

ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE

DATE: OCTOBER 6, 2016

LOCATION: ROOM 2000 - CITY HALL

AGENDA

1. Introductions and Chair remarks (Chair) 7:00 p.m.
2. Consideration of September 1, 2016 meeting minutes (Chair) 7:05 p.m.
Action Requested: Review and Approve Minutes
3. Consideration of Ramsey Homes Affordable Housing Plan and Loan Application 7:10 p.m.
(Helen McIlvaine/Roy Priest)
Action Requested: Review and Vote on AHP and Loan Application
4. FY 2018 Budget Civic Engagement (Helen McIlvaine/Chair) 7:35 p.m.
5. North Potomac Yard Update (Jon Frederick) 7:45 p.m.
6. Eisenhower West/Landmark Van Dorn Implementation Update (Bill Harris) 8:00 p.m.
7. Alexandria Redevelopment and Housing Authority Update (Carter Flemming) 8:05 p.m.
8. Alexandria Housing Development Corporation Update (Jon Frederick) 8:15 p.m.
9. Information Items: 8:25 p.m.
Financial Reports (Eric Keeler)
10. Staff Updates 8:30 p.m.
11. Announcements and Upcoming Housing Meetings (Staff) 8:45 p.m.
North Potomac Yard Small Area Plan Update
Advisory Group Meeting on Open Space and Sustainability—October 17, 2016, 7:00-9:00 p.m.,
Station at Potomac Yard, Community Room

Advisory Group Meeting on Affordable Housing and Introduction to Transportation,
November 21, 2016, 7:00-9:00 p.m., tbd

Old Town North Small Area Plan
Advisory Group Meeting—September 29, 2016, 6:00-9:00 p.m., City Hall, Sister Cities
Conference Room, Room 1101

FY2018 Budget
Initial Civic Engagement Meeting—October 13, 2016, 7:30 p.m., Patrick Henry Elementary School,
Cafeteria
12. Other 8:50 p.m.
Topics of interest for future meetings
- Adjournment (Chair) 9:00 p.m.

AFFORDABLE HOUSING ADVISORY COMMITTEE MINUTES

City Hall Room 2000 | September 1, 2016

	Members Present	Members Absent	Staff
1		Michael Butler (excused)	Tamara Jovovic, Housing Analyst
2		Katharine Dixon (excused)	Eric Keeler, Division Chief
3	Carter Flemming		
4		Jon Frederick (excused)	
5	Stephen Hales		
6	Bill Harris		
7	Robyn Konkel, Chair		
8	Michelle Krocker		
9	Jessica Lurz*		
10	Helen McIlvaine*		
11		Joe Ouellette (excused)	
12	Peter-Anthony Pappas		
13	Mary Parker (m)		
14		Yasin Seddiq (excused)	
15		David Taylor (excused)	
16		Eric Weiss	
17		Marian Wiggins	
18	Paul Zurawski		
19	vacant		
20	vacant		
21	vacant		
	Guests	Affiliation	Email
1	David Cristeal	Arlington County	
2	Vincent Rogers	Fairfax County	
3	Hossein Malayeri	Fairfax County	
4	Andrew Strickland	Legal Services of Northern Virginia	

*non-voting

(m) – took minutes during fiscal year

The meeting was called to order by the Chair, Robyn Konkel, at 7:00 pm. Mary Parker agreed to take minutes.

1. Chair Remarks (Chair)

R. Konkel briefed the Committee on the August Boards and Commissions meeting noting that an update on the City's Strategic Plan and on the state of Women and Girls in Alexandria had been provided.

2. Consideration of June 2, 2016 Minutes (Robyn Konkel)

C. Flemming made a motion to approve the minutes, and M. Krockner seconded the motion. The minutes were approved unanimously.

3. Affordable housing policy in Arlington and Fairfax Counties (Panel)

Representatives from Arlington and Fairfax Counties were invited to present information on their respective planning and funding tools to help preserve and create affordable housing. *(Their presentations are posted on the Office of Housing's website.)*

David Cristeal, the Housing Director for Arlington County's Department of Housing and Community, discussed Arlington's planning tools to help create affordable housing for households earning 40% to 80% of the Area Median Income (AMI) and housing grants for very low-income tenants earning 20% to 40% AMI. He stressed that the lack of housing affordability is a regional problem.

- The County's Zoning Ordinance provides a "special exception option" or incentive-based zoning to secure a monetary contribution or affordable units (typically for 30 years at 60% AMI) for developments with a floor area ratio (FAR) above 1.0.
- Additional affordable units and monetary contributions are negotiated as part of approved density bonuses.
- The Columbia Pike Form Based Code requires 20% to 35% of net new units to be affordable to households earning 60% AMI.
- The County also administers through the Department of Human Services rental subsidies for very-low income, elderly and disabled individuals. Funding for the program fluctuates as it is allocated through the annual budget process. The majority of recipients (approximately 1,300 in FY17) live in income-restricted units. The program does not have a waitlist.
- The County directly administers its allocation of 1,425 HCVs.

Vincent Rogers and Hossein Malayeri spoke on behalf of Fairfax County. The County has a 30,000 rental unit gap and a projected need for an additional 50,000 rental units over the next 15 years. Affordable housing has been identified as being critical important to the County's competitiveness.

The Fairfax County Redevelopment and Housing Authority (FCRHA) acts as the local housing finance agency and manages the Fairfax County Rental Program, Housing Choice Voucher Program, and public housing. The Fairfax County Department of Housing and Community Development administers all FCRHA programs and HOME and CDBG and other local housing programs. Close to 20,000 people live in FCRHA housing/subsidized units.

The County developed a [Housing Blueprint](#) to identify housing goals and prioritize resources. In FY 2017, Fairfax County is anticipated to leverage \$19.5 million in local funds with \$94.5 million from federal and other sources.

As part of its Bridging Affordability approach, the County provides 2-3 years of rental subsidies to households on DHCD's waiting lists, homeless households, and

persons with disabilities. Run by nonprofit organizations under contract, the program also provides services to help households achieve greater self-sufficiency.

The speakers also noted that the County has had significant production of new affordable units by private developers via inclusionary zoning policies; that it has submitted an application to convert its public housing stock through the RAD program; and that the HCV program was to be reopened next year for the first time in a decade. Several projects were discussed, including the rehabilitation project at Murraygate Village and a new development at the Government Center to house renters at 20%-60% AMI (with 4% accessible units).

4. Pilot rental subsidy program (Helen McIlvaine)

H. McIlvaine introduced a proposed pilot rental subsidy program for consideration by AHAAC. (There are currently only two forms of housing subsidies in the City—Housing Choice Vouchers and DCHS's senior rent-relief program. Both programs have waitlists.)

The proposed strategy is to implement a five-year pilot program to provide deeply subsidized housing in every City-supported non-ARHA tax credit project. The program would serve households that earn between 30% and 50% of AMI and help City applications remain competitive for low-income housing tax credit financing. The Carpenters Shelter redevelopment project could act as the first project/test case for the program.

