

City of Alexandria, Virginia

27
6-15-02

MEMORANDUM

DATE: JUNE 11, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: PUBLIC HEARING AND CONSIDERATION OF THE RELOCATION PLAN FOR SAMUEL MADDEN HOMES (DOWNTOWN)

ISSUE: Public hearing and consideration of the relocation plan for Samuel Madden Homes (Downtown) submitted by the Alexandria Redevelopment and Housing Authority (ARHA) (Attachment I).

RECOMMENDATION: That City Council:

- (1) hold the public hearing;
- (2) approve the attached Relocation Assistance Plan for Samuel Madden Homes (Downtown) with the understanding that it may be revised by the U.S. Department of Housing and Urban Development (HUD), and with the clarification, confirmed by ARHA staff at the Landlord-Tenant Relations Board public hearing on this matter, that relocation assistance is not contingent upon good behavior or yard maintenance; and
- (3) authorize the City Manager to execute all legal documents.

BACKGROUND: Since 1980, the City has had in effect a voluntary conversion assistance policy. City Council encourages developers of any rental project in the City covered by the Virginia Residential Landlord-Tenant Act to submit a conversion assistance plan to the Chief of the Office of Housing's Landlord-Tenant Relations Division for any project proposed for demolition, substantial rehabilitation that causes temporary relocation or permanent displacement of a tenant, conversion to condominiums, termination of subsidy payments, or termination of lower-rent set-aside units. A conversion assistance or relocation plan is submitted to the Landlord/Tenant Relations Office prior to applications for variances, special use permits or mechanical, plumbing or building permits.

A conversion assistance plan describes the developer's intent to provide financial relocation assistance and other related services to temporarily or permanently displaced households which will assist these households in moving and in finding alternative housing. The City's Conversion Assistance Policy outlines procedures for sending notices, phasing rehabilitation, and assisting

residents with special needs. The policy also addresses developer assistance to households temporarily displaced who wish to continue occupancy at the property once activities have been completed. Once a plan is submitted, the Landlord-Tenant Relations Board holds a public hearing on the conversion plan and makes recommendations. Finally, the plan goes to the City Council for a public hearing and action. ARHA staff was advised of this process in a June 26, 1998 letter from Mildrilyn Davis to William Dearman, ARHA's Chief Executive Officer.

Samuel Madden Homes (Downtown) is a 100-unit public housing development located on the two blocks in the Old Town area between North Pitt, North Royal, Pendleton and Princess Streets. This property is currently owned and operated by ARHA. In 1998, ARHA was awarded an HOPE VI grant from the federal Department of Housing and Urban Development (HUD) that will be used along with private and publicly leveraged funds to demolish the existing buildings and to redevelop the Samuel Madden (Downtown) site as a mixed-unit type, mixed-income development.

ARHA plans to sell the entire Samuel Madden (Downtown) site to a developer and then buy back 52 on-site units at cost to be used as replacement public housing. These replacement public housing units will be interspersed throughout the proposed development. In accordance with Resolution 830, ARHA will maintain the number of public housing units originally available at Samuel Madden (Downtown) by redeveloping off-site locations to provide an additional 48 replacement public housing units.

As of May 15th, only 51 of the units at Samuel Madden (Downtown) were still occupied, as in anticipation of the redevelopment project, ARHA has chosen not to fill units as tenants have moved out. However, any household that was in residence and in good standing at Samuel Madden (Downtown) as of June 28, 1998 (the submission date to HUD of ARHA's HOPE VI grant application) will be eligible for relocation assistance under the Samuel Madden Homes (Downtown) Relocation Plan, which is covered by the federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended (URA).

ARHA is required to submit a relocation plan to HUD, and the relocation cannot occur until HUD approves ARHA's plan. HUD may approve the plan as presented, or may require amendments. ARHA has submitted their relocation plan to HUD and is awaiting approval. ARHA submitted the same plan to the City to address the City's voluntary Conversion Assistance Policy. If timely HUD approval is given, ARHA hopes to have all tenants relocated by September 2002.

DISCUSSION: On April 30, 2002, the Landlord-Tenant Relations board held a public hearing on the plan. Seventeen residents of the Samuel Madden Homes (Downtown) property attended the hearing.

Most resident comments were addressed to ARHA staff present, and regarded timing of the relocation, unit choices for replacement housing and the specifics of the relocation. Ms. Marye

Ish, ARHA's Director of Operations, advised residents that the final scheduling cannot occur until HUD reviews and approves ARHA's plan. Mr. Pete Jones, President of the Alexandria Resident Council said that ARHA staff has worked extensively with the residents and that resident concerns were address during the drafting of the plan.

At its June 5, 2002 meeting, the Landlord-Tenant Relations Board unanimously approved ARHA's plan and voted to recommend approval by City Council.

Plan Summary: ARHA's Relocation Plan for Samuel Madden Homes (Downtown) addresses all major elements requested by the City's Housing Conversion Assistance Policy. Due to the involvement of federal funds in the Samuel Madden Homes (Downtown) redevelopment project, ARHA is required to comply with URA in developing and implementing its relocation plan. City staff raised possible issues of concern regarding URA compliance to the attention of ARHA staff, and ARHA staff have either addressed or modified the areas of the plan that were of concern to the City. Staff considers the relocation plan to be in compliance with URA, but the final determination of compliance will be made by HUD in approving the relocation plan.

Adequate Notification - The Samuel Madden Homes (Downtown) Relocation Plan complies with all aspects of the City's Housing Conversion Assistance Policy regarding adequate notification of the tenants. On February 26, 2002, in compliance with URA requirements, ARHA issued a General Information Notice to all households considered eligible for relocation assistance informing them of the intended redevelopment of Samuel Madden (Downtown) and providing those still in residence on site with notice that they will be required to vacate. While URA regulations require issuance of no more than a 90-Day Notice to Vacate, discussions with ARHA staff indicate that ARHA intends to comply with state law by also issuing a 120-Day Notice to Vacate.

