EXHIBIT NO. 1

City of Alexandria, Virginia

MEMORANDUM 12 9-25-01 15 9-11-01 13 9-25-01

DATE: SEPTEMBER 4, 2001

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER PS

SUBJECT: REPORT ON THE COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES RECOMMENDED PRIORITIES FOR THE FY 2003 COMPETITIVE GRANT CYCLE

ISSUE: Receipt of the Report on the Community Partnership Fund for Human Services recommended priorities for the FY 2003 competitive grant cycle, which will be set for public hearing on September 15.

RECOMMENDATION: That City Council docket for public hearing on Saturday, September 15 the FY 2003 priorities for the Community Partnership Fund, including the community input on priorities received this summer (Attachments 2 through 5). Final action on the FY 2003 priorities will be at Council's Tuesday, September 25 legislative meeting.

Staff do not recommend any revisions to the priorities prior to the September 15 public hearing.

BACKGROUND: Each year in the context of the City's budget, City Council approves a set aside of local monies that are to be used for competitive grant awards to non-profit organizations that provide services to Alexandrians who are school-age or older[1]. This set aside of funding is referred to as the Community Partnership Fund for Human Services, and this competitive grant process has been in place since the FY 1999 budget cycle. In the fall of each year, City Council sets the priority service areas that it wishes to emphasize in the upcoming funding cycle.

The following is the time table of events for the Community Partnership Fund, subsequent to the City Manager's notification of the FY 2002 grant awards:

- Grant awards were announced during the first week of June, and the docket report including the summary of the FY 2002 grant awards was distributed to the non-profit community in advance of the June 12, 2001, City Council public hearing;

[1]City Council also approves an annual set aside to fund competitive grants for programs providing early childhood education and/or comprehensive services to at-risk children prenatally through five. This competitive grant pool is called the Children's Fund, and is administered by the Department of Human Services in conjunction with the Early Childhood Commission.

- This report on FY 2003 priorities is to be presented to City Council at the first legislative meeting in September. City Council is to hold a public hearing on the FY 2003 priorities on Saturday, September 15, then take final action to set the FY 2003 priorities at the second legislative meeting in September. This report on FY 2003 priorities includes input from the non-profit community on priority service areas that was received by staff during the summer months.

DISCUSSION: The priorities approved by City Council for the FY 2002 Community Partnership Fund for Human Services grant cycle established on October 24, 2000, are presented again as the priorities for FY 2003, and include the following:

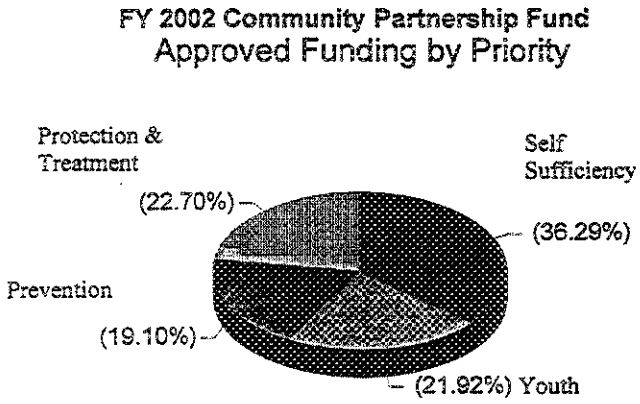
SOCIAL SERVICE PROGRAMS FOR YOUTH: • Activities and programs to provide positive educational, social and recreational alternatives for middle school youth and teens;

SELF SUFFICIENCY: • Programs to promote self-sufficiency and independence (including but not limited to, helping individuals access and maintain employment, housing and home ownership opportunities); • Programs to aid families and individuals in crisis; • Programs directed at assisting immigrant populations to receive proper documentation and determination of citizen status or naturalization status;

PREVENTION: • Community support programs that promote family and individual stability; • Community/neighborhood programs to prevent crime, violence, social isolation and neighborhood deterioration; and

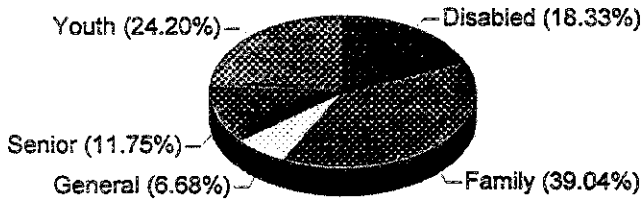
PROTECTION AND TREATMENT: • Programs to prevent/reduce the impact of abuse and neglect; • Programs to provide affordable treatment for health, mental health and alcohol and drug problems; • Activities to reduce threats to the public health.

Last year's budget amount for the Community Partnership Fund totaled $875,500. The following graph shows the distribution of the grant awards among the priority areas that were in place for FY 2002.



The Community Partnership Fund monies are used to serve various populations, and the graph below shows the distribution by type of client served in FY 2002. The category labeled "General" reflects grants that serve all population groups, and includes the grant to the Northern Virginia Dental Clinic and the Crisis Link suicide/crisis hotline.

FY 2002 Community Partnership Fund
Approved Funding by Client Served



Process to Gain Community Input to the FY 2003 Priorities: Staff disseminated the June 12, 2001 docket item report (Attachment 1) on the FY 2002 Community Partnership Fund grant awards to the 32 nonprofit organizations that had originally requested a grant proposal package. Staff also requested that these organizations, along with the Alexandria Council of Non-Profits, the Alexandria United Way, the Affordable Housing Advisory Committee, the Commission on Aging, the Commission for Women, the Commission for Employment, the Commission for Persons with Disabilities, the Community Services Board, the Economic Opportunities Commission, the Social Services Advisory Board, and the Task Force on AIDS review the current priorities and provide input into establishing the priority service areas for the upcoming grant cycle.

In addition to requesting input on the priorities, the Office of Management and Budget also requested community comment on the following proposed schedule changes for the FY 2003 process: (1) The public hearing and final action on the FY 2003 proposed priorities would take place in September rather than October; (2) The Notice of Competitive Grant Opportunity would be distributed in September rather than November; (3) The pre-proposal conference would be held in October rather than December; and (4) Proposals would be due December 20 rather than mid-February. The purpose of the proposed schedule change is to be able to have a compilation of all the requests prior to the City Manager's decision on the total dollar amount of the Community Partnership Fund to include in his proposed budget to City Council. Previously, the Community Partnership Fund budget was set before proposals were received and compiled. This change in schedule is aimed at addressing concerns raised by City Council as to the process of determining what the total dollar amount budgeted in the Community Partnership Fund should be.

It should be noted that none of the non-profit agencies had any comment on the proposed date changes.

