



Enterprise Community Development

## Preliminary Relocation Plan for Skyland Redevelopment

2333 Skyland Pl SE, Washington DC

11-5-2024

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## Introduction

**Enterprise Community Development, Inc.** (the “Agency”) is the leading nonprofit developer, owner, and operator of affordable housing in the Mid-Atlantic region. The Agency is a mission-driven organization specializing in high-impact residential development, preservation, property management, and resident services for over 24,000 people who call its communities home. The Agency proudly holds \$1.4 billion in its portfolio including 115 communities and 14,000 homes, positioning it as the sixth largest nonprofit owner of affordable housing in the United States.

As a division of Enterprise Community Partners – the only nonprofit in the US that develops community-based programs, advocates for affordable housing policy, and invests capital to build and preserve affordable homes – we have 60 years of collective experience setting high standards for community planning, affordable housing, and tailored resident engagement services

## Skyland Terrace Apartments Redevelopment

The Agency, in partnership with residents, stakeholders, and the District of Columbia, is undertaking the transformation of Skyland Terrace Apartments (Skyland) to secure its future and unlock the community’s immense potential. The design and concept of Skyland, consisting of three phases, is a culmination of input from residents, community stakeholders, and dedicated design partners. The proposed phases are:

- **Phase 1:** Senior Housing + Multifamily 1
- **Phase 2:** Multifamily 2 + Townhomes
- **Phase 3:** Townhomes

Phase one of the redevelopment plan requires a select number of residents to temporarily move into on-site vacant units located on an undeveloped side of the property. This select number of residents, along with most remaining residents, will be permitted to move into the new, completed multifamily 1 building or Senior House. Phase two will commence. Once Phase two is completed, the remainder of residents will be permitted to return to the new, completed multifamily 2 building.

## Redevelopment Vision

The Agency intends to redevelop the Skyland site as a higher-density, mixed-income community by replacing, in phases, the existing community with a modern, energy-efficient, and accessible units and amenities (Skyland Reimagined). Skyland Reimagined will include



affordable multifamily rentals, a dedicated affordable senior building, and a mix of affordable and market rate fee simple townhomes. This redevelopment will provide access to a more sustainable community to low-to-middle-income residents seeking to call the historic Anacostia, Washington D.C. home. The Agency's redevelopment plans will also support the District's goal of increasing Black homeownership by affording current Skyland residents and its neighbors the opportunity to own their own home.

### Long-Term and Short-Term Impacts

In the long term, the redevelopment will involve major improvements at Skyland that will benefit residents and the surrounding community. In the short term, however, the Project will inevitably cause some inconveniences to households. This Relocation Plan aims to be a thoughtful guide that directly addresses the challenges that residents may face. The plan outlines the assistance the Agency is providing to residents to help ensure a smooth transition. Resident engagement and service are core values of the Agency and are foundational to the plan for relocating residents during the redevelopment process.

### Property Management and Financing

**Winn Companies** (the "Property Manager"), the current managing agent, will manage the property throughout the redevelopment. Enterprise, and its resident services will enhance the community living experience by delivering best in class customer services.

Skyland was purchased in August of 2022 utilizing the following sources of financing:

- Acquisition and Renovation Loan provided by Eagle Bank.
- Housing Production Trust Fund issued by the Department of Housing and Community Development (DHCD) to subsidize the purchase price.

Skyland Reimagined, currently in predevelopment, is in the process of obtaining a zoning map amendment to allow for higher-density construction. The Agency continues to work with residents and surrounding stakeholders as the development plan firms.

### Relocation Plan and Consultant

The Agency will engage DELCK Group LLC or a relocation firm of similar experience and expertise (the 'Relocation Consultant'), equipped to provide specialized relocation and consulting services to publicly-funded developments. The Relocation Consultant will assist the Agency in preparation of the Relocation Plan (the "Plan") and administer relocation services in accordance with statutory requirements under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). The Plan will help



facilitate the relocation and/or accommodation of residents who will be impacted by Skyland Reimagined. The Agency is committed to providing residents with a safe, affordable, and attractive place to live while ensuring residents affected by the temporary relocation are treated fairly, consistently, and equitably. They will not suffer disproportionate hardships as a direct result of activities designed for the benefit of the community.

The Relocation Consultant will draft the relocation plan, administer relocation, and lead relocation activities, including participating in community meetings, coordinating resident communication (including customizing and presenting relocation notices), assessing household relocation needs, procuring and supervising the selected professional moving company, providing advisory services for permanent and temporarily assigned households, and providing relocation consulting services throughout the project.

### Purpose of the URA and Relocation Plan Goals

The Plan has three primary goals:

- 1- Ensure that Skyland residents will continue living in decent, safe, and sanitary affordable housing that meets their needs throughout the relocation process.
- 2- Minimize the negative impacts caused by relocation to the greatest extent possible.
- 3- Ensure that the Agency follows all applicable URA and local guidance related to relocation of DC residents due to federally-funded redevelopment

According to URA and local rules, the Agency will ensure Skyland residents receive relocation assistance to help achieve these goals, including individual counseling. With the aid of the Relocation Consultant, the Agency will also apply lessons learned from its many previous successful relocation efforts.

Relocation services will ensure that permanent displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, sexual orientation, marital status, familial status, disability, or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and §20-702, as well as any otherwise arbitrary or unlawful discrimination.



## Project Description

**Skyland Terrace Apartments** is located at 2333 Skyland Pl SE, Washington DC, in Ward 8, within the Anacostia area of Southeast DC. The property is situated at the intersection of Marion Barry Avenue (formerly Good Hope Road) and 25th St SE. It is well-served by public transportation, with several bus lines within walking distance offering connections to Metrorail and direct access to downtown DC.

The Skyland Apartments community is conveniently located 0.4 miles from a full-service Safeway and has additional shopping options at the intersection of Good Hope Road and Alabama Avenue. Nearby recreational and cultural amenities include:

- Anacostia Community Museum
- Anacostia Community Library
- Fort Stanton Park and Recreation Center
- Hillcrest Recreation Center
- Alger Park

Skyland Apartments is also one mile from the historic Anacostia neighborhood, which has seen significant investment over the last ten years. The Skyland Town Center, an 18.5-acre mixed-use development currently in its final phase of construction, will feature 488 housing units (147 of which are affordable) and 342,000 square feet of retail space.

## Property Details

Skyland is a multifamily apartment and commercial mixed-use complex built in 1939. It consists of:

- 224 units in 24 two-story garden apartment buildings across 9.10 acres
- 110 townhouse-style duplexes
- 10,666 square feet of ground-level commercial space with six retail tenants

Community amenities include:

- Two central laundry facilities with nine washers and nine dryers each
- 20 one-car garages

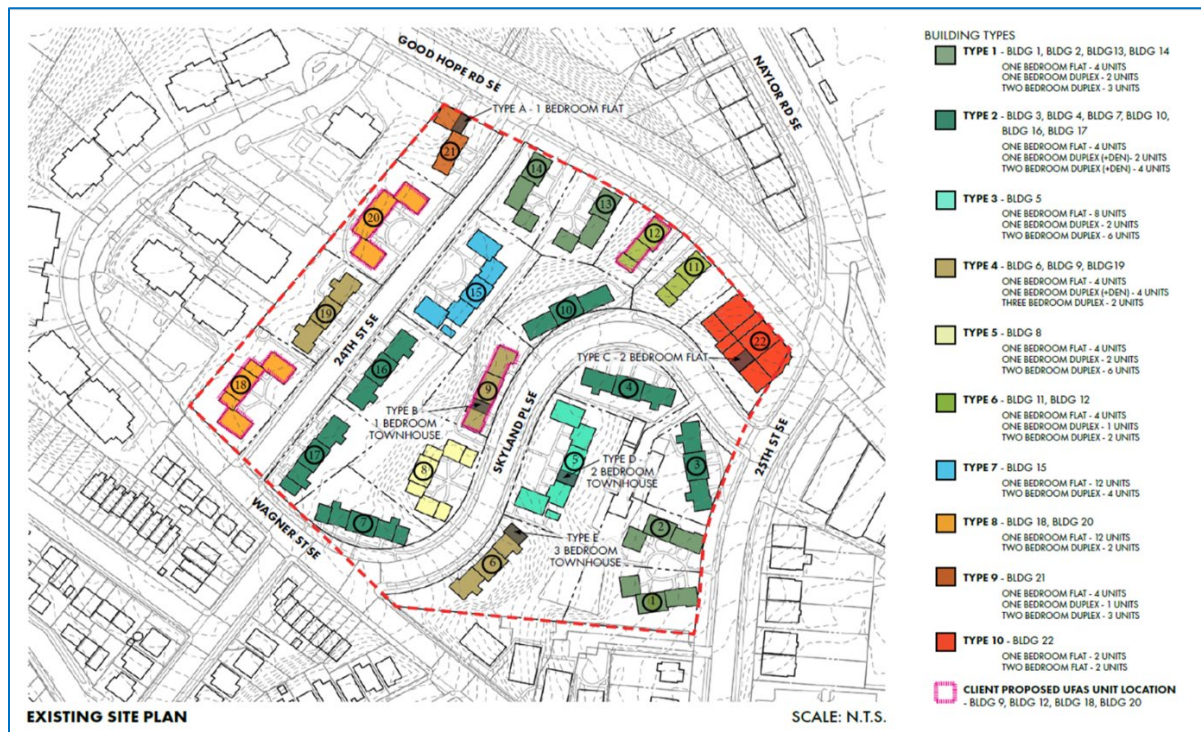


Figure 1: Existing Site Plan.

## Acquisition and Financing

The Agency acquired the Skyland community in August 2022 through the District’s Tenant Opportunity to Purchase Act (TOPA). This acquisition was made possible with the assistance of funds from the Department of Housing and Community Development (DHCD). The introduction of Area Median Income (AMI) restrictions to the property was a significant outcome of this acquisition. These restrictions mandate that 50% of the units must be reserved for families earning at or below 50% of the AMI, ensuring that a substantial portion of the housing remains affordable for low-income residents. In addition to the DHCD funds, the property also received a bridge loan from Eagle Bank and Capital Impact Partners as part of the DC Affordable Housing Preservation Fund. This fund is designed to support the preservation and creation of affordable housing in Washington, DC.

