

DRAFT
Ladrey Relocation Plan
July 17, 2023

**Prepared for Alexandria Redevelopment & Housing Authority (ARHA) and
WinnDevelopment**

Prepared by HousingToHome



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I. DEFINITIONS

1. Affected Residents - All households living at Ladrey Apartments as of the date that the General Renovation Notice is sent.
2. Affordable Housing - Affordable housing is generally defined as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities. In Alexandria, affordable units are defined as units affordable to households that are earning 60 percent of the Average Monthly Income (AMI) or less.
3. Area Median Income (AMI) - a measure of residents' median income in a broad area and it is calculated and released every year by the U.S. Department of Housing and Development (HUD).
4. Comparable Housing - For households being permanently relocated for more than 12 months, comparable housing will be an off-site temporary relocation unit that will be used for permanent housing during the relocation period. A comparable housing unit will be a) in a location not less desirable than the location of the dwelling, b) in an area that is not subject to unreasonable adverse environmental conditions, c) functionally equivalent to the displacement unit as it relates to size and utility, d) available and within the financial means of the displaced person, e) decent, safe, and sanitary, f) adequate in size to accommodate legal occupants, g) on a site that is typical in size for residential development with normal site improvements, and h) currently available to the displaced person.
5. Decent, Safe and Sanitary - A replacement dwelling that is (a) structurally sound, weather tight and in good repair, (b) contains safe electrical wiring and a safe heating system, (c) is adequate in size to meet the space needs of the displaced person, (d) contains safe unobstructed egress that is free from barriers in cases where there is mobility impairment and (e) complies with lead based paint requirements.
6. Development Team - WinnCompanies and IBF Development, in partnership with the Alexandria Redevelopment and Housing Authority undertaking the redevelopment of Ladrey.
7. HousingToHome (HTH) - A highly experienced national firm that specializes in relocation, resident engagement, community building, and consulting services. HTH provides services for affordable and mixed-income development teams undertaking a renovation or redevelopment project. HTH wrote the Ladrey Relocation Plan and is the Relocation Consultant for this project.
8. Low-Income Housing Tax Credit (LIHTC) - Created by the Tax Reform Act of 1986, the LIHTC program gives State and local LIHTC-allocating agencies the equivalent of approximately \$8 billion in annual budget authority to issue tax credits for the acquisition, rehabilitation, or new construction of rental housing targeted to lower-income households.
9. Permanent Relocation - When residents are required to relocate off-site for a period of more than 12 months as a result of demolition, acquisition, redevelopment or rehabilitation.

10. Redevelopment - Activities that include the new construction of housing on vacant or demolished properties.
11. Relocation – Any move eligible under the URA due to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. This term can cover temporary or permanent relocation.
12. Relocation Manager - Representative of HousingToHome (HTH) whose specific task is to provide relocation counseling to affected residents and relocate affected residents for the redevelopment of Ladrey Apartments and implement the relocation plan to ensure compliance with applicable relocation regulations, guidelines and laws.
13. The United States Department of Housing and Urban Development (HUD) - The Federal agency responsible for national policy and programs that address America's housing needs, that improve and develop the Nation's communities, and enforce fair housing laws. HUD's business is helping create a decent home and suitable living environment for all Americans, and it has given America's communities a strong national voice at the Cabinet level.
14. Virginia Housing - a not-for-profit organization created by the Commonwealth of Virginia in 1972 with a mission to help Virginians attain quality, affordable housing by operating as a public-private partnership, delivering superior, long-term financial performance to optimize resources. The entity is committed to diversity, equity and inclusion among our associates, customers and affordable housing partners.

II. INTRODUCTION

Ladrey Apartments, located at 300 Wythe Street in the Old Town North Small Area of Alexandria currently houses 170 households that are elderly and/or disabled. The redevelopment plan for Ladrey Apartments calls for demolishing the existing 11-story high-rise and adjacent former Alexandria Redevelopment and Housing Authority (ARHA) Administrative Building located at 600 N. Fairfax Street. This additional building sits on a 0.41 acre site and will allow for a redevelopment that better fulfills ARHA's desire to replace all 170 existing units for low income households and add net new affordable units to create a mixed income community. The two parcels total 2.41 acres.

