

**U.S. Department of Housing & Urban Development**  
**Office of Public and Indian Housing**  
**Office of Public Housing Investments**  
**HOPE VI RELOCATION PLAN**  
**GUIDE**

Housing Authority: \_\_\_\_\_  
Executive Director: \_\_\_\_\_  
Relocation Coordinator: \_\_\_\_\_

Planning Team Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TA Provider: \_\_\_\_\_

Dated: \_\_\_\_\_

**Revised 6/02**

Relocation plan     Amendment to relocation plan

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The public reporting burden for this collection of information for the HOPE VI Relocation Plan Guide is estimated to average 15 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

In accordance with the Notice of Funding Availability, PHAs applying for HOPE VI Revitalization grant funding must certify in their application that they have completed a HOPE VI Relocation Plan in conformance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and 49 CFR part 24. PHAs may use this information collection, the HOPE VI Relocation Plan Guide, as a guide by which to develop their HOPE VI Relocation Plan. It is not required to be submitted to HUD.

**THIS AGENCY MAY NOT CONDUCT AND SPONSOR, AND A PERSON IS NOT REQUIRED TO RESPOND TO, A COLLECTION OF INFORMATION UNLESS THE COLLECTION DISPLAYS A VALID CONTROL NUMBER. THE INFORMATION SUBMITTED IN RESPONSE TO THE NOTICE OF FUNDING AVAILABILITY FOR THE HOPE VI PROGRAM IS SUBJECT TO THE DISCLOSURE REQUIREMENTS OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT REFORM ACT OF 1989 (PUBLIC LAW 101-235, APPROVED DECEMBER 15, 1989, 42 U.S.C. 3545). WARNING: HUD WILL PROSECUTE FALSE CLAIMS AND STATEMENTS. CONVICTIONS MAY RESULT IN THE IMPOSITION OF CRIMINAL AND CIVIL PENALTIES. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).**

**I. EXISTING PROJECT SUMMARY (AS OF \_\_\_\_\_).**

<b>HOUSING AUTHORITY NAME</b>	
<b>RELOCATION COORDINATOR</b>	
<b>ADDRESS</b>	
<b>PHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>BRIEF DESCRIPTION OF THE RELOCATION (OFF-SITE? ON SITE ETC.)</b>	
<b>ESTIMATED START DATE OF RELOCATION MOVES</b>	

<b>HOUSING DEVELOPMENT NAME(S):</b> <b>HOUSING DEVELOPMENT NUMBER(S):</b> <b>YEAR BUILT:</b> <b>TOTAL NUMBER OF UNITS:</b> <b>NUMBER OF OCCUPIED UNITS:</b> <b>NUMBER OF VACANT UNITS:</b> <b>SIZE OF SITE:</b>	
<b>ACTIVITY TYPE(S): (SELECT ALL THAT APPLY)</b>	
<input type="checkbox"/> HOPE VI REVITALIZATION <input type="checkbox"/> HOPE VI DEMOLITION GRANT <input type="checkbox"/> DEMOLITION <input type="checkbox"/> DISPOSITION <input type="checkbox"/> MIXED-FINANCE DEVELOPMENT	<input type="checkbox"/> REHABILITATION <input type="checkbox"/> PUBLIC HOUSING HOME OWNERSHIP <input type="checkbox"/> CONVERSION OF PH TO VOUCHERS <input type="checkbox"/> PUBLIC HOUSING DEVELOPMENT <input type="checkbox"/> RECONFIGURATION OF UNITS

<i>CURRENT UNIT MIX</i>			
<i>UNIT SIZE</i>	<i>OCCUPIED</i>	<i>VACANT</i>	<i>TOTAL</i>
<i>0 BR</i>			
<i>1 BR</i>			
<i>2 BR</i>			
<i>3 BR</i>			
<i>4 BR</i>			
<i>5 BR</i>			
<i>TOTAL</i>			

## II. RELOCATION DESTINATIONS

BEST ESTIMATE, AS OF DATE OF SUBMISSION, OF ANTICIPATED RELOCATION DESTINATIONS

REPLACEMENT HOUSING		NUMBER OF RELOCATIONS TO EACH HOUSING TYPE					
		0BR	1BR	2BR	3BR	4BR	5BR
VACANT UNITS ON-SITE (WITHIN THE PH DEVELOPMENT)							
VACANT UNITS IN OTHER PUBLIC AND ASSISTED DEVELOPMENT(S)							
RESIDENT-BASED SECTION 8 (VOUCHERS							
HOMEOWNERSHIP							
OTHER HOUSING OPTIONS							
<b>TOTAL</b>							

Identify developments available for relocation.