Relocation Payments - The Samuel Madden Homes (Downtown) Relocation Plan is required to comply with URA regulations regarding Relocation Payments. As noted in the City's Housing Conversion Assistance Policy, URA provisions for such benefits are more generous than the City's and any developer who makes relocation payments in accordance with URA is considered to be in compliance with City policy.

ARHA has categorized the relocation of eligible Samuel Madden (Downtown) households as permanent relocations. Eligible households include those that were legal occupants in residence at Samuel Madden (Downtown) as of June 28, 1998 and who were not evicted as of that date or thereafter. ARHA intends to assist these households with reasonable out-of-pocket expenses incurred in connection with the relocation, as well as with housing assistance payments.

Under the plan, ARHA intends to provide all moving services for URA-eligible households that were in residence at Samuel Madden (Downtown) as of April 21, 2002. In addition, such households will be entitled under URA to a moving expense and dislocation payment in the amount of \$50. All other households will be reimbursed for out-of-pocket expenses according to the Commonwealth of Virginia's Residential Moving Expense and Dislocation Allowance Schedule. In lieu of replacement housing payments, ARHA intends to offer all eligible

households the option to rent a comparable public housing unit or to utilize a Section 8 Housing Choice Voucher.

To be eligible for these relocation payments, households must be in good standing. ARHA has defined being in good standing to require having no substantiated complaints against the household for bad behavior and having a satisfactory record of maintaining the unit and grounds for two years. At the public hearing held by the Landlord-Tenant Relations Board, these requirements were clarified to say that they would only apply to households who wish to move back into a new Samuel Madden replacement unit on the old site. Relocation payments cannot, and will not, be withheld based on behavior that did not result in an eviction.

Security Deposits - Security deposit guidelines in the City's Conversion Assistance Policy were included to ensure that displaced residents receive refunded security deposits in sufficient time to help with relocation. This will not be an issue for residents of Samuel Madden Homes (Downtown) who move to other ARHA-owned units. ARHA staff have indicated that the Security Deposit Loan Fund will be used to assist residents who choose to move to privately-owned rental housing using a Section 8 Housing Choice Voucher.

Relocation Services and Distribution of Information - Relocation services as described in the Samuel Madden Homes (Downtown) Relocation Plan meet the requirements of the City's Conversion Assistance Policy. A member of ARHA's Relocation and Community and Supportive Services staff will meet with each eligible household at least 60 days prior to the relocation deadline to determine the household's relocation preferences and to provide information and support. For households that prefer to relocate to another public housing unit, ARHA will offer at least two options of the appropriate size from their inventory. For households that prefer to utilize a Housing Choice Voucher, ARHA will provide information about two private units of the appropriate size and rent level.

ATTACHMENT:

Attachment I. Relocation Assistance Plan for Samuel Madden Homes (Downtown)

STAFF:

Melodie Baron, Division Chief, Office of Housing
Robert Eiffert, Deputy Director, Office of Housing
Mildrilyn Stephens Davis, Director, Office of Housing

Relocation Policy and Plan for Samuel Madden Homes

INTRODUCTION AND OVERVIEW

Samuel Madden Homes (Downtown) is located on the two blocks in the Old Town area between North Pitt, North Royal, Pendleton and Princess Streets. There are 100 units located on this site.

All residents of Samuel Madden Homes (Downtown) will be permanently relocated and be the first group of people offered the opportunity to apply to return to the replacement units. The funding for the redevelopment of the site will come from HOPE VI grant and leveraged private and public funds.

All households that were in residence at Samuel Madden Homes (Downtown) and in compliance as of June 29, 1998 through the present are entitled to assistance under this relocation plan, except those households that moved (or move) pursuant to a Notice of Quit and/or were (are) legally evicted or under an eviction process initiated prior to that date. Households which move prematurely, (i.e. before the scheduled dates for relocation) may not have an opportunity to receive comprehensive relocation counseling and/or because of the overload on resources that may occur because of an inordinate number of premature relocations - households which move before the scheduled dates for relocations. Households that move before the scheduled dates for relocation may cause delays in the provision of their supportive services.

The lease compliant residents will be counseled and provided relocation assistance in accordance with the provisions of the Uniform Relocation Assistance and Real Property Act of 1970 and implementing regulations.

The project will be constructed in two phases. Phase I will be the construction of 52 onsite replacement public housing units and Phase II will be the construction of 48 off site replacement units, in various locations to be determined throughout the city.

Public Housing and Housing Choice Vouchers will be offered as relocation options for the Samuel Madden Homes (Downtown) residents to select. All relocation housing will be decent, safe, and sanitary and will comply with HUD Housing Quality Standards (HQS) or Uniform Physical Condition Standards (UPCS), whichever is applicable.

Samuel Madden Homes has the following occupied units:

8	One Bedroom
19	Two Bedroom
23	Three Bedroom
1	Four Bedroom

Relocation Policy and Plan for Samuel Madden Homes

Alexandria Redevelopment and Housing Authority (ARHA) expects the relocation to take place according to the following timeline:

December 12	Introductory group meeting with residents
January 9	Distribution of Draft Relocation Plan for Review
February 25	Board Adoption of Plan/Plan sent to HUD for approval
February 26	Mail out General Info Notice for Certification
March 4	Initial Individual Meetings with Residents to Determine Needs and Preferences (Housing Choice Voucher Program Certification)
March 19	General Meeting of Residents (Housing Options Presented)
March 4 – March 29	Individual Meeting with Families for Housing Preference and Supportive Services
April 18	Hand Distribution of Notices of Eligibility and 120-Day Notices (subsequent 90-day, 60-day, and 30-day notices to follow) Housing Choice Voucher Program Briefing Session Begin Voucher Issuance Begin offering Public Housing Units
September 2	Samuel Madden Homes (Downtown) vacated

PURPOSE

This document represents the Alexandria Redevelopment and Housing Authority's (ARHA) Relocation Policy and Plan for the Samuel Madden Homes (Downtown) HOPE VI. The Exhibits to this guidebook contain notices, claim forms, and other forms to be used in the implementation of this Plan. This document was prepared to inform residents to be displaced and guide ARHA staff working with the residents to be displaced from Samuel Madden Homes (Downtown) on the procedures that will be followed.

