

APPENDIX II

CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

OPTIONAL RELOCATION ASSISTANCE PLAN

MISSION STATEMENT

The intent of this Optional Relocation Assistance Plan is to provide the appropriate relocation assistance to owner or tenant occupants who (1) meet HUD's low and moderate income requirements, (2) are facing an emergency beyond their control that is requiring them to vacate their residential dwellings, (3) and cannot otherwise provide relocation assistance for themselves, therefore preventing them from becoming homeless.

BACKGROUND

24 CFR 570.606 (d) (CDBG Regulations) and 92 CFR 353 (d) (HOME Regulations) grant the legal authority to grantees to offer an Optional Relocation Program. Both regulations state, "grantee must adopt a written policy available to the public that describes the relocation assistance that the grantee has elected to furnish and provides for equal relocation assistance within each class of displaced persons".

FUNDING

Assistance under the Optional Relocation Plan shall be provided to low and moderate-income owners or tenant occupants facing emergency situations beyond their control, individuals displaced by activities that are not subject to federal funds, who meet HUD's income guidelines. This approach allows the use of CDBG and HOME funds as resources for funding this Plan. These funds may be used to provide such relocation assistance. This Plan is adopted and it shall provide such assistance in a consistent and nondiscriminatory manner.

KEY ELEMENTS OF THE PLAN

- **Referrals and Counseling** – A Relocation/Intake Counselor will be assigned to each household to assist in locating and providing referrals of suitable replacement units. The Counselor will assist in preparing all the necessary forms required for payment once all required documentation is received. Should the household have need for other social services; the Counselor will assist the household, if possible.
- **Identify Target Population** – Eligible participants for relocation assistance are limited to occupants (tenants and/or homeowners) who are facing homelessness.
- **Eligible Costs to be paid** - Reimbursement for any connection charges required in moving to the replacement dwelling (inclusive of electricity, gas, water, and telephone); Application fees; Rent or utility deposits; Differentials in housing expenses; moving expenses; and any other expenses allowable under the federal regulations.
- **Establish Guidelines with maximum limits** – Based on empirical data in the operations of its existing relocation program, the City has established these maximum limits acknowledging they are lower than the federal requirements of the Uniform Relocation Act. This Optional Relocation Assistance Plan shall provide assistance at standards stated below. The maximum limits will be as follows:
 - Utility connection fees shall not exceed \$275.00 per household;

- Rent deposits shall not exceed \$300.00 per household;
 - Moving expenses for tenants shall not exceed \$475.00 per household;
 - Moving and storage expenses for homeowners shall not exceed \$1500.00 per household;
 - Temporary housing expenses for homeowners shall not exceed \$800.00 per month for a maximum of three months;
 - Rent differentials for tenants shall not exceed \$200.00 per month for a maximum of three months; and
 - Other miscellaneous fees shall not exceed a total of \$150.00 inclusive of an application fee of \$25.00.
- **Period Assistance will be provided** – Differentials in housing expenses would be provided to tenants and homeowners as follows:
 - Tenants will receive assistance with any rent differential from their existing rent for a period of three months only.
 - Owner-occupants will receive temporary housing relocation assistance for a period of three (3) months only.

Director's Discretion – The amounts and time frames for receiving assistance herein may be changed on a case-by-case basis, if approved by the Director of HCDD.

Contacts

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