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APPROVED


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Flats at South Capitol Relocation Plan

**Prepared by
Housing Opportunities Unlimited**

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TABLE OF CONTENTS

- I. INTRODUCTION
- II. DEFINITIONS
- III. RELOCATION IMPLEMENTATION 
- IV. RELOCATION PHASING
- V. RESIDENT NOTIFICATIONS
- VI. RELOCATION ASSISTANCE, PAYMENTS, AND MOVING COSTS
- VII. FAILURE OF RESIDENTS TO ADHERE TO THIS PLAN
- VIII. RELOCATION RECORDKEEPING AND NOTICES

I. INTRODUCTION

The Relocation Plan for Flats on South Capitol sets forth the procedures for relocating *All Residents* to accommodate the proposed demolition and redevelopment project. The site is currently improved with 30 multifamily units that will be demolished to make way for the proposed project that will include approximately 106 new apartment units. The new construction project will be developed using Low Income Housing Tax Credits, tax exempt private activity mortgage bonds and gap financing provided by the District of Columbia Department of Housing and Community Development (“DHCD”). The completed project will provide housing for households at 50% and 60% of the Area Median Income (“AMI”) and will include a set aside for some Permanent Supportive Housing units, which will be supported by a project based rental assistance contract administered by the District of Columbia Housing Authority and rent restricted at 30% AMI.

This plan is written in accordance with the relevant provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (the URA), 42 U.S.C. Section 4601 et seq., 49 C.F.R. Part 24, 24 CFR Part 42, and 24 CFR 92.353 as well as Section 104(d) of the Housing and Community Development Act of 1974 [42 U.S.C. §5304(d)]. The underlying objective of this plan is to ensure persons displaced as a direct result of the project are treated fairly, consistently and equitably.

II. DEFINITIONS

1. ***All Residents*** – All legal Flats on South Capitol residents as of the date that the developers submit the Mixed Finance Proposal to the United States Department of Housing and Urban Development. This term shall not apply to any resident who is or becomes in violation of his or her lease, or is currently involved in an eviction proceeding.
2. ***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.
3. ***Displaced Person*** - any person (family or individual) that moves from the real property, or moves personal property from the real property, permanently, as a direct result of acquisition, rehabilitation or demolition for a federally assisted project.
4. ***Elderly Person*** – Person 62 years of age or older.
5. ***Housing Opportunities Unlimited (HOU)*** – Professional relocation consultant procured by Kaye-Stern that has expertise and experience in facilitating large-scale HUD-assisted relocation projects.

6. **HUD** - The United States Department of Housing and Urban Development.
7. **Kaye-Stern** - a Washington DC based multifamily owner and developer and the developers undertaking the redevelopment of Flats on South Capitol.
8. **Permanent Relocation**- Any relocation that lasts longer than a period of 12 months.
9. **Person with a Disability** - Person who has a physical or mental impairment that substantially limits one or more major life activities
10. **Demolition and Redevelopment** – South Capitol Flats is a demolition and redevelopment project.
11. **Relocation** - A voluntary or involuntary move from one unit to another to accommodate the demolition and redevelopment project.
12. **Temporary Relocation**- When residents must relocate for less than one year.

III. RELOCATION IMPLEMENTATION

Due to the nature and extent of the renovations, it will be necessary to relocate residents during the 18-month construction period. It has been determined that all residents will be relocated offsite during the demolition of the two buildings and construction of the new building. The development team estimates that residents will need to be relocated for up to 18 months.

All residents who are in good standing and are residing on-site as of the date of the submission of the Mixed Finance Proposal to HUD are eligible to receive relocation assistance. Residents evicted for cause or who move for reasons not resulting from the project will not be eligible for relocation assistance.

HOU will provide relocation services for the 30 households that will be relocated. HOU will be responsible for the following tasks:

- Explaining relocation rights, resources and eligible moving costs
- Working with property management to identify and coordinate services for households with special needs, including those with housekeeping/clutter issues, bed bugs, mental/physical health issues and frail elders
- Notifying residents of their move date and providing ongoing contact and support to ensure they are prepared to move
- Providing residents with packing materials
- Providing assistance with preparing for moves including packing/unpacking assistance for elderly and disabled households requiring such assistance
- Assisting residents with completing any required paperwork
- Collaborating with property management to ensure all requirements are met prior to residents vacating their units

