



Community Lodgings

"Celebrating 25 Years of Opening Doors to Independence"

Helen S. McIlvaine
Acting Director
Office of Housing
421 King Street, Suite 200
Alexandria, VA 22311

Dear Helen,

On behalf of Community Lodgings I am requesting a loan up to \$300,000 from the City of Alexandria to renovate 607 Notabene Drive, Alexandria, Virginia 22305. We have engaged HomeAid in assisting with underwriting some of the renovation cost. In addition to HomeAid we will be applying for a grant with Bank of American and TD Bank to support the additional renovation cost.

We would like to begin renovation late summer, we have deferred some needed repairs on the building pending renovation. This target date is contingent on funding.

We look forward to working with you on another successful project. As always, we are grateful for your assistance.

If you have any questions or need any additional information please don't hesitate to contact me at (703) 549-4407.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lynn Thomas", is written over the word "Sincerely,".

Lynn Thomas
Executive Director

Project Description

Community Lodgings seeks a loan up to \$300,000 from the City of Alexandria to fund the rehabilitation of 607 Notabene Drive, a building of six Affordable Housing apartments and a Family Learning Center. The project would include a full renovation of the 10,446 square foot building, which was built in 1940. Since it was initially constructed, periodic updates and improvements have been made to keep the building up to code, but to continue serving families in this community, it is necessary to complete a full renovation of the deteriorating residences, beginning as soon as funding is secured. This building is across the street from the building that houses Community Lodgings' transitional housing families, which was rehabbed in 2012 – 2013. It is also located two blocks from another three affordable housing buildings, at which the administrative offices are located. The renovation plan for the six building units include: new windows, door. HVAC system replacement, electrical and plumbing upgrade, new roof, bathroom and kitchen upgrades (including new appliances, fixtures, cabinets and new flooring.

From 2000 to 2010, Alexandria had a decrease of approximately 6,051 market affordable rental units because of increases in rents. This project will address the critical need to rehabilitate six units to preserve Affordable Housing for an underserved population in Alexandria, many who have fled domestic violence or are chronically homeless. Community Lodgings will continue to provide decent housing options to these low-income families, who are vital to Alexandria's economic sustainability as many are employed in local businesses.

To fulfill our mission, Community Lodgings operates 44 affordable housing units, of which six are dedicated to homeless families. In addition to transitional and affordable housing, we operate three Family Learning Centers. The centers are key resources for families and children in the community. Our comprehensive services for at-risk families and children are under one roof, and are directed at assisting individuals who are often affected by instability and low-income.

According to Alexandria Housing Development Corporation, "Alexandria has lost over more than half of its affordable units in the past ten years". While the area median income (as determined annually by HUD) rose from \$82,800 to \$103,500 (a total of 25%) between 2000 and 2010, within the City monthly fair market rental housing costs for a two bedroom apartment grew from \$1,034 to \$1,624 (a total of 57%) during the same period, while the average assessed value of a residential condominium (including cooperatives) Introduction 3 increased from \$106,875 in 2000 to \$269,695 on 2010 (152%), after peaking in 2006 at \$364,286.

In a October 2011 study produced by George Mason University's Center for Regional Analysis, more than 1 million new jobs will be created in the Washington, DC area during the Plan period. For Alexandria to be competitive in participating in the regional economic growth anticipated, the City must dramatically increase the housing supply it has available. At least half of the jobs will be filled by a workforce with incomes in the 60% AMI range. Community Lodgings has and will work hard to continue to provide affordable housing to citizen of Alexandria.

The average household size in Alexandria is just over 2 persons, the supply of housing available locally (much of which was built post WWII to accommodate a growing but transient workforce) has perhaps shaped the city's demographic profile and limited options: of approximately 31,000 multifamily rental units, 47% have 1 bedroom, 36% have 2 bedrooms, efficiencies comprise 10%, and 3 or more bedroom units are 7%. Across all income levels, Alexandria lacks a sufficient supply of 3 or more bedroom units, a net need of nearly 5,000 3 bedroom units has been identified. Households with incomes at or below 30% AMI are underserved in all rental unit sizes; for households at 50, 60 or 80% AMI, there is unmet need in varying housing sizes, depending on income level.