Staff received responses from the following organizations: (A) the Alexandria United Way, (B) the American Red Cross - Alexandria Chapter, (C) the Literacy Council of Northern Virginia, and (D) the Metropolitan Washington Ear (Attachments 2 through 5).

Response from Community Organizations on Priorities

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

A.) Alexandria United Way (Attachment 2): The Alexandria United Way urges the City to give special emphasis to programs such as health and recreation activities for low-income elderly residents that will allow them to remain as independent as possible.

The Alexandria United Way also would like to urge the City to incorporate into each of the priorities, a focus on making information and services more accessible to people who need them. According to the results of three studies conducted by the United Way (the *1999 Hispanic Needs Assessment*, the *Research for Success by 6 ® Proposed Strategy*, and *Living Paycheck to Paycheck: A Look at Alexandria's Working Poor*), there was an identified lack of access as a barrier to the utilization of existing services. This lack of access includes lack of knowledge of services, location of services, and hours of operation.

Staff comment: Regarding the request to place special emphasis on programs and activities for low-income elderly residents, it should be noted that all priorities are designed to serve Alexandrians who are school-age or older. No one specific adult age group is preferred to the exclusion of any other age group in the priorities. However, several of the current Community Partnership Fund grants serve the City's senior population (see graph on previous page).

After the public hearing on the FY 2003 priorities on September 11, if City Council wishes to strengthen the emphasis on accessibility of services as a stated priority in the upcoming grant cycle, Council can revise the current priorities to indicate that notification of accessibility of services is encouraged as an effort to provide more comprehensive services to those in need.

B.) The American Red Cross - Alexandria Chapter (Attachment 3): The American Red Cross - Alexandria Chapter requests that the City include "Social Service Programs For Low-Income Seniors" as a specific priority. According to the Red Cross, they have become increasingly aware of the under-addressed needs of the low-income senior population and feel that City funds are not adequately allocated to these issues.

Staff comment: Again, all priorities are designed to serve Alexandrians who are school-age or older. No one specific adult age group is preferred to the exclusion of any other age group, and several of the current grants serve the City's senior population (see graph on previous page).

C.) The Literacy Council of Northern Virginia (Attachment 4): The Literacy Council of Northern Virginia assists adults in developing the reading, writing and English speaking skills that are fundamental to self-sufficiency. They have recommended that language be added to the Self-Sufficiency priority regarding the prioritization of programs that help new immigrants develop English language and literacy skills.

Staff comment: The Self Sufficiency category includes the priority "programs directed at assisting immigrant populations to receive proper documentation and determination of citizen status or naturalization status," which addresses the Literacy Council's concern mentioned above.

D.) The Metropolitan Washington Ear (Attachment 5): The Metropolitan Washington Ear operates a radio reading and Dial-in newspaper and magazine reading service for blind, low vision and print-disabled residents of the national capital area. The Metropolitan Washington Ear requests that the priority of self-sufficiency be maintained as their service heightens the self-esteem and independence of their clients, many of whom are Alexandria residents.

Staff comment: No change is recommended in the Self-sufficiency priority at this time.

FISCAL IMPACT: The FY 2002 Approved Budget for the Community Partnership Fund totaled $875,500. Non-profit organizations submitted program proposals totaling over $2.2 million during last year's competitive grant award cycle.

Funding amounts for the FY 2003 Community Partnership Fund will be included as part of the Proposed FY 2003 Budget, which will be presented to City Council in May 2002.

ATTACHMENTS:

Attachment 1 -	Community Partnership Fund for Human Services Report on FY 2002 Grant Awards, docket item #11 dated June 12, 2001.
Attachment 2 -	Alexandria United Way response for community input into the FY 2003 priorities - Letter dated August 10, 2001.
Attachment 3 -	American Red Cross - Alexandria Chapter community input into the FY 2003 priorities - Letters dated August 9 and 10, 2001.
Attachment 4 -	Literacy Council of Northern Virginia response for community input into the FY 2003 priorities - Letter dated July 17, 2001.
Attachment 5 -	Metropolitan Washington Ear response for community input into the FY 2003 priorities - Letter dated August 15, 2001.

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

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6-12-01

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 4, 2001

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER PS

SUBJECT: COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES FY 2002 GRANT AWARDS

ISSUE: Community Partnership Fund for Human Services FY 2002 Grant Awards.

RECOMMENDATIONS: That City Council receive this report and thank the members of the citizen review panel for their assistance in the FY 2002 grant award process.

BACKGROUND: On October 24, 2000, City Council approved the following priorities for the FY 2002 Community Partnership Fund for Human Services competitive grant funding:

Social Service Programs for Youth - Activities and programs to provide positive educational, social and recreational alternatives for middle school youth and teens;

Self Sufficiency - Programs to promote self-sufficiency and independence (including, but not limited to, helping individuals access and maintain employment, housing and home ownership opportunities); Programs to aid families and individuals in crisis; Programs directed at assisting immigrant populations to receive proper documentation and determination of citizen status or naturalization status; Programs to promote independent living, equality of opportunity and economic self-sufficiency for persons with disabilities;

Prevention - Community support programs that promote family and individual stability; Community/neighborhood programs to prevent crime, violence, social isolation and neighborhood deterioration; and

Protection and Treatment - Programs to prevent/reduce the impact of abuse and neglect; Programs to provide affordable treatment for health, mental health and alcohol and drug problems; and Activities to reduce threats to the public health.

A summary chronology of the FY 2002 grant process is provided as Attachment 1. As noted in the chronology, all grant applicants are notified of the funding decisions at the beginning of June. The

On February 15, 2001, the deadline for proposal submissions, the Office of Management and Budget received 35 proposals requesting $2,267,738 in funding from the Community Partnership Fund.

DISCUSSION: The FY 2002 Approved Budget for the Community Partnership Fund totals $875,500 for competitive grants to non-profit organizations that provide a wide range of human services to Alexandrians of school age (over 5) and up. This level of funding represents a 3.0 percent increase over the FY 2001 Approved Budget for competitive grants for human service programs meeting these priority areas. Proposals for programs designed for children prenatal through age 5 are handled through the Alexandria Children's Fund competitive grant fund.

The goal of the competitive grant process is to have an objective, analytical review of the non-profit organizations' program proposals. Grant awards were determined by a highly qualified panel of four Alexandrians who are very knowledgeable in understanding our local human services needs. The citizen review panel for the FY 2002 grant awards was comprised of Mr. Lynwood Campbell, former member of the Alexandria School Board and Chair of the review panel; Ms. Shirley Tyler, former chair of the Alexandria School Board and former director of Grace Episcopal School; Ms. Patrice Linehan, Research Coordinator of the United Way's *1999 Needs Assessment of the Hispanic Community in Alexandria*; and Mr. Darryl Francois, a parent representative on the City Council's Youth Policy Commission.

