

**Arlington Partnership for Affordable Housing
Temporary Relocation Plan
Marbella Apartments**

**Prepared by
Housing Opportunities Unlimited**

June 1, 2021

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Arlington Partnership for Affordable Housing (APAH)
RELOCATION PLAN prepared by HOUSING OPPORTUNITIES UNLIMITED (HOU)

I. INTRODUCTION

Arlington Partnership for Affordable Housing (APAH), the owner and managing member of Marbella Apartments, focuses on development and preservation of affordable housing with the intent to make a positive impact on tenants, communities and the environment through thoughtful engagement and integrated development. APAH's mission is to develop, preserve, and own quality, affordable places to live; to promote stability and opportunity for residents; and to advocate with the people and communities they serve. Their current affordable housing portfolio of 1,800 rental homes and over 700 units in development, navigates through Virginia and Maryland. APAH prides itself on securing funding sources and completing transactions to ensure a suitable quantity of financing that has the capacity to yield sufficient amounts for construction funding and the preservation of affordable rent levels.

Arlington Partnership for Affordable Housing, has engaged Housing Opportunities Unlimited (HOU) to provide temporary relocation services for the residents of Marbella Apartments. HOU is a privately held company that offers relocation services and resident services to clients focused on affordable and mixed income housing communities. HOU also provides direct resident services and consulting around both relocation and resident services.

This Relocation Plan sets forth the procedures for the relocation for the residents of Marbella Apartments (Phase 1) in Arlington, Virginia that will be impacted by the rehabilitation project. This plan is written in accordance with the relevant provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 C.F.R. Part 24, and all applicable state and the city of Arlington regulations.

The underlying objective of this plan is to ensure persons affected as a direct result of the rehabilitation are treated fairly, consistently and equitably, so that they will not suffer disproportionate hardships as a direct result of activities designed for the benefit of the community as a whole.

Persons who may be contacted regarding this relocation plan include the following:

Relocation Agent

Jeray Wilson
Project Director
Housing Opportunities Unlimited
50 Redfield Street, Suite 101
Boston, MA 02122
(202) 907-7747
jwilson@housingopportunities.com

Owner Contact

Kim Painter

Chief of Staff
Arlington Partnership for Affordable Housing
4318 N Carlin Springs Road,
Arlington, VA 22203
(571) 733-9619
kpainter@apah.org

II. DEFINITIONS

1. ***Affected Residents*** – All residents of Marbella Apartments (Phase 1) as of the date the General Information Notice (GIN) is sent.
2. ***Arlington Partnership for Affordable Housing (APAH)*** Owner and managing agent for Marbella Apartments (Phase 1)
3. ***Decent, Safe and Sanitary*** -- A relocation dwelling that is (a) structurally sound, weather tight and in good repair, (b) contains safe electrical wiring and a safe heating system, (c) is adequate in size to meet the space needs of the displaced person, (d) contains safe unobstructed egress that is free from barriers in cases where there is mobility impairment and (e) complies with lead based paint requirements.
4. ***Host Unit*** – The project will entail acquiring temporary offsite units to house residents during the renovation of their unit. Those host units will be suitable, decent, safe, and sanitary and within close proximity to Marbella Apartments (Phase1). These units will be leased in the name of the Owner.
5. ***HOU – Housing Opportunities Unlimited*** – Professional relocation consultant procured by APAH that has experience and expertise in facilitating large-scale federal- and state-assisted relocation projects.
6. ***HUD*** –The United States Department of Housing and Urban Development.
7. ***LIHTC*** – Low Income Housing Tax Credit.
8. ***Person with a disability*** – a person who has a physical or mental impairment which substantially limits one or more major life activities.
9. ***Rehabilitation*** – The act or process of expanding, remodeling, altering or renovating apartments and common areas within the development.
10. ***Relocation*** – A move from one unit to another to accommodate the rehabilitation project.
11. ***Relocation Coordinator*** – An employee of HOU and representative of the owner whose specific task is to monitor and coordinate all relocation activity and implement the

relocation plan to ensure compliance with applicable relocation regulations, guidelines, and laws.

12. ***Suitable Temporary Replacement Housing*** – An onsite or offsite “host” unit that will be used for temporary housing during the relocation period. The “host” unit will be decent, safe, and sanitary and suitable for the household size.
13. ***Temporary Move*** – When residents are not required to move permanently but must relocate for a period of less than 12 months to facilitate unit rehabilitation on the site.
14. ***URA*** – Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), is the federal regulation that provides protections and assistance for people affected by acquisition, rehabilitation, or demolition of real property for federal or federally funded projects.

