



## **NICOSIA SENIOR APARTMENTS**

# **EAST CHICAGO HOUSING AUTHORITY RESIDENT RELOCATION PLAN**



## General Information

The East Chicago Housing Authority (“ECHA”) – is poised to invest in a major project for the public housing units in the John B. Nicosia Senior Building. This building is owned and managed by the ECHA. Overall, the Nicosia Building is in standard condition but requires repairs to ensure the health and safety of the residents via the HUD Rental Assistance Demonstration (RAD)/Section 18 Blend development approach, resulting in with the Section 18 Disposition of up to 60% of the total units. HUD issued PIH Notice 2021-07 on the Demolition and Disposition of Public Housing under Section 18 of the U.S. Housing Act of 1937 which provides expanded eligibility for projects to "blend" Project-Based Rental Assistance ("PBRA") assistance through a Rental Assistance Demonstration ("RAD") conversion with assistance from tenant protection vouchers ("TPVs") that are awarded through a Section 18 disposition approval, even if those units would not otherwise qualify for disposition.

ECHA will submit a Tenant Protection Voucher application to the HUD Headquarters and Special Applications Center to assist the emergency relocation of Nicosia Residents to access approximately 94 Tenant Protection Vouchers (TPVs). ECHA is committed to minimizing the effects of this relocation, keeping residents well informed, and providing direct supportive services to residents during the entire relocation process. With those principles in mind, ECHA offers the following relocation plan, schedule, and additional details.

### Purpose

The Relocation plan sets forth the policies and procedures to be utilized by ECHA and its Partners for relocation of residents from its public housing units as the result of the conversion of public housing subsidy to a Project Based Voucher subsidy (PBV) under the Department of Housing and Urban Development’s program. The Relocation Plan adheres to the provision set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and HUD Notice PIH 2014-17. This plan will ensure that displacement of residents will not differentiate the treatment of households based on race, nationality, color, religion, national origin, sex, sexual orientation, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, as well as any otherwise arbitrary, or unlawful discrimination. Which also includes, but not limited to:

1. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the “Uniform Act” or “URA”), as amended, and it’s implementing regulations at 49CFR, Part 24.
2. Fair Housing and Equal Opportunity Provisions:
  - Title VI of the Civil Rights Act of 1964;
  - Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and Fair Housing Amendments Act of 88);
  - Executive Order 11063; and,
  - Section 504 of the Rehabilitation Act of 1973;
  - The Age Discrimination Act of 1975; and,
  - Title II of the Americans with Disabilities Act (to the extent it applies, otherwise Section 504 and the Fair Housing Amendments govern).
3. Violence Against Women Reauthorization Act of 2005 (VAWA).

**Project Summary**

ECHA will leverage the (RAD)/Section 18 Blend development approach, with the Section 18 Disposition of up to 60% of the total units. HUD issued PIH Notice 2021-07 on the Demolition and Disposition of Public Housing under Section 18 of the U.S. Housing Act of 1937 which provides expanded eligibility for projects to "blend" Project-Based Rental Assistance ("PBRA") assistance through a Rental Assistance Demonstration ("RAD") conversion with assistance from tenant protection vouchers ("TPVs") that are awarded through a Section 18 disposition approval, even if those units would not otherwise qualify for disposition. The affected development includes:

Project Name	Units	Property Description	Conversion	Relocation Required
Nicosia Senior Apartments	207	Elderly	PBV	Yes

ECHA’s largest senior public housing community that totals 207 units will require all residents to be relocated once the disposition application is completed. In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), (49 CFR 24.205 (a)), ECHA will make every effort to minimize the impact of relocation on residents in the affected community.

**II. Property Description and Demographics**

Nicosia Current Unit Mix/Property Description				
Property Address:	4720 Railroad Ave, East Chicago. IN 46312			
Total Units	207			
Unit Sizes	1 BR	206	2 BR	1
Property Description	206 Public housing units, serving seniors and disabled households. The 9-story property is located west of downtown East Chicago. 1 non-dwelling unit.			

Nicosia Demographics (April 2021)								
	Disabled under 62	Disabled over 62	62 and not Disabled	Veteran	52-55	56-61	62 and Over	Totals
<b>FEMALE</b>	7	26	0	0	0	5	3	41
<b>MALE</b>	17	28	1	6	0	1	0	53
	<b>24</b>	<b>54</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>3</b>	<b>94</b>

As of April 13, 2021 Nicosia has 94 residents

Total Replacement Units		
1 Bedroom	2 Bedroom	Total
<b>206</b>	<b>1</b>	<b>207</b>

### III. Relocation

#### Conversion Resident No Re-Screening provision

Upon conversion, the current occupied units will not be subject to a rescreening of income, eligibility, criminal, credit. However, after conversion, residents will be subject to any ongoing eligibility requirements.

#### Resident Notices

All ECHA Nicosia Senior public housing units will convert to privately owned units/PBRA. Each household will receive written notice of the conversion. The written notices will ensure that all residents are aware of the conversions to privately owned units/PBV, the relocation process, if applicable, their rights and any relocation assistance that is available to them. ECHA will provide the following notices to residents impacted by conversion to PBRA:

- 1. General Information Notice:** This notice will inform residents of the plan to relocate residents and demolish the property. The notice will be provided to all residents as soon as feasible after a request for HUD assistance is made to the ECHA. Persons not in good standing will receive a modified General Information Notice informing them that eviction for cause may affect their eligibility for relocation payments.
- 2. Notice of Relocation Eligibility:** This notice will be issued after the General Information Notice. It will describe the available relocation assistance, the estimated amount of assistance based on the displaced person's individual circumstances and needs, and the procedures for obtaining assistance. The notice will be mailed to each resident through the United States Postal Service, via certified mail, return receipt requested, and/or served in person via hand-delivery. Residents will receive a Notice of Relocation Eligibility for assistance under the URA and Section 104(d) relocation regulations at 49 CFR 24 and 24 CFR 42 respectively. Each household may choose to receive assistance under either the URA or Section 104(d). Persons not in good standing will receive a modified Notice of Relocation Eligibility informing them that eviction for cause may affect their eligibility for relocation payments.
- 3. Ninety Day Notice:** All Nicosia Senior Apartment residents will receive a 90-Day Notice of the relocation, after first receiving a Notice of Relocation Eligibility or Notice of Non-displacement. The notice will specify the date by which the property must be vacated. Residents may be required to move in fewer than 90 days if ECHA determines that the notice is impractical for reasons such as health and safety.
- 4. Notice of Eligibility for Relocation Assistance:** This notice advises residents that they are eligibility for relocation assistance.
- 5. Thirty Day Notice:** This notice provides residents an additional notice to vacate and notify residents of the earliest date they can move, the unit they will be moving to. Additionally this notice will advise each head of household that their public housing lease will be terminated and converted to a PBV lease.

All Nicosia Senior public housing residents will receive the required notices of relocation. After initial notification, residents will be schedule for briefings sessions to explain relocation procedures. During each briefing, residents will be required to sign a written statement of acknowledgement of regarding pending relocation.

#### Eligible Persons

Residents currently residing in any of ECHA's public housing units, who are in good standing on the date the 90-day notice of relocation is issued are eligible for assistance. Eligibility for notices and advisory services begins on the date of HUD approval to convert. All eligible residents after this date are eligible for some level of assistance. Each eligible resident will be given the option of receiving assistance under URA or Section 104 (d).

ECHA/Nicosia property management will continue to enforce the terms of the dwelling lease during the conversion process. Residents in violation of their lease may be subject to eviction in accordance with the terms and conditions of their lease and therefore making them ineligible for relocation services.

**Relocation Services**

ECHA staff will schedule individual appointments with residents to discuss their needs, preferences, and concerns. Relocation counseling will be provided that includes the following:

- All required written notices and letters in any necessary format and language for residents to be able to understand clearly their rights and appropriate laws regarding the relocation process.
- Information regarding relocation benefits and assistance.
- Counseling, advisory services, and/or home visits to all residents in order to maximize understanding and minimize hardships.
- Recommendations of housing opportunities and various resources related to the individual needs and preferences of the residents.
- Current and continuing information regarding the availability and location of comparable replacement dwelling units, including federally assisted housing.
- Assistance with the completion of all required forms including the application for payment and benefits.
- Referrals to area social services agencies as needed.

**Relocation Procedures**

1. All residents will receive the required 90-day notice of relocation based on the order of building selection at time of RAD/Section 18 Conversion.
2. Resident briefings will be conducted to explain relocation procedures in detail.
3. Each resident head of household will receive an individual interview with Relocation staff and ROSS Service Coordinator to determine housing needs, special service and any other items applicable to relocation of resident.
4. Residents will receive their housing options during the interview with staff. If a resident receives a housing choice voucher, staff will assist with the Request for Tenancy approval, inspections and work with resident to identify units.
5. Once the residents selects the unit/HCV unit, Relocation staff will work with resident on utility and cable transfers, security deposits if any and assist with completing any paperwork related to relocation.
6. All residents will be required to sign the appropriate relocation agreement and any administrative documents as required by ECHA.

**Relocation Selection Process**

Establishing Priority for determining resident relocation is critical to this process. The following outlines the order of Priority for the Nicosia housing community.

The priority for each section will be as follows:

1 <sup>st</sup> to Relocate	2 <sup>nd</sup> to Relocate	3 <sup>rd</sup> to Relocate	4 <sup>th</sup> to Relocate
Handicapped Residents Over 62 years	Residents Over 62 years	Handicapped Residents Under 62 years	Residents Under 62 years

**Interim Hotel Option (Short-term)**

<b><u>Daily Lodging Per Diem Rate:</u></b>	<b><u>\$102</u></b>	<b><u>100% of Federal Per Diem Rate</u></b>
<b><u>Daily Breakfast Per Diem Rate:</u></b>	<b><u>7</u></b>	<b><u>50% of Federal Per Diem Rate</u></b>
<b><u>Daily Lunch Per Diem Rate:</u></b>	<b><u>8</u></b>	<b><u>50% of Federal Per Diem Rate</u></b>
<b><u>Daily Dinner Per Diem Rate:</u></b>	<b><u>13</u></b>	<b><u>50% of Federal Per Diem Rate</u></b>
<b><u>Daily Incidental Per Diem Rate:</u></b>	<b><u>5</u></b>	<b><u>100% of Federal Per Diem Rate</u></b>
<b><u>TOTAL DAILY PER DIEM:</u></b>	<b><u>\$135 per Eligible Resident</u></b>	

**TPV Relocation Options (Long-term)**

ECHA staff will conduct individual interviews with each head of household to determine household preference for relocation. Residents will be asked to consider factors such as proximity to family, jobs, schools medical facilities and other amenities. ECHA staff will outline the entire relocation process, and review with the resident all the resources and choices available for relocation. During the interview, the resident will sign a Relocation Agreement that will document their choice option in order of preference. Residents will be advised to carefully and thoroughly consider all relocation options before making a selection because they will have to make a final decision on their relocation preference in order to execute the Relocation Agreement.

Due to the ongoing COVID-19 Pandemic and the historically low-vacancy rates in Lake County, ECHA may require families to be temporarily “over-housed” based on their household composition. Any families will be subject to “right-sizing” based on the best interest of the resident and ECHA, upon availability of units in Lake County within 12 months.

