

Relocation and Transition Plan

VISION  **N**
2030

Public Housing Conversion Programs



I. GENERAL INFORMATION

Purpose

This Relocation and Transition Plan sets forth the policies and procedures to be utilized by the Housing Authority of the City of Columbia, SC (Columbia Housing) and its Development Partners for relocation of residents from Public Housing Communities as the result of conversion from Public Housing subsidy to Project Based Voucher subsidy. Columbia Housing will utilize a variety of conversion tools to reposition the Public Housing portfolio including the Rental Assistance Demonstration Program (RAD), Section 18, Streamlined Voluntary Conversion, and other conversion programs that the U.S. Department of Housing and Urban Development (HUD) may make available.

Right to Return and Preference

RAD Right to Return – RAD Program rules prohibit any permanent involuntary relocation of residents as a result of conversion. Residents that are temporarily relocated retain the right to return to the project once construction has been completed and the units are in decent, safe and sanitary conditions. The period during which residents may need to be temporarily relocated will be determined by the period of rehabilitation or construction which is specific to each project.

Returning residents exercising their right to return are automatically eligible and will not be rescreened. The “project” is defined as rehabilitated or new construction units on the former Public Housing site or Transfer of Assistance (TOA) units at another site as approved in the RAD Conversion Commitment.

Resident Preference for Other Conversion Methods – Under Section 18 and other conversion methods, residents are provided with tenant-protection vouchers and do not retain a right to return to the project. However, Columbia Housing will provide a preference to all former Public Housing residents to a new project replacing the Public Housing community from which they were displaced. Residents will be required to be rescreened and must meet all eligibility requirements of the new project.

Objective

The objective of this plan is to minimize the hardships of relocation and to ensure that each resident moving due to a conversion activity is provided the full measure of assistance for which the resident is eligible. Relocation will be a necessary part of conversion in order to achieve the level of capital improvements required at each property in the RAD portfolio. Columbia Housing and its development partners are committed to a deeply intentional relocation process with the following goals:

- Minimize disruption to the affected households;
- Efficiently utilize and coordinate limited resources;
- Clearly communicate rights, benefits and responsibilities of all parties; and,
- Follow all applicable statutes and regulations at the federal, state, and local levels.

The RAD relocation strategy will be guided by three priorities:

1. No involuntary permanent relocation.
2. Temporary relocation that is as limited in duration as possible.
3. Relocation of tenants on-site where and when possible.

Background

Vision 2030 – In 2021, Columbia Housing launched the Vision 2030 plan, a strategic framework through which Columbia Housing will reposition the Public Housing portfolio and create new affordable housing in the City of Columbia and Richland County through the creation of public/private partnerships utilizing private capital. Conversion tools provided by HUD will result in the elimination of all Public Housing in the City of Columbia.

Vision 2030 is the culmination of almost two years of planning in which every Public Housing property has been thoroughly assessed by third party professionals including architects, engineers, appraisers and environmental consultants. This assessment identified that Columbia's Public Housing has capital needs of over \$250 million dollars. Public Housing is statutorily prohibited from accessing private capital, but HUD's conversion tools remove properties from the Public Housing Program to enable access to private market debt and equity.

Columbia Housing will make an investment of over \$500 million dollars in preserving and expanding affordable housing through public/private partnerships. This investment will improve the quality and increase the supply of affordable housing, while also creating a significant contribution to the local economy and expanding opportunities for minority, women and small businesses.

To implement the portfolio-wide Public Housing conversion, Columbia Housing has engaged private developers with extensive experience developing affordable throughout the Southeast. Together, Columbia Housing and our Development Partners will transform Columbia's Public Housing into financially viable real estate assets; improve resident quality of life; and, ensure sustainability of affordable housing for the City's most vulnerable and lowest income residents.

Definitions

- A. **Act** - The United States Housing Act of 1937, as amended (42 U.S.C. 1401 et seq.)
- B. **Authority** – The Housing Authority of the City of Columbia, SC (Columbia Housing).
- C. **Development Partners** - The selected development teams for each Public Housing property to be converted identified in Exhibit 1.
- D. **Displacement** – Residents relocated under a Section 18 or other non-RAD conversion activity who are provided with tenant-protection vouchers all permanent relocation benefits under URA.
- E. **Eligible Resident** - Any resident of the project at the time of Initiations of Negotiations (ION) that is not unlawfully occupying a unit.
- F. **Extended Temporary Relocation** – Relocation twelve months or more, in which the tenant retains their right to return to the RAD converted property.
- G. **Extended Temporary Relocation Assistance** – All relocation assistance and payments required under URA for extended temporary relocation.
- H. **HUD** - The United States Department of Housing and Urban Development
- I. **Ineligible Residents** – A resident that is unlawfully occupying a unit shall not be eligible for relocation assistance

- J. **ION Date** - Initiation of Negotiations for RAD projects is the date of the issuance of the RAD Conversion Commitment (RCC).
- K. **PBV** – Project Based Vouchers; the form of subsidy to be provided to the property post conversion under a Housing Assistance Payment (HAP) Contract.
- L. **Permanent Relocation** – Relocation provided to residents relocated under Section 18 and other non-RAD conversion methods.
- M. **Permanent Relocation Benefits** - All permanent relocation assistance and payments provided at required URA levels.
- N. **Preference** – Eligible Public Housing residents residing in a public housing community to be converted under a Non-RAD HUD approved conversion program will receive a preference to return to the replacement PBV community.
- O. **Project** – A project may be a single or multiple phases of rehabilitation or new construction that contains replacement housing units through development on a former public housing site or transfer of assistance to a new location.
- P. **Public Housing** – Housing developed under Section 9 of the 1937 Housing Act governed by an Annual Contributions Contract (ACC) between HUD and Columbia Housing with restricted use pursuant to the Declaration of Trust (DOT) and includes the properties identified in Exhibit 1.
- Q. **RAD** - Rental Assistance Demonstration Program, Consolidated and Continuing Appropriations Act of 2012 (Public Law 112-55, approved November 18, 2011) with implementing PIH Notice 2012-32 REV 1 (also FR Notice 5630-N- 05, 78 FR 39759- 39753 July 2, 2013).
- R. **Rehabilitation** - A construction program to make physical improvements to the property necessary to extend the development's long-term viability which may require residents to relocate.
- S. **Relocation** - Resident required moves as a result of a Rental Assistance Demonstration conversion under the Public Housing component of the demonstration or other HUD approved conversion programs.
- T. **Relocation Period** - The period during which residents may need to be relocated, determined by the period of rehabilitation or construction and specific to each property.
- U. **Relocation Plan** - The written document adopted by the Board of Commissioners of the Housing Authority of the City of Columbia that governs the policies and procedures to be utilized by Columbia Housing and/or the Developer in the implementation of temporary relocation, voluntary permanent relocation and re-occupancy of rehabilitated housing units.
- V. **Right to Return** - The right of Eligible Residents that are relocated (through temporary relocation or extended temporary relocation) to return to a property converted under RAD after completion of the rehabilitation and/or construction.
- W. **Section 18** – Section 18 of the Act under which a Public Housing property is approved by HUD for demolition or disposition and released from the Public Housing Program.

- X. **Temporary Relocation** - Relocation of less than twelve months in which the resident retains their right to return to the property.
- Y. **Temporary Relocation Assistance** – All relocation assistance and payments required under URA for temporary relocation.
- Z. **Tenant- Protection Voucher** – A voucher provided to eligible residents of a property converted from Public Housing under a Non-RAD conversion method.
- AA. **Unlawful Occupancy** - Unlawful occupancy is: (1) occupancy by a person that has been ordered to move by a court of competent jurisdiction; (2) or, if the person's tenancy has been lawfully terminated by Columbia Housing for cause, the tenant has vacated the premises, and the termination was not undertaken for the purpose of evading relocation assistance obligations.
- BB. **URA** - The Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended; statute and implementing regulations at 49CFR part 24.
- CC. **Voluntary Permanent Relocation** -. Relocation option based on resident choice when relocation time period will exceed 12 months and resident chooses not to proceed with extended temporary relocation as confirmed by written consent of resident, relinquishing their right to return.
- DD. **Voluntary Permanent Relocation Benefits** - All relocation assistance and payments provided at required URA levels.

Applicable Legal Authority

All relocation policies, procedures and activities will be conducted in accordance with the applicable rules and regulations of the RAD Program, HUD requirements and corresponding provisions of the Uniform Relocation Act (ACT).

1. Consolidated and Further Continuing Appropriations Act of 2012 (Public Law 112-55, approved November 18, 2011).
2. The Rental Assistance Demonstration Program requirements; Consolidated and Continuing Appropriations Act of 2012 (Public Law 112-55, approved November 18, 2011) with implementing PIH Notice 2019-23 Rental Assistance Demonstration – Final Implementation, Revision 4.
3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the "Uniform Act" or "URA"), as amended, and its implementing regulations at 49CFR, Part 24.
4. 24 CFR Part 970, Public Housing Program – Demolition or Disposition of Public Housing; 24 CFR Part 970.12 – Relocation of Residents.
5. Fair Housing and Equal Opportunity Provisions:
 - a. Title VI of the Civil Rights Act of 1964;
 - b. Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 88);
 - c. Executive Order 11063; and,
 - d. Section 504 of the Rehabilitation Act of 1973;
 - e. The Age Discrimination Act of 1975; and,

- f. Title II of the Americans with Disabilities Act (to the extent it applies, otherwise Section 504 and the Fair Housing Amendments govern).
- 6. Violence Against Women Reauthorization Act of 2005 (VAWA).
- 7. PIH Notice 2016-17, Relocation Requirements under the Rental Assistance Demonstration Program, Public Housing in the First Component.
- 8. All other applicable requirements and modifications of the above as applicable.

Non-Discriminatory Statement

Residents who are relocated under temporary, extended temporary, voluntary permanent or permanent relocation, as a result of conversion activities shall be relocated to other decent, safe, sanitary and affordable housing (at rents no higher than permitted under the Act) on a non-discriminatory basis without regard to race, color, religion, creed, national origin, handicap, age, familial status, sex, sexual preference, sexual orientation or gender identity and in compliance with Federal, State and Local laws.

References

The use of the words “tenant; resident; family; or, household” in this document shall be interchangeable and have the same meaning and context; and, whether used in the singular shall include the plural, and vice versa as the context may require.

II. PROJECT SUMMARY

Preservation

Through Vision 2030, Columbia Housing will preserve affordable housing at pre-conversion levels assuring that there is no loss in the overall number of deeply subsidized units to serve the low- and moderate-income households of Columbia and Richland County. This plan applies to all Public Housing properties that will be converted to a project-based subsidy whether through RAD, Section 18 or another conversion method.

Project Structure

Ownership of each Public Housing property financed with Low Income Housing Tax Credits will transfer from the Columbia Housing to a limited partnership or limited liability company in which an affiliate of Columbia Housing has an ownership interest. Columbia Housing will retain ownership of the land and provide a long-term ground lease for these properties.

Properties financed with mortgage proceeds or self-financed by Columbia Housing will transfer to a non-profit affiliate of Columbia Housing.

The specific redevelopment plans for each property are detailed and will be further refined in various documents including, Ground Lease Agreements; Purchase and Sale Agreements; Partnership Agreements or Operating Agreements; RAD Commitment to Enter into a HAP (CHAP); the RAD Conversion Commitment (RCC); and other related documents that will constitute closing of the conversion transactions.

Rehabilitation and Redevelopment of Converted Properties

A specific redevelopment plan has been created for each Public Housing property. Exhibit 2 provides current plans for each community. Development plans may changes are financing and construction details are finalized. Project plans will be updated as applicable.

Property rehabilitation will include construction work in common areas as well as individual apartments. It is anticipated that the level of rehabilitation to be completed in individual apartments will generally require residents to vacate the unit. However, rehabilitation construction at most properties will be carried out in multiple phases and residents will be moved within the same property in so far as possible, pursuant to construction phasing plans.

Those properties where existing improvements will be demolished and units will be replaced through new construction on the public housing site will require relocation of residents for an extended period of time. Residents will be provided with all options available including extended temporary relocation or voluntary permanent relocation if a RAD conversion. If a non-RAD conversion, residents will be permanently relocated.

Rehabilitation construction, demolition or new construction shall not commence until such time that residents have been appropriately relocated to another unit within the same property or off-site to a decent, safe and sanitary unit.

III.

RELOCATION ASSISTANCE

Eligibility for Relocation Assistance

ION - The Initiation of Negotiations under the RAD Program is the date of issuance of the RAD Conversion Commitment (RCC) from HUD. It is anticipated that there will be a separate RCC for each property of the RAD conversion. The ION for all other conversion activities is the submission of the conversion application to HUD.

