

M.O.V.E. MATTERS!



RESIDENT RELOCATION HANDBOOK

MHACY strives to ensure:

Minimize impact by providing

Options and opportunities to a

Variety of Residents who have

Essential needs to be met.

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INTRODUCTION

The underlying objective of the MHACY Relocation Program and this handbook is to ensure that persons who are displaced as a direct result of the Mulford Gardens HOPE VI Revitalization Program are treated fairly, consistently, and equitably so that they will not suffer disproportionate hardships as a result of activities designed for the benefit of MHACY residents as a whole.

This handbook was created to provide guidance to the Municipal Housing Authority for the City of Yonkers, New York (*hereinafter referred to as* MHACY), Staff and Residents directly affected by the HOPE VI process. This handbook is designed to facilitate resident and staff understanding of the various activities and processes required to relocate residents from the Mulford Gardens property to new homes during the Revitalization Program. It will assist with ensuring continuity; provide clarity on the rules, regulations, policies and procedures for the relocation of residents from the Mulford Gardens Development due to the upcoming HOPE VI revitalization program. The Mulford Gardens residents displaced by the HOPE VI program are the primary stakeholders of the program and are the “affected residents”. Throughout this handbook, there are topics with specific tasks that will facilitate a more efficient and effective implementation of the relocation process. MHACY’s supportive services and relocation providers will follow this guide to support residents as they assess their options and opportunities for identifying new housing. Where appropriate and relevant, the handbook incorporates specific requirements placed upon MHACY for relocation. To support the residents and service providers, forms and templates are provided to help residents work with their supportive service team members to understand their needs and desires for the relocation.

The MHACY relocation process is designed to minimize disruption of the lives of the residents and to assist in integrating the residents and their families into their new communities, whether temporary or permanent. Establishing a successful Relocation Plan that is sustainable requires that MHACY:

- Gain resident input and recommendations
- Provide up to date information to Affected Residents and actively participate in discussions
- Maintain effective lines of communication and translate documents in the languages of the Affected Residents
- Provide and maintain ongoing updates and communication with the community, stake holders and residents regarding handbooks for demolition, revitalization and relocation.

GENERAL INFORMATION

M.O.V.E. MATTERS!

M.O.V.E. *Matters!* is a program developed by the Municipal Housing Authority for the City of Yonkers, New York (MHACY), Department of Housing and Urban Development (HUD), and City of Yonkers, and local service agencies to provide a relocation process that is resident friendly, facilitates integration with the community and promotes long term economic and social integration of the residents into the community. MHACY is committed to adhering to the guidelines set by the Department of Housing and Urban Development (HUD) and Board of Commissioners.

WHO: The relocation process and this Handbook are intended to serve the needs of MHACY Residents, and the organizations and people supporting their relocation.

WHAT: MHACY's Mulford Gardens relocation process focuses on the premise that **M.O.V.E. Matters!** and *resident concerns and involvement are paramount.*

HOW: MHACY and Public Housing residents will:

- Share ideas and gain community input on relevant topics related to the revitalization of Mulford Gardens and the HOPE VI Program.
- Vacate the Mulford Gardens property by the established timelines.
- Adhere to timeframes outlined in the relocation plan.
- Adhere to Relocation Plan policies and procedures.

WHERE: Mulford Gardens Public Housing Development.

WHEN: The relocation process includes conducting community meetings, providing family and individual assessments, providing notifications to both residents and stakeholders affected by the plan and providing relocation assistance.

RELOCATION OPTIONS

SELECTION OF OPTIONS

Affected Residents will be offered the opportunity to select within a reasonable time a relocation option which includes the option of permanently relocating or temporarily relocating, as discussed further below. Residents will meet with a relocation counselor to review the options and the impact of selection. Once an option is selected Affected Residents will only have three (3) days to change the option. Failure to change the Relocation Option within that time period will render the initial option selected irrevocable (Affected Residents will not be able to change) unless MHACY consents in writing to any further change.

- *Once a resident is notified that a unit is available, the resident timely accepts the notice of availability*
- *The Affected Residents has at all times been in compliance with the lease with MHACY or another landlord.*
- *All residents will be subject to screening criteria and suitability and eligibility standards.*

It is the presumption and desire of MHACY that all of the Affected Residents be offered the opportunity to return to the revitalized community and that a large majority of residents actually avail themselves of this opportunity. Therefore, unless a resident clearly states and acknowledges that they desire NOT to return and therefore their moves are *Permanent*, all resident moves will be considered *temporary*. The following sections describe the benefits and considerations that apply to residents choosing either option.