Questions included whether the length of the pilot program would meet VHDA requirements and how funding would impact other HTF-financed projects.

H. McIlvaine noted that staff would provide an update on the proposed program at the October AHAAC meeting.

5. Alexandria Redevelopment and Housing Authority Update (Carter Flemming)

Carter Flemming noted that a worksession on the Ramsey Homes redevelopment project was on the September 14th Parker Gray BAR agenda and that an open house was scheduled for 6:00 pm on September 22nd, immediately prior to the Braddock Implementation Advisory Group meeting at the Charles Houston Recreation Center.

6. Alexandria Housing Development Corporation Update (Helen McIlvaine)

H. McIlvaine indicated that AHDC was in the midst of its strategic planning process and was working on finalizing the financing for Gateway Apartments by November.

7. Other (Staff)

T. Jovovic provided an update on the status of the City's efforts to amend the voluntary monetary contribution rates for cases seeking second extensions.

H. McIlvaine briefed the Committee on the City's grant application to VHDA to help fund the development of an updated plan for the Route 1 South Corridor.

The plan will evaluate opportunities and tools to preserve and augment affordable housing options in the area and identify strategies to support economic development, transportation, and other community improvements.

H. McIlvaine also noted that staff were reexamining the potential challenges and benefits associated with an Inclusionary Zoning program (the functionality and impact of the tool was initially reviewed during the development of the Housing Master Plan) and that a memo with a proposed approach was scheduled to be shared with the City Manager's Office later in the month.

The meeting adjourned at 9:05 pm.

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 29, 2016

TO: THE ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE
(AHAAC)

FROM: HELEN S. MCILVAINE, DIRECTOR

SUBJECT: CONSIDERATION OF A REVISED AFFORDABLE HOUSING PLAN AND A LOAN
TO THE ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY
(ARHA) FOR THE REDEVELOPMENT OF RAMSEY HOMES INTO A MIXED-
INCOME COMMUNITY

ISSUE: Consideration of a revised Affordable Housing Plan guiding the redevelopment of Ramsey Homes into a mixed-income community and a loan of up to \$1.1 million to the Alexandria Redevelopment and Housing Authority (ARHA) to cover costs for certain elements of the Ramsey Homes redevelopment, with the loan to be funded from proceeds of ARHA's future repayment of the City's 2008 loan for Glebe Park.

RECOMMENDATION: That the Alexandria Housing Affordability Advisory Committee (AHAAC) recommend that City Council:

- (a) approve a permanent loan to ARHA of up to \$1,100,000 for offsite improvements related to the redevelopment of Ramsey Homes which loan is to be funded from proceeds of ARHA's future repayment of the City's 2008 Glebe Park loan; and
- (b) approve its affordable housing plan as part of the DSUP.

BACKGROUND: ARHA has requested a City loan of up to \$1.1 million to support offsite infrastructure improvements and other amenities pursuant to its application for land use approvals to enable the proposed redevelopment of the existing 15-unit Ramsey Homes public housing development into a 52-unit mixed income community (Attachment 1). As is described in the Affordable Housing Plan (Attachment 2)—included for the Committee's review and endorsement—ARHA's revised proposal includes 15 new replacement housing units per Resolution 830 that will be affordable to households with incomes up to 30% of the Area Median Income (AMI) and 37 new units affordable to households at 50 and 60% AMI (Attachment 3). The units are consolidated in a single four-story multifamily building following guidance provided by City Council at its June 2016 hearing.

The 15 households that will be displaced due to the redevelopment will be given the option to move to another comparable public housing unit or to accept a Tenant Protection Voucher which they can use to find housing in the private market. These households will be offered the opportunity to return to the new units when constructed. ARHA has committed to covering all moving costs for these households. It will maintain a site-specific waiting list with preference for income-qualified City employees for the new units being created to help them live in Alexandria. The Landlord Tenant Board will review ARHA's specific relocation plan.

Among the improvements and amenities to be funded with the City loan are upgrades to the alley paralleling the site to reduce stormwater runoff; sidewalk and crosswalk improvements; relocation of hydrants; and undergrounding of utilities. ARHA cannot finance these improvements within the funding package anticipated to be covered by low income housing tax credit equity. ARHA does not propose deferring its developer fee and the only debt projected in its pro forma (Attachment 1) is a \$100,000 loan provided by VHDA for predevelopment costs; the proposed City loan of \$1.1 million, and a seller note from ARHA for the value of the Ramsey site, which ARHA has estimated at \$3.7 million (reflecting the City's real estate assessed value).

A loan request for \$835,000 was endorsed by AHAAC in February 2016 for ARHA's prior redevelopment concept for Ramsey. That concept was not approved by City Council, but upon rehearing City Council did approve a rezoning and directed ARHA and City staff to collaborate on a Joint Work Plan to study options and permutations for Ramsey's redevelopment that included full demolition with all new construction and preservation of one building with new construction. Staff worked with the Redevelopment Work Group, a committee comprised of representatives of City Council, the ARHA Board and the Planning Commission, and the community, and in June presented its findings to City Council. Council selected a variation of the concepts studied that combines one, very efficiently designed multifamily building and increased open space. The attached development concept, which has been further reviewed and refined through two work sessions with the Parker Gray Board of Architectural Review as well as feedback solicited from the community at a September 22 Open House, is the concept that will be considered by the Planning Commission and City Council in November public hearings. It is noted that the City has provided funding totaling \$161,000 to date, with invoices for final work through September 27 yet to be submitted, for ARHA's costs related to the study. These funds are being provided as a grant, without expectation of repayment, outside of ARHA's total development cost for the tax credit application.

DISCUSSION: ARHA proposes to redevelop the existing 15 public housing units at Ramsey Homes into a new 52-unit mixed income community through its development entity, Virginia Housing Development LLC (VHDLIC). The Ramsey Homes project is proceeding separately from five other sites which ARHA plans to redevelop in the future as mixed-income communities with market rate development partners.

With regard to the proposed source of City assistance, the City will use proceeds from ARHA's future repayment of a 2008 loan for the Glebe Park project. Given ARHA's future redevelopment plans at that time, which were subsequently memorialized in its Strategic Plan for Redevelopment as well as in the City's Braddock Metro Neighborhood and Braddock East Plans, for its aging housing portfolio, City Council stipulated that when the loan was repaid by ARHA, the funds would be earmarked within the Housing Opportunity Fund as a revolving loan source for ARHA to support its future redevelopment

efforts. ARHA has reported to the Redevelopment Committee that it anticipates HUD will complete its review of ARHA's reconciliation of the Old Town Commons (OTC) project with EYA shortly and the loan will be repaid later in 2016. The City's provision of the loan is additionally contingent upon ARHA's DSUP being approved, its successful application for tax credits in March 2017, securing other project financing, if/as necessary, completion of the ongoing federal Section 106 consultation process with a plan to mitigate potential historic and cultural impacts resulting from redevelopment, as well HUD's approval of ARHA's future request for disposition of the site.

