

ALEXANDRIA COMMUNITY SERVICES BOARD

BOARD POLICY #13

- I. **SUBJECT:** Alexandria Community Services Board Housing Policy
- II. **PURPOSE:** To define the intention of the Board with regard to housing support for persons with mental illness, mental retardation and who are recovering from substance abuse.
- III. **STATEMENT OF POLICY:** The Alexandria Community Services Board seeks to provide housing opportunities for its residents with mental illness, mental retardation and those who are recovering from substance abuse in order that they may live successfully in the community and share in the benefits of the community. The board seeks to obtain and offer a variety of forms of supported housing which may be required for persons with mental illness, mental retardation and who are recovering from substance abuse in a manner which enhances the person's ability to function effectively in the community. The policy seeks to balance the value of openness and public awareness of Board actions with the protection of the rights of persons with disabilities to live and work without discrimination. Board owned or controlled housing should be located throughout the City.

The Board will administer its housing programs in a manner which contributes to the well being and safety of the residents and the greater community. The Board seeks community acceptance of its efforts.

IV. **PROCEDURES:**

A. **Ongoing Activities:**

1. **Housing Plan:** The Board shall periodically develop a housing plan which identifies the highest priority housing needs and offers a proposed means by which these housing needs can be met. This plan shall identify the type of housing and preferred general locations in a manner consistent with the intent and requirements of the Fair Housing Act. This plan shall be part of the Board's plan of services. Prior to the presentation of the plan to City Council, the Board shall circulate its plan to the major civic associations within the City and provide an opportunity to receive input to the plan.

2. **Community Education Plan:** When the Board circulates its Housing Plan to the major civic associations within the City (See IV.A.1), it will offer to conduct a presentation on Board programs and services, as well as the Housing Plan, to any civic group making such a request. The Board will also offer such a presentation annually when distributing the Board Plan of Services (see IV.A.4). Representatives of the Board, as well as Department staff, will be available to respond to any civic group or interested party making a request for a presentation.

3. **Annual Public Hearing:** The Board will solicit input into its plan of services at least annually. The request shall solicit comment on the Board's Housing Plan.
4. **Plan of Services:** The Board shall distribute the Council approved plan of service annually to Civic Associations, City libraries and other interested parties.
5. **Funding:** The Board will seek funding and commence direct planning for housing upon approval of the housing plan by City Council.

B. Siting Policy: The Board's Siting Policy includes two aspects of the siting process: (1) financial and physical criteria that must be met by the intended housing, and (2) the basis for location of the housing within the City.

1. Financial and Physical Criteria for Board Housing:

Housing to be owned by or controlled by the Board shall meet the following criteria:

- a. Affordability
- b. Reasonably convenient to transportation, employment, food, pharmacy, shopping and recreation
- c. Suitable size for intended use
- d. Adequate ceiling heights, windows, room sizes to meet regulatory requirements and normal standards of comfort
- e. Reasonably modified for handicapped accessibility where required
- f. Permits practical installation for sprinklers (for group homes only)
- g. Purchase price shall be confirmed by independent appraisal
- h. Readily conforms to applicable building codes
- i. Resultant building changes improve or do not detract from community appearance
- j. Location reasonably safe or does not present exceptional risk
- k. Best "fit" of properties currently available

2. Basis for Locating Board Housing:

Housing to be owned or controlled by the Board must be located in accordance with the following:

- a. The Board uses eight Board Housing Planning Areas which are based on a combination of the Small Area Plans used by the City's Department of Planning and Community Development.
- b. Board policy requires that Board owned and operated housing be located throughout the City. Every attempt is made to place new Board owned and operated housing in Areas with the lowest proportion of existing special needs housing.
- c. Condominium purchases shall be limited to the number of units

shown in the table below in non-CSB-owned developments.

Number of Units in Development	Number of CSB Units Limited To:
Less than 50	2
51-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
401-450	10
451-500	11
More than 500	2.5%

- d. If appropriate housing is not available in an Area that is designated as having the lowest proportion of special needs housing, the Board may search other Areas, beginning with the Area having the next lowest proportion of special needs housing and so on.
- e. If affordable housing is not available in an Area with the lowest proportion of special needs housing, the Board may either: (i) request additional funds from City Council to purchase or lease appropriate housing in that area, or (ii) seek housing in the Area with the next lowest proportion of special needs housing.

C. Community Notification and Communication Procedures for Group Homes:

Once a site is selected and a binding contract negotiated, the Board will notify by mail City Council, the affected Civic Association and the immediate neighbors within two working days. The notification shall consist of a statement of the intended use, notice of an opportunity for community meeting to be held within two weeks of notification and identification of who to call for additional information.

When requested by Civic Associations or others groups, the Board will respond to questions relating to the project in an open way. Information which may relate to pending negotiations, legal matters, client identities and other related matters shall not be disclosed.

The Board will have assembled, prior to the contract, the following packet of information which shall be available upon request:

1. List of all Board controlled or owned group homes
2. List of all houses considered
3. List of criteria used to select home
4. Proposed house rules
5. Staffing plan
6. Resident eligibility criteria
7. Plan for Neighborhood Advisory Committee
8. Summary of literature on impact of group homes
9. Fair Housing Act information

The Board will also identify a group of Board members responsible for communication with the community.

D. Neighborhood Advisory Committee:

The Board will participate in a neighborhood advisory committee consisting of Board members, program staff and interested community members to coordinate information about the start up and operation of the group home to ensure a successful program for the residents and community.

Adopted: 11/7/96
Revised: 09/10/98
04/06/00
09/14/00
11/06/03
3/3/05

Mary Riley, Chair