**Refusal of Relocation Options**

Residents that are required to move permanently may only reject housing options or assigned units with “good cause”. If the following occurs, ECHA will consider this to be a rejection without good cause:

1. A resident refuses to sign a relocation agreement; this shall constitute rejection without good cause.
2. A resident refuses to move on their assigned date or 30 days beyond their scheduled date, this shall constitute a rejection without good cause.

Good cause is limited to the following:

1. Resident demonstrates that the housing unit poses an immediate and severe threat to the family’s life, health or safety. Resident must have supporting documentation to verify such Good Cause.

If it is determined that a resident has rejected the housing options/units without good cause, ECHA will initiate the eviction procedures and allow the residents to exercise the grievance process. If a resident is unable to move due to disability, they have a right to submit a reasonable accommodation request to ECHA’s 504 Coordinator and complete the process necessary for approval.

**Relocation Grievances**

ECHA will process grievances, prior to RAD/Section 18 conversion in accordance with policies and procedures set

forth in Public Housing Admissions and Continued Occupancy Policy. After conversion the residents adhere to the following procedures:

1. Resident provides a written request for an informal review to the Relocation Staff. Relocation staff will schedule a meeting with the resident to determine if the grievance can be settled without formal action. After the initial meeting, staff will provide resident with a written review of grievance. This will be issued in five (5) business days to the residents. The written notice will include the name, date of informal review, description of the grievance and the process for submitting a formal request for a Grievance Hearing.
2. If there is no resolution to the grievance, the residents then will request a formal hearing with ECHA’s assigned hearing officer. The formal hearing process will be conducted in accordance to the Housing Choice Vouchers Hearing procedures. Residents will receive a written notice within 10 working days from the hearing officer as to the disposition of the grievance. All residents must comply with the final decisions.

**Relocation Benefits Appeals**

Residents subject to relocation may request a review of any ECHA determination documentation concerning eligibility for relocation benefits, the amount of a relocation payment, or the selection of the comparable relocation unit provided.

Residents will have 30-days after receipt of a written offer of relocation benefits to file an appeal. The appeal shall be in writing, delivered to ECHA’s Management staff, located at 4444 Railroad Avenue, East Chicago, IN 46312. Upon receipt of written appeal, ECHA staff shall assign in impartial Hearing Officer for a hearing, pursuant to ECHA’s Admissions and Continued Occupancy Police and Grievance Procedures, who shall serve as the authorized designee of ECHA. The resident may attend and be represented by a person at his or her own expense and choice, and may bring witnesses. Materials presented by the resident and all other pertinent information will be considered by PHA in making the decision.

The written decision of the Hearing Officer will be the final decision of the ECHA in accordance with 49 CFR 24.10, if the resident is not satisfied with the Hearing Officer’s decision, the resident will be advised that there are no other options for judicial or administrative review of the agency’s determination.

**Relocation Process**

Step 1	Friday July, 26, 2021	Housing Director and Property Management will hold a consultation with residents of Nicosia Senior Building.
Step 2	August 11, 2021	Individual Meeting with ECHA Staff to review and select relocation option.

Step 3	August 12, 2021 90 day notice	Notice to household of the earliest date they will be required to move from current apartment. The notice may include an offer of one or more specific Comparable Replacement units
Step 6	August 24-30, 2021 Temporary Relocation	Tenants temporarily relocated to hotels until permanent housing is secured via TPVs
Step 5	45 day before the move	ECHA meets with each household to discuss moving logistic & participate in HCV Briefing
Step 6	30 day before tentative move date	ECHA sends notice that packing boxes and materials are available and discusses with each household choices regarding moving options and dates.
Step 7	30-day notice before the move	ECHA shall provide each household with no less than 30 days advance written notice of the expected date on which they must move.

#### Relocation Costs

Residents that will be relocated are entitled to certain benefits. Those families who are being permanently displaced are entitled to benefits such as moving expenses (including, but not limited to; the costs to move personal possessions, packing supplies, utility hookup fees, and cost of installing appliances), relocation counseling, payments for the difference between their current rent and the rent of their new dwelling, and a dislocation allowance. Families may also elect to receive a fixed moving allowance based upon schedules published by the Department of Transportation (49 CFR 1.85 and 24.302).

#### URA Fixed Residential Moving Cost Schedule (2021)

# of Rooms to be moved	Bedroom Size	Estimated Payment Amount
2 Rooms	1 Bedroom	\$700.00
3 Rooms	2 Bedroom	\$900.00

#### Moving Options

##### Option 1

ECHA will solicit bids from various moving companies and award contract to the lowest & best bidder to move residents. All moves will be scheduled with ECHA staff, head of household and moving company. Payment for move will be paid directly to the moving company and not the residents.

##### Option 2

Resident secures an ECHA approved licensed and bonded moving company, pays for moving expenses and submits receipts to ECHA for reimbursement of moving services up to the maximum payment.

##### Option 3



Resident receives a fixed moving expense allowance and takes full responsibility for the move. The allowance and subsequent payment will be based on fixed moving allowance scheduled, published by the Federal Department of Transportation (49 CFR 1.85 and 24.302).