III. PROJECT SUMMARY

Marbella Apartments is located at 1301 N. Queen Road Arlington, VA 22209 and is made up of 12 three-story buildings, located over 4 blocks for a total of 134 units. There are currently 2 studio apartments, 105 one-bedroom apartments, 20 two-bedroom apartments and 7 three-bedroom apartments.

Phase 1 of renovation consists of 62 households located at:

- 1318 N. Pierce Street
- 1320 N. Pierce Street
- 1220 N. Quinn Street
- 1230 N. Quinn Street
- 1235 N. Quinn Street
- 1240 N. Quinn Street
- 1250 N. Quinn Street

A synopsis of the planned renovation scope of work for Marbella Apartments (Phase 1) is below:

SITE WORK

- 30% Improvement in Energy Performance
- Update finishes, fixtures and appliances
- Replace kitchen cabinets
- Replace heating and cooling systems
- Replace central boilers
- Repoint brick facade
- Drainage improvements
- Landscaping improvements and upgrades

BUILDINGS AND COMMON AREAS

- Roof Replacement
- Common area finishes
- Window Replacement
- Building exterior siding and trim

MECHANICAL/ELECTRICAL/PLUMBING

- Smoke detector replacements
- HVAC replacements

UNIT INTERIORS

- Kitchen and bath cabinet replacements
- Appliance upgrades
- Door fixtures and replacement

The project will be financed using 4% Tax Credit and Tax Exempt Bonds. The application for funding is being submitted in Quarter 4 of 2022 and the estimated construction date is Quarter 2 of 2022.

Because of the extent of the renovations, it will be necessary for residents to temporarily relocate to vacant onsite or offsite units for the duration of the construction period. Residents will be temporarily relocated for up to 16 weeks.

When residents move out of the temporary host units, a third-party cleaner will clean, sanitize and disinfect units between turnover. The unit will be vacant for at least 48 hours prior to being re-occupied by another tenant.

As of June 1, 2021, Marbella Apartments is at approximately 99% occupancy. There is no anticipated permanent displacement for the current households at Marbella Apartments.

IV. RELOCATION REQUIREMENTS & IMPLEMENTATION

A. Relocation Phasing Plan

The current construction schedule demonstrates a staggered schedule with buildings being turned over to construction beginning Quarter 2 of 2023. With the anticipated construction length being up to 16 weeks for each building, renovations are set to be completed for the interior unit work prior to the close of 2023.

Temporarily relocated residents will not be required to sign a lease but will be required to sign a Temporary Transfer of Occupancy agreement with Management with respect to the temporary relocation and be required to comply with the terms of their original lease. While living in the temporary host unit, residents need to continue paying the rent under their lease directly to The Marbella Apartments (Phase 1) Property Management. Residents are also expected to comply will all other parts of their lease agreement during their temporary relocation.

After unit renovations are completed, we anticipate households returning to their original unit. Households that are currently in units that do not meet their qualifying bedroom size based on current household composition (over housed or under housed) will return to a renovated unit that meets their qualifying bedroom size, as possible through available units. There will be accommodations made for residents who require lower floors.

B. Relocation Counseling and Relocation Needs Assessment

APAH has procured the services of relocation contractor Housing Opportunities Unlimited (HOU) to provide relocation services to the families who will be affected because of the project. HOU Relocation staff will assume responsibility for administering the relocation plan. The HOU on-site office will be ideally located at Marbella Apartments (Phase 1) or nearby, and the Relocation staff will work a flexible schedule generally between 9am and 5pm as well as some evenings and weekends to be accessible to all households. Residents will have the opportunity to meet personally with the property manager and Relocation Coordinator at their request throughout the relocation and redevelopment process. As all entities involved will carefully observe recommendations from the CDC concerning the Coronavirus pandemic, HOU will use different virtual avenues to gather data from residents on the assessments (virtual meetings, phone calls, group resident meetings via Zoom, etc.) Included in the Relocation Plan is HOU's response plan to COVID-19 that notates precautionary measures taken when interacting with residents when face to face interaction is required.

