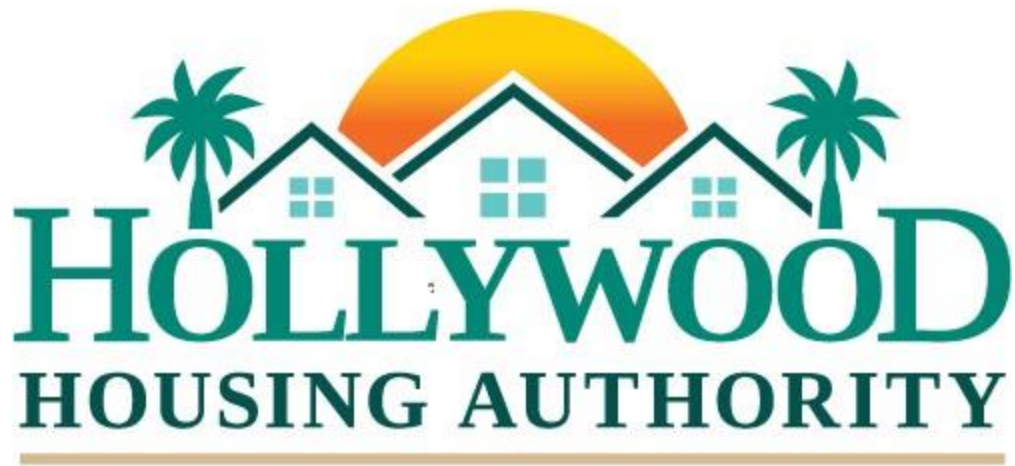


Relocation Plan for Driftwood Terrace



Prepared for the Hollywood Housing Authority

By CVR Associates

May 2024

Table of Contents

Existing Project Summary.....	4
1. Introduction.....	4
2. Driftwood Terrace – Proposed Rehabilitation and Relocation	5
2.1 Description of the Relocation Process and Timeline.....	5
2.1(a). Summary of Resident Notification	6
2.1(b). Advisory Services and Counseling	6
2.1(c). Replacement Housing	7
3. Reasons for Rehabilitation of Driftwood Terrace.....	8
3.1. Eligibility for Relocation Assistance	8
3.2. Relocation of Senior and Disabled Residents.....	9
4. Comparable Replacement Housing – Choices and Resources.....	9
4.1 Available Housing Resources for Relocation	10
4.2 Housing for Disabled Persons.....	10
4.3 Urgent Need Housing	10
5. Relocation Package	10
5.1. Moving Expenses.....	10
5.2 Rental Assistance Payment/Replacement Housing Payment	11
5.2(a) Rental Assistance to Tenants Who Choose to Rent.....	11
5.2(b) Down payment Assistance to Tenants Who Choose to Purchase	13
5.2(c) Last Resort Housing	13
5.3. Payment for Utility Fees & Deposits (Moving Related Costs)	13
5.4. Payment for Rent Deposits.....	13
5.5. Notice to Vacate	14
5.6. Estimated Moving Related Costs.....	14
6. Eligibility for Returning to Rehabilitated Driftwood Terrace	14
6.1. New Admission Policy.....	14
6.2. Households in Good Standing	14
6.3. Other Re-occupancy Criteria	14
7. HHA Record Keeping.....	15
8. General Information and Timely Notices.....	15

9.	Hollywood Housing Authority Grievance Procedures	15
10.	Discrimination Policy.....	16
11.	Record Keeping	16
12.	Return to Project.....	16
13.	Termination of Lease During Relocation	16
14.	Immigration Status.....	16
15.	Eviction Policy	17
16.	New Move Ins	17
17.	Estimated Relocation Costs	17
	Appendices.....	18
	Appendix A	18
	HUD 2023 Income Limits – Broward County, Florida.....	18
	Appendix B	19
	Moving Allowance Schedule	19
	Appendix C	20
	GENERAL INFORMATION NOTICE	20
	NOTICE OF ELIGIBILITY FOR URA RELOCATION ASSISTANCE.....	22
	90-DAY NOTICE TO VACATE	25
	NOTICE OF NONDISPLACEMENT.....	26
	Appendix D Relocation Budget	27

Existing Project Summary

HOUSING AUTHORITY NAME:	Hollywood Housing Authority (HHA)
ADDRESS:	7300 Davie Rd. Ext. Hollywood, FL 33024
PHONE NUMBER:	(954) 989-4691
HOUSING DEV VELOPMENT NAME:	Driftwood Terrace
YEAR BUILT:	1984
TOTAL NUMBER OF RESIDENTIAL UNITS:	90

1. Introduction

Hollywood Housing Authority (HHA) has an aging Public Housing portfolio and has conducted a comprehensive physical needs assessment that looked at each property to help determine critical, immediate, and future needs. Driftwood Terrace is a Public Housing property located at 7300 Davie Rd Ext., Hollywood, FL 30024 that was constructed in 1984. After the physical needs assessment, the HHA has determined that the property requires significant rehab and will be looking to address the property's physical needs by applying to convert the property into a Housing Choice Voucher subsidy through the Streamlined Voluntary Conversion process (Section 22), in order to leverage additional funds to address the physical needs of the property.