A. Permanent Relocation

MHACY and the relocation counselors will provide residents with information about the Housing Choice Voucher Program and other replacement housing options to enable Affected Residents to decide if they want a Housing Choice Voucher Program Unit as their permanent replacement housing choice. If the demand for Housing Choice Voucher Program units exceeds the available Housing Choice Voucher Program supply, then priority will be given in the following order:

- First, to those working for at least six consecutive months in the past twelve months or involved in a structured, documented job training program with a partner agency within the same time period.
- Second, to those working for at least three consecutive months in the past twelve months or involved in a structured, documented job training program with a partner agency within the same time period.
- Third, to the affected residents who choose Housing Choice Voucher Program Housing as their permanent replacement housing.

B. Temporary Relocation

As previously stated, MHACY will presume all residents will be temporarily relocated unless a resident states otherwise. An Affected Resident who elects to receive a Housing Choice Voucher Program Voucher for temporary relocation purposes will be provided a voucher for the period of the relocation. MHACY and the relocation counselors will provide the residents with assistance regarding the cost implication of these choices such as utility reconnections, deposits and similar costs.

If an Affected Resident uses a Housing Choice Voucher for temporary relocation purposes and later permanently relocates back to public housing, the resident must return the Housing Choice Voucher Program Voucher to MHACY. Residents do not have to repay MHACY temporary relocation costs if a resident accepts a temporary relocation voucher then determines to keep it permanently.

HOUSING CHOICES

Regardless of whether a resident chooses to move permanently or temporarily, they will be offered either alternative comparable Public Housing or a Housing Choice Voucher to use in the private housing market. Through relocation counseling, residents will work with a counselor to identify the option most appropriate for the resident's particular economic, social and family circumstances. The primary options and processes available to residents are briefly described below:

Public Housing

Affected Residents may be offered an appropriate comparable public housing unit in another MHACY Public Housing Development. At least one comparable unit will be offered, if available, and MHACY will attempt to identify and offer up to three choices to the resident, but due to the demand of the Public Housing waiting list and HUD penalties for vacant units, available public housing units will be limited. ***MHACY can not offer more than three (3) comparable units as the MHACY has an extensive waiting list and it is a HUD requirement to fill (turn-over) vacant units as expeditiously as possible.***

Housing Choice Voucher Program

Affected Residents choosing the Housing Choice Program Voucher option must meet the eligibility requirements contained in the Administrative Plan to include, paying any and all outstanding debts owed to the Authority before a Voucher is issued.

Affected Residents using a Housing Choice Program Voucher for purposes of relocation, will have a period of ninety (90) days after the voucher is issued to locate a suitable unit. During this period, Affected Residents, with the assistance of the relocation counselors, must actively engage in the search for replacement housing. MHACY will provide assistance to Affected Residents in

accordance with the Administrative Plan. The initial (90) day period to locate a suitable unit may be extended by MHACY for up to maximum of thirty (30) additional days. If Affected Residents do not find a new unit and submit a Request for Lease Approval within 90 days, Affected Residents must apply for the 30-day extension in person with the HCV Coordinator by the 90th day. Affected Residents who do not find a new unit and submit a Request for Lease Approval by the 90th day or the end of the extended period, may lose the voucher, and the Relocation Counselor will offer Affected Residents other relocation choices.

Any resident who qualifies to receive a voucher and relocates using the voucher must comply with the owner's lease and the rules of the HCV program. If Affected Residents do not comply with the rules, and assistance is subsequently ended without any fault on the part of the MHACY, Affected Residents will not be entitled to any additional relocation benefits. MHACY will not be able or required to provide any other relocation choices.

MHACY shall ensure that any rent paid by an affected resident following Relocation will not exceed the amount permitted under Section 3 (a) of the URA. However, nothing in the MHACY Relocation Policy prohibits an Affected Resident from requesting a voucher under the Housing Choice Voucher Program, if any vouchers are available, for use with a housing unit at rent exceeding the amount permitted under Section 3 (a) of the URA.

HOUSING WITH FRIENDS AND RELATIVES

Affected Residents may choose to relocate to comparable housing of a friend or relative, provided that such housing is decent, safe and sanitary as required under the URA and does not violate occupancy standards. If the housing is in an MHACY development or MHACY assisted property, Affected Residents must be added to the lease and have prior consent of MHACY.

All requests (MHACY development or MHACY assisted properties) must be directed to the Senior Tenant Supervisor at MHACY through the Relocation Counselor and will be approved on a case-by-case basis. The Relocation Counselor will consider all requests that are not MAHACY developments or MHACY assisted properties and will seek to support the resident in their requests. A resident approved for a temporary or permanent relocation to housing of family or friends, will be entitled to the Moving Cost Expense and incidental costs (if applicable) set forth in the Relocation Policy.

OTHER RELOCATION OPTIONS

MHACY may provide other relocation options not otherwise identified above. If MHACY determines at the time that such options will be available, are strategically viable, and can be paid for out of relocation funds. *MHACY will communicate all identifiable alternative options with residents as it becomes aware of the option.*

ELIGIBLE RESIDENTS

Only those residents, on the list of Affected Residents are eligible for Relocation Assistance. The Occupancy Department of MHACY maintains a list of the Affected Residents. Affected Residents includes those residents who are not provided a notice of denial under this Policy, are in good standing with their MHACY lease at the time of receiving the relocation assistance and remain in “good standing” up to and including the time of temporary relocation and, if applicable, the relocation to a unit at a redeveloped property.

SUBSEQUENT DISQUALIFICATION

An Affected Resident will lose the right to obtain replacement housing under the MHACY Relocation Policy if, at the time of relocation and at the time a unit becomes available and is offered to the resident in accordance with his or her priority, the Affected Resident has not been in compliance with his or her lease with MHACY or another landlord. In addition, an Affected Resident who actually relocated permanently into a Housing Choice Voucher Program Unit, and whose Housing Choice Voucher Program assistance ended without fault on the part of MHACY will not be entitled to any additional benefits under this Policy.

An Affected Resident who relocated temporarily under this Policy retains his or her right to return to the Redeveloped Mulford Gardens Property or the replacement housing developed subject to established criteria and funded as part of the Mulford Gardens HOPE VI Revitalization Program. However, any resident who receives Housing Choice Voucher Program assistance for temporary relocation purposes under this Policy but who is not in compliance with his or her lease, will not be eligible to receive any further relocation benefits under this Policy, including the right to return to the Redeveloped Mulford Gardens Property or the replacement housing developed and funded as part of the Mulford Gardens HOPE VI Revitalization Program.

Any resident who initially qualified for any of the options in the Relocation Policy must remain in lease compliance at all times relevant to the relocation and subsequent return to the Mulford Gardens redevelopment if applicable.

RELOCATION PHASING SCHEDULE.

MHACY will manage the relocation of Affected Residents according to the relocation schedule maintained by MHACY and shared with the residents. ***The relocation schedule may change, in MHACY’s discretion, to reflect changes which may occur in the demolition, relocation, renovation and redevelopment schedules of the Mulford Gardens Property. Moreover, MHACY reserves the right to move or assist families in relocation in a sequence other than the Relocation Phasing Schedule to assist those families to obtain other relevant housing opportunities.***

MHACY ASSISTANCE TO AFFECTED RESIDENTS

GENERAL NATURE OF ASSISTANCE

Assistance to Affected Residents may include providing moving services, moving supplies, relocation counseling, assistance with transportation to review new units, utility and service connection assistance and other assistance as may be required to facilitate the move of the resident. MHACY will also provide counseling and advisory services to ensure that adequate choice and opportunities exist for Affected Residents to become self sufficient.

MHACY will survey residents before relocation to determine housing needs and preferences, and any special needs of a family such as those for the elderly or handicapped. In addition, families will be provided with counseling and advisory services by a Relocation Counselor who will explain to the family the relocation process, the relocation options being offered, any time limits that will apply for resident action (such as the time limit for selection of a relocation option), the relocation assistance that will be provided to a resident and the procedures for obtaining that assistance. In addition, MHACY will make available to Affected Residents information about comparable housing units in Yonkers and identify appropriate comparable housing options for rental housing located throughout the metropolitan housing market.

DISLOCATION ALLOWANCE

Dislocation Allowance. A one time payment of \$50.00 is given to qualified families who are forced to move permanently or temporarily from the affected development because of a Revitalization Plan in which MHACY performs the move at no cost to the family. This one-time \$50.00 payment is being regarded as an “inconvenience fee” and will be awarded to each affected family.

RELOCATION ADVISORY AND COUNSELING SERVICES

Assessments will be conducted for each family to assess which housing program and supportive services will fit the need of individual residents. Residents will be provided access to relocation and supportive services counseling to assist them with their personal decisions and to minimize the impact of the relocation upon their families. Counseling is critical in enabling families to identify and attain decent, safe and sanitary housing opportunities in the surrounding community or outside their own neighborhoods. A substantial component of the counseling will focus on helping families understand the importance of achieving self-sufficiency and improving their standard of living. Residents will be provided with appropriate referrals and information to attain supportive services to attain these goals. Services provided will include the following:

- One on one resident mobility counseling and training to review the relocation process, determine the needs and housing preferences of individual families, explain the availability of relocation benefits and services, including eligibility

requirements, the procedures for obtaining benefits and services, the timetable for relocation, and resident's right to return.

- Advice about comparable housing units potentially available in Yonkers and in nearby other jurisdictions.
- Coordination or provision of transportation assistance for residents searching for housing as needed. Transportation of the displaced person and personal property. (This may include reimbursement at the current mileage rate for personally owned vehicles which need to be moved). Transportation costs for a distance beyond 50 miles are not eligible, unless the Authority determines that relocation beyond 50 miles is justified.
- A detailed explanation of eligible reimbursements or payment for reasonable moving expenses including rental application, security deposits, utility deposits, telephone transfer fees, and moving supplies, including payment assistance when applicable, allowable and necessary.
- Support and encouragement for families to move to areas where there are jobs, convenient transportation, good schools, adequate shopping, etc and continued support after relocation to ensure integration into the community and sustainment of the family.
- Help in preparing applications and other necessary forms needed to move into a new community, including preparing a Relocation Kit (social security cards for all family members, picture I.D., birth certificates, etc.) that includes items required when in search of housing.
- Referrals to supportive services designed to help residents become economically independent.
- Tracking and monitoring of the relocated families as per the HOPE VI regulations and requirements.

