

Millville Housing Authority



Scattered Site RELOCATION PLAN

Prepared for: Scattered Site Residents
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Attached Exhibits:

Exhibit A - Grievance Procedure of the Housing Authority of the City of Millville

I. Introduction

The Millville Housing Authority (MHA) is submitting to HUD an Inventory Removal Application for the Disposition of the Scattered Site Public Housing Development, Project # NJ061000006 (Scattered Site). The units are located intermixed among non-public housing homes in the City of Millville and consist of primarily single-family homes on individual lots. The Scattered Site project consists of a total of 16 properties of which four (4) are vacant lots and twelve contain homes in various conditions. Only six (6) of the homes are currently occupied and are the subject of this Relocation Plan (Plan). The MHA proposes to dispose of the Scattered Site public housing units through open market fair market value sales process. The MHA will meet the offer of sale requirements of Section 412 of the Cranston-Gonzalez National Affordability Act of 1990.

The MHA has budgeted Capital, Operating funds and will use sale proceeds from the individual homes and vacant lot sales of the scattered site project to provide relocation, counseling and advisory services to the current residents of Scattered Site.

HUD regulations do not allow the MHA to renovate, upgrade and or improve the properties for sale. The homes will be required to be sold in as-is condition. HUD requires the homes to be sold in an open competitive matter. No preference can be provided to an existing resident to purchase the home that they reside in.

The disposition of the Scattered Site homes will be done under the Section 18 inventory regulations of HUD. The Quality Housing Work Responsibility Act of 1998 (QHWRA) amended Section 18 of the United States Housing Act of 1937 and provided new relocation requirements for some public housing demolition/disposition programs in lieu of the Uniform Relocation Act (URA). The URA is not applicable to public housing projects that fall under Section 18 relocation requirements. The Scattered Site relocation program will follow Section 18 regulations and not URA regulations. The MHA may enhance the benefits to the residents as described herein.

This Plan has been developed with Scattered Site Resident input. Resident meeting was offered with no participation; however, the invite did initiate most of the Residents to contact the MHA and review over the phone. The MHA sent a Resident Survey out to solicit more input and received just two responses and a few additional phone calls. Upon HUD approval of the Inventory Removal Application the MHA will send out a correspondence to Residents which will invite all Residents at that time to attend an individual resident relocation kick off meeting to review again the details of the Plan. After this meeting a ninety (90) Day Notice to Vacate which provides that residents are not required to move sooner than the 90 days unless said residents chooses to do so.

The purpose of this document is to establish a clear set of policies, rules, and regulations that will govern the relocation process and to outline the assistance that will be provided by the MHA for relocation.

This Relocation Plan is consistent with all applicable federal and state laws governing relocation including the requirements under Section 18 of the United States Housing Act of 1937 as amended by the Quality Housing Work Responsibility Act of 1998.

II. Goals and Objectives

1. To ensure that all residents of Scattered Site are successfully relocated to a comparable replacement dwelling that is decent, safe, sanitary, and affordable.
2. To provide financial assistance, counseling and other advisory services necessary to minimize the hardships associated with relocation.
3. To establish a clear line of communication between the Millville Housing Authority and Scattered Site residents.
4. To address the needs of all residents including persons with disabilities.
5. To give residents timely notification of when they will have to move.

III. Resident Involvement and Participation

Residents of Scattered Site were invited to participate in discussions concerning the Relocation Plan prior to it being finalized. A household survey was sent to the Residents in April of 2023 reviewing the options in the draft Plan that was to provide additional information for finalizing the Plan. Two Surveys were returned and a couple phone calls were made to MHA staff from scattered site residents. The MHA held open resident meetings where residents were invited to give input, offer suggestions and raise concerns regarding their relocation options and assistance available to them. The meeting was not attended by any scattered site Resident. The MHA has made Draft copies of the Relocation Plan available to residents prior to it being finalized so additional comments could be obtained. The residents' suggestions, where feasible, have been incorporated into the Relocation Plan. If necessary, the MHA will hold a follow-up open resident meeting before initiating the Relocation Plan.

