

A U T O



T E M P

RELOCATION PLAN

FOR

**ELLICOTT TERRACE
ELLICOTT CITY, MD.**

PREPARED FOR

HOWARD COUNTY HOUSING COMMISSION
COLUMBIA, MD

By

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INTRODUCTION

Affordable housing in Howard County is addressed by two governmental entities - the Department of Housing and Community Development (the “Department”) and the Howard County Housing Commission (the “Commission”). “Howard County Housing” consists of both the Commission and the Department. Howard County Housing’s mission is to provide safe, quality, affordable, and sustainable housing opportunities for low- and moderate-income families who live or work in Howard County and to assist them in moving toward economic independence. Howard County Housing will pursue this mission through open, efficient, innovative, and accountable processes.

The Howard County Housing Commission, an independent State chartered Public Housing Authority, began in 1990. The Board of Commissioners consists of 7 members who are appointed by the County Executive and approved by the County Council. The Commission develops and manages housing resources for low and moderate income residents of Howard County. The Commission also owns property which is managed by third party property management firms; acquires land for future development; develops affordable housing opportunities for the citizens of Howard County utilizing partnerships with developers and operates the Housing Choice Voucher Program.

The Department began in 1990 but was previously organized as the Office of Housing and operated out of the County Executive’s office. The Department of Housing and Community Development works to provide affordable housing opportunities for low and moderate income residents of Howard County. The Department administers a range of Federal, State, and County funded programs providing opportunities for affordable home ownership, loans and grants for special needs housing programs, rental assistance, community facilities, and programs

In 1988 with financial assistance from the State of Maryland and the Howard County Housing and Community Development Office, the Columbia Housing Corporation formed a partnership with the Enterprise Social Investment Corporation, an affiliate of the Enterprise Foundation, to acquire a 60-unit apartment complex located at 3570-3586 Court House Drive, Ellicott City, Howard County, MD. The property was formerly known as Venus Gardens but was incorporated under the name Ellicott

Ellicott Terrace, Ellicott City, MD

Terrace, Inc., and converted to a nonprofit corporation in 1992. The development is made up of five (5) one-bedroom apartments and fifty five (55) two-bedroom apartments.

The Commission, partnering with the Stavrou Companies, proposes to demolish and redevelop Ellicott Terrace into Burgess Mill Station II, building 60 new units; 10 one-bedroom; 40 two-bedroom; 10 three-bedroom; 18 of which will be income restricted.

The 3.92 acre site is located at 3570 Court House Drive, in Ellicott City, MD. The site is generally located east of U.S. Route 29 and south of U.S. Route 40. Near the site are residences that include single and multi-family uses along with undeveloped areas. Please see **Figures 1**, and **2**, below, of the Regional and Site-specific location of the project site.

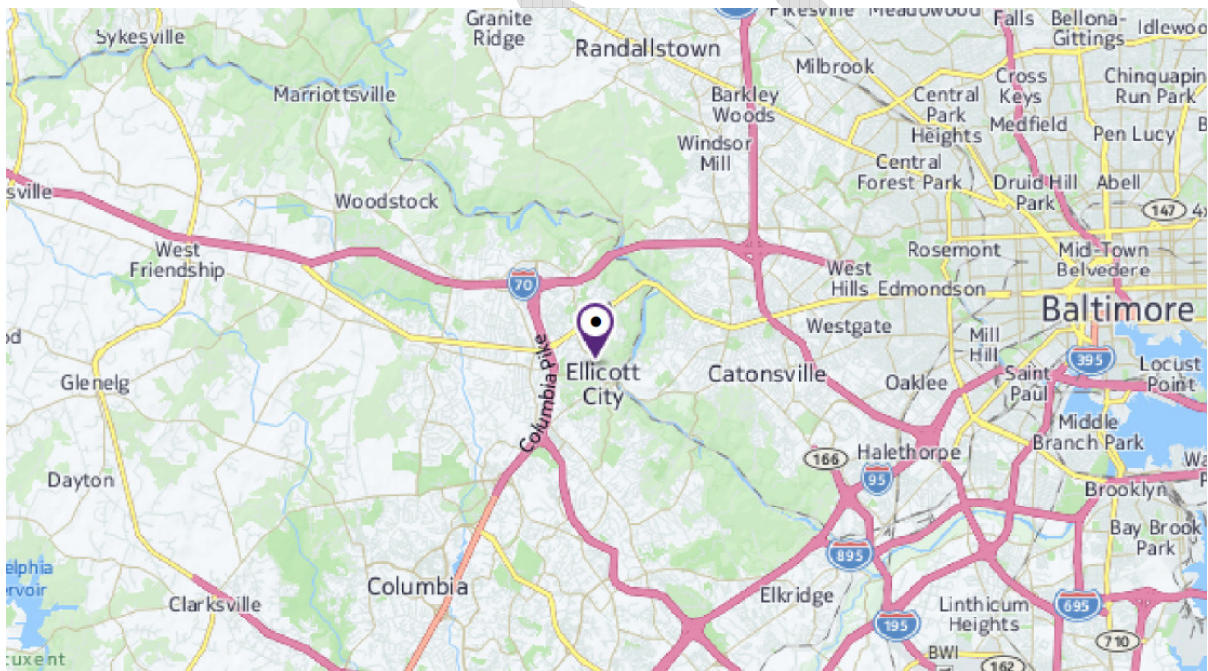


Figure 1. Regional Location (See 'A')

