

Russell Terrace A: Relocation Plan

I. Project Summary

Russell Terrace A consists of 162 of a total of 200 units at the Russell Terrace development, built in 1957 at 500 Richter Drive, Laredo, TX 78040. The other 38 units, Russell Terrace B for Rental Assistance Demonstration (RAD) purposes, is a RAD transfer of assistance development with all unit subsidies transferring to the Casa Verde site approximately 2.5 miles away. The 38 units on the Russell Terrace site will remain as non-RAD units. The 200 units on the Russell Terrace site are configured as 100 duplexes. Russell Terrace is a general occupancy/family development, currently with 733 residents including 692 residents in Russell Terrace A units. The unit bedroom breakdown for Russell Terrace A is as follows:

*12-1BR
48-2BR
74-3BR
28-4BR*

The RAD conversion will include the demolition and total reconstruction of 138 dwelling units and the rehabilitation of 24 dwelling units. The 24 units will receive moderate rehabilitation, at a level that will require relocation of less than one year. To comply with project-based voucher (PBV) rules, Russell Terrace A as completed will be owned by an entity related to LHA.

Construction will be undertaken in small phases of vacant units (contemplated to be approximately 20 units or somewhat more). Relocation will be a “domino” plan with relocation by phases to vacant units on the Russell Terrace site to the extent possible. LHA will permanently relocate households that voluntarily have selected to move to the HCV program and other Public Housing properties as the need arises for relocation in view of construction phasing and/or units become available.

Phase I households will be temporarily relocated to the vacant units created by the permanent relocations or that have occurred through attrition. Phase I demolition and reconstruction is anticipated to last 3-4 months and upon completion Phase II households will be permanently relocated to the newly constructed units. LHA will proceed with this domino effect until all Phases are complete. Households will be placed in newly constructed or rehabilitated units as closely as possible to the sites of their current units, within constraints of construction phasing (households will not be placed in front of other households who need to relocate to vacate the next construction phase) and the need for “right-sizing” of families in the completed units.

There are no subsidy sources contemplated that would trigger relocation requirements in addition to the Uniform Relocation Act (URA).

II. Project Occupancy

As stated above, Russell Terrace A currently has 692 residents. The 162 households include 29 elderly households and 67 disabled households. There are no commercial occupants.

Most households speak Spanish and documents and services will be provided accordingly to assure that routine needs are met such as continuation of telephone service, electrical service, water service, natural gas service, and TV/internet service (if applicable). There are no other particular civil rights compliance issues of which the Housing Authority of the City of Laredo (LHA) is aware. To assess residents' needs, LHA will designate a relocation specialist, who will meet individually with residents. Residents may contact our Relocation Specialist Bertha Galvan at (956) 723-4662 or by email at bertha@larha.org

Except for residents who opt for permanent relocation, residents will be treated as temporary relocates. Residents will be moved and provided a dislocation allowance in addition to temporary housing. Since tenant moves will be carried out by the Housing Authority at no cost to the tenants, a \$100 dislocation allowance will be provided to each relocated household under this RAD Relocation Plan.

III. Resident Return And Re-occupancy Policies

All households in residence at Russell Terrace A as of the RCC date, March 10, 2017, shall be offered the right to return to Russell Terrace A and will not be re-screened as part of housing in their new or rehabilitated unit. The sequence in which residents will be able to occupy new or rehabilitated units in each phase will be based on the selected next phase for reconstruction/rehabilitation. Residents for each completed phase will be matched with new or rehabilitated units according to LHA's Section 8 Administrative Plan.

IV. Temporary Relocation Assistance

Temporary Housing Resources

Households that have shown interest to permanently relocate to another PHA property or to the HCV program will be assessed first and will be able to move after the issuance of the RCC and fulfillment of applicable notice requirements, subject to unit availability. On-

site relocation will begin by using vacant units to temporarily house tenants. Residents will be required to move from their current dwelling unit when notified that a temporary onsite relocation housing unit is available. These units will be public housing units prior to RAD closing and RAD project-based voucher units thereafter (except that if the temporary vacant unit is one of the units for which subsidy assistance is to be transferred to Casa Verde, the unit may be assisted by a non-RAD tenant-based or project-based voucher). Every effort will be made to provide residents with the greatest amount of time feasible to move to the temporary onsite relocation housing unit. For temporary onsite relocation moves, except in any emergency cases residents will be provided with a minimum of 30 calendar days' notice.

LHA does not anticipate the need for off-site temporary relocations. In the event that onsite temporary units are not available due to inadequate unit size or for other compelling reasons, however, the LHA will take the necessary measures to temporarily relocate the household off-site to public housing or other available subsidized units or with vouchers. If moving off-site, residents generally will be provided with a minimum of 45 calendar days' notice. LHA must notify HUD if off-site temporary relocation will last longer than 60 days.

Allocation of Temporary Relocation

Temporary onsite relocation units will be allocated to households according to their family composition to fill appropriately-sized vacant units and construction phasing needs. Households may be over-housed during the temporary relocation, but will be relocated to a completed unit of appropriate size or may be over-housed consistent with RAD rules if no such unit is available.

Duration of Temporary Relocation

The RAD rehabilitation/construction will be completed without the necessity to permanently and involuntarily displace any occupant to an off-site location. Temporary relocation is not expected to extend beyond one year.