IV. Assessment of Residents' Relocation Needs and Preference

The MHA will be responsible for the relocation of **6 families, (as of 4/1/2023)** from Scattered Site to decent, safe, and sanitary housing either in another MHA site or other surrounding communities.

The MHA will designate a Relocation Specialist that will be responsible to facilitate the relocation needs of Scattered Site families. The Relocation Specialist will conduct at least one initial personal interview with all residents of Scattered Site. During this interview the Relocation Specialist will assess the family's relocation needs and thoroughly explain to the resident their rights, responsibilities and options and detail the assistance that is available to them. The Relocation Specialist will explain to the resident the estimated timetable by which the resident will be required to relocate. The resident will have no more than 15 days following his or her initial interview to select their relocation option. The resident will be required to sign-off on their final relocation option.

The Relocation Specialist will be available to meet with residents in person as needed to discuss their relocation. If requested, the MHA will set up a space to address concerns with COVID 19 to provide a socially distanced means for in person meetings. Zoom meeting options will also be offered to residents preferring this method of meeting.

The MHA will take appropriate steps to ensure effective communication with residents and other individuals with disabilities during the relocations, such as through the provision of sign language, other interpreters, large print, braille, accessible electronic and alternate format written communications. Meetings will be held via Zoom or other electronic system and at the community room in each building, which is accessible. Individual meetings with residents will be held on-site in a fully accessible office. The MHA will ensure meaningful access for LEP persons through written material and oral communications provided in languages other than English.

The resident must remain in good standing under the terms of his or her current lease in order to be eligible for relocation benefits. The Relocation and Supportive Services Staff will work together to ensure that residents remain eligible for relocation benefits. **If a resident is evicted under the terms of his or her current lease, he or she will lose any and all Relocation Benefits.**

V. Replacement Housing Options

Relocation of residents will be done on a nondiscriminatory basis and proper relocation resources will be provided. The MHA will offer each household displaced by the aforementioned Section 18 Inventory Removal (Disposition Plan) comparable housing that meets housing quality standards (HQS) and is located in an area that is generally not less desirable than the location of the displaced person or household. The housing will be offered on a nondiscriminatory basis, without regard to race, color, religion, creed, national origin, handicap, age, familial status, gender, in compliance with applicable Federal and state laws. For persons with disabilities displaced from a unit with reasonable accommodations, comparable housing should include similar accommodations.

Residents of Scattered Site will have the following options for replacement housing to choose from:

1. **Section 8 Tenant Based Housing Vouchers** - Residents will be eligible to receive a Tenant Based Section 8 Housing Voucher as a result of the Plan. Residents can obtain housing anywhere in the United States with this voucher. Note: some of the Residents may be over income to receive any rental assistance through the use of a Section 8 Voucher.

Unlike public housing units, a tenant-based Section 8 voucher does not provide for ceiling rents. Higher income/over income residents choosing this option may have to pay a higher payment towards rent than currently being paid in their public housing units. If a resident in this situation wants the same rent, said resident must choose another MHA public housing unit.

Residents that choose this option will receive and Section 8 Briefing meeting to review the rules and regulations that govern the program. This Briefing meeting must occur prior to the resident having the ability to be issued a Section 8 voucher.

Residents will be provided 120 days to find a unit on the open market. If the Resident cannot find a comparable unit with the Section 8 voucher, the MHA may withdraw this resident option and may offer a MHA public housing unit that is comparable.

2. **Another MHA Housing Unit** – Residents will be eligible to transfer to a unit in a different MHA Housing Development. Residents who choose to move to another MHA housing unit will have placement priority in the units, as they become available.

