



Robert Pierre Johnson Housing Development Corporation

Celebrating over 30 years of service to the community!

www.rpjhousing.org CFC #77965 United Way #8178

Dear Friend:

Thank you for your interest in RPJ Housing and its Rebuilding Together program. Our aim is to preserve and revitalize houses and communities, assuring that low-income homeowner's, particularly the elderly and disabled and families with children, live in warmth, safety, and independence.

Since 1988 the Robert Pierre Johnson Housing Development Corporation (RPJ Housing), a local non-profit organization, has been managing the Rebuilding Together program in Arlington and Fairfax Counties and in the Cities of Falls Church and Fairfax. To date we have rehabbed 1,613 homes owned by low-income homeowners and group homes/shelters operated by non-profit agencies by mobilizing more than 56,000 community volunteers.

RPJ Housing is committed to helping local community residents who have worked hard to own their own homes but whose failing health or fixed income does not allow them to cover the high costs of home repair. Many live in homes that were built more than 50 years ago. Simple repair problems (left unattended due to lack of resources) escalate in to larger problems that expose homeowners and their families to health and safety risks. The need is great, but we can make a difference!

Applicants are referred by social service agencies, Agency on Aging, Code Enforcement, congregations, civic groups, friends, neighbors and the homeowner themselves. Program candidates must own and live in the home being repaired, intend to remain in the home for more than two years and their household income must meet HUD "Low-Income" Guidelines.

The basic concept of Rebuilding Together is a one-day work blitz to repair the owner-occupied homes of low-income, elderly, and disabled citizens at no cost to the occupants. The majority of the work is done by thousands of volunteers on the last Saturday or Sunday in April (April 24 & April 25 2010), and money is raised in the community to cover the program costs and purchase the needed materials.

Work performed by volunteers may include: minor plumbing and electrical; carpentry; exterior/interior painting; ceiling, wall, floor, window and door repairs; removal of debris; roof repairs & general yard work. In order to increase the homeowner's ease of use, safety, security and independence, an emphasis is placed on accessibility and safety modifications to accommodate low-income homeowners who are elderly and/or disabled. Modifications include installation of grab bars, railings, ramps, door and faucet lever handles, non-glare lights, non-skid strips on steps and adjustable height shower heads.

It takes a tremendous amount of work and support from the community to make this program a reality. Since the repair services and materials are free to the recipient, the program relies on the generosity of individuals, businesses, congregations and community groups to volunteer their time and to make financial and in-kind contributions.

**Executive, Development
and Property Management**

8 West Nelson Ave., Suite B-1
Alexandria, VA 22301
Phone 703.549.7170
Fax 703.549.7175

**Finance and Volunteer
Home Repair Headquarters**

2666 Military Road
Arlington, VA 22207
Phone 703.528.5606
Fax 703.351.9754

**Property Management
Field Site**

343 Kendrick Lane, #18
Front Royal, VA 22630
Phone 540.635.3043
Fax 540.635.9669

**Volunteer Home Repair
Winchester Branch**

P.O. Box 2470
Winchester, VA 22604
Phone 540.888.9367
Fax 540.888.9367



We offer several ways for you to get involved. Groups wishing to work on a home repair project donate up to \$2,500 and are matched to a project based upon the size and skill level of their group. (Please note that volunteers must be at least 14 years of age to work on a Rebuilding Together project). Each work crew is also asked to designate at least one team leader who is knowledgeable and skillful in the home improvement field and is responsible for planning and managing a safe and quality project that will be a meaningful and enjoyable experience for volunteers and homeowners. We are also asking for the team to designate a safety coordinator and a trash coordinator.

All new team leaders must attend a Project Training which provides an overview of how to coordinate a home repair project in early February. An invitation with all the details will be mailed the first part of the year to those who express an interest. All team leaders will be provided with information on their assigned project at the House Captain's in early March.

If you are unable to volunteer your time to help, please consider making a financial contribution or donating materials, services or store credits. All donations are important and will aid us in repairing 50-60 homes in Northern Virginia in 2010.

For your convenience, please read through the Rebuilding Together Sponsorship Brochure and Agreement form. Please complete the form and return it to RPJ Housing by January 22, 2010.

