

**2384 Champlain Street NW
Permanent Relocation Plan
September 28, 2023**

Prepared for Champlain Street Partners, LLC (% Housing Help Plus)

Prepared by HousingToHome (HTH)



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**ZONING COMMISSION
District of Columbia
CASE NO. 25-18
EXHIBIT NO. 3L**

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I. DEFINITIONS

1. Affected Residents - All households living at 2384 Champlain Street NW as of the date the General Information Notice is sent, if applicable. This term shall not apply to any resident who is or becomes in violation of their lease or currently is involved in an eviction proceeding.
2. Area Median Income (AMI) - a measure of residents' median income in a broad area and it is calculated and released every year by the U.S. Department of Housing and Development (HUD).
3. Comparable Housing - For households being permanently relocated for more than 12 months, comparable housing will be an off-site temporary relocation unit that will be used for permanent housing during the relocation period. A comparable housing unit will be a) in a location not less desirable than the location of the dwelling, b) in an area that is not subject to unreasonable adverse environmental conditions, c) functionally equivalent to the displacement unit as it relates to size and utility, d) available and within the financial means of the displaced person, e) decent, safe, and sanitary, f) adequate in size to accommodate legal occupants, g) on a site that is typical in size for residential development with normal site improvements, and h) currently available to the displaced person.
4. Decent, Safe and Sanitary - A replacement dwelling that is (a) structurally sound, weather tight and in good repair, (b) contains safe electrical wiring and a safe heating system, (c) is adequate in size to meet the space needs of the displaced person, (d) contains safe unobstructed egress that is free from barriers in cases where there is mobility impairment and (e) complies with lead-based paint requirements.
5. Department of Housing and Community Development (DCHD) - Oversees funding and resources to help people in Washington, DC live safely and affordably.
6. The District of Columbia Housing Authority - Provides quality affordable housing to extremely low- through moderate-income households, fosters sustainable communities, and cultivates opportunities for residents to improve their lives.
7. Housing Choice Voucher Program (HCVP) - A federally-funded program that provides rental assistance to eligible families or individuals to find their own housing as long as it meets the requirements of the program. Participants pay a portion of the rent that is based on a percentage of the family's income (on average about 30 percent), and DCHA pays the rest of the rent directly to the property owner. If participants want to move to another location, they may apply to take their voucher with them to a new home, even out of state.
8. HousingToHome (HTH) - A highly experienced national firm that specializes in relocation, resident engagement, community building, and consulting services. HTH provides services for affordable and mixed-income owners undertaking a renovation or redevelopment project. HTH wrote the 2384 Champlain Street NW Relocation Plan.
9. Low-Income Housing Tax Credit (LIHTC) - Created by the Tax Reform Act of 1986, the LIHTC program gives State and local LIHTC-allocating agencies the equivalent of approximately \$8 billion in annual budget authority to issue tax credits for the acquisition,

rehabilitation, or new construction of rental housing targeted to lower-income households.

10. Permanent Relocation - When residents are required to relocate for a period of more than 12 months as a result of demolition, acquisition, redevelopment or rehabilitation.
11. Permanent Supportive Housing (PSH) - Provides long-term housing voucher and intensive case management to individuals and families who are chronically homeless and continue to be at imminent risk of becoming homeless.
12. Project-Based Vouchers - Subsidy payments made by DCHA to specifically designated units through a long-term contract with the owner/landlord at numerous apartment communities throughout DC. The subsidy is tied to the unit and if a participant wants to move the subsidy does not move with them.
13. Rehabilitation - The act or process of expanding, remodeling, altering or renovating apartments and common areas within a housing development.
14. Relocation Manager - Representative of Champlain Street Partners, LLC whose specific task is to provide relocation counseling to affected residents and relocate affected residents for the redevelopment of 2384 Champlain Street NW and implement the relocation plan to ensure compliance with applicable relocation regulations, guidelines, and laws.
15. Relocation Unit - An off-site decent, safe and sanitary vacant apartment that will house residents who must relocate during the redevelopment process.
16. United States Department of Housing and Urban Development (HUD) - The Federal agency responsible for national policy and programs that address America's housing needs, that improve and develop the Nation's communities, and enforce fair housing laws. HUD's business is helping create a decent home and suitable living environment for all Americans, and it has given America's communities a strong national voice at the Cabinet level.
17. Uniform Relocation Act (URA) - A federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displaced persons from their homes, businesses, or farms. The URA's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. The actual funding sources for this project will determine if the URA is triggered.

