



Arlington Partnership
For Affordable Housing

Queens Court Apartments Relocation Plan

FINAL

February 15, 2018

Important Contact Information

Owner: **Queens Court Development Corporation**
c/o Arlington Partnership for Affordable Housing
4318 N. Carlin Springs Road
Arlington, VA 22203

Relocation Services: **Arlington Partnership for Affordable Housing**
4318 N. Carlin Springs Road
Arlington, VA 22203

Kim Painter, Chief of Staff
571-733-9619
kpainter@apah.org

Jose Quinonez, Director of Community Impact
571-733-9627
jquinonez@apah.org

Virginia Patton, Relocation Coordination Consultant
202-270-1114
Vpatton.apah@gmail.com

Hours:

Monday – Friday, 9:00am – 5:00pm

Evenings and weekends by appointment

Meetings with APAH staff can take place at APAH Office or at Parc
Rosslyn, 1531 N. Pierce Street, Arlington, Virginia 22209

Property Management: **S. L. Nusbaum Realty Company**
Shawnique Jackson, Property Manager
555 N. Thomas Street
Arlington, VA 22203
703-888-1142, thesprings@slnusbaum.net
Hours: Monday – Friday, 10:00am – 6:00pm

About the Arlington Partnership for Affordable Housing (APAH)

Founded in 1989, the Arlington Partnership for Affordable Housing is a non-profit organization in Arlington County. APAH’s mission is to develop, preserve, own and advocate for quality affordable housing in Arlington, and to promote opportunity for our residents through partnerships and programs. APAH believes safe, attractive affordable housing provides an essential platform for hard-working, low-income families and individuals. Our vision is an inclusive, culturally rich and economically diverse Arlington. APAH currently provides housing for approximately 1,300 households in 15 properties.

Affordable Housing

The affordable housing developments that APAH owns look the same as other apartment complexes. The rents are lower than market rents and typically best serve households earning 60% of the area median income (AMI) or less. In Arlington, for a family of four, 60% of the area median income is about \$66,000 per year. In order to qualify for affordable housing, households need to complete an income certification process to prove that their income falls within the required ranges for the program, based on household size. This process includes bringing in pay stubs, tax documents and bank statements as well as other paperwork.

The chart below shows the current maximum incomes for households earning 60% of the Area Median Income (AMI) as of November 2017. These figures are adjusted annually by the federal government:

	1 Person	2 People	3 People	4 People	5 People	6 People
60% AMI	\$46,380	\$52,980	\$59,580	\$66,180	\$71,520	\$76,800
80% AMI	\$61,840	\$70,640	\$79,440	\$88,240	\$95,360	\$102,400

For more information, please visit housing.arlingtonva.us/affordable-housing.

Project Overview

APAH purchased Queens Court Apartments in 1995 and has been operating the property as a affordable apartment building since that time. The property has not been significantly updated during APAH’s tenure as owners. The property has three buildings located at 1801, 1803 and 1805 N. Quinn Street, Arlington VA 22209.

In 2015, the Western Rosslyn neighborhood in conjunction with Arlington County went through a planning process to determine what to do with the Wilson School and surrounding area, including Queens Court. APAH participated in this process as well. The Western Rosslyn Area Planning Study (WRAPS) recommended that 250 units of affordable housing be built on the Queens Court site. The overall site also will include a new school and public park space.

APAH plans to demolish the existing buildings and replace them with a 249 unit affordable apartment building. During 2017, APAH received zoning approval from Arlington County to build a 12 story building with approximately 249 affordable units, community rooms, a leasing office, underground parking and a playground on the Queens Court site.

In 2017, APAH was selected by the Arlington County Housing Division staff to be recommended for approximately \$23,976,404 of Affordable Housing Investment Fund funding, the outcome of the 2017 Notice of Funding Availability application process. APAH will seek approval from

the County Board in February 2018 for approximately \$9 million of AHIF funds. By fall of 2018, APAH will return to the County Board to see the remainder of the AHIF funds for Queens Court. In 2018, APAH will also apply for federal Low-Income Housing Tax Credits, the final portion of funding necessary to move forward with the project.

As of February 5, 2018, 1 apartment was vacant. 30 of the remaining 38 households have completed the tenant survey. The number of surveys completed decreased between December 2017 and February 2018 due to move out and move ins. Staff will continue to do outreach to all households to ensure that they are aware of specific household needs and preference before the relocation process begins.

