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# THE HOUSING AUTHORITY OF THE CITY OF TEXARKANA, TEXAS

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MASTER RELOCATION PLAN



January 15, 2019



**Housing Authority of the City of Texarkana,  
Texas, Texas Rental Assistance Demonstration  
(RAD) RELOCATION PLAN**

**INTRODUCTION**

This Relocation Plan (“Plan”) covers the relocation of tenant households currently residing HATT’s RAD Phase II Project Communities as referenced in the attachment that will be relocated as a result of a conversion (“the Project”) under the U.S. Department of Housing and Urban Development (“HUD”) Rental Assistance Demonstration (“RAD”) program. At financial closing, these current public housing properties will be transferred from the Housing Authority of the City of Texarkana, TX PIH ACC to HUD’s Multi-Family’ Project-Based Voucher Program (PBV). The Housing Authority has received a Commitment to Enter into a Housing Assistance Payments (“CHAP”) from HUD authorizing the consolidation and conversion of the existing public housing subsidies for these properties into a Section 8 Housing Assistance Payment (“HAP”) contract under the RAD program. The RAD Phase II Project is being redeveloped and financed, in addition to other financial layering, with Low-Income Housing Tax Credits (LIHTC).

The plan envisions relocation taking place in several phases with the estimated relocation process to occur over a 15-month period; relocation is scheduled to begin in First Quarter of 2019 and end in 3rdQuarter of 2020.

Relocation will be done in groups consisting of families of about 20-50 units dependent upon the amount of vacancies available throughout HATT properties. Approximately 294 households will be affected within five phases as follows:

**Phase I – 52 units at Williams Homes:** The principal relocation resource for Williams Homes will be vacant units available at Robison Terrace, which is directly adjacent to Williams and also designated for Seniors. Robison Terrace currently has 33 vacant units, Williams has 7 current vacancies. Overall HATT has 60 current vacancies in public housing, and other potential relocation resources in its non-public housing properties. The 52 families can readily be accommodated via existing vacant units in HATT. It is estimated that a family will be in a temporary relocation unit for approximately 9 to 120 days.

As units are renovated at Williams Homes and buildings turned over to HATT, former Williams households will move back into the newly renovated units at Williams. As these moves are being made, priority will then be given to accumulating vacancies in the Scattered Sites units (Phase II relocation) and moving those families to vacant units at Robison Terrace, since Scattered Sites residents are all Seniors.

**Phase II – 42 units at The Scattered Sites (Allen, Wood, Akins, & Pine Streets):** By the time the first phase Williams Homes is complete, HATT will be able to vacate The Scattered Sites, based on average vacancy attrition at the property along with moving remaining Scattered Sites families temporarily to other HATT properties, primarily vacant units at Robison Terrace. Again, this strategy minimizes the impact on the resident being relocated and make best strategic use of HATT’s limited 1BR resources.



**Phase III – 130 units at Robison Terrace Apartments:** This property has the highest vacancy/attrition rate and will be used as a primary temporary relocation resources for the Senior units at Williams Homes and then the Scattered Sites. Once those projects are complete and residents moved out of Robison Terrace, there will be a block of at least 56 units (2 complete floors) to turn over to the General Contractor, as well as turning over the entire ground floor for ease of construction staging. Internal temporary relocation at Robison Terrace should be very straightforward since all of the units are essentially identical. There should be no reason to move any Robison Terrace residents off-site. We believe Robison residents will be out of their units for a 60-90 day duration. In order to support LIHTC turnover, relocation and construction phasing will be planned to deliver the building on a floor-by-floor basis.

**Phase IV – 20 Units at Bright Street Apartments:** By the time the first three phases are complete, HATT should be able to vacate Bright Street Apartments, based on average vacancy attrition at the property along with moving remaining Bright Street families temporarily to other HATT properties. This would definitely minimize the impact on the families being relocated and make best strategic use of HATT's limited family site units.

**Phase V– 50 Units at Hampton Homes Apartments:** Because of the low vacancy attrition at Hampton Homes Apartments as well as limited availability of larger units at other HATT properties, especially ground-floor units, Hampton Homes Apartments clearly needs to be the final phase to allow the greatest amount of time to achieve vacancies and identify potential relocation resources for the family-site residents to minimize impact of the temporary relocation.

In accordance with the requirements of the Rental Assistance Demonstration (RAD) program, no current tenants will be permanently, involuntarily displaced. Furthermore, the HATT acknowledges and maintains that tenant relocations for the project will not occur until after the financial closing of the RAD transaction, which is expected to occur in First Quarter 2019.

