

**Hawk View Apartments
Relocation Plan
October 2, 2023**

Prepared for Housing Authority of the City of Reno (RHA)

Prepared by HousingToHome (HTH)



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I. DEFINITIONS

1. **Affected Residents** - All households living at Hawk View Apartments 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. **Development Team** - Reno Housing Authority, the owner and property manager of Hawk View Apartments.
6. **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 Hawk View Apartments Relocation Plan, is providing relocation consulting services to Reno Housing Authority, and will be the Relocation Specialist for the project.
7. **Owner of Hawk View Apartments** - Reno Housing Authority.
8. **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.
9. **Rehabilitation** - The act or process of expanding, remodeling, altering or renovating apartments and common areas within a housing development.
10. **Relocation Manager** - Representative of HousingToHome (HTH) whose specific task is to provide relocation counseling to affected residents and relocate affected residents for the redevelopment of Hawk View Apartments and implement the relocation plan to ensure compliance with applicable relocation regulations, guidelines, and laws.
11. **Relocation Unit** - An off-site decent, safe, and sanitary vacant apartment that will house residents who must relocate during the redevelopment process.

12. RHP - Replacement Housing Payment which is calculated by form HUD 40058 "Claim for Rental Assistance of Down Payment Assistance."
13. Section 18 Demonstration Disposition - Section 18 of the United States Housing Act of 1937 (USHA) provides that public housing agencies (PHAs) may demolish or dispose of public housing with approval from the Department of Housing and Urban Development (HUD).
14. 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.
15. 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

The Housing Authority of the City of Reno (RHA) owns Hawk View Apartments which are located at 1500 Steelwood Lane and 2531 Tripp Drive in Reno, NV 89512. RHA's mission is to provide fair, sustainable, quality housing in diverse neighborhoods throughout Reno, Sparks and Washoe County that offers a stable foundation for low-income families to pursue economic opportunities, become self-sufficient and improve their quality of life. RHA currently owns and manages 751 units of Public Housing in eight different locations in Reno and Sparks under the Public Housing program. Through Neighborhood Stabilization Programs and other funding, the organization also owns more than 165 rental properties specifically targeted for low-income households.

Hawk View Apartments consists of 100 two-bedroom apartments (99 ACC Units and 1 Non-ACC Unit) on 6.73 acres of land. All units have one bathroom. The plan is to demolish the existing building/units of public housing in one phase using the HUD Section 18 Disposition program. RHA will replace the existing units on a one-for-one basis. The goal is to increase the density of the site and add units that enable RHA to maximize the affordable housing while staying within budget. The new housing will be a 100% affordable family development targeted to households with incomes at or below 80% of area median income (AMI). All 99 of the replacement ACC units will receive project-based Section 8 rental assistance at the Payment Standard. Eligible affected households will be offered the opportunity to lease a unit in the redeveloped project assisted by a Project Based Voucher once construction is complete. Additional units may receive project-based rental assistance subject to availability of vouchers and financing needs.

This project will require the permanent relocation for the residents of Hawk View Apartments 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. The relocation will happen in one phase prior to the start of construction. RHA will primarily utilize Public Housing Transfers and Housing Choice Vouchers (Non-TPV) for the permanent relocation. A personalized relocation plan will be created for each household containing all available housing options. Residents will be offered a variety of housing resource options, such as a Housing Choice Voucher, Public Housing Transfer, or other comparable housing.

Safe and thoughtful resident relocation is a priority for RHA and, for this reason, RHA has contracted with HousingToHome to provide comprehensive 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. 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 our 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 Owner, RHA, and every resident of Hawk View Apartments, along with their families, to ensure excellent attention to details in terms of relocation.

This Plan, written by HousingToHome, ensures that residents of Hawk View Apartments 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 and Section 18 of the Housing Act of 1937 (the Act), and the implementing regulation, 24 CFR part 970, as amended.