Significantly, while the pro forma provided by ARHA indicates a negative cash flow, that is due to its characterization of all of the project debt being characterized as "must pay" debt, while the VHDA predevelopment loan of \$100,000 is actually the only one with a strict repayment obligation totaling approximately \$4,000 of the total \$150,000+ of anticipated cash flow at stabilization. Staff will work with ARHA to prioritize and structure City loan repayments, along with payments to ARHA within the available remaining cash flow.

FISCAL IMPACT: Up to \$1,100,000 of Housing Opportunities Fund dollars to ARHA with the disbursement of the monies contingent on ARHA's repayment of the City's Glebe Park loan and the other conditions detailed above.

ATTACHMENTS:

- (1) ARHA Loan Request for Redevelopment of Ramsey Homes as Mixed-Income Development
- (2) Affordable Housing Plan for Ramsey Homes
- (3) HUD Income and Rent Limits for 30, 50 and 60% AMI

STAFF:

Eric Keeler, Division Chief, Program Administration, Office of Housing
Tamara Jovovic, Housing Analyst, Office of Housing

RAMSEY HOMES HOUSING OPPORTUNITIES FUND LOAN APPLICATION EXCERPTS:

- Project narrative
- Elevations
- Sources and Uses
- List of Off-Site Improvements
- Proforma

Ramsey Homes Redevelopment Project Narrative

Project Overview

The redevelopment of the Ramsey Homes site (the “Project”) is consistent with the ARHA 2012-2022 Strategic Plan, the City’s Housing Master Plan and the Braddock East Master Plan (“BEMP”). The Project involves the redevelopment of an underutilized and obsolete public housing site into a mixed-income, affordable, multi-family rental housing site.

The Project site is .71 acres, occupying one half of a city block, the east side of the 600 block of North Patrick Street between Pendleton and Wythe Street. The site is currently improved with (15) two-bedroom townhomes in four buildings. Three of the buildings are quadruplexes and one is a triplex. The existing structures were built in 1942 as war housing for African American defense workers. The buildings’ floors, walls and roof were built of 1-1/2” tilt-up precast concrete slabs.

The Project includes the removal of all existing improvements and the construction of a total of fifty-two (52) rental units in one, 3-4 story building. The parking will be accommodated below grade in a structured parking facility. The number of parking spaces required under the recently adopted Parking Standards for Multi-family Buildings is 26, this Project exceeds those standards by offering 31 parking spaces. Two (2) of the spaces are handicap accessible.

The development team has worked closely with city staff to develop the Project size, massing, height and architectural character so as to achieve compatibility with the historic Parker-Gray District and to have a competitive tax credit application. The multi-family buildings have been skillfully designed in a contemporary vernacular of architecture; 3 to 4 stories in height. The proposed Project additionally complies with the fundamental intent and height envisioned by the Braddock East Master Plan (BEMP) by providing shoulders at the Wythe, Pendleton and Patrick Street faces of the building; effectively dropping the height to 3-stories where the Project addresses the scale of the adjacent buildings. The recent inclusion of single story height pergolas at Wythe Street and Pendleton Street further serve to provide a connection to the lower scale of the Watson Reading Room on Wythe and the residential scale townhomes on Pendleton Street. In addition to the pergolas, the entrances feature benches to encourage informal, short-term gathering.

ARHA proposes a mix of public housing and tax credit housing. This Project includes an approximate 28%/72% ratio of very low-income (30% AMI) households, to households with incomes up to a workforce housing income. Six (6) units will be subsidized by an Annual Contributions Contract (ACC) with HUD. The unit mix is driven by market factors, land value, public policy and funding availability and terms. The BEMP recognizes that these and other variables will drive the viability of redevelopment projects, and ARHA’s ability to meet the BEMP’s objectives. Specifically, the BEMP notes:

The precise ratio for this mix should be determined through the development planning process, as it will be influenced by the funding available at that time.

Consistency with Applicable Plans

The focus of the ARHA Strategic Plan is on preserving ARHA's present affordable housing stock until opportunities arise that will enable ARHA to substantially improve conditions while complying with Alexandria's ordinance mandating preservation or replacement of ARHA's affordable housing (Resolution 830). ARHA recognized that it is not enough to provide sustainable affordable housing; we must also ensure that the housing we provide meets qualitative standards that are acceptable to ARHA, our funding providers and to the greater Alexandria community. We are actively pursuing opportunities that improve housing quality and add to the number of affordable units whenever economically and financially appealing prospects occur; this effort will add net 37 new affordable housing units. A further objective has been to improve the quality of our existing affordable housing stock in a manner where it becomes indistinguishable from other housing prevalent in the surrounding neighborhoods; this beautiful contemporary architecture looks like a Class A community and therefore absolutely achieves this objective.

More than 40% (14,353 households) of the overall rental housing demand in the city consists of households with incomes at or below 60% AMI. For extremely low-income households within this group (those at or below 30% AMI), there are no committed permanent affordable units or market affordable units subsidized to be affordable to this income level outside of a limited number of project-based Section 8 units, ARHA-owned public housing and some units operated by city or nonprofit agencies for the benefit of special needs clients. This mixed-income Project would be available to the extremely low-income families that reside at the Project today, as well as to households at up to 60% of the AMI which is the city Workforce Housing limit for rental housing.

This Project redevelops the Ramsey Homes public housing site into vibrant and sustainable mixed-income housing which is consistent with the BEMP. The Project provides an appropriate level of residential density given that it is within a ½-mile radius from the Braddock Road metrorail station, thereby better utilizing transportation infrastructure and potentially decreasing negative impacts of car traffic. The BEMP encourages greater mobility, especially for those with limited access to automobiles.

The interior of the buildings will function as multifamily rental units. Six of the units will be constructed as Accessible (as defined in the code) for individuals with special needs, meaning that all required accessibility features are present at first occupancy. The remaining units on the first floor will be designed to meet Type B units, consistent with the design and construction requirements of the American National Standards Institute (ANSI) and federal Fair Housing Act. A Type B unit is constructed to a convertible level of accessibility than an Accessible unit, geared more toward persons with lesser mobility impairments. In order to accommodate the Accessible units, there are two accessible parking spaces in the parking garage and elevator access on the garage level with stops on each of the four floors so that the amenities for the accessible units are identical to the other units.



PROPOSAL ELEVATION - NORTH PATRICK STREET



PROPOSAL ELEVATION - PRIVATE STREET



PROPOSAL ELEVATION - WYTHE STREET



PROPOSAL ELEVATION - PENDLETON STREET

APPROVED	SPECIAL USE PERMIT NO. 2014-0035
DEPARTMENT OF PLANNING & ZONING	
DIRECTOR	DATE
DEPARTMENT OF TRANSPORTATION & ENVIRONMENTAL SERVICES	SITE PLAN No.
DIRECTOR	DATE
CHAIRMAN, PLANNING COMMISSION	DATE
DATE RECORDED	
INSTRUMENT NO.	DEED BOOK NO. PAGE NO.



