

Norman  
Blumberg  
Apartments  
Multi-Family  
Section 18  
Relocation Plan

June 8

2015

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U.S. DEPARTMENT OF HOUSING & URBAN  
DEVELOPMENT OFFICE OF PUBLIC HOUSING  
INVESTMENT OFFICE OF PUBLIC AND INDIAN  
HOUSING PHILADELPHIA HOUSING AUTHORITY

Philadelphia Housing  
Authority  
*Final*

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Brief description of the Relocation (i.e. On-Site/Off-Site):	Off-site relocation
Estimated Start date of Relocation Moves Post award :	June 8, 2015

## 1. INTRODUCTION

### *1.1 Summary*

The City of Philadelphia has an alarming poverty rate of 26.3%, making Philadelphia the 24th lowest median income of the 25 largest cities in the nation. Nearly one in four Philadelphians lives below the federal poverty line. The poverty rate for the Sharswood/Blumberg neighborhood is 52.5% and over 45 percent of the residents are youth under the age of 18. This neighborhood is plagued by significant disinvestment, which is manifested in over 1,300 vacant properties, two vacant public school buildings and a lack of retail and commercial services for residents in the community.

PHA’s most distressed high-rise property - Norman Blumberg Apartments (“Blumberg”) – is the center of distress for the Sharswood neighborhood. The apartments were built in 1967 and sit on a dense 8-acre site, consisting of 510 units in three high-rise towers housing both families and seniors and 15 adjacent barrack style low-rise buildings. Blumberg is home to 1,236 residents. Two multifamily towers, 15 low-rise three-story townhouse buildings, house families and one tower of 96 units are for seniors. The site is in a superblock bounded by W. Oxford Street on the north, 22nd Street on the east, W. Jefferson Street on the south and N. 24th street on the west.

**Blumberg Apartments Current Unit Mix**

3/12/2015 Review	1515 Hemberger Way	1516 Judson Townhouses	Townhouses	2340 Bolton Way	Total
<b>5 Bedroom</b>	0	0	0	0	0
<b>4 Bedroom</b>	0	0	88	0	88
<b>3 Bedroom</b>	68	68	0	0	136
<b>2 Bedroom</b>	68	68	20	0	156
<b>1 Bedroom</b>	17	17	0	92	34
<b>0 Bedroom</b>	0	0	0	4	4
<b>Total</b>	<b>153</b>	<b>153</b>	<b>108</b>	<b>96</b>	<b>510</b>

The superblock design of Blumberg complex results in minimal street connectivity and separation from the surrounding Sharswood Community. Density is greater than 60 units per acre, and the high-rise buildings tower over the neighboring community of 2-3 story homes. Outdoor spaces, playground and recreational facilities located within the site are inadequate for the young population living onsite. The high-density design of the complex and age of these public housing towers coupled with residents who have low level of education, high levels of unemployment, criminality and drugs exacerbate many of the adverse conditions in the surrounding neighborhood.

The demolition and redevelopment of the Norman Blumberg Apartments will ignite the transformation of the Sharswood/Blumberg community creating an opportunity to rebuild the social and economic roads to prosperity for all residents in neighborhood. Residents of Blumberg apartments will be relocated under this plan and will be given an absolute right to return to units in the new site as the new housing becomes available for occupancy.

Upon demolition of the multifamily towers and surrounding low rise units, the PHA will adhere to a one-for-one replacement of the units being demolished, and build far more units in the surrounding neighborhood as part of the transformation for the Sharswood/Blumberg neighborhood. The redevelopment also includes:

- Investment in Human Capital, such as job training and employment
- Support of educational achievement
- Promotion of healthy living
- Revitalization of the Commercial Corridor

PHA is committed to returning residents affected by relocation under this plan to a neighborhood of choice, with decent quality affordable housing, a revived commercial corridor, high performing neighborhood schools and a strong social service system.

This Relocation Plan details the assistance the PHA is providing to residents for this difficult transition. The assistance provided will include but not be limited to; tenant relocation benefits, services, moving assistance, and destinations to relocate the families. Respect and service are core values of PHA, and are foundational to the plan for relocating residents during the redevelopment process.

Access to affordable housing will continue seamlessly before and after relocation. Residents will be offered a Tenant Protection Voucher, and PHA will provide support to all residents who qualify for the program move either to other units in PHA's portfolio, or will choose alternative housing via a voucher. Staff will help to locate homes that are appropriate for each individual's living situation and current family composition.

Residents who leave Blumberg Apartments will do so with the assurance that they can return to the newly re-developed site as part of their right to return. PHA will grant every resident in good standing an absolute right to return to the redeveloped Blumberg site. Returning residents, who maintain compliance with their lease, will not be subject to new restrictions or rescreening upon their return to the redeveloped site and PHA will be providing moving assistance for their return to the neighborhood.

Ultimately, the success of the redevelopment will be measured in part by the positive change in our resident's lives. The revitalization of the Blumberg site will not only provide new housing structures, it will create a neighborhood of choice for the residents of the Sharswood/Blumberg community.

This plan details the responsible, sensible methods the Housing Authority is employing to carry out relocation with the least possible disruption to current residents.

### ***1.2 Summary of the Relocation Plan***

This relocation plan for the 414 multi-family units provides a framework that informs residents through one-on-one counseling and assists them in assessing their individual housing needs.

This provides the residents with information to consider housing choices. Below are the basic contents of the plan that provide information on:

1. Relocation Goals;
2. Relocation needs and cost;

Given the limited incomes of Norman Blumberg's residents, even small moving cost can have a profound impact on a household's budget. The Philadelphia Housing Authority ("PHA") will pay all cost allowed by the Uniform relocation Act ("URA"), plus reasonable cost for the household to return to the Blumberg site, once all 414 multifamily units are replaced.

3. Moving assistance;

Beyond financial expenses, relocating can present physical, emotional and logistical burdens to those who have to move. This is especially true for our frail individuals or those who have lived at Blumberg a long period of time and have little experience with moving. The relocation plan provides for resident counseling and the option for help to pack and unpack belongings, set up appliances and cover utility billing transfers.

4. Temporary relocation assistance;

The plan will provide details on the temporary relocation assistance it will provide to the residents including the duration of the move.

5. Permanent relocation assistance;

The plan will provide information on the replacement housing assistance and options for Accessible Housing options for persons with disabilities.

6. Relocation Appeals process;

The plan will describe the specific appeal procedures to be followed consistent with 49 CFR 24.10

## **2. RELOCATION PLAN**

Below are the details of the Relocation Plan including what residents can expect from the Philadelphia Housing Authority Relocation staff, the advisory services partner – Youth Advocate Programs (“YAP”) - and other support service providers during the process. This section also outlines the responsibilities of each household during the relocation.

### ***2.1 Relocation Plan Goals and Governing Rules***

The Relocation Plan has three primary goals:

- Ensure that Norman Blumberg residents continue to live in affordable housing that meets their housing needs;
- Minimize the negative impacts of relocation to the greatest extent possible particularly on the educational attachment of resident youth;
- Ensure that residents are made financially whole for all eligible costs under the URA and Section 18 of the of the United States Housing Act of 1937 as amended by the Quality Housing Work Responsibility Act of 1998(QHWRA) .

Residents will receive advisory social service support before, during and after relocation to help residents. YAP will provide and refer residents to a host of social services including but not limited to, individual and family counseling. A listing of all partners and services coordinated through YAP is detailed in Appendix F.

This Relocation Plan conforms to the provisions set forth in the Uniform Relocation Act (URA) (46 U.S.C. 4600 et seq.), its implementing regulations (49 C.F.R. Part 24), and Section 18 regulations. These documents are available on the agency’s website [www.pha.phila.gov](http://www.pha.phila.gov), in the latest news section. They are also available in paper copy, upon request, by contacting the PHA’s Relocation Coordinator at 215-684-8024, 215-684-4763, and 215-684-3584.

This Relocation Plan will ensure that displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, sexual orientation, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and Pennsylvania Human Relations Act, as well as any otherwise arbitrary, or unlawful discrimination.

### ***2.2 Determining Resident Preferences for Relocation Options***

PHA will conduct an interview with each household and a case file will be developed to establish each household’s specific preferences for relocation within the framework provided by this Plan, which reflects the requirements of the Uniform Relocation Act and Section 18 of the United States Housing Act of 1937 as amended by the Quality Housing Work Responsibility Act of 1998 (QHWRA). Relocation staff will counsel residents on their benefits and rights under this

plan for relocating from and then returning to the redeveloped Blumberg Apartments. Residents will be asked to identify their specific preferences for relocation housing and to describe characteristics of housing they prefer. Households are encouraged to consider factors such as proximity to friends and family, jobs, schools, cultural institutions, medical facilities, type of community, housing size and their desired neighborhoods.

In addition, PHA staff will encourage residents to consider the impact of moving on all members of the household, including school age children and frail household members. Changes to the initial preferences as stated by the residents are permitted and residents will be informed that they have the opportunity to consider their preferences for at least six weeks after the first counseling session before they must make a final decision about relocation. The case file on each household will reflect these decisions, and PHA Relocation Staff will offer relocation housing that best fits identified needs and respond to preferences as reasonably possible. PHA's social service providers will help residents transition to new neighborhoods and maintain connection to vital services regardless of the final location.

### ***2.3 Determining Priorities for Choosing Housing Options***

The Priority procedure determines which households receive first choice of the available housing options, thus determining the timing of each families move. In summary, the procedure gives seniors and disabled residents first choice, followed by families with children in public elementary schools.

School placement for children attending charter schools or teens attending high school will not be impacted by relocation because the students' address of record does not determine school placement. Households with youth attending high school - public, charter or private - or youth attending charter or private schools will be given third choice followed by single non-senior, non-disabled residents. Within each priority group, selection of and relocation to available PHA units will be based on first-come-first-served.

Residents who select a Tenant Protection Voucher ("TPV") to pursue subsidized housing in the private market will waive their eligibility to claim their priority standing for PHA housing as described in this section.

If a household initially selects a TPV and then decides to change their decision and opt for a PHA unit, the household will be prioritized according to the procedure and housing options will be provided in accordance with the first-come-first-served procedure.

In April 2015, PHA shared the draft relocation plan with the Blumberg residents. Additionally, PHA has worked closely with the Morris Elementary School to better understand the potential disruption to children's schooling that could be caused by their relocation.

Philadelphia public schools have a neighborhood school policy, which dictates that a student's home address determines the school a child is assigned.<sup>1</sup> Therefore, relocation housing affects

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<sup>1</sup> Public school policy may allow some students to remain their current school after relocation, and PHA is working closely with the School District to make those determinations on a case-by-case basis.

the educational opportunities available to households with children. Strong collaboration between PHA staff and residents will ensure that Heads of Households will make informed decisions on the schools their children may attend. In addition, the Philadelphia School District's school attendance area and option policy allows older children to travel longer distances to school than younger children, which means housing location plays less of a determining role in school choice for higher grades.

