

CITY OF ALEXANDRIA
HOUSING OPPORTUNITIES FUNDS APPLICATION

Project Narrative

Habitat for Humanity of Northern Virginia (HfHNV) purchased 1107 Princess Street, Alexandria, Va. in December 2013 from a previous HfHNV homeowner. The homeowner relocated out of the area in order to escape an abusive domestic situation. HfHNV will renovate the property and offer it for sale to a low to moderate income first time home buyer.

1107 Princess Street is a 1,188 sq ft townhome located in the Parker Gray District in the City of Alexandria. The home was originally built in 1999 by Habitat for Humanity of Northern Virginia (HfHNV) – it met all zoning and regulatory laws at the time of construction. The home is two stories with 3 bedrooms and 1 bath – no basement. It is a wood frame structure with wood siding and an EPDM roof.

The home has many deferred maintenance repairs that need to be addressed before HfHNV can sell the property to another first time home buyer within the 30%-80% AMI. Water damage is apparent in several areas of the house, drywall on walls and ceiling will need to be repaired and/or replaced. Damage to structure or substructure is not apparent but will need to be addressed and rectified if uncovered. Walls throughout the house will need to be sanded and skim coated to remove existing undetermined surface treatment. Mechanical systems are not in working condition and have reached the end of their life cycle; HVAC, water heater and kitchen appliances will need to be replaced.

HfHNV builds and renovates to EarthCraft standards. We typically conduct an energy audit/blower door testing for renovations and upgrade as needed to meet certification requirements wherever possible. All new appliances and mechanical systems installed are Energy Star certified.

The exterior of the building also has apparent moisture damage; siding will need to be repaired and/or replaced. The condition of the sheathing is undetermined at this time; once the siding is removed the sheathing will be assessed. Several of the windows have broken seals and will need to be replaced – screens are missing or need repair.

The storm water facility in the rear of this lot is also in disrepair and not functioning. The facility will need to be re-installed per the original approved 1999 plans or HfHNV will need to pay a fee-in-lieu of the repairs. HfHNV has assessed the situation in consultation with the City of Alexandria, Transportation & Environmental Services, and Office of Environmental Quality and will likely pay the fee-in-lieu.

Site Control/Land Use/Zoning

1107 Princess Street is currently owned by Habitat for Humanity of Northern Virginia, it was purchased in December 2013. The property is in the City of Alexandria within the Parker Gray Historic District and is currently zoned RB - medium density residential - single-family, two-family and townhouse dwellings are permitted. No zoning change request is required.

Several of the repairs and material replacements are on the exterior of the building; HfHNV will follow the Design Guidelines for the Parker Gray District and apply for a Certificate of Appropriateness from the Board of Architectural Review where applicable.

Project Target Population

HfHNV strives to serve families by providing them with simple, decent, affordable homes for purchase. Most Habitat families have at least one child, with many having three to four children. All interested applicants must meet the following initial criteria: 1) Have lived in Northern Virginia (Fairfax, Arlington, Alexandria, Falls Church, or Fairfax City) for at least one year prior to application; 2) Currently be living in either substandard or inadequate housing. This may include overcrowded or unsafe living conditions; 3) Be willing to partner with HfHNV in the building or rehabilitation of their home and/or other HfHNV homes; 4) Earn 35% – 80% of the area median income; and 5) Have adequate income to pay a 30-year mortgage with a minimal down payment. Families are carefully selected by the HfHNV Families Selection Committee on the basis of their need, willingness to partner and provide sweat equity, rental history, adequate credit score, clean criminal background, and ability to pay the mortgage.

The family selected for this home will undergo the same rigorous selection process as described above. Since the residence is currently uninhabited, there will be no displacement or relocation of residents.

Developer Experience

Habitat for Humanity of Northern Virginia, established in 1990, is an affiliate of Habitat for Humanity International. HfHNV works to build, educate, advocate, and fundraise within the Northern Virginia community and beyond to eliminate substandard housing and help make affordable housing a reality for families in need. It is our mission to draw together the time, talent, and resources of the community to build decent, affordable housing for all people in need in Northern Virginia. Habitat's unique approach to affordable homeownership relies on owner sweat equity, donor generosity, volunteer labor, and an interest-free, 30-year mortgage.

HfHNV provides homeownership opportunities by constructing or rehabilitating single-family homes and multifamily communities - town homes and condominiums. For economy of scale and to meet the greater need in the community, HfHNV prefers to build multifamily communities when possible. To date HfHNV has constructed 82 new units and renovated 4 units for purchase, housing more than 358 people.