## **PROJECT OVERVIEW**

The proposed RAD Phase II Project consists of five communities (Robison Terrace, Williams Homes, Bright Street, Hampton Homes, and the Scattered Sites), totaling 294 units including; 78 efficiency units, 151 one-bedroom units, 18 two-bedroom units, 40 three-bedroom units and 6 four-bedroom units. The building types are [garden-style apartments and high-rise apartments]. Currently there are two leasing offices and a community center that serves the sites. Two of the communities are designated for families, and three are designated elderly/disabled, and are currently subsidized through an Annual Contributions Contract (ACC). However, the subsidies for the property is being converted to Project Based Vouchers ("PBV") through a Project Based Section 8 Housing Assistance Payment contract ("CHAP") under the U.S. Department of Housing and Community Development's (HUD) Rental Assistance Demonstration (RAD). Upon completion of the rehabilitation, all 294 units will serve qualified tenants.

A notice to proceed will be issued to the General Contractor upon closing of the financing, which will give



the contractor time to mobilize. Actual construction is expected to start in First Quarter 2019 and construction is scheduled to be complete by Third Quarter 2020.

It is expected that the majority of tenants will experience only a temporary relocation. This Relocation Plan outlines all of the measures that will be taken to manage the logistics and costs of the relocation process in such a way as to minimize the disruption to the tenants.



## RE-OCCUPANCY POLICIES AND TENANT PAYMENTS

Implementation of this Plan will occur in compliance with all applicable laws, regulations and guidance, which includes the RAD Notice (PIH Notice 2012-32), the RAD Relocation Notice (PIH 2014-09; PIH 2014-17), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended ("URA") (46 U.S.C. § 4601 et seq.), including its implementing regulations (49 C.F.R. Part 24) and guidance found in HUD Handbook 1378.

[https://www.hud.gov/program\\_offices/administration/hudclips/handbooks/cpd/13780](https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/13780)

Pursuant to Public Law 105-117 (as it relates to the URA), aliens, not lawfully present in the United States, and 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.

It is the goal of the Owner to minimize permanent displacement as it pertains to this project in all occupied housing units. Some tenants may need to be moved more than once given the scarcity of Housing Authority-owned units due to the scale of conversion. Additionally, tenants who need to be temporarily relocated will be housed in decent, safe and sanitary units. All moving costs of these tenants associated with the move will be the responsibility of the Owner. All tenants will have a right to return to an assisted unit at the development once rehabilitation or construction is completed; no current tenants will be permanently, involuntarily displaced.

**For current tenants who accept a unit at the revitalized Project site, this means:**

1. Unless one of the exceptions below applies, all tenants who choose to return to the Project will receive a unit that meets the unit size and rent requirements of the RAD program. For most tenants, this means that they will return to a unit of a similar size and type as their prior unit.
2. Tenants who were over-housed or under-housed at the prior project will generally be required to accept a unit at the Project site that meets the size and occupancy standards of the RAD program. However, if there are not appropriately sized units for the families to move to, such over-housed or under-housed tenants may remain in a unit that is similar in size to their pre-conversion unit since RAD does not permit permanent involuntary displacement of any existing tenant.
3. Tenants who request a reasonable accommodation will be accommodated in accordance with the Project's reasonable accommodation policy and all applicable state, federal and local requirements.



**For current tenants who do not accept a unit at the revitalized Project site, this means:**

1. **Tenants who accept offers of permanent, voluntary relocation.** Current tenants may voluntarily accept Housing Authority or Owner's offer to permanently relocate to another assisted unit not at the Project site when such units are available, at the Housing Authority's sole discretion.

Priority for such permanent voluntary relocation assistance will be given to current tenants who are over-income for the project's Low-Income Housing Tax Credit (LIHTC) financing and tenants who will be over-housed or under-housed without appropriately sized units as described above. Extremely few current tenants are over-income for the rehabilitated Project, and so Housing Authority and the Owner do not expect that many offers of this nature will be made. Other current tenants may receive such permanent relocation assistance at Housing Authority's discretion. No current tenants will be permanently, involuntarily relocated; all tenant relocations described in this paragraph must be voluntary for tenants. Furthermore, tenants who accept Housing Authority or Owner's offer described in this paragraph will be eligible for all permanent relocation assistance and payments under URA and will be informed that acceptance of URA relocation assistance to permanently, voluntarily relocate will terminate the tenant's right to return to the completed RAD project. Such tenants will receive a permanent relocation notice, a form of which is attached at **Appendix D**.