Further, it is PHA's policy that households with school-aged children will not be required to move during the school year. At its discretion, PHA may make exceptions to this priority, as evidenced in writing in the affected household's relocation file, in order to fulfill special accommodations, such as for a disability. The Priority procedure will be presented to residents during the one-on-one meetings with each household.

#### ***2.4 Permanently Displaced Persons***

The URA defines permanently displaced persons as a residents displaced from their current home to a relocation home for a period greater than one year.

The demolition and one-for-one redevelopment of all 414 replacement units at the Blumberg Apartments is expected to take approximately three (3) years. Phase 1 construction of replacement units will begin in 2015, consisting of 57 rental units. PHA will guarantee each resident that is lease compliant during relocation an absolute right to return to the redeveloped Blumberg Apartments. Residents, who choose to waive their right of return and opt to be permanently displaced under the provisions of the URA, will be given full rights and benefits under the URA for permanent displacement.

Residents subject to permanent displacement will be given the Notice of Eligibility for Permanent Relocation Assistance under Appendix G, which would inform them of their rights under URA and their eligibility for full relocation benefits.

#### ***2.5 Non-Displaced Persons***

The URA requires that PHA inform residents who will not be displaced due to demolition via a "Notice of Non-Displacement", which may explain that displacement will occur in a future phase of relocation, with at least 18 months advance notice.

PHA will not use this notice as all residents in the Blumberg Apartment family units will be relocated.

#### ***2.6 Transfers Due To the Redevelopment***

Residents will move from the area scheduled for demolition to other areas of PHA's vast inventory. PHA will move a household at no cost to the resident, and will offer a one-time dislocation allowance of \$100 plus the cost of utility and telecommunication reconnection, as needed. Rent charged will not change for reasons solely due to the relocation.

## ***2.7 Transfers for Reasons Other Than Redevelopment***

Prior to relocation, residents may transfer to other PHA developments for reasons unrelated to relocation. These transfers could be by request of the resident or by PHA in accordance with the Admissions and Continuing Occupancy Policy (“ACOP”). Transfers or voluntary move-outs for reasons not related to the redevelopment of the site does not cause someone to become a “Displaced Person,” and will not result in eligibility for relocation benefits. PHA will document the cause of a resident move, as required under the ACOP, when it is not subject to the URA.

An example of a transfer unrelated to relocation is one requested by a resident for a disability accommodation. A resident may ask for a unit with features unavailable in their current unit, such as a roll-in shower, that may be available in PHA’s housing inventory, or an elderly resident who has been living in a one-bedroom unit may need to transfer to a two-bedroom unit in order to make room for a live-in care giver. These residents will continue to be subject to the provisions of the ACOP that define such transfers, including moving services provided by PHA.

Examples of transfers executed by PHA during the course of managing the property include transfers due to damage in the unit by fire or if the unit becomes uninhabitable for other reasons. Property managers may require a household to transfer when a family is described as “over-housed” or “under-housed.” This may occur as family circumstances change over time, and residents end up living in a unit that has the wrong bedroom configuration for their household size due to the addition or subtraction of children in a household. Moving costs are not covered by the agency in this type of routine transfer. These circumstances for transfer are also governed by the provisions in the ACOP.

## ***2.8 Evictions during Relocation***

If a Displaced Person is evicted for just cause from Blumberg Apartments or from another PHA unit or a rental unit subsidized through a Housing Choice Voucher to which they relocated, the household will no longer be entitled to relocation assistance or the right to return to the redeveloped Blumberg Apartments. The household’s eligibility for relocation assistance will not be a factor in a decision to pursue eviction proceedings. Residents shall have access to the appeals and grievance processes regarding evictions as detailed in PHA’s ACOP.

## ***2.9 Unauthorized Boarders and Lodgers***

Occupants residing unlawfully in units at Blumberg Apartments are not eligible for relocation benefits and will be issued a written notice informing them of their ineligibility. Such residents will have the right to appeal this determination.

## ***2.10 Undocumented Immigration Status***

Households with members who cannot document their immigration status are not eligible to receive relocations benefits. The URA explicitly prohibits use of federal funds to provide relocation assistance to persons not lawfully present in the United States. PHA will not provide non-federal relocation assistance to assist undocumented immigrants subject to relocation.

## ***2.11 Notifications***

Notifications to residents regarding relocation will be posted throughout the Norman Blumberg Apartments, and hand delivered to all households in order to inform the residents of the plans to relocate residents due to the pending demolition and redevelopment of the Blumberg Apartments multifamily towers and low rises. The notifications will announce the official start of the relocation process, the plan to replace 414 multifamily public housing units at the site, and the availability of advisory social services.

### ***2.11.1. General Information Notice***

A General Information Notice (“GIN”) and HUD brochures detailing the eligibility for relocation and relocation rights under this Plan in conformance with the URA and Section 18 are included in the June 2, 2015 Relocation Notice Packet that was hand-delivered to every resident on J. The GIN informs residents about their potential for receiving relocation assistance under the URA and Section 18. The notice cautions residents to confer with relocation staff to learn about their potential eligibility for relocation through Tenant Protection Vouchers or to other PHA sites. Residents will be asked to sign an acknowledgement of their receipt of the official GIN Notice during the one-on-one meetings with the Relocation staff. The acknowledgment will be included in each households relocation file.

### ***2.11.2 90-Day Relocation Notice to move***

The ninety (90) day notice will be given simultaneously as the GIN to households, as permitted under Section 18 regulations. This notice informs the residents of their right to remain in the unit for a period of 90-days from the date of receipt, that they must move either temporarily or permanently in order for demolition to begin at the termination of the 90-day period, the relocation services offered for moving, reimbursement of moving expenses, (i.e. utility deposits, cable, internet and telephone service transfer), inspection of current unit, availability of family advisory supportive services, selection of a comparable unit based on the current family composition, and need to relocate at the termination of the 90 period.

### ***2.11.3 30-Day Relocation Notice***

The thirty (30) day relocation notice will be distributed to households that remain at the Blumberg Apartments at the termination of the 90-day period. This notice informs residents that they are required to move from their current unit within thirty (30) days from the date of the notice and provides the particulars for the move including their housing options. The Priority Policy will apply as well as the first-come-first-serve procedure.

### ***2.11.4 Notice offering a Tenant Protection Voucher***

Each household will be informed in writing via a notice of their right to receive a Tenant Protection (Housing Choice) Voucher. The notice will include information on the resident qualifications for a voucher, including criminal, credit and background checks, and the challenges of finding a suitable affordable unit in Philadelphia.

### ***2.11.5 90-day Voluntary Waiver Notice and Form***

Each household will be informed of their right to waive the 90 notice and offered a 90-Day Voluntary Waiver Notice form that states the resident understands that PHA will offer a comparable dwelling unit within the PHA portfolio. When the unit is ready and offered to the resident during the 90-day period, the resident may sign a form waiving both a 90-day and 30-day notice period and expect the unit to initiate the move. The form will be added to the households relocation file.

### ***2.11.6 Tenant Protection Voucher Waiver Notice and Form***

Each household will be informed of their right to waive the Tenant Protection Voucher, if they opt to take an available alternative PHA unit. The household will sign a Tenant Protection Voucher waiver form and the form will be included in the household relocation file.

### ***2.12 Staffing and Training On Relocation Services***

Relocation services for households will be provided by PHA staff. A full-time Relocation Coordinator will be dedicated to Norman Blumberg to direct the PHA's focus on the relocation needs of these residents. The Coordinator will work closely with on-site management staff to provide notification, housing search, counseling, data tracking and other relocation services for the duration of the project. Both the Coordinator and management staff have the expertise in the intricacies of the Section 18 relocation assistance process and ensure that residents' rights are respected during relocation.

All Relocation Staff will be trained on the URA, Section 18 Relocation and the provisions of this Relocation Plan by the PHA Department of Human Resources. The training will be noted in the personnel file of each PHA staff.

The Relocation Staff will oversee relocation efforts and ensure the necessary resources for successful relocation are provided. Staff will be engaged in supporting the relocation efforts by providing needed services to the residents. Specific involvement of staff is as follows:

- The Relocation and Property Management Team will help the residents make the successful transition from their current residency to the replacement housing. The relocation process will be closely coordinated with the provision of advisory support services by YAP as described above. The Relocation staff will escort and provide transportation to proposed housing units, tour the neighborhoods and assist with inspecting potential units, providing fair housing information, and arrange for utility service as needed.
- The assigned Resident Opportunities for Self Sufficiency Coordinator will work with YAP to provide family support services to residents, obtain resources to make informed decisions about relocation challenges and opportunities and to ease their transition into the new neighborhood including but not limited to, connections to doctors, pharmacist, and places of worship.

- Housing Choice Voucher program staff, including Housing Counselors and Certification Specialists, will be responsible for the issuance of Tenant Protection Vouchers and for supporting resident education about successfully leasing in the private market.

To aid relocating residents in understanding their relocation housing options, the agency has developed written materials, maps, and visuals to describe available housing options. Tours of different housing options will also be conducted. Residents will be provided with information about all available housing options.

If necessary, transportation assistance to view apartments or attend leasing appointments will be provided to residents. Staff may also assist with providing this transportation directly in company vehicles.

The relocation staff may employ the use of consultants for specific tasks, especially for advice on URA and Section 18 requirements.

### ***2.13 Specifics of Relocation Advisory Support Services to Be Provided***

Advisory support services will be provided to residents who must move due to redevelopment at Norman Blumberg. These services will be provided with interpreters and accommodations for the disabled, as needed. Specific advisory activities include but are not limited to the following:

- Identifying the needs and preferences of residents, using surveys, interviews with open-ended questioning and checklists;
- Providing additional opportunities to discuss Relocation housing options. Every resident will have at least 90 days from the initial counseling session to determine which housing option or benefit option they prefer; unless they choose to waive the 90-day period and move prior to the end of the period. Residents may change their preference after the initial selection;
- Informing residents about available relocation assistance;
- Discussing with the household how each relocation housing option might meet their stated needs;
- Explaining the meaning of the “Right to Return” to the redeveloped Blumberg apartments;
- Informing residents about the Relocation Plan’s appeal process.
- Offering referrals to services or other assistance the household may need; including assistance with services such as completing an application for benefits or scheduling appointments;
- Providing current and ongoing listings of comparable units for residential relocations;
- Providing mobility counseling for relocating residents who are issued a Voucher to assure, to the extent possible, that they have full information about their relocation choices in high-opportunity areas, if they qualify for the program;
- Supplying information on other federal and state programs that offer assistance;
- Assisting relocated residents in connecting to services in their new community;
- Helping residents make a successful transition to their off-site housing and back to the redeveloped Norman Blumberg, including early identification of any issues. The

Relocation Coordinator will focus on keeping open lines of communication among residents, landlords, service providers, and staff for at least three years after each household's initial move;

- Providing referrals to services for residents with lease violations and compliance issues.

#### ***2.14 Moving Assistance for Relocating Residents***

Residents who must move due to redevelopment will receive free assistance with the packing and physical move of their household to their relocation housing unit. PHA will provide the following services listed below.

