

# 31. Relocation Plan

## Acquisition, Relocation and Demolition Questionnaire

Grantee:  Project:   
Program:  Date Submitted:

This questionnaire is designed to assist the Ohio Housing Finance Agency (OHFA) in reviewing your project for acquisition, relocation and demolition activities and in making a determination if you have adequately planned and budgeted for these activities.

Since much of OHFA funds are from federal sources, any project involving (a) acquisition of real property or easements, (b) rehabilitation and (c) displacement of occupants may activate the regulations found in the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA). In addition, Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment) may apply to your project if HOME funds are used and funded activities include demolition or conversion that reduces the supply of low/moderate income dwelling units (those renting below Section 8 Fair Market Value).

If you have any questions about completing this form or for consultation on your project's URA and Section 104(d) activities, please contact OHFA, Planning, Preservation & Development Office at (614) 466-0400. The HUD Handbook 1378 on URA should also be reviewed for specific actions and recordkeeping requirements. The handbook is located [online](#).

### **SECTION 1 – Residential Anti-Displacement and Relocation Assistance Plan for Local Governments**

A Residential Anti-Displacement and Relocation Assistance Plan and its supporting documentation are required to be submitted with each application. If you have previously adopted a plan, submit an executed copy of that plan. If you have not adopted a plan see **OHFA Acquisition/Relocation Form 1** which is located on the OHFA website [under](#) Standard Forms on each of the development program pages.

In addition, the information listed in the plan must be submitted in the application for funds or if program income funds are used to demolish or convert occupied or occupiable low- and moderate-income dwelling units, information must be forwarded and approved by OHFA prior to commencing the activity.

### **SECTION 2 – Scope of Activities**

Check the acquisition, rehabilitation, relocation and demolition activities contained within the entire scope of the project (including activities funded from other funding sources that are part of this project). If none, check "none of the above."

- Purchase of permanent easement
- Purchase of vacant land
- Purchase of land and buildings
- Donation of real property or permanent
- New construction
- Homebuyer assistance
- Rehabilitation
- Residential
- Nonresidential

- Relocation of tenants       Residential     Nonresidential     Permanent     Temporary
- Demolition                       Residential     Nonresidential
- Other (explain)

None of the above

**SECTION 3 – Home Buyer Assistance N/A**

Programs assisting homebuyers with financial assistance are considered to be acquisition activities, and are covered by the URA and Section 104(d). Also, tenants residing in the home or building are eligible for relocation benefits unless they (a) are fully informed of their rights under the URA and (b) choose to waive their rights in a written consent document.

A. A Voluntary Acquisition Form-Third Party (see **OHFA Acquisition/Relocation Form 2**):  
 has been presented to each seller (attach documentation)    or  
 will be presented to each seller prior to closing.

B.  Property Owner has waived their rights (attach documentation)  
 (see **OHFA Acquisition/Relocation Form 3**)

C. Number of tenants displaced or anticipated to be displaced

D. \$  Amount budgeted

**SECTION 4 – Acquisition Activities**

A. For parcels or easements that are currently owned (title transferred to the applicant at a previous date and not acquired for the purpose of this project, indicate the number of sites for this project that are currently owned  4 and the date(s) acquired  1975, 1984, 2010, 2012, .

B. Number of sites to be acquired: Easements  Residential   
 Nonresidential  Homebuyer Assistance

C. For sites that have been acquired or are in process of being acquired, what is that status?

Number

Deed

Purchase agreement

Option

Easement agreement

Other (Explain)

D. If the site(s) has been acquired:

1. Who acquired the site(s)?

Government Entity

Third party (Non-government entity)

2. How was the site(s) acquired?

Involuntary Acquisition, using Eminent Domain if necessary

Donation - attach Donation of Parcel/Easement Form  
(OHFA Acquisition/Relocation Form 3)

Voluntary acquisition (no threat of Eminent Domain)

Attach Voluntary Acquisition Form with the seller's signature (OHFA  
Acquisition/Relocation Form 2)

E. For all sites yet to be acquired:

1. Who will acquire the site(s)?

Government Entity

Third party

2. How will site(s) be acquired?

Involuntary Acquisition, using Eminent Domain if necessary

Voluntary acquisition (no threat of Eminent Domain)

Not sure (Explain)

**SECTION 5 – Relocation Activities**

This section covers the two basic relocation options for tenant occupied units: (1) tenants required to move permanently; and (2) tenants who remain on site, even though they may be required to move off site temporarily to permit construction activities to occur, and are provided an appropriate Decent, Safe and Sanitary unit (DS&S) while offsite, and reimbursed for all reasonable out-of-pocket expenses. The failure to provide proper notices or benefits for temporary moves can result in tenants becoming permanently displaced, eligible for permanent relocation benefits, even if it was not intended for them to be displaced.