Packing and Moving Assistance

All tenants will be provided with packing materials as needed. Households will have the option to pack themselves or upon request, households will be provided with packing and unpacking assistance. Packing Assistance Request forms will be issued in Relocation Packet. LHA will use its staff or a third party to move tenant to temporary housing unit. Because tenant's moves will be carried out by the LHA at no cost to the tenants, a \$100 Dislocation Allowance will be provided to each relocated household.

Storage

If a tenant elects to store belongings during the temporary relocation period, a secure

storage facility and all associated costs of storage during the temporary relocation period will be paid by the LHA. If for any reason upon completion of the rehabilitation/construction, items in storage are subsequently not claimed by the tenant, payments for storage shall cease and the applicable law regarding disposition of unclaimed property shall apply.

Damage or Loss

The LHA shall be responsible for assuring that all claims resulting from damage incurred to resident possessions during the move process. Any third party mover will be required to provide appropriate insurance to cover any claims. LHA shall provide written information to all residents prior to a move regarding the process and time period for filing a claim in the event that any damages occur.

Out-of-Pocket Expenses

Out of Pocket expenses are not anticipated.

Leasing Arrangements

Households will enter a lease with the new owner (LHA's related non-profit entity) upon RAD closing and will enter into a new lease each time a household is relocated to a new unit.

Utility Costs

The LHA will pay for utility transfer fees on behalf of the tenant during the temporary relocation period. LHA will pay for all utility transfer fees for those households that require more than one relocation. Payment will be made for essential utilities transfers in the name of an authorized household member. Essential utilities shall include electric, gas, water, sewer, trash disposal, telephone land lines, cable/satellite television and internet. Utility transfer fees will only be paid for existing utilities at the level of service in place at the Public Housing unit prior to temporary relocation. If disconnection of utilities results in a demand for a deposit to reconnect utilities, said deposit will be paid by the LHA upon reconnection of the utility. However, no payment will be made for past due utility bills prior to commencement of the temporary relocation period.

Reasonable Accommodations

LHA will temporarily relocate households with disabilities to a unit equivalent onsite unit.

V. Transfer of Assistance

Russell Terrace A does not include any transfer of assistance.

VI. Alternative Housing Options and Voluntary Permanent Relocation Assistance

The LHA shall offer the following voluntary permanent relocation options, in addition to housing at Russell Terrace: move to other available public housing or move with a Housing Choice Voucher (HCV). These options are being offered after LHA staff has conducted individual interviews with heads of households to determine household preference for relocation. As soon as possible now that LHA has received the RCC, subject to applicable notice requirements and subsidy or unit availability, households who have selected to relocate permanently through the HCV program or to another Public Housing development or to Casa Verde once constructed will be counseled and relocated. Households accepting voluntary permanent relocation shall be provided the same moving assistance as is described in Section IV of this relocation plan.

VII. Relocation Budget

The anticipated relocation budget is approximately \$300,000. This amount is based on the following components of costs and estimated amounts:

Budget Items	Estimated Expense
<i>Plan Administration & Counseling</i>	<i>\$37,000</i>
<i>Temporary Moves</i>	<i>\$177,202</i>
<i>Permanent Relocation</i>	<i>\$54,594</i>
<i>Dislocation Allowance</i>	<i>\$16,200</i>
Total Estimated Expense	\$284,996

Amounts may vary according to service provider and relocation needs.

VIII. Written and Oral Communications with Individuals with Disabilities and LEP Persons and Use of Accessible Meeting Locations

To ensure effective communication with residents and other individuals with disabilities and with Limited English Proficiency persons involved with relocation, the LHA will designate a Relocation Specialist that is proficient in both English and Spanish and will address special needs of disabled households. You may contact our Relocation Specialist Bertha Galvan at (956) 723-4662 or by email at bertha@larha.org

IX. Appeal Process

The individual household needs assessment to be completed by LHA prior to commencement of relocation will guide the temporary relocation plan. Every effort will be made to accommodate requests of residents; however, it may not be possible to accommodate all requests within the constraints of the construction needs and schedules.

Prior to the RAD conversion, grievances that do not relate to temporary relocation shall be processed in accordance with the policies and procedures set forth in LHA's Public Housing Admissions and Continued Occupancy Policy. Upon the RAD conversion, grievances that do not relate to temporary relocation shall be processed in accordance with the policies and procedures set forth in LHA's Housing Choice Voucher Administrative Plan.

Although LHA does not anticipate that there will be any displaced tenants as defined by the URA, the appeals policy in connection with relocation will follow the appeal and grievance standards of the URA as described in 49 CFR 24.10. Although LHA does not anticipate that there will be any displaced tenants as defined by the URA, any displaced tenants will have the right to ask for review when there is a complaint regarding any of their rights to relocation assistance. A tenant will have sixty (60) days to file an appeal with the LHA after receiving written notification of a claim or ineligibility determination.

All tenants who have received a notice of relocation policies, benefits and requirements and are required to relocate shall have the same grievance right as all other tenants regarding Housing Authority action with respect to the relocation. The LHA's grievance procedures, supplemented by URA requirements as applicable, shall govern all grievances filed.

X. Certification

The LHA hereby certifies that it will comply with the requirements of PIH Notice 2016-17, the URA, fair housing and civil rights requirements and Section 104(d) of the Housing and Community Development of 1974, to the extent applicable.