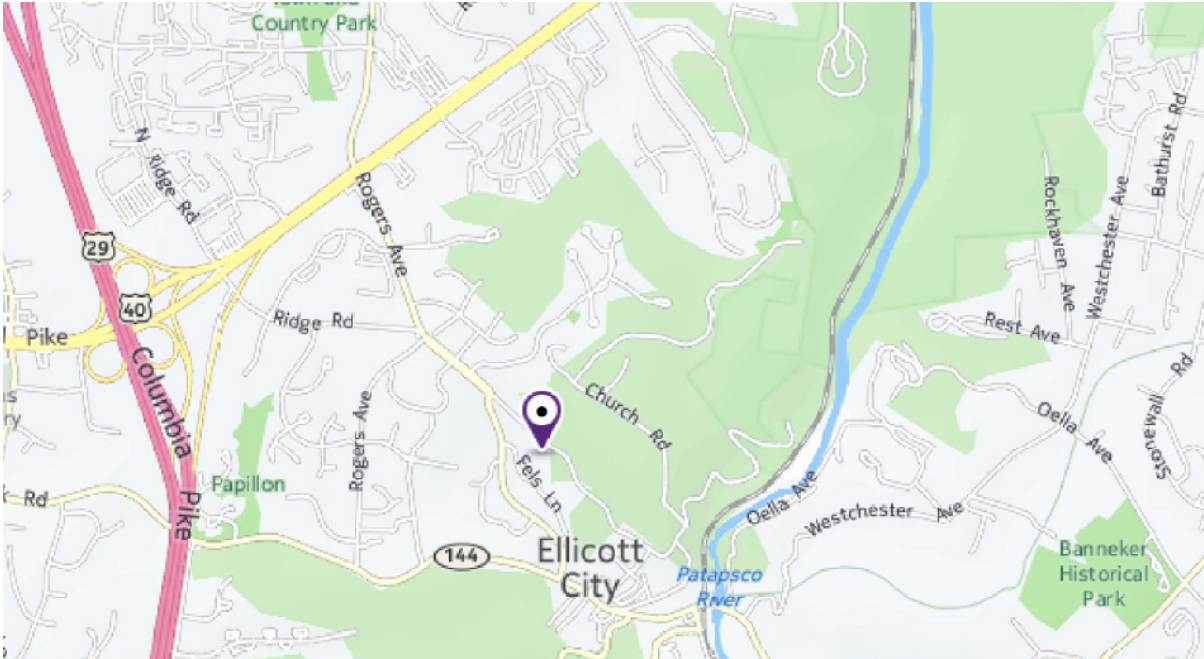


Figure 2. Site-specific Location (See ‘A’)

Autotemp, Inc. (“Autotemp”), an experienced acquisition and relocation firm, has been selected to prepare this ‘Relocation Plan’ (the ‘Plan’), and oversee all subsequently required relocation assistance. In compliance with statutory requirements, the Plan has been prepared to evaluate the present circumstances and replacement housing requirements and needs of the current project-site occupants. Howard County Housing will have direct responsibility for implementation of this Plan.

This Plan provides the results of a needs assessment survey; a housing resource study; and, details of the displacing entity’s (Howard County Housing) proposed relocation program. This Plan sets forth policies and procedures necessary to conform with statutes and regulations established by the Uniform Relocation Act (42 U.S.C. § 4600 et seq.), its implementing regulations (49 C.F.R.) Part 24) as well as regulations of the applicable funding source of the relocation assistance; Community Development Block Grant (CDBG).

With certain narrow exceptions, federal funds cannot, and will not be used for any displaced person who is an alien not lawfully present in the United States.

As a result of the proposed redevelopment and, based upon available information, up to 19 households will be permanently displaced for the project to proceed. No mandatory displacement activities will take place prior to the required reviews and approval of this Plan.

A. GENERAL DEMOGRAPHIC AND HOUSING CHARACTERISTICS

For the purposes of this Plan, on-site, direct interviews with residents were conducted in early 2015.

Enquiries made of those occupants included household size, composition and income; ages of all household members; primary language spoken in the home; disabilities and health problems, if any; and, preferences related to replacement housing location (See copy of residential interview form at **ATTACHMENT 1.**, p. 38).

All information of a statistical nature supplied by households for this Plan is considered anecdotal in nature and has not been validated by documentary evidence such that would otherwise be required to comply with relocation qualifying criteria at the actual time of displacement.