RAMSEY HOMES



WALTER L. PHILLIPS
Engineers of record since 1945



Land, Carroll & Blair PC
ATTORNEYS AT LAW, EST. 1978

STREETSCAPE / SIGHTLINE

ALEXANDRIA, VIRGINIA
DEVELOPMENT SPECIAL USE PERMIT
WITH PRELIMINARY SITE PLAN
KTGY # 2014-0643 09.16.16

Architecture+Planning
8609 Westwood
Center Dr., Suite 600
Vienna, VA 22182
703.992.6116
ktgy.com



A10

RAMSEY HOMES
SOURCES AND USES

USES

<u>Contractor Costs</u>	
Unit Structures (New)	6,116,707
Structured Parking Garage	1,452,265
Land Development	1,255,002
Off-Site Improvements	1,034,600
Subtotal	9,858,574
General Requirements	591,446
Contractor Overhead	164,110
Contractor Profit	535,081
Performance Bond	
Hard Cost Contingency	497,304
Subtotal	<u>\$11,646,515</u>

Financing Costs

Construction Loan Origination Fee	119,258
Construction Period Interest	96,000
Capitalized Soft Debt Interest	
Permanent Loan Fees	
Closing Costs- Construction	
Closing Costs- Permanent	
Other Financing Costs	
Sub-Total	<u>\$215,258</u>

Soft Costs

Architecture	556,605
Site Engineering/Survey	145,075
Construction/Developmt. Mgmt	2,880
Structural/Mechanical Study	1,500
Tap Fees	45,270
EarthCraft/Leeds	18,000
Environmental Study	9,290
Soil Borings	9,960
Traffic Engineer	2,835
Land Use Attorney	175,120
Building Permit	5,000
Appraisal	17,000
Market Study	7,000
Legal (Tax and Real Estate)	150,000
Title and Recording	26,000
Insurance during construction	19,225
Organization Costs	20,282
Accounting	28,000
Cost Certification	30,000
Tax Credit Fees	93,687
Relocation Assistance	33,000
Fixtures, Furnishing & Equipment	150,000
History Consultant	270,145
HUD Disposition Fee	4,493
Sundry	4,147
Soft Cost Contingency	111,600
Subtotal	<u>\$1,936,114</u>

Reserves

Operating	209,736
Replacement	15,600
Subtotal	<u>\$225,336</u>

Developer Fees/Overhead **\$1,840,000**

Acquisition Costs

Land	3,710,000
Building	0
Subtotal	<u>\$3,710,000</u>

TOTAL USES \$19,573,223

SOURCES

HUD Replacement Housing Funds	855,428
9% LIHTC	13,807,795
ARHA Loan	3,710,000
City Loan Up to \$1.1 M	1,100,000
VHDA REACH Loan	100,000

TOTAL SOURCES \$19,573,223

List of Off-Site Improvements for City Loan for Ramsey Homes

Crosswalk Pavement	\$12,000
Concrete Sidewalks	\$41,600
Thermoplastic pavement markings	\$12,000
Underground utilities*	\$825,000
Hydrant Relocations	\$10,000
Permeable Alley	\$66,000
Electrical	\$80,000
Subtotal	\$1,046,600



ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY

Roy O. Priest, *Chief Executive Officer*

September 19, 2016

Dear Staff:

RE: 40-Year Proforma for Ramsey Homes Redevelopment

The Alexandria Redevelopment and Housing Authority (ARHA) is presenting a 40-year proforma for the redevelopment project of Ramsey Homes. We are aware that the property's cash flow is not sufficient to cover its debt.

The property is encumbered by three loans; the loans are modeled as indicated:

- a \$100,000 VHDA loan at 1% interest annually,
- an ARHA loan of \$3,710,000 at 3% interest annually, and
- a City Loan of \$1,100,000 at 3% interest annually.

The only loan with set terms is the VHDA loan. The ARHA and City Loan are both residual receipt loans, to be repaid with net income after property expenses. At closing, when the loan agreements are negotiated and executed, the City and ARHA will determine the order of the individual loan pay downs (waterfall).

Please note that in June 2016, the project had an estimated total development cost of \$17,641,562 with a debt service coverage ratio (DSCR) at 1.30. As of September 2016, the total development costs are now \$19,573,223, with a DSCR of 0.62. Due to the increased project costs, the DSCR is now below a 1.0, and if this was to be funded via conventional project financing, the project could not close. We are fortunate in Alexandria to have the resources that we have.



Cash Flow (First Year)

1. Annual EGI Low-Income Units from (C1)		\$573,803
2. Annual EGI Market Units (from C2)	+	\$0
3. Total Effective Gross Income	=	\$573,803
4. Total Expenses (from D)		\$419,471
5. Net Operating Income	=	\$154,332
6. Total Annual Debt Service (from Page 21 B2)	-	\$247,210
7. Cash Flow Available for Distribution	=	(\$92,878)

Projections for Financial Feasibility - 15 Year Projections of Cash Flow

Estimated Annual Percentage Increase in Revenue	2.00% (Must be \leq 2%)
Estimated Annual Percentage Increase in Expenses	3.00% (Must be \geq 3%)

	Stabilized				
	Year 1	Year 2	Year 3	Year 4	Year 5
Eff. Gross Income	573,803	585,279	596,985	608,924	621,103
Less Oper. Expenses	419,471	432,055	445,017	458,367	472,118
Net Income	154,332	153,224	151,968	150,557	148,985
Less Debt Service	247,210	247,210	247,210	247,210	247,210
ARHA Loan Paydown	-92,878	-93,986	-95,242	-96,653	-98,225
Debt Coverage Ratio	0.62	0.62	0.61	0.61	0.60

	Year 6	Year 7	Year 8	Year 9	Year 10
Eff. Gross Income	633,525	646,195	659,119	672,302	685,748
Less Oper. Expenses	486,282	500,870	515,896	531,373	547,315
Net Income	147,243	145,325	143,223	140,928	138,433
Less Debt Service	247,210	247,210	247,210	247,210	247,210
ARHA Loan Paydown	-99,967	-101,885	-103,987	-106,282	-108,777

Debt Coverage Ratio

0.60

0.59

0.58

0.57

0.56

	Year 11	Year 12	Year 13	Year 14	Year 15
Eff. Gross Income	699,463	713,452	727,721	742,275	757,121
Less Oper. Expenses	563,734	580,646	598,065	616,007	634,488
Net Income	135,729	132,806	129,656	126,268	122,633
Less Debt Service	247,210	247,210	247,210	247,210	247,210
ARHA Loan Paydown	-111,481	-114,404	-117,554	-120,942	-124,577
Debt Coverage Ratio	0.55	0.54	0.52	0.51	0.50

	Year 16	Year 17	Year 18	Year 19	Year 20
Eff. Gross Income	772,263	787,709	803,463	819,532	835,923
Less Oper. Expenses	653,522	673,128	693,322	714,121	735,545
Net Income	118,741	114,581	110,141	105,411	100,378
Less Debt Service	247,210	247,210	247,210	247,210	247,210
ARHA Loan Paydown	-128,469	-132,629	-137,069	-141,799	-146,832
Debt Coverage Ratio	0.48	0.46	0.45	0.43	0.41

