



**District of Columbia Housing Authority**

**PARK MORTON  
RELOCATION  
AND  
REOCCUPANCY  
PLAN**

**Tyrone Garrett, Executive Director**

# Table of Contents

<b>Introduction</b> .....	<b>2</b>
<b>Project Summary</b> .....	<b>3</b>
<b>Demographics</b> .....	<b>4</b>
<b>Definitions and Acronyms</b> .....	<b>5</b>
<b>Relocation Services</b> .....	<b>8</b>
ADA/504 Compliance.....	<b>9</b>
Counseling and Other Advisory Services.....	<b>10</b>
Issuing Required Notices .....	<b>11</b>
Related Moving Assistance.....	<b>12</b>
Maintain Resident Files.....	<b>13</b>
<b>Phasing Plan</b> .....	<b>14</b>
Phasing Site Map.....	<b>15</b>
<b>Relocation Destination</b> .....	<b>17</b>
<b>Tracking Residents</b> .....	<b>19</b>
<b>Failure to Adhere Plan</b> .....	<b>20</b>
<b>Appeal Procedure</b> .....	<b>21</b>
<b>Re-occupancy Criteria</b> .....	<b>22</b>
<b>Appendix A: General Information Notice and Notice of Eligibility</b> .....	<b>26</b>
<b>Appendix B: ROTC Housing Preference Survey</b> .....	<b>28</b>
<b>Appendix C: Relocation Option</b> .....	<b>33</b>
<b>Appendix D: 90 Days’ Notice to Vacate</b> .....	<b>35</b>
<b>Appendix E: Property Referral Form</b> .....	<b>37</b>
<b>Appendix F: 30 Days’ Notice to Vacate</b> .....	<b>39</b>
<b>Appendix G: Packing Material Distribution Form</b> .....	<b>40</b>
<b>Appendix H: ROTC Move Request Form</b> .....	<b>41</b>
<b>Appendix I: Park Morton Meetings and Events</b> .....	<b>42</b>

# Introduction

---

The Relocation and Re-Occupancy Plan (The Plan) for the Park Morton Public Housing site (Park Morton) sets forth the procedures for the relocation of current District of Columbia Housing Authority (DCHA) residents in preparation for demolition and redevelopment. The Plan also addresses relocation assistance that is available to affected families relocated from the property and has a priority right to return.

The Plan is written in accordance with the relevant provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA).

The underlying objective of this plan is to ensure persons displaced as a direct result of the demolition and disposition of the PM site are treated fairly, consistently and equitably so that they will not suffer disproportionate hardships as a direct result of activities designed for the benefit of DCHA's residents as a whole.

The Plan was developed in collaboration with the Park Morton residents beginning January 2016. A series of meetings were held which included the resident council, resident body, DCHA staff, District Government and DCHA's development partners. The meetings allowed residents the opportunity to provide input and feedback regarding the Park Morton redevelopment plan the subsequent relocation of residents to allow the redevelopment to occur. **See Appendix I.**

# Project Summary

---

The existing Park Morton Public Housing Development was built in 1960 and is located in Northwest, Washington, DC. The site is bounded by Georgia Avenue to the west, Howard University to the south, North Capitol Street to the east, and the neighborhoods of Petworth and Brightwood to the north. The property consists of twelve (12) garden style apartment buildings consisting of 174 two (2) bedroom units. It is considered to be severely distressed, based on an obsolescence study and environmental assessment conducted in 2018.

Park Morton will be redeveloped into a mixed income, mixed-use community. With the input of the residents, neighborhood community, and other stakeholders, DCHA has created a comprehensive redevelopment plan. The Park Morton redevelopment plan calls for approximately 462 new residential units. Within the 462 new housing units, 147 replacement public housing units will be built.

To date, there have been 27 replacement units built at another off-site location called The Avenue. The 27 previously built replacement units at The Avenue, plus the 147 units slated to be built at the Bruce Monroe and Park Morton sites, will provide a net total of 174 new public housing replacement units. In order to redevelop the existing Park Morton footprint, residents will be temporarily relocated off the site. The chart below represents the site occupancy status as of April 2019.

<b>Current Bedroom Size Breakdown</b>			
<b>Number of Bedrooms</b>	<b>Existing Bedrooms</b>	<b>Occupied Units</b>	<b>Vacant Units</b>
<b>Two (2)</b>	<b>174</b>	<b>131</b>	<b>43</b>
<b>Total</b>	<b>174</b>	<b>131</b>	<b>43</b>

Any resident living at Park Morton on or after November 1, 2014 is considered to be an affected resident of the site and has a priority right to return to a newly built replacement unit. A Park Morton resident that has moved to a unit at The Avenue is considered to be that replacement unit for that resident and therefore the right to return has been satisfied. The units at The Avenue are located within walking distance of the original Park Morton and Bruce Monroe sites.

# Demographics

---

As of April 2019, 131 of the existing 174 units were occupied. Although 43 units are vacant, former residents who lived at Park Morton between November 1, 2014 and April 2019 make up the entire population when considering the proposed development of the site. Between November 2014 and April 2019, 33 families moved offsite or vacated their units at Park Morton. DCHA continues to track the location of affected families and shall remain in contact as the redevelopment is implemented.

Families currently living at Park Morton are eligible for all relocation benefits which include counseling and other advisory services, payments for moving and related expenses, and a move to a public housing unit or other subsidized housing. Eligible offsite families are entitled to relocation benefits to assist with their return to the redeveloped site – which includes counseling and other advisory services and payments for moving and related expenses. Families that have moved to a replacement unit at The Avenue do not qualify for the benefits listed above as their right to return has been satisfied.

For purposes of determining the need of the 131 affected families who are subject to upcoming moves from the site, the following demographics apply:

- The average family size is two (2) in a household, however, family size at Park Morton ranges from one (1) to six (6) member households of which 9% of the households have adult children;
- The average income, from earned wages, is \$18,445.00, however, household income at Park Morton ranges from \$0 to \$87,351.00 annually;
- Of the 131 head of households, the youngest is 25 years of age and the oldest is 77 years of age;
- There are 27 seniors living at Park Morton of which ten (10) are single member households;
- There are total of 106 children, 17 years of age and younger at Park Morton; and
- There are six (6) families living in units at Park Morton that have been modified to meet the households' accessibility needs.

# Definitions and Acronyms

---

**These definitions apply specifically to the Park Morton Redevelopment project. For complete definitions under the Uniform Relocation Act (URA) see 49 C.F.R. Part 24.**

**ADA/504:** Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) are the civil rights laws that prohibit discrimination solely on the basis of disability in housing, employment, public service and accommodation. More so, Section 504 is applicable when programs, including housing programs, receive federal funding.

**Affected Resident:** A resident who lived at Park Morton on or after November 1, 2014.

**Park Morton:** Park Morton apartments.

**Comparable Replacement Dwelling:** A replacement dwelling or unit in another public housing development or privately owned housing with project based housing subsidy or made affordable by a housing program subsidy. The unit must be:

- In a location not less desirable than the location of the displacement dwelling;
- In an area not subject to unreasonable adverse environmental conditions;
- Functionally equivalent to the displacement unit as it relates to needed bedroom size and utility;
- Available and within the financial means of the displaced person;
- On a site that is a typical size for residential development with normal site improvements; and
- Equipped or can be modified to accommodate any disabled family member.

**DCHA:** District of Columbia Housing Authority; the public housing agency that administers public housing programs for Washington, DC.

**Decent, Safe and Sanitary:** A replacement dwelling must be structurally sound, weather tight and in good repair, contain safe electrical wiring and a safe heating system, adequate in size to meet the occupancy needs of the displaced person, contain safe unobstructed egress that is free from barriers in cases where that is mobility impairment and must comply with lead based paint requirements.

**Demolition/Disposition Application:** The application that is submitted to the U.S. Department of Housing and Urban Development (HUD) that seeks the approval to raze and or transfer ownership of public housing projects.

**Eligible Date to Return to the Park Morton Redevelopment:** Affected person or family living at Park Morton on or after November 1, 2014.

**FSS:** Family Self Sufficiency. DCHA's Family Self-Sufficiency program helps eligible individuals acquire the skills and experience they need to obtain work that pays a living wage and offers said individuals a unique savings opportunity as their earnings increase, which is referred to as an escrow account. Public housing agencies work with welfare agencies, schools, businesses, and other local partners to help FSS participants

access services including but not limited to child care, transportation, education and training and home-ownership counseling. The PHA and the head of each participating family complete a FSS contract of participation that specifies the rights and responsibilities of both parties. The 5-year FSS contract specifies goals and services for each family. Family members must fulfill all requirements in order to obtain full benefits, including: lease compliance by all family members; independence of welfare assistance by all family members; and the head of the family seeking and maintaining suitable employment.

**General Information Notice (GIN) and Notice of Eligibility (NOE) for Relocation Assistance:** A GIN/NOE notice is issued to each family on a property who has been determined to be affected by redevelopment efforts. The notice informs the families of proposed rehabilitation on the site, the date in which the resident must reside on the site to be eligible for relocation benefits and outlines the relocation benefits for those families determined to be affected. **See Appendix A.**

**Housing Choice Voucher Program (HCVP):** The Housing Choice Voucher Program administered by the U.S Department of Housing and Urban Development (HUD) assists families with very low incomes rent or buy safe housing. Public Housing Agencies issue housing choice vouchers to qualified families who may choose to use their vouchers for dwelling units including single-family houses, townhomes or apartments. Once a family chooses a home, the landlord must agree to participate in the housing voucher program. The landlord receives a housing subsidy directly from the local PHA, which receives funding from the HUD. The tenant pays the difference.

**Housing Occupancy Standards:** Occupancy standards are criteria used to determine the appropriate household bedroom size for a family. Determining factors include number of household members, approved reasonable accommodations or other factors. The standards are utilized to avoid overcrowding and wasted space.

**Housing Quality Standards (HQS):** HQS provide guidance for determining unit acceptability. An HQS Inspection is done before a resident occupies a unit and then annually or biennially, thereafter.

**HUD:** United States Department of Housing and Urban Development. A federal agency that administers and monitors federally funded housing programs.

**Ninety (90) Day Notice:** A required Notice issued to each family informing them that they must vacate their current residence in order for the redevelopment project to proceed. The Notice will contain at least two referrals that are currently available to a comparable replacement dwelling currently available to the family. **See Appendix D.**

**Offsite Public Housing Move:** A move of an affected person from one unit on the property to another unit offsite at another property. The move can be temporary or permanent.

**Onsite Public Housing Move:** a move of an affected person from one unit on the property to another unit on the property. The move can be temporary or permanent.

**Permanent Replacement Housing:** Housing developed specifically to replace any of the 174 units at the PM development. This includes the 27 units at The Avenue. Any

Park Morton resident who moves to one of these units is considered permanently relocated and their right to return has been satisfied.

**Referral:** Written notification to a family eligible for relocation of available comparable dwelling units. A minimum of two (2) referrals will be provided.

**Related Moving Assistance:** An expense incurred as a direct result of an affected family or individual's displacement from their unit. In general, this includes packing, moving, unpacking and dismantling personal items, reconnection or disconnection charges for cable, telephone or internet, address change, charges for identification such as driver's license, transportation costs to view units referred by the agency and other expenses at the discretion of the DCHA.

**Relocation Housing Preference Survey:** A questionnaire designed to determine the relocation needs of an affected family. The survey is used to generate referrals to appropriate replacement and/or temporary housing. Relocation staff uses this survey to record special requests or needs of the family. **See Appendix B.**

**Relocation Team:** DCHA staff designated to ensure residents understand the relocation process, relocation benefits affected residents are entitled to, residents are temporarily

**Tenant Protection Voucher (TPV):** are vouchers provided to protect HUD-assisted families from hardship as the result of redevelopment. The public housing agency must submit a separate application to HUD for tenant protection vouchers. Once awarded by HUD, the vouchers are immediately available to the families, and they do not have to be on the agency's wait list. A TPV is a federal Housing Choice Voucher. If the family chooses the voucher as a housing preference, they must be screened for eligibility and meet eligibility requirements to utilize the voucher. TPVs are used as rent supplements to landlords in the private sector and expand the choices for relocation of displaced families.

**Transition Allowance:** A payment of \$100 given to a qualified PM head-of-household who is involuntarily moves and DCHA performs the move at no cost to the affected household.

**Uniform Federal Accessibility Standards (UFAS) and Architectural Barriers Act (ABA):** The design, construction and alteration of residential: buildings, facilities and units, so that they are readily accessible by persons with disabilities. UFAS is codified by 29 U.S.C. §794; ABA is codified by 42 U.S.C. 4151-4157.

**Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA)** is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects.

# Relocation Services

---

Since 2014, upon selection of a Master Developer for the redevelopment of PM periodic meetings were conducted regarding relocation and eligibility, with the sole purpose of preparing residents for their relocation, how families would return to the site and implementation of the plan. Meeting participants included DCHA staff, PM residents, Deputy Mayor's Office of Planning and Economic Development (DMPED) and DCHA's development partner.

Within 30 days of HUD approval of the demolition disposition application, Relocation Services will begin.

DCHA's Relocation/Mobility team will set up a full service accessible office on the PM site. Office hours will be flexible in order to meet the schedules of the affected residents. The Team will work cooperatively to relocate each and every family into appropriate housing based on household needs in accordance with the URA. No resident on the **household's dwelling unit lease agreement** will be placed into homelessness as a result of relocation for this development. DCHA will consider various individualized facts specific to each household's preference for where to relocate, including but not limited to, transportation, access to childcare, place of worship, access to retail, grocery stores and other amenities.

# ADA/504 Compliance

---

DCHA has made and will continue to make every effort to include any disabled residents in the relocation planning as well as provide services to disabled residents affected by relocation. To this end, the Relocation and Mobility team will ensure that:

- Any residents with disabilities and/or special needs will be identified through DCHA's Office of the ADA/504 Program, property manager and the resident files, as well as from interviewing the family;
- All official correspondence contains a footnote directing residents with disabilities, or residents who are elderly, to contact the corresponding division at DCHA and the DC Relay line for persons who are deaf or hard of hearing, for assistance with attending meetings;
- All meetings and appointments with Relocation and Mobility team are conducted in accessible areas. Said staff will make home visits for appointments, when necessary;
- Residents who are blind or who have visual impairments are informed about meetings through an alternative method that has been mutually agreed upon by the resident and DCHA when meetings announcements have been reduced to writing;
- Any referral to a "comparable housing unit" made to a family with a disabled member will be equipped or modified to accommodate the needs of the disabled family member; and
- Audio and languages interpreters (for persons who are deaf, hard of hearing or have Limited English proficiency) will be made available at appointments or public meetings, if requested per DCHA's policy.

# Counseling and Other Advisory Services

---

Due to the large volume of families and the extended length of time needed to clear the site, DCHA's Relocation and Mobility team will be used to provide relocation and mobility services to residents. A Relocation/Mobility team member will be located on site for the convenience of residents who will be receiving referrals and other services related to their relocation.

**DCHA Relocation and Mobility Team** will comply, to the extent those required, with all applicable federal, state and local laws. Planned services that will be provided include, but are not limited to:

- Conducting a housing preference survey for each affected family one on one to determine the specific and special needs of the family. **See Appendix B.**
- Conducting relocation workshops as needed. The Relocation and Mobility team will advise the families of the relocation procedure and the benefits they are entitled to. The pros and cons of the types of relocation options will be addressed, for example, relocation vouchers vs. public or subsidized housing or the option of first time homeownership.
- Assisting in applying for relocation benefits, including payment for costs directly related to their relocation. **See Related Moving Assistance section below.**
- Providing referrals to comparable, decent safe and sanitary housing. Referrals may be made to other public housing or housing available with the use of a voucher. **See Appendix E.**
- Sustaining relationships between families by offering referrals to both families in the same housing complex or neighborhood. Recognizing that many families have developed informal "buddy relationships" where they share childcare and other family functions. Moving to another area may create a sense of isolation for these families.

# Issuing Required Notices

---

All Notices will be issued by certified mail and/or hand delivered. If hand delivered, residents will be required to sign each notice signifying the receipt of it. All correspondence will be written in plain understandable language. Persons with limited literacy will be provided appropriate services and support to ensure that they can access and understand the information contained in the notices. Each notice will have a name and phone number of a contact person who can answer questions or provide other necessary help.

DCHA will issue required notices in accordance with the URA, which may include:

- **General Information Notice (GIN)** informs the affected family of the proposed redevelopment and they may be eligible for relocation assistance. **Notice of Eligibility (NOE)** for Relocation Assistance issued to eligible families when project is approved by HUD for demolition/disposition. **See Appendix A.**
- **90 Days' Notice to Vacate** is issued when the relocation team has referred the family to a comparable replacement unit that is available to the family for occupancy. **See Appendix D.**
- If the resident has not accepted a unit within 60 days of the issuance of the 90 day Notice, DCHA may issue a **30 Days' Notice** of transfer to a suitable vacant public housing unit. The Relocation and Mobility team will continue to work with the resident to find a unit and avoid a forced transfers or evictions.

# Related Moving Assistance

---

DCHA will cover costs associated with moving to include the following:

- Moving personal belonging, reassembling furniture, packing for seniors, disabled and others, if needed, reconnection charges, moving special equipment and other moving related costs deemed eligible by DCHA;
- Transportation or transportation vouchers to view unit referrals;
- Payment for rental application fees;
- Security deposit; and
- Miscellaneous expenses related to the move and deemed eligible by DCHA.

# Maintain Relocation Files

---

Until the redevelopment is complete and families have returned to the site, relocation files will be maintained for each family moved from the property. The file will contain at a minimum:

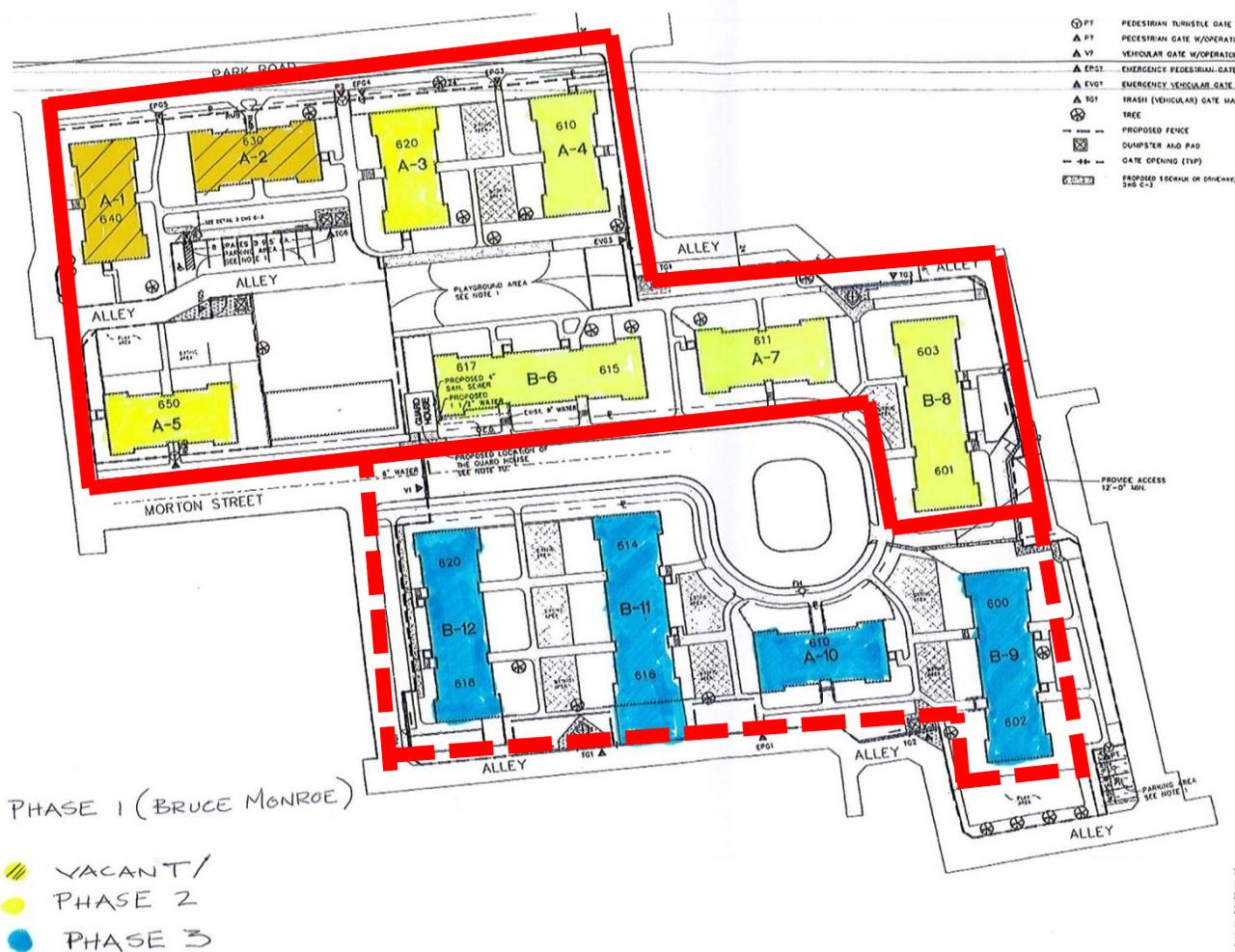
- Housing Preference survey, including all family members and contact information;
- Record of relocation payments made on behalf of the relocated family;
- Current address and contact information;
- Copies of required Notices such as 90 days' to Vacate, GIN and NOE; and
- Housing referrals.

# Phasing Plan

---

Construction on the Park Morton footprint will be accomplished through a phased plan that will require residents to relocate from the site. A phasing plan allows the site to be cleared, demolished and rebuilt. Phase II will require the demolition of 109 existing units, specifically, eight walk-up buildings. Currently, two walk-up buildings are completely vacant along Park Road and seven units are non-dwelling units in the area. The removal would allow for construction of a 142-unit apartment building to front on Park Road, between the proposed new north-south Street located between Park Road and Morton Street and an existing public alley serving commercial buildings fronting on Georgia Avenue. Phase III construction would also include the construction of 12 townhouses and 3-unit building structures referred to as “stacked-flat” structures. Overall 49 units are anticipated to be set aside as replacement units for affected Park Morton residents.

# Phasing Site Map



**Phase II**

**Phase III**

## Affected Phase II Families

There are 63 families who will be affected by the first phase of relocation, which is identified in the HUD approved Demolition/Disposition Application as Phase II of this plan. This includes families living at the following addresses:

- 620 through 610 Park Road
- 651 through 601 Morton Street
- 640 and 630 Park Road are vacant

The chart below indicates that many families are not living in units that meet their current occupancy needs. For example, the current occupied units are all two bedrooms; however 33 of the 68 families living in Phase II need something other than a two bedroom to accommodate their family size and composition. Families will be right

sized which means that they will be relocated to units that meet their needs based on family size and composition and in accordance with DCHA's occupancy standards.

### PHASE II BEDROOM NEEDS

Bedroom Sizes	Existing Unit Mix	Bedroom Sizes Needed	
1	0	17	
2	109	Occupied	Unoccupied
		35	41
		76	
3	0	11	
4	0	5	
<b>TOTALS</b>	<b>109</b>	<b>109*</b>	

### PHASE III BEDROOM NEEDS

Bedroom Sizes	Existing Unit Mix	Bedroom Sizes Needed	
1	0	15	
2	65	36	
3	0	12	
4	0	2	
<b>TOTALS</b>	<b>65</b>	<b>65*</b>	

*\*10 units have been offline and are considered non-dwelling units. To this end, 99 TPVs may be requested.\**

***Total number of TPVs that will be requested: 164***

### Public Housing Occupancy Standards

Below are the Public Housing Occupancy Standards that will be applied in determining each household's bedroom size. Every member of the family, regardless of age, shall be considered a person while applying the standards. Approved Reasonable Accommodations will also be taken into account.

### OCCUPANCY STANDARDS

Unit Size # of Bedrooms	Minimum #of Persons in Unit	Maximum # of Persons in Unit
0	1	1
1	1	2
2	2	4
3	4	6
4	6	8
5	8	10
6	10	12

# Relocation Destinations

---

The Relocation and Re-Occupancy Plan was written to ensure that the site is cleared with minimum disruption to residents and to administer the benefits that the residents are eligible for. This is accomplished in various ways:

## A. Off-Site Moves

In addition to the 27 permanent replacement units that were built at the Avenue, there have been families who have chosen to move to another unit in DCHA's portfolio to better accommodate the needs of their family.

### OFFSITE MOVES SINCE NOVEMBER, 2014

HOUSING	1BR	2BR	3BR	4BR	5BR	6BR	TOTAL
PERMANENT REPLACEMENT HOUSING (The Avenue)							
OFFSITE PUBLIC HOUSING	11						11
TOTAL OFFSITE MOVES	26						26

## B. Other Public Housing Units:

As of April 2019, there were 202 vacant public housing units available as possible housing units for relocation. Below is the breakdown of those vacant units by number of bedrooms as compared to the number of units by bedroom sizes needed to rehouse the residents who will be first to move from the site. Since the vacancy numbers fluctuate, the chart below merely provides a snapshot in time. In addition to the available public housing units, tenant protection vouchers will also be available for affected families.

### PUBLIC HOUSING VACANCIES HOUSING NEEDS

BEDROOM SIZE	EFF	ONE	TWO	THREE	FOUR	FIVE	SIX	TOTAL
VACANT	32	97	44	24	4	0	1	202
PHASE II		17	35	11	5	0	0	68
PHASE III		15	35	11	2	0	0	63

## C. Other Subsidized Housing

Some affected residents could be relocated to other subsidized units owned or controlled by DCHA such as HOPE VI redevelopment sites and private housing with project based subsidy. This could be done with or without the assistance of a voucher, depending on the property requirements. However, the number of available units would be limited, because priority is given to former residents of the redeveloped property.

## D. Tenant Protection Vouchers

Upon approval of PM's Demolition/Disposition Application to HUD, DCHA will submit an application for Tenant Protection Vouchers (TPV's). The number of TPV's received is subject to the number that HUD gives DCHA. It has been HUD's practice to release TPV's as required to meet the needs of families. All affected residents may apply for a voucher. Once a voucher is received, the landlord is at liberty to screen all applicants as stringent as a market renter. DCHA's Relocation and Mobility team will work with residents to assist in the transition and the eligibility requirements by helping residents tackle their individual obstacles. Receiving a TPV lessens the demand for available public housing units in the appropriate bedroom size to accommodate affected families. The Relocation and Mobility Team will work closely with voucher recipients and provide private sector rental referrals, payment for application fees, security deposits, moving expenses and other costs deemed appropriate by DCHA.

### **E. Homeownership**

DCHA's Relocation/Mobility team will refer Park Morton residents who would like to purchase a home to the HCVP Homeownership Assistance Program (HOAP). As of April 2019, 33 families have income from wages at \$35,000 or higher, with the highest at almost \$87,000 and an average of about \$48,000. The program will assist residents interested in homeownership opportunities by referring them to housing counseling agencies, credit repair, and other government sponsored homeownership programs.

# Tracking Residents

---

DCHA relies on two methods of tracking, at the agency level and at the Housing Choice Voucher Program division level, which will ensure that each resident is accounted for. The agency employs a database that archives residents' customer history such as contact and demographic information, family composition, income, re-certifications etc. In addition, HCVP compiles its own internal database that maintains current contact information, family composition and other pertinent information relevant to their relocation/re-occupancy. This database is solely managed by HCVP's Relocation and information is verified and/or updated, annually.

The information that is collected and maintained is also used to stay connected to our residents. DCHA has made a commitment to affected Park Morton residents to keep them informed of development updates through organized resident meetings, steering committee meetings, ANC meetings, formal letters and mail-outs. As the new properties come online, DCHA will guide our families through an organized and coordinated process to ensure their return to their new replacement unit is as seamless as possible.

# Failure to Adhere to Plan

---

An affected resident's refusal to accept a suitable offer of housing referrals made in accordance with the Relocation Plan will be determined to have caused a lease violation and may be subject to a mandatory transfer and/or eviction action. A reasonable number of offers are defined as two (2), provided the first is turned down for a reason acceptable to DCHA and in accordance with this plan. DCHA will exercise authority in order to ensure residents will comply with this Relocation Plan and enable the redevelopment activities in a timely fashion. The eviction action and/or mandatory transfer authority will only be enforced for violations pertaining to the relocation effort. All other lease and occupancy violations will be handled under DCHA's normal eviction procedures.

# Appeal Procedure

---

Affected residents may file a written appeal to the DCHA, Office of Fair Hearings, 1133 North Capitol St NE, Suite 317, Washington DC 20002. DCHA will have up to thirty-five (35) days to respond to the appeal. A person may file a written appeal with the DCHA, if the person believes the DCHA has failed to:

- Properly determine that the resident qualifies or will qualify as an affected person who is eligible for relocation assistance;
- Properly determine the amount of any relocation payment required by this plan;
- Properly provide appropriate comparable housing referral or inspect replacement housing in a timely manner; and
- Properly respond to an appeal in a timely manner.

Should a person disagree with whether they qualify as an affected or displaced person, or with the amount of relocation assistance for which they are eligible, he/she may file a written appeal of that determination to the Washington, D.C. Field Office, U.S. Department of Housing and Urban Development, 820 First St NE, Suite 300, Washington D.C. 20002. If the full relief is not granted, the person has the right to seek judicial review.

# Re-occupancy Criteria

---

**The eligibility date for the Resident Return Priority for PM Residents is November 1, 2014.**

This means that any Park Morton resident that lived at the property on or after November 1, 2014 is eligible to return to the newly developed property, into a public housing unit, and receive relocation assistance to move into their new public housing replacement unit. Included in the re-occupancy process is a series of assurances that DCHA has committed to in addition to Resolution 16-06. DCHA is committed to the following;

1. **90 Days' Notification of New Units Availability – 90 days before a unit becomes available**, which means a unit or potential units that match a resident's requirement for bedroom size and any other needs specific to that family. DCHA's Relocation Team will notify the resident in writing, by phone and by means mutually agreed upon, based on reasonable accommodations for persons with disability. This notification will be followed up by a series of resident workshops to ensure that the resident will be adequately prepared for re-occupancy. Part of the ancillary services associated with this stage of the re-occupancy process includes but is not limited to, mitigating any barriers to re-occupancy, assistance in collecting and organizing the required application documentation, and determination of costs associated with the move into the new unit.
2. **Application Process/Move In** – During the aforementioned 90-day notification timeframe, the Relocation team will work with the household to coordinate the move. The Relocation team will provide households transportation to and from the potential new units and guide families through the selection process. In addition, a Relocation team member will be present the day of the move to assist the family with any issues that may arise and will provide the overall management of the move to ensure a smooth transition. All costs associated with the relocation will be paid for by DCHA. Approved relocation fees include:
  - Disconnect/Reconnect fees;
  - Moving fees; and
  - Any other costs associated with the physical move from the old unit into the new unit.

## **Resolution 16-06 Policies and Assurances**

In March 2016, the DCHA Board of Commissioners approved and adopted Resolution 16-06 (R16-06), which outlines additional rights and assurances to low-income public housing residents residing in New Communities Initiative (NCI) developments in the District of Columbia. R16-06 speaks directly to one of the four New Communities key guiding principles: the opportunity for residents to return to the community to ensure that residents will have a priority for replacement units and an opportunity to stay for residents of NCIs where a build first strategy is implemented. The policies outlined in R16-06 are a part of this re-entry plan, which:

1. **Establishes a clear date of residents' eligibility for right of return for each community, for which PM's eligibility date is November 1, 2014**, the date the Master Developer was chosen for the PM redevelopment. In anticipation of more residents being eligible for a right to return than the total number of replacement units, a priority system of re-admission will be developed by DCHA in consultation with residents and stakeholders, subject to the policies described in paragraphs (4), (5), (6), and (7).
2. **Establishes guidelines under which residents are eligible to return to their original development or to another NCI development subject to availability**, where in
  - There is a clear on-lease/off-lease determination of all members of the household at the time of move-out to establish who is eligible to return;
  - The right to return is satisfied upon move in to a redeveloped NCI property;
  - Eligible households right to return will not be terminated by refusing a unit or units in a redeveloped property, however that right will be subject to unit availability at their original development and the other redeveloped NCI properties;
  - Households are eligible to return to their original development until the stabilization of the final phase of the development of that property, subject to unit availability as stated in (2c) above;
  - If an eligible household is not able to return to their original development, they will remain eligible to return to another redeveloped NCI property, subject to (2c) above and subject to resident established priorities as described in (8) below; and
  - Eligible residents have a right to a unit that fits their household size based on DCHA's policy regarding occupancy, and even if their household grows during the relocation period.
3. **Requires notifications to residents about a temporary or permanent relocation be made following relevant Uniform Relocation Act ("URA") standards**, beginning at the time that the developer or master developer is selected notwithstanding the approval of an application for the demolition and/or disposition application by the U.S. Department of Housing and Urban Development ("HUD"), or the demolition of the residents' units, whichever comes first, wherein minimum standards of notification include:
  - A **General Information Notice (GIN)** to inform residents of the redevelopment project and that it will require them to vacate;
  - A **Notice of Relocation Eligibility**, which establishes residents' eligibility for assistance; and
  - A **90-Day Notice to Move**, which establishes the earliest date that a resident will be required to move and includes referrals for replacement housing.
4. **Maintains each residents' eligibility as long as they are not violating the terms of their current lease, and/or have not been evicted from DCHA**

**housing**, wherein a resident is not considered to be evicted until termination or eviction proceedings are complete, and involvement in termination or eviction proceedings does not effectively indicate eviction and is not sufficient to revoke their eligibility for return.

5. **Bars the establishment of any minimum work or service requirements that are more stringent than DCHA policy** in order to return to units supported by District or HUD subsidy.
6. **Bars the establishment of any criminal background requirement more stringent than DCHA policy** in order to return to units supported by District or HUD subsidy.
7. **Bars the establishment of credit or drug screening requirement more stringent than DCHA policy** in order to return to units supported by District or HUD subsidy.
8. **Permits residents and stakeholders of the community to develop priorities for residents admitted to the community, with a first priority for former residents**, subject to the policies described in paragraphs (4), (5), (6), and (7) above.
9. **Requires adherence to URA protocols regarding appeals and grievances as of October 11, 2012**, wherein residents are allowed to appeal in writing if they disagree with the determination of whether they qualify as displaced and/or with the amount of relocation assistance for which they are eligible.
10. **Establishes an intention to work with NCI partners, including the District, developers and other partners to provide relocation support that meets minimum URA standards** as of the date the CHOICE Planning grant was received, October 11, 2012.
11. **Establishes an intention to work with NCI partners and residents through an inclusive and transparent process to establish return preferences for each NCI community.**

### **Resident Return Priority**

Throughout the development process there has been on-going communication with the Park Morton Resident Council and PM residents. In summer 2016, DCHA began discussions with Park Morton residents regarding the relocation process and the necessity to establish a priority to return criteria. On November 5, 2018, the Resident Council and DCHA hosted a meeting with current residents to discuss the determination of the “*Resident Priority to Return Criteria*”, what was important to the residents and how the Re-Entry criteria would be implemented. The resident meeting was interactive. PM residents were put into groups to discuss what was important to them as individuals and also as a collective community. On November 13, 2018 an additional meeting was

held to include former and current residents to discuss the potential “*Resident Priority to Return Criteria*” highlighted in the previous meeting, along with giving the opportunity to the resident body to vote (in priority order of 1-5, 1 being most important and 5 being of least importance) for the criteria that they felt was most important to determine their return to the redeveloped site. The Park Morton Resident Community voted and the following is formalized in this document as “***The Resident Priority to Return Criteria***”:

- **Resident who is a Senior Head of Household;**
- **Head of Household who has a disabled family member; and**
- **Number of Years Living at Park Morton.**

### **Implementation**

Based on the resident body vote, units becoming available for occupancy will be offered to residents in the order mentioned above. All tenant approvals are subject to the completion of the application process, defined as the submission of a completed application and all required supplemental documentation for tenancy has been received.

DCHA’s Relocation Team will work closely with the management company at the newly redeveloped site to ensure that all re-occupancy assurances and policies are adhered to and the *Resident Priority to Return Criteria* is applied correctly and fairly as residents return to the redeveloped site.

All applicants selected for re-entry will be required to participate in a “*Resident Orientation Session*” at which time the Community Manager will acquaint new residents with the policies, lease requirements, house rules, housing and federal regulations, housekeeping and maintenance procedures, resident’s rights, responsibilities and obligations. DCHA is committed to the relocation and re-occupancy of all eligible Park Morton Residents.

## APPENDIX A: GENERAL INFORMATION NOTICE (GIN) AND NOTIFICATION OF ELIGIBILITY (NOE)



**DISTRICT OF COLUMBIA HOUSING AUTHORITY**  
1133 North Capitol Street, NE, Washington DC 20002-7599  
202-535-1000

Tyrone Garrett, Executive Director

Date:

Name:

Address:

### RE: GENERAL INFORMATION NOTICE AND NOTICE OF ELIGIBILITY FOR URA RELOCATION ASSISTANCE

**This letter is important to you and should be retained.**

Over the past several years, the District of Columbia Housing Authority (DCHA), our development partners, and the residents of Park Morton, have been planning to make the Park Morton neighborhood a better place to live. In preparation for its transformation, DCHA and community stakeholders have had many opportunities to meet and develop various plans required for a new development to occur. As explained in these meetings, Park Morton will be redeveloped. As part of the planning process, DCHA informed residents of our intent to submit an application for Demolition/Disposition to the U.S. Department of Housing and Urban Development (HUD) approval at Park Morton. We are writing to inform you that DCHA received HUD's approval for demolition on June 17, 2019.

**This is your General Information Notice (GIN) and Notice of Eligibility for Relocation Assistance and the effective date of your eligibility is June 17, 2019.** To carry out the project, it will be necessary for you to relocate. However, **you do not need to move now.** Since you are being relocated in connection with the Park Morton redevelopment you are receiving notices following the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), applicable to your relocation pursuant to DCHA Resolution 16-06 (adopted March 9, 2016).

The relocation benefits you will receive include:

- Counseling and other advisory services:** DCHA's Relocation and Mobility Team will be managing your relocation and advisory services. Katrina Jeter and/or Brittney Holloway will be your primary points of contact. Additionally, DCHA will have other service providers available to provide credit counseling, case management and other services that may be necessary to ensure your successful transition.
- Payment for moving and related expenses:** This benefit includes the actual costs of moving your personal belongings or a fixed moving expense, payment of telephone and cable reconnection charges and other expenses approved by DCHA.
- A move to a public housing or other subsidized unit:** At least 90 days of advance written notice of date you will be required to move. You will receive a referral listing for a comparable available unit according to the number of bedrooms you need. Additional units may become available in the future and will be passed along to you by relocation staff. Because you currently live at Park Morton, a public housing community, a **comparable unit is considered to be another DCHA public housing unit.** Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary. An example of a comparable replacement dwelling that you may want to consider for your replacement home is provided

below. If you would like, we can arrange for transportation for you to inspect this and other replacement dwellings. Just as in your current public housing unit, your rent and utility costs will be based upon 30 percent of your adