



**ALEXANDRIA REDEVELOPMENT
AND HOUSING AUTHORITY**

**Resident Selection and
Relocation Plan**

Ramsey Homes

Approved by the Alexandria Redevelopment and Housing Authority

Board of Commissioners

November 28, 2016

Table of Contents

| | | |
|----------|--|-----------|
| 1 | INTRODUCTION | 5 |
| 2 | DEFINITIONS | 6 |
| 3 | PROJECT OVERVIEW | 9 |
| 3.1 | PROJECT DESCRIPTION | 9 |
| 3.2 | PROJECT EXECUTION | 10 |
| 4 | QUALIFYING FOR REDEVELOPED UNITS | 11 |
| 4.1 | EXECUTION | 11 |
| 4.2 | RESIDENT SELECTION CRITERIA | 11 |
| 4.2.1 | CRIMINAL BACKGROUND CHECK | 12 |
| 4.2.2 | RESIDENT SCREENING: RENTAL HISTORY, CREDIT HISTORY, INSPECTION OF UNIT | 12 |
| 4.2.3 | HOUSEHOLD COMPOSITION REVIEW | 13 |
| 4.2.4 | MINIMUM INCOME REQUIREMENTS | 13 |
| 4.3 | PREFERENCES | 13 |
| 4.4 | MAINTENANCE OF WAITING LIST | 13 |
| 4.5 | OCCUPANCY STANDARDS | 13 |
| 5 | REGULATORY AUTHORITY | 15 |
| 5.1 | VIRGINIA HOUSING DEVELOPMENT AUTHORITY (VHDA) RELOCATION ASSISTANCE GUIDELINES | 15 |
| 6 | RELOCATION PAYMENTS | 16 |
| 6.1 | FIXED RESIDENTIAL MOVING COST SCHEDULE | 16 |
| 6.2 | ADDITIONAL REASONABLE MOVING AND RELATED EXPENSES | 17 |
| 6.3 | TRANSFERS | 17 |
| 7 | RESIDENT ADVISORY SERVICES | 18 |
| 8 | RESPONSIBILITIES OF RELATED PARTIES | 19 |
| 8.1 | DUTIES AND RESPONSIBILITIES OF RESIDENTS: | 19 |

| | | |
|-----------|---|-----------|
| 8.2 | DUTIES AND RESPONSIBILITIES OF AGENT: | 19 |
| 8.2.1 | PROGRAM MANAGERS/INTAKE/LEASING AND COMPLIANCE | 19 |
| 8.2.2 | LEASING & OCCUPANCY SPECIALIST | 20 |
| 9 | APPEALS AND GRIEVANCES | 21 |
| 10 | RECORDKEEPING | 22 |
| 11 | APPENDICES | 23 |
| | APPENDIX 1 GENERAL INFORMATION NOTICE | 24 |
| | APPENDIX 2 NOTICE OF INTENT TO VACATE UNIT FOR REDEVELOPMENT | 26 |
| | APPENDIX 3 RELOCATION 120-DAY NOTICE | 28 |
| | APPENDIX 4 RELOCATION 90-DAY NOTICE | 30 |
| | APPENDIX 5 RELOCATION 60-DAY NOTICE | 32 |
| | APPENDIX 6 RELOCATION 30-DAY LETTER | 34 |
| | APPENDIX 7 THE MOVING PROCESS – KNOW YOUR RIGHTS AND RESPONSIBILITIES | 36 |

DOCUMENT HISTORY

REVISION HISTORY

| Revision Number | Revision Date | Summary of Changes | Author |
|-----------------|---------------|--------------------|--------|
| | | | |
| | | | |

DISTRIBUTION LIST

This document has been distributed to:

| Name | Position | Company | Action |
|-------------------|--|--------------------|--------|
| Roy Priest | CEO | ARHA and VHDLLC | |
| Douglas Owens | Deputy Executive Director | ARHA | |
| Connie Staudinger | Chief Operating Officer Director of Development | VHDLLC/ARHA | |
| Leroy Battle | Project Manager | VHDLLC | |
| Cindy Thompson | Director Asset Management | ARHA | |
| Marquisha Dean | Program Manager | ARHA | |

1 Introduction

In 2017, the Alexandria Redevelopment and Housing Authority intends to apply for a competitive 9% allocation of Low Income Housing Tax Credits (the “Tax Credits”), for the purposes of acquiring, demolishing and redeveloping Ramsey Homes, a 15-unit public housing development. All fifteen units are 2-bedroom/1-bathroom units.

The redevelopment of the Ramsey Homes will be funded with the following sources: 9% Low Income Housing Tax Credit equity; an ARHA loan; a loan from the City of Alexandria; a HUD Replacement Housing Factor grant; and, a VHDA Predevelopment Loan. All of the funding sources are subject to certain terms and conditions that must be met. The purpose of this document is to meet a requirement imposed by HUD and VHDA to submit for approval a Relocation Plan which will provide a description by which all existing Residents will be relocated or transferred.

This document represents the Alexandria Redevelopment and Housing Authority’s Resident Selection and Relocation Plan (the “Plan”) for the Ramsey Homes, redevelopment effort. It was prepared to inform those Residents who will be relocated from Ramsey Homes of their rights and responsibilities, and further to be used as a policy to guide ARHA staff in their day-to-day undertaking of these efforts. ARHA is serving a dual role as the General Partner and Management Agent for the owner, Ramsey Homes, LP (the “Owner”). The Plan will become the policy that will govern the actions of ARHA in conducting its responsibilities on behalf of the Owner.

The Plan as drafted must undertake the following provisions, at a minimum, and as applicable to each funding program: (1) Relocation Payments; (2) Relocation Assistance; (3) General Information Notice, Notice of Eligibility, 120-day Vacate Notice and subsequent 90, 60 and 30-day vacate notices; (4) full communication of the Plan.

