

**The Elbert Avenue Apartments  
Relocation Plan  
October 15, 2022**

**Prepared for Community Lodgings**

**Prepared by HousingToHome**



**HOUSINGTO  
HOME**

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**I. DEFINITIONS**

1. Affected Residents - All households living in the 28 units in Elbert Avenue Apartments as of the date the General Information Notice was sent. This term shall not apply to any resident who is or becomes in violation of their lease or currently is involved in an eviction proceeding. These are residents in “good standing” at the time the Relocation Plan is officially submitted to the Office of Housing, Landlord Tenant Division staff.
2. Area Median Income (AMI) - a measure of residents’ median income in a broad area and it is calculated and released every year by the U.S. Department of Housing and Development (HUD).
3. Comparable Housing - For households being permanently relocated for more than 12 months, comparable housing will be an off-site temporary relocation unit that will be used for permanent housing during the relocation period. A comparable housing unit will be a) in a location not less desirable than the location of the dwelling, b) in an area that is not subject to unreasonable adverse environmental conditions, c) functionally equivalent to the displacement unit as it relates to size and utility, d) available and within the financial means of the displaced person, e) decent, safe, and sanitary, f) adequate in size to accommodate legal occupants, g) on a site that is typical in size for residential development with normal site improvements, and h) currently available to the displaced person.
4. Coronavirus Disease 2019 (COVID-19) - A respiratory illness that is caused by the coronavirus, SARS-CoV-2; the disease is easily spread from person to person.
5. Decent, Safe and Sanitary - A replacement dwelling that is (a) structurally sound, weather tight and in good repair, (b) contains safe electrical wiring and a safe heating system, (c) is adequate in size to meet the space needs of the displaced person, (d) contains safe unobstructed egress that is free from barriers in cases where there is mobility impairment and (e) complies with lead based paint requirements.
6. Development Team - Community Lodgings Inc., the owner and property manager of Elbert Avenue Apartments.
7. HOME Investment Partnerships Program (HOME) - Provides formula grants to states and localities that communities use - often in partnership with local nonprofit groups - to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people. HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.
8. Housing Opportunity Fund - A fund that supports the development and preservation of affordable and accessible housing.
9. HousingToHome (HTH) - A highly experienced national firm that specializes in relocation, resident engagement, community building, and consulting services. HTH provides services for affordable and mixed-income owners undertaking a renovation or redevelopment project. HTH wrote the Elbert Avenue Apartments Relocation Plan, is providing relocation consulting services to Community Lodgings Inc., and will be the Relocation Specialist for the project.
10. Low-Income Housing Tax Credit (LIHTC) - Created by the Tax Reform Act of 1986, the LIHTC program gives State and local LIHTC-allocating agencies the equivalent of

approximately \$8 billion in annual budget authority to issue tax credits for the acquisition, rehabilitation, or new construction of rental housing targeted to lower-income households.

11. National Housing Trust Fund - The first new housing resource since 1974 targeted to the building, rehabilitating, preserving, and operating rental housing for extremely low-income people.
12. Owner of Elbert Avenue Apartments - Community Lodgings Inc..
13. Permanent Relocation - When residents are required to relocate for a period of more than 12 months as a result of demolition, acquisition, redevelopment or rehabilitation.
14. Rehabilitation - The act or process of expanding, remodeling, altering or renovating apartments and common areas within a housing development.
15. Relocation Manager - Representative of HousingToHome (HTH) whose specific task is to provide relocation counseling to affected residents and relocate affected residents for the redevelopment of Elbert Avenue Apartments and implement the relocation plan to ensure compliance with applicable relocation regulations, guidelines and laws.
16. Relocation Unit - An off-site decent, safe and sanitary vacant apartment that will house residents who must relocate permanently.
17. United States Department of Housing and Urban Development (HUD) - The Federal agency responsible for national policy and programs that address America's housing needs, that improve and develop the Nation's communities, and enforce fair housing laws. HUD's business is helping create a decent home and suitable living environment for all Americans, and it has given America's communities a strong national voice at the Cabinet level.
18. Uniform Relocation Act (URA) - A federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displaced persons from their homes, businesses, or farms. The URA's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects.
19. Virginia Department of Housing and Community Development (DHCD) - the Virginia department committed to creating safe, affordable and prosperous communities to live, work and do business in Virginia.

## II. INTRODUCTION

The Elbert Ave. Apartments is a property located on Elbert Ave. in the Arlandria-Chirilagua neighborhood of the City of Alexandria, Virginia. The property, owned and managed by Community Lodgings, consists of three 3-story garden apartment buildings with 28 units of housing. Elbert Ave. Apartments have served to stabilize families coming out of homelessness and offered an affordable home for families.

Originally built in the 1940s, Elbert Ave. Apartments are in need of replacement. The time has come to reinvest in this property and transform this 80-year-old property into a modern, more dignified community for the hardworking people who live there.

This project will require relocation for the residents of Elbert Avenue Apartments in order to complete this redevelopment project. The plan is to demolish all three buildings at Elbert Avenue Apartments in Quarter 1 of 2024 and to construct a six-story apartment building containing 91 affordable apartment homes. The current residents will need to relocate permanently, defined under the URA as a relocation for a period longer than 12 months. Residents will be relocated for up to 21 months while demolition and construction is completed. Income-eligible residents will have first right to return to the new apartments.

Safe and thoughtful resident relocation is a priority for Community Lodgings and, for this reason, we have engaged HousingToHome as our relocation firm. HousingToHome (HTH) is a national relocation firm and their co-founders have extensive experience in relocation in Washington, DC, Maryland and Virginia. HTH's leadership has much experience in executing all types of relocation across the country including temporary, occupied/resident in-place, permanent relocation as well as consulting services. HTH currently provides a range of relocation services to relocation projects throughout the United States including numerous properties in the D.C., Maryland, Virginia (DMV) area. HTH is highly knowledgeable about and up to date with the relocation rules and regulations for the Uniform Relocation and Real Properties Acquisition Act of 1970, as amended (URA), Section 18 Demolition/Disposition, and the Rental Assistance Demonstration (RAD) Program and other pertinent local, state, and federal guidelines. We are also very experienced in preparing and submitting Relocation Plans, notices, and all other required relocation documents to the United States Department of Housing and Urban Development (HUD) as well as other local and state entities including the Department of Housing and Community Development.