Moving performed free of charge to resident consistent with 49 CFR 24.302, whereby PHA will undertake the move, contracting with an insured moving company, at no cost to the individual or family being displaced. This will include:

- Assistance for all necessary moving services, including packing and unpacking of personal belongings, if requested.
- For tenants who prefer to pack their own personal possessions and items of value, PHA will provide packing instructions, boxes or reusable crates, markers, and tape.
- Storage of the personal property for a period not to exceed 12 months, unless the agency determines that a longer period is necessary. Items which could pose health and sanitation hazards, such as infested furniture, will not be stored.
- Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property, including personal computer set-up.
- The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.

#### ***2.15 Additional Support for Relocation***

To ensure meaningful understanding of the relocation plan and to minimize language barriers faced by residents who have limited English proficiency, PHA will provide a professional interpreter (in person or through the Language Line) to interpret information that pertains to relocation or receipt of relocation benefits or housing search assistance for voucher recipients.

To support frail elderly and disabled residents, YAP will work with senior and disabled services partner – Public Health Management Corporation and the residents' families and support networks to help them understand their relocation options. If some residents are facing significant struggles with the need to relocate, Relocation Staff will work closely with them to provide support in finding relocation housing that will support a successful tenancy.

Some residents who choose to use a Housing Choice Voucher will have had little or no experience as Voucher holders, and may be unfamiliar with renting in the private sector. The Housing Choice Voucher Program will make available staff that supports Voucher holders in successfully finding housing. The relocation staff will work in collaboration with the Housing Choice Voucher program staff to ensure resident success in using a Voucher. Residents will

receive housing search assistance to help them find appropriate housing using their Voucher. In addition, “tenant briefing” classes will be offered to relocating residents so they can adequately assess their household’s capacity to succeed in the Voucher program. These classes address impediments related to lack of understanding or lack of experience with the private housing market and working with private landlords.

### **2.16 Relocation Housing Options**

A goal of the relocation process is that every displaced household can move to a unit that matches their housing preferences. Residents who must relocate due to redevelopment will be offered housing options in the following categories:

- Housing units that are elsewhere within PHA’s inventory such as other public housing or scattered site housing;
- Housing units in the private market with assistance from Tenant Protection (Housing Choice) Vouchers;
- Housing units in the private market with assistance from Replacement Housing Payments if the agency is otherwise unable to provide other subsidized relocation housing.

These options are available for households who lived at Blumberg Apartments as of June 1, 2015.

Site Code	Development	O BR Unit	1 BR Unit	2 BR Unit	3 BR Unit	4 BR UNIT	5 BR Unit	6 BR Unit	Total
<b>1</b>	Johnson Homes	0	12	12	1	0	0	0	<b>25</b>
<b>3</b>	Richard Allen	0	0	1	4	1	0	0	6
<b>10</b>	Raymond Rosen	0	0	0	18	8	2	0	28
<b>13</b>	Wilson Park	0	7	12	12	3	0	0	34
<b>15</b>	Harrison Plaza	0	1	7	4	0	0	0	12
<b>18</b>	Arch Homes	0	0	4	0	0	0	0	4
<b>20</b>	Spring Garden Apartments	0	0	2	2	0	0	0	4
<b>29</b>	Hill Creek	5	2	6	10	0	0	0	23
<b>30</b>	Abbottsford Homes	0	2	0	1	0	0	0	3
<b>31</b>	Bartram Village	0	7	28	7	0	0	0	42
<b>32</b>	Oxford Village	0	2	3	1	0	0	0	6
<b>34</b>	Whitehall Apartments	1	2	4	6	0	0	0	13
<b>35</b>	Haddington Homes	0	1	6	2	1	1	0	11
<b>39</b>	West Park Apartments	0	8	12	10	1	0	0	31
<b>42</b>	Champlost Homes	0	1	1	1	0	0	0	3

<b>55</b>	Fairhill Apartments	0	1	8	13	0	0	0	22
<b>93</b>	Westpark Plaza	0	3	1	0	0	0	0	4
<b>901</b>	Haddington	0	1	0	3	1	0	0	5
<b>902</b>	Mantua	2	1	4	9	3	2	1	22
<b>903</b>	Kingsessing	0	0	0	13	4	0	1	18
<b>904</b>	Germantown/Hunting Park	0	1	1	5	0	0	0	7
<b>905</b>	Fairhill Square	1	1	2	5	4	3	1	17
<b>906</b>	Francisville	3	2	5	9	2	3	1	25
<b>907</b>	Ludlow	1	3	2	5	2	0	1	14
<b>908</b>	Susquehanna	0	1	3	9	4	2	1	20
<b>909</b>	Strawberry Mansion	6	5	2	9	3	2	6	33
<b>910</b>	Oxford Jefferson	0	1	5	14	0	0	6	26
	<b>Unit Totals</b>	<b>19</b>	<b>65</b>	<b>131</b>	<b>173</b>	<b>37</b>	<b>15</b>	<b>18</b>	<b>458</b>

Some households may be qualified to pursue housing opportunities like homeownership. PHA offers information and assistance with pursuing homeownership as one component of its Community Operation & Resident Development department. These resources and information will be made available to residents who may qualify for the program. In planned future stages of the project, homeownership opportunities are expected to result directly from the redevelopment of Norman Blumberg Apartments.

Every reasonable effort will be made to relocate residents to the neighborhood of their choice. PHA will seek resources in every community. If residents qualify for a voucher, they will be advised of housing opportunities in surrounding counties and in neighborhoods that they may not be familiar with and have low concentrations of poverty and minorities. Every reasonable effort will be made to encourage residents to explore alternative housing choices.

In addition, the PHA is collaborating with the City of Philadelphia Office of District Attorney, Department of Human Services and Department of Behavioral Health Services to ensure the safety of residents and continuity of services received before, during and after relocation.

### ***2.17 Relocation Destinations***

PHA has prepared for the relocation of Blumberg apartment residents and has sufficient units available to relocate all residents. The Relocation Staff will track the vacant units each month during relocation in order to provide residents at Blumberg with housing choices. Below you will find a listing of the unit availability by bedroom size and location as of June 1, 2015

## Relocation Destinations by Housing Type

If it becomes necessary to house residents in temporary units other than a PHA unit, attempts will be made to find replacement housing.

### Number of Families to Be Relocated

Unit Size	Seniors (living in multi-family bldg.)*	Family w/children	Single Non Seniors*	Total
1 BR	16	6	11	33
2 BR	31	93	0	124
3 BR	14	98	0	112
4 BR	7	61	0	68
5 BR	0	0	0	0
<b>Totals</b>	68	258	11	337

*\*It is important to note that some of the 1 bedroom units' house couples as well as single individuals.*

### 2.18 Standards for Occupancy and Reoccupancy

All residents who remain lease complaint during their period of displacement from Blumberg will retain their right to return to the redeveloped sight. Residents choosing to activate their right of return to the redeveloped Blumberg units will not be subject to any additional rescreening for credit, background or criminal checks.

Prior to the start of the re-occupancy of the redeveloped Blumberg Apartments, each relocated household will be contacted via a return Survey inquiring whether the household would like to activate its right to return or be permanently relocated. The first mailing of the survey will be conducted via US mail. If there is no response, a second mailing and final mailing of the survey will be sent via certified mail, return receipt requested to the address of record.

From the results of the surveys, residents that meet the required bedroom size of available units coming online will be notified of the availability of housing. The Relocation Staff will assist the household in moving back to the redeveloped Blumberg units by arranging the return move through a PHA contracted moving company and pay for the move, as well as the reconnection of any utilities and telecommunications.

Returning residents will undergo income certification to establish their rent. PHA will offer units according to income limits that apply at the time they move back. Returning residents will continue to pay no more than 30% of their income for rent.

Based on current circumstances, PHA anticipates that a majority of the residents currently residing at Blumberg, prior to relocation, will be able to meet the basic criteria for re-occupancy. Only those residents who fail to maintain lease compliance during the period of displacement from Blumberg will be prohibited from returning to the redeveloped site.

As redeveloped units at the Blumberg site are made available for occupancy over the three to four year redevelopment period, any resident who is not able to return because there is no available unit with the appropriate – current - bedroom size will be place on a site base wait list. If a resident on the site base wait list is offered a newly redeveloped unit and declines to accept re-occupancy, that resident will be removed from the site based waiting list.

**Proposed Redevelopment Unit Bedroom Size Distribution**

	504	SRO	1 BR	2BR	3 BR	4BR	5BR	6BR	Total
<b>LIHTC</b>			10	25	19	3			57
<b>Rental ACC</b>	57		141	80	33	65	10		386
<b>Homeownership</b>					67				67
<b>Total</b>	57	0	151	105	119	68	10	0	510

### **3.0 APPEALS PROCESS RELATED TO RELOCATION ISSUES**

Residents subject to relocation may request a review of any PHA determination concerning eligibility for relocation benefits, the amount of a relocation payment, or the selection of the comparable relocation unit provided. The results of these appeals will be reported according to the requirements under law. The appeals process for issues dealing with relocation is described below.

#### ***3.1 Residential Relocation Appeals***

The Relocation Packet provided to each household will contain information on the appeals process including rights and procedures. A resident will have 60-days after receipt of a written offer of relocation benefits to file an appeal. The appeal shall be in writing, delivered to the PHA Corporate Secretary at 12 S. 23<sup>rd</sup> Street within the 60-day period. PHA will consider an appeal regardless of form provided.

Upon receipt of the written appeal, the Corporate Secretary shall assign an impartial Hearing Officer for a hearing, pursuant to PHA's Admissions and Continued Occupancy Policy ("ACOP") and Grievance Procedure, who shall serve as the authorized designee of the President & CEO. The resident may attend and be represented by a person at his or her own expense and choice, and may bring witnesses. Materials presented by the resident and all other pertinent information will be considered by PHA in making the decision.

The written decision of the Hearing Officer will be the final decision of the PHA. In keeping with 49 CFR 24.10, if the resident is not satisfied with the Hearing Officer's decision, the resident will be advised that there are options for judicial or administrative review of the agency's determination.

#### ***3.2 Return Right Appeals***

A resident may be found to be ineligible to claim their Right to Return to a redeveloped unit at Blumberg due to noncompliance with their lease while in relocation housing. If such a resident is found ineligible, PHA will inform the resident in writing and state the reason(s) for their ineligibility. If a resident is found to be ineligible due to eviction with a writ of restitution from private, unsubsidized housing (including housing rented through a Voucher), the notification will include a description of an appeal process that is consistent with PHA's ACOP, as may be amended. This appeal process will be used to process appeals for Return Rights allowing a relocated resident who is no longer living in public housing access to the same grievance procedures as would apply had relocation never occurred and they had remained a public housing resident.

## **4.0 FUNDING FOR RELOCATION**

The Philadelphia Housing Authority will fund the full cost of relocation for Norman Blumberg residents. A budget has been created for the relocation, based on provisions detailed in this Relocation Plan.