**Estimate of Additional Moving Expenses**

Unit Size	Utility Transfers/Deposits	Security Deposits	Estimated costs
1 bedroom	\$250.00	\$500.00	\$750.00
2 bedroom	\$300.00	\$800.00	\$1100.00

**RELOCATION BUDGET FOR MOVING EXPENSES**

BEDROOM SIZE	ESTIMATED COST
1 Bedroom Unit (94)	\$329,000.00
2 Bedroom Unit (0)	\$0.00
NICOSIA MOVING EXPENSES	\$329,000.00

**General Administrative Expenses**

Specific costs in the general administration portion of the budget include:

- Expenses for communication with residents, such as the Relocation Packet, translation, interpretation, and printing costs;
- The cost of relocation service provision;
- Provision of relocation counseling, mobility counseling and assistance in locating housing;
- Transportation costs to assist residents in viewing housing options;
- General office expenses;

**Post Conversion**

ECHA intends to complete the RAD/Section 18 disposition and transfer the Nicosia building to the ECHA non-profit instrumentality MECHA for future affordable housing development pursuant to commensurate benefit requirements. In accordance with 24 CFR 970.19, dispositions proposed below FMV require a finding of commensurate public benefit, which HUD determines on a case-by-case basis. Generally, the disposed property is developed for affordable housing purposes serving low-income families (incomes at or below 80% of area median). Such affordable housing may include, but is not limited to, public housing, project-based Section 8 housing, and housing developed with low-income housing tax credits (LIHTCs).

**IV. Resident Participation**

Upon conversion, affected residents will retain certain rights and ability to participate in HUD programs. The following programs will be included upon conversion:

**Resident Participation and Funding** – Upon conversion residents will retain the right to establish and operate a duly elected Resident Association/Organization in accordance with 24 CFR Part 245. Residents Organizations will

also be eligible to receive Tenant Participation Funding to organize, provide trainings and other programs/activities in accordance with 24 CFR Part 964.

## **V. Resident Rights**

- 1. Rent Increases** – Upon conversion, if a resident’s rent increases by more than 10 percent or \$25 as a result of conversion, the increase in rent will be phased in over a minimum of three (3) but not to exceed Five (5) years. To implement this provision, HUD is waiving section 3(a)(1) of the Act, as well as 24 CFR § 880.201 (definition of “total tenant payment”), to the limited extent necessary to allow for the phase-in of tenant rent increases.
- 2. Earned Income Disallowance (EID)**- Upon conversion, if a resident is receiving the EID exclusion as a result of employment they will continue to receive the EID, in accordance with 24 CFR 960.255. If a residents receiving the EID exclusions becomes unemployed or opts not to utilize the exclusion it will expire and the resident will no longer be eligible. After conversion no other resident will be eligible to receive an EID exclusion.
- 3. Resident Termination Notification** – As required by HUD and In accordance with the supplement notification requirements in 24 CFR 880.607, residents have the right and will receive written notice of termination of the lease that includes the following:
  - A reasonable period of time, but not to exceed 30 days if the health or safety of other tenants, owner employees, or persons residing in the immediate vicinity of the premises is threatened; or in the event of any drug-related or violent criminal activity or any felony conviction; or 14 days in the case of nonpayment of rent.
- 4. Lease Termination in all other cases shall comply with requirements of 24 CFR 880.603.**
- 5. Resident Grievance Procedures** – Upon conversion residents will retain the right to request an informal grievance hearing that will include the following:
  - Residents will have an opportunity for an informal hearing with an impartial member of ECHA/Property owners staff within a reasonable period of time;
  - Residents will have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the owner as the basis for the adverse action. With reasonable notice to the ECHA/Property owner, prior to hearing and at the residents’ own cost, resident may copy any documents or records related to the proposed adverse action;
  - ECHA/Property owner provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action, and the evidence the ECHA/Property owner relied on as the basis for the adverse action.

ECHA/Property owner will be bound by decisions from these hearings, except if the hearing concerns a matter that exceeds the authority of the impartial party or the decision is contrary to HUD regulations or requirements or otherwise contrary to federal, State, or local Law (HUD RAD Multi-family Housing requirements). Residents must be notified of this and of the reasons for the determination.

## **Standards for Occupancy and Reoccupancy**

All residents who remain lease complaint during their period of displacement from Nicosia Senior Building will retain their right to return to the redeveloped site. Residents choosing to activate their right of return to the redeveloped

Nicosia Senior Building units will not be subject to any additional rescreening for credit, background or criminal checks.

Prior to the start of the re-occupancy of the renovated Nicosia Senior Building, each relocated household will be contacted inquiring whether the household would like to activate its right to return or be permanently relocated. The first mailing of the survey will be conducted via US certified mail, return receipt requested to the address of record.

Residents that meet the required bedroom size of available units coming online will be notified of the availability of housing. The Relocation Staff will assist the household in moving back to the redeveloped Nicosia Senior Building units by arranging the return move through a ECHA contracted moving company and pay for the move, as well as the reconnection of any utilities and telecommunications.

Returning residents will undergo income certification to establish their rent. ECHA will offer units according to income limits that apply at the time they move back. Returning residents will continue to pay no more than 30% of their income for rent.

Based on current circumstances, ECHA anticipates that a majority of the residents currently residing at Nicosia Senior Building, prior to relocation, will be able to meet the basic criteria for re-occupancy. Only those residents who fail to maintain lease compliance during the period of displacement from Nicosia Senior Building will be prohibited from returning to the redeveloped site.

As renovated units at the Nicosia Senior Building are made available for occupancy any resident who is not able to return because there is no available unit with the appropriate – current - bedroom size will be placed on a site base wait list. If a resident on the site base wait list is offered a newly redeveloped unit and declines to accept re-occupancy, that resident will be removed from the site based waiting list.

### **Return Right Appeals**

A resident may be found to be ineligible to claim their Right to Return to a redeveloped unit at Nicosia Senior Building due to noncompliance with their lease while in relocation housing. If such a resident is found ineligible, ECHA will inform the resident in writing and state the reason(s) for their ineligibility. If a resident is found to be ineligible due to eviction with a writ of restitution from private, unsubsidized housing (including housing rented through a Voucher), the notification will include a description of an appeal process that is consistent with ECHA's ACOP, as may be amended. This appeal process will be used to process appeals for Return Rights allowing a relocated resident who is no longer living in public housing access to the same grievance procedures as would apply had relocation never occurred and they had remained a public housing resident.