HTH has a commitment to high quality service to our clients and to the residents. They pride themselves on being on schedule and budget and having excellent communication and follow through on our work. HTH strives to grow our business while at the same time having extremely knowledgeable, productive, and satisfied employees. HTH is a certified Women Business Enterprise (WBE). Diversity, Equity, and Inclusion (DEI) is a priority for us and is reflected in the staff who we hire as well in the decisions that we make as a company.

HTH is committed to working with the Owner, Community Lodgings, and every resident of Elbert Avenue Apartments, along with their families, to ensure excellent attention to details in terms of

relocation.

This Plan, written by HousingToHome, ensures that residents of Elbert Avenue Apartments are treated fairly and in accordance with the City of Alexandria's Tenant Assistance and Relocation Policy for the Residential Multifamily Zone (RMF), the Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition.

People of contact for this relocation plan are as follows:

### **Ownership**

Karina Wiggs, Director of Operations  
Community Lodgings  
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### **Relocation Consultant**

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### **Alexandria Office of Housing**

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Housing Program Manager  
City of Alexandria, Virginia  
Office of Housing  
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Alexandria, VA 22314  
703-746-3083  
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A copy of this Relocation Plan will be available to all residents of Elbert Avenue Apartments. Copies of the plan will be provided at the Property Management Office at 3912 Elbert Ave. Suite 108 Alexandria, VA 22305. A Final Relocation Plan will be submitted to the Office of Housing at the time of issuance of the 120-day notice to vacate and will include the final version of the draft relocation plan and an updated Community Profile/Survey as required in Section 3.2 of this Policy.

**III. PROJECT DESCRIPTION**

Elbert Ave. Apartments are located in the City of Alexandria specifically at 3908, 3912 and 3916 Elbert Avenue in the Arlandria-Chirilagua neighborhood. The property was built in the 1940s and was renovated under the low-income housing tax credit program in 1993. Elbert Ave. Apartments are subject to an extended use agreement which requires all of the units be maintained as affordable for households at or below 60% of the Area Median Income (AMI) and that 20% of the units be affordable to households at or below 50% AMI for 30 years after the project was placed in service in 1993. The property currently consists of 14 one-bedroom units; 2 two-bedroom units; and 12 three-bedroom units.

In 2019, the Community Lodgings Board of Directors embarked on a journey to explore options to develop and modernize the Elbert Avenue Apartments. Rather than “band-aid” fixes to the aging property, we are striving to build an entirely new building to not only better serve the needs of the current Elbert Ave Apartments residents with modernized facilities, but also to expand affordable housing options in the neighborhood to so that Arlandria-Chirilagua remains accessible to all.

Community Lodgings plans on demolishing the three existing buildings, or 28 units, at Elbert Avenue Apartments and building a six-story apartment building with 91 apartment homes on the property. The newly constructed building will include a landscaped courtyard with gathering and community spaces; a community room, and other resident amenities. The project is proposed to be 100% affordable to residents at or below 60% of the Area Median Income (adjusted for family size)

Current residents of Elbert Avenue Apartments will be relocated for up to 21 months while demolition and construction is completed. Income-eligible will have first right to return when the new apartment building is completed.

Historically, Elbert Avenue Apartments has maintained strong occupancy with a robust waitlist of interested and qualified renters. The breakdown of the current unit mix and proposed units mix is as follows:

Unit Size	Current	Occupied	Proposed
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1 Bedroom	14	14	18
2 Bedroom	2	2	55
3 Bedroom	12	12	18
<b>Total</b>	<b>28</b>	<b>28</b>	<b>91</b>

The current and proposed affordability mix are as follows:

AMI Level	Current # Units	Proposed # Units
30% AMI	0	6
40% AMI	0	15
50% AMI	6	6
60% AMI	22	64

Potential funding sources for this redevelopment include:

- Virginia Housing (First Mortgage)
- City of Alexandria (Housing Opportunity Fund)
- Amazon Equity Fund
- Virginia Housing Trust Fund
- National Housing Trust Fund
- HOME Funds (via City of Alexandria or Virginia DHCD)



## **IV. RESIDENT RELOCATION AND PLAN**

### **i. Demographics & Community Profile**

As of May 2022, there are 28 out of the 28 units occupied at the property.

Demographics of the residents at Elbert Avenue Apartments, based on 2022 data, include:

- 6 households report a Female Head of Household.
- 19 households report children in the family.
- 3 households report their ethnicity as Hispanic/Latino.
- 1 household reported their race as African American, 1 household declined to respond, and the remaining households reported their race as Other.

Management reports that a majority of the adult residents speak Spanish as their first language.

As part of the preliminary Community Profile, the developer will survey existing tenants to help identify tenant characteristics and assess housing needs. Information collected will be shared with the Office of Housing. The survey will identify:

- I. Number of units and unit mix
- II. Number of occupied and vacant units
- III. Number of households that are private market renters without housing assistance
- IV. Tenants assisted through any type of housing unit developed using City, state, or federal subsidies, including Housing Choice Vouchers
- V. Length of each household's residency in the neighborhood and at its current address
- VI. Size and composition of each household
- VII. Households with school-age children, elderly, and/or disabled members
- VIII. Income of each household
- IX. Number of households anticipated to be temporarily relocated
- X. Number of households that will be permanently displaced
- XI. Tenants who will require special assistance to move
- XII. Current cost to each household for rent, utilities, and parking
- XIII. Households interested in returning
- XIV. Households in need of accessible housing

A Preliminary Community Profile can be found in Attachment A. At least three months prior to issuing the 120-day notice to vacate this will be updated and provided to the Office of Housing.