If the new affordable housing building is awarded the funding that it needs in 2018, the construction is projected to start in Winter of 2019 and be completed by the end of 2021. Current residents of Queens Court will be issued 180 Day Notices to Vacate during the summer of 2018. Since the current apartments will be demolished, residents will have to move out of their apartments before construction begins but will have first priority to rent an apartment in the new building once it is completed. The construction will last approximately 26-30 months.

All dates in this plan are approximate and residents will be kept informed of schedule updates on a regular basis.

Apartment Sizes

Queens Court Apartments consists of 3 buildings totaling 39 apartments.

1 bedrooms	39
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The new 249 unit building will have a mix of apartment sizes including studios, one bedrooms, two bedrooms and three bedrooms.

Studios	21
1 bedrooms	94
2 bedrooms	90
3 bedrooms	44
Total	249

Affordability Mix after Renovations

The 249 unit new construction building will have a mix of apartments affordable mostly at the 50% and 60% AMI level. APAH will provide three (3) 80% AMI one bedroom apartments in the new project as well.

Relocation Guidelines

APAH will abide by the current Arlington County Relocation Guidelines. APAH will also follow the Virginia Housing Development Authority's Relocation Assistance Guidelines. This project is not subject to the Uniform Relocation Act of 1970 (URA).

Vesting Date and Eligibility

The vesting date for this project will be the date of firm commitment for the first installment of AHIF funding by the County Board expected to take place on February 24 or 27, 2018.

Residents who moved to Queens Court prior to this date are considered vested. Vested residents are eligible for the following relocation benefits, provided they are in good standing with their lease obligations at the time that they move out:

- All Resident Advisory Services (see "Resident Advisory Services")
- Financial assistance to relocate (see "Relocation Financial Assistance" on page 7)

- Priority to move to a new apartment at Queens Court, using the priority ranking system as necessary (See Appendix B)

Further, vested residents who are income-eligible are also eligible for the following relocation benefits:

- Eligibility for Tenant Assistance Fund (TAF) rental assistance, provided all other requirements for the TAF program are met.

Residents who moved to the property after the vesting date are not considered vested and are only eligible for Resident Advisory Services. Each resident who moves in after the vesting date will receive a Move In Letter (see Appendix C). APAH will work to retain non-vested residents as well, but only after all vested residents have been given priority to return.

Permanent Displacement

Because the existing buildings will be demolished and the relocation period is expected to take at least 26 months, all households will have to move offsite and will be considered permanently displaced. All vested households who qualify will have priority to move to the new building once it is complete. At this time, APAH anticipates that approximately 2 households will not be eligible to return because they earn more than 80% of the area median income. If by the end of construction, households meet the low income housing tax credit qualifications, they will be able to return. In addition, APAH will have 3 one bedroom apartments for households earning between 60% and 80% AMI.

Since all households are facing permanent moves, APAH is taking the following steps to ensure that these households are able to find comparable housing that meets their needs and is located in Rosslyn or other proximate neighborhoods:

Provide priority to Queens Court residents other APAH properties. Relocation staff will work to find comparable housing for residents, including housing within APAH's portfolio. At the time that the relocation will start, APAH will have over 1500 affordable apartments across Arlington, including 227 affordable apartments within one mile of Queens Court Apartments. In addition to hundreds of affordable apartments across the county, APAH also has 144 market affordable apartments in its housing portfolio.

Develop partnerships with other Rosslyn landlords.

There are approximately of 216 affordable apartments under the ownership of others within one mile of Queens Court. Despite the promising number of units in the neighborhood, turnover of affordable apartments is not high and as a result APAH will need to work with other landlords in an effort to get leasing priority for Queens Court residents. This type of arrangement will maximize the housing options for Queens Court residents who wish to remain in Rosslyn.

Provide information about market affordable and affordable properties in Arlington County.

Market affordable apartments are apartments that have lower rents due to natural market forces. APAH will direct residents who earn more than 60% of the area median income to these apartments as well as other comparable apartments in Arlington County. In making recommendations, APAH will keep in mind the utility payment structure as well as likelihood that a could be redeveloped in an effort to ensure that the recommended apartments will be a stable housing option for a significant period of time.

For households earning less than 60% of the area median income who do not wish to transfer to another APAH property, APAH will ensure that they have the full list of affordable apartments as well as support in deciding which properties fit a household's needs.

