



Fred Wessels Homes &
Edgar C. Blackshear Homes
(Hitch Phase I)

Relocation Plan

INTRODUCTION

This Housing Authority of Savannah (HAS) Relocation Plan (Plan) covers the relocation of resident households currently residing in Fred Wessels Homes (Wessels) and Edgar C. Blackshear Homes (Blackshear). Due to the RAD conversion of the two communities, thirty-four (34) households—sixteen (16) from Wessels and eighteen (18) from Blackshear—will be relocated to the redeveloped Robert M. Hitch Village (Hitch) site (the Project). The former Hitch community, was demolished in 2010 after it was deemed functionally obsolete. The Plan outlines all measures that will be taken to manage the logistics and costs of the relocation process in such a way as to minimize the disruption to the residents. The relocation process is scheduled to begin December 2016; all thirty-four (34) units in the first phase are projected to be completed.

Relocation of residents will not occur until after the financial closing of the RAD transaction and the RCC is issued. In accordance with the requirements of the Rental Assistance Demonstration (RAD) program, no residents will be permanently, involuntarily displaced. Furthermore, the thirty-four (34) converted units will not result in any changes in bedroom mixes or accessibility.

PROJECT OVERVIEW

The proposed Project consists of seventy-two (72) newly constructed units; thirty-four (34) will be RAD units transferred from Blackshear and Wessels. The bedroom mixes are made up of six (6) one-bedroom, forty-two (42) two-bedroom, and twenty-four (24) three-bedroom units throughout four (4) buildings. The building types being converted are a combination of duplexes in Edgar C. Blackshear Homes and multifamily/walk up apartments in Fred Wessels Homes.

Once the conversion is complete, all seventy-two units will be stacked multi-family flats. The thirty-four (34) converted units will have the following bedroom mix: two (2) one-BR units; twenty (20) two-BR units; and twelve (12) three-BR units. As they currently exist, the apartments are subsidized through an Annual Contributions Contract (ACC). However, the subsidies for both properties are being converted to Project-Based Rental Assistance (PBRA), through a Project Based Section 8 Housing Assistance Payment contract (“CHAP”) under the U.S. Department of Housing and Community Development’s (HUD) Rental Assistance Demonstration (RAD). Upon completion of the rehabilitation, fifty-seven (57) of the seventy-two (72) units will serve qualified low-income residents. At financial closing, these properties will be transferred from HAS to Hitch Phase I, LLC (the Owner).

The approximate \$14.9 million construction budget will provide for all newly constructed units and onsite amenities. The architectural style of the new buildings will mimic the vertical row house delineations prevalent in the Downtown Savannah Historic District. Other Historic District designs to be incorporated into the new units are ground floor entries at the sidewalks, vertical double hung windows, a delineated base across the first floor, brackets at the eave, and the classic “savannah porch”. The proposed design renderings can be viewed in Appendix A. Onsite amenities include a community building with a covered exterior gathering area, a business center, fitness center and playground. In addition to the required unit amenities, each unit will be equipped with microwaves, ceiling fans and washers and dryers. The all-electric, energy

efficient units will be provided with electricity from Georgia Power and water and sewer service from the City of Savannah.

The Project complies with all General Plan guidelines and zoning requirements of the City of Savannah and is compatible with adjacent land uses. There is no foreseen negative impact on the surrounding neighborhood. Funding sources include a private mortgage combined with 9% Low Income Housing Tax Credits (“LIHTCs”) and HAS financing.

All current residents have the right to reside in an assisted unit at the new site that is comparable to their current unit. Demolition of the existing thirty-four (34) units will not occur until all residents are relocated to the new Hitch site. No temporary relocations of residents are anticipated however, the transfer of assistance off-site will result in the relocation of approximately eighty (80) to one-hundred (100) residents. All Uniform Relocation Assistance (URA) and 49 CFR part guidelines will be adhered to during this process. General Information Notices (GINs) have been provided to all residents who will be impacted by this development. The GINs provided each resident a general description of the project, the activities planned, and the relocation assistance that is available. All residents will receive a written notice at a minimum of 90-days prior to relocation.

Re-Occupancy Policies and Resident Payments

This Plan sets forth policies and procedures, which will be necessary to conform to applicable statutes, regulations and guidance, including the RAD Notice (PIH Notice 2012-32), the RAD Relocation Notice (H 2014-09 PIH 2014-17), the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (“URA”) (46 U.S.C. § 4601 et seq.), including its implementing regulations (49 C.F.R. Part 24) and guidance found in HUD Handbook 1378; and the applicable Georgia Department of Community Affairs (DCA) requirements governing relocation assistance for residential displacements.

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. No relocation activities will take place prior to the required review and approval of this Plan.

It is the goal of the Owner to minimize permanent displacement as it pursues this project in all occupied housing units. It is our intention to move all resident families only once, into a newly completed unit. All moving and out-of-pocket costs of these residents associated with the move will be the responsibility of the Owner. All residents will have a right to return to an assisted unit at the development once construction is completed; no current residents will be permanently, involuntarily displaced.