WinnCompanies and IBF Development, in partnership with ARHA, are transforming the current Ladrey Building and adjacent ARHA admin building into an all affordable, mixed income community.

For over 80 years, the Alexandria Redevelopment and Housing Authority has provided affordable housing, economic opportunities, and a suitable living environment free from discrimination for the citizens of Alexandria. ARHA's mission is to be an industry leader in the development and management of model mixed income communities that provide the opportunity for residents to achieve self-sufficiency and to participate in economic opportunities that are made possible through this model.

Since its founding 50 years ago, Winn Companies has developed nearly 20,000 units of affordable housing, the majority of which are mixed income or affordable housing utilizing LIHTC and other affordable funding sources. Winn has delivered more than \$3 billion in total development costs, earning a national reputation for excellence. The Ladrey Redevelopment project will be led from Winn's Mid-Atlantic office in Washington DC. With extensive and focused expertise in affordable housing, IBF underwrites, finances, plans, rehabilitates, and develops affordable and mixed-income multifamily rental properties in DC, Virginia and Maryland. Founded in 2007, this minority-owned development and consulting firm has worked with residents, nonprofit organizations, for-profit developers and government agencies to assemble the resources needed to transform vacant land and old, tired, or poorly maintained buildings into safe, beautiful, modern, energy-efficient and affordable homes.

The redevelopment plan calls for demolishing the current Ladrey High Rise and vacant ARHA Administration Building, and constructing a new mid-rise building that will replace all existing units and add approximately 100 new units that are affordable for senior and disabled residents at 60-80% of AMI. Some of the design features in the new building will include, green design, ground level and rooftop open space, modern and energy efficient appliances, larger than current sized units, underground parking, and sustainable landscaping. All current lease compliant Ladrey residents will be relocated at the expense of the developer and will have the right to return when the building is complete. Returning residents will continue to have their rent be equal to 30% of their income.

This project will require relocation for the residents of Ladrey Apartments in order to complete this redevelopment and all residents will have the opportunity to return to a unit in the new development once completed. Safe and thoughtful resident relocation is a priority for the development team and, for this reason, they have engaged HousingToHome to complete the Relocation Plan and provide Relocation Services to the affected households of Ladrey Apartments. HousingToHome (HTH) is a national relocation firm and HTH's co-founders have extensive experience in relocation in Washington, DC, Maryland and Virginia. HTH's Executive Team is adept in executing all types of relocation across the country including temporary, occupied/resident in-place, permanent relocation as well as consulting services. HTH will also have a Relocation Manager on-site working with the affected residents of Ladrey Apartments and make sure all residents receive the assistance and benefits outlined in this plan. Residents will be relocated for approximately three and a half years..

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

People of contact for this relocation plan are as follows:

Development Team

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Virginia Patton
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A copy of this Relocation Plan will be available to all residents of Ladrey Apartments. Copies of the plan will be kept at the management office located at 300 Wythe St., Alexandria, VA 22314. Residents will be advised of how to access a copy of this plan in writing and through community resident meetings. There is also a website about the redevelopment where relocation information will be available, <https://www.theladrey.com/home>.

III. PROJECT DESCRIPTION

The redevelopment plan calls for demolishing the current Ladrey Apartments, 11-story, 170-unit high-rise building and constructing a new mid-rise building that will replace all existing units and add approximately 100 new units that are affordable for elderly and disabled residents who live and work in Alexandria.

The redevelopment plan, which was developed with extensive participation and input from residents, will include amenities such as underground parking, meeting rooms, exercise and services rooms and a community plaza. The plan also calls for rooftop amenity spaces for residents and improved accessibility throughout the newly constructed community.

