

**RELOCATION PLAN
FOR RESIDENTS OF GRAHAM/ROGALL**



April 24, 2008

St. Petersburg Housing Authority

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Overview

Graham Park and Rogall Congregate (Graham/Rogall) are housed in one building located at 305 Dr. Martin Luther King Jr. Street South in St. Petersburg. Graham Park was built in 1971 and is a public housing property comprised of 336 units (204 studios, 120 one bedroom units, 12 two bedroom units), 95 of which are currently occupied. Rogall congregate was constructed in 1978 under the Section 8 New Construction regulations. Rogall Congregate has a Housing Assistance Payments Contract for project based Section 8 rental assistance which currently expires in January 2009. Rogall also has an unrecorded Use Agreement requiring the units to remain affordable to Section 8 eligible residents through 2017. Rogall has 150 units (90 studio units, 60 one bedroom units) all of which are occupied.

The sale of Graham/Rogall (G/R) is pending and will not commence until all relocation is complete. HUD approval was received in December 2004 for the disposition and sale of Graham and was recently received for the removal of the Use Restriction on Rogall. Therefore, SPHA will move forward with the required one-year notification to Rogall residents of its intention to terminate the Housing Assistance Payments (HAP) contract with HUD.

SPHA received 300 additional Section 8 Housing Choice Vouchers (Section 8 HCV) for Graham relocation and replacement housing. SPHA will receive additional Section 8 HCV's for the residents of Rogall. These Section 8 HCV's will provide Graham/Rogall residents with continued rental assistance in housing of their choice, within the City of St. Petersburg or in any city in the United States where a Section 8 HCV program is administered. Participants in the Section 8 HCV program pay approximately 30% of their monthly adjusted income toward rent and utilities. Key to the Section 8 HCV program's success is the participant's ability to live in housing of their choice.

SPHA has continued to operate Graham as public housing and has not required residents to relocate as of this date. However, due to the continued structural deterioration of the building compounded by the recent fire and subsequent flooding that occurred from the 10th floor to the ground floor in some areas, SPHA has developed this plan in order to move forward with the relocation of Graham residents. A phase down plan will be developed for the relocation of Rogall residents.

This Relocation Plan and all relocation activities will comply with HUD requirements at 24 CFR 970.21 and all other Federal requirements that are applicable to Graham/Rogall.

Relocation Priorities

Relocation will occur in three phases based on the following priorities:

- Priority I: Those Graham residents who were adversely affected by the recent fire/flooding of Graham and/or who are being requested to relocate to another unit in Graham due to consolidation.
- Priority II: All other residents of Graham.
- Priority III: Residents of Rogall.

Relocation Services

The St. Petersburg Housing Authority understands the complexity of the relocation process for elderly and disabled residents. SPHA is committed to implementing the relocation plan with compassion and assuring that all residents of Graham/Rogall are relocated to a suitable, affordable unit, with minimal disruption or inconvenience to their lives. A Relocation Coordinator employed by SPHA will be on-site during the entire relocation process to coordinate all services for the residents, and to oversee the relocation contractor(s).

Comprehensive relocation assistance will be provided to Graham/Rogall residents as a part of this plan. That assistance will include the following:

1. Relocation Counseling- Relocation counseling will be given to residents to assure they are provided:
 - a. Recommendations of housing opportunities and various resources related to the individual needs and preferences of the residents.
 - b. Current and continuing information regarding the availability and location of comparable replacement dwelling units, including federally assisted housing.
 - c. All required written notices and letters in any necessary format and language for residents to be able to understand clearly their rights and appropriate laws regarding the relocation process.
 - d. Counseling, advisory services and/or home visits to all residents in order to maximize understanding and minimize hardships.
 - e. Information regarding relocation benefits and assistance.
 - f. Assistance with the completion of all required forms, including the application for payment and benefits.
 - g. Referrals to area social services agencies as needed.

2. Transportation Services – Transportation and assistance will be provided so that residents may visit alternate units/housing options.
3. Moving Services – Moving services will be provided to the residents and will include boxes, packing, transporting and unpacking in the new unit.
4. Utilities and Services – Assistance will be provided to the residents to transfer or set-up of utilities and services, i.e. telephone, electricity, public utilities, cable, etc., in their new unit, and with payment of their security deposit for their new unit.
5. HCV Assistance and Counseling – Counseling and assistance in rent negotiations will be provided to residents as needed to assure affordability in the Section 8 Housing Choice Voucher program.
6. Social and Support Services – Assistance will be provided to residents for the transfer and/or initial establishment of the resident's social services network (e.g. Medicaid Waiver, Meals-on-Wheels, home health services, County, State and/or local social services, etc.) so that on-going support will be available to the residents in their new units.
7. Assistance for Persons with Disabilities – Additional support will be provided to handicapped/disabled residents as needed to assure a smooth transition to their new unit.

NOTE: All displacement housing will be decent, safe and sanitary and will comply with Housing Quality Standards (HQS) set forth in the URA and Section 18. SPHA will assist the displaced residents in finding replacement housing; however, they have the right to find their own. However, if the unit does not meet these criteria, the resident will not be eligible to receive a replacement housing assistance payment for that unit.

Relocation Contractor(s)

Due to the reduced number of residents in Graham/Rogall, SPHA will issue an RFP with a reduced scope of work to solicit proposals from qualified contractors to perform the aforementioned counseling, transportation and moving services.