Driftwood Terrace is a senior property for residents age 62+, which provides affordable, ADA accessible housing, which is pet-friendly and close to public transportation. Driftwood Terrace is a three-story property, consisting of 90 one-bedroom units, with an onsite Community Room, Library, Balconies, Patio and onsite laundry facilities.

The rehabilitation of the property will require the current residents to be relocated. In order to facilitate the rehab, the project intends to relocate one entire floor of residents offsite, in which each floor has 30 residents. Due to Streamlined Voluntary Conversion process, residents will have the option to receive a tenant protection voucher and move offsite, receive a tenant protection voucher and remain onsite or receive a project-based voucher and remain onsite. Determining the residents who will be relocated

offsite will be based off of which residents are interested in moving with their voucher to a private unit which is not owned or operated by the HHA. After those families have been identified, the relocation team will work with the remaining residents to either locate housing for them to move temporarily offsite or to other vacant units within the building on different floors.

2. Driftwood Terrace – Proposed Rehabilitation and Relocation

The proposed rehabilitation of Driftwood Terrace includes the renovation of all 90 units, in order to improve the quality of life for the residents and the longevity of the property. The newly rehabbed community will be equipped with new kitchens & baths, energy efficient appliances in the units, updated community facilities and improved curb appeal. To rehabilitate the property, the partnership will be submitting a tax credit application to Florida Housing Finance Corporation as well as a Section 22 Voluntary Conversion application to the U.S. Department of Housing and Urban Development. The Section 22 application and approval will trigger relocation benefits to the residents under the Uniform Relocation Act (URA) (46 U.S.C. § 4600 et seq.), its implementing regulations (49 C.F.R. Part 24).

The purpose of this Relocation Plan is to establish the policies and procedures for the residents who will be relocated from Driftwood Terrace either permanently or temporarily, as well as the unit transfers within the property to facilitate the rehabilitation, in a manner consistent with HUD's provisions under the URA. Any residents who are temporarily relocated offsite will be eligible to return as long as they are in good standing and income eligible.

2.1 Description of the Relocation Process and Timeline

The relocation and rehabilitation of Driftwood Terrace will take place in six Phases, which will begin with the approval of the Streamlined Voluntary Conversion process. After the approval of the application, all residents will receive the applicable URA Notice, based on how they choose to respond during the relocation resident surveys. Therefore, residents will receive a Notice of NonDisplacement or a Notice of Eligibility/90-Day Notice. After the submission of the applicable notices, the six phases will begin:

- Phase 1 will be to offer residents who want to move with their Tenant Protection Voucher the ability to move offsite;
- Phase 2 will be based off of how many vacant units that Phase 1 creates, in which the project will determine which residents need to be temporarily relocated offsite.
- Phase 3 will be to temporarily relocate the remaining residents from the third floor to either the second or first floor vacant units.
- Phase 4 will be to move the residents from floor 2 to floor 3, to allow for the rehabilitation of the 2nd floor to take place.
- Phase 5 will be to move the resident from floor 1 to floor 2, to allow for the rehabilitation of the 1st floor to take place.
- Phase 6 will be to move all of the residents who were temporarily relocated offsite back to the 1st floor units after the completion of the rehabilitation.

The residents who choose to be permanently relocated offsite will be eligible for permanent displacement benefits under the URA, while residents who are temporarily relocated offsite will be eligible for temporary relocation benefits under the URA and retain their right to return to the property upon the completion of the rehab or upon the availability of a vacant unit.

To minimize the financial impact that the relocation will have on the households' residents who are moved offsite will be eligible for: moving expense benefits, relocation counseling and housing search, transportation assistance, security deposit assistance for comparable units, utility reconnection benefits and any other benefits determined to be an applicable expense that the residents will be responsible for as a result of being required to relocate. In addition, residents who choose to be permanently displaced may be eligible for Replacement Housing Payments. Residents who are moved internally within the building will receive moving benefits, utility reconnection benefits and any other benefits determined to be an applicable expense to the residents.

2.1(a). Summary of Resident Notification

HHA is required to provide relocation assistance and must comply with the relocation requirement under the URA. The HHA has held one resident meeting to discuss the relocation and intends to hold multiple resident information and relocation counseling meetings with all of the residents. In addition, each resident will work one-on-one with a Relocation Coordinator, who will provide each resident with individualized assistance throughout the life of the relocation to ensure the resident is able to secure comparable housing, provide residents with the required notices, and assist in the completion of the required documentation for relocation benefits.