### ***4.1 Residential Relocation Expenses***

The budget reflects estimated moving costs based on the current Fixed Residential Moving Cost Schedule published in the Federal Register that applies during the period of relocation. The moving company rates available to PHA are generally lower than the schedule. Specific costs in the residential relocation portion of the budget include:

1. Moving costs, including the cost of two moves for the number of families who are expected to return to Replacement Housing at Norman Blumberg Apartments.
2. Relocation Financial Assistance that includes \$100 per household, the cost of reconnection of utilities, including telephone and cable and internet service.
3. Assistance with security deposits for households that qualify for Tenant Protection Vouchers and successfully find a rental unit. This expense is budgeted based on one month's rent at HUD's published Fair Market Rent for Philadelphia, according to bedroom configuration of the households anticipated to move to private market rentals.
4. Costs for interim storage of household items for residents, if necessary. For example, washers and dryers owned by residents may be stored if they move off site to a unit that has no laundry hook-ups, until they can be installed in Replacement Housing.

### ***4.2 General Administrative Expenses***

Specific costs in the general administration portion of the budget include:

- Expenses for communication with residents, such as the Relocation Packet, translation, interpretation, and printing costs;
- The salary (including benefits) of the Relocation Staff;
- Provision of relocation counseling, mobility counseling and assistance in locating housing;
- Transportation costs to assist residents in viewing housing options;
- General office expenses;
- Costs of securing the empty buildings prior to demolition.

## **5.0 RECORDKEEPING AND REPORTING**

The PHA will make every effort to track and stay connected with residents who were relocated from the Blumberg Apartments. This information will be useful to ensure that residents receive proper consideration for relocation benefits.

### ***5.1 Tracking of Residents and Notices***

The tracking of residents will continue for up to three years after all residents are relocated from Norman Blumberg Apartments, since these households are vested with an absolute Right to Return to Blumberg. PHA will track residents beyond the three year period, as needed, to ensure the development and re-occupancy of all replacement units.

Residents who use Tenant Protection Vouchers will be tracked with the management software, Emphasys Elite, used in the Housing Choice Voucher program.

Public Housing Residents will be tracked using Customer Relationship Management System (“CRM”), which is PHA’s information technology system used to manage resident records. A list of the data fields being tracked is included in Appendix E.

### ***5.2 Notices to Update Residents As New Units Come Online***

PHA will send out periodic updates to displaced households, to inform them when replacement units come online as part of the Blumberg redevelopment. This will make it possible for them to take advantage of their Right to Return well into the future.

If residents leave subsidized housing provided by PHA they will waive their Right of Return to a rental unit but, they will be provided an opportunity to purchase a homeownership unit as part of Blumberg redevelopment.

### ***5.3 Recordkeeping and Tracking of Notices***

Copies of notices as in Section 2.11 of the plan will be kept in each household’s relocation files. Copies of relocation advisory notes, offers of relocation assistance, claims forms, appeals, PHA determinations, and other documents relating to the household’s relocation will be kept in the tenant file as well. The relocation tracking system may allow these documents to be stored electronically and tracked over time.

### ***5.5 Reporting***

PHA will develop monthly reports on the status of implementation of the Relocation Plan to ensure compliance. After relocation from Blumberg is complete, quarterly reports will be developed during each fiscal year until the completion and re-occupancy of all replacement units at the redevelopment Blumberg site.

The reports will provide but not be limited to the following information:

- The status of notifications about relocation provided to residents and the status of relocation counseling of residents;
- Details about the number of residents being relocated;
- The housing relocation options selected;

- The financial assistance and other relocation assistance provided by PHA;
- The number and outcome of resident appeals; and
- Other information detailed in this Relocation Plan.

In addition, the reports will include information on any evictions during the relocation period that would terminate a residents Right to Return.

## 6.0 CONCLUSION

This plan is intended to guide the Philadelphia Housing Authority Relocation Staff through the challenging process of relocating residents. The detailed nature of the plan is intended to take into account the difficult and complex process of relocation and return to the redeveloped site for the highly diverse resident's relocation impacts.

For assistance in understanding the plan, the following PHA staff members are available to answer questions and provide further assistance:

<b>Staff Member</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
<b>Erik L. Soliván</b>	Senior Vice President	215-684-4327	erik.solivan@pha.phila.gov
<b>Irene Brown-Williams</b>	Senior Project Manager	215-684-2933	Irene.brown@pha.phila.gov
<b>Vannie Miller</b>	Relocation Coordinator	215-684-8024 215-684-4763 215-684-3584	vannie.miller@pha.phila.gov

## APPENDIX A: RELOCATION PLAN ASSURANCE LETTER



### RELOCATION PLAN ASSURANCES

This Relocation Plan contains accurate information and has been prepared in accordance with 49 CFR Part 24, Uniform Relocation Assistance (“URA”), Real Property Acquisition Final Rule and Notice and Section 18 of the of the United States Housing Act of 1937 as amended by the Quality Housing Work Responsibility Act of 1998 . This Plan provides the following assurances to residents:

1. Relocation staff have been trained on this Relocation Plan, the URA and Section 18 requirements and will follow the provisions accordingly;
2. PHA has appropriated, reserved, set aside or otherwise committed to cover the anticipated relocation cost ;;
3. Families and individuals will have full opportunity to occupy comparable, decent, safe, and sanitary housing;
4. Relocation payments will be made promptly by PHA and to the full extent for which residents are eligible;
5. The project activities have been planned in a manner that will minimize hardships to tenants;
6. All tenants have been offered a Tenant Protection Voucher, been provided the allotted time under law to relocate and any waiver of rights and privileges were done freely and free of coercion;
7. Relocation assistance and advisory support services will be provided in accordance with the needs of the resident.

## APPENDIX B: PRIORITY POLICY



### Priority Policy

#### Purpose

1. The goals of the Relocation Plan s is to inform the residents about their rights under the relocation laws and this Plan, provide suitable options for alternative housing to each household, and sufficient periods of time to make informed decisions from housing options provided. This Priority Policy assigns each household a priority ranking during the relocation process to guide the timing of their move from the Norman Blumberg Apartments to their alternative housing. The policy expresses the intent of the Philadelphia Housing Authority to limit the impact of relocation on the variety of residents from seniors and disabled occupants to children currently living at Blumberg. This policy will:
  - a) Provide ample support for seniors and persons with disabilities requiring consistent medical care with an offering of housing options to ensure continuity of all necessary care;
  - b) Minimize impact on resident youth attending school;

#### Policy

- 1) Households meeting the criteria set forth below will be given that according priority in selecting their housing options for relocation:
  - a) Elderly residents will be receive first priority;
  - b) Disabled residents who are not elderly will receive second priority;
  - c) Families with school-aged children will receive third priority and meet the following characteristics:
    - i) Children are enrolled in public elementary school from grades Kindergarten to eight grade,
    - ii) Children are enrolled in private or charter schools from grades kindergarten to eight grade.
  - d) All other residents will be given fourth priority.
- 2) Housing options within each priority group will be offered to households on a first-come-first-served basis.
- 3) The housing options offered to each group include the following:
  - a) Units within PHA's conventional and scattered site portfolio
  - b) Tenant Protection (Housing Choice) Vouchers –
  - c) Other housing opportunities, such as homeownership programs, that some households may be qualified to pursue.

- 4) If a household does not indicate a housing preference or fails to make a valid choice, PHA will select a unit within its inventory that fits the household's eligibility, at PHA's discretion.
- 5) There are other factors that may affect the order of relocation such as:
  - a) Availability of comparable units will change constantly, so households who have the highest priority for their first choice of relocation may not necessarily be the first to actually move;
  - b) PHA may need to consider special circumstances not currently anticipated, when offering units, such as:
    - (1) new requests for an ADA accommodation;
    - (2) characteristics that require housing difficult to find;
    - (3) situations in which an existing unit has a maintenance emergency that makes it uninhabitable;
    - (4) Or lack of readiness to move when offers are made available.

## APPENDIX C: RESIDENT DEMOGRAPHICS

### Blumberg Apartments - Tenant Fact Sheet

#### Total Resident Age Demographic (As of 5/20/15)

Current (As of 12/17/14)			2 Year Projection			5 Year Projection		
Age	Residents	Percentage	Age	Residents	Percentage	Age	Residents	Percentage
0-17	606	49.47%	0-17	577	45.72%	0-17	501	39.70%
18-30	224	18.29%	18-30	264	20.92%	18-30	282	22.35%
31-54	222	18.12%	31-54	237	18.78%	31-54	266	21.08%
55-61	71	5.80%	55-61	72	5.71%	55-61	73	5.78%
62+	102	8.33%	62+	112	8.87%	62+	140	11.09%
<b>Total</b>	<b>1,225</b>	<b>100%</b>	<b>Total</b>	<b>1,262</b>	<b>100%</b>	<b>Total</b>	<b>1,262</b>	<b>100%</b>

\*With respect to Birth/Mortality Rate (National Vital Statistics)

#### Child Age Demographics

Current (As of 12/17/14)			2 Year Projection			5 Year Projection		
Age	Residents	Percentage	Age	Residents	Percentage	Age	Residents	Percentage
0-3	95	15.68%	0-3	51	9.06%	0-3	0	0.00%
4-6	125	20.63%	4-6	99	17.58%	4-6	51	10.45%
7-12	248	40.92%	7-12	257	45.65%	7-12	235	48.16%
13-17	138	22.77%	13-17	156	27.71%	13-17	202	41.39%
<b>Total</b>	<b>606</b>	<b>100%</b>	<b>Total</b>	<b>563</b>	<b>100%</b>	<b>Total</b>	<b>488</b>	<b>100%</b>

\*Assuming no mortality (National Vital Statistics)

#### Projected New Adults

2 Year Projection
51

5 Year Projection
126

10 Year Projections
329

**Blumberg Apartments - Tenant Fact Sheet**

Disabled Tenants (As of 5/27/15)

Age	Disabled Residents	Total Residents	Percentage	% of Disabled Residents
<b>0-17</b>	9	606	1.49%	15.00%
<b>18-30</b>	6	224	2.68%	10.00%
<b>31-54</b>	18	222	8.11%	30.00%
<b>55-61</b>	12	71	16.90%	20.00%
<b>62+</b>	15	102	14.71%	25.00%
<b>Total</b>	60	1,225	4.90%	100.00%

Disabled Head of Households

Households	Disabled HOH	Percentage
452	44	9.73%

Disability Mix - By 504 Unit Description

Feature Type	Households	% of 504	Disabled HH / Total HH
<b>Limited 504 Features</b>	9	16.98%	1.99%
<b>Hearing Impaired</b>	3	5.66%	0.66%
<b>UFAS Accessible</b>	13	24.53%	2.88%
<b>No 504 Type Needed</b>	28	52.83%	6.19%
<b>Total</b>	53	100.00%	11.73%

Head of Household by Employment Status (As of 5/20/15)

Total		HOH Employed	
Age of HOH	Households	Households	Percentage
<b>18-30</b>	113	18	15.93%
<b>31-54</b>	200	47	23.50%
<b>55-61</b>	63	10	15.87%
<b>62+</b>	88	2	2.27%
<b>Total</b>	464	77	16.59%

