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Greer Housing Authority

Greer, SC
Anti-Displacement
& Relocation Plan
Northgate Manor

October 17, 2024

Introduction

Vista Capital Management is the author of this Relocation Plan, and they will be on hand to oversee the relocation process. Vista has facilitated seven relocation projects in the past seven years in South Carolina, North Carolina, and, most recently, Virginia under the guidance of Robin Brown. Vista will implement the Plan, deliver notices, answer questions, and schedule moves.

Relocation Coordinator

If you have any questions about the proposed rehabilitation, please contact: Robin Brown, Senior Regional Manager, 864-404-3500.

Relocation Process

The purpose of this Plan is to have no permanent displacement.

There will be no permanent displacement of tenants in The Project. However, tenants may be subject to temporary onsite displacement. They will be entitled to return to a unit in the same complex, not necessarily the same unit.

Prior to this proposal submission, management will deliver to each tenant a General Informational Notice. The General Informational Notice contains language telling tenants not to move until they are directed. If they move of their own volition, they may well lose their relocation benefits. The rehabilitation will not affect their rent, that they will be able to ask questions of a specific person with their name and number, and that they will be moved with the owner paying for their moving costs to and from the offsite temporary living quarters and that any out-of-pocket costs will be reimbursed by the owner.

Every tenant shall receive a General Informational Notice, and a copy will be kept in their file. The General Informational Notice are attached herein.

Depending on the rate of tenants moving from the property, at some point before rehabilitation begins, we will stop moving tenants from the waiting list into vacancies as they may occur. The purpose of this is to permit us to empty out enough units to accommodate phasing the rehabilitation.

Relocation Budget

The list of relocation expenses to be paid in connection with Temporary Relocation includes the following:

- Moving costs, including packing and unpacking, boxes and packing tape.
- Storage costs of furniture and other belongings if necessary
- Property insurance to protect the tenants' belongings.
- Pest Control if vermin are detected in the tenants' belongings.
- Increased costs to the tenant living in a temporary unit including any out-of-pocket expenses associated with temporary living arrangements.
- Utilities hook-ups in their final rehabilitated unit, of any utilities, including phone and cable, the tenant had in their original unit.
- Utilities deposits, if necessary, to make the project proceed smoothly. In other words, if the tenant's utility deposit will not transfer from one unit to another or other problems occur, the owner may want to pay these costs and attempt to be reimbursed these costs from the utility at the end of the tenant's occupancy.

The costs of temporary relocating tenants on-site:

At least thirty days before having to move, those tenants selected in each new phase will receive a Notice to Move which will be very specific as to the day they will move, the name of their moving company, the date before the move when the mover will drop off appropriately-sized boxes and packing tape for those who wish to pack their own belongings, as well as to inspect the amount and condition of their property and the presence of vermin.

Although packing and unpacking is included in the moving service, many people prefer to pack some or all their own possessions. This notice will also counsel them to keep possession of cash, jewelry, keepsakes, collectibles, photographs and similar items to move themselves.

Some tenants may have belongings placed in storage. There will also be moving costs associated with taking belongings to-and-from storage.

Total relocation costs (combined) = \$420,000 (\$3,500 a unit average)

We prepare and keep updated one additional item: a spreadsheet to keep track of where each tenant is in the process of moving and returning.

Tenants moved off-site will each receive a Notice to Move Back to the unit, containing similar information to the Notice to Move.

We will most likely use an insured moving company to be selected prior to closing with extensive URA experience, to complete the moves. Their costs include insurance, packing and unpacking, in addition to the moves.

Source of Funding

All costs for all moves, hotel costs and storage, and any out-of-pocket costs by the tenants, including utilities hook-ups, will be borne by the project, paid from tax credit equity.

ATTACHMENTS

Instructions: The dates of the notices should be self-explanatory. Send the General Informational Notice now. Send the Notice to Move thirty days before the move. Include the Question and Answer script with every notice to cut down on the calls you'll get.

We will likely hire the mover. If you do, make sure the mover is insured. Hire one who provides his own insured storage. There are a number of ways to deal with bed bugs including making tenants throw away their upholstered furniture, bombing in the units, hiring contractors to steam-treat the units, heat-treating on the moving vans. But deal with them you must because the mover will make you. And, the mover may put the belongings of two or more people on the same truck, infecting everything.

General Informational Notice

Notices are attached at the end of this document:

Notice to Move to Temporary Dwelling Unit

Notices are attached at the end of this document

Notice to Move to a Rehabilitated Dwelling Unit

Notices are attached at the end of this document

RELOCATION ASSISTANCE TO TENANTS TEMPORARILY MOVED FROM THEIR DWELLINGS

Supplemental Information on Temporary Relocation

It is expected that *no* tenants will be asked to move permanently. However, some will temporarily move to a nearby hotel while the rehabilitation is completed before moving back to a unit in Northgate Manor that has been fully renovated.

- Do I have to move?

You do not have to move permanently. However, you will have to move once we have a newly renovated apartment for you to move to. Two tenants will have to move temporarily while the rehabilitation is completed on their dwellings. After rehabilitation is completed they will move back to a completed dwelling, as long as they remain eligible. In other words, two tenants will move twice: once to a temporary hotel accommodation, and a second time to their permanent home in Azalea Park Apartments. The other tenants will move once, from the unit they are living in to once completely remodeled.

