

# **Relocation Plan**

## **Berkeley Apartments**

### **AHC Inc.**

**Draft 02/28/16**

**Revised: 3/7/2016**

**Revised: 3/9/2016**

**Revised: 3/10/16**

**Revised: 3/14/16**

**Revised: 4/8/16**

**Revised: 4/28/16**

**Revised 5/5/16**

**Revised 5/11/16**

**Revised 5/16/16**

**Revised 4/20/2017**

**Revised Final Draft:**

## Table of Contents

	<b>Page</b>
Contact Information and Hours of Operation .....	3
Overview and Resident Profile .....	4
Current Apartment Profile .....	5
Affordable Apartments .....	6
Market Rate Apartments .....	6
Occupancy Standards .....	7
Relocation of Residents .....	7
120-Day Notices .....	8
Moving Options .....	9
Relocation Payments .....	10
Tenant Assistance Fund (TAF) .....	12
Summary of Relocation Assistance .....	12
Returning to The New Berkeley .....	13
Communication with Residents .....	14
Addendum: Estimated Schedule for Resident Relocation .....	16
Addendum: Tenant Survey .....	17

## **Berkeley Apartments Redevelopment & Relocation Contact Sheet and Hours of Operation**

Relocation Consultant: Housing Opportunities Unlimited  
Chris Jones  
Project Director  
Office/Cell: 804-690-8076  
[cjones@housingopportunities.com](mailto:cjones@housingopportunities.com)

Jeray Wilson  
Relocation Coordinator  
Office/Cell (202) 907-7747  
[jwilson@housingopportunities.com](mailto:jwilson@housingopportunities.com)

Dough Schroeder  
Consultant  
Office: 703-241-9499  
[dougschroeder@att.net](mailto:dougschroeder@att.net)

Office Hours July 1, 2017: M-F 9-5; evenings and weekends by apt as requested  
Spring office hours to be posted on site as available

AHC Management LaTonya Washington  
Property Manager, Berkeley Apartments  
Phone: 703-684-4545  
[lwashington@ahcmgmt.com](mailto:lwashington@ahcmgmt.com)

Dexter Clark  
Regional Property Manager  
Phone: 703-528-3640  
[dexter.clark@ahcmgmt.com](mailto:dexter.clark@ahcmgmt.com)

Relocation Oversight: Arlington County Office  
Hector Mercado  
Phone: 703-228-3805  
[hmerca@arlingtonva.us](mailto:hmerca@arlingtonva.us)

### **Hours of Operation:**

Relocation staff will be available on-site beginning July 1, 2017

Monday thru Friday: 9 am - 5 pm

Saturday & Sunday: As requested by appointment

Translation services will be provided in other languages as needed.

Spring 2017 office hours will be posted as available.

## **OVERVIEW AND RESIDENT PROFILE**

The following resident relocation plan was prepared by AHC Management for AHC Inc., who is the developer that will oversee the redevelopment of Berkeley Apartments. This Plan addresses the relocation needs of the existing residents living at Berkeley Apartments. AHC is committed to providing residents with a safe, affordable and attractive place to live.

Berkeley Apartments is a mid-rise style apartment complex built in 1961 and located in South Arlington. AHC acquired the apartments in 2000 and completed a modest redevelopment in 2007. The property is located at: 2900 S. Glebe Road, Arlington, Virginia 22206. It consists of 2 buildings, totaling 137 units; 110 units are restricted to families earning 60% AMI and 27 units are not rent restricted. The layouts are: 24 studios, 58 one bedroom, 54 two bedroom, and 2 three bedroom units. Each building has coin-operated laundry facilities conveniently located on the property.

### Resident Profile

The Berkeley currently has 264 residents, 36 are elderly or disabled, 69 children and 196 adults. The family size ranges from 1 person to 6 persons. Forty-six households have incomes of \$20,000 or less; 47 households have incomes from \$21,000-\$35,000; 28 households have incomes between \$36,000-\$50,000; 14 households have incomes between \$51,000-80,000; and two households have incomes over \$80,000. Fifty-six (56) households currently receive some type of ongoing rental assistance such as a Section 8 Voucher or a Housing Grant.

Berkeley Apartments was financed in 2000 using tax-exempt bonds. This financing put into effect affordability restrictions requiring the current housing mix of 27 market units and 110 units restricted to families earning up to 60% FMR for 30 years. The proposed redevelopment will **increase** the number of affordable and market units.

The redevelopment will create a new, well-designed and energy-efficient Berkeley Apartments. AHC plans to use a combination of 9% and 4% Low Income Housing Tax Credits (LIHTC) to fund two separate projects. The redevelopment will also require money from the Arlington County Affordable Housing Investment Fund (AHIF). The current plan is for approximately 85% of the apartments to be affordable to families earning 40% - 60% AMI or below. These apartments will remain affordable for 60 years. Approximately 15% of the units will be affordable to those earning 80% AMI or below (aka workforce or market-rate). The property will comply with all requirements of the LIHTC program and Arlington County.

AHC plans to build two apartment buildings with a total of 256 apartments after demolishing the existing buildings at The Berkeley. The current 127 units of affordable rental housing will be replaced with 218 affordable apartments at 40%, 50% and 60% of AMI and 38 at 80% AMI/market rate apartments. Final completion of the redevelopment of the Berkeley Apartments is expected to take 24-36 months from the time residents are first relocated.

Please see Table 1 below for the proposed breakdown by unit size and income level.

	<b>Table 1. The New Berkeley Apartments</b>				
	<b>80% AMI Market</b>	<b>60% AMI</b>	<b>50% AMI</b>	<b>40% AMI</b>	<b>Total</b>
<b>Efficiency</b>	0	6	3	0	9
<b>1 BR</b>	11	12	4	11	38
<b>2 BR</b>	27	114	30	0	171
<b>3 BR</b>	0	23	12	2	37
<b>Total</b>	<b>38</b>	<b>192</b>	<b>49</b>	<b>13</b>	<b>256</b>

Upon financial approval of this project, all residents will be permanently relocated before the demolition and new construction begins. The formal relocation process could start as early as July 1, 2017. Preparation for the relocation process will begin April 2017 with resident interviews and surveys.