Rents and Utilities

The current rents paid by residents vary, but the average one bedroom rent of \$1,284 is above the maximum 60% AMI rent (\$1,222), including utilities. The current 60% AMI rent charged at the property is \$1190, equaling \$1,222 including utilities. The rents charged to 80% AMI and Market rate households range from \$1,350 to \$1,410 in all but one apartment.

Current Rents			
	Min. Rent	Avg. Rent	Max. Rent
1 bedroom	\$1,150	\$1,238	\$1,535

Maximum 2017 60% Affordable Rents*	
1 bedrooms	\$1,222
2 bedrooms	\$1,467
3 bedrooms	\$1,694

*These are the 2017 maximum allowable rents before being lowered for any utilities paid by residents after the project is renovated. Rents will be adjusted annually based on any changes to the area median income (AMI).

The current utility structure at Queens Court requires residents to pay for electricity and cooking gas. The owner covers the cost of heat, water and sewer. The utility costs generally range from \$30 - \$80 per month, according to surveys completed.

In the new building, residents will pay for their water and sewer (submetered), heating and cooling (electric) and electricity, which includes stove/oven. APAH will pay for the energy to heat the water in the building.

Utility allowances charged at most APAH properties for one bedroom apartments range from \$65 - \$100 per month. APAH plans on charging the maximum allowable affordable rents less the appropriate utility allowances.

Relocation Plan Implementation

APAH’s resident relocation efforts are led by Kim Painter and supported by Virginia Patton (consultant), APAH’s resident services team, real estate development team and APAH’s property management company, S.L. Nusbaum. APAH takes an individual approach to resident relocation, working with each household to determine their preferences and needs. APAH will work closely with individuals and families to identify their personal preferences and to assist in finding suitable replacement housing. APAH seeks to minimize disruption for all Queens Court residents by taking the following steps:

Meeting with residents early in the redevelopment process. APAH held its first resident meeting on August 8, 2016 to discuss the redevelopment plans. One year later, on August 23, 2017, APAH met with residents again to share that the project had preliminary financial support from Arlington County and that APAH would continue to move forward in the approval process. At both meetings residents were provided with a project overview as well as a summary of the Arlington County relocation guidelines. Following the August 23rd meeting, APAH staff reached out to residents individually to complete the resident questionnaires and to answer any specific questions that residents had about the project.

Great communication. APAH staff understands that keeping residents informed about the progress of this project and providing clear information about their options is of utmost importance. Staff will host regular meetings to update residents on the status of the project as well as individual meetings with households to discuss specific needs and preferences. Relocation staff has been available to speak and meet with tenants as needed since August 2016, and will be continually available through the completion of the project. APAH's typical office hours are Monday – Friday, 8:30am – 5:00 pm, however relocation staff will make themselves available outside of these times by request. With accurate and timely information, residents will be able to make the best choices for their households during this process.

180 Days Notice to Vacate. APAH will issue 180 Day Notices to Vacate, in excess of the requirement of Arlington County and the Virginia Code.

Resident Advisory Services and Other Provisions

APAH will provide the following services to all residents at Queens Court in an effort to ensure that residents are relocated to safe, affordable and proximate apartments that meet residents' needs:

- Referrals to replacement properties, requesting priority, advocating for residents and providing references for residents as needed.
- Provide residents with listings of units within Arlington County and referrals to home ownership programs upon request, including county programs like the Housing Grant program and local homeownership programs
- Provide transportation for tenants who need assistance traveling to look at other housing. Residents who need transportation should contact relocation staff in order to devise an individualized transportation plan.
- Provide residents with written information and/or translation services in their native language when necessary. All written information will be translated into Spanish and resident meetings will have interpretation available by request.
- Provide appropriate counseling for tenants who are unable to read and understand notices.
- Anticipate additional needs of families, overcrowded households that need to move to a larger apartment, the elderly and disabled, and able to provide the special advisory services they may need.
- Prioritize relocation households in such a way that allows children to continue to go to the schools they currently attend, if that is a family's preference. APAH will coordinate with Arlington Public Schools as necessary, to ensure that family and children's preferences are met. Households that choose to relocate outside a school boundary should be able to remain in their current school until the end of the school year, if that is the household's preference.
- Security deposits and accrued interest, if applicable, will be refunded back to the households within an expedited timeframe with accordance with the terms of the lease. In preparation for the construction, full security deposits will be returned to those who move during the 180 Day Notice period unless there is significant damage to common areas.
- APAH will be working with households that are overcrowded to ensure that they find replacement housing that is appropriately sized and meets their budget needs, leveraging rental assistance when applicable.
- APAH will waive typical minimum income requirements for households that return to renovated apartments when the rent paid is comparable to their current rent.
- Regular maintenance service will be provided and maintenance issues will be addressed in a timely fashion until the buildings are completely vacated.