A. REGULATORY AUTHORITY

Uniform Relocation Act

The counseling and relocation will be performed in compliance with all applicable federal, state, and local laws and ordinances, including, but not limited to, the Fair Housing and Title VI of the Civil

Relocation Policy and Plan for Samuel Madden Homes

Rights Act of 1964. Most of the policies and procedures contained in this Relocation Plan are required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA, as amended), which covers all HUD-ARHA assisted programs and projects. Government-wide implementing regulations for the URA are found at 49 CFR Part 24. Relocations covered by the URA are described in HUD Transmittal Handbook No. 1378. Chapters 1 through 6 of the handbook define requirements of the URA regulations at 49 CFR Part 24 and 24 CFR 970.5.

B. DEFINITIONS

ARHA – Alexandria Redevelopment and Housing Authority

ARHA Admissions & Continued Occupancy Policies (ACOP) – The ARHA's continued occupancy policies establish fair, objective, non-arbitrary, and non-discriminatory policies and procedures for the determination of continued eligibility, financial responsibilities, and need for relocation of current residents

Demolition - The razing, in whole or in part, of one or more permanent building of a public housing development

Disposition - The sale or other transfer by the ARHA of an ownership interest in the real estate of a public housing development, which sale or transfer is governed by 24 CFR Part 970

Eligibility - All Samuel Madden Homes (Downtown) households who are households in good standing, as defined in the ARHA's continued occupancy policies, as of **June 29, 1998**, the submission of the HOPE VI application, and remain in good standing are entitled to relocation benefits under this plan. Those residents required to move due to continued lease or program violations will not be eligible for assistance under this plan

Fixed Schedule of Moving Costs - ARHA shall maintain a schedule of fixed moving costs which relocating residents might choose to receive in lieu of reimbursement for actual, reasonable moving costs. Such schedule of payments shall be maintained by bedroom size and be regularly updated to reflect changes in market condition.

Good Cause - Good cause for refusing housing offers consists of set standards by which the ARHA may approve rejections of appropriately-sized units by residents in need of temporary relocation or permanent re-housing due to planned capital improvement or redevelopment programs. Good cause is limited to permanent assignments which, according to clear and convincing evidence unrelated to race, color or national origin, would cause undue hardship as a result of the:

- Temporary hospitalization or on-duty military assignments of the resident leaseholder or qualified household member necessary for the care of the leaseholder
- Inaccessibility by public transportation to night time employment for the resident leaseholder
- Aggravation of a serious medically determinable impairment of any household

Relocation Policy and Plan for Samuel Madden Homes

- member
Inaccessibility to medically supportive institutions for the elderly, handicapped, or disabled

The ARHA may initiate eviction actions against residents who reject permanent relocation assignments without good cause or may proceed with mandatory transfers to locations convenient to the ARHA.

Disabled Person - A handicapped person is one who has been determined to have, according to applicable federal or local law, a mental or physical impairment which:

- Is expected to be of long, continued and indefinite duration
- Substantially impedes her/his ability to live independently
- Is of such a nature that the ability to live independently could be improved by more suitable housing conditions

Household In Good Standing - A household in good standing is one that has abided by the terms of its lease with the ARHA and against which no legal actions to terminate tenancy are pending or under consideration.

Housing Choice Voucher Program Assistance - Tenant Based Assistance that a resident can use for leasing purposes in the City of Alexandria or anywhere in the United States.

Housing Choice Voucher Program Unit - Housing units provided through rental subsidies such as Housing Choice Voucher Program certificates, vouchers, and through analogous programs.

HUD - United States Department of Housing and Urban Development.

Inspection - Performed on subsidized housing that is required for re-certification and lease compliancy.

Involuntary Permanent Move (Displacement) - Displacement means an involuntary permanent move from a public housing development. A family or an individual who is moved permanently from a development and is not offered another public housing unit or Housing Choice assistance.

Lead Based Paint - Form of asbestos that may exist in units built prior to 1970, which HUD requires to housing authorities to abate for unit habitation

Leaseholder - A leaseholder is the name or names of the individuals listed on the current lease that has primary responsibility for the occupancy of the dwelling unit. More than one name may be a leaseholder.

Lower Income Person - The term "lower income person" or low and moderate-income person means a household having an income equal to or less than the Housing Choice low-income limit established by HUD. Generally, this means a family or individual whose average monthly income

Relocation Policy and Plan for Samuel Madden Homes

does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller or larger families.

Non-discrimination - The ARHA acts without discrimination on the basis of race, color, national origin, ancestry, marital status, handicap, familial status, religion, sexual preference, source of income, or military service in all matters that pertain to ARHA's Relocation Guidebook.

Occupancy Standards - Occupancy Standards are determinations made by the ARHA about the appropriate number of occupants in units of various bedroom sizes (see Table I below). Two persons in a household are generally expected to share one bedroom, except where bedroom sizes have been deemed by the ARHA as unsuitable for two persons or in situations where two persons meet one of the following criteria:

- Are adults of different generations and do not share an espousal or similar relationship
- Have special needs as verified by a physician

Temporarily absent household members and live-in aides are included in the determination of unit size needs for residents.

