for local reimbursements:

- *§ 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.....*
- *§ 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.....*

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 therefore 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.....

- State plans
 - VDSS 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 administrative costs that will be paid, including those covering office space.
- State policies and prior studies
 - The Department of General Services (DGS) has established policies and procedures that are applicable to state departments, agencies and institutions.
 - The State Board of Social Services approved LDSS office space policies and procedures in November of 1977. These standards are currently out of date and rarely used; however, some localities still refer to them.
 - “A Study of Office Space in Local Departments of Social Services” was conducted in 1996 by VDSS. It found a state funding deficit; however no funds were directly appropriated from this study.

❖ Federal regulations and guidelines (specific office space references are highlighted)

- Federal regulations applicable to office space costs:
 - In general, federal guidance assumes that state policies and standards are followed to ensure allowable costs.
 - OMB Circular A-87
 - *Establishes principles for determining the allowable costs incurred by State, local, and federally-recognized Indian tribal governments (governmental units) under grants, cost reimbursement contracts, and other agreements with the Federal Government (collectively referred to in this Circular as "Federal awards").*
 - **This OMB circular discusses various of costs including depreciation, interest, and rental costs.**
Attachment B, item 38. Rental costs.
 - a.rental costs are allowable to the extent that the rates are reasonable in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and, the type, life expectancy, condition, and value of the property leased.*
 - b. Rental costs under sale and leaseback arrangements are allowable only up to the amount that would be allowed had the governmental unit continued to own the property.*
 - c. Rental costs under less-than-arms-length leases are allowable only up to the amount that would be allowed had title to the property vested in the governmental unit.*
 - d. Rental costs under leases which are required to be treated as capital leases under GAAP are allowable only up to the amount that would be allowed had the governmental unit purchased the property on the date the lease agreement was executed. This amount would include expenses such as depreciation or use allowance, maintenance, and insurance. ...*
 - Other federal sources governing costs:
 - *Code of Federal Regulations, Title 45, Public Welfare and Human Services,*
 - *Part 92--Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Scope: This part establishes uniform administrative rules for Federal grants and cooperative agreements and subawards to State, local and Indian tribal governments.*

METHODOLOGY

- ❖ 2007 General Assembly Session.
 - Item 342 E of the 2007 Appropriation Act was adopted by the General Assembly. It required VDSS to prepare an annual prioritized list of local office space reimbursement requests.
 - The mandate stipulated the variables that should be addressed by VDSS.

- ❖ May 2007 – June 2007: Process developed.
 - The decision was made to use the process utilized in 2006.
 - The expectation was that fewer LDSS would respond than responded in 2006 since funding was not provided last year.
 - VDSS agreed to use 2006 locality input if none was provided in 2007.

- ❖ July 2007 - September 2007: Gathered local data for model.
 - A memorandum dated July 19, 2007 from the VDSS chief financial officer was sent to all local directors requesting local space data based on specific questions and instructions (See Appendices A and B).
 - Core members of this report’s development team remained in place from 2006. They are identified in Appendix C.

- ❖ September 2007: Local department data was analyzed.
 - An analysis worksheet was prepared that incorporated all data elements for the variables by LDSS.
 - Raw scores were established based on variable scores submitted by LDSS.
 - Scores were normalized so that a variable with two possible responses was given the same consideration as a variable with five possible responses.
 - Total scores were computed using the weighting criteria assigned to both the variables and the categories.
 - Priorities were assessed and determined.
 - Refer to the “Appendix” section of this report for several result selections.
 - The final priority list recommended by VDSS considered relative computed values, demographic information, and all other information provided by LDSS.

- ❖ September 2007: Prepared the report.
 - This report was prepared and reviewed by core team members.
 - Appendix D contains the prioritized list of LDSS space needs.
 - Appendix E presents a prioritized listing of LDSS space needs based on their agency classification.
 - Appendix F contains additional information submitted by some LDSS. This option was provided to capture additional input from LDSS.

RESULTS

A number of LDSS need assistance in addressing space needs. Some LDSS advised VDSS that staff morale was adversely impacted by inadequate work spaces. Other LDSS reported that staff were leaving and job applicants were turning down job offers because of inadequate work spaces. Clearly, there is a need to resolve space issues in local departments.

VDSS received responses from 63 LDSS down from 94 last year. The response rate fell from approximately 75% to approximately 50%. Sixteen LDSS asked that we use 2006 data. We also used 2006 data in cases where there was no submission made for 2007 by a LDSS. Our data collection model asked that a separate submission be made for each LDSS facility.

The normalized, weighted scores range from a low of 1,808 to a high of 5,574 the same as last year. The higher scores represent LDSS with the greatest space need based on the current study. The average score for this report was 3,343 compared to an average score of 3,342 reported last year. The median score for this report was 3,325 compared to a median score of 3,282 reported last year. Approximately one-half of the LDSS reporting this year indicated they were integrated or co-located with other human services agencies. Eighteen LDSS indicated they were planning to integrate their facilities with other human service agencies.

A prioritized list of local space needs is provided at Appendix D. Appendix E presents a prioritized list by LDSS 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. Our recommendations are presented as a way by which local space issues can best be addressed over time.

RECOMMENDATIONS

VDSS offers two recommendations based on the information derived from the local space study. The first is to begin to address local space issues through an incremental approach. We recommend funding be considered to address local department space issues for the 30 LDSS with the highest relative need that have indicated local matching funds are available to cover the local share of office space costs. The total cost to cover this recommendation would be \$2M which includes \$800K in state general funds.

The second recommendation results from cost increases at the local level that are projected for the current year just to maintain the status quo. In most LDSS, office space costs increase annually due to lease agreements. Other cost increases are driven by increases in program activities requiring additional space. In past years, increases in costs for local space have been covered by decreasing costs in other administrative areas, most significantly funds for staff. To start to address this issue, it is recommended that \$1.3M be considered to cover local space requirements documented during the course of developing this report. This amount includes \$520K in state general funds.

CONCLUSION

State general funds are needed in LDSS across the Commonwealth to address space needs. This funding requirement has not been addressed systematically in a number of years and requires action. To provide appropriate facilities to ensure the safety and well being of LDSS staff and customers, an infusion of funds is required. At the state level, every four dollars committed to facilities results in approximately ten dollars in funds available to address LDSS space needs. Providing funds to meet the recommendations outlined above will be a significant step in beginning to address LDSS space issues.

APPENDIX A

DATE: July 19, 2007

TO: Local Directors

FROM: J.R. Simpson, Chief Financial Officer

SUBJECT: Space Needs Data Collection

CONTACT: Don Rainey (804) 726-7177 or donald.rainey@dss.virginia.gov
Rusty Jordan (757) 405-1869 or rwj740@eastern.dss.state.va.us
J. R. Simpson (804) 726-7204 or j.r.simpson@dss.virginia.gov

Last year, we conducted a survey of Local Department of Social Services space needs as required by Appropriations Act language. The language requires the report to be submitted annually by November first. As was the case last year, we need your input to complete the report. Last year's report did not result in additional funding to meet local space needs. However, we have an opportunity to try again this year. Your efforts to provide needed information are appreciated.

The spreadsheet you will find at the first tab labeled "**Local Demographics**" provides us with basic administrative data and will not be used in the prioritization process. The second tab labeled "**Facility Rating Worksheet**," will be used in the prioritization of need process. We have tried to be clear on conditions that warrant specific scores, but if we have failed in our effort, please use your best judgment. Of course, you are welcome to call one of the contacts identified above with questions. As was the case last year, we are trying to identify those Local Departments with the most intense space needs.

Please return completed spreadsheets to Don Rainey at Donald.Rainey@dss.virginia.gov by Wednesday, August 22, 2007. We will use the time between August 23rd and September 18th to compile the data, draft the report, and obtain necessary reviews. If you are able to respond earlier, that would be appreciated. Please note:

- If you provided a previous response and the data is still the same, please send an email stating there is no change.
- If you wish to update your previous data, please complete the spreadsheets.
- If you did not participate in the first survey, this is your opportunity to do so.

We must have all data in hand no later than August 22, 2007 to complete the report on time.

Please print the following pages entitled Attachment A and B and both worksheets in the attached e-mailed spreadsheet. These two documents were prepared with the intention of assisting with the completion of the Demographic and Rating worksheets. Attachment A contains instructions for completing the attached spreadsheets. Attachment B is a scoring legend prepared to assist in ensuring scoring across the state is as consistent as possible. It is our intent to conduct site visits to localities indicating the greatest need from this data collection effort.

Please contact me if additional information is required or desired!

Attachment A

Step by Step Instructions for Completing the Local Demographic and Facility Rating Spreadsheets

Local Demographic Worksheet:

- 1) Please record requested information in the appropriate field. This information will not be used as part of the scoring process, but will provide necessary demographic information for submission in the report. The field requesting your estimated facility cost increase is your best estimate of the annual cost to upgrade your present facility or secure a more suitable facility. We are looking for the estimated annual increase above what you are currently paying.

Facility Rating Worksheet:

- 1) Please use Attachment B, the Facility Rating Worksheet Legend, as your guide to assess your facilities. If you have more than one facility, please provide additional information in the space provided to the right.
- 2) There are six areas in which information **MUST** be provided to complete the assessment. Some of these areas have been broken down into subsections in order to capture more information. These areas are:
 - a. ADA Compliance
 - b. Public Transportation
 - c. Life Safety (Sprinkler System, Fire Alarm, Security System, Building Egress, and Asbestos)
 - d. Current Space Conditions (Furnishings, Lighting, Conference Rooms, Parking, Break Rooms, Roof Condition, Restrooms and Square Footage)
 - e. Building Systems (Network, Electrical, Heating, Air Conditioning and Emergency Power)
 - f. Client Service Impact (Parking, Waiting Area(s), Private Meeting Rooms and Restrooms).
- 3) Using the Facility Rating Worksheet Legend, place the corresponding number in the space provided that best describes the current condition as it relates to your facility.
- 4) Enter the information from on the Facility Rating Worksheet.
- 5) Carefully review all information and email the completed document to donald.rainey@dss.virginia.gov.
- 6) If you would like to provide additional information, please attach a word document containing information you think would be helpful. This information will not be used in the rating process, but may be included in the report as additional information.

Attachment B

Facility Rating Legend

Please use the following information in rating your facility. There are separate scales depending on the information requested or area being rated.