The FY 2002 review panel, with staff support from several departments that administer human services programs and the Office of Management and Budget, evaluated all of the proposals based on the criteria included in the Request for Grant Proposal. These criteria included general requirements, such as consistency with the Council-established Community Partnership Fund for Human Services priorities; non-duplication of existing City services; clearly identified assessment of need; clear and attainable program goals with reasonable and achievable strategies and objectives; demonstrated financial ability to deliver the proposed program or service; a reasonable budget request; and documentable outcome measures and program performance measures.

A total of 32 organizations submitted 35 program proposals. The funding requested, in the amount of $2,267,738, was $1,392,238 more than the $875,500 available. Therefore, decisions on the amount of funding for each proposal were based on the panel's consensus ratings of the proposals. Of the 35 program proposals received, 20 were funded and 15 were not funded.

The 20 program proposals funded are summarized in Table 1 on the following page and will be awarded funding for October 1, 2001 through September 30, 2002. The 15 programs not selected for funding are listed in Table 2.

Organizations may request a debriefing meeting with Office of Management and Budget staff if they wish to receive feedback on the FY 2002 grant proposals. However, there is not an appeal process for these competitive grants, which is consistent with State and federal grant applications.

TABLE 1
FY 2002 GRANT AWARDS FROM THE COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES

ORGANIZATION	PROGRAM	FY 2001 APPROVED	FY 2002 REQUEST	FY 2002 APPROVED
Alexandria Olympic Boys & Girls Club	Teen Technology Initiative and Adult Literacy Computer Program	18,520	$17,320	$17,400
Alexandria Police Youth Camp	Alexandria Police Youth Camp	$45,000	$45,000	$45,000
Alexandria Volunteer Bureau (AVB)	a) Volunteer Clearinghouse & Training Program b) Youth Volunteer Program	Total for both programs to be allocated as AVB wishes: $59,000	a) $55,000 b) $18,000 Total $73,000	Total for both programs to be allocated as AVB wishes: $62,000
Arlington/Alexandria Coalition for the Homeless	Adopt-A-Family	$30,000	$40,000	$32,000
Big Brothers/Big Sisters of the National Capital Area	One-to-One Mentoring for at-risk youth and Support Services to Single Parents	$50,000	$70,000	$50,000
Campagna Center/Retired & Senior Volunteer Program	Retired & Senior Volunteer Program	$44,000	$45,760	$46,000
Carpenter's Shelter	Residential Shelter	$64,000	$80,000	$64,000
Crisis Link (Formerly Northern Virginia Hotline)	Suicide, Crisis Information and Hotline	$18,500	$26,000	$18,500
Endependence Center	Transition and Independent Living Services for Alexandrians with Disabilities	$31,312	$73,442	$32,000
Friends of Guest House	Guest House Residential Program	$38,000	$0 *	$0
Hispanic Committee of Virginia	Integrated Services for Hispanic Families of Alexandria	$0	$167,562	$35,000
Legal Services of Northern Virginia	Civil Legal Services for the disadvantaged	$205,500	$289,608	$208,100
Literacy Council of Northern Virginia	Adult Literacy and English as a Second Language	$24,000	$26,000	$26,000
Metropolitan Washington Ear	Dial-In and Radio Reading Services	$11,068	$20,700	$12,500
Northern Virginia AIDS Ministry	HIV Prevention Education Program	$22,000	$25,000	$25,000
Northern Virginia Dental Clinic	Northern Virginia Dental Clinic	$36,100	$40,000	$40,000
Northern Virginia Resource Center for Deaf & Hard of Hearing	Information Alexandria - information, referral and education service for the deaf & hard of hearing	$15,000	$17,200	$16,000
Senior Services of Alexandria	Home Care and Employment Services	$38,000	$40,000	$40,000
Tenants' & Workers' Support Committee	Arlandria-Chirilagua Youth Program	$0	$16,621	$6,000
Whitman-Walker Clinic of Northern Virginia	Case Management & Legal Services for persons with HIV/AIDS	$100,000	$100,000	$100,000
	TOTALS	$850,000	$1,213,213	$875,500

* Note: Friends of Guest House failed to submit its proposal by the established 5:00 p.m. February 15 deadline for filing.

PROPOSALS NOT FUNDED

TABLE 2
PROPOSALS NOT FUNDED

ORGANIZATION	PROGRAM	FY 2002 AMOUNT REQUESTED
Alexandria Red Cross	Friendly Visitor Program	$30,000
Camp Virginia Jaycee, Inc.	Endowment for camperships from Alexandria for people with mental retardation	$20,000
Capital Area Food Bank	Operation Frontline	$66,267
Catholics for Housing	Rental assistance program for very low-income senior residents	$70,823
Center for Multicultural Human Services	Alexandria Multicultural Mental Health and Social Services	$91,000
Community Foundation of Alexandria	The Five Promises for Disadvantaged Alexandria School Children	$70,000
Ethiopian Community Development Council, Inc.	Housing Assistance Project	$73,382
Hopkins House	Hopkins House General Support	$121,000
ICON Community Services, Inc.	Entrepreneurship Training for People with Disabilities	$134,322
Joy of Sports Foundation	Tennis Plus at Quaker Hill	$25,000
Northern Virginia Educational and Conference Center	Northern Virginia 4-H Educational and Conference Center	$10,000
Northern Virginia Family Service	Housing Counseling Services for the Elderly	$67,884
Northern Virginia Family Service	Medical Care for Children Project	$82,793
Northern Virginia Urban League, Inc.	Alexandria Digital Campus	$167,054
Senior Services of Alexandria	Guardianship of Last Resort (Guardianship and Conservatorship)	$25,000
	TOTAL	$1,054,525

FISCAL IMPACT: On May 7, 2001, City Council approved the appropriation of $875,500 for the FY 2002 Community Partnership Fund for Human Services. Grant funding is for the period October 1, 2001 through September 30, 2002.