Current and Future Unit Mix:

| Bedroom Size | Current Number of Units | Future Number of Units | Future AMI % - 30% | Future AMI % - 60% | Future AMI % - 80% |
|--------------|-------------------------|------------------------|--------------------|--------------------|--------------------|
| Efficiencies | 60 | 0 | 0 | 0 | 0 |
| 1 bedroom | 110 | 252 | 160 | 18 | 74 |
| 2 bedroom | 0 | 18 | 10 | 2 | 6 |

Funding sources for the rehabilitation include:

- HUD Section 18 PBV
- Virginia LIHTC 9% and 4%
- Unspecified Senior Debt
- Amazon Housing Equity Fund/other soft debt to be determined

Project Timeline:

- Current date-Q1 2024- Entitlements, Community Engagements and Design Development
- Q2 2024 – Q1 2025 LIHTC Application, Building Permits Relocations Start
- Q2 2025 – Financial Closing and Construction Start
- Q1 2028 Project Delivery

IV. RESIDENT RELOCATION & PLAN

i. Profile of Resident Population

HousingToHome (HTH) began resident assessments in December 2022 to establish a working relationship with residents to prepare them for their relocation and understand their relocation needs and preferences. At that time, 165 out of 170 units were occupied.

Some findings from these individual assessments are below:

- 70% of residents expressed the desire to return to the redevelopment, 15% said they would not return and the remaining 15% were unsure if they would return.
- 83% of households have 1 household member and 17% of households are made up of 2 household members.
- 69% of residents' primary language is English, 17% is Amharic, 6% is Spanish, 3% is Farsi and 3% is Arabic.
- 79% of households rely on public transportation and 21% of households have and use a car as their primary means of transportation.
- 90% of households wish to be relocated within Alexandria, 4% of residents are open to Arlington, Fairfax and surrounding areas, 4% of residents are unsure of where they want to relocate to and 2% want to leave the area or state.

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

1. Number of units and unit mix
2. Number of occupied and vacant units
3. Number of households that are private market renters without housing assistance
4. Tenants assisted through any type of housing unit developed using City, state, or federal subsidies, including Housing Choice Vouchers
5. Length of each household's residency in the neighborhood and at its current address
6. Size and composition of each household
7. Households with school-age children, elderly, and/or disabled members
8. Income of each household
9. Number of households anticipated to be temporarily relocated
10. Number of households that will be permanently displaced
11. Tenants who will require special assistance to move
12. Current cost to each household for rent, utilities, and parking
13. Households interested in returning
14. Households in need of accessible housing

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

ii. Relocation Plan for Affected Households

The development team is currently working on Section 18 and related applications, and anticipates beginning relocation in Q3 of 2024. The demolition and new construction will take approximately two and a half years. Residents would receive their 120-day notice to vacate in the beginning of 2024.

All households occupying Ladrey Apartments will be considered displaced or permanently relocated, however residents will all be invited and encouraged to return to the new development. Permanently relocated by definition is an off-site move for over 12 months, but when the new development is completed, displaced income-eligible residents will have the right to return. Based on initial household interview, all existing residents are income eligible to return. All residents will receive permanent relocation notice and benefits in accordance to the City of Alexandria's Tenant Assistance and Relocation Policy for the Residential Multifamily Zone (RMF) and the Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition.

HTH will assist each household in identifying comparable replacement dwelling units. Replacement housing will be provided on a non-discriminatory basis in compliance with fair housing and other civil rights laws. At a minimum, one unique comparable replacement unit will

be listed on the 120-Day notice to vacate. The development team and HTH will **prioritize** keeping residents in Alexandria by locating housing in the proximity of Ladrey and in buildings where multiple units are available in order to maintain community during relocation.

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

iii. Relocation Assistance and Benefits

The development team has hired HousingToHome (HTH) as the Relocation Specialist to provide all affected households with relocation rights and benefits in accordance to the City of Alexandria's Tenant Assistance and Relocation Policy for the Residential Multifamily Zone (RMF) and the Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition.

Residents will have the full support and assistance of HTH's Relocation Team to provide relocation services. HTH's Relocation Manager and executive team will implement the relocation tasks outlined in this relocation plan. HTH's Relocation Manager will work a flexible schedule at the property to be accessible to all residents and their support networks. HTH's Relocation Manager will be reachable by cell phone as well to be accessible on site at Ladrey to residents. Residents and their families will have the opportunity to meet personally with the Relocation Manager, at their request, throughout the relocation process.