Based upon HCH's interviews, of the nineteen (19) households on site, there are a total of thirty-five (35) resident-occupants. Of the total sixty (60) units on site, forty-one (41) are currently vacant. All of the current households occupy two-bedroom units. Eighteen (18) households occupy two-bedroom units and one (1) occupies a one-bedroom unit.

Of the total number of residents (i.e, 35), six (6) head of households are deemed "elderly" by the standard that they are sixty-two (62) years of age, or older. There are a total of eleven (11) children living amongst six (6) of the households. One of the senior households is also classified as disabled which will require ADA accessibility for a wheelchair.

All relocation assistance will be provided to the prospective displacees in the language with which they are most conversant.

Income

Attached are the most current income limits for the ‘Extremely Low-‘; ‘Very Low-‘; ‘Low-‘; and, ‘Moderate-Income’ categories as established by the U.S. Department of Housing and Urban Development (HUD) for Howard County, 2015. (See **ATTACHMENT 2**)

The following Table illustrates the resident household income distribution relative to the HUD Income Category Limits for Howard County, of those 21 households which responded in the category of income.

Extremely Low	Very Low	Lower	Moderate and Above
9	5	4	1

Other

The households comprise eighteen (18) two-bedroom units and one (1) one-bedroom unit. Current rents paid range from \$210 to \$1029 per month.

HCH has adopted for the purposes of relocation the following occupancy standards. The standard housing density utilized provides for two (2) persons per bedroom and one person in a common living area for tenant occupied units although, this can be adjusted to include two persons in the common living area. If a family’s size exceeds these standards, then those families would be referred to the appropriate larger sized housing. Based on the occupancy standards, there is currently no overcrowding at this time.

LOCATIONAL NEEDS AND PREFERENCES

Residents were interviewed and queried regarding household size and composition, income and ownership/rental information, length and type of occupancy, and disabilities/health problems, if any. In addition, residents were queried in regard to any preferences related to replacement housing and it's (the housing's) location.

During the interview process, the households expressed an interest in remaining in Ellicott City or willing to relocate to Columbia, MD.

B. REPLACEMENT HOUSING RESOURCES

A resource survey was conducted on June 19, 2015, to identify available comparable, decent, safe and sanitary units in proximity to the Project site and in communities referenced by the prospective displacees as preferred areas to which they may wish to relocate.

The Housing Resource Survey has identified two-bedroom apartments for rent within Ellicott City and Columbia. Two-bedroom apartments had monthly rents ranging from \$1,225.00 to \$1,685.00. These apartment communities are located as close as "next door" and as far away as seven miles.

C. CONCURRENT RESIDENTIAL DISPLACEMENT

HCHC is not aware of any projects now, or planned in the immediate future, which will impact negatively upon the efforts and ability of HCHC to relocate the displacee households from the Project site.

D. TEMPORARY HOUSING

There is no anticipated need for temporary housing to give effect to the development of the project. Should such a need arise, temporary housing will conform to all applicable laws and requirements.

E. PROGRAM ASSURANCES AND STANDARDS

There will be adequate funds to relocate all the households. Services will be provided to ensure that displacement does not result in different, or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, as well as any otherwise arbitrary or unlawful discrimination.

No one will be displaced without ninety (90)-days written notice and unless “comparable” replacement housing is identified. “Comparable” housing includes housing that is: decent, safe, and sanitary; comparable as to the number of bedrooms, living space, and type and quality of construction of the acquired unit but not lesser in rooms or living space than necessary to accommodate the displaced household; in an area not generally less desirable than the acquired unit with respect to location to schools, employment, health and medical facilities, and other public and commercial facilities and services; and within the financial means of the displaced household.

The relocation program to be implemented by HCHC conforms to the standards and provisions set forth in the URA and all other applicable regulations and requirements.

F. RELOCATION ASSISTANCE PROGRAM

HCHC has contracted with ***Humphrey Management, who will provide relocation services. Humphrey Management will provide a relocation representative*** to assist any displaced households that may have questions in regard to relocation and/or assistance in relocating. Staff may be contacted by calling, **443.472.3723**, during the hours of 9:00 a.m. to 5:00 p.m., Monday through Friday. In-person appointments can be arranged on-site or at the relocation offices. The relocation offices are located at:

**10220 Old Columbia Rd.
Columbia, MD 21046**

A comprehensive relocation assistance program, with technical and advisory assistance, will be provided to the households proposed to be displaced. This assistance will satisfy both Relocation Law. Close contact will be maintained with each household.