SELF SUFFICIENCY

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MHACY's Relocation Support Contractor will evaluate the relocation and relocation needs of residents, identify relocation resources, provide relocation training, and assist households in making their housing choice and implementing it. The Relocation Counselor will coordinate with the Self Sufficiency Counselors to ensure the resident's self sufficiency documentation, activities and goals are coordinated with the relocation activities and process.

If a CSS participant with a Housing Choice Voucher leaves MHACY's jurisdiction when relocating, and the receiving Housing Authority has an FSS or CSS Program, the family will assigned/transferred by MHACY to participate in the CSS or a FSS Program at the receiving Housing Authority.

If a CSS participant with a Housing Choice Voucher leaves MHACY's jurisdiction when relocating, and the receiving Housing Authority does NOT have a CSS or FSS Program, the family will no longer be required to participate in the CSS Program.

A family needs assessment will be performed for each resident to assess which housing program and supportive services will best fit the need of individual resident and family. Affected Residents will be provided access to counseling to assist them with their personal decisions and minimizing the impact of the relocation upon their families. The MHACY recognizes that intensive counseling is paramount in enabling low-income families to pursue housing opportunities outside their own neighborhoods. A Case Manager will be assigned to assist residents with identifying goals conducive for achieving self-sufficiency, including education, job training, life skills, social service issues, community involvement and homeownership. From the identified goals, Case Managers and Relocation Counselors will assist families in developing Individual Relocation Plans.

It is expected and strongly encouraged that families communicate and work with the CSS provider to discuss supportive service needs, housing needs, and relocation status. Coordination of needed services may be communicated by telephone, e-mail and mail correspondence.

To encourage participation in these programs, MHACY may provide residents with assistance to participate in job training classes, job interviews, health and wellness appointments, or go to the Department of Family and Children's Services for assistance, etc. CSS Self Sufficiency Programs include, but are not limited to:

- Educational activities
- Adult educational activities
- Job Readiness and retention activities
- Employment training activities
- Life Skills Training
- Motivational and Self Empowerment training
- Homeownership Counseling
- Health Care Services
- Substance / Alcohol abuse treatment and counseling
- Domestic Violence Prevention
- Child Care Services
- Transportation
- Entrepreneurship Training and Mentoring

BASIC RELOCATION PROCEDURES

STANDARD RELOCATION PROCEDURES

A. Steps in the Relocation Process

The Relocation Handbook and all notices and information are distributed to the residents as appropriate to the cultural diversity of the families at the site. MHACY will also ensure that information is appropriately developed for individuals with disabilities.

1. Affected Residents will be provided with a General Information Notice and a copy of this Handbook prior to receiving a 90 day notice. Should MHACY modify this handbook at any time during the Affected Resident's relocation, this Handbook, as so modified, will apply. Updated Handbooks will be available during relocation counseling and case management discussions and will be available from Case Managers or Relocation Counselors. Residents shall acknowledge in writing, receipt of this Handbook, or the modified Handbook, as the case may be.
2. A General Information Notice will to advise residents to attend briefing sessions that will be offered for them to gain information about the upcoming relocation, the Housing Choice Voucher program and relocation process.
3. Briefing sessions or one-on-one counseling sessions will be held between the Relocation Counselors and the Residents to explain the relocation procedure in detail at least ninety (90) days in advance of the actual required relocation. Each resident will be requested to work on an individual relocation plan with the assistance of the relocation counselors. Residents will be asked to participate in a personal interview and assessment with the Relocation Counselor.
4. Heads of household will be interviewed personally by the Relocation Counselor to determine housing needs as well as any special needs.
5. Affected Residents will receive a notice of non-displacement that will include relocation eligibility and a timetable for the move. Residents will receive ninety (90) days advance written notice of the earliest date by which he or she will be required to move. To the maximum extent feasible, residents may request to move earlier than the expiration of the ninety (90) days.
6. Upon request, all residents will be offered assistance with transportation, if needed, to view and inspect the housing which they select, if applicable.

7. Following the scheduled move, MHACY will undertake whatever actions it deems necessary to deter vandalism to the vacated units. Occupancy or entry of vacated units after relocation will not be allowed.
8. All lease obligations including payment of rent must be continued and current during the entire relocation process.

B. Supplemental Procedures

MHACY will establish such supplemental procedures as it deems appropriate to effectuate the smooth, orderly relocation of residents pursuant to this Handbook including the establishment of mandatory forms, reports, mailing lists, and other educational materials.