	Year 21	Year 22	Year 23	Year 24	Year 25
Eff. Gross Income	852,641	869,694	887,088	904,830	922,926
Less Oper. Expenses	757,611	780,340	803,750	827,862	852,698
Net Income	95,030	89,354	83,338	76,967	70,228
Less Debt Service	247,210	247,210	247,210	247,210	247,210
ARHA Loan Paydown	-152,180	-157,856	-163,872	-170,243	-176,982
Debt Coverage Ratio	0.38	0.36	0.34	0.31	0.28

	Year 26	Year 27	Year 28	Year 29	Year 30
Eff. Gross Income	941,385	960,212	979,417	999,005	1,018,985
Less Oper. Expenses	878,279	904,627	931,766	959,719	988,511
Net Income	63,106	55,585	47,650	39,286	30,474
Less Debt Service	247,210	247,210	247,210	247,210	247,210
ARHA Loan Paydown	-184,104	-191,625	-199,560	-207,924	-216,736
Debt Coverage Ratio	0.26	0.22	0.19	0.16	0.12

	Year 31	Year 32	Year 33	Year 34	Year 35
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Eff. Gross Income	1,039,365	1,060,152	1,081,355	1,102,982	1,125,042
Less Oper. Expenses	1,018,166	1,048,711	1,080,173	1,112,578	1,145,955
Net Income	21,198	11,441	1,183	-9,596	-20,913
Less Debt Service	247,210	247,210	247,210	247,210	247,210
Cash Flow	-226,012	-235,769	-246,027	-256,806	-268,123
Debt Coverage Ratio	0.09	0.05	0.00	(0.04)	(0.08)

	Year 36	Year 37	Year 38	Year 39	Year 40
Eff. Gross Income	1,147,543	1,170,493	1,193,903	1,217,781	1,242,137
Less Oper. Expenses	1,180,334	1,215,744	1,252,216	1,289,783	1,328,476
Net Income	-32,791	-45,250	-58,313	-72,001	-86,339
Less Debt Service	247,210	247,210	247,210	247,210	247,210
ARHA Loan Paydown	-280,001	-292,460	-305,523	-319,211	-333,549
Debt Coverage Ratio	(0.13)	(0.18)	(0.24)	(0.29)	(0.35)

**Ramsey Homes Redevelopment
Affordable Housing Plan
Updated as of September 27, 2016**

The Ramsey Homes Project involves the redevelopment of, an underutilized and obsolete, fifteen (15) unit public housing site into a fifty-two (52) unit mixed-income, multi-family rental housing site.

The Project site is .71 acres, occupying one half of a city block, the east side of the 600 block of North Patrick Street between Pendleton and Wythe Street. Ramsey Homes is comprised of four buildings: three of the buildings are quadruplexes and one is a triplex, a total of fifteen (15) two-bedroom/one-bathroom units. ARHA is requesting a Floor Area Ratio (FAR) of 2.0, from the current .75 FAR.

“The City of Alexandria has suffered a profound loss of affordable housing over the last sixteen years. Between 2000 to 2016, the City’s market-affordable housing stock (affordable to households earning up to 60% of the Area Median Income (AMI)) has declined by approximately 14,000 units. During this period, housing costs have outpaced the growth in median income. For example, the cost of an average two-bedroom rental unit increased by 91% between 2000 and 2016 while incomes grew by only 31% (Office of Housing).”

According to the City of Alexandria Master Plan, the affordable housing stock is projected to decrease over the next twenty years as demand continues to increase. Even when the impact of existing affordable housing programs is considered, the City will need approximately 14,687 housing units affordable to households under 60% AMI to meet the projected demands.¹ More than 40% (14,353 households) of the overall rental housing demand in the city consists of households with incomes at or below 60% AMI. For extremely low-income households within this group (those at or below 30% AMI), there are no committed permanent affordable units or market affordable units subsidized to be affordable to this income level outside of a limited number of project-based Section 8 units, ARHA-owned public housing and some operated by city or nonprofit agencies for the benefit of special needs clients.ⁱ

The redevelopment of the Ramsey Homes is a modest effort to reverse the City’s loss of affordable housing, and assist the City in meeting its declared affordable housing objectives. The Project is consistent with the ARHA 2012-2022 Strategic Plan, the City’s Housing Master Plan and the Braddock East Master Plan (BEMP).

The BEMP goal is to create a mix of affordable and/or workforce housing to support the low-income public housing units. The Project includes an approximate 1/3-2/3 ratio of low-income households to households with incomes up to 60% of the AMI. The unit mix is driven by market factors, land value, public policy and funding availability. The BEMP recognizes that these and other variables will drive the viability of redevelopment projects, and ARHA’s ability to meet the BEMP’s objectives. Specifically, the BEMP states:

The precise ratio for this mix should be determined through the development planning process, as it will be influenced by the funding available at that time.

The focus of the ARHA Strategic Plan is on preserving ARHA’s present affordable housing stock until opportunities arise that will enable ARHA to substantially improve conditions while complying with

Alexandria’s ordinance mandating preservation or replacement of ARHA’s affordable housing (Resolution 830).

This mixed-income Project would be available to the extremely low-income families that reside at the Project today, as well as to a 4-person household at up to 60% of the AMI, currently at approximately \$65,160, which is within the city’s limits for affordable rental housing. ARHA is committed to maintaining a site-based waiting list with a preference for income-qualified city employees in order to incent workers to live in the Alexandria city.

This concept redevelops the Ramsey Homes public housing site into vibrant and sustainable mixed-income housing which is consistent with the BEMP. The Project provides an appropriate level of residential density given that it is within a ½-mile radius from the Braddock Road metrorail station, thereby better utilizing transportation infrastructure and potentially decreasing negative impacts of car traffic. The BEMP encourages greater mobility, especially for those with limited access to automobilesⁱⁱ. The Ramsey Homes redevelopment achieves this goal.

The 15 public housing families that are being displaced will be given the option to move to another comparable public housing unit or, accept a Tenant Protection Voucher that they can use to find housing available in the private sector where the landlord will accept a voucher or in ARHA market-rate owned and managed housing. ARHA will pay all costs of the move. The households displaced by the redevelopment of the Project will be given the first opportunity to return to the newly constructed Project.

Should the existing 15 households choose to return, they will be in the community with an additional thirty- seven (37) households with incomes up to 50% and 60% of the Area Median Income. This will provide for a mix of incomes to replace the exclusive public housing that exists on the site today, with the ultimate goal of providing improved residential and social conditions for the residents of the new Project, as well as the surrounding neighborhoods.

No. of Units	% of Units	Income Levels
15	29%	30%
11	21%	50%
26	50%	60%

Unit Summary	30% AMI	50% AMI	60% AMI	Total
1 Bedroom	9	1		10
2 Bedroom	6	10	20	36
3 Bedroom			6	6
Total	15	11	26	52

It is intended that the rents of approximately six units will continue to be subsidized under a HUD Annual Contributions Contract, and that these 6 replacement units will be operated as conventional public housing. Existing residents that return to the newly constructed units could use Housing Choice Vouchers to subsidize their rents and others will pay rents set by the Low Income Housing Tax Credit (Tax Credit) funding for households at up to 50 – 60% of AMI. ARHA will also accept other Housing Choice Voucher recipients who were not original residents of Ramsey.