In addition to distribution of an "Informational Brochure" (See **ATTACHMENT 3**), advisory assistance will be directed to include procedures:

1. To fully inform eligible project occupants of the nature of, and procedures for obtaining relocation assistance and benefits;
2. To determine the needs of each residential displacee eligible for assistance;
3. To provide an adequate number of appropriate housing referrals. The Regulations require a minimum of one, but preferably three referrals to comparable, decent, safe and sanitary housing units within a reasonable time prior to displacement, and assure that no residential occupant is required to move without a minimum of Ninety (90) days written notice to vacate;
4. To provide current, and continuously updated information concerning replacement housing opportunities;
5. To connect with special assistance in the form of referrals to governmental and social service agencies will be made, if needed. Referral agencies may include, but not necessarily be limited to, the Department of Social Services (DSS) for income maintenance or food stamps, Health Department, , Workforce Development Center, Department of Citizen Services, Office on Aging, Office of Children's Services, Coordinated System of Homeless Services and Howard County Housing. ;
6. To provide assistance that does not result in different, or separate

treatment due to race, color, religion, national origin, sex, sexual orientation, marital status or other arbitrary circumstances;

7. To supply information concerning federal and state housing programs and other governmental programs providing assistance to displaced persons;
8. To assist each eligible person to complete applications for benefits.
9. To make relocation benefit payments in accordance with Relocation Law, including the provisions of the Last Resort Housing sections, where applicable;
10. To inform all persons subject to displacement of HCHC's policies with regard to eviction and property management; and,
11. To establish and maintain a formal grievance procedure for use by displaced persons seeking administrative review of HCHC's decisions with respect to relocation assistance.

G. CITIZEN PARTICIPATION/PLAN REVIEW

To promote this process, HCHC shall ensure this Plan will be provided to each household and will be made available to the public prior to its adoption. Comments received to this Plan will be included as a Plan 'Addendum' prior to submission for approval. This will be done through a personal mailing to all households.

HCHC will ensure the following:

1. Full, and timely access to documents relevant to the relocation program;
2. Provision of technical assistance necessary to interpret elements of the relocation plan and other pertinent materials;

3. Copies of this Plan shall be available for review within thirty (30) days prior to final approval. HCHC will receive comments from displacees, and other interested persons regarding this Plan;
4. A general notice of this Plan shall be provided to *all* prospective displacees of the proposed project. This Plan shall be made available for circulation for information and review by interested citizen groups, state and county agencies, and all persons affected by the project;
5. The right to submit written, or oral comments and objections, including the right to submit written comments regarding the Relocation Plan and to have these comments attached to the Plan when it is forwarded for final approval;
6. Upon receipt of public comments, the Plan will be reviewed to ensure that it is feasible; complies with applicable environmental standards; and locally-adopted rules and regulations governing relocation; and,
7. Upon completion of all reviews, the Plan will be presented for approval to HCHC.

H. RELOCATION BENEFIT CATEGORIES

Relocation benefits will be provided in accordance with the provisions of the CDBG program, benefits also need to be in conformity with the Uniform Relocation Act (46 U.S.C., Section 4600 et. seq.), its implementing regulations (49 C.F.R., Part 24); and, other requirements and regulations of applicable funding sources.

Again, it is to be noted that federal funds cannot be used for the displacement of any person who is not lawfully present in the United States; benefits to which households may be eligible will be pro-rated to provide for any such anomaly. Benefits will be paid to eligible displaced persons upon submission of required

claim forms and documentation in accordance with approved procedures.

Specific eligibility requirements and benefit plans will be detailed on an individual basis with all displacee households. In the course of personal interviews and follow-up visits, each displacee will be counseled as to available options and the consequences of any choice with respect to financial assistance.

In order to alleviate hardships for tenants who must pay additional move-in costs (such as first and last month's rent, credit check costs and other security deposits), HCHC will provide advance benefit payments to assist displacees in securing replacement housing units.

Requests for advance payments will be expeditiously processed to help avoid the loss of desirable and appropriate replacement housing.

Federal URA Benefits

Again, it is to be noted that federal funds cannot be used for the displacement of any person who is not lawfully present in the United States; benefits to which households may be eligible will be pro-rated to provide for any such anomaly.

Households will be required to complete a certification of legal presence to qualify for benefits provided under the Uniform Relocation Act. The following benefits will be provided to eligible households.

Residential Moving Expense Payments

All subject households will be eligible to receive a payment for moving expenses for personal property. Payments will be made based upon *either*: **1.** a fixed room count schedule; **2.** an invoice for actual reasonable moving expenses from a licensed professional mover; or a combination of both.

- 1) Fixed Payment** – A fixed payment for moving expenses based on the number of rooms containing furniture or other personal property to be moved. The fixed moving payment will be based upon the most recent Federal Highway Administration schedules maintained

by the Department of Transportation (See: **ATTACHMENT 3. – Fixed Payment Moving Schedule**).

- Or -

- 2) **Actual Reasonable Moving Expense Payments** - The displaced households may elect to have a licensed, professional mover perform the move but must provide two estimates for those services; if so, HCHC will pay for the actual cost of the move up to fifty (50) miles, and all reasonable charges for packing, unpacking, insurance, utility connection charges and the cost directly related to displacement of modifying personal property to adapt it to the replacement location. The payment will be made directly to the mover or as a reimbursement to the displaced household upon presentation of a paid invoice.