Residents will receive a variety of notices depending on their choice related to relocation:

1. General Information Notice – This notice will be provided to every resident, informing them of the HHA's intent to redevelop the property.
2. Notice of Eligibility – This notice will be provided to each resident who has chosen to move permanently from the property, informing them of their relocation benefits and when they will be eligible for the benefits.
3. 90-Day Notice – This notice will be provided to each resident 90 days prior to when they are physically required to relocate from the property.
4. Notice of Non-Displacement – This notice will be provided to all residents at the property who are temporarily relocated or are remaining onsite through the duration of the relocation, letting them know that they will not be permanently displaced as a result of the rehabilitation.
5. Option to Return Notice – This notice will be provided to each resident who has been temporarily relocated from the property 30 days prior to the completion of the rehab to inform residents that they will soon be able to return to the property.

2.1(b). Advisory Services and Counseling

HHA in partnership with CVR will establish a Relocation Team that will be responsible for providing and coordinating relocation services and benefits to the residents throughout the life of the project. The team will meet with all of the residents in both groups and in one-on-one meetings to ensure the residents are provided with the services and benefits that they require. Advisory services and counseling include the following:

1. Determining the needs of each residential household eligible for assistance by conducting resident surveys, which will be used to understand the housing needs, barriers and preferences of each of the households.
2. Location and communicating the available housing opportunities for comparable units that meet the needs of the households.
3. Distributing and discussing all of the notices that residents will receive throughout the project and ensure the residents understand their rights and laws regarding the relocation process.
4. Conducting home visits to all residents to maximize their understanding of the relocation project, minimize hardships and ensure residents are appropriately preparing to physically relocate.
5. Providing assistance that does not result in different, or separate treatment due to race, color, religion, national origin, sex, disability, creed, familial status, student status, marital status, sexual orientation, gender identity, age or other arbitrary circumstances.
6. Supplying information concerning federal and state governmental programs providing assistance to low income or disabled persons.
7. Assisting each eligible household in completing applications for both housing and relocation benefits as applicable.
8. Making relocation benefit payments in accordance with applicable guidelines.
9. Providing referrals to social service agencies as needed.

In order to make the relocation process as convenient as possible for the residents, the relocation team will be onsite multiple times per week. Relocation counseling will be available to all residents. Residents who have reasonable accommodation will be accommodated to ensure they receive equitable treatment throughout the relocation process.

Communication with the residents will be conducted in a variety of means, including in person, over the phone, via text, email and/or video conferencing. Residents with specific language needs will be accommodated to ensure they are receiving the same information as the rest of the property, including translation services.

2.1(c). Replacement Housing

The relocation team will assist each household who will be permanently and temporarily moving offsite in identifying comparable replacement units. Replacement housing will be provided on a non-discriminatory basis, in compliance with fair housing and other civil rights laws. To be comparable, a replacement unit must be:

1. Decent, safe and sanitary;
2. Functionally equivalent to the household's existing dwelling unit and have the appropriate number of bedrooms for the household;
3. Located in an area that is not less desirable and within 50 miles of the current locations; and
4. Will not increase the household's combined rent and utility costs following relocation.

A comparable replacement dwelling for a person receiving government housing assistance before the required relocation may reflect similar government housing assistance. Accordingly, the offer of another public housing unit is considered a comparable replacement dwelling unit for the purposes of compliance.

3. Reasons for Rehabilitation of Driftwood Terrace

The age and condition of the property at Driftwood Terrace require immediate attention to ensure the preservation and sustainability of the property. It is necessary to make significant capital improvements to the property due to its age, structural design and system deficiencies, which make it too costly to address with capital funds while also being a drain on the operational funds. The built-up roof is beyond its useful life and the structural design does not meet current accessibility requirements. After 40 years, critical building components and major systems can no longer be repaired or meet current code requirements. The multiple needs of the property are so great that it is not cost effective to maintain and improve the existing building in its current situation. Therefore, the intent of the rehabilitation is to improve the longevity of the property, while improving the quality of life for the residents.

3.1. Eligibility for Relocation Assistance

HHA will take the following steps with respect to all relocation:

1. All Driftwood Terrace residents will receive a General Information Notice.
 - a. The GIN notice will be sent prior to the submission of the Section 22 application.
 - b. The Notice of Non-Displacement, the Notice of Eligibility and the 90-day Notice of Relocation will be sent after the Section 22 application has been approved and the submission of those notices will be determined based off of the resident's desire to stay onsite or to relocate offsite.
2. The HHA will conduct resident meetings to explain the relocation process in detail. Residents may receive their notices at the time of these resident meetings and the notices may be hand delivered or mailed out via certified mailing.
3. Each resident will be personally interviewed by the Relocation Team to determine housing needs, barriers to relocation and special needs as determined by the resident.
 - a. It is at the time of the resident surveys that residents will be provided with an option to choose to permanently relocate from the property. If not enough residents are interested in permanent relocation, residents who are on the third floor will be approached regarding their need to temporarily relocate offsite.