2. **Temporary relocations that exceed one year.** If a current tenant elects to receive temporary relocation assistance and the temporary relocation exceeds one year, the tenant becomes eligible for all permanent relocation assistance and payments under URA. In such event, the tenant shall have the opportunity to choose to remain temporarily relocated for an agreed-to period (based on new information about when they can return to the completed RAD unit) or choose to permanently relocate with URA assistance. The Housing Authority and the project owner may not propose or request that a displaced person waive rights or entitlements to relocation assistance under the URA. If the tenant elects to permanently, voluntarily relocate with URA assistance, the tenant will be informed the person's acceptance of URA relocation assistance to permanently relocate will terminate the tenant's right to return to the completed RAD project. Such tenants will receive a permanent relocation notice under the RAD program. Conversely, unless and until the tenant elects to be permanently relocated, the tenant may remain temporarily relocated with a right to return to the completed project.
3. **Tenants who are offered a revitalized Project unit but who do not wish to return to the Project.** After a temporary relocation, some tenants may decline to move back to the revitalized Project site. **Such tenants will not be eligible for permanent relocation assistance or other subsidized housing from the Housing Authority or Owner if they are offered in writing a revitalized unit at the Project but decline to accept a revitalized Project unit.** The Housing Authority and the Owner may not propose or request that any tenants waive rights or entitlements to relocation assistance under the URA.



After the project’s financial closing, each tenant will receive a RAD Tenant Notice of Relocation for temporary relocations, a form of which is provided in **Appendix B** to this Relocation Plan, and they will be assisted in their move in accordance with Handbook 1378 and in accordance with URA requirements and RAD requirements and this Relocation Plan. In accordance with the RAD Relocation Notice, no tenants will be transferred from the project before the RAD closing without HUD approval. Accordingly, Housing Authority will not initiate any administrative tenant transfers for purpose of the revitalization until after the date of closing of the RAD transaction. However, The Housing Authority may still process transfers that are unrelated to the RAD project, such as in response to emergencies or requests for reasonable accommodation, in accordance with Housing Authority’s Admissions and Continued Occupancy (“ACOP”) and Reasonable Accommodation Policy.

### **NOTICE REQUIREMENTS AND ADVISORY SERVICES**

All households that will be affected as a result of the RAD Project will be eligible for relocation and each head of household as identified on the Lease will be informed in writing. The Housing Authority will work with the Owner to oversee all components of the relocation process and will ensure that advisory services intended to help tenants prepare for their moves, along with regular communication, are provided to the tenants. To ensure that the tenants are well informed of the work that will be done at the property and their rights related to relocation assistance, a series of meetings will be held, notices sent to all impacted tenants, and information will be displayed on the Housing Authority website prior to the start of renovations and throughout the process.

The planning and conceptual development of the Project has involved numerous neighborhood tenants along with other community stakeholders. To date, the Housing Authority has hosted several public meetings in efforts to gather input from neighborhood tenants, stakeholders, and the community at large. The RAD General Information Notices (“GIN”), shown in Appendix A, were hand-delivered to all tenants of the targeted communities within the months of March and April 2018 during their one-on- one meeting with the Relocation Staff. The Housing Authority reissued the RAD GIN in August 2018. The GINs informed all tenants of the upcoming RAD conversion and resulting rehabilitation, as well as their rights during the relocation process. The notices further advised households not to move out at this time. A sample of the GIN letters distributed to the tenants and the flyers informing tenants of community meetings are presented in **Appendix A**.

Shortly after the GINs were distributed, a series of tenant meetings were held to provide the tenants an overview of the scope of work, as well as the procedures for relocating tenants. Tenants were allowed the opportunity to ask questions or to set up individual meetings with the Housing Authority staff to discuss any special needs or requirements. Additional meetings will continue to be held to further inform tenants of the status of the rehabilitation.



**The following additional notices will be sent to tenants depending on the type of relocation applicable to each tenant:**

1. **Temporary relocations not expected to exceed one year:** After closing, most tenants will receive a RAD Notice of Relocation, which is for relocations not expected to exceed one year. This [will/will not] also serve as the tenant’s 30-day move notice. If the tenants will receive a separate 30-day move notice, that notice will inform tenants of the earliest date by which they must vacate the unit. This notice will identify the unit to which the tenant will move.
  
2. **Tenants who are eligible for offers of permanent voluntary relocation assistance.** A limited number of tenants may be eligible for offers of permanent voluntary relocation assistance. Such tenants will receive a permanent relocation notice, a form of which is attached at **Appendix D**.
  