A. Briefly describe each activity involving rehabilitation or demolition that may result in temporary or permanent displacement.

**See relocation plan for more details. All four sites will involve rehabilitation but GDPM currently expects to rehab Washington Village with residents in place. The other three sites will involve a form of temporary relocation.**

B. If vacant, date the building was last occupied:

C. Were previous occupants displaced in order to make the property available for this project?  
*If so, they must be located and offered relocation compensation.*  
 Yes     No

D. Is the property currently occupied by tenants (residential or nonresidential)?  
 Yes     No

E. If YES, complete the following three questions:

1. Will project activities require tenants to move permanently from the site (displacement)?  
 Yes     No    If YES, please indicate the number of  
 Residential tenant units  
 Nonresidential tenant units

2. Of those remaining on site, will any tenant be required to move temporarily and then return to the unit after renovation (non-displacement)?  
 Yes     No    If YES, please indicate the number of  
 Residential tenants  
 Nonresidential tenants

3. If applicable, show total monies budgeted for 1 and 2 above \$ , and include a brief description of how relocation benefits will be provided.

A moving company will be procured by GDPM to move resident belongings. Resident belongings will be packed if the resident needs it and GDPM will pay for packing supplies. Additionally, should residents temporarily relocate into furnished apartments, GDPM will pay for storage of resident belongings.

**SECTION 6 – Demolition Activities N/A**

(Complete only if HOME dollars are used anywhere in your project and residential units are to be demolished or converted to a use other than low- and moderate-income housing.) See Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment).

A. **UNITS:** Will your project reduce the supply of low- and moderate-dwelling units (those renting below Fair Market Rent; or if owner occupied, would have a market rent below the Fair Market Rent for the area)?

Yes     No

If yes, explain in the space below the provision for replacing units within a four-year time frame (beginning one year prior to the funding agreement and terminating three years after the demolition activity).

B. **PEOPLE:** Will your project permanently displace low- and moderate-income persons?

Yes     No

If yes, what amount is budgeted for relocation \$ ? Explain in the space below a method of providing relocation benefits for any resident displaced.

**FORMS**

The following forms are located online

- OHFA Acquisition/Relocation Form 1:**    Sample Format for Residential Anti-Displacement and Relocation Assistance Plan for Local Governments
- OHFA Acquisition/Relocation Form 2:**    Sample Voluntary Acquisition Form– Third Party (Non-governmental)
- OHFA Acquisition/Relocation Form 3:**    Sample Donation and Waiver of Appraisal Form
- OHFA Acquisition/Relocation Form 4:**    Sample Voluntary Acquisition Form– Public Entity

**ADDITIONAL COMMENTS**

Attach on a separate sheet comments/clarifications for any of the above activities.

## ACQUISITION, RELOCATION AND DEMOLITION QUESTIONNAIRE

### INSTRUCTIONS

Since much of OHFA funds are from federal sources, any project involving (a) acquisition of real property or easements, (b) rehabilitation, (c) displacement of occupants, and (d) demolition may activate the regulations found in the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA). In addition, Section 104(d) of the Housing and Community Development Act (Barney Frank Amendment) may apply to your project if HOME funds are used and funded activities include demolition or conversion that reduces the supply of low- and moderate-income dwelling units (those renting below Section 8 Fair Market Value).

To comply with requirements of the URA and Section 104(d), you must begin to document any acquisition and/or relocation activity once you begin planning to apply for state or federal funds. Be aware early in the process that acquisition of real property, including permanent easements must be done in compliance with the URA. Also, intentional or unintentional displacement of any tenant (individual, family, nonprofit, business or farm) without the URA and possibly 104(d) procedures being followed may result in displacement, adding a financial liability to your project.