- i. Residents who are temporarily relocated will be able to receive a Housing Choice Voucher (HCV) or be temporarily relocated to other properties owned and/or operated by the HHA.
4. The Relocation Team will assist the residents who are temporarily and permanently relocating from the property with completing, obtaining and submitting the completed Request for Tenancy Approval (RFTA) form, and negotiating the rent if necessary. Once the selected unit passes the Housing Quality Standards (HQS) inspection, the Relocation Coordinator will work with the HCV Leasing Team to assist the resident in signing the new lease with the landlord of the new unit.
5. The Relocation Team will assist the residents who are being transferred within the property with completing any transfer paperwork and work with the property management to ensure all residents are prepared to move.
6. Once the suitable unit has been selected, approved and the lease has been signed for both onsite and offsite units, the Relocation Coordinator will collaborate with the resident to coordinate moving services. This coordination will include collaborating with the:
 - a. Moving company to schedule and oversee the residents move (if the resident is not completing the self-move(for offsite moves only)***See Appendix B regarding self-move cost**);
 - b. Coordination with the HHA Accounting Team regarding reimbursement or direct payments for security deposits, application fees, utility reconnection fees, self-move payments and other related fees that may need to be reimbursed or directly paid on behalf of the resident;
 - c. Coordination with the resident and the utility company to ensure that the new utilities are established at the new unit; and
 - d. Assisting the resident to ensure they are able to successfully relocate.

Only qualified household members who are listed on the Tenant Lease at the time of the approval of the Section 22 application shall be considered eligible for relocation assistance.

3.2. Relocation of Senior and Disabled Residents

For elderly or disabled households remaining on site as of the approval date of this Plan, relocation and supportive staff will discern any special needs of these households (such as proximity to medical and related services, additional packing assistance) as part of the relocation counseling process. The HHA shall endeavor to prioritize senior and disabled households for early relocation and will counsel residents to ensure their move meets all their social and geographic needs. It is anticipated that special assistance will be afforded senior and disabled households to ease with disturbance and attempt to achieve relocation to the satisfaction of the resident

4. Comparable Replacement Housing – Choices and Resources

All resident of Driftwood Terrace will be provided with options for a comparable replacement dwelling unit as indicated in Section 1, a comparable replacement dwelling for a household receiving government

housing assistance before the required relocation may reflect similar government housing assistance. Therefore, the available housing relocation resources during the relocation period include a range of assisted housing opportunities.

HHA anticipates that there will be adequate assisted housing opportunities for the successful relocation of the current households in Driftwood Terrace. HHA has identified two types of housing resources for use by households during this relocation process including:

- Other HHA affordable and Public Housing communities
- Fair market rental housing using a Housing Choice Voucher
- Vacant units within Driftwood Terrace

4.1 Available Housing Resources for Relocation

HHA anticipates that there will be adequate assisted housing opportunities for the successful relocation of the current households in Driftwood Terrace.

4.2 Housing for Disabled Persons

HHA will assure that replacement housing opportunities, either at HHA or using an HCV, are available for any residents requiring Uniform Federal Accessibility Standard (UFAS). The definition for a disabled person is one who has physical or mental impairments that substantially limits one or more major life activities. A record of such an impairment or being regarded as having such an impairment must be documented in the resident's file.

HHA will assure that replacement housing opportunities are available for disabled residents having special housing requirements. HHA will collaborate with private landlords to identify accessible units in the private assisted housing market or adapt existing HHA units to accommodate documented needs.

4.3 Urgent Need Housing

A household may be required to move into a new housing unit if there is an urgent need, such as a threat to health and safety. HHA will have the final say in determining whether or not a case is an urgent need. In that case, the determination of urgency must be included in the case file.

5. Relocation Package

It is anticipated that up to 30 residents will be either temporarily or permanently relocated offsite to facilitate the rehabilitation, while 60 residents are anticipated to remain onsite and transferred as units have been rehabbed.

5.1. Moving Expenses

All Driftwood Terrace households who are moved offsite will complete Residential Claim for Moving and Related Expenses form 40048. Moving expenses, based on the number of rooms with furniture as shown in **APPENDIX B**, will be advanced to 'self-moving' households, prior to scheduled move. All households must complete an estimated claim minimally 10 but not more than 15 days prior to scheduled move in date. The initial claim must indicate the advancement of specified moving expenses. Claims must be filed monthly, at least 10 days in advance of request in order to receive payment timely. Final claims shall be marked final. Residents requesting to self-move will be advanced in accordance with the fixed residential moving cost schedule.

For the convenience of residents, HHA will receive quotes from three bonded moving companies that do not exceed the fixed residential moving cost schedule. Households may choose to utilize one of these moving companies, self-move, or choose their own moving company from a company registered to do business in the State of Florida. Moving costs from a self-selected moving company may not exceed the fixed residential moving cost schedule or the amount approved for the move by relocation staff. In addition, all residents who are transferred within the property will be relocated by the moving company.