Eligible to File a Relocation Claim - If any resident falls into one or more of the following categories, they will be eligible to file a relocation claim within 18 months from the date they vacate the public housing unit:

1. A person who moves permanently as a result of action taken by the Developer in order to evade the responsibility of providing relocation assistance;
2. A person who moves on or after the date of ION of the project without receiving a General Information Notice, the RAD Relocation Notice, the Notice of Non-Displacement; or, the Notice of Eligibility for URA Relocation Assistance, as applicable; and
3. A person who moves permanently before or after the date of ION, if HUD determines the displacement resulted from the RAD conversion.

Ineligible Residents - A resident that is unlawfully occupying a unit shall not be eligible for relocation assistance. Unlawful occupancy is:

1. Occupancy by a person that has been ordered to move by a court of competent jurisdiction;
2. Or, if the person's tenancy has been lawfully terminated by Columbia Housing for cause, the tenant has vacated the premises, and the termination was not undertaken for the purpose of evading relocation assistance obligations.

Relocation benefits including right of return shall be forfeited and/or terminated if a person that was initially determined eligible for relocation benefits is subsequently evicted through court action during the relocation period.

An eviction related to non-compliance with a requirement related to carrying out the project (e.g. failure to move or relocate when instructed, or to cooperate in the relocation process) shall not negate a person's entitlement to relocation payments and other assistance set forth in the URA, and this Plan.

Changes in Household Composition

Columbia Housing and the Development Teams will encourage residents to make changes in family composition as needed, prior to the commencement of temporary relocation.

Columbia Housing shall approve the addition of household members pursuant to the requirements set forth in the Public Housing Admissions and Continued Occupancy Policy. Generally, all requests for changes in household composition will be honored with the exception of individuals that are otherwise ineligible due to criminal background criteria stipulated in the ACOP.

Residents will be offered post-RAD conversion units based on the size of the household at the time of return to their permanent unit following temporary relocation provided all changes in household composition were previously approved by Columbia Housing. Changes in family composition post-RAD conversion will be based on the criteria set forth in Columbia Housing's Housing Choice Voucher Administrative Plan.

Provision of Assistance

Any resident who is relocated shall be provided relocation assistance including financial assistance, in accordance with the applicable law and regulations. The level of Relocation and Financial Assistance provided will be dependent on the relocation method applicable to each resident.

Relocation Methods – The chart below identifies the three methods of relocation and the circumstances in which each method will be utilized for the conversion.

RELOCATION CATEGORY:	TEMPORARY RELOCATION	EXTENDED TEMPORARY RELOCATION	VOLUNTARY (RAD) OR INVOLUNTARY (NON-RAD) PERMANENT RELOCATION
TIME PERIOD:	Less than 12 months	12 months or more	12 months or more
RESIDENT PROVISIONS:	Resident moves from current housing unit to another unit in the same property OR to a unit off- site for less than 12 months AND returns to the property upon completion of rehab/construction.	Resident moves from current housing unit to another unit in the same property OR to a unit off- site for 12 months or more, AND returns to the property upon completion of rehab/construction.	Resident moves to an apartment off-site for more than 12 months AND voluntarily forfeits their right to return to the property after rehab/construction OR resident is permanently relocated under a non-RAD conversion.
ANTICIPATED USE:	Relocation method to be used when tenant will be relocated for less than 12 months due to rehabilitation and will return to a replacement unit in the project from which there were relocated.	Relocation method to be used at the option of the tenant when relocation will exceed 12 months and the tenant agrees to remain temporarily relocated for an agreed upon time period based on new information as to when they can return.	Relocation option based on resident choice when relocation time period will exceed 12 months and resident chooses not to proceed with extended temporary relocation OR relocation option under non-RAD conversion method.

Temporary Relocation – Tenants residing in the RAD conversion properties are not considered displaced persons. However, most tenants will have to relocate temporarily to other units within the same property or to units off-site at another location while their unit is undergoing rehabilitation. In some properties, temporary relocation should not extend beyond one year.

Extended Temporary Relocation – If it is necessary for any tenant to be relocated for more than one year, the tenant will be given the opportunity to choose to remain temporarily relocated for an agreed upon time period based on new information about when they can return to the project, or may choose voluntary permanent relocation.

Voluntary Permanent Relocation – Columbia Housing has designed the RAD conversion so that all tenants will be eligible to return to the project. If the resident must be temporarily relocated due to construction beyond 12 months, and chooses voluntary permanent relocation, Columbia Housing must secure informed, written consent from the resident of their understanding of the permanent relocation assistance and payments to be provided and acknowledgement that acceptance of such assistance terminates their right to return to the project. Residents electing voluntary permanent relocation shall receive a tenant based voucher from Columbia Housing regular voucher program.

Permanent Relocation – Non-RAD converting properties may require permanent relocation. Residents in these properties will be considered displaced and will receive a tenant protection voucher and all applicable permanent relocation benefits.

TEMPORARY AND EXTENDED TEMPORARY RELOCATION SERVICES

The following services and financial assistance shall be provided for residents that are temporarily or permanently relocated.

1. Needs Assessment

Prior to implementation of this plan at a specific property, Columbia Housing's Relocation staff shall be responsible for conducting individual needs assessment for each affected household to determine their unique relocation needs. Information gathered during the assessment shall include at a minimum the information in the sample assessment form found in Exhibit 3 to this plan.

2 Relocation Advisory Services

Relocation advisory services will include detailed information on the following:

- a. Expected temporary or extended temporary relocation time period;
- b. Anticipated location (on-site/off-site) of temporary relocation housing unit;
- c. Option, at the sole choice of the resident, to reside with family or friends during a temporary relocation period;
- d. Storage options, as applicable;
- e. Moving assistance available including assistance with packing and unpacking;
- f. Responsibilities of the tenant during the temporary relocation period including requirements to continue to pay applicable tenant rent;
- g. All rights of the tenant under the RAD Program including their right to return to the property upon completion of construction; and,

3 Temporary Relocation Housing Unit

Residents will be required to move from their current dwelling unit when notified that a temporary relocation housing unit is available. The temporary relocation housing unit must be decent, safe, and sanitary and provided to the tenant at a cost no greater than what they are currently paying in the project. Every effort will be made to provide residents with the greatest amount of time feasible to move to the temporary relocation housing unit. For temporary relocation moves within the same property, residents must be provided with a minimum of five calendar days' notice to move to the temporary relocation unit. If moving off-site, residents must be provided with a minimum of ten calendar days' notice to move to the temporary relocation unit.

Based on the limited availability of short-term rental housing in the marketplace, it is anticipated that there will be limited choice of units for temporary relocation. If more than one unit is available, residents will be provided with a choice of units for temporary relocation.

4 Family and Friend Assistance

Tenants required to relocate off-site may choose to reside with family members or friends during the temporary relocation period. If the tenant elects this option, Columbia Housing will provide payment to off-set direct household costs as the result of additional person(s) in the family/friend household. If tenants choose to stay with family or friends during the temporary relocation period, the following provisions will apply:

- a. Prior to approval of this relocation option, tenants must provide a certification from the owner that the housing where they will temporarily reside with family or friends is decent, safe and sanitary.
- b. Relocation assistance will be paid to the tenant based on the number of household members in accordance with the chart below.

FAMILY AND FRIENDS RELOCATION ASSISTANCE	
# HH MEMBERS	ASSISTANCE PAYMENT
1	\$300
2	\$450
3	\$600
4	\$750
5+	\$900

- c. The Family and Friends Relocation Assistance Payment will be paid monthly to the owner of the housing unit.

5. **Moving Assistance** – All temporary relocation moves within a 50-mile radius will be performed by a third-party moving company. These moves include moves from the current Public Housing unit to the temporary unit and the return move from the temporary unit to the rehabilitated or newly constructed PBV unit. Columbia Housing shall be responsible for assuring that any third-party mover provides appropriate insurance to cover any and all claims resulting from damage incurred to resident possessions during the move process. Development Teams shall provide written information to all residents prior to a move, the process and time period for filing a claim in the event that any damages occur.

- 6. Moving Assistance Outside Fifty Mile Radius** – It is anticipated that most temporary relocation moves will be within a 50-mile radius. However, if a tenant chooses to reside with family or friends outside the 50-mile radius, move assistance will be based on a fixed payment pursuant to the most recent schedule published by the Federal Highway Department as shown in the table below, unless the third party moving company will provide the move services at a cost less than the fixed payment amount.

The fixed payment schedule is based on rooms of furniture (not bedroom size of unit). Rooms not containing furniture such as bathrooms and/or kitchens are not included in the total room count.

SCHEDULE OF FIXED MOVING COSTS EFFECTIVE AUGUST 26, 2021 (Most Recently Published)					
Rooms of Furniture	1	2	3	4	5
Fixed Moving Cost	\$700	\$805	\$1095	\$1285	\$575
Rooms of Furniture	6	7	8	Additional Room	
Fixed Moving Cost	\$1735	\$1890	\$2075	\$225	

- 7. Packing Materials and Assistance** - All tenants will be provided with packing materials as needed. Upon request, households will be provided with packing and unpacking assistance.
- 8. Storage** – If a tenant elects to reside with a family member or friend during the temporary relocation period or if the property provides a furnished “hospitality suite” as temporary relocation housing, furniture may be placed into a secure storage facility and all associated costs of storage during the temporary relocation period will be paid by the applicable Development Team.

If for any reason upon completion of the rehabilitation/construction, items in storage are subsequently not claimed by the tenant, payments for storage shall cease and the applicable State Law regarding disposition of unclaimed property shall apply.

- 9. Utility Reconnections** – If utilities are transferred out of the current account of the tenant, payment for reconnection fees applicable to the transfer to the temporary housing unit and reconnection fees to transfer utilities back to the rehabilitated PBV unit will be reimbursed by Columbia Housing. Payment will be made for essential utilities in the name of an authorized household member.

Essential utilities shall include electric, gas, water, sewer, trash disposal, telephone land lines, cable/satellite television and internet. Connection fees will only be paid for existing utilities at the level of service in place at the Public Housing unit prior to temporary relocation. No payment will be made for deposits or past due utility bills prior to commencement of the temporary relocation period.

- 10. Security and Pet Deposits** – Existing security and pet deposits at the public housing units will be transferred to the new owner upon closing of the RAD conversion process. Tenants will not be required to pay any additional security or pet deposit for temporary housing units or to return to the PBV unit.

VOLUNTARY PERMANENT AND PERMANENT RELOCATION SERVICES

Additional services and financial assistance, described below, shall be provided when the relocation time period will exceed 12 months and the resident chooses not to proceed with extended temporary relocation AND for residents that are permanently relocated for non-RAD conversions.

1. **Additional Relocation Advisory Services** – Additional information shall be provided on the options available for voluntary permanent relocation and permanent relocation including: availability and use of a tenant-based voucher; availability of replacement housing payments; and, move assistance in areas outside a 50 mile radius of the current housing unit
2. **Housing Search Assistance** - Within the City of Columbia, transportation services will be provided and a minimum of three comparable replacement housing units will be offered to the resident. A comparable replacement unit is a unit that meets the federal Housing Quality Standards and is appropriate to the size of the family. Outside the City of Columbia, housing search assistance shall be limited to verification of a comparable replacement unit based on copies of lease agreements and/or move-in inspections conducted by the corresponding Landlord or Property Management Company.
3. **Replacement Housing Rental Assistance (RAP)** – Replacement housing rental assistance shall be provided for voluntary permanent relocation and permanent relocation and shall be calculated pursuant to the Uniform Relocation Act.

Replacement Housing Rental Assistance – Columbia Housing will calculate replacement housing rental assistance in accordance with the formula set forth in 48CFR24.402(b). Generally it is equal to the difference of: the greater of: total tenant payment (tenant rent plus tenant paid utilities) at the public housing unit or 30% of monthly adjusted income; and the amount of rent plus tenant paid utilities (pursuant to the applicable voucher utility allowance schedule) at the replacement housing unit. The total rental assistance provided is for a period of 42 months or a maximum of \$7,200.00.

Replacement Housing of Last Resort - Columbia Housing will provide additional or alternative assistance on a case by case basis, for good cause, giving appropriate consideration to: the availability of comparable replacement housing in the project area; the resources available to provide comparable replacement housing; and, the individual circumstances of the displaced person; or by a determination that: there is little, if any, comparable replacement housing available to displaced persons within the entire project area; and therefore, last resort housing assistance is necessary for the area as a whole; the project cannot be completed in a timely manner without last resort housing assistance; and the method selected for last resort housing assistance is cost effective, considering all elements which contribute to the total project costs.

The method for providing replacement housing of last resort shall include a replacement housing payment in excess of the limits set forth under URA when a Housing Choice Voucher is not otherwise available to provide to the displaced person. All provisions of 49 CFR Part 24.404 shall apply as necessary under this plan.

4. **Tenant Based Vouchers** – Columbia Housing will provide a tenant-based voucher, if available, only to households in properties where the relocation period exceeds 12 months and the tenant chooses to elect voluntary permanent relocation or is required to permanently relocate under a non-RAD conversion action. . If a voucher is utilized, a comparable replacement unit is a unit that meets the federal Housing Quality Standards; is appropriate to the size of the family; and, is affordable under the Housing Choice Voucher affordability requirements.