Six of the units will be constructed as Accessible (as defined in the code) for individuals with special needs, meaning that all required accessibility features are present at first occupancy. The remaining

units on the first floor will be designed to meet Type B units, consistent with the design and construction requirements of the American National Standards Institute (ANSI) and federal Fair Housing Act. A Type B unit is constructed to a convertible level of accessibility than an Accessible unit, geared more toward persons with lesser mobility impairments. In order to accommodate the Accessible units, there are accessible parking spaces in the parking garage accessible by elevator with including stops on each of the three floors so that the amenities for the accessible units are identical to the other units. Please see the attached Timeline for more information about the Project's milestones.

Ramsey Homes Timeline

DSUP Schedule Ramsey Homes Redevelopment		
TASK/PHASE	Submission Date	Meeting Date
City Council - Preferred Concept	June 28, 2016	
Notify BAR Staff by June 30 of intent to Docket	June 30, 2016	
ARHA Board - Final Resolution on Preferred Concept	July 5, 2016	
BAR Submission	July 7, 2016	
ARHA/City Redevelopment Work Group		July 14, 2016
Concept 2 Submission	July 22, 2016	
Parker-Gray BAR Concept Review	July 27, 2016 and September 14, 2016	
Concept 2 Comments to Applicant	August 12, 2016	
Preliminary Plan Completeness Submission	August 26, 2016	
Completeness Comments to Applicant	September 9, 2016	
Parker-Gray BAR Submission	September 12, 2016	
Verification of Completeness Submission	September 16, 2016	
Plans Deemed Complete	September 23, 2016	

Parker-Gray BAR Hearing		September 14, 2016
Parker-Gray BAR Hearing		September 27, 2016
Documents for Staff Review (PC Hearing)	October 7, 2016	
Planning Commission Hearing		November 1, 2016
City Council Hearing		November 12, 2016
Parker-Gray BAR for COA		November 30, 2016 - Special Meeting
Parker-Gray BAR for COA		December 14, 2016 - Special Meeting (If needed)
Tax Credit Submission	March 2017	
Relocation of Ramsey Residents		September 2017
Financial Closing	October 7, 2017	
Construction Commencement		December 1, 2017
Construction Completion		October 2019

¹ City Housing Master Plan (Jan. 2014 p 95)
Other Sources
Braddock East Master Plan (October, 2008)

*Contingent on successful tax credit application

HUD FY 2016 Income Limits for Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area

2016 Income Limits*	1 Person	2 People	3 People	4 People
30% AMI	\$22,850	\$26,100	\$29,350	\$32,600
50% AMI	\$38,050	\$43,450	\$48,900	\$54,300
60% AMI	\$45,660	\$52,140	\$58,680	\$65,160

Source: HUD

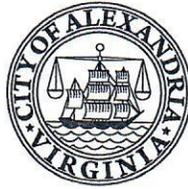
*Numbers are rounded pursuant to HUD guidelines.

2016 Maximum Gross Rents

2016 Rent Limits*	1-bedroom	2-bedroom	3-bedroom
30% AMI	\$611	\$733	\$847
50% AMI	\$1,018	\$1,222	\$1,411
60% AMI	\$1,222	\$1,467	\$1,694

Source: VHDA, Office of Housing

*includes utility allowance



OFFICE OF THE CITY MANAGER
301 King Street, Suite 3500
Alexandria, Virginia 22314-3211

MARK B. JINKS
City Manager

703.746.4300
Fax: 703.838.6343

September 14, 2016

Dear City Board, Committee & Commission Members,

Thank you for your service on our City's boards, committees and commissions. Your work is greatly appreciated by City staff, City Council and your fellow residents. We appreciate all of your input and guidance on major policy decisions that face our community.

In that spirit, I am reaching out to you now for your input on another set of important decisions that will be needed soon regarding the Fiscal Year (FY) 2018 budget. While FY 2018 decisions will not start for about 10 months, City staff is already formulating the building blocks which will make up next year's budget.

As you likely witnessed in the FY 2017 budget, the low rate of revenue growth since the end of the recession combined with City and School capital infrastructure, facility funding needs, and school enrollment increases have caused the City to trim services and limit investment in new or expanded services. While the City's economy is healthy and we forecast continued gradual growth; it is highly unlikely that revenue growth alone will be sufficient to fund all City needs. This means we will need to close a budget gap of some amount which will require prioritization of services and investments so that City Council has budget options to consider.

As a result, I will send budget instructions to departments and our partners outside of the City government in October which will give them the opportunity to request high priority, new and expanded services, but which will also require them to submit options for reducing services as well.

To help inform those choices, I would appreciate your input on the priorities of your board, committee, or commission. More specifically, I am interested to know how you would respond to the following two questions:

- 1) What are the highest priority services and initiatives within your policy area that you feel should be added or increased in the FY 2018 budget?
- 2) If your area of the budget is required to identify potential reductions for FY 2018, what are the lowest priority services and initiatives that should be considered?

City Board, Committee & Commission Members

September 14, 2016

Page 2

Your feedback on each of these two questions will help aid City staff in crafting budget submissions that better reflect the priorities of your boards, committees, and commissions and the community at large.

Please provide any response that you wish to be considered in the development of the FY 2018 budget submissions to the department head of your supporting City department by October 31, 2016. There will be additional opportunities for input into the budget process through our fall civic engagement efforts, the March budget public hearing, and your regular interaction with City staff who support the work of your board, committee or commission.

Thank you again for your input and service.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark B. Jinks", written over a horizontal line.

Mark B. Jinks
City Manager

cc: The Honorable Mayor and Members of City Council

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 27, 2016
TO: CHAIRS OF CITY BOARDS, COMMISSIONS AND COMMITTEES
FROM: MARK B. JINKS, CITY MANAGER 
SUBJECT: FY 2018 BUDGET INITIAL CIVIC ENGAGEMENT MEETING

This fall the City of Alexandria will kick-off the Fiscal Year (FY) 2018 budget process with a community meeting to inform the public about the budget and some of the potential issues for FY 2018, and you are invited to participate.

This meeting will provide an overview of the FY 2018 budget process and some of the major budgetary challenges currently faced by the City, as well as provide an opportunity for feedback from the public.

We invite you and your organization's members to attend this public meeting to provide input on the FY 2018 budget issues as you see them. Please help by spreading the word about this upcoming meeting and encouraging other City residents to attend and participate as well. With your help, the City hopes to obtain valuable feedback from a broad and diverse set of participants.

Please join us at the date listed below, for an overview of the FY 2018 budget process, civic engagement efforts, and to inform the budget to help the City achieve results!

Thursday, October 13	7:30 p.m.	Patrick Henry Elementary School (Cafeteria) 4643 Taney Ave., Alexandria, VA 22304
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If you have questions, please contact the Office of Management and Budget at 703.746.3737.

Housing Opportunities Fund Financial Status

As of August 31, 2016

	HTF	General Fund	HOME	Tax Revenue	Bonds	TOTAL
Balance as of July 31, 2016	5,352,545	0	1,949,325	571,584	1,600,000	9,473,453
August 2016 Expenditures ARHA Ramsey	(29,708)					(29,708)
Balance Available Before Outstanding Commitments	5,322,837	0	1,949,325	571,584	1,600,000	9,443,745
Outstanding Commitments						
Alexandria Housing Development Corporation (AHDC)	217,125	0	0	0	0	217,125
AHDC King and Beauregard	2,828,755	0	460,877	571,584	1,600,000	5,461,217
AHDC Carpenter's Shelter	69,308	0	368,020	0	0	437,328
AHC Inc. Fillmore	1,582,246	0	1,120,426	0	0	2,702,672
AHC Inc. Church of the Resurrection	400,000	0	0	0	0	400,000
ARHA Ramsey	145,239	0	0	0	0	145,239
Fees for Professional Services	41,850	0	0	0	0	41,850
Unreserved Balance as of August 31, 2016	38,312	0	0	0	0	38,312

Housing Trust Fund Programs Financial Status

As of August 31, 2016

Balance as of July 31, 2016	9,100,603
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Revenues for August 2016	
Contributions	15,788
Loan Repayments	
Moderate Income Homeownership Program (MIHP)	0
Employee Homeownership Incentive Program (EHIP)	2,715
Fees Offsetting Expenditures	0
	18,503

Expenditures for August 2016	
Flexible Homeownership Program	(46,124)
Homeownership Counseling	0
Rebuilding Together Alexandria	(50,000)
Housing Opportunities Fund - <i>see attached report</i>	(35,413)
Rental Accessibility Modification Program (RAMP)	0
	(131,537)

Balance Available Before Outstanding Commitments/Reservations	8,987,570
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Outstanding Commitments/Reservations as of August 31, 2016	
Braddock Small Area Plan Fund	834,080
Flexible Homeownership Program	726,130
HOME/HOF Match	387,799
Homeownership Counseling	118,582
FY 2017 Budget Reservation	400,000
Housing Opportunities Fund - <i>see attached report</i>	5,352,545
RTA	0
Rental Accessibility Modification Program (RAMP)	3,269
	(7,822,404)

Unreserved Balance as of August 31, 2016	1,165,166
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The City of Alexandria Housing Opportunities Funds (HOF) Process
January 2016

City Loan Process and Timeline Requests for City loan or grant funds for affordable housing projects and activities will be evaluated based on a variety of criteria, including the availability of City funding and non-City leverage, feasibility (including the project's ability to repay a City loan), the applicant's organizational and financial capacity to deliver the proposed project, the number of households served and/or period of committed affordability, and identified priority housing needs or goals being addressed pursuant to the Housing Master Plan (for e.g., deeply subsidized units for households with incomes at or below 30%, green building features, and proximity to public transit or other amenities) or which help achieve other goals aligned with the City's housing policies.

Requests for City loans or grants are usually reviewed and awarded on a rolling basis, however, from time to time, competitive project or funding solicitations may be undertaken to maximize available resources. Housing staff review complete loan applications when received, and may request additional information when necessary for underwriting purposes. Unless items are specifically waived by staff, the attached Checklist of Required Documents and certifications must be provided for a loan application to be considered complete.

Except for predevelopment funding requests (capped at the greater of \$50,000 per project or \$5,000 per unit) which may be internally administered by staff, loan requests are reviewed by the Alexandria Housing Affordability Advisory Committee (AHAAC) and by City Council. While staff and AHAAC provide recommendations to City Council, the authority to approve housing loans resides with City Council.

Applicants should expect that the City loan process, from application through underwriting to approval and funding may take 90 days or longer. When City assistance is provided for rehabilitation, a third party cost confidence review of the proposed project scope and budget may be conducted at the City's expense. Please note that when the City participates financially in a project, staff will monitor construction activity and will continue to monitor project operations throughout the term of the City's loan. Additional time may be necessary to review and revise City loan documents, particularly if other lenders and investors are also participating in the transaction. Housing reserves the right to consult with third party experts to assist in its underwriting and assessment efforts and to inform and help formulate recommendations regarding funding requests.

Potential City loan applicants are encouraged to contact staff as early in project development as possible so that staff may provide technical assistance and information to positively facilitate the City funding process and to support an applicant's community engagement efforts and outreach.

Application In addition to a cover letter summarizing the funding request, a loan application to should include the following:

Project Description A general description of the proposed project, including project type, size, location, short/long term goals, and population to be served. Also describe the project's current or proposed design and a summary of planned rehabilitation, if applicable. Note any green building design, techniques or materials that will be incorporated. Please summarize which housing needs, policies or goals are being addressed by the proposed project.

Site Control/Land Use/Zoning Describe whether or not the applicant has site control and if not, what the status/timeline/plan is to secure site control.

Describe the project's location, including the immediate neighborhood or civic association and the context of other development/uses in the adjacent area. List the amenities and services available near the development, including access to public transit.

What is the project's current use? What is the proposed use? Describe whether the site is appropriately zoned for the proposed use, and whether any zoning variances or waivers (e.g. height, density, parking, open space, etc.) are likely to be required. What is the status/timeline of any land use approvals being sought? What coordination has occurred with other City departments regarding the project (Planning and Zoning, Code, other)?

Identify any potential or known development challenges related to the site, including environmental, preservation, historic or geotechnical issues, as well as any plans to address and/or remediate the issues.

Has the community been engaged yet? Please note if the project has been discussed with neighbors and or surrounding civic associations yet. If yes, describe the level of support or opposition expressed. Have letters of support been solicited? If community outreach has not yet occurred, describe the strategy and timeline for this.

Project Target Population Describe the anticipated market for the development as proposed. If a rental project, describe the number of market units, the number of affordable units, the proposed rents for each and the target population to be served. If the project is an existing development, describe the current resident demographic, including the number of current housing choice voucher holders. How will the project impact existing tenants? Is relocation anticipated and, if so, what plans have been developed to support tenants? What accessibility features and/or universal design elements are planned? Please provide a market study, if available, which demonstrates support for the project.

Project Budget Provide a description of the proposed financing plan for the project. Attach a sources and uses which details the full development budget, including amount, source (federal, other public, private), status of commitment, timing and intended use. Evidence of projected financing commitments should be provided, if available. The project budget should list, to the greatest extent possible, known acquisition costs, rehabilitation/or construction costs, contingencies and all anticipated financing and soft costs (professional/legal/appraisal fees, architectural and engineering fees, construction loan interest, developer fees; marketing costs; real estate taxes; insurance costs; any loan or financing fees; building permits costs; anticipated relocation expense; and consultant fees.

Identify the total amount of funds being requested from the City to cover gaps in the planned financing and how such funds will be used. Based on the total development cost, provide the anticipated per unit cost.