2 Definitions

| | |
|---|---|
| AMI | Area Median Income for the Metropolitan Statistical Area: Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area |
| ARHA | Alexandria Redevelopment and Housing Authority |
| CMAR | Construction Manager At-Risk |
| Development | Ramsey Homes |
| Disabled Person | Federal laws define a person with a disability as “any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment or is regarded as having such impairment.” In general physical or mental impairment includes hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS related complex, and mental retardation that substantially limits one or more major activities. Major life activities include: walking, talking, and hearing, seeing, breathing, learning, performing manual tasks and caring for one’s self. |
| Fixed-Schedule of Moving Costs | ARHA shall maintain a schedule of fixed moving costs which relocating Residents might choose to receive in lieu of reimbursement for actual, reasonable moving costs. Such schedule of payments shall be maintained by room size and be regularly updated to reflect changes in the VHDA published schedule. |
| Good Cause | <p>Good cause for refusing housing offers consists of set standards by which the ARHA may approve rejections of appropriately-sized units by Residents in need of temporary relocation or permanent re-housing due to planned capital improvement or redevelopment programs. Good cause is limited to permanent assignments which, according to clear and convincing evidence unrelated to race, color or national origin, would cause undue hardship as a result of the:</p> <ul style="list-style-type: none"> • Temporary hospitalization or on-duty military assignments of the Resident leaseholder or qualified household member necessary for the care of the leaseholder • Inaccessibility by public transportation to night time employment for the Resident leaseholder • Aggravation of a serious medically determinable impairment of any household member • Inaccessibility to medically supportive institutions for the elderly, handicapped, or disabled <p>The ARHA may initiate eviction actions against Residents who reject permanent relocation assignments without good cause or may proceed with mandatory transfers to locations convenient to the ARHA.</p> |
| Household In Good Standing | A household in good standing is one that has abided by the terms of its lease with the ARHA and against which no legal actions to terminate tenancy are pending or under consideration. |
| Housing Choice Voucher Program Assistance | Resident based assistance that a Resident can use for leasing purposes in the City of Alexandria or anywhere in the United States. |

| | |
|---|--|
| HUD | United States Department of Housing and Urban Development. |
| Inspection | Inspections must be performed on subsidized housing that is required for re-certification and lease compliancy. The Ramsey units will be inspected using the UPCS-V inspection criteria prior to acceptance and occupancy by ARHA. |
| Involuntary Permanent Move (Displacement) | Displacement means an involuntary permanent move from a public housing development. A family or an individual who is moved permanently from a development and is not offered another public housing unit or Housing Choice assistance. |
| Leaseholder | A leaseholder is the name or names of the individuals listed on the current lease that has or have primary responsibility for the occupancy of the dwelling unit. More than one name may be a leaseholder. |
| LIHTC or Tax Credit | Low Income Housing Tax Credit as defined in Section 42 of the Internal Revenue Code of 1986, as amended. |
| Lower Income Person | For the purposes of the LIHTC requirements, Income/Rent limits shall be set at those amounts stated in the funded Low-Income Housing Tax Credit Application For Reservation. |
| Management Agent | The Owner has appointed the ARHA as exclusive managing and leasing agent for the Development. |
| Non-discrimination | The ARHA acts without discrimination on the basis of race, color, national origin, ancestry, marital status, handicap, familial status, religion, sexual preference, source of income, or military service in all matters that pertain to ARHA's Resident Selection & Relocation Plan. |
| Occupancy Specialist | A representative of the ARHA whose task is to assist each household residing at Ramsey Homes in terms of certifying for rental assistance or to relocate as a result of the Ramsey Homes Project. |
| Occupancy Standards | Occupancy Standards are determinations made by the ARHA about the appropriate number of occupants in units of various bedroom sizes (see Section 4.5). Two persons in a household are generally expected to share one bedroom, except where bedroom sizes have been deemed by the ARHA as unsuitable for two persons or in situations where two persons meet one of the following criteria: <ul style="list-style-type: none"> • Are adults of different generations and do not share a spousal or similar relationship • Have special needs as verified by a physician or social worker |
| Off-Site Relocation Standards | An off-site relocation is a move into a unit that is not in the Development where the Resident currently resides. It can be a move into a unit owned or leased by the ARHA or through the issuance of a Housing Choice Voucher. |
| Permanent Relocation | All relocations from Ramsey Homes that are a result of a family not qualifying under the eligibility requirements placed on the Development as a result of the Tax Credit funding, will be treated as permanent relocations. |
| Plan | The Resident Selection and Relocation Plan. |

| | |
|----------------------------|--|
| Project | The Mixed-finance redevelopment of 15 public housing units into a 52-unit mixed-income community. |
| Qualified Household Member | Qualified household members are those household members who are on the lease according to the ARHA Admissions and Continued Occupancy Plan. |
| Re-certification | Process of securing documentation of total family income to be used to determine the rent the Resident will pay for the next 12 months if there are no additional changes to be reported, and to determine if the family is still eligible for assistance. |
| Redevelopment | The razing in whole or in part of one or more permanent buildings of a public housing development. |
| Relocation | A voluntary move; the movement of all household belongings from one unit to another. |
| Relocated Resident | Any Resident of Ramsey Homes who moves after the date of the Notice of Eligibility. |
| Relocation Payment | Payments, pursuant to Section 6 of this Relocation Plan, to a household receiving a Notice of Eligibility. |
| Resident | Resident member of a household which is a leaseholder of an ARHA-owned unit and whose name appears on the current lease. |
| ARHA Initiated Transfer | An ARHA initiated action to transfer Residents in order to renovate, rehabilitate or redevelop a building or site, including demolition and or disposition. |
| VHDA | Virginia Housing Development Authority |

3 Project Overview

3.1 Project Description

The redevelopment of the Ramsey Homes site (the “Project”) is consistent with the ARHA 2012-2022 Strategic Plan. The Project involves the redevelopment of an underutilized and obsolete public housing site into a mixed-income, 100% affordable, multi-family rental housing site.