Are any of the proposed relocation units located outside of the local jurisdiction?  Yes  No  
If yes, please describe.

Development	0 BR Unit	1 BR Unit	2 BR Unit	3 BR Unit	4 BR Unit
<b>Unit Totals</b>	<b>0 BR Units</b>	<b>1 BR Units</b>	<b>2 BR Units</b>	<b>3 BR Units</b>	<b>4 BR Units</b>

**SUMMARY OF OTHER PUBLIC HOUSING RELOCATION ACTIVITIES PROPOSED OR ON-GOING IN THE JURISDICTION ACCORDING TO YOUR ONE-YEAR PUBLIC HOUSING PLAN**

DEVELOPMENT NAME	PROJECT NUMBER	SITE NUMBER	NUMBER OF FAMILIES TO BE RELOCATED
<b>TOTAL FAMILIES TO BE RELOCATED</b>			

### III. NUMBER OF FAMILIES TO BE RELOCATED

Provide a tally, as of the date of your HOPE VI application, of the families who reside in the building(s) scheduled for demolition or rehabilitation by filling out the following chart. (Note: Bedroom size refers to the size of the apartment they will need on relocation, not their current bedroom size):

UNIT SIZE	ELDER	FAMILY W/ CHILDREN	NON-ELDERLY DISABLED	SINGLE	OTHER	TOTAL	ACCESSIBLE UNITS
0 BR							
1BR							
2BR							
3BR							
4BR							
5 OR MORE							
TOTAL							

- PLEASE EXPLAIN ANY DUPLICATE COUNTS.
- PLEASE INCLUDE RESIDENT CHARACTERISTICS 50058 DATA FOR THIS DEVELOPMENT (INCLUDE, AT A MINIMUM, INCOME, RACE, ETHNICITY AND FAMILY SIZE)

#### A. Temporary Move Assistance

There are no provisions for “temporary relocation” under the URA, unless a resident will not be permanently displaced but must be moved for a short period of time to allow their unit to be rehabilitated or because an emergency situation exists which is a threat to their health or safety. While many PHAs have used this term liberally, it is HUD’s position that all residents of a project to be revitalized or demolished under HOPE VI should be provided full permanent relocation benefits as displaced persons unless all the following criteria are met:

- The HOPE VI project is solely rehabilitation,
- a sufficient number of suitable units will be available so that all residents can be guaranteed the ability to return to a unit in the project after rehabilitation,
- the PHA has made a final determination on each individual resident under the adopted return criteria that the resident is eligible to return to the completed project, and
- the resident will be in “temporary” housing for less than one year.

If all the above criteria are met, the person is not considered displaced under the URA, however, they must be reimbursed for all reasonable out of pocket expenses in connection with the temporary relocation pending their return to the project. In all other cases, or where a resident in a project must be moved for a period that exceeds one year, the Authority should provide full URA relocation benefits to enable a resident to make a permanent move

Temporary Housing - The PHA will provide temporary housing that is decent, safe, and sanitary on a nondiscriminatory basis for families or individuals who are moved temporarily on site, or who are moved off site in rehabilitation projects. If an Authority is unable to guarantee the resident’s right to return to a rehabilitation project unit within 12 months, the Authority should issue a Notice of Eligibility for Relocation Assistance to the resident, and provide full displacement assistance.

Packing and Moving Assistance – If a resident prefers to pack their own personal possessions and items of value, they will be provided packing boxes and tape for the move. A resident who needs assistance in packing, should contact the Authority for assistance. It is the obligation of the Authority to pack and move all of a resident’s belongings and household goods.