3. **If a current tenant elects to receive temporary relocation assistance and the temporary relocation exceeds one year, the tenant will receive an additional RAD Notice of Relocation for Relocation (this corresponds to Appendix 4 of the RAD Relocation Notice).** The Housing Authority does not anticipate that any tenants will receive this notice at closing, since all relocations are expected to last less than one year. In the event that a temporary relocation does exceed one year, the household will qualify as “displaced” under the URA and will be eligible for all applicable URA benefits. The Housing Authority or Owner will send the applicable RAD Notice of Relocation when it determines that such relocation will exceed one year. Such displaced households will also receive a thirty (30) Day Notice confirming the date by which they must vacate the unit.

All of the relocation notices described above will be hand delivered and signed for and/or sent by first class mail. Notices will indicate the telephone number of Housing Authority staff who may be contacted to answer questions or provide additional information. Tenants who are unable to read and/or understand any notices will be provided with appropriate communication and counseling. A copy of all correspondence, along with the date and method it was delivered, will be included in a tenant relocation file, which will be created for each household living at the property at the time that GINs are distributed.

**TENANT ASSESSMENTS**

The Housing Authority will complete a tenant household needs assessment data forms for each existing household. These forms provide the general household information along with data necessary to determine relocation needs. Prior to each move, the Housing Authority will conduct individual interviews with each household to obtain information necessary for the implementation of the Plan. A sample form is included in **Appendix F**.

**SUMMARY OF MOVING COSTS**

The Owner will secure the necessary financing to ensure the successful completion of the Project. Benefits will be provided in accordance with RAD Relocation guidelines, URA guidelines, and all other applicable regulations. In the course of personal interviews and follow-up visits, each displaced household will be counseled as to available options and the consequences of any choice with respect to financial assistance.



A professional licensed and bonded moving contractor will be hired to move all of the tenants' belongings and furniture at no cost to the tenants. The moving contractor will move all of the tenants' furniture from their previous unit to their temporary unit. The Housing Authority or the Owner will arrange for individual unit assessments with the moving contractor prior to the moves for each phase to facilitate efficient moves on moving day. All tenants will have a full-service move. With full-service moves, the resident is not responsible for packing their own belongings. Residents are not required to pack any items. Alternatively, the resident is entitled to reimbursement for pre-approved expenses after a form is completed and approved by the Housing Authority in accordance with all applicable HUD guidance.

## **RELOCATION BENEFITS**

The Owner and Housing Authority will assist all tenants who are required to move temporarily. If households are to be relocated off-site, it is anticipated that all tenants will relocate to vacant public housing units. However, at The Housing Authority's discretion, the Housing Authority may also temporarily house such tenants in other decent, safe and sanitary units. The Housing Authority anticipates that there may not be sufficient vacant units in its public housing inventory to accommodate the relocation need. In light of that, the Housing Authority is pursuing two strategies – (a) phasing the relocation on the site and (b) master leasing apartment units in communities throughout the City of Texarkana, Texas to create additional temporary housing resources for relocating residents. Under the master leasing concept, the Housing Authority will lease decent, safe and sanitary housing from private landlords using non-federal funds to pay the costs associated with each unit and only the Housing Authority will have a legal obligation to the landlord. The Housing Authority will sublease those units to relocating residents for the period of time it takes to complete the rehabilitation of their unit, charging the residents the same tenant payment the tenant is paying to the Housing Authority. With the construction phasing schedule, the residents who live in the section of the site that is designated for Phase 2, will be moved into units in the HATT's project portfolio that meet their family needs.

All tenants temporarily relocated will have the right to return to the redeveloped Project. Such costs include moving expenses and increased housing costs in accordance with all applicable URA requirements. Assistance to all tenants will also include counseling and advisory services to ensure that full choices and real opportunities exist for existing tenants, all in accordance with applicable URA and RAD requirements.

If an individual or family is temporarily relocated from a public housing unit to a non-public housing unit and if there is an increased rental and/or utility cost for the unit. All reasonable increases in rental and utility costs will be covered by Housing Authority or the Owner. The temporary unit will be decent, safe, and sanitary.

While no permanent relocation is anticipated as a result of the rehabilitation, in the event that tenants are permanently, voluntarily relocated, The Housing Authority and the Owner will comply with all applicable requirements of the URA and RAD, including any applicable guidance issued by HUD or TDHCA.