The Project site is .71 acres, occupying one half of a city block, situated on the east side of the 600 block of North Patrick Street between Pendleton and Wythe Streets. The site is currently improved with (15) two-bedroom townhomes in four buildings. Three of the buildings are quadruplexes and one is a triplex. The existing structures were built in 1941-1942 and acquired by ARHA in 1953.

The focus of the ARHA Strategic Plan is on preserving ARHA’s present affordable housing stock until opportunities arise that will enable ARHA to substantially improve conditions while complying with the City of Alexandria’s ordinance mandating preservation or replacement of some number of ARHA-owned affordable housing (Resolution 830). ARHA recognizes that it is not enough to provide sustainable affordable housing; we must also ensure that the housing we provide meet qualitative standards that are acceptable to ARHA, our funding providers and to the greater Alexandria community. The Project, as it exists today, cannot be renovated without significant cost, to meet all applicable codes and regulations.

The Project includes the removal of all existing improvements and the construction of a total of fifty-two (52) rental units in one, 3/4-story building. The parking will be accommodated below grade in a structured parking facility. There is 36% open space at the Project. There is a generous setback at Wythe Street and two small courtyards at Patrick Street. At the southern, Pendleton Street entrance, there is a substantial lawn area with shade trees that will public and will be used for passive recreational activities.

This mixed-income Project will be available to the extremely low-income families that reside at the Project today, as well as to households at up to 60% of the AMI.

Should the existing 15 households choose to return, they will be in a community with an additional thirty seven (37) households with incomes up to 50% and 60% of the Area Median Income. This will provide for a mix of incomes to replace the exclusive public housing that exists on the site today, with the ultimate goal of providing improved residential and social conditions for the Residents of the new Project, as well as the surrounding neighborhoods.

ARHA has received a Replacement Housing Factor (“RHF”) grant from HUD in the amount of \$855,482.00. These RHF grant funds will be used in the Ramsey Homes Project. These RHF funds are only available for the redevelopment of public housing units. As a result, ARHA will include six (6) units that will be subject to restrictive covenants applied by the public housing program in the Project.

ARHA also intends to apply for Resident Protection Vouchers (“TPV”) with the submission of the required HUD Disposition Application. If ARHA is successful, 15 TPVs will be secured for the existing households.

3.2 Project Execution

ARHA plans to execute the Project in one phase. As units are brought online, Residents will be returned, or units will be leased sequentially to new residents.

Following the completion of construction, all Tax Credit units at the new Development will be occupied by households with incomes equal to or less than 40-60% of the AMI. These occupancy requirements meet the standards for compliance with the Tax Credit funding program, and six (6) must additionally comply with HUD requirements for the public housing program.

As a result of the demolition and redevelopment, ALL Residents of Ramsey Homes will be considered a Permanent Relocation, Permanent Off-Site Relocation, or a Transfer. All households that are in residence and who are in compliance with the terms of the lease in force as of the date of the General Information Notice (Appendix 11.1), are entitled to assistance under this Plan, with the exception of those households, that: 1) moved (or were moved) pursuant to a Notice to Quit and/or were (are) legally evicted or under an eviction process.

There will be six (6) Public Housing units at the Development when redeveloped. All Public Housing units will be 2-bedroom units. In addition to the six (6) public housing units, Residents at the 30% AMI and below limit can choose to use their Resident Protection Voucher to subsidize their rental payments when they return to the Development. There are ten (10) 1-bedroom, thirty six (36) 2-bedroom, and six (6) 3-bedroom units in the new community.

This Plan outlines the supportive services, counseling and relocation assistance to be offered to relocated Residents and the procedures to be followed as the Project progresses. All lease-compliant Residents will be counseled and provided relocation assistance in accordance with this Plan. Households that move prematurely (i.e., before the scheduled dates for Relocation) may not have an opportunity to receive comprehensive relocation counseling or Relocation Payments offered under this Plan. In these cases, and where premature relocation cannot be avoided, staff will identify and address these Residents on a case-by-case basis. This Plan meets the applicable requirements relating to Relocation.

The Ramsey Homes community currently receives subsidy from HUD through a HUD Annual Contribution Contract (ACC); six of the units in the Project will remain subject to a HUD ACC. The six public housing units will be inspected using the HUD UPCS-V guidelines and any unit occupied with a Housing Choice Voucher will also be inspected using the HUD UPCS-V guidelines prior to occupancy.

4 Qualifying for Redeveloped Units

Notwithstanding anything herein, all Residents who occupy any of the 52 Ramsey Homes must meet the income qualifications and occupancy requirements outlined in Section 42 of the Internal Revenue Code; six of the households must meet the income qualifications and occupancy requirements for the HUD public housing program; and, any unit occupied by a Section 8 Housing Choice Voucher holder must meet the income qualifications and occupancy requirements of the HUD Section 8 Program.

4.1 Execution

Following completion of the Project, Residents who elect to return will be given a preference to move into the newly constructed units. The remaining 37 units will be rented at Low-Income Housing Tax Credit rents to eligible renters.

For further information on Preferences please reference Section 4.3.

Federal, State and local Fair Housing Laws cover equally all units in the Development. All practices, and every aspect of the Plan, may not subject any person to discrimination prohibited by these laws, which currently prohibit discrimination based on race, color, religion, sex, disability, familial status, national origin, marital status, ancestry, gender identity, and sexual orientation, age, personal appearance, family responsibilities, matriculation, political affiliation, source of income and place of residence or business.

4.2 Resident Selection Criteria

The Management Agent may utilize the following factors in the approval of residency:

- a. Credit checks to evaluate financial fitness and credit worthiness;
- b. Prior tenancy records and references to indicate a household/Resident is in good standing;
- c. One (1) year of prior work experience;
- d. Households in Good Standing, will be given a right of first offer to return to Ramsey Homes. Good standing will include the following provisions:
 - d.1. Have not engaged in criminal activity that threatens the health and safety of residents and staff.
 - d.2. Owe no back rent or other charges, including but not limited to maintenance and/or violation charges, or have a pattern of late payment.
 - d.3. Have no housekeeping lease violations or history of damaging property.
 - d.4. Have no history of failing UPCS inspections, including health and safety.
 - d.5. Have no history of non-payment of utilities.