Incidental Costs - Incidental costs of a temporary move will be covered by relocation benefits and may include any required utility deposits at the temporary housing (but not permanent housing), and telephone and/or cable installation at both the temporary housing and upon return to the newly rehabilitated project (if the resident previously had telephone and/or cable service). If the newly rehabilitated project changes the utility service to resident-purchased from Authority-furnished utilities, and new or increased utility deposits will be required, the Authority cannot pay for the new utility deposits (since this is a cost required to be paid by any resident currently living in a project that is being converted to resident-purchased utilities or by any new resident moving into such a project).

Fair Market Rent – When it is necessary to temporarily house families or individuals in units other than public housing, rents paid by the Authority will not exceed Section 8 Existing Fair Market Rents, except as may be approved by the HUD Field Office. The portion of the rent paid by the family or individual will remain the same. When a public housing unit of suitable size and location becomes available, the family or individual must agree to move into the unit or any gap assistance (payments for reasonable increases in monthly housing costs at the temporary unit) will terminate.

**B. Method of Payment - Move Related (Temporary)**

For residents who are temporarily relocated, the Authority will provide Direct Payment or Reimbursement for all reasonable out-of-pocket expenses in connection with the move. To provide this assistance, the Authority will:

- Undertake the move itself, using force account labor or a moving company, and, therefore, be directly responsible for all moving and incidental costs.
- Authority's contractor or moving company
- Employees of the Authority
- Reimburse families or individuals for all actual and reasonable moving and incidental costs.

The Authority has determined the following estimates to be a guide for what is a reasonable cost for the moving of furniture, personal fixtures, and household goods only. In compliance with HUD's implementing instructions, it is not the intent of the Authority to use these estimates as “fixed payment” maximums.\*

1-Bedroom Unit \$ _____	2-Bedroom Unit \$ _____	3-Bedroom Unit \$ _____
4-Bedroom Unit \$ _____	5-Bedroom Unit \$ _____	6-Bedroom Unit \$ _____

**\*NOTE:** The Authority will not make fixed payments since such payments may not be representative of actual reasonable costs. However, in order for a resident to be sure of full reimbursement, residents should submit their moving cost estimate to the Authority for approval prior to the move. Failure to do so may result in the resident not being fully reimbursed.

### C. Method of Payment - Utility Related (Temporary)

For residents who are temporarily relocated, the Authority will provide Direct Payment or Reimbursement for all disconnection and reconnection of necessary utilities {generally water, sewer, gas, and electricity}. To provide this assistance, the Authority has selected the following method of payment (Direct Payment or Reimbursement):

The Authority will reimburse the resident the cost of transferring the following utility services to the replacement or temporary unit.

<u>NAME OF UTILITY COMPANY</u>	<u>TYPE OF UTILITY SERVICE</u>
_____	_____
_____	_____
_____	_____

**NOTE:** In order to receive reimbursement, each resident is required to submit proof of the cost of transferring the resident's existing utility service to the replacement or temporary unit such as a monthly statement indicating the transfer charge.

The Authority will pay direct to the following utility companies the cost of transferring the resident's utility service to the replacement or temporary unit.

<u>NAME OF UTILITY COMPANY</u>	<u>TYPE OF UTILITY SERVICE</u>
_____	_____
_____	_____
_____	_____

### D. Permanent Move Assistance

Displaced Person – The term “displaced person” means any person that moves from real property, or moves his or her personal property from the real property, permanently, due to HUD-funded acquisition, rehabilitation or demolition activities.

Residents who are to be displaced from the site will be given a *Notice of Eligibility for Relocation Assistance* that will discuss their eligibility for assistance under the URA. Residents will be cautioned “DO NOT MOVE UNTIL YOU RECEIVE THIS NOTICE.” This Notice will be provided to each resident by the PHA as soon as possible after the Initiation of Negotiations (ION) which is the date HUD approves the PHAs Revitalization Plan, including all required supplemental submissions, and HUD authorizes the PHA to proceed with implementation of the Revitalization Plan.

Comparable Replacement Housing – The Authority will not require any family or individual to move unless at least one (where possible, three or more) comparable replacement dwelling, as defined in 49 CFR 24.2(d), is made available at least 90 days before the required move (refer to 49 CFR 24.204).

## **E. Move Assistance for Displaced residents {To Other Public Housing}**

Direct Payment or Reimbursement of Moving Expenses - The Authority has chosen the following move for residents who are displaced into other Public Housing.