If you have any questions, please feel free to contact me at (703) 528-5606 ext 16 or via e-mail at pattik@rpjhousing.org.

Sincerely,



Patricia (Dennis) Klein
Deputy Director



2010 SPONSORSHIP AGREEMENT

Arlington * Fairfax * Falls Church

1 SPONSOR INFORMATION – Home Sponsors complete all parts of this section. Other sponsors provide name and contact information of donor only.

Sponsoring Organization/Donor:	Phone No:	
Address:	Fax No.:	
	E-mail:	
	House Captain (Primary Contact)	Secondary Contact
Name		
Address (indicate business or home)		
Home Phone		
Work Phone		
Cell Phone		
E-mail		
	Safety Coordinator	Trash Coordinator
Name		
Address (indicate business or home)		
Phone		
E-mail		

2 SPONSORSHIP LEVEL - All sponsors are recognized in RPJ Housing’s annual report, newsletter and website.

HOME SPONSORSHIP with VOLUNTEERISM

All Home Sponsors provide: A House Captain skilled in home repairs and project coordination; safety and trash coordinators. **All Home Sponsors receive:** A site that matches team’s skill level, insurance, t-shirts, training, technical assistance, smoke/CO detectors, port-a-john and/or dumpster (if required).

Amount	<input type="checkbox"/>	T-Shirt & Home Repair Sponsor - \$3,500. Sponsor provides 20-40 volunteers. Sponsor receives the materials needed to make repairs. Sponsor’s logo is placed on 1,700 t-shirts worn by volunteers.
\$	<input type="checkbox"/>	Home Repair Sponsor - \$2,500. Sponsor provides 20--40 volunteers. Sponsor receives the materials needed to make repairs.
	<input type="checkbox"/>	Home Partner Sponsor - \$1,250. Sponsor provides 10-15 volunteers. Sponsor receives the materials needed to make repairs. Sponsor works with another group or on a smaller project.
	<input type="checkbox"/>	Adopt-A-Home Sponsor - \$ 550. Sponsor provides 20-40 volunteers. Sponsor is responsible for purchasing all materials.

SPONSORSHIP AND IN-KIND DONATIONS

Amount	<input type="checkbox"/>	T-Shirt Sponsor - \$1,000. Sponsor’s logo is placed on 1,700 t-shirts worn by volunteers.
\$	<input type="checkbox"/>	Good Neighbor Sponsor - \$500 - \$5,000. Can’t provide the volunteer labor, but want to help defray the cost of building materials and program costs. Donate \$1,000 or more and get your company logo on the back of 1,700 t-shirts.
	<input type="checkbox"/>	In-Kind Donations – Donate materials or professional services to improve a home. Donate \$1,000 or more in services/materials and get your company logo on the back of 1,700 t-shirts. Indicate the type of donation _____

PAYMENT INFORMATION (payments should be made no later than April 15, 2010):
 Please specify the total amount of your pledge \$_____ and anticipated date for payment _____.
Please make checks payable to RPJ Housing.
RPJ Housing is a 501(c) (3) non-profit organization and contributions are tax-deductible.

SPONSORS/DONORS

All sponsors/donors will be recognized in
RPJ Housing's annual report, newsletter and website.

HOME SPONSORS WITH VOLUNTEERS

are provided with a site matching team's skills; insurance; training; technical assistance;
t-shirts; signs; trash bags; smoke/CO detectors; port-a-john & dumpster if required.

T-Shirt & Home Repair Sponsor \$3,500

Sponsor provides 20-40 volunteers.

Sponsor receives the materials needed to make repairs.

Sponsor's logo is placed on 1,700 t-shirts worn by volunteers.

Home Repair Sponsor \$2,500

Sponsor provides 20-40 volunteers.

Sponsor receives the materials needed to make repairs.

Home Partner Sponsor \$1,250

Sponsor provides 10-15 volunteers.

Sponsor works with another group or on a small project.

Sponsor receives the materials needed to make repairs.

Adopt-a-Home Sponsor \$550

Sponsor provides 20-40 volunteers.