- Working closely with third-party supportive services staff to address social service related barriers to relocation and to ensure uninterrupted service provision to households while temporarily relocated
- Facilitating utility disconnection and connection and arranging for storage (as necessary)
- Facilitating moves to and from temporary relocation units and working closely with construction, property management, and moving contractors to ensure moves are completed in accordance with schedule
- Developing and implementing relocation tracking systems, including tracking of relocation expenses
- Developing regular reporting systems and special reports (as requested)
- Conducting file audits, supervision, oversight and quality control
- Provide appropriate notices to permanently displaced households in accordance with the URA, * Section 104(d) and District of Columbia regulations and any other applicable federal or local regulations (i.e. Notice of Eligibility, 90-Day Move notice).
- Provide information to residents regarding the moving assistance and housing options that will be available to them
- Locate replacement housing units and conduct pre-inspections to ensure decent, safe and sanitary ** conditions
- Provide residents with referrals to appropriate replacement housing units.
- Provide residents with transportation to view units and assist in the evaluation of the unit's suitability for the household
- Assist residents with all aspects of the lease-up process for their new unit including utility disconnection and connection information
- Provide appropriate support to residents with special needs and reasonable accommodation issues
- Work with local service providers to meet the needs of relocated households, especially those with particularly difficult transition issues
- Track all relocation outcomes
- Calculate RHP payments, as needed. Any tenants that are permanently displaced may be eligible for a Replacement Housing Payment pursuant to the applicable URA guidelines, which may range up to \$7,200 depending on household size.

Permanent Displacement should not be an outcome of this project.

It is Kaye Stern's intent to make the relocation process as simple as possible for affected residents by identifying comparable properties in close proximity to the subject site so they can remain in their familiar neighborhood. Kaye Stern will make all reasonable attempts to avoid relocating tenants far away from their current homes. Some nearby multifamily developments that may be targeted as replacement housing include:

*** Need to ensure a Non-Displacement GIN is provided to Tenants ASAP.**

****ADD-Provide Notice to DHCD of Relocation units so that DHCD conducts an inspection prior to tenant move in**

Map #	Community Name	Address	Distance to Subject
1	<i>The Flats at South Capitol</i>	3838 South Capitol Street SE	<i>Subject</i>
2	N/A	3772 First Street SE	0.13 Miles
3	Atlantic Terrace	4319 3 rd Street SE	0.41 Miles
4	Southern Hills	304 Livingston Terrace SE	0.48 Miles
5	Meadowbrook Run Apartments	3647 6 th Street SE	0.55 Miles
6	Worthington Woods	4503 3rd Street SE	0.57 Miles
7	Atlantic Gardens	4222 4 th Street SE	0.64 Miles
8	Belmont Crossing	4201 7 th Street SE	0.71 Miles
9	The Gardens	118 Galveston Street SW	0.73 Miles
10	N/A	343-315 Raleigh Street SE	0.79 Miles
11	The Village at Chesapeake	820 Southern Ave SE	0.89 Miles
12	Savannah Street Apartments	3238 13 th Street SE	1.25 Miles

Once the building is ready for re-occupancy, eligible tenants who choose to return will be provided with the following assistance:

- Packing supplies (boxes and tape)—will be provided at no cost to the resident for their return, move.
- Services of a bonded moving company that will move all of their belongings.
- Packing and unpacking assistance for households requiring such assistance.
- Assistance in transferring home services and other amenities
- Transportation to permanent unit, if needed.
- Reimbursement for any reasonable out-of-pocket expenses incurred with re-connection of utilities (if necessary).

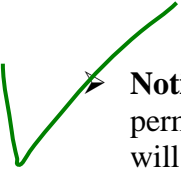
 **IV. RELOCATION PHASING**

It is expected that the relocation of Flats on South Capitol Residents will be completed over a period of eighteen months. Relocation activity is projected to begin in the 4th quarter of 2019. All 30 units will be vacated simultaneously before construction begins. The occupants of each building will be relocated to offsite units that will be identified by Relocation Staff. All tenants will be invited back to the property with the exception of one five-bedroom unit in which the occupant will be offered a comparable unit within the developer’s current portfolio

 **V. RESIDENT NOTIFICATIONS**

All Residents will receive the following notices:

- **General Information Notice (GIN)** – written notice indicating the demolition and redevelopment project is being considered. This notice will be hand-delivered and signed by each resident or mailed certified mail, return receipt requested.