### **RECORDKEEPING AND REPORTING**

The ECHA will make every effort to track and stay connected with residents who were relocated from the Nicosia Senior Building. This information will be useful to ensure that residents receive proper consideration for relocation benefits.

Tracking of Residents and Notices: The tracking of residents will continue until renovated units are completed and filled by returning residents or new residents. Residents who use Tenant Protection Vouchers will be tracked using the Housing Choice Voucher program.

Notices to Update Residents As New Units Come Online: ECHA will send out periodic updates to displaced households, to inform them when replacement units come online as part of the Nicosia Senior Building renovation. This will make it possible for them to take advantage of their Right to Return. If residents leave subsidized housing provided by ECHA they will waive their Right of Return to a rental unit.

Recordkeeping and Tracking of Notices: Copies of notices as in the plan will be kept in each household's relocation files. Copies of relocation advisory notes, offers of relocation assistance, claims forms, appeals, ECHA determinations, and other documents relating to the household's relocation will be kept in the tenant relocation file as well. The relocation tracking system may allow these documents to be stored electronically and tracked over time.

Reporting: ECHA will develop monthly reports on the status of implementation of the Relocation Plan to ensure compliance. After relocation from Nicosia Senior Building is complete, quarterly reports will be developed during each fiscal year until the completion and re-occupancy of all units.

The reports will provide but not be limited to the following information:

- The status of notifications about relocation provided to residents and the status of relocation counseling of residents;
- Details about the number of residents being relocated;
- The housing relocation options selected;
- The financial assistance and other relocation assistance provided by PHA;
- The number and outcome of resident appeals; and
- Other information detailed in this Relocation Plan.

In addition, the reports will include information on any evictions during the relocation period that would terminate a residents Right to Return.

**APPENDIX A: RELOCATION PLAN ASSURANCE LETTER**  
**RELOCATION PLAN ASSURANCES**

This Relocation Plan contains accurate information and has been prepared in accordance with 49 CFR Part 24, Uniform Relocation Assistance (“URA”), Real Property Acquisition Final Rule and Notice and Section 18 of the of the United States Housing Act of 1937 as amended by the Quality Housing Work Responsibility Act of 1998 . This Plan provides the following assurances to residents:

1. Relocation staff have been trained on this Relocation Plan, the URA and Section 18 requirements and will follow the provisions accordingly;
2. ECHA has appropriated, reserved, set aside or otherwise committed to cover the anticipated relocation cost ;;
3. Families and individuals will have full opportunity to occupy comparable, decent, safe, and sanitary housing;
4. Relocation payments will be made promptly by ECHA and to the full extent for which residents are eligible;
5. The project activities have been planned in a manner that will minimize hardships to tenants;
6. All tenants have been offered a Tenant Protection Voucher, been provided the allotted time under law to relocate and any waiver of rights and privileges were done freely and free of coercion;
7. Relocation assistance and advisory support services will be provided in accordance with the needs of the resident.

## APPENDIX B: PRIORITY POLICY

### Priority Policy

#### Purpose

1. The goals of the Relocation Plan is to inform the residents about their rights under the relocation laws and this Plan, provide suitable options for alternative housing to each household, and sufficient periods of time to make informed decisions from housing options provided. This Priority Policy assigns each household a priority ranking during the relocation process to guide the timing of their move from the Nicosia Senior Building to their alternative housing. The policy expresses the intent of the ECHA to limit the impact of relocation on the variety of residents from seniors and disabled occupants to children currently living at Nicosia Senior Building. This policy will:
  - a) Provide ample support for seniors and persons with disabilities requiring consistent medical care with an offering of housing options to ensure continuity of all necessary care;

#### Policy

- 1) Households meeting the criteria set forth below will be given that according priority in selecting their housing options for relocation:
  - a) Elderly residents will be receive first priority;
  - b) Disabled residents who are not elderly will receive second priority;
  - c) All other residents will be given third priority.
- 2) Housing options within each priority group will be offered to households on a first-come-first-served basis.
- 3) The housing options offered to each group include the following:
  - a) Units within ECHA's conventional and scattered site portfolio
  - b) Tenant Protection (Housing Choice) Vouchers –
  - c) Other housing opportunities, such as homeownership programs, that some households may be qualified to pursue.
- 4) If a household does not indicate a housing preference or fails to make a valid choice, ECHA will select a unit with in its inventory that fits the household's eligibility for temporary relocation, at ECHA's discretion.
- 5) There are other factors that may affect the order of relocation such as:
  - a) Availability of comparable units will change constantly, so households who have the highest priority for their first choice of relocation may not necessarily be the first to actually move;
  - b) ECHA may need to consider special circumstances not currently anticipated, when offering units, such as:
    - (1) new requests for an ADA accommodation;
    - (2) characteristics that require housing difficult to find;
    - (3) situations in which an existing unit has a maintenance emergency that makes it uninhabitable;
    - (4) Or lack of readiness to move when offers are made available.