TABLE I
Occupancy Standards

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	5	8
5	7	10
6	9	12

Off-Site Relocation - An off-site relocation is a move into a unit that is not in the development where the resident currently lives. It can be a move into a unit owned or leased by the ARHA or through the issuance of a Housing Choice Voucher.

Permanent Relocation - All relocations from Samuel Madden Homes (Downtown) will be treated as permanent relocations. However, all households relocated from Samuel Homes (Downtown) and all households in good standing at the time the HOPE VI grant application submission, **June 29, 1998**, will have the right of first refusal to request a unit in the redeveloped project, subject to re-occupancy standards to be developed by the Community Advisory Board.

Permanent Off-Site Relocations:

Relocation Policy and Plan for Samuel Madden Homes

1. ARHA will offer up to two available ARHA owned units of appropriate size and type (or most appropriate size, as allowed by this Plan) to all residents who request relocation to another ARHA unit.
2. ARHA will issue a Housing Choice voucher to Samuel Madden Homes (Downtown) households who do not wish to relocate to another public housing unit or for whom a unit of an appropriate size cannot be found. ARHA will provide housing search assistance and relocation counseling to Samuel Madden Homes (Downtown) residents receiving a Housing Choice voucher.

Placement Officer - A representative of the ARHA whose specific task is to assist each household residing at Samuel Madden Homes (Downtown) with relocation, public housing and Section 8 as a result of the HOPE VI project.

Qualified Household Member - Qualified household members are those household members who are on the lease according to the continued occupancy policies of the ARHA in effect on June 29, 1998.

Re-certification - Process of securing documentation of total family income and allowance used to determine the rent the tenant will pay for the next 12 months if there are no additional changes be reported.

Relocation- A voluntary or involuntary move; the movement of all belongings from one unit to another.

Relocation-Dislocation Allowance - A one time payment of \$50.00 in the form of a rent credit to displaced families who are required to move from one public housing unit to another.

Relocated Resident - Any resident in good standing of Samuel Madden Homes (Downtown) who moves after **June 29, 1998** at the request of ARHA.

Resident - Resident member of a household which is a leaseholder of an ARHA-owned unit and whose name appears on the current lease.

Residual Tenancy - Person left in assisted housing after other family members have left and become unassisted, except the live-in aide.

Regional Opportunities Counseling (ROC) - Program that provides resources and linkages to assist ARHA residents with mobility and counseling.

Section 8 Assistance - tenant based assistance provided by ARHA to eligible residents in form of a housing choice voucher.

Section 8 Unit - unit that has been approved by ARHA to receive tenant based assistance

Temporary Relocation - A relocation where a family or individual is moved temporarily as a result

Relocation Policy and Plan for Samuel Madden Homes

of the Demolition and Revitalization Plan, but is offered, and selects, the opportunity to return to the redeveloped property although not necessarily to the same unit or building developed at the site.

Unit of Appropriate Size - A unit of appropriate size is a dwelling unit where the number of bedrooms is sufficient to satisfy the requirements of the ARHA's occupancy standards for all qualified members of a household, as listed in Table 1.

Waiver - Any provision of this policy not required by federal regulation or statute may be waived when the viability of the project would suffer substantial hardship through its administration or when the program has experienced unanticipated circumstances which merit relief.

C. GENERAL RELOCATION REQUIREMENTS

A household in good standing will be given the opportunity to relocate into the household's choice of relocating to an ARHA owned unit of appropriate size or to receive a Housing Choice voucher and assistance in finding an appropriate units.

A household in good standing is one which:

- 1) Has not had substantiated complaints regarding behavior of household members within the past two years
- 2) Has a satisfactory record of maintaining the unit and grounds for the past two years
- 3) Does not have any outstanding rent delinquencies, unless the leaseholder has entered into a repayment agreement approved by an ARHA owned unit, which is being adhered to
- 4) Does not have a pending eviction

D. RELOCATION COST

The ARHA may reimburse those former Samuel Madden Homes (Downtown) households who have previously moved at the request of ARHA after June 29, 1998, date of application submission, for all reasonable and documented moving expenses. ARHA may make a lump sum payment for relocation expenses according to the schedule organized by bedroom size found in Table 2 below, if the leaseholder requests this option once the move has been completed. In addition, all residents relocated from Samuel Madden Homes (Downtown) **after June 29, 1998** will receive a lump sum payment of \$50 for miscellaneous undocumented expenses.

1) Reimbursement

ARHA will reimburse households for all allowable actual documented reasonable moving of household goods and related incidental costs, in the approximate amounts indicated below in Table 2. The two payment schedules are based on the Uniform Relocation Act Residential Moving Expense

Relocation Policy and Plan for Samuel Madden Homes

and Dislocation Allowance Payment Schedule for State of Virginia (effective 09/27/01), and vary based on whether or not the resident owns their furniture **OR** if the resident is moving just personal items, not including furniture. The two payment schedules will not be combined for the amount to exceed the maximum amount per number of rooms.

The ARHA will provide all moving services for all residents in good standing, as of April 21, 2002.

The ARHA will reimburse households for all reasonable documented expenses, not to exceed the amounts shown on Table 2, plus other allowable expenses as described.