ATTACHMENTS:

Attachment 1 - Chronology of the FY 2002 Grant Process
Attachment 2 - Proposed Calendar for FY 2003 Grant Process
Attachment 3 - FY 2002 Request for Grant Proposals for the Community Partnership Fund for Human Services

STAFF:

Carol Anne Moore, Acting Deputy Director, Office of Management and Budget
Valerie Moore, Budget/Management Analyst, Office of Management and Budget

Attachment 1

FY 2002 COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES GRANT PROCESS CHRONOLOGY

July 18, 2000	Information faxed to recipients of the FY 2001 Request for Grant Proposals, the Alexandria United Way, the Alexandria Council of Non-Profits, the Affordable Housing Advisory Committee, the Commission on Aging, the Commission for Women, the Commission for Employment, the Commission for Persons with Disabilities, the Community Services Board, the Economic Opportunities Commission, the Social Services Advisory Board, the Task Force on AIDS, and the Directors of the Departments of Human Services; Mental Health, Mental Retardation, and Substance Abuse; Housing; Health; and Recreation, Parks and Cultural Activities, requesting their input into establishing the priorities for the Community Partnership Fund for the FY 2002 funding cycle.
October 10, 2000	Staff report on the recommended priorities for the FY 2002 competitive grant cycle docketed for City Council.
October 14, 2000	Public Hearing and final action on the FY 2002 priorities for the Community Partnership Fund.
November 17, 2000	Staff mailed Notice of Competitive Grant Opportunity to 166 area non-profit agencies.
December 7, 2000	Advertisement of the Notice of Competitive Grant Opportunity in both English and Spanish in the Alexandria Journal.
November/December	Staff mailed Request for Grant Proposal to 53 organizations.
December 15, 2000	Pre-proposal conference was held for interested parties.
February 15, 2001	Due date for the FY 2002 Community Partnership Fund for Human Services Request for Grant Proposals.
May 7, 2001	City Council approved an appropriation of $875,500 for the FY 2002 Community Partnership Fund for Human Services.
First week of June, 2001	Grant applicants notified of funding decisions.
June 12, 2001	FY 2002 grant award report docketed for City Council.

Attachment 2

PROPOSED CALENDAR FOR FY 2003 COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES GRANT PROCESS

July 10, 2001	Information faxed to recipients of the FY 2002 Request for Grant Proposals, the Alexandria United Way, the Alexandria Council of Non-Profits, the Affordable Housing Advisory Committee, the Commission on Aging, the Commission for Women, the Commission for Employment, the Commission for Persons with Disabilities, the Community Services Board, the Economic Opportunities Commission, the Social Services Advisory Board, the Task Force on AIDS, and the Directors of the Departments of Human Services; Mental Health, Mental Retardation, and Substance Abuse; Housing; Health; and Recreation, Parks and Cultural Activities, requesting their input into establishing the priorities for the Community Partnership Fund for the FY 2003 funding cycle.
October 9, 2001	Staff report on the recommended priorities for the FY 2003 competitive grant cycle to be docketed for City Council.
October 13, 2001	Public Hearing and final action on the FY 2003 priorities for the Community Partnership Fund.
November 13, 2001	Staff to mail Notice of Competitive Grant Opportunity to area non-profit agencies.
December 7, 2001	Advertisement of the Notice of Competitive Grant Opportunity in both English and Spanish in the Alexandria Journal.
November/December	Staff to mail Request for Grant Proposal to interested organizations.
December 14, 2001	Pre-proposal conference to be held for interested parties.
February 15, 2002	Due date for the FY 2003 Community Partnership Fund for Human Services Request for Grant Proposals.
Late April/ Early May 2002	City Council approves an appropriation for the FY 2003 Community Partnership Fund for Human Services in the context of approving the FY 2003 Operating Budget.
First week of June, 2002	Grant applicants notified of funding decisions.
June 11, 2002	FY 2003 grant award report docketed for City Council.

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FY 2002 REQUEST FOR GRANT PROPOSALS
COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES

A. PURPOSE

The City of Alexandria is seeking grant proposals from private non-profit organizations to provide a range of human services to Alexandria's school age (over 5) youth, adult, senior citizens and/or families. Proposals for programs providing early childhood education and/or comprehensive services to at-risk children prenatally through age five will not be considered eligible for the City's Community Partnership Fund. Proposals designed to this population should be submitted to the City of Alexandria's Children's Fund competitive grant fund.

B. QUESTIONS CONCERNING THE REQUEST FOR GRANT PROPOSALS

Technical and contractual questions pertaining to this Request for Grant Proposals should be referred to:

Carol Moore Office of Management and Budget (703)838-4780 301 King Street, Room 3600 Alexandria, VA 22314	**OR**	Jack Powers Department of Human Services (703)838-0903 2525 Mt. Vernon Avenue Alexandria, VA 22314

C. NUMBER OF COPIES AND MARKING OF PROPOSALS

Applicants must provide seven (7) copies of the proposal (an original plus six copies), which are to be marked:

RFGP: FY 2002 REQUEST FOR GRANT PROPOSALS FOR THE
COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES

D. CONTRACT PERIOD

The grant period will be twelve months beginning October 1, 2001 and ending September 30, 2002. Proposals may be submitted for a two-year grant, from October 1, 2001 through September 30, 2003. See Section G, item 8 on page 3 for more information regarding multi-year funding.

E. BACKGROUND

The Community Partnership Fund for Human Services was established by the Alexandria City

Council on October 14, 1997. Under this process, the City Council annually holds a public hearing on human services priorities in the fall of each year. Following public comment on these priorities, City Council adopts broad human services priorities. During the City's annual budget process, the City Manager recommends an aggregate amount of funding available for the grant proposal process to address these priorities. Following City Council's adoption of the budget, awards to non-profit agencies are made by the City Manager on a competitive basis through this formal Request for Grant Proposal process. For FY 2002 funding, the City Manager will notify successful grant applicants in writing by the first week in June 2001, for the grant year beginning October 1, 2001 and ending September 30, 2002.

F. PROGRAM PRIORITIES

The following priorities for the Community Partnership Fund for Human Services were approved on October 24, 2000 by City Council for Fiscal Year 2002:

SOCIAL SERVICE PROGRAMS FOR YOUTH

- Activities and programs to provide positive educational, social and recreational alternatives for middle school youth and teens

SELF SUFFICIENCY

- Programs to promote self-sufficiency and independence (including but not limited to helping individuals access and maintain employment, housing and home ownership opportunities)
- Programs to aid families and individuals in crisis
- Programs directed at assisting immigrant populations to receive proper documentation and determination of citizen status or naturalization status
- Programs to promote independent living, equality of opportunity and economic self-sufficiency for persons with disabilities

PREVENTION

- Community support programs that promote family and individual stability
- Community/neighborhood programs to prevent crime, violence, social isolation and neighborhood deterioration

PROTECTION AND TREATMENT

- Programs to prevent/reduce the impact of abuse and neglect
- Programs to provide affordable treatment for health, mental health and alcohol and drug problems
- Activities to reduce threats to the public health

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G. APPLICATION REQUIREMENTS

All applicants must follow these requirements:

1. Applications must be received by 4:00 p.m. Thursday, February 15, 2001. Applications may be hand delivered or mailed to: Office of Management and Budget, 301 King Street, Room 3600, Alexandria, Virginia 22314. (Third floor of City Hall). Submission by facsimile will not be accepted. Applications received by hand delivery or by mail after 4 p.m. will not be accepted.