Income by Age of Head of Household

<b>Total</b>		<b>Total Income</b>	
Age of HOH	Households	Total Income	Average Income
<b>18-30</b>	113	\$957,173	\$8,470.56
<b>31-54</b>	200	\$2,465,381	\$12,326.91
<b>55-61</b>	63	\$720,197	\$11,431.70
<b>62+</b>	88	\$1,217,799	\$13,838.63
<b>Total</b>	464	\$5,360,550	\$11,552.91

<b>HOH by Race</b>		<b>Residents by Race</b>	
<i>Gender</i>	<i>Residents</i>	<i>Residents</i>	<i>Percentage</i>
<b>Am. Indian</b>	1	1	0.08%
<b>Asian</b>	10	23	1.82%
<b>Black</b>	435	1159	91.84%
<b>White</b>	8	27	2.14%
<b>Not Provided</b>	6	52	4.12%
<b>Total</b>	460	1,262	100.00%

**Blumberg Apartments - Tenant Fact Sheet**

Household Size Distribution by Age of Head of Household

Age of HOH	Households	Family Size	Average Family Size
<b>18-30</b>	113	383	3.39
<b>31-54</b>	200	669	3.35
<b>55-61</b>	63	96	1.52
<b>62+</b>	88	117	1.33
<b>Total</b>	464	1,265	2.73

Household Size Distribution by Age of Head of Household

Age of HOH	Households	Total Bedrooms	Average Bedroom Size
<b>18-30</b>	113	292	2.58
<b>31-54</b>	200	572	2.86
<b>55-61</b>	63	106	1.68
<b>62+</b>	88	125	1.42
<b>Total</b>	464	1,095	2.36

Bedrooms Per Person

Households	Residents	Residents Per Unit	Public Housing Wide
464	1,262	2.72	2.32

Residents	Total Bedrooms	Residents Per Bedroom	Public Housing Wide
1,262	1,095	1.15	

Income by Family Size

Total		Total Income	
Family Size	Households	Total Income	Average Income
<b>1</b>	149	\$1,447,546	\$9,715.07
<b>2</b>	87	\$865,685	\$9,950.40
<b>3</b>	82	\$924,357	\$11,272.65
<b>4</b>	59	\$680,148	\$11,527.93
<b>5</b>	42	\$689,224	\$16,410.10
<b>6</b>	23	\$337,886	\$14,690.70
<b>7</b>	8	\$68,841	\$8,605.13
<b>8</b>	2	\$61,706	\$30,853.00
<b>Total</b>	452	\$5,075,393	\$11,228.75

<b>Blumberg Unit Status</b>		
<b>Family Type</b>	<b>Households</b>	<b>Percentage</b>
Occupied	460	90.2%
Vacant - Ready for Occ	13	2.5%
Vacant - Fire Damage	2	0.4%
Vacant - Make Ready	24	4.7%
Admin Usage	2	0.4%
Residential Usage	9	1.8%
<b>Total</b>	<b>510</b>	<b>100%</b>

## APPENDIX D: SUMMARY OF OTHER PUBLIC HOUSING RELOCATION

Summary of other Public Housing Relocation Activities Proposed or On-going in the Jurisdiction according to PHA's one year Public Housing Plan

Development Name	Project Number	Site Number	Number of Families to be relocated
<b>Norris Apartments –Phase II CNI and RAD</b>	PA002	175	147
<b>Norman Blumberg Apartments (Multifamily)</b>	PA002	050	363
Total families to be relocated			<b>510</b>

## **APPENDIX E: RELOCATION RECORDKEEPING AND NOTICES**

- Appendix E-1: Introduction to the Relocation Process
- Appendix E-2: Resident Needs Assessment Questionnaire for Relocation Purposes
- Appendix E-3: Resident Supportive Services Needs Assessment Survey
- Appendix E-4: General Information Notice Residential Tenant to Be Displaced
- Appendix E-5: Notice of Eligibility for Relocation Assistance
- Appendix E-6: 90-day Day Notice of Permanent Relocation
- Appendix E-7: 90-Day Voluntary Wavier Notice
- Appendix E-8: Eligibility Assistance Acknowledgement Form
- Appendix E-9: Transfer Notice 30 Day Notice
- Appendix E-10: Unit Assignment Due to Failure Notify PHA of Replacement Housing Selection
- Appendix E-11: Offer of Tenant Protection Voucher
- Appendix E-12: Wavier of Tenant Protection Voucher
- Appendix E-13: Notice of Right to Return

## APPENDIX E-1: INTRODUCTION TO THE RELOCATION PROCESS



**DATE:** XXX

**TO:** Residents of Norman Blumberg Apartments

**FROM:** Dinesh Indala, Acting Executive Vice President – Housing Operations

Many of you are aware of the planned demolition of the Blumberg Apartments and Relocation of all Residents that has been discussed over the past year as part of the Housing Strategy of Choice Neighborhoods Initiative Transformation Plan for Sharswood/Blumberg. The PHA has worked aggressively to acquire the necessary approvals from the U.S. Department of Housing and Urban Development (“HUD”) to demolition the two multifamily towers and surrounding low-rise units. On May 29, 2015 PHA received its official approval from HUD and will now start the Relocation Process. Attached to this letter is the Relocation Packet, which contains information about the relocation process.

Before PHA can begin demolition, each multifamily building must be totally vacant, meaning that each resident must be relocated. A copy of the complete Relocation Plan is available in the Blumberg Management Office.

As many of you know, Mr. Vannie Miller has been assigned to the post of Relocation Coordinator. Mr. Miller and the Relocation Staff will work with each resident to develop your individual relocation plan including the selection of alternative housing, connection to advisory support services and provision of your financial benefits under relocation. In addition, the Relocation Staff will give each household their official Notice of Right to Return to the redevelopment Blumberg site. PHA will replace each of the 403 units demolished all residents that remain lease complaint will have a Right to Return to the redeveloped Blumberg site.

While we realize that moving is a significant inconvenience, PHA and the Relocation Staff will make every effort to assist each family in a manner that will minimize the stress and inconvenience of relocation. Please give Mr. Miller your cooperation. If you have any questions, you can reach me at 215-684-1255.

Again, your cooperation will be greatly appreciated.

**APPENDIX E-2: RESIDENT NEEDS ASSESSMENT QUESTIONNAIRE**



**NEEDS ASSESSMENT QUESTIONNAIRE FOR RELOCATION PURPOSES**

DATE:	UNIT ADDRESS:	Actual Bedroom Size:	Client #:
Do you presently have Cable TV?	How many Jacks do you currently have?	Will you need help with packing?	
TELEPHONE:			
BEDROOM SIZE REQUIRED:	CIRCLE INCOME TYPE: EMPLOY. SS SSI PENS. OTHER		
TENANT NAME	RELATIONSHIP	BIRTHDATE	SEX
Who Receives: DPA Assistance Check, Medicaid, Or Food stamps In His/hers Name?			
NAME:	CASE #:	DISTRICT:	
NAME:	CASE #:	DISTRICT:	
CASEWORKER NAME:	PHONE #:	ADDRESS:	
WHO RECEIVES SOCIAL SECURITY and/or SSI?			
NAME:	CASE #:		
NAME:	CASE #:		

COUNSELOR:		PHONE #:	ADDRESS:
WHO RECEIVES VETERAN'S ADMIN. OR OTHER PENSION?			
NAME:		CASE #:	
NAME:		CASE #:	
COUNSELOR:		PHONE #:	ADDRESS:
WHAT HEALTH COVERAGE DO YOU HAVE?			

Is any member of the household handicapped, disabled, or attending a clinic? <u>GIVE NAME. TYPE OF PROBLEM. CLINIC NAME. ADDRESS. TELEPHONE #, AND DOCTOR</u>					
Tenant Name	Problem	Clinic	Phone	Address	Doctor
DOES ANY HOUSEHOLD MEMBER ATTEND SPECIAL SCHOOL, DAYCARE, OR TRAINING FACILITY?					
TENANT NAME	FACILITY	TEACHER/ PHONE #	GRANTS	TRANSPORTATION	
INFORMATION TO HELP PLACE YOU IN A NEW UNIT					
Preferred type of Replacement Unit:    Conventional Sites    Scattered Sites    Section 8    Private					
Preferred Area of the City:			Preferred Development:		
Are you interested in HOMEOWNERSHIP opportunities and mortgage counseling?					
Would you like to return to your present development once construction is completed?					
YES		NO			
IS THERE ANYTHING WE SHOULD KNOW ABOUT YOU OR YOUR FAMILY TO BETTER ASSIST YOU?					

(Complete below)

Signature: \_\_\_\_\_  
(Head of Household)

Date: \_\_\_\_\_  
\_\_\_\_\_  
(Spouse or Other Signatory to Lease)

Tenant

Signature:

COMMENTS:

Person completing this form: \_\_\_\_\_ (Signature)

**APPENDIX E-3: RESIDENT SUPPORTIVE SERVICES NEEDS ASSESSMENT**



PHA offers and refers self-sufficiency services for eligible family members. Services include education, job training, job placement, business development, homeownership counseling and social services such as child care, senior services, family counseling, etc.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Client ID# \_\_\_\_\_

Address: \_\_\_\_\_ APT# \_\_\_\_\_ ZipCode: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Best Time to call \_\_\_\_\_

Email: \_\_\_\_\_

I am moving to: PHA Development: \_\_\_\_\_ HCV: \_\_\_\_\_

Are you familiar with the area you are moving to? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Are you aware of any support services in the area? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Please check the appropriate box**

I am interested in receiving supportive services

I am receiving the service I need from another Service Provider:

Provide the name of the service provider \_\_\_\_\_

I do not need self-sufficiency services at this time: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you have case management services?	Yes: _____ No: _____
Do you have medical assistance?	Yes: _____ No: _____
Are you enrolled in PHA’s Resident opportunities for self-sufficiency program (ROSS)?	Yes: _____ No: _____
I want to buy a home:	Yes: _____ No: _____
I have signed up for a financial literacy training programs	Yes: _____ No: _____

I want to sign up for one of job skills training programs	Yes: _____ No: _____
I want to sign up for senior programs and services	Yes: _____ No: _____
I want to sign up for children and youth program and services	Yes: _____ No: _____
I want to own my own business	Yes: _____ No: _____

**Household**

Please complete each question.

1) How many people are living in your household?

- a. #of children (age 0 to 18) \_\_\_\_\_
- b. #of Adults (age 19-54) \_\_\_\_\_
- c. # Senior (age 55+) \_\_\_\_\_

2) Are you currently employed?

- a. \_\_\_\_ Yes. Please indicate the length of time employed \_\_\_\_\_  
     \_\_\_\_ Full Time  
     \_\_\_\_ Part Time
- b. \_\_\_\_ No

3) Do you want to find another means of employment? \_\_\_\_ Yes \_\_\_\_ No

4) If No, provide the reason for unemployment?

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5) What is your range of your total household income per year? Please check one.