FAILURE OF RESIDENTS TO ADHERE TO RELOCATION REQUIREMENTS

A. Special Eviction Authority

A resident's refusal to accept a suitable offer of relocation housing made in accordance with this Handbook will be in violation of his or her public housing dwelling lease which may be cause for eviction. This is an addition to the causes for eviction outlined in the Affected Resident's current Dwelling Lease Agreement with MHACY.

This special eviction authority is necessary in order to ensure that residents will comply with this Handbook and thereby enable the modernization, reconstruction, revitalization, demolition, disposition, rehabilitation, renovation, remediation and replacement activities to be implemented in a smooth, scheduled and orderly fashion. This special eviction authority will only be used with discretion. MHACY will make efforts, in concert with the resident or their representative, if any, to prevent an eviction on these grounds.

B. Other Resident Refusals

Action can be initiated by MHACY under these special eviction procedures if a resident refuses to:

1. move or relocate;
2. come into the office for interviews required under this Handbook;
3. meet with the Relocation Counselor, as needed;
4. cooperate in the relocation process; or
5. if a resident cannot be found.

SPECIAL GRIEVANCE PROCEDURES

Residents who are subject to eviction under the special eviction authority, or who are aggrieved by any relocation related decision made by MHACY, are entitled to appeal under the special grievance procedure set forth in Section 4-4 below. This procedure will

not apply to evictions for cause related to lease violations and rent delinquencies as current MHACY eviction policies and grievance procedures, pursuant to the ACOP and the lease will apply in those cases.

GROUNDINGS FOR APPEALS

In addition to normal grounds for grievances, residents may appeal to MHACY on any of the relocation matters listed below concerning the application of this Handbook.

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

1. A mistake has been made in determining eligibility for assistance;
2. An error has been made in calculating the amount of the assistance;
3. There has been an unfair treatment in waiving the 90-day time limit for moving or in filing claims for assistance;
4. There has not been provided a reasonable choice of comparable replacement housing;
5. The replacement housing has not been inspected properly; or
6. failure to comply with this Handbook.

The procedures governing grievances set forth in MHACY's ACOP will apply to grievances.

RIGHT TO RETURN TO REPLACEMENT HOUSING

RETURN TO REDEVELOPED HOUSING

It is the intent of the MHACY to offer all Affected Residents the opportunity to return to the "Revitalized Mulford Gardens." As stated in the federal regulations, MHACY will develop criteria to include eligibility and priority status.

PRIORITY FOR RETURN

Priority for rights of return to the Redeveloped Mulford Gardens Property or the associated off-site replacement housing shall be made available in accordance to the priorities set forth in Section 2-3 and as follows:

- A. **Handicapped and Disabled Returning Residents**
To the extent feasible, handicapped units or units otherwise equipped for disabilities or special need ("Special Need Unit") will be made available to those returning Affected Residents requiring such units before those Special Needs Units are made available to returning Affected Residents who do not require a Special Needs Unit. Those units which are handicap accessible or otherwise equipped for special needs shall be offered to elderly, handicapped or disabled residents requiring such units, ranked in priority by length of residence in MHACY's Public Housing Program.

B. All Other Returning Residents

As non-special Needs Units become available, those Affected Residents who qualify for the available bedroom size unit will be offered the unit.

All residents will be subject to screening criteria and suitability and eligibility standards.

As discussed previously, Affected Residents will be offered the option of relocating temporarily during demolition and construction, with the intention of moving back into an appropriately sized unit in the Revitalized HOPE VI Community on the Mulford Gardens Property, or in the replacement housing developed and funded as a part of the Hope VI Revitalization Plan. At no time will Affected Residents portion of the rent for any subsidized housing selected exceed the amounts permitted under the URA and Section 3 (A) of the Act.

TRACKING

TRACKING

MHACY has created an in-depth tracking system for families affected by the HOPE VI Revitalization Program. The tracking system monitors whether families are meeting their obligations as residents and have the supportive services they will need to thrive in their new living arrangement. MHACY plans to monitor on a monthly basis the following information regarding families being relocated:

- ✓ current address;
- ✓ employment status;
- ✓ employability status;
- ✓ how long they remain in their new housing situation;
- ✓ supportive services needed to include child care, transportation assistance, health care, etc.;
- ✓ health care concerns and issues

Relocated families are tracked as per the HOPE VI regulations and requirements. Families at risk will be given intensive assistance through case management and the MHACY extensive referral and follow-up network. All records and information will be retained in MHACY's tenant database system to reflect the status of each family on a monthly basis with reported data available to the Executive Director and Board of Commissioners for review.

RELOCATION REGULATIONS

The underlying objective of the MHACY Relocation Policy is to ensure that persons who are displaced as a direct result of the Mulford Gardens HOPE VI Revitalization Program are treated fairly, consistently, and equitably so that they will not suffer disproportionate hardships as a direct result of activities designed for the benefit of MHACY residents as a whole.