II. INTRODUCTION

2384 Champlain Street is located in Northwest, DC. The official address is 2384 Champlain St. NW, Washington, DC 20009. The current property is owned by Housing Help Plus (HHP) and consists of 30 units of affordable housing. There are 16 efficiency units, 12 one-bedroom units and 1 two-bedroom unit. Approximately 11 of the existing households have Housing Choice Vouchers. Residents of the current 2384 Champlain Street NW also fall under the Tenants Opportunity to Purchase Act (TOPA) and this will assist with preserving the affordability of the site.

HHP is a non-profit organization that has been preserving and creating affordable housing in Washington, DC since 2014. HHP currently owns and operates multi-family properties that guarantee working families and individuals safe and affordable housing. HHP is joined by Jaydot and Mutreja Development who will both assist in the planning and redevelopment of 2383 Champlain St. NW. Jaydot will be working with HHP to provide resident services and case management for the Permanent Supportive Housing (PSH) units. Mutreja Development will act as development and financial consultant for the project.

The redevelopment plan for 2384 is to demolish the current building and to rebuild a 44-unit building in its place. The new construction will be 5 stories in addition to a cellar. There will be nine PSH units in the new building and the balance of the units will be project base voucher units at a mix of 30-80% AMI.

This project will require the permanent relocation for the current residents of 2384 Champlain Street NW in order to complete this redevelopment project. Permanent relocation is defined under the URA as a relocation for a period longer than 12 months and requires displacement assistance. A personalized relocation plan will be created for each affected household.

Safe and thoughtful resident relocation is a priority for Champlain Street Partners, LLC and, for this reason, Champlain Street Partners, LLC has contracted with HousingToHome to provide consulting relocation services. HousingToHome (HTH) is a national relocation firm, and its co-founders have extensive experience in relocation. HTH's leadership has much experience in executing all types of relocation across the country including temporary, occupied/resident in-place, permanent relocation as well as consulting services. HTH currently provides a range of relocation services to projects throughout the United States including the Washington DC, Maryland, Virginia (DMV) area. HTH is highly knowledgeable about, and up to date with, the relocation rules and regulations for the Uniform Relocation and Real Properties Acquisition Act of 1970, as amended (URA), Section 18 Demolition/Disposition, and the Rental Assistance Demonstration (RAD) Program and other pertinent local, state, and federal guidelines. The firm is also very experienced in preparing and submitting Relocation Plans, notices, and all other required relocation documents to the United States Department of Housing and Urban Development (HUD) as well as other local and state entities including the Department of Housing and Community Development.

HTH has a commitment to high quality service to their clients and to the residents. HTH prides themselves on being on schedule and budget and having excellent communication and follow through on our work. HTH strives to grow our business while at the same time having extremely knowledgeable, productive, and satisfied employees. HTH is a certified Women Business Enterprise (WBE). Diversity, Equity, and Inclusion (DEI) is a priority for us and is reflected in the staff who HTH hire's as well in the decisions made as a company.

HTH is committed to working with the Development Team to ensure excellent attention to details in terms of relocation consulting.

This Plan, written by HousingToHome, ensures that residents of 2384 Champlain Street NW are treated fairly, and in accordance with, as applicable depending on actual funding sources, The Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition.

People of contact for this relocation plan are as follows:

Ownership

J. Maxwell Finland, Executive Director
Housing Help Plus
2510 Pennsylvania Ave. SE
Washington, DC 20020
(202) 774-4203
maxwellfinland@gmail.com

Chapman Todd, Principal
Jaydot
(202) 258-2186
chapman@jaydot.org

Relocation Consultant

Katie Provencher, Cofounder
HousingToHome
50 Summer St
Boston, MA 02110
617-293-6572
katie@housingtohome.com

A copy of this Relocation Plan will be available to all residents of 2384 Champlain Street NW First Street SE. Copies of the plan will be available in the main hall of the current property located at 2384 Champlain St. NW, Washington, DC 20009.