The combination of these funding sources underscores the collaborative effort between public and private entities to preserve affordable housing in the district. By leveraging these resources, the Agency is able to maintain and enhance the affordability of the Skyland community, aligning with its mission to provide safe, decent, and affordable housing for low-income families. This strategic acquisition and the subsequent redevelopment plans are pivotal in addressing the housing needs of the community while promoting long-term stability and sustainability.

## Community Context

Skyland is exceptionally well-located, with proximity to schools, easy access to jobs, services, green spaces, and public transportation. The area has relatively high poverty, low to medium homeownership rates, and low to medium median incomes. Skyland has provided low-income residents with safe, decent, and affordable housing. However, the community is aging, with small units that do not comply with present-day accessibility standards and inefficient building systems. Major upgrades and new amenities are needed to meet modern living standards.

## Redevelopment Plan

The new, redeveloped community will address these issues through a phased redevelopment approach. Pursuing new construction will allow Enterprise to create:

- **375 mixed-income multifamily units**
- **41 senior units**
- **28 homeownership townhomes**

The redevelopment will be conducted in three phases:

- **Phase 1:** Replace 68 existing units with 240 multifamily units.
- **Phase 2:** Replace 110 existing units with 176 multifamily units and 11 affordable townhomes for sale.
- **Phase 3:** Replace 46 existing units with 17 affordable townhomes for sale.

## Planned Amenities

The new development may include:

- **Higher density:** Increasing from 224 rental units to 375 mixed-income multifamily units, 41 senior units, and 28 homeownership townhomes.
- **Modern features:** All modern building systems and finishes, with accessible units.
- **Amenities:** Fitness center, community garden, secure parking spaces, playground, computer room, and after-school activity room.
- **Green initiatives:** Energy-efficient design, including Energy Star appliances and windows.
- **Heritage Trees:** Preservation of several heritage trees on the property.

This redevelopment will transform Skyland into a modern, vibrant community that meets the needs of its residents and aligns with contemporary living standards.



Figure 2: Proposed Phasing Plan.



Figure 3: Planned Outdoor Amenities.

## Preliminary Relocation Plan

### Summary of Relocation Plan

The Relocation Consultant obtained by the Agency will create a comprehensive relocation plan framework that informs residents through one-on-one counseling and assists them in assessing their individual needs. This framework will empower residents to make informed choices about their future. Here are basic principles to be included in the Plan:

1. **Provide Permanent Displacement Benefits and Relocation Services:** Affected residents will receive advisory services and all entitlements they are eligible for under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and local D.C. rules. The Relocation Consultant will conduct individual interviews with each household to gather relevant information, identify relocation needs, and explain the process and all eligible benefits.
2. **Reimburse Resident Costs:** The Agency will cover reasonable relocation costs allowed under URA.
3. **Provide Physical and Psychological Support Related to Moving:** Moving can present physical, psychological, and logistical challenges, especially for elderly individuals or long-term residents with little moving experience. The Plan will include resident counseling, assistance with packing, moving, and assisting with utility bill transfers.
4. **Keep Housing Decent, Safe, and Sanitary:** Replacement housing will be comparable to the original housing, meeting HUD's affordable housing standards and providing the necessary number of bedrooms for the household's size. The relocation unit will meet the standard of decent, safe, and sanitary housing.
5. **Set Fair and Equitable Priorities for Moves:** The Plan will support eligible relocation entitlements for every household and reaffirm the Agency's commitment to ensuring displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, gender, sexual orientation, marital status, familial status, disability, or any other basis protected by federal and state laws, including the Fair Housing Amendments Act, the Americans with Disabilities Act, and the Civil Rights Acts.

The Plan will also address resident communication needs, such as timely information and translation and interpretation services. It complies with a wide range of state and federal regulations.

6. **Non-Residential Relocation Support:** Under the URA, non-residential displaced persons, such as businesses, farms, and non-profits, are eligible for relocation assistance and payments including assistance in finding a suitable replacement location and help with the relocation process, moving Cost reimbursement for actual, reasonable moving expenses, and reestablishment expenses to cover expenses incurred in reestablishing the business at a new location.
7. **Recordkeeping:** An occupant list will be maintained as part of the recordkeeping requirement of the Project. The list will identify the following: all persons occupying the site on or before the date of Initiation of Negotiation, all persons moving onto the property on or after the Project begins (if applicable), addresses of residents who have moved from the site.

The Relocation Consultant will maintain the following records in each resident's file for this relocation project:

- General Information Notice (GIN)
- Written record of substantial contacts
- Notice of Eligibility (NOE)
- 90-day Notice to Vacate
- Resident Household Needs Assessment
- Any relocation-related documentation

## Phased Relocation

The original Skyland redevelopment timeline planned for Phase 1 construction is set to begin in 2026, but may be pushed to 2027 pending D.C.'s release of Notice for Funding Availability (NOFA) funds. Ahead of the start date for construction, all residents living in units designated as "Phase 1" will be temporarily relocated to another location on the property or to a similarly sized off-site unit located close to Skyland. Once Phase 1 is complete and is lease-ready, remaining residents will be moved to the new, redeveloped units. Phase 2 will commence. Once complete and lease-ready, Phase three will commence. No household will be allowed to remain living in any area while it is under active construction. The following provides further detail related to the phased relocation and development.

### **Phase 1: Senior Housing + Multifamily 1**

In preparation for Phase 1 construction, the Agency will move residents from Buildings 22, 1, 2, 3, 4, 5, and 6 into vacant units in Buildings 7-21. A total of 68 units will be temporarily relocated on-site. Construction of Phase 1 will take approximately 18-24 months. After completion, all lease-compliant residents in Phase 2 buildings (Buildings 7-17) will move to the newly constructed Multifamily Building-1 or Senior House, based on income eligibility. The new buildings will provide 240 brand new affordable units and approximately 180 parking spaces via an underground garage. Street parking will remain available.

Many residents have expressed concerns about the original proposed location of the senior building along 25th Street. The Agency is exploring alternative locations for the senior building based on [resident feedback](#).

### **Phase 2: Multifamily 2 + Townhomes**

For Phase 2 construction, the Agency will move all residents from Buildings 7-17 into the newly constructed Multifamily Building-1 or Senior House, according to income eligibility. A total of 110 units will be temporarily relocated into the new Phase 1 units. Once Phase 2 is completed, ECD and Winn Property Management will begin leasing the new Multifamily-2 Building to new income-eligible families. Approximately 90 parking spaces will be added via a secured underground garage, with street parking remaining available.

### **Phase 3: Townhomes**

For Phase 3 construction, the Agency will move all residents from Buildings 18-21 into the newly constructed Multifamily Building-1, Multifamily Building-2, or the Senior House, based on income eligibility. A total of 46 units will be temporarily relocated into the new Phase 1 or Phase 2 units. Once Phase 3 is completed, the Agency will work closely with current residents and other interested buyers to begin selling the new townhomes to income-eligible families. Each townhome will have a 2-car parking space, with street parking remaining available.

This phased approach ensures a smooth transition for residents while minimizing disruption and maintaining affordable housing options throughout the redevelopment process as much as possible.

|                  | Building # | 1 br Flat<br>(575sf) | 1 br Duplex<br>(723sf) | 2 br Duplex<br>(810 sf) | 3 br Duplex<br>(970sf) | No of units |
|------------------|------------|----------------------|------------------------|-------------------------|------------------------|-------------|
| PHASE 1          | 1          | 4                    | 2                      | 3                       |                        | 9           |
|                  | 2          | 4                    | 2                      | 3                       |                        | 9           |
|                  | 3          | 4                    | 2                      | 4                       |                        | 10          |
|                  | 4          | 4                    | 2                      | 4                       |                        | 10          |
|                  | 5          | 8                    | 2                      | 6                       |                        | 16          |
|                  | 22         | 2                    | 2                      |                         |                        | 4           |
|                  | 6          | 4                    | 4                      |                         | 2                      | 10          |
| Existing Units   | 68         |                      |                        |                         |                        |             |
| Replacement      | 240        |                      |                        |                         |                        |             |
| PHASE 2          | 10         | 4                    | 2                      | 4                       |                        | 10          |
|                  | 11         | 4                    | 1                      | 2                       |                        | 7           |
|                  | 12         | 4                    | 1                      | 2                       |                        | 7           |
|                  | 13         | 4                    | 2                      | 3                       |                        | 9           |
|                  | 14         | 4                    | 2                      | 3                       |                        | 9           |
|                  | 15         | 12                   | 4                      |                         |                        | 16          |
|                  | 7          | 4                    | 2                      | 4                       |                        | 10          |
|                  | 8          | 4                    | 2                      | 6                       |                        | 12          |
|                  | 9          | 4                    | 4                      |                         | 2                      | 10          |
|                  | 16         | 4                    | 2                      | 4                       |                        | 10          |
|                  | 17         | 4                    | 2                      | 4                       |                        | 10          |
| Existing Units   | 110        |                      |                        |                         |                        |             |
| Replacement      | 176        |                      |                        |                         |                        |             |
| Replacement (TH) | 11         |                      |                        |                         |                        |             |
| PHASE 3          | 18         | 12                   | 2                      |                         |                        | 14          |
|                  | 19         | 4                    | 4                      |                         | 2                      | 10          |
|                  | 20         | 12                   | 2                      |                         |                        | 14          |
|                  | 21         | 4                    | 1                      | 3                       |                        | 8           |
| Existing Units   | 46         |                      |                        |                         |                        |             |
| Replacement (TH) | 17         |                      |                        |                         |                        |             |

Table 1: Phased Relocation Unit Matrix.

## Preliminary Relocation Program

### Summary of Relocation Program and Guidance

The Relocation Consultant obtained by the Agency will create a comprehensive relocation plan informed by URA rules and local guidelines. The Agency will follow all applicable programmatic rules and guidelines as outlined by the URA and local laws. The following outlines anticipated rules and guidelines the Agency will follow.

### Displaced Residents

For the purposes of the Relocation Plan, residents who are required to permanently relocate from Skyland are considered **Displaced Persons**, as defined by HUD. These residents will be eligible for full relocation benefits. HUD defines Displaced Persons as any person who moves from Skyland permanently (defined as a period longer than one year) due to HUD-funded rehabilitation or demolition activities.

