

Introduction

Affordable housing is among the City's highest priorities. Applicants are encouraged to contact the Office of Housing during the pre-concept or concept stage of their project 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 project proposes 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 depends 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

A draft AHP should be submitted at least two weeks prior to the Completeness submission of a Preliminary Plan. 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.

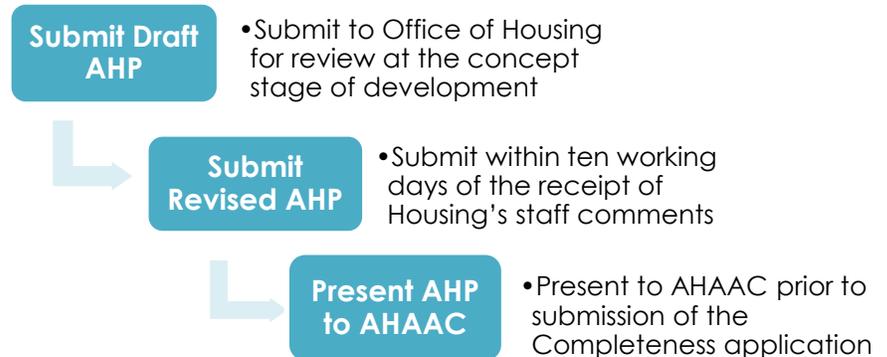
Applicants should present their revised AHP to the Alexandria Housing Affordability Advisory Committee (AHAAC) at least six weeks prior to the project's scheduled hearing before the Planning Commission.

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

A draft AHP should be submitted at the concept stage of development. A revised AHP should be submitted within ten working days of the receipt 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.



Applicants should present their 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 more occasion prior to the project's scheduled public hearing before Planning Commission.*

Review Criteria

AHPs are reviewed based on criteria including, but not limited to:

1. Consistency with the principles and goals of the Housing Master Plan;
2. Consistency with the relevant small area plan, *including the South Patrick Street Housing Affordability Strategy* (if applicable);
3. Commitment to replace impacted existing CAUs at their original level and term of affordability (if applicable);
4. Commitment to construct CAUs that meet the needs of existing eligible households (defined as those in good standing) (if applicable);
5. Equivalency of the proposed conversion of on-site CAUs into a monetary contribution to the Housing Trust Fund (if applicable); and
6. Equivalency of the proposed provision of CAUs at an off-site location (if applicable).

Amendment Process

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

Affordable Housing Plans Structure

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

1. An overview of the project, to include:
 - 1.1 Project name and address;
 - 1.2 Application number;
 - 1.3 Description of the application and its proposed development program, including its impact on existing CAUs (if any);
 - 1.4 Requested zoning changes or waivers (if any); and
 - 1.5 Small Area Plan in which the project is located and a brief discussion of how relevant affordable housing goals and recommendations are being addressed by the AHP.
2. Information regarding:
 - 2.1 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 (if applicable);
 - 2.2 Status of tenant relocation plans and outreach to the Landlord-Tenant Relations Board (if applicable);
 - 2.3 Number, type (rental/for-sale), size (number of bedrooms) and location of proposed CAUs;
 - 2.4 Justification for the levels (percent of area median income) and the terms (length and any other relevant factors) of affordability of proposed CAUs;
 - 2.5 Justification for the location of the proposed CAUs in the project;
 - 2.6 Confirmation that residents of CAUs will have equal access to all amenities available to residents of market-rate rental units;
 - 2.7 Description of the phasing of the project and any implications it may have on the delivery of CAUs (if applicable);
 - 2.8 Description of voluntary contributions to be made to the Housing Trust Fund in addition to the provision of CAUs (if applicable);
 - 2.9 Description of the types and number of jobs estimated to be created by mixed-use projects (if applicable); and
 - 2.10 Any 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 Relocation Plan consistent with the Tenant Assistance and Relocation Policy for the RMF. 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 Relocation Assistance Policy.

Relocation Plans are subject to the review of the Landlord-Tenant Relations Board (LTRB) which reports to City Council on legislation and policy in 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.