People of contact for this relocation plan are as follows:

Ownership

J.D. Klippenstein, Director of Development
Housing Authority of the City of Reno
1525 East 9th Street
Reno, NV 89512
775-329-3630 ext. 212
jklippenstein@renoha.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 Hawk View Apartments. Copies of the plan will be available at the Housing Authority of the City of Reno located at 1525 East 9th Street Reno, NV 89512.

III. PROJECT DESCRIPTION

Hawk View Apartments are located on Steelwood Lane and Tripp Drive in Reno, Nevada. RHA is the owner of the property and will be having the property undergo redevelopment beginning in 2024. The current property consists of 100 two bedroom/one bathroom units (99 ACC Units and 1 Non-ACC Unit) in total. In August 2023, 91 out of the 100 units were occupied and 9 units were vacant.

The plan is to redevelop the existing building/units of public housing in one phase through the disposition process under the HUD Section 18 Demolition and Disposition program. Following disposition, all buildings/units will be demolished, and RHA will replace the units on a one-for-one basis. The goal is to increase the density of the site beyond the current 100 units and add units that enable RHA to maximize the affordable housing while staying within budget. The additional units may be one- to three-bedrooms in size. The new housing will be a 100% affordable family development targeted to households with incomes at or below 80% of area median income (AMI). The new units will be affordable with modern energy efficiency features and will include a percentage of units that are accessible to disabled persons. The unit mix will be primarily two-bedroom units, with a centrally located activity center/building that includes on-site management, supportive services, and on-site amenities. The development will be maintained as affordable housing for a minimum of 30 years. All 99 replacement units will receive project-based Section 8 rental assistance at the Payment Standard. Additional units may receive project-based rental assistance subject to availability of vouchers and financing needs.

The redevelopment will include the demolition of the 25 two-story buildings, a clubhouse, a laundry facility, and a maintenance building. Construction will consist of seven three-story buildings, a maintenance building, and a clubhouse. It is anticipated that the newly constructed buildings will be one story higher than the current two-story apartment buildings and will include up to 204 units.

Demolition is proposed to begin in July 2024, with the construction of the replacement buildings/units completed and placed into service by February 2026. Timeline includes:

- Closing 06/14/2024
- Construction Start 07/01/2024
- 100% Completion 01/26/2026
- Placed-in-Service date 02/26/2026
- Full Lease Up 08/26/2026
- Conversion 01/01/2027

The RHA Board has approved gap financing for this larger project if it is deemed financially and logistically feasible and will include demolishing the existing 28 buildings pursuant to Section 18 and rebuilding the apartment units to current standards using funds from the Home Means Nevada Initiative (HMNI) which are State Fiscal Recovery Funds allocated to the State of Nevada

through the American Rescue Plan Act. The projected financing includes tax-exempt bonds, equity from the sale of 4% tax credits and the HMNI funds.

IV. RESIDENT RELOCATION AND PLAN

i. Property and Demographic Information

As of August 2023, there are 91 out of 100 units occupied at the property. There are 9 vacant units. The 9 vacant units are all 2 bedroom units.

There are a total of 214 residents living at the property. 139 of these residents identify as White; 9 as American Indian/Alaska Native; 43 as Black/African American; 4 as Native Hawaiian/Other Pacific Islander; 6 as Asian; and 13 as 2 or more Races.

ii. Relocation Plan for Affected Households

Demolition is proposed to begin in July 2024, with the construction of the replacement buildings/units completed and placed into service by February 2026. Timeline includes:

- Closing 06/14/2024
- Construction Start 07/01/2024
- 100% Completion 01/26/2026
- Placed-in-Service date 02/26/2026
- Full Lease Up 08/26/2026
- Conversion 01/01/2027

This project will require permanent relocation for the residents of Hawk View Apartments in order to complete this redevelopment project. All residents will be relocated in one phase. Permanent relocation is defined under the URA as a relocation for a period longer than 12 months and requires permanent relocation assistance.