Site Control/Land Use/Zoning

Community Lodgings as the owner of the building has 100% site control. The building is located in an area which is zoned for housing. Rehabilitating the building will have a positive impact on the community.

Project Target Population

According to the Partnership to Prevent and End Homelessness in the City of Alexandria the availability of affordable housing has long been recognized as a significant problem for low-income families, the working poor, and the homeless population in the community.

This project will address the critical need to rehabilitate six units to preserve Affordable Housing for an underserved population in Alexandria, many have fled domestic violence or have experienced homelessness. Community Lodgings will continue to provide decent housing options to low-income families, who are vital to Alexandria's economic sustainability as many are employed in local businesses.

To qualify for the affordable housing, individuals or families must be identified as low-income, which Community Lodgings defines as 60% of the area median income. A majority of the families participate in Medicaid and the Food Stamp program.

Project Budget

See Attached

Project Schedule

The project is proposed to start August 2015 - November 2015. During the renovation current tenants will be offered the opportunity to relocate to The New Brookside Apartments which is less than a .25 for their current residence. Relocation of the current residents will be done in accordance with the City of Alexandria.

Development Experience/Project Team

Community Lodgings has been a leading nonprofit in Alexandria since 1987, providing housing and supportive services to homeless families transitioning to self-sufficiency and low-income families living in affordable housing units.

In fall 2012, Community Lodgings broke ground on rehabilitation of ten units that provides transitional housing for homeless families. The renovations lasted through spring 2013, a project that was fully administered by Community Lodgings' staff.

Lynn Thomas, Executive Director, has over 27 years of experience managing housing programs for nonprofit, for-profit (private) and governmental organizations. Ms. Thomas will work closely with the contractor and construction team to ensure that the renovation project is in full compliance with all applicable state and county building code regulations and completed within the project timeline and budget.

Erika Orozco, Property Manager, has 20 years of work experience, the past two which have been at Community Lodgings, managing the 42 units. She qualifies tenants, checks references, enforces regulations for the tenants and ensures all maintenance requests are fulfilled and the buildings comply with building regulations. She will serve as an advisor to the project with knowledge of the property and building codes.

Karina Wiggs, Director of Operations, is a senior level finance professional with over 14 years of experience in all aspects of financial control and operations.

Erik Lopez, Building Engineer, has 10 years of experience specializing in home maintenance and repair, working on projects including plumbing, painting and light renovations and construction. He knows Community Lodgings' properties after many years with the organization so will advise on questions about the building during the project.

Barry Roman, Board Member, has over 35 years of experience specializing in commercial modular structures in remote locations. Will provide project oversight and guidance.

Organizational Structure and Capacity

In 1987 Community Lodgings was founded by eight Alexandria churches and subsequently purchased five apartment buildings in the Arlandria community of Alexandria, where we provide affordable housing for 34 low-income families and serve up to 12 homeless families a year in Transition in Place Housing.

To further support our mission to empower families to self-sufficiency, we opened the Fifer Family Learning Center in 1998. It was expanded in 2002 to include a Youth Education Program, which provides afterschool services for at-risk children both in our transitional housing

and throughout our community. Intensive, individualized academic and behavioral support is provided four days a week along with workshops and support to the parents.

In fall 2013, Community Lodgings is expanding its educational program into two new sites, The New Brookside Apartments and Brent Place Apartments. Each location will provide space for our programs and the opportunity to educate, counsel, and support the most vulnerable families and their children in Alexandria. All program components are targeted to eliminating the cycle of poverty, but our philosophy is that education is the ‘ticket out’. This expansion will allow us to serve more families in need and help their children succeed in school. With trusted bilingual staff, and increased variety of growing programs and services, Community Lodgings is Alexandria’s best resource for self-help and life improvement. Through our Transitional and Family Learning Center Programs – all within walking distance of the community – we will touch over 200 lives per week.