Reasonable accommodation will be considered to meet any special needs of an individual on a case-by-case basis.

5.2 Rental Assistance Payment/Replacement Housing Payment

This payment may be required in order to not increase a household's share of the combined rent and utility costs following relocation. HHA does not anticipate any residents needing this assistance, because we plan to relocate residents to equivalent Public Housing units owned and operated by HHA or to units that are subsidized through the use of a Housing Choice Voucher.

In the event that there are not available units that meet the needs of the residents and would result in an increase in a resident's portion of rent, the HHA will provide either GAP payments (for residents who return to Driftwood Terrace after the rehabilitation) or Replacement Housing Payments (for residents who choose permanent displacement).

5.2(a) Rental Assistance to Tenants Who Choose to Rent

A tenant displaced from a Project dwelling may be entitled to a Replacement Housing Payment in the form of rental assistance not-to-exceed \$7,200 for tenants (prior to consideration of eligibility for Last Resort Housing benefits - see Last Resort Housing), if the displacee:

- Generally, has actually and lawfully (i.e., have a lease and have been paying rent) occupied the displacement dwelling for at least 90 days immediately prior to the initiation of negotiations; and

- Has rented or purchased (as a result of the relocation process), and occupied a decent, safe, and sanitary replacement dwelling within one year (unless HHA extends this period for good cause) after the date he or she moves from the displacement dwelling.

Rental/Down payment assistance payment amounts are equal to 42 times the difference between the base monthly rental and the lesser of:

- The monthly rent and estimated average monthly cost of utilities for a comparable replacement dwelling; or
- The monthly rent and estimated average monthly cost of utilities for the decent, safe, and sanitary replacement dwelling actually occupied by the displaced person; or
- The total of the amount designated for shelter and utilities if receiving government subsidized assistance from a program that designated the amounts for shelter and utilities.

The base monthly rental for the displacement dwelling is the lesser of:

- The average monthly cost for rent and utilities at the displacement dwelling for a reasonable period prior to displacement, as determined by HHA. For households which paid little or no rent, fair market rent will be used as a substitute for actual rent; or
- Thirty percent (30%) of the displacee’s monthly gross household income. If a displacee refuses to provide appropriate evidence of income or is a dependent, the base monthly rental shall be determined to be the average monthly cost for rent and utilities at the displacement dwelling.

Table 5: Sample Computation of Rental Assistance Payments

1. Old Rent	\$750	Old Rent (plus Utility Allowance)
- or -		
2. Ability to Pay	\$700	30% of Monthly Gross Household Income
3. Lesser of lines 1 and 2	\$700	
Subtracted from the lesser of:		
4. Actual New Rent	\$800	Actual New Rent (plus Utility Allowance)
- or -		
5. Comparable Rent	\$825	Set by HHA (plus Utility Allowance)
6. Lesser of lines 4 and 5	\$800	
7. Monthly Need Amount	\$100	Subtract line 3 from line 6
Rental Assistance	\$4,200	Multiply line 7 (Monthly Need) by 42 months

5.2(b) Down payment Assistance to Tenants Who Choose to Purchase

Residential displacees eligible to receive a rental assistance payment, may choose to utilize up to the full amount of their rental assistance eligibility (including any Last Resort benefits) to purchase a replacement dwelling, provided that the entire eligibility amount is used toward the down payment and eligible incidental closing costs. In the case of Down Payment Assistance claims, HHA will arrange for the deposit of the total rental assistance eligibility amount in an open escrow account. Provisions will be included in the escrow instructions to assure the prompt return of all HHA-provided funds in the event escrow is cancelled by either party or should fail to close within a reasonable period of time.

5.2(c) Last Resort Housing

HHA anticipates that it might be necessary to make rental assistance payments in excess of the statutory cap of \$7,200, to bridge the difference between tenants' ability to pay for current rent and the Driftwood Terrace property. Rental assistance payments to low-income non-90-day tenants and rental assistance and replacement housing payment amounts in excess of the statutory caps are considered to be Last Resort Housing (LRH) payments.

HHA, at its discretion, may opt to pay LRH rental assistance payments on a periodic basis. Recipients of LRH rental assistance who intend to purchase rather than re-rent replacement housing have the right to request a lump sum payment of all benefits for the purpose of making a down payment and paying standard, non-recurring closing costs. Households receiving periodic payments may elect, at any time, to request a lump sum payment of all remaining benefits to assist with the purchase of a decent, safe and sanitary dwelling.

5.3. Payment for Utility Fees & Deposits (Moving Related Costs)

Assistance will be provided to the residents to transfer or set up utilities and services, i.e., telephone, electricity, public utilities, cable, in their new unit, and with payment of their security deposit for their new unit, if required. All utility reconnection fees will be paid directly to or on behalf of each household. The relocation staff will assist residents in assembling the required documentation for payment of utility related relocation expenses.