For current residents who choose to accept a unit at the redeveloped Hitch site, this means:

1. Unless one of the exceptions below applies, all returning residents will receive a unit that meets the unit size and rent requirements of the RAD program. For most residents, this means that they will return to a unit of a similar size and type as their prior unit.
2. Residents who were over-housed or under-housed at the prior community will generally be required to accept a unit at the new Hitch site that meets the size and occupancy standards of the RAD program. However, if there are not appropriately-sized units for the families to move to, such over-housed or under-housed residents may remain in a unit that is similar in size to their pre-conversion unit since RAD does not permit permanent involuntary displacement of any existing resident.
3. Residents who request a reasonable accommodation will be accommodated in accordance with the Project's reasonable accommodation policy and all applicable state, federal and local requirements.

For current residents who choose not to accept a unit at the redeveloped Hitch site, this means:

1. Current residents may voluntarily accept HAS or Owner's offer to permanently relocate to another assisted unit not at the Project site when such units are available, at HAS's sole discretion. Priority for such permanent relocation assistance will be given to current residents who are over-income for the project's Low Income Housing Tax Credit (LIHTC) financing and residents who will be over-housed or under-housed without appropriately-sized units as described above. Currently, there are no residents who are over-income for the redeveloped Project, and so HAS and the Owner do not expect that many offers of this nature will be made. Other current residents may receive such permanent relocation assistance at HAS discretion. No current residents will be permanently, involuntarily relocated; all resident relocations described in this paragraph must be voluntary for residents. Furthermore, residents who accept HAS or Owner's offer described in this paragraph will be eligible for all permanent relocation assistance and payments under URA and will be informed that acceptance of URA relocation assistance to permanently, voluntarily relocate will terminate the resident's right to return to the completed RAD project. Such residents will receive a permanent relocation notice, a form of which is attached at Appendix B.
2. If a current resident elects to receive temporary relocation assistance and the temporary relocation exceeds one year, the resident becomes eligible for all permanent relocation assistance and payments under URA. In such event, the resident shall have the opportunity to choose to remain temporarily relocated for an agreed-to period (based on new information about when they can return to the completed RAD unit), or choose to permanently relocate with URA assistance. HAS and the project owner may not propose or request that a displaced person waive rights or entitlements to relocation assistance under the URA. If the resident elects to permanently relocate with URA assistance, the resident will be informed the person's

acceptance of URA relocation assistance to permanently relocate will terminate the resident's right to return to the completed RAD project. Such residents will receive a permanent relocation notice under the RAD program. Conversely, unless and until the resident elects to be permanently relocated, the resident may remain temporarily relocated with a right to return to the completed project.

3. After a temporary relocation, some residents may decline to move back to the revitalized site. Such residents will not be eligible for permanent relocation assistance if they are offered a revitalized unit at the Project but voluntarily decline to accept a revitalized unit. HAS and the project owner may not propose or request that any residents waive rights or entitlements to relocation assistance under the URA.

Families will be assisted with their move in accordance with HUD Handbook 1378, URA requirements, RAD requirements, and this Relocation Plan. If the temporary relocation of a resident exceeds one year, HAS will follow all applicable URA guidelines for permanent displacement. HAS staff will maintain contact with the households during this time to help minimize disruption.

HAS will not initiate any administrative resident transfers for purposes of the project until after the date of closing of the RAD transaction. However, HAS may still process transfers that are unrelated to the RAD project, such as in response to emergencies or requests for reasonable accommodation, in accordance with HAS' Admissions and Continued Occupancy Policy(ACOP) and will continue to enforce the dwelling lease requirements.

Notice Requirements and Advisory Services

A project receiving LIHTCs and Federal funding is subject to DCA and HUD requirements regarding relocation. Both agencies require the use of specific forms to notify residents. Additionally, HAS and the Owner may send out separate notices to comply with each agency's requirements, even when there is some overlap between these notices.

All affected households as a result of the RAD Project will be eligible for relocation and each Head of Household as identified on the Lease will be informed in writing. HAS's Director of Public Housing along with other HAS staff will work with the Owner to oversee all components of the relocation process. A series of meetings will be held to ensure that the residents are well informed of the work to be performed and of their rights related to relocation assistance. Notices will be sent to all impacted residents and information will be displayed in the management offices and on the HAS website prior to the start of construction and throughout the process.

The planning and conceptual development of the Project involved neighborhood residents along with other community stakeholders. To date, HAS has hosted several public meetings and developed an online Architectural Design Survey in efforts to gather input from neighborhood residents, stakeholders, and the community at large. General Information Notices (GINs) were mailed to all residents of the targeted communities on April 17, 2015. The GINs informed all residents of the upcoming RAD conversion and resulting rehabilitation, as well as their rights during the relocation process. The notices further advised households not to move out at this

time. A sample of the GIN letters distributed to the residents and the flyers informing residents of community meetings is presented in Appendix C.

Shortly after the GINs were distributed, a series of meetings were held to provide families an overview of the scope of work, as well as relocation procedures. Residents were allowed the opportunity set up individual meetings with the HAS staff to ask questions and discuss any special needs or requirements. Multiple meetings will continue to be held to further inform residents of the status of the rehabilitation and to accommodate the schedules of the residents.