III. PROJECT DESCRIPTION

2384 Champlain Street NW is located in Washington, DC and is currently owned by HHP. HHP owns and operates multi-family properties in Washington, DC that guarantee working families and individuals safe and affordable housing. There are currently 30 affordable housing units located at 2384 Champlain Street. Approximately 11 of the 28 households in the building have Housing Choice Vouchers. A LLC, Champlain Street Partners, has been established to oversee the redevelopment of 2384 Champlain Street NW.

The plan is to demolish the current 30 units property at 2384 Champlain Street NW and to rebuild with 44 units of affordable housing. The new construction will be of a 5-story building plus a cellar. There will be 19 Studios, 24 one-bedroom units, and 1 two-bedroom unit. Nine of the units will be Permanent Supportive Housing (PSH) units in the new building and the balance of the units will be project base voucher units at a mix of 30-80% AMI. There will be a range of amenities in the newly constructed building including: a computer lab, gym, enclosed courtyard, office space for case management., a community room, and a leasing office/lobby. There will also be four surface parking spaces in the rear of the building.

In order for this redevelopment plan to be executed it will require the permanent relocation of the residents currently living in 2384 Champlain Street NW. There are 30 units in the current building: efficiency units, one bedroom, and 1 two-bedroom. As of September 2023, there are 2 vacant units, leaving 28 households to permanently relocate. Champlain Street Partners, LLC will ensure that they permanently relocate the households correctly, with care, and according to all required relocation rules and regulations.

This redevelopment and relocation are governed by the Tenants Opportunity to Purchase Act (TOPA). Under TOPA, ten current households have secured the right to return to the property once it is redeveloped. Champlain Street Partners, LLC also welcomes the remaining existing households of the property to return to the redeveloped building as long as they qualify and meet the income restrictions for the newly built property.

The Development Team is applying for Low-Income Housing Tax Credits (LIHTC) and Housing Production Trust Funds through DHCD. The Team anticipates an announcement of awards by the end of 2023 and that demolition of the building and the redevelopment will begin in approximately Q3 of 2024. The demolition and construction will take about 20 to 24 months.

IV. RESIDENT RELOCATION AND PLAN

i. Property and Demographic Information

2384 Champlain Street NW is one building that contains 30 units. As of September 2023, two of these 30 units are vacant which leaves 28 remaining households. 100% of current households are 80% of AMI and below.

ii. Relocation Plan for Affected Households

The Development Team will apply to DHCD for LIHTC and Housing Production Trust Funds funding in October 2023, with award announcements anticipated in December 2023. Following an award, the Development Team will begin finalizing drawings, negotiating a construction contract, and negotiating tax credit investor/syndicator and lender agreements. Construction is expected to commence in Q3 of 2024 and last 20 to 24 months.

This redevelopment project will require relocation for the residents of 2384 Champlain Street NW. All residents will be relocated in one phase.

Residents will receive permanent relocation notice and benefits in accordance to, and treated fairly, in accordance with The Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition. Permanent relocation is defined under the URA as a relocation for a period longer than 12 months and requires permanent relocation assistance. The designated Relocation team will assist each household in identifying comparable replacement dwelling units. Replacement housing will be provided on a non-discriminatory basis in compliance with fair housing and other civil rights laws. One unique comparable replacement unit, along with two other units, will be listed on the 120-Day notice to vacate. All off-site units will be decent, safe, and sanitary (DSS).

While residents will receive permanent relocation assistance, there will be future opportunity for residents to return. This redevelopment and relocation are governed by the Tenants Opportunity to Purchase Act (TOPA). Under TOPA, ten current households have secured the right to return to the property once it is redeveloped. Champlain Street Partners, LLC also welcomes the remaining existing households of the property to return to the redeveloped building as long as they qualify and meet the income restrictions for the newly built property.

iii. Relocation Assistance and Benefits

The Relocation team designated by the Team will provide all affected households with permanent relocation notice and benefits in accordance with The Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition.

Residents will have the full support and assistance of the Development Team (the Team) to provide relocation consulting services to the affected residents of 2384 Champlain Street NW. The Team will have a designated relocation staff member to execute the relocation tasks outlined in this relocation plan. Relocation staff will have accessible offices located at 2384 Champlain Street NW or nearby. Residents and their friends, family, and caregivers will have the opportunity to meet personally with the Relocation team at their request throughout the relocation and redevelopment process.

The Team will provide the following relocation benefits to residents and act as the main contact for residents regarding any questions, concerns or needs around their relocation.

iv. Advisory Services and Resident Relocation Assessment

Relocation counseling and advisory services shall include community meetings at the site, or virtual and personal interviews with each household and any designated friends, family and caregivers. The designated Relocation team will be responsible for conducting resident meetings, providing required and additional resident notices about relocation, conducting mobility counseling, scheduling and coordinating moves, coordinating the transfer of services, conducting follow-up visits, communicating on an ongoing basis with residents as needed and documenting the permanent relocation activities. These will begin with community meetings and creating a communication and engagement plan with residents. The Team will be responsible for ensuring all relocation benefits are provided to affected households.

Designated Relocation staff will begin providing relocation advisory services and mobility counseling by conducting a comprehensive relocation needs assessment survey with each of the households (in whatever format makes residents feel most comfortable including by phone, in-person, virtually, etc.). The assessment will be done to document the concerns and issues facing each resident with the aim of minimizing the adverse impacts of relocation. If the Head of Household does not speak English, then Relocation Staff will arrange for appropriate translation services. Households with school aged children will receive information on how the relocation will affect zoning for schools. Households with school aged children will be provided the option to transfer schools, should they choose. All anticipated relocation will occur within the same school district, if the household prefers to keep children in the same school, every effort will be made to find housing within the school zone.

Assessment Questions will include:

- Household's relocation needs and preferences.
- Explanation of relocation benefits, package, and procedures.
- Explanation of relocation schedule.
- Advise on comparable replacement dwellings.
- Family size and bedroom size needs and consideration of the impact of relocation on elders, families with children, large families and people with disabilities.
- Special family needs in identifying their comparable relocation unit (e.g., large bedroom size, presence of ineligible household members, need for accessibility features or other reasonable accommodations, pets, proximity to jobs, schools, services or family supports).
- Identification of any planned vacations or hospitalizations during the timeframe for relocation.
- Whether help is needed to make preparations for the permanent relocation move (packing assistance, utility transfers, social service provider referrals and/or notifications, postal and address updates).

- Pest infestation and/or hoarding resolution assistance; these issues will be addressed during the relocation process.
- The names, addresses and telephone numbers of other family members, friends or advocates that may be contacted by the Relocation Manager to assist in making preparations for relocating the family.
- Other issues of importance to the household.

Relocation staff will also take this one-on-one opportunity to begin providing comprehensive advisory services to residents including:

- Explanation and details on the redevelopment and relocation process and timeline;
- Counseling and orientation in choosing the most appropriate replacement housing;
- Counseling and orientation in the mitigation of problems associated with relocation;
- Explanation of relocation benefits, package, and procedures;
- Follow up with residents post their move to address any concerns, questions or grievances.
- Explanation of relocation schedule;
- Close coordination of activities through individual on-going contact.

v. Ongoing Communication and Notices

Residents will receive ongoing and frequent communication regarding the redevelopment and relocation timeline from the Relocation team. Along with phone calls and letter updates that will provide information regarding relocation, the required notices will be promptly sent to each affected household. Any requested translation and/or interpretation of these notices will be completed and delivered. Any identified friends/family/caregivers will also be given copies of these letters in order to help advise residents and be included in the relocation process.

Required notices will include:

- **General Information Notice (GIN)** - The GIN will explain that ownership plans to redevelop 2384 Champlain Street NW using local, state and federal funds soon and contact information for questions and/or concerns. **See Attachment A.**
- **Notice of Eligibility for Relocation Assistance (NOE)** - Written notice indicating that federal funding has been secured for the development project. Notice also indicates that the household will be permanently displaced from the property as a result of the project and what benefits and rights they are eligible to as a part of their relocation assistance. **See Attachment B.**

- **120-Day Notice to Vacate** - Written notice provided at least 120-days in advance of the resident's move that identifies up to 3 comparable replacement units and calculated replacement housing payments based on the first comparable unit. **See Attachment C.**
- **30-Day Move Notice** - This notice will be given 30-days before the resident's move date and will identify their permanent relocation unit. The Relocation team will work with the household to determine this unit if it is not one of the identified comparable units. The notice will also outline their move choice and any additional information or steps needed to determine any further relocation benefits due to them. **See Attachment D.**

These notices will be hand-delivered and signed for by each resident or sent certified first-class mail, return receipt requested in order to confirm receipt. All relocation notices, communications, relocation reimbursements and receipts will be documented in files for each affected household.

vi. Comparable Units, Replacement Housing Payments, and Move Assistance

Replacement housing made available to the residents of 2384 Champlain Street NW will be comparable to the eligible unit size. In all cases, the relocation housing options will be:

1. Equivalent in function, services, and purpose to the unit from which the household is being relocated;
2. Equipped with the same principal features (including accessibility features); and
3. Decent, safe, and sanitary.