Please contact OHFA, Office of Planning, Preservation and Development at 614-466-0400 if you have any questions about completing this form or for consultation on your project's URA activities.

The following is a brief explanation of each Section in the Acquisition and Relocation Questionnaire of this application. This questionnaire is designed to assist us in reviewing your project for acquisition, relocation and demolition activities and in making a determination if you have adequately planned and budgeted for these activities.

#### **Section 1: Anti-displacement and Relocation Assistance Plan for Local Governments**

Submit a Residential Anti-displacement and Relocation Assistance for Local Governments Plan with your application consistent with the sample form **OHFA Acquisition/Relocation Form 1**. Also include documentation that is required by the plan if available for review and approval.

#### **Section 2: Scope of Activities**

Check the acquisition, rehabilitation, relocation and demolition activities contained within the entire scope of the project (including activities funded from other funding sources that are part of this project). Check the appropriate boxes.

#### **Section 3: Home Buyer Assistance**

Programs assisting homebuyers with down payment assistance, closing costs or principal reduction payments are acquisition activities, and are covered by the URA. Timely disclosure needs to be made to the seller, in writing, that it is a voluntary transaction in order to exempt the purchase from full URA regulations (see Sample Voluntary Acquisition Form– Third Party, **OHFA Acquisition/Relocation Form 2**). Also, tenants residing in the home may be eligible for relocation benefits unless they (a) are fully informed of their rights under the URA, and (b) choose to waive their rights in a written consent document without being asked to do so. If they refuse assistance, the reason must be documented. See [HUD Handbook 1378](#) for procedures.

#### **Section 4: Acquisition Activities**

Any real property, including permanent easements, acquired or to be acquired must be acquired in compliance with the URA, whether the property is acquired on a voluntary, involuntary or donated basis.

- A. There is no acquisition issue if real property was not acquired for this project in the past, nor is to be acquired in the future. If ALL real property was previously owned, and not acquired for this project, enter date(s) property to be used for this project was acquired and proceed to the Section 5.
- B. Enter the number of sites acquired or to be acquired for each category.
- C. Enter the number of sites under control for each category and the date(s) obtained. The total number for C should equal the total number for B above.
- D. For secured sites:
  - 1. Check who secured the site(s).
  - 2. Check how the site(s) was secured and attach requested documentation for donations and voluntary acquisitions.
- E. For sites not yet secured:
  - 1. Check who will secure the site(s).
  - 2. Check how site(s) will be secured.

#### **Section 5: Relocation Activities**

This section covers the two basic relocation options for tenant occupied units. They are:

TENANTS WHO ARE INVOLUNTARILY DISPLACED because they are required to move off site permanently as a direct result of the project, including a permanent move that was done prior to the date of the application in anticipation of the project.

TENANTS WHO REMAIN ON SITE since a significant relocation obligation remains with non-displaced tenants. Relocation files must be established and each tenant offered a suitable, affordable, Decent, Safe and Sanitary unit (DS&S) on site. Tenants may be required (a) to move from one unit to another or (b) to move off site temporarily to permit construction if they are provided an appropriate unit during the move and paid all reasonable out-of-pocket expenses. The failure to provide proper notices or benefits can result in tenants becoming displaced persons, eligible for permanent relocation benefits, even if it displacement was not intended.

- A. Briefly describe each proposed activity involving rehabilitation, demolition or conversion to another use (conversion also includes increasing rents to the point that tenants are economically displaced).
- B. Enter date vacant property was last occupied.
- C. Check whether tenants were previously displaced to make the property available for this project. If so, past tenants must be located and offered relocation assistance.
- D. Check whether property is currently occupied by tenants.
- E. If YES is checked in D above, complete the three questions.



1. Check if tenants are required to move permanently from the site. If YES, enter the number of residential and nonresidential tenant units (displacement).
2. Check whether remaining tenants will be required to move temporarily or to move permanently from one unit to another within the project. If YES, enter the number of residential and nonresidential tenant units (non-displacement).
3. If answer to 1 or 2 above is YES, show amount budgeted and describe how relocation benefits will be provided (include notices, advisory services and financial reimbursements) and identify staff that will implement the relocation activity. If needed, use bottom of the following page or attach additional sheets.