3. **Homeownership** - If residents are qualified to obtain a mortgage with no subsidies provided by the MHA the resident may choose to buy a home on the open market. The MHA will provide a \$5,250.00 down payment and closing payment, as the residents' relocation benefit. All other funds and financing will be the responsibility of the Resident. To be eligible the resident must meet with a mortgage representative within 30 days of the receipt of the 90 Day Notice to Vacate to determine if qualified to obtain a mortgage. If the resident does not qualify, the resident must choose a different relocation option. Residents will be able to:
 - Search the open market with a realtor if Resident chooses to find a home that meets the Resident's needs.
 - Current Home – All of the homes that will be sold must be sold in an open competitive process pursuant to HUD regulations. This process will be for the MHA to list the property for sale with licensed NJ Real Estate firm. The home must be on the market for 14 days prior to the MHA reviewing and accepting any offer. If there is more than one offer, the MHA will request the potential buyers to bring in their best and final offer. The MHA will accept the highest qualified buyer's bid at that time. Residents that want to purchase their current home can participate in this process and will receive assistance through counseling, and the Relocation Specialist to assist in a successful outcome. Residents interested in buying their current home will not have to vacate their property in advance of it being listed for sale.

VI. Relocation Phasing/Time Table

This Plan does not require a Relocation Phasing Plan as there are only 6 households affected and the 6 households currently reside in scattered site units that have no impact on each other.

It is the intention of the MHA that all Scattered Site Households will receive a correspondence inviting them to a individual relocation assessment meeting upon final HUD approval of the Inventory Removal Application and approval and funding of Tenant Protection Vouchers. At this time, households should schedule appointments with the Relocation Specialist to review and select their relocation options. After this meeting each household will receive a 90 Day Notice to Vacate. The 90 Day Notice to Vacate informs the resident that they will not be required to move for at least 90 days. It is anticipated that the 6 households will complete their relocation within six to eight months from the HUD's approval of the Inventory Removal Application and approval of the Tenant Protection Vouchers.

1. Households who choose homeownership will have 30 days from the date of the 90 Day Notice to Vacate to meet with a mortgage lender and receive a pre-qualification to determine if eligible for a mortgage and size of the mortgage to determine the maximum purchase price of a home the Resident can buy. The Resident will have 120 days to locate a property and put in under agreement of sale. If the Resident is unable to locate

a home and place it under an agreement for sale within the 120-day period said Resident will be required to choose another relocation option.

2. Households who choose to relocate utilizing a Section 8 Voucher for a rental unit will be processed in the order of when they sign off on the relocation option certification form for this option. Vouchers will be allocated as said vouchers are made available from HUD for relocation purposes to the residents in this order. Residents who select Section 8 as their final relocation option will have to make application to and qualify under the guidelines of the Authority's Section 8 Program. Application must be complete within 30 days of the residents selecting Section 8 as their permanent relocation option. If the application is not made within this 30-day period, the Resident will no longer be eligible for Section 8 and must relocate to another MHA public housing unit.

The Relocation Specialist will assist in finding comparable units and making such units available in the above manner. However, Scattered Site households are encouraged to find their own unit (provided it meets the definition of a comparable unit as described in this Plan) and move into said unit upon availability.

(Note: Section 8 Tenant Based Voucher Program is a program that works with private landlords. The MHA cannot guarantee that any resident will be accepted by a private landlord nor can the MHA prohibit the landlord from accepting or rejecting any MHA resident at any time. The MHA will work with residents in the manner described above. However, the MHA will not be able to prohibit a resident from securing a unit on their own even if the MHA is working on behalf of another resident to secure the same unit.)

3. Households who choose Another MHA Housing unit will have the ability to start relocation immediately upon receiving the 90 Day Notice to Vacate, completing their personal interview needs assessment and choosing their final relocation option.

Relocation will take place upon the availability of comparable units in the order of housing needs and then by the date and time of the signed relocation option form.

VII. Temporary Moves

The MHA does not anticipate any need for temporary moves with respect to the Scattered Site Disposition Plan.

VIII. Availability of Comparable Replacement Dwelling

No resident will be required to move from their dwelling unless at least (1) one comparable replacement dwelling has been made available to them.