The Relocation team will also work with Champlain Street Partners, LLC Staff to identify comparable housing units that are proximate to work, schools, childcare and such other location needs as are practically feasible.

Residents will receive at least 1 comparable unit, and where possible up to 3 total comparable units, according to the above criteria before they are asked to move. The listings will be provided in the 120-Day notice. If a resident refuses the first 3 comparable units, the Relocation team will continually work with the resident and their support network to help find them a permanent new unit. A resident may identify their own replacement housing but must make sure the Relocation team inspects the unit to ensure it is decent, safe, and sanitary before they move.

The options for relocation housing for displaced residents of 2384 Champlain Street NW households will include:

Moving to a Unit in the Private Market with their Housing Choice Voucher: 11 of the 28 current households at 2384 Champlain Street NW have a Housing Choice Voucher. The Relocation staff will assist these residents in their search for voucher-eligible housing. In addition to meeting HQS requirements, a private market unit must meet the voucher payment standards established by

the RHA through Fair Market Rents (FMRs) or gross rent estimates that include the cost of rent plus all utilities. Relocation staff will conduct regular housing searches to identify currently available units in the private sector as well as utilize the Champlain Street Partners, LLC housing connections and other databases of existing landlords. The Relocation staff may also utilize real estate brokers to assist households in finding replacement housing and will provide intensive relocation counseling to every household.

Transfer to Another Vacant Unit in Portfolios owned and or managed by members of the Champlain Street Partners, LLC: As available in the Champlain Street Partners LLC team's portfolio, households may be able to transfer to a vacant and available unit. If the transfer results in a higher monthly rent and utility total for a household unrelated to household income changes, they may be eligible for a Replacement Housing Payment under URA. A household being relocated from a unit subsidized under one program to a unit subsidized under another program will be subject to the occupancy standards of that program, in conjunction with family size and composition at the time of displacement and therefore may be entitled to either a larger or smaller unit than the one previously occupied.

Replacement Housing Payment (RHP): A family who does not have a Housing Choice Voucher and/or cannot move to a Development team's provided relocation unit will be able to take permanent relocation assistance with a Replacement Housing Payment (RHP). This payment is intended to cover any increase in the resident's monthly rent and utility costs over what they would pay if they had not been required to relocate from their unit for a period of 42 months under the URA on the first comparable unit calculation provided in the 120-Day notice. If the resident returns to the redeveloped 2384 Champlain Street NW before their total calculated benefit period they would forfeit the remaining RHP due to them.

vii. Move Assistance

Moves in connection to the project will be paid for by the agency at no cost to the resident. Residents will have 3 options for moving expenses:

- a. **Agency Move:** Moves will be conducted by a licensed, bonded and insured moving company or residents. The Relocation team will conduct the move on behalf of the resident using an insured, licensed, and bonded moving company at no cost to the resident. The Relocation team will arrange, schedule, and supervise the moving of residents' belongings to their permanent new home. This includes distribution of packing materials, arranging for the packing assistance, and moving of any specialized medical equipment for hospital beds and monitoring the move. Residents will be provided with packing boxes, wrap and tape.
- b. **Fixed Moving Expense:** Residents can choose to move themselves and take a lump sum payment. The allowance is based on the schedule of allowances published by the Federal Highway Administration, Fixed Residential Moving Cost Schedule. The resident will receive the allowance upon verification by Relocation Staff that the move has been made

unless it will create a hardship for the resident. If so, staff may arrange for advanced payment of the fixed moving expense.