All tenants who remain eligible will retain their rental assistance if they now have it.

It is important that you do not move prior to receiving a notice to move to either your new home or a temporary dwelling unit from us. If you do you might lose any relocation benefits to which you are entitled as well as your rental assistance.

- Where will we move if we are to be temporarily relocated?

While it is not known the specific location you will move to at this time, you will be given sufficient time to move. You will be given a written 30-day notice prior to your move, and your temporary living arrangements will be suitable to your needs. It will also be decent, safe and sanitary. Tenants will be notified of the location of their temporary living arrangements, the dates they will stay there, and when they may move back to their dwelling once rehabilitation is complete. While living in these accommodations we will keep you updated as to the status of your return date.

The temporary move location will be a hotel, where two households will be temporarily moved while Victoria Arm is being renovated. Everyone else will remain in their current dwelling until we have a rehabilitated unit for them to move to.

- Will we have to pay extra for this temporary accommodation?

No. However, you must continue to pay your rent. In addition, other out-of-pocket costs that you may incur in connection with this move, such as transportation costs, utility hook-ups and deposits, etc., will be reimbursed to you. However, please contact us before you incur any out of-pocket costs so that you can be assured they will be reimbursed.

- How will my property be protected while I am moving to and living in my temporary dwelling?

Take anything valuable with you, on your person. We will assist you with packing and unpacking of your valuables and other possessions if you wish. Or, we will supply you with boxes and packing tape so you can pack up your possessions. It is likely that some items such as furniture will be put into a storage unit at our expense. We are required to carry full replacement cost insurance on your possessions in our care during the move or when storage of items is necessary. **But, please, take any jewelry, cash, credit cards, items of personal significance and other valuables with you or place them with someone you trust. Take anything with you that contains your personal information such as your social security number, including bank statements, etc. Take any computers and computer storage devices.**

- How much notice will we receive before our temporary move?

You will receive at least a 30-day notice before your move. You may move out at any time during this 15-day period if you wish and if it meets our moving and construction schedule, but this is voluntary on your part.

- What will my dwelling look like after rehabilitation?

That will vary by the needs of the unit. It will be decent, safe, and sanitary. It will be inspected by the appropriate governmental building code enforcement agency. It will be updated, safer and, we believe, much nicer than it is now. It will be substantially rehabilitated.

- Will I be able to return to the same dwelling?

No. This is due to our need to minimize the inconvenience of all tenants by completing the entire project rehabilitation quickly, and to accommodate their household sizes or handicaps more appropriately.

- *I Have More Questions. Who Will Answer Them?*

If you have further questions after reading this brochure, contact your Property Manager and discuss your comments with the Manager. The Manager will either provide the answers or will find the answers for you.

GENERAL INFORMATION NOTICE (GIN)

Date

Dear **Resident Name**,

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

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 permanently displaced from your home, you will not be required to move until you are given at least 90-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you. If you are temporarily relocated and your temporary relocation lasts more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance you have already received.

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

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

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: Robin Brown, Senior Regional Manager, 864-404-3500.

Sincerely

(Note: This Notice is NOT sent to tenants moving from one unit to another within the project. Use the Notice to Move to a Rehabilitated Unit instead)

NOTICE TO MOVE TO TEMPORARY DWELLING UNIT

{Date}

(Name & Address)

Dear (Resident):

On _____, you were notified that the owner of your building obtained a loan to rehabilitate the property.

This notice is to inform you that as a result of the rehabilitation, you will be required to move temporarily within the next thirty (30) days. We hope to arrange your move for a day on or around _____. You will move to temporary living accommodations which meets the State's code located at _____. Our temporary move provisions provide that you will be reimbursed for any increased housing costs and reasonable out-of-pocket expenses incurred in connection with the temporary move and the cost of moving to and from the temporary location. You will also be provided with advisory services.

The rehabilitation of your unit at _____(address) is estimated to take about _____four months_____(time frame). You will be contacted by our agency at or near the completion of the rehabilitation in order for you to have the opportunity to lease and occupy your original unit (or another suitable unit in the same building or complex) at a rent of _____per month, including utilities.

If you have any questions about the proposed rehabilitation, please contact: Robin Brown, Senior Regional Manager, 864-404-3500.

Sincerely,

NOTICE TO MOVE TO A REHABILITATED DWELLING UNIT

{Date}

(Name & Address)

Dear (Resident):

On _____, you were notified that the owner of your building obtained a loan to rehabilitate the property.

This notice is to inform you that because of the rehabilitation, you will be required to move within the next thirty days. We hope to arrange your move for a day on or around _____. You will move to your new home located at _____. Our move provisions provide that you will be reimbursed for any reasonable out-of-pocket expenses incurred in connection with the move and the cost of moving to your new unit. You will also be provided with advisory services. Your cooperation in filling out your new paperwork to remain eligible for rental assistance will be appreciated.

If you have any questions about the proposed rehabilitation, please contact: Robin Brown, Senior Regional Manager, 864-404-3500.

Sincerely,