Rental Assistance/Down Payment Assistance

Under the URA, displaced households that are residential tenants and have established residency (*primary* residence) within the Project site pursuant to 49 C.F.R., Part 24, Section 24.503, are ordinarily entitled to an amount not to exceed seven thousand two hundred dollars (\$7,200.) as a Rental Assistance Payment (RAP); *and* a moving expense payment. However, Howard County Housing anticipates that, because replacement housing in the area may be unaffordable to some of the residents, payments may be made beyond this limit under the “Last Resort Housing” provisions.

The calculation of rental assistance payments or space rent differential will be based upon the *monthly* housing need (rent differential) over a forty-two (42) month period, consistent with the Regulations. In addition, households may opt to apply the amount to which they are entitled toward the purchase of a replacement unit.

Based upon the monthly housing need over a *forty-two (42)* month period **Table 3**, following, shows how monthly need is determined.

Table 3: Example Computation of Monthly Housing Need and Rental Assistance		
1. Old Rent	\$500	Old Rent plus Utility Allowance
Or		
2. Ability to Pay	\$445	30% of the Gross Household Income
3. Lesser of lines 1 or 2	\$445	
Subtracted From:		
4. Actual New Rent	\$550	Actual New Rent including Utility Allowance
Or		
5. Comparable Rent	\$575	Determined by Agency; <u>includes</u> Utility Allowance
6. <u>Lesser</u> of lines 4 or 5	\$550	
7. Yields Monthly Need:	\$105	Subtract line 3 from line 6
Rental Assistance	\$ 4,410	Multiply line 7 by 42 months

If a household chooses to purchase a replacement home rather than rent, the household will have the right to request a lump sum payment of the entire balance to which they are entitled.

Last Resort Housing Payments- Tenant Occupants

There would appear to be a sufficient amount of “comparable replacement housing” per the housing survey for a phased implementation. Although there appears to be a sufficient number of potential replacement dwellings for the households, it would appear that some may well exceed the statutory limit of seven thousand two hundred dollars (>\$7,200.) for a Rental Assistance Payment. There would appear, therefore, to be a need in some cases to provide Last Resort Housing Payments.

The Regulations provide that if comparable replacement housing is not available to a relocatee (whether because of physical availability, condition, or affordability), HCHC must provide comparable replacement housing through ‘Last Resort

Housing’.

Last Resort Housing payments are authorized by statute if affordable “comparable replacement housing” cannot be found for the displaced tenant households (i.e., housing at a cost not greater than thirty percent [$>30\%$] of the household’s average monthly income). This type of situation is likely to develop among low-income households and/or in environments where Project area rents are particularly low versus rents elsewhere within the community. A combination of factors - which would include, in relation, the income levels of project site tenants; project site rents; and, a potentially high cost of replacement rent - will create the need for last resort housing payments.

In such cases, payments may be made beyond the \$7,200. statutory limit, up to forty two (42) months worth of rental assistance. The supplemental increment beyond \$7,200 may be paid in installments or in a lump sum at the discretion of HCHC.

It will be the policy of HCHC to make “lump sum” payments, as required, for down payment assistance. Rental Assistance Payments will be provided in two installments.

I. PAYMENT OF RELOCATION BENEFITS

No household will be displaced until “comparable” housing is located as defined above and in the Regulations. Relocation staff will inspect any replacement units to which referrals are made to verify that they meet all the standards of decent, safe, and sanitary as defined in the Regulations.

Claims and supporting documentation for relocation benefits must be filed with HCHC within eighteen (18) months from:

1. The date the claimant moves from the acquired property; *or*,
2. The date on which final payment for the acquisition of real property is made, whichever is later.

The procedure for the preparation and filing of claims and the processing and delivery of payments will be as follows:

1. Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance.
2. Assistance amounts will be determined in accordance with the provisions of Federal Relocation Law.
3. Required claim forms will be prepared by relocation personnel in conjunction with claimant(s). Signed claims and supporting documentation will be submitted by relocation personnel to HCHC.
4. HCHC will review, and approve claims, submitted by Humphrey on behalf of the claimant for payment and or request additional information from resident if required. .
5. Upon HCHC approval, Humphrey will issue benefit checks which will be available by delivery on site, unless circumstances dictate otherwise.
6. Final payments will be issued after confirmation that the Project area premises have been completely vacated, and actual residency at the replacement unit is verified.
7. Receipts of payment will be obtained and maintained in the relocation case file.

J. RELOCATION TAX CONSEQUENCES

In general, relocation payments are not considered income for the purpose of the Internal Revenue Code of 1986, or the Personal Income Tax Law, Part 10 of the Revenue and Taxation Code. The above statement on tax consequences is not intended to be provision of tax advice by HCHC or their Agents, Consultants, Employees or Assigns.