### **ii. Relocation Plan for Affected Households**

Community Lodging has submitted an application for rezoning and Development Special Use Permit (DSUP). They anticipate receiving City Council action on the Rezoning and DSUP approval in January 2023. Community Lodgings would then apply for Low Income Housing Tax Credit

funding in March 2023 and receive a decision on its LIHTC application in June 2023. If the application is successful, resident relocation and construction would begin in the third quarter of 2024.

Construction will entail demolishing the three buildings located at 3908, 3912, and 3916 Elbert Avenue. Construction will take place approximately 21 months to complete and current residents of Elbert Avenue Apartments will be relocated during this time.

All households occupying Elbert Avenue Apartments will be considered displaced or permanently relocated, however residents whose incomes do not exceed LIHTC limits will all be invited and encouraged to return to the new development. Permanently relocated by definition is an off-site move for over 12 months, but when the new development is completed, the displaced income-eligible resident will have the right to return. All residents will receive permanent relocation notice and benefits in accordance to the City of Alexandria's Tenant Assistance and Relocation Policy for the Residential Multifamily Zone (RMF), the Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

HTH will assist each household in identifying comparable replacement dwelling units. Replacement housing will be provided on a non-discriminatory basis in compliance with fair housing and other civil rights laws. One unique comparable replacement unit, along with two other units, will be listed on the 120-Day notice to vacate.

During the construction period, the development team, HTH and Relocation Staff will provide updates to households that were relocated on when they can expect to return to a renovated unit, if they are interested in returning to the new property. Relocation Staff will communicate with residents to keep them informed of progress and to answer questions about the demolition plan and the implementation of this Relocation Plan through periodic meetings, notices and door-to-door personal communication.

### **iii. Relocation Assistance and Benefits**

HTH will provide all affected households with permanent relocation notice and benefits in accordance to the City of Alexandria's Tenant Assistance and Relocation Policy for the Residential Multifamily Zone (RMF), the Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Residents will have the full support and assistance of HousingToHome (HTH) to provide relocation consulting services to the affected residents of Elbert Avenue Apartments. HTH will have a designated relocation staff member to execute the relocation tasks outlined in this relocation plan. HTH's Relocation staff will have accessible offices located at Elbert Avenue

Apartments or nearby and work a flexible schedule generally between 9am and 5pm, as well as some evenings and weekends to be accessible to all households and their support network. Residents and their friends, family, and caregivers will have the opportunity to meet personally with HTH's Relocation team at their request throughout the relocation and redevelopment process.

HTH will provide the following relocation benefits to residents and act as the main contact for residents regarding any questions, concerns or needs around their relocation.

#### **iv. Advisory Services and Resident Relocation Assessment**

Relocation counseling and advisory services shall include community meetings at the site or virtual and personal interviews with each household and any designated friends, family and caregivers. HTH's designated relocation team will be responsible for conducting resident meetings, providing required and additional resident notices about relocation, conducting mobility counseling, scheduling and coordinating moves, coordinating the transfer of services, conducting follow-up visits, communicating on an ongoing basis with residents as needed and documenting the permanent relocation activities.

Designated Relocation Staff will begin providing relocation advisory services and mobility counseling by conducting a comprehensive relocation needs assessment survey with each of the households (in whatever format makes residents feel most comfortable including by phone, in-person, virtually, etc.). The assessment will be done to document the concerns and issues facing each resident with the aim of minimizing the adverse impacts of relocation. If the Head of Household does not speak English then HTH will arrange for appropriate translation services.

Data from these assessments will update and confirm the information collected through the preliminary community profile. HTH will make reasonable efforts (three attempts to obtain a survey response either by mail or in person, including efforts to survey residents during non-working hours) to reach affected residents. If residents do not respond to the survey after reasonable efforts, HTH and the agency will provide available information regarding the affected residents to the City along with documentation of outreach efforts to those households who did not respond to the survey. The survey will include contact information for the City's Office of Housing and any other organization identified by the Office of Housing. Survey information collected will be provided to the Office of Housing by the time the 120-day notices are issued.

Assessment Questions will include:

- Household's relocation needs and preferences.
- Explanation of relocation benefits, package, and procedures.
- Information on if the household wants to return to the redevelopment.
- Information on if the household will not income qualify to return to the redevelopment.
- Advise on comparable replacement dwellings.

- Family size and bedroom size needs and consideration of the impact of relocation on elders, families with children, large families and people with disabilities.
- Special family needs in identifying their comparable relocation unit (e.g., large bedroom size, presence of ineligible household members, need for accessibility features or other reasonable accommodations, pets, proximity to jobs, schools, services or family supports).
- Identification of any planned vacations or hospitalizations during the timeframe for relocation.
- Whether help is needed to make preparations for the permanent relocation move (packing assistance, utility transfers, social service provider referrals and/or notifications, postal and address updates).
- Pest infestation and/or hoarding resolution assistance; these issues will be addressed during the relocation process.
- The names, addresses and telephone numbers of other family members, friends or advocates that may be contacted by the Relocation Manager to assist in making preparations for relocating the family.
- Other issues of importance to the household.

HTH's Relocation Staff will also take this one-on-one opportunity to begin providing comprehensive advisory services to residents including:

- Explanation and details on the redevelopment and relocation process and timeline;
- Counseling and orientation in choosing the most appropriate replacement housing;
- Counseling and orientation in the mitigation of problems associated with relocation;
- Explanation of relocation benefits, package, and procedures;
- Follow up with residents post their move to address any concerns, questions or grievances.
- Explanation of relocation schedule;
- Close coordination of activities through individual on-going contact.

#### **v. Ongoing Communication and Notices**

Residents will receive ongoing and frequent communication regarding the redevelopment and relocation timeline from HTH's Relocation team. Along with phone calls and letter updates that will provide information regarding relocation, the required notices will be promptly sent to each affected household. Any requested translation and/or interpretation of these notices will be completed and delivered. Any identified friends/family/caregivers will also be given copies of these letters in order to help advise residents and be included in the relocation process.