HOU will provide comprehensive temporary relocation counseling and assistance to households in accordance with the Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation and Real Property Acquisition. Temporary relocation counseling and advisory services may include small community meetings (when appropriate) at the site and personal interviews with each household. HOU Relocation staff are responsible for conducting resident meetings (whether virtual or in-person), providing required and additional resident notices about relocation (including General Information Notice, Notice of Non-displacement and 30-Day Relocation Notices), conducting mobility counseling, scheduling and coordinating temporary relocation moves, coordinating transfer of cable/phone/internet services is applicable, conducting follow-up visits, communicating on an ongoing basis with tenants as needed and documenting the temporary relocation activities.

HOU will conduct a comprehensive relocation needs assessment with each of the households in order to be able to best address any concerns or issues regarding the households' temporary relocation and plan for any issues that could arise during their temporary relocation. During the resident assessment phase of the project, HOU Relocation staff will:

- Meet/speak one-on-one with each individual household to identify their relocation needs. Among information collected in the assessment will include household composition, approved reasonable accommodations, pets, current in-home services, planned vacations/hospitalizations.

- Complete the assessment, preferably with a bilingual HOU employee when English is not the resident's first language. Where a bilingual HOU employee is not available, interpreter/translation services will be used. The major languages currently spoken are English, Spanish and Mongolian.
- Evaluate tenant furniture and belongings, making special note of large furnishings, housekeeping issues, clutter, pest issues and hoarding disorders.
- Determine whether a household needs packing and unpacking services.
- Assess each household individually to identify all obstacles that may affect relocation.

In addition, HOU staff will be responsible for the following tasks regarding Marbella Apartments (Phase 1) temporary relocation planning and implementation:

- Conduct community meetings (virtual or in person) to prepare residents for their upcoming rehabilitation.
- Prepare and distribute written notices, including 30-Day, 14-Day, and 48-Hour Notices for affected households.
- Work closely with construction, property management, development, and contractors to coordinate and ensure all requirements are met prior to scheduled renovations for each unit.
- Conduct advance planning with special needs households (including elderly, disabled, and households with maintenance issues).
- Work with the Development team, Property Management and the Resident Services Coordinator and/or other third-party supportive services to identify and coordinate services for households with special needs and ensure uninterrupted services during relocation for affected households during tenant in-place relocation.
- Establish procedures for minimizing resident property damage and serving as initial point of contact regarding resident claims of damage/loss.
- Work closely with Arlington County Public Schools (mainly the Assistant Superintendent, transportation, and the principals of each school) to keep them updated on Marbella Apartments redevelopment plans and to ensure that all students are able to remain in their home school without interruption during the relocation process.

C. Resident Notifications

Throughout the pre-construction and construction periods, the development team will work with HOU Relocation staff to communicate with residents to keep them informed of progress and to answer questions about the rehabilitation plan and the implementation of this Temporary Relocation Plan through periodic meetings, notices and other avenues of personal communication. A copy of this relocation plan will be distributed to each Phase 1 household and available, as requested, through Marbella Apartment Management office. The property management team alongside HOU will organize community meetings within reason given the limitations set forth by national and local authorities prior to construction start to inform residents of the upcoming renovations and explain the temporary relocation process.

Residents of Marbella Apartments (Phase 1) will receive the following notifications:

- **General Information Notice (GIN)** – Written notice indicating that ownership is applying to complete the rehabilitation project, advises residents not to move, explains the nature of the proposed rehabilitation project and describes in general terms the relocation assistance available to all residents. This notice will either be hand-delivered and signed for by each resident or mailed via certified mail, return receipt requested to all occupied households at The Marbella Apartments. Along with the GIN will be a cover letter sent to households to explain the notice. As an additional method of delivery given COVID-19, a copy of the notice will be sent out regular mail with the instruction to sign a colored copy of the notice to drop off at the Management office. See *Appendix B and C*.
- **Notice of Non-displacement** – Written notice indicating that federal funding has been secured for the rehabilitation project. Notice also indicates that the household will not be displaced from the property because of the rehabilitation project but will need to be temporarily relocated while unit renovations are occurring. This notice will be hand-delivered and signed for by each resident or sent certified first-class mail, return receipt requested. As an additional method of delivery given COVID-19, a copy of the notice will be sent out regular mail with the instruction to sign a colored copy of the notice to drop off at the Management office. See *Appendix D*.
- **30-Day Notice to Relocate** – Written notice provided at least 30 days in advance of the resident's move that informs them of the location of their temporary relocation unit, anticipated duration of the temporary relocation, move date to temporary unit and expected return date. These notices will be hand-delivered and signed for by each resident. See *Appendix E*.