2. Applications must be prepared on a wordprocessor or typed (handwritten applications will not be accepted).

3. Applicants must submit an original and six (6) copies of the application package (including the required attachments). Narratives are not to exceed ten (10) single-sided pages and are to be in readable type-size (no less than 12 point font). See Attachment 1 for a checklist of items to be included.

   The enclosed application is available on a 3.5" diskette from the City of Alexandria Office of Management and Budget (703/838-4780). Please call for available formats. Large print typeface is also available upon request.

4. Only private non-profit 501 (c)(3) organizations are eligible to apply for funding.

5. Funding is to be used for the benefit of Alexandria City residents. Organizations applying for funding may be based either in the City of Alexandria or in other jurisdictions, but services must be provided to Alexandria residents.

6. Funded programs are required to be in compliance with the Americans with Disabilities Act.

7. Proposals may focus on City-wide services, any part of the City or be neighborhood-based. Proposals may be submitted for either a specific program or to support the general operations of the agency; however, all proposals will be evaluated on the basis of the responsiveness to City Council's Community Partnership Fund for Human Services program priorities. **Please note: Proposals for programs providing early childhood education and/or comprehensive services to at-risk children prenatally through age five are not eligible for the Community Partnership Fund. Contact the Department of Human Services (703/838-0875) for information about the City of Alexandria's Children's Fund for these types of proposals.**

8. Agencies may submit applications for multi-year funding. It is essential to note that any multi-year funding will be subject for City Council's approval of appropriations on an annual basis. The requests for multi-year funding must be related to the program's needs, i.e., a two-year welfare reform program where first-year efforts are related to training and the second-year efforts would be job placement and follow up. Programs that can stand alone each year will not be considered for multi-year funding. Organizations requesting multi-year funding will need to clearly demonstrate in the grant application why the program proposal

requires multi-year funding. In addition, the budget detail must be provided for both program years.

9. Agencies may submit one or more proposals. Agencies may submit joint proposals with other organizations.

10. A Pre-Proposal Conference will be held at 10:00 a.m. on Friday, December 15, 2000 at City Hall, Room 3000, 3rd Floor, 301 King Street, Alexandria, VA. The Pre-Proposal Conference will provide potential offerors an opportunity to ask questions about any aspect of this Request for Grant Proposals. Attendance is optional, but strongly encouraged. This will be the only conference held on this solicitation. Advance reservations are necessary to supply ample materials. There is no limit on the number of participants. Contact the Office of Management and Budget at (703) 838-4780 by December 8, 2000 if you plan to attend. Individuals with disabilities who require assistance or special arrangements may call the Office of Citizen Assistance at (703) 838-4800 (TTY/TDD (703) 838-5056).

If you have any questions regarding this application process, please contact Carol Moore at (703)838-4780 or Jack Powers at (703) 838-0903. To obtain general information regarding the Community Partnership Fund for Human Services, please contact Carol Moore at (703) 838-4780.

H. PROPOSAL EVALUATION CRITERIA

The City Manager will appoint a Review Committee that will review each application and make recommendations to the City Manager based on the following criteria:

General
(All proposals must meet the following criteria or they will not be considered further by the Review Committee.)

- The program proposal addresses an identified individual or community need, consistent with the Council-established Community Partnership Fund for Human Services priorities;
- The program proposal does not duplicate existing City-funded services or programs;
- The applicant will provide the supplemental information required, such as quarterly program and financial reports;
- Proposals for general support must address one of the following: organizational efficiency; program evaluation; or improved financial reporting;
- Proposals submitted for multi-year funding clearly demonstrate why a two year program effort is necessary for successful program outcomes.
- The application includes all required components, and is clear and understandable.

Assessment of Need
(25%)

- The proposal clearly identifies and documents the extent of the need in the community that the program is designed to address;
- The proposal clearly demonstrates capacity to respond to the need within the community.

Program
(25%)

- The proposal includes clear and attainable program goals;
- The proposed actions, activities and tasks are consistent with the program goals and objectives;
- The program strategies are reasonable and achievable, and the objectives are clearly defined;
- The proposal employs appropriate cooperative approaches in the delivery of services to achieve efficiencies and maximize the full breadth of services to citizens (see Section VII on page 8);
- The applicant has the ability, based on qualifications and demonstrated local experience, and the necessary resources (including a complete Board of Directors) to implement and complete the program, and/or deliver the services as proposed.

Financial/Budget
(25%)

- The applicant has demonstrated financial stability, as evidenced by an annual audit and a current year operating budget. If an audit was not completed, the applicant must submit financial statements including a balance sheet and statement of revenues and expenditures for the most recently completed fiscal year;
- The applicant plans to leverage non-City General Fund resources in support of the program proposal costs, and the proposal includes a variety of funding sources, such as foundation or other non-City grants, United Way support, or private contributions (either cash or in-kind services), including a plan for raising continuation funding if City funds are no longer available;
- The budget request is reasonable in relation to the proposed program.

Performance Measures and Outcomes
(25%)

- The program will document that services provided make a measurable difference in meeting the goals under the Community Partnership Fund;
- The program will document the progress of persons served in meeting identified desirable outcomes;
- The number of persons served and the cost per unit of service is identified and is reasonable.

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I. GENERAL REQUIREMENTS

1. Awardees may be subject to negotiations about their application as a condition of award. Areas of negotiation might include adjustments to proposed budget requests, assurance requirements to address specific State and federal requirements and compliance with all applicable federal, State and City regulations and ordinances, or changes to comply with outcome measures and reporting requirements.

2. Applicants may be asked to provide additional materials, such as references or other materials to the Review Committee as part of the application review process.

3. Funding awards will be announced in early June, 2001 for funding available October 1, 2001. Applicants awarded funding will be notified in writing.

J. PROPOSAL FORMAT AND INSTRUCTIONS

Proposals shall include the application cover sheet and should not exceed ten (10) single-sided pages for Sections I - VII. The Program Budget Justification Narrative and Program Budget and Revenues (Section V) does not count toward this page limit. All proposals shall use the following format:

I. PROGRAM GOALS

Define the community problem(s) or need(s) and the intended purpose of the proposal to address the problem(s) or need(s). Describe how this program benefits residents of Alexandria. Provide data specific to Alexandria and evidence of the relationship between the proposal, the population proposed to be served and the City Council's program funding priorities for the Community Partnership Fund for Human Services.

II. PROGRAM DESCRIPTION

Identify whether this is a new proposal or project, the continuation of an existing program, or an expansion of an existing program. If an existing program, provide a history of the program, including how it was developed, who was or will be involved in delivery of services or in support of the proposal. For new programs, identify how the concept for the project was developed, who will be involved, and start-up efforts to begin the project.