Displacees are encouraged to consult with their own tax advisors concerning the

tax consequences of relocation payments. According to the Social Security Administration, relocation benefits do not impact SSI payments; however lump sum payments *may* trigger reviews during asset searches. Further information regarding relocation benefits and their impact upon Social Security benefits is available from HCHC.

K. APPEALS POLICY

The appeal, and grievance process is available, upon request, from HCHC.

Briefly stated, displacees will have the right to ask for administrative review when there is a complaint regarding rights to relocation and relocation assistance, as to:

1. Eligibility;
2. The amount of payment;
3. The failure to provide comparable replacement housing referrals; or,
4. HCHC's and its third party's property management practices.

L. EVICTION POLICY

Eviction by HCHC is permissible only as a last alternative. With the exception of persons considered to be in unlawful occupancy, a displaced person's eviction does not affect eligibility for relocation assistance and benefits once the Notice of Eligibility is issued. Relocation records must be documented to reflect the specific circumstances surrounding the eviction.

Eviction by HCHC may be undertaken only for one or more of the following reasons:

1. Failure to pay rent, except in those cases where the failure to pay is due to the lessor's failure to keep the residential units in habitable condition; is the result of harassment or retaliatory action; or, is the

result of a discontinuation or substantial interruption of services which cannot be reasonably mitigated by lessor;

2. Performance of a dangerous or illegal act in the unit by lessee, their guests or invitees or, any combination thereof;
3. A Material breach of the rental agreement and failure to correct said breach within 30 days of notice;
4. Maintenance of a nuisance, and failure to abate within a reasonable time following notice;
5. Refusal to accept an offer of replacement dwellings;
6. A requirement under State or local law or emergency circumstances that cannot be prevented by reasonable efforts on the part of Lessor HCHC.

M. PROJECTED DATES OF DISPLACEMENT

Households will receive a minimum of a 90-Day Notice to Vacate. It is anticipated that this Notice will be issued on or about September 01, 2015

N. ESTIMATED RELOCATION COSTS

Howard County Housing ('HCHC') anticipates utilizing financial assistance from the Community Development Block Grant (CDBG) program to fund relocation activities.

In accordance with regulations associated with the federal funding for the Project, HCHC is responsible for ensuring compliance with the relocation requirements associated with the Project. Any and all required financial assistance will be provided.

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TABLE OF ATTACHMENTS

Attachment 1: Residential Interview Form

Attachment 2: HUD Income Category Limits for Howard County

Attachment 3: Informational Brochure for Displaced Households

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ATTACHMENT 1.

RESIDENTIAL INTERVIEW FORM

Site Occupant Record - Residential		Project Name: Beechcrest Redevelopment
LOCALITY/AGENCY: Howard County, Maryland / Howard County Housing Commission c/o Humphrey Management		Project #: _____
Date of Initial Interview: _____ Interviewer: _____		Relocation Case #: _____
NAME OF OCCUPANT _____	CHECK: <input type="checkbox"/> FAMILY <input type="checkbox"/> INDIVIDUAL	
ADDRESS _____	<input type="checkbox"/> OWNER <input type="checkbox"/> TENANT <input checked="" type="checkbox"/> TENANT/SUBLEASE	
TELEPHONE NUMBER _____ CENSUS TRACT _____	DATE OF GENERAL INFORMATION NOTICE _____	
Mobile Home VIN # _____	EFFECTIVE DATE OF NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE _____	
IS THIS ADDRESS LOCATED IN A HUD DESIGNATED RENEWAL COMMUNITY OR EMPOWERMENT ZONE? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE PRIVACY ACT STATEMENT EXECUTED _____	
DATE OCCUPANT FIRST OCCUPIED THIS DWELLING _____	(INCLUDE COPY OF NOTICES AND SIGNED PRIVACY ACT STATEMENT IN CASE FILE)	
RACIAL/ETHNIC CLASSIFICATION	HOUSING COSTS AND CHARACTERISTICS OF DISPLACEMENT DWELLING	
(CHECK ALL THAT APPLY)	TENANT:	OWNER:
<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE	MONTHLY CONTRACT RENT \$ _____	MONTHLY MORTGAGE PAYMENT (P&I) \$ _____
<input type="checkbox"/> ASIAN	AVERAGE MONTHLY UTILITY COSTS \$ _____	AVERAGE MONTHLY UTILITY COSTS \$ _____
<input type="checkbox"/> BLACK OR AFRICAN AMERICAN	MONTHLY HOUSING COSTS \$ _____	REAL PROPERTY TAXES \$ _____
<input type="checkbox"/> HISPANIC OR LATINO		MONTHLY HOUSING COSTS \$ _____
<input type="checkbox"/> NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		
<input type="checkbox"/> WHITE		
<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE AND WHITE		
<input type="checkbox"/> ASIAN AND WHITE		
<input type="checkbox"/> BLACK OR AFRICAN AMERICAN AND WHITE		
<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE AND BLACK OR AFRICAN AMERICAN		
<input type="checkbox"/> OTHER MULTI-RACIAL		
	NO. OF ROOMS _____ NO. OF BEDROOMS _____	
	UNIT IS: <input type="checkbox"/> HOUSEKEEPING <input type="checkbox"/> NONHOUSEKEEPING	



ATTACHMENT 2.