Any existing Berkeley resident who is in good standing (defined below) and who meets the income qualifications for affordable or market rate housing will be given first priority to apply for an apartment in the New Berkeley Apartments. The waiting list will be established at the time relocation begins and updated quarterly. See page 15 for more information.

#### **GOOD STANDING DEFINED:**

“Good Standing” is defined as a resident who is not in violation of their lease and is current with their rental payments. Berkeley residents who are not in Good Standing are evaluated on an ongoing basis regardless of any pending relocation process. If a resident is not in good standing today, there is a legal action in effect. Any resident who is under legal process initiated by management for lease violations or nonpayment of rent will be considered not in Good Standing. Any resident not involved in a legal proceeding when the relocation process formally begins (July 1, 2017 anticipated), will be in Good Standing and eligible for relocation assistance, benefits, and a priority to return to the New Berkeley.

#### **CURRENT APARTMENT PROFILE**

The Berkeley Apartments has 110 affordable apartments and 27 market rate apartments. The current apartment mix is presented in Table 2 below. Affordable apartments are restricted to families or individuals earning 50% or 60% of the Area Median Income (AMI). Please see Table 3 for income limits for affordable apartments based on family size.

<b>Table 2. The Current Berkeley Apartments (as of 3/15/16)</b>				
	<b>Market</b>	<b>50%</b>	<b>60%</b>	<b>Total</b>
Efficiency	11	4	8	23
1 Bedroom	14	14	29	57
2 Bedroom	2	23	30	55
3 Bedroom	0	0	2	2
<b>Total</b>	<b>27</b>	<b>41</b>	<b>69</b>	<b>137</b>

### **Affordable Apartments**

To live in an affordable apartment at The Berkeley, individuals and families cannot earn more than 50% or 60% of area median income (AMI) shown by household size in Table 3.

<b>Table 3. Income Limits for Affordable Apartments (As of 3/24/16)</b>						
<b>Number of Persons in Household</b>	<b>One</b>	<b>Two</b>	<b>Three</b>	<b>Four</b>	<b>Five</b>	<b>Six</b>
<b>50% AMI</b>	\$38,050	\$43,450	\$48,900	\$54,300	\$58,650	\$63,000
<b>60% AMI</b>	\$45,660	\$52,140	\$58,680	\$65,160	\$70,380	\$75,600

The maximum allowable rents for affordable apartments is based on current Virginia Housing Development Authority (VHDA) guidelines and shown in Table 4.

<b>Table 4. Affordable Rents – The Current Berkeley (Effective 3/28/16)</b>				
<b>Rental Rates</b>	<b>Efficiency</b>	<b>1-Bedroom</b>	<b>2-Bedroom</b>	<b>3-Bedroom</b>
<b>50% AMI</b>	\$951	\$1,018	\$1,222	N/A
<b>60% AMI</b>	\$1,141	\$1,222	\$1,467	\$1,694

Currently, utilities are included in the rental rates. Following the redevelopment, residents will pay electric and water/sewer. A utility allowance will be calculated to help residents pay no more than 30% of their income to rent. Actual rents and utility allowances for affordable units will be determined when the redevelopment is completed based on the current VHDA guidelines.

## Market Rate Apartments

There are no income limits on the 27 market rate apartments. Current average rents for the market rate units at The Berkeley are listed below in Table 5. NEED info from AHCM

<b>Table 5. Market Rents - The Current Berkeley</b>				
<b>Rent Rates</b>	<b>Efficiency</b>	<b>1-Bedroom</b>	<b>2-Bedroom</b>	<b>3-Bedroom</b>
<b>Market Rate Units</b>	\$1,166	\$1,328	\$1,506	N/A

Following redevelopment of The Berkeley, market rents are likely to change and will be targeted to 80% AMI. Market-rate/80% residents will also pay electric and water/sewer.

## 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 6 below.

<b>Table 6. 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

Because of the term of the construction, all current Berkeley residents will be considered to be permanently relocated. AHC's goal is to find permanent housing for all eligible Berkeley residents at either AHC sister communities in close proximity to The Berkeley or at other nearby rental properties and ultimately for Berkeley residents to move back to the new buildings.

There are two (2) buildings on the property. The relocation team will vacate one building at a time beginning with 2910 S. Glebe Road in a phased manner until they are empty and ready for demolition. Total time to vacate both buildings will be approximately 26 to 52 weeks (6-12 months).

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 be sent as early as July 1, 2017.

To be eligible for relocation assistance, residents must be in “good standing,” that is, not in violation of their lease and current with their rental payments. See detailed definition on page 5 of this plan. Eligible residents will be offered the following services:

- Residents will receive free moving assistance or be reimbursed for moving costs.
- Residents will receive a relocation payment.
- Written notice will be delivered to all residents detailing the 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.
- Current listings of apartment vacancies (affordable to residents) in Arlington and bordering jurisdictions will be made available to residents.
- Residents will be assisted in completing applications and other required paperwork when applying to rent at another property.
- Relocation staff person will be available on-site beginning July 1, 2017. Hours will be: 9 am to 5 pm, Monday thru Friday and evenings and weekends as requested by appointments only. Translation and interpretation services will be provided in other languages as needed. Spring 2017 office hours will be posted as available.
- If a resident does not drive or has limited mobility and needs help with transportation to view and select a new apartment/home, AHC will pay transportation costs.
- Relocation staff will pay special attention to the challenges of the elderly, persons with disabilities 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. These services include rental assistance programs for those residents who may be rent burdened when they move into a new unit. See description of the Arlington County Tenant Assistance Fund on page 12.
- AHC will complete rental verifications in an expedited manner, when requested, as part of a family’s relocation to a new community.
- AHC will assist residents with school-aged children communicate with their current school to minimize disruption to students.

There will be no reduction in services at The Berkeley during the resident relocation process.



## 120-Day Notices to Vacate

Residents are eligible for relocation payments and relocation assistance only if they are in full compliance with the terms of their lease and in occupancy on the date that the 120-day “Notice to Vacate” is issued for their particular unit. Please see definition of “good standing” on page 5.

All residents in “good standing” 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 may move out at any time during the 120-day period, but no later than the 120th day.