In accordance with the requirements of DCA for LIHTC projects, all residents will receive a Notice of Non-Displacement in the form required by DCA, which will serve as a ninety (90) day notice for households that will not be displaced. This notice will provide additional information regarding the next steps in the relocation process. A form of this notice is attached at Appendix D. In accordance with the requirements of HUD's RAD Relocation Notice, all residents will also receive a RAD Notice of Relocation for residents who are temporarily relocating no earlier than financial closing. A form of this notice is attached at Appendix E. However, as has been mentioned previously, no temporary relocations are anticipated as a result of this Project.

A thirty (30) day Notice will be utilized to inform households of the earliest date by which they must vacate the unit. This notice will identify the unit to which the resident will move and will establish a date and time that the moving contractor will visit their unit to conduct a pre-moving assessment. A Final Move Notice will be sent to residents approximately fifteen (15) days in advance of the move. This notice will outline the specific date, time and location that the move will take place.

It is not anticipated that any relocations will exceed one year. However, in the event that a temporary relocation does exceed one year, that household will qualify as "displaced" under the URA and so will be provided with a Notice of Eligibility for Relocation Assistance that will also serve as a ninety (90) Day Notice. This household will also receive a RAD Notice of Eligibility for URA Relocation Assistance. Three comparable replacement units will be identified in the notice and the displaced household will be given sufficient opportunity to select and lease a unit that meets the requirements of the URA. Displaced households will also receive a thirty (30) Day Notice confirming the date by which they must vacate the unit.

All Ninety (90) Day notices and RAD Relocation Notices and RAD Notices of Eligibility for URA Relocation Assistance will be hand delivered and signed for and/or sent by first class mail.

Notices shall indicate the telephone number, (including the TDD number, 1-800-545-1833 x-313), of HAS staff who may be contacted to answer questions or provide additional information. Residents who are unable to read and/or understand any notices will be provided with appropriate communication and counseling. A copy of all correspondence, along with the date and method it was delivered, will be included in a resident relocation file, which will be created for each household living at the property at the time that GINs are distributed. **Detailed records will be kept for all activities.**

HAS will continue to enforce the terms of dwelling lease during the RAD conversion process. Accordingly, residents in violation of their lease may be subject to eviction in accordance with the terms and conditions of their lease. At HAS's discretion, a resident with housekeeping standards violations will not be transferred until the resident passes a follow-up housekeeping inspection. Residents against whom the Housing Authority of Savannah has initiated lease termination and/or dispossession action prior to the beginning of relocation shall not be entitled to receive relocation benefits. If such a household is pending termination or litigation at the start of rehabilitation, the household will be transferred to another HAS designated unit until the lease termination and/or dispossession action reaches final conclusion. Said transfer will not affect in any way the right of HAS to proceed with the pending lease termination or dispossession action.

Resident Assessments

Georgia DCA Resident House Hold Data forms and the Relocation/Displacement Project Spreadsheet were completed for all existing households. These forms provide the general household information along with data necessary to determine whether the household will qualify under the new income guidelines. This information will also be used to determine which households are eligible for relocation assistance under the URA. A sample of the Resident Household Data Form is included in Appendix F. In accordance with RAD requirements, no current residents will be permanently or involuntarily displaced.

Prior to each move, the HAS staff will conduct individual interviews with each household to obtain information necessary to qualify the resident to move to a renovated unit.

Phasing

Due to the relatively small number of households impacted by the Project and the lack of a need to temporarily relocate residents, no relocation phasing schedule will be developed for this project. All residents are required to move only once from their current units to a comparable unit at the redeveloped Hitch site. It is anticipated that the entire redevelopment of the first phase of the Hitch redevelopment will last approximately twelve months, beginning in October 2015 and ending in October 2016. The first phase of the newly constructed Hitch community is scheduled to be placed into service on November 1, 2016. An outline of the Hitch Phase I construction schedule is attached in Appendix G.

Moving Assistance

The Owner will secure the necessary financing to ensure the successful completion of the Project. Benefits will be provided in accordance with RAD Relocation guidelines, URA guidelines, and all other applicable regulations. Benefits (to the extent required) will be paid upon submission of required claim forms and documentation in accordance with approved procedures and provide suitable benefits for any eligible household as required by the above laws and requirements. Specific eligibility requirements and benefit plans will be detailed on an individual basis with all displaced households, as applicable. In the course of personal interviews and follow-up visits, each household will be counseled as to available options and the consequences of any choice with respect to financial assistance.

American Moving and Storage, a professional licensed and bonded moving contractor, will be hired to move all of the residents' belongings and furniture at no cost to the residents. HAS or the Owner will arrange for individual unit assessments with the moving contractor prior to the moves to facilitate efficient moves on moving day. Residents are responsible for packing their own belongings. In certain circumstances, where assistance is needed, arrangements will be made for the moving contractor to assist with packing and unpacking. HAS will provide residents with proper packing material at no cost to the residents. A reasonable accommodation will be provided, upon request, to assist residents with disabilities in the preparation and packing process. The rates for the selected moving contractor are incorporated into the relocation cost estimate table referenced below.