The affordability requirements stipulate that the total tenant payment (tenant rent and tenant paid utilities based on the applicable utility allowance schedule) cannot exceed 40% of the household monthly adjusted income. If a tenant moves outside the City of Columbia or Richland County, and a voucher is utilized, Columbia Housing will process a portability request to the applicable Housing Authority where the resident chooses to relocate.

5. Security and Pet Deposits - Security deposits for voluntary permanent relocation shall be processed as follows:

- a. If utilizing a tenant-based voucher, upon approval of the voucher unit, Columbia Housing will pay the full security deposit required by the landlord directly to the landlord. The tenant's public housing security and/or pet deposit will be applied towards this payment and the balance of the security deposit shall be in the form of a "loan".

The "loan" shall be for an amount of the difference between the tenant's public housing security and/or pet deposit and the full security deposit required by the owner. The tenant shall sign an agreement that upon vacating the unit, any amount of the security and/or pet deposit to be refunded shall be paid first to Columbia Housing up to the amount of the "loan" and the balance to the tenant.

- b. If not utilizing a tenant-based voucher, the security and/or pet deposit shall be refunded in full to the tenant upon vacating the Public Housing unit.

Resident Owned Fixtures

In all relocation methods, residents are responsible for disconnecting items that they have installed or attached inside or outside of their unit such as ceiling fans, wall-mounted televisions or other electronic devices.

Items that have been disconnected and removed from the fixed mounting will be packed and moved with all other furnishings. Items not removed will be considered abandoned and unclaimed and will be removed as part of the rehabilitation work.

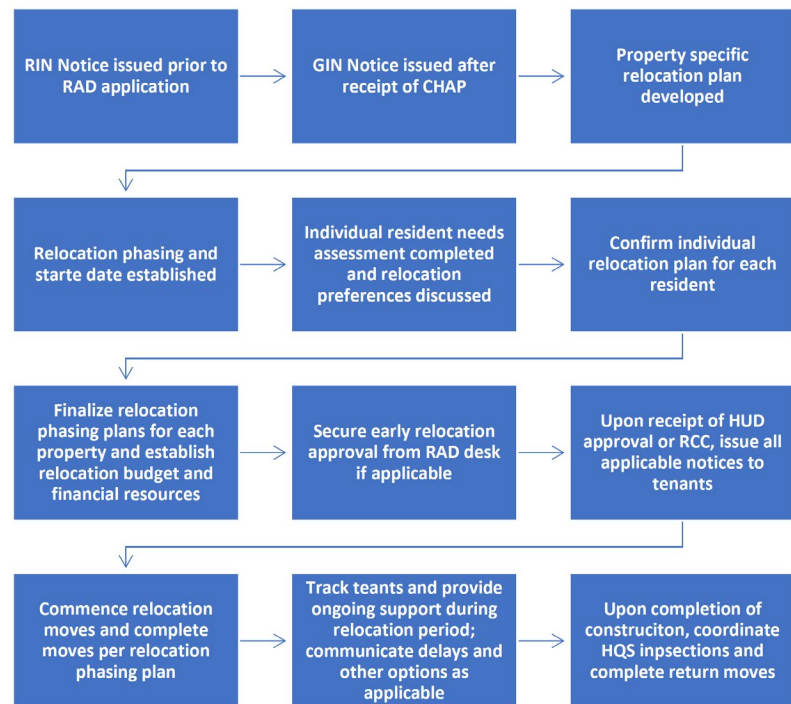
Assistance with removing personal items will be provided as needed pursuant to a request for reasonable accommodations.

Personal items removed will be returned to the unit after the construction but may only be reinstalled if permissible under the new lease agreement.

IV. THE RELOCATION PROCESS

Relocation Steps

The chart to the right highlights the general steps that will be required for implementation of the Relocation Plan.



1. The relocation process will be carried out for all properties using this plan to ensure consistency in the application of the local policies and state and federal requirements.
2. Columbia Housing and its Development partner, if applicable, will jointly conduct resident meetings to present and Relocation Plans for the property.
3. Columbia Housing Relocation staff will conduct assessments of each resident to develop an individual temporary relocation plan, identify special needs and determine the level of assistance needed for each resident. A Relocation Agreement or other such document will be signed in which tenant acknowledges in writing their understanding of the need for temporary relocation; and their rights and responsibilities during the temporary relocation period including the right to return to the project upon completion of the rehabilitation.
4. Columbia Housing shall secure all necessary third-party services to implement the relocation activities including moving companies, storage companies and transportation services.
5. A minimum of 90 days prior to the relocation of each tenant, Columbia Housing shall issue a 90 Day Notice to Vacate; the Notice of Non- Displacement or the Notice of Eligibility of URA Relocation, as applicable, which shall include the offer of the temporary relocation unit(s).
6. Thirty days prior to the RAD closing, Columbia Housing shall issue a 30-day notice of termination of the Public Housing Lease Agreement, and the offer of the new lease, post rehabilitation. The new lease agreement shall be effective the first of the month following the RAD closing for each property. Residents shall be required to execute the new lease prior to its effective date.
7. Columbia Housing shall schedule temporary relocation moves after issuance of the required notices above. Upon closing the RAD transaction, Columbia Housing in coordination with the Developer, if applicable, shall coordinate and complete moves to temporary relocation units based on the construction phasing schedule.

8. Development Teams shall be responsible for tracking tenants during the relocation period and coordinating support services as needed.
9. Upon completion of all rehabilitation construction work at the property, the new owner must coordinate federal Housing Quality Standards (HQS) inspections for each unit. The owner shall request the HQS inspections 10 days prior to the final construction phase being ready for re-occupancy. If Columbia Housing or its representative is unable to complete an HQS inspection within the requested 10-day period, the owner may proceed with occupancy of the unit, and Columbia Housing or its representative will conduct the required HQS inspection post-occupancy.
10. The owners shall coordinate with Columbia Housing the return moves for all tenants to an appropriate unit within the project as described elsewhere in this plan.

Construction Delays

If construction delays result in temporary relocation exceeding one year, Columbia Housing shall issue a URA Notice of Relocation Eligibility. This notice shall contain the following information:

- Updated information as to when it is anticipated that the resident will be able to return to the project;
- An option for the resident to choose to remain temporarily relocated based upon the updated information or to accept permanent URA relocation in lieu of exercising the right to return;
- If the resident chooses to accept permanent URA at least three comparable replacement dwellings; and,
- A 90-day notice of when they will be required to move from the temporary housing unit, if applicable.

Relocation Housing Resources

This plan anticipates that temporary relocation of households necessary to complete the rehabilitation construction will generally be accomplished through use of vacant units at the same site. Columbia Housing will cease leasing vacant units to enable the availability of vacant units as the first source of temporary relocation housing. However, in some properties there will not be sufficient units to meet the temporary relocation needs in a cost-effective manner.

Additional housing resources for temporary relocation will include the following in order of priority.

1. Vacant Public Housing units at other sites.
2. Vacant units in other properties in the Development Team's real estate portfolio, if applicable or in Columbia Housing's non-Public Housing portfolio, as available under applicable regulatory requirements.
3. General market rental units identified and certified as decent, safe and sanitary..
4. All residents who must be relocated off-site will have the option of staying with family members or friends during the temporary relocation period provided the housing of the family/friend is certified as decent, safe and sanitary and their stay will not create overcrowding as defined under HQS.

Size of Temporary Relocation Unit

The Public Housing unit in which the tenant currently resides shall not determine the size of the temporary relocation unit offered to the family. The temporary relocation housing unit may be any size provided the family is not overcrowded as defined by the Federal Housing Quality Standards. Households may be referred to two separate units if feasible based on family members age and relationships. If two units are needed to accommodate a family, every effort will be made to utilize two units in the same property.

Refusal to Accept Temporary Relocation Housing

Legal action to evict a tenant shall be undertaken only as a last alternative in offering temporary relocation housing options to tenants. Relocation records will be clearly documented to support the circumstances related to an eviction to assure that said eviction is not the result of action taken by the Developer in order to evade the responsibility of providing relocation assistance. However, legal action to evict shall be undertaken for tenant refusal to accept temporary relocation housing without good cause.

Good cause for temporary relocation shall be limited to the following:

- The family demonstrates that the temporary housing unit poses an immediate and severe threat to the family's life, health or safety. The Developer will provide the family with one additional alternate temporary housing unit.
- A health professional verifies temporary hospitalization. The Developer will work with the identified emergency contact for the family to coordinate temporary relocation of furnishing and personal belongings to limit delays in the project.

In the unlikely event that legal action must be initiated for tenant refusal to accept temporary relocation, such action will not impact the receipt of Relocation Benefits. Tenants shall be informed in writing that they will retain all relocation rights and benefits under Federal, State, and Local relocation law.

V. OTHER ACTIVITIES

Termination of Public Housing Lease

Upon receipt of the RAD Conversion Commitment (RCC), Columbia Housing shall provide each tenant with a 30 Day Notice of Termination of the Public Housing Lease Agreement.

The specific reason for termination of the Public Housing lease agreement is cited as follows:

“The property you currently occupy is participating in the Department of Housing and Urban Development’s (HUD) Rental Assistance Demonstration (RAD) Program. On <<date>>, HUD issued the RAD Conversion Commitment (RCC) to convert your property from Public Housing to Project Based Vouchers. Thus, your Public Housing Dwelling Lease will terminate 30 days from the date of this notice.”

Offer of New Lease

Jointly with the issuance of the termination of the Public Housing lease agreement, Columbia Housing shall issue an offer of a new lease.

All tenants will be required to execute the new lease effective the first of the month after closing of the RAD transaction. Each property will utilize a lease of their choice but will include certain terms and conditions that will be consistent among all RAD converted properties and will include, as a minimum, the following documents as attachments.

1. HUD Project Based Voucher Tenancy Addendum
2. RAD PBV lease rider
3. PBV Statement of Family Obligations
4. RAD House Rules

Termination of Lease During Temporary Relocation

A material breach of the lease agreement or temporary housing lease agreement and failure to correct such breach, within the stated notice requirements under the lease, state law or federal regulation may result in eviction action during the temporary relocation period.

Record Keeping

Columbia Housing shall be responsible for retention of all records related to the resident relocation process. Records and documentation shall be kept in sufficient detail to demonstrate compliance with all URA and RAD requirements. Such records shall include all notices and claim forms including evidence of payment of claims, and shall be retained for at least three years after the latest date of (1) the issuance of all payments to affected tenants; (2) the date of project completion; or (3) resolution of all issues resulting from litigation, negotiation, audit, or other action.

VI. RESIDENT GREIVANCES

General

The individual tenant needs assessment to be completed prior to commencement of relocation will guide the temporary relocation plan for each resident. Every effort will be made to accommodate requests of residents; however, it may not be possible to facilitate all requests within the constraints of the construction needs and schedules. Recognizing that not all requests will be able to be accommodated, Columbia Housing has developed a complaint resolution and grievance process to address concerns and complaints of tenants during the relocation period.

Prior to the RAD conversion, grievances that do not relate to temporary relocation shall be processed in accordance with the policies and procedures set forth in Columbia Housing's Public Housing Admissions and Continued Occupancy Policy.

Upon closing of the conversion, grievances that do not relate to relocation shall be processed in accordance with the policies and procedures set forth in Columbia Housing's Housing Choice Voucher Administrative Plan.

Special Grievance Procedures

Residents who are subject to eviction under the eviction "for the project" authority, or who are aggrieved by any relocation related decision, are entitled to appeal under the special grievance procedures, which are outlined below. This procedure will not apply to evictions for cause related to lease violations and rent delinquencies.

Grounds for Appeal

Any resident being relocated may file an appeal if he/she has reasonable grounds to believe any of the following to be true:

- (a) A mistake has been made in determining eligibility for relocation payment;
- (b) An error has been made in calculating the amount of relocation payment;
- (c) Unfair treatment has been experienced in waiving the 30-day time limit;
- (e) The replacement housing unit has not been inspected properly and is not considered decent, safe and sanitary to the resident;
- (f) Failure to comply with the relocation Policy or the approved plans.

Residents requesting an appeal based on the above criteria shall submit a written notice of a request for an appeal within 10 days from the action or failure to act. The appeal shall be investigated as needed and a written response provided to the resident in writing within 10 days from the date of receipt of the appeal.

VII. RIGHT TO RETURN

General

The Rental Assistance Demonstration Program prohibits the permanent involuntary relocation of residents as a result of conversion from Public Housing to Project Based Voucher subsidy. Residents that are relocated retain their right to return to the project once construction/rehabilitation has been completed and the units are in decent, safe and sanitary conditions.

Pre-Occupancy Inspections

Property Owners will execute a "Phase Completion Certification" and units may be occupied upon completion of rehabilitation for each phase identified in the Agreement to Enter into the Housing Assistance Payments (AHAP) Contract, certifying that the completed units are in compliance with the Federal Housing Quality Standards (HQS).