HUD ANNUAL INCOME LIMITS HOWARD COUNTY (2015)

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

Household Size	Extremely Low Income	Very Low Income	Lower Income
1 Person	\$18,500	\$30,950	\$46,100
2 Person	\$21,200	\$35,400	\$52,650
3 Person	\$23,850	\$39,800	\$59,250
4 Person	\$26,500	\$44,200	\$65,800
5 Person	\$28,650	\$47,750	\$71,100
6 Person	\$32,570	\$51,300	\$76,350
7 Person	\$36,730	\$54,850	\$81,600
8 Person	\$40,890	\$58,350	\$86,900

ATTACHMENT 3.

INFORMATIONAL STATEMENT FOR FAMILIES AND INDIVIDUALS

- I. GENERAL INFORMATION
- II. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING
- III. MOVING BENEFITS
- IV. REPLACEMENT HOUSING PAYMENT - TENANTS
- V. QUALIFICATION FOR AND FILING OF RELOCATION CLAIMS
- VI. LAST RESORT HOUSING ASSISTANCE
- VII. RENTAL AGREEMENT
- VIII. APPEAL PROCEDURES - GRIEVANCE
- IX. TAX STATUS OF RELOCATION BENEFITS
- X. LAWFUL PRESENCE REQUIREMENT
- XI. NONDISCRIMINATION AND FAIR HOUSING
- XII. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE

I. GENERAL INFORMATION

The apartment in which you now live is in an area to be redeveloped by Howard County Housing ('HCHC'). As the project schedule proceeds in the future, it will be necessary for you to move from your dwelling. You will be notified in a timely manner as to the date by which you must move.

Please read this information, as it will be helpful to you in determining your eligibility and the amount of your relocation benefits under federal and/or state law. We suggest you save this informational statement for reference.

HCHC provide advisory assistance, to assist you in a move. The firm is available to explain the program and benefits. Their address and telephone number is:

**10220 Old Columbia Rd.
Columbia, MD 21046
443.472.3723**

Spanish speaking representatives are available. **Si necesita esta información en español, por favor llame a su representante.**

PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING. However, if you desire to move sooner than required, you must contact your representative with HCHC, so you will not jeopardize any benefits to which you might otherwise be eligible.

This is a general informational brochure only, and is not intended to give a detailed description of either the law or regulations pertaining to HCHC's relocation assistance program.

II. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING

HCHC, through its representatives, will assist you in locating a comparable replacement dwelling by providing referrals to appropriate, and available housing units. You are encouraged to actively seek such housing yourself.

When a suitable replacement dwelling unit has been found, your relocation consultant will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants; proper weatherproofing; and, sound heating, electrical and, plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

III. MOVING BENEFITS

If you must move as a result of displacement by HCHC, you will receive a payment to assist in moving your personal property. There are two types of moving payments. You have the option of selecting either one of the following types of moving payments:

A. Fixed Moving Payment

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your own furniture. The payment is based upon a schedule approved by HCHC and ranges, for example, from four hundred dollars (\$500.00) for one (1) furnished room to two thousand one hundred fifty dollars (\$2,150.00) for eight rooms in an unfurnished dwelling (For details see the Table following).

Your relocation representative will inform you of the amount you are eligible to receive if you choose this type of payment. Bathrooms, hallways and closets are not considered rooms in this calculation.

(Remainder of page intentionally left blank)

FIXED MOVING SCHEDULE - Maryland (effective 2012)			
Occupant Owns Furniture		Occupant Does NOT Own Furniture	
1 room	\$650.00	1 room	\$500.00
2 rooms	\$850.00	Each Additional Room	\$100.00
3 rooms	\$1,050.00		
4 rooms	\$1,250.00		
5 rooms	\$1,450.00		
6 rooms	\$1,650.00		
7 rooms	\$1,850.00		
8 rooms	\$2,150.00		
Each Additional Room	\$200.00		

If you select a fixed payment, you will be responsible for arranging for your own move and HCHC will assume no liability whatsoever for any loss or damage of your personal property.

B. Actual Moving Expense (Professional Move)

If you wish to engage the services of a licensed commercial mover and have HCHC pay the cost directly, you may claim the ACTUAL cost of moving your personal property up to fifty (50) miles. Your relocation representative will inform you of the number of competitive moving bids (if any) which may be required, and assist you in developing a scope of services for HCHC approval. You will also be reimbursed for utility connection charges for those utilities that you currently subscribe to.

IV. REPLACEMENT HOUSING PAYMENT - TENANTS

You may be eligible for a payment of up to seven thousand two hundred dollars (\$7,200.00) to assist you in renting, or purchasing a comparable replacement dwelling. In order to qualify, you must either be a tenant who has occupied your present dwelling.