Project Proforma A multi-year pro forma (project income and expenditure statement) should be attached which includes anticipated rental revenues and ancillary income, as well as expenses such as market vacancy, operating and management costs, real estate taxes and debt service. Please include all fees that the applicant would expect to be paid from the operating budget. Reserves for operating deficits, lease up and future capital expenses should also be shown, as required. The pro forma should

represent the term required to fully repay the City's loan and/or the term of the City's required affordability period (usually 40 years).

PLEASE NOTE: If low income housing tax credits (4 or 9%) are anticipated as a source, applicant should provide a copy of the current year's VHDA application for reservation, including score sheet and attachments. The application can be downloaded from VHDA's website. The applicant should provide an updated tax credit application after VHDA releases its annual update of the reservation and attachment materials. The applicant should provide a copy of the actual application submitted to VHDA, including all attachments, on a CD, within one week of the its submission.

Project Schedule Provide the proposed project schedule, including predevelopment, site control, development and/or zoning approvals, financing and construction milestones, through completion, occupancy and lease up.

Development Experience/Project Team Describe the applicant's development and management teams and the organization's experience and ability to undertake and complete the proposed project. Provide a list of key project team members (including project architect, structural and geotechnical engineers, environmental consultants, the general contractor, transactional/real estate and tax credit counsel (as applicable), accountants, lenders, investors, and any other consultants, as well as the property management firm that will manage and operate the project and monitor compliance. Provide a summary of similar projects completed by your organization and the project team, including the current status of those projects and the demographic being served. List the specific project development experience of key personnel who will be administering the project. If a partnership is involved, list all participating partners and state which agency will serve as the lead developer.

Organizational structure and capacity Provide detailed information regarding the organization, its mission or purpose, and provide a summary of existing projects or programs developed or administered by the organization, including a summary of the organization's prior experience working in the City of Alexandria. You may be asked to provide resumes for staff members who will be involved in implementing this project. Describe the organization's financial position and its ability to support the project for which loan funds are requested. Provide copies of the organization's audited financial statements for the past three years. The City may request additional financial information, including budgets and/or financial statements of other existing projects.

Describe the organization's governing board, subcommittees and any advisory groups that assist the organization with its projects and programs. If the organization is a Community Housing Development Organization (CHDO), please provide supporting documentation regarding the composition of the governing board and the organization's CHDO certification. You may be asked to provide board member resumes, if they will be involved in the project. A Board resolution authorizing the loan application will be required prior to City Council's consideration of the request.

Submission Process The loan application, including the project narrative and proformas, (and including the most current year version of the VHDA low income housing tax credit application, if applicable) should be submitted electronically to the Office of Housing. Electronic submissions and or questions about the loan application process should be directed to Eric Keeler, 703-746-3085, eric.keeler@alexandriava.gov. In addition, a hard copy of the application and all attachments should be delivered to the Office of Housing, 421 King Street, Suite 200, Alexandria, Virginia 22314, Attention: Eric Keeler, Division Chief, Program Administration. Your application will be acknowledged when received.

	HOUSING OPPORTUNITIES FUND (HOF) LOAN APPLICATION – CHECKLIST OF REQUIRED DOCUMENTS	Check if provided
1	Letter requesting consideration for funding submitted on applicant’s letterhead	
2	Project narrative (please include data on current tenant demographic, if known)	
3	<p>Applicant’s organizational documents, including the following: <i>(Please note that if the applicant is a wholly owned subsidiary or special purpose entity, the following should be provided for both the applicant and the parent organization)</i></p> <ul style="list-style-type: none"> a. IRS determination letter granting organization 501(c)(3) non-profit status, if applicable b. Employer Identification Number or Tax Identification Number c. Articles of Incorporation and bylaws d. State Corporation Commission Certificate of Good Standing e. CHDO certification, if applicable f. Applicant’s audited financial statements for the past three years, including management letters. g. Current balance sheet/statement of financial position h. Applicant’s last three years’ federal tax returns/990s 	
4	Organizational chart for applicant entity, if it is part of an LP or LLC with other members	
5	Resumes of board members and key development staff who will be involved in the project	
6	Market Study or other evidence of market support for project	
7	Location map, including detailed directions to the site	
8	Preliminary site plan and design sketches; building elevations	
9	Elevations and unit floor plans, with unit sizes (this can be architectural drawings or unit-by-unit scope of work)	
10	Resident relocation plan, if applicable	
11	Project development budget (Sources and Uses)	
12	Project operating budget	
13	Pro-forma (should be multiyear–to Year 40, following placement of permanent financing), with repayment of City loan highlighted	
14	Evidence of financing commitments (construction and permanent, as applicable)	
15	Virginia Housing Development Authority Application for Reservation of Low Income Housing Tax Credits (for most recent application cycle; this must be updated, as required, with a final copy of the VHDA submission provided to Housing on a CD)	
16	Partnership agreement, if applicable	
17	Site control documentation (e.g., contract for sale, purchase agreement or option, long term lease)	
18	Construction cost estimate and/or construction contract with preliminary bids for work; list of subcontractors and vendors	

19	Physical needs assessment (PNA) and Phase I environmental report; other engineering (structural, civil, mechanical, archeological, environmental) studies, as warranted by PNA and Phase I, or as requested	
20	Real estate appraisal	
21	Documentation regarding all other costs as specified in the Sources and Uses of Funds statement	
22	Project Development Schedule (with critical financing and construction milestones included)	
23	Photographs of the project, unit interiors (if existing) and surrounding area	
24	Letters of support (or opposition) from neighboring civic associations	
25	Table listing all notes payable, mortgages, obligations, liens, encumbrances and/or any other evidence of indebtedness on all real estate owned or held by applicant, including name of property, address, name of creditor/lender (including contact information), the date of the loan, terms of the loan and the current balance owed. Please note if any obligation is overdue by more than 30 days.	
26	Copies of all loan agreements, notes, deeds of trust, covenants, regarding the property for which you are seeking City assistance (if applicable)	
27	Title report for the property (will need to be updated within 30 days of the date the loan agreement is anticipated to be executed by the City and the applicant)	
28	List of any local or state government agencies which have provided loans to applicant, including a contact person for each	
29	List of five business references, with contact information	
30	Most recent Dun and Bradstreet Business Information Report	
31	Table listing any pending litigation in which the applicant, its employees and/or its Board of Directors is a party, including the caption, the court in which the matter is filed, the nature of the claims and the current status, including anticipated outcome.	
32	List of any debarment or adverse actions taken, or pending, against the applicant or any other related entity by a local, state or federal government/agency.	
33	Board of Directors' resolution authorizing submission of this loan application, including an acknowledgement that the application and supporting materials will be reviewed by the Board President and Treasurer prior to submission	
34	Name and title of person authorized to sign the City loan agreement on behalf of the applicant	
35	Proof of insurance, in amounts required by the City, naming the City as an additional insured (to be provided at closing, or before)	
36	List and describe any renovation or rehabilitation work undertaken on the property in the past 5 years, including the scope and cost of the work, and the name of the contractor who performed the work.	
37	Executed Disclosure and Certification statement	