- d.6. Able to have utilities turned on in the name of the head of household (applicable to properties with Resident-paid utilities).

4.2.1 Criminal Background Check

The Management Agent may consider the convictions of any applicant, or family member for a crime(s) involving physical or sexual violence against persons or property or other criminal convictions that may adversely affect the health, safety, or welfare of other ARHA residents, staff, or other members of the community. These criminal activity thresholds include, but are not limited to the following:

- a) No record of conviction for manufacturing drugs within the last three (3) years;
- b) No record of conviction for distributing drugs within the last three (3) years;
- c) No record of felony conviction for drug possession within the last three (3) years;
- d) No record of a felony conviction for a crime against a person within the last three (3) years;
- e) No record of a felony conviction for a crime against property within the last three (3) years;
- f) No record of a felony conviction involving a prohibited weapon or firearm within the last three (3) years;
- g) No record of a conviction involving possession of a firearm or prohibited weapon within the last three (3) years;
- h) The Management Agent shall deny admission to any applicant who has been evicted from housing assisted under the United State Housing Act, for drug-related criminal activity for a three year period beginning from the date of the eviction.
- i) No record of conviction for murder or manslaughter, attempted murder or manslaughter, felony sexual assault or attempted felony sexual assault at any time.

All other crimes not listed here will be reviewed on a case-by-case basis.

Admission is prohibited for any household that includes any individual who is subject to a lifetime registration requirement under a state sex offender registration program.

A declaration is required from the head of household that no family member under 18 years of age has been convicted of a crime as an adult. If the applicant does not provide this information, the application will be deemed incomplete.

The Management Agent will also consider the criminal record of any juvenile charged as an adult and convicted of the charges.

4.2.2 Resident Screening: Rental History, Credit History, Inspection of Unit

In an effort to reduce damage to ARHA-owned property, improve occupancy, decrease late payments, and avoid costly evictions and loss of rental income, the Management Agent will thoroughly screen all Resident public records, employment and credit report information. If the resident being screened is a

prior ARHA client, all past records regarding damages and housekeeping will be considered relevant in the screening process and may affect the outcome.

4.2.3 Household Composition Review

This policy includes restrictions to the household composition to include:

1. The addition of an adult member previously removed from the composition.
2. The addition of minors where there is no legal supporting documentation of custody/guardianship.

4.2.4 Minimum Income Requirements

First preference will be for households earning incomes at 40-60% of AMI with at least one head of household having maintained their current employment for over one year. If further qualified applicants are not available within that AMI range within 30 days of a unit becoming available, then income and tenure requirements may be lowered.

4.3 Preferences

Tier 1: Existing Residents who meet the Resident Selection Criteria.

Affected head of household residing in a Ramsey Homes unit as of 120-Day “Notice to Vacate Unit for Redevelopment” date and who meet the Resident Selection Criteria and definition of Household in Good Standing. These Residents are also eligible for a Relocation Payment under this Plan.

Tier 2: Waiting List

Households on the ARHA Ramsey Homes site specific maintained Waiting List, eligible to pay Tax Credit rents, and who meet the Resident Selection Criteria approved herein for the Project.

4.4 Maintenance of Waiting List

Waiting lists will be handled centrally by the ARHA Intake/Waiting List Specialist. The waiting list will be maintained as Ramsey Homes site specific and will be used only for the public housing units.

4.5 Occupancy Standards

| Number of Bedrooms | Number of Persons | |
|--------------------|-------------------|---------|
| | Minimum | Maximum |
| 1 | 1 | 2 |
| 2 | 2 | 4 |
| 3 | 3 | 6 |

Temporarily absent household members shall be included in the determination of unit size needs for Residents. Live-in aids must have a separate bedroom pursuant to the regulations.

5 Regulatory Authority

5.1 Virginia Housing Development Authority (VHDA) Relocation Assistance Guidelines

The policies and procedures regarding relocation in this Relocation Plan will be carried out in compliance with the relevant provisions of the Code of Virginia and VHDA Relocation Assistance Guidelines for all dwelling units that qualify for Tax Credits. Pursuant to VHDA guidelines, this Plan has been submitted to the VHDA Tax Credit Allocation Department with the Reservation Application. It will be maintained at ARHA in plain sight and made available for Residents to review.

6 Relocation Payments

6.1 Fixed Residential Moving Cost Schedule

The ARHA will reimburse all households receiving notice to vacate Ramsey Homes for all reasonable documented expenses, not to exceed the amounts herein; plus other allowable expenses as described.

If the notice to vacate is a result of an ARHA Initiated Transfer and the Resident elects to exercise the right to return to the Development (meaning there will be two moves, Out/Back), the moving cost schedule will be as represented in Table 1 for Residents who elect to move themselves. If a Resident elects to have ARHA movers facilitate the move, there will be no reimbursement costs to the Resident except as provided for in 6.2 below.

Table 2 represents a reimbursement cap for a Permanent Relocation. If, in the case of a Permanent Relocation a Resident elects to have ARHA movers facilitate the move, there will be no reimbursement costs to the resident except as provided for in 6.2 below. However, if the Resident elects to move themselves permanently, moving costs will be reimbursed based on Table 2. The amounts shown on Table 2 are based on the current Federal Highway Administration’s [Fixed Residential Moving Cost Schedule](#) (see VHDA Relocation Guidelines). Should the Federal Highway Administration’s Fixed Residential Moving Cost Schedule be updated, the below will be updated accordingly. All existing Ramsey units will be reimbursed as 4 Rooms with Furniture per Table 2 below.