Signed copies of the above notices will be kept in the relocation file for each household. Along with the required notices above, residents will receive the following additional notification prior to their temporary relocation and move back to a renovated unit.

- No less than **2 days** before the temporary relocation, the Affected residents will be given a written notice that confirms the day of their move and the address of their temporary relocation as well as the anticipated time frame of their move start.
- Written notice about any changes to their 30-Day Notice to Relocate. This includes if their move date has been delayed and/or if their anticipated move date from the temporary host unit has changed.

D. Moving Assistance

The following details the moving assistance and covered relocation expenses that will be provided, at no cost, to all Affected Residents of Marbella Apartments:

- Services of a licensed, professional moving company that will move belongings of households temporarily relocating from their current apartment to their host unit and back to a renovated unit.

- Packing supplies (boxes, wrap, and tape) for packing personal property.
- Packing and unpacking assistance for households requiring such assistance.
- Cost of transferring utility services (phone, cable, Internet) to and from host unit or setting up utility service in host units.

V. COVID-19 Response Protocol

HOU has developed a comprehensive plan to relocate residents that has been reviewed and approved by Colden Corporation. Colden is a team of Certified Industrial Hygienists, Certified Safety Professionals, Certified Professional Environmental Auditors, and doctoral-trained environmental and occupational health scientists highly trained in the latest techniques, procedures, and laws to help ensure a safe and healthy workplace. Due to current concerns regarding COVID-19 the following protocols will be taken to minimize risk and exposure at Marbella Apartments (Phase 1) during the renovations:

1. Relocation units and rental furniture, if used, will be cleaned, and disinfected between phases of household relocation. This will be done by a third-party cleaning company that will comply with CDC cleaning/disinfection guidelines. The areas to clean will include but not be limited to bathrooms, kitchens, shared electronic equipment (remote controls, TV) and especially focusing on frequently touched surfaces like doorknobs and counters.
2. During moves, residents will be required to wear a face covering and keep at least 6ft of distance between themselves and movers. HOU will set up a day space they can relax in during the move to maintain safe distance from others that may be present. After the move, a light cleaning of frequently touched surfaces will be done before the resident returns to the apartment.
3. Renovated apartments will be cleaned and disinfected after construction has completed work in the unit and before the household returns.
4. Contractors, cleaners, movers, HOU staff, and all on-site property management and ownership staff will always wear Personal Protective Equipment (PPE) while at the Marbella Apartments.
5. Self-certification forms may be required and used by contractors and other vendors on-site.

As the CDC, state, and local officials release additional guidance, APAH and HOU will monitor and revise this plan, as necessary. Residents will be provided with information about these protocols prior to their relocation and the strategies will be explained in thorough detail during the one to one assessment.

VI. FAILURE OF RESIDENTS TO ADHERE TO THIS PLAN

Marbella Apartments (Phase 1) Management will exercise its authority judiciously to ensure residents comply with this Relocation Plan and enable the rehabilitation activities to occur in a timely fashion. Eviction may be employed only as a last resort and shall be undertaken in conformance with applicable state, federal and local laws. The property manager may initiate actions under the eviction procedures if a resident refuses to comply with the following:

- A. Move or relocate
- B. Meet Property Management/HOU Relocation staff regarding relocation or
- C. Cooperate in the relocation process.

However, Property Management and HOU Relocation staff will undertake every effort to best accommodate resident needs during their relocation and coordinate resident relocation with the support of resident emergency contacts/family members to avoid eviction action.

VII. APPEALS

Grounds for Appeal

If a resident contends that this Relocation Plan is not being implemented properly or believes the Owner has failed to properly consider the person’s request for relocation assistance, the resident may file a written appeal to APAH at 4318 N Carlin Springs Road, Arlington, VA 22203 where staff is responsible for ensuring that the Relocation Advisory Agent:

- A. Properly determines whether the resident qualifies or will qualify as a person who is eligible for relocation assistance;
- B. Properly determines the amount of any relocation payment required by this plan;
- C. Properly provides an appropriate temporary relocation unit; and
- D. Properly responds to an appeal in a timely manner.