5.4. Payment for Rent Deposits

A rental security deposit is deemed a reasonable relocation expense (if required due to exceeding current security deposit held by HHA and in an amount not to exceed one month's contract rent). HHA will pay for any increase in security deposits required by a landlord. For the convenience of the household, upon request HHA will transfer the resident's existing public housing rental deposits and include payment for the difference (if any), in an amount equal to or less than one month's contract rent, as part of the relocation package.

5.5. Notice to Vacate

Prior to the scheduled move date, all relocating households must complete the “Notice of Intent to Vacate” Form with the property manager. This notice establishes the official vacate date and notifies the resident that all items must be removed from their Driftwood Terrace unit, and their key be returned to the property manager, within 72 hours of the official vacate date. Any items remaining in the unit after this time becomes the property of HHA and HHA will not be responsible for any items left in the unit.

5.6. Estimated Moving Related Costs

The estimated moving and moving related expense paid to all parties (the household head, moving company, utility hook ups, security deposits, etc.) is projected in the detailed relocation budget found in **APPENDIX D**.

6. Eligibility for Returning to Rehabilitated Driftwood Terrace

All households that were temporarily relocated and are in good standing (see 6.2) and that are income eligible will be offered an opportunity to return to the redeveloped Driftwood Terrace.

6.1. New Admission Policy

A new admission policy will be developed and outlined in Driftwood Terrace’s management plan. Residents will be rescreened for occupancy.

6.2. Households in Good Standing

All households returning to the community must be in good standing and be income eligible.

Households in good standing meet the below criteria:

1. No eviction for cause from a public housing or an HCV home during the relocation period
2. No outstanding balance owed to HHA under the public housing or the HCV program
3. No violations by any household member or guest under HHA’s One Strike Policy
4. No household member is registered as a sex offender

Only those households in good standing that are income eligible as defined above and willing to agree to the new lease requirements will be eligible to move into the redeveloped community. Households that are not currently in good standing, do not remain in good standing or are not willing to agree to the new lease terms will not be eligible for tenancy at the newly developed Driftwood Terrace.

6.3. Other Re-occupancy Criteria

The following re-occupancy criteria apply to all applicants:

Only new members (members not housed at Driftwood Terrace at the time relocation began) of the

household who are placed on the lease after the initial relocation will be subjected to all screening requirements. In the event the new member of the household is determined ineligible, the entire household will be determined ineligible unless the ineligible applicant is excluded from the household.

Each household eligible for a relocation package is eligible for a return unit. Two family households occupying one household/unit at the time of relocation may be offered two units upon return to the community based on availability of units.

7. HHA Record Keeping

HHA will maintain records of each household, as required by law or applicable program regulation, whichever is longer.

CVR will develop a relocation tracking system to locate residents during and after relocation and throughout the construction period. HHA will keep evidence verifying that all residents have been provided with timely written notices regarding the following items: Relocation Plan, all written notices pertaining to the redevelopment process. The tracking system will contain records for each household that includes, but shall not be limited to, the following information:

- Name and address
- Social Security Number
- Language spoken
- Required bedroom count
- Family composition
- Special needs (disability, special physical improvements)
- Record of units offered date and location
- Current rent
- Household income
- A new unit addresses
- Copies of claims for moving and related expenses

8. General Information and Timely Notices

The relocation team will work with the temporarily relocated residents who are offsite during the rehab to ensure we keep track of their housing situation, including calls and letters to the resident. Letters will be bilingual where appropriate. All mailings will remind residents to notify the HHA of any address changes. **It is the resident's responsibility to inform HHA of any change of address.**

9. Hollywood Housing Authority Grievance Procedures

All residents who have received a notice of relocation policies and requirements or who have been required to temporarily relocate under this policy shall have the same conference, appeal, and grievance rights as all other residents regarding action or inaction. Any Driftwood Terrace household, which has an

individual complaint with respect to the implementation of the relocation policies and procedures, may file a written grievance stating the grounds for their complaint. The HHA will fully review the complaint and seek to resolve it. HHA will provide a written response detailing its findings and any proposed resolution.

10. Discrimination Policy

Residents who are relocated as a result of the Project redevelopment shall be relocated to other decent, safe, sanitary and affordable housing on a non-discriminatory basis without regard to race, color, religion, creed, national origin, handicap, age, familial status, sex, sexual preference, sexual orientation or gender identity and in compliance with federal, state and local laws.

11. Record Keeping

HHA shall be responsible for all records related to the resident relocation process. Records and documentation shall be kept in sufficient detail to demonstrate compliance with all URA requirements. Such records shall include all notices and claim forms including evidence of payment of claims and shall be retained for at least three years after the latest date of (1) the issuance of all payments to affected tenants; (2) the date of project completion; or (3) resolution of all issues resulting from litigation, negotiation, audit, or other action.