The development team will provide the following relocation assistance and benefits to residents and act as the main contact for residents regarding any questions, concerns or needs around their relocation and the redevelopment process. In order to minimize the impact of construction, the following will be implemented by HTH's Relocation Team for each affected resident:

- Meet with each household one-on-one (in whatever format makes residents feel most comfortable including by phone, in-person, virtually, etc.) to explain their relocation rights, benefits and complete a relocation assessment to best understand and assist residents through the relocation process, **see Section iv: Assessment of Resident Needs and Preferences.**
- Provide required notices, including a 120-Day Notice to Relocate before they need to move, in accordance with any translation/interpretation needs or other reasonable accommodation requests, regarding relocation updates, progress and other important information, **see Section v: Communication and Notices.**

- Be accessible to residents and their families for their questions or concerns and have business hours communicated to residents with contact information and the on-site office location.
- Notify residents of the option to meet outside of office hours.
- Provide appropriate counseling for residents who may be unable to read and understand notices.
- Understand and anticipate the needs of the residents and their families and be able to meet the special advisory services they may need.
- Inspect and arrange for treatment of any pest issues in residents' units.
- Identify comparable housing for residents to move to in accordance with decent, safe and sanitary requirements under the URA and based on resident accommodation needs. Preferences for relocation will also be taken into account.
- Arrange, schedule, and supervise the moving of affected residents' belongings to and from their relocation unit and back to their new redevelopment unit. This includes distribution of packing materials as needed and monitoring the move(s).
- Payment of the moving of residents' belongings and furniture which will be conducted by a licensed, bonded and insured moving company to their relocation unit and, as applicable, back to their new unit.
- Packing and unpacking assistance for elderly residents and residents with disabilities requiring such assistance.
- Reimbursement/payment on behalf of the resident for any reasonable out of pocket costs due to the relocation including the option to move themselves and receive a lump sum payment based on the 2021 Fixed Residential Moving Cost Schedule found at https://www.fhwa.dot.gov/real_estate/uniform_act/relocation/moving_cost_schedule.cfm.
- The ability to move with a mobile voucher, a tenant protection voucher (TPV) or other housing subsidy during their relocation or for up to 42 months if they choose to not return.
- Relocation Staff will also facilitate the transfer of any cable/phone/internet services, in-home services, deliveries, and USPS change of address, as needed.
- Follow up after their move to ensure any questions or concerns are resolved.
- Periodic updates about the redevelopment during their relocation on when they can anticipate returning to a new unit.

iv. Assessment of Resident Needs and Preferences

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

For Ladrey, HTH's Relocation Team began providing relocation advisory services and mobility counseling by conducting a comprehensive relocation needs assessment survey with each of the households (in whatever format makes residents felt most comfortable, including by phone, in-person, virtually, etc.) in December 2022. During the assessment, HTH's Relocation Team explained the redevelopment and discussed the residents' relocation needs and preferences. These assessments will be conducted again closer to the relocation period and during this time HTH will review resident's relocation benefits and develop a specific household relocation plan. The team will document the concerns and issues facing each resident with the aim of minimizing the adverse impacts of relocation.

The Resident Assessment process includes the following:

- Meet one on one with each household to establish their relocation plan based on their household's situation and needs.
- Identify any and all obstacles and/or issues that may impact relocation. Among the information collected in the assessment will include household composition, approved reasonable accommodations, pets, current in-home services, planned vacations/hospitalizations, etc.
- If the Head of Household does not speak English, then the relocation staff will arrange for appropriate translation services.
- Discuss and evaluate the redevelopment planned for the building and identify furniture and belongings that will need to be packed and/or moved for renovations to occur. Relocation staff makes note of large furnishings, housekeeping issues, clutter, pest issues, and hoarding concerns.
- Determine residents that will require additional assistance or social service referrals.