Upon submitting the Phase Completion Certification for the final phase, owners must check the box requesting HQS inspections. Columbia Housing will schedule inspections for the entire property within 30 days from the date of receipt of the certification form.

Inspections will be conducted pursuant to standard Columbia Housing inspections protocol.

Return to Project

Residents will be provided with at least 7 days' notice of date and time to return to the rehabilitated PBV unit. Consideration will be provided for circumstances beyond the control of the resident such as medical emergencies.

Failure to complete the move when advised to do so shall result in termination of the right to return and termination of any further relocation assistance. Developer may take all legal action necessary including eviction action, if resident fails to vacate the temporary housing unit as directed.

Unit Right-Sizing

RAD Program rules prohibit any permanent involuntary relocation of residents as a result of conversion. However, RAD regulations do not guarantee a right to return to the same unit and require that households be rightsized. Upon construction completion, residents will be provided with an appropriate size housing unit in accordance with the subsidy standards set forth in the Project Based Voucher Occupancy Standards in the Housing Choice Voucher Administrative Plan.

Upon construction completion, vacant units at the property will always be offered first to existing households that are in need of right-sizing prior to new applicants on the property waiting list. *Tenants must accept the offer to be right-sized.* Recognizing that not all properties will contain appropriate size units for all families which need to be "right-sized" the following will serve as "right-sizing" guidelines.

Over-Housed Tenants

Per the paragraph above, families that would be over-housed at the time of their return will be moved back to an appropriate size unit if such units are available in the newly rehabilitated project.

Over-housed families shall be right-sized in the following order:

1. Residents who may voluntarily request a smaller unit.
2. Households with the greatest number of excess bedrooms shall be right sized to the smallest appropriate size unit available at the property.
3. Households with the same number of excess bedrooms shall be right sized based on length of tenancy beginning with the most recent lease dates of the initial move in at the property.

If appropriate size units are not available, an over-housed family will be housed in the smallest unit available in the project that meets the family size.

Over-Crowded Tenants

Per the “Unit Right-Sizing” paragraph above, families that would be over-crowded (see both definitions below) at the time of their return will be moved back to an appropriate size unit if such units are available in the newly rehabilitated project.

Over-crowded is defined in the Housing Choice Voucher Administrative Plan as a household living in a unit that is one-bedroom size smaller than the smallest unit for which the household qualifies according to subsidy standards.

If there are insufficient units available to right size all over-crowded households, households shall be right-sized in the following order:

1. Households with the greatest gap in bedrooms between their existing sized unit and the appropriate size unit shall be right sized to the largest appropriate size unit available at the property.
2. Households with the same gap in bedrooms between their existing sized unit and the appropriate size unit shall be right sized based on length of tenancy beginning with the most recent lease dates of the initial move in at the property.

If an appropriate size unit is not available, the family will be housed in an available unit that is the most appropriate size in accordance with the subsidy standards.

A different and laxer definition of over-crowding exists in the Federal Housing Quality Standards as being any household having more than two people per sleeping room. Sleeping rooms shall include rooms designed as bedrooms and other rooms that meet HQS criteria (see details below*). Generally, this type of over-crowding is never permitted in federally subsidized housing, because it is considered to create sub-standard housing conditions. However, in the case of the RAD Program, a family that converted from public housing to a RAD unit and is or becomes overcrowded according to this definition (ie. because of the “Change in Household Composition” discussed on page 13 or because of subsequent changes in family composition like births) must **always** have the right to return to the property and the PHA must always pay subsidy on that unit. This is so because the principal of the right to return is so fundamental to the RAD program.

If an overcrowding situation like this comes up during the RAD relocation period and there is not a unit at the property that will relieve the household of being over-crowding according to HQS, the new owner and/or Management Company and Columbia Housing will work particularly closely to identify alternative housing options for the family. The overcrowded household(s) will be offered an alternate housing opportunity when available. The family may elect to voluntarily accept one of the available housing options but will not be required to accept the alternative housing option. The family may choose to remain in their current unit at the project regardless of overcrowding.

*Definition of sleeping rooms according to HQS criteria:

1. The room must have at least one window. If the windows are designed to be operable, at least one window in the room must be operable.
2. The room must have a means of natural or artificial illumination such as a permanent light fixture, wall outlet or light from a window in the room or near the room.
3. The room must be free of electrical hazards; the walls, ceilings and floors must be sound and free of hazardous defects,
4. All windows and doors that are accessible from the outside must be lockable.
5. All windows must be free from signs of severe deterioration and missing or broken- out panes.
6. There must be a smoke detector on the same level as the room used as a sleeping room and it must meet the requirements of NFPA 74. If the room is occupied by a hearing impaired person there must be an alarm system connected to the smoke detector.

Costs of Return Move

All costs and assistance will be provided to return to the newly rehabilitated unit as detailed in Section III.

No Rescreening Upon Return

Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Once that remaining household moves out, the unit must be leased to an eligible family.

Eligibility requirements for other programs used in financing RAD conversions such as the Low-Income Housing Tax Credit Program are applicable and tenants will be subject to those income restrictions.

Renewal of Lease

The owner must renew all leases upon lease expiration, unless cause exists. This provision is incorporated by the new owner into the tenant lease or tenancy addendum, as appropriate.

Phase-in of Tenant Rent Increases

If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 as a result of conversion, the rent increase will be phased in over three years. To implement this provision, HUD is waiving section 3(a)(1) of the Act, as well as 24 CFR § 983.3 (definition of "total tenant payment" (TTP)) only to the extent necessary to allow for the phase-in of tenant rent increases.

The below method explains the set percentage-based phase-in an owner must follow according to the three-year phase-in period. For purposes of this section "standard TTP" refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the family's most recent HUD Form 50058

Three Year Phase-In

Year One - Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP and the standard TTP.

Year Two - Year Two Annual Recertification (AR) and any Interim Recertification (IR) prior to Year T AR, 66% of difference between most recently paid TTP and the standard TTP.

Year Three - Year Three AR and all subsequent recertifications, full standard TTP.

In the three-year phase-in, once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenant will pay full TTP from that point forward.

Resident Choice Not to Return

If residents choose not to return to the rehabilitated project upon expiration of the temporary relocation period, all relocation assistance shall cease. Developer shall take all necessary legal action including eviction action, if resident does not vacate the temporary relocation housing unit as directed.

Section 18

Properties repositioned under Section 18 will receive Tenant Protection Vouchers from HUD. Residents of these properties are considered permanently displaced and do not have a guaranteed right to return to the project.

Columbia Housing will provide all relocation benefits described herein to tenants displaced under Section 18. Columbia Housing will also provide a preference to return to any newly developed project serving as replacement housing for the community from which the residents were displaced. However, residents will be screened and will be required to meet all eligibility criteria established by the new developed property.

VIII. EXHIBITS

- A. Summary of Public Housing Repositioning Strategy All Properties
- B. Property Profiles
- C. Resident Relocation Assessment Form
- D. Relocation Notices

PROJECT INFORMATION										
Property Name		Arrington Manor								
Property Name/Address:		2225 College Street, Columbia 29205								
Development Team:		Brinshore Development								
Type of Relocation		On-Site Phased		Temporary Off-Site		Voluntary Permanent		Permanent Displacement	X	
Total Units:	58	Non-Residential:		0	Occupied:			Vacant:		
Unit Sizes:	0 BR 14	1 BR	32	2 BR	12	3 BR	0	4 BR	0	
Construction Costs:		TBD		Relocation Budget:				\$65,000		
# HH at Flat Rent:		0		# HH Over LIHTC Income:				0		
RELOCATION INFORMATION										
Estimated Construction Period:		24 Months								
Estimated # Phases:		1		# Moves Per Phase:			58			
Estimated Temporary Relocation Period Per Tenant:		N/A		Permanent Displacement			YES			
Estimated On-Site Moves:		0		Estimated Off-Site Moves:			58			
Description of Identified Off-Site Relocation Resources								Available Option		
Vacant units in Other Public Housing								0		
Units in Project Based Voucher Properties								245		
Units in Market Place to meet Household Needs with Tenant Based Voucher								0		
Units in Columbia Housing Non-Subsidized Property								0		
Residents that may choose to stay with family members or friends								0		
Other (please describe):								0		
Summary of Relocation Plan: Arrington Manor will be repositioned under the HUD Section 18 disposition regulations. Pursuant to Section 18, all tenants are considered permanently displaced. Tenants are entitled to tenant protection vouchers and will receive all applicable relocation benefits under the Uniform Relocation Act (URA). Columbia Housing currently has two new senior communities under construction that will provide 100% Project Based Vouchers. Both communities will be completed and available for occupancy June 2024. Residents from Arrington Manor will have the option to move to one of these communities or elect a Tenant-Based Voucher. Haven at Palmer Pointe is a 150-unit new construction senior community located 3.1 miles from Arrington Manor at 1115 Carter Street in Columbia. Oak Terrace at St. Anna's Park is a 95-unit new construction senior community located 1.3 miles from Arrington Manor at the corner of Forest Drive and Ontario Street in Columbia.										

PROJECT INFORMATION										
Property Name		Celia Saxon								
Property Address:		2006 Harden Street, Columbia 29204								
Development Team:		South Carolina Affordable Housing Initiative								
Type of Relocation		On-Site Phased	X	Temporary Off-Site		Voluntary Permanent		Permanent Displacement		
Total Units:	130	Non-Residential:		0	Occupied:		123	Vacant:	7	
Unit Sizes:	0 BR 0	1 BR	32	2 BR	52	3 BR	46	4 BR	0	
Construction Costs:		\$7 M		Relocation Budget:				\$120,000		
# HH at Flat Rent:		9		# HH Over LIHTC Income:				N/A		
RELOCATION INFORMATION										
Estimated Construction Period:		24 Months								
Estimated # Phases:		5		# Moves Per Phase:		25				
Estimated Temporary Relocation Period Per Tenant:		60 days		Permanent Relocation Period Per Tenant		N/A				
Estimated On-Site Moves:		123		Estimated Off-Site Moves:		0				
Description of Identified Off-Site Relocation Resources								Available Option		
Vacant units in Other Public Housing								N/A		
Units in Project Based Voucher Properties								N/A		
Units in Market Place to meet Household Needs with Tenant Based Voucher								N/A		
Units in Columbia Housing Non-Subsidized Property								N/A		
Residents that may choose to stay with family members or friends								N/A		
Other (please describe): On-Site Units								130		
Summary of Relocation Plan: Rosewood Hills will be a rolling phased relocation with approximately 25 units per phase until construction completion. Effective July 1, 2023, vacancies will not be reoccupied. Based on historical attrition, it is anticipated that an additional 18 units will become vacant by the start of construction. To provide the contractor with accumulated vacancies some tenants may move twice; one move to a temporary unit; and a second move to a permanent unit. However, it is anticipated that most tenants will move only once to a newly renovated unit. Tenants will be right sized within the project upon the move to a permanent renovated unit. Columbia Housing will allow tenants the option to elect voluntary permanent relocation with a Housing Choice Voucher.										

PROJECT INFORMATION											
Property Name		Dorrah Randall									
Property Name/Address:		5703 – 5716 Randall Avenue, Columbia, SC 29201									
Development Team:		Mercy Housing									
Type of Relocation		On-Site Phased		Temporary Off-Site	X	Voluntary Permanent	X	Permanent Displacement			
Total Units:	52	Non-Residential:		0	Occupied:		36	Vacant:	16		
Unit Sizes:	0 BR	1 BR		2 BR		3 BR	52	4 BR			
Construction Costs:		TBD		Relocation Budget:				\$52,000			
# HH at Flat Rent:		0		# HH Over LIHTC Income:				0			
RELOCATION INFORMATION											
Estimated Construction Period:											
Estimated # Phases:		2		# Moves Per Phase:			28 / 24				
Estimated Temporary Relocation Period Per Tenant:		28 Units – 0 Relo 24 Units – 18 Months			Permanent Relocation Period Per Tenant			N/A			
Estimated On-Site Moves:		0		Estimated Off-Site Moves:			36				
Description of Identified Off-Site Relocation Resources								Available Option			
Vacant units in Other Public Housing								20+			
Units in Project Based Voucher Properties								50+			
Units in Market Place to meet Household Needs with Tenant Based Voucher								Available			
Units in Columbia Housing Non-Subsidized Property								Available			
Residents that may choose to stay with family members or friends								0			
Other (please describe):											
Summary of Relocation Plan: All residents will be relocated off-site as the existing site will be demolished and redeveloped. The RAD conversion is a two-phase project over a 2 year period (2025-2027) Phase 1 Residents (28) will move only one-time to a newly renovated unit at Harbor Cove Homes. All other residents will be relocated to housing of their choice and may elect extended temporary relocation or voluntary permanent relocation. All residents will be offered the right of return option so that they may choose to return to the redeveloped Latimer site even if they have elected a unit in Phase I at Harbor Cove Homes.											