Table 1: Payment Standards for an ARHA-Initiated Transfer

| | |
|--|----------------|
| Reimbursement to Household with Receipts | Up to \$750.00 |
| Reimbursement to Households without Receipts | Up to \$500.00 |

Table 2: Number of Rooms with Furniture

| | |
|---------|---------|
| 1 Room | \$700 |
| 2 Rooms | \$900 |
| 3 Rooms | \$1,100 |
| 4 Rooms | \$1,300 |
| 5 Rooms | \$1,500 |
| 6 Rooms | \$1,700 |

6.2 Additional Reasonable Moving and Related Expenses

Utility hookups, including reinstallation of telephone, water, electric, gas, and cable television service; according to number of hookups existing at the former residence. Any required utility security deposits will be provided in the form of a loan.

If the Resident opts to move his/her belongings, the reimbursement to the Resident may be based on one or a combination of the following:

- Based on the Federal Highway Administration's Fixed Residential Moving Cost Schedule (see VHDA Guidelines) and the number of rooms of furniture, not the number of bedrooms per unit. All Ramsey Homes Residents will be entitled to payment based on 4 Rooms with Furniture.
- Based on the Resident's Actual Reasonable Moving and Related Expenses (including utility connection fees), which are defined as:
 - The lower of two bids or estimates prepared by a commercial mover; or,
 - Receipted bills for labor and equipment.

Hourly labor rates should not exceed the rates paid by a commercial mover to employees performing the same activity. Equipment rental fees should be based on the actual rental cost of the equipment, not to exceed the cost paid by a commercial mover. Estimated moving expenses shall be approved by ARHA in advance of the move.

If the household has received a Resident Protection Voucher and chooses to relocate permanently, ARHA will pay reasonable moving costs to relocate the Resident out of the city limits of Alexandria, within a 50-mile radius of the City of Alexandria, VA.

6.3 Transfers

ARHA may initiate the action to transfer Residents in order to renovate a unit, rehabilitation or redevelopment of a building or site, including demolition and/or disposition as defined by HUD.

The ARHA will relocate a family when the unit or site in which the family lives is undergoing major rehabilitation that requires the unit to be vacant, or the unit is being disposed of or demolished. The Authority's relocation plan may or may not require transferring affected families to other available public housing units.

If the relocation plan calls for transferring public housing families to other public housing units, affected families will be placed on the transfer list.

In cases of revitalization or rehabilitation, the family may be offered a temporary relocation if allowed under Relocation Act provisions, and may be allowed to return to their unit, depending on contractual and legal obligations, other applicable rules under the ARHA Admissions and Continued Occupancy Plan (ACOP, latest edition), and once the revitalization or rehabilitation is complete.

7 Resident Advisory Services

In addition to Relocation Payments, ARHA will provide non-monetary relocation assistance to relocated Residents such as:

- Expediting the return of security deposits or allowing Residents to apply security deposits to the last month's rent, as Resident desires;
- Provide referrals for residents to comparably priced rental complexes, and contact said complex to request priority for Residents being displaced;
- Providing transportation for Residents needing to look at other housing, with priority given to elderly or disabled Residents;
- Providing special consideration for the timing of moves for families with school age children, where feasible; and
- Provide appropriate counseling for Residents who are unable to read and understand notices.

The relocation assistance described in this section will be made available to Residents during regular business hours, evenings and weekends as required to accommodate various work schedules.

8 Responsibilities of Related Parties

8.1 Duties and Responsibilities of Residents:

- Read the General Information Notice. If you cannot read and/or understand the notices, you must contact ARHA for counseling.
- Read, sign and return to ARHA the Notice of Eligibility.
- Specify preference as to whether you wish to move to another ARHA-owned public housing unit or, use a Resident Protection Voucher to move to a market-rate unit.
- Move upon notice during the specific time period, irrespective of any pending grievance related to relocation or continuing occupancy. However, Resident rights to a grievance will not be waived by such a move, provided however, that the grievance is filed prior to the move.
- Pack all belongings and prepare furniture for moving (everything but furniture must be packed in boxes) and the boxes securely taped.
 - Remove all food from the refrigerator and clean all appliances.
- Arrange with utility companies to have services transferred to the new dwelling, turn off utilities at the unit being vacated and to cover all associated arrearage as may be required.
- Notify the US Postal Service, schools, other appropriate government agencies (Social Security, etc.), individuals, and companies of the change in address.
- Be ready to move all belongings on the specified date, and to be home and ready when the movers arrive.

8.2 Duties and Responsibilities of Agent:

8.2.1 Program Managers/Intake/Leasing and Compliance

- Monitor, coordinate, document and maintain records of all relocation activity for the Project according to applicable regulations. ARHA must document compliance by including in each resident's file all documentation related to relocation, including all notices and agreements referenced herein, as well as bill receipts and canceled checks. Be prepared to present this information to VHDA upon request.
- Ensure that copies of the Notice of Eligibility are signed by leaseholders, returned to ARHA and properly filed.
- Follow-up with the Resident prior to the move-out date to be sure they have followed through with their responsibilities.

- Review and approve all requests for reimbursement of relocation expenses or allowable Relocation Payment, according to the Plan.
- Initiate eviction proceedings for households that do not comply with the requirements of the Plan and related notices and instructions received in implementation of the Plan.

8.2.2 Leasing & Occupancy Specialist

- Ensure that all households considered for relocation receive a General Information Notice and a copy of the Resident Selection and Relocation Plan.
- Ensure that all households at the Development receive a written Notice of Eligibility at least 120 days in advance of the deadline for being relocated, identifying the date by which they need to relocate and the assistance to which they are entitled.
- Ensure that Notice of Eligibility is signed by Leaseholder(s), returned to ARHA and properly filed.
- Ensure former Development Residents that are in good standing receive priority over all other applicants and transfers at all ARHA-owned sites.