HfHNV also participates in the Neighborhood Stabilization Program – a government program that provides funding to purchase and rehabilitate foreclosed and distressed properties. These homes are renovated and repaired by skilled Habitat volunteers, and families are identified through the HfHNV selection process. To date, HfHNV has renovated 6 town homes in Fairfax County through the NSP program.

In addition to opportunities for first time home buyers, HfHNV also provides assistance to existing homeowners through *A Brush with Kindness*. *A Brush with Kindness* is a HfHNV program dedicated to preserving the vibrant character of neighborhoods in Northern Virginia by assisting low income families with exterior home repairs. Low-income homeowners impacted by age, disability or family circumstances often struggle to maintain the exterior of their homes. A Brush with Kindness helps these homeowners revitalize their homes and improve the look of their communities. Since we implemented the program in 2011 we have worked on 25 homes.

HfHNV has 11 office employees including construction staff and AmeriCorps Interns. The following are summaries of the staff experience for those personnel overseeing areas most closely related to the rehabilitation of 1107 Princess Street.

Development Staff Experience

Reverend Dr. Jon Smoot has been the Executive Director of HfHNV since 2012. Prior to joining HfHNV, Jon served as Senior Pastor and Interim Senior Pastor for Presbyterian Churches in Virginia, Maryland, Wisconsin, Pennsylvania, and Scotland. Jon serves on the Board of Directors for the Northern Virginia Affordable Housing Alliance, as well as Affordable Housing Opportunity Means Everyone (AHOME). He also serves on the Fairfax County Affordable Housing Advisory Committee. Throughout Jon's church and community leadership, he has worked to help each organization to envision its future and mission, to leave behind outgrown programs and policies, and to move into the future of an organization able to put heart and hands into the work of outreach to those suffering economically or financially in its community. In his pastorate in Wisconsin, Jon's church partnered with another church to raise \$500,000 to assist Habitat-Dane County in funding and building an 18 unit townhome project in Madison. Most recently, at Falls Church Presbyterian Church, Jon was instrumental in the creation and development of the "Welcome Table," offering a free home-cooked meal to under-served or homeless men, women and families, which now serves well over 200 guests. Jon learned the building trade during high school and college-break summers working for a contractor in Baltimore, and continues to augment his building skills by remodeling and renovating every home in which he has lived – which is both a hobby and a form of relaxation. Jon holds a Master of Divinity (M.Div.) degree, as well as a Ph.D. in Theology. He is married to Mary Hobbie, a retired Senior Executive Service federal manager and litigator. Jon and Mary have 4 children and a son-in-law. Their home is in Alexandria, VA.

Noemi B. Riveira joined HfHNV in the fall of 2008. She is the Project Manager for HfHNV and is responsible for identifying and managing the implementation of HfHNV affordable housing development projects and pipeline. As Project Manager she is involved in every aspect of predevelopment for all HfHNV construction projects; site acquisition, due diligence, planning and the preconstruction process for new construction and rehabilitation projects. She specifically focuses on identifying and analyzing potential project sites, project scope, working with donors, developers, the design team, and the subcontractor community to maximize constructability while minimizing project cost. Her work involves being an integral part of the HfHNV team throughout the development process and construction phases. Ms. Riveira has a broad and extensive experience in the field of architecture. Prior to joining HfHNV she enjoyed working at several architectural firms in the Washington D.C. Metropolitan area and specialized in design and construction/contract documents of residential, institutional and commercial

projects. Ms. Riveira has a Bachelors of Architecture from the University of Miami at Coral Gables, Fl. And is an alumna of the Urban Land Institute Regional Land Use Leadership Institute - Class of 2013. She is a member of the Urban Land Institute, ULI Women's Leadership Initiative, Congress for New Urbanism and the US Green Building Council. She was born in Habana, Cuba and now resides in Arlington, Va. with her husband Arturo and their three children.

Romana Sanchez, M.A, Director of Construction, manages all active construction projects for Habitat for Humanity of Northern Virginia including the building of new homes and renovations to existing homes. In addition, she also manages the *A Brush With Kindness* program which assists qualified homeowners with exterior home maintenance and repair projects. Ms Sanchez actively works in the field directing construction, supervising the volunteer workforce, coordinating sub-contractors and insuring that all building supplies, materials and equipment are on site for the each build day. Ms Sanchez has over twenty-five years of practice in the field of architecture. Prior to joining Habitat for Humanity of Northern Virginia in September 2011 she was a founding principal of Sanchez Palmer Architects in Alexandria, Virginia and specialized in the design, contract documents and construction administration of residential, religious and commercial commissions. Ms Sanchez obtained her BA in Architecture and Masters of Architecture from the University of New Mexico and is a Registered Architect.