- Undertake the move itself, using force account labor or a moving company, at no cost to the individual or family being displaced. In such case, the family or individual also is entitled to a moving expense and dislocation allowance of \$50.

Packing and Moving Assistance – If a resident prefers to pack their own personal possessions and items of value, they will be provided packing boxes and tape for the move. A resident should contact the PHA if he/she needs assistance in packing. The PHA is obligated to pack and move all of a resident’s belongings and household goods.

- Allow the resident to elect one of the following displacement options.

- 1) The PHA will reimburse the resident for the actual cost of all actual reasonable moving and related expenses (48 CFR 24.301) such as:
  - Transportation of the displaced person and personal property. (This may include reimbursement at the current mileage rate for personally owned vehicles which need to be moved). Transportation costs for a distance beyond 50 miles are not eligible, unless the Authority determines that relocation beyond 50 miles is justified.
  - Packing, crating, uncrating, and packing of the personal property.
  - Storage of the personal property for a period not to exceed 12 months, unless the Authority determines that a longer period is necessary.
  - Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property.
  - Insurance for the replacement value of the property in connection with the move and necessary storage.
  - The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.

The PHA will pay the applicable and current fixed moving expense and dislocation allowance required under 49 CFR 24.302 directly to the resident. The current allowance schedule is based on the number of rooms of furniture to be moved.

## **F. Move Assistance for Displaced Residents {To Housing Other Than Public Housing}**

Residents who are displaced out of public housing are entitled to the assistance described in the HUD brochure ***Relocation Assistance To Tenants Displaced From Their Homes (HUD-1042-CPD)***. Two of the key assistance components include moving assistance and replacement housing assistance.

Moving Assistance - For residents who are to be displaced into housing other than Public Housing, the Authority is required to permit each resident to choose from one of the following two options, but may include a third option. Even though not required, the PHA may offer the third “Local PHA” option described below, if “checked” by the Authority.



*Option One* – The Authority will reimburse the resident for the cost of all reasonable moving and related expenses (49 CFR 24.301).

*Option Two* – The Authority will pay the applicable and current fixed moving expense and dislocation allowance required under 49 CFR 24.302 directly to the resident. This allowance schedule is based on the number of rooms of furniture to be moved and is provided at the end of this section.

*PHA Option* – The resident may select the same move assistance made available to residents who are moving into other public housing. The PHA will undertake the move itself, using force account labor or a moving company, at no cost to the individual or family being displaced. In such case, the family or individual is entitled to a moving expense and dislocation allowance of \$50. This option  does include,  does not include, an advance loan payment to pay deposit costs.

Replacement Housing Payment - In addition to moving assistance, residents who are displaced into housing other than Public Housing may be entitled to a Replacement Housing Payment(RHP). This payment is intended to cover any increase in monthly housing costs. The RHP is calculated by multiplying the monthly difference in rent and other housing costs by 42 months. This payment may not be made as a lump sum; however, as few as two or three installments is appropriate. This amount cannot be adjusted after “vesting.” When calculating the RHP, the PHA must consider the Comparable Replacement Housing unit offered to the resident. Since RHP costs above that approved by the PHA may not be eligible, residents are cautioned to work closely with the PHA prior to their move

**G. Applicable Fixed Moving Expense and Dislocation Allowance {49 CFR 24.302}**

A resident who is displaced out of public housing may elect to receive either a payment for all actual and reasonable moving expenses or a fixed payment based on rooms of furniture. If the Authority chooses, this selection option may also be offered to residents who are displaced into other public housing. The Moving Expense and Dislocation Allowance available under 49 CFR 24.302, is based on the number of rooms of furniture, and was set at the following rates (effective \_\_\_\_\_):

1 Room \$ _____	2 Rooms \$ _____	3 Rooms \$ _____
4 Rooms \$ _____	5 Rooms \$ _____	6 Rooms \$ _____
Rooms \$ _____	8 Rooms \$ _____	

#### IV. RESIDENT PREFERENCES

Complete the chart below based on your tenant survey. Attach a copy of the survey instrument. Please also attach any analysis of survey results and any exceptional findings not noted elsewhere if applicable. Indicate the extent to which you plan to accommodate those preferences. Note the date of the survey.