- 1) Agency Classification – This is the one digit number used by Human Resources to categorize local departments by staff size and is between one and six.
- 2) FIPS Code – self explanatory
- 3) ADA Compliance
 - 1 = Fully Compliant
 - 2 = Partially Compliant
 - 3 = Non-compliant
- 4) Public Transportation
 - 1 = Available within two blocks
 - 2 = Available within four blocks
 - 3 = Available within six blocks
 - 4 = Available within eight blocks
 - 5 = Not available
- 5) Life Safety
 - a. Security System
 - 1 = Electronic Surveillance System with Security Guards
 - 2 = Security Guards Present
 - 3 = Electronic Surveillance System
 - 4 = Electronic Card Controlled Access
 - 5 = None
 - b. Fire Alarm
 - 1 = Facility Fully Alarmed
 - 2 = Facility Partially Alarmed
 - 3 = No Fire Alarm
 - c. Sprinkler System
 - 1 = Facility Contains a System that covers the entire facility
 - 2 = Facility Contains a System that covers part of the facility
 - 3 = None

- d. Building Egress
 - 1 = Adequate Space for Employee Evacuation (40 inch wide passageways)
 - 2 = Inadequate Space for Employee Evacuation (less than 40 inch wide passageways)
 - e. Asbestos
 - 1 = Newer Facility non-issue
 - 2 = Asbestos Abatement Completed
 - 3 = Asbestos Status Unknown
- 6) Current Space Condition
- a. General Facility Condition
 - 1 = Excellent
 - 2 = Good
 - 3 = Fair
 - 4 = Poor
 - 5 = Deplorable
 - b. Furnishings
 - 1 = Excellent
 - 2 = Good
 - 3 = Fair
 - 4 = Poor
 - 5 = Deplorable
 - c. Lighting
 - 1 = Excellent
 - 2 = Good
 - 3 = Fair
 - 4 = Poor
 - 5 = Deplorable
 - d. Conference Rooms
 - 1 = Adequate
 - 2 = Inadequate
 - 3 = None
 - e. Employee Parking
 - 1 = Adjacent to the Facility
 - 2 = Within One City Block
 - 3 = Within Two City Blocks
 - 4 = More Than Two City Blocks Away
 - 5 = None Available

- f. Break Rooms
 - 1 = Adequate
 - 2 = Inadequate
 - 3 = None

- g. Roof Condition
 - 1 = Excellent
 - 2 = Good
 - 3 = Fair
 - 4 = Poor
 - 5 = Deplorable

- h. Restrooms
 - 1 = Adequate
 - 2 = Inadequate
 - 3 = None

- i. Square Footage per Employee – Central Office will assign rating based on your input. The following scale will be used for scoring this element.
 - 1 = 250 or more per person
 - 2 = 200 to 249 per person
 - 3 = 150 to 199 per person
 - 4 = Less than 150 per person

7) Building Systems

- a. Network
 - 1 = Fully Reliable – always available
 - 2 = Reliable – almost always available
 - 3 = Somewhat Reliable – down occasionally
 - 4 = Problematic – is down often
 - 5 = Dial up access only

- b. Electrical
 - 1 = Not an Issue
 - 2 = Power Consistently Available and adequate outlets
 - 3 = Power Consistently Available but inadequate outlets
 - 4 = Goes Down Often From Overloaded Circuits
 - 5 = Frequent Power Outages (not weather related)

- c. Heating
 - 1 = Temperature Maintained at Comfortable Levels
 - 2 = Temperature Normally Maintained at Comfortable Levels
 - 3 = Maintaining Comfortable Temperatures is Difficult
 - 4 = Maintaining Comfortable Temperatures is Almost Impossible

- d. Air Conditioning
 - 1 = Temperature Maintained at Comfortable Levels
 - 2 = Temperature Normally Maintained at Comfortable Levels
 - 3 = Maintaining Comfortable Temperatures is Difficult
 - 4 = Maintaining Comfortable Temperatures is Almost Impossible
 - e. Emergency Power
 - 1 = Available
 - 2 = Not Available
- 8) Client Service Impacts
- a. Customer Parking
 - 1 = Adjacent to the Facility
 - 2 = Within One City Block
 - 3 = Within Two City Blocks
 - 4 = More Than Two City Blocks Away
 - 5 = None Available
 - b. Customer Waiting Areas
 - 1 = Adequate
 - 2 = Inadequate
 - 3 = None
 - c. Private Meeting Rooms
 - 1 = Adequate
 - 2 = Inadequate
 - 3 = None
 - d. Customer Restrooms
 - 1 = Adequate
 - 2 = Inadequate
 - 3 = None

APPENDIX B

FACILITY RATING WORK SHEET

For Rows 4 and 5 indicate the applicable number in column B. For the remaining row, indicate the numeric score based on the Facility Rating Legend - Attachment B of the cover memo.

	Facilit y #1	Facilit y #2	Facilit y #3	Facilit y #4	Facilit y #5	Facilit y #6
1. Agency Classification #						
2. FIPS Code						
3. ADA Compliant						
4. Public Transportation						
5. Life Safety						
(a) Security System						
(b) Fire Alarm						
(c) Sprinkler System						
(d) Building Egress						
(e) Asbestos						
6. Current Space Condition						
(a) General Facility Condition						
(b) Furnishings						
(c) Lighting						
(d) Conference Rooms						
(e) Employee Parking						
(f) Break Rooms						
(g) Roof Condition						
(h) Restrooms						
(i) Square Footage per Employee						
Facility Square Footage						
# Employees						
7. Building Systems						
(a) Network						
(b) Electrical						
(c) Heating						
(d) Air Conditioning						
(e) Emergency Power						
8. Client Service Impacts						
(a) Customer Parking						
(b) Customer Waiting Areas						
(c) Private Meeting Rooms						
(d) Customer Restrooms						

Local Demographic Worksheet

Fiscal Year:	FY2007/FY2008	
Completed By:		Date:
Phone Number and E-Mail:	-	Facility #1
<u>Field Names</u>	<u>Description of Field</u>	<u>List Required Information</u> (repeat this column for each Facility)
Agency Classification	Enter the Classification Code assigned to the locality	
Locality	Locality Name	
FIPS Code	Enter the FIPS Code assigned to the locality	
Current Annual Facilities Cost (Rent/Utilities/Maintenance)	Annual facility cost expense	
Estimated Facilities Cost Increase (As is - without improvement or relocation)	Annual Facility Cost Increase Estimate (If Applicable)	
Estimated Facilities Cost Increase (Current facility with improvements)	Annual Facility Cost Increase Estimate	
Estimated Facilities Cost Increase (If a replacement facility is obtained)	Annual Facility Cost Increase Estimate	
Ownership	Owner of the building (Local Gov't., Private, Corporate-managed by real estate firm, sublease-through Local Gov't., other)	

Parking Provided at no cost to staff?	Yes or No.	
Has your locality consolidated or integrated facilities with another Human Services Organization?	Yes or No. If yes, when and with which agency(s)?	
Is your locality planning to consolidate or integrate facilities with another Human Services Organization?	Yes or No. If yes, when and with which agency(s)?	
If a new facility is planned, has land been bought for the facility?	Yes or No.	
Local Support	Would Local Gov't resources be made available if State funding is provided? Yes or No. If yes, when?	

APPENDIX C
LDSS OFFICE SPACE
REPORT DEVELOPMENT TEAM

VDSS Staff:

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APPENDIX D

PRIORITIZED LISTING of LOCAL SPACE NEEDS

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Priority Ranking
New Kent Dept of Social Services	127	2	\$ 32,040	\$ -	\$ -	\$ 44,000	Private	Unknown	5574	1
Amelia Dept of Social Services	007	2	\$ 10,800	\$ 540	NA	\$ 90,442	Private	Y	5266	2*
Craig County Dept of Social Services #1	045	3	\$ 7,850	\$ 2,100	\$ 3,825	\$ 5,500	Local Gov't	Y	4895	3
Pulaski County Dept of Social Services	155	3	\$ -	NA	NA	\$ 200,000	IDA (1)	Y	4824	4
Hopewell Dept of Social Services #1	670	3	\$ 39,188	\$ 1,959	\$ 179,828	\$ 159,381	Local Gov't	Y	4766	5
Charlottesville Dept of Social Services #2	540	4	\$ 39,341	\$ 1,967	NA	\$ 28,159	Private	Y	4745	6
Prince George Dept of Social Services	149	2	\$ 43,000	\$ -	\$ 50,000	\$ -	Local Gov't	Y	4739	7
Dinwiddie Dept of Social Services	053	3	\$ 43,083	\$ -	\$ -	\$ 67,000	Local Gov't	Y	4629	8
Cumberland County Dept of Social Services #1	049	2	\$ 28,456	\$ 8,000	\$ 44,000	\$ 53,000	Private	Y	4563	9
Cumberland County Dept of Social Services #2	049	2	\$ 6,100	\$ 2,000	NA	NA	Local Gov't	Y	4540	10
Craig County Dept of Social Services #2	045	3	\$ 12,000	\$ 1,000	\$ 2,950	\$ 6,000	Local Gov't	Y	4463	11
Tazewell County Dept of Social Services #3	185	3	\$ 12,000	\$ -	\$ -	\$ -	Community Action Agency (2)	Y	4445	12
Warren County Dept of Social Services	187	3	\$ 105,466	\$ 9,586	NA	\$ 40,347	Local Gov't	Unknown	4415	13
Tazewell County Dept of Social Services #2	185	3	\$ 8,400	\$ -	\$ -	\$ -	Private	Y	4412	14
Bedford Dept of Social Services #2	019	3	\$ 39,708	\$ -	\$ -	\$ -	Private	Unknown	4407	15
Tazewell County Dept of Social Services #1	185	3	\$ -	\$ -	\$ -	\$ 110,000	Local Gov't	Y	4342	16
Fluvanna County Dept of Social Services	065	2	\$ 40,215	\$ 5,385	\$ 59,280	\$ 10,000	Local Gov't	Y	4337	17
Bristol City Dept of Social Services	520	3	\$ 61,328	NA	\$ 20,000	\$ 138,001	Local Gov't	Y	4325	18
Richmond County Dept of Social Services	159	2	\$ 31,000	\$ 1,550	\$ -	\$ -	Private	N	4324	19
Fredericksburg Dept of Social Services	630	3	\$ 130,000	\$ -	\$ 60,000	\$ -	Local Gov't	Y	4315	20
Franklin County Dept of Social Services #1	067	3	\$ 58,240	\$ 3,494	\$ 9,318	\$ 91,750	Private	Y	4289	21
Amherst Dept of Social Services	009	3	\$ 15,147	NA	\$ 32,744	\$ 56,689	Local Gov't	Y	4280	22
Franklin County Dept of Social Services #2	067	3	\$ 22,737	\$ 1,364	\$ 3,638	\$ 70,000	Private	Y	4270	23
Augusta-Stauton (Waynesboro separate) (Referred to as Shenandoah Valley) Dept of Social Services	015 & 790	4	\$ 141,000	\$ 4,230	\$ -	\$ 104,000	Local Gov't	Y	4260	24
Westmoreland Dept of Social Services	111	3	\$ 76,457	\$ -	\$ -	\$ -	Local Gov't	Unknown	4256	25
Winchester Dept of Social Services	840	3	\$ 132,508	\$ 20,000	\$ 300,000	\$ 106,492	Local Gov't	Y	4237	26
Wythe County Dept of Social Services	197	3	\$ 15,000	\$ 500	\$ 130,000	\$ 150,000	Local Gov't	Y	4229	27
King George Dept of Social Services	099	2	\$ 72,792	\$ 3,640	NA	\$ 15,000	Private	Y	4225	28
Lunenburg County Dept of Social Services	111	2	\$ 27,487	\$ 4,000	\$ 10,000	\$ 17,000	Local Gov't	Unknown	4222	29
Henry-Martinsville Dept of Social Services	089 & 690	4	\$ 125,887	\$ 12,589	\$ -	\$ 384,659	Local Gov't	Unknown	4212	30
SUB TOTALS			\$ 1,377,229	\$ 83,904	\$ 905,583	\$ 1,947,420				