Our philosophy is that education is the ticket out of poverty; therefore our programs educate both adults and children in an effort to break the cycle of poverty.

**Community Lodgings
607 Notabene Drive
Rehab_Project_Budget**

Revenue Sources	Amt	Remarks
City of Alexandria	\$300,000	Pending
Home-Aid	\$250,000	Pending
TD Bank	\$100,000	Pending
Bank of America	\$100,000	Pending
JP Morgan	\$50,000	Pending
Community Lodgings Operating Reserve	\$35,000	Pending
Total Revenue	\$835,000	

Expenses	Amt	Remarks
Pre-Development Cost	\$47,000	
Relocation Cost	\$50,000	
Demolition	\$90,000	
Concrete	\$7,000	
Brick	\$9,000	
Brick Flashing	\$15,000	
Rough Lumber	\$4,000	
Rough Carpentry	\$8,500	
Roofing	\$22,000	
Exterior Trim/Gutters	\$9,000	
Exterior Doors	\$16,000	Estimate
Windows	\$35,000	Estimate
Stair Rail	\$7,000	
Plumbing	\$45,000	
HVAC	\$60,000	
Electric	\$50,000	Estimate
Electric Fixtures	\$7,500	
Insulation	\$4,000	
Drywall	\$20,000	
Paint Exterior	\$10,000	
Paint Interior	\$15,000	
Hardwood Floor	\$35,000	Hardwood in BR's and LR's
Ceramic Tile	\$15,000	Tile in Kitchens and Baths
Cabinets	\$16,000	Pending Final Cabinet Selection
Countertops	\$21,600	Countertops; granite
Interior Doors and Trim	\$35,000	
Hardware	\$5,500	
Appliances	\$12,000	Whirpool Black
Construction Cleaning	\$4,000	Progress cleaning and final cleaning
Landscaping	\$7,000	TBD Based on Final Design
Dumpsters	\$25,000	Estimate based on \$350/pull
Contingency	\$29,000	
GC Management Cost	\$98,900	12% Management Fee
Total Expenses	\$835,000	

Subject Photographs



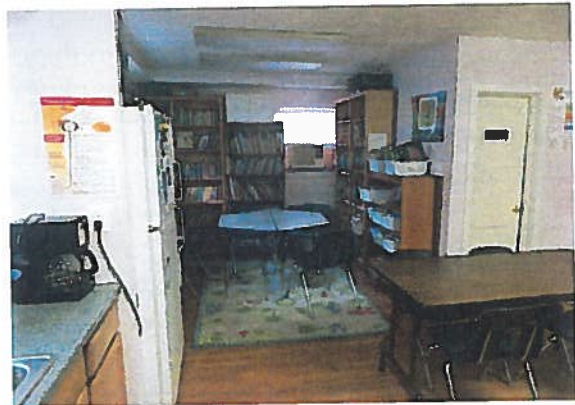
Front View



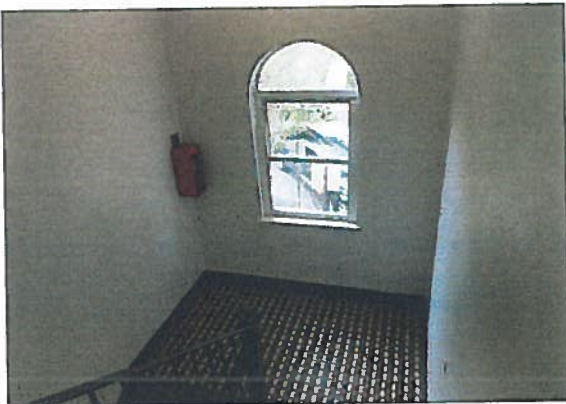
Common Area - First Floor



Community Center - First Floor



Community Center - First Floor



Stairwell



Typical Kitchen



Typical Bathroom



Typical Living Area