#### PLANNED RELOCATION DESTINATIONS

REPLACEMENT HOUSING	NUMBER OF RELOCATIONS TO EACH HOUSING TYPE	
	ESTIMATE OF NUMBER AVAILABLE DURING RELOCATION PERIOD	NUMBER REQUESTED IN THE RESIDENT SURVEY
VACANT UNITS ON-SITE (WITHIN THE PH DEV.)		
VACANT UNITS IN OTHER PUBLIC AND ASSISTED DEV.		
RESIDENT-BASED SECTION 8 VOUCHERS		
HOMEOWNERSHIP		
OTHER HOUSING OPTIONS		
TOTAL		

**General Transfer** - A family or individual who is moved permanently from a project due to reasons other than HUD-funded rehabilitation or demolition activities (such as a family housed in an inappropriate size unit which is on the transfer list for an appropriate sized unit and is moved when one becomes available), is not a "displaced person" under the URA. The PHA is not required to use the funds provided by HUD for a HOPE VI project to pay for actual reasonable moving and incidental costs for general transfers between projects. The PHA's records should document the cause of the move when it is not subject to the URA.

**Evictions for Cause** – A resident is not entitled to relocation payments and assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA) (49 CFR Part 24) where the family or individual was evicted for serious or repeated violation of material terms of the lease and, therefore, the eviction was not undertaken by the PHA for the purpose of evading its obligation to make available moving assistance, rental assistance and/or other payments available under the URA. On the other hand, a resident who receives a Notice Of Eligibility For Relocation Assistance, and at a later date eviction proceedings are initiated which later result in his/her eviction, may still receive the relocation assistance identified in the Notice of Eligibility For Relocation Assistance (especially where such eviction is determined to be "for the project"). All eviction situations must be reviewed by the PHA to make a final determination on benefits which are due to the resident, if any..

**RESIDENT REFUSAL** - ONCE THE AUTHORITY HAS OFFERED REPLACEMENT HOUSING TO THE RESIDENT, EITHER TEMPORARY OR PERMANENT, THE AUTHORITY WILL SCHEDULE A MOVING DATE WITH THE RESIDENT. IF A PROBLEM ARISES WITH RELOCATING A RESIDENT IN A TIMELY MANNER, I.E., IF A RESIDENT REFUSES TO MOVE OR REFUSES TO MEET WITH THE AUTHORITY REGARDING A MOVE OR A RESIDENT CANNOT BE FOUND, THE AUTHORITY WILL INITIATE APPROPRIATE ACTION TO ADDRESS THE PROBLEM, WHICH MAY INCLUDE INITIATION OF EVICTION PROCEEDINGS. AN EVICTION "FOR THE PROJECT" SHOULD NOT EXTINGUISH A RESIDENT'S RIGHT TO RELOCATION ASSISTANCE.

## V. USE OF SECTION 8 VOUCHERS

If you plan to relocate some families with Section 8 vouchers, provide the following information: (Many PHAs will already have assembled much of this information to comply with the SEMAP indicator on Expanding Housing Opportunities. Where applicable, PHAs may respond by attaching the relevant SEMAP materials). You may find it useful to consult a HUD 2020 map that details concentrations of Section 8 units.

- Availability of Rental Housing to Voucher Holders. Describe, generally, the availability of rental housing to voucher holders in the metropolitan area over the planned period of relocation. What is the vacancy rate? Is there a shortage of such housing? Is there a shortage of particular sized units?
- Voucher Success Rates. Describe the experience of households newly issued Section 8 vouchers by your agency in the past year. What proportion of families issued vouchers succeeded in using them to rent housing?
- Describe any different experience of households using Section 8 vouchers in connection with your recent relocation efforts (HOPE VI, other special initiatives).
- Utilization. Detail your Section 8 utilization rates over the past three years.
- Barriers to Voucher Usage. What barriers, if any, did these voucher-holders encounter in using their vouchers? What steps, if any, do you plan to take to help relocating families overcome these barriers (for example: raising the payment standard, extending families' search time, providing transportation assistance)?
- Expanding Housing Opportunities. What proportion of families issued vouchers by your agency have accessed neighborhoods outside areas of poverty and minority concentration? What steps, if any, do you plan to take to expand the range of neighborhoods accessible to relocating families issued Section 8 vouchers, including to neighborhoods outside areas of poverty and minority concentration? Describe the PHA's methods for recruitment of landlords with units for large families and for people with disabilities.
- Insulating Relocating Families From Increased Costs. What steps, if any, do you plan to take to ensure that families with vouchers have relocation options that will not cause their costs for housing and utilities to increase (e.g., raising the payment standard, providing supplemental payments)?
- Minimizing Conflicts With Other Relocation Efforts. Describe any other major activities that are being conducted by you or other subsidized housing providers (including other PHAs) that have or may soon result in increased numbers of families with Section 8 vouchers in the area (e.g., other HOPE VI projects, conversions of public housing, Section 8 opt-outs or pre-payments, major renovations of subsidized housing, etc.) and indicate how they will effect the availability of housing and services for relocating families. (Note: Your HUD office will be familiar with this information).