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 and Section 18 of the Housing Act of 1937 (the Act), and the implementing regulation, 24 CFR part 970, as amended. When relocated off-site, HTH 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 90-Day notice to vacate. All off-site units will be decent, safe, and sanitary (DSS).

RHA and HTH will also work with residents who voluntarily choose to relocate prior to the issuance of a notice if an available comparable housing resource has been identified for which

the household is eligible. HTH and RHA will provide all households who voluntarily choose to relocate prior to the issuance of a notice with relocation 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 and Section 18 of the Housing Act of 1937 (the Act), and the implementing regulation, 24 CFR part 970, as amended.

iii. Relocation Assistance and Benefits

HTH 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 and Section 18 of the Housing Act of 1937 (the Act), and the implementing regulation, 24 CFR part 970, as amended.

Residents will have the full support and assistance of HousingToHome (HTH) to provide relocation consulting services to the affected residents of Hawk View Apartments. HTH will have a designated relocation staff member to execute the relocation tasks outlined in this relocation plan. HTH's Relocation staff will have accessible offices located at Hawk View Apartments or nearby and work a flexible schedule generally between 9:00am and 5:00pm, as well as some evenings and weekends to be accessible to all households and their support network. Residents and their friends, family, and caregivers will have the opportunity to meet personally with HTH's Relocation team at their request throughout the relocation and redevelopment process.

HTH 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. HTH's 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. HTH 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 HTH 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.

HTH's 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 HTH's 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 develop Hawk View Apartments 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.**
- **90-Day Notice to Vacate** - Written notice provided at least 90-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. HTH's 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 Hawk View Apartments 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.

HTH will also work with RHA 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 90-Day notice. If a resident refuses the first 3 comparable units, HTH's 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 HTH's 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 Hawk View Apartments households will include:

Transfer to Another Vacant Unit in the RHA Portfolio: As available in the RHA 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.

Housing Choice Voucher: Affected households will be eligible to receive a Housing Choice Voucher. The RHA will have enough Housing Choice Vouchers for each household who chooses to utilize the voucher for relocation. The RHA will dedicate staff to assist in the administering of vouchers and education around how to use a HCV which will be obtained from the Section 18 Disposition application. HTH's Relocation Manager will assist 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. HTH staff will conduct regular housing searches to identify currently available units in the private sector as well as utilize the RHA and other databases of existing landlords. HTH may also utilize real estate brokers to assist households in finding replacement housing and will provide intensive relocation counseling to every household.

Other Comparable Replacement Unit: Affected households may be offered a comparable unit with a replacement housing payment (RHP) based on eligibility at the time of relocation. HTH will assist over income households who are ineligible for Housing Choice Vouchers and Public Housing Transfers with finding a market rate replacement unit that is comparable in size, housing standards, and location. The unit size will be adequate to meet the needs of the household. In this case, eligible households would be identified a comparable unit to relocate to private sector

housing with a Replacement Housing Payment (RHP), if applicable. 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 up to 42 months under the URA based on the first comparable unit RHP calculation provided in the 90-Day notice.

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. HTH will conduct the move on behalf of the resident using an insured, licensed, and bonded moving company at no cost to the resident. HTH 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 Nevada are as follows:

4 rooms (2-bedroom)	\$1,300
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- 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.
- d. **Utility Transfer Costs**
- HTH 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, HTH 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 due to renovations
- The type of move and form of temporary housing
- Address and unit size of any temporary relocation housing
- The type and amount of any payments for moving or related expenses
- Rent differential payments or other payments for temporary rental assistance

V. APPEALS

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

Grounds for appeal shall not include suspension of discretionary relocation benefits to former residents. RHA 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 RHA's determination on the person's claim.

Promptly after receipt of all information submitted by a person in support of an appeal, RHA 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, RHA shall advise the person of his or her right to seek judicial review.