* Amelia County's input was based on a previous facility. The office was upgraded approximately three years ago

APPENDIX D

PRIORITIZED LISTING of LOCAL SPACE NEEDS

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Priority Ranking
Alleghany-Covington Dept of Social Services	005 & 580	3	\$ 94,784	\$ 4,500	\$ 10,000	\$ 18,000	Local Gov't	Y	4146	31
Buckingham County Dept of Social Services	029	3	\$ 44,650	\$ -	\$ 64,900	\$ 64,000	Local Gov't	Y	4119	32
Charles City Dept of Social Services	036	2	\$ 15,801	\$ -	\$ 9,400	\$ 32,500	Local Gov't	Y	4115	33
Floyd County Dept of Social Services	063	2	\$ 8,950	\$ 9,387	\$ 15,000	\$ 20,000	Local Gov't	Unknown	4068	34
Greene County Dept of Social Services	079	2	\$ 40,000	NA	\$ 20,000	\$ 40,000	Local Gov't	Y	4046	35
Suffolk Dept of Social Services	800	4	\$ 185,210	\$ -	\$ -	\$ 384,779	Local Gov't	Y	3970	36
Bedford Dept of Social Services #1	019	3	\$ 291,659	\$ -	\$ -	\$ -	Local Gov't	Y	3948	37
Isle of Wight Dept of Social Services	093	3	\$ 19,237	\$ -	\$ -	\$ -	Local Gov't	Y	3935	38
Highland County Dept of Social Services	091	1	\$ -	\$ -	\$ -	\$ -	Local Gov't	Unknown	3910	39
Hopewell Dept of Social Services #2	670	3	\$ 31,497	\$ 1,575	NA	NA	Private	Unknown	3869	40
Russell County Dept of Social Services #2	167	3	\$ 33,889	\$ 4,000	\$ 9,000	NA	Private	Y	3861	41
Bedford Dept of Social Services #3	019	3	\$ 60,420	\$ -	\$ -	\$ -	Private	N	3832	42
Halifax County Dept of Social Services	083	3	\$ 140,000	\$ -	\$ 25,000	\$ 280,000	Local Gov't	Unknown	3821	43
Nottoway County Dept of Social Services	135	2	\$ 47,905	\$ -	\$ -	\$ -	Local Gov't	Y	3820	44
Bedford Dept of Social Services #4	019	3	\$ 24,114	\$ -	\$ -	\$ -	Private	N	3785	45
Charlotte County Dept of Social Services	037	3	\$ 119,000	\$ -	\$ 10,000	\$ -	Local Gov't	Y	3782	46
Manassas Park Dept of Social Services	685	2	\$ 2,395	\$ -	\$ -	\$ -	Local Gov't	Unknown	3760	47
Stafford County Dept of Social Services #2	179	3	\$ 67,587	\$ 3,000	\$ 17,650	NA	Private	Unknown	3725	48
Newport News Dept of Social Services #2	700	6	\$ -	\$ -	\$ -	\$ -	Local Gov't	Y	3703	49
Alexandria Division of Human Services #3 Herbert	510	4	\$ 44,328	\$ 1,330	\$ -	\$ -	Private	Unknown	3698	50
Chesapeake Dept of Social Services	550	5	\$ 50,213	\$ 3,012	\$ 544,950	\$ 33,687	Local Gov't	Unknown	3689	51
Chesterfield/Colonial Heights Dept of Social Services	041	5	\$ 263,585	\$ 21,015	\$ -	\$ -	Local Gov't	Y	3648	52
Manassas City Dept of Family Services	683	3	\$ 153,348	\$ 153,348	\$ -	\$ 158,254	Private	Y	3645	53
Norton City Dept of Social Services	720	2	\$ 30,460	\$ 1,540	\$ 9,540	\$ 19,540	Private	Y	3632	54
Russell County Dept of Social Services #1	167	3	\$ 98,110	\$ 5,600	\$ 90,000	\$ 51,888	Private	Y	3612	55
Galax City Dept of Social Services	640	2	\$ 12,869	\$ -	U	U	Local Gov't	Y	3538	56
Henrico County Dept of Social Services #2	087	5	\$ -	\$ -	NA	\$ 66,000	Local Gov't	Y	3537	57
Grayson County Dept of Social Services	077	3	\$ 39,000	\$ -	\$ -	U	Local Gov't	N	3532	58
Appomattox Dept of Social Services	011	2	\$ 16,770	\$ -	\$ 5,000	\$ 30,000	Local Gov't	N	3529	59
Henrico County Dept of Social Services #1	087	5	\$ 183,643	\$ 4,000	NA	\$ 429,000	Local Gov't	Y	3528	60
Northumberland County Dept of Social Services	133	2	\$ 56,496	\$ 847	U	U	Private	Y	3475	61
Virginia Beach Division of Social Services #1	810	5	\$ 1,165,800	\$ 46,600	\$ -	NA	IDA (1)	Y	3462	62

APPENDIX D

PRIORITIZED LISTING of LOCAL SPACE NEEDS

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Priority Ranking
Hanover County Dept of Social Services #3	085	3	\$ 2,520	\$ 126	\$ 126	\$ 126	Private	Y	3454	63
Greensville/Emporia Dept of Social Services	081/595	3	\$ 78,000	\$ 3,900	\$ 30,000	U	Private	Y	3454	64
Danville Division of Social Services	590	4	\$ 241,413	\$ 29,547	\$ 50,000	\$ 180,000	Local Gov't	Y	3453	65
Hampton Dept of Social Services	650	5	\$ 343,872	\$ 89,917	\$ 166,628	\$ 256,128	IDA (1)	Y	3449	66
Newport News Dept of Social Services #1	700	6	\$ 1,232,447	\$ 80,000	\$ 114,449	\$ -	IDA (1)	Y	3448	67
Caroline Co Dept of Social Services	033	3	\$ 66,300	\$ -	\$ 6,630	\$ -	Local Gov't	Y	3416	68
Radford City Dept of Social Services	750	3	\$ 28,000	\$ 2,400	\$ 14,400	NA	Private	Y	3372	69
Powhatan County Dept of Social Services	145	2	\$ 24,603	\$ -	\$ -	\$ -	Local Gov't	Unknown	3333	70
Montgomery County Dept of Social Services	121	3	\$ 99,047	\$ 66,347	\$ -	\$ -	Local Gov't	Unknown	3325	71
Rockbridge-Buena Vista-Lexington Area Social Services	163	3	\$ 47,000	\$ -	\$ -	\$ -	Private	Unknown	3324	72
Richmond City Dept of Social Services #1	760	6	\$ 2,400,000	\$ 72,000	\$ 1,200,000	\$ 3,000,000	Private	Y	3301	73
Surry Dept of Social Services	181	3	\$ 48,072	NA	\$ -	\$ -	Local Gov't	Y	3290	74
Roanoke County Dept of Social Services	161	3	\$ 298,378	\$ 10,443	NA	NA	Local Gov't	Unknown	3270	75
Brunswick County Dept of Social Services	025	3	\$ 59,410	\$ 2,971	\$ -	\$ -	IDA (1)	Unknown	3252	76
Sussex #2 Dept of Social Services	183	3	\$ 35,000	\$ 10,000	\$ 45,000	\$ 60,000	Private	Y	3235	77
Alexandria Division of Human Services #1 Mt Vernon	510	4	\$ 1,198,675	\$ 35,960	\$ 143,841	\$ 719,205	Private	Unknown	3235	78
Lancaster County Dept of Social Services	103	2	\$ 26,200	\$ -	\$ 32,000	\$ 38,000	Local Gov't	Unknown	3232	79
Waynesboro (Augusta-Stauton separate) (referred to as Shenandoah Valley) Dept of Social Services	820	4	\$ 109,000	\$ 3,270	\$ -	\$ -	Local Gov't	Y	3210	80
Virginia Beach Division of Social Services #2	810	5	\$ -	\$ 137,500	\$ -	\$ -	Private	Y	3202	81
Madison County Dept of Social Services	113	2	\$ 40,120	\$ -	\$ -	\$ -	Local Gov't	Y	3179	82
Campbell County Dept of Social Services	031	3	\$ 54,275	\$ -	\$ 5,725	\$ -	Local Gov't	Y	3145	83
Charlottesville Dept of Social Services #1	540	4	\$ 295,212	\$ 14,761	\$ 186,768	\$ 410,388	Local Gov't	Y	3105	84
Bath County Dept of Social Services	017	1	\$ 27,246	\$ 1,362	\$ -	\$ -	Local Gov't	Unknown	3093	85
Louisa County Dept of Social Services #2	109	3	\$ 18,902	\$ 756	\$ 3,780	\$ 3,780	Private	Y	3047	86
Wise County Dept of Social Services	195	4	\$ -	\$ -	\$ -	\$ -	Local Gov't	Y	3031	87
Middlesex County Dept of Social Services	119	2	\$ 10,000	\$ 300	\$ 10,300	\$ -	Local Gov't	Unknown	3030	88
Harrisonburg-Rockingham County Dept of Social Services #2	165	4	\$ 36,648	NA	NA	NA	Private	Unknown	3027	89
Harrisonburg-Rockingham County Dept of Social Services #3	165	4	NA	NA	NA	\$ 52,506	Private	Y	3027	89
Smyth County Dept of Social Services	173	3	\$ 78,900	\$ -	\$ -	\$ -	Local Gov't	Unknown	3005	91
King and Queen Dept of Social Services	097	2	\$ 72,000	\$ -	\$ -	\$ -	Local Gov't	Y	2989	92
Fauquier County Dept of Social Services #2	061	3	\$ 63,600	\$ -	\$ -	\$ -	Private	Y	2986	93