## **Section 6: Demolition Activities**

HOME funds are covered by Section 104(d) of the Housing and Community Development Act of 1974, as amended, (Barney Frank Amendment) which (1) protects the supply of affordable housing units and (2) outlines benefits to LMI residents who are permanently displaced. Section 104(d) has two distinct components:

**UNITS:** 104(d) requires one-for-one replacement of low- and moderate-dwelling units that are demolished or converted to another use.

**PEOPLE:** 104(d) specifies relocation assistance for displaced low-income families. (It does not provide protection or assistance for families with incomes above the Section 8 Lower Income Limit. However, those families are covered under URA relocation requirements.)

- A. Check whether your project will reduce the supply of low- and moderate-dwelling units (defined as a dwelling unit with a market rent, including average utility costs, that does not exceed the Fair Market Rent for Section 8 existing housing). The term does not include any unit that is owned and occupied by the same person before and after the assisted rehabilitation. A housing project that has a before rehab value of less than \$10,000 per unit and has been documented to be dilapidated will be considered not suitable for rehabilitation; thus, the one-for-one replacement rule will not apply. If YES is checked, describe a plan for replacing the demolished or converted units.
- B. Check whether your project will permanently displace low- and moderate-income persons. If YES is checked, explain the method of providing relocation benefits.

## FORMS

Forms can be found on the OHFA website.

### **OHFA Acquisition/Relocation Form 1: Residential Anti-displacement and Relocation Plan for Local Governments**

Government Entities: Attach a copy of your previously executed Anti-Displacement and Relocation Assistance Plan, or adopt a plan consistent with this format.

### **OHFA Acquisition/Relocation Form 2: Sample Voluntary Acquisition Form – Third Party (Non-governmental)**

A sample form that may be used by nonprofit and private developers when acquiring real property and also by government agencies for down payment assistance programs. Document the source of the Fair Market Value (FMV); do not use the listing or selling price.

### **OHFA Acquisition/Relocation Form 3: Sample Donation and Waiver of Appraisal Form**

A sample form that may be used for when a non-public entity is donating property or permanent easements (most often used when owners are donating easements in water/sewer projects).

### **OHFA Acquisition/Relocation Form 4: Sample Voluntary Acquisition Form – Public Entity**

A sample form that may be used by government entities when acquiring real property on a voluntary (non-Eminent Domain) basis. Document the source of the Fair Market Value (FMV); do not use the listing or selling price.

## Residential Anti-Displacement and Relocation Assistance Plan

### General Information

An Anti-Displacement and Relocation Assistance Plan is required by all grantees prior to funding, whether or not demolition activities are planned. If you have not previously adopted a plan, utilize this format at a minimum to adopt a plan. If you have previously adopted a plan, you may submit an executed copy of that plan in lieu of completing this form (if your activities include demolition or conversion, you will need to get clearance from the Office of Planning, Preservation & Development (PPD) prior to proceeding with any demolition or conversion. ATTACH INFORMATION REQUESTED IN THE FORM TO THE PLAN.

### Please see Executed Relocation Plan

Ordinance or Resolution Number:

Date:

(Community name) will replace all occupied and vacant occupiable low- and moderate-income (LMI) dwelling units demolished or converted to a use other than LMI housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and as described in 24 CFR 570.488. HUD regulation have extended this requirement to the HOME program as well.

### Demolition and / or conversion is not part of this project

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in demolition or conversion, the community will make public and submit to PPD the following information in writing:

- A description of the proposed activity
- The location of each site on a map and the number of dwelling units by bedroom size that will be demolished or converted to a use other than as LMI dwelling units as a direct result of the assisted
- A time schedule for the commencement and completion of the demolition or conversion;
- The general location on a map and approximate number of dwelling units by bedroom size that will be provided as replacement dwelling units;
- The source of funding and a time schedule for the provision of replacement dwelling units;
- The basis for concluding that each replacement dwelling unit will remain a LMI unit for at least 10 years for the date of initial occupancy;
- An analysis determining whether a dwelling unit proposed to be demolished is occupiable or not; and
- An analysis determining whether a dwelling unit proposed to be demolished or converted is considered a LMI unit.;

(Community Name) will provide relocation assistance, as described in 24 CFR 570.488, to each LMI household displaced by the demolition of housing or conversion of a LMI dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives under the Act, the Community agrees to provide substantial levels of assistance to persons displaced by HUD-assisted programs and will further seek to minimize displacement of persons as a result of assisted activities