## Moving Options For Residents In Good Standing

AHC will provide eligible households with assistance in moving from their apartment as stated below in Tables 7 and 8. Residents are eligible for moving assistance only if they are in “good standing” while remaining in tenancy at The Berkeley on the date that the 120-day “Notice to Vacate” is issued for their particular unit.

Residents are responsible for packing all of their own belongings. Free boxes and tape will be provided. Each household can choose ONE of the following options:

OPTION 1. AHC Relocation team will arrange and pay for the households move:

<b>Table 7. AHC Relocation Team Arranges The Move.</b>		
<b>Unit Type</b>	<b>Utility transfers to include phone, cable, etc.</b>	<b>Move</b>
Efficiency	Resident will be reimbursed for actual costs based on receipts.	\$0 Cost to Resident
One-Bedroom	Resident will be reimbursed for actual costs based on receipts.	\$0 Cost to Resident
Two-Bedroom	Resident will be reimbursed for actual costs based on receipts.	\$0 Cost to Resident
Three-Bedroom	Resident will be reimbursed for actual costs based on receipts.	\$0 Cost to Resident

OPTION 2. The household can arrange their own move and receive payment for actual expenses.

<b>Table 8. Household Arranges Own Move</b>	
<b>Unit Type</b>	<b>Move</b>
Efficiency	Up to \$940 Receipts required.
One-Bedroom	Up to \$1,125 Receipts required.
Two-Bedroom	Up to \$1,320. Receipts required.
Three-Bedroom	Up to \$1,500 Receipts required.

If a resident chooses Option 2 and decides to use their own movers, the resident must turn in the moving receipts in order to be reimbursed. They will not be reimbursed for moving expenses without actual receipts. Free boxes and tape will be provided.

### **Relocation Payments**

In addition to helping with your move, AHC will provide eligible households with the standard relocation payment listed in Table 9, Column 2 below. Each household (1 unit = 1 household) is limited to one relocation payment per move.

Households with incomes in excess of 50% AMI will receive the standard relocation payment. Households with incomes at or below 50% AMI will receive 1.5 times the amount of the standard payment (Table 9, Column 3).

<b>Table 9. Household Relocation Payments</b>		
<b>Unit Type</b>	<b>Standard Relocation Payment</b>	<b>Relocation Payment for Residents with Incomes Below 50% AMI</b>
Efficiency	<b>\$940</b>	\$1,125
One-Bedroom	<b>\$1,125</b>	\$1,350
Two-Bedroom	<b>\$1,320</b>	\$1,575
Three- Bedroom	<b>\$1,500</b>	\$1,800

### **Payment Schedule for Residents**

The provisions detailed in this section are standard per Arlington County relocation guidelines. Relocation payments assist with payments towards the resident's moving costs and moving materials as well as utility connection/disconnection fees.

Relocation payments to residents will be made in two stages. The first payment will be made approximately 15 days after AHC has received written notice from the resident. This initial payment will help residents pay the deposit to secure a permanent apartment. The second and final payment will be made after the resident has moved from the unit and returned their keys.

Lump sum payments will be made in hardship cases.

First, sixty percent (60%) of the resident relocation payment will be paid to the qualified resident in approximately fifteen business days following AHC's receipt of the resident's written notice expressing the resident's intention to move by the "move-out" date. AHC requests that residents provide at least 24-hour written notice before vacating their unit. AHC prefers 30-days' notice; however, we will honor the aforementioned provisions. This notice will facilitate residents receiving their relocation payment and security deposit in a timely manner.

Second, on the date that the unit is vacated in a condition in accordance with the terms of the resident's lease and "Notice to Vacate", and the resident has returned keys to the unit, the balance of the relocation payment due to the resident will be delivered at their forwarding address, or made available for pick up at the Berkeley Apartments management or relocation office.

At the time of relocation, residents will receive their full security deposit plus interest as long as the apartment is left in good condition with no excessive damage, and the resident does not owe back rent.

## Tenant Assistance Fund (TAF)

Residents living at The Berkeley Apartments whose incomes do not exceed 60% of the Area Median Income (AMI) may be eligible for the rent assistance program operated by Arlington County called the Tenant Assistance Fund (TAF) as described in the Tenant Assistance Fund Policy updated in January 2017. The purpose of this Fund is to allow existing tenants with limited incomes who are affected by the redevelopment or renovation of apartment communities, such as The Berkeley, to remain in the County.

Existing households that have incomes not exceeding 60% of the Area Median Income and who experience rent increases due to relocation, may be eligible to apply for rent assistance. **If a resident already receives financial assistance with their rent, such as a Housing Grant or a Section 8 Housing Voucher, they are not eligible to receive TAF support.** More details about TAF eligibility can be found in the written notice from Arlington County, entitled Notice -Tenant Assistance Fund Available, The Berkeley. This notice was distributed to all Berkeley households on Monday, May 2<sup>nd</sup>, 2016 and at a resident meeting on March 27, 2017. Copies are also available from The Berkeley Leasing Office.

TAF rental assistance will be of limited duration. Applications for TAF assistance will be handled by AHC's Relocation Team.

The full TAF Policy is available online at: <https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-content/uploads/sites/15/2014/02/Tenant-Assistance-Fund-Policy-January-2017.pdf>. Summary program information is available at: <https://housing.arlingtonva.us/tenant-assistance-fund-taf-policy/>

## Summary Of Relocation Assistance

AHC will use qualified relocation professionals to support the relocation process. Housing Opportunities Unlimited has been selected as the third-party consultant implementing the relocation process. The team has experience in conducting relocation 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:

- Residents will receive free moving assistance or be reimbursed for moving costs.
- Residents will receive a relocation payment.
- Written notice will be delivered to all residents detailing the 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. Interviews will begin April 2017.

- Current listings of apartment vacancies (affordable to residents) in Arlington and bordering jurisdictions will be made available to residents.
- Residents will be assisted in completing applications and other required paperwork when applying to rent at another property.
- Relocation staff person will be available on-site beginning July 1, 2017. Hours will be: 8 am to 6 pm, Monday through Thursday; 9 am – 5 pm on Friday. Saturday and Sunday hours by appointment only. Translation and interpretation services will be provided in other languages as needed. Spring 2017 office hours will be posted as available.
- If a resident does not drive or has limited mobility and needs help with transportation to view and select a new apartment/home, AHC will pay transportation costs.
- 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.).
- Security deposits will be returned according to the terms of each resident's lease. Payments will be expedited upon the fulfillment of lease and relocation guidelines.
- Resident assistance will be provided to identify County agencies that address special needs of the Arlington County population. These services include rental assistance programs for those residents who may be rent burdened when they move into a new unit.
- AHC will complete rental verifications in an expedited manner, when requested, as part of a family's relocation to a new community.
- AHC will assist residents with school-aged children communicate with their current school to minimize disruption to students.