Provide an overall program description, identifying the following:

- Program title;
- Statement of program need;
- Services to be provided;
- Population served - (e.g., age, income, gender, numbers of persons, special needs, family structure);
- Specific number of persons to be served, including the specific number of Alexandrians to be served;
- Limitations on service or restrictions (e.g., only available in English, State licensure is required for provision of services, special accommodations are required for full participation by persons with disabilities, etc.);
- Geographic area being served;

- Hours of operation; and
- Eligibility for services, including how the program will verify Alexandria residency.

In this description, provide information regarding the specific program approaches to meeting needs of individuals, and the degree to which they are responsive to the significant problems or concerns in the community.

III. OUTCOMES EXPECTED TO BE ACHIEVED

Describe the specific, clear, measurable results that will be achieved as a result of this program proposal. Provide data on clients services - numbers served, cost per client served and cost per successful client outcome, as well as key demographic and workload indicators (numbers served for current projects, and projections or estimates for continuation, new and/or expansion services). Identify key success factors, as well as potential barriers to effectiveness. Provide examples of the program evaluation process to be used to determine the effectiveness of the proposal. In addition, provide a time line showing key tasks, major accomplishments and expected milestones for the proposed project.

IV. FUNDING ISSUES

Address the effect of partial funding upon the proposal. Should the project be considered for partial funding, indicate the minimum acceptable level of funding, and describe the impact to proposed outcomes under that circumstance. Identify the outcomes that could be achieved with the reduced level of funding, incorporating any limitations expected as a result of partial funding. Lastly, identify a plan for raising continuation funding if City funds are no longer available.

V. PROGRAM BUDGET JUSTIFICATION NARRATIVE AND PROGRAM BUDGET AND REVENUES FORM

Following the Program Budget and Revenues form outline, describe in this section the funding sources and other resources, including volunteer support, donations and in-kind contributions, and other support that will be available to support the proposed program. Identify future potential for additional funding and support opportunities from other non-City sources. Indicate the total funding applied for from other funding sources, if any, in support of the proposal.

Identify administrative costs. Only administrative costs directly related to the proposal are to be included within the request. Audit expenses are allowable expenses. Identify staff needed to accomplish program and job responsibilities. Indicate the percentage of time spent on the proposed program. Identify the percentage of the total budget request for the support of administrative costs.

Indicate all supervisory or overhead positions, providing percentage of time in support of project management, oversight or administrative support functions. Include as attachments relevant job descriptions which outline job responsibilities. Identify the percentage of the total budget request for the support of supervisory or overhead positions.

For multiple agency/organization proposals, identify areas of shared costs or distribution of costs among participants.

For multi-year proposals, a budget must be submitted for each year.

Provide a breakdown by category of a minimum acceptable level of funding if only partial funding is available, consistent with the dollar amount indicated on the Program Budget and Revenues form.

All applications must include a completed Program Budget and Revenues form, Attachment 2.

VI. ORGANIZATION(S) QUALIFICATIONS

Provide information on the following:

- Organization's mission
- History of organization
- Relevant related experience
- Staff capabilities

If this is a multiple agency application, describe each organization and discuss the above-listed points. In addition, provide justification regarding the benefit to the citizens, the community and to the City that will result from the implementation of this proposal as a joint application.

VII. COOPERATIVE RELATIONSHIPS AND EVIDENCE OF SUPPORT

Describe how the proposed project complements or supplements other existing resources in the community. Identify how this proposal fits into a network of service providers and ways they are connected to demonstrate the effectiveness of the proposed project. Give examples of current and past efforts, as well as those directly associated with this proposal, including partnerships or cooperative efforts with groups such as private and public organizations, agencies and schools, revitalization efforts, public safety agencies, business or civic organizations, and any other groups working cooperatively or in support of the proposed project. Written documentation where applicable should be provided identifying roles and responsibilities to acknowledge mutual agreements for participation.

REQUIRED ATTACHMENTS

- **Job Descriptions** - Attach job descriptions of any positions proposed to be funded through the Community Partnership Fund for Human Services.

- **Audited Financial Statements** - the applicant organization is required to submit its most recent audited financial statements. If an audit was not completed, the applicant must submit financial statements including a balance sheet and statement of revenues and expenditures.

- **Evidence of non-profit status** - provide one or more of the following: copies of IRS form 1099, copy of the current IRS determination letter indicating 501 (c)(3) and 509(a) tax exempt status, State Corporation Commission documentation, Articles of Incorporation or other documentation which identifies the organization's current or planned non-profit status.

- **Organization Chart(s)** - identifying Board of Directors, organization staffing, and identification of project proposed staff. Multiple charts are acceptable.

- **Organization Operating Budget** - A total organizational operating budget summary for the current year, including identification of all funding sources.

K. REPORTING REQUIREMENTS

An interim report on the status of each funded project must be submitted six months following the beginning of the award period including financial information and the status of the project.

L. PROPOSAL DUE DATE

Proposals must be received no later than 4 p.m. on Thursday, February 15, 2001, in person or by mail (no fax copies accepted) to the Office of Management and Budget, 301 King Street, Room 3600, Alexandria, VA 22314. (Third floor of City Hall). **LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.**

Attachment 1

CITY OF ALEXANDRIA

COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES
APPLICATION CHECK LIST

NARRATIVE:

- ☐ Program goals
- ☐ Program description
- ☐ Outcomes expected to be achieved
- ☐ Funding issues
- ☐ Program budget justification narrative
- ☐ Program budget and revenues form
- ☐ Organization(s) qualifications
- ☐ Cooperative relationships and evidence of support

ATTACHMENTS:

- ☐ Job descriptions of positions proposed to be funded
- ☐ Audited financial statements
- ☐ Evidence of non-profit status
- ☐ Organization charts(s)
- ☐ Organization operating budget

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CITY OF ALEXANDRIA

COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES
PROGRAM BUDGET AND REVENUES FORM

		FY 2000 Actual Income	FY 2001 Budget	FY 2002* Requested
I.	**REVENUE BUDGET**			
1.	Community Partnership Fund	$	$	$
2.	Other City Agency funding in support of this program (i.e., Children's Fund, MHMRSA contract, DHS contract, etc. Please identify source)			
3.	Other non-City cash funding:			
	Arlington County			
	Fairfax County			
	Loudoun County			
	Prince William County			
	Other local governments			
	State government (please detail)			
	Federal government (please detail)			
	Fees			
	United Way			
	Grants			
	Contributions			
	Other			
4.	In-kind contributions (Please detail)			
	TOTAL PROGRAM REVENUE	$	$	$

* If multi-year funding is proposed, please also complete for FY 2003.