Table 2
Residential Moving Expense and Dislocation Allowance Payment
(State of Virginia, effective 09/27/01)

(based on number of rooms of owned furniture)

Number of Rooms with Furniture	Amount Paid to Resident
Efficiency	100.00
One Room	300.00
Two Rooms	500.00
Three Rooms	700.00
Four Rooms	900.00
Five Rooms	1000.00
Six Rooms	1100.00
No Rooms with Furniture (Personal Items Only)	Amount Paid to Resident (Personal Items Only)
Efficiency	250.00
One Room	300.00
Two Rooms	350.00
Three Rooms	400.00
Four Rooms	450.00
Five Rooms	500.00
Six Rooms	550.00

This schedule of costs will be augmented by the applicable additional costs listed below:

Additional Reasonable Moving and Related Expenses

- 1) Reimbursement at the current mileage rate for any personally owned vehicle that needs to be moved from the current residence to the new residence
- 2) Storage of the personal property for a period not to exceed 6 months unless ARHA determines that a longer period is necessary

Relocation Policy and Plan for Samuel Madden Homes

- 3) Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances, and other personal property
- 4) Utility hookups, including reinstallation of telephone, water, electric, gas, and cable television service; according to number of hookups existing at the former residence. Any required utility security deposits will be provided in the form of a loan.
- 5) Credit checks for families entering the Housing Choice Voucher Program if charged by private landlord.
- 6) Security deposits to landlords for families entering the Housing Choice Voucher Program, to be provided in the form of a loan, if family meet loan requirements. Any required security deposits will be provided in the form of a loan.
- 7) Application fees for families entering the Housing Choice Voucher Program

Additionally, ARHA reserves the right to undertake the move itself if the moving cost estimate submitted by the resident is determined to be unreasonable. Residents who are so advised and then elect a self-move that exceed the estimated amount will not be reimbursed more than the stated moving cost estimate.

Move Outside of the City of Alexandria

If the household has received a voucher, ARHA will pay reasonable moving costs to relocate residents outside the city limits of Alexandria, within a 50-mile radius of the City of Alexandria, VA.

E. RELOCATION PROCEDURE

Duties and Responsibilities of Samuel Madden Homes (Downtown) Residents

The resident shall:

- Read the General Information Notice.
- Read, sign and return to ARHA a copy of the signed Notice of Eligibility for Relocation Assistance.
- Specify preference as to whether they wish to move to another ARHA owned unit or to receive a Housing Choice voucher.
- Move upon notice during the specific time period, irrespective of any pending grievance related to relocation or continuing occupancy. However, resident rights to a grievance will not be waived by such a move provided the grievance is filed prior to the move.

Relocation Policy and Plan for Samuel Madden Homes

- Pack all belongings and prepare furniture and appliances for moving. Everything but furniture must be packed in boxes.
- Arrange with utilities to have services transferred to the new dwelling, and to cover all associated arrearage as may be required.
- Prepare, disconnect and/or dismount all appliances for moving. If a resident household qualifies as elderly or disabled, and requests assistance in writing from ARHA within 14 days of receiving its 30-day notice, ARHA will provide the necessary moving assistance.
- Notify the US Postal Service, schools, other appropriate government agencies (Social Security, etc.), individuals, and companies of the change in address.
- Be ready to move all belongings on the specified date, and to be home and ready when the movers arrive.

ARHA Staff

The Project Manager shall:

- Monitor, coordinate, document and maintain records of all relocation activity for Samuel Madden Homes (Downtown) according to applicable regulations.
- Ensure that copies of Notices are signed by leaseholders, returned to ARHA and properly filed.
- Review and approve all requests for reimbursement of relocation expenses or allowable relocation payment, according to Table 2.

The Placement Officer shall:

- Ensure that all households considered for relocation receive a General Information Notice and a copy of the Relocation Plan at the beginning of the planning process for the Revised Revitalization Plan.
- Ensure that all households at Samuel Madden Homes (Downtown) receive a written Notice of Eligibility for Relocation Assistance at least 120 days in advance of the deadline for being relocated, identifying the date by which they need to relocate and the assistance to which they are entitled.
- Ensure that copies of Notices are signed by leaseholders, returned to ARHA and properly filed.
- Ensure that a member of the ARHA staff with Relocation and Community and Supportive

Relocation Policy and Plan for Samuel Madden Homes

Services responsibilities meets with each household at least 60 days prior to the relocation deadline to determine the household's relocation preferences and needs and to discuss Community and Supportive Services opportunities.

- Ensure that each household to be relocated is offered up to two units of the appropriate size either from the ARHA-owned inventory if the household has elected to stay in public housing or from the private sector if the household has requested a Housing Choice voucher.

The Maintenance Supervisor shall:

- Assure that all vacant units are boarded up quickly. Refer all vacancies to appropriate ARHA staff

The Director of Social Services shall:

- Ensure that a member of the ARHA staff with Relocation and Community and Supportive Services responsibilities meets with each household at least 60 days prior to the relocation deadline to determine the household's relocation preferences and needs and to discuss Community and Supportive Services opportunities.
- Continued follow-up counseling through Community and Supportive Services individual needs assessment.

The Division of Housing Operations shall:

- Initiate eviction proceedings for households that do not comply with the requirements of the Relocation Plan and related notices and instructions received in implementation of the plan.

Advisory Assistance:

- ARHA will provide residents with referrals to appropriate support services (i.e., housing, voter registration, neighborhood services, and childcare) that are accessible from the new unit. Counseling will be provided to each family member by ARHA staff with assistance from public and not-for-profit organizations. The counseling will be coordinated with the ARHA Housing Operations staff that have access to landlords who operate apartment complexes in non-minority, low poverty areas of the city. ARHA will also track advisory assistance needs in each file.