A comparable replacement dwelling will be considered to have been made available to the resident, if:

- The resident is informed of its location; and
- The resident has ample time to enter into a lease agreement for the property; and
- The resident is assured of receiving relocation assistance in sufficient time to complete the lease of the property.

No resident to be displaced will be required to vacate their dwelling before they have been given 90 Day Notice to Vacate and then a 30-Day Notice to Vacate which is a written notice that states the date the comparable unit will be available for occupancy. Note: when residents choose Section 8 tenant-based assistance said Residents generally are required to move into an available private rental property in a time frame that is agreeable to both the landlord and tenant. The MHA will assist the resident in its moving needs to ensure the timeframes can be met. A Resident may need to move sooner than 30 days to obtain a unit it wants. If a resident requires a longer move in schedule and private landlords cannot be located to accommodate this request the Resident will be required to relocate to another MHA public housing unit.

Definition of a Comparable Replacement Dwelling

A comparable replacement dwelling is a dwelling that is:

- Decent, safe, and sanitary, meaning that it is in sound clean and weather-tight condition and is in conformity with local, state and federal housing and health codes.
- Functionally equivalent to the displacement dwelling.
- In an area not subject to unreasonable adverse environmental conditions.
- In a location, generally not less desirable than the location of the displacement dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the person's place of employment.
- Currently available to the displaced person.
- Within the financial means of the displaced person based on the HUD voucher regulations and calculations.
- Must meet Rent Reasonableness test according to HUD regulations.
- When applicable, the unit that the Resident is moving to will be accessible for individuals with disabilities.

Residents' rent costs will not increase as a result of relocation to a comparable replacement dwelling if the Resident is not over income and/or chooses another MHA housing unit. Scattered Site residents are all currently paying rent pursuant to HUD Public Housing regulations which includes a flat rent for over income households. The Scattered Site residents that are not over income will be offered comparable units that are either other MHA Housing or Section 8. Over Income Residents will have the option to move to a comparable MHA housing property and maintain their current rents; However, if an over income Resident chooses Section 8 or homeownership said residents' portion of the rent or mortgage payment may be higher than it is in the current public housing unit. All residents that are not over income will have the ability to maintain a rental payment at or below 30% of their Adjusted Gross Income as defined by HUD. (Note: If the resident relocates to a unit that requires him or her to pay utilities, he or she will be given a utility allowance. Any utility expenses that exceed this allowance will be the resident's responsibility.)

(Note: Some Scattered Site residents may currently be in undersized or oversized units as defined in the MHA Admission and Occupancy Plan (ACOP). A Comparable Replacement unit will be considered functionally equivalent to the displaced dwelling if it has the proper number of bedrooms based on the family needs as defined in the MHA ACOP (e.g., if a family that under the MHA ACOP is eligible for a 2-bedroom unit but is currently residing in a 4-bedroom unit they will be offered a 2-bedroom replacement unit).

IX. Relocation Notification

Residents of Scattered Site will receive the following relocation notices to keep them fully informed and aware of the relocation process and to keep them informed as to the earliest possible date by which they may have to vacate the property:

1. 90 Day Notice to Vacate

This notice will

- State that the home will be disposed of.
- State that the disposition of the home will not occur until the resident is relocated.
- State that each affected resident will receive comparable housing.
- Make reference to the Relocation Plan and the personal interview between the resident and the Relocation Specialist.
- Either specify the exact date or state the earliest date by which the resident may be required to move (not less than 90 days), if not specified indicate that the resident will receive a vacate notice indicating, at least 30 days in advance, the specific date by which he or she will be required to move.
- Explain the resident's right to appeal the MHA's determination of a comparable replacement dwelling.

5. 30 Day Notice

- Specify the exact date by which the resident will be required to move.
- Notice will be sent at least 30 days in advance unless otherwise waived by the resident.

