

# **Relocation Plan**

## **Colonial Village West**

**AHC Inc.**

**Draft 3/6/18**

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## **Colonial Village West Contact Sheet and Hours of Operation**

Relocation Consultant	Housing Opportunities Unlimited (HOU) Christopher Jones, Project Director Phone: (804) 690-8076 <a href="mailto:cjones@housingopportunities.com">cjones@housingopportunities.com</a>
Office Hours	M-F 9-5; evenings and weekends by apt as requested Relocation staff office hours to be posted on site when applicable
AHC Management	Barbara Ross Community Manager, Colonial Village West Phone: 703-524-1337 <a href="mailto:barbara.ross@ahcmgmt.com">barbara.ross@ahcmgmt.com</a>  Teresa Washington Director of Operations Phone: 571-641-1527 <a href="mailto:twashington@ahcmgmt.com">twashington@ahcmgmt.com</a>
Relocation Oversight:	Arlington County Office Hector Mercado Phone: 703-228-3805 <a href="mailto:hmerca@arlingtonva.us">hmerca@arlingtonva.us</a>

### **Hours of Operation:**

Relocation staff person will be available on-site beginning the later of May 1, 2018 or 120 days prior to construction start.

Monday thru Thursday: TBD

Friday: TBD

Saturday & Sunday: By appointment only

Translation services will be provided as needed.

## OVERVIEW AND RESIDENT PROFILE

The following resident relocation plan was prepared by AHC Inc., the owner and developer overseeing the renovation of Colonial Village West (“CVW”). AHC is committed to providing residents with a safe, affordable and attractive place to live. This Plan addresses the relocation needs of current and future residents living at CVW.

Colonial Village West is a garden apartment complex with buildings built in the 1930s and 1950s. It is located in the Courthouse area of Arlington, Virginia at 2111 North Key Boulevard. AHC acquired the apartments in 1982 and completed a modest redevelopment in 2002. The property consists of 70 units within 9 buildings, and all of the units are affordable and covered by a project-based Section 8 contract. Upon the closing of the project’s construction financing, residents will start to be temporarily relocated in phases as the renovation requires. The renovation could start as early as July of 2018.

### Property Profile

Colonial Village West was last renovated in 2002 using 4% Low Income Housing Tax Credits (LIHTCs) and tax-exempt bonds. For the upcoming renovation, AHC plans to execute a similar financing, and will retain the HAP project-based rental subsidy for 100% of the units. The renovation will require a bond issuance from Arlington County IDA. The property will comply with all requirements of the LIHTC program and Arlington County, and 100% of the units will remain affordable after the renovation. A new extended use period of 30 years is anticipated to be placed on the property in conjunction with the IDA bonds.

The renovation will retain the current unit mix, program, and affordability requirements. No change to unit footprints or program is anticipated. Currently the property complies with affordability requirements pursuant to the HAP project-based rental subsidy, which will remain unchanged. Please see Table 1 below for the current and future breakdown by unit size and income level.

<b>Table 1. Current and Proposed Colonial Village West Unit Mix by Income Level</b>		
	<b>50% AMI (HUD “Very Low Income”)</b>	<b>Total</b>
<b>1 BR</b>	35	35
<b>2 BR</b>	15	15
<b>3 BR</b>	20	20
<b>Total</b>	<b>70</b>	<b>70</b>

## Resident Profile

Colonial Village West, as of 12/1/17, had the following demographics (out of 70 units):

- 20 households with school-age children
- 28 households with elderly residents
- A number of residents who have lived at the property since the early 1980s; more than 70% of the residents have lived at the property for over 10 years
- 2 households with a disabled resident (please note none of the units at Colonial Village West are ADA-accessible)
- Income levels vary from 0% AMI through 120% AMI, with the majority of residents earning less than 50% AMI. All residents were income-qualified at initial lease.
- 100% of the units are covered by the HAP contract.

Spanish and English are the predominate languages spoken at CVW.

As part of their scope of work, HOU will be conducting assessments of all 70 resident households to determine residents’ special needs during the renovation. HOU will take special account of households with school-age children so that temporary housing options accommodate children’s current schools and transportation.

## Affordable Apartments

When applying to rent an affordable apartment at Colonial Village West, per the HAP rental assistance contract, individuals and families cannot earn more than 50% of area median income (AMI) shown by household size in Table 2.

<b>Table 2. Income Limits for Affordable Apartments (As of 12/1/17)</b>	
<b>Number of Persons in Household</b>	<b>50%</b>
<b>1</b>	\$38,650
<b>2</b>	\$44,150
<b>3</b>	\$49,650
<b>4</b>	\$55,150
<b>5</b>	\$59,000
<b>6</b>	\$64,000

The maximum allowable rents for affordable apartments is based on the current HAP contract and shown in Table 4. Residents pay 30% of their certified income towards this rent, and the HAP contract covers the remainder.