Residents who are displaced and eligible for full relocation benefits will receive the HUD-required **“Notice of Eligibility”** when relocation officially begins, at a time termed the **“Initiation of Negotiations” (ION)**. The ION for this project will be triggered when the funding application for the Housing Production Trust Fund for the new community is approved by DHCD. The Agency is requesting approval to begin relocation administration as soon as possible to ensure reasonable time is permitted to assist residents with relocation activities before demolition approval.

### Non-Displaced Residents

The Agency does not anticipate offering affected households the option to move under temporary relocation. This means that residents who are not permanently displaced will remain in their current homes until they can move directly into their new units.

### Unlawful Occupants

Pursuant to **Public Law 105-117**, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

## Permanent Displacement

To be eligible for relocation assistance, residents must remain in “good standing,” meaning they are not in violation of their lease and are current with their rental payments.

**One-on-One Interviews:** The Relocation Consultant will conduct individual interviews with each household to gather relevant information, identify relocation needs, and explain the process and all eligible benefits.

**Notice of Eligibility:** Residents eligible for permanent displacement benefits will receive a notice of eligibility and a minimum of 90 days’ notice to vacate prior to their scheduled move date. This notice will identify available housing referrals for the resident to consider and establish the maximum replacement housing payment they may receive.

**Advisory Services:** The Relocation Consultant will review each household’s relocation survey and provide advisory services to ensure residents have the resources to secure permanent housing that meets their needs. This includes inspecting all permanent housing to ensure it is decent, safe, sanitary, and meets local occupancy standards.

This Plan addresses only those moves required to implement the Plan and revitalization, excluding any other moves necessitated by the Agency due to occupancy standards, habitability issues, administrative and priority transfers, or other related matters.

## Transfers Not a Result of the Project

Residents may transfer to another managed community for routine reasons unrelated to relocation, either at the request of the resident or the Agency. These moves do not qualify someone as a “Displaced Person” and will not result in eligibility for relocation benefits. The Agency will document the cause of a resident move when it is not subject to the URA.

### **Examples of Routine Transfers:**

- A resident requests a unit with features unavailable in their current unit, such as a roll-in shower.
- An elderly resident needs to transfer to a larger unit to accommodate a live-in caregiver.

These residents will continue to be subject to existing rules for such transfers, including moving services provided by the Agency.

## Program Assurance and Standards

Adequate funds will be budgeted to permanently and/or temporarily relocate all households. Services will be provided to ensure that displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, gender, sexual orientation, marital status, familial status, disability, or any other basis protected by federal and state laws, including the Fair Housing Amendments Act, the Americans with Disabilities Act, and the Civil Rights Acts.

## Relocation Services and Procedures

The Consultant will be responsible for providing advisory services, including:

- Participating in resident meetings
- Providing tenant notices (General Information Notice, Notice of Eligibility, 90-day Notice to Vacate, and a reminder 30-day Move Notice)
- Referrals to supportive services and technical assistance
- Identifying comparable housing dwellings
- Conducting decent, safe, and sanitary (DSS) inspections
- Scheduling and coordinating relocation moves
- Coordinating service transfers
- Conducting follow-up visits
- Administering relocation benefits
- Ongoing communication with tenants
- Documenting relocation activities

Relocation staff will be available during normal business hours and by appointment after hours, ensuring accessibility to residents and their families. Weekend availability will also be provided for family support meetings and moves as needed.

**Relocation Needs Assessment:** Relocation staff will conduct interviews with residents to identify housing issues/needs, such as reasonable accommodation, mental health services, housekeeping/hoarding concerns, pest infestations, planned hospitalizations or vacations, pets, and frail elderly/disabled needs.

### **Additional Relocation Tasks:**

- Meeting with each household to explain relocation benefits and procedures in detail.
- Providing written information on moving assistance, benefits, rights, privileges, and protections.

- Issuing a 90-day notice to vacate.
- Assisting residents with housing search, communication/negotiation with future landlords, applying for new housing, housing referrals, and claim forms.
- Coordinating moving services with a licensed and bonded moving company.
- Providing packing materials and packing assistance upon request.
- Ensuring assigned dwellings are free from pests and conducting DSS inspections before lease signing.
- Re-visiting families 15 days prior to relocation to check on packing progress and answer questions.
- Confirming move times with families 48 hours prior to the move.
- Assisting residents with completing paperwork for move-related activities or reimbursement claims.
- Meeting with each household on the day of the move to handle last-minute issues and ensure belongings are moved.
- Making referrals to social service providers to address barriers to relocation and ensure the transfer of current social services.

This comprehensive approach ensures that all residents receive the necessary support and resources to transition smoothly to their new homes.

### Resident Notifications

Throughout the pre-construction and development period, the Relocation Consultant and the Property Manager will communicate with residents to keep them informed of progress and to answer questions about the Project and the implementation of the Relocation Plan through periodic meetings, notices, and door-to-door personal communication. This approach will allow residents the opportunity to learn about the relocation process, receive regular updates or know of changes to the Plan, and ask questions. Meetings will be held either in virtual meetings or on-site before the beginning of relocation activities for the convenience of the residents. Ample time will be allotted for questions.

Interpretation services will be offered at relocation meetings if and as requested, and distributed documents will be translated upon request.

A copy of the final relocation plan will be available to all residents upon completion and approval. Residents will be able to view and obtain a copy of this Plan, along with any translation of this Plan, upon request through the Enterprise Community and Property Management Office located at 2333 Skyland Pl SE, Washington DC. Residents will have the



opportunity to review the final Relocation Plan once the Agency has approved it upon request.

The following outlines the anticipated process for resident notification:

- **General Information Notice (GIN)** – written notice indicating the property is slated for demolition and redevelopment. This notice will be hand-delivered and signed for by each resident or by certified mail, return receipt requested to all residents of Skyland. The notice will advise residents not to move, explain the nature of the proposed rehabilitation project, and describe in general terms the relocation assistance available to all residents of Skyland. Also, it will include office hours and contact information of the Relocation Consultant and the management company's contact information. See EXHIBIT B.
- **Notice of Eligibility (NOE)** - Residents will be given the Notice of Relocation Eligibility, outlining the moving options, advisory services, definition of comparable units, and identifying their point of contact. The notice will also inform the resident of their relocation options, whether their decision is to pursue a new replacement unit or an alternative rent-reasonable community. Their decision will determine the advisory services they will need before relocation. Proof of delivery of this notice shall be maintained and incorporated as a part of the resident's relocation file. Also, it will include office hours and contact information of the Relocation Consultant and the management company's contact information. See EXHIBIT C.
- **90-Day Notice to Vacate** - Residents will be given a minimum 90-day relocation notice before the required date for their mandatory move to allow for the eventual demolition of Skyland. Informs permanently displaced persons of the earliest date by which they will be required to move. The notice informs them of their right to remain in the unit up to 90 days from the date of receipt. Also, it explains relocation options, including moving assistance and financial assistance, as well as provides at least one comparable replacement dwelling for the resident to consider. This notice may not be issued until a replacement unit has been identified for the family that they qualify for and have sufficient time to lease. See EXHIBIT D.

### Moving Assistance and Relocation Expenses

The following details the moving assistance and covered relocation expenses that will be provided, at no cost, to all residents of Skyland:

- **Relocation Advisory Services.** Residents are entitled to receive current and continuing information on available comparable replacement units and other assistance to help find another home and prepare to move.

- **Payment for Moving Expenses.** Residents may choose (1) a payment for actual reasonable moving and related expenses, (2) a fixed moving payment based on the URA Fixed Residential Moving Cost Schedule, (3) the Agency hires a professional moving company to move personal items, or (4) a combination of 1 or 2.
- **Replacement Housing Payment.** Resident may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors, including (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for the resident's present unit, and (3) 30% of resident's average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.
- The owner is not offering a Housing Choice Voucher in connection with this Project.

### Payment for Moving Expenses (Permanent Displacement)

The Agency shall provide the following options for moving expenses:

- 1) **Commercial Move:** The Agency will cover the cost of a professional move using either force account labor or a moving company. This includes the transportation of personal belongings and incidental costs. Incidental costs covered by relocation benefits may include Telephone, Cable, Computer equipment, Televisions, Internet services, Electronics, and Life-saving devices

These costs will be covered for both the current/displaced housing and the new housing choice.

#### 2) **Self-Move Options:**

- a) **Actual Reimbursement:** The Agency will reimburse families or individuals for all actual, reasonable moving and incidental costs based on pre-move bids and receipts. If the moving cost estimate submitted by the resident is deemed unreasonable, the Agency reserves the right to undertake the move itself. Residents who choose to “self-move” and incur costs exceeding the estimated amount will not be reimbursed beyond the stated moving cost estimate. The Agency will select movers and require residents who opt for a “self-move” to choose movers that are licensed, bonded, and insured.
- b) **Fixed Move Allowance:** provide a fixed moving allowance payment in the amount based on the URA Fixed Residential Moving Cost Schedule (See Table 1, effective August 26, 2021).

| Occupant Owns Furniture      |         |         |         |         |         |         |         |              |
|------------------------------|---------|---------|---------|---------|---------|---------|---------|--------------|
| Number of Rooms of Furniture |         |         |         |         |         |         |         |              |
| 1 Room                       | 2 Room  | 3 Room  | 4 Room  | 5 Room  | 6 Room  | 7 Room  | 8 Room  | Addt'l Rooms |
| \$800                        | \$1,000 | \$1,200 | \$1,500 | \$1,700 | \$1,900 | \$2,100 | \$2,300 | \$200        |

Table 2: Fixed Moving Allowance Schedule (Washington, DC)

**Note:** If the occupant has minimal possessions and occupies 1 room with no furniture, the payment is limited to \$500 and additional room is \$100.

### Returning To a Renovated Unit At Skyland

It is anticipated that affected residents will be able to return to the community at the completion of development unless they do not meet the eligibility requirements for the property. Residents electing permanent displacement will need to reapply to the community but will receive priority in leasing. Residents electing temporary relocation will undergo certain screening associated with tax credit regulations in the new community. The cost to move back to the redeveloped community will be covered by the Agency for residents electing temporary relocation. The Agency will work with each household to ensure they are informed of the eligibility criteria in advance and assist residents with meeting the screening requirements by providing referrals to local housing resources.