9 Appeals and Grievances

ARHA has a grievance procedure in place through which residents of public housing are provided an opportunity to grieve any Public Housing Authority (“PHA”) action or failure to act involving the lease or PHA policies which adversely affect their rights, duties, welfare, or status.

If a Leaseholder or individual disagrees with the determination of ARHA concerning the Relocation Payment(s) or other relocation assistance for which the Resident is eligible, ARHA will accept requests for an informal settlement of a grievance either orally or in writing, to the ARHA office within ten (10) business days of the event which is the subject of the grievance. Within ten (10) business days of receipt of the appeal/request the ARHA will arrange a meeting with the Resident at a mutually agreeable time and confirm such meeting in writing to the Resident.

If a Resident fails to attend the scheduled meeting without prior notice, ARHA will reschedule the appointment only if the Resident can show good cause for failing to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

Good cause is defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family.

All grievances must be presented in accordance with the informal procedures prescribed above as a condition prior to a grievance hearing. However, if the complainant can show good cause for failure to proceed with the informal settlement process to the hearing officer/panel, the hearing officer/panel may waive this provision [24 CFR 966.55(d)].

The complainant must submit the request in writing for a grievance hearing within a reasonable time after receipt of the summary of informal discussion [24 CFR 966.55(a)]. The request must specify the reasons for the grievance and the action or relief sought.

The Resident must submit a written request for a grievance hearing to the ARHA within five (5) business days of the Resident’s receipt of the summary of the informal settlement.

If the family requests a grievance hearing within the required timeframe, the PHA may not take action on the transfer until the conclusion of the grievance process.

A household or individual may file an appeal/grievance with ARHA in any case, in which the leaseholder believes that ARHA has failed to:

- properly determine that the household or individual qualifies or will qualify (upon moving) as a relocated person who is eligible for relocation assistance;
- properly determine the amounts of Relocation Payment(s) as required by this Plan;
- honor a legitimate request to extend the time limit for filing an appeal or arranging to relocate.

10 Recordkeeping

Good recordkeeping is necessary to carry out a sound, thorough and comprehensive relocation program. The ARHA shall keep records that comply with applicable funding programs and those necessary to insure that Residents relocated from the Development receive the services that they are entitled to.

Per VHDA Relocation Assistance Guidelines, Owners must document compliance by including in each Resident's file all documentation related to relocation, including all notices and agreements referenced herein, as well as bill receipts and canceled checks. ARHA must be prepared to present this information to VHDA upon request.

11 Appendices

- Appendix 1 General Information Notice
- Appendix 2 Notice of Intent to Vacate Unit for Redevelopment
- Appendix 3 Relocation 120-Day Notice
- Appendix 4 Relocation 90-Day Notice
- Appendix 5 Relocation 60-Day Notice
- Appendix 6 Relocation 30-Day Letter
- Appendix 7 The Moving Process – Know Your Rights and Responsibilities

Appendix 1 General Information Notice

To: Residents of Ramsey Homes

From: Alexandria Redevelopment and Housing Authority

Date: XXXX

RE: GENERAL INFORMATION NOTICE of RAMSEY HOMES REDEVELOPMENT

In September, 2014, the Alexandria Redevelopment and Housing Authority (ARHA) began the planning process in order to redevelop Ramsey Homes into a mixed income community. ARHA plans to demolish all 15 of the units on the site and replace those units with 52 newly built mixed income units.

However, in order to carry out this task, it will be necessary for you to relocate. YOU DO NOT NEED TO MOVE NOW, but you will be required to move XXXX. You will not be required to move without at least 120 days written notice of the date by which you must vacate your current unit. When the time comes to prepare for the move, you will be provided guidance, information, and assistance in relocating.

Therefore, we urge you not to move anywhere at this time. (If you elect to move for reasons of your choice, you will not be provided relocation assistance.)

All public housing residents will be required to either move to a public housing unit in another ARHA development, or utilize a Housing Choice voucher which will help you pay your rent in an eligible privately owned dwelling or apartment that accepts Housing Choice Voucher recipients. Residents that have vouchers will be given preference at ARHA owned and operated market rate sites.

Please be advised that you are eligible for assistance to relocate. Relocation assistance, housing referrals, reimbursement for eligible relocation expenses, counseling, and other services will be made available to you. A representative of this office will soon contact you to determine your needs and preferences. This representative will explain your rights and assist you in obtaining the relocation assistance needed and for which you are eligible. Residents in good standing will be offered the right to return once the redevelopment is completed.

If you have any questions, please contact the ARHA staff at 703-549-7115 ext. 173.

This letter is important to you and you should keep it for your records.

Sincerely,

ARHA Intake & Leasing Specialist

General Information Notice Acknowledgment

I have received this information on the _____ day of _____, 2017.

Resident Name: _____

Resident Signature: _____

Resident Address: _____

Appendix 2 Notice of Intent to Vacate Unit for Redevelopment

Date _____, 2017

Dear Mr./Ms. _____:

On _____, ARHA held a mandatory community meeting for the residents of the entire Ramsey Homes properties. At that time we notified you that Ramsey Homes would be undergoing redevelopment and that all units, as currently planned, would be demolished within the next four years. This "Notice of Intent To Vacate" (Notice) is being issued to inform you of the following:

For current residents of Ramsey Homes, and Ramsey Homes Addition, you will be able to lease and occupy another suitable, decent, safe and sanitary dwelling upon completion of the redevelopment. Residents may return to the redeveloped site if you are in good standing and meet the HUD requirements and the Low income Housing Tax Credit (LIHTC) requirements.

You may also be able to lease and occupy a suitable, decent, safe, and sanitary dwelling unit through use of the Housing Choice Voucher Program. There will be a certification process for the Housing Choice Voucher Program to determine eligibility. You will also receive additional information on the Housing Choice Voucher program after your eligibility has been confirmed. To get general information on the program you may contact the Department at (703) 549-7115, ext. 207.