The RHA 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

A displaced person who is dissatisfied with the Owner's determination on the appeal may submit a written request for further review with HUD's Regional Relocation Specialist.

W. Jay Smith
HUD Regional Relocation Specialist
U.S. Dept. of Housing and Urban Development
Office of Community Planning and Development
1 Sansome Street, 11th Floor
San Francisco, CA 94104
Phone: (415) 489-6591
Fax: (415) 489-6419
Email: jay.smith@hud.com

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

Attachment A: General Information Notice (GIN)



Reno Housing Authority, 1525 East 9th Street, Reno, NV 89512
775.786.1712 Fax 385.770.7166 TDD
775.329.3630 RenoHA.org

RELOCATION GENERAL INFORMATION NOTICE

Hawk View Apartments

The Reno Housing Authority (RHA) is interested in utilizing Section 18 of the Housing Act of 1937 to demolish Hawk View Apartments for a proposed project which may receive funding assistance from Washoe County HOME Consortium, Nevada Housing Division under the HOME Investment Partnership (HOME) or National Housing Trust Fund (NHTF) program(s).

The purpose of this notice is to inform you that you may be displaced temporarily or permanently as a result of federal investment in the proposed project. This notice also serves to inform you of your potential rights as a temporary or permanently displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If the proposed project receives HUD funding and if you are displaced (temporarily or permanently) as a result of acquisition, rehabilitation or demolition of the project, you may be eligible for relocation assistance and payments under the URA. **This notice does not mean that you need to leave the property at this time or that you are eligible for relocation assistance.**

If RHA determines that temporary or permanent relocation is necessary and that you are eligible for relocation assistance in the future, you will receive:

- 1) Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
- 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 for a comparable replacement unit.

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 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.

If you will be permanently displaced from your home, you will not be required to move until you are given at least 90-days advance written notice of any required move and at least one

comparable replacement dwelling has been made available to you. If you are temporarily relocated and your temporary relocation lasts more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the URA. This assistance is in addition to any assistance you may have received in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance you have already received.

If you are required to relocate from the property because of this federal action in the future, you will be informed in writing. RHA will inform you of what assistance and payments you are eligible for and how you will receive these payments. If you become a displaced person, you will be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will have the right to appeal a determination on your eligibility for relocation assistance.

Please be advised that you must 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. 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 to fully participate in the relocation process.

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 we determine that you are 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.

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact your manager or any other RHA staff. Relocation services will be provided by Housing to Home. Specific contact information for Housing to Home will be provided soon. This letter is important to you and should be retained.

Attachment B: Notice of Eligibility (NOE)

NOTICE OF ELIGIBILITY FOR RESIDENTIAL TENANT of Hawk View Apartments

Date:

Dear (resident name and address):

On **(date of GIN)**, **Reno Housing Authority** notified you of proposed plans to develop **Hawk View Apartments** and the apartment you currently occupy for a project which could receive funding under the **(funding sources TBD)**. 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 and 24 CFR 93.352.

- 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 90 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 HTH's 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: 90-Day Notice to Vacate

**90-Day Notice to Vacate
Hawk View Apartments**

Date:

Dear (resident name and address):

On (date of NOE), **Reno Housing Authority** notified you of your Notice of Eligibility for Relocation Assistance due to plans to redevelop Hawk View Apartments and the apartment you currently occupy. The owner has decided to move forward with relocation at this time.

- This is your 90-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.

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 x \$ _____), 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. Let us know if you would prefer to buy a replacement home, and we will help you find such housing. 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 HTH's 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 Hawk View Apartments**

Date:

Dear _____,

On **(Date of Gin), Reno Housing Authority** notified you of proposed plans to demolish Hawk View Apartments 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 90-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 HTH's Relocation team regarding your move to assist with relocation costs and benefits. Please also give HTH a copy of your lease for your permanent relocation unit, when possible for your file.

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

Sincerely,

Relocation Manager, HTH

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