## **RETURNING TO THE NEW BERKELEY**

The New Berkeley will consist of two apartment buildings with a total of 256 apartments. There will be 218 affordable apartments at 40%, 50% and 60% of AMI and 38 at 80% AMI/market rate apartments.

### **Waiting List and Moving Expenses for the New Berkeley**

All current residents of The Berkeley are welcome to return to the redeveloped Berkeley as long as they are in “Good Standing” (see definition on page 5) at the time they move from the current Berkeley and they meet the application criteria when they apply for an apartment at the New Berkeley. AHC will pay their moving costs, as described on pages 9 and 10, to return to the New Berkeley. Returning residents will pay a reduced security deposit of \$300 (instead of one month's rent).

At the beginning of the relocation process, a resident profile will be created for each current Berkeley resident. It will include the resident's household size, income, number of bedrooms

needed, name, address, phone and email contact information. This information is entered onto an Excel spreadsheet and updated every quarter. Residents are encouraged to contact AHC any time their contact information changes.

When a resident is scheduled to move from the Berkeley, the resident will be asked if they would like to return to the New Berkeley. This will be noted in their resident profile and their name will be added to a separate waiting list for apartments at the redeveloped Berkeley.

Berkeley residents on the waiting list will have first priority to rent an apartment at the redeveloped Berkeley. AHC will follow the Priority Ranking System provided by Arlington County (Table 10). The relocation service provider will assign preliminary points to each household.

<b>Table 10. Resident Priority Ranking System</b>	
<b>Household</b>	<b>Point(s)</b>
Child under 18 years of age	1 Point per 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
Household currently receives rental assistance.	1 Point
Household previously displaced by redevelopment in Arlington County.	1 Point
Years of tenancy:	1 Point per year

## **COMMUNICATION WITH RESIDENTS**

### **Meetings**

AHC will hold periodic meetings on relocation leading up to the start of the relocation process so that residents have several opportunities to learn about the relocation process, receive regular updates or learn of changes to the process, and ask questions. Meetings will be held at a place convenient to the residents, typically the Berkeley Community Room. The initial meeting with residents will begin with an overview of the plans to redevelop The Berkeley followed by a general discussion of resident relocation and important dates. Ample time will be allotted for questions.

### **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 Management recommends that residents come by the office to schedule an appointment. Relocation staff will be available on-site on a pre-determined schedule. The relocation team will be on site approximately one to two months prior to the start of Redevelopment.

**Additionally, residents will receive the following information:**

- Name, address, and contact persons for the relocation team and the owner representatives.
1. The relocation consultant is Housing Opportunities Unlimited. Housing Opportunities Unlimited can be reached as follows:
    - Chris Jones  
Project Director  
Office/Cell: 804-690-8076  
[cjones@housingopportunities.com](mailto:cjones@housingopportunities.com)
    - Jeray Wilson  
Relocation Coordinator  
Office/Cell (202) 907-7747  
[jwilson@housingopportunities.com](mailto:jwilson@housingopportunities.com)
    - Dough Schroeder  
Consultant  
Office: 703-241-9499  
[dougschroeder@att.net](mailto:dougschroeder@att.net)
  2. The property manager is LaTonya Washington. She can be reached at [lwashington@ahcmgmt.com](mailto:lwashington@ahcmgmt.com) or at 703-684-4545.
  3. Owner representative: Mary Claire Davis, Project Manager. She can be reached at [davismc@ahcinc.org](mailto:davismc@ahcinc.org) or at 410-685-0366 ext. 205
  4. Owner representative: John Welsh, VP Multi-Family. He can be reached at [welsh@ahcinc.org](mailto:welsh@ahcinc.org) or at (703) 486-0626 ext. 116
- Estimated timetable for each phase of the Redevelopment work and the relocation plan.
  - Relocation payments and moving services.

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. Revised drafts will be distributed as completed. Arlington County approved a Relocation Plan in May 2016. A revised Relocation Plan was updated in April 2017 to include the most current affordability, contact information and to further clarify the definition of “good standing.” The Relocation Plan will be available in the management and relocation offices.

## Estimated Schedule for Resident Relocation

April 2017	Relocation Team begins Resident surveys. Sets up Resident profiles to organize information and track needs.
April 2017	Relocation Team begins one-on-one Resident interviews to gather more information on household's needs.
Spring 2017	Relocation Team starts apartment research to identify available apartments in the neighborhood, other AHC properties, other Arlington neighborhoods, etc.
July 2017	AHC Management begins delivering 120 day notices to first group of residents. Relocation will occur in phases.
March – June 2018	Resident Relocation completed.
April 2018	Demolition begins at The Berkeley. Construction starts. Demolition will be phased.
Fall/Winter 2020/21	The New Berkeley is completed and ready for occupancy. Residents may return to The New Berkeley.



Building: \_\_\_\_\_  
Phase : \_\_\_\_\_

**HOU Resident Relocation Needs Survey**

**Berkeley Apartments (Arlington, VA)**

The purpose of the relocation survey is to gather updated information on your household's relocation needs and preferences. This is not a notice to move or an assignment of where you will be moving.

Head of household name: \_\_\_\_\_

Address (including unit #): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Best time to be reached: \_\_\_\_\_ a.m./ p.m.    May we call you at work?    Y / N  
If yes, please list telephone number \_\_\_\_\_

Alternate/Emergency Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Please list all other occupants on your lease:

Name	Relationship	Sex	Date of Birth	Age	School Attended/Grade
	Head of Household				

Current unit size: \_\_\_\_\_ Total # household: \_\_\_\_\_ Unit size eligible (HOU to calculate): \_\_\_\_\_

Is any member of your household pregnant? (Circle one)    Yes    No

If Yes: Name \_\_\_\_\_ Due Date \_\_\_\_\_

Does any member of your household smoke? (Circle one)    Yes    No

Building: \_\_\_\_\_  
Phase : \_\_\_\_\_

1) What is the primary language spoken in your household?