Comments:

**PAYMENT STANDARDS (THIS INFORMATION IS AVAILABLE FROM YOUR HUD OFFICE.)**

The PHA uses one payment standard for the entire FMR area.

The PHA uses separate payment standards for designated areas with the FMR area

Complete the table below for each geographic area for which the PHA uses a different payment standard.

**PAYMENT STANDARD AREA (DESCRIBE LOCATION):**

UNIT SIZE	FAIR MKT RENT (FMR)	PHA'S PAYMENT STANDARD	PAYMENT STANDARD AS PERCENT OF FMR
0 BR			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			

## VI. RELOCATION RESOURCES – OTHER THAN SECTION 8

Describe in detail the housing resources, other than vouchers that you plan to use to relocate families. Include at minimum:

- If you plan to relocate some families to other public housing developments, indicate which public housing developments and, to the extent that you know, how many families you plan to move to each. Explain the basis on which these are comparable or improved housing opportunities.
- If you plan on using *resources other than vouchers or PHA-controlled resources*, describe them. Please include census tract data on poverty level and ethnicity for each identified resource. Explain the basis on which you expect these resources to improve the tenants' living environment.

Explain the basis for your conclusion that the resources you have identified are sufficient to re-house all families in need of relocation. To the extent practicable, support your response with data from objective sources.

## **VII. RELOCATION SERVICES**

Describe in detail the relocation services you plan to provide families that are relocating, either directly or through partnerships with other agencies. See Handbook 1378, Chapter 2, for a description of advisory services required under the URA.

- How many housing search counselors will be employed and for how long? What will their caseloads be?
- What steps will be taken to ensure that families have transportation to explore different housing opportunities?
- What other relocation services will be provided to families, such as mobility counseling, self-sufficiency training, access to childcare?
- Describe information provided to residents during the planning process regarding proposed moving assistance, benefits, rights, privileges, protections, advisory services, counseling, and housing options which will be available to each household that is required to move.

## VIII. OFF-SITE ACQUISITIONS AND/OR RELOCATIONS

Does the Authority plan to acquire off-site property?  Yes  No  
If yes, how many parcels are expected to be acquired? \_\_\_\_\_

Will there be any "off-site" displacement of persons\*?  Yes  No

\* The term "person" is meant to include homeowners, tenants, or nonresidential owner or tenant occupants such as businesses, nonprofit organizations, or farms.

If yes, how many: Non-Residential \_\_\_\_\_  
Homeowner \_\_\_\_\_  
Tenant \_\_\_\_\_

If such off-site displacements are planned, the Authority should conduct a survey to determine the availability and cost of comparable replacement housing for tenants and homeowners, and the availability and cost of suitable locations for all businesses. Based on this survey, please provide sufficient information to assure HUD that adequate replacement housing, and suitable locations for non-residential occupants, are available for relocating those who are affected by the project.

Indicate the costs of such moves, and the costs of any planned acquisitions, in the **Off-Site Acquisitions and Moves of Section XI, Relocation Costs**.