MHACY realizes that any move can be difficult, costly, disorienting and raise concerns for residents. Therefore, MHACY has engaged in extensive planning, resident consultation and education in reference to the relocation process to identify potential issues and to lessen the concerns that residents may have about the revitalization of the Mulford Gardens development.

As requested by residents or identified as needed, translation and interpretation services will be provided to residents. MHACY wants to ensure that residents are fully informed of the relocation process and supportive service options to provide an opportunity to select the *best option* that best meet the needs of the residents and their families.

The Uniform Relocation and Real Property Acquisitions Policy Act of 1970 (URA) helps to guide HUD funded programs and projects. The URA provides important protections and assistance for people affected by acquisition, rehabilitation, or demolition of real property for Federal or federally funded projects. This law was enacted by Congress to ensure that people whose real property is acquired, or who are relocated as a direct result of projects receiving Federal funds, are treated fairly, equitably and receive assistance in moving from the property they occupy.

The URA requires specific notification be given to the Affected Residents. The forms or letters Affected Residents will receive are listed and an example of each is included. The forms or notices are distributed based on the Relocation Schedule.

- General Information Notice
- Notice of Receipt Acknowledgement for M.O.V.E. Matters Handbook
- Ninety Day Notice to Vacate
- Ninety Day Notice Acknowledgement of Receipt

Relocation forms and notices will be hand delivered, provided as handouts at trainings or meetings, provided by the Relocation Counselors, are available in the HOPE VI office during regular operating hours or mailed. Legal notices and certified mail will be utilized as needed. The forms will be reviewed at relocation counseling meetings and residents will be asked to sign a **Certification of Receipt**. All Affected Residents will have the opportunity to ask questions and address concerns.

DEFINITIONS

The following definitions may be useful in understanding the terms and phrases associated with the Relocation Process.

- 1) Affected Residents - Affected Residents includes the residents of MHACY residing in the Mulford Gardens Property as of the grant award notification date of July 22, 2004; provided, however, that such residents whose leasehold interest with MHACY is thereafter terminated due to the tenant's/resident's breach of lease shall not be deemed to be an Affected Resident. Moreover, this term shall not apply to any resident who, pursuant to MHACY's Resident Transfer Policy, has requested or received a transfer to another MHACY property or whom MHACY has begun dispossessory proceedings or whom MHACY has evicted for the noncompliance with any provision of the Dwelling Lease or who was otherwise not in physical possession of a unit on the notification date, or who was not in lease compliance. Copies of the list of Affected Residents (with an address) are on file at MHACY's central office located at 1511 Central Park Avenue, Yonkers, New York.
- 2) Comparable Replacement Housing - The Authority will not require any family or individual to move unless at least one (where possible, three or more) comparable replacement dwelling, as defined in 49 CFR 24.2(d), is made available at least 90 days before the required move (refer to 49 CFR 24.204). ***As the regulations state that the minimum offer is one and that the PHA where possible should offer at least three, MHACY has decided to utilize three options as the maximum.***
- 3) Demolition - The razing, in whole or in part, of one or more permanent buildings of a public housing development.
- 4) Dislocation Allowance - A one time payment of \$50.00 is given to qualified families who are forced to move temporarily/permanently from the affected development because of the Revitalization Program. This one-time \$50.00 payment is being regarded as an "inconvenience fee" and is provided to each affected family.

Also each affected family may also receive *Payment for Actual Reasonable Moving and Related Expenses that are properly documented and supported*. These payments will be based on whether or not the move is considered "temporary or permanent" and may include:

- Transportation for you and your family.
- Packing, moving and unpacking your household goods. While MHACY will provide moving services at no cost to the residents, residents may elect to pay their moving costs and request reimbursement for the actual cost of the move

up to the HUD specified allowance limit based on the number of bedrooms in the unit being moved from. This reimbursement will require the resident to provide appropriate documentation of costs incurred including actual receipts.

- Disconnecting and reconnecting household appliances and other personal property (e.g., telephone and cable TV) as currently in compliance with the resident's lease.
- Storage of household goods, as may be necessary.
- Insurance for the replacement value of your property during the move
- The replacement value of property lost, stolen or damaged in the move (but not through your neglect) if insurance is not reasonably available.

5) Displaced Person - The term "displaced person" means any person that moves from real property, or moves his or her personal property from the real property, permanently, due to HUD-funded acquisition, rehabilitation or demolition activities.

6) Good Standing - "Good standing" is defined to mean a resident who is current on rent, and not delinquent in any manner concerning payments to the Authority or another Housing Authority and not in violation of their lease such that eviction procedures have begun or can begin. "Good Standing" shall be further defined to include:

- No family member (current member of the household) has been evicted from federally assisted housing for serious violation of the lease within the past five (5) years.
- No family member (current member of the household) may have violated any family obligation during a previous participation in the Housing Choice Voucher (Section 8) program within the past five (5) years.
- No family member may have a criminal history that shows any household member is engaging or has engaged in drug-related or violent criminal activity that is a threat to the health, safety or property of others within the past five (5) years.

7) Housing Choice Voucher Program Units - Housing units provided through rental subsidies such as Housing Choice Voucher Program vouchers, and through similar programs.

8) HOPE VI Revitalization Program - The HOPE VI Revitalization Program for Mulford Gardens approved by HUD on July 22, 2004, as the same may be amended or modified from time to time.

9) HUD - The United States Department of Housing and Urban Development.

10) Incidental Costs - Incidental costs of a temporary move may be covered by relocation benefits and may include any required utility deposits at the temporary housing (but not permanent housing), and telephone and/or cable installation at

both the temporary housing and upon return to the newly rehabilitated/constructed project (if the resident previously had telephone and/or cable service). If the newly rehabilitated/constructed project changes the utility service to resident-purchased from Authority-furnished utilities, and new or increased utility deposits will be required, the Authority cannot pay for the new utility deposits (since this is a cost required to be paid by any resident currently living in a project that is being converted to resident-purchased utilities or by any new resident moving into such a project).

Even though the Authority is not permitted to pay utility for permanent moves, the Authority can advance needed deposits to residents who need this option provided the resident executes an agreement to repay the funds, up to the HUD specified allowance limit. Such advance payments for deposits are in essence loans, and, therefore, are to be repaid in accordance with the terms of the repayment agreement agreed to by the Authority and the resident.

- 11) Involuntary Permanent Move (Displacement) - An involuntary, permanent move from Mulford Gardens as a result of the demolition, revitalization and renovation activities. Only a family or an individual who is moved permanently from Mulford Gardens due to these activities and is not offered the opportunity to return to Mulford Gardens development is considered to be a displaced person.
- 12) Packing and Moving Assistance – It is the obligation of the Authority to pack and move all of a resident’s belongings and household goods. A moving company will be assigned to pack and move all of the resident’s belongings and household goods. If a resident prefers to pack their own personal possessions and items of value, they will be provided appropriate supplies for packing their household goods.

Therefore, the MHACY will allow the resident to elect one of the following moving options.

(1)The MHACY will perform the move including packing and moving through the services of a bonded moving company or (2) the MHACY will reimburse the resident for the actual cost of all actual reasonable moving and related expenses (48 CFR 24.301) such as:

- Transportation of the displaced person and personal property. (This may include reimbursement at the current mileage rate for personally owned vehicles which need to be moved). Transportation costs for a distance beyond 50 miles are not eligible, unless the Authority determines that relocation beyond 50 miles is justified.
- Packing, crating, uncrating, and packing of the personal property.

- Storage of the personal property for a period not to exceed 12 months, unless the Authority determines that a longer period is necessary.
 - Disconnecting, dismantling, removing, reassembling, and reinstalling lease compliant relocated household appliances and other personal property.
 - Insurance for the replacement value of the property in connection with the move and necessary storage.
- 13) MHACY - The Municipal Housing Authority for the City of Yonkers, New York.
 - 14) Relocation - A voluntary or involuntary move as a result of a MHACY initiated Program, including Capital Fund, MROP, LBP, HOPE VI, and a project using public housing development funds.
 - 15) Relocated Resident - Any resident of public housing who is relocated either temporarily or permanently as a direct result of the Mulford Gardens HOPE VI Revitalization Plan.
 - 16) Relocation Counselor - An MHACY employee, contractor or sub-contractor whose specific task is to support the relocation of each resident whose relocation is required due to the Mulford Gardens HOPE VI Revitalization Program.
 - 17) Temporary Housing - The PHA will provide temporary housing that is decent, safe, and sanitary on a nondiscriminatory basis for families or individuals who are moved temporarily on site, or who are moved off site in rehabilitation/new construction projects. If an Authority is unable to guarantee the resident's right to return to a rehabilitation project unit within 12 months, the Authority should issue a Notice of Eligibility for Relocation Assistance to the resident, and provide full displacement assistance.
 - 18) Temporary Move - A relocation where a family or individual is moved temporarily from Mulford Gardens property as a result of the HOPE VI Revitalization Program, but is offered, and selects, the opportunity to return to The redeveloped HOPE VI Property although not necessarily to the same unit or building developed at the site of Mulford Gardens property, or to off-site replacement housing developer by the Program.
 - 19) URA - Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. & 4601 et seq.)

EXAMPLE HOUSEHOLD DATA FORM

The tenant data form is used to provide the MHACY Relocation Counselor and the resident with a better understanding of the current circumstance and needs for each individual household to include, the type of housing desired and social services desired.