Peter Larson, Director of Development, Manages the Development and Communications functions of Habitat for Humanity of Northern Virginia. He joined HfHNV in December of 2012. Peter graduated from the University of California, Santa Barbara, with a BA in Political Science. He moved to the DC area in 1992, and worked on Capitol Hill for eight years before leaving Capitol Hill to work at a lobbying firm specializing in state and local government and public transportation issues. For the past twelve+ years he has specialized in fundraising and special event work for various local and national non-profit organizations. He lives in Falls Church with his partner Bob, their son Heath, and their dog Guinness.

Erica Painter is the Volunteer Manager for Habitat for Humanity of Northern Virginia. As Volunteer Manager Ms. Painter's primary responsibility is to recruit, engage, and plan volunteer days for both Habitat for Humanity's construction site and two Habitat for Humanity ReStore locations. Ms. Painter works two days in the field helping to coordinate and engage volunteers on the construction site and spends three administrative days per week in the office. She also manages and supports the affiliate's AmeriCorps program. Ms. Painter has several years of Volunteer Management experience. She began her career with Habitat for Humanity working as the Volunteer Coordinator for Habitat for Humanity Bay-Waveland in Mississippi following Hurricane Katrina. Prior to joining Habitat for Humanity of Northern Virginia in August 2013 she was a Career Coach for Lord Fairfax Community College in Middletown, VA. Ms. Painter has a BA in Communications from the University of Tennessee.

Rocha and Company, PC, provides financial and accounting consulting and oversight services to Habitat NOVA. Rocha's wide range of experience enables the company to serve as a full service accounting firm with the ability to meet the numerous needs of the businesses and agencies. Their management team has successfully supported local, national and large international projects.

Please see attachments for a copy of the key staff resumes and a list of properties built or renovated by HfHNV.

Organizational Structure and Capacity

Habitat for Humanity of Northern Virginia was founded in 1990 by a group of housing advocates concerned about the lack of affordable housing in northern Virginia and is a self-supporting, independent 501(c)3, affiliated with Habitat for Humanity International. Our mission is to build simple, decent, and affordable housing for qualified, lower income families. Headquartered in Arlington, Virginia, HfHNV builds homes in Arlington and Fairfax counties, as well as the cities of Alexandria, Falls Church, and Fairfax. To date, HfHNV has facilitated the dream of homeownership for 82 low-income families. There are currently over 350 individuals living in these homes, including over 200 children. The families eligible to purchase our homes earn between \$37,400 and \$68,500 per year, well below the annual median income in northern Virginia (\$107,000 for a family of four).

In 2004, HfHNV opened its first ReStore in Alexandria, Virginia; ReStore is a resale business that sells new and used building materials and home improvement items to the public at 50% to 90% below retail prices. All materials are donated by local businesses, building contractors, suppliers, and individuals. ReStore income has climbed steadily each year, providing unrestricted support for HfHNV's housing projects. In 2008, our ReStore was named Best Retail Business of the Year by the Alexandria Chamber of Commerce. Due to the success of the Alexandria ReStore, HfHNV opened its second ReStore in Chantilly, Virginia, in September 2009.

In June 2013, HfHNV broke ground on our newest project—a single family home in Falls Church, Virginia. The six-member family selected to purchase this home have been living in a two-bedroom apartment since they came to the United States after escaping a violent Sudan in 2002. Now, along with their four daughters (ages 7, 5, 3 and 2), the family has been helping to build their new home in Falls Church, along with more than 1500 HfHNV volunteers.

In 2013 & 2014 HfHNV renovated 2 NSP properties in Fairfax County. And in addition, HfHNV was awarded CDBG funds from the city of Falls Church to rehabilitate homes of low income individuals. Our construction team used this money to rehabilitate a historic home in Falls Church that is now a transitional home for homeless women and their children.

The organization also recently purchased three parcels of land, two in Fairfax County and another in the City of Alexandria. The Fairfax County parcels will yield two single-family homes. Construction is expected to begin in the summer of 2014. The property in the City of Alexandria will yield four townhomes and is in the very early stages of pre development. Several other building projects are being discussed with community partners and potential funders. It is expected that by 2016, HfHNV will be building multiple-family communities in Arlington and Fairfax County and the City of Alexandria.

HfHNV is headed by an Executive Director; the Reverend Jon Smoot, PhD. Senior staff includes a Director of Development, Director of Construction, and two ReStore Managers. Program staff includes a Project Manager, Outreach Manager and Volunteer Manager. There is a total of 11 staff, 10 of which are full-time and 1 of which is part-time. HfHNV also participates in the AmeriCorps program, and currently has a Resource Development VISTA, Construction Systems Improvement VISTA, and a Construction National Direct member.