APPENDIX D

PRIORITIZED LISTING of LOCAL SPACE NEEDS

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Priority Ranking
Stafford County Dept of Social Services #1	179	3	\$ 22,230	\$ 667	\$ 5,725	\$ 238,500	Local Gov't	Y	2962	94
Hanover County Dept of Social Services #2	085	3	\$ 23,000	\$ 1,150	\$ 1,150	\$ 1,150	Private	Y	2937	95
York/Poquoson Social Services	199	3	\$ 149,544	\$ 7,477	\$ 7,477	\$ 37,386	Local Gov't	Y	2920	96
Louisa County Dept of Social Services #1	109	3	\$ 63,003	\$ 2,520	\$ 12,601	\$ 12,601	Local Gov't	Y	2919	97
King William Dept of Social Services	101	2	\$ 41,328	\$ -	\$ -	\$ -	Local Gov't	Y	2916	98
Mathews Dept of Social Services	115	2	\$ 13,164	N	N	N	Local Gov't	Y	2904	99
Hanover County Dept of Social Services #1	085	3	\$ 67,900	\$ 3,395	\$ 3,395	\$ 3,395	Local Gov't	Y	2852	100
Alexandria Division of Human Services #4 Columbus	510	4	\$ -	\$ -	\$ -	\$ -	Local Gov't	Unknown	2840	101
Sussex #1 Dept of Social Services	183	3	\$ 85,000	\$ 10,000	\$ 95,000	\$ 110,000	Local Gov't	Y	2818	102
Russell County Dept of Social Services #3	167	3	\$ 16,846	NA	NA	NA	Private	Y	2768	103
Washington County Dept of Social Services	191	3	\$ 130,946	\$ 135,800	\$ 157,804	\$ -	IDA (1)	Y	2730	104
Goochland Dept of Social Services	075	2	\$ 35,640	\$ -	\$ -	\$ -	Local Gov't	Unknown	2727	105
Hanover County Dept of Social Services #4	085	3	\$ -	\$ -	\$ -	\$ -	Local Gov't	Y	2727	106
Harrisonburg-Rockingham County Dept of Social Services #1	165	4	\$ 213,006	NA	NA	\$ 1,320,000	IDA (1)	Unknown	2702	107
Shenandoah County Dept of Social Services	171	3	\$ 42,000	\$ -	\$ -	\$ 60,000	Local Gov't	Y	2659	108
Prince William County Dept of Social Services #2	153	5	\$ -	\$ -	\$ -	\$ -	Local Gov't	Unknown	2581	109
Scott County Dept of Social Services	169	3	\$ 92,500	\$ -	\$ -	\$ -	IDA (1)	Y	2557	110
Buchanan County Dept of Social Services	027	3	\$ 270,272	\$ 9,728	\$ 40,728	\$ 79,728	IDA (1)	Unknown	2532	111
Richmond City Dept of Social Services #2	760	6	\$ 740,400	\$ 22,212	\$ 50,000	\$ -	Private	Y	2501	112
Prince Edward County Dept of Social Services	147	3	\$ 68,724	\$ -	\$ -	\$ -	Local Gov't	Unknown	2497	113
Spotsylvania Dept of Social Services	177	3	\$ 270,339	U	NA	U	Private	Y	2496	114
Lee County Dept of Social Services	105	3	\$ 96,000	\$ 5,000	\$ 10,000	\$ -	Local Gov't	Unknown	2475	115
Arlington County Dept of Social Services #3 Edison	013	4	\$ 125,560	\$ 6,278	\$ -	\$ -	Local Gov't	Unknown	2444	116
Southampton County Dept of Social Services	175	3	\$ 75,000	\$ -	\$ -	\$ -	Local Gov't	Unknown	2421	117
Norfolk Dept of Human Services #2	710	6	\$ 801,290	\$ 1,500	\$ -	\$ -	Private	Y	2421	118
Fauquier County Dept of Social Services #1	061	3	\$ 162,000	\$ 5,670	\$ -	\$ 108,000	Local Gov't	Y	2413	119
Giles County Dept of Social Services	071	3	\$ 45,523	\$ 4,200	\$ -	\$ -	IDA (1)	Y	2386	120
Norfolk Dept of Human Services #1	710	6	\$ 1,371,142	\$ 7,550	\$ -	\$ -	Private	Y	2343	121
Arlington County Dept of Social Services #4 Clarendon	013	4	\$ 30,960	\$ 1,548	\$ -	\$ -	Local Gov't	Unknown	2331	122
Arlington County Dept of Social Services #6 Madison	013	4	\$ 25,112	\$ 1,256	\$ -	\$ -	Local Gov't	Unknown	2314	123
Gloucester Dept of Social Services	073	3	\$ 163,500	\$ -	\$ -	\$ -	Local Gov't	N	2312	124
Northampton County Dept of Social Services	131	3	\$ 198,390	\$ 11,665	\$ -	\$ -	Local Gov't	Y	2293	125

APPENDIX D PRIORITIZED LISTING of LOCAL SPACE NEEDS

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Priority Ranking
Portsmouth Dept of Social Services	740	5	\$ 1,858,827	\$ 72,796	\$ 225,000	\$ 2,000,000	Local Gov't	Unknown	2291	126
Albemarle County Dept of Social Services #2 UVA HOSP	003	3	\$ -	\$ -	\$ -	\$ -	Hospital (2)	Y	2268	127
Mecklenburg County Dept of Social Services	117	3	\$ 50,850	\$ -	\$ -	\$ -	Local Gov't	Unknown	2204	128
Arlington County Dept of Social Services #1 Wilson	013	4	\$ 1,003,000	\$ 50,150	\$ -	\$ -	Private	Unknown	2162	129
Frederick County Dept of Social Services	069	3	\$ 210,000	\$ -	\$ -	\$ -	Local Gov't	Unknown	2150	130
Carroll County Dept of Social Services	035	3	\$ -	\$ -	\$ -	\$ -	Local Gov't	N	2147	131
James City County Dept of Social Services #1	095	3	\$ 95,593	\$ 5,000	\$ 138,750	NA	Local Gov't	Y	2131	132
Albemarle County Dept of Social Services #3 Schools	003	3	\$ -	\$ -	\$ -	\$ -	Schools (2)	Y	2130	133
Albemarle County Dept of Social Services #1 COB5	003	3	\$ 460,000	\$ -	\$ -	\$ -	Local Gov't	Y	2082	134
Accomack Dept of Social Services	001	3	\$ 386,700	\$ 6,747	\$ -	\$ -	Local Gov't	Unknown	2079	135
Prince William County Dept of Social Services #1	153	5	\$ -	\$ -	\$ -	\$ -	Private	Unknown	2072	136
Alexandria Division of Human Services #2 Job Link	510	4	\$ 196,690	\$ 5,901	\$ 23,603	\$ 118,014	Local Gov't	Unknown	2063	137
Alexandria Division of Human Services #6 CAC	510	4	\$ 207,562	\$ -	\$ -	\$ -	Private	Unknown	2063	137
Arlington County Dept of Social Services #2 Drewry	013	4	\$ 242,286	\$ 12,114	\$ -	\$ -	Local Gov't	Unknown	2061	139
James City County Dept of Social Services #2	095	3	\$ 30,000	\$ 1,500	\$ -	\$ -	Private	Y	1974	140
Alexandria Division of Human Services #5 CATCH	510	4	\$ -	\$ -	\$ -	\$ -	Private	Unknown	1928	141
Arlington County Dept of Social Services #5 Fenwick	013	4	\$ 141,040	\$ 7,052	\$ -	\$ -	Local Gov't	Unknown	1808	142
SUB TOTALS			\$ 20,699,427	\$ 1,220,190	\$ 3,611,320	\$ 10,436,555				

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Priority Ranking
Bland County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Botetourt County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Clarke County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Culpeper County Human Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Dickenson County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Essex Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Fairfax County Dept of Family Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Franklin City Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Loudoun County Dept of Family Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Lynchburg Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Nelson County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143

APPENDIX D

PRIORITIZED LISTING of LOCAL SPACE NEEDS

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Priority Ranking
Orange County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Page County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Patrick County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Petersburg Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Pittsylvania County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Rappahannock County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Roanoke City Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Williamsburg Social Service Bureau	0	0	\$ -	\$ -	\$ -	\$ -	NA	0	0	143
Grand Totals			\$ 22,076,656	\$ 1,304,094	\$ 4,516,903	\$ 12,383,975				

Notes: 1) In the Ownership Column, IDA stands for Industrial Development Authority
2) In the Ownership Column, Community Action Agency, Hospital and Schools represent out stationed social workers

APPENDIX E

LDSS OFFICE SPACE

PRIORITIZED LISTING BY AGENCY CLASSIFICATION

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Overall Priority Ranking	Priority Ranking by Class Size
Highland County Dept of Social Services	091	1	\$ -	\$ -	\$ -	\$ -	Y	Unknown	3,910	39	1
Bath County Dept of Social Services	017	1	\$ 27,246	\$ 1,362	\$ -	\$ -	Y	Unknown	3,093	85	2
Sub Totals			\$ 27,246	\$ 1,362	\$ -	\$ -					

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Overall Priority Ranking	Priority Ranking by Class Size
New Kent Dept of Social Services	127	2	\$ 32,040	\$ -	\$ -	\$ 44,000	Y	Unknown	5,574	1	1
Amelia Dept of Social Services	007	2	\$ 10,800	\$ 540	NA	\$ 90,442	Y	Y	5,266	2	2
Prince George Dept of Social Services	149	2	\$ 43,000	\$ -	\$ 50,000	\$ -	Y	Y	4,739	7	3
Cumberland County Dept of Social Services #1	049	2	\$ 28,456	\$ 8,000	\$ 44,000	\$ 53,000	Y	Y	4,563	9	4
Cumberland County Dept of Social Services #2	049	2	\$ 6,100	\$ 2,000	NA	NA	Y	Y	4,540	10	5
Fluvanna County Dept of Social Services	065	2	\$ 40,215	\$ 5,385	\$ 59,280	\$ 10,000	Y	Y	4,337	17	6
Richmond County Dept of Social Services	159	2	\$ 31,000	\$ 1,550	\$ -	\$ -	Y	N	4,324	19	7
King George Dept of Social Services	099	2	\$ 72,792	\$ 3,640	NA	\$ 15,000	Y	Y	4,225	28	8
Lunenburg County Dept of Social Services	111	2	\$ 27,487	\$ 4,000	\$ 10,000	\$ 17,000	Y	Unknown	4,222	29	9
Charles City Dept of Social Services	036	2	\$ 15,801	\$ -	\$ 9,400	\$ 32,500	Y	Y	4,115	33	10
Floyd County Dept of Social Services	063	2	\$ 8,950	\$ 9,387	\$ 15,000	\$ 20,000	Y	Unknown	4,068	34	11
Greene County Dept of Social Services	079	2	\$ 40,000	NA	\$ 20,000	\$ 40,000	Y	Y	4,046	35	12
Nottoway County Dept of Social Services	135	2	\$ 47,905	\$ -	\$ -	\$ -	Y	Y	3,820	44	13
Manassas Park Dept of Social Services	685	2	\$ 2,395	\$ -	\$ -	\$ -	Y	Unknown	3,760	47	14
Norton City Dept of Social Services	720	2	\$ 30,460	\$ 1,540	\$ 9,540	\$ 19,540	Y	Y	3,632	54	15
Galax City Dept of Social Services	640	2	\$ 12,869	\$ -	U	U	Y	Y	3,538	56	16
Appomattox Dept of Social Services	011	2	\$ 16,770	\$ -	\$ 5,000	\$ 30,000	Y	N	3,529	59	17
Northumberland County Dept of Social Services	133	2	\$ 56,496	\$ 847	U	U	Y	Y	3,475	61	18
Powhatan County Dept of Social Services	145	2	\$ 24,603	\$ -	\$ -	\$ -	Y	Unknown	3,333	70	19
Lancaster County Dept of Social Services	103	2	\$ 26,200	\$ -	\$ 32,000	\$ 38,000	Y	Unknown	3,232	79	20
Madison County Dept of Social Services	113	2	\$ 40,120	\$ -	\$ -	\$ -	Y	Y	3,179	82	21
Middlesex County Dept of Social Services	119	2	\$ 10,000	\$ 300	\$ 10,300	\$ -	Y	Unknown	3,030	88	22
King and Queen Dept of Social Services	097	2	\$ 72,000	\$ -	\$ -	\$ -	Y	Y	2,989	92	23
King William Dept of Social Services	101	2	\$ 41,328	\$ -	\$ -	\$ -	Y	Y	2,916	98	24
Mathews Dept of Social Services	115	2	\$ 13,164	N	N	N	Y	Y	2,904	99	25
Goochland Dept of Social Services	075	2	\$ 35,640	\$ -	\$ -	\$ -	Y	Unknown	2,727	105	26
Sub Totals			\$ 786,591	\$ 37,189	\$ 264,520	\$ 409,482					