### Non-Residential Relocation

Under the URA, non-residential displaced persons, such as businesses, farms, and non-profits, are eligible for relocation assistance and payments. Here are the key components:

1. **Advisory Services:** Assistance in finding a suitable replacement location and help with the relocation process.
2. **Moving Cost Reimbursement:** Reimbursement for actual, reasonable moving expenses, which can include:
  - Transportation of personal property
  - Packing, crating, unpacking, and uncrating
  - Disconnecting, dismantling, removing, reassembling, and reinstalling machinery, equipment, and other personal property
3. **Reestablishment Expenses:** Payments to cover expenses incurred in reestablishing the business at a new location, such as:
  - Repairs or improvements to the replacement property
  - Modifications to the replacement property to accommodate the business

- Advertisement of the new location
- Increased costs of operation at the new location during the first two years

Non-residential displaced persons can choose between a fixed payment or actual moving expenses. The fixed payment is based on a HUD formula rather than a schedule.

### Optional Relocation Policy

The Agency may provide optional relocation assistance to households who are displaced or temporarily relocated by an activity that is not required or above the statutory limits in accordance with 49 CFR 24.402(b)(1), 24.404, Notice CPD-1409, and Section 1521(b)(2) of MAP-21 which amends Section 204(a), under the Uniform Relocation Assistance (URA). Relocation payments and assistance will be carried out in accordance with federal guidelines under URA and RAD program as an eligible expense from project funds. Assistance shall be subject to the availability of grant funds and U.S. Departments of Housing and Urban Development (HUD) implementing regulations. This Policy will be modified to meet any change in rules and regulations of HUD which may occur over time.

Additional regulatory information regarding optional relocation can be found at 24 CFR 92.353(d) and 24 CFR 570.606(d) respectively.

### Housing of Last Resort Program

The Last Resort Housing Program allows the utilization of project funds to construct or otherwise provide decent, safe, and sanitary housing. No eligible person will be required to move from their dwelling until comparable decent, safe, and sanitary housing is available for immediate occupancy. The Agency will implement these procedures when the statutory limits for Relocation Assistance Payments are inadequate to provide a reasonable solution to the housing needs of eligible displaces. The large variety of affordable housing constraints that will be encountered dictates a need for program flexibility. Innovative approaches to realistic solutions for implementing Last Resort Housing will be encouraged and considered.

### Housing of Last Resort Administration

Whenever this section must be used to provide housing or payments more than the maximum statutory limits for rental assistance or replacement housing payment, a Last Resort Housing Plan will be completed by the Relocation Consultant and approved by the Agency.

Any decision to provide last resort housing assistance must be adequately justified:



On a case-by-case basis, for good cause, which means that appropriate consideration has been given to:

- a) The availability of comparable replacement housing in the program or project area.
- b) The resources available to provide comparable replacement housing; and
- c) The individual circumstances of the displaced person; or

By a determination that:

- a) There is little, if any, comparable replacement housing available to displaced persons within an entire program or project area; and, therefore, last resort housing assistance is necessary for the area.
- b) A program or project cannot be advanced to completion in a timely manner without last resort housing assistance; and
- c) The method selected for providing last resort housing assistance is cost-effective, considering all elements that contribute to total program or project costs.

### Basic rights of persons to be displaced

Notwithstanding any provision of the federal regulatory requirements, no person shall be required to move from a displacement dwelling unless comparable replacement housing is available to such person. No person may be deprived of any rights they may have under the Uniform Relocation Act. The Agency shall not require any displaced person to accept a dwelling provided by the Agency under these procedures (unless the Agency and the displaced person have entered a contract to do so) in lieu of any acquisition payment or relocation payment for which the person may otherwise be eligible.

### Methods of Providing Comparable Replacement Housing

The Agency shall have broad latitude in implementing this relocation activity, but implementation shall be for reasonable cost, on a case-by-case basis, unless an exception to case-by-case analysis is justified for an entire project.

- 1. The methods of providing replacement housing of last resort include, but are not limited to:**
  - a. A replacement housing payment in excess of the limits set forth in § 24.401 or § 24.402. A replacement housing payment under this section may be provided in installments or in a lump sum at the Agency's discretion.
  - b. Rehabilitation of and/or additions to an existing replacement dwelling.
  - c. The construction of a new replacement dwelling.

- d. The provision of a direct loan, which requires regular amortization or deferred repayment. The loan may be unsecured or secured by the real property. The loan may bear interest or be interest-free.
  - e. The relocation and, if necessary, rehabilitation of a dwelling.
  - f. The purchase of land and/or a replacement dwelling by the displacing Agency and subsequent sale or lease to, or exchange with, a displaced person.
  - g. The removal of barriers for persons with disabilities.
2. **Under special circumstances**, consistent with the definition of a comparable replacement dwelling, modified methods of providing replacement housing of last resort permit consideration of replacement housing based on space and physical characteristics different from those in the displacement dwelling (see appendix A, § 24.404©), including upgraded, but smaller replacement housing that is decent, safe, and sanitary and adequate to accommodate individuals or families displaced from marginal or substandard housing with probable functional obsolescence. In no event, however, shall a displaced person be required to move into a dwelling that is not functionally equivalent in accordance with § 24.2(a)(6)(ii) of this part.
3. **The Agency shall provide assistance** under this subpart to a displaced person who is not eligible to receive a replacement housing payment under §§ 24.401 and 24.402 because of failure to meet the length of occupancy requirement when comparable replacement rental housing is not available at rental rates within the displaced person's financial means. (See § 24.2(a)(6)(viii)©.) Such assistance shall cover a period of 42 months.

## Administrative Provisions

### Relocation Tax Consequences

In general, relocation payments are not considered income for the purpose of the Internal Revenue Code of 1986, or the Personal Income Tax Law, Part 10 of the Revenue and Taxation Code. However, under the Tax Cuts and Jobs Act (TCJA) of 2017, employer-paid relocation expenses are considered taxable income through 2025.

The above statement on tax consequences is not intended to be provision of tax or legal advice by the Agency, City, Developer, its Agents, Consultants, or Assigns. Households are encouraged to consult with personal tax and/or legal advisors concerning the tax consequences of relocation payments.

### Eviction Policy

Eviction is permissible only as a last alternative. Relocation records must be documented to reflect the specific circumstances surrounding the eviction.

Eviction may be undertaken only for one or more of the following reasons:

- A material breach of the rental lease agreement, and failure to correct such breach, if applicable, within 30 days of notice.
- Performance of a dangerous, illegal act in the unit by the tenant, its guests, or invitees, or any combination thereof.
- Maintenance of a nuisance, and failure to abate within a reasonable time following notice.
- Refusal to accept temporary or replacement housing.
- A requirement under state or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of the Agency.

An unlawful occupant, a person or household who occupies without property right, title, or payment of rent, or a person legally evicted, with no legal rights to occupy a property under State law or the Agency's rules and regulations, is ineligible for relocation benefits.

### Relocation Costs

The Agency is committed to allocating the necessary funds, and in a timely manner to, ensure the successful temporary relocation of all residents. To facilitate this, the Relocation Consultant will assist in the development of a comprehensive relocation budget..

## Estimated Relocation Activities Schedule

As previously stated, the Skyland redevelopment timeline for Phase 1 construction has been pushed to 2027, pending the district's release of NOFA funds. The Relocation Consulting team will take the following steps once the funding has been announced and the complete schedule has been set:

- 1) Skyland Redevelopment Resident Meeting: Conduct a meeting with residents to present the detailed plan.
- 2) Submit Financing Application: Submit the financing application along with the relocation plan.
- 3) Issuance of General Information Notice: Distribute the General Information Notice to all affected residents.
- 4) Conduct Individual Household Needs Assessments: Assess the specific needs of each household.
- 5) Anticipate Financing Award: Prepare for the financing award and obtain relocation approval.
- 6) Issuance of Relocation Eligibility Determination (NOE): Issue the Notice of Eligibility to residents.
- 7) Issuance of 90-Day Notice to Vacate: Deliver a 90-day notice to vacate to residents, advising them of the anticipated move date.
- 8) Begin Demolitions: Start the demolition process.
- 9) Begin New Construction for Phase 1: Commence new construction for Phase 1

## Failure Of Residents to Adhere to This Plan

The Agency will exercise its authority judiciously to ensure residents comply with this Relocation Plan and enable the redevelopment activities to occur in a timely fashion. URA benefits, including moving expenses, will be paid to any resident for whom the only basis of eviction is the refusal to cooperate with relocation.

The Property Manager reserves the right to initiate actions under the eviction procedures if a resident refuses to comply with the following:

- Move or relocate.
- Meet with property management/relocation staff regarding relocation requirements.
- Cooperate in the relocation process.

However, the Property Manager and the Relocation Consultant will undertake every effort to best accommodate each resident's needs during the relocation process and coordinate



relocation services with the support of the resident's emergency contacts/family members to avoid eviction action.

### Residential Relocation Grounds of Appeal

If a resident contends that this Relocation Plan is not being implemented properly or believes the Agency has failed to properly consider the person's request for relocation assistance, the resident may file a written appeal to the Regional Property Manager, Enterprise Residential, LLC, 8403 Colesville Road, Suite 1150, Silver Spring, Maryland 20910. The staff is responsible for ensuring that the Relocation Consultant:

- Properly determines whether the resident qualifies or will qualify as a person who is eligible for relocation assistance.
- Properly determines the amount of any relocation payment required by this Plan.
- Properly provides an appropriate comparable replacement dwelling for consideration.
- Properly responds to an appeal in a timely manner.

Grounds for an appeal may include:

- A determination by the Agency of the individual's eligibility or ineligibility as a displaced person, as defined by the Relocation Plan.
- A determination by the Agency of the scope and amount of relocation assistance made available to a displaced person, including advisory services, moving expenses, and replacement housing payments.
- The Agency's determination that a displaced person was not provided reasonable notice to vacate.

### Filing An Appeal

An appeal must be filed in writing with Enterprise Residential LLC within sixty (60) calendar days of the date of the contested action, or by referral from the Relocation Consultant and/or Property Manager, in which event written notice from the resident is not required. The date of the contested action is the date on which a determination was communicated to the resident. If the appeal is based on an event for which a date of action cannot be determined, the appeal must be filed within sixty (60) calendar days of the estimated action.