- English
- Spanish
- Other (list) \_\_\_\_\_
- Translations Required: \_\_\_\_\_

2) Do you require a unit, which will need special features to accommodate the disability of any household member (i.e., unable to climb stairs, needs assistance rails [grab bars] in bathroom, requires wheelchair accessibility, needs special equipment for vision and/or hearing impairment(s), has a live-in aide, etc.). If yes, please describe special unit needs:

- No modifications to the unit
- Wheelchair-Accessible Unit
- A Sensory-Impaired-Accessible Unit
- Other Physical Adaptations (please explain)

\_\_\_\_\_

\_\_\_\_\_

3) Do you or any family members currently have outside service providers that come into your home (i.e. elder services, homemaking services, personal care services, Meals on Wheels, etc)?

- No
- Yes

If yes, please provide agency name/s and contact information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Do you have any scheduled medical procedures or conditions that might prevent you from moving when scheduled?

- No
- Yes (please provide brief explanation)

\_\_\_\_\_

5) Do you have any extended travel plans or will be absent from your unit within the next 12 months?

- No
- Yes (please provide brief explanation)

\_\_\_\_\_

6) Will you need assistance in packing your belongings or preparing your unit for renovations?

- No
- Yes. If yes, please check why assistance is required.
  - a. \_\_\_\_\_ I am elderly
  - b. \_\_\_\_\_ I am disabled
  - c. \_\_\_\_\_ Other: \_\_\_\_\_

7) Do you have any specialized equipment or materials that must be moved to your temporary unit? (If yes, list below)

\_\_\_\_\_

2

Building: \_\_\_\_\_  
Phase : \_\_\_\_\_

8) Do you have any pet(s)?  
 No  
 Yes      What Kind? \_\_\_\_\_

10) Do you have a valid driver's license?  
 No  
 Yes  
  
If so, do you own a car?  
 No  
 Yes      What Kind? \_\_\_\_\_

11) Do you have phone service in your unit that is in your name?  
 No  
 Yes, \_\_\_\_\_

12) Do you have cable service that is in your name?  
 No  
 Yes, \_\_\_\_\_

Electricity Provider \_\_\_\_\_  
Gas Provider (if applicable) \_\_\_\_\_

13) Please list (if any) your preferred neighborhoods/areas for your relocation (Residents are only eligible for TAF assistance if they move within Arlington County **AND** plan on returning to the new Berkeley Apartments).

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interview date: _____	Time: _____
Interviewer's Name: _____	
Head of Household Signature: _____	
Co-Head of Household Signature: <i>(if any)</i> _____	

**Berkeley Apartments**  
**Priority ranking system – Form**

Date: \_\_\_\_\_

Leaseholder's Name: \_\_\_\_\_

Leaseholder's Address: \_\_\_\_\_  
\_\_\_\_\_

Leaseholder's Phone Number: \_\_\_\_\_

Current Income for Households:  
(Every working adult's income) \_\_\_\_\_

Household Composition:  
(Total number living in home) \_\_\_\_\_

Size of Apartment requested: \_\_\_\_\_

How many members in the household are elderly?  
(All 62 years of age or older) \_\_\_\_\_

How many members in the household are children?  
(Children under 18 years of age) \_\_\_\_\_

How many members in the household have a disability? \_\_\_\_\_

How long have you lived in the existing Apartment? \_\_\_\_\_

Have you ever been displaced within Arlington County? \_\_\_\_\_

Total Number Priority Ranking System Points: \_\_\_\_\_

Prepared by: \_\_\_\_\_

It is understood that completion of this form does not pre-qualify resident for an affordable unit. It is the resident's responsibility to contact the office with changes within the household.



## **CARLYN SPRINGS APARTMENTS**

### **Final Relocation Plan**

as of July 18, 2013

#### **Contact Data**

**Owner:** **Arlington Partnership for Affordable Housing**  
2704 North Pershing Drive  
Arlington, VA 22201  
Laura London, Real Estate Project Manager (703.276.7444 x105)

**Management:** **Paradigm Management Company**  
1401 N. Taft Street, Suite 100  
Arlington, VA 22201  
Ken Short, Property Manager (703.528.7200)

**Relocation Services:** **Arlington Partnership for Affordable Housing**  
Kim Painter, Special Project Coordinator (703.276.7444 x112)  
Lizzette Arias, Resident Services Assistant (703.459.6947)

## **About the Arlington Partnership for Affordable Housing (APAH)**

Founded in 1989, APAH is an award winning, 501(c)(3) nonprofit affordable housing developer that works exclusively in Arlington. APAH currently provides housing for 1,000 households in 12 properties.

APAH's mission is to enhance the Arlington community by developing, preserving, owning and advocating for quality affordable housing in Arlington, and promoting opportunity for our residents through partnerships and programs. We believe safe, attractive affordable housing provides an essential platform for hard-working, low income families and individuals. We improve the lives of our residents through affordable housing and resident services that promote strong communities, self-sufficiency and wellness. Our vision is an inclusive, culturally rich and economically diverse Arlington.

### **Project Overview**

The Arlington Partnership for Affordable Housing (APAH) purchased Carlyn Springs in 1997. The property currently has 27 one, two and three bedroom apartments located at 4318, 4320 and 4322 North Carlyn Springs Road. APAH has the opportunity to build more affordable apartments on the Carlyn Springs site, and plans to apply for an Affordable Housing Investment Fund (AHIF) loan from Arlington County to help fund the construction. This redevelopment project will involve demolition of the current apartment buildings and the construction of a 5-story apartment building with underground parking and an APAH office space. The completed new construction project is currently envisioned to have approximately 104 studio, one, two and three bedroom units.

APAH will apply for AHIF funds in the Fall of 2013 and will be submitting an application for Low Income Housing Tax Credits in the Spring of 2014. If awarded the funding that it needs, APAH will move forward with plans to rebuild on the site of Carlyn Springs Apartments. Since the current apartments will be demolished, residents will have to move out of their apartments during construction but will have first priority to rent an apartment in the new building. It is expected that the construction period will begin in Fall of 2014 and will last approximately 16 months.