Assessment Questions include:

1. Head of Household Full name
2. Apartment Number
3. If HOH is not present, name and relationship to HOH
4. HOH Phone Number & Email
5. Language preferred for written and spoken communication if not English
6. Bedroom size
7. Alternate/Emergency Contact Name & Info
8. Total number of Household Members
9. Confirm household members names, ages and relationship to head of household

10. Primary mode of transportation? Car, public transportation, walking, etc.
11. Household members with disabilities/needed reasonable accommodations
12. Commute locally to work/emergency frequent medical services
13. Number and types of pets
14. Housing Preferences
15. Other issues of importance to the household.

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

- Explanation and details on the redevelopment and relocation process and timeline;
- Counseling and orientation in the mitigation of problems associated with relocation;
- Explanation of relocation benefits, assistance and procedures;
- Explanation of relocation schedule;
- Close coordination of relocation activities through individual on-going contact.

v. Communication and Notices

Residents will receive ongoing and frequent communication regarding the redevelopment of Ladrey Apartments timeline from HTH's Relocation Team. Along with phone calls and letter updates that will provide residents with information regarding relocation, the required notices will be promptly sent to each affected household. The team has already begun periodic in person resident meetings in the Ladrey Community Room that will continue throughout the pre-relocation period.

Any requested translation and/or interpretation of these notices will be completed and delivered. Any identified friends/family/caregivers that the resident wants to be involved with will also be given copies of these letters, as approved by each resident, in order to help advise residents and be included in the relocation process.

Required notices will include:

- General Renovation Notice (GIN) - This notice will provide a written summary of the proposed project to the resident which includes plans about the relocation of residents and proposed changes to the development such as the post-renovation rent amounts. Along with this notice will be resident meetings to address any questions or concerns about the project. The notice will include a projected start date for the project relocation and renovations and inform residents of where they can obtain a copy of this Relocation Plan. Copies of the plan will be provided at the management office at Ladrey Apartments.
See Attachment B.

- Notice of Eligibility for Relocation Assistance (NOE) - Written notice indicating that federal funding has been secured for the development project. Notice also indicates that the household will be permanently displaced from the property as a result of the project and what benefits and rights they are eligible to as a part of their relocation assistance. **See Attachment C.**
- 120-Day Notice to Vacate - Written notice provided at least 120-days in advance of the resident's move that identifies a minimum of 1 (but if possible up to 3) comparable replacement units. **See Attachment D.**
- 30-Day Move Notice - This notice will be given 30-days before the resident's move date and will identify their permanent relocation unit. HTH's relocation team will work with the household to determine this unit if it is not one of the identified comparable units in the 120-Day Notice. The notice will also outline their move choice and any additional information or steps needed to determine any further relocation benefits due to them. **See Attachment E.**

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

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

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

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

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

HTH will work with the development to identify comparable housing units that are in the Alexandria area as this is a priority for the team to maintain community and keep residents in a familiar area during their relocation.

Relocation housing will be secured using one of the following options:

- **Tenant Protection Voucher (TPV):** All Ladrey Apartments households will be eligible to receive a Tenant Protection Voucher (TPV). ARHA will dedicate staff to assist in the administering of vouchers and education around how to use a TPV which will be obtained from the Section 18 Demolition/Disposition application. HTH's Relocation Manager will assist residents in their search for voucher-eligible housing. In addition to meeting HQS requirements, a private market unit must meet the voucher payment standards established by ARHA through Fair Market Rents (FMRs) or gross rent estimates that include the cost of rent plus all utilities. HTH staff will conduct regular housing searches to identify currently available units in the private sector as well as utilize the ARHA and other databases of existing landlords. HTH may also utilize real estate brokers to assist households in finding replacement housing and will provide intensive relocation counseling to every household.
- **Choose Temporary Relocation Assistance and Move to a Master Leased Unit:** The development team may secure off-site housing units in the Alexandria area for residents to occupy and receive temporary housing until they can return to the redevelopment.
- **Transfer to Another Public Housing Unit in ARHA's Portfolio:** As available in ARHA's portfolio of public housing units, households may be able to transfer to a vacant and available unit.