### Right to Representation; Right to File Review

Any person requesting an appeal shall have the opportunity to examine and copy all documents, records, and regulations that are relevant to the appeal prior to any hearing. The

Agency may charge a reasonable fee for copies of more than twenty-five (25) pages. Any person requesting an appeal shall have the right to be represented by counsel or any other person of their choice.

### Appeal Schedule

An appeal shall be scheduled as promptly as possible. All requests for appeals shall be heard within ten calendar days from the time of the request for the appeal. The resident shall have at least five (5) calendar days advance written notice of the date, time, and place of the hearing. If the appellant requires a change in the date of the hearing, the resident must contact the Agency at least forty-eight (48) hours in advance of the scheduled hearing. Upon the resident's showing of good cause, the Agency shall arrange an alternate date and time for the hearing and notify all parties.

The appeal will be conducted by a representative of the Agency who is not the person who took the action under appeal. The hearing shall be informal, and oral or documentary evidence pertinent to the facts and issues raised by the appeal may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. At the appeal, the appellant shall have the right to:

- Examine and copy all documents, records, and regulations that are relevant to the appeal prior to any hearing.
- Be represented by counsel or any other person of their choice.
- Present evidence and arguments in support of the appeal, to controvert evidence relied on by the Agency, and to confront and cross-examine all witnesses on whose testimony or information the Agency relies.
- A decision based solely and exclusively upon the facts presented at the hearing.

### Decision by Agency

Within five (5) calendar days after the hearing, the Senior Property Manager or the Agency's General Counsel shall prepare a written decision, including a statement of its findings of fact and specific reasons for the results. A copy of the decision shall be mailed or delivered to the parties or their representatives, and a copy shall be kept in the resident's file.

### Recordkeeping

An occupant list will be maintained as part of the recordkeeping requirement of the Project. The list will identify the following:

- All persons occupying the site on or before the date of Initiation of Negotiation.



- All persons moving onto the property on or after the Project begins (if applicable).
- Addresses of residents who have moved from the site.

The Relocation Consultant will maintain the following records in each resident's file for this relocation project:

- General Information Notice (GIN)
- Written record of substantial contacts
- Notice of Eligibility (NOE)
- 90-day Notice to Vacate
- Resident Household Needs Assessment
- Any relocation-related documentation.

### Right To Amend This Relocation Plan

The Agency, upon mutual agreement, shall have the right to amend this Relocation Plan, including all exhibits budgeted expenses.

### Conclusion

This preliminary plan is intended to ensure Skyland residents, the Agency, and its partners follow all applicable URA and local guidance related to any relocation during Skyland redevelopment.

For assistance in understanding the plan, the following project team members are available to answer questions and provide further explanation:

|   |
|---|
| <b>Shelynda Brown, Vice President Real Estate</b><br>Enterprise Community Development, Inc.<br>T: 202.895.9552<br>E: sbbrown@enterprisecommunity.org              |
| <b>Alexander Zemicheal, Real Estate Development Manager</b><br>Enterprise Community Development, Inc.<br>T: 202.895.0289<br>E: azemicheal@enterprisecommunity.org |
| <b>Jenise Davis, Real Estate Development Associate</b><br>Enterprise Community Development, Inc.<br>T: 202.895.9551<br>E: jjdavis@enterprisecommunity.org         |



## [List of Exhibits](#)

- Exhibit A:** Skyland Site Occupancy Record
- Exhibit B:** General Information Notices (GIN)
- Exhibit C:** Notice of Eligibilities (NOE)
- Exhibit D:** 90-Day Move Notice to Vacate

Site Occupant Record - Residential

|  |   |  |  |  |   |
|--|---|--|--|--|---|
| <b>Site Occupant Record - Residential</b>  |   | Project Name: <u>Skyland Apartments</u>  |  |  |   |
| LOCALITY/ECD: <u>Enterprise Community Development, Inc. (Washington, DC)</u>   |   | Project #: _____   |  |  |   |
| Date of Initial Interview: _____ Interviewer: _____  |   | Relocation Case #: _____   |  |  |   |
| Acquisition Parcel #: <u>N/A</u>   |   |  |  |  |   |
| NAME OF OCCUPANT: _____<br>ADDRESS: _____<br>TELEPHONE NUMBER _____ CENSUS TRACT _____   |   | CHECK: <input type="checkbox"/> FAMILY <input type="checkbox"/> INDIVIDUAL<br><input type="checkbox"/> OWNER <input type="checkbox"/> TENANT   |  |  |   |
| IS THIS ADDRESS LOCATED IN A HUD DESIGNATED RENEWAL <input type="checkbox"/> YES <input type="checkbox"/> NO<br>COMMUNITY OR EMPOWERMENT ZONE?   |   | DATE OF GENERAL INFORMATION NOTICE: _____<br>EFFECTIVE DATE OF NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE _____<br>DATE PRIVACY ACT STATEMENT EXECUTED: _____<br>(INCLUDE COPY OF NOTICES AND SIGNED PRIVACY ACT STATEMENT IN CASE FILE)  |  |  |   |
| DATE OCCUPANT FIRST OCCUPIED THIS DWELLING: _____  |   |  |  |  |   |
| <b>RACIAL/ETHNIC CLASSIFICATION</b>  |   | <b>HOUSING COSTS AND CHARACTERISTICS OF DISPLACEMENT DWELLING</b>  |  |  |   |
| (CHECK ALL THAT APPLY)<br><input type="checkbox"/> AMERICAN INDIAN OR ALASKAN<br><input type="checkbox"/> NATIVE ASIAN<br><input type="checkbox"/> BLACK OR AFRICAN<br><input type="checkbox"/> AMERICAN HISPANIC OR<br><input type="checkbox"/> LATINO<br><input type="checkbox"/> NATIVE HAWAIIAN OR OTHER<br><input type="checkbox"/> PACIFIC ISLANDER<br><input type="checkbox"/> WHITE<br><input type="checkbox"/> AMERICAN INDIAN OR ALASKAN<br><input type="checkbox"/> NATIVE AND WHITE<br><input type="checkbox"/> ASIAN AND WHITE<br><input type="checkbox"/> BLACK OR AFRICAN AMERICAN<br><input type="checkbox"/> AND WHITE<br><input type="checkbox"/> AMERICAN INDIAN OR ALASKAN<br><input type="checkbox"/> NATIVE AND BLACK OR AFRICAN<br><input type="checkbox"/> AMERICAN OTHER MULTI-RACIAL |   | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; vertical-align: top;">           TENANT:<br/>           MONTHLY CONTRACT RENT \$ _____<br/>           AVERAGE MONTHLY<br/>           UTILITY COSTS \$ _____<br/>           MONTHLY HOUSING COSTS \$ _____         </td> <td style="width: 40%; vertical-align: top;">           OWNER:<br/>           MONTHLY MORTGAGE<br/>           PAYMENT (P&amp;I) \$ _____<br/>           AVERAGE MONTHLY<br/>           UTILITY COSTS \$ _____<br/>           REAL PROPERTY TAXES \$ _____<br/>           MONTHLY HOUSING COSTS \$ _____         </td> </tr> </table> |  | TENANT:<br>MONTHLY CONTRACT RENT \$ _____<br>AVERAGE MONTHLY<br>UTILITY COSTS \$ _____<br>MONTHLY HOUSING COSTS \$ _____ | OWNER:<br>MONTHLY MORTGAGE<br>PAYMENT (P&I) \$ _____<br>AVERAGE MONTHLY<br>UTILITY COSTS \$ _____<br>REAL PROPERTY TAXES \$ _____<br>MONTHLY HOUSING COSTS \$ _____ |
| TENANT:<br>MONTHLY CONTRACT RENT \$ _____<br>AVERAGE MONTHLY<br>UTILITY COSTS \$ _____<br>MONTHLY HOUSING COSTS \$ _____   | OWNER:<br>MONTHLY MORTGAGE<br>PAYMENT (P&I) \$ _____<br>AVERAGE MONTHLY<br>UTILITY COSTS \$ _____<br>REAL PROPERTY TAXES \$ _____<br>MONTHLY HOUSING COSTS \$ _____ |  |  |  |   |
|  |   | NO. OF ROOMS _____ NO. OF BEDROOMS _____<br>UNIT IS: <input type="checkbox"/> HOUSEKEEPING <input type="checkbox"/> NONHOUSEKEEPING  |  |  |   |

[illegible]

| HOUSING REFERRALS |                              |                 |              |       |            |              |               |  |               |                       |  |   |
|-------------------|------------------------------|-----------------|--------------|-------|------------|--------------|---------------|--|---------------|-----------------------|--|---|
| Date              | Address<br>(Include Apt No.) | Census<br>Track | Type of Unit |       |            | Size of Unit |               | Mo Rent + Est<br>Avg Mo Utility<br>Costs/Sales Price | Unit<br>Inspd | Unit<br>Avail<br>Date | Low<br>Income<br>Or<br>Minority<br>Area? | Action on Referral<br>(If refused, indicate<br>why. Also indicate<br>whether unit is<br>representative<br>comparable used as<br>basis for pmt limit.) |
|                   |                              |                 | Rent         | Sales | Subsidized | # of<br>Rms  | # of<br>Bdrms |  |               |                       |  |   |
|                   |                              |                 |              |       |            |              |               |  |               |                       |  |   |
|                   |                              |                 |              |       |            |              |               |  |               |                       |  |   |
|                   |                              |                 |              |       |            |              |               |  |               |                       |  |   |
|                   |                              |                 |              |       |            |              |               |  |               |                       |  |   |
|                   |                              |                 |              |       |            |              |               |  |               |                       |  |   |
|                   |                              |                 |              |       |            |              |               |  |               |                       |  |   |