The rates per furnished room currently in effect in the District of Columbia are as follows:

1 room (efficiency)	\$1,000
3 rooms (1 bedroom)	\$1,200
4 rooms (2 bedroom)	\$1,500

c. Reimbursement for Actual Reasonable Moving and Related Expenses, including:

- Cost of commercial move or cost of labor and equipment to complete the move (supported by receipted bills and based on agency quote)
- Packing boxes
- Transportation of household members and their personal property Transportation costs for a distance beyond 50 miles are not eligible (this may include reimbursement for personally-owned vehicles which need to be moved, at the Standard Mileage Rate established by the Internal Revenue Service)
- Packing, crating, uncrating, and unpacking of personal property
- Storing of personal property for a period not to exceed 12 months, unless it is determined that a longer period is necessary. Any items that could pose a health or safety hazard (i.e., infested furniture) will not be stored
- Disconnecting, dismantling, removing reassembling and reinstalling relocated household appliances and other personal property as long as they have been installed with the approval of management and are done so in compliance with the lease
- Reinstallation of telephone and cable service
- Insurance for the replacement value of the property in connection with the move and necessary storage
- The replacement value of property lost, stolen or damaged in the process of moving (not through the fault or negligence of the displaced person) where insurance covering such loss, theft or damage is not reasonably available
- Other reasonable moving related expenses, such as sensitive medical/adaptive equipment, furnishings, and personal belongings of a live-in aide, a piano or a greater than usual number of items stored in the household

Utility Transfer Costs

- Relocation staff will facilitate any transfers of cable, internet and other utilities, USPS address change and any in-home services or deliveries.
- All necessary transfer, disconnection, and reconnection fees will be covered or reimbursed by the agency under an agency move. If the resident chooses a self-move the costs will be reimbursed to the resident or the resident will be able to cover the expenses as part of the lump sum payment.

viii. Record Keeping and Resident Log

Along with files for each resident holding all copies of the received relocation notices, Relocation staff will maintain and update a Resident Matrix containing the information of all affected residents.

Information tracked for all affected households since the GIN was sent will include, as applicable for each household:

- Date(s) of all required and additional notices
- Dates and details of all moves
- The type of move assistance chosen
- Address and unit size of comparable housing offered
- The type and amount of any payments for moving or related expenses
- Final rent differential payments and other benefits paid
- Permanent new address and contact information

V. APPEALS

If a resident contends that this Relocation Plan is not being implemented properly or believes that Champlain Street Partners, LLC has failed to properly consider the person's request for relocation assistance, the resident may file a written appeal to Champlain Street Partners, LLC. This complaint can be based on Champlain Street Partners, LLC not providing appropriate relocation assistance and/or the Owner or the Relocation Advisory Agent not implementing any other part of the Relocation Plan.

Grounds for appeal shall not include suspension of discretionary relocation benefits to former residents. Champlain Street Partners, LLC is required to consider a written appeal regardless of form as set in the URA. The time limit shall not be less than 60 days after the person receives written notification of Champlain Street Partners, LLC's determination on the person's claim.

Promptly after receipt of all information submitted by a person in support of an appeal, Champlain Street Partners, LLC shall make a written determination on the appeal, including an explanation of the basis on which the decision was made and furnish the person a copy. If the full relief requested is not granted, Champlain Street Partners, LLC shall advise the person of his or her right to seek judicial review.

The Champlain Street Partners, LLC official conducting the review of the appeal shall be either the head of the Ownership entity or his or her authorized designee. However, the official shall not have been directly involved in the action appealed.

i. Appeal to HUD

If a resident contends that this Relocation Plan is not being implemented properly or believes the Owner has failed to properly consider the person's request for relocation assistance, the resident may file a written appeal to the Owner based on determination of relocation assistance or any other part of the Relocation Plan not being implemented by site Staff or the Owner.

Grounds for appeal shall not include suspension of discretionary relocation benefits to former residents. The agency is required to consider a written appeal regardless of form as set in the URA. The time limit shall not be less than 60 days after the person receives written notification of the Agency's determination on the person's claim.

Promptly after receipt of all information submitted by a person in support of an appeal, the Agency shall make a written determination on the appeal, including an explanation of the basis on which the decision was made, and furnish the person a copy. If the full relief requested is not granted, the agency shall advise the person of his or her right to seek judicial review.

The Agency official conducting the review of the appeal shall be either the head of the Agency or his or her authorized designee. However, the official shall not have been directly involved in the action appealed.