Sponsor is responsible for purchasing all materials.

SPONSORS AND IN-KIND DONATIONS

T-Shirt Sponsor \$1,000

Sponsor's logo is placed on 1,700 t-shirts worn by volunteers,
homeowners and supporters.

Good Neighbor Sponsor \$500 - \$5,000

Can't provide the volunteer labor, but want to help defray the cost
of building materials or program costs. Donate \$1,000 or more and
get your company logo on the back of 1,700 t-shirts.

In-Kind Donations

Donate materials or professional services. Donate \$1,000 or more
in services/materials and get your logo on the back of 1,700 t-shirts.

SPONSOR BROCHURE



*Arlington * Fairfax * Falls Church*

Project Work Dates

★ Saturday – April 24, 2010★

★ Sunday – April 25, 2010★

*Rebuilding Together Arlington * Fairfax * Falls Church
is a program of RPJ Housing.*

RPJ HOUSING

2666 Military Road, Arlington, VA 22207

Phone: (703) 528-5606 (ext 16) Fax: (703) 351-9754

E-mail: pattik@rpjhousing.org

Website: www.rpjhousing.org

SPONSORSHIP AGREEMENT FORM

Complete the attached 2010 Sponsorship Agreement form and return it to RPJ Housing no later than January 22, 2010. Home Sponsors providing volunteers must provide information for all sections, however may forward Sections 3 and 4 at a later date if still gathering that information. All other sponsors need to only complete Section 1 (sponsor name and contact information) and Section 2. Forms received after the due date will be considered on a first come first served basis. Sponsorship payment does not have to accompany the form, but should be paid by April 15, 2010.

Section 1: Sponsor Information:

1. Provide the sponsor name as you want it to appear in our literature and for all listings.
2. List all primary and secondary contacts in this section. It is important that this information be as complete as possible so that your team can be given timely notifications of training sessions and meetings.
3. Identify persons to be responsible for safety on the project and trash disposal and provide contact information.

Section 2: Sponsorship Level

1. Check the box next to the desired sponsorship level and indicate the amount. Please indicate the amount and date of payment.
2. Appropriate sponsors should forward camera-ready art work for t-shirts by March 1st.

Section 3: Preferences

1. We will do our best to match your team up with an appropriate project based upon preferences indicated.
2. Describe the type of home and repairs that most suit your team's capabilities and interests. This information enhances our ability to find the best match. However, we cannot guarantee the location.

Section 4: Skill Level

1. It is important to note that typical projects can accommodate 20-40 people. Groups may have to work on the project in shifts to avoid a crowded, unsafe worksite.

WHAT HOME SPONSORS WITH VOLUNTEERS CAN EXPECT

RESPONSIBILITIES OF HOME SPONSORS WITH VOLUNTEERS

1. Select a sponsorship category that is appropriate to your level of participation.
2. Provide a volunteer team.
3. Provide a skilled House Captain and Co-Captain to plan the work scope, organize the volunteers and supervise the workday.
4. Provide persons to coordinate project safety and trash disposal.

RESPONSIBILITIES OF HOUSE CAPTAINS AND COORDINATORS:

1. New House Captains and key volunteers attend Project Training on February 3rd to learn how to organize a project.
2. Safety and Trash Coordinators will be responsible for overseeing these specific project areas and will receive training from RPJ Housing.
3. All House Captains attend a mandatory House Captain's meeting on March 3rd to receive the team's house assignment.
4. Meet with the homeowner to determine scope of work; assure that homeowner completes all documentation and serve as the primary liaison with the homeowner.
5. Plan and organize project and tasks for team members.
6. Order and pick up supplies and materials.
7. Oversee and supervise project work day and follow-up activities.
8. Provide RPJ Housing with all required documentation.

RESPONSIBILITIES OF RPJ HOUSING:

1. Identify and select qualified homeowners.
2. Provide training, training materials and technical assistance.
3. Provide initial work scope and homeowner information.
4. Provide t-shirts, insurance, smoke/CO detectors, port-a-john, dumpster, trash bags and signage.
5. Provide materials and/or process for acquiring materials for work projects (this excludes Adopt-A-Home sponsors).