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

	FY 2000 Actual Expenditures	FY 2001 Budget	FY 2002* Requested
II. EXPENDITURE BUDGET			
A. PERSONNEL COSTS			
1. Salaries (list each position and provide hourly rate, total hours annually on project)	$	$	$
2. Fringe Benefits (list all applicable line items)			
SUBTOTAL	$	$	$
B. OPERATING EXPENSES			
1. Space Rental	$	$	$
2. Postage			
3. Office Supplies			
4. Printing/Copying			
5. Consultant Services			
6. Telecommunications			
7. Training			
8. Travel			
9. Client Services (list all applicable line items)			
10. Equipment Rental			
11. Others (Itemize)			
SUBTOTAL	$	$	$
TOTAL EXPENDITURES	$	$	$

*If multi-year funding is proposed, please also complete for FY 2003.

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Attachment 3

CITY OF ALEXANDRIA

COMMUNITY PARTNERSHIP FUND FOR HUMAN SERVICES
FY 2002 APPLICATION COVER SHEET
FOR OCTOBER 1, 2001 - SEPTEMBER 30, 2002

Program Title:_____

Submitted By :_____

Address:_____

Contact Person:_____ Telephone: ( )_____

E-mail address: _____ Fax: ( ) _____

Funding Request:_____
(Amount and time period - number months, year, etc.)

Organization's total budget for FY 2000 (exclude in-kind contributions) _____
Geographic Area(s) Served:_____

Population(s) Priority(ies) being addressed:_____

Program Priority(ies) being addressed:_____

I certify that to the best of my knowledge, information regarding this proposal reflects accurate data regarding need and estimates of planned/delivered services. This proposal was considered and approved for submission by the agency Board of Directors on (date)_____

By signing this application, the undersigned offers and agrees if the proposal is accepted, to furnish items or services for which prices are quoted, subject to final negotiation and acceptance by the City of Alexandria and subsequent contract award.

Executive Director (or name of representative)_____ Date _____
(For multiple agency submissions, please submit additional sheets as necessary.)

DEADLINE FOR SUBMISSION IS FEBRUARY 15, 2001 BY 4:00 P.M.

SUBMIT TO:
City of Alexandria
Office of Management and Budget
301 King Street
Alexandria, Virginia 22314
Attention: Carol Moore

* * * * * * *Please note, all applications must be received and logged in at the* * * * * * *
office listed above by 4 p.m. 2/15/01, to be considered for this funding.

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Attachment 2

ALEXANDRIA UNITED WAY

300 North Washington Street, Suite 100, Alexandria, Virginia 22314
Tel. (703) 549-4447, FAX (703) 548-8894, Email: alexuw@uwnca.org

United Way
of the National
Capital Area

OMB
ALEXANDRIA VIR

2001 AUG 13 A

August 10, 2001

Ms. Carol Moore
Acting Director
Office of Management and Budget
P.O. Box 178
Alexandria, VA 22313

Dear Ms. Moore:

On behalf of the Alexandria United Way, thank you for the opportunity to comment on the City's priorities for the 2003 Community Partnership Fund for Human Services.

Access to Services

Three studies conducted by the United Way – the 1999 Hispanic Needs Assessment, the Research for Success by 6® Proposed Strategy, and Living from Paycheck to Paycheck: A Look at Alexandria's Working Poor – identified lack of access as a barrier to the utilization of existing services. This lack of access takes many forms including, but not limited to, lack of knowledge of services, location of services, and hours of operation. We recommend that the City incorporate in each of its priorities, a focus on making information and services more accessible to people who need them.

Programs for the Elderly

In recent months, the United Way has become increasingly concerned about the needs of the growing number of elderly in this community, particularly low-income residents. We strongly recommend that the City include in its priorities, programs for elderly that allow them to remain as independent as possible such as health and recreation activities.

Sincerely,

Patrice Linehan

Patrice Linehan
Vice Chair
Alexandria United Way

American Red Cross
Alexandria Chapter

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

August 10, 2001

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

Dear Ms. Moore,

As manager of the Alexandria Red Cross Seniors' Programs, I strongly recommend that the City Council specifically include "Social Service Programs For Low-Income Seniors" as a specific FY 2003 Community Partnership Fund for Human Services priority area.

2001 AUG 13 A 8:42
OMB
ALEXANDRIA VIRGINIA

We appreciate the opportunity to provide input to the FY 2003 Community Partnership Priorities. As you probably know, the Alexandria Red Cross is intimately involved in all of the Community Partnership priority areas that were funded for FY 2002. However, there is one very important (and often forgotten) segment of our population that was not specifically included in your FY 2002 priorities that should be included in your FY 2003 priorities – ***Senior Citizens***. This is a growing segment of Alexandria's population. Unfortunately, low-income seniors' issues are not being effectively addressed because City funds are not adequately allocated to those issues.

The Alexandria Red Cross devotes significant attention, manpower, and resources to a variety of low-income senior issues such as health and safety, social isolation, transportation, and other important quality of life concerns. We are partnering with a number of Alexandria organizations and businesses to address these issues. However, seniors' needs continue to grow more rapidly than the availability of current resources.

Consequently, by including "Social Service Programs For Low-Income Senior Citizens" as a specific priority area, additional funding and attention can be directed toward this important segment of Alexandria's population. The Alexandria Red Cross and other local non-profit organizations are ready, willing, and able to address even more of our low-income seniors' issues if additional funding were available through the FY 2003 Community Partnership program.

Respectfully,

Glenn W. White

Glenn W. White

Please support the Alexandria Red Cross in the United Way / Combined Federal Campaign by designating #8018

American Red Cross
Alexandria Chapter

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

OMB
ALEXANDRIA VIRGINIA
2001 AUG 13 A 10:39

August 9, 2001

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

Re: **Community Partnership Fund for Human Services**

Dear Ms. Moore,

The Alexandria Red Cross strongly recommends that the City Council specifically include "Social Service Programs For Low-Income Seniors" as a specific FY 2003 Community Partnership Fund for Human Services priority area.

Through our work with the city's low-income seniors, we have become increasingly aware of under-addressed needs. We have found seniors with no beds, limited resources for the purchase of basic necessities like toilet paper, and limited ability to utilize public transportation for grocery shopping and medical services.

Alexandria has become a place where seniors cannot continue to live post retirement, due to the high cost of living. We feel that seniors are best served if they can remain in their own communities. This is difficult for low-income seniors in Alexandria.

A review of the funding priorities by both the Community Partnership Fund for Human Services and the Alexandria United Way Community Services Fund indicates that more than twice as much funding is awarded for youth programs than for seniors. In FY 2002, $361,400 was awarded for youth programs while only $156,637 was awarded for senior programs. To me this indicates a priority for youth while the silent seniors are neglected. The senior population of Alexandria is growing, but low-income seniors' issues have not been made a priority. And they should be!

