



Peregrine Relocations

Relocation Plan Medallion Apartments & Williams Plaza Apartments



Two Home Forward apartment buildings, Medallion Apartments (Medallion) and Williams Plaza (Williams), will undergo a rehabilitation that will affect each entire building. In order to ensure resident safety during the proposed rehabilitation project, temporary relocations with durations ranging from four (4) to seven (7) weeks will be necessary for all the residents who occupy both buildings. It has been determined that compliance with the Uniform Relocation Act (URA) will be required. At this time, there are no permanent relocations planned as a result of the rehabilitation of Medallion and Williams.

These two buildings house mostly residents who are elderly or disabled. Our primary goal during the relocation process is to assist and support residents according to their individual needs as much as possible, and to disrupt their lives as little as possible. In conformance with the URA, the project sponsor, Home Forward, will pay for all relocation costs for residents. Residents will continue to pay their monthly rent and utilities to Home Forward during the time they are relocated.

According to preliminary construction schedules, it is anticipated that the entire renovation project will take approximately fifteen (15) months. Each apartment unit will be renovated in four (4) to seven (7) weeks. While both buildings will be renovated concurrently, each building will have its own construction schedule, undergo different

renovation procedures, and relocation services will be administered separately for each building.

Renovations will be done in a series of eight phases for each building, with one group of apartments completed before the next phase begins. Medallion is a six-story building that will be renovated in vertical stacks of ten (10) apartments during each phase, and Williams is a nine-story building that will be renovated by floor, with twelve (12) apartments per each floor phase. Residents in both buildings will move twice, first into temporary relocation housing, and then back home to their former unit or a comparable unit in the building, once work is completed.

On-site Moves

During each phase, most tenants will be temporarily relocated within the building to on-site apartment units that have been left vacant specifically for the temporary relocation. At Medallion, ten (10) units on the ground floor and at Williams, twelve (12) units on the 6th floor have been designated for this purpose. In both buildings, the on-site temporary units will be renovated first, so they will remain fully available for temporary relocations throughout the project. On-site temporary units at Williams will be partially furnished, with living room and kitchen furnishings. Due to the level of interior work in the Medallion apartments, the temporary units will not be furnished, in order to allow residents to bring their belongings with them during the renovation work inside their homes. All residents will receive packing and unpacking assistance during all aspects of their temporary relocation.

Off-site Moves

It is expected that there may be some cases where the available on-site temporary housing does not meet the specific accommodations needed by a tenant. In such cases, off-site hotel rooms or comparable off-site apartments with appropriate accommodations will be provided for temporary housing.

Storage

While some tenants will have space in their home units for on-site storage during the apartment renovation, most tenants will require off-site storage for their non-essential belongings. Off-site storage will be provided for all tenants who need it. Each tenant's belongings will be stored in a distinct and secure storage unit for the duration of their temporary relocation. Tenants will not have access to their belongings in storage during their relocation. Items will be moved out of storage and into their home apartments once the apartment renovation is completed.

Resident Notices & Communication

Home Forward will comply with URA notice requirements by serving all required relocation notices for federal funding, and will do so until the completion of the project. Whenever possible, notices will be personally delivered and explained to residents. When personal delivery is not possible, notices will be sent by certified mail and with return-receipt. Home Forward will hold tenant meetings to ensure that all tenants are provided with relocation advisory services and understand their rights and responsibilities.

The following notices will be provided to tenants during the course of the project:

- 1) General Information Notice (GIN): A GIN was sent to all residents on October 29, 2018, and signed acknowledgements were returned.
- 2) 90 Day Notice of conversion: A 90-day notice will be sent to all residents notifying them of their subsidy change. This notice will be sent via certified mail.
- 3) Move-In Notices: Following the issuance of GINs, each new tenant would be provided with a notice informing them about the rehabilitation project prior to signing a lease or rental agreement. However, these two properties are not currently taking any new applicants due to the renovation work.
- 4) Move-Out Notices: Each tenant who vacates after issuance of the GINs will be provided with and asked to fill out notices of intent to vacate, indicating they have done so voluntarily. Any tenant who is evicted for cause will be properly documented and concrete evidence will be provided to show that such evictions are not done to avoid paying relocation assistance.

Relocation Process

Home Forward has retained the services of Peregrine Relocations (Peregrine) as Relocation Contractor to provide resident relocation and coordination services. Peregrine will work closely with the property manager, Home Forward, who will provide assistance as needed. Peregrine is a WBE/ESB headed by Larisa Zimmerman. Peregrine has a relocation team, including a Relocation Specialist acting as building lead and four Relocation Coordinators (two assigned per building) who will cover each step in the relocation process.

The relocation process is outlined as follows:

- 1) Together with Home Forward, Peregrine will conduct periodic group meetings with residents to explain the relocation plan and process.
- 2) Peregrine will provide a project-dedicated cell phone number for each building which residents may call with any questions or concerns.
- 3) Peregrine will set up and staff an on-site relocation office with communications, office equipment and supplies. Relocation staff will keep tenants informed of scheduled regular office hours and drop-in times.
- 4) Peregrine will consult with Home Forward's Relocation Manager, Building Manager, Resident Services Coordinator and any other relevant providers to learn about existing problems, conditions, challenges, or special accommodations specific residents may have.
- 5) Peregrine will conduct assessments with each resident to identify their individual needs so they can be accommodated appropriately during relocation.
- 6) In compliance with the URA, Peregrine will provide tenants with a Temporary Relocation Notice (30 Day Notice) at least thirty days before their move, which they will sign and return. They will be given a copy for their records.
- 7) Each resident will be provided with a description of their rights and responsibilities under relocation. They will be informed in person how to receive reimbursement for any additional out of pocket expenses they may incur as a result of relocation.
- 8) Tenants will be given reasonable advance notice, in writing, of their relocation dates and temporary housing location.
- 9) In compliance with the URA, all records of contact logs, notices, and other tenant casework will be kept on file, secure and confidential.
- 10) Peregrine will provide, coordinate, and supervise packing and unpacking assistance for residents' personal belongings and furniture.
- 11) Peregrine will contract services with a moving company, (Von's Moving & Hauling) and coordinate movers to place residents' belongings in secured storage or with the tenant in temporary housing, and return all items home safely when remodeling is completed.

12) Peregrine will conduct HQS inspections to assure all temporary housing is decent, safe & sanitary for tenants and their pets.

13) As needed, Peregrine will provide tenants with transportation and escorts to move and situate them in temporary housing, as well as upon their return home once work on their apartment is completed. Peregrine will also provide additional transportation as needed to important appointments for tenants relocated offsite.

14) Peregrine will maintain contact with tenants during their temporary relocation, to address any issues they may have, and provide information as well as updates on project progress, and their expected move home date.

15) Peregrine will clean the on-site temporary housing between each rotation of tenants and will coordinate pest control services with Home Forward's pest control technicians, or, with an outside company to mitigate any spread of cockroaches or bedbugs during relocation activities.

Special Accommodations

Peregrine will conduct tenant assessments with each household to be relocated, to discuss their special needs and any Reasonable Accommodations. Home Forward's on-site property managers, with their valuable existing relationship with residents, will remain actively involved throughout the relocation work. Home Forward will make arrangements to address documented accommodation requests prior to the start of construction, and share that information with Peregrine so it can be honored during the relocation process.