

## Introduction

Affordable housing is among the City's highest priorities. Applicants are encouraged to contact the Office of Housing as early as the pre-concept stage of their projects to discuss opportunities to enhance housing affordability and to incorporate affordable rental and/or for-sale units on site.

## Overview

Pursuant to the City of Alexandria's **Procedures Regarding Affordable Housing Contributions**, applicants must submit an Affordable Housing Plan (AHP) describing their housing contribution if their projects propose to:

1. Make a housing contribution in the form of affordable housing units (whether required or voluntary);
2. Convert affordable units into a monetary contribution of equivalent value pursuant to Section 7-700; and/or
3. Locate affordable units of equivalent value off site pursuant to Section 7-700.

## Review Process

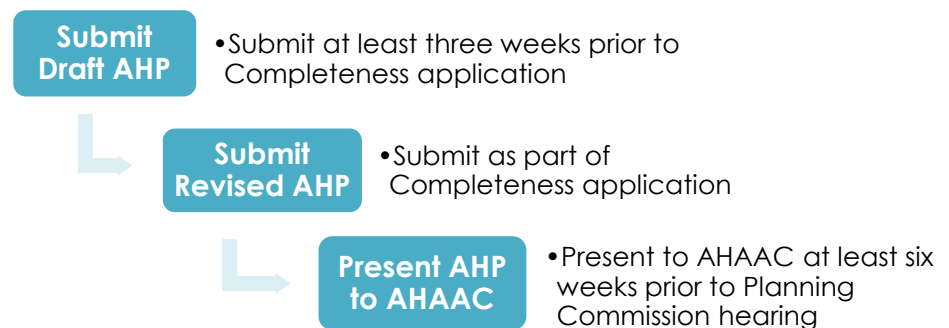
The review process will depend on whether the proposed project impacts existing on-site Committed Affordable Units (CAUs) as defined by the Zoning Ordinance.

### I. Projects that do not impact existing on-site CAUs

The applicant should provide a draft AHP to the Office of Housing at least three weeks prior to the submission of a Completeness application. Following staff review, a revised AHP should be submitted as part of the Completeness application.

Please note that during this process, outreach and review may be requested by other commissions, including the Landlord-Tenant Relations Board, Commission on Aging, and/or Commission on Persons with Disabilities.

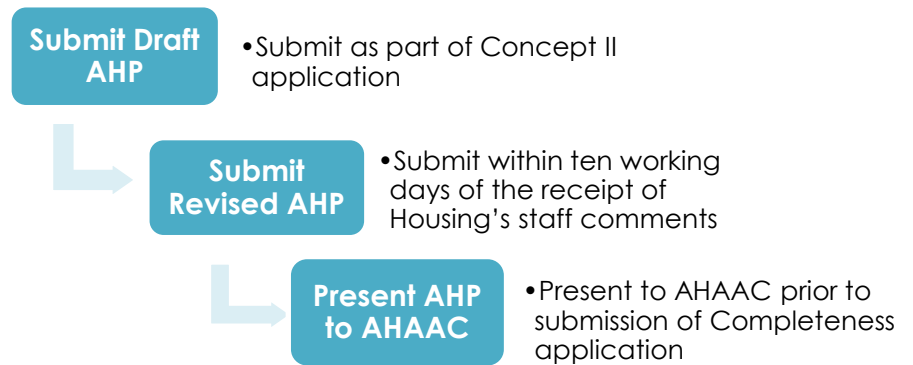
The applicant should present a revised AHP to the Alexandria Housing Affordability Advisory Committee (AHAAC) at least six weeks prior to the project's scheduled hearing before the Planning Commission.



AHAAC typically meets on the first Thursday of each month with the exception of the months of July and August. AHAAC's monthly agenda is coordinated by the Office of Housing. For more information, please contact Tamara Jovovic, Housing Planner, at 703-746-3097.

## II. Projects that impact existing on-site CAUs

The applicant should include a draft AHP with the Concept II application. (Applicants are encouraged to consult with the Office of Housing as they develop their draft AHPs and are welcome to submit preliminary versions in advance of their Concept II applications.) A revised AHP should be submitted within ten working days of the receipt of the Office of Housing's comments.



Please note that during this process, outreach and review may be requested by other commissions, including the Landlord-Tenant Relations Board, Commission on Aging, and Commission on Persons with Disabilities.

The applicant should present a revised AHP to AHAAC prior to the submission of their Completeness application. *Should substantive questions or concerns remain following the presentation, the applicant may be requested to meet with AHAAC on one or more occasions prior to the project's scheduled public hearing before Planning Commission.*

### Review Criteria

Where applicable, an AHP is reviewed based on criteria including, but not limited to:

1. Consistency with the principles and goals of the Housing Master Plan;
2. Consistency with its relevant small area plan, *including the South Patrick Street Housing Affordability Strategy*;
3. Commitment and ability to replace impacted CAUs at their original levels and terms of affordability;
4. Commitment and ability to provide CAUs that meet the housing needs of existing eligible resident households and are responsive to local housing demand;
5. The equivalency of proposed conversions of on-site CAUs into monetary contributions to the Housing Trust Fund; and
6. The equivalency of proposed off-siting of CAUs.

### Amendment Process

Changes to an approved AHP that modify the phasing, number, type, size (number of bedrooms), location, and/or level and length of affordability of proposed CAUs require the submission of an amendment to the approved AHP. Following staff review, the applicant must present the amendments to AHAAC for feedback prior to consideration by the City Manager.

## Structure

Each AHP should, at a minimum and as applicable, contain the components listed below.

1. An overview of the project, to include:
  - 1.1 Its name, address, and application number;
  - 1.2 A brief description of the proposed development program;
  - 1.3 Requested zoning changes or waivers; and
  - 1.4 A brief discussion on how the affordable housing goals and recommendations of its applicable small area plan are being addressed by the AHP.
2. The number, type (rental/for-sale), size (number of bedrooms), level of affordability (percent of area median income), location, and length and terms of affordability of existing CAUs being demolished as part of redevelopment;
3. The status of tenant engagement efforts;
4. The status of tenant relocation planning efforts and outreach to the Landlord-Tenant Relations Board;
5. The number, type (rental/for-sale), size (number of bedrooms), level of affordability (percent of area median income), location, and length and terms of affordability of proposed CAUs;
6. A description of existing and proposed affordable housing financing agreements with third parties (including the Department of Housing and Urban Development);
7. An equivalency analysis that compares the value and location of CAUs proposed to be provided off-site to that of CAUs constructed on-site;
8. A description of how proposed CAUs will be incorporated into the overall project to create a successful mixed-income community, including whether CAU residents will have access to amenities available to residents of market-rate rental units;
9. Information on proposed phasing and implications such phasing would have on the delivery of proposed CAUs;
10. Information on contributions proposed to be made to the Housing Trust Fund;
11. An estimate of the types and number of jobs to be created by mixed-use projects (for informational purposes only); and
12. Other information the applicant deems relevant to the AHP.

Projects that are in or are pursuing a rezoning to the Residential Multifamily Zone (RMF) must develop a Tenant Assistance and Relocation Plan consistent with the Tenant Assistance and Relocation Policy for the RMF Zone. Projects outside of this Zone that impact existing committed affordable units or other market-rate residential units must comply with relevant federal and state statutes (if any) and should comply with the City's Housing Relocation Assistance Policy.

Tenant Assistance and Relocation Plans are subject to the review of the Landlord-Tenant Relations Board (LTRB) which reports to City Council on legislation and policy involving landlord-tenant relations. The LTRB typically meets on the first Wednesday of each month. For more information, please contact Melodie Seau, Division Chief for Landlord-Tenant Relations at the Office of Housing, at 703-746-4990.