Relocation Benefits

It is expected that all residents will be relocated only once from their current apartments at either Wessels or Blackshear to the newly redeveloped Hitch community. The Owner and HAS will assist all residents who are required to move. All current residents will have the right to reside in an assisted unit at the new site that is comparable to their current unit bedroom size and accessibility. Additionally, all residents will be reimbursed for all reasonable out of pocket expenses incurred in connection with the move. Such costs include moving expenses and increased housing costs. Impacted residents will be provided payments for all transfer costs associated with water, sewer, gas, telephone LAN lines, internet, cable, electricity, postal keys, and any related costs.

If an individual or family is temporarily relocated from a public housing unit to a non-public housing unit and if there is an increased rental and/or utility cost for the unit, residents will be entitled to reimbursement for the additional out-of-pocket costs for the period of time they occupy the temporary unit. All reasonable increases in utility costs will be covered by HAS or the Owner, even if the allowance is lower than the actual costs to the resident. The temporary unit will be decent, safe, and sanitary. Furthermore, in the event that residents are permanently, voluntarily relocated, HAS and the Owner will comply with all applicable requirements of the URA and RAD, including any applicable guidance issued by HUD or DCA.

Relocation Cost Estimates and Budget

The anticipated relocation cost estimates and relocation budget, including implementation services and oversight, is presented below in Tables 1 and 2. A detailed breakdown of the per unit moving costs and cost of utility transfer fees can be found in Tables 3 and 4, respectively.

Table 1

Blackshear and Wessels Relocation Cost Estimates	
Fred Wessels (16 units)	\$16,280
<i>Moving Cost</i>	<i>\$11,800</i>
<i>Utility Cost</i>	<i>\$4,480</i>
Blackshear (18 units)	\$19,540
<i>Moving Cost</i>	<i>\$13,150</i>
<i>Utility Cost</i>	<i>\$6,390</i>
Total Relocation Cost	\$35,820

Table 2

Blackshear and Wessels Relocation Budget	
Administrative Costs	\$ 1,791
Contingency	\$ 1,791
Total Relocation Cost	\$ 35,820
Relocation Allocation	\$39,402

Table 3

Moving Costs Per Unit	
One-BR	\$ 700
Two-BR	\$ 725
Three-BR	\$ 750
Four-BR	\$ 775

Table 4

Utility Transfer Fees	
Water	\$ 75
<i>Blackshear</i>	\$ 75
<i>Fred Wessels</i>	\$ -
Mailbox Key	\$ 15
Lights	\$ 30
Cable	\$ 65
Gas	\$ 75
Phone (LAN line)	\$ 50
Totals	
Wessels Unit	\$ 280
Blackshear Unit	\$ 355

Appeal Process and Grievance Procedure

The appeals policy will follow the standards described in 49 CFR 24.10 of the implementing regulations. Briefly stated, the displaced residents will have the right to ask for review when there is a complaint regarding any of their rights to relocation and relocation assistance, such as a determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral. At a minimum, the resident will have sixty (60) days to file an appeal with HAS after receiving written notification of a claim or ineligibility determination.

All residents who have received a notice of relocation policies, benefits and requirements and are required to temporarily or permanently relocate shall have the same grievance rights as all other residents regarding HAS action with respect to the relocation. The HAS Grievance Procedure shall govern all grievances filed.

Appendices

Appendix A: Hitch Village Phase I Renderings

Appendix B: URA Notice of Eligibility for Permanent Voluntary Displacement Under RAD

Appendix C: Resident Meeting Flyers and Sample General Information Notices (GINs)