- Less than \$5,000     10,001 -15,000     \$20,001 -25,000
- 5,001 -10,000     15,001 -20,000     \$25,001

6) Please indicate your current level of education.

- Less than 8<sup>th</sup> grade     GED     Bachelor's Degree
- 9<sup>th</sup> -12<sup>th</sup> grade     Some College     Master's Degree
- High School     Associate Degree     Certification in  
Graduate \_\_\_\_\_

7) Do you have a valid driver's license? \_\_\_\_ Yes \_\_\_\_ No

8) Do you have a valid commercial driver's license? \_\_\_ Yes \_\_\_ No

9) What is important to you in your community?

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10) Are you experiencing any hardships? \_\_\_ Yes \_\_\_ No

If so, please explain

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**Career Planning**

1. Are you interested in some type of training / education \_\_ Yes \_\_ No

2. What type of education and training would you like?

- Construction       Health       Computer       Business       Childcare  
 Law       GED       Cooking       Secretarial       Electrical  
 Other \_\_\_\_\_

3. Please check all of the following job skills that apply

1. Banking	2. Child Care	3. Construc tion	4. Computer Skills	5. Cosmetolo gy	6. Custom er Service
7. Electroni Assembly	8. Food Service	9. Health Care	10. Housekee ping	11. Mental Health Care	12. Nursing Home
13. Elderly Services	14. Laundry Work	15. Robotics	16. Sales	17. Seamstress /Tailor	18. Security Guard
Stock Clerk	Teacher's Aide	Non-Teaching Assistant	Truck/Bus/Van Driving	Transportatio n Related	Waitress or Waiter

Management/Supervisor	Secretarial/Clerical/Office Work	Data Processing/Data Entry	Home Cleaning Services	Operating Machinery or Equipment	Repairing Machinery/Equipment
Other _____		I want to Own My Own Business _____			

House Hold (HH) Member	Job Skills Family Members Possess (Use the numbers above or write in your job skills)	Type of Work you are Most Interested in Doing	Will this be a new Career for You?	I Need Training or Education for this Work
HH #1				
#2				
#3				
#4				
#5				
#6				

Money Management

1. Do you have a Checking /Savings account? \_\_Yes \_\_ No
2. Are you interested in owning a Home? \_\_Yes \_\_No
3. Would you attend a Money management class? \_\_Yes \_\_No

Adult and Senior Service Needs

Please check all services required for your family.

Type of Service	Adults: Ages 21-54	Seniors: Ages 55+
My Own Business Development		
Employment Preparation		
Life Skills		
Literacy/Adult Basic Education		
Computer Literacy		
Job Training		
Job Placement		
Job Improvement		
Resume Preparation		
Driver's License Assistance		
Transportation Assistance		

TANF Assistance		
SSI		
Social Security Assistance		
Case Management needs for services		
Self-Empowerment/ Motivational Training		
Health Care		
Mental Health Care		
Intellectual Disability		
Chronic Health Problems		
Dental Care		
Substance Abuse Programs		
Homemaker Services/Home Health Aide		
Homeownership Counseling		
Budgeting/Money Management		
Credit Counseling		
Housing Counseling: Rental Delinquency		
Family Counseling		
Meals on Wheels		
Food Cupboard		
WIC		
Violence Prevention		
Parenting Skills		
Volunteer Opportunities		
Other:		

**Youth Service information**

1. How many youth are in the household? \_\_ (1) \_\_ (2) \_\_ (3) \_\_ (4) \_\_ (5) \_\_ (6+)

2. What activities would you like to have access to?

<input type="checkbox"/> Art	<input type="checkbox"/> PAL	<input type="checkbox"/> Reading	<input type="checkbox"/> Internet access	<input type="checkbox"/> Boy Scouts
<input type="checkbox"/> Fashion	<input type="checkbox"/> Travel	<input type="checkbox"/> Sports	<input type="checkbox"/> Playground	<input type="checkbox"/> Girl Scouts
<input type="checkbox"/> Crafts	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Sports Programs	<input type="checkbox"/> Before School Care
<input type="checkbox"/> Pre-Kindergarten programming	<input type="checkbox"/> Sports Programs	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Music Programs	<input type="checkbox"/> After School Care
<input type="checkbox"/> Day Care	<input type="checkbox"/> Music Programs	<input type="checkbox"/> Big Brothers/Big Sisters Program	<input type="checkbox"/> Cultural Programs	<input type="checkbox"/> Educational Activities
<input type="checkbox"/> Day Care at Odd Hours (specify	<input type="checkbox"/> Cultural Programs	<input type="checkbox"/> Youth Programs (16 to 21)	<input type="checkbox"/> Big Brothers/Big Sisters Program	<input type="checkbox"/> GED/ High School Diploma

hours)			
<input type="checkbox"/> College entry	<input type="checkbox"/> Library	<input type="checkbox"/> Technical School entry	<input type="checkbox"/> Computer Training
<input type="checkbox"/> Other _____			

4. What challenges is your child facing?

<input type="checkbox"/> Bullying	<input type="checkbox"/> Gangs	<input type="checkbox"/> Finding Role Model	<input type="checkbox"/> Individualized Educational Programs (IEP)
<input type="checkbox"/> Hunger Reading	<input type="checkbox"/> No Clothes	<input type="checkbox"/> Peer Pressure Math	<input type="checkbox"/> Educational Developmental Delays
<input type="checkbox"/> Drugs	<input type="checkbox"/> Home alone	<input type="checkbox"/> Other _____	

**Health**

1. How often do you see a Doctor?

- Once a week     
 Every two weeks     
 Monthly     
 Yearly  
 Rarely     
 Almost never

2. What are some challenges to accessing your health?

- Medical Expense     
 Supplies     
 No Insurance     
 Equipment  
 Other \_\_\_\_\_

3. What are your health concerns?

- Smoking     
 Overweight     
 Asthma  
 Dialysis     
 High Blood Pressure     
 Glaucoma  
 Other \_\_\_\_\_  


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4. Would you like more information about?

- Exercise     
 Weight Training     
 Healthy Eating  
 Other



Date: \_\_\_\_\_

Tenant

Signature: \_\_\_\_\_

(Head of Household)

Internal Use Only

Supportive Services Team Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by PHA Staff: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix E-4: General Information Notice Residential Tenant to Be Displaced



(date)

Dear \_\_\_\_\_:

The Philadelphia Housing Authority is interested in demolishing the property you currently occupy at Norman Blumberg Apartments for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the URA and Section 18 programs.

The purpose of this notice is to inform you that you may be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You may be eligible for relocation assistance and payments under URA if the proposed project receives HUD funding and if you are displaced as a result of acquisition, rehabilitation or demolition for the project.

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

If you are determined to be eligible for relocation assistance in the future, you may be eligible for:

- 1) Relocation advisory services including help to you find another place to live;
- 2) At least 90 days advance written notice of the date you will be required to move;
- 3) Payment for your moving expenses; and
- 4) Replacement housing payments to enable you to rent a comparable replacement home.

You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly 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.)***

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making

any moving plans. Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time. If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact

(name)\_\_\_\_\_,(title)\_\_\_\_\_,

(address)\_\_\_\_\_, (phone)\_\_\_\_\_.

Sincerely,

(Name and title)\_\_\_\_\_

Enclosure

## APPENDIX E-5: NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE



### NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE

Date:

Client # «Client\_Number\_»  
«First\_Name» «Last\_Name»  
«Address\_Relocating\_From», «Apartment\_»  
«City\_State\_Zipcode»

Dear «First\_Name» «Last\_Name»:

The Philadelphia Housing Authority is currently renovating units in your Norman Blumberg Apartments.

This is a Notice of Eligibility for Relocation Assistance. To carry out the redevelopment activities, it will be necessary for you to relocate. You will not be required to move without a 90-day advance written notice of the date by which you must vacate. When you do move, you will be entitled to relocation assistance in accordance with Federal regulations.

You are eligible for relocation assistance, including:

Counseling and Other Advisory Service: Referral to a PHA Representative for Supportive Services (such as childcare, health care, employment and educational assistance).

Provisions for Moving: The Philadelphia Housing Authority will provide moving services for all residents affected by relocation.

- Transportation to Housing Sites;
- Payment of reasonable moving expenses
- Dislocation Allowance of \$100.00 (for all permanent moves only);

Comparable Replacement Housing. The Philadelphia Housing Authority will provide suitable replacement housing for all residents affected by relocation. Additionally, PHA will cover the transfer cost including telephone, cable services and utility.

If you have not already been contacted, a representative of this office will soon contact you to determine your needs and preferences. If you have any questions, please contact Mr. Vannie Miller, Relocation Specialist at (215) 684-8024. Mr. Miller will also be available on site at the Norman Blumberg's Relocation Office, located at 2311 Jefferson Street, Philadelphia PA 19121.

Sincerely,

Vannie Miller  
Relocation Specialist

## APPENDIX E-6: 90-DAY DAY NOTICE OF PERMANENT RELOCATION



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### 90 – DAY NOTICE OF PERMANENT RELOCATION

**DATE OF NOTICE:**

**DATE NOTICE PERIOD ENDS:**

«First\_Name» «Last\_Name»  
«Address\_Relocating\_From», «Apartment\_»  
«City\_State\_Zipcode»

DEAR RESIDENT:

The Philadelphia Housing Authority has determined that it is necessary to transfer you from your present housing unit to another unit on a permanent basis. The reason for the relocation is the Demolition of the Multifamily towers for redevelopment.

This notice is to inform you that you will be required to move, but not sooner than ninety (90) calendar days from the date, (enter date), of this notice, shown above. **THIS IS NOT A NOTICE TO MOVE NOW!** Please plan to remain in you unit under the terms and conditions of your existing lease.

You will be offered a replacement dwelling unit which is comparable to your existing unit. It will be the correct size to accommodate all family members in accordance with PHA and HUD Policy. PHA will assume the responsibility for moving your furnishings and personal affects to the replacement unit.

Before you move from your unit in the Norman Blumberg Apartments to another location, you are entitled to receive counseling from someone on staff at the PHA. The staff will provide all necessary information about your new neighborhood – schools, transportation, government offices, etc.—to help your family feel more comfortable.

When the actual moving date has been determined by PHA, you will receive another notice thirty (30) days before you will have to move. If a suitable replacement unit is ready and offered to you before the end of the notice period shown above (90 days), you may move as soon as possible if you choose.

(Note: If you move before the end of the 90-day waiting period shown above, PHA will request that you sign a form which will confirm that the choice to move sooner than required was authorized by you.) In addition, please be advised that this notice does not apply to tenants involved in eviction proceedings.

If there are any questions regarding this matter, please contact the Relocation Staff by phone or in person at the Relocation office.