The Housing Authority will continue to enforce the terms of tenant leases during the RAD conversion process. Accordingly, tenants in violation of their leases may be subject to eviction in accordance with the



terms of their leases. Tenants against whom the Housing Authority has initiated lease termination and/or dispossession action prior to the beginning of relocation shall not be entitled to receive relocation benefits. If such a household is residing in an apartment at start of rehabilitation, the household will be transferred to another Housing Authority unit until the lease termination and/or dispossession action reaches conclusion. Said transfer will not affect in any way the right of Housing Authority to proceed with the pending lease termination or dispossession action.

**RELOCATION COST ESTIMATES AND BUDGET**

The anticipated relocation cost estimates and relocation budget is below:

Cost of administering the plan and providing assistance and counseling	<u>\$100,000</u>
Reasonable costs of moving people with disabilities (including moving assistive equipment, the furnishings and property of a live-in aide, and/or other reasonable accommodations)	<u>\$124,000</u>
Cost of the physical moves of residents belongings (leaving and returning back to the site)	<u>\$150,000</u>
Costs to pay for projected increases in monthly housing costs for temporary relocation (including master lease costs and utility related costs)	<u>\$100,000</u>
Costs for replacement housing payments (42 months for URA <sup>1</sup> )	<u>\$126,000</u>
Contingency costs	<u>\$ 63,550</u>
<b>Total Relocation Budget</b>	<u>\$ 663,550</u>
Source of Funds	<u>Non-Federal</u>

**APPEAL PROCESS AND GRIEVANCE PROCEDURE**

The appeals policy will follow the appeal and grievance standards of the URA as described in 49 CFR 24.10. Among other things, displaced tenants will have the right to ask for review when there is a complaint regarding any of their rights to relocation and relocation assistance, such the amount of payment, or the failure to provide a comparable replacement housing referral. At a minimum, the tenant will have sixty (60) days to file an appeal with Housing Authority.

All tenants who have received a notice of relocation policies, benefits and requirements and are required to temporarily or permanently relocate shall have the same grievance rights as all other tenants regarding

<sup>1</sup> Note that Section 106(d) does not apply.



Housing Authority action with respect to the relocation. The Housing Authority Grievance Procedure shall govern all grievances filed.

**Appendices**

- Appendix A:** FORM OF RAD GENERAL INFORMATION NOTICE (GIN) RENTAL ASSISTANCE DEMONSTRATION (RAD) GENERAL INFORMATION NOTICE AND FLYERS
- Appendix B:** FORM OF RAD TENANT NOTICE OF RELOCATION (FOR RELOCATION ANTICIPATED FOR A YEAR OR LESS – TEMPORARY RELOCATIONS)
- Appendix C:** FORM OF RAD TENANT NOTICE OF RELOCATION (FOR RELOCATION ANTICIPATED FOR MORE THAN A YEAR)
- Appendix D:** FORM OF URA NOTICE OF ELIGIBILITY FOR PERMANENT VOLUNTARY DISPLACEMENT UNDER RAD FOR TENANTS WHO MAY VOLUNTARILY WAIVE THEIR RIGHT TO RETURN TO ACCOMMODATE PROJECT PLANS UNDER SECTION 5 OF PIH NOTICE 2014-17
- Appendix E:** RELOCATION RIGHT TO RETURN
- Appendix F:** TENANT HOUSEHOLD DATA FORM



APPENDIX A: FORM OF GENERAL INFORMATION NOTICE



RENTAL ASSISTANCE DEMONSTRATION  
(RAD) GENERAL INFORMATION NOTICE  
(GIN)

HAND DELIVERED

[Date]

Dear [Resident Name],

The property you currently occupy is being proposed for participation in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. Your Community will undergo a substantial rehabilitation. At this time, we expect that the rehabilitation may require you to be relocated temporarily from your unit. We will provide further details to you as plans develop. **This notice does not mean that you need to leave the property at this time. This is not a notice of eligibility for relocation assistance.** The remainder of this letter only applies to situations where you will need to be relocated from your unit.

This notice serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If the proposed RAD project receives HUD approval and if you are displaced permanently as a result, you may become eligible for relocation assistance and payments under the URA, including:

- 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 moving expenses; and
- 4) Payments to enable you to rent a similar replacement home.

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



As a resident of a property participating in RAD, you have the right to return to the project after the project is complete. You will be able to lease and occupy a unit in the converted project when rehabilitation is complete.

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 would be in addition to any assistance you may receive 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 in the future, you will be informed in writing. HATT will inform you of what assistance and payments you are eligible for if you will be relocated because of RAD 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 also have the right to appeal a determination on your eligibility for relocation assistance.