Required notices include:

- **General Information Notice (GIN)** - The GIN will explain that ownership plans to develop Elbert Avenue Apartments using local, state and federal funds soon and provide contact information for questions and/or concerns. This notice must be delivered 120 days prior to the 120-Day Notice to Vacate. **See Attachment B.**
- **Notice of Eligibility for Relocation Assistance (NOE)** - Written notice indicating that federal funding has been secured for the development project. Notice also indicates that the household will be permanently displaced from the property as a result of the project and what benefits and rights they are eligible to as a part of their relocation assistance. **See Attachment C.**
- **120-Day Notice to Vacate** - Written notice provided at least 120-days in advance of the resident's move that identifies up to 3 comparable replacement units and calculated replacement housing payments based on the first comparable unit. **See Attachment D.**
- **30-Day Move Notice** - This notice will be given 30-days before the resident's move date and will identify their permanent relocation unit. HTH's relocation team will work with the household to determine this unit if it is not one of the identified comparable units. The notice will also outline their move choice and any additional information or steps needed to determine any further relocation benefits due to them. **See Attachment E.**

These notices will be hand-delivered and signed for by each resident or sent certified first-class mail, return receipt requested in order to confirm receipt. All relocation notices, communications, relocation reimbursements and receipts will be documented in files for each affected household.

#### **vi. Comparable Units, Replacement Housing Payments, and Move Assistance**

Replacement housing made available to the residents of Elbert Avenue Apartments will be comparable to the eligible unit size. In all cases, the relocation housing options will be:

1. Equivalent in function, services, and purpose to the unit from which the household is being relocated;
2. Equipped with the same principal features (including accessibility features); and
3. Decent, safe, and sanitary.

HTH will also work with Community Lodgings Staff to identify comparable housing units that are proximate to work, schools, childcare and such other location needs as are practically feasible.

Residents will receive at least 1 comparable unit, and where possible up to 3 total comparable units, according to the above criteria before they are asked to move. The listings will be provided in the 120-Day notice. If a resident refuses the first 3 comparable units, HTH's Relocation team will continually work with the resident and their support network to help find them a permanent new unit. A resident may identify their own replacement housing but must make sure HTH's Relocation team inspects the unit to ensure it is decent, safe, and sanitary before they move.

The options for relocation housing for displaced of Elbert Avenue Apartments households will include:

**Transfer to Another Subsidized Unit in Community Lodgings Portfolio:** As available in Community Lodgings portfolio of affordable housing units, households may be able to transfer to a vacant and available unit. If the transfer results in a higher monthly rent and utility total for a household unrelated to household income changes, they may be eligible for a Replacement Housing Payment under URA. A household being relocated from a unit subsidized under one program to a unit subsidized under another program will be subject to the occupancy standards of the program supporting the destination unit, in conjunction with family size and composition at the time of displacement and therefore may be entitled to either a larger or smaller unit than the one previously occupied.

**Replacement Housing Payment (RHP):** A family who is not offered, or chooses to not move to, a Community Lodgings provided relocation unit will be able to take permanent relocation assistance with a Replacement Housing Payment (RHP), if applicable. This payment is intended to cover any increase in the resident's monthly rent and utility costs over what they would pay if they had not been required to relocate from their unit for a period of 42 months under the URA, or if eligible 60 months under Section 104(d) based on the first comparable unit calculation provided in the 120-Day notice. If the resident returns to the redeveloped Elbert Avenue Apartments before their total calculated benefit period they would forfeit the remaining RHP due to them.

### **Move Assistance**

Moves in connection to the project will be paid for by the agency at no cost to the resident. Residents will have 3 options for moving expenses:

- a. **Agency Move:** Moves will be conducted by a licensed, bonded and insured moving company or residents. HTH will conduct the move on behalf of the resident using an insured, licensed and bonded moving company at no cost to the resident. HTH will arrange, schedule and supervise the moving of residents' belongings to their permanent new home. This includes distribution of packing materials, arranging for the packing assistance and moving of any specialized medical equipment for hospital beds and monitoring the move. Residents will be provided with packing boxes, wrap and tape.
- b. **Fixed Moving Expense:** Residents can choose to move themselves and take a lump sum payment. The allowance is based on the schedule of allowances published by the Federal Highway Administration, [https://www.fhwa.dot.gov/real\\_estate/uniform\\_act/relocation/moving\\_cost\\_schedule.cfm](https://www.fhwa.dot.gov/real_estate/uniform_act/relocation/moving_cost_schedule.cfm) . The resident will receive the allowance upon verification by Relocation Staff that the move has been made, unless it will create a hardship for the resident. If so, staff may arrange for advanced payment of the fixed moving expense.

The rates per furnished room currently in effect in Virginia are as follows:

3 rooms (1-bedroom)	\$1,100
4 rooms (2-bedroom)	\$1,300
5 rooms (3-bedroom)	\$1,500

**c. Reimbursement for Actual Reasonable Moving and Related Expenses, including:**

- Cost of commercial move or cost of labor and equipment to complete the move (supported by receipted bills)
- Packing boxes
- Transportation of household members and their personal property Transportation costs for a distance beyond 50 miles are not eligible (this may include reimbursement for personally-owned vehicles which need to be moved, at the Standard Mileage Rate established by the Internal Revenue Service (\$0.58 cents/mile, as of January 1, 2022)
- Packing, crating, uncrating and unpacking of personal property
- Storing of personal property for a period not to exceed 12 months, unless it is determined that a longer period is necessary. Any items that could pose a health or safety hazard (i.e., infested furniture) will not be stored
- Disconnecting, dismantling, removing reassembling and reinstalling relocated household appliances and other personal property as long as they have been installed with the approval of management and are done so in compliance with the lease
- Reinstallation of telephone and cable service
- Insurance for the replacement value of the property in connection with the move and necessary storage
- The replacement value of property lost, stolen or damaged in the process of moving (not through the fault or negligence of the displaced person) where insurance covering such loss, theft or damage is not reasonably available
- Other reasonable moving related expenses, such as sensitive medical/adaptive equipment, furnishings and personal belongings of a live-in aide, a piano or a greater than usual number of items stored in the household.

**Utility Transfer Costs**

- HTH will facilitate any transfers of cable, internet and other utilities, USPS address change and any in-home services or deliveries.
- All necessary transfer, disconnection, and reconnection fees will be covered or reimbursed by the agency under an agency move. If the resident chooses a self move the costs will be reimbursed to the resident or the resident will be able to cover the expenses as part of the lump sum payment.

**vi. Record Keeping and Resident Log**

Along with files for each resident holding all copies of the received relocation notices, HTH will maintain and update a Resident Matrix containing the information of all affected residents. Information tracked for all affected households since the GIN was sent will include, as applicable for each household:

- Date(s) of all required and additional notices
- Dates and details of all moves due to renovations
- The type of move and form of temporary housing
- Address and unit size of any temporary relocation housing
- The type and amount of any payments for moving or related expenses
- Rent differential payments or other payments for temporary rental assistance

## **V. COVID-19 PROTOCOLS AND PRECAUTIONS**

Safety of the residents is of utmost importance to HTH and the development team. Due to current concerns regarding COVID-19 the following protocols will be taken to minimize risk and exposure at Elbert Avenue Apartments during the relocation process:

- HTH's Relocation team will wear Personal Protective Equipment (PPE) at all times while at Elbert Avenue Apartments, maintain physical distance in the on-site office and complete consistent and regular disinfecting and sanitizing procedures.
- Self-certification forms will be required and used by HTH, movers, contractors and other vendors on-site. These forms ask a person to certify if they have symptoms of COVID-19 or if they do not have any symptoms of COVID-19. Symptoms include but are not limited to: a temperature; fever or chills; cough; shortness of breath or difficulty breathing; fatigue; muscle or body aches; headache; new loss of taste or smell; sore throat; congestion or runny nose; nausea or vomiting; or diarrhea. If someone has a temperature or is exhibiting symptoms of COVID-19 they will be asked to go home and not return until they can be tested and cleared as negative.
- If a resident does not wish to meet in person, HTH's Relocation Team will provide phone or virtual meetings or meet with a person of the resident's choosing. HTH will also make sure to have virtual tours and pictures available of the relocation and renovated units to residents who are not comfortable leaving their apartment.
- During moves, movers and residents will be required to wear a face covering and keep at least 6 feet of distance between themselves.
- Newly built apartments will be cleaned and disinfected after construction has completed work in the unit and before the household returns.

As the CDC, state and local officials release additional guidance, the Elbert Avenue Apartments team will monitor, adjust this plan accordingly, and inform residents immediately of any changes to the protocols and precautions.

## **VI. APPEALS**



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

Grounds for appeal shall not include suspension of discretionary relocation benefits to former residents. The Owner is required to consider a written appeal regardless of form as set in the URA. The time limit shall not be less than 60 days after the person receives written notification of the Owner's determination on the person's claim.

Promptly after receipt of all information submitted by a person in support of an appeal, the Owner shall make a written determination on the appeal, including an explanation of the basis on which the decision was made and furnish the person a copy. If the full relief requested is not granted, the Owner shall advise the person of his or her right to seek judicial review.

The Owner official conducting the review of the appeal shall be either the head of the Ownership entity or his or her authorized designee. However, the official shall not have been directly involved in the action appealed.

#### Appeal to HUD

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

Michael Szupper  
HUD Regional Relocation Specialist  
U.S. Dept. of Housing and Urban Development  
Office of Community Planning and Development  
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100 Penn Square East  
Philadelphia, PA 19107-3380  
Phone: (215) 861-7669  
Fax: (215) 656-3442  
Email: [michael.szupper@hud.gov](mailto:michael.szupper@hud.gov)

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

## **Attachment A: Community Profile**

### **Elbert Avenue Community Profile**

- I. Number of units and unit mix
  - a. There are 28 units at Elbert Avenue, 14 one-bedroom units, 2 two-bedroom units and 12 three-bedroom units.
- II. Number of occupied and vacant units
  - a. All 28 units are occupied and no units are currently vacant.
- III. Number of households that are private market renters without housing assistance
  - a. 27 units are renters without housing assistance.
- IV. Tenants assisted through any type of housing unit developed using City, state, or federal subsidies, including Housing Choice Vouchers
  - a. There is 1 resident supported through a Housing Choice Voucher.
- V. Length of each household's residency in the neighborhood and at its current address
  - a. See below table.
- VI. Size and composition of each household
  - a. See below table.
- VII. Households with school-age children, elderly, and/or disabled members
- VIII. Income of each household
  - a. Household incomes are available but are being withheld from this plan.
- IX. Number of households anticipated to be temporarily relocated
  - a. Approximately 28 households will be temporarily relocated but this will be determined through income information before the 120-Day Notice is issued.
- X. Number of households that will be permanently displaced
  - a. This will be determined in the updated Community Profile after the one-on-one assessments are conducted.
- XI. Tenants who will require special assistance to move
  - a. This will be determined in the updated Community Profile after the one-on-one assessments are conducted.
- XII. Current cost to each household for rent, utilities, and parking
  - a. Individual rents are being withheld.
- XIII. Households interested in returning
  - a. This will be determined in the updated Community Profile after the one-on-one assessments are conducted.
- XIV. Households in need of accessible housing
  - a. There are no households currently determined to need accessible housing. This will be confirmed in the updated Community Profile after the one-on-one assessments are conducted.