### **Unit Mix**

The current unit mix is:

<b># of Bedrooms</b>	<b>TOTAL</b>
1 bedrooms	<b>9</b>
2 bedrooms	<b>15</b>
3 bedrooms	<b>3</b>
<b>Total</b>	<b>27</b>

After construction is completed, the unit mix in the new building is currently anticipated to be:

<b># of Bedrooms</b>	<b>TOTAL</b>
Studio	10
1 bedrooms	9
2 bedrooms	63
3 bedrooms	22
<b>Total</b>	<b>104</b>

It is important to note that the new unit mix is subject to change due to the Low Income Housing Tax Credit guidelines, the design process, and other factors as the building plans are finalized.

### **Tenant Profile**

See Appendix A.

### **Redevelopment and Permanent Displacement**

APAH anticipates that construction will last approximately 16 months. Because the entire property will be redeveloped at one time it is not possible to phase this renovation in order to limit displacement. However, APAH is extremely committed to resident and community retention and will work closely with families to ensure that vested households who qualify will be able to return to the new apartments at Carlyn Springs.

APAH will take the following steps to limit permanent displacement and to make the relocation process the least disruptive possible to residents:

**Meeting with Residents Early in the Redevelopment Process.** Because APAH already owns and operates Carlyn Springs Apartments, staff was able to meet with tenants individually to determine their income level, their household composition, and whether or not they would like to move back to Carlyn Springs when construction is complete. The development team will take into consideration the income level of vested households to help ensure that the new building has the correct unit mix – both in terms of bedroom size and affordability level – to house vested households who would like to return. In keeping with APAH's mission, priority will be placed on providing affordable apartments to households earning less than 80% of the area median income.

**Great Communication.** APAH staff understands that keeping residents informed about the progress of this project is of utmost importance. Staff will host regular resident meetings to update them on the status of the project as well as individual meetings with households to discuss specific needs and preferences. Relocation staff will be available to speak and meet with tenants as needed starting in March of 2013 through the completion of the project. With accurate, 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 120 Day Notices to Vacate, as specified in the Virginia Code and Notices of Eligibility to all households. These notices will be distributed no fewer than 60 days prior to the date the notices go into effect, therefore providing all households with at least 180 days of notice before they have to move out of Carlyn Springs Apartments. Vested residents will be eligible for relocation benefits, including payments if applicable, during this entire 180 day period.

**Give Priority to Carlyn Springs Households at Other APAH Properties.** Relocation staff will work to find comparable housing, including housing within APAH's portfolio. By relocating households to other APAH properties, APAH can better streamline the relocation process, including transferring security deposits and the coordination of transferring households back to the new Carlyn Springs building at the right time. In addition to hundreds of affordable apartments, APAH also has market affordable units in its housing portfolio, which are comparable to the 80% and market units at Carlyn Springs. These units would be good options for temporary relocation units or for permanent relocation.

In order to ensure that residents are relocated to safe, affordable and proximate units, APAH will provide residents with current listings of vacant units within Arlington County and referrals to home ownership programs. Relocation staff will be attentive and responsive to the individual needs and preferences of all residents, particularly those families with children and residents with special needs. Staff will make it a priority to relocate households in such a way that is designed to allow children to continue to go to the same schools, if that is a family's preference. Additionally, APAH shall ensure that all required county notifications and advisory service procedures are followed carefully to assure that residents do not vacate Carlyn Springs without having been informed about their rights under Arlington County Relocation Guidelines.

**New Rents**

The current rent ranges and maximum affordable rents for 2013 are listed below:

<b>Current Rents</b>			
	Min. Rent	Avg. Rent	Max. Rent
Studio	n/a	n/a	n/a
1 bedroom	\$1,244	\$1,301	\$1,410
2 bedroom	\$1,193	\$1,317	\$1,595
3 bedroom	\$1,397	\$1,490	\$1,677

The exact unit mix of the new building has not yet been determined. The chart below shows what current affordable rents are at a variety of household income levels. These amounts are updated every year by the federal government. APAH plans on charging the maximum allowable rents less the appropriate utility allowances. Currently, Carlyn Springs is a master metered property and all utility costs are included in the rent. After the renovations, residents will be expected to pay for some of their utility costs directly. The specific utilities that residents will be responsible for will not be finalized until the building design is complete.

<b>Maximum 2013 Affordable Rents*</b>			
	50% AMI	60% AMI	80% AMI
Studio	\$941	\$1,129	\$1,506
1 bedrooms	\$1,008	\$1,209	\$1,613
2 bedrooms	\$1,210	\$1,452	\$1,936
3 bedrooms	\$1,397	\$1,677	\$2,236

\*These are the 2013 maximum allowable rents before being lowered for any utilities paid by residents after the project is renovated. Rents will be adjusted based on any changes to the area median income (AMI).

Some households will likely experience rent increases while others may end up paying less in rent. The factors affecting how much rent increase a household will receive include: changes in household income, the schedule of tax credit property rent increases published over the next several years, and household size. APAH will survey all households to determine their current income and will continue to monitor changes to household incomes. When applicable, APAH staff will assist households to apply for an Arlington County Housing Grant, particularly if this rental assistance will help a household afford the new rents at Carlyn Springs.

**Relocation Plan Implementation**



Tenant Meetings and Surveys- APAH plans to host a resident meeting in March 2013 (slated for March 19<sup>th</sup>) to inform the residents of the upcoming redevelopment and to review the relocation plan. After that meeting, staff will meet with tenants individually to complete the questionnaire and determine any special needs to be accommodated.

Staffing – APAH's Special Projects Manager and Resident Services Coordinators will be responsible for working with residents throughout this process. They will be supported by the property management staff and the project manager.

Language – All written notices will be issued in English and in Spanish. Meetings will also be in English and Spanish. APAH staff will also provide residents with additional translations of written material if requested. The relocation plan will be translated into Spanish as well.

### **Payments**

All vested residents who receive a 120 Day Notice to Vacate will receive financial assistance pursuant the Arlington County Guidelines, regardless of their current lease term. Payment or reimbursement of the transfer of utilities and other actual moving expenses will be paid, and security deposits and accrued interest, if applicable, will be refunded back to the households within an expedited timeframe. 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. APAH will use the relocation payment amounts listed in the Arlington County Relocation Guidelines, which are listed below:

<b>Unit Type</b>	<b>Standard Payment</b>	<b>Payment for Very Low Income Households (50% AMI or less)</b>
One Bedroom	\$900	\$1,350
Two Bedroom	\$1,050	\$1,575
Three Bedroom	\$1,200	\$1,800

### **Eligibility**

All households in good standing under their lease and in residence at the time of the date of AHIF application (TBD) will be considered vested and will be eligible for relocation payments (after receiving a 120 Day Notice to Vacate). All households regardless of standing will be eligible for relocation services.

### **Reports to County Staff**

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

## Appendix A Carlyn Springs Tenant Profile

*The following data is from completed tenant questionnaires and from data from the leasing files that was collected during April and May of 2013. At this time there were 26 occupied apartments at Carlyn Springs.*

### UNIT MIX

Carlyn Springs has 27 units: 9 one-bedrooms, 15 two-bedrooms and 3 three-bedrooms.

<b>Unit Mix</b>	
1 bedrooms	9
2 bedrooms	15
3 bedrooms	3
Total	27

### LENGTH OF TENANCY

Most of the residents, approximately 70%, have lived at the property for at least 3 years. 35% of the households have lived at Carlyn Springs for 10 years or more.

<b>Length of Tenancy</b>	
Less Than 1 year	6
1 – 3 years	2
3 – 5 years	3
5 – 7 years	5
7 – 10 years	1
10 or more years	9

### HOUSEHOLD CHARACTERISTICS

According to the tenant questionnaires, 10 of the 26 households (38%) have school-aged children. In total, there are 17 children under the age of 18. There are 4 households with seniors and 3 residents at the property who have a disability.

<b>Household Characteristics</b>	
HH with Children:	10
HH with Seniors	4
# Disabled person (estimated)	31

The students attend the following schools:

<b>Schools Attended</b>	
<5 years old	2
Glebe Elementary	1
Abingdon	1
Barrett Elementary	5
Arlington Traditional School	1
Swanson Middle School	3
Washington-Lee High School	3
Yorktown	1
Total	17

**LANGUAGES SPOKEN**

There are many languages spoken at Carlyn Springs including Pashto, Amharic and German, however the primary languages spoken are English and Spanish. 15 households speak English fluently and 10 households speak Spanish as their primary language. There is one household that speaks Chinese and Vietnamese, however, their adult daughter has been the primary contact for relocation staff and translates for her parents. Relocation staff speak English and Spanish and all relocation related documents and resident meetings are presented in both English and Spanish.

**HOUSEHOLD INCOME**

Two out of the 26 households declined to share their income information. The average household income at the property is about \$36,000. Only one household earns more than \$70,000 and 24 of the households will likely qualify for Low Income Housing Tax Credit units affordable to households earning 60% of the area median income or less. We anticipate that 10 of those households earn 50% of the area median income or less.

<b>Income</b>	
Minimum	\$2,640
Maximum	\$80,000
Average	\$35,968
Less than \$20,000	4
\$20,000 - \$29,999	8
\$30,000 – \$39,999	1
\$40,000 - \$49,999	5
\$50,000 - \$59,999	2
\$60,000 - \$69,999	3
\$70,000 or more	1
# of HH at 60% AMI or less	24

**CURRENT RENTS AND UTILITIES**

Currently, all utility expenses are included in the rent. After the property is renovated, this will likely change, however, the specifics have not been finalized. Below is a chart outlining the minimum, maximum and average rents at the property:

<b>Current Rents</b>			
	Min. Rent	Avg. Rent	Max. Rent
Studio	n/a	n/a	n/a
1 bedroom	\$1,244	\$1,301	\$1,410
2 bedroom	\$1,193	\$1,317	\$1,595
3 bedroom	\$1,397	\$1,490	\$1,677

**RENTAL ASSISTANCE**

30% of the households receive some type of rental assistance.

<b>Households with Rental Assistance</b>	
Housing Choice Voucher	6
Housing Grant	2
No assistance	18

**PERMANENT DISPLACEMENT, TEMPORARY DISPLACEMENT AND RETENTION**

All households will be temporarily displaced, but minimizing permanent displacement is one of APAH's primary goals. Staff has met with the tenants early in the process to determine household incomes in an effort to make sure there are units at all affordability levels in the new building so that no vested household earns too little or too much to live at the property. Currently there are two households that earn above 60% of the area median income and they have not committed to returning to the new building, but would like to option to. The remaining households earn 50% or 60% of the area median income. The unit mix will not be final until the Low Income Housing Tax Credit application has been submitted in Spring of 2014, however at this time APAH anticipates that all households will qualify to stay.

APAH is attempting to keep the construction schedule as short as possible. Our preliminary plans estimate that it will take 16 months. If that is the case, households can move offsite and return to the new building in less than 2 years.

As part of the survey process, APAH staff asked all households about whether they were interested in returning to the new building. Here are the results:

Yes	21 households
No	2 households
Maybe	3 households

Appendix B

Carlyn Springs  
Priority Ranking System

<b>Condition</b>	<b>Point(s)</b>
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

Appendix C  
Carlyn Springs Move In Letter Template



Dear Prospective Tenant,

The Arlington Partnership for Affordable Housing (APAH), the owners of Carlyn Springs Apartments, has plans for the construction of a new apartment building to replace the current residences at 4318, 4320 and 4322 N. Carlin Springs Road. Construction on the new building will not start until Fall of 2014, subject to final scheduling. The new building, in keeping with APAH's mission, will have affordable rents. APAH will be following the Arlington County Relocation Guidelines. However, as a new tenant, you will be eligible for limited relocation benefits under the Arlington County Relocation Guidelines.

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

- You may be displaced by the project.
- You may be required to relocate temporarily.
- 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 a project.

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 building. If you should have any questions about this notice, please contact Kim Painter at 703-276-7444 x112 or [kpainter@apah.org](mailto:kpainter@apah.org).