You should continue to pay your rent and meet any other requirements specified in your lease. If you fail to do so, HATT] may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans.

You will be contacted soon so that we can provide you with more information about the proposed project and your relocation assistance. We will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: Quanica Ware, RAD PBV Specialist at 903.838.8548. This letter is important to you and should be retained.

Sincerely,

HATT Management



**ATTN: ROBISON TERRACE AND  
WILLIAMS HOMES RESIDENTS**

**RENTAL ASSISTANCE DEMONSTRATION (RAD)**

**MANDATORY TENANT RELOCATION MEETING  
DATE: WEDNESDAY, AUGUST 29, 2018**

**Time: 2:00 p.m. – 4:00 p.m.**

**Location: Robison Terrace Community Room  
HAND-DELIVERED**



# **Atención: ROBISON terraza y Residencias Williams residentes**

## **DEMOSTRACIÓN DE ASISTENCIA DE ALQUILER (RAD) REUNIÓN OBLIGATORIA DE REUBICACIÓN DE INQUILINOS**

**Fecha: miércoles 29 de agosto de 2018**

**Tiempo: 2:00 p.m. 4:00 P.m.**

**Ubicación: Sala comunitaria Robison Terrace**

**Entregado a mano**



**APPENDIX B:**

**Appendix 3: FORM OF RAD TENANT NOTICE OF RELOCATION**  
(For relocation anticipated for a year or less—temporary relocations)

PHA Letterhead

(Date)

Dear [Tenant Name],

The property you currently occupy is participating in the Department of Housing and Urban Development’s (HUD) Rental Assistance Demonstration (RAD) program. On [date], the [Public Housing Authority] (PHA) notified you of proposed plans to rehabilitate the property you currently occupy at [address].

On [date], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project.

In order for PHA to complete the project, you will need to be relocated for eight to twelve months. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation payments and assistance. However, you do not need to move now.

This notice informs you that a decent, safe, and sanitary dwelling unit, listed below, has been made available to you and you will be required to move by [insert date at least 30 days after the date of this notice].

If your temporary relocation exceeds one year and you qualify as a “displaced person” under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may be eligible for further relocation assistance and payments under URA.

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

The relocation assistance to which you are entitled includes:

- Payment for Moving Expenses. HATT will contract and pay for the costs of a professional moving company to pack, move, and unpack your belongings to your temporary housing and will pay the same costs for you to move back to the site.



- The location of your temporary replacement unit is [address]. This temporary housing has been determined to be decent, safe and sanitary.
- [List appropriate relocation advisory services and any other services and assistance provided.]

If you disagree with this determination, you may file a written appeal to the PHA in accordance with 49 CFR 24.10.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a temporary unit and help ensure that you preserve your eligibility for any relocation payments to which you may be entitled.

Remember, do not move or commit to the purchase or lease of a replacement home before we have a chance to further discuss your eligibility for relocation assistance.

This letter is important to you and should be retained.

Sincerely,

Print name:

Title:

**NOTE:**

The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378)



**APPENDIX C:**

**Appendix 4: FORM RAD TENANT NOTICE OF RELOCATION (For relocation anticipated for more than a year)**

PHA Letterhead

(Date)

Dear [Tenant Name],

The property you currently occupy is participating in the Department of Housing and Urban Development’s (HUD) Rental Assistance Demonstration (RAD) program. On [date], the [Public Housing Authority] (PHA), notified you of proposed plans to [acquire/ rehabilitate/demolish] the property you currently occupy at [address]. On [date], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project.

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

- Receive temporary relocation assistance and return to a unit in the RAD project once it is complete; or
- Receive permanent relocation assistance consistent with the URA instead of returning to the completed RAD project.

You must inform us of your choice within 30 days.

However, **you do not need to move now**. If you choose temporary relocation assistance, you will not be required to move sooner than 30 days after you receive notice that a temporary unit is available for you. If you choose permanent relocation assistance, you will not be required to move sooner than 90 days after you receive written notice that at least one comparable replacement unit is available to you in accordance with 49 CFR 24.204(a). [Note to PHA: These time periods may start running as of the date of this Notice if the notice of relocation includes such information on the temporary and/or comparable replacement dwelling options, as applicable. In such circumstance, add applicable sentences to adequately notify the tenant. For example: This notice informs you that a temporary unit, listed below, has been made available to you and, if you choose this option, you will be required to move by [date no sooner than 30 days after notice]. This notice informs you that a comparable unit, listed below, has been made available to you and, if you choose this option, you will be required to move by [date no sooner than 90 days after notice].]



