

EXHIBIT NO. 1

City of Alexandria, Virginia

11
3-13-01

MEMORANDUM

DATE: MARCH 1, 2001

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: CONSIDERATION OF FUNDING ALLOCATION FOR ALEXANDRIA CHRISTMAS IN APRIL PROGRAM

ISSUE: Consideration of an allocation of Housing Trust Fund monies to Alexandria Christmas in April, to assist in the rehabilitation of eleven homes owned by low- and moderate-income City residents.

RECOMMENDATION: That the City Council approve the request from Alexandria Christmas in April (see Attachment I) for \$33,000 for the purchase of supplies and materials for the rehabilitation of eleven homes owned by low- and moderate-income households, and authorize the use of Housing Trust Fund monies for this purpose.

DISCUSSION: The Office of Housing received a request for funding from the Alexandria Christmas in April Program for \$33,000, in response to a notice of availability of funding which closed on December 15, 2000. Christmas in April is an annual one-day home repair program for income-eligible City owner-occupants, which uses volunteer labor to complete repairs at no cost to the homeowner. The requested funds will be used to complete rehabilitation activities at eleven City residences owned by low- or moderate-income individuals. The Affordable Housing Advisory Committee (AHAC) unanimously approved the recommendation for funding of this activity using Housing Trust Fund monies at its meeting of February 1, 2001.

In FY 2000, \$7,000 in Community Development Block Grant (CDBG) funds were allocated to assist Christmas in April in rehabilitating four homes. Office of Housing staff completed an on-site monitoring review of this program in September 2000, and found that the program was successfully implemented and that all funds were expended in accordance with the executed grant agreement and relevant federal regulations. The increase in funds requested over the prior year's funding reflects the organization's intent to assist households with the most significant home repair needs, with a primary focus on roof repairs.

While this program is an eligible activity under the federal CDBG and HOME programs, Office of Housing staff identified significant constraints in the use of federal funds for this activity, most notably in relation to environmental review documentation and the time frame for implementation of the program. The use of non-federal funds for this project will also enable the project to be expedited without creating the need for an amendment to the City's FY 2001 One-Year-Action Plan for Housing and Community Development. For these reasons, staff recommends the use of Housing Trust Fund monies for this purpose, rather than federal CDBG or HOME Program monies.

FISCAL IMPACT: Allocation of \$33,000 from the Housing Trust Fund.

STAFF:

Mildrilyn Stephens Davis, Director, Office of Housing
Robert E. Mulderig, Deputy Director, Office of Housing
Shane Cochran, Program Implementation Division Chief, Office of Housing

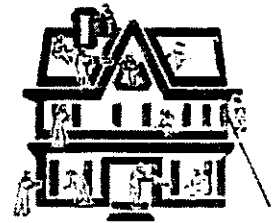
ATTACHMENT:

- I. Alexandria Christmas in April Request for Funding - December 15, 2000.

Alexandria Christmas In April

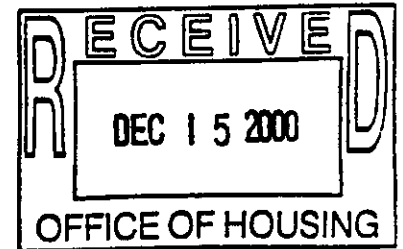
2210 Mount Vernon Avenue
Alexandria, Virginia 22301

Phone: (703) 836 1021
Fax: (703) 683 1793
www.alexchristmasinapril.org



December 15, 2000

City of Alexandria
Office Of Housing
City Hall
301 King Street
Alexandria, VA 22314



From: Eileen Ahern, Executive Director

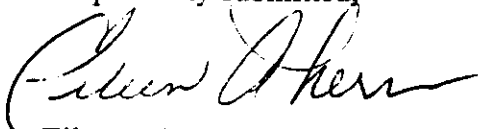
Enclosed please find the Alexandria Christmas in April grant proposal requesting funding for use in housing and community development activities. Our proposal reflects the City's Consolidated Plan for Housing and Community Development because our program directly benefits low and moderate income families as well as the elderly population we serve.

We are requesting \$33,000 which will be used toward the purchase of supplies and materials for National Rebuilding Day, April 28, 2001. These funds will be supplemented by the countless volunteer hours and private contributions. For every dollar Alexandria Christmas in April raises, ninety five cents goes directly to home repair efforts.

Should you have any questions or need any additional information please contact me at:
Alexandria Christmas in April
2210 Mount Vernon Avenue
Alexandria, VA 22301

Phone: 703/836-1021
Fax: 703/683-1793

Respectfully submitted,


Eileen Ahern

**APPLICATION FOR FUNDING FOR HOUSING
AND COMMUNITY DEVELOPMENT ACTIVITIES**

CITY OF ALEXANDRIA OFFICE ON HOUSING

I. Project Description

Provide a detailed description of the proposed project. Identify the project type (such as rental, homeownership, rehabilitation), location, the short and long term goals of the proposed project, and the target population being served.

The Alexandria Christmas in April (ACIA) program renovates and repairs the homes of elderly, disabled, and low-income homeowners who reside in the City of Alexandria. Our mission is to help those in need to maintain their safety, security, and independence. Eligible homeowners are those who are unable to take care of the work themselves—financially and physically. The program's goal is to keep these homeowners in their homes. Notice of our application process is distributed city-wide to ensure maximum participation, however, the majority of our applicants are in the designated target areas of Potomac East and West and Strawberry Hill.

Each year the Board of Directors determines the number of houses to be repaired after accounting for donations received and total funds available. Our goal each year is to raise the necessary money to assist all deserving applicants. With funds received from this grant we would purchase supplies and materials needed to repair leaking roofs and the damage they cause to the interior of the homes. Based on our recent experience, the average cost to repair a roof is \$2,000 and the average cost of materials and supplies for interior repair is \$1,000.