APPENDIX E
LDSS OFFICE SPACE
PRIORITIZED LISTING BY AGENCY CLASSIFICATION

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Overall Priority Ranking	Priority Ranking by Class Size
Craig County Dept of Social Services #1	045	3	\$ 7,850	\$ 2,100	\$ 3,825	\$ 5,500	Y	Y	4,895	3	1
Pulaski County Dept of Social Services	155	3	\$ -	NA	NA	\$ 200,000	Y	Y	4,824	4	2
Hopewell Dept of Social Services #1	670	3	\$ 39,188	\$ 1,959	\$ 179,828	\$ 159,381	Y	Y	4,766	5	3
Craig County Dept of Social Services #2	045	3	\$ 12,000	\$ 1,000	\$ 2,950	\$ 6,000	Y	Y	4,463	11	4
Tazewell County Dept of Social Services #3	185	3	\$ 12,000	\$ -	\$ -	\$ -	N	Y	4,445	12	5
Warren County Dept of Social Services	187	3	\$ 105,466	\$ 9,586	NA	\$ 40,347	Y	Unknown	4,415	13	6
Tazewell County Dept of Social Services #2	185	3	\$ 8,400	\$ -	\$ -	\$ -	N	Y	4,412	14	7
Bedford Dept of Social Services #2	019	3	\$ 39,708	\$ -	\$ -	\$ -	N	Unknown	4,407	15	8
Tazewell County Dept of Social Services #1	185	3	\$ -	\$ -	\$ -	\$ 110,000	Y	Y	4,342	16	9
Bristol City Dept of Social Services	520	3	\$ 61,328	NA	\$ 20,000	\$ 138,001	Y	Y	4,325	18	10
Fredericksburg Dept of Social Services	630	3	\$ 130,000	\$ -	\$ 60,000	\$ -	Y	Y	4,315	20	11
Franklin County Dept of Social Services #1	067	3	\$ 58,240	\$ 3,494	\$ 9,318	\$ 91,750	Y	Y	4,289	21	12
Amherst Dept of Social Services	009	3	\$ 15,147	NA	\$ 32,744	\$ 56,689	Y	Y	4,280	22	13
Franklin County Dept of Social Services #2	067	3	\$ 22,737	\$ 1,364	\$ 3,638	\$ 70,000	Y	Y	4,270	23	14
Westmoreland Dept of Social Services	111	3	\$ 76,457	\$ -	\$ -	\$ -	Y	Unknown	4,256	25	15
Dinwiddie Dept of Social Services	053	3	\$ 43,083	\$ -	\$ -	\$ 67,000	Y	Y	4,629	8	16
Winchester Dept of Social Services	840	3	\$ 132,508	\$ 20,000	\$ 300,000	\$ 106,492	Y	Y	4,237	26	17
Wythe County Dept of Social Services	197	3	\$ 15,000	\$ 500	\$ 130,000	\$ 150,000	Y	Y	4,229	27	18
Alleghany-Covington Dept of Social Services	005 & 580	3	\$ 94,784	\$ 4,500	\$ 10,000	\$ 18,000	Y	Y	4,146	31	19
Buckingham County Dept of Social Services	029	3	\$ 44,650	\$ -	\$ 64,900	\$ 64,000	Y	Y	4,119	32	20
Bedford Dept of Social Services #1	019	3	\$ 291,659	\$ -	\$ -	\$ -	N	Y	3,948	37	21
Isle of Wight Dept of Social Services	093	3	\$ 19,237	\$ -	\$ -	\$ -	Y	Y	3,935	38	22
Hopewell Dept of Social Services #2	670	3	\$ 31,497	\$ 1,575	NA	NA	Y	Unknown	3,869	40	23
Russell County Dept of Social Services #2	167	3	\$ 33,889	\$ 4,000	\$ 9,000	NA	Y	Y	3,861	41	24
Bedford Dept of Social Services #3	019	3	\$ 60,420	\$ -	\$ -	\$ -	Y	N	3,832	42	25
Halifax County Dept of Social Services	083	3	\$ 140,000	\$ -	\$ 25,000	\$ 280,000	Y	Unknown	3,821	43	26
Bedford Dept of Social Services #4	019	3	\$ 24,114	\$ -	\$ -	\$ -	Y	N	3,785	45	27
Charlotte County Dept of Social Services	037	3	\$ 119,000	\$ -	\$ 10,000	\$ -	Y	Y	3,782	46	28
Stafford County Dept of Social Services #2	179	3	\$ 67,587	\$ 3,000	\$ 17,650	NA	Y	Unknown	3,725	48	29
Manassas City Dept of Family Services	683	3	\$ 153,348	\$ 153,348	\$ -	\$ 158,254	Y	Y	3,645	53	30
Russell County Dept of Social Services #1	167	3	\$ 98,110	\$ 5,600	\$ 90,000	\$ 51,888	Y	Y	3,612	55	31
Grayson County Dept of Social Services	077	3	\$ 39,000	\$ -	\$ -	U	Y	N	3,532	58	32

APPENDIX E
LDSS OFFICE SPACE
PRIORITIZED LISTING BY AGENCY CLASSIFICATION

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Overall Priority Ranking	Priority Ranking by Class Size
Hanover County Dept of Social Services #3	085	3	\$ 2,520	\$ 126	\$ 126	\$ 126	Y	Y	3,454	63	33
Greenville/Emporia Dept of Social Services	081/595	3	\$ 78,000	\$ 3,900	\$ 30,000	U	Y	Y	3,454	64	34
Caroline Co Dept of Social Services	033	3	\$ 66,300	\$ -	\$ 6,630	\$ -	Y	Y	3,416	68	35
Radford City Dept of Social Services	750	3	\$ 28,000	\$ 2,400	\$ 14,400	NA	Y	Y	3,372	69	36
Rockbridge-Buena Vista-Lexington Area Social Services	163	3	\$ 47,000	\$ -	\$ -	\$ -	Y	Unknown	3,324	72	37
Surry Dept of Social Services	181	3	\$ 48,072	NA	\$ -	\$ -	Y	Y	3,290	74	38
Roanoke County Dept of Social Services	161	3	\$ 298,378	\$ 10,443	NA	NA	Y	Unknown	3,270	75	39
Brunswick County Dept of Social Services	025	3	\$ 59,410	\$ 2,971	\$ -	\$ -	Y	Unknown	3,252	76	40
Sussex #2 Dept of Social Services	183	3	\$ 35,000	\$ 10,000	\$ 45,000	\$ 60,000	Y	Y	3,235	77	41
Campbell County Dept of Social Services	031	3	\$ 54,275	\$ -	\$ 5,725	\$ -	Y	Y	3,145	83	42
Louisa County Dept of Social Services #2	109	3	\$ 18,902	\$ 756	\$ 3,780	\$ 3,780	Y	Y	3,047	86	43
Smyth County Dept of Social Services	173	3	\$ 78,900	\$ -	\$ -	\$ -	Y	Unknown	3,005	91	44
Fauquier County Dept of Social Services #2	061	3	\$ 63,600	\$ -	\$ -	\$ -	Y	Y	2,986	93	45
Stafford County Dept of Social Services #1	179	3	\$ 22,230	\$ 667	\$ 5,725	\$ 238,500	Y	Y	2,962	94	46
Hanover County Dept of Social Services #2	085	3	\$ 23,000	\$ 1,150	\$ 1,150	\$ 1,150	Y	Y	2,937	95	47
York/Poquoson Social Services	199	3	\$ 149,544	\$ 7,477	\$ 7,477	\$ 37,386	Y	Y	2,920	96	48
Louisa County Dept of Social Services #1	109	3	\$ 63,003	\$ 2,520	\$ 12,601	\$ 12,601	Y	Y	2,919	97	49
Hanover County Dept of Social Services #1	085	3	\$ 67,900	\$ 3,395	\$ 3,395	\$ 3,395	Y	Y	2,852	100	50
Sussex #1 Dept of Social Services	183	3	\$ 85,000	\$ 10,000	\$ 95,000	\$ 110,000	Y	Y	2,818	102	51
Russell County Dept of Social Services #3	167	3	\$ 16,846	NA	NA	NA	Y	Y	2,768	103	52
Washington County Dept of Social Services	191	3	\$ 130,946	\$ 135,800	\$ 157,804	\$ -	Y	Y	2,730	104	53
Hanover County Dept of Social Services #4	085	3	\$ -	\$ -	\$ -	\$ -	Y	Y	2,727	106	54
Shenandoah County Dept of Social Services	171	3	\$ 42,000	\$ -	\$ -	\$ 60,000	Y	Y	2,659	108	55
Scott County Dept of Social Services	169	3	\$ 92,500	\$ -	\$ -	\$ -	Y	Y	2,557	110	56
Buchanan County Dept of Social Services	027	3	\$ 270,272	\$ 9,728	\$ 40,728	\$ 79,728	Y	Unknown	2,532	111	57
Prince Edward County Dept of Social Services	147	3	\$ 68,724	\$ -	\$ -	\$ -	Y	Unknown	2,497	113	58
Spotsylvania Dept of Social Services	177	3	\$ 270,339	U	NA	U	Y	Y	2,496	114	59
Lee County Dept of Social Services	105	3	\$ 96,000	\$ 5,000	\$ 10,000	\$ -	Y	Unknown	2,475	115	60
Southampton County Dept of Social Services	175	3	\$ 75,000	\$ -	\$ -	\$ -	Y	Unknown	2,421	117	61
Fauquier County Dept of Social Services #1	061	3	\$ 162,000	\$ 5,670	\$ -	\$ 108,000	Y	Y	2,413	119	62
Giles County Dept of Social Services	071	3	\$ 45,523	\$ 4,200	\$ -	\$ -	Y	Y	2,386	120	63
Gloucester Dept of Social Services	073	3	\$ 163,500	\$ -	\$ -	\$ -	Y	N	2,312	124	64