General Relocation Procedure

SPHA will take the following steps with respect to all relocation:

1. All residents will receive the required 90-day notice of relocation. The timing of the notice is based on the resident's relocation priority as identified above. However, the 90-day period will be extended until the resident locates suitable replacement housing and receives the relocation assistance outlined in this plan. In addition, Rogall residents will receive a one-year notice of SPHA's non-renewal of the HAP Contract with HUD.
2. Briefing sessions will be held between SPHA and residents to explain the relocation procedures in detail. It is during these sessions that residents will receive written notice regarding the impending relocation (90 Day Notice). SPHA will require a signature from each resident on this form as acknowledgment of receipt of this notice.
3. Each resident will be personally interviewed by the Relocation Coordinator to determine housing needs and special needs, if applicable.
4. Each resident will be referred to the selected contractor for transportation assistance in locating and visiting suitable units to choose from.
5. If a suitable unit is selected for rent with a Section 8 Housing Choice Voucher, the Relocation Coordinator/Relocation Contractor will assist the resident in completing the Request for Tenancy Approval form, obtaining the landlord's signature on the RFTA form, and negotiating the rent if necessary. Once the unit passes the Section 8 Housing Quality Standards inspection, the Relocation Coordinator/Relocation Contractor will work with the Section 8 leasing staff to assist the resident in signing the new lease with the landlord of the unit.
6. If a suitable unit is selected for rent with project-based rental assistance, the Relocation Coordinator/Relocation Contractor will assist the resident in completing the necessary application, forms and lease for that unit.
8. Once the suitable unit has been selected and the resident approved for move in, a move in date is established. At that time, the Relocation Contractor will schedule moving services for the resident and the transfer of utilities. The Relocation Coordinator will process the paperwork necessary for a refund of the resident's security deposit and payment of the new security deposit.

Estimated Displacement

It is estimated that there will be 95 residents in Graham Park and 150 residents in Rogall who receive relocation services as a part of this Relocation Plan.

Eligibility

All residents currently occupying units at Graham/Rogall and who must relocate are entitled to assistance under this plan. Those residents who move pursuant to a Notice to Quit and/or are legally evicted for lease non-compliance will not be eligible for assistance under this plan.

Moving Expenses

As a part of the comprehensive relocation services that SPHA has committed to, moving expenses will be provided by moving contractors provided by SPHA. Residents who move with this method will also receive a one-hundred dollar dislocation allowance. However, residents may choose to be reimbursed for actual and reasonable relocation expenses. A resident choosing this option may be reimbursed upon providing receipts for actual and reasonable moving expenses incurred. Estimates of moving expenses will not be accepted. No dislocation allowance will be provided for residents who choose to be reimbursed. The fixed moving allowance does not apply.

If a resident elects to arrange for his/her own move, he/she is responsible for all aspects of the move.

The following relocation costs are estimated. SPHA estimates the reasonable moving and related expenses to be as follows:

<u>Unit Type</u>	<u>Moving Cost*</u>
Efficiency Unit	\$550.00
One Bedroom Unit	\$700.00
Two Bedroom Unit	\$875.00

**Based on HUD Handbook 1378 on Tenant Assistance Relocation and Real Property acquisition, Appendix 28 Fixed Relocation Costs as updated by the Federal Register.*

Other Relocation Costs

Utility Transfers and Deposits are estimated to be \$200.00 per unit.

Security Deposits for New Units are estimated to average \$500.00 per unit.

A Dislocation Fee of \$100.00 is recommended for those residents who allow the SPHA contractor to perform the move.

This plan will be updated with the actual costs for relocation counseling, transportation and moving costs once the contractor(s) have been determined.

The breakdown of estimated costs is below.

**Graham Park Relocation Cost Estimate
(To be funded from the proceeds from the sale of SPHA's
Central Office)**

Unit Size	Moving Expenses	Dislocation Fee	Utility Transfers and Deposits*	Housing Counseling and Transportation*	Security Deposits For New Units*	Per Unit Total	# Residents Graham Park	Grand Totals
0 BR	\$ 550.00	\$ 100.00	\$ 200.00	\$ 1,000.00	\$ 500.00	\$2,350.00	32	\$ 75,200.00
1 BR	\$ 700.00	\$ 100.00	\$ 200.00	\$ 1,000.00	\$ 500.00	\$2,500.00	57	\$142,500.00
2 BR	\$ 875.00	\$ 100.00	\$ 200.00	\$ 1,000.00	\$ 500.00	\$2,675.00	6	\$ 16,050.00
							Graham Total	\$233,750.00
*estimate								

**Rogall Relocation Cost Estimate
(The purchaser will advance sale proceeds to SPHA in the amount needed
for relocation services)**

Unit Size	Moving Expenses	Dislocation Fee	Utility Transfers and Deposits*	Housing Counseling and Transportation*	Security Deposits For New Units*	Per Unit Total	# Residents Rogall	Grand Totals
0 BR	\$ 550.00	\$ 100.00	\$ 200.00	\$ 1,000.00	\$ 500.00	\$2,350.00	90	\$211,500.00
1 BR	\$ 700.00	\$ 100.00	\$ 200.00	\$ 1,000.00	\$ 500.00	\$2,500.00	60	\$150,000.00
							Rogall Total	\$361,500.00
*estimate							Grand Total	
*Estimate							Graham/Rogall	\$595,250.00

Source of Funding for Relocation Expenses

In order to move forward with the relocation of Graham residents at this time, upon approval of this Relocation Plan, SPHA will use non-HUD funds from the General Fund to fund relocation activities for Graham residents. These funds will be paid back to the General Fund with the proceeds from the sale of the building.

SPHA will utilize an advance from the buyer of the building to fund relocation activities for Rogall residents.

Security Deposit Refunds

Any resident relocating as a result of this plan, and that provides a two week advance notice of move out to the management office, will receive a refund of his/her security deposit at the time the keys are turned into the management office. Residents who do not provide a two week notice to management, will receive their security deposit mailed to them at their new address.