Appendix D: Sample Notice of Non-Displacement

Appendix E: Sample RAD Notice of Relocation

Appendix F: Sample Resident Household Data Form

Appendix G: Hitch Phase I Construction Schedule



Appendix A:
Hitch Village Phase I Renderings



Site Plan

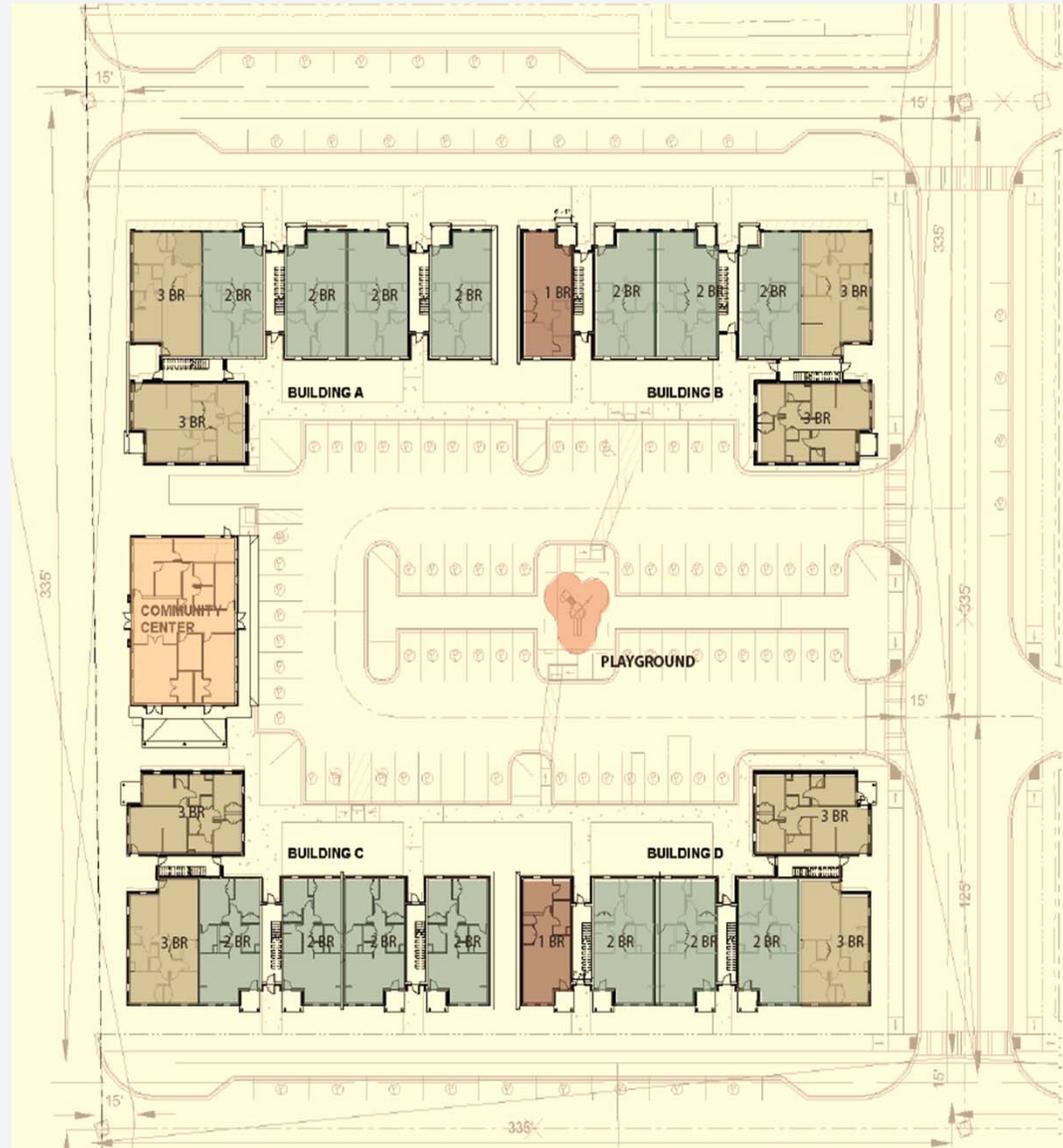
72 Units

- 6 – 1BR
- 42 – 2BR
- 24 – 3BR

Laundry in units

Community Building

- Leasing/Management
 - Mail
 - Fitness Center
 - Computer Room
 - Covered Patio/ BBQ
-
- One parking space per unit on site
 - New Street Parking



Design Solution: Hull St. Elevation



Design Solution: Precedent Comparison



Corner Design Solution: Precedent Comparison



Street Level Character



Design Solution: Randolph Elevation



 Hitch Phase 1 – Elevation Studies

Community Building - Precedent Design Elements:

- Symmetrical Hipped Roof
- 4 Sides, Full-Height Brick
- 1 Story But Tall Eave Height
- Centralized Entry with Pediment & Arch
- Ganged Double Hung Windows
- Cornice and Base Detail
- Open Weave Brick Fencing



Design Solution: Community Building



Appendix B:

**URA Notice of Eligibility for Permanent Voluntary Displacement Under RAD
For RAD Residents Who May Voluntarily Waive Their Right to Return to Accommodate
Project Plans Under Section 5 of PIH Notice 2014-17**

URA Notice of Eligibility for Permanent Voluntary Displacement Under RAD

For RAD Tenants Who May Voluntarily Waive Their Right to Return to Accommodate Project Plans Under Section 5 of PIH Notice 2014-17

Housing Authority of Savannah

[date]

Dear [Resident Name],

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. On [date], the Housing Authority of Savannah (HAS) notified you of proposed plans to rehabilitate the property you currently occupy at [address]. On [date], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project.

As you have been informed, under the RAD program, all residents that may need to be temporarily relocated to facilitate rehabilitation or construction have a right to return to an assisted unit at the project once rehabilitation or construction is completed. The HAS is not permitted to pressure you into waiving this right to return to the rehabilitated project.

In order for HAS to complete the project, you will need to be relocated for [anticipated duration of relocation—should be less than a year if you're using this form]. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions, and you will be eligible for temporary relocation assistance and payments. Alternatively, you may voluntarily choose to waive your RAD right to return to the rehabilitated property to accommodate the project as permitted under PIH Notice 2014-17, Section 5.