You will be eligible to receive all applicable relocation funds and/ or assistance as noted in ARHA's policies and procedures when you are relocated after receipt of this Notice.

Please be advised that you may relocate any time after the date of this notice regardless of the section ("phase") of Ramsey Homes that you currently reside.

You will have to eventually vacate your current resident so that demolition and redevelopment can be completed on the Ramsey Homes and Ramsey Homes Addition sites. You will be reimbursed for all of your eligible moving-related expenses in accordance with ARHA's policies and procedures and you will be regularly assisted by your Leasing and Occupancy Specialist.

This "Notice of Intent to Vacate" is important to you and should be retained with your important documents.

Thank you in advance for your cooperation. While we realize that this is a sensitive process, we will make every effort to make this transition a smooth one for you and your family. If you have any question or concerns I can be reached at (703) 549-7115, ext. 324. You may also contact Edward Lacy, Sr. Property Manager, at extension 326.

Sincerely,

ARHA Intake & Leasing Specialist

Notice of Intent to Vacate Unit for Redevelopment Acknowledgement

I have received this information on or before the _____ day of _____, 2017

Resident Name: _____

Resident Signature: _____

Resident Address: _____

Resident Telephone Number: _____

Please sign and return in the self-enclosed envelope no later than _____.

Appendix 3 Relocation 120-Day Notice

Date _____, 2017

Dear Mr./Ms. _____:

On [Date], ARHA held a mandatory community meeting for the residents of the entire Ramsey Homes property. At that time we notified you that Ramsey Homes would be undergoing redevelopment and that all units, as currently planned, would be demolished within the [enter time frame here] years. This 120-Day Notice informs you of the following:

- For current residents of Ramsey Homes, you will be able to lease and occupy another suitable, decent, safe and sanitary dwelling upon completion of the redevelopment. Residents may return to the redeveloped site if you are in good standing and meet the Department of Housing and Urban Development and the Low-Income Housing Tax Credit (LIHTC) requirements.
- You may also be able to lease and occupy a suitable, decent, safe, and sanitary dwelling unit through use of the Housing Choice Voucher Program. There will be a certification process for both the Housing Choice Voucher and Low Income Housing Tax Credit programs to determine eligibility. You will also receive additional information on the Housing Choice Voucher program after your eligibility has been confirmed. To get general information on the program you may contact that Department at (703) 549-7115, ext. 173.
- There will also be a limited number of Low Rent Public Housing dwelling units returning to the site. Current Ramsey Homes residents will be given first priority to fill these units if you do not qualify of the Housing Choice Voucher program. Residents wishing to occupy the Public Housing units must still meet the Low Income Housing Tax Credit program requirements as all units in the new development will be covered under this program.
- You will be eligible to receive all applicable relocation funds and/ or assistance as noted in ARHA's policies and procedures when you are relocated after receipt of this Notice.
- Your entire household must vacate the above referenced address no later than [enter date].

ARHA staff will closely work with you during this period of transition to assist and guide you through this sensitive process. Your cooperation is necessary and essential to ensure your household is properly relocated so that demolition and redevelopment can be completed on the Ramsey Homes site.

This letter is important to you and you should keep it for your records.

Sincerely,

ARHA Intake & Leasing Specialist

Relocation 120-Day Notice Acknowledgement

I have received this information on the _____ day of _____, 2017

Resident Name: _____

Resident Signature: _____

Resident Address: _____

Appendix 4 Relocation 90-Day Notice

Date _____, 2017

Dear Mr./Ms. _____:

On [Date], ARHA held a mandatory community meeting for the residents of the entire Ramsey Homes property. At that time we notified you that Ramsey Homes would be undergoing redevelopment and that all units, as currently planned, would be demolished within the [enter time frame here] years. This 90-Day Notice informs you of the following:

- For current residents of Ramsey Homes, you will be able to lease and occupy another suitable, decent, safe and sanitary dwelling upon completion of the redevelopment. Residents may return to the redeveloped site if you are in good standing and meet the Department of Housing and Urban Development and the Low-Income Housing Tax Credit (LIHTC) requirements.
- You may also be able to lease and occupy a suitable, decent, safe, and sanitary dwelling unit through use of the Housing Choice Voucher Program. There will be a certification process for both the Housing Choice Voucher and Low Income Housing Tax Credit programs to determine eligibility. You will also receive additional information on the Housing Choice Voucher program after your eligibility has been confirmed. To get general information on the program you may contact that Department at (703) 549-7115, ext. 173.
- There will also be a limited number of Low Rent Public Housing dwelling units returning to the site. Current Ramsey Homes residents will be given first priority to fill these units if you do not qualify of the Housing Choice Voucher program. Residents wishing to occupy the Public Housing units must still meet the Low Income Housing Tax Credit program requirements as all units in the new development will be covered under this program.
- You will be eligible to receive all applicable relocation funds and/ or assistance as noted in ARHA's policies and procedures when you are relocated after receipt of this Notice.
- Your entire household must vacate the above referenced address no later than [enter date].

ARHA staff will closely work with you during this period of transition to assist and guide you through this sensitive process. Your cooperation is necessary and essential to ensure your household is properly relocated so that demolition and redevelopment can be completed on the Ramsey Homes site.

This letter is important to you and you should keep it for your records.