Mulford Gardens HOPE VI

Individual Relocation Plan

(to be prepared by Relocation Counselor and the resident)

Name: _____

Address: _____

Telephone: _____ **Rent:** _____ Flat ___ Yes ___ No

Household Income: _____ **Source of Income:** _____

Number of people in household: _____

Number of bedrooms: _____

Credit History: _____ **Credit Score:** _____

_____ Outstanding balance

_____ Minimum monthly payment

_____ Late payments; Comments: _____

_____ Judgments

_____ Collection Accounts; Comments: _____

_____ Bankruptcy; Year discharged: _____

Rent Payment History: _____

Immediate Plans:

_____ Relocate to another public housing unit

Location 1. _____
Preferences: 2. _____
 3. _____

_____ Housing Voucher

Location: 1. _____
Preferences: 2. _____
 3. _____

_____ Housing Voucher Homeownership

Location: 1. _____
Preferences 2. _____
 3. _____

Return to the Revitalized Mulford Gardens Community?

_____ Public Housing Units _____ Affordable Homeownership Units

_____ Affordable Units

If you are interested in homeownership, which type of housing are you interested in?

_____ Single family _____ Condo _____ Coop _____ Two family

(Example General Eligibility for Relocation Assistance Notice)

HOPE VI MULFORD GARDENS

COMMUNITY & SUPPORTIVE SERVICES (CSS)

RE: RELOCATION MOBILITY TRAINING

October 4, 2005

Dear Residents: As you all know, we are conducting relocation mobility sessions for residents to receive information on various activities related to relocation. These activities include finding an apartment, establishing and improving your credit, handling your finances, how Section 8 works, and planning for the move. We need to bring several matters to your attention.

1. No resident should plan to move before they receive a 90-day Notice to Move from the Housing Authority. **If you move voluntarily before the 90-days Notice, you will not be eligible for relocation assistance.**
2. Some of you that registered for past sessions have not attended. This is very unfair to other residents who wanted to register for those sessions but we had to tell them the session was full. Please attend the sessions for which you register.
3. If a session must be rescheduled due a conflict or because not enough residents registered for a session, we will make every effort to contact those of you who did register. We will also be adding more dates to the relocation training schedule. Please ask about these new dates when you call in to register.
4. These sessions are the *first step* in the relocation process. Except for residents excused from attending, you must attend. This is your opportunity to ask questions, get valuable information, and prepare for relocation.
5. If anything is said at a session that is not clear or conflicts with information provided by the Housing Authority you should call the CSS Office at 423-0120.

This is the best way to prevent the spreading of rumors and misinformation.

The Municipal Housing Authority for the City of Yonkers is committed to a relocation process that respects your family's needs and preferences. At the same time, we want to help prepare you to return to the new Mulford Gardens if that is your preference. For this reason it is important that you work with your caseworker and attend the relocation mobility training sessions.

Sincerely,

Peter Smith, Executive Director

Myrna Peralta, HOPE VI CSS Program

M.O.V.E. MATTERS
RECEIPT ACKNOWLEDGEMENT

As a displaced person, under the Uniform Relocation and Real Property Acquisitions Policy Act of 1970, you are entitled to certain relocation benefits. Those benefits include, Relocation Assistance. The M.O.V.E. Matters Handbook contains the relative information you as an Affected Resident will need to be aware of as pertains to the HOPE VI process to include, relocation.

By signing this form, you are acknowledging that you received the M.O.V.E. Matters Handbook informing you of the proposed revitalization plans and pending relocation.

Name of Head of Household (Typed)	Date
Name of Head of Household (Signature)	Date
Relocation Case Manager (Typed)	Date
Relocation Case Manger (Signature)	Date

Date:

Sample 90 Day Notice to Vacate

You were issued a notice for eligibility for relocation assistance informing you of the need to relocate in order for the Municipal Housing Authority for the City of Yonkers, New York (MHACY) to implement the Mulford Gardens Revitalization project. The notice stated that you would not be required to vacate your unit without at least 90 days advance written notice of the date by which you must vacate.

This is your 90-day notice to vacate the property. You must vacate the property no later than 90 days from the date of this Notice.

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 Acquisition Policies Act of 1970, as amended (URA). This assistance was outlined in the Notice of Eligibility for Relocation Assistance you previously received.

NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States, are not eligible for relocation assistance unless such ineligibility would result in exceptional hardship to qualifying spouse, parent or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

The MHACY, through its Relocation Counselors, will provide you with information about properties, units, Housing Choice Vouchers or addresses of other replacement housing units for you to consider. Transportation assistance will also be available to inspect these units as needed. Please remember that we cannot provide relocation assistance for any unit that is not a comparable replacement home to include, being decent, safe and sanitary.

If you have any questions, please contact your Relocation Counselor.

Date:

“Ninety Day Notice”
Receipt Acknowledgement

Attached is the “*Ninety Day Notice*” which explains the date by which you must vacate your current home.

By signing this form, you are acknowledging that you received the “*Ninety Day Notice*”; and that you understand the date by which you must vacate you current home.

Name of Head of Household (Print)	Date
Name of Head of Household (Signature)	Date
Relocation Case Manager (Print)	Date
Relocation Case Manger (Signature)	Date