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PRIORITIZED LISTING BY AGENCY CLASSIFICATION

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Overall Priority Ranking	Priority Ranking by Class Size
Northampton County Dept of Social Services	131	3	\$ 198,390	\$ 11,665	\$ -	\$ -	Y	Y	2,293	125	65
Albemarle County Dept of Social Services #2 UVA HOSP	003	3	\$ -	\$ -	\$ -	\$ -	Y	Y	2,268	127	66
Mecklenburg County Dept of Social Services	117	3	\$ 50,850	\$ -	\$ -	\$ -	Y	Unknown	2,204	128	67
Frederick County Dept of Social Services	069	3	\$ 210,000	\$ -	\$ -	\$ -	Y	Unknown	2,150	130	68
Carroll County Dept of Social Services	035	3	\$ -	\$ -	\$ -	\$ -	Y	N	2,147	131	69
James City County Dept of Social Services #1	095	3	\$ 95,593	\$ 5,000	\$ 138,750	NA	Y	Y	2,131	132	70
Albemarle County Dept of Social Services #3 Schools	003	3	\$ -	\$ -	\$ -	\$ -	Y	Y	2,130	133	71
Albemarle County Dept of Social Services #1 COB5	003	3	\$ 460,000	\$ -	\$ -	\$ -	Y	Y	2,082	134	72
Accomack Dept of Social Services	001	3	\$ 386,700	\$ 6,747	\$ -	\$ -	Y	Unknown	2,079	135	73
James City County Dept of Social Services #2	095	3	\$ 30,000	\$ 1,500	\$ -	\$ -	Y	Y	1,974	140	74
Montgomery County Dept of Social Services	121	3	\$ 99,047	\$ 66,347	\$ -	\$ -	Y	Unknown	3,325	71	75
Sub Totals			\$ 6,249,670	\$ 519,488	\$ 1,547,144	\$ 2,487,968					

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Overall Priority Ranking	Priority Ranking by Class Size
Charlottesville Dept of Social Services #2	540	4	\$ 39,341	\$ 1,967	NA	\$ 28,159	N	Y	4,745	6	1
Augusta-Stauton (Waynesboro separate) (Referred to as Shenandoah Valley) Dept of Social Services	015 & 790	4	\$ 141,000	\$ 4,230	\$ -	\$ 104,000	Y	Y	4,260	24	2
Henry-Martinsville Dept of Social Services	089 & 690	4	\$ 125,887	\$ 12,589	\$ -	\$ 384,659	Y	Unknown	4,212	30	3
Suffolk Dept of Social Services	800	4	\$ 185,210	\$ -	\$ -	\$ 384,779	Y	Y	3,970	36	4
Alexandria Division of Human Services #3 Herbert	510	4	\$ 44,328	\$ 1,330	\$ -	\$ -	Y	Unknown	3,698	50	5
Danville Division of Social Services	590	4	\$ 241,413	\$ 29,547	\$ 50,000	\$ 180,000	N	Y	3,453	65	6
Alexandria Division of Human Services #1 Mt Vernon	510	4	\$ 1,198,675	\$ 35,960	\$ 143,841	\$ 719,205	Y	Unknown	3,235	78	7
Waynesboro (Augusta-Stauton separate) (referred to as Shenandoah Valley) Dept of Social Services	820	4	\$ 109,000	\$ 3,270	\$ -	\$ -	Y	Y	3,210	80	8
Charlottesville Dept of Social Services #1	540	4	\$ 295,212	\$ 14,761	\$ 186,768	\$ 410,388	N	Y	3,105	84	9
Wise County Dept of Social Services	195	4	\$ -	\$ -	\$ -	\$ -	Y	Y	3,031	87	10
Harrisonburg-Rockingham County Dept of Social Services #2	165	4	\$ 36,648	NA	NA	NA	Y	Unknown	3,027	89	11
Harrisonburg-Rockingham County Dept of Social Services #3	165	4	NA	NA	NA	\$ 52,506	Y	Y	3,027	89	12
Alexandria Division of Human Services #4 Columbus	510	4	\$ -	\$ -	\$ -	\$ -	Y	Unknown	2,840	101	13
Harrisonburg-Rockingham County Dept of Social Services #1	165	4	\$ 213,006	NA	NA	\$ 1,320,000	N	Unknown	2,702	107	14

APPENDIX E

LDSS OFFICE SPACE

PRIORITIZED LISTING BY AGENCY CLASSIFICATION

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Overall Priority Ranking	Priority Ranking by Class Size
Arlington County Dept of Social Services #3 Edison	013	4	\$ 125,560	\$ 6,278	\$ -	\$ -	N	Unknown	2,444	116	15
Arlington County Dept of Social Services #4 Clarendon	013	4	\$ 30,960	\$ 1,548	\$ -	\$ -	N	Unknown	2,331	122	16
Arlington County Dept of Social Services #6 Madison	013	4	\$ 25,112	\$ 1,256	\$ -	\$ -	N	Unknown	2,314	123	17
Arlington County Dept of Social Services #1 Wilson	013	4	\$ 1,003,000	\$ 50,150	\$ -	\$ -	N	Unknown	2,162	129	18
Alexandria Division of Human Services #2 Job Link	510	4	\$ 196,690	\$ 5,901	\$ 23,603	\$ 118,014	Y	Unknown	2,063	137	19
Alexandria Division of Human Services #6 CAC	510	4	\$ 207,562	\$ -	\$ -	\$ -	Y	Unknown	2,063	137	20
Arlington County Dept of Social Services #2 Drewry	013	4	\$ 242,286	\$ 12,114	\$ -	\$ -	N	Unknown	2,061	139	21
Alexandria Division of Human Services #5 CATCH	510	4	\$ -	\$ -	\$ -	\$ -	Y	Unknown	1,928	141	22
Arlington County Dept of Social Services #5 Fenwick	013	4	\$ 141,040	\$ 7,052	\$ -	\$ -	N	Unknown	1,808	142	23
Sub Totals			\$ 4,601,930	\$ 187,952	\$ 404,212	\$ 3,701,710					

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Overall Priority Ranking	Priority Ranking by Class Size
Chesapeake Dept of Social Services	550	5	\$ 50,213	\$ 3,012	\$ 544,950	\$ 33,687	Y	U	3,689	51	1
Chesterfield/Colonial Heights Dept of Social Services	041	5	\$ 263,585	\$ 21,015	\$ -	\$ -	Y	Y	3,648	52	2
Henrico County Dept of Social Services #2	087	5	\$ -	\$ -	NA	\$ 66,000	Y	Y	3,537	57	3
Henrico County Dept of Social Services #1	087	5	\$ 183,643	\$ 4,000	NA	\$ 429,000	Y	Y	3,528	60	4
Virginia Beach Division of Social Services #1	810	5	\$ 1,165,800	\$ 46,600	\$ -	NA	Y	Y	3,462	62	5
Hampton Dept of Social Services	650	5	\$ 343,872	\$ 89,917	\$ 166,628	\$ 256,128	Y	Y	3,449	66	6
Virginia Beach Division of Social Services #2	810	5	\$ -	\$ 137,500	\$ -	\$ -	Y	Y	3,202	81	7
Prince William County Dept of Social Services #2	153	5	\$ -	\$ -	\$ -	\$ -	Y	Unknown	2,581	109	8
Portsmouth Dept of Social Services	740	5	\$ 1,858,827	\$ 72,796	\$ 225,000	\$ 2,000,000	Y	Unknown	2,291	126	9
Prince William County Dept of Social Services #1	153	5	\$ -	\$ -	\$ -	\$ -	N	Unknown	2,072	136	10
Sub Totals			\$ 3,865,940	\$ 374,840	\$ 936,578	\$ 2,784,815					

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Overall Priority Ranking	Priority Ranking by Class Size
Newport News Dept of Social Services #2	700	6	\$ -	\$ -	\$ -	\$ -	Y	Y	3,703	49	1
Newport News Dept of Social Services #1	700	6	\$ 1,232,447	\$ 80,000	\$ 114,449	\$ -	Y	Y	3,448	67	2
Richmond City Dept of Social Services #1	760	6	\$ 2,400,000	\$ 72,000	\$ 1,200,000	\$ 3,000,000	N	Y	3,301	73	3
Richmond City Dept of Social Services #2	760	6	\$ 740,400	\$ 22,212	\$ 50,000	\$ -	Y	Y	2,501	112	4
Norfolk Dept of Human Services #2	710	6	\$ 801,290	\$ 1,500	\$ -	\$ -	Y	Y	2,421	118	5

APPENDIX E

LDSS OFFICE SPACE

PRIORITIZED LISTING BY AGENCY CLASSIFICATION

Local Facilities	FIPS Code	Class Size	Current Annual Facility Cost	Est Facility Cost Increase (as is)	Est Facility Cost Increase (improvements)	Est Facility Cost Increase (replacement)	Ownership Y/N	Local Funding Match Support Y/N	Total Overall Value	Overall Priority Ranking	Priority Ranking by Class Size
Norfolk Dept of Human Services #1	710	6	\$ 1,371,142	\$ 7,550	\$ -	\$ -	Y	Y	2,343	121	6
Sub Totals			\$ 6,545,279	\$ 183,262	\$ 1,364,449	\$ 3,000,000					

Bland County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Botetourt County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Clarke County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Culpeper County Human Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Dickenson County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Essex Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Fairfax County Dept of Family Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Franklin City Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Loudoun County Dept of Family Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Lynchburg Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Nelson County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Orange County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Page County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Patrick County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Petersburg Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Pittsylvania County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Rappahannock County Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Roanoke City Dept of Social Services	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Williamsburg Social Service Bureau	0	0	\$ -	\$ -	\$ -	\$ -	0	0	0		
Grand Totals			\$ 22,076,656	\$ 1,304,094	\$ 4,516,903	\$ 12,383,975					

APPENDIX F
LDSS OFFICE SPACE
SUPPLEMENTAL REQUEST INFORMATION

Locality Name: Accomack County

FIPS Code: 001

Our locality is one of those receiving General Fund dollars for office space through a Budget Amendment. We have received \$75,000 since FY 00-01. We occupied our new facility on March 21, 2005 and are absolutely thrilled to be here. Without the Budget Amendment we would be at the top of your priority list.

Locality Name: Albemarle County

FIPS Code: 003

You advised that we could provide additional information that would not be used in the analysis but may be useful in the final report. To that end I would like to provide the following information:

- After many years of trying to obtain state support for a building with no success Albemarle County funded the renovation of two buildings for our department within the past eight years in order to accommodate our growing need. While we have been able to obtain reimbursement for rent for both of these buildings using state and federal administrative funds to the extent they are available, it was the county that supplied the funds for renovations to both buildings. It is unfortunate that there was a decision to not include any recent efforts by local government in this survey since Albemarle had to provide significant un-reimbursed funding for their local DSS.
- We have multiple off-site locations that I wanted to address in this memo. The first is our off-site unit at UVA Hospital that is managed through a contract with UVA, VDSS and Albemarle County DSS. UVA supplies the “local match” for federal pass through funds to support this effort but not included in that is any reimbursement for office space. Currently UVA “absorbs” this cost, thus in the spreadsheet it is left blank. The same is true for potential renovations. I may be able to determine this but in order to get this information to you timely I was unable to do the full analysis. The second off-site location is in our schools. We have social work staff located in 14 of our 23 schools, whereby the schools provide the space in-kind. Some of the space is workable while other schools are very limited in what they can provide. I showed this space on the spreadsheet under one column but it is actually 14 different schools, each a little different from the other.