| REPLACEMENT DWELLING UNIT   |  |  |  |  |  |   |  |  |  |  |  |  |
|---|--|--|--|--|--|---|--|--|--|--|--|--|
| DATE OF MOVE _____ ADDRESS _____ CENSUS TRACT _____   |  |  |  |  |  |   |  |  |  |  |  |  |
| IS THIS ADDRESS LOCATED IN A HUD DESIGNATED RENEWAL COMMUNITY OR EMPOWERMENT ZONE? <input type="checkbox"/> YES <input type="checkbox"/> NO   |  |  |  |  |  |   |  |  |  |  |  |  |
| <b>MONTHLY HOUSING COST (MHC)</b><br><input type="checkbox"/> RENTAL<br>MONTHLY RENT \$ _____<br>EST. AVERAGE MONTHLY UTILITY COSTS \$ _____<br>TOTAL MHC \$ _____<br><input type="checkbox"/> PURCHASE<br>MORTGAGE PAYMENT (P&I) \$ _____<br>REAL ESTATE TAXES \$ _____<br>EST. UTILITY COSTS \$ _____<br>TOTAL MHC \$ _____<br>SALES PRICE \$ _____ |  |  |  |  |  | <input type="checkbox"/> D. S. & S <input type="checkbox"/> NOT D. S. & S<br>DATE OF INSPECTION _____<br>DATE OF REINSPECTION _____<br>NO. OF ROOMS _____<br>NO. OF BEDROOMS _____<br>(Include copy of Inspection Report in case file.) |  |  | <b>RELOCATION PAYMENT(S)</b><br>MOV. EXP. RHP<br>TYPE <input type="checkbox"/> ACTUAL <input type="checkbox"/> RENTAL<br><input type="checkbox"/> FIXED <input type="checkbox"/> DOWNPMT<br><input type="checkbox"/> 180-DAY HO<br>AMOUNT \$ _____ \$ _____<br>DATE CLAIM FILED _____<br>DATE CLAIM PAID _____<br>(Include copy of Claim Forms in Case File) |  |  |  |
| IS UNIT IN AREA OF LOW-INCOME OR MINORITY CONCENTRATION?<br><input type="checkbox"/> YES <input type="checkbox"/> NO<br>IS UNIT SUBSIDIZED?<br><input type="checkbox"/> YES <input type="checkbox"/> NO<br>_____<br>(Identify)  |  |  | <b>TEMPORARY HOUSING</b><br>DATE _____ REASON _____<br>_____<br>ADDRESS _____ RENTAL \$ _____<br>DATE OF MOVE TO PERMANENT DWELLING _____<br><b>OUT-OF-POCKET EXPENSES PAID:</b><br>MOVING EXPENSES \$ _____<br>INCREASED HOUSING COSTS \$ _____ |  |  |   |  |  | <b>APPEAL FILED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO<br><b>IF YES, INDICATE TYPE:</b><br><input type="checkbox"/> PAYMENT(S)<br><input type="checkbox"/> HOUSING<br><input type="checkbox"/> OTHER _____<br>(Include copy of Appeal in Case File)   |  |  |  |

**GENERAL INFORMATION NOTICE  
RESIDENTIAL TENANT MAY BE DISPLACED  
(Hand Delivered)**

<<Date>>

<<Resident>>

<<address>>

<<Address>>

**RE: Skyland Redevelopment Project**

Dear [*Resident Name*],

Enterprise Community Development, Inc. ("Enterprise"), the owner of Skyland, is proposing to the U.S. Department of Housing and Urban Development (HUD) to redevelop the Skyland community in the near future. The existing buildings at Skyland, including the property that you currently occupy, will need to be demolished in order to build this newly proposed community. This means that all residents will need to relocate prior to construction. But you do not need to move now. Since this project receives funding through HUD and the The District of Washington DC, residents at Skyland are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). This means that you may be entitled certain rights and relocation assistance in connection with the proposed project.

The purpose of this notice is to inform you that you **may** be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under the URA. You may be eligible for relocation assistance and payments under the URA if the proposed project is approved to be demolished and if you are displaced as a result of acquisition, rehabilitation, or demolition for the project.

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

If the proposed project receives HUD approval and if you are voluntarily displaced permanently as a result, you may be eligible for 1) Relocation advisory services including help to find you another place to live; 2) At least 90 days advance written notice of the date you will be required to move; 3) Payment for your moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home. You will also have the right to appeal Enterprise's determination if you feel that your application for assistance was not properly considered. The attached HUD brochure, "Relocation Assistance To Tenants Displaced From Their Homes," provides an explanation of this assistance and other helpful information.

If you choose to voluntarily relocate temporarily due to the desire to return to Skyland and your temporary relocation lasts more than one year (12 months), you will be contacted and offered permanent displacement assistance as a displaced person under the URA. This would be in addition to any assistance you may receive in connection with temporary relocation and your permanent displacement benefits will not be reduced by the amount of any temporary relocation assistance you previously received.

If you voluntarily choose temporary relocation, you will receive 1) Relocation advisory services that include a

**ENTERPRISE RESIDENTIAL, LLC**

875 Hollins Street ■ Suite 202 ■ Baltimore, MD 21201 ■ 443.451.6800 ■ [www.EnterpriseResidential.org](http://www.EnterpriseResidential.org)



temporary dwelling assigned to you by Enterprise; 2) at least 30 days advance written notice of the date you will be required to move; 3) A moving professional will move your personal belongings to your temporary dwelling and back to the newly redeveloped Skyland; 4) reimbursement for reasonable move related expenses. More information regarding temporary relocation benefits will be provided to you in writing upon project approval.

**(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)**

Enterprise will ensure that permanent or temporary displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, sexual orientation, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and §20-702, as well as any otherwise arbitrary, or unlawful discrimination.

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction and you will not be entitled to relocation benefits.

If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility, you will not be eligible to receive relocation assistance. It is important for you to contact us before making any plans to move.

All tenants will have the opportunity to return to the redeveloped community, and Enterprise will provide forthcoming details.

**Please do not move. Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time.** If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event, the proposed project does not proceed, or if you are determined not to be displaced, you will also be notified in writing.

Enterprise has employed XXXXX to provide professional relocation services to residents that are interested in receiving the benefits available to them by HUD. XXXX services are free to Skyland residents, and they were retained to ensure impacted residents receive the maximum benefits they are eligible for under the law. In the near future, you will be contacted by a representative of XXXXX to discuss your housing needs and the relocation benefits you may be entitled to receive.

While this notice will raise many questions for you, please know that XXXX will be communicating with you one-on-one shortly to ensure you understand your relocation rights and options. In the meantime, you may contact the Relocation Office at XXXXX if you have any additional questions about relocation-related benefits. For all development questions, feel free to contact Alexander Zemicheal, Real Estate Development Manager, at 202.895.0289 or [azemicheal@enterprisecommunity.org](mailto:azemicheal@enterprisecommunity.org)

Sincerely,

XXXX  
Area Property Manager

**ACKNOWLEDGEMENT**

**I was personally contacted by the Relocation Consultant. I have had the available services and relocation benefits explained to me. I have been advised that a Relocation Consultant will be available to assist me if any questions arise or, assistance is needed. I have been provided a copy of the General Information Notice in connection with the Skyland Redevelopment project with a full explanation of assistance that may be available to me.**

---

**Signature**

---

**Date**

# RELOCATION ASSISTANCE TO TENANTS DISPLACED FROM THEIR HOMES

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

[www.hud.gov/relocation](http://www.hud.gov/relocation)

## Introduction

This booklet describes the relocation payments and other relocation assistance provided under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) to tenants displaced from their homes. This includes any family or individual that must move as a direct result of rehabilitation, demolition or acquisition for a project in which Federal funds are used.

If you are notified that you will be displaced, it is important that you **do not move** before you learn what you must do to receive the relocation payments and other assistance to which you are entitled.

Pursuant to Public Law 105•117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

This booklet may not answer all of your questions. If you have more questions about your relocation, contact ECD responsible for the project. (Check the back of this booklet for the name of the person to contact at ECD.) Ask your questions before you move. Afterwards, it may be too late.

## Summary of Relocation Assistance

As an eligible tenant displaced from your home, you will be offered the following advisory and financial assistance:

- **Advisory Services.** This includes referrals to comparable and suitable replacement homes, the inspection of replacement housing to ensure that it meets established standards, help in preparing claim forms for relocation payments and other assistance to minimize the impact of the move.
- **Payment for Moving Expenses.** You may choose either a:
  - \* **Payment for Your Actual Reasonable Moving and Related Expenses,** or
  - \* **Fixed Moving Expense and Dislocation Allowance,** or
  - \* **A combination of both, based on circumstances.**
- **Replacement Housing Assistance.** To enable you to rent, or if you prefer, buy a comparable or suitable replacement home, you may choose either:

- \* **Rental Assistance**, or
- \* **Purchase Assistance**.

If you disagree with ECD's decision as to the relocation assistance for which you are eligible, you may appeal that decision.

## **General Questions**

### **How Will I Know I Am Eligible For Relocation Assistance?**

You should receive a written notice explaining your eligibility for relocation assistance. You should not move before receiving that notice. If you do, you may not receive relocation assistance.

### **How Will ECD Know How Much Help I Need?**

You will be contacted at an early date and personally interviewed by a representative of ECD to determine your relocation needs and preferences for replacement housing and advisory services. The interviewer will ask certain questions about you and other members of your household, including questions about your income. It is to your advantage to provide the information so that ECD can assist you in moving with a minimum of hardship. The information you give will be kept in confidence.

### **How Soon Will I Have To Move?**

If possible, a mutually agreeable date for the move will be worked out. You will be given enough time to make plans for moving. Unless there is a health or safety emergency, you will not be required to move without at least 90 days advance written notice of (1) at least one "comparable replacement home" that is available to you and (2) the earliest date by which you must move.

### **What Is A Comparable Replacement Home?**

A comparable replacement home is:

- Decent, safe, and sanitary.
- Functionally equivalent to (and equal or better than) your present home.
- Actually available for you to rent.
- Affordable.
- Reasonably accessible to your place of employment.
- Generally as well located with respect to public and commercial facilities, such as schools and shopping, as your present home.
- Not subject to unreasonable adverse environmental conditions.
- Available to all persons regardless of race, color, religion, sex, or national origin.