Describe the type of housing or service to be provided through the proposed project. Indicate the number of units and unit sizes to be provided. If a homeownership project is proposed, indicate the proposed sale prices. If a rental project, describe the number of affordable units and the proposed monthly rents for each unit.

For the 14th year in a row, on April 29, 2000, more than 1,000 volunteers renovated and repaired 45 homes and 10 non-profit organizations' facilities. Repairs and renovations included such items as new flooring, guardrails, handicapped ramps and roofs. We repaired plumbing, heating and electrical problems painted damaged walls and ceilings, installed doors, weather stripping, and smoke detectors.

Over the past 14 years of service to Alexandria homeowners, we have learned that some of our biggest challenges are accomplishing roof and home repairs to correct leaking roofs and water damage. Last year, ACIA replaced or repaired eleven roofs. However, we were unable in all cases to also repair the damage (in some cases extensive) caused by these leaks. This year we have already received requests from six homeowners to repair their roofs and the subsequent damage to their homes.

II. Project Budget

Provide a detailed description of the proposed financing for the project which identifies other funding sources to be used, including any in-kind contributions to be made available for the proposed project. Identify specifically how City funds will be used (such as pre-development, construction, homeownership or rent assistance).

We request a grant of \$33,000.00 from the City of Alexandria to purchase supplies and materials needed to repair leaking roofs and the damage caused to the interior of the homes. Based on our recent experience, the average cost to repair a roof is \$2,000 and the average cost of materials and supplies for interior repair is \$1,000. (\$3,000 per home x 11 homes = \$33,000)

Our funding cycle runs from April through March. By March of each year we are able to assess how many homes we can actually repair based on sponsorships and grant funds received. Although we have been fortunate to enjoy an increasing trend of volunteer participation and homeowners assisted, we are still unable to help all of the applicants every year. There are always more requests for assistance by homeowners than there are financial resources available. We currently have no loans or debts outstanding. The strength of ACIA lies in its volunteers. With only one part-time employee, this grassroots organization thrives because of a strong commitment on the part of the Board of Directors and the individual volunteers who give so generously of their time. The volunteers include the teams who renovate the houses, the skilled professionals who act as team leaders, and the volunteer members of the Board of Directors who solicit donations. Alexandria Christmas in April is a grassroots organization supported by a variety of business, civic groups, churches, and individuals, as well as United Way. All believe in helping their less fortunate neighbors. A few of our current local sponsors are Colonial Parking, Washington Gas, Christ Church, St. Mary's Catholic Church, and Temple Beth El. Because of our strong community support ninety-five cents out of every \$1.00 raised goes directly to home repair efforts.

III. Project Schedule

Indicate the proposed schedule for completion of the project.

In **September** ACIA begins reviewing applications, inspecting homes, meeting with civic groups, raising funds, and recruiting volunteers. Our timeline for the next six months is as follows:

January—house previews (ongoing); begin to send acceptance or rejection letters; pay insurance premium required for volunteers and homeowners; recruit volunteers (ongoing); solicit sponsorship (ongoing); outreach to nonprofits(ongoing); recruit skilled house captains and team leaders(ongoing); order smoke detectors from the fire department; order first aid kits from the hospital.

February—final house decisions made; background checks on homeowners; set up buy nights and make arrangements with Home Depot; order sponsorship signs.

March—liaison with Home Depot; fire/police arrangements made; skilled tradesmen assigned; make group assignments; volunteer release forms and homeowner release forms are prepared; purchase and distribute cleaning supplies; hold house captains' meeting.

April—final confirmations to homeowners; team leaders meeting; hold buy nights at Home Depot to purchase supplies and materials for all confirmed home sites; arrange for and coordinate delivery of materials to homes; distribute waivers to all volunteers and homeowners.

April 28, 2001—National Rebuilding Day

May/June—evaluate program; assess results and improvements; thank volunteers and sponsors; complete accounting and finalize all program execution reports.

IV. Organizational Structure and Capacity

Describe your organization and provide a brief summary of your experience working in the City of Alexandria. Describe the mission or purpose of your organization and a summary of existing projects or programs developed or administered by the organization. Include copies of your organization's last two independently audited balance sheets statements and operating budgets.

Alexandria Christmas in April is a 501(c)(3) non profit organization dedicated to renovating and repairing the homes of elderly, disabled and low-income homeowners in need, in order to help them maintain their safety, security, and independence. ACIA was founded in 1986. We are part of a nationwide program providing home repairs one day per year on the last Saturday in April. ACIA was the first affiliate to be founded. There are now more than 250 affiliates nationwide. For the first National Rebuilding Day, held in April 1987, 10 homes and 2 shelters were repaired. Since that time teams of volunteers have provided home repairs that allow homeowners to stay safely in their homes.

The 1999 Community Needs Report by the United Way of the Nation's Capital Area lists the three greatest needs for the elderly in the City of Alexandria. The second item listed states that "service that encourages community involvement and permit the elderly to remain in their own homes for as long as possible needs to be encouraged and expanded." Alexandria Christmas in April fulfills that need. Our typical client is an elderly female, living alone, on a fixed income under \$12,000, with health problems. An eligible homeowner is one who is unable to take care of the work themselves. Our Board of Directors screens applicants and selects qualified homeowners based on need and on work that can be accomplished by our corps of volunteers.

With only one paid staff person, ACIA relies heavily on volunteer support to main the success of the program. ACIA has a fifteen member volunteer Board of Directors, a paid part-time Executive Director and incredible volunteer involvement. Last year over 1,000 volunteers participated in National Rebuilding Day 2000.