Sincerely,

ARHA Intake & Leasing Specialist

Relocation 90-Day Notice Acknowledgement

I have received this information on the _____ day of _____, 2017

Resident Name: _____

Resident Signature: _____

Resident Address: _____

Appendix 5 Relocation 60-Day Notice

Date _____, 2017

Dear Mr./Ms. _____:

On [Date], ARHA held a mandatory community meeting for the residents of the entire Ramsey Homes property. At that time we notified you that Ramsey Homes would be undergoing redevelopment and that all units, as currently planned, would be demolished within the [enter time frame here] years. This 60-Day Notice informs you of the following:

- For current residents of Ramsey Homes, you will be able to lease and occupy another suitable, decent, safe and sanitary dwelling upon completion of the redevelopment. Residents may return to the redeveloped site if you are in good standing and meet the Department of Housing and Urban Development and the Low-Income Housing Tax Credit (LIHTC) requirements.
- You may also be able to lease and occupy a suitable, decent, safe, and sanitary dwelling unit through use of the Housing Choice Voucher Program. There will be a certification process for both the Housing Choice Voucher and Low Income Housing Tax Credit programs to determine eligibility. You will also receive additional information on the Housing Choice Voucher program after your eligibility has been confirmed. To get general information on the program you may contact that Department at (703) 549-7115, ext. 173.
- There will also be a limited number of Low Rent Public Housing dwelling units returning to the site. Current Ramsey Homes residents will be given first priority to fill these units if you do not qualify of the Housing Choice Voucher program. Residents wishing to occupy the Public Housing units must still meet the Low Income Housing Tax Credit program requirements as all units in the new development will be covered under this program.
- You will be eligible to receive all applicable relocation funds and/ or assistance as noted in ARHA's policies and procedures when you are relocated after receipt of this Notice.
- Your entire household must vacate the above referenced address no later than [enter date].

ARHA staff will closely work with you during this period of transition to assist and guide you through this sensitive process. Your cooperation is necessary and essential to ensure your household is properly relocated so that demolition and redevelopment can be completed on the Ramsey Homes site.

This letter is important to you and you should keep it for your records.

Sincerely,

ARHA Intake & Leasing Specialist

Relocation 60-Day Notice Acknowledgment

I have received this information on the _____ day of _____, 2017

Resident Name: _____

Resident Signature: _____

Resident Address: _____

Appendix 6 Relocation 30-Day Letter

Date _____, 2017

Dear Mr./Ms. _____:

On [Date], ARHA held a mandatory community meeting for the residents of the entire Ramsey Homes property. At that time we notified you that Ramsey Homes would be undergoing redevelopment and that all units, as currently planned, would be demolished within the [enter time frame here] years. This 60-Day Notice informs you of the following:

- For current residents of Ramsey Homes, you will be able to lease and occupy another suitable, decent, safe and sanitary dwelling upon completion of the redevelopment. Residents may return to the redeveloped site if you are in good standing and meet the Department of Housing and Urban Development and the Low-Income Housing Tax Credit (LIHTC) requirements.
- You may also be able to lease and occupy a suitable, decent, safe, and sanitary dwelling unit through use of the Housing Choice Voucher Program. There will be a certification process for both the Housing Choice Voucher and Low Income Housing Tax Credit programs to determine eligibility. You will also receive additional information on the Housing Choice Voucher program after your eligibility has been confirmed. To get general information on the program you may contact that Department at (703) 549-7115, ext. 173.
- There will also be a limited number of Low Rent Public Housing dwelling units returning to the site. Current Ramsey Homes residents will be given first priority to fill these units if you do not qualify of the Housing Choice Voucher program. Residents wishing to occupy the Public Housing units must still meet the Low Income Housing Tax Credit program requirements as all units in the new development will be covered under this program.
- You will be eligible to receive all applicable relocation funds and/ or assistance as noted in ARHA's policies and procedures when you are relocated after receipt of this Notice.
- Your entire household must vacate the above referenced address no later than [enter date].

ARHA staff will closely work with you during this period of transition to assist and guide you through this sensitive process. Your cooperation is necessary and essential to ensure your household is properly relocated so that demolition and redevelopment can be completed on the Ramsey Homes site.

This letter is important to you and you should keep it for your records.

Sincerely,

ARHA Intake & Leasing Specialist

Relocation 30 Day Letter Acknowledgement

I have received this information on the _____ day of _____, 2017

Resident Name: _____

Resident Signature: _____

Resident Address: _____

Appendix 7 The Moving Process – Know Your Rights and Responsibilities

Dear Resident,

The upcoming redevelopment and modernization project planned for your housing development requires that you and your neighbors relocate. You will have many important choices and opportunities resulting from the redevelopment program. You should carefully and thoroughly consider all your relocation options before making a selection. Once you make a selection, you must pack all your belongings, and move either temporarily or permanently from your unit. It is important that you know your rights and responsibilities.

YOUR RIGHTS

To have the ARHA provide you with relocation assistance and benefits to help you secure decent, safe and affordable housing.

To have the ARHA cover all eligible moving-related expenses associated with the relocation, including moving boxes and related packing materials or to have the ARHA or its agent provide moving boxes and related packing materials as needed.

To have the ARHA provide sufficient notice of your move date. For permanent moves, ARHA will provide four notices, 120, 90, 60 and 30 Day notices (the 30 Day notice can run within the 90 Day notice period). For temporary moves, the ARHA will attempt to provide 30 days' notice, but may provide as little as 14 days' notice.

To have the ARHA conduct a fair and open process in accordance with the policies and procedures detailed in the ARHA's Relocation Plan.

To have an avenue within ARHA to grieve any individual complaints.

YOUR RESPONSIBILITIES

To pack all your belongings and prepare furniture for moving. Everything but furniture must be packed in boxes. Furniture must be taken apart when possible.

To arrange with utilities to have your services transferred to your new apartment, and to cover all associated arrearage.

To notify the US Postal Service, welfare, social security, and other agencies, individuals, companies, etc., of your change in address.

To be ready to move all your belongings on the specified date, and to be home and ready when the movers arrive.

To give access to ARHA staff in order to inspect your unit and record housekeeping habits after the initial 30 and 90 day occupancy period in your newly redeveloped apartment.

In addition, if you are a public housing Resident: To specify preference as to whether you wish to move permanently from the development, or whether you wish to move temporarily while waiting to occupy a new unit at this development.

To move upon notice during the specific time period, irrespective of any pending grievance related to relocation or continuing occupancy. However, your rights to a grievance will not be waived by such a move provided you file the required document(s) prior to your move.