Additionally, APAH shall ensure that all required county notifications and advisory service procedures are followed carefully to assure that residents have been informed about their rights under Arlington County Relocation Guidelines and the VHDA Relocation Assistance Guidelines.

Once finalized, a copy of this plan will be mailed to all residents, a copy will be posted in the laundry room at the property and an additional copy will be kept in the leasing office for residents to review.

Relocation Financial Assistance

All vested residents who move after receiving a 180 Day Notice to Vacate will receive financial assistance pursuant the Arlington County Guidelines, regardless of their current lease term. Residents can opt for one of the following relocation benefits:

- A. One time relocation payment, based on the chart below as specified in the Arlington County Relocation Guidelines. The relocation payment is paid in two steps, half paid when the resident has provided written notice to vacate with a move out date and the second half paid once the resident has turned in keys. Residents will receive payments directly to the leaseholders or they may opt to have their relocation payment made out to moving companies that they hire.

Unit Type	Standard Payment	Payment for Very Low Income Households (50% AMI or less)
One Bedroom	\$1,125	\$1,688
Two Bedroom	\$1,320	\$1,980
Three Bedroom	\$1,500	\$2,250

- B. Actual moving services (moving the resident’s belongings from apartment to apartment) and payment for reimbursement for the transfer of utilities or other actual move-in expenses. This option is limited to moves within the Washington metropolitan area which includes the following localities: D.C., Arlington County, Clarke County, Culpeper County, Fairfax County, Fauquier County, Loudoun County, Prince William County, Rappahannock County, Spotsylvania County, Stafford County, Warren County, Alexandria City, Fairfax City, Falls Church City, Fredericksburg, Manassas, Manassas Park, Calvert County, Charles county, Frederick County, Montgomery County, Prince George’s County and Jefferson County.

Residents who qualify to return to the property after construction can receive the relocation payment or moving services a second time for their move back to Queens Court, as outlined above. APAH will provide boxes and packing tape to all residents by request. APAH will provide packing services to seniors and persons with disabilities.

Selection of Renovated Apartments

For residents returning to Queens Court after construction, APAH will try to accommodate all resident preferences and requests that relate to unit selection. It is easier to accommodate specific requests earlier in the lease up process so residents should respond promptly to all requests from the owner or property manager for documentation, application completion and meetings.

Tenant Assistance Fund (TAF)

In 2018 (date to be determined), APAH will seek approval of the Arlington County Board for a Tenant Assistance Fund (TAF) for Queens Court Apartments to reduce the burden for

households earning 60% of the area median income or less while relocated during construction. APAH will work with households individually to determine eligibility on a rolling basis as they relocate. Eligibility requirements for the TAF, in accordance with the TAF guidelines, are listed below:

- Residents must have moved to Queens Court prior to the TAF approval date for the property.
- Must earn 60% of the area median income or less.
- Participants must pay 35% of their gross income or their current rent as of the date they moved out of Queens Court, plus utility allowance, whichever is higher.
- TAF assistance may be used offsite provided residents continue to live in Arlington County and are planning to return to Queens Court after construction.

Move Out Procedures

When residents are ready to provide their notice to the owner and property management that they will be moving out, they should call or email Kim Painter and Shawnique Jackson, using the contact information on the front cover of this plan. APAH staff will advise on the relocation financial assistance and eligibility to return and S.L. Nusbaum will provide move out procedures in terms of what condition to leave the apartment, turning in keys and security deposit procedures.

Reports to County Staff

APAH will coordinate all relocation efforts with the appropriate county staff and VHDA staff, and will produce all required reports on a timely basis.

Appendix A

QUEENS COURT TENANT PROFILE

SURVEY PROGRESS

To date, APAH has completed 30 one on one meetings and questionnaires with residents. APAH has 8 additional meetings to complete as of February 5, 2018. 1 apartment is vacant as of this date.

UNIT MIX

Queens Court consists of 3 buildings totaling 39 apartments. All of the apartments are one bedrooms. As of February 2017, APAH began leasing all units at 60% AMI upon turnover. The current affordable mix is:

60% AMI	22
80% AMI	8
Market	9

CURRENT RENTS

Residents pay for electricity and cooking gas. Utilities paid by tenants range from \$30 - \$80.