PROJECT INFORMATION										
Property Name		Hammond Village								
Property Address:		921 Marlboro Street, Columbia 29201								
Development Team:		South Carolina Affordable Housing Initiative (SCAHI)								
Type of Relocation		On-Site Phased	X	Temporary Off-Site		Voluntary Permanent		Permanent Displacement		
Total Units:	78	Non-Residential:		0	Occupied:		76	Vacant:	2	
Unit Sizes:	0 BR 0	1 BR	12	2 BR	52	3 BR	14	4 BR	0	
Construction Costs:		\$5 M		Relocation Budget:				\$55,000		
# HH at Flat Rent:		0		# HH Over Income:				0		
RELOCATION INFORMATION										
Estimated Construction Period:		24 months								
Estimated # Phases:		6		# Moves Per Phase:		13				
Estimated Temporary Relocation Period Per Tenant:		60 days		Permanent Relocation Period Per Tenant		N/A				
Estimated On-Site Moves:		76		Estimated Off-Site Moves:		0				
Description of Identified Off-Site Relocation Resources								Available Option		
Vacant units in Other Public Housing								N/A		
Units in Project Based Voucher Properties								N/A		
Units in Market Place to meet Household Needs with Tenant Based Voucher								N/A		
Units in Columbia Housing Non-Subsidized Property								N/A		
Residents that may choose to stay with family members or friends								N/A		
Other (please describe): On-Site Units								78		
Summary of Relocation Plan: Hammond Village will be a rolling phased relocation with approximately 13 units per phase until construction completion. Effective July 1, 2023, vacancies will not be reoccupied. Based on historical attrition, it is anticipated that an additional 11 units will become vacant by the start of construction. To provide the contractor with accumulated vacancies some tenants may move twice; one move to a temporary unit; and a second move to a permanent unit. However, it is anticipated that most tenants will move only once to a newly renovated unit. Tenants will be right sized within the project upon the move to a permanent renovated unit. Columbia Housing will allow tenants the option to elect voluntary permanent relocation with a Housing Choice Voucher.										

PROJECT INFORMATION										
Property Name		Latimer Manor								
Property Name/Address:		100 Lorick Circle, Columbia 29203								
Development Team:		Paces Preservation Partners and Hallmark-Duvernay								
Type of Relocation		On-Site Phased		Temporary Off-Site	X	Voluntary Permanent	X	Permanent Displacement		
Total Units:	200	Non-Residential:		0	Occupied:		145	Vacant:	55	
Unit Sizes:	1 BR 0	2 BR	31	3 BR	71	4 BR	78	5 BR	20	
Construction Costs:				Relocation Budget:						
# HH at Flat Rent:		0		# HH Over LIHTC Income:				0		
RELOCATION INFORMATION										
Estimated Construction Period:		June 2024 – December 2027								
Estimated # Phases:		5		# Moves Per Phase:		Early Relocation All				
Estimated Temporary Relocation Period Per Tenant:		12 Months		Permanent Relocation Period Per Tenant		Up to 48 Months				
Estimated On-Site Moves:		0		Estimated Off-Site Moves:		145				
Description of Identified Off-Site Relocation Resources								Available Option		
Vacant units in Other Public Housing								X		
Units in Project Based Voucher Properties								X		
Units in Market Place to meet Household Needs with Tenant Based Voucher								X		
Units in Columbia Housing Non-Subsidized Property								X		
Residents that may choose to stay with family members or friends								X		
Other (please describe):										
Summary of Relocation Plan: Columbia Housing has submitted a request for early relocation for Latimer Manor due to unsafe conditions and to provide residents with improved living conditions. All residents will be relocated off-site as the existing site will be demolished and redeveloped. The RAD conversion is a five-phase project over a six year period. Phase 1 Residents will move only one-time to a newly renovated unit at Harbor Cove Homes. All other residents will be relocated to housing of their choice and may elect extended temporary relocation or voluntary permanent relocation. All residents will be offered two right of return option so that they may choose one of the TOA sites or to return to the redeveloped Latimer site.										

PROJECT INFORMATION										
Property Name		Lewis Scott Court								
Property Address:		105-454 Lewis Scott Court, Eastover, SC 29044								
Development Team:		South Carolina Affordable Housing Initiative (SCAHI)								
Type of Relocation		On-Site Phased	X	Temporary Off-Site		Voluntary Permanent		Permanent Displacement		
Total Units:	67	Non-Residential:		0	Occupied:		63	Vacant:	4	
Unit Sizes:	0 BR 0	1 BR	10	2 BR	37	3 BR	17	4 BR	3	
Construction Costs:		\$5 M		Relocation Budget:				\$55,000		
# HH at Flat Rent:		0		# HH Over Income:				0		
RELOCATION INFORMATION										
Estimated Construction Period:		24 months								
Estimated # Phases:		5		# Moves Per Phase:		14				
Estimated Temporary Relocation Period Per Tenant:		60 days		Permanent Relocation Period Per Tenant		N/A				
Estimated On-Site Moves:		63		Estimated Off-Site Moves:		0				
Description of Identified Off-Site Relocation Resources								Available Option		
Vacant units in Other Public Housing								25		
Units in Project Based Voucher Properties								15		
Units in Market Place to meet Household Needs with Tenant Based Voucher								0		
Units in Columbia Housing Non-Subsidized Property								0		
Residents that may choose to stay with family members or friends								0		
Other (please describe): On-Site Vacancies								67		
Summary of Relocation Plan: Lewis Scott Court will be a rolling phased relocation with approximately 14 units per phase until construction completion. Effective July 1, 2023, vacancies will not be reoccupied. Based on historical attrition, it is anticipated that an additional 10 units will become vacant by the start of construction. To provide the contractor with accumulated vacancies some tenants may move twice; one move to a temporary unit; and a second move to a permanent unit. However, it is anticipated that most tenants will move only once to a newly renovated unit. Tenants will be right sized within the project upon the move to a permanent renovated unit. Columbia Housing will allow tenants the option to elect voluntary permanent relocation with a Housing Choice Voucher.										

PROJECT INFORMATION										
Property Name		Rosewood Hills								
Property Address:		105 Rosewood Hills Drive, Columbia 29205								
Development Team:		South Carolina Affordable Housing Initiative								
Type of Relocation		On-Site Phased	X	Temporary Off-Site		Voluntary Permanent		Permanent Displacement		
Total Units:	106	Non-Residential:		0	Occupied:		96	Vacant:	10	
Unit Sizes:	0 BR 0	1 BR	52	2 BR	38	3 BR	16	4 BR	0	
Construction Costs:		\$6 M		Relocation Budget:				\$100,000		
# HH at Flat Rent:		9		# HH Over LIHTC Income:				N/A		
RELOCATION INFORMATION										
Estimated Construction Period:		18 Months								
Estimated # Phases:		6		# Moves Per Phase:		17				
Estimated Temporary Relocation Period Per Tenant:		60 days		Permanent Relocation Period Per Tenant		N/A				
Estimated On-Site Moves:		96		Estimated Off-Site Moves:		0				
Description of Identified Off-Site Relocation Resources								Available Option		
Vacant units in Other Public Housing								N/A		
Units in Project Based Voucher Properties								N/A		
Units in Market Place to meet Household Needs with Tenant Based Voucher								N/A		
Units in Columbia Housing Non-Subsidized Property								N/A		
Residents that may choose to stay with family members or friends								N/A		
Other (please describe): On-Site Units								106		
Summary of Relocation Plan: Rosewood Hills will be a rolling phased relocation with approximately 17 units per phase until construction completion. Effective July 1, 2023, vacancies will not be reoccupied. Based on historical attrition, it is anticipated that an additional 7 units will become vacant by the start of construction. To provide the contractor with accumulated vacancies some tenants may move twice; one move to a temporary unit; and a second move to a permanent unit. However, it is anticipated that most tenants will move only once to a newly renovated unit. Tenants will be right sized within the project upon the move to a permanent renovated unit. Columbia Housing will allow tenants the option to elect voluntary permanent relocation with a Housing Choice Voucher.										

**COLUMBIA HOUSING AND AFFILIATES
PUBLIC HOUSING PORTFOLIO**

PROPERTY NAME	STREET	CITY	ZIP CODE	TOTAL UNITS	DEVELOPMENT PARTNER
Oaks at St. Anna's Park (formerly Gonzales Gardens)	Forest Drive/Ontario Street	Columbia	29204	280	Mungo/Nix Devco
Haven at Palmer Pointe (Marion Street Replacement)	1115 Carter Street	Columbia	29204	150	Brinshore
Harbor Cove Homes (Latimer/Dorrah Phase I)	100 Cardamon Ct.	Columbia	29203	201	SCAHI
Hammond Village	921 Marlboro Street	Columbia	29201	78	SCAHI
Lewis Scott Court	107 Lewis Scott Court	Eastover	29044	67	SCAHI
Rosewood Hills (Combined PH and Market)	105 Rosewood Hills Dr.	Columbia	29205	106	SCAHI
Celia Saxon (Combine PH and LIHTC)	Walker Solomon Way	Columbia	29204	130	SCAHI
Allen Benedict Court Redevelopment	Harden and Laurel	Columbia	29204	429	The Benoit Group
Oak Grove at Hunt Club (Latimer Manor Phase II)	8207 Hunt Club Road	Columbia	29223	96	Paces Preservation Partners
Willowcreek at Wateree (Latimer Manor Phase III)	RoofSt/Claudia Ave	Columbia	29223	140	Paces Preservation Partners
Willowbrook at Wateree (Oak Reed Phase I)	Roof St/N. Lake Marion	Columbia	29223	104	Paces Preservation Partners
Gardens of Greenview (Latimer Manor Phase V)	Farrow Rd/Bendale Dr.	Columbia	29203	207	Paces Preservation Partners
Arrington Manor	2225 College Street	Columbia	29205	58	Brinshore
Dorrah-Randall (Phase II)	1038 Oakland Street	Columbia	29201	56	Mercy Housing
Latimer Manor (Phase IV)	100 Lorick Circle	Columbia	29201	200	Hallmark/Duvernay
Oak Read Highrise (Phase II)	2211 Read Street	Columbia	29204	111	The Benoit Group
Reserves at Faraway	2000 Faraway Drive	Columbia	29223	131	Mercy Housing
Villages at Rivers Edge	4232 McQueen Street	Columbia	29203	60	SCAHI
Scattered Site Properties	See attached addresses			305	SCAHI
Single Family Homes	See attached addresses			273	SCAHI

**COLUMBIA HOUSING
SCATTERED SITES**

	AMP	PROJECT #	PROJECT NAME	ADDRESS	# Units
1	AMP-001	01.02	Atlas Rd. / Fountain Lake	401 Fountain Lake Rd Columboia, SC 29209	25
2	AMP-002	02.01	Arsenal Hill	701 Richland St Columbia, SC 29201	20
3	AMP-002	02.02	Congaree Vista	1818 Pulaski St Columbia, SC 29201	25
4	AMP-002	02.03	Congaree Vista 2	602 Richland St Columbia, SC 29201	3
5	AMP-002	02.04	Waverly	2210 Waverly St Columbia, SC 29204	20
6	AMP-002	02.05	Wheeler Hill	1520 Rice St Columbia, SC 29205	16
7	AMP-003	03.03	St. Andrew Terrace	1610 St. Andrew Terrace Columbia, SC 29210	25
8	AMP-004	04.01	Archie Drive	116 Archie Dr Columbia, SC 29223	25
9	AMP-004	04.02	The Corners	1003 Old Satchelford Rd Columbia, SC 29223	24
10	AMP-004	04.04	Fontaine Place	301 Fontaine Place Columbia, SC 29203	25
11	AMP-004	04.05	Greenfield Road	215 Greenfeild Rd Columbia, SC 29223	8
12	AMP-004	04.06	Overbrook	3834 Overbrook Dr Columbia, SC 29205	2
13	AMP-004	04.07	Pine Forrest	1060 Sparkleberry Lane Columbia, SC 29223	28
14	AMP-004	04.08	Pinewood Terrace	6632 Satchelford Rd Columbia, SC 29206	13
15	AMP-004	04.10	Thornwell Ct	3906 Thornwell Ct Columbia, SC 29205	4
16	AMP-005	05.01	Fair Street	4403 Fair St Columbia, SC 29203	16
17	AMP-005	05.21	Elderly Cottages	2212 Elmwood Ave Columbia, SC 29204	10
18	AMP-016	16.02	Yorktown	1 Yorktown Ct Columbia, SC 29209	16
					305