F. APPEALS AND GRIEVANCES

If a leaseholder or individual disagrees with the determination of ARHA concerning the relocation payment(s) or other relocation assistance for which the resident is eligible, the resident may file a written appeal with the ARHA within 90 days after the date of the determination which the resident feels was in error. While this appeal is pending, the household is required to comply with the rules and policies as set forth in the Relocation Plan. If the resident feels s/he has good cause, s/he may

Relocation Policy and Plan for Samuel Madden Homes

request an extension of the time limit to file the appeal, if the request for an extension is made within the initial 90 day appeals period. Appeal rights and procedures are described in more detail in HUD Handbook 1378.0, of which the applicable appeals provision is included as an attachment to this plan. A resident who is dissatisfied with the determination on the appeal may ask the HUD Field Office to review that determination as described in Paragraph 1-33i.

A household or individual may file an appeal with ARHA in any case, in which the leaseholder believes that ARHA has failed to:

- properly determine that the household or individual qualifies or will qualify (upon moving) as a displaced person who is eligible for relocation assistance
- properly determine the amounts of relocation payment(s) as required by the Uniform Relocation Act
- inspect a replacement dwelling in a timely manner
- honor a legitimate request to extend the time limit for filing an appeal or arranging to relocate

G. SPECIAL EVICTION POLICY

In addition to the causes for eviction outlined in the current lease with ARHA, a resident's refusal to accept one of two offers of relocation housing made in accordance with this Relocation Guidebook will be determined to have caused a lease violation and may be the subject to an eviction action. A reasonable number of offers is defined as two, provided that the first is turned down for a reason acceptable to ARHA and in conformance with the stated standards of this Relocation Plan.

This eviction policy is necessary in order to ensure that residents will comply with the Relocation Plan and thereby enable the redevelopment of Samuel Madden Homes (Downtown) to proceed. This eviction policy will only be enforced for violations pertaining to the relocation effort; all other lease and occupancy violations will be handled under ARHA's normal procedures. This policy should only be used as a last resort and every reasonable effort will be made to avoid eviction.

H. RECORDKEEPING

Good record keeping is necessary to carry out a sound, thorough and comprehensive relocation program. The ARHA shall keep records that comply with URA requirements and those necessary to insure that residents relocated from Samuel Madden Homes (Downtown) receive the Community and Supportive Services that they request and are offered the first opportunity to apply and return to the new public housing units built on the site, if they meet the conditions established by the Community Advisory Board.

Relocation Policy and Plan for Samuel Madden Homes

Appendix

- One:** General Information Notice
- Two:** Notice of Eligibility for Relocation Assistance
- Three:** Relocation 120-Day Notice
- Four:** Permanent Relocation 90-Day Notice
- Five:** Permanent Relocation 60-Day Notice
- Six:** Relocation 30-Day Letter
- Seven:** Resident Statement of Request for Right to Return
- Eight:** The Moving Process – Know Your Rights and Responsibilities

Relocation Policy and Plan for Samuel Madden Homes

TO: Residents of Samuel Madden Homes (Downtown)

FROM: Alexandria Redevelopment and Housing Authority

DATE: February 26, 2002

RE: GENERAL INFORMATION NOTICE of HOPE VI REDEVELOPMENT

On December 15, 2001 the Alexandria Redevelopment and Housing Authority (ARHA) began the planning process in order to submit a Revised Revitalization Plan to HUD in order to redevelop the Samuel Homes (Downtown) site using HOPE VI funds. Once the Revised Revitalization Plan is approved, ARHA plans to demolish all of the units on the site and replace those units with 100 newly built units.

However, in order to carry out this task, it will be necessary for you to relocate. YOU DO NOT NEED TO MOVE NOW, but you will be required to move by SEPTEMBER 2. You will not be required to move without at least 90 days written notice of the date by which you must vacate your current unit. When the time comes to prepare for the move, you will be provided guidance, information, and assistance in relocating.

Therefore, we urge you not to move anywhere at this time. (If you elect to move for reasons of your choice, you will not be provided relocation assistance.)

All residents will be required to either move to a public housing unit in another ARHA development, or utilize a Housing Choice voucher which will help you pay your rent in an eligible private dwelling or apartment that accepts Housing Choice recipients.

Please be advised that you are eligible for assistance to relocate. Relocation assistance, housing referrals, reimbursement for eligible relocation expenses, counseling, and other services will be made available to you. A representative of this office will soon contact you to determine your needs and preferences. This representative will explain your rights and assist you in obtaining the relocation assistance needed and for which you are eligible.

If you have any questions, please contact the ARHA Placement Officer, James Kassebaum at (703) 549-7115 ext. 246.

This letter is important to you and you should keep it for your records.

Sincerely,

ARHA Placement Officer

Relocation Policy and Plan for Samuel Madden Homes

I have received this information on the _____ day of _____, 2002.

Resident

cc: HOPE VI Program Office
ARHA File

Relocation Policy and Plan for Samuel Madden Homes
Notice of Eligibility for Relocation Assistance

Date _____

Dear _____,

On _____, we notified you that Samuel Madden Homes (Downtown) would be undergoing redevelopment and that all the units on the site would be demolished. In order to carry out the project, it will be necessary for you to relocate. This Notice informs you of the following:

- You may be able to lease and occupy another suitable, decent, safe, and sanitary dwelling unit in the same community (to the extent feasible) upon completion of the rehabilitation / redevelopment, (Right to Return)
- You may be able to lease and occupy another suitable, decent, safe, and sanitary dwelling unit at another ARHA community, or
- You may be able to lease and occupy another suitable, decent, safe, and sanitary dwelling unit through the Housing Choice Voucher Program (only if your current dwelling unit or community is approved under this program).

If you receive a Housing Choice voucher, your monthly rent may differ depending on the unit you select. Your new rent will be at least 30% of the adjusted income of all adult members of your household. If you receive a voucher, depending on the rent paid to the owner, your portion may be more than the 30% of the adjusted income of all adult members of your household but not more than 40% for the initial lease up. You will receive additional information on the Housing Choice voucher program during your ARHA briefing.