Unit No	Unit Type	HH Size	Children	Disabled / Elderly	Move-In	Rent	Utilities	Housing Costs	Income Tier
	1BD	3	0	0	Jan-95				50-60%
	1BD	1	0	0	Mar-95				40-50%
	1BD	1	0	0	Mar-96				0-30%
	3BD	5	0	0	Jul-99				0-30%
	3BD	4	1	0	Dec-99				60-80%
	3BD	2	0	0	Jan-00				over 100%
	3BD	6	3	0	Jul-03				0-30%
	3BD	5	1	0	Jun-04				40-50%
	2BD	3	0	0	Apr-08				60-80%
	3BD	4	1	0	May-09				0-30%
	1BD	3	1	0	Oct-12				0-30%
	1BD	3	1	0	Oct-12				50-60%
	3BD	4	2	0	Feb-13				30-40%
	1BD	1	0	0	Feb-13				over 100%
	1BD	2	1	0	May-13				0-30%
	3BD	5	3	0	Jun-13				50-60%
	3BD	4	2	0	Nov-13				0-30%
	1BD	3	1	0	Nov-13				0-30%
	1BD	2	1	0	Nov-13				0-30%
	1BD	4	1	0	Dec-15				30-40%
	1BD	4	2	0	Feb-17				40-50%
	3BD	2	0	0	Mar-17				50-60%
	3BD	4	2	0	Nov-17				60-80%
	2BD	3	1	0	Dec-17				40-50%
	3BD	5	1	0	Jan-18				50-60%
	1BD	3	2	0	Jan-18				40-50%
	1BD	4	2	0	Apr-18				40-50%
	1BD	2	0	0	Jan-19				60-80%

**Attachment B: General Information Notice (GIN)**

**GENERAL INFORMATION NOTICE (GIN) TENANT TO BE DISPLACED  
of Elbert Avenue Apartments**

*(Grantee or Agency Letterhead)*

Date: \_\_\_\_\_

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

**Community Lodgings Inc.** is interested in redeveloping the property **Elbert Avenue Apartments**. This proposed project may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME program.

The purpose of this notice is to inform you that we are seeking funding and that you will be displaced as a result of the proposed project upon funding approval. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) implementing regulations at 49 CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition and 24 CFR 93.352 and Section 104(d). You may be eligible for relocation assistance and payments under the URA if the proposed project receives HUD funding and if you are displaced as a result of acquisition, rehabilitation or demolition for the project.

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

If you are determined to be eligible for relocation assistance in the future, you may be eligible for: 1) Relocation advisory services including assistance to you to find another place to live; 2) At least 120 days advance written notice of the date you will be required to move; 3) Payment for your moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

**(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 a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)**

Please be advised that you should continue to pay your rent and meet any other obligations as

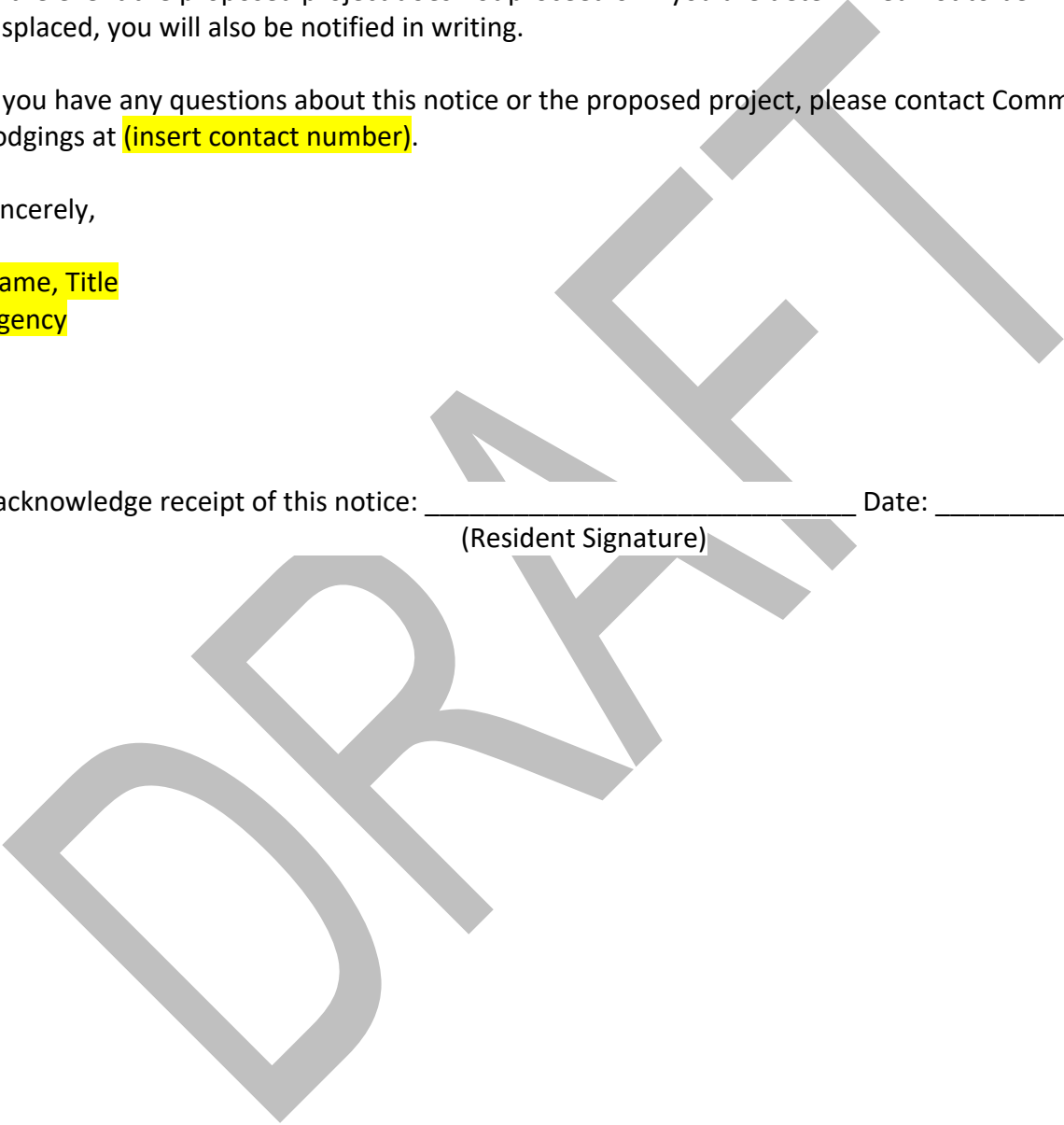
specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans. **Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time.** If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact Community Lodgings at (insert contact number).