## **What is Decent, Safe, and Sanitary Housing?**

Decent, safe, and sanitary housing is housing that:

- Meets applicable housing and occupancy requirements.
- Is structurally sound, weather tight, and in good repair.
- Contains a safe, adequate electrical wiring system.
- Has adequate living space for the occupants.
- Has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator (if you were displaced from a housekeeping unit).
- Has a separate, complete bathroom with hot and cold running water.
- Has heating as required by climatic conditions.
- Has an unobstructed exit to safe, open space at ground level.
- Meets standards protecting occupants from lead-based paint hazards.
- If you are person with a physical disability, is free of any barriers which would preclude your reasonable use of the unit.

## **Will ECD Help Me Find A Replacement Home?**

Yes. You will be provided with referrals to housing that has been inspected to ensure that it meets established standards. If possible, you will be referred to at least three comparable replacement homes. The maximum financial assistance for which you may qualify will be based on the cost of the most representative comparable replacement home that is available to you. Promptly after you become eligible for relocation assistance, ECD will inform you of such unit and the maximum payment available.

Once ECD representative has a clear understanding of your needs and preferences, he or she will work with you to assure that you are given the best possible choice of housing. ECD will offer you appropriate transportation to inspect these units.

If you would like to move to government-owned housing or obtain a Housing Choice Voucher (HCV) let ECD representative know of your interest. Generally, an eligible displaced person receives preference for such long term housing assistance. You will be given assistance in completing any required application forms.

## **What If I Find My Own Replacement Housing?**

You have every right to find your own replacement housing. However, before you rent or buy, ask ECD to inspect the unit to make sure that it is decent, safe, and sanitary. If the housing unit is not decent, safe, and sanitary, you will not receive a replacement housing payment.

## **What If I Encounter A Problem In Obtaining Housing Of My Choice?**

If you encounter a problem in buying or renting housing of your choice, notify ECD immediately. ECD will look into the matter and try to resolve it. You will receive this help whether you were referred to the housing unit or found it yourself.

If you are unable to buy or rent a housing unit because of discriminatory practices on the part of a real estate broker, rental agent, lender, or a property owner, ECD will help you file a formal housing discrimination complaint with the U.S. Department of Housing and Urban Development or the appropriate State or local fair housing ECD.

### **What Other Services Will I Receive?**

In addition to help in obtaining a comparable replacement home, other assistance, as necessary, will be provided in order to minimize the impact of your move. This assistance may include referral to appropriate public and private agencies that provide services concerning housing financing, employment, health, welfare, or legal assistance. The range of services depends on the needs of the person being displaced. You should ask ECD representative to tell you about the specific services that will be available to help you and your family.

### **What Is a Payment For Actual Reasonable Moving and Related Expenses?**

You may choose to receive a relocation payment to cover the reasonable cost of your move. If you choose a Payment For Actual Reasonable Moving And Related Expenses, you may include in your claim the reasonable and necessary costs for:

- Transportation for you and your family.
- Packing, moving and unpacking your household goods.
- Disconnecting and reconnecting household appliances and other personal property (e.g., telephone and cable TV).
- Storage of household goods, as may be necessary.
- Insurance for the replacement value of your property during the move and necessary storage.
- The replacement value of property lost, stolen or damaged in the move (but not through your neglect) if insurance is not reasonably available.

ECD will explain all eligible moving costs, as well as those which are not eligible. You must be able to account for any costs that you incur, so keep all your receipts. Select your mover with care. ECD can help you select a reliable and reputable mover.

You may elect to pay your moving costs yourself and be repaid by ECD or, if you prefer, you may have ECD pay the mover. In either case, let ECD know before you move.

### **What Is A Fixed Moving Expense And Dislocation Allowance?**

If you choose a Fixed Moving Expense and Dislocation Allowance, you will receive an allowance which is based on the number of rooms in your home or the number of rooms

of furniture you will be moving, as shown on a schedule. ECD has a copy of the schedule and will help you decide whether choosing this allowance is in your best interest.

If you do not have a large amount of personal property to move, this payment should be more advantageous. No special documentation is required to support your claim. You need only move your personal property and complete the appropriate claim form in order to receive your payment.

### **How Much Rental Assistance Will I Receive?**

You may be eligible to receive Rental Assistance for a 42-month period. The assistance is computed in the following manner:

The assistance needed for one month is determined by subtracting the "base monthly rent" for your present home from the cost of rent and utilities for your new home (or a comparable replacement home, if that cost is lower). That monthly need, if any, is multiplied by 42, to determine the total amount that you will receive. This amount will be paid directly to you. ECD must provide the assistance in monthly installments or other periodic payments. Generally, the base monthly rent for your present home is the lesser of: (1) the monthly rent and average monthly cost for utilities, or (2) thirty (30) percent of your average monthly gross household income, if you are low-income based on HUD income limits.

**Examples:** Let's say that the monthly rent and average cost for utilities for your present home are \$250; the monthly rent and estimated average utility costs for a comparable replacement home are \$350; and your monthly gross income is \$700. In this case your "base monthly rent" would be \$210 because you are low-income and that amount (30 percent of your income) is less than the monthly cost of rent and utilities at your present home (\$250).

- If you rent a replacement home for \$360 per month, including estimated average monthly utility charges, you will receive \$5,880. That amount is 42 times \$140 (the difference between the "base monthly rent" for your present home (\$210) and the cost for a comparable replacement home (\$350)).
- If you rent a replacement home for \$310, including estimated average monthly utility charges, you will receive \$4,200. That amount is 42 times \$100 (the difference between the "base monthly rent" for your present home (\$210) and the actual cost of your new home (\$310)).

To qualify for rental assistance, you must rent and occupy a decent, safe, and sanitary home within one year after the date you move. However, ECD will extend this period for good cause.

### **If I Decide to Buy, Rather Than Rent, How Much Assistance Will I Receive?**

If you buy a replacement home, you may be eligible for assistance to make a down

payment equal to the amount you would receive if you rented a comparable replacement home (i.e., 42 times the amount obtained by subtracting the "base monthly rent" for your present home from the monthly rent and estimated average monthly utility costs for a comparable replacement home). A down payment assistance payment will be paid in a lump sum.

**Example:** Assuming the information in the prior examples, the down payment assistance payment would be \$5,880. That amount is 42 times \$140 (the difference between the "base monthly rent" for your present home (\$210) and the monthly rent and estimated average monthly utilities cost for a comparable replacement home (\$350). The full amount of the payment must be applied to the purchase of the replacement dwelling.

### **Must I File A Claim To Obtain A Relocation Payment?**

Yes. You must file a claim for each relocation payment. ECD will, however, provide you with the required claim form, help you to complete it, and explain the type of documentation, if any, that you must submit in order to receive the payment.

If you must pay any relocation expenses before you move (e.g., a security deposit when you sign a lease for your new home), discuss your financial needs with ECD. While refundable deposits are not covered by URA payments, you may be able to obtain an advance payment to meet these costs. An advance payment may be placed in "escrow" or paid directly to a contractor to ensure that the move will be completed on a timely basis.

You must file your claim within 18 months after the date you move. However, it is to your advantage to file as soon as possible after you move. The sooner you submit your claim, the sooner it can be processed and paid. If you are unable to file your claim within 18 months, ask ECD to extend this period.

Be careful not to confuse this 18-month period with the 12-month period within which you must rent (or buy) and occupy a replacement dwelling in order to be eligible for a replacement housing payment.

You will be paid promptly after you file an acceptable claim. If there is any question regarding your right to a relocation payment or the amount of the payment, you will be notified, in writing, of the problem and the action you may take to resolve the matter.

### **Will I Have To Pay Rent To ECD Before I Move?**

If ECD acquires the property in which you live, you may be required to pay a fair rent to ECD for the period between the acquisition of the property and the date that you move. Such rent will not exceed the market rent for comparable properties in the area.

### **Do I Have To Pay Federal Income Taxes On My Relocation Payments?**

No. Section 216 of the URA states that you need not report relocation payments as part of your gross income for Federal tax purposes. For information on State or local income taxes, you should check with the State or local income tax office in your area or with your personal

tax advisor.

### **What If I Don't Receive The Required Assistance. Can I Appeal?**

If you disagree with ECD's decision as to your right to relocation assistance or the amount of a payment, or the adequacy of the housing to which you have been referred, you may appeal the decision to ECD.

ECD will inform you of its appeal procedures. At a minimum, you will have 60 days to file your appeal with ECD after you receive written notification of ECD's determination on your claim. Your appeal must be in writing. However, if you need help, ECD will assist you in preparing your appeal.

If you are a low- or moderate-income person and are dissatisfied with ECD's determination on your appeal, you may have an additional right to request administrative review of that decision (e.g., by HUD or the State).

You can expect a fair decision on any appeal. However, if you are not satisfied with the final administrative decision on your appeal, you may seek review of the matter by the courts.

### **I Have More Questions. Who Will Answer Them?**

If you have further questions after reading this booklet, contact ECD and discuss your concerns with an ECD representative.



**NOTICE OF NON-DISPLACEMENT RELOCATION ELIGIBILITY DETERMINATION**  
**(Hand Delivered)**

<<Date>>

<<Resident>>

<<Address>>

<<Address>>

**RE: Skyland Redevelopment- Relocation Eligibility Determination**

Dear [*Resident Name*],

On \_\_\_\_\_, the Enterprise Community Development, Inc. ("ECD"), owner of Skyland, notified you of proposed plans to demolish the existing buildings and redevelop the property you currently occupy at \_\_\_\_\_ for a project which receives funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Project Based Rental Assistance (PBRA) program. On \_\_\_\_ (date) \_\_\_\_, the project was approved to begin relocation activities. Because this project receives funds through the U.S. Department of Housing and Urban Development and District of Washington DC, residents at Skyland are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). This means that you may be entitled to certain rights and relocation assistance in the near future.

- **This is a Notice of Non-Displacement.** You will not be required to move permanently as result of this project. However, you will be required to be temporarily relocated from your current dwelling.