12. Return to Project

Residents who may need to be moved offsite temporarily will be returned to the property as soon as possible. When it is time for the households to return to the property, the households will receive a minimum of 30 days' notice. Failure to return to the property within two weeks of the unit becoming available will result in the resident refusing to return and terminate any relocation benefits unless circumstances take place beyond the household's control.

13. Termination of Lease During Relocation

A material breach of the lease agreement or temporary housing lease agreement and failure to correct such breach, within the stated notice requirements under the lease, state law or federal regulation may result in eviction action during the temporary relocation period, which would disqualify the resident from returning to Driftwood Terrace upon completion of the redevelopment.

14. Immigration Status

Federal legislation (PL105-117) prohibits the payment of relocation assistance benefits under the Uniform Relocation Act to any non-citizen not lawfully present in the United States unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien's spouse, parent, or child any of

whom is a citizen, or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the family unit, and any other impact determined by the overseeing government authority to negatively affect the alien's spouse, parent or child.

In order to track and account for relocation assistance and benefit payments, relocation staff will be required to seek immigration status information from each displacee 18 years and older by having them self-certify as to their legal status.

15. Eviction Policy

HHA recognizes that eviction is permissible only as a last resort and that relocation records must be documented to reflect the specific circumstances surrounding any eviction. Eviction will only take place in cases of nonpayment of rent, serious violation of the rental agreement, a dangerous or illegal act in the unit, or if the household refuses all reasonable offers to move. Eviction for residents who do not move within the required timeframe (after the 90-day' notice) will not affect the eligibility of a person legally entitled to relocation benefits. However, legal action to evict shall be undertaken for tenant refusal to cooperate with the relocation program and refusal of all offered replacement housing without good cause.

16. New Move Ins

Any family that moves into the development after submission of the conversion plan to HUD will also be eligible for relocation assistance, unless the PHA issues a written move-in notice to the family prior to leasing and occupancy of the unit advising the family of the development's possible conversion, the impact of the conversion on the family, and that the family will not be eligible for relocation assistance. It is the intent of the HHA to provide relocation assistance to the residents regardless of if they moved into the property after the submission of the conversion plan to HUD.

17. Estimated Relocation Costs

The Project will be funded through 4% Low Income Housing Tax Credits and other State, Local and Federal Funds. The estimate of relocation benefits is based on available tenant data and current market rents for adequately sized replacement units.

Estimated relocation costs for the Project, including 15% contingency, are \$241,213.

Appendices

Appendix A

HUD 2023 Income Limits – Broward County, Florida

The following figures are approved by the U. S. Department of Housing and Urban Development (HUD) for use in the County of Broward to define and determine housing eligibility by income level.

Area Median - \$74,600			
Household Size	Extremely Low	Very Low	Low
One Person	\$22,200	36,950	59,150
Two People	\$25,400	\$42,200	\$67,550
Three People	\$28,550	\$47,500	\$76,050
Four People	\$31,700	\$52,800	\$84,450
Five People	\$36,580	\$57,000	\$91,200
Six People	\$41,960	\$61,250	\$98,000
Seven People	\$47,340	\$65,500	\$104,750
Eight People	\$52,720	\$69,700	\$111,500

Figures are per huduser.gov, based on the formula used by HUD, April 1, 2024.

Appendix B

Moving Allowance Schedule

Unfurnished Dwelling (Tenant Owns Furniture)	
Room Count	Amount
One	\$800
Two	\$975
Three	\$1,150
Four	\$1,350
Five	\$1,575
Six	\$1,750
Seven	\$1,950
Eight	\$2,200
Each additional	\$350
Furnished Dwelling (Tenant Does Not Own Furniture)	
Room Count	Amount
One	\$325
Two	\$550
Each additional	\$175

Effective: August 26,2021

Appendix C

GENERAL INFORMATION NOTICE

Date

Resident Name

Address

Address

Dear Resident Name,

The Hollywood Housing Authority is interested in rehabilitating the property you currently occupy at (INSERT ADDRESS), for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD).

The purpose of this notice is to inform you that you **will not** be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance is provided, you may be required to move from your current unit so that the redevelopment can be completed. If you must move, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the redevelopment, you will be able to lease and occupy a suitable, decent, safe and sanitary apartment in the same complex under reasonable terms and conditions.

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's decision if you feel that your application for assistance was not properly considered.

NOTE: Persons not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). While such people are not eligible for relocation assistance, they are still eligible to return to the property after renovations are complete. All persons seeking

relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States.

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember:

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

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation, you will not be eligible to receive relocation assistance. Additional information will be provided to all residents when the relocation process is finalized.

Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time. You will be contacted soon so that we can provide you with more information about the proposed project. If you have any questions about this notice or the proposed project, please contact: **(Name, Title, Address, Phone).**

This letter is important to you; please keep a copy for your records.

Sincerely,
Name
Title

NOTICE OF ELIGIBILITY FOR URA RELOCATION ASSISTANCE

Date

Name

Address

Hollywood, NY

Dear Residents:

On GIN Date, the Hollywood Housing Authority (HHA) , notified you of proposed plans to rehabilitate and redevelop the property you currently occupy at Driftwood Terrace for a project which could receive funding assistance from the National Housing Trust Fund. On (date), the project was approved and will receive federal funding.

It has been determined that the redevelopment of Driftwood Terrace will exceed 12 months and while you may have an opportunity to return to the project upon completion, you will be offered full permanent displacement option. Since you are being displaced in connection with this federally funded project, you will be eligible for relocation assistance and payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

This is your Notice of Eligibility for relocation assistance

The effective date of your eligibility is _____. (date of Initiation of Negotiations)

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.

To conduct the project, it will be necessary for you to move. However, you do not need to move now. You will be provided written notice of the date by which you will be required to move. This date will be no less than 90 days from the date comparable replacement housing has been made available to you.

Enclosed is a brochure entitled, "Relocation Assistance to Tenants Displaced from Their Homes." Please read the brochure carefully. It explains your rights and provides additional information on eligibility for relocation payments and what you must do in order to receive these payments.

The relocation assistance to which you are entitled includes:

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

Payment for Moving Expenses. You may choose: (1) a payment for your actual reasonable moving and related expenses, or (2) a fixed moving payment in the amount of \$_____based on the URA Fixed Residential Moving Cost Schedule, or (3) a combination of both.

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

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

Address	Rent & Utility Costs	Contact Info
1. Driftwood Terrace #111	\$858	HHA
2. Driftwood Terrace #222	\$858	HHA
3. Driftwood Terrace #333	\$858	HHA

We believe that the dwelling located at No (1,2,3) ___ above is the most representative of your present home. The monthly rent and the estimated average monthly cost of utilities for this dwelling is \$_____and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this dwelling is not comparable to your current home. We can explain our basis for selecting this dwelling as most representative of your current home and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately \$ (42 x \$___), if you rent the dwelling identified above as the most comparable to your current home or rent another dwelling of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable dwelling, your replacement housing payment will be based on the actual cost of the dwelling. We will not base your payment on any dwelling that is not a comparable replacement home. All replacement housing payments must be paid in installments. Your payment will be paid in #___ installments.

Should you choose to purchase (rather than rent) a decent, safe and sanitary replacement home, you would be eligible for a down payment assistance payment, which is equal to your maximum replacement housing payment, \$_____. Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

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

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

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

This letter is important to you and should be retained.

Sincerely,

Name

Title

90-DAY NOTICE TO VACATE

Date

Name

Address

Hollywood, NY

Dear Residents:

Notice is hereby given that the Hollywood Housing Authority (HHA) has terminated your tenancy of the premises located at (Address)_____. HHA has provided you with a Notice of Eligibility for relocation benefits.

Notice is hereby given that HHA elects to terminate your tenancy in ninety (90) days beginning Insert Date and ending Insert Date You are hereby notified to quit and deliver up possession of the property that you occupy on or before Insert Date. If you do not vacate the unit by that date, HHA will initiate legal proceedings to recover possession of the premises, along with any rents and damages.

During this period, (relocation specialist) will continue to offer relocation assistance, referrals to replacement units, moving coordination, relocation claim forms and other tasks to help facilitate your relocation. Your Relocation Specialist, (name), may be contacted at (phone) for ongoing relocation advisory services.

Upon vacating your unit, you are responsible for removing all personal property, delivering the premises in satisfactory condition and turning in your keys to your relocation consultant on the day you schedule the final abandonment walk-through of your unit with your consultant.

Sincerely,

Name

Title

NOTICE OF NONDISPLACEMENT

Date

Resident Name

Address

City, State Zip

Dear Resident Name,

On (Date), the Hollywood Housing Authority, notified you of proposed plans to rehabilitate the property you currently occupy at (insert address) for a project which could receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Project Based Voucher program. On (Date), the project was approved and will receive federal funding. Repairs will begin soon.

This is a notice of nondisplacement. You will not be required to move permanently as a result of the rehabilitation.

This notice guarantees you the following:

1. Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.
2. If you must move temporarily so that the rehabilitation can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from temporary housing and any increased interim housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

Since you will have the opportunity to occupy a newly rehabilitated apartment, I urge you not to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance.) We will make every effort to accommodate your needs. Because federal funding is involved in this project, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended. Of course, you must continue to comply with the terms and conditions of your lease.

If you have any questions, please contact (Name), at (phone), (address). This letter is important to you and should be retained.

Sincerely,

(Name and Title)

Appendix D Relocation Budget