Current Rents			
	Min. Rent	Avg. Rent	Max. Rent
1 bedroom	\$1,150	\$1,238	\$1,535

HOUSEHOLD INCOME

Using income data that APAH has access to as owners of the property, APAH anticipates that the incomes of all 38 households are close to the following. 89% of households living at the property have incomes at 60% AMI or less. Many of these households have rental assistance and are considered very low income.

Income Level	# of HH	# of HH with Rental Assistance
60% AMI or less	34 households	15
60% - 80% AMI	2 households	0
80% AMI and above	2 households	0
TOTAL	38 households	15

LENGTH OF TENANCY

According to our property management records, and verified through the surveys, the 38 current households have the following tenure at Queens Court:

	TOTAL
Less Than 1 year	13
1 – 3 years	9
3 – 5 years	7
5 – 10 years	3
10 - 20 years	5
20 + years	1

OVERCROWDED HOUSEHOLDS

To date, APAH has identified 1 household that has more than 2 people per bedroom and are considered overcrowded by APAH’s typical standards.

HOUSEHOLD CHARACTERISTICS

Household Characteristics	
HH with Children:	1
HH with Seniors	6
# of HH with an Individual with a disability	2

LANGUAGES SPOKEN

The households speak the following languages in their homes:

English	21
Spanish	9

PLANS AFTER RENOVATIONS

The majority of households would like to continue living in Rosslyn or Courthouse. This is how 28 households responded when asked if they would like to return to live at the newly constructed Queens Court building:

	60% AMI	80% AMI	TOTAL
Yes	21	0	21
No	2	1	3
Maybe	4	0	4

PERMANENT DISPLACEMENT

100% of households at Queens Court will be permanently displaced due to the demolition of the current residences. All households earning 60% AMI or less and able to meet the tax credit certification criteria will be eligible to return. Up to 3 households earning between 60% and 80% AMI will be able to return.

Appendix B
 Queens Court
 Priority Ranking System

Condition	Point(s)
Child Under 18 years of age	1 Point for Each Child
A member of the household is 62 years of age or older	2 points
A member of the household has a disability	2 points
Previously displaced by redevelopment in Arlington County	1 point
Household currently receives rental assistance	1 point
Years of tenancy	
1 Year	1 point
2 Years	2 points
3 Years	3 points
4 Years	4 points
5 Years	5 points
6 – 10 Years	6 points
11-20 Years	7 points
21 Years or Over	8 points

APAH will maintain a priority ranking list for vested households and a separate list for non-vested households. All vested households will have priority over non-vested households, regardless of the number of points assigned.

Appendix C Move In Letter Template



Dear Prospective Tenant,

The Arlington Partnership for Affordable Housing (APAH), the owners of Queens Court Apartments, has plans to redevelop the property (1801, 1803 and 1805 N. Quinn Street, Arlington, VA 22209) into a 249 unit affordable apartment building.

At the earliest, construction will be mobilized no earlier than Spring of 2019. After the construction, in keeping with APAH's mission, the new building will have affordable rents. APAH will be following the Arlington County Relocation Guidelines. As a new tenant you will not be eligible for monetary compensation under the Arlington County Relocation Guidelines or Tenant Assistance Program. You will, however, be eligible for non-monetary relocation assistance and resident advisory services.

This notice is to inform you of the following information before you enter into any lease agreement and occupy a unit at Queens Court Apartments:

- You may be displaced by the project.
- You will be required to relocate.
- You may be subject to a rent increase.
- You will not be entitled to any relocation payments provided under the Arlington County Relocation Guidelines. If you have to move or your rent is increased as a result of the above project, you will not be reimbursed for any such rent increase or for any costs or expenses incurred by you in connection with a move as a result of the project.
- You will not be eligible for rental assistance through Arlington County's Tenant Assistance Program.

APAH will keep all residents informed of any upcoming plans for the property.

Please read this notification carefully prior to signing a rental agreement and moving into the project. If you should have any questions about this notice, please contact Kim Painter at 571-733-9619 or kpainter@apah.org.

Sincerely,

Kim Painter
Chief of Staff
Arlington Partnership for Affordable Housing

WAIVER

I understand that I will not be eligible for the relocation payments under the Arlington County Relocation Guidelines or rental assistance through Arlington County's Tenant Assistance Program.

(Signature)

(Date)

Please print name clearly.

Apartment applying for at Queens Court Apartments