HOU Relocation staff shall inform residents, in writing, of their right to appeal to Marbella Apartments (Phase 1) Management. Grounds for an appeal may include:

1. A determination by the Owner of the individual’s eligibility or ineligibility as an Affected Resident, as defined by the Relocation Plan;
2. A determination by the Owner of the scope and amount of relocation assistance made available to an Affected Resident;
3. Any decision to temporarily relocate the family, including the terms and conditions of the temporary move, or the amount and scope of temporary relocation benefits; and/or
4. The Owner’s determination that an Affected Resident rejected an offer of a comparable replacement unit without good cause.

Grounds for appeal shall not include suspension of discretionary relocation benefits to former residents.

Filing an Appeal

An appeal must be filed in writing within sixty (60) calendar days of the date of the contested action, or by referral from Marbella Apartments (Phase 1) Management in which event written notice from the resident is not required. The date of the contested action is the date on which a determination was communicated to the resident. If the appeal is based on an event for which a date of action cannot be determined, the appeal must be filed within sixty (60) calendar days of the action.

Right to Representation; Right to File Review

Any person requesting an appeal shall have the opportunity to examine and copy all documents, records and regulations that are relevant to the appeal prior to any hearing. The Owner may charge a reasonable fee for copies of more than fifty (50) pages. Any person requesting an appeal shall have the right to be represented by counsel or any other person of their choice.

Conduct of the Appeal

An appeal shall be scheduled as promptly as possible. All requests for appeals shall be heard within ten calendar days from the time of the request for the appeal. The appellant shall have at least five calendar days advance written notice of the date, time, and place of the hearing. If the appellant requires a change in the date of the hearing, the resident must contact the Owner at least forty-seven (48) hours in advance of the scheduled hearing. Upon the resident's showing of good cause, the Owner shall arrange an alternate date and time for the hearing and notify all parties.

The appeal will be conducted by a representative of the Owner who is not the person who took the action under appeal. The hearing shall be informal, and oral or documentary evidence pertinent to the facts and issues raised by the appeal may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. At the appeal, the appellant shall have the right to:

- examine and to copy all documents, records and regulations that are relevant to the appeal prior to any hearing;
- be represented by counsel or any other person of their choice;
- present evidence and arguments in support of the appeal, to controvert evidence relied on by the Owner, and to confront and cross-examine all witnesses on whose testimony or information the Owner relies; and
- a decision based solely and exclusively upon the facts presented at the hearing.

Decision by the Owner

Within five (5) calendar days after the hearing, the hearing officer shall prepare a written decision, which shall include a statement of its findings of fact and specific reasons for the results. A copy of the decision shall be mailed or delivered to the parties or their representatives and a copy shall be kept in the resident's file.

Appeal to HUD

A displaced person who is dissatisfied with the Owner's determination on the appeal may submit a written request for further review with Field Office of the U.S. Department of Housing and Urban Development at:

HECTOR MERCADO
Relocation Specialist- Housing Assistant
Community Planning Housing and Development
Housing Division
Phone: (703) 228-3805
Fax: ((703) 228-3834
2100 Clarendon Blvd
Suit 700

Arlington, VA 22201

APPENDIX A: RELOCATION NEEDS ASSESSMENT



**Resident Relocation Needs Assessment
Marbella Apartments**

Arlington, VA

The purpose of the relocation survey is to gather updated information on your household’s relocation needs and preferences. This is not a notice to move or an assignment of where you will be moving.

Head of household name: _____

Address (including unit #): _____

Home Phone: _____ Cell: _____

E-mail: _____

Are you currently employed? (Please circle one) Yes No

If so, Place of Work and Address _____

Method of transportation to work? (Personal vehicle, bus, walk, etc.) _____

Best time to be reached: _____ a.m./ p.m. May we call you at work? Y / N

If yes, please list telephone number _____

Alternate/Emergency Contact:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Please list all other occupants on your lease:

Name	Relationship	Sex	Date of Birth	Age	
	Head of Household				

Current unit size: _____ Total # household: _____ Unit size eligible (HOU to calculate): _____

Does any member of your household smoke? (Circle one) Yes No

1) What is the primary language spoken in your household?

- English
- Spanish
- Other (list) _____
- Translations Required: _____

Is there anyone in your household that does not speak English? Yes No

If there is someone in your household who speaks English to provide translation, please provide name and contact information:

Is there anyone else besides yourself (Family, Friend, Case Worker) that you would like to be present during your move?