You must move permanently so that the demolition and redevelopment can be completed. You will be reimbursed for all your **eligible** moving-related expenses.

This letter is important to you and you should keep it for your records.

Sincerely,

ARHA Placement Officer

I have received this information on the _____ day of _____, 2002.

Resident Signature

cc: HOPE VI Program Office
ARHA File

Relocation Policy and Plan for Samuel Madden Homes
One Hundred Twenty (120) Day Notice to Vacate Unit for Redevelopment

Date _____

Dear _____,

On _____, we notified you that Samuel Madden Homes (Downtown) would be undergoing redevelopment and that all units would be demolished. This 120-Day Notice informs you of the following:

- You may be able to lease and occupy another suitable, decent, safe, and sanitary dwelling unit at another ARHA community, or
- You may be able to lease and occupy another suitable, decent, safe, and sanitary dwelling unit through the Housing Choice Voucher Program (only if your current dwelling unit or community is approved under this program).

If you receive a Housing Choice voucher, your monthly rent may differ depending on the unit you select. Your new rent will be at least 30% of the adjusted income of all adult members of your household. If you receive a voucher, depending on the rent paid to the owner, your portion may be more than the 30% of the adjusted income of all adult members of your household but not more than 40% for the initial lease up. You will receive additional information on the Housing Choice voucher program during your ARHA briefing.

You must move so that demolition and redevelopment can be completed. You will be reimbursed for all your **eligible** moving-related expenses.

This letter is important to you and you should keep it for your records.

Sincerely,

ARHA Placement Officer

I have received this information on the _____ day of _____, 2002.

Resident Signature

cc: HOPE VI Program Office
ARHA File

Relocation Policy and Plan for Samuel Madden Homes

Ninety (90) Day Notice to Vacate Unit for Redevelopment

Date _____

Dear _____,

On _____, we notified you that Samuel Madden Homes (Downtown) would be undergoing redevelopment and that all units would be demolished. This 90-Day Notice informs you of the following:

- You may be able to lease and occupy another suitable, decent, safe, and sanitary dwelling unit at another ARHA community, or
- You may be able to lease and occupy another suitable, decent, safe, and sanitary dwelling unit through the Housing Choice Program (only if your current dwelling unit or community is approved under this program).

If you receive a Housing Choice voucher, your monthly rent may differ depending on the unit you select. Your new rent will be at least 30% of the adjusted income of all adult members of your household. If you receive a voucher, depending on the rent paid to the owner, your portion may be more than the 30% of the adjusted income of all adult members of your household but not more than 40% for the initial lease up. You will receive additional information on the Housing Choice voucher program during your ARHA briefing.

You must move so that demolition and redevelopment can be completed. You will be reimbursed for all your **eligible** moving-related expenses.

This letter is important to you and you should keep it for your records.

Sincerely,

ARHA Placement Officer

I have received this information on the _____ day of _____, 2002.

Resident Signature

cc: HOPE VI Program Office
ARHA File

Relocation Policy and Plan for Samuel Madden Homes

Sixty (60) Day Notice to Vacate Unit for Redevelopment

Date _____

Dear _____,

On _____, we notified you that Samuel Madden Homes (Downtown) would be undergoing redevelopment and that all units would be demolished. This 60-Day Notice informs you of the following:

- You may be able to lease and occupy another suitable, decent, safe, and sanitary dwelling unit at another ARHA community, or
- You may be able to lease and occupy another suitable, decent, safe, and sanitary dwelling unit through the Housing Choice Voucher Program (only if your current dwelling unit or community is approved under this program).

If you receive a Housing Choice voucher, your monthly rent may differ depending on the unit you select. Your new rent will be at least 30% of the adjusted income of all adult members of your household. If you receive a voucher, depending on the rent paid to the owner, your portion may be more than the 30% of the adjusted income of all adult members of your household but not more than 40% for the initial lease up. You will receive additional information on the Housing Choice voucher program during your ARHA briefing.

You must move so that demolition and redevelopment can be completed. You will be reimbursed for all your **eligible** moving-related expenses.

This letter is important to you and you should keep it for your records.

Sincerely,

ARHA Placement Officer

I have received this information on the _____ day of _____, 2002.

Resident Signature

cc: HOPE VI Program Office
ARHA File

Relocation Policy and Plan for Samuel Madden Homes

RELOCATION 30-DAY LETTER

Date _____

Dear _____,

Your transfer request has been approved for _____

Your scheduled moving date is _____

Your new address will be _____

Please be available so that the moving company can move you in a timely manner. If for some reason you cannot be present, please indicate below. When the movers arrive, please have an adult present who can authorize the movers to relocate your belongings to your new unit.

Please check one of the following:

- I will be available on my move date.
 I will not be available on my move date however,
_____ will be authorized to act on my behalf.

(Name of Authorized Person)

If you have any questions, please contact _____, the
Placement Officer for the Alexandria Redevelopment and Housing Authority.

Sincerely,

Placement Officer

I have received this information on the _____ day of _____ 2002.

Resident Signature

cc: HOPE VI Program Office
ARHA File

Relocation Policy and Plan for Samuel Madden Homes

TO: RESIDENTS OF SAMUEL MADDEN HOMES (DOWNTOWN)

FROM: _____
ARHA Placement Officer

DATE: _____

RE: ASSIGNED RELOCATION STAFF

Many of you are aware of the redevelopment project that will begin within the next few months at Samuel Madden Homes (Downtown).

Before the ARHA can begin construction, each building must be totally vacant, meaning that each resident must be relocated. A copy of the Relocation Plan for Samuel Madden Homes (Downtown) will be posted in the Management Office for your review. The Property Manager will introduce the ARHA staff assigned to Samuel Madden Homes at your Resident Council Meeting. This individual will work with each of you to establish your relocation needs. Your cooperation will be greatly appreciated during this process.