**NOTE:** To obtain guidance and examples of notices for displacement of private sector homeowners, tenants, and businesses, the authority should review HUD Handbook 1378. The Authority is reminded that such displacements are not only complicated, they can be quite expensive and time consuming. *Example: Since Section 8 vouchers do not preclude a private sector tenant's right to opt for a replacement housing payment under the URA, a low income person, moving from a crowded, substandard unit, and into a decent, safe and sanitary comparable unit, might receive a payment of as much as \$20,000 or more.*

**IX. OVERCOMING POTENTIAL IMPEDIMENTS TO RELOCATION**

Describe in detail any impediments that you anticipate to families' successful relocation and indicate what you plan to do to address those impediments. For example, if households that you plan to relocate with Section 8 vouchers have utility debts that will make it difficult for them to secure utility services, what do you plan to do to help them access those utilities?

Since deposits are generally ineligible for reimbursement, do you plan to offer financial assistance, under a recapture agreement, to assist the relocating families with cleaning, security, or utility deposits? \_\_\_\_ Yes \_\_\_\_ No If so, briefly describe your "loan" process.

How will you ensure that suitable replacement housing will be available for large families?

**UTILITY AND/OR SECURITY DEPOSITS - EVEN THOUGH THE AUTHORITY IS NOT PERMITTED TO PAY UTILITY AND/OR SECURITY DEPOSITS FOR PERMANENT MOVES, THE AUTHORITY CAN ADVANCE NEEDED DEPOSITS TO RESIDENTS WHO CHOOSE REIMBURSEMENT FOR THE ACTUAL AND REASONABLE COSTS OF THE MOVE, PROVIDED THE RESIDENT EXECUTES AN AGREEMENT TO REPAY THE FUNDS. SUCH ADVANCE PAYMENTS OF DEPOSITS ARE IN ESSENCE LOANS, AND, THEREFORE, ARE TO BE REPAYED IN ACCORDANCE WITH THE TERMS OF THE REPAYMENT AGREEMENT AGREED TO BY THE AUTHORITY AND THE RESIDENT.**



**X. STANDARDS FOR OCCUPANCY AND RE-OCCUPANCY**

- Describe the criteria, as currently defined, that current residents should meet in order to return to the revitalized site and other off-site replacement housing. To the extent that time limits are imposed for re-occupancy, tenants should have ample notice to potentially comply. (However, this does not apply to criminal records.)
- Do you intend to adopt any occupancy requirements or lease provisions for the HOPE VI site that differ from the occupancy requirements or lease provisions for other public housing developments administered by your agency? If so, describe.
- Based on current circumstances, what proportion of the original residents do you anticipate will be able to meet the conditions of re-occupancy without any further assistance? What additional proportion of the original residents will be able to meet the criteria for re-occupancy with the assistance of support services the PHA provides for them?
- How many residents have indicated a desire to return to the revitalized site? How many public housing units do you anticipate will be available at the revitalized site?
- If the management agent is not yet in place,  describe the process for revisiting the criteria that the original residents should meet in order to return to the revitalized site.
- A resident displaced from a HOPE VI project should not be precluded from applying and being considered for housing in the project after completion.

**XI. RELOCATION COSTS**

Provide a detailed relocation budget that indicates the projected costs for each element of the relocation.

<b>URA RELOCATION MOVE (INCLUDING MOVING COSTS AND UTILITIES)</b>			
<b>NON-URA RETURN MOVE (OPTIONAL) (INCLUDING MOVING COSTS AND UTILITIES)</b>			
<b>URA TEMPORARY MOVE (LESS THAN 1 YR.)(INCLUDING MOVING COSTS AND UTILITIES)</b>			
<b>SECTION 8 SECURITY DEPOSITS AND OTHER INITIAL OCCUPANCY PAYMENTS</b>			
<b>OFF-SITE ACQUISITIONS AND MOVES (IF ANY):</b> _____ <b>PROPERTY ACQUISITION(S) \$</b> _____ _____ <b>NON-RESIDENTIAL MOVES AT \$</b> _____ <b>PER MOVE</b> _____ <b>HOMEOWNER MOVES (REPLACEMENT HOUSING AND PHYSICAL MOVE COSTS) AT \$</b> _____ <b>PER MOVE</b> _____ <b>TENANT MOVES (REPLACEMENT HOUSING AND PHYSICAL MOVE COSTS) AT \$</b> _____ <b>PER MOVE.</b>			
<b>RELOCATION COSTS FOR ALL OFF-SITE PRIVATE SECTOR MOVES \$</b> _____			
<b>RELOCATION PROGRAM ADMINISTRATION, COUNSELING</b>			
<b>INCREASES IN MONTHLY RELOCATION HOUSING COSTS OVER 42 MONTHS (OR 60 MONTHS IF CDBG OR HOME \$ INVOLVED AND NO SECTION 8 VOUCHER IS AVAILABLE (SEE HB 1378, SECTION 7-16.E.(1)(C)).</b>			
<b>CONTINGENCY</b>			
<b>TOTAL</b>			
<b>SOURCE:</b>			
<b>SOURCE:</b>			
<b>SOURCE:</b>			
<b>TOTAL</b>			
<b>ESTIMATE OF PHYSICAL MOVING COSTS AND UTILITY RELOCATION COSTS</b>			
	Of _____ Resident households required to move		
	_____ will be moved at \$_____ each for a total of	\$_____	