- No
- Yes

If yes, please provide Name and Contact Information

Do you give us permission to contact them directly and provide information on all relocation activities for your household?

- No
- Yes
- N/A

2) Do you require a unit, which will need special features to accommodate the disability of any household member (i.e., unable to climb stairs, needs assistance rails [grab bars] in bathroom, requires wheelchair accessibility, needs special equipment for vision and/or hearing impairment(s), has a live-in aide, etc.). If yes, please describe special unit needs:

- No modifications to the unit

- Wheelchair-Accessible Unit
- A Sensory-Impaired-Accessible Unit
- Other Physical Adaptations (please explain)

Do you have any reasonable accommodations currently on file with property management? (If the resident needs a RA or adjust their RA they MUST do this through management office)

- No
- Yes

If yes, Please explain

Do you or any family members currently have outside service providers that come into your home (i.e. elder services, homemaking services, personal care services, Meals on Wheels, etc)?

- No
- Yes
- If yes, please provide agency name/s and contact information:

4) Do you currently have emergency response services (i.e. Lifeline) in case of a medical emergency?

- No
- Yes
- If yes, please describe: _____

5) Do you currently have any issues with pests in your unit? (mice, cockroaches, bed bugs, etc)

- No
- Yes

If yes, please describe: _____

6) Do you have any allergies (i.e. dust or other as it pertains to extermination and/or cleaning agents)?

- No
- Yes
- If yes, please describe: _____

7) Do you have any scheduled medical procedures or conditions that might prevent you from moving when scheduled?

- No
 - Yes (please provide brief explanation)
-
-

8) Do you have any extended travel plans or will be absent from your unit within the next 12 months?

Yes (please provide brief explanation)

9) Will you need assistance in packing your belongings or preparing your unit for renovations?

- No
- Yes. If yes, please check why assistance is required.
 - a. _____ I am elderly
 - b. _____ I am disabled
 - c. _____ Other: _____

Do you plan on discarding any items prior to the move?

- No
- Yes

If yes, please list items

Do you require assistance discarding these items?

- No
- Yes

10) Do you have any specialized equipment or materials that must be moved to your temporary unit? (If yes, list below)

11) Do you have any pet(s)?

- No
- Yes What Kind? _____

Management Approved Companion? _____

12) Do you have a valid driver's license?

- No
- Yes

If so, do you own a car?

- No
- Yes What Kind? _____

Do you currently have transportation services?

- No
- Yes
- If yes, please describe: _____

13) Do you have phone service in your unit that is in your name?

- No
- Yes

14) Do you have cable/internet service that is in your name?

- No
- Yes

Do you have internet service in your unit that is in your name?

- No
- Yes

Will you be transferring services while in your temporary unit?

- No
- Yes
- If yes, what provider do have?

15) During the relocation, would you prefer to temporarily reside with a friend or family member versus host unit?

- No
- Yes
- If yes, please provide contact information:

16) Do you currently have standing medical appointments?

- No

- Yes
- If yes, please provide days/times:

Additional Comments:

The information in this survey will be used to identify your re-housing requirements and preferences. It will also be used to understand the needs of the Weinberg Place community. All information provided in response to this survey is voluntary. By providing information on this form, you hereby consent to the information being shared with Weinberg management and ownership. Your responses will be used to coordinate relocation services with Housing Opportunities Unlimited (HOU). Do you authorize Housing

Opportunities Unlimited to exchange information with Weinberg Place Management and Ownership?
This authorization will remain in effect until canceled by you (head of household or lessee) in writing.

(Please initial)

- No
- Yes

Interview date: _____	Time: _____
Interviewer's Name: _____	
Head of Household Signature: _____	
Co-Head of Household Signature: <i>(if any)</i> _____	

APPENDIX B: GENERAL INFORMATION NOTICE (GIN) COVER LETTER



Dear Resident of The Marbella Apartments,

Enclosed with this letter is the **GIN (General Information Notice)** explaining that the owner of The Marbella Apartments, Arlington Partnership for Affordable Housing (APAH) is pursuing federal and local city funding for an upcoming rehabilitation project at the property you currently occupy/. This is a standard notice that is provided to all residents who may be affected by the upcoming project renovations. Although the notice states that you may be displaced, **no one at Marbella Apartments (Phase 1) will be permanently displaced from their home because of this project.** When funding has been secured for this project, you will receive another notice informing you that work is set to begin soon. The rehabilitation will include much needed work on your unit. We will set up a meeting soon to inform you of this work once it has been finalized.