Move Assistance

Moves in connection to the project will be paid for by the development team at no cost to the resident.

Residents will have 3 options for moving expenses:

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

currently in effect in Virginia are \$900 for an efficiency unit and \$1,100 for a one bedroom unit.

3. **Reimbursement for Actual Reasonable Moving and Related Expenses**, including:
 - a. Cost of commercial move or cost of labor and equipment to complete the move (supported by receipted bills)
 - b. Packing boxes
 - c. Transportation of household members and their personal property Transportation costs for a distance beyond 50 miles are not eligible (this may include reimbursement for personally-owned vehicles which need to be moved, at the Standard Mileage Rate established by the Internal Revenue Service (\$0.65 cents/mile, as of January 1, 2023)
 - d. Packing, crating, uncrating and unpacking of personal property
 - e. Storing of personal property for a period not to exceed 12 months, unless it is determined that a longer period is necessary. Any items that could pose a health or safety hazard (i.e., infested furniture) will not be stored
 - f. Disconnecting, dismantling, removing reassembling and reinstalling relocated household appliances and other personal property as long as they have been installed with the approval of management and are done so in compliance with the lease
 - g. Reinstallation of telephone and cable service
 - h. Insurance for the replacement value of the property in connection with the move and necessary storage
 - i. The replacement value of property lost, stolen or damaged in the process of moving (not through the fault or negligence of the displaced person) where insurance covering such loss, theft or damage is not reasonably available
 - j. Other reasonable moving related expenses, such as sensitive medical/adaptive equipment, furnishings and personal belongings of a live-in aide, a piano or a greater than usual number of items stored in the household

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

vii. Record Keeping and Reporting

During the relocation process, the development team shall provide monthly reports to City Staff which include information, as it is available, on all households which have been relocated. Such reports on individual projects shall be produced throughout the relocation process and continue until the relocation has been completed and shared with the Tenant-Landlord Commission.

In addition to maintaining files for each resident with all copies of the received relocation notices, the Relocation Team will maintain and update a resident listing containing the information of all affected residents.

Information tracked for all affected household, as applicable for each household:

- Date(s) of all required and additional notices
- Dates and details of all moves due to redevelopment
- The type of move and form of permanent housing
- Address and unit size of any relocation housing
- The type and amount of any payments for moving or related expenses
- Payments and details of assistance provided to resident permanently relocated

V. APPEALS

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

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

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

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

Appeal to Alexandria Office of Housing

Virginia Patton
Housing Program Manager City of Alexandria, Virginia Office of Housing
421 King Street, Suite 215
Alexandria, VA 22314
703-746-3083
virginia.patton@alexandriava.gov

Appeal to HUD

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

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

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

ATTACHMENT A: TENANT PROFILE

1. Number of units and unit mix
 - a. There are 170 units at Ladrey, 60 efficiency units and 110 one-bedroom units.
2. Number of occupied and vacant units
 - a. As of February 2023, 165 units are occupied and 5 are vacant.
3. Number of households that are private market renters without housing assistance
 - a. 0 units are renters without housing assistance.
4. Tenants assisted through any type of housing unit developed using City, state, or federal subsidies, including Housing Choice Vouchers
 - a. All households are public housing residents and receive federal assistance
5. Length of each household's residency in the neighborhood and at its current address
 - a. To be provided
6. Size and composition of each household
 - a. 137 households have 1 member and 28 households have 2 members
7. Households with school-age children, elderly, and/or disabled members
 - a. All 165 residents are elderly and/or have a disability.
8. Income of each household
 - a. To be provided
9. Number of households anticipated to be temporarily relocated
 - a. 165 households will have to relocate
10. Number of households that will be permanently displaced
 - a. 0 households are anticipated to not be able to return
11. Tenants who will require special assistance to move
 - a. 122 households will need packing and additional assistance to move
12. Current cost to each household for rent, utilities, and parking
 - a. All residents pay 30% of their income for rent. Parking is fee and utilities are paid by owner
13. Households interested in returning
 - a. 115 households wish to return to the redevelopment
14. Households in need of accessible housing
 - a. 104 households need some kind of accommodation due to accessibility

Attachment B: General Information Notice (GIN)

GENERAL INFORMATION NOTICE (GIN) TENANT TO BE DISPLACED of Ladrey Apartments

(Grantee or Agency Letterhead)

Date: _____

Dear _____:

Ladrey development team is interested in redeveloping the property **Ladrey Apartments**. This proposed project may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Project Based Voucher program.