A. Rental Assistance. If you qualify, and **wish to rent** your replacement dwelling, your rental assistance benefits will be based upon the difference, over no less than a forty-two (42) month period, between the rent you must pay for a comparable replacement dwelling; and, the lesser of your current

rent or thirty percent (30%) of your gross monthly household income, if classified as a “low-income household”. You will be required to provide your relocation representative with monthly rent and household income verification prior to the determination of your eligibility for this payment.

- Or -

B. Down-payment Assistance. If you qualify, and **wish to purchase** a home as a replacement dwelling, you can apply up to the total amount of your rental assistance payment towards the down-payment and non-recurring incidental expenses. Your relocation representative will clarify procedures necessary to apply for this payment.

V. QUALIFICATION FOR AND FILING OF RELOCATION CLAIMS

To qualify for a Replacement Housing Payment, you must rent or purchase, and occupy a comparable replacement unit **within one year from the later of** the following:

1. For a *tenant*, the date you move from the displacement dwelling;
2. For an *owner-occupant*, the date you receive final payment for the displacement dwelling, or, in the case of condemnation, the date the full amount of estimated just compensation is deposited in court; or
3. The date HCHC fulfills its obligation to make available comparable replacement dwellings.

All claims for relocation benefits must be filed with Humphrey Management **within eighteen (18) months** from the date on which you receive final payment for your property, or the date, on which you move, whichever is later.

VI. LAST RESORT HOUSING ASSISTANCE

If comparable replacement dwellings are not available when you are required to move, or if replacement housing is not available within the monetary limits described above, HCHC will provide Last Resort Housing assistance to enable you to rent, or purchase a replacement dwelling on a timely basis. Last Resort Housing assistance is based on the individual circumstances of the displaced person. Your relocation representative will explain the process for determining whether or not you qualify for Last Resort assistance.

If you are a tenant, and you choose to purchase rather than rent a comparable replacement dwelling, the entire amount of your rental assistance and last resort

eligibility must be applied toward the down-payment of the home you intend to purchase.

VII. RENTAL AGREEMENT

As a result of HCHC's acquisition of the property where you live, you may be asked to sign a rental agreement which will specify the monthly rent to be paid, when rent payments are due, where they are to be paid and other pertinent information.

Except for the causes of eviction set forth below, no person lawfully occupying property purchased by HCHC will be required to move without having been provided with at least Ninety (90) days written notice from HCHC. Eviction will be undertaken only in the event of one or more of the following infractions:

- A.** Failure to pay rent; except in those cases where the failure to pay is due to the lessor's failure to keep the premises in habitable condition, is the result of harassment or retaliatory action or is the result of discontinuation or substantial interruption of services within the reasonable control of lessor;
- B.** Performance of dangerous or illegal act in the unit by lessee, its guests or invitee's or, any combination thereof;
- C.** A Material breach of the rental agreement and failure to correct breach within thirty (30) days of written notice;
- D.** Maintenance of a nuisance and failure to abate within a reasonable time following notice to do so;
- E.** Refusal to accept one of a reasonable number of offers of replacement dwellings; or
- F.** The eviction is required by State or local law and cannot be prevented by reasonable efforts on the part of the public entity.

VIII. APPEAL PROCEDURES - GRIEVANCE

Any person aggrieved by a determination as to eligibility for a relocation payment, or the amount of a payment, may have her/his claim reviewed or reconsidered in accordance with HCHC's appeals procedure. Complete details on appeal procedures are available upon request from HCHC.

IX. TAX STATUS OF RELOCATION BENEFITS

No relocation payment received shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 170 01) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. Furthermore, federal regulations (49 CFR Part 24, Section 24.209) also indicate that no payment received under this part (Part 24) shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986.

NOTE: The preceding statement is not tendered as legal advice by either HCHC or Autotemp, in regard to tax consequences, and displacees should consult with an independent tax advisor or legal counsel to determine the current status of such payments.

X. LAWFUL PRESENCE REQUIREMENT

In order to be eligible to receive relocation benefits in federally-funded relocation projects, all members of the household to be displaced must provide information regarding their lawful presence in the United States. Any member of the household who is not lawfully present in the United States or declines to provide this information may be denied relocation benefits, 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 Displacing Agency to negatively affect the alien's spouse, parent or child. Relocation benefits will be prorated to reflect the number of household members with certified lawful presence in the US.

XI. NON-DISCRIMINATION AND FAIR HOUSING

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Displacing Agency's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. For details contact the Displacing Agency.

XII. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE

Those responsible for providing you with relocation assistance hope to assist you in every way possible to minimize hardships involved in relocating to a new home. Your

cooperation will be helpful and greatly appreciated. If you have any questions at any time during the process, please do not hesitate to contact your relocation representative.

***Autotemp
April 2013***

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