While we realize that this is a sensitive process, we will make every effort to make this transition a smooth one.

Your cooperation will be greatly appreciated.

cc: HOPE VI Program Office
ARHA File

Relocation Policy and Plan for Samuel Madden Homes

DATE: _____

Development Name: Samuel Madden Homes Unit Number: _____

RE: REQUEST FOR DEVELOPMENT TRANSFER

Modernization/Redevelopment activities are due to start within the next 90 days at unit # _____. We will require that the unit be vacated prior to that date. Please assist me in working with the residents to make this transfer as smooth as possible. The ARHA Relocation Guidebook will govern our actions. Please complete the following information for me.

I am requesting a Housing Choice Voucher: YES NO

I am requesting a transfer to Public Housing: YES NO

I now occupy a _____ bedroom unit; I am requesting a _____ bedroom unit.

Current Rent: _____ per month.

My family composition consists of: (please complete the chart below indicating information on all household members):

Adult #1	Age:	Sex:	Adult #3	Age:	Sex:
Adult #2	Age:	Sex:	Adult #4	Age:	Sex:
Minor #1	Age:	Sex:	Minor #6	Age:	Sex:
Minor #2	Age:	Sex:	Minor #7	Age:	Sex:
Minor #3	Age:	Sex:	Minor #8	Age:	Sex:
Minor #4	Age:	Sex:	Minor #9	Age:	Sex:
Minor #5	Age:	Sex:	Minor #10	Age:	Sex:

Resident Name (print)

Date

Resident Signature

Property Manager Signature

Date

Transfer Completion Date

cc: HOPE VI Program Office
ARHA File

Relocation Policy and Plan for Samuel Madden Homes

TEMPORARY RELOCATION AGREEMENT

Date _____

Dear _____,

Your transfer request has been approved, however, the number of bedroom units you requested is not available at this time. If you choose to move immediately, the ARHA can temporarily place you and your family in a _____ bedroom unit until a unit of appropriate size is ready.

Your scheduled (temporary) moving date will be _____.

Your temporary address will be _____.

Please complete one of the following:

- I agree to a temporary relocation move to a _____ bedroom unit
- I do not agree to a temporary relocation
- I will wait until the _____ bedroom unit I requested is available I will be available on my move date

Please complete one of the following:

- I will be available on my temporary move date
- I will not be available on my temporary move date, however, _____ will be authorized to act on my behalf
(Name of Authorized Person)
- I will do a self-move

Resident Name (print)

Date

Resident Signature

cc: HOPE VI Program Office
ARHA File

Relocation Policy and Plan for Samuel Madden Homes

RESIDENT STATEMENT OF REQUEST FOR RIGHT TO RETURN

I, _____, a resident of _____, understand that my public housing dwelling unit is scheduled to undergo a redevelopment project within the next _____ days, and that my family will have to vacate our dwelling unit so that construction can begin.

I, _____, also understand that as a current resident of _____, in a meeting established Alexandria Redevelopment and Housing Authority eligibility and occupancy standards, will have the right to seek return to _____, upon completion of the redevelopment project.

WAIVER

I, _____, hereby request permanent relocation to another ARHA public housing property or accept a Housing Choice Voucher, and waive my right to return to _____ upon the completion of the redevelopment project.

Head of Household Signature

Date

Address

Unit Number

Lease Number

Telephone

cc: HOPE VI Program Office
ARHA File

Relocation Policy and Plan for Samuel Madden Homes

THE RELOCATION PROCESS

UNDERSTANDING YOUR RIGHTS AND RESPONSIBILITIES

Dear Resident,

The upcoming redevelopment or modernization project planned for your housing development requires that you and your neighbors relocate, either temporarily or permanently. You will have many important choices and opportunities resulting from the redevelopment program. You should carefully and thoroughly consider all your relocation options before making a selection. Once you make a selection, you must pack all your belongings, and move either temporarily or permanently from your unit. It is important that you know your rights and responsibilities.

YOUR RIGHTS

To have the ARHA provide you with relocation assistance and benefits which will provide you with decent, safe and affordable housing.

To have the ARHA cover all eligible moving-related expenses associated with the relocation, including moving boxes and related packing materials or to have the ARHA or its agent provide moving boxes and related packing materials as needed.

To have the ARHA provide sufficient notice of your move date. For permanent moves, ARHA will provide two notices, 90 Day and 30 Day notices (the 30 Day notice can run within the 90 Day notice period). For temporary moves, the ARHA will attempt to provide 30 days notice, but may provide as little as 14 days notice.

To have the ARHA conduct a fair and open process in accordance with the policies and procedures detailed in the ARHA's Relocation Guidebook.

To have an avenue within ARHA to grieve any individual complaints.

YOUR RESPONSIBILITIES

To specify preference as to whether you wish to move permanently from the development, or whether you wish to move temporarily while waiting to occupy a new unit at this development.

To move upon notice during the specific time period, irrespective of any pending grievance related to relocation or continuing occupancy. However, your rights to a grievance will not be waived by such a move provided you file the required document(s) prior to your move.

To pack all your belongings and prepare furniture for moving. Everything but furniture must be packed in boxes. Furniture must be taken apart when possible.

Relocation Policy and Plan for Samuel Madden Homes

- To arrange with utilities to have your services transferred to your new apartment, and to cover all associated arrearage.
- To notify the US Postal Service, welfare, social security, and other agencies, individuals, companies, etc., of your change in address.
- To be ready to move all your belongings on the specified date, and to be home and ready when the movers arrive.
- To give access to ARHA staff in order to inspect your unit and record housekeeping habits after the initial 30 and 90 day occupancy period in your newly rehabilitated/redeveloped apartment.