<b>Table 4. Gross Affordable Rents (As of 12/1/17)</b>					
<b>Rental Rates</b>	<b>1-Bedroom</b>	<b>2-Bedroom 1.5 Bath</b>	<b>2-Bedroom</b>	<b>3-Bedroom Type 1</b>	<b>3-Bedroom Type 2</b>
<b>HAP Effective 8/1/17</b>	\$1,632	\$2,079	\$2,004	\$2,874	\$2,570

As they are now, the contract rents and utility rates will be examined on an annual basis as allowed by Section 8 regulations, and residents will be given proper and timely notice of any revisions.

## **OCCUPANCY STANDARDS FOR ALL RESIDENTS**

Occupancy standards are established for the comfort and well-being of our residents and to prevent overcrowding. The standards for occupancy are the same for all apartments. Please see Table 5 below.

<b>Table 5. Occupancy Standards</b>				
<b>Unit Type</b>	<b>Efficiency</b>	<b>1-Bedroom</b>	<b>2-Bedroom</b>	<b>3-Bedroom</b>
Maximum Number of Occupants	2	2	4	6

## **RELOCATION OF RESIDENTS**

### **Overview**

55 of the 70 Colonial Village West apartment homes are anticipated to undergo a scope of work necessitating temporary (30-45 day) relocation. The other 15 households are anticipated to be able to remain in residence at the property during the renovation and will not need to move out of their apartments.

### **Temporary Off-Site Relocation**

AHC's goal is to find temporary housing for the 55 affected Colonial Village West residents at either another apartment complex in the area, or in hotel suites with kitchen facilities. The relocation of residents will take place in phases by building. Between 8 and 10 households – not all 55-- are expected to be temporarily relocated at a time.

Relocation assistance will be provided to all residents in accordance with Arlington County Relocation Guidelines and applicable federal, state, and local laws. The first relocation notices may go out as early as April 1, 2018.

To be eligible for relocation assistance, residents should remain in “good standing,” that is, not in violation of their lease and current with their rental payments. Prior to distribution of 30-day notices, one-on-one interviews will be conducted by HOU with each household to obtain relevant resident information, identify particular relocation needs and explain the process and all eligible benefits.

The AHC team has identified two preliminary options for temporary relocation housing. One is Woodbury Park, an AHC-owned community located less than a mile from Colonial Village West, which is projected to have 1- and 2-bedroom units available during the summer months when renovation is scheduled to begin. Gates of Ballston, another AHC-owned community approximately two miles from Colonial Village West, is another option for temporary relocation. Gates offers 3-bedroom units for the larger CVW households.

All 70 CVW units are currently supported by rental subsidy through a project-based HAP contract. AHC is in the process of applying for “Section 8 Pass Through” approval from HUD under which the CVW owner would temporarily lease a unit on behalf of the affected tenants in the temporary relocation housing. Colonial Village West residents would need only to interface with their current landlord under a temporary sublease agreement for their assigned relocation unit. The residents would continue to be responsible for the tenant share of the rent, which would be equal to or less than their current rent at CVW. **HUD approval of this arrangement is pending.**

There will be no reduction in services at Colonial Village West during the resident relocation process.

## In-Place Renovation Activities

Some renovation activities, including all work within the 15 units within Colony House at 1721-1723 Veitch Street, are planned to occur with residents remaining in place, and won’t necessitate temporary relocation. However, residents may need to leave their apartments during working hours from time to time. AHC and HOU will identify and furnish hospitality spaces on-site or nearby for those who need a place to spend the day if work is being done in their apartments. In addition, AHC and HOU will work with residents needing additional assistance or accommodation during this in-place work. The goal of the one-on-one assessments is to identify such needs for all residents, not just the 55 households who must be temporarily relocated.

Prior to construction start, AHC will enter into an Access Agreement with the General Contractor regarding the terms of access into occupied units, including hours of work; notice periods; clean-up

policies; and security procedures. The terms of this Access Agreement will be coordinated with the residents and copies will be distributed to all parties.

## 120-Day and 30-Day Notices to Vacate

All residents will receive a minimum of 120-day “Notice to Vacate”, in accordance with all applicable County, State, and Federal guidelines and laws. The notices will be delivered in person to each occupied apartment and sent by registered mail. The initial date of receipt will be the effective date of the notice. Residents will be given 30 days notice to vacate when their period of temporary relocation is approaching.

## Moving Assistance For Residents

AHC will provide eligible households with assistance in moving from their apartment. Residents are responsible for packing all of their own belongings. Free boxes and tape will be provided as needed, and transportation to temporary relocation housing will be offered.