## **APPENDIX C: RELOCATION RECORDKEEPING AND NOTICES**

Appendix C-1: Resident Needs Assessment Questionnaire for Relocation Purposes  
Appendix C-2: Resident Supportive Services Needs Assessment Survey  
Appendix C-3: General Information Notice Residential Tenant to Be Displaced Appendix  
C-4: Notice of Eligibility for Relocation Assistance  
Appendix C-5: 90-day Day Notice of Permanent Relocation  
Appendix C-6: 90-Day Voluntary Wavier Notice  
Appendix C-7: Eligibility Assistance Acknowledgement Form Appendix C-8:  
Transfer Notice 30 Day Notice  
Appendix C-9: Offer of Tenant Protection Voucher  
Appendix C-11: Wavier of Tenant Protection Voucher  
Appendix C-12: Notice of Right to Return



**APPENDIX C-1: RESIDENT NEEDS ASSESSMENT QUESTIONNAIRE**

NEEDS ASSESSMENT QUESTIONNAIRE FOR RELOCATION PURPOSES

DATE:	UNIT ADDRESS:	Actual Bedroom Size:	Client #:			
Do you presently have Cable TV?	How many Jacks do you currently have?	Will you need help with packing?				
TELEPHONE:						
BEDROOM SIZE REQUIRED:	CIRCLE INCOME TYPE: EMPLOY. SS SSI PENS. OTHER					
TENANT NAME	RELATIONSHIP	BIRTHDATE	SEX	SCHOOL	AGE	SOC. SEC. #
Who Receives: DPA Assistance Check, Medicaid, Or Food stamps In His/hers Name?						
NAME:	CASE #:		DISTRICT:			
NAME:	CASE #:		DISTRICT:			
CASEWORKER NAME:		PHONE #:	ADDRESS:			
WHO RECEIVES SOCIAL SECURITY and/or SSI?						
NAME:			CASE #:			
NAME:			CASE #:			



(Complete below)

Signature: \_\_\_\_\_  
(Head of Household)

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

Tenant

Signature:

(Spouse or Other Signatory to Lease)

COMMENTS:

Person completing this form: \_\_\_\_\_(Signature)

**APPENDIX C-2: RESIDENT SUPPORTIVE SERVICES NEEDS ASSESSMENT**

ECHA offers and refers self-sufficiency services for eligible family members. Services include education, job training, job placement, business development, homeownership counseling and social services such as child care, senior services, family counseling, etc.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Client ID# \_\_\_\_\_

Address: \_\_\_\_\_ APT# \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Best Time to call \_\_\_\_\_

Email: \_\_\_\_\_

I am moving to: PHA Development: \_\_\_\_\_ HCV: \_\_\_\_\_

Are you familiar with the area you are moving to? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you aware of any support services in the area? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Please check the appropriate box**

I am interested in receiving supportive services

I am receiving the service I need from another Service Provider:

Provide the name of the service provider \_\_\_\_\_

I do not need self-sufficiency services at this time: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you have case management services?	Yes: _____ No: _____
Do you have medical assistance?	Yes: _____ No: _____
Are you enrolled in ECHA's Resident opportunities for self-sufficiency program (ROSS)?	Yes: _____ No: _____
I want to buy a home:	Yes: _____ No: _____

I have signed up for a financial literacy training programs	Yes: _____ No: _____
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I want to sign up for one of job skills training programs	Yes: _____ No: _____
I want to sign up for senior programs and services	Yes: _____ No: _____
I want to sign up for children and youth program and services	Yes: _____ No: _____
I want to own my own business	Yes: _____ No: _____

Household

Please complete each question.

- 1) How many people are living in your household?
  - a. #of children (age 0 to 18) \_\_\_\_\_
  - b. #of Adults (age 19-54) \_\_\_\_\_
  - c. # Senior (age 55+) \_\_\_\_\_
- 2) Are you currently employed?
  - a. \_\_\_\_ Yes. Please indicate the length of time employed \_\_\_\_\_
    - \_\_\_\_ Full Time
    - \_\_\_\_ Part Time
  - b. \_\_\_\_ No

3) Do you want to find another means of employment? \_\_\_\_ Yes \_\_\_\_ No

4) If No, provide the reason for unemployment?

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5) What is your range of your total household income per year? Please check one.

- Less than \$5,000     10,001 -15,000     \$20,001 -25,000
- 5,001 -10,000     15,001 -20,000     \$25,001

6) Please indicate your current level of education.

- Less than 8<sup>th</sup> grade     GED     Bachelor’s Degree
- 9<sup>th</sup> -12<sup>th</sup> grade     Some College     Master’s Degree
- High School Graduate     Associate Degree     Certification in \_\_\_\_\_

7) Do you have a valid driver’s license? \_\_\_\_ Yes \_\_\_\_ No

8) Do you have a valid commercial driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

9) What is important to you in your community?

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10) Are you experiencing any hardships? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please explain

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## Career Planning

1. Are you interested in some type of training / education Yes No

2. What type of education and training would you like?

- Construction       Health       Computer       Business       Childcare  
 Law       GED       Cooking       Secretarial       Electrical  
 Other \_\_\_\_\_

<b>House Hold (HH) Member</b>	<b>Job Skills Family Members Possess</b> (Use the numbers above or write in your job skills)	<b>Type of Work you are Most Interested in Doing</b>	<b>Will this be a new Career for You?</b>	<b>I Need Training or Education for this Work</b>
HH #1				
#2				
#3				
#4				
#5				
#6				

**Money Management**

1. Do you have a Checking /Savings account? Yes No
  
2. Are you interested in owning a Home? Yes No
  
3. Would you attend a Money management class? Yes No

**Adult and Senior Service Needs**

Please check all services required for your family.