PHA Staff Member  
(Enter Number)

*“I certify that I have received a copy of this 90-day Notice of Permanent Relocation and that I have had the contents of it explained to me.”*

\_\_\_\_\_  
Witness  
Date: \_\_\_\_\_

\_\_\_\_\_  
Tenant  
Date: \_\_\_\_\_

**APPENDIX E-7: 90- DAY VOLUNTARY WAIVER NOTICE**



**90 - Day Voluntary Waiver Notice**

To Whom It May Concern:

- I have been notified of the pending demolition plan for my development, which necessitates a move from my existing unit.
- The Philadelphia Housing Authority has given me a 90-day Relocation Notice. I have read the contents of the 90- Day notices and its contents have been explained to me.
- I understand that residents who are required to relocate by PHA will be offered a comparable dwelling unit when it becomes available. If a unit is ready and offered BEFORE the end of the 90-day waiting period, however, I can choose to waive both a 90-day and 30-day Notice Period and move.

I hereby waive the 30-day and 90-day Waiting Periods prior to my relocation so that I may accept the following housing unit:

Address of replacement unit: \_\_\_\_\_ Unit Number: Development

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Head of Household)

\_\_\_\_\_  
(PHA Representative)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX E-8: ELIGIBILITY ASSISTANCE ACKNOWLEDGEMENT FORM**



**ELIGIBILITY ASSISTANCE ACKNOWLEDGEMENT FORM**

I, Client «First Name» «Last Name» acknowledge that the Philadelphia Housing Authority has provided and/or delivered to me a copy of the Relocation General Information Notice and the Notice of Eligibility.

Assistance on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
Resident name (Please Print)

Unit # «Unit Relocating From » Address: «Address Relocating From», «Apartment »

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
PHA Representative Signature

**APPENDIX E-9: TRANSFER NOTICE 30 DAY NOTICE**



**30-DAY RELOCATION NOTICE**

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<b>Date of Notice:</b>	<b>Date Notice Period Ends:</b>
<b>Client #</b>	<b>Unit #</b>
<b>Relocation Site:</b>	<b>Client Name:</b>
<b>Required Bedroom Size:</b>	<b>Current Address:</b>
<b>504 Reasonable Accommodations:</b>	<b>Nature of Relocation:</b>

---

This notice is to inform you that you are required to move from your present housing unit within Thirty (30) Days from the date of this Notice, shown above. This relocation is necessary to accommodate the Revitalization Program at your site. If a suitable is found prior to the end of the notice period shown above, you may, at your option, waive the 30-day Waiting period and move as soon as possible.

Arrangements have been or are being made to move your furnishings and personal goods to the Replacement unit listed below:

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<b>Bedroom Type :</b>	<b>Unit#</b>
<b>Location :</b>	<b>Area of the City:</b>

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The unit selected has been inspected and complies with HUD regulations governing the relocation of residents by a federal or federally assisted agency. PHA staff will provide services, referrals, and assistance for your scheduled move (including telephone and cable, etc.)

Every effort has been made to assure that the needs of you and your family can be met. The PHA is obligated to offer you a maximum of two units for relocation purposes. If you have already been offered a unit and have refused it, the above relocation represents your final assignment.

You must remain in compliance with the terms and provisions of your Dwelling Lease to remain a tenant in good standing.

You will be notified by your manager as to the specific time when your move has been scheduled. Please call your manager if you have questions or need any assistance in preparing to move at 215-684-4600

*I certify that I have received a copy of this 30-Day Notice of Relocation and that I have had the contents of it explained to me.*

Tenant Signature \_\_\_\_\_

PHA Representative \_\_\_\_\_

**APPENDIX E-10: OFFER OF TENANT PROTECTION VOUCHER**



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**Offer of Tenant Protection Voucher**

I, «First Name» «Last Name» acknowledge that the Philadelphia Housing Authority has offered to me a Tenant Protection (Housing Choice) Voucher as part of the Relocation Plan and provided information regarding the qualifications for voucher use and the process for finding a unit in the private rental market.

Voucher Offered on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Client Number

\_\_\_\_\_  
PHA Representative Signature

\_\_\_\_\_  
Unit #

\_\_\_\_\_  
Date of Signature

**APPENDIX E-11: WAIVER OF TENANT PROTECTION VOUCHER**



**WAIVER OF TENANT PROTECTION VOUCHER**

I/we, \_\_\_\_\_, as tenant(s) of Unit # \_\_\_ of Blumberg Apartments have been offered in writing a Tenant Protection (Housing Choice) Voucher to be administered by the Philadelphia Housing Authority. I/we were informed about the qualifications for a voucher, and the process of finding a unit in the private rental market in Philadelphia. All the information above was provided in writing as part of the Relocation Packet.

I/we understand:

1. My/our right as tenants to receive a Tenant Protection (Housing Choice) Voucher from the Philadelphia Housing Authority.
2. The qualifications and process for receiving a Tenant Protection (Housing Choice) Voucher.
3. The benefits that a Tenant Protection (Housing Choice) Voucher offers to tenants, including but not limited to:
  - a. The right to lease a unit in the private market in Philadelphia or anywhere in the contiguous 48 states, Puerto Rico and Hawaii, subject to qualification.
  - b. The right to receive utility assistance payments while using my voucher.

I have voluntarily chosen: **(check one)**

- To accept a **Tenant Protection (Housing Choice) Voucher**
- To reject a **Tenant Protection (Housing Choice) Voucher**

I/we have made this decision knowingly and willingly free of coercion and I understand that my/our decision cannot be revoked once the conversion is effective.

HEAD OF HOUSEHOLD

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name printed: \_\_\_\_\_

CO-HEAD OF HOUSEHOLD

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name printed: \_\_\_\_\_

**Relocation Staff**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**APPENDIX E-12: NOTICE OF RIGHT TO RETURN**



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**NOTICE OF RIGHT TO RETURN**

I \_\_\_\_\_, have been informed by the Philadelphia Housing Authority that as a  
(Resident Name)

Tenant of the Blumberg Apartments subject to relocation this form grants my Household a **Right to Return** to a replacement-housing unit at the redeveloped Blumberg site. I have been informed and acknowledge that eligibility for retaining this Right to return requires that I and the members of my Household must remain compliant with the residential lease – in public housing or under a Tenant Protection (Housing Choice) Voucher – during relocation. If I or a member of my household fails to comply with the requirements of the residential lease during relocation, I or a member of my household shall lose the Right to return to a replacement-housing unit at the redeveloped Blumberg site.

\_\_\_\_\_  
Signature - Head of Household

\_\_\_\_\_  
Kelvin A. Jeremiah, President and CEO

\_\_\_\_\_  
Print Name – Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **APPENDIX F: RELOCATION ADVISORY SUPPORT SERVICES**

### **YAP Activities:**

- Complete the Supportive Services Needs Assessment for the residents of the Norman Blumberg Apartments Multifamily Units.
- Flyer will be disseminated by Resource Advocates (RA's) to residents door to door to inform the resident of the office hours staff will be completing the Supportive Services Needs Assessments.
- Yap will coordinate and inform other provider's efforts regarding community and family needs identified by the Supportive services needs assessments.

### **ClariFi Activities:**

- Provide one-to-one counseling to PHA residents its developments, scattered sites and Housing Choice Voucher participants (residents). The FEC counselors will help residents analyze, understand and get control of their personal finances including, but not limited to, understanding credit scores, budgeting, saving, and decreasing debt.
- Provide residents interested in the long-term goal of homeownership, in coordination with the PHA Department of Community Operations and Resident Development (CORD), counseling on the purchase of a home including, but not limited to, saving, understanding credit scores and rating, guidance on mortgage products, property taxes and home ownership insurance. FEC counselors are not HUD-approved housing counselors. Once a resident is actively looking for a home or applying for a mortgage, he/she will be referred to a HUD-approved housing counselor at Clarifi or another HUD-approved agency.

### **BEECH Interplex:**

- The Keystone Renovate and Repair Loan Program (R&R) offers guidance and financing to help improve and maintain your home. The R&R loan can be used too for repairs and improvements to make your home safer, save energy, improve accessibility for people with disabilities or who are elderly; remove or fix code violations; and to address emergency repairs to critical life–safety systems.
- Homeownership Rehab Program. The program provides existing Sharswood residents and new homebuyers with a funding resource to support the purchase and rehabilitation of vacant properties in the Sharswood community. The homebuyer will purchase or finance the completed house for the after-rehab-appraised value as determined by an independent appraisal.
- Mortgage Assistance Program. This program is designed to help Sharswood residents Resolving or Preventing Mortgage Delinquency or Default.

**APPENDIX G: PHA AVERAGE RELOCATION ASSISTANCE COST**

Total cost to relocate (363) Families into PHA owned properties in (V) and (V7) status units is detailed below.

<b><u>Relocation Financial Assistance - PHA Development or Scattered Site</u></b>						
<i>Bed Room Size</i>	<i>Total Projected Participants</i>	<i>Total Assistance Per Unit</i>	<i>Telephone Reconnection</i>	<i>Satellite/Cable Reconnection</i>	<i>Dislocation Payment</i>	<i>Total Assistance - Per Unit Size</i>
1	33	\$150	\$30	\$20	\$100	\$4,950
2	133	\$170	\$40	\$30	\$100	\$22,610
3	122	\$245	\$50	\$95	\$100	\$29,890
4	75	\$313	\$65	\$148	\$100	\$23,475

The cost to relocate the remaining families into the Housing Choice Voucher Program is detailed below.

<b><u>Relocation Financial Assistance - Housing Choice Voucher</u></b>							
<i>Bed Room Size</i>	<i>Total Projected Participants</i>	<i>Total Assistance Per Unit</i>	<i>Telephone Reconnection</i>	<i>Satellite/Cable Reconnection</i>	<i>Dislocation Payment</i>	<i>Security Deposits Assistance</i>	<i>Total Per Unit Size</i>
-	-	-	-	-	-	-	-
1	33	\$2,000	\$30	\$20	\$100	\$1,850	\$66,000
2	133	\$2,020	\$40	\$30	\$100	\$1,850	\$268,660
3	122	\$2,095	\$50	\$95	\$100	\$1,850	\$255,590
4	75	\$2,163	\$65	\$148	\$100	\$1,850	\$162,225

The total projected cost associated with relocating (363) Families is detailed below.

