

Overview

Pursuant to the City of Alexandria's [Procedures Regarding Affordable Housing Contributions](#), applicants proposing to make a housing contribution in the form of affordable housing units (whether required or voluntary) must submit an Affordable Housing Plan (AHP) describing the proposed contribution.

Timing of Submission

An AHP should be submitted along with the completeness submission of a Preliminary Development Special Use Permit. Applicants are encouraged to contact the Office of Housing prior to or during the Concept 1 development stage of their project to discuss opportunities to incorporate rental and/or for-sale affordable units on site.

Review and Approval Process

Following staff review, applicants will present their AHPs to the Alexandria Housing Affordability Advisory Committee (AHAAC) for feedback prior to consideration by Planning Commission and City Council. AHAAC typically meets on the first Thursday of each month with the exception of the months of July and August.



AHPs are reviewed based on several criteria, including:

- How the AHP helps the City meet its affordable housing goals and is consistent with the Housing Master Plan;
- The proximity of the project to commercial districts or public transportation;
- The effect of the AHP on neighboring communities; and
- A comparison of the value of the AHP to the monetary value of the project's voluntary contribution to the Housing Trust Fund.

Amendment Process

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



Structure of Proposed Affordable Housing Plans

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

An overview of the project, to include:

- 1.1 Project name and address
 - 1.2 Application number
 - 1.3 Brief description of the application and the proposed development program
 - 1.4 Requested zoning changes or waivers (if any)
 - 1.5 The 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. Description of the AHP to include:
- 2.1 Number, type (rental/for-sale), size (number of bedrooms), level of affordability (% of Area Median Income), and length of affordability of proposed affordable units
 - 2.2 General description of location of affordable units in the project
 - 2.3 Confirmation that residents of affordable units will have equal access to all amenities available to residents of market-rate units
 - 2.4 Number, type (rental/for-sale), size (number of bedrooms), level of affordability (% of Area Median Income), and length of affordability of existing affordable units being demolished as part of redevelopment (if any)
 - 2.5 Brief discussion of tenant relocation plan approved by the Landlord-Tenant Relations Board (if applicable)
 - 2.6 Description of the phasing of the project and any implications it may have on the delivery of units (if any)
 - 2.7 Description of any voluntary contributions to be made to the Housing Trust Fund in addition to the provision of affordable units (if any)
 - 2.8 Any other information the applicant deems relevant to the AHP

The Landlord-Tenant Relations Board conciliates landlord-tenant complaints, reviews and approves tenant relocation plans, and recommends and reports to City Council on legislation and policy in landlord-tenant relations. The LTRB meets on first Wednesday of each month. For more information, please contact Melodie Seau at 703-746-4990.