

ALEXANDRIA COMMUNITY SERVICES BOARD

BOARD POLICY #13

SUBJECT: Residential Services Development Policy

PURPOSE: To provide direction and guidelines for the development of residential services for individuals with a mental illness, intellectual disability or who are recovering from substance abuse and to ensure the protection of the rights and privacy of citizens with disabilities.

STATEMENT OF POLICY: The Alexandria Community Services Board seeks to provide supported housing opportunities for its residents with a mental illness, intellectual disability and those who are recovering from substance abuse in order that they may live successfully in the community and share in the benefits of the community. The Board seeks to obtain and offer a variety of forms of supported housing that utilize best practice models that enhance each person's ability to function effectively in the community. The policy seeks to balance the value of openness and public awareness of Board actions with the protection of the rights of persons with disabilities to live and work without discrimination. Board owned or controlled housing should be located throughout the City so as to maximize housing choices for client residents.

PROCEDURES:

A. Ongoing Activities

1. Housing Plan:

- a. The Board shall periodically develop a Housing Plan that identifies the highest priority supported housing needs and offers a proposed means by which these housing needs can be met. This plan shall identify the type of housing and preferred selection criteria in a manner consistent with the intent and requirements of the Fair Housing Act. The Board's Housing Plan will identify supported housing needs and gaps in services using available data including the annual Continuum of Care Housing Inventory and Point In Time count of sheltered and unsheltered homeless individuals. The Board Housing Plan will be coordinated with the City's Five Year Consolidated Plan for Housing and Community Development, Consolidated Annual Performance and Evaluation Report and Annual Action Plans.
- b. The Board's Housing Plan shall be approved by City Council. Prior to the presentation of the Housing Plan to City Council, the Board shall circulate the Housing Plan to the major civic associations within the City and provide an opportunity to receive input to the Housing Plan.

- c. The Council-approved Housing Plan shall be part of the Board's annual plan of services. (The Board solicits input into its plan of services through its annual public hearing.)
 - d. The Board shall distribute the Council-approved plan of services, including its Housing Plan, to civic associations, City libraries and other interested parties. When the Board circulates its plan of services to the major civic associations within the City, it will offer to conduct a presentation on Board programs and services, as well as the Housing Plan, to any civic group making such a request. Representatives of the Board, as well as Department staff, will be available to respond to any civic group or interested party making a request for a presentation.
2. **Community Education Plan:** The Board shall educate the general community about persons with disabilities and foster community acceptance of its programs through ongoing community outreach and public information activities.
- B. Selection Criteria:** In determining the acquisition of Board owned or controlled supported housing opportunities, The Board will consider the following criteria:
- 1. Affordability
 - 2. Reasonably convenient to transportation, employment, food, pharmacy, shopping and recreation
 - 3. Suitable size for intended use
 - 4. Meets all applicable regulatory standards
 - 5. Reasonably modified for handicapped accessibility where required
 - 6. Purchase price shall be confirmed by independent appraisal
 - 7. Resultant building changes improve or do not detract from community appearance
 - 8. Location reasonably safe or does not present exceptional risk
 - 9. Best "fit" of properties currently available.
 - 10. Incorporates current best practices in the siting of supportive housing.
 - 11. Board owned housing shall be located throughout the City so as to maximize housing choice for prospective client residents.
- C. Community Notification:** The Board shall comply with all City, State, and Federal requirements and zoning ordinances related to notification and siting of all residences. When requested, the Board will respond to questions relating to the project in an open way. Information which may relate to pending negotiations, legal matters, client identities and other related matters shall not be disclosed.
- D. Compliance with Policy #13 Requests from Private Providers:** From time to time, the City of Alexandria Planning and Zoning Office may receive

requests from private providers to certify that they are in compliance with Board Policy #13. City Zoning Code requires those groups identified in Code of Virginia or like groups licensed by the Virginia Department of Social Services which otherwise meet the criteria of Code of Virginia 15.2-2291 (A) to comply with Policy #13 if they are to be considered under the definition of “family.” ACSB compliance review applies only to providers of residential services for individuals with a mental illness, intellectual disability or who are recovering from substance abuse. The Planning and Zoning Office will refer requests to the Director of the Department of Community and Human Services for review and recommendations. Any provider will be deemed in compliance with Policy #13 if the provider demonstrates, in writing, efforts to place a proposed facility in a location that responds to conditions identified in Section B of this policy. The Department’s recommendation for compliance will be forwarded to the Director of Planning and Zoning for final review.

Roy Shannon, Chair

Adopted: 11/07/96

Revised: 09/10/98, 04/06/2000, 09/14/2000, 11/06/03, 03/03/05, 09/07/06, 06/07/07, 03/08/12, 02/06/14, 11/06/14, 04/02/15, 3/2/17

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