X. Advisory and Counseling Services

The MHA will offer the following Advisory and Counseling services to minimize the hardships associated with relocation:

- Inform residents of their rights and responsibilities in the relocation process.
- Personal Interviews to assess residents' relocation needs and preferences and to thoroughly explain to residents their options, the benefits and assistance available to them and the timetable for relocation.
- Advise residents of specific comparable replacement dwellings that are available.
- Keep residents informed as to the earliest date by which they may have to vacate the property.
- Referrals to Replacement Dwellings:
 - a. Provide current information on the availability and rents of comparable and other suitable replacement dwellings
 - b. If possible, inspect the housing before providing a referral to ensure that it meets all applicable standards
 - c. Offer transportation to view housing
 - d. Offer assistance in understanding and completing leases and other housing documentation
- Provide Mobility Counseling.

- Provide information about surrounding areas (i.e., schools, churches, public transportation, etc.).
- Make special arrangements to communicate with residents with hearing impairments and residents who speak English as their second language.
- Provide through the Supportive Service Staff, counseling and referrals to other sources of assistance until the Plan is complete. Residents will remain eligible for assistance through the Supportive Service program, throughout the term of the project, regardless of their relocation option.
- Provide counseling to residents on occupancy standards for the new community.
- Assist residents in making proper connection with utility companies for transfer of services, including cable, telephone and the hook-up of new services.
- Relocation personnel will be available in the evenings when necessary.

The MHA has budgeted \$5,000 for the above described Advisory and Counseling services. This is a 6 household Plan.

XI. Moving Expenses

Under the QHWRA the MHA is not required to offer the relocating resident the option to move themselves. The MHA has decided to offer this as an option enhancing the benefits to the residents. Whenever a resident is required to permanently relocate from his or her dwelling the resident may choose to perform the move on his or her own or the resident may choose to have the MHA perform the move.

In cases where the resident chooses to have the MHA perform the move, the move will be performed at no cost to the resident and the resident will receive a moving expense and dislocation allowance of \$100. In such cases, the MHA will be responsible for payment of actual moving and related expenses that it determines to be reasonable, including:

1. Transportation of person and personal property to replacement dwelling. The MHA will not be responsible for transportation costs for a distance beyond 50 miles.
2. Packing, crating, uncrating and unpacking of personal property.
3. Storage of personal property for a period not to exceed 12 months, unless the MHA determines that a longer period is necessary.
4. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances, and other personal property.
5. Utility hookups, including reinstallation of telephone and cable television service.
6. Insurance for personal property in connection with the move.
7. 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 as loss, theft or damage is not reasonably available.
8. Credit checks/ Background check

In cases where the resident chooses to perform the move on his or her own, he or she will be entitled to receive a Fixed Moving Expense and Dislocation Allowance. This relocation plan is not subject to the URA, however, for planning purposes the MHA reviewed the self-move Fixed Moving Expense Schedule. This is the applicable schedule published by the Federal Highway Administration and is based on the number of rooms of furniture that must be moved from the displacement dwelling. (See Chart Below). The MHA determined the amount listed in the URA's Fixed Moving Expense Schedule is insufficient and has enhanced the schedule. The Enhanced

Schedule below will be used for these relocations which are part of this Plan. Note, residents currently in oversized units will not be compensated for unused and or unfurnished bedrooms.

Fixed Moving expense URA Cost Schedule dated 8/26/21 (this is the last posted schedule and remains in effect)

2 beds/4 rooms	3 beds/5 rooms	4 beds/6 rooms	5 beds/7 rooms	6 beds/8 rooms
\$1,000	\$1,150	\$1,300	\$1,400	\$1,600

MHA Enhanced Schedule below:

2 beds/4 rooms	3 beds/5 rooms	4 beds/6 rooms	5 beds/ 7 rooms	6 beds/8 rooms
\$1,500	\$1,650	\$1,800	\$1,900	\$2,100

In cases where the resident chooses to perform the move on his or her own the resident will be required to sign forms releasing the MHA from any and all liability in connection with the move. The resident will not be eligible to receive payment until after a move-out inspection is performed and it is verified that the premises are cleared of all the resident's belongings. With the exception of the Utility Allowance as provided below; the fixed payment will constitute the full financial obligation of the MHA with respect to the resident's move. If the resident does not move by the required date as stated in the 30 Day Vacate Notice the MHA will reserve the right to move the resident. If the resident does not move that action will constitute a violation of the agreement between the resident and the MHA and may be grounds for the forfeiture of their relocation benefits with the MHA reserving the right to move the resident.