Sincerely,

Kim Painter  
Special Projects Coordinator  
Arlington Partnership for Affordable Housing

---

I have read and understood this notice. I understand that I will not be eligible for the relocation benefits provided by the Arlington County Relocation Guidelines.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
Please print name clearly.

\_\_\_\_\_  
Apartment applying for at Carlyn Springs Apartments

Appendix D  
Carlyn Springs Tenant Questionnaire

## Carlyn Springs Resident Questionnaire

4318 - 4322 N. Carlyn Springs Road Arlington, VA 22203

Name \_\_\_\_\_ Bldg Address/ Apartment # \_\_\_\_\_ # \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Current Rent \$ \_\_\_\_\_ /month Utilities or AC Expense \$ \_\_\_\_\_ /month

*Rental Assistance:*

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Housing Grant **YES / NO** | Section 8 **YES / NO** | Other \_\_\_\_\_

Date first moved to property: Month: \_\_\_\_\_ Year: \_\_\_\_\_ Total years and months \_\_\_\_\_

Month-to-month lease **YES / NO** Long term Lease **YES / NO** Expiration Date: \_\_\_\_\_

Public Assistance Received

<input type="checkbox"/> TANF \$ _____ <input type="checkbox"/> Food Stamps \$ _____ <input type="checkbox"/> SSI \$ _____ <input type="checkbox"/> SSDI \$ _____	<input type="checkbox"/> Unemployment \$ _____ <input type="checkbox"/> WIC \$ _____ <input type="checkbox"/> Childcare Assistance \$ _____ <input type="checkbox"/> Energy Assistance \$ _____
--	--

Complete the chart below with the name, age, sex, relationship to Head of Household (HOH), employment, student status, and disability for each person who occupies this unit.

#	Name	S E X	Date of Birth	A G E	Relationship to Head of Household	Work Information/ School Name (if Student)	Income/ Education FT/PT
1					<b>Head of Household</b>		
2							
3							
4							
5							
6							
7							
8							

Does anyone in the household have a disability or special needs, particularly any needs that relate to relocation/moving? \_\_\_\_\_

What language do you speak in your home? \_\_\_\_\_

What is your racial group and ethnicity? *We need to know this for statistical purposes.*

**Select One:** Hispanic \_\_\_\_\_ Non-Hispanic \_\_\_\_\_

(Select those that apply)

Total			
White	_____	American Indian/Alaskan Native & White	_____
Black/African American	_____	Asian & White	_____
Asian	_____	Black/African American and White	_____
American Indian/Alaskan Native	_____	Latino/Hispanic	_____
Native Hawaiian/Other Pacific Islander	_____	Other Multiracial	_____

How many vehicles do you have in your household? \_\_\_\_\_

What are your long-term plans? Do you plan to return to the new building on Carlin Springs? \_\_\_ YES | \_\_\_ NO (If No, reason why?)

- Already planning on moving out                       Moving out of Arlington County  
 Moving to another Apartment in Arlington County                       Purchasing a home

Other: \_\_\_\_\_

**Programs/resources that you would like information on that could assist your family (Check appropriate items)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Crisis Assistance        | <input type="checkbox"/> English Classes          | <input type="checkbox"/> Educational Programs for Children |
| <input type="checkbox"/> Housing Grant            | <input type="checkbox"/> GED Prep Classes         | <input type="checkbox"/> Recreational Activities for Kids  |
| <input type="checkbox"/> WIC Program (Child <5)   | <input type="checkbox"/> Computer Classes         | <input type="checkbox"/> Backpacks & School Supplies       |
| <input type="checkbox"/> Health and /Wellness     | <input type="checkbox"/> Employment/Job Readiness | <input type="checkbox"/> Christmas/Holiday Assistance      |
| <input type="checkbox"/> Food Stamps              | <input type="checkbox"/> Financial Counseling     | <input type="checkbox"/> Legal/Immigration Services        |
| <input type="checkbox"/> Parenting Workshop       | <input type="checkbox"/> Tutoring for Adults      | <input type="checkbox"/> Fitness Programs                  |
| <input type="checkbox"/> Energy Saving Assistance | <input type="checkbox"/> Managing Money           | <input type="checkbox"/> Starting a Business               |

Notes:

INTERVIEWED BY | DATE: \_\_\_\_\_

For Office Use Only

Household Interview with Property Management – Date: \_\_\_\_\_

Household qualified for a: ( \_\_\_ 30% | \_\_\_ 40% | \_\_\_ 50% | \_\_\_ 60% | \_\_\_ Market) rate unit.

**Priority Ranking System**

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

**TOTAL POINTS:** \_\_\_\_\_

*The information on this form is being collected for statistical and planning purposes only. The questionnaire should be completed by management or the tenant, as necessary. The tenant's refusal to complete the questionnaire will not be cause for adverse treatment. This form must be turned over to the County but the information will be kept confidential and will not be used to discriminate against the tenant or their family. The tenant's completion of this questionnaire is voluntary. If the tenant is uncomfortable answering any question, they should leave it blank.*



Appendix E  
Carlyn Springs 120 Day Notice to Vacate Template



Date

Resident Name  
Address  
Arlington, VA 22203

Dear Resident,

Later this year, the Arlington Partnership for Affordable Housing (APAH), owner of Carlyn Springs Apartments, plans to demolish the current residences at 4318, 4320 and 4322 N. Carlin Springs Road in order to build a new, 5-story, affordable apartment building. APAH staff has hosted large group and individual meetings with residents to ensure that all residents are informed about the upcoming construction and their rights under the Arlington County Relocation Guidelines. To carry out this project, it will be necessary for you to vacate your apartment and relocate.

**This letter will serve as your 120 Day Notice to Vacate, pursuant to Section 55-222 of the Code of Virginia. Your apartment at (ADDRESS) must be vacated by XXXX in order to accommodate the upcoming redevelopment project.**

You are eligible for assistance to help you relocate. Please see the attached Notice of Eligibility.

Please contact **Kim Painter at 703-276-7444 x112** as soon as you receive this letter so that she can explain all of the relocation benefits work with you to develop your household's personal relocation plan.

It is APAH's goal to make this process as smooth as possible. **This letter is important to you and should be retained for your records.**

Sincerely,

A handwritten signature in black ink, appearing to read 'NJanopaul', written in a cursive style.

Nina Janopaul  
President/CEO