A displaced person who is dissatisfied with the Agency's determination on the appeal may submit a written request for further review with HUD:

Michael Szupper
HUD Regional Relocation Specialist
U.S. Dept. of Housing and Urban Development
Office of Community Planning and Development
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-3380
Phone: (215) 861-7669
Fax: (215) 656-3442
Email: michael.szupper@hud.gov

If a review by the Bureau of Relocation is not sought within 30 days of receipt of a decision, the decision of the displacing agency shall be final.

Attachment A: General Information Notice (GIN)

GENERAL INFORMATION NOTICE (GIN) TENANT TO BE DISPLACED of 2384 Champlain Street NW

(Grantee or Agency Letterhead)

Date: _____

Dear _____ :

Champlain Street Partners, LLC is interested in redeveloping the property **2384 Champlain Street NW**. This proposed project may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Project Based Voucher Program.

The purpose of this notice is to inform you that we are seeking funding and that you will be displaced as a result of the proposed project upon funding approval. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) implementing regulations at 49 CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition. You may be eligible for relocation assistance and payments under the URA if the proposed project receives HUD funding 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 you are determined to be eligible for relocation assistance in the future, you may be eligible for: 1) Relocation advisory services including assistance to you to find another place to live; 2) At least 120 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 the agency's determination, if you feel that your application for assistance was not properly considered.

(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.)

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. 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 moving plans. **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.

If you have any questions about this notice or the proposed project, please contact (insert contact number).

Sincerely,

Name, Title
Agency

I acknowledge receipt of this notice: _____ Date: _____
(Resident Signature)

Attachment B: Notice of Eligibility (NOE)

NOTICE OF ELIGIBILITY FOR RESIDENTIAL TENANT of 2384 Champlain Street NW

Date:

Dear (resident name and address):

On (date of GIN), **Champlain Street Partners, LLC** notified you of proposed plans to develop **2384 Champlain Street NW** and the apartment you currently occupy for a project which could receive funding under the Project Based Voucher Program. On (date of ION) the project was approved and will receive federal funding.

It has been determined that you will be displaced by the project. Since you are being displaced in connection with this federally funded project, you will be eligible for relocation assistance and payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) implementing regulations at 49 CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition.

- This is your Notice of Eligibility for relocation assistance
- The effective date of your eligibility is (ION DATE).

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance under the URA, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child. All persons seeking URA 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.)

To carry out the project, it will be necessary for you to move. However, you do not need to move now. You will be provided written notice of the date by which you will be required to move. This date will be no less than 120 days from the date comparable replacement housing has been made available to you. You will be provided with three comparable dwellings to which you may move to. Although you are not required to move to this dwelling, you must move to a decent, safe and sanitary replacement dwelling of your choice in order to receive a replacement housing assistance payment.

Enclosed are brochures entitled, "Relocation Assistance to Tenants Displaced from Their Homes." Please read these brochures carefully. They explain your rights and some things you must do to obtain relocation payments under the URA. 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. Replacement housing payments cannot be provided for a dwelling that is not decent, safe and sanitary. Therefore, do not commit yourself to rent or buy a replacement dwelling until we inspect it.

Relocation Advisory Services. Including counseling and other assistance to help you find another home and prepare to move.

Credit Checks. Payment of credit check costs is eligible under URA.

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 move conducted by the agency at no cost to you.

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 dwelling, (2) the monthly rent and cost of utility services for your present home, and (3) for low-income persons, 30 percent of your average monthly gross household income. This payment is calculated on the difference in the old and new housing costs for a one-month period and multiplied by 42.

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. Replacement housing payments cannot be provided for a dwelling that is not decent, safe and sanitary. Therefore, do not commit yourself to rent or buy a replacement dwelling until we inspect it.

If you have any questions about this letter and your eligibility for relocation assistance and payments, please contact the Relocation Manager at (PHONE/EMAIL) before you make any moving plans. They 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. In order to help you fully participate in the relocation process, reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency. Please let our representative know if you need auxiliary aides, written translation, oral interpretation, or other assistance in order to fully participate in the relocation process.