COLUMBIA HOUSING AUTHORITY
SINGLE FAMILY HOMES

#	ADDRESS	BUILT	BED	BATH
1	16 KING ARTHUR CT	1972	3	1
2	200 FERNCLIFFE RD	1983	3	2
3	2118 PORTER DR	1959	3	2
4	4312 CRESTLITE DR	1972	3	1
5	4811 DALE ST	1953	3	1
6	305 THORNFIELD RD	1995	3	2
7	4324 CHARTER CT	1971	3	1
8	1 FORESTGATE CT	1983	3	1.5
9	10 BRADFORD RIDGE CT	1993	3	2
10	109 CRANE CREEK DR	1967	3	1
11	1110 CARTER ST	1986	3	1.5
12	1144 DOTHAN ROAD	1966	3	1.5
13	120 ROOST RD	1978	3	2
14	121 FORESTVIEW CIRCLE	1983	3	2
15	1215 S. KILBOURNE ST	1970	3	1
16	129 GLEN SHANNON DR	1986	3	1.5
17	13 HEATHER COURT	1983	3	1.5
18	1305 HIBISCUS AVE	1954	3	1.5
19	137 FOXGLOVE CIRCLE	1986	3	1.5
20	15 WESTGROVE CT	1978	3	2
21	1509 WYNNEWOOD RD	1960	3	1
22	1521 LOWER RICHLAND BLVD	1977	3	2
23	1526 WESTCHESTER DR	1963	3	1.5
24	1530 ASHLEY DR	1982	3	1
25	1605 WYNNEWOOD RD	1960	3	1.5
26	1619 LONG SHADOW LN	1986	3	2
27	1704 WOODFORD RD	1961	3	2
28	1708 MARLEY DR	1966	3	2
29	1936 HARLEM STREET	1961	3	1
30	205 OAKLEY DR.	1985	3	1.5
31	206 FORESTWOOD DR.	1971	3	1
32	209 ROCKINGHAM RD	1983	3	2
33	214 FORESTWOOD DR	1971	4	1.5
34	224 GATLIN DR	1977	3	1.5
35	2306 NEWELL RD	1961	3	1.5
36	2353 COCO ROAD	1951	3	1
37	2408 PARTRIDGE DR SOUTH	1978	3	2
38	2613 PALMLAND DR	1970	3	1
39	2620 WINDY DR	1971	3	1
40	2634 PALMLAND DR	1971	3	1
41	2717 PARTRIDGE DR SOUTH	1991	3	2
42	300 HAMILTON DR	1972	3	1
43	3008 PADGETT RD	1990	3	2
44	341 BOWLING AVE	1964	3	1
45	341 QUAIL HILLS DR	1973	3	2

#	ADDRESS	BUILT	BED	BATH
46	3516 KELFORD DRIVE	1971	3	1
47	3635 TRUMAN ST	1955	3	1
48	3932 ANWOOD DR	1971	3	1
49	4009 TAVINEER DR	1970	3	1
50	4025 WINTER PARK	1971	3	1
51	42 PERIWINKLE CT	1985	3	2
52	4204 HILEAH DRIVE	1971	3	1
53	4217 DONOVAN ST	1966	3	1.5
54	4219 MILDRED AVE	1952	2	1
55	4220 SHORECREST DR.	1971	3	1
56	4221 CAMINO CT	1980	3	1
57	4236 HILEAH STREET	1970	3	1
58	4417 BONNIE FOREST BLVD.	1994	3	1
59	4513 WACTOR STREET	1963	3	1
60	4706 RIDGEWOOD AVE.	1949	3	1
61	505 ATTERBURY DR	1971	3	1.5
62	508 BRIARCLIFF DR	1972	3	1.5
63	516 CALVERY ST	1971	3	
64	5211 MIDDLETON ST	1971	3	1
65	601 MEADOW LAKE DR	1973	3	1.5
66	6604 FROST AVE.	1968	3	1
67	6704 FROST AVE.	1968	3	1
68	7602 BURDELL DR	1957	3	1.5
69	7949 BURDELL DR	1984	3	1
70	905 CANELAKE DR.	1970	3	1
71	1020 WOODALE CIR	1970	3	1
72	104 BEAVERBROOK RD	1970	3	1
73	104 JADETREE DR	1983	3	1.5
74	105 DURHAM CREEK	1989	3	2
75	105 SCIOTO DR.	1967	3	1
76	108 LAMBETH DR	1968	3	1
77	108 Roswood Hills Dr	2008	3	2
78	109 PEACHTREE DRIVE	1972	3	1.5
79	11 BECKTON CT	1991	3	1.5
80	1101 CRANE CHURCH RD	1995	3	2
81	112 RANCHERO DR	1970	3	1
82	113 RICHCREEK RD.	1969	4	1.5
83	113 SALEM COURT	1985	3	2
84	1132 COLUMBIA COLLEGE DR	1946	3	1
85	116 RANCHERO DR	1970	3	1
86	117 CHARLESWOOD DR	1972	3	1
87	117 FAIRLAWN CT	1970	3	1
88	117 SPREADING BRANCH DR	1984	3	2
89	1204 COLUMBIA COLLEGE DR	1951	3	1
90	1208 CRANE CHURCH RD	1995	3	1
91	122 KELLS DRIVE	1993	3	2
92	124 ASTER ST	1975	3	1.5
93	129 WEST HANOVER DR	1968	3	1.5
94	135 HUNTING AVE	1983	3	2

#	ADDRESS	BUILT	BED	BATH
95	136 Roswood Hills Dr	2008	3	2
96	152 AUBURN LEAF DR	1984	3	2
97	1620 HOLLINGSBED RD	1971	3	1
98	164 Roswood Hills Dr	2008	3	2
99	1646 MAYER ST.	1964	3	1.5
100	168 Roswood Hills Dr	2008	3	2
101	176 Roswood Hills Dr	2008	3	2
102	18 ABBERTON CT	1997	3	2
103	181 ASTER ST	1971	3	1
104	2 SONNY CT	1997	3	2
105	2002 DUPONT DR	1955	3	1
106	2004 HAVERFORD CR.	1973	3	1
107	2040 HARLEM STREET	1961	3	2
108	2040 HAVERFORD CR	1973	3	1
109	2042 HARLEM STREET	1971	3	2
110	205 STARLING GOODSON DR	1984	3	2
111	207 JAYBIRD LN	1997	3	2
112	213 TILTING ROCK DR	1999	3	2
113	213 WATTS LN	1971	3	1
114	214 BON BON LN	1970	3	1
115	216 RANCHERO DR.	1970	4	1.5
116	216 TILTING ROCK DR	1996	3	2
117	218 BARGER CIRCLE	1995	3	1.5
118	2228 WEISS DR	1961	3	1.5
119	2231 CORNING ST	1946	3	1
120	2317 HILLBECK ROAD	1968	3	1
121	240 KINGNUT DR	1970	3	2
122	2405 BLUE RIDGE TERRACE	1970	3	1
123	2409 BLUE RIDGE TERRACE	1970	3	1.5
124	249 WATERFORD DR.	1963	3	1
125	26 THISTLE CT	1985	3	1.5
126	2610 FLAMINGO RD	1971	4	1.5
127	2632 BANNER HILL RD	1977	3	2
128	2721 PARTRIDGE DR SOUTH	1988	3	2
129	301 TARPON SPRINGS	1992	3	2
130	305 HANBURY DR	1970	4	1
131	305 ROCKINGHAM RD	1983	3	1.5
132	305 TARPON SPRINGS RD	1992	3	2
133	306 BON BON LN	1970	3	1
134	309 STANFORD ST	1969	3	1
135	309 WATTS LN	1971	3	1.5
136	3110 TROTTER RD	1971	3	2
137	320 GREENLAKE DR	1983	3	1.5
138	321 GALBRA STREET	1971	3	1.5
139	321 GATLIN DR	1983	4	1.5
140	325 GALBRA ST	1972	3	1.5
141	328 GREYBARK DR	1975	3	1.5
142	340 GREYBARK DR	1975	3	1.5
143	3517 KELFORD DRIVE	1971	3	1

#	ADDRESS	BUILT	BED	BATH
144	3608 OLD LEESBURG RD	1971	3	1
145	3709 TRAVELERS LANE	1967	4	2.5
146	3720 LOCHMORE DR	1971	3	1.5
147	3814 MONROE ST	1919	3	1.5
148	3817 MONROE ST	1924	3	1
149	3830 HEYWARD STREET	1969	3	1
150	3937 TROTTER RD	1971	3	1
151	4034 BOOTH ST	1983	3	1.5
152	408 SHAGBARK DR	1971	3	1
153	409 WEST MIRIAM ST	1971	3	1
154	409 WINSLOW WAY	1989	3	2
155	41 SALVIA COURT	1985	3	1
156	4108 TAVINEER DR	1971	3	1
157	411 S GREGG ST	1919	3	1
158	417 STANFORD ST	1969	4	1.5
159	4204 MONTICELLO RD	1949	3	1.5
160	4232 DONAVAN DR	1970	3	1
161	4245 HILEAH STREET	1971	4	1.5
162	427 TODD BRANCH DR	1971	3	1.5
163	4316 LEEDS ST	1966	3	1
164	433 S Greg St	2008	3	2
165	4332 BROOKRIDGE DR	1950	2	1
166	4332 CHARTER CT	1971	3	1
167	4341 CANDLELITE DR	1971	3	1
168	4349 CRESTLITE DR	1972	4	1.5
169	4356 CANDLELITE DR	1971	3	1
170	4817 FAULKLAND RD	1965	4	2
171	5 VALLEY END CT	1992	3	2
172	504 CRANE CHURCH RD	1995	4	1
173	504 HICKORY RIDGE DR	1971	3	1.5
174	508 WINSLOW WAY	1989	3	2
175	509 S. HIGHLAND FOREST	1954	4	1.5
176	516 SCARSDALE DR.	1969	4	1
177	524 BRIARCLIFF DR	1972	3	1.5
178	524 WILMETTE RD.	1972	3	1
179	530 NORTH CROSSING DR	1992	3	2
180	530 S Bull	2008	3	2
181	5524 CABOT ST	1953	3	1
182	6 NORTHFIELD CT	1992	3	2
183	6 PENHURST COURT	1991	3	2
184	6424 WINYAH DR	1953	3	1.5
185	6533 CAMELOT ST.	1975	3	1
186	6613 FROST AVE.	1968	3	1
187	6821 BECKY CT	1969	3	1
188	7043 FRANDALL AVE	1955	3	1
189	71 GUERNSY DR.	1971	3	1
190	716 ROCKHAVEN RD.	1986	3	1.5
191	716 WILKES RD.	1972	3	1
192	718 DIXIE AVE	1970	3	1

#	ADDRESS	BUILT	BED	BATH
193	7215 SUNVIEW DR	1954	3	1
194	7268 HOLLOWAY RD	1955	3	1.5
195	760 FARROWWOOD DR	1972	3	1
196	806 Oak St	2014	2	1
197	817 RIVERWALK WAY	1989	3	1.5
198	818 PELICAN CR	1971	3	1.5
199	921 CANELAKE DR.	1970	3	1
200	925 CANELAKE DR.	1970	3	1.5
201	928 WOODALE CIR	1970	3	1
202	930 CINDY DRIVE	1967	3	1.5
203	1000 BLUE RIDGE TERRACE	1969	3	1
204	101 HICKORY FOREST ST	1984	3	1
205	1101 PALISADES CR	1965	3	1
206	1105 SANDPIPER DR	1971	3	1
207	1109 ROSELLE DR.	1966	3	1
208	117 DURHAM CREEK CT	1988	3	2
209	133 OAKLEY DR.	1985	3	2
210	140 CRANE CREEK DR.	1967	4	1.5
211	1605 LOWER RICHLAND BLVD	1982	3	1
212	1726 NEARVIEW AVE	1958	3	1
213	2106 HERTFORD DRIVE	1978	3	3
214	2121 GAYLEY ST	1965	3	1.5
215	225 SADDLETRAIL RD	1971	3	1
216	226 SHAGBARK DR.	1971	3	1
217	230 SUNNYDALE DR.	1986	3	1.5
218	2848 BLONDELL CIRCLE	1948	3	1
219	304 LINCOLNSHIRE NORTH DR	1971	3	1
220	309 TODD BRANCH DR	1971	3	1
221	341 OVANTA RD	1971	3	1.5
222	345 GATLIN DRIVE	1977	3	1
223	3513 LEE HILLS DR	1967	3	1
224	4052 CANDLELITE DR	1971	3	1
225	4349 LA CLAIR STREET	1971	3	1
226	4519 ALCONBURY CT	1985	3	2
227	452 HICKORY RIDGE DR	1970	3	1.5
228	657 BITTERNUT	1993	3	2
229	7037 FRANDALL AVE.	1955	3	1
230	1010 BIRCHWOOD DR	1970	3	1
231	1013 BIRCHWOOD DR	1970	3	1
232	1017 BIRCHWOOD DR	1970	3	1
233	1020 SLASHPINE LN	1970	4	1.5
234	104 LAMBETH DRIVE	1968	3	1
235	1100 SLASHPINE LN	1970	3	1
236	1110 FARAWAY DR	1956	3	1
237	1117 FURWOOD CR.	1971	3	1
238	112 LINCOLN PARKWAY	1970	3	1
239	113 LEESIDE CR	1969	3	1.5
240	136 GREENTREE ST.	1971	3	1
241	1520 HOLLINGSHED RD	1973	3	1.5