Accordingly, you have the choice to either:

- Receive temporary relocation assistance and return to a unit in the RAD project once it is complete; or
- Receive permanent relocation assistance and payments consistent with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) instead of returning to the completed RAD project. By accepting this permanent relocation assistance you are voluntarily waiving your RAD right to return to the rehabilitated property. [Tenant must be required to sign a separate waiver of right to return to the RAD project]

You must inform us of your choice within 30 days. However, you do not need to move now.

1. If you choose to receive **temporary relocation assistance**, this assistance will include:

Payment for Moving Expenses. You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move. [List here the form of payment for moving expenses selected in accordance with Appendix 1, Section 4 of the RAD Relocation Notice.]

The location of your temporary replacement unit is [address]. This temporary housing has been determined to be decent, safe and sanitary.

[List here the appropriate relocation advisory services and any other services and assistance provided.]

If you choose temporary relocation assistance, you will not be required to move sooner than **30 days** after you receive notice that a temporary unit is available for you.

1. If you elect to receive **permanent relocation assistance**, this assistance will include:

Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.

Payment for Moving Expenses. [List here the form of payment for moving expenses selected in accordance with Appendix 1, Section 5 of the RAD Relocation Notice.]

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 unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.

[List here any permanent relocation assistance offered, such as a Housing Choice Voucher.]

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

Address Rent & Utility Costs Contact Info

1. _____
2. _____
3. _____

We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [*\$ amount*] and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

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

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

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

If you choose permanent relocation assistance, you will not be required to move sooner than **90 days** after you receive written notice that at least one comparable replacement unit is available to you in accordance with 49 CFR 24.204(a). If you choose this option, you will be treated as a “displaced person” under the URA, and you may become eligible for further relocation assistance and payments under URA.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). 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 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 notice and your eligibility for relocation assistance and payments, please contact [*Name, Title, Address, Phone, Email Address*] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled.

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

Sincerely,

Earline Wesley Davis
Executive Director

Enclosure/s



Appendix C:
Resident Meeting Flyers and Sample General Information Notice (GIN)





RESIDENT MEETING NOTICE

HUD Rental Assistance Demonstration

The Housing Authority of Savannah will soon be applying for HUD's Rental Assistance Demonstration (RAD). HAS will host three meetings to provide information about HUD's RAD Program and the HAS's planned application.

All residents are encouraged to attend to receive important information that may affect your neighborhood.

**Wednesday, October 10, 2012
10:00 AM**

**Department of Family & Children Services
761 Wheaton Street**

**11:30 AM
Horace Stillwell Towers
5100 Waters Avenue**

**3:00 PM
Department of Family & Children Services
761 Wheaton Street**

Please contact HAS at (912) 235-5800 ext. 116 for additional information.



FRED WESSELS HOMES RESIDENT MEETING

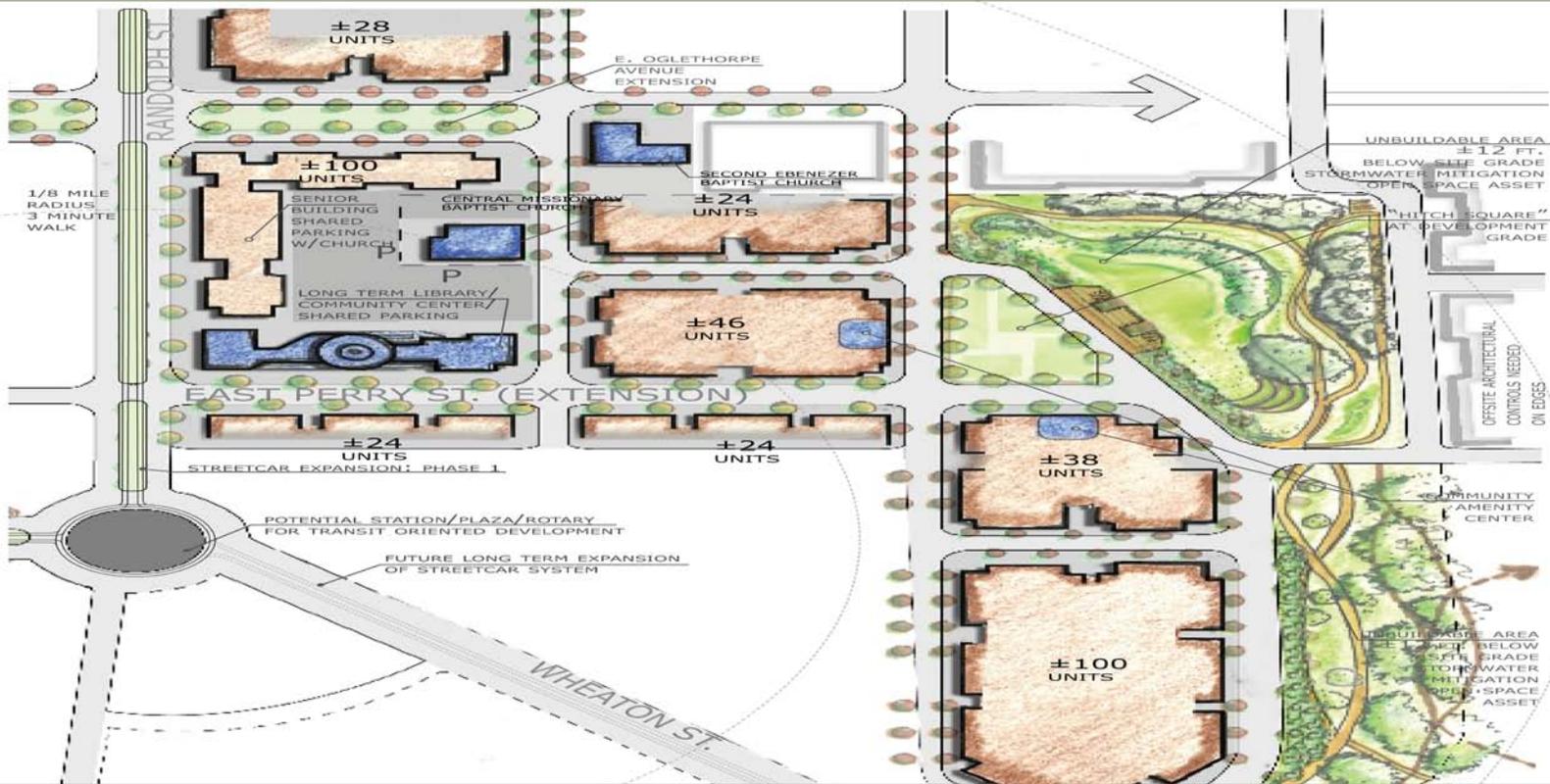
DATE: Monday, October 12, 2014
TIME: 2:00 – 4:00 p.m.
WHERE: Savannah Baptist Center
704 Wheaton St.

HUD RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM

RAD is a central part of HUD's rental housing preservation strategy, which works to preserve the nation's stock of deeply affordable rental housing, promote efficiency within and among HUD programs, and build strong, stable communities.

***FRED WESSELS HOMES IS PART OF HUD'S RENTAL ASSISTANCE
DEMONSTRATION PROGRAM.***

Join us to receive details regarding how RAD will affect you and your family. If you are unable to attend, please send a representative, Written material will be provided.



EAST SAVANNAH GATEWAY COMMUNITY DESIGN MEETING

RE: *Robert Hitch Village,
Fred Wessels Homes & Edgar Blackshear Homes*

DETAILS

The Housing Authority of Savannah and the Hitch Village development team are hosting a collaborative Design Meeting to hear from the community regarding the redevelopment of Robert Hitch Village and the rehabilitation of nearby neighborhoods, Fred Wessels Homes and Edgar Blackshear Homes.

Visit www.eastsavannahgateway.com for details about this event and the East Savannah Gateway Transformation Plan.

COMMUNITY DESIGN MEETING

When: Thursday February 12th from 5:30 p.m. to 7:30 p.m.

Where: Savannah Baptist Center, 704 Wheaton Street

Dear [Resident Name],

In 2012, the Housing Authority of Savannah applied for the HUD Rental Assistance Demonstration (RAD) Program, and in December 2012, the applications were accepted. At that time, the Housing Authority entered into Housing Assistance Payment Contracts for four of its properties. Prior to its application, staff held five meetings in October 2012 with all public housing residents prior to its application to receive input. Several meetings were also held in 2013 and 2014 to keep all residents informed of the progress as HAS moves forward with this new program.

Currently, rehabilitation work, as a result of RAD, will begin in 2015 for Fred Wessels Homes and Edgar Blackshear Homes. At this time, we expect that rehabilitation may require you to be relocated (temporarily or permanently) from your unit. We will provide further details to you as plans develop. **This notice does not mean that you need to leave the property at this time. This is not a notice of eligibility for relocation assistance.** The remainder of this letter only applies to situations where you will need to be relocated from your unit.

This notice serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If the proposed RAD project receives HUD approval and if you are displaced permanently as a result, you may become eligible for relocation assistance and payments under the URA, including:

- 1) Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
- 2) At least 90 days' advance written notice of the date you will be required to move;
- 3) Payment for moving expenses; and
- 4) Payments to enable you to rent a similar replacement home.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States.

As a resident of a property participating in RAD, you have the right to return to the project after the project is complete. You will be able to lease and occupy a unit in the converted project when rehabilitation is complete.

If you are permanently displaced from your home, you will not be required to move until you are given at least 90-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you. If you are temporarily relocated and your temporary relocation lasts more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the URA. This assistance would be in addition 22

to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance you have already received.

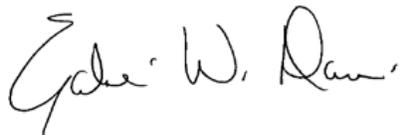
If you are required to relocate from the property in the future, you will be informed in writing. HAS will inform you of what assistance and payments you are eligible for if you will be relocated because of RAD and how you will receive these payments. If you become a displaced person, you will be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

You should continue to pay your rent and meet any other requirements specified in your lease. If you fail to do so, HAS may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans. You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact:

Janice R. Watkins, Director of Public Housing
1407 Wheaton Street
Savannah, GA 31404
(912) 235-5800 ext. 104
jwatkins@savannahpha.com

This letter is important to you and should be retained. In the meantime, a meeting has been scheduled with you, as the Head of Household, during the week of April 20, 2015 to discuss the contents of this notice further.