If you choose temporary relocation, your relocation exceeds one year, and you qualify as a “displaced person” under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may become eligible for further relocation assistance and payments under URA.

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

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

Payment for Moving Expenses. HATT will contract and pay for the costs of a professional moving company to move your belongings to your temporary housing and will pay the same costs for you to move back to the site.

The location of your temporary replacement unit is [address]. This temporary housing has been determined to be decent, safe and sanitary.

[List appropriate relocation advisory services and any other services and assistance provided.]

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

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



Listed below is a comparable replacement unit 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 units.

Address Rent & Utility Costs Contact Info

1. \_\_\_\_\_

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

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

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact Ms. Quanica Ware by Phone at 903-838-8548, or by Mail at 1611 N. Robison Rd., Texarkana, TX 75501, before you make any moving plans. She will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled.



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

Sincerely,

Print name:

Title:

Enclosure/s

*NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.)*



**APPENDIX D:**

**URA Notice of Eligibility for Permanent Voluntary Displacement Under RAD**

**For RAD Tenants Who May Voluntarily Waive Their Right to Return to Accommodate Project Plans  
Under Section 5 of PIH Notice 2014-17**

**[Note to PHA: This form should only be used for over-income tenants or others who are being offered HCVs, scattered site housing or other permanent replacement housing as an incentive waiving their right to return to the rehabilitated project under RAD. This form should not be used for other tenants who are not being incentivized to waive their right to return.]**

[PHA Letterhead]

[Date]

Dear [Resident Name],

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. On [date], the [name of PHA] (PHA) notified you of proposed plans to rehabilitate the property you currently occupy at [address]. On [date], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project.

As you have been informed, under the RAD program, all residents that may need to be temporarily relocated to facilitate rehabilitation or construction have a right to return to an assisted unit at the project once rehabilitation or construction is completed. The PHA is not permitted to pressure you into waiving this right to return to the rehabilitated project.

In order for PHA to complete the project, you will need to be relocated for eight (8) to twelve (12) months. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions, and you will be eligible for temporary relocation assistance and payments. Alternatively, you may voluntarily choose to waive your RAD right to return to the rehabilitated property to accommodate the project as permitted under PIH Notice 2014-17, Section 5.

Accordingly, you have the choice to either:



- Receive temporary relocation assistance and return to a unit in the RAD project once it is complete; or
- Receive permanent relocation assistance consistent with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) instead of returning to the completed RAD project. By accepting this permanent relocation assistance, you are voluntarily waiving your RAD right to return to the rehabilitated property. [Note to PHA—PHA should also require the tenant to sign a separate waiver of right to return to the RAD project]

You must inform us of your choice within 30 days. However, you do not need to move now.

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

- Payment for Moving Expenses. HATT will contract and pay for the costs of a professional moving company move your belongings to your temporary housing and will pay the same costs for you to move back to the site.
- The location of your temporary replacement unit is [address]. This temporary housing has been determined to be decent, safe and sanitary.

If you choose temporary relocation assistance, you will not be required to move sooner than 30 days after you receive notice that a temporary unit is available for you.

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

- Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- Payment for Moving Expenses. HATT will contract and pay for the costs of a professional moving company move your belongings to your permanent housing.
- Listed below is a comparable replacement unit that you may wish to consider for your “permanent” replacement home. If you would like, we can arrange transportation for you to inspect this unit.

Address Rent & Utility Costs Contact Info

1. \_\_\_\_\_

We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ amount] and it will be used to calculate your maximum replacement housing payment. Please contact us



immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

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

If you choose permanent relocation assistance, you will not be required to move sooner than 90 days after you receive written notice that at least one comparable replacement unit is available to you in accordance with 49 CFR 24.204(a). If you choose this option, you will be treated as a “displaced person” under the URA, and you may become eligible for further relocation assistance and payments under URA.

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

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

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact Ms. Quanica Ware at Phone: 903-838-8548, or by Mail at 1611 N. Robison Rd., Texarkana, TX 75501, before you make any moving plans. She will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation assistance to which you may be entitled.

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

Sincerely,

[Name]

[Title]



Enclosure/s

NOTE: The PHA's file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.)

Note: The PHA's file should also include a signed waiver of right to return to the RAD project for tenants that accept permanent relocation.



**APPENDIX E:**

**RAD Right to Return**

[RAD Project Name] Relocation Right to Return

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

The U.S. Department of Housing and Urban Development (HUD) has awarded funds under the Rental Assistance Demonstration (RAD) program to the [Name] Housing Authority (PHA) and the [Name of Project] development, which will allow PHA to rehabilitate the existing [name of project] site (the Project).