#	ADDRESS	BUILT	BED	BATH
242	1646 South Beltline Blvd	1966	3	2
243	1765 HAVILAND CIRCLE	1983	3	1
244	193 STANFORD ST	1969	3	1
245	208 RAINTREE DR	1994	3	2
246	2120 CUNNINGHAM RD	1966	3	1.5
247	2136 LEESBURG RD	1959	3	1
248	2326 EAST BOUNDARY RD	1975	3	1.5
249	251 SUNNYDALE DR.	1985	3	1.5
250	26 FORESTGROVE CT	1984	3	2.5
251	2717 TRULL ST.	1943	3	1.5
252	2927 EASTWAY DR	1968	3	1
253	3007 EASTWAY DR	1963	3	1.5
254	3015 LANG RD	1962	3	2
255	305 BEAVER DALE RD	1970	3	1.5
256	313 LINCOLNSHIRE SQUARE	1970	4	1
257	321 GREENLAKE DR	1983	3	2
258	325 CHARWOOD DR.	1970	3	1
259	341 CHARWOOD DR.	1970	4	1.5
260	3701 WOODBURY DR.	1970	3	1
261	38 FOREST TRAIL CT	1983	3	1.5
262	3812 LEE HILLS DR	1967	3	1
263	401 BRIDAL TRAIL	1971	3	1.5
264	404 SADDLEFIELD RD	1971	3	1
265	409 BRIDLE TRAIL	2007	3	2
266	4104 SHORECREST DR.	1970	3	1
267	4145 SHORECREST DR.	1970	3	1
268	4206 LEEDS ST.	1970	3	1
269	432 SAWTIMBER LN	1972	3	1
270	4328 CAMINO ST	1972	3	1
271	4344 CANDLELITE DR	1971	3	1
272	8308 OLD PERCIVAL RD	1969	3	1.5
273	913 AARON DR	1972	3	1

RESIDENT RELOCATION ASSESSMENT

In order for CHA to develop a Specialized Transition Plan for your family, it is necessary to obtain more information about your household members. It is our intent to design a relocation plan with your input that will meet the needs of your household during this relocation period. Please take time to fully complete this assessment form with the assistance of our trained staff person conducting the home visits.

HOUSEHOLD INFORMATION

Date _____

Head of Household _____

Apt # _____ Address _____ # of Bedrooms _____

Home # _____ Cell # _____

Other # _____ Email _____

Total Number of Individuals on the Lease Adults _____ Children _____
(18 years and older) (Under the age of 18)

Are there any person(s) on the lease that you expect to join/re-join your household within the next 6 months? This includes household members who are currently out of the area/country, expecting a child, anyone in the process of adopting a child or becoming a foster parent? Are there any household members attending or returning from educational institutions, residential programs, health care facilities, etc.)? Yes _____ No _____

Name _____ Date of return _____

Please print

Name _____ Date of return _____

Transportation Information

Do you own a registered vehicle? Yes _____ No _____

Mode of transportation most often used by your household

Public Transportation/Bus _____ Drive _____ Walk _____ Taxi _____

Ride from family/friend/Agency/Program _____ Other _____

SPECIAL /NEEDS

The following are questions designed to help us plan to household members with special needs. Please list any household members with a disability that may need any special accommodation.

Household Member Name _____

Type of Accommodation	HH Member with Special Needs	Documentation Yes/No
Mobility Impaired		
Fully Accessible Unit		
Chemical Free Environment		
Hearing Impaired		
Companion Animal		
Live In Caretaker		
Other:		

Is there a Social Worker/Case Manager working with family member? Yes___ No___

If yes provide the following information:

Agency _____

Contact Person _____

Phone # _____ Email _____

Are you willing to sign a Release of Information Form from provider? Yes___ No___

May we contact the Provider Yes ___ No___

Service	Current(C) Request (R)	Agency	Contact Person	Phone
Adult Day Care				
Notes:				
Shut-in Visits				
Notes:				
Homemaker				
Notes:				
Home Health Aide				
Notes:				

Service	Current(C) Request (R)	Agency	Contact Person	Phone
Wheelchair/Transport				
Notes:				
Visiting Nurse				
Notes:				
Physician Visits				
Notes:				
Church Program				
Notes:				
Regular Hospital Visits (dialysis etc.)				
Case Management				
Notes:				
Substance Programs				
Other				
Notes:				

(Complete a separate page for each household member receiving and/or requesting supportive services that may impact the relocation process).

RELOCATION INFORMATION

Is there a period of time in which you will be unable to relocate? If so, why and indicate this period of time.

Are there any accommodations during the above mentioned period which would facilitate your relocation? Please explain.

Do you have an outstanding bill with electrical provider No_____ Yes- how much?_____

Do you have an outstanding bill with water srvcies? No____ Yes- how much?_____

Who assists you when you have a problem?

Family____ Friends____ Neighbors____ Agency ____ Social Worker____ Other_____

Name of Person (s) who Provides Assistance	Relationship	Phone Number/Email Address

Do you own a pet? Yes ____ No____

Is it a companion/assisted animal? Yes ____ No____

If yes, Special Accommodation/Needs section must be completed and documentation provided.

Personal Information

Do you know what your credit score is?

Do you or any household member have a criminal Background?

Have you or any other adult in the ever been evicted?

Do you owe property money?

If yes to any of the above question include details below.

ADDITIONAL INFORMATION

Is there any additional information you would like to share?

Signature: _____ Date:_____

Columbia Housing Representative Completing Form:

Name:_____ Date:_____

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

[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.

Under the RAD Program, your property will be transferred to a new owner and undergo rehabilitation construction. The level of construction may require you to be relocated temporarily from your unit. We will provide more information to you as the construction plans are finalized.

DO NOT MOVE NOW.

You will be notified if you have to move a minimum of 90 days prior to the required move. 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).

When your building receives approval from HUD and if you are required to temporarily relocate, you may become eligible for relocation assistance and payments under the URA, including:

- **Temporary Housing Unit** – We will provide you with a temporary housing unit for the period in which your unit will be under renovation.
- **Moving Assistance** – Packing materials will be made available and assistance with packing will be provided upon request. A private moving company will provide all moving services needed.
- **Storage** – If it is not necessary for you to move your belongings to the temporary housing unit, we will provide storage in a secure and safe location during your temporary relocation period.

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 required to relocate from the property in the future, you will be informed in writing of 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 also have the right to appeal a determination on your eligibility for relocation assistance.

You should continue to pay your rent and meet all other requirements specified in your lease. If you fail to do so, it may be cause to terminate your lease. If you choose to move, or your lease is terminated, prior to receiving a formal notice of relocation, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans.

We will keep you informed about the project as plans progress. When HUD approves the project, we will make every effort to accommodate your needs.

If you have any questions about our plans, please contact: [Name, Title, Address, Phone, Email Address]. This letter is important to you and should be retained.

Sincerely,

**RAD NOTICE OF NON-DISPLACEMENT
(LESS THAN 12 MONTHS)**

[date]

Dear [resident name]:

We previously notified you of plans to rehabilitate the property you now occupy. At that time, you were advised the rehabilitation would require you to temporarily relocate.

THIS IS A NOTICE OF NON-DISPLACEMENT.

You will not be required to move permanently as a result of the rehabilitation construction work. However, the level of construction that needs to be completed to rehabilitate the property you now occupy will require that you relocate on a temporary basis. The construction will be completed in multiple phases and when the phase that impacts your portion of the building is complete, you will be able to move back to a newly renovated apartment.

This notice guarantees you the following:

1. You will be able to lease and re-occupy an appropriate decent, safe and sanitary housing unit in the project upon completion of the rehabilitation. Your monthly rent will remain the same or, if increased, your new rent and estimated average utility costs will not exceed 30% of the gross income of all adult members of your household.
2. When you move temporarily so that the repairs can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from the temporarily occupied unit and any additional housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

DO NOT MOVE NOW. Since you will have the opportunity to occupy a newly rehabilitated apartment, we urge you not to move now.

If you do elect to move for your own reasons, you will not receive any relocation assistance. We will make every effort to accommodate your needs. Because Federal assistance is involved, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

If you have any questions, please contact [name, telephone number, e-mail].

Sincerely,

**RAD NOTICE OF ELIGIBILITY FOR
URA RELOCATION ASSISTANCE
(12 MONTHS OR MORE)**

[date]

Dear [resident name]:

The property you formerly occupied at [address] is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. You have been temporarily relocated from that property since [date.]

Your temporary relocation has exceeded one year. We currently estimate that you may return to the RAD project by [date]. You may choose to extend temporary relocation or you may choose permanent relocation assistance.

If you choose extended temporary relocation, you will remain at the same location where you currently are living under the same terms and conditions, until a RAD unit is ready for your return. If you choose permanent relocation assistance, you give up your right to return to the completed RAD project.

This is a Notice of Eligibility for Permanent Relocation Assistance.

If you choose permanent relocation assistance, you will not be required to move without at least 90 days advance written notice of the date by which you must vacate and will be provided with alternate comparable housing units. When you do move, you will be entitled to relocation payments and other assistance in accordance with Federal regulations implementing the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended (URA). Permanent relocation assistance includes the following services.

- **Relocation Advisory Services** - You will receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- **Packing Materials and Assistance** – All necessary materials needed to pack will be provided to you and if you request, packing assistance will also be provided.
- **Moving Assistance** – A private moving company is available to move all your belongings or you may be paid a flat moving fee based on the number of rooms with furniture pursuant to the schedule published by the Federal Department of Transportation. The type of moving assistance will be determined based on the location of your move.

- **Replacement Housing Payment and/ a Housing Choice Voucher** - You may be eligible for a replacement housing payment to rent or buy a replacement home or a Housing Choice Voucher **IF** one is available through SFHA. The amount of a replacement housing payments is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. There is a maximum payment that will be provided.

When you inform us of your choice of your relocation option, we will provide a minimum of three comparable replacement units and more detailed information about the replacement housing payment and/or the availability of a Housing Choice Voucher.

Enclosed is a brochure entitled, "Relocation Assistance to Tenants Displaced From Their Homes." Please read the brochure carefully. It explains your rights and provides additional information on eligibility for relocation payments and what you must do in order to receive these payments.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*name, phone number and e-mail of contact person*].

Remember, do not move before we have a chance to further discuss your relocation assistance. This letter is important to you and should be retained.

Sincerely,

**RAD NOTICE OF RELOCATION
(LESS THAN 12 MONTHS)**

[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. The San Francisco Housing Authority previously provided you with a General Information Notice advising you that under the RAD Program, the Public Housing property in which you reside will be transferred to a new owner and convert to Project Based Vouchers.

Our company, [name of developer(s) or joint venture] intends to acquire the property you currently occupy under the RAD conversion program and this is a Notice of Intent to Acquire and a Notice of Temporary Relocation.

The level of construction that needs to be completed to rehabilitate the property you now occupy will require that you relocate for approximately [anticipated duration of relocation]. The construction will be completed in multiple phases and when the phase that impacts your portion of the building is complete, you will be able to move back to a newly renovated apartment.

YOU DO NOT NEED TO MOVE NOW but will be required to move at some time during the construction. This notice informs you that a decent, safe, and sanitary dwelling unit will be made available to you during the temporary relocation period. You will be given advance notice of when you will need to move and provided a minimum of 10 days to complete the move.

Temporary relocation assistance will be provided and will include the following:

- **Packing Materials and Assistance** – All necessary materials needed to pack will be provided to you and if you request, packing assistance will also be provided.
- **Moving Assistance** – A private moving company will move everything that you need to your temporary relocation unit and return all your belongings back to your newly renovated apartment.
- **Storage** – If you choose to stay with family or friends during the temporary relocation period and you would like your belongings to be placed in storage, all costs of storage will be paid for you.

Under the RAD Program, you are protected by a law known as the Uniform Relocation Assistance and Real Property Acquisitions Act. (URA).

We do not anticipate that your relocation will last more than the time stated above. However, one of the URA protections for persons temporarily relocated is that such relocation will not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under 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 previously provided. You will also have the right to appeal the determination of relocation assistance if you feel that you do not receive proper assistance.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*name, phone number and e-mail of contact person*].

Remember, do not move before we have a chance to further discuss your relocation assistance. This letter is important to you and should be retained.

Sincerely,

**RAD NOTICE OF RELOCATION
NOTICE OF ELIGIBILITY FOR URA RELOCATION ASSISTANCE
(12 MONTHS OR MORE)**

[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. The San Francisco Housing Authority previously provided you with a General Information Notice advising you that under the RAD Program, the Public Housing property in which you reside will be transferred to a new owner and convert to Project Based Vouchers.

Our company, [name of developer(s) or joint venture] intends to acquire the property you currently occupy under the RAD conversion program and this is a Notice of Intent to Acquire and a Notice of Temporary Relocation.