Even though you will be provided all of the assistance the URA requires for a permanent move, the Authority believes that every resident displaced from the site should have the right to reapply for occupancy once this project is complete. For this reason, after project completion, every resident who receives assistance as a "displaced person" will be contacted and offered an opportunity to reapply for occupancy in the newly revitalized community. Furthermore, because you will be a former occupant who was "displaced" from the site, you will also receive a priority preference to return. In the event the number of those who request to return and qualify for housing exceeds the number of units available, rating and ranking criteria will be used to identify those who will be offered a unit at the site until all available units are filled. If you do return, the Authority may help defray the costs of the return move. If you have Replacement Housing Payments not yet spent or obligated, you may be asked to forfeit these payments as a condition for returning to public housing, since this assistance will no longer be

necessary to meet your housing needs. Such assistance, if not forfeited, must be considered as income and may affect your eligibility and rent.

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,

Name, Title
Agency

I acknowledge receipt of this notice: _____ Date: _____
(Resident Signature)

Attachment C: 120-Day Notice to Vacate
120-Day Notice to Vacate
2384 Champlain Street NW

Date:

Dear (resident name and address):

On (date of NOE), **Champlain Street Partners, LLC.** notified you of your Notice of Eligibility for Relocation Assistance due to plans to redevelop 2384 Champlain Street NW and the apartment you currently occupy. The owner has decided to move forward with relocation at this time.

- This is your 120-day Notice to Move; you must vacate your dwelling no later than

_____.

Three comparable dwellings to which you may move have been identified and are listed below. Although you are not required to move to this dwelling, you must move to a decent, safe and sanitary replacement dwelling of your choice in order to receive a replacement housing assistance payment.

Listed below are three comparable replacement dwellings that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement dwellings.

<u>Address</u>	<u>Rent & Utility Costs</u>	<u>Contact Info</u>
1. _____		
2. _____		
3. _____		

We believe that the dwelling at (address) at a monthly rent/utility cost of \$ _____ is the most representative of your present home and our replacement housing payment calculations have been made based on this comparable dwelling. Although you are not required to move to this dwelling, you must move to a decent, safe and sanitary replacement dwelling in order to receive replacement housing assistance. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than \$ _____ per month, your rental assistance payment would be based on the actual cost of such a unit. Please contact us immediately if you believe this dwelling is not comparable to your current home. We can explain our basis for selecting this dwelling as most representative of your current home and discuss your concerns.

If you do not qualify for the Housing Choice Voucher, your replacement housing payment will be calculated under the URA. We estimate your initial out-of-pocket cost for rent and utilities according to the comparable listed above will be approximately \$ _____ per month. The maximum amount of rental assistance you would be eligible to receive under the URA would be approximately \$ _____ ($42 \times \$\text{_____}$), paid in a _____ number of installments. URA assistance is not adjusted to reflect future changes in income or rent.

Should you choose to buy (rather than rent) a decent, safe and sanitary replacement dwelling, there are several options which may be of assistance to you. You would be eligible under the URA for down payment assistance of \$_____. Under the URA, you are not limited in the type of home you choose to purchase.

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 letter and your eligibility for relocation assistance and payments, please contact the Relocation Manager (name), (title) at (phone) , (address) before you make any moving plans. They 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.

If hand delivered:

I acknowledge receipt of this notice: _____ Date: _____
(Resident Signature)

Attachment D: 30-Day Move Notice

**30-Day Move Notice
of 2384 Champlain Street NW**

Date:

Dear _____,

On **(Date of Gin), Champlain Street Partners, LLC** notified you of proposed plans to demolish 2384 Champlain Street NW and the unit you currently occupy. On **(Date of NOE)** you were informed that funding was secured for the project, that you are eligible for relocation assistance. On **(DATE OF 120-DAY Notice)** and you were told of the earliest date to move and receive assistance and the last date to vacate your dwelling by. This notice identified 3 comparable replacement dwellings.

This notice reminds you that you must relocate by (30-days from the day they must vacate by).

Your selected relocation unit is: (address of permanent relocation).

Please remain in contact with the Relocation team regarding your move to assist with relocation costs and benefits. Please also give the Relocation team a copy of your lease for your permanent relocation unit, when possible, for your file.

As always please contact the Relocation Manager at (PHONE/EMAIL) if you have any questions or concerns.

Sincerely,

Relocation Manager

I acknowledge receipt of this notice: _____ Date: _____
(Resident Signature)