	Type Move: <i>A one-time move into another unit in the same public housing (PH) development</i>		
	___ will be moved at \$___ each for a total of	\$___	
	Type Move: <i>Two moves within the same PH development</i>		
	___ will be moved at \$___ each for a total of	\$___	
	Type Move: <i>One move to a unit at another PH development and then a return move back to the site</i>		
	___ will be moved at \$___ each for a total of	\$___	
	Type Move: <i>One permanent move into another PH development</i>		
	___ will be moved at \$___ each for a total of	\$___	
	Type Move: <i>One move into a unit in the private market, including moves with Section 8 vouchers</i>		
	___ will be moved at \$___ each for a total of	\$___	
	Type Move: <i>One move into a S.8 or non-PH unit and then a return move back to the site.</i>		
	<b>Physical moving costs and utility costs (all moves)</b>	\$___	

**Vested** - Once a displaced resident has been permanently relocated into a decent, safe, and sanitary comparable replacement housing unit, and the PHA determines that a Replacement Housing Payment (RHP) is necessary to make the unit affordable, the full amount calculated based on need (see HUD Handbook 1378, Sections 3-3, 3-4, and 3-5) becomes “vested.” Because eligibility for URA benefits is premised upon the situation at the time of displacement, what may occur following this vesting cannot serve to cut off rights to periodic installment RHP. In short, while the RHP cannot be paid in a lump sum and must be paid in increments, the legal obligation to make the computed sum available to the displacee is determined at the time of the displacement and cannot be terminated or altered by subsequent circumstances.

## **XII. RESIDENT PARTICIPATION**

- Describe activities involving residents in relocation planning, including consultation with residents and/or resident council and the provision of technical assistance so that they may be involved in the development and revisions, if any, to the relocation plan.
- If applicable, describe what actions will be taken to assure effective communication with residents: (1) who need services or information in languages other than English and (2) with disabilities.

### **XIII. RELOCATION RECORDKEEPING AND NOTICES**

The Authority, as part of its recordkeeping requirements, is maintaining an occupant list that, when the project is completed, will identify; 1) All persons occupying the real property at the initial submission of the application for assistance; 2) All persons moving into the property on or after the date on which the project begins, and; 3) All persons occupying the property upon completion of the project.

The Authority will hand deliver, with receipt on file, or send by certified mail, return receipt requested, the following notices required at 49 CFR Part 24.

General Information Notice (GIN) – When will the Authority provide to each tenant the applicable/required GIN, along with a brochure that explains his/her benefits, rights, and privileges; and the moving assistance available for each type of move?

Initiation of Negotiation Notice – Will the Authority be prepared to provide, on the date HUD approves the Revitalization Plan, or as soon as feasible thereafter, the required Notice of Eligibility For Relocation Assistance, or Notice of Nondisplacement, as applicable, to each eligible resident?

Yes  No

Move In Notice – Does the Authority plan to provide a Move In Notice to all new tenants who move into a project unit, after application submission? This notice is at the Authority's discretion. [NOTE: An example Guideform Notice is found at Appendix 29 in HUD Handbook 1378.]

Yes  No

Attach copies of anticipated Notices that will be given to residents. Sample forms are included in the appendix to Notice CPD-02-16 and Handbook 1378.