Relocation Financial Assistance Mixture	Total
<b>90% Public Housing + 10% HCVP</b>	\$148,080.00
<b>95% Public Housing + 5% HCVP</b>	\$114,502.50
<b>100% Public Housing + 0% HCVP</b>	\$80,925

## APPENDIX H: RELOCATION BUDGET

<b>Budget Estimate - Line Item Roll Up - Blumberg Relocation</b>	
<b>Resident Move Out Assisted by PHA</b>	<b>\$424,260</b>
<b>TPV Deposit Assistance</b>	<b>\$80,000</b>
<b>Relocation Financial Assistance</b>	<b>\$365,844</b>
<b>Relocation Staff</b>	<b>\$279,010</b>
<b>(1 Supervisor, 2 Specialists, 2 Administrative Support)</b>	
<b>Administrative Expenses</b>	<b>\$50,000</b>
<b>Social Service Support</b>	<b>\$60,000</b>
<b>Total</b>	<b>\$1,259,114</b>

## **APPENDIX I: CONSTRUCTION SCHEDULE**

1. Stages of Construction
2. Site Map

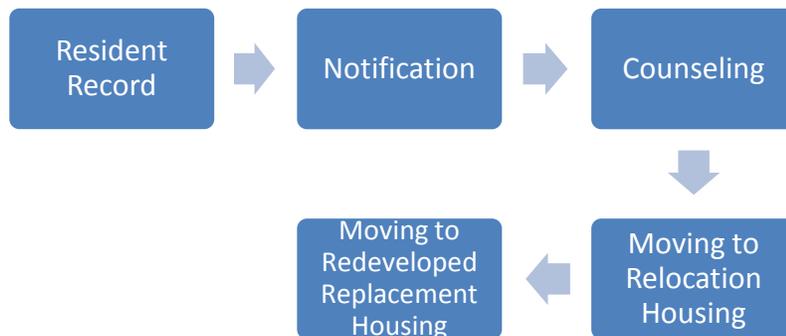
## APPENDIX J: SITE OCCUPANT RECORD

### Data Collection Template: List of Data Fields collected

The full redevelopment of Blumberg Apartments is expected to be complete in phases over a 6 to 7 year period. During this time, resident records about relocation notices will be kept, residents will be tracked to ensure they can get information to consider using their Return Rights to come back to the redeveloped Blumberg Apartments, and metrics about the progress towards socio-economic goals will be tracked and analyzed.

To ensure that all data can be collected and managed, all residents will be placed on the relocation waitlist and flagged as relocatees within the CRM system. Moves of all households from Blumberg apartments are tracked, as well as move from relocation housing to other housing and back to Blumberg apartments into Replacement Housing, if applicable. The database will be operational by July 2015. Reports will be issued representing whatever data is requested, gathered from the comprehensive list of fields below used to populate the database.

To organize the database, the relocation process is organized into the following logical progression:



### Definition of Resident Record

For each household, the following fields will be updated in the existing CRM program:

#### General household data:

1. Client ID #
2. Name of Head of Household
3. Data for each household member:
4. Name
5. Social Security Number
6. Date of Birth
7. Sex
8. Ethnicity
9. Race
10. Disability Status
11. Native Language
12. Other Languages Spoken

13. Interpretation Services Used (yes/no)

Address info (pre-relocation):

14. Blumberg Unit ID #

15. # of bedrooms

16. Address

17. Phone

18. Cell Phone

19. Email

Household Income:

20. Total household Income

21. Other income

22. Income certification date

Historical lease data:

23. Original Blumberg Apartments move-in date

24. Copy of original Blumberg lease on file

Household Relocation Status:

25. Displacement status (notified, displaced, relocated, returned)

26. Qualify for relocation benefits

27. Right of return eligibility

Relocation priority list:

28. Rank

29. # of bedrooms eligibility

Relocation Preference info:

30. Relocation preference

31. Location preference

32. Disability accommodations

Relocation housing site visit info:

33. Address of offered unit

34. Date viewed

35. Travel reimbursement (payment type, tour participation)

Moving info:

- 36. Date of move
- 37. Relocation move or return move?
- 38. Moving option (e.g. self-move with fixed payment, self-move with reimbursement, PHA movers)
- 39. Self- move payment amount (e.g. reimbursement, fixed payment, etc.)
- 40. Lease start date
- 41. Lease end date
- 42. Rent (housing cost)

Eviction info:

- 43. Type of eviction
- 44. Date of eviction
- 45. Name and address of unit
- 46. Notes

Appeals info:

- 47. Date of appeal
- 48. Type of appeal (e.g. replacement benefits, right to return, etc.)
- 49. Appeals status
- 50. Appeals decision
- 51. Final outcome (e.g. dismissed, forwarded to HUD, etc.)
- 52. Notes

**The following data fields are new data that will be entered during the relocation process to track households:**

Student info:

- 53. Student name
- 54. Name and address of school
- 55. Type of school (e.g. elementary - public)
- 56. School of choice (yes/no)

Notification info:

- 57. Type of notification to be scanned to the resident file (e.g. GIN, 90-day notice, Move In notice, etc.)
- 58. Date of notification
- 59. Filename of document
- 60. Date of acknowledgement
- 61. Filename of scanned acknowledgment document

Counseling info:

- 62. Dates of counseling sessions
- 63. Topics discussed

64. Service provider info

**Move to relocation housing**

Existing unit inspection info:

65. Date of inspection

66. State of unit (e.g. normal, special)

Relocation offer info:

67. Date of offer

68. Address of unit

69. # of bedrooms

70. # of bathrooms

71. Accepted offer (yes/no)

72. Accepted a TPV voucher

Move assistance info:

73. Type (e.g. transfer of cable, electricity, internet, lease fees, etc.)

74. Verify fees in lease (security deposit, credit check, etc.)

75. Paid to

76. Reimbursement amount

Claims info:

77. Date of claim

78. Amount of claim

79. Notes

80. Approval

81. Filename of scanned document

Post-relocation info:

82. Referrals

83. Notes

84. Dates logged

**Move to Replacement Housing**

Use Return Rights info:

85. Changes in household size, etc. reported by resident

86. Notes

87. Dates logged

Replacement Housing availability offer notice:

88. Date notice sent

89. # of bedrooms match

90. Address of unit

Replacement Housing site visit info:

91. Address of offered unit

92. Date viewed

93. Accepted

94. Notes

**APPENDIX K: BLUMBERG HOUSEHOLD SIZE BY AREA MEDIAN INCOME**

Family Size	Households	Average Income	Households Under 25%	25%	Households between 25% - 30%	30%	Households between 30% -50%	50%	Households between 50% -60%	60%	Households between 60%-80%	80%	Households between 80% -115%	115%	Households between 115% - 120%	120%	Households over 120%
1	152	\$9,830.20	130	\$13,800	9	\$16,600	7	\$ 27,600	4	\$33,120	2	\$ 44,150	0	\$63,480	0	\$66,240	0
2	100	\$10,682.86	73	\$15,775	16	\$18,950	8	\$ 31,550	2	\$37,860	0	\$ 50,450	1	\$72,565	0	\$75,720	0
3	86	\$11,169.13	73	\$17,750	3	\$21,300	8	\$ 35,500	0	\$42,600	1	\$ 56,750	0	\$81,650	0	\$85,200	1
4	63	\$11,496.29	55	\$19,700	4	\$23,650	4	\$ 39,400	0	\$47,280	0	\$ 63,050	0	\$90,620	0	\$94,560	0
5	44	\$17,021.86	35	\$21,300	4	\$25,550	2	\$ 42,600	0	\$51,120	3	\$ 68,100	0	\$97,980	0	\$102,240	0
6	22	\$14,181.59	19	\$22,875	1	\$27,450	2	\$ 45,750	0	\$54,900	0	\$ 73,150	0	\$105,225	0	\$109,800	0
7	10	\$11,995.70	9	\$24,450	0	\$29,350	1	\$ 48,900	0	\$58,680	0	\$ 78,200	0	\$112,470	0	\$117,360	0
8	1	\$45,154.00	0	\$26,025	0	\$ 31,250	1	\$ 52,050	0	\$62,460	0	\$ 83,250	0	\$119,715	0	\$124,920	0
<b>Totals</b>			394		37		33		6		6		1		0		1
<b>% of Total Households</b>			82.43%		7.74%		6.90%		1.26%		1.26%		0.21%		0.00%		0.21%

## APPENDIX L: GLOSSARY OF TERMS

### **AMI Area Median Income**

Each year HUD publishes estimates of the median family income for every metropolitan area in the United States. The median income is adjusted by the number of household members and by factors like the minimum benefit level of Social Security payments so that any family's income can be compared to the area's median income. Different percentage levels of AMI define eligibility for different types of subsidy. Residents leasing from Philadelphia Housing Authority generally have incomes below 30 percent AMI.

### **Comparable Replacement Dwelling**

The term "*comparable replacement dwelling*" as defined in the URA regulations refers to a housing that is offered to a relocating family that is equal in size and amenities to the unit being demolished. It includes a special provision for persons receiving government housing assistance before displacement. HUD's various subsidy programs can have differing requirements with regard to assignment of appropriate unit sizes based on statute, regulation, and/or local housing codes. A person being moved from a unit subsidized under one program to a unit subsidized under another program (e.g., a public housing unit to the Housing Choice Voucher program) as a result of displacement may be entitled to either a larger or smaller unit than previously occupied, based on the unit-size standards applicable to the family size and composition at the time of displacement. The subsidy program governing the replacement unit may not be able to accommodate a "grandfathered" unit size, which was larger than necessary to accommodate the household at the displacement site. Persons may never be moved into a HUD-subsidized unit, which is too small for the family size under the applicable HUD subsidy program or local housing codes.

### **FSS Family Self-Sufficiency Program**

A grant funded program administered by PHA for residents and voucher holders. The purpose is to help increase resident skill levels, education and employment to become self-supporting. The program includes support from a case manager and contributions to a special savings escrow account that can also be used for costs associated with home ownership.

### **HUD US Department of Housing and Urban Development**

The federal agency that provides funding and administration of government-subsidized housing and development activities such as public housing.

### **Relocation Housing**

Housing those residents who are displaced from the redevelopment area move to during the relocation process. The relocation housing is off-site housing in other site locations in PHA's inventory, or in the private market.

## **Return Rights to Norman Blumberg Apartments**

The Philadelphia Housing Authority committed to replacing (414) or rehabbing (96) all 510 housing units in existence at Blumberg prior to redevelopment. With this commitment, a promise was extended to all residents of Blumberg that they shall have the right to come back and lease a housing unit in the redeveloped or rehabbed area when new units that matches their bedroom eligibility become available. Residents must remain in good standing in order to make use of the Return Rights, but they will not be subject to additional eligibility requirements beyond the federal requirements in force at the time they wish to return.

PHA plans to provide moving assistance for residents to make use of their Return Rights. The redeveloped housing offered in conjunction with the Return Rights will follow the priority policy, which states that the order in which residents move away from Blumberg determines their priority to return.

## **Section 18**

The Quality Housing Work Responsibility Act of 1998 (QHWRA) amended section 18 of the United States Housing Act of 1937 and provided new relocation requirements for some public housing demolition programs in lieu of the URA. Appendix 33 contains additional program guidance. The URA is not applicable to public housing demolition projects which fall under the section 18 relocation requirements. The use of other federal financial assistance in the project (e.g., CDBG funds), however, may trigger the URA and other relocation-related requirements.

## **Tenant Protection Vouchers**

HUD designates a special allocation of Housing Choice Vouchers called Tenant Protection Vouchers, specifically for tenants who are to be displaced from their current housing. This allows them to rent in the private market with a rental subsidy. For the relocating person, the most relevant difference between a TPV and a regular Housing Choice Voucher is that the TPV allows them to move out of immediately after the Voucher is issued. A regular Voucher must be used for a year before it may be used elsewhere. URA Uniform Relocation Act The federal legislation that governs rights and benefits of households and businesses forced to move due to activities utilizing federal funding.