This notice guarantees you the following:

1. Upon completion of the redevelopment, you will have the opportunity to lease and occupy a newly constructed suitable, decent, safe and sanitary apartment within Skyland under reasonable terms and conditions. Your new lease will be for a term of not less than one year. If you are currently assisted through the Section 8 Program, your monthly rent will remain the same or, if increased, your new monthly rent and estimated average utility costs will not exceed the total tenant payment as defined by HUD (under 24 CFR 5.628). If you are not assisted through the Section 8 Program, your monthly rent and estimated average utility costs will be dependent upon your qualifying income at the time of completion of the redevelopment.
2. Since you will be required to move temporarily so that the redevelopment can be completed, you will be reimbursed for all reasonable move-related expenses, including the cost of moving to and from temporary housing. Your lease with Skyland will continue, or your new lease amount at your temporary dwelling will not exceed your current lease amount unless the increase is a result of an income change. You will continue to pay your existing lease amount regardless of the lease costs at your temporary community. The temporary unit assigned to you will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable. As previously discussed, temporary relocation for this project will be longer than 12 months. Any current resident assigned to housing under temporary relocation for a duration of 12-months or more will be offered the opportunity to receive permanent displacement benefits. If you choose, you may voluntarily remain under temporary relocation and return to Skyland upon its completion.

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Since you will have the opportunity to occupy a newly constructed apartment, I urge you **not to move**. If you do elect to move for your own reasons, you may forfeit any relocation assistance. We will make every effort to accommodate your needs. Because federal funding is involved in this project, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, URA. Of course, you must continue to comply with the terms and conditions of your lease in order to maintain relocation eligibility for this project.

If you have any relocation-related questions, please contact XXXXX

**This letter is important to you and should be retained.**

Sincerely,

XXXXX

Area Property Manager



## ACKNOWLEDGEMENT

**I was personally contacted by the Relocation Consultant regarding my relocation rights in association with Skyland Redevelopment Project. I have had the available services and relocation benefits explained to me. I have been advised that a Relocation Consultant will be available to assist me if any questions arise during the relocation process or, assistance is needed. I have been provided a copy of the Notice of Non-Displacement with a detailed explanation of assistance available to me.**

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**Signature**

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**Date**

---

**Apt#**

**MAXIMUM NOTICE OF ELEGIBILITY  
RELOCATION ELIGIBIITY DETERMINATION  
(Hand Delivered)**

&lt;&lt;Date&gt;&gt;

&lt;Tenant&gt;

&lt;address&gt;

&lt;address&gt;

**Re: Skyland Redevelopment- Relocation Eligibility Determination**Dear [*Resident Name*],

On \_\_\_\_ (date) \_\_\_\_, Enterprise Community Development, Inc. (“Enterprise”), owner of Skyland, notified you of proposed plans to demolish the existing buildings and redevelop the property you currently occupy at \_\_\_\_\_ for a project which receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Project Based Rental Assistance (PBRA) program. On \_\_\_\_ (date) \_\_\_\_, the project was approved to begin relocation activities. Because this project receives funds through the U.S. Department of Housing and Urban Development and the District of Washington DC, residents at Skyland are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). This means that you may be entitled to certain rights and relocation assistance in the near future.

In order for Enterprise to complete the redevelopment of the Skyland community, you will need to be relocated for an anticipated duration of \_\_\_\_\_ (#xx) to \_\_\_\_\_ (#xx) months. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation assistance and payments. Because we expect your relocation to exceed one year, you have the choice to either:

- Receive temporary relocation assistance and return to an apartment in the newly constructed Skyland community once it is complete; or
- Receive permanent relocation assistance and payments consistent with the URA instead of returning to the completed Skyland community.

You must inform us of your choice within 30 days of this notice. If you have a housing location you would like us to consider for your temporary housing assignment, please contact DELCK Group LLC (Relocation Consultant) at 667-257-7297 or [relocation@delckgroup.com](mailto:relocation@delckgroup.com) as soon as possible to discuss your selection.

However, **you do not need to move now**. If you choose temporary relocation assistance, you will not be required to move sooner than 30 days after you receive notice that a temporary dwelling is available for you. All temporary moves will receive a 30-Day Notice to Vacate. Your temporary housing will be provided by the owner.

If you choose temporary relocation, your relocation will exceed one year, and you will qualify as a **ENTERPRISE RESIDENTIAL, LLC**

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“displaced person” under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may become eligible for further relocation assistance and payments under URA.

Therefore, at the end of the temporary relocation period, the owner will contact you regarding your choice to continue under temporary relocation status and return to Skyland upon completion of the project or to be permanently displaced from Skyland.

**NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.**

If you choose to receive temporary relocation assistance, this assistance will include:

- Payment for Moving Expenses. You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move.
- The location of your temporary replacement dwelling will be inspected to ensure it is decent, safe and sanitary.
- The owner will reimburse you for transferring your telephone and cable services to the temporary location and back to Meadowbrook Run if you subscribe to these services at the time of your move. A copy of the service bill is required to process all reimbursement claims for telephone and cable transfers. We are not authorized to pay any past due balances.
- A licensed moving company will be provided by the owner to move your personal property in connection with this project. It is important that you are prepared to move on your appointed moving date.
- Packing material is available to you for this project. In addition, packing assistance is available if you are not able to pack your personal items due to health or other reasonable conditions.
- The temporary unit assigned to you will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.
- Referral to counseling and other services or resources, if needed.
- Relocation staff will be available to assist you with advisory services for every aspect of your temporary relocation.

### **Permanent Relocation**

If you elect to receive permanent relocation assistance, you will not be required to move sooner than 90 days after you receive written notice that at least one comparable replacement dwelling is available to you in accordance with 49 CFR 24.204 (a). You will be offered housing referrals based on your current housing program if available.

If you know that you want permanent relocation at this time. This notice will serve as your Notice of Eligibility for relocation assistance. The effective date of your eligibility is \_\_\_\_\_.

If you elect to receive permanent relocation assistance, this assistance will include:

- Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- Payment for Moving Expenses. You may choose: (1) a payment for your actual reasonable moving and related expenses, or (2) a fixed moving payment in the amount of \$\_\_\_\_\_ based on the URA Fixed Residential Moving Cost Schedule, or (3) a combination of both.
- Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) for low-income persons, 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.
- The owner is not offering a Housing Choice Voucher in connection with this project.

This notice informs you that a comparable unit, listed below, has been made available to you and, if you choose this option, you will be required to move by *[date no sooner than 90 days after notice]*.

Listed below is a comparable replacement dwelling(s) that you may wish to consider for your replacement home. If you would like, we can assist you in arranging transportation for you to inspect these and other replacement units.

|    | Address | Rent & Utility Costs | Contact Info |
|----|---------|----------------------|--------------|
| 1. | _____   |                      |              |
| 2. | _____   |                      |              |
| 3. | _____   |                      |              |

We believe that the unit located at \_\_\_\_\_ is most representative of your original apartment at Meadowbrook Run. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ *amount*] and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately [\$ (42 x monthly amount)], if you rent the dwelling identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary dwelling where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment may be paid in installments.

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You may choose to purchase (rather than rent) a decent, safe and sanitary replacement home. If you do, you would be eligible for a down-payment assistance payment which is equal to your maximum replacement housing payment, [*\$amount.*] The maximum down-payment assistance payment you **may** be eligible for will be equal to the amount of the calculated replacement housing payment. Let us know if you are interested in purchasing a replacement home and we will refer you to real estate professionals that can assist you in locating such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact Erik D. Monroe, Relocation Consultant, DELCK Group LLC, at 667-257-7287 or [relocation@delckgroup.com](mailto:relocation@delckgroup.com). before you make any moving plans. DELCK Group LLC will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled.

**Remember, do not move or commit to the purchase or lease of a replacement home** before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

XXXXXXX

Karen Hill  
Area Manager

## ACKNOWLEDGEMENT

**I was personally contacted by the Relocation Consultant regarding my relocation rights in association with Skyland Redevelopment Project. I have had the available services and relocation benefits explained to me. I have been advised that a Relocation Consultant will be available to assist me if any questions arise during the relocation process or, assistance is needed. I have been provided a copy of the Maximum Notice of Eligibility with a detailed explanation of assistance available to me.**

---

**Signature**

---

**Date**

---

**Apt#**

**90-DAY NOTICE TO VACATE**

&lt;&lt;Date&gt;&gt;

Certified Mail

&lt;&lt;Tenant&gt;&gt;

&lt;&lt;Address&gt;&gt;, Unit &lt;&lt;Apartment&gt;&gt;

&lt;&lt;City, State Zip&gt;&gt;

Dear \_\_\_\_\_:

On \_\_\_\_\_, you were issued Relocation Notice of Eligibility (NOE) for relocation assistance which identified the address of a comparable unit(s) that was most representative of your present home. The NOE notice informed you that it would be necessary for you to relocate in order for the owner, Enterprise Community Development, to carry out the project, and that you would not be required to vacate your unit without at least 90 days' advance written notice of the date by which you must vacate.

***This is your 90-Day Notice to Vacate the property. You must vacant the property no-later than 90 days from the date of this Notice which is \_\_\_\_\_.***

When you do move, please be assured that you are eligible for assistance to help you relocate and that this assistance includes moving assistance, referral to decent, safe and sanitary unit, storage if needed and any other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).

**NOTE: Pursuant to Public Law 105-117, aliens not lawfully in the United States are not eligible for relocation assistance unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen of national, or an alien lawfully present in the United States.**

If needed, you will be provided assistance with identifying transportation to inspect the identified comparable dwelling provided in the NOE dated \_\_\_\_\_ or any other comparable replacement dwelling. Please remember we cannot base any relocation payments on any dwelling that is not a "comparable replacement home", and decent, safe, and sanitary. Therefore, do not commit yourself to rent a housing dwelling until we inspect it and approve it.

In addition to relocation payments and housing referrals, counseling and other services are also available to you. However, in order for you to become eligible to obtain a replacement housing payment, you must move to a decent, safe and sanitary home. Therefore, do not move into your selected unit until it has been inspected and approved by the owner or the owner's representative.

If you have any questions about this notice or the project, please contact **DELCK Group LLC, your relocation coordinator**, at **667-257-7297** or **relocation@delckgroup.com**. We will be happy to assist you.

**This letter is important to you and should be retained for your files.**

Sincerely,

XXXXXX

Area Manager

## ACKNOWLEDGEMENT

**I was personally contacted by the Relocation Consultant regarding my relocation rights in association with Skyland Redevelopment Project. I have had the available services and relocation benefits explained to me. I have been advised that a Relocation Consultant will be available to assist me if any questions arise during the relocation process or, assistance is needed. I have been provided a copy of the 90 Day Notice to Vacate with a detailed explanation of assistance available to me.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Apt#