Locality Name: Amelia County

FIPS Code: 007

Please note that I have filled out the demographics and facility rating worksheet as if we were still located in our privately owned former quarters. Three years ago our county renovated an unused school building and relocated us here in our present facility due to the fact that the condition of our former quarters was (embarrassingly) poor. However, we have not received one additional cent in reimbursement from the State for our upgraded facility. I am glad that there may be some priority given to upgrading current facilities but what about increasing the reimbursement for those localities that took it

upon themselves to upgrade the conditions of their facilities and haven't received any additional State reimbursement? My Board, County Administrator, the Board of Supervisors and I would like to know when our efforts to bring our facility into compliance will be recognized with the proper reimbursement. Thank you for your attention to our concerns.

Locality Name: Amherst County

FIPS Code: 009

The Amherst County Department of Social Services Board has made the Amherst County Board of Supervisors aware of the need for additional office space in the near future. The Amherst County Department of Social Services Board has contracted with an architect to evaluate our current office space and to make recommendations.

Locality Name: Augusta/Staunton

FIPS Code: 015

Shenandoah Valley DSS serves 3 FIPS from 2 sites. Our main building site in Verona is a former warehouse built in 1964 and converted to office space. The roof has major leaks and cannot support heavy snow accumulations. We consolidated administratively with Waynesboro DSS in 2003 and the plans are to build a new consolidated centralized site in the near future. The assistance of state funds would greatly help move this project along.

Locality Name: Bath County

FIPS Code: 017

Bath Co. DSS has only one facility and is housed within the County Courthouse. The offices are part of an addition built in 1981 to the existing courthouse. Federal and State participation was authorized for the cost of construction and amortization was calculated over 40 years (or until 2021).

Also included in that calculation and the current monthly payment to the locality is janitorial services, electric, and heat etc. From 1981 to present this amount has not been reviewed for actual changes in these related costs. It would seem that this would not be appropriate until the end of the 40 year "contract" period. It would also seem that DSS is obligated to remain (or must be allowed to remain) in this facility until the end of the contract. This issue would have to be clarified in the event any move was planned. The anticipated increase of 5% is related to increasing telephone/computer line costs. While there are some needs in this facility, they clearly are not a priority in light of conditions in many other agencies. Without some actual estimates from contractors, it would be impossible to accurately state what desired renovations, relocation or replacement would cost. A best guess is that the desired renovations would be at least \$130,000 and a replacement would be a minimum of two million. To renovate another site/relocate would likely be at least one million.

In our existing facility there is only one exit (safety issue), no conference room and no private bathrooms for staff only. An existing conference room has been converted essentially to an office for the CSA Coordinator. Ideally renovations are needed to address these issues. Actual office space is more than adequate for existing full time DSS staff (7). However, as many localities, we have "inherited" CSA and its related requirements one of which is a CSA Coordinator. Therefore, we are really housing 8 individuals.

As in many areas, there is a space/parking problem in this Courthouse overall. The Board of Supervisors is in the initial stages of looking at this issue and contemplating options. One of the first stages of this process was offering DSS the option of moving to another (yet undetermined) location. There was no clear plan offered about location, cost and related responsibility in this proposed move. However, DSS declined this option. It is unclear at this time how this issue will develop. Therefore, I cannot accurately answer your form questions about planning for a consolidation/integration of agencies, purchase of land, cost, or what local support may be available.

Locality Name: Chesterfield-Colonial Heights

FIPS Code: 041

The space needs data collection tool has been completed and submitted for our department.

We are aware that the intent of this data collection effort is to develop criteria for assessing local agency space needs which may result in additional funding.

Chesterfield has continuously identified the lack of office space as a critical issue for the past 12 years. We have addressed this concern both locally and at the Virginia Department of Social Services level.

Locally we have pursued and been approved for renovation and expansion to our current facility through the Capital Improvement Project. However, our local government expects Chesterfield-Colonial Heights DSS to fund some of the costs from our administrative budgets received through the Virginia Department of Social Services. At this point, these additional costs are unknown.

Our request is that some consideration be given to local departments, such as Chesterfield-Colonial Heights DSS that have taken steps on their own to resolve their critical space issues.

Locality Name: Henry-Martinsville

FIPS Code: 089

#3 ADA Compliant: Although we have 6 handicapped parking spaces, two of them are partially blocked by a dumpster. We have 4 employees who are themselves handicapped. That leaves only 2 spaces for customers. Our entrance ramp is too steep and is difficult for wheelchair users to maneuver. Our lobby entrance doors are hard to open and close and have no automatic button to open them. We had an Accessibility Study completed by Piedmont Independent Living Center. A copy of that study will be sent to you via the courier pouch.

#4 Public Transportation: The Senior Citizens' bus brings a few elderly customers to the agency. General public transportation is non-existent other than several taxi companies, but most customers cannot afford the fare.

#5 Life Safety:

- a. Security System: We have an electronic security system which engages during night hours. The first person to come into the building in the morning must enter a code to disarm the system. We have no security cameras. The inside doors to each floor have coded entrances to prevent customers or intruders from gaining

- entry into the main part of the building where employees work. We have a fire and smoke alarm system that calls the local Fire Station if smoke or fire occurs.
- d. Egress: Although our hallways are wide enough for evacuation, we have many file cabinets, copiers, forms cabinets, etc. located in the halls. We have only 3 doors from which to exit in case of emergency.

#6 Current Space Conditions:

- a. General Facility Condition: Please refer to our October 2004 Facility Assessment and the pictures enclosed. Most of the issues we have here at Henry-Martinsville Social Services are addressed in that document. I want to specifically point out some to you here. Our building is almost 70 years old and still has much of the original plumbing, and wiring. Our water pipes and sewage lines are old and break or back up at times causing raw sewage to spill out and soak through the floors to areas below (at lobby entrance and in our employee break room). We recently had to have exterminator services for termites and fleas/mites (this was above our normal monthly exterminating service). Our average monthly repairs alone are in excess of \$1,000 (this is not counting our normal administrative expenses). In 2004, we requested that the Fire Marshall conduct an inspection of our building. Many of the hazards he found were directly as a result of our crowded conditions and lack of storage space. Others are not correctable as long as H-MDSS inhabits this facility. We've corrected what we could. Our employee entrance is beside the main lobby entrance. The only area for employees to smoke is on the loading dock which is in full view of all people coming and going through the parking lot or to the agency.
- b. Furnishings: Although we have a lot of old furniture, we have been trying to upgrade by purchasing some new desks, chairs, bookshelves, etc. each year.
- d. Conference rooms: Our Board Room is too small to adequately conduct meetings. With 9 board members, our agency attorney, director, 2 chiefs, office manager, secretary, newspaper reporter, and other guests, the room is packed. There is no room for presentation materials, computers, overhead projectors, easels, etc. The room is not ventilated causing it to be hot in the summer, cold in the winter, and oxygen depleted. Our one and only Conference Room holds only 20 to 25 people comfortably. We cannot have full staff meetings due to lack of space. We are forced to use this room also for storing old computers, printers, etc. until they are picked up by the State. At times, we have to use that area for family visitations (we have only 1 Family Visitation Room for foster children/parents supervised visits and other court ordered visitations). Our break room holds only 10 to 12 employees at a time. It opens out onto a large, double stairway to the second floor. Food odors and voices carry to the work areas on both the second and top floors.
- h. Restrooms: We have only one men's restroom which is on the top floor. We converted the men's restroom on the second floor to another ladies' restroom. There are NO employee restrooms on the bottom floor.
- i. Square footage: Although we have 211 square feet per employee, much of that space is wasted or unusable space. More than half of our worker *offices* are cubicles, which compromises confidentiality and privacy. The cubicle walls are only 5 ½ feet tall and are merely stand-up partitions that do not absorb sounds or conversations. There are no doors on the cubicles. If we were to receive State funding with which to hire more workers (**which we desperately need since our**

caseloads have more than doubled in the past several years), we absolutely **do not** have space to put them. We have our Computer Technician in a room that was supposed to be the room for computer, telephone, and security systems. That room is not heated or cooled. We have 2 Social Workers in one small office; and 3 employees in another (Fraud Investigator and 2 Social Workers). Both of our Eligibility Screeners are in makeshift offices (one includes a Clerk in the office also). Our Fuel/Cooling workers are in 6X6 cubbyholes that are hardly big enough for a desk and a chair. Although we've been creative in making space for offices, **we are now totally out of options!**

#7 Building Systems:

- c. and d. Heating & A/C: The antiquated heating and cooling systems are constantly in need of repair. These repairs alone are quite costly since we are responsible for paying the first \$1,000 of any repair bill. The City and County pay the overage.

#8 Client Service Impacts:

- a. Customer Parking: Customers have been instructed to park in the lower two parking areas marked as "Social Services Parking". However, most of them park in the Jefferson Plaza Parking lot directly adjacent to our building in spite of the fact that there are signs stating it is not DSS parking area. The businesses around us consider us to be "poor neighbors" because DSS customers insist on parking there for easier access to our building. We do not have ample handicapped parking spaces and no room to add more. See #3.
- b. Customer Waiting Areas: Our lobby is small and dimly lighted. In spite of our efforts to "cheer it up", it is a rather dismal entryway into our agency.
- c. Customer restrooms: We have one men's restroom and one ladies' restroom off the main lobby for customers. Neither of them is large enough for us to install baby changing stations.

Our current building demands a good deal of our time, energy and money. It is a burden to all who either receive benefits and services here or those who work here. The issues in this survey and other building issues are addressed in our 2004 Building Facility Needs Assessment (to be sent to you). Since that assessment was completed, the conditions have worsened. We can only expect that to continue. This building is almost 70 years old and is structurally unsound. Every day the safety of our customers and employees is jeopardized by the hazards within and directly around this building. Not only is the building too small for the number of employees we have, but it is also unsafe, unsanitary, and an embarrassment to our community.

Our current amount of State administrative funding earmarked for payment of rent is \$29,436 per year. This equates to approximately \$1.43 per square foot. In order to meet the needs of our customers and employees we need a better facility with funding that is more comparable to that of surrounding city and county social services.

As one of the best Social Services agencies in the State of Virginia, it is imperative that we have adequate housing in which to work and grow so that we may continue quality customer service delivery. We hope and pray that the local governments, the State Department, and our Legislators will recognize our plight and provide the necessary funding to alleviate our severe housing conditions.

Locality Name: Lee County

FIPS Code: 105

We moved into a new building in March 2007 which was a decision by our local government. With this new building, the rent expenses will be increasing with no additional funding for this increase. This has become a concern for our agency. Any assistance would be greatly appreciated.

Locality Name: Louisa County

FIPS Code: 109

One of the issues which is not addressed in this survey and I feel needs to be addressed is the matter of general reimbursement for office space costs.

Last FY, I needed to lease additional space next door to house most of my child welfare staff (10 folks). Our current location was full. I received no additional reimbursement from the state to cover this increased cost. Fortunately, the space was available and at a very reasonable price however no additional funds were forthcoming. Are there procedures to acquire additional reimbursement (80/20 monies) to assist localities with their office space needs?