CEO Name:  Jennier N. Heapy

  
Signature of Chief Elected Official (CEO)

CEO Title:  CEO



# Greater Dayton Premier Management

Enhancing Neighborhoods • Strengthening Communities • Changing Lives

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## Southern M.C. Relocation Plan

### **1. Project Summary**

The proposed Southern Montgomery County Development (“Southern M.C.”) or (the “Development”) is a 163-unit, high opportunity, preservation project. Four developments make up this multi-site project located in a suburban area packed with public parks, high-performing schools and low crime rates, making the location one of Montgomery County’s most popular options for families. Built in the 1970s, the rehabilitation will restore common areas, refresh unit interiors, replace at least 2 major building systems that are beyond useful life, and reduce utility costs to the project through energy efficient design. The Greater Dayton Premier Management (“GDPM”) will serve as lead developer and Woda Cooper Companies will serve as co-developer. These properties will be repositioned from the Public Housing Program to the Project Based Voucher Program. Repositioning will occur as a result of HUD’s Rental Assistance Demonstration (RAD) program. RAD will enable GDPM to preserve this valuable asset for the long-term while creating options for income-restricted families in a high opportunity area in addition to leveraging LIHTC and multiple funding sources including an FHA loan, HOME funds, tax exempt bonds and capital funds.

Overall, GDPM will use a combination approach to rehouse residents on site. Some sites will use a ‘domino’ approach – once construction is completed on one unit, a household from an un-rehabbed unit will relocate into the completed unit. Primarily to be used at Madrid will be a ‘hoteling’ approach, i.e. moving several residents off-site temporarily to extended stay hotels or to other vacant units either on or off-site before returning them to their units upon rehab completion.

### **2. Project Occupancy**

In total 157 of 163 units are occupied. 100 units are elderly and 63 units are designated family. 55 Southern M.C. residents are disabled, and 226 residents currently occupy the Development. If there are Limited English Proficiency residents, GDPM will identify these residents through the resident consultation process. If needed, GDPM will procure a translator for any LEP residents. The translator will be present at resident meetings and will translate all notices and information provided to residents.

### **3. Resident Return and Re-occupancy Policies**

**Madrid Estates Policy:** Due to comprehensive discussion with the elderly residents about the possibility of not returning to their units, a number of residents that want to return to their original units, and in order to minimize displacement, GDPM will allow residents, by request, to return to their original units upon construction completion. There are currently two vacant units and GDPM will keep units vacant when a resident moves out which will permit GDPM to ‘domino’ the re-occupancy for those residents that do not wish to return to their units. These preferences will be determined with a survey. All residents will have the right-to-return to the development.

**Indian Trails and Westerfield Policy:** GDPM plans to rehab these sites in phases in order to minimize displacement. It’ll use the domino approach by moving households from their un-rehabbed original units to newly rehabbed units as they become available. These preferences and needs will be assessed through one-on-one interviews conducted prior to construction. All residents will have the right-to-return to the development. Again, when a household vacates a unit, GDPM has started leaving units vacant.

**Washington Village policy:** GDPM does not currently intend to move residents during rehab.

### **4. Temporary Relocation Assistance:**

#### **Madrid (Census tract: 39113040306, Centerville School District)**

In order to minimize displacement, GDPM is exploring various methods for temporarily housing residents on-site during construction. GDPM intends to complete construction and relocation in phases, building by building. GDPM plans to use storage pods to be located on site for residents’ personal belongings during construction (unless a resident requests off-site storage). There are currently two vacant units and, by construction commencement, GDPM hopes to have at least six units available for relocation on site. GDPM will purchase furnishings for four units or allow the residents to have some of their furniture moved to the temporary units until construction on the resident’s building is completed. Once the resident’s building is completed, GDPM will relocate those residents back to their original units and move residents in the next building to the temporary units. The residents will return to their original units once their building is completed. The process will be repeated until the project is complete. At this time, residents currently residing in the six UFAS units currently on-site are not expected to require temporary relocation during construction.

To facilitate and ensure an efficient phasing plan, GDPM will also ask for volunteers to temporarily move to either a nearby apartment complex or an extended stay hotel. Those residents agreeing to temporary relocation will be off-site for less than 12-months. GDPM will be surveying residents to assess interest in voluntary relocation off-site.

GDPM has begun contacting near-by apartment complexes to inquire about GDPM leasing and then temporarily subletting to residents that volunteer to temporarily relocate off-site. Nearby complexes include:

- Ashton Glen Apartments: 506 Stonington Cir, Washington Township, OH 45458 | Census Tract: 39113040302 | 1 and 2 bedroom first floor units and second story walk up units
- Harbour Club Apartments: 100 Sailboat Run, Dayton, OH 45458 | Census Tract: 39113040406, 39113040306 | 1 and 2 bedroom first floor units and second story walk up units

The aforementioned apartment complex units are comparable to the current 1 and 2 bedroom units due to their bedroom count being equivalent, being within a half mile of the Madrid site, the complexes are on the same bus line and they include similarly walkable paths to bus stops.

Extended stay temporary relocation options GDPM is currently considering for those residents that volunteer:

- Extended Stay America Dayton - South (7851 Lois Cir.,Dayton, OH 45459), Census Tract 39113050104 | 1 bedroom with kitchen, accessible units
- Motel 6 Dayton (1944 Miamisburg Centerville Rd, Dayton, OH 45459), Census Tract 39113050103 | 1 bedroom with no kitchen, accessible units
- Extended Stay America - Dayton - Fairborn (3131 Presidential Dr.,Fairborn, OH 45324), Census Tract 39057210100 | 1 bedroom with kitchen, accessible units
- Extended Stay America - Dayton - North (6688 Miller Ln. Dayton, OH 45414), Census Tract 39113110202 | 1 bedroom with kitchen, accessible units

**Indian Trails: (Census Tract: 39113050303, West Carrollton school district)**

GDPM does not intend to relocate residents off-site. Instead GDPM hope to use the domino approach. To allow this happen, GDPM is leaving units vacant as they become available.

If relocation becomes necessary, GDPM will use a similar approach to Madrid. Residents will stay in extended stay hotels. At no time will relocation off-site exceed 12 months.

**Westerfield: (Census Tract: 39113040406, Centerville City School District)**

Once again, GDPM intends to use the domino approach. It's less likely that units will become vacant. Therefore, GDPM will temporarily relocate some households off-site to close by vacant public housing units or at an extended stay hotel. These residents will be offered the option based on length of tenancy, with longer term residents offered the option first.

All other residents will be moved into rehabbed vacant units once construction of the units is completed.

**Washington Village: (Census Tract: 39113040405, Centerville City School District)**

It will not be necessary to relocate any residents of Washington-Village. The rehab will be completed with residents in place.

**5. Development location and bedroom distribution.**

The following table includes the addresses and bedroom distribution of each development.

Address	zip	1-bdrm Units	2-bdrm units	3-bdrm units
221 Fox Grove Madrid	45419	99	1	
500 Indian Trails	45419		29	6
50 Westerfield	45419		20	
8325-8341 Washington Village	45419		8	
<b>Total</b>		<b>99</b>	<b>58</b>	<b>6</b>

**ANTICIPATED SCHEDULE (Construction/Relocation Timeline Attached)**

The table below includes the initial phasing plans:

Phasing	Madrid (100 units)	Indian Trails	Westerfield	Washington Village
I	20 units (6/1/20 – 9/1/20)	9 units (6/1/2020 – 8/25/2020)	10 units (3/1/2021 – 5/25/2021)	8 units (6/15/20 – 7/15/20)
II (120-180)	16 units (9/2/202 – 11/26/20)	11 units (8/26/2020 – 11/16/2020)	10 units (5/26/2021 – 8/19/2021)	

III (180-270)	16 units (11/27/20 – 2/22/2021)	15 units (11/17/2020 – 2/17/2021)		
IV (240-360)	16 units (2/23/21 – 5/19/2021)			
V (300-450)	12 units (5/20/21 – 7/23/21)			
VI (360-540)	20 units (7/26/21 – 10/26/21)			

**6. Additional Relocation Assistance**

**Packing and Moving Assistance:**

Preferences and concerns related to packing assistance will be identified and recorded during 1-on-1 interviews. GDPM will procure and utilize a moving company to make all moves for residents. The moving company will supply moving supplies directly to the residents and will assist the resident with packing, if necessary.