Sincerely,

Name, Title  
Agency

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



**Attachment C: Notice of Eligibility (NOE)**  
**NOTICE OF ELIGIBILITY FOR RESIDENTIAL TENANT**  
**of Elbert Avenue Apartments**

Date:

Dear (resident name and address):

On **(date of GIN)**, **Community Lodgings Inc.** notified you of proposed plans to develop **Elbert Avenue Apartments** and the apartment you currently occupy for a project which could receive funding under the **City of Alexandria Housing Opportunity Fund**. On **(date of ION)** the project was approved and will receive federal funding.

It has been determined that you will be displaced by the project. Since you are being displaced in connection with this federally funded project, you will be eligible for relocation assistance and payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) implementing regulations at 49 CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition and 24 CFR 93.352 and Section 104(d).

- This is your Notice of Eligibility for relocation assistance
- The effective date of your eligibility is **(ION DATE)**.

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

To carry out the project, it will be necessary for you to move. However, you do not need to move now. You will be provided written notice of the date by which you will be required to move. This date will be no less than 120 days from the date comparable replacement housing has been made available to you. You will be provided with three comparable dwellings to which you may move to. Although you are not required to move to this dwelling, you must move to a decent, safe and sanitary replacement dwelling of your choice in order to receive a replacement housing assistance payment.

Enclosed are brochures entitled, "Relocation Assistance to Tenants Displaced From Their Homes." Please read these brochures carefully. They explain your rights and some things you must do to obtain relocation payments under the URA. Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made. Replacement housing payments cannot be provided for a dwelling that is not decent, safe and sanitary. Therefore, do not commit yourself to rent or buy a replacement dwelling until we inspect it.

Relocation Advisory Services. Including counseling and other assistance to help you find another home and prepare to move.

Credit Checks. Payment of credit check costs is eligible under URA.

Payment for Moving Expenses. You may choose: (1) a payment for your actual reasonable moving and related expenses, or (2) a fixed moving payment in the amount of \$ \_\_\_\_\_ based on the URA Fixed Residential Moving Cost Schedule, or (3) a move conducted by the agency at no cost to you.

Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement dwelling, (2) the monthly rent and cost of utility services for your present home, and (3) for low-income persons, 30 percent of your average monthly gross household income. This payment is calculated on the difference in the old and new housing costs for a one month period and multiplied by 42 or, if eligible for Section 104(d), multiplied by 60.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made. **Replacement housing payments cannot be provided for a dwelling that is not decent, safe and sanitary.** Therefore, do not commit yourself to rent or buy a replacement dwelling until we inspect it.

If you have any questions about this letter and your eligibility for relocation assistance and payments, please contact HTH's Relocation Manager at (PHONE/EMAIL) before you make any moving plans. They will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled. In order to help you fully participate in the relocation process, reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency. Please let our representative know if you need auxiliary aides, written translation, oral interpretation, or other assistance in order to fully participate in the relocation process.

Even though you will be provided all of the assistance the URA requires for a permanent move, the Authority believes that every resident displaced from the site should have the right to reapply for occupancy once this project is complete. For this reason, after project completion, every resident who receives assistance as a "displaced person" will be contacted and offered an opportunity to reapply for occupancy in the newly-revitalized community. Furthermore, because you will be a former occupant who was "displaced" from the site, you will also receive a priority preference to return. In the event the number of those who request to return and qualify for housing exceeds the number of units available, rating and ranking criteria will be used to identify those who will be offered a unit at the site until all available units are filled. If you do return, the Authority may help defray the costs of the return move. If you have

Replacement Housing Payments not yet spent or obligated, you may be asked to forfeit these payments as a condition for returning to public housing, since this assistance will no longer be necessary to meet your housing needs. Such assistance, if not forfeited, must be considered as income and may affect your eligibility and rent.

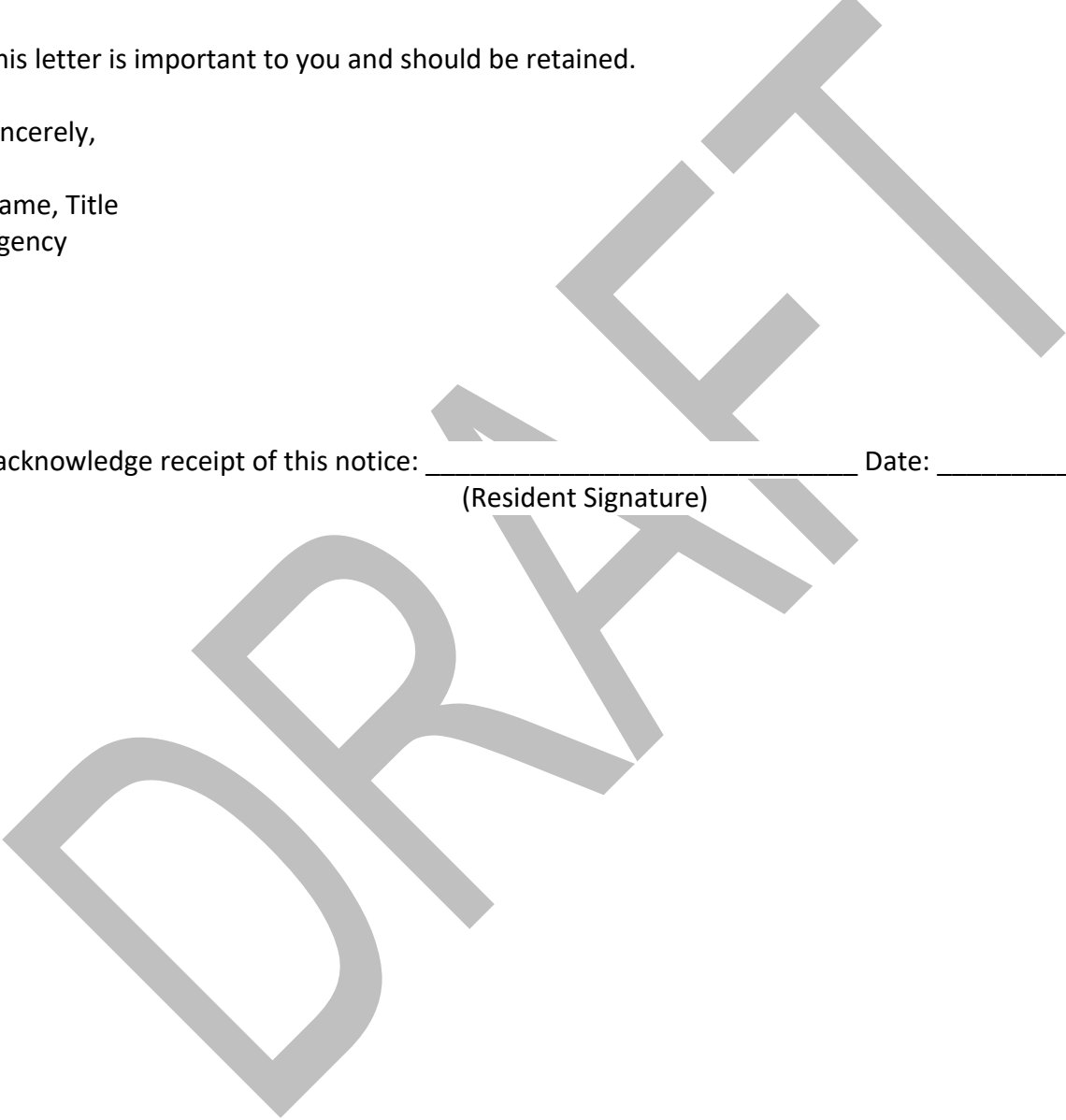
**Remember, do not move or commit to the purchase or lease of a replacement home before we have a chance to further discuss your eligibility for relocation assistance.**