<b>Type of Service</b>	<b>Adults: Ages 21- 54</b>	<b>Seniors: Ages 55+</b>
My Own Business Development		
Employment Preparation		
Life Skills		
Literacy/Adult Basic Education		
Computer Literacy		
Job Training		
Job Placement		
Job Improvement		
Resume Preparation		
Driver's License Assistance		
Transportation Assistance		

## Health

1. How often do you see a Doctor?

- Once a week
- Every two weeks
- Monthly
- Yearly
- Rarely
- Almost never
- Exercise
- Weight Training
- Healthy Eating
- Other

2. What are some challenges to accessing your health?

- Medical Expense
- Supplies
- No Insurance
- Equipment
- Other \_\_\_\_\_
- 

3. What are your health concerns?

- Smoking
- Overweight
- Asthma
- Dialysis
- High Blood Pressure
- Glaucoma
- Other \_\_\_\_\_

4. Would you like more information about?

Date: \_\_\_\_\_ Tenant  
Signature: \_\_\_\_\_  
(Head of Household)

Internal Use Only

Supportive Services Team Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Reviewed By PHA Staff: \_\_\_\_\_  
Date: \_\_\_\_\_

### Appendix C-3: General Information Notice Residential Tenant to Be Displaced

(date)

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

The East Chicago Housing Authority is interested in renovating the property you currently occupy at Nicosia Senior Building for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the URA and Section 18 programs.

The purpose of this notice is to inform you that you may be displaced as a result of the proposed project. 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). You may be eligible for relocation assistance and payments under 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 help to you find another place to live;
- 2) At least 90 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 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 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

(name) \_\_\_\_\_, (title) \_\_\_\_\_,

(address) \_\_\_\_\_, (phone) \_\_\_\_\_.

Sincerely,

(Name and title) \_\_\_\_\_

Enclosure

**APPENDIX C-4: NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE**

NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE

Date:

Client # «Client\_Number\_»  
«First\_Name» «Last\_Name»  
«Address\_Relocating\_From», «Apartment\_»  
«City\_State\_Zipcode»

Dear «First\_Name» «Last\_Name»:

The East Chicago Housing Authority is currently renovating units in your Nicosia Senior Building.

This is a Notice of Eligibility for Relocation Assistance. To carry out the redevelopment activities, it will be necessary for you to relocate. You will not be required to move without a 90-day advance written notice of the date by which you must vacate. When you do move, you will be entitled to relocation assistance in accordance with Federal regulations.

You are eligible for relocation assistance, including:

Counseling and Other Advisory Service: Referral to a ECHA Representative for Supportive Services (such as childcare, health care, employment and educational assistance).

Provisions for Moving: The East Chicago Housing Authority will provide moving services for all residents affected by relocation.

- Transportation to Housing Sites;
- Payment of reasonable moving expenses
- Dislocation Allowance of \$100.00 (for all permanent moves only);

Comparable Replacement Housing. The East Chicago Housing Authority will provide suitable replacement housing for all residents affected by relocation. Additionally, ECHA will cover the transfer cost including telephone, cable services and utility.

If you have not already been contacted, a representative of this office will soon contact you to determine your needs and preferences. If you have any questions, please contact XXXXX, Relocation Specialist at xxx.xxx.xxxx. xxxx will also be available on site at the Nicosia Relocation Office, located at 4444 Railroad Ave, East Chicago, IN 46312.

Sincerely,

xxxxx Relocation  
Specialist



**APPENDIX C-5: 90-DAY DAY NOTICE OF PERMANENT RELOCATION**  
**90 – DAY NOTICE OF PERMANENT RELOCATION**

**DATE OF NOTICE:**

**DATE NOTICE PERIOD ENDS:**

«First\_Name» «Last\_Name»  
«Address\_Relocating\_From», «Apartment\_»  
«City\_State\_Zipcode»

DEAR RESIDENT:

The East Chicago Housing Authority (“ECHA”) has determined that it is necessary to transfer you from your present housing unit to another unit on a permanent basis. The reason for the relocation is the renovation Nicosia Senior Building.

This notice is to inform you that you will be required to move, but not sooner than ninety (90) calendar days from the date, (enter date), of this notice, shown above. **THIS IS NOT A NOTICE TO MOVE NOW!** Please plan to remain in you unit under the terms and conditions of your existing lease.

You will be offered a replacement dwelling unit which is comparable to your existing unit. It will be the correct size to accommodate all family members in accordance with ECHA and HUD Policy. ECHA will assume the responsibility for moving your furnishings and personal affects to the replacement unit.

Before you move from your unit in the Nicosia Senior Building to another location, you are entitled to receive counseling from someone on staff at the ECHA. The staff will provide all necessary information about your new neighborhood – schools, transportation, government offices, etc.—to help your family feel more comfortable.

When the actual moving date has been determined by ECHA, you will receive another notice thirty (30) days before you will have to move. If a suitable replacement unit is ready and offered to you before the end of the notice period shown above (90 days), you may move as soon as possible if you choose.

(Note: If you move before the end of the 90-day waiting period shown above, ECHA will request that you sign a form which will confirm that the choice to move sooner than required was authorized by you.) In addition, please be advised that this notice does not apply to tenants involved in eviction proceedings.

If there are any questions regarding this matter, please contact the Relocation Staff by phone or in person at the Relocation office located at 4444 Railroad Ave, East Chicago, IN 46312.

ECHA Staff Member (Enter Number)

*“I certify that I have received a copy of this 90-day Notice of Permanent Relocation and that I have had the contents of it explained to me.”*

Witness

Tenant

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

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

**APPENDIX C-6: 90- DAY VOLUNTARY WAIVER NOTICE**

90 - Day Voluntary Waiver Notice

To Whom It May Concern:

- I have been notified of the pending demolition plan for my development, which necessitates a move from my existing unit.
- The East Chicago Housing Authority has given me a 90-day Relocation Notice. I have read the contents of the 90- Day notices and its contents have been explained to me.
- I understand that residents who are required to relocate by ECHA will be offered a comparable dwelling unit when it becomes available. If a unit is ready and offered BEFORE the end of the 90-day waiting period, however, I can choose to waive both a 90-day and 30-day Notice Period and move.