The HfHNV Board of Directors works closely with our Executive Director to provide oversight and leadership to the affiliate. Our Board of Directors considers and decides on future projects, creates and approves policy, reviews affiliate and ReStore finances, and thinks strategically about the future direction of our affiliate. All members of the board serve on a committee. The work performed in our committees is used by the board to guide their decision-making and assist them in evaluating the success of our programs, operations, and systems. The board is comprised of the following committees: Executive; Finance; Families; Faith Relations; Marketing and Development; ReStore; Women Build; Nominating; and Land Subcommittee. Several committees, including the Families, ReStore, and Marketing and Development Committees contribute to the day-to-day activities in a truly meaningful way.

HfHNV's Board treasurer is exceptionally involved in the financial processes and budgeting of the affiliate. The current Board treasurer is a licensed CPA with an abundance of nonprofit experience. Financial reports are reviewed monthly by the entire Board of Directors and each year's budget is reviewed and approved by the full Board. The Finance Committee, consisting of Board members, staff, the contracted CPA, as well as non-associated community members, meets monthly to review all financial processes, status, challenges, and future outlook.

The Board of Directors is comprised of the following committees:

- **Executive Committee:** Responsible for oversight of all board activity and executive decision-making.
- **Finance Committee:** Responsible for oversight of the affiliate budget, income and expenditures.
- **Families Committee:** Responsible for providing HfHNV homeowners and prospective homeowners with a mutual support system, educational opportunities and a forum for discussions to help break the cycle of poverty. Also responsible for drafting and updating the selection criteria, recruiting and selection of applicants as prospective homeowners.

- **Faith Relations Committee:** Oversees the relationship of HfHNV with the faith communities in the affiliate’s footprint.
- **Marketing and Development Committee:** Responsible for coordinating the raising of funds needed to conduct the business of the affiliate.
- **ReStore Committee:** Responsible for overseeing the operations of the Alexandria and Chantilly ReStores.
- **Women Build Committee:** Responsible for fundraising and planning events centered around Women Build Week which is held the first week of May annually. The committee will also advertise and recruit volunteers for the construction days.
- **Nominating Committee:** Responsible for recruiting and selecting new board members for nomination to the sitting board.
- **Land Committee:** Responsible for assessing and identifying properties for the affiliate in cooperation with the Project Manager. Members also assist with the due diligence process when a property is identified and makes recommendations to the Board. This committee meets as needed.

Project Budget

Habitat for Humanity of Northern Virginia is requesting \$50,000 from the City of Alexandria to assist with the rehabilitation of 1107 Princess Street. These funds will allow HfHNV to make needed repairs and systems replacement and maintain the property as affordable housing. HfHNV purchased the property for \$147,541. The renovation costs are estimated to be \$61,304

The project will remain affordable homeownership to a family earning up to 80% of the area medium income using FY2014 HUD income limits for the Northern Virginia area

HfHNV uses volunteer labor whenever possible to reduce construction and rehabilitation costs. The total estimated volunteer man hours required to complete this rehabilitation are shown below.

Total 3,888 man-hours (36 build days- 6 hrs/day x 18 volunteers) @ \$19.51/hr = \$74,688

HfHNV has monetary commitments as follows: from

McLean Interfaith	\$5,000
Women’s Build	\$1,000
ABWK	\$5,000

Total Committed Funds from HfHNV and partners **\$85,688**

Habitat for Humanity of Northern Virginia will continue to seek GIK for materials and partner with community members to supplement the funds.

Attachment provides a detailed project cost estimate and photos of the existing conditions. We have also included contractor proposals for major mechanical systems.

Project Schedule

The following represents a timeline for the rehabilitation of 1107 Princess Street.

December 2013	Acquired Property
February 2014	Assessment of current property conditions
March 2014	Contractor proposals sought for major systems
May 2014	Removal of interior finishes and cabinetry by HfHNV Women Build Volunteers
June 2014	Application for Certificate of Appropriateness
June-July 2014	Begin Rehabilitation
July-August 2014	Subcontractor Work
September 2014	Exterior Work
November 2014	Complete rehabilitation

Enclosed with this letter and application are the requested documents attached via email, including:

1. Location map
2. Property Closing Settlement
3. Articles of Incorporation
4. Certificate of Good Standing
5. Three years of HfHNV audited financial statements
6. Current financial statements
7. Resumes of key staff & board members
8. List of HfHNV Properties
9. Project cost estimate
10. Photographs of Existing Conditions
11. Subcontractor bids
12. Board of Directors' Resolution
13. Executed Disclosure and Certification statement