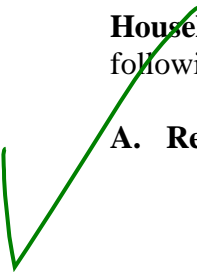
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- **Notice of Non-Displacement** – written notice indicating the household will not be displaced permanently from the property as a result of the demolition and redevelopment project. This notice will be hand-delivered and signed by each resident or mailed certified mail, return receipt requested.
 - **Notice of Eligibility**– notice that describes eligible relocation assistance and the projected assistance based on the individual circumstances and needs of the resident along with procedures for obtaining the assistance.
 - **Ninety-Day Notice to Vacate** – minimum required notice given to permanently displaced persons to vacate their unit. This notice will be hand-delivered and signed by each resident and will not be distributed before the Notice of Eligibility, but may be combined with the Notice of Eligibility should the project need to be expedited.
 - **Thirty-Day notice to Vacate**- notice provided at least 30 day in advance of the resident’s move that specifies the location of their comparable temporary relocation unit. This notice will also inform the residents of their move date and anticipated time they will be out of their unit.



VI. RELOCATION ASSISTANCE, PAYMENTS, AND MOVING COSTS

HOU will provide the following advisory services to each displaced resident:

- Determine the relocation needs and preferences of each person to be displaced and explain the relocation payments and other assistance for which the person may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance.
- Provide current and continuing information on the availability, purchase prices, and rental costs of comparable replacement dwellings, and explain that the person cannot be required to move unless at least one comparable replacement dwelling is made available.
- Inspect comparable replacement dwellings prior to being made available to assure that it meets applicable standards.
- Offer transportation to inspect housing to which they are referred to all persons, especially the elderly and handicapped
- Minimize hardships to residents in adjusting to relocation by providing counseling, advice as to other sources of assistance that may be available, and such other help that may be appropriate.



Households required to permanently relocate off-site will have a choice of the following the following moving assistance and covered relocation expenses:

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

- Transportation of the affected resident and personal property
- Packing crating, uncrating and packing of personal property
- Storing of personal property
- 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
- Credit checks and application fees
- Security deposit costs
- Other reasonable moving related expenses.
- These costs above may range from \$1,200 to \$1,500 depending on household size.

B. Fixed Moving Expense: The allowance is based on the schedule of allowances published by the Federal Highway Administration. 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. Please see below schedule for Fixed Move Payments for the District of Columbia:

State	Occupant Owns Furniture									Occupant does not own furniture			
	Number of Rooms of Furniture									Addt'l room	1 room/ no furn.	Addt' room furn.	no
	1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms					
District of Columbia	800	1000	1200	1500	1700	1900	2100	2300	200	500	100		

C. Kaye-Stern will conduct the move on behalf of the resident and provide the resident with a Dislocation Allowance, using a moving company, at no cost to the resident. In such a case, the resident is entitled to the services of a contracted and insured moving company, and dislocation allowance of \$100. Residents will be provided with packing boxes and tape. If the resident needs assistance in packing, assistance will be provided upon request by the moving company, with priority given to the elderly and persons with disabilities. Reconnection of utilities will also be covered.

VII. FAILURE OF RESIDENTS TO ADHERE TO THIS PLAN

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

Kaye-Stern may initiate actions under the eviction procedures if a resident refuses to comply with the following:

- A. Move or relocate

- B. Meet with HOU relocation staff regarding relocation or
- C. Cooperate in the relocation process.

If a resident contends that this Relocation Plan is not being implemented properly, the resident may file a written appeal to Kaye-Stern where staff is responsible for ensuring that HOU:

- A. Properly determines whether the resident qualifies or will qualify as a person who is eligible for relocation assistance;
- B. Properly determines the amount of any relocation payment required by this plan;
- C. Properly provides an appropriate temporary unit offer
- D. Properly responds to an appeal in a timely manner.

Kaye-Stern staff shall inform residents, in writing, of their right to appeal. A resident who is dissatisfied with the determination of the appeal may submit a written request for review of the decision to the local office of the US Department of Housing and Urban Development (HUD):

**District of Columbia Field Office
820 First Street NE, Suite 300
Washington, D.C. 20002-4205**

**Phone: (202) 275-9200
Fax: (202) 275-6381**



VIII. RELOCATION RECORDKEEPING AND NOTICES

An occupant list will be maintained that when the project is completed will identify:

- A. All persons occupying the site on the day that the developers submit the Mixed Finance Proposal to HUD.
- B. All persons moving onto the property on or after the date of the application for assistance (*if applicable*)
- C. Addresses of families who have moved from the site

As required by 49 CFR part 24, the following notices will be delivered by certified mail, return receipt requested or hand-delivered.

- A. General Information Notice
- B. Notice of Non-displacement
- C. Notice of Eligibility (if applicable)

Relocation staff will maintain the following records in each resident file for this relocation project:

1. General Information Notice (GIN)
2. Notice of Non-displacement
3. Notice of Eligibility (if applicable)
4. Relocation Assessment
5. 90-Day Move Notice