I hereby waive the 30-day and 90-day Waiting Periods prior to my relocation so that I may accept the following housing unit:

Address of replacement unit:

Unit Number: Development

City:

State:

Zip Code:

\_\_\_\_\_

\_\_\_\_\_

(Signature of Head of Household)

ECHA Representative)

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

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

**APPENDIX C-7: ELIGIBILITY ASSISTANCE ACKNOWLEDGEMENT FORM**

ELIGIBILITY ASSISTANCE ACKNOWLEDGEMENT FORM

I, Client «First Name» «Last Name» acknowledge that the East Chicago Housing Authority has provided and/or delivered to me a copy of the Relocation General Information Notice and the Notice of Eligibility.

Assistance on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
Resident name (Please Print)

Unit # «Unit Relocating From »      Address: «Address Relocating From», «Apartment »

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
ECHA Representative Signature

**APPENDIX C-8: TRANSFER NOTICE 30 DAY NOTICE**

**30-DAY RELOCATION NOTICE**

<b>Date of Notice:</b>	<b>Date Notice Period Ends:</b>
<b>Client #</b>	<b>Unit #</b>
<b>Relocation Site:</b>	<b>Client Name:</b>
<b>Required Bedroom Size:</b>	<b>Current Address:</b>
<b>504 Reasonable Accommodations:</b>	<b>Nature of Relocation:</b>

This notice is to inform you that you are required to move from your present housing unit within Thirty (30) Days from the date of this Notice, shown above. This relocation is necessary to accommodate the Revitalization Program at your site. If a suitable is found prior to the end of the notice period shown above, you may, at your option, waive the 30-day Waiting period and move as soon as possible.

Arrangements have been or are being made to move your furnishings and personal goods to the Replacement unit listed below:

<b>Bedroom Type :</b>	<b>Unit#</b>
<b>Location :</b>	<b>Area of the City:</b>

The unit selected has been inspected and complies with HUD regulations governing the relocation of residents by a federal or federally assisted agency. ECHA staff will provide services, referrals, and assistance for your scheduled move (including telephone and cable, etc.)

Every effort has been made to assure that the needs of you and your family can be met. The ECHA is obligated to offer you a maximum of two units for relocation purposes. If you have already been offered a unit and have refused it, the above relocation represents your final assignment.

You must remain in compliance with the terms and provisions of your Dwelling Lease to remain a tenant in good standing.

You will be notified by your manager as to the specific time when your move has been scheduled. Please call your manager if you have questions or need any assistance in preparing to move at 215-684-4600

*I certify that I have received a copy of this 30-Day Notice of Relocation and that I have had the contents of it explained to me.*

Tenant Signature \_\_\_\_\_

ECHA Representative \_\_\_\_\_

**APPENDIX C-9: OFFER OF TENANT PROTECTION VOUCHER**

**Offer of Tenant Protection Voucher**

I, «First Name» «Last Name» acknowledge that the East Chicago Housing Authority has offered to me a Tenant Protection (Housing Choice) Voucher as part of the Relocation Plan and provided information regarding the qualifications for voucher use and the process for finding a unit in the private rental market.

Voucher Offered on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Client Number

\_\_\_\_\_  
ECHA Representative Signature

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Date of Signature

## APPENDIX C-10: WAIVER OF TENANT PROTECTION VOUCHER

### WAIVER OF TENANT PROTECTION VOUCHER

I/we, \_\_\_\_\_, as tenant(s) of Unit #\_\_ of Nicosia Senior Building have been offered in writing a Tenant Protection (Housing Choice) Voucher to be administered by the East Chicago Housing Authority. I/we were informed about the qualifications for a voucher, and the process of finding a unit in the private rental market. All the information above was provided in writing as part of the Relocation Packet.

I/we understand:

1. My/our right as tenants to receive a Tenant Protection (Housing Choice) Voucher from the East Chicago Housing Authority.
2. The qualifications and process for receiving a Tenant Protection (Housing Choice) Voucher.
3. The benefits that a Tenant Protection (Housing Choice) Voucher offers to tenants, including but not limited to:
  - a. The right to lease a unit in the private market in East Chicago or anywhere in the contiguous 48 states, Puerto Rico and Hawaii, subject to qualification.
  - b. The right to receive utility assistance payments while using my voucher.

I have voluntarily chosen: **(check one)**

- To accept a **Tenant Protection (Housing Choice) Voucher**
- To reject a **Tenant Protection (Housing Choice) Voucher**

I/we have made this decision knowingly and willingly free of coercion and I understand that my/our decision cannot be revoked once the conversion is effective.



HEAD OF HOUSEHOLD

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

Name printed: \_\_\_\_\_ CO-HEAD OF HOUSEHOLD

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

Name printed: \_\_\_\_\_

**Relocation Staff**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX C-11: NOTICE OF RIGHT TO RETURN**  
**NOTICE OF RIGHT TO RETURN**

I \_\_\_\_\_, have been informed by the East Chicago Housing Authority that as a  
(Resident Name)

Tenant of the Nicosia Senior Building subject to relocation, this form grants my Household a **Right to Return** to a replacement-housing unit at the renovate Nicosia Senior Building. I have been informed and acknowledge that eligibility for retaining this Right to return requires that I and the members of my Household must remain compliant with the residential lease – in public housing or under a Tenant Protection (Housing Choice) Voucher – during relocation. If I or a member of my household fails to comply with the requirements of the residential lease during relocation, I or a member of my household shall lose the Right to return to a replacement-housing unit at the redeveloped Nicosia Senior Building site.

\_\_\_\_\_  
Signature - Head of Household

\_\_\_\_\_  
xxx

\_\_\_\_\_  
Print Name – Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date