This letter is important to you and should be retained.

Sincerely,

Name, Title  
Agency

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



**Attachment D: 120-Day Notice to Vacate  
120-Day Notice to Vacate  
Elbert Avenue Apartments**



Date:

Dear (resident name and address):

On (date of NOE), **Community Lodgings Inc.** notified you of your Notice of Eligibility for Relocation Assistance due to plans to redevelop Elbert Avenue Apartments and the apartment you currently occupy. The owner has decided to move forward with relocation at this time.

- This is your 120-day Notice to Move; you must vacate your dwelling no later than \_\_\_\_\_.

Three comparable dwellings to which you may move have been identified and are listed below. Although you are not required to move to this dwelling, you must move to a decent, safe and sanitary replacement dwelling of your choice in order to receive a replacement housing assistance payment.

Listed below are three comparable replacement dwellings that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement dwellings.

	<u>Address</u>	<u>Rent &amp; Utility Costs</u>	<u>Contact Info</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

We believe that the dwelling at (address) at a monthly rent/utility cost of \$ \_\_\_\_\_ is the most representative of your present home and our replacement housing payment calculations have been made based on this comparable dwelling. Although you are not required to move to this dwelling, you must move to a decent, safe and sanitary replacement dwelling in order to receive replacement housing assistance. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than \$ \_\_\_\_\_ per month, your rental assistance payment would be based on the actual cost of such a unit. Please contact us immediately if you believe this dwelling is not comparable to your current home. We can explain our basis for selecting this dwelling as most representative of your current home and discuss your concerns.

Based on the information you provided to us about your income and other eligibility criteria, you are eligible for section 104(d) replacement housing assistance through a Housing Choice Voucher.\* If you choose to accept the Voucher assistance and rent a comparable replacement dwelling, we estimate your monthly out-of-pocket cost for rent and utilities will be approximately \$ \_\_\_\_\_ per month based on 30 percent of your adjusted family income. We will explain to you how this assistance is calculated and assist you in completing an application.

Voucher assistance may be adjusted periodically to reflect changes in your income and rent. Voucher assistance may continue indefinitely, depending on need and congressional appropriations.

If you do not qualify for the Housing Choice Voucher, your replacement housing payment will be calculated under the URA. We estimate your initial out-of-pocket cost for rent and utilities according to the comparable listed above will be approximately \$ \_\_\_\_\_ per month. The maximum amount of rental assistance you would be eligible to receive under the URA would be approximately \$ \_\_\_\_\_ (42 x \$ \_\_\_\_\_), paid in a \_\_\_\_\_ number of installments. URA assistance is not adjusted to reflect future changes in income or rent.

Should you choose to buy (rather than rent) a decent, safe and sanitary replacement dwelling, there are several options which may be of assistance to you. Let us know if you would prefer to buy a replacement home, and we will help you find such housing and identify which one of the following options can help you accomplish this:

- You would be eligible under the URA for down payment assistance of \$ \_\_\_\_\_. Under the URA, you are not limited in the type of home you choose to purchase.
- Section 104(d) assistance for a down payment is available only to purchase an interest in a housing cooperative or mutual housing association. We estimate that you would be eligible for a down payment of \$ \_\_\_\_\_ under section 104(d).

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

If you have any questions about this letter and your eligibility for relocation assistance and payments, please contact HTH's Relocation Manager (name), (title) at (phone), (address) before you make any moving plans. They will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled.

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

If hand delivered:

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

**Attachment E: 30-Day Move Notice  
30-Day Move Notice  
of Elbert Avenue Apartments**

Date:

Dear \_\_\_\_\_,

On **(Date of Gin), Community Lodgings Inc.** notified you of proposed plans to demolish Elbert Avenue Apartments and the unit you currently occupy. On **(Date of NOE)** you were informed that funding was secured for the project, that you are eligible for relocation assistance. On **(DATE OF 120-DAY Notice)** and you were told of the earliest date to move and receive assistance and the last date to vacate your dwelling by. This notice identified 3 comparable replacement dwellings.

This notice reminds you that you must relocate by (30-days from the day they must vacate by).

Your selected relocation unit is: (address of permanent relocation).

Please remain in contact with HTH's Relocation team regarding your move to assist with relocation costs and benefits. Please also give HTH a copy of your lease for your permanent relocation unit, when possible for your file.

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

Sincerely,

Relocation Manager, HTH

I acknowledge receipt of this notice: \_\_\_\_\_ Date: \_\_\_\_\_

(Resident Signature)