Sincerely,



Earline Wesley Davis
Executive Director

Appendix D:
Sample DCA Form of Notice of Non-Displacement

[Housing Authority of Savannah]

[Date]

Dear [Name]:

On (date) , the Housing Authority of Savannah (HAS) notified you of proposed plans to rehabilitate the Fred Wessels Homes and Edgar Blackshear Homes property that you currently occupy for a project that could receive funding assistance from the Georgia Department of Community Affairs (DCA) under the Low Income Housing Tax Credit program. On (date) , the project was approved and will receive funding. Repairs will begin soon.

- **This is a notice of non-displacement.** You will not be required to move permanently as result of the rehabilitation.

This notice guarantees you the following:

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

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

If you have any questions, please contact:
Janice R. Watkins, Director of Public Housing
1407 Wheaton Street
Savannah, GA 31404
(912) 235-5800 ext. 104
jwatkins@savannahpha.com

This letter is important to you and should be retained.

Sincerely,

Earline Wesley Davis
Executive Director

Appendix E:
Sample RAD Notice of Relocation

(date)

Dear [Resident Name],

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. On [date], the Housing Authority of Savannah (HAS) notified you of proposed plans to rehabilitate the Fred Wessels Homes or Edgar Blackshear Homes property you currently occupy.

On [date], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project. In order for the project to be completed, you will need to be relocated for [anticipated duration of relocation; should be less than one year]. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation payments and assistance. However, you do not need to move now.

This notice informs you that a decent, safe, and sanitary dwelling unit, listed below, has been made available to you and you will be required to move by [insert date at least 30 days after the date of this notice].

If your temporary relocation exceeds one year and you qualify as a "displaced person" under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may be eligible for further relocation assistance and payments under URA.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). 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.

The relocation assistance to which you are entitled includes:

- Payment for Moving Expenses. You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move.[PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 4 of the RAD Notice.]
- The location of your temporary replacement unit is [address]. This temporary housing has been determined to be decent, safe and sanitary.
- [List appropriate relocation advisory services and any other services and assistance provided.]

If you disagree with this determination, you may file a written appeal to the PHA in accordance with 49 CFR 24.10.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact Janice Watkins, Director of Public Housing by phone (912)-235-5800 ext.104 or email jwatkins@savannahpha.com before you make any moving plans. She will assist you with your move to a temporary unit and help ensure that you preserve your eligibility for any relocation payments to which you may be entitled.

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

This letter is important to you and should be retained.

Sincerely,

Earline Wesley Davis
Executive Director

NOTE:

The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378)

Appendix F:
Sample Resident Household Data Form

TENANT HOUSEHOLD DATA FORM

Current name of housing development: _____

Full name of head of household: _____

Street address: _____ Apt # _____

City: _____ Zip Code: _____ County: _____

Unit Type: SRO Eff 1BR 2BR 3BR 4BR

Initial lease start date (original move-in date) ____/____/____ Current Lease expiration date: ____/____/____

Total monthly rent charge: \$_____ Monthly subsidy amount: \$_____

Monthly utility allowance: \$_____ Rent paid by Tenant: \$_____

Subsidy Type: None Section 8 Home TBA Other

Race of the Head of Household: White, not Hispanic Black, not Hispanic Hispanic
 Native American Asian/Pacific Islander

Anticipated gross income of all household members over 18 years of age for the next **12 months**, as defined and verified as set forth in the DCA HOME Manual: **Total Income** \$_____

1. \$_____ 2. \$_____ 3. \$_____ 4. \$_____

Total number of persons in the household, including the head of household: _____

List all household members by their ages. (Relationship to head of household should be listed as spouse, son, daughter, mother, grandson, nephew, etc. If a person is unrelated to head, enter "unrelated").

Name and Relation to head of household	Age	Name and Relation to head of household	Age
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

Are all members of your household full-time students or has been a FT student **5** out of the last **12** months? Y / N

Certification of Legal Residency in the United States

1. Individual. (Check one) I certify that I am:
____ a citizen or national of the United States.
____ an alien lawfully present in the United States.

2. Family. (Check all that apply) I certify that there are:
____ persons in my household and that
____ are citizens or nationals of the United States and
____ are aliens lawfully present in the United States.

Will any household members need special accommodations due to a handicap or disability? Y / N

Are there any pets in the home? _____ Number of pets _____ Type/Breed _____ Weight _____

By signing this form, I certify that I understand all of the questions on this form and that all of my answers are true and correct to the best of my knowledge.

Signed: _____ Date: ____/____/____
Head of Tenant Household

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to willfully falsify a material fact or make a false statement in any matter within the jurisdiction of the federal agency. Household anticipated income as stated above has been verified.



Appendix G:
Hitch Phase I Construction Schedule