**Out-of-Pocket Expenses**

Residents will keep all receipts for any out of pocket expenses and GDPM will reimburse the residents directly.

**Utility Costs**

GDPM will pay for any price differential in utilities at the temporary off-site location. The residents will be required to provide the utility bills for the temporary location and utility bills of their current unit and GDPM will reimburse the resident directly.



## **RAD Resident Information**

### **Resident Notices**

All Southern Montgomery County public housing units will convert to the RAD PBV Program. Each household has received and will continue to receive written notices concerning the conversion. The written notices will ensure that all residents are aware of the conversion to RAD, the relocation process, resident rights and any relocation assistance that is available. GDPM will provide the following notices to residents:

#### *1. General Information Notice*

This notice has already been served. The notice informed the residents of the RAD Conversion. It also provided information on relocation benefits available to the residents including payment of moving expenses and the availability of relocation counseling services. The notice specified that evictions or lease terminations for cause may impact a household's eligibility for relocation benefits.

#### *2. RAD Relocation Ninety Day Notice*

If temporary relocation is required, the impacted households will receive a 90 day notice of the relocation. The notice will specify the date by which the property must be vacated. This notice will also advise residents that they are eligible for relocation assistance.

#### *3. Thirty Day Notice*

This notice provides residents with information concerning their required move. The notice will notify residents of the earliest date they will be expected to move, and the unit they will be moving to. Additionally, this notice will advise each head of household that, upon closing of the RAD conversion, their public housing lease will be terminated and converted to a RAD lease.

After initial notification, residents will be scheduled for briefing sessions to explain the relocation procedures. During each briefing, residents will be asked to sign a written statement of acknowledgement regarding the pending relocation. Residents not being relocated will also be informed of such through writing.

#### *4. Notification of Return*

This notice provides residents an estimate of their time frame for relocating back to the Southern Montgomery County development. It will be provided within a reasonable time in advance of the relocation date. It will also inform the resident of the exact unit to which they will be returning as well as details of that unit. This notice will also advise residents that they are eligible for relocation assistance. Additionally, this notice will explain the resident's options and the

implications of those options if the resident determines that he or she does not wish to return to the Southern Montgomery County Development unit.

### **Eligible Persons**

All current Southern Montgomery County Development households, who are in good standing on the date the 30 or 90 day notice of relocation is issued, will be eligible for assistance. Eligibility for notices and advisory services begins on the date of HUD approval to convert. All eligible residents after this date are eligible for some level of assistance.

### **Relocation Procedures**

1. All households will receive the required notices.
2. Resident briefings will be conducted to explain relocation procedures in detail.
3. Each resident head of household will receive an individual interview with GDPM to determine housing needs, special services needed, and any other items applicable to relocation of residents.
4. Relocation staff will work with residents on utility and cable transfers, security deposits, if any, and assist with completing any paperwork related to relocation.
5. All residents will be required to sign the appropriate relocation agreement and any administrative documents as required by GDPM.

### **Refusal of Relocation**

After construction completion, the Southern Montgomery County Development units will no longer be public housing units and will no longer be eligible for public housing occupancy. The households have the absolute right-to-return to their site at the Southern Montgomery County development. A household may only reject a housing unit option at Southern Montgomery County with “good cause”.

GDPM considers the following actions to be rejection without good cause:

1. A resident refuses to sign a relocation agreement – this shall constitute rejection without good cause.
2. A resident refuses to move on their assigned date or 30 days beyond their scheduled date – this shall constitute a rejection without good cause.

Good cause is limited to the following:

1. Resident demonstrates that the housing unit poses an immediate and severe threat to the family's life, health or safety. Resident must have supporting documentation to verify such good cause.

If it is determined that a resident has rejected the Southern Montgomery County unit without good cause, GDPM may initiate eviction procedures and will allow the resident to exercise the grievance process. However, a resident may have the option to sign another public housing or non-public housing lease agreement to move to an unrelated site. The resident will not receive relocation rental assistance for any difference in rental price because the resident has refused relocation to the comparable Southern Montgomery County unit.

If a resident is unable to relocate to Southern Montgomery County Development due to disability, the resident has a right to submit a reasonable accommodation request to GDPM's 504 Coordinator and complete the process necessary for approval.