## Relocation Payments

Since residents will be relocated only temporarily, and all housing costs will be taken care of by AHC, no additional utility transfer fees, security deposits, or other typical relocation assistance payments will be offered. Since residents will be able to return to their same unit with the same level of rental assistance as prior to the renovation, there will be no additional relocation payments to residents.

## Summary of Relocation Commitments

AHC will contract with qualified relocation professionals from HOU to support the relocation process. Staff will have experience in conducting relocation activities in Arlington County and are able to identify housing options as well as County resources to facilitate a smooth transition for residents. The following relocation services will be provided under this program:

- Written notice will be delivered to all residents detailing these relocation benefits and

conditions.

- One-on-one interviews will be conducted with each household to obtain relevant resident information, identify particular relocation needs and explain the process and all eligible benefits.
- Relocation staff will pay special attention to the challenges of the elderly, disabled and families with children (i.e. packing, timing moves around school schedules, etc.).
- Resident assistance will be provided to identify County agencies that address special needs of the Arlington County population.
- AHC and HOU will assist residents with school-aged children communicate with their current school to minimize disruption to students.
- Residents requiring temporary relocation will be provided a furnished apartment or hotel suite with kitchen capacity for the duration of their relocation.
- Residents will receive free moving assistance for their temporary relocation.
- AHC will reimburse or pay all other expenses related to the relocation, including utility transfers, deposits, or other such fees.
- If a resident does not drive or has limited mobility and needs help with transportation to/from their temporary relocation housing, AHC will assist with the cost of transportation. Seniors and persons with disabilities will be given first priority for transportation assistance.
- A relocation staff person will be available on-site starting at the time the first 120 day notices are delivered. Hours will be determined based on resident needs, but are expected to be approximately 20 hours / week.

## **RETURNING TO COLONIAL VILLAGE WEST**

All CVW residents will be able to return to their same unit at the completion of disrupting renovation activities, unless they are found to be eligible for a different sized unit (since we have many long-time residents, this may be an opportunity for AHC to accommodate a growing family's move to a larger unit, or for an empty-nester to right-size their household). All households are expected to continue to qualify for occupancy at the property after the renovation.

# COMMUNICATION WITH RESIDENTS

## Meetings

AHC will hold periodic meetings on relocation throughout the renovation process so that residents have several opportunities to learn about the relocation process, receive regular updates or learn of changes to the plan, and ask questions. Meetings will be held at a place convenient to the residents. Ample time will be allotted for questions. Interpretation services will be offered at relocation meetings, and distributed documents will be translated. The initial meeting with residents, in February 2018, began with an overview of the plans to redevelop Colonial Village West followed by a general discussion of resident relocation and important dates.

## Drop-in and One-On-One Appointments

The management office welcomes residents to stop by the office at any time during regular business hours. To ensure adequate time to discuss any concerns, AHC recommends that residents come by the office to schedule an appointment. Relocation staff will be available during business hours by appointment or on a pre-determined schedule.

## Additional Information

Additionally, residents will receive the following information:

- Name, address, and contact persons for the relocation team and the owner representatives.
  1. The Project Director from HOU is Chris Jones. He can be reached at (804) 690-8076 or [cjones@housingopportunities.com](mailto:cjones@housingopportunities.com).
  2. The relocation specialist from HOU will be named at a future date.
  3. Management representative: Teresa Washington, Director of Operations. She can be reached at (571) 641-1527 or [washington@ahcmgmt.com](mailto:washington@ahcmgmt.com).
  4. Owner representative: Laura Manville, Development Manager. She can be reached at [laura.manville@ahcinc.org](mailto:laura.manville@ahcinc.org) or at (703) 486-0626 ext. 115
  5. Owner representative: Alan Goldstein, Director of Multifamily. He can be reached at [goldstein@ahcinc.org](mailto:goldstein@ahcinc.org) or at (703) 486-0626 ext. 116
- Estimated timetable for each phase of the Redevelopment work and the relocation plan.
- Moving services will be available for all residents.

All 120-day notices to vacate, along with the relocation benefits letter, will be delivered to the residents prior to the commencement of redevelopment work. The notices will be hand delivered and sent by registered mail.

AHC will distribute the draft Relocation Plan to all residents. Residents will receive the final Relocation Plan once it has been approved by Arlington County and HUD.

## Estimated Schedule for Resident Relocation

February 2018	Initial Resident Meeting
March 2018	Submit Relocation Plan to Arlington County  Relocation Team begins one-on-one resident interviews to gather information on each household's needs during renovation
April 2018	Relocation Plan approved  120 day notices delivered to residents advising of upcoming renovation and relocation  Relocation staff available part time on-site for resident inquiries
June 2018	30 day notices delivered to residents in initial phase(s)
July 2018	Construction begins; phased relocation begins
August 2019	Renovation is completed