The level of construction that needs to be completed to rehabilitate the property you now occupy will require that you relocate for approximately [anticipated duration of relocation]. The construction will be completed in multiple phases and when the phase that impacts your portion of the building is complete you will be able to move back to a newly renovated apartment.

Under the RAD Program, you are protected by a law known as the Uniform Relocation Assistance and Real Property Acquisitions Act. (URA).

Because we expect your relocation to exceed one year, you have the choice to either:

- Receive extended temporary relocation assistance and return to a unit in the RAD project once it is complete; OR
- Receive permanent relocation assistance and payments consistent with the URA and forfeit your right to return to the completed RAD project.

You must inform us of your choice within 30 days from the date of this letter.

YOU DO NOT NEED TO MOVE NOW. If you choose extended 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 and provided a minimum of 10 days to complete the move. If you choose permanent relocation assistance, you will not be required to move sooner than 90 days after you receive written notice that comparable replacement unit(s) is available to you.

If you choose extended temporary relocation, your relocation exceeds one year and you qualify as a "displaced person" under the URA and you may become eligible for further relocation assistance under URA.

Extended temporary relocation assistance will be provided and will include the following:

- **Packing Materials and Assistance** – All necessary materials needed to pack will be provided to you and if you request, packing assistance will also be provided.
- **Moving Assistance** – A private moving company will move everything that you need to your temporary relocation unit and return all your belongings back to your newly renovated apartment.
- **Storage** – If you choose to stay with family or friends during the temporary relocation period and you would like your belongings to be placed in storage, all costs of storage will be paid for you.

If you elect to receive permanent relocation assistance, this assistance will include all of the services above and the following additional services:

- **Relocation Advisory Services** - You will receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- **Replacement Housing Payment and/ a Housing Choice Voucher** - You may be eligible for a replacement housing payment to rent or buy a replacement home or a Housing Choice Voucher **IF** one is available through SFHA. The amount of a replacement housing payments is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. There is a maximum payment that will be provided.

When you inform us of your choice of your relocation option, we will provide a minimum of three comparable replacement units and more detailed information about the replacement housing payment and/or the availability of a Housing Choice Voucher.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*name, phone number and e-mail of contact person*].

Remember, do not move before we have a chance to further discuss your relocation assistance. This letter is important to you and should be retained.

Sincerely,

**RAD NOTICE OF RELOCATION
NOTICE OF VOLUNTARY
EXTENDED TEMPORARY RELOCATION**

[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. The San Francisco Housing Authority previously provided you with a General Information Notice advising you that under the RAD Program, the Public Housing property in which you reside will be transferred to a new owner and convert to Project Based Vouchers.

Our company, [name of developer(s) or joint venture] has acquired the property you currently occupy under the RAD conversion program and this is a Notice of Extended Temporary Relocation.

The level of construction that needs to be completed to rehabilitate the property you now occupy will require you to move for a period of time less than 12 months. However, you have requested to move for a longer period of time under extended temporary relocation.

Under the RAD Program, you are protected by a law known as the Uniform Relocation Assistance and Real Property Acquisitions Act. (URA).

Extended temporary relocation assistance will include the following assistance:

- **Return to the RAD Property** – You will return to the RAD property upon completion of the rehabilitation.
- **Packing Materials and Assistance** – All necessary materials needed to pack will be provided to you and if you request, packing assistance will also be provided.
- **Moving Assistance** – A private moving company will move everything that you need to your temporary relocation unit and return all your belongings back to your newly renovated apartment.
- **Storage** – If you choose to stay with family or friends during the temporary relocation period and you would like your belongings to be placed in storage, all costs of storage will be paid for you.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [name, phone number and e-mail of contact person].

This letter is important to you and should be retained.

Sincerely,

TENANT CERTIFICATION
VOLUNTARY REQUEST FOR EXTENDED TEMPORARY RELOCATION

I hereby certify that all RAD Relocation requirements, options and benefits have been clearly explained and I voluntarily request extended temporary relocation.

- ☐ I voluntarily elect to exercise extended temporary relocation for a period to exceed 12 months and voluntarily relinquish any claim to Permanent Relocation.
- ☐ I will continue to reside at the property before the temporary relocation and will return to the property after completion of rehabilitation.
- ☐ I understand that I will receive the assistance and benefits described above and will not receive any additional relocation benefits.
- ☐ All information has been presented and explained to me in my primary language.

Name: _____ Apt. Number: _____

Signature: _____ Date: _____

30 DAY NOTICE OF TERMINATION OF PUBLIC HOUSING DWELLING LEASE

OFFER OF NEW PROJECT BASED VOUCHER LEASE

Date

Name

Street and Apartment

City, State, Zip

Dear

The Public Housing Dwelling Lease for the above premises will be terminated 30 days from the date of this notice.

The specific reason for this termination is as follows:

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) Program. On _____, HUD issued the RAD Conversion Commitment (RCC) to convert your property from Public Housing to Project Based Vouchers. Thus, your Public Housing Dwelling Lease will terminate 30 days from the date of this notice.

This notice also serves to provide you an offer of a Project Based Voucher (PBV) Lease with the new owner of the property. A copy of the PBV Lease, the RAD PBV Rider to the Lease, the PBV Tenancy Addendum and the PBV Statement of Family Obligations are attached for your review. Should you accept this offer of a PBV Lease, you will be required to attend a briefing and execute all of these documents prior to occupancy of the PBV unit.

Under the Rental Assistance Demonstration (RAD) Program you have certain rights which include the following:

1. You cannot be displaced and have a right to return to the project although you may not necessarily return to the same apartment unit.
2. You are not subject to eligibility determinations and will not be rescreened for admission to the property under PBV.
3. Your security deposit will be transferred to the new owner of the property and you will not have to pay any additional security deposit.
4. Your rent under the PBV Program will continue to be based on your income calculated in accordance with applicable federal regulations.

If you choose not to accept a PBV Lease for the current property you occupy, you will be entitled to Permanent Relocation Benefits under the Uniform Relocation Act. Information about Relocation Benefits will be provided in separate relocation notices.

Sincerely,

Please indicate below your intent to accept a Project Based Voucher Lease for a unit at the property you now occupy.

☐ I intend to accept a Project Based Voucher Lease and continue to reside at the property before and/or after temporary relocation, as applicable.

☐ I intend **NOT** to accept a Project Based Voucher Lease and request all benefits to which I am entitled under the Federal Uniform Relocation Act (URA).

If you accept a Project Based Voucher lease, you must sign the lease and all related documents prior to November 1, 2015.

Name: _____ Apt. Number: _____

Signature: _____ Date: _____

90 DAY NOTICE TO VACATE

[date]

Dear [resident name]:

We previously notified you of plans to rehabilitate the property you now occupy. At that time, you were advised the rehabilitation would require you to temporarily relocate.

We estimate that you will need to relocate for approximately [anticipated duration of relocation]. The construction will be completed in multiple phases and when the phase that impacts your portion of the building is complete, you will be able to move back to a newly renovated apartment.

We will soon be ready to implement the relocation plan in order to proceed with the rehabilitation plans for your apartment.

This is your 90 Day Notice to Vacate.

You will be required to move from your current apartment within the next 90 days. Please be assured that you are eligible for assistance to help you relocate, and that this assistance includes moving assistance, referral to a decent, safe and sanitary unit, storage if needed, and assistance returning to the project upon completion of the rehabilitation of an appropriate unit.

Temporary Housing Unit – We will provide you with a temporary housing unit [on another floor at this property or at other location of temporary unit] for the period in which your unit will be under renovation. [more information about the temporary unit if needed]

Moving Assistance – Packing materials will be made available and assistance with packing will be provided upon request. We have hired [name of moving company] that will provide all moving services needed.

Storage – If it is not necessary for you to move your belongings to the temporary housing unit, we will provide storage in a secure and safe location during your temporary relocation period.

When it is time for construction to commence that will impact your apartment, a Relocation Specialist will contact you and provide you with a minimum of 10 days to schedule your move.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [name, phone number and e-mail of contact person].

Sincerely,

30 DAY NOTICE TO VACATE

[date]

Dear [resident name]:

We previously notified you of plans to rehabilitate the property you now occupy. At that time, you were advised the rehabilitation would require you to temporarily relocate.

Construction is scheduled to begin for the phase that impacts your apartment.

This is your 30 Day Notice to Vacate.

The estimated time that you will need to relocate is [anticipated duration of relocation]. You will be required to move from your current apartment within the next 30 days. The following assistance will be provided to assist you with the move.

Temporary Housing Unit – A temporary housing unit is available for you [on another floor at this property or at other location of temporary unit] for the period in which your unit will be under renovation.

Moving Assistance – Packing materials and assistance are available upon request. [Name of moving company] will provide all moving services.

Storage – If it is not necessary for you to move your belongings to the temporary housing unit, we will provide storage at [address of storage company].

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [name, phone number and e-mail of contact person].

Sincerely,

10 DAY NOTICE TO VACATE

[date]

Dear [resident name]:

We have provided several previous notices regarding the plans to rehabilitate the property you now occupy. You were advised with each notice that the rehabilitation would require you to temporarily relocate.

It is now time to move and this is your 10 Day Notice to Vacate.

You must move within the next 10 days. The following assistance will be provided to assist you with the move.

Temporary Housing Unit – The location of your temporary housing unit is [address of relocation unit].

Moving Assistance – [Name of moving company] is scheduled to move your belongings on [date].

Storage – [if applicable] Furniture and other personal items that will not be moved with you will be stored at [address of storage company].

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [name, phone number and e-mail of contact person].

Sincerely,

**RENTAL ASSISTANCE DEMONSTRATION PROGRAM
ELECTION OF HOUSING OPTION**

Date

Name

Address

City/State/Zip

Dear

We have previously shared plans about the renovations at <<PROPERTY>> and the conversion to Project Based Vouchers under the Rental Assistance Demonstration (RAD) Program.

Under the RAD Program you have a guaranteed right to a unit at the property.

However, the level of construction will require you to move temporarily to a unit within the project or to another location.

You may also elect Permanent Voluntary Relocation. If you choose this option, this will be considered a permanent move and you will not be able to return to the property.

The Relocation Specialist has previously met with you to discuss all housing options. It is now time for you to make your final housing choice.

Please complete the attached form indicating your housing choice. The Relocation Specialist will be in contact with you in the next few days to collect this completed form and answer any additional questions you may have.

Sincerely,

**RENTAL ASSISTANCE DEMONSTRATION PROGRAM
ELECTION OF HOUSING OPTION**

_____ I want to remain at the property and will move to a temporary unit during the construction period. I understand that this is a temporary unit and I agree to move to a fully renovated permanent unit when notified. I understand that I have a guaranteed right to a unit at the property but NOT a right to return to the same unit.

_____ I elect Voluntary Permanent Relocation. I acknowledge that all my rights under RAD have been clearly explained to me and that by choosing this housing option, I forfeit my right to return to the property. I understand that I will be provided a Housing Choice Voucher if I am eligible. If I am not eligible for a voucher, I understand that I may be eligible for Relocation Housing Assistance pursuant to the URA requirements.

_____ I have voluntarily chosen to move from the property with no further assistance.

Printed Name: _____

Current Address: _____

Telephone: _____ E-Mail Address: _____

Signed: _____ Dated: _____



NOTICE TO ELECT FINAL HOUSING OPTION

Date

Name

Address

City/State/Zip

Dear [*resident name*]:

We previously notified you of plans to convert your property under the HUD Rental Assistance Demonstration (RAD) Program and complete major renovations at the property. As we previously discussed, the level of construction will require you to move during the construction period.

The Relocation Specialist has provided housing counseling and advised you of the temporary relocation process during the construction period. You have also been advised of housing options should you choose voluntary permanent relocation including the option to elect a Housing Choice Voucher.

The closing on the property is anticipated for _____ and construction will commence by _____.

This Notice serves to confirm that you must make a final housing choice by:

If you have not completed all paperwork and attended a briefing for a Voucher by this date, you will remain on the property but will be temporarily relocated in accordance with the construction phasing schedule.

As a reminder, you will have the option to exercise Choice Mobility one year after you have signed a new lease agreement for your permanent replacement unit at the project. Choice Mobility will provide you with an option to request a voucher provided you remain in good standing under the lease agreement.

If you have any questions about this notice, please contact me at

Sincerely,

Relocation Coordinator

RESIDENT ACKNOWLEDGEMENT OF RECEIPT OF RELOCATION NOTICES

RELOCATION COMMUNITY:

RESIDENT NAME:

RESIDENT ADDRESS:

I hereby acknowledge that I have received the following notices related to Relocation Assistance to which I am entitled as the result of the demolition of the above project.

- ☐ General Information Notice dated _____
- ☐ Notice of Non-Displacement and Temporary Relocation dated _____
- ☐ 90 Day Notice to Vacate dated _____
- ☐ Notice of Voluntary Permanent Relocation and Eligibility for Relocation
- ☐ Notice of Ineligibility for Relocation Assistance received on _____
- ☐ Other: (specify): _____

Resident Signature: _____ Date: _____