Thank you for the opportunity to provide input to the FY 2003 Community Partnership Priorities. We hope that the City of Alexandria will desire to be part of a Community Partnership for Older Adults and will provide a portion of the funding for a needs assessment and a planning process to deliver services to low-income senior citizens in Alexandria. To most effectively utilize any funds, an appropriate plan and strategy must be in place. The Alexandria Red Cross intends to be a full partner and we invite all public and private organizations working for the benefit of our seniors to participate in the solutions which we seek to provide long-term care to older adults in Alexandria.

Sincerely,

Julia L. Wright
Executive Director

Please support the Alexandria Red Cross in the United Way / Combined Federal Campaign by designating #8018

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EACH ONE TEACH ONE

Literacy Council of Northern Virginia, Inc.

2855 Annandale Road • Falls Church, Virginia 22042 • (703) 237-0866

July 17, 2001

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

Dear Ms. Moore,

Thank you for the opportunity to comment on the City of Alexandria's Community Partnership Priorities. We commend you for the funding process that Alexandria has developed over the last several years and appreciate your support of the Literacy Council's programs.

With regard to the partnership priorities, we ask that you consider expanding the section pertaining to services for immigrant populations under the Self Sufficient heading. We recommend that you add language that would also prioritize programs that help new immigrants develop English language and literacy skills. It has been our experience that the acquisition of these skills is essential for many individuals to become fully self sufficient and participating members of our community. It should be noted that these skills are also a necessary prerequisite to becoming a naturalized US citizen.

The demand for ESL services is substantial in Alexandria and adding such language to this section would recognize what most newcomers already know - that it is difficult to get ahead without knowing English.

Please let me know if you have any questions or would like to discuss this matter. Thank you for your consideration and support.

Sincerely,

Gregory Smith
Executive Director

OMB
ALEXANDRIA VIRGINIA
2001 JUL 23 A 9:39

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

Margaret Rockwell Pfanstiehl, Ed.D.
President

OMB
ALEXANDRIA VIRGINIA
2001 AUG 20 A 10:00

August 15, 2001

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

Dear Ms. Moore:

This is in response to your memorandum of July 11 2001, inviting the Metropolitan Washington Ear's input regarding human service priority areas to be funded by the City of Alexandria for fiscal year 2003.

As you know, the Metropolitan Washington Ear continues to provide to thousands of blind and visually impaired residents of Virginia, Maryland and the District of Columbia, the only reading and information services of its kind in the area. We feel it is vital that we be able to continue to make these unique services available to them.

Our primary source of funding comes from the area jurisdictions like Alexandria. We receive funding from other sources — private foundations, corporations, associations and individuals — but funding from these sources cannot always be counted on. That is why we strongly urge the Alexandria City Council to continue to support The Ear, as it has done in the past.

Accompanying these comments come our thanks, again, for your continued support.

We would like to share with you copies of letters from some of our grateful listeners, or their families.

Sincerely,

Margaret R. Pfanstiehl

Margaret R. Pfanstiehl, Ed.D.
President

Enclosures

35 UNIVERSITY BLVD., EAST • SILVER SPRING, MD 20901-5461
(301) 681-6636 • FAX (301) 681-5227 • EMAIL INFORMATION@WASHEAR.ORG

Carol A. Meresman

MS. Joey Patta
The Metropolitan Washington Ear
35 University Blvd, East
Silver Spring, MD 20901

Dear Joey,

My parents & I thank you so much for sending the receiver. As always, my father thoroughly enjoyed listening to the Post, Wall Street Journal, etc. Please thank all the volunteers for the wonderful work they do. It means so much.

Very truly yours,

Carol A. Meresman

Getting on your mailing list

Subject: Getting on your mailing list
Date: Wed 6 Jun 2001 06:16:26 -0400
From: "md.
To: <information@washear.org>

Hi....This is Scottie (Isabel Ann) Dalsimer, the one who doesn't know her Email address. Thanks for giving me yours. I am a devoted POST and Christian Science Monitor listener and, although I hate to admit it, I am distressed when I don't get the National Enquirer on Saturday mornings. I prefer to think that my interests are eclectic rather than prurient. Anyway, I will look forward to getting news from you. Loved the lunch at the Kenwood Country Club, though sorry I didn't get to meet more of the readers, who have really become my morning friends. Have a great week. Scottie

Robert W. Hoel
[redacted]
Roanoke, VA 24018

March 26, 2001

The Metropolitan Washington Ear, Inc.
35 University coulevard East
Silver Spring, MD 20901

Gentlemen:

Please extend my appreciation to your many capable and self sacrificing volunteers that do so much to make my life and the lives of other blind people more productive and ebjoyable.

I especially appreciate the reading of Carol Rosen. Her reading moves right along and is always perfectly clear.

The long time dedication of many of your readers is an inspiration to us all.

Eclosed is a small check in appreciation.

Sincerely.

Robert W. Hoel

Robert W. Hoel

Thank you! Thank you!
Thank you!
A great service
Blanche Levenberg
(~~New address on reverse~~)
~~next page~~

31

4/4/0

3-19-01

Washington Eye Volunteers,

My husband and I are both legally blind and have great difficulty reading print. Your time and efforts have made it possible for us to stay both informed and entertained for many years.

We have been enabled by you to read and comprehend issues which greatly affect our daily lives, and we are extremely grateful for your service and generosity to the Washington Eye.

Sincerely,
Carla and Anthony Conte

The Metropolitan Washington Ear Inc
35 University Blvd East
Silver Spring MD 20901

January 24, 2001

Enclosed you will find Serial Number [redacted], PIN Number [redacted] radio.

I personally picked up the radio for my "father" who was declared legally blind. I was so excited to give him this "gift" because I knew he would just love it.

I picked it up on 12/22/00 and Dad went into the hospital that evening. To date he has not returned home and it does not look like he will. Because this is such a wonderful service provided to the impaired, I am returning this radio to you in the hopes that someone else can use it.

If we are fortunate enough to bring Dad home, I will again contact you so that we may try this again later.

This is truly a wonderful service that you provide and I have told numerous individuals about this opportunity. I have a friend who is paralyzed and I will contact the family to see if this is something Mrs. Brett would like.

Thank you again for the radio and a "hats off" to all your volunteers who read for the radio. It's organizations like this that make me proud to be living in Montgomery County.

Sincerely,

Linda B Jones

Linda B Jones
(for Brooke Allan Willis)

RAY SCHERER

Dear Ear,

Mr Scherer died July 1.

Thank you so much for all of your kind help.

As a journalist, he was obsessed with the news and you facilitated so greatly his being able to continue to be up-to-the-minute.

You are a marvelous service.

Yours truly,

Barbara Scher

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