Locality Name: Madison County

FIPS Code: 113

Our county remodeled a former bank property they purchased. We moved into this space in 1998, which doubled our space from 2,500 square feet to about 5,000 square feet. There is no way we could conduct business in our former privately leased space!

We are fortunate to have individual offices for our staff, as well as a break room, Board conference/meeting room, a nice lobby/waiting room, and some storage space. The Board room is where FAPT, CPMT, DSS Board, Community Action Agency, Health Families, elderly coalition, and other human service groups meet. With all of the new foster care cases the J & DR Court are sending our way, it takes several rooms to meet with the families, explain foster care, and be a "holding area" for children and families.

We have not gotten enough administrative funds to keep pace with the cost of doing business, and it has fallen to our local government to pick up the difference. I know there are many agencies that would meet the "slum" criteria, and that has such a detrimental effect on the clients as well as the staff. Those agencies are a priority in space and funding, but let's not forget to reimburse the localities that have stepped in to help their DSS and ultimately the county citizens.

Locality Name: Montgomery County

FIPS Code: 121

History of Space and Funding Need in Montgomery County:

In 1993 the County and State agreed to build a building for Montgomery County DSS in conjunction with the Health Department. The County asked for a vote on a bond referendum to build the building. The referendum was defeated. Between that time and 1995 the plans languished and VADSS revised its policy about building buildings in localities. When the bond referendum to build the building passed in early 1995, the County assumed that the state's participation in the cost would remain as agreed to in 1993; however the state refused to participate. The County built the present building for MCDSS and the Health Department and added the amortized cost to the DSS's rent,

without any corresponding increase in allocation from VADSS to pay the difference. As a result, the difference of \$55,447 in rent and \$10,900 in maintenance costs, a total of \$66,347 annually, had to be absorbed into the administrative budget of the agency. As you are aware, the basic administrative budgets of DSS agencies have not increased since 1988, so absorbing \$66,347 annually into the operations and maintenance budget has created a hardship in day-to-day functioning of the agency.

Montgomery County's request is not currently for a building, though this one is now too small for the agency, it is for funding to pay for the building that the County provided and is charging us for.

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, copier, and file cabinets are also located in conference room. Storage space in agency is inadequate.

Locality Name: Prince George County

FIPS Code: 149

The final Base Realignment and Closure Commission indicated the final total increase of 7,700 military positions to be assigned to Fort Lee. The first wave of new families will be here the second quarter of 2008. From BRAC data AND the Crater Panning Commission we learned that 67% of these troops will be married with 2.33 children each. Most of the additional military personnel will be junior grade NCO's. Around 3000 new families will reside on Fort Lee.

We are the agency of jurisdiction for all Human, Social, and Benefit Programs to all the military personnel residing on Fort Lee plus serve a significant number residing off post but in Prince George County.

While we now have around 550 (average) Food Stamp Program Cases, an E-5 (Sergeant) with 2 children, and no spouse working, will be eligible for the Food Stamp Program. Thus, we are likely to have 2000 to 3000 additional Food Stamp Cases this time next year.

The "Special Exceptional Family Member Program" also in operation on Fort Lee, greatly impacts and increases our Comprehensive Services Act for at Risk Children expenditures and our Special Education Population. Our school board is already building an additional elementary school to provide for the new population. Data indicates an ADDITIONAL 2,000 school-age children coming our way.

Overall, Fort Lee will become the second largest training facility in the U.S. Army and the surrounding 6 localities will have an increase of population from 30,000 to 55,000 by 2013.

Locality Name: Pulaski County

FIPS Code: 155

I have tried to provide as accurate as possible answers requested on the data collection spreadsheet. I would also like to provide some additional comments to put my answers into perspective.

The Pulaski County Department of Social Services is located in the County Administration Building. The agency takes up approximately one half of the usable office space in the building. The agency is spread out over three floors. The administrative staff, including myself and four others is located about two blocks away in leased space. The County Administration Building is an old school building constructed in 1916. Although the County has re-modeled the building, it is grossly inadequate for our needs in serving citizens of Pulaski County. I receive regular complaints about the air quality and employee illnesses that are suggested to be related to that issue. There is no outside air brought into the HVAC system. The basement areas where our records are stored as well as housing offices for employment services and energy assistance staff are six feet below the 100 year flood level. The stair ways, located at each end of the building are the original wood construction and have no fire protection in case of an emergency for staff to exit. The impact of the space on our efficiency and effectiveness in administering programs and services to citizens is significant.

The Board of Supervisors is trying to make other arrangements; however, having some additional state/federal revenue available to help with the new rent/lease costs, utilities, and maintenance would definitely provide increased incentive to proceed with a consolidated human services office complex.

Locality Name: Harrisonburg-Rockingham County

FIPS Code: 165

Harrisonburg Rockingham Social Services currently occupies two facilities. The main building located at 110 North Mason St. houses the agency plus the local health department. Data about staff and space can be found in the attached survey. Additional space is rented in the adjoining block in the Metro Building. Information about that space can also be found in the survey.

The agency is negotiating for additional space in the Metro Building to move crowded staff from the main building. The move to the anticipated space is scheduled for January or February 2007, or as soon as space is available after cosmetic renovation (painting and carpet). Anticipated costs and space information is within the attached survey.

For the last several years, the agency has been working with local government and our local Redevelopment Housing Authority to develop plans for a new facility to handle current and anticipated growth. Our goal is for the facility to house the agency, the local health department, and the local Community Services Board. Discussion has also occurred about the plans including other government and nonprofit service agencies. Plans are in the preliminary stage at this time. It is hoped that actual facility construction can begin in 2007. Space for the agency's portion of the facility is projected at 80,000 square feet. At current construction costs, the price for the agency's portion would be \$6.5 to \$8 million.

Locality Name: Russell County

FIPS Code: 167

Below please find an outline of important facts regarding Russell County Department of Social Services' unique needs for facility improvement.

The Russell County Department of Social Services main building (referred to as DSS I) is not ADA compliant. It is a two story building with no elevator. None of the restrooms in the facility are wheel chair accessible. Most of the worker's offices are too small to accommodate a client or worker who is in a wheel chair.

Parking at the DSS I building is not adequate to meet the needs of staff and clients. Double parking all around the building creates hazardous conditions for people entering and exiting the parking lot and especially for pedestrians on their way in and out of the building.

There is not adequate space in the DSS I building to house all staff members. Because of this overcrowding the Russell County Department of Social Services has to rent a separate office space several miles away on the other side of town (referred to as DSS II). This creates logistical problems for staff members who have to work directly with each other to serve clients but are located in separate buildings. This also creates situations where some clients have to drive back and forth between offices to take care of their business with the agency. In addition to the logistical problems the maintenance of two separate buildings creates significant added expense. Additional rent is expended for the second office space and the local agency has to pay for an extra phone system as well as an extra T1 line.

The DSS I facility was constructed in 1983 and no longer meets building standards and is in need of repair. The owners of the building seem unwilling to invest in making improvement to the building.

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.

For a period of 20 years we paid only \$1,808.66 per month 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 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.

- (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.

Locality Name: Wythe County

FIPS Code: 197

Part of the problem that Wythe County has is its current space. It is very poorly designed and non-conducive, given the current structural design, to efficient work flow and utilization of the space. In fact, it was never intended to be an office building—one section was a private residence, built in 1920's, which has been added to on a couple of occasions over the years, attached by a corridor to a building designed to be a college classroom building in the 1960's. There is much unusable space because of the original designs. Even though the space occupied totals 10,377 square feet, there are large foyers totally 100's of square feet and areas outside public restrooms of 300-400 square feet that are currently not usable for agency service delivery. Confidentiality is basically non-existent. We need additional conference room spaces, an adequate staff lounge & kitchen, 2-3 family meeting rooms where we are asked to provide supervised "neutral" site visitations for court ordered family visits. We also have an approved Americorps position, which is not included in the approved staff number and we usually have 1-2 social work interns from Radford University School of Social Work or New River Community College Human Services Degree Program that need space as well—none of those are included in the approved staff numbers. The current elevator is non-handicapped accessible and most bathrooms are non-accessible. The current building is the greatest liability under which this department must operate and we desperately need a renovation and expansion.

Although I have pushed for a New Human Services Building that would co-locate DSS, Health, Mental Health, VEC and non-profit human service agencies, the county was just not willing to embrace that vision. So, what's happened is Mental Health, renovated and expanded its space, 7-8 of the non-profit human service agencies have co-located into the HOPE Ministry Center as a result of my work on the HOPE Board, and VEC continues to lease space in one of the area shopping centers. So, the opportunity for a consolidated Human Services Center has been missed. Finally, this year the county is beginning to actively consider a major renovation and expansion of our current space.

Locality Name: Hampton County**FIPS Code: 650**

Hampton Department of Human Services is housed as a former high school which is not structurally designed to function as a center for human services. Some of the hindrances of the building's design are:

- Building square footage is largely made up of common area; hallways and staircase.
- Workers work areas are cubicles set up in classrooms. The areas are disproportioned and contained.
- Workers are required to interview in their work area, which eliminates privacy for the customer as well the worker. Also, the workers safety is at jeopardy (dissatisfied customer visit workers by surprise).
- Lights in the hallway were upgraded within the past two years, but the lights in the worker areas need upgrading.
- Windows are needed throughout the building. The windows leak when it rain and the outdoor temperature affect the heating/air conditioning in the building. All the windows do not close and/or lock. The first floor windows were estimated at \$1 million to replace.
- Certain repairs or modification can not adequately be made due to the uncertainty of asbestos.
- Inner office doors do not securely lock.
- Outer doors do not securely lock; chains are used for additional security (off hours).

Roof leaks in varied areas from weather and heating/air conditioning systems.

Locality Name: Norton City**FIPS Code: 720**

The agency has been renting space in this facility since 1992. The agency had grown since 1992 and the agency rented additional space on the 3rd floor of the building we are currently in. Our Service Staff, Office Manager, VIEW Worker and 1 clerk are housed upstairs. The agency is separated by an entire floor. There is an elevator that is available, but it is very small and will barely fit a small wheelchair inside it. Being separated by an entire floor gives the appearance that there are two separate agencies to serve the public and it also makes the staff feel that they are not part of the agency. The bottom floor houses the eligibility unit and 2 clerks and the Director. The eligibility workers offices have walls that do not go all the way to the ceiling and the offices are not very conducive to having confidential conversations. There are not private rooms to interview in. The bottom floor has 2 steps to go up to get the public restrooms. If someone is handicapped they must go outside the building and enter a side door to get to the restrooms. The restrooms on the bottom floor are not ADA compliant. There is not a fire alarm in the facility. Sprinklers are located on the first floor and another type of system is available on the 3rd floor. There are no break rooms for the staff. There is a very small conference room available, but we can not comfortably seat our entire staff in it. There is no security system on the premises. Parking is located close to the building, but if you park on the street there is a 2 hour limit and if violated, the fine is \$10.00. Free parking is available if space is available. The staff and customers have to compete with the other businesses down town for available parking spots. There is no back up electrical system if the power goes out for any length of time.

The City is aware of the space limitations, and is willing to help out if another building is available. Norton is a very small City and there are not many options available.