During the renovations in your unit, it will be necessary for you to temporarily relocate while improvements are being made to the unit that you currently occupy. APAH has hired Housing Opportunities Unlimited (HOU) to manage the relocation and your relocation needs. **You do not need to move or do anything currently.** HOU is an experienced professional relocation services provider that will assist you in everything regarding your move. **You will not incur any additional costs due to this temporary relocation.**

You do not need to do anything currently. Please continue to pay your rent and comply with your lease. The HOU Relocation Coordinator will contact you soon. Please look out for upcoming notification about a virtual community meeting to meet the HOU team and learn more about the renovations. You will receive plenty of notice in the future about renovations as soon as there is more information.

Please be advised that this notice requires your signature for receipt confirmation. As you receive this please let the HOU team know if you have any additional questions or concerns.

Sincerely,

Jeray Wilson

Project Director
Housing Opportunities Unlimited (HOU)

APPENDIX C: GENERAL INFORMATION NOTICE (GIN)

GENERAL INFORMATION NOTICE RESIDENTIAL
TENANT NOT DISPLACED
(Grantee or Agency Letterhead)

Date: _____

Dear _____:

Arlington Partnership for Affordable Housing (APAH), is interested in acquiring and rehabilitating the property you currently occupy at (address) for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the (_____) program.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you will be required to move temporarily so that the rehabilitation can be completed. Suitable housing will be made available to you for your temporary move and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

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.

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not carefully considered.

(NOTE: 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.)

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember:

- **This is not a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

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 Jeray Wilson, Project Director, Housing Opportunities Unlimited (HOU) at (202) 977-8099 or jwilson@housingopportunities.com.

Sincerely,

Name, Title
APAH

Method of Delivery: Hand Delivery (Date) _____ Regular Mail (Date sent)

APPENDIX D: NOTICE OF NONDISPLACEMENT

NOTICE OF NONDISPLACEMENT TO RESIDENTIAL TENANT (Grantee or Agency Letterhead)

Date _____

Dear _____:

On (date) , Arlington Partnership for Affordable Housing (APAH), notified you of proposed plans to rehabilitate the property you currently occupy at (address) for a project which could receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the () federal program. On (date of program approval), the project was approved and will receive federal funding. Repairs will begin soon.

- **This is a notice of nondisplacement.** You will not be required to move permanently as result of the rehabilitation.
- You will be required to move temporarily for unit renovations and all your moving costs will be covered at no additional cost to you.

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. You will need to move temporarily so that the rehabilitation can be completed. You will be reimbursed for all 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 from The Marbella Apartments**. (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 _____, Relocation Coordinator at Housing Opportunities Unlimited (HOU) at (phone) or at (email). This letter is important to you and should be retained.

Sincerely,

Name, Title
APAH

Method of Delivery:

Hand Delivery
(Date) _____

Regular Mail (Date sent)



Notice to Vacate – Temporary Relocation

Dear Resident,

As a resident of The Marbella Apartments, Housing Opportunities Unlimited (HOU) is extremely excited to assist you in the upcoming proceedings of your temporary relocation to as part of the Marbella rehabilitation project.

This notice serves as your notice to temporarily relocate. The effective date of this notice is () You will be relocated for approximately 7 business days and will return to your original unit upon completion.

HOU and The Property Management team are taking all the necessary steps to ensure that your move is carried out as safely and as efficiently as possible despite the unprecedented events of the COVID-19 pandemic. We ask that you remain patient and have confidence in our team as we work diligently to accommodate all matters before we commence. Going forward, we encourage you to review the CDC website for information about COVID-19, including its symptoms, how it spreads, and actions you can take to protect your health: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

If they have not done so already, HOU will contact you very soon to complete a resident assessment survey, confirm your anticipated move date, notify you of your temporary address, and make the necessary moving arrangements which will include packing supplies and the assistance of a moving company. If you have any questions, please contact _____, Assistant Project Director or _____@housingopportunities.com. For onsite assistance, please contact () at () or ().

Again, we thank you in advance for your understanding and look forward to relocating you to your new home!

Sincerely,

Assistant Project Director, Housing Opportunities Unlimited

APPENDIX F: AFFECTED RESIDENTS

RENT ROLL