

Relocation Plan

Colonial Village West

AHC Inc.

Draft 5/1/18

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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 cjones@housingopportunities.com
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 barbara.ross@ahcmgmt.com Teresa Washington Director of Operations Phone: 571-641-1527 twashington@ahcmgmt.com
Relocation Oversight:	Arlington County Office Hector Mercado Phone: 703-228-3805 hmerca@arlingtonva.us

Hours of Operation:

Relocation staff person will be available on-site beginning on May 17, 2018.

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 September 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.

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

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.

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

Table 4. Gross Affordable Rents (As of 12/1/17)					
Rental Rates	1-Bedroom	2-Bedroom 1.5 Bath	2-Bedroom	3-Bedroom Type 1	3-Bedroom Type 2
HAP Effective 8/1/17	\$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.

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

RELOCATION OF RESIDENTS

Overview

55 of the 70 Colonial Village West apartment homes will undergo a scope of work necessitating temporary relocation for approximately 30 days. 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 May 15, 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 options for temporary relocation housing, both of which are projected to have units coming available during the months when renovation is scheduled to occur.. Below is a summary of each community:

Woodbury Park Apartments

Woodbury Park is located at 2306 North 11th Street in Arlington, less than a mile from the Courthouse Metro station and CVW. It features a mix of mid-rise and garden apartment buildings, of which approximately 30% are not income-restricted. It has been recently renovated and offers a new community center, on-site resident services programming, plenty of landscaped open areas, and easy access to neighborhood amenities which CVW residents are already familiar with.

Gates of Ballston

This community, located at 4108 North 4th Street in Arlington, is a 465-unit garden apartment complex that has been in AHC’s portfolio since 2002. 107 of the units are not income-restricted and are able to be used for relocation of CVW residents. Gates offers 3-bedroom units for the larger CVW households. Gates is located less than 2 miles from CVW and features access to public transportation, a playground and ample outdoor open space, a recently-constructed community center with services for adults, teens, and children, and free parking.

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

AHC will be covering all moving expenses, including packing supplies, transportation, and storage if needed. AHC will be covering any difference between the resident's rent at the temporary relocation unit and their rent at CVW. AHC will be covering any additional utility or security deposits required at the temporary housing unit. Temporary relocation per the provided schedule will not exceed 30 days, but the length of time does not affect AHC's commitment to cover all moving expenses for those needing temporary relocation. No additional payments will be provided.

In the event that a resident prefers to cover his or her own moving expenses, reimbursement of costs will be provided. Reimbursement will be limited to the amounts listed in the following chart, as provided by the Uniform Relocation Act and VHDA:

https://www.fhwa.dot.gov/real_estate/uniform_act/relocation/moving_cost_schedule.cfm

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.
 2. The relocation specialist from HOU will be Jeray Wilson. She can be reached at (202) 907-7747 or jwilson@housingopportunities.com
 3. Management representative: Teresa Washington, Director of Operations. She can be reached at (571) 641-1527 or washington@ahcmgmt.com.
 4. Owner representative: Laura Manville, Development Manager. She can be reached at 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 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
April 2018	Relocation Plan approved
May 2018	Relocation Team begins one-on-one resident interviews to gather information on each household's needs during renovation 120 day notices delivered to residents advising of upcoming renovation and relocation Relocation staff available part time on-site for resident inquiries
August 2018	30 day notices delivered to residents in initial phase(s)
September 2018	Construction begins; phased relocation begins
October 2019	Renovation is completed

Renovation Scope of Work

The project is a renovation/rehabilitation of 70 units at one existing property consisting of ten addresses/buildings owned by AHC.

This is a summary of proposed work and is not comprehensive of the entire scope of work.

The renovations to all the properties follow the same basic guidelines. The site and building exteriors will receive general upgrades and refurbishment. Civil and landscape work is limited to improving the existing services, i.e. dumpsters & to providing accessibility to Leasing Office/Community space. Below is a list of the improvements to be completed:

1. New Energy Star vinyl window replacement (except at 1721-1723)
2. New front entry doors (except at 1721-1723)
3. New dumpster with wood enclosure including areas for the recycling bins.
4. Replace exterior building lighting with new Energy Star rated LED light fixtures.
5. Replace existing flat roofs with new
6. Replace existing flashing and scuppers at roof and parapets.
7. New seamless gutters and downspouts.
8. Replace damaged existing sanitary line to the street with PVC.
9. Restore and polish building numbers at entrances.
10. Replace exterior wood trim at building entries with vinyl, polyurethane or cementitious trim or similar material.

Renovations to the common areas of all the buildings are listed below:

1. Reconfigure existing Leasing Office and Community space to provide accessibility. Relocate sprinkler head location per new layout.
2. Provide new accessible toilet rooms in Leasing/Community space.
3. New kitchen at leasing office to include sink, serving counter, refrigerator and microwave.
4. Provide new LVT flooring in new Leasing/Community space.
5. Provide new B-Dry waterproofing system in all occupied basement areas.
6. Repaint existing unit entry doors, replace hardware and repair door frames.
7. Paint all common space walls, ceilings, railings, corridor side of doors and frames facing common spaces at stairwells.
8. Repair existing tile flooring.
9. Repair common area doors located in corridors around Laundry rooms.

10. Provide new common area signage.
11. Replace existing common space lighting fixtures in all buildings with new Energy Star rated LED lighting fixtures.

The renovations to the units in buildings 1700, 1702, 1704, 1706, 1708, 2111, 2113 & 2115 are consistent across all the properties. They include the following items:

1. Repair/restore any damaged wood trim in units.
2. Repair or replace all interior door slabs and hardware.
3. Replace all damaged and/or dented appliances (and appliances that are more than 8 years old) with Energy Star certified appliances
4. Replace existing kitchen faucets with 2.0gpm WaterSense fixtures.
5. Replace all bathroom vanities and tops, fixtures and faucets.
6. Provide new accessories in all bathrooms including toilet paper holder, show rod, medicine cabinet and towel bar.
7. Replace all blinds with aluminum blinds.
8. Ceramic tile flooring in the bathrooms will be replaced/repared as needed.
9. New HVAC system to be provided.
10. Repair damaged walls in units and paint.
11. Existing domestic water and sanitary risers are being replaced.
12. New electrical feeders, panels, and wiring from new individual meters.
13. Replace electrical wiring and devices at renovated bathrooms.
14. New exhaust fans at all bathrooms. Vented to the exterior with existing ductwork.
15. Replace existing range hoods with recirculation hoods
16. Replace all existing smoke detectors in apartment units with new battery operated wireless smoke detectors per code.
17. Replace light fixtures in all apartment units with new Energy Star rated LED fixtures.

The renovations to the units in buildings 1721 & 1723 include the following items:

1. New HVAC system to be provided.
2. Replace existing central gas hot water heaters with Energy Star water heaters.
3. Replace existing kitchen faucets with 2.0gpm WaterSense fixtures.
4. Replace all bathroom fixtures and faucets.
5. Tubs to be re-glazed as required.
6. Repair or replace all interior door slabs and hardware.
7. Replace closet bi-fold and sliding doors with double doors.
8. Repair damaged walls in units and paint.
9. Replace all blinds with aluminum blinds.

10. Replace all damaged and/or dented appliances (and appliances that are more than 8 years old) with Energy Star certified appliances
11. New exhaust fans and ductwork to roof for all bathrooms.
12. Replace all existing smoke detectors in apartment unit with new battery operated wireless smoke detectors per code.
13. Replace light fixtures in all apartment units with new Energy Star rated LED fixtures.