RAD provides residents with a right to return to a RAD unit at the revitalized project. HUD’s guidance in PIH-2012-32 (HA), REV-2 explains:

Right to Return. Any resident that may need to temporarily be relocated to facilitate rehabilitation or construction has a right to return to an assisted unit at the Covered Project once rehabilitation or construction is completed. Permanent involuntary displacement of residents may not occur as a result of a project’s conversion of assistance, including, but not limited to, as a result of a change in bedroom distribution, a reduction of units, the reconfiguration of efficiency apartments, or the repurposing of dwelling units in order to facilitate social service delivery. Where the transfer of assistance to a new site is warranted and approved (see Section 1.2.A.12), residents of the Converting Project will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete.

Please initial one of the two lines below to indicate your choice regarding your return to a RAD unit at the revitalized Project:

\_\_\_\_\_ I choose to exercise my right to move back to the Project site after construction completion.

\_\_\_\_\_ I understand that I have the right to return and to move back to the revitalized Project site. I have not been pressured into relinquishing my right to return. However, I voluntarily waive my right to move back to the revitalized Project site.

I have read, or have had read to me, the information in this form on Right to Return options. I understand the choices I have marked. I also understand that this is not a notice to vacate the premises, and that I will be separately informed in writing of the details if and when I am required to move, and of the benefits that I may be entitled to under the Uniform Relocation Act.

Print Resident’s Name: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX F – TENANT HOUSEHOLD ASSESSMENT DATA FORM**

<b>Tenant Name:</b>		<b>Phone</b>	
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<b>Apt/Street Address</b>		<b>City</b>		<b>State/Zip</b>	
---------------------------	--	-------------	--	------------------	--

<b>Unit#</b>		<b>Bedroom Size</b>		<b>Primary Language:</b>			
				<b>Understands English?</b>	<b>Yes</b>	<b>No</b>	
<b>Email:</b>							

<b>Emergency Contact Name</b>		<b>Phone#</b>	
-------------------------------	--	---------------	--

<b>Caregiver:</b>		<b>Phone#</b>	
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<b>Social Worker:</b>		<b>Phone#</b>	
-----------------------	--	---------------	--

<b>Social Worker:</b>		<b>Phone#</b>	
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Additional Lease Members	Relationship	Gender (Male/Female)	Date of Birth	
HEAD OF HOUSEHOLD	SELF			



Are there any additional people residing in the unit that are not listed on the lease? (If yes, list below)

			Yes	No

<b>Current Tenant Paid Utilities:</b>	Electric		Gas		Internet		Water/Sewer	
---------------------------------------	----------	--	-----	--	----------	--	-------------	--

Gas	
Water/Sewer	

Do you or any member of your household require an accessible unit?

Yes
-----

No
----

Do you have any limitations that would prevent you from packing your belongings?

Yes
-----

No
----

Do you have family members with whom you would like to stay during the relocation period?  
(If yes, provide information below)

Yes
No

<b>Name</b>		<b>Relationship</b>	
-------------	--	---------------------	--

<b>Address</b>		<b>Phone#</b>	
<b>City/ST/Zip</b>			

Will you require storage for your personal belongings during the relocation period?

Yes
No

Are you and other household members (if applicable) able to use stairs?

Yes
No



Are you willing to stay in your building if the elevator will be out of service for an extended period of time, possibly for several months?

Yes
No

Do you receive home delivered meals, in-home medical or personal care? (If yes, provide information below)

Yes
No

Service Provider		Type of Service	
Contact		Phone Number	
Service Provider		Type of Service	
Contact		Phone Number	
Service Provider		Type of Service	
Contact		Phone Number	

Do you have any pets?	Yes	No	Type and Size	
What school(s) do your children attend?				
School		Address		
School		Address		
School		Address		
If you have to move off-site during the construction, and transportation services are provided for medical appointments and the market/grocery, are you willing to temporarily move outside your current neighborhood?	Yes		No	
Are there other tenants in your building that you would like to stay at the same location with you during any off-site relocation period?	Yes		No	



<b>Name:</b>		<b>Apartment#</b>	
<b>Name:</b>		<b>Apartment#</b>	
<b>Do you have any other special needs or requests regarding relocation? (Please list below)</b>			
<b>Is there any reason you would not want to exercise your right to return to the renovated property? (If yes, please provide more information)</b>		<b>Yes</b>	<b>No</b>