### **Relocation Grievances**

GDPM will process grievances in accordance with the policies and procedures set forth in the Public Housing Admissions and Continued Occupancy Policy. After RAD conversion, the residents must adhere to the following procedures:

1. Resident provides a written request for an informal review to the GDPM relocation staff. Relocation staff will schedule a meeting with the resident to determine if the grievance can be settled without formal action.
2. After the initial meeting, staff will provide resident with a written review of grievance. This will be mailed within ten (10) business days. The written notice will include the name, date of informal review, description of the grievance and the process for submitting a formal request for a grievance hearing.
3. If there is no resolution to the grievance, the resident may request a formal hearing with a GDPM assigned hearing officer. The formal hearing process will be conducted in accordance with the GDPM HCV Program Hearing procedures. Residents will receive a written notice within ten (10) business days from the hearing officer as to the disposition of the grievance.

### **Relocation Benefits Appeals**

Residents subject to relocation may request a review of any GDPM determination and documentation concerning eligibility for relocation benefits, the amount of a relocation payment, or the selection of the comparable relocation unit provided.

Residents will have thirty (30) days after receipt of a written offer of relocation benefits to file an appeal. The appeal shall be in writing and delivered to:

Greater Dayton Premier Management  
Senior Manager of Asset Management  
400 Wayne Avenue  
Dayton, Ohio 45410.

Upon receipt of a written appeal, GDPM staff shall assign the appeal to an impartial hearing officer to schedule a hearing. All hearings related to relocation benefits will be conducted pursuant to GDPM's Admissions and Continued Occupancy Policy and Grievance Procedures. The resident may attend and be represented by a person of his/her choice, at their own expense, and may bring witnesses. Materials presented by the resident and all other pertinent information will be considered by GDPM in making the decision.

The written decision of the hearing officer will be the final decision of GDPM in accordance with 49 CFR 24.10.

**Relocation Housing Counseling Services**

GDPM staff will schedule individual appointments with residents to discuss their needs, preferences, and concerns. Relocation counseling will be provided and include the following:

1. All required written notices and letters in any necessary format and language for residents to be able to understand clearly their rights and appropriate laws regarding the relocation process.
2. Information regarding relocation benefits and assistance.
3. Counseling, advisory services, and/or home visits to all residents in order to maximize understanding and minimize hardships.
4. Current and continuing information regarding the construction and relocation schedule.
5. Assistance with the completion of all required forms including the application for payment and benefits.
6. Referrals to area social services agencies as needed.

**Relocation Costs (Relocation Budget Attached)**

The Southern Montgomery County residents will be entitled to benefits such as moving expenses including, but not limited to: costs to move personal possessions, packing supplies, utility hookup fees, and cost of installing appliances, and relocation counseling.

**Procurement of Moving Services**

Presently, GDPM intends to solicit three (3) bids from various moving companies and award contract to the lowest bidder to move residents. All moves will be scheduled with relocation staff, head of household and moving company. Payment for the move will be paid directly to the moving company.

**Summary of Resident Consultation to Date and Resident Consultation to be Conducted:**

Since June, 2018, GDPM has held three resident meetings for the Southern Montgomery County Development residents. At the meetings, GDPM discussed the RAD conversion, relocation, and the scope of work for the construction. The sign-in sheets, handouts and meeting notices are attached to this narrative. Additionally planned is a survey at Madrid to determine resident preferences related to willingness to temporarily relocated offsite for the duration of their unit's rehab as well as 1-on-1 interviews with each resident. These will occur between November 2019 and May 2020.

**Relocation Budget:**

<b>Item</b>	<b>Amount per unit Madrid (4 hr.*\$135 + \$35)</b>	<b>Amount per unit Indian Trails (4 hr.*135 + \$35)</b>	<b>Amount per unit Westerfield (4 hr.*135 + \$35)</b>	<b>Total</b>
Moving Costs from old to new building (truck/supplies/assistance)	\$575	\$575	\$575	\$90,225
Moving cost to return to unit	\$575			\$56,350
Packing supplies	\$100	\$100	\$100	\$16,300

Miscellaneous (storage. home visit with mover. etc. )	\$179.52	\$179.52	\$179.52	\$27,825
Advisory Services	\$100	\$100	\$100	\$16,300
<b>Total</b>				<b>\$207,000</b>