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

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

If you are determined to be eligible for relocation assistance in the future, you may be eligible for: 1) Relocation advisory services including assistance to you to find another place to live; 2) At least 120 days advance written notice of the date you will be required to move; 3) Payment for your moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home.

You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

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

Please be advised that you should continue to pay your rent and meet any other obligations specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making

any moving plans. Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time

If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

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

Sincerely,

Name, Title Agency

DRAFT

Attachment C: Notice of Eligibility (NOE)

NOTICE OF ELIGIBILITY FOR RESIDENTIAL TENANT RELOCATION ASSISTANCE

Date:

Dear (resident name and address):

On (date of GIN), Development Team notified you of proposed plans to develop **Ladrey Apartments** and the apartment you currently occupy for a project which could receive funding under the Project Based Voucher Program. On (date of ION) the project was approved and will receive federal funding.

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

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

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

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

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

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

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

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

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

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

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

Even though you will be provided all of the assistance the URA requires for a permanent move, the Authority believes that every resident displaced from the site should have the right to reapply for occupancy once this project is complete. For this reason, after project completion, every resident who receives assistance as a "displaced person" will be contacted and offered an opportunity to reapply for occupancy in the newly-revitalized community. Furthermore, because you will be a former occupant who was "displaced" from the site, you will also receive a priority preference to return. In the event the number of those who request to return and qualify for housing exceeds the number of units available, rating and ranking criteria will be used to identify those who will be offered a unit at the site until all available units are filled. If you do return, the Authority may help defray the costs of the return move. If you have Replacement Housing Payments not yet spent or obligated, you may be asked to forfeit these payments as a condition for returning to public housing, since this assistance will no longer be necessary to meet your housing needs. Such assistance, if not forfeited, must be considered as income and may affect your eligibility and rent. **Remember, do not move or commit to the purchase or lease of a replacement home before we have a chance to further discuss your eligibility for relocation**

assistance.

This letter is important to you and should be retained. Sincerely,

Name, Title Agency

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

Attachment D: 120-Day Notice to Vacate

120-Day Notice to Vacate

Date:

Dear (resident name and address):

On (date of NOE), Ladrey development team notified you of your Notice of Eligibility for Relocation Assistance due to plans to redevelop Ladrey Apartments and the apartment you currently occupy. The development team has decided to move forward with relocation at this time.

This is your 120-day Notice to Move; you must vacate your dwelling no later than (120-days from this notice). Comparable dwellings to which you may move have been identified and are listed below. Although you are not required to move to this dwelling, you must move to a decent, safe and sanitary replacement dwelling of your choice in order to receive a replacement housing assistance payment.

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

Address

Rent & Utility Costs

Contact Info

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

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

calculated and assist you in completing an application Voucher assistance may be adjusted periodically to reflect changes in your income and rent. Voucher assistance may continue indefinitely, depending on need and congressional appropriations.

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

Should you choose to buy (rather than rent) a decent, safe and sanitary replacement dwelling, there are several options which may be of assistance to you. Let us know if you would prefer to buy a replacement home. You would be eligible under the URA for down payment assistance of \$_____. Under the URA, you are not limited in the type of home you choose to purchase. Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

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

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

Name, Title Agency

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

Attachment E: 30-Day Move Notice

30-Day Move Notice of Ladrey Apartments

Date:

Dear ,

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

This notice reminds you that you must relocate by (30-days from the day they must vacate by). Your selected relocation unit is: (address of permanent relocation).

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

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

Sincerely,

Relocation Manager, HTH