As it relates to a permanent move the MHA in addition to the Fixed Moving Expense and Dislocation Allowance will provide funds to pay for utility hook ups/transfers for phone, cable, electric and gas. The funds provided for in this paragraph will be capped at \$450.00. Funds for phone and cable will be provided to residents only if the residents currently have these services.

Security Deposit for Section 8 Housing

The MHA will pay an amount up to 1½ times the monthly rent for the security deposit of a Section 8 Unit less the amount of the resident's current security deposit which is held by the MHA. The resident's current security deposit will go towards the full security deposit with the MHA covering the remainder. Note: any amount of the resident's current security deposit that is held by the MHA due to damages caused by the resident in their current MHA unit must be made up by the tenant to so that the section 8 units' security deposit is made in the full amount. The Relocation Specialist will pay this deposit directly to the landlord immediately after the Section 8 inspection if the unit is approved. The amount of the deposit funded by the MHA will be refundable to the MHA at the termination of the lease agreement between the resident and the landlord. The portion of the security deposit supplied by the resident will be refundable to the resident at the termination of their lease with the new landlord, however, if there are any damages or other such claims on the security deposit the resident's portion of said security deposit will be used first to pay said claims.)

The MHA will not provide this additional benefit of providing funds for the security deposit to those residents who choose to relocate 50 miles or more from the Scattered Site Unit.

Down Payment and Closing Cost Assistance

Residents who purchase a home will be eligible for down payment and closing cost assistance. The total amount of down payment and closing cost assistance will be \$5,250. If a Resident chooses this option, no other Moving Expenses benefits will be paid to them (i.e., Fixed Moving Expense and Dislocation Allowance, Utility hook ups and transfers, security deposits). The MHA will not perform the move. The \$5,250 will constitute the full Moving Expense benefit to the relocating resident.

Condition of Current Unit

The resident is responsible to maintain their current units that they rent from the MHA. The resident must fully compensate the MHA for any damages caused by the resident. If the cost to repair said damages exceeds the amount of security deposit held by the MHA on behalf of the resident; the MHA will not fund the relocation benefits until such time the MHA is compensated for the damages in full.

XII. Appeals

Residents will have the right to appeal any decisions made by the MHA concerning their eligibility for relocation assistance, the nature, scope and amount of relocation assistance, or the determination of a comparable replacement dwelling.

1. Appeals made to MHA

A resident can appeal a decision by sending or delivering a written correspondence to the manager's office within 5 days of the decision. This written correspondence will be directed to the Executive Director of the MHA. The correspondence should outline the reasons for the appeal including any mitigating factors that the resident thinks are pertinent to the decision. The Executive Director may at his or her discretion conduct an informal hearing with the resident to review the case. The resident shall personally present, either orally or in writing to the Executive Director the reason for the appeal so that an informal review can take place without a hearing. A summary of such discussion shall be prepared within 5 business days. One copy shall be given to the resident and one retained in the resident's relocation file. The summary shall specify the names of the participants, dates of meetings, the nature of the proposed disposition of the appeal and specific reasons and shall specify the procedures by which a hearing may be obtained if the resident is not satisfied.

The procedure to be followed to obtain a hearing will follow the process detailed in the Grievance Procedure of the Housing Authority of the City of Millville (Grievance Policy) (See Exhibit A). The procedure governing the hearing will follow the process detailed in the Grievance Policy in Section IV.

The hearing officer or hearing panel shall prepare a written decision within 5 business days after the hearing. A copy of the decision shall be sent to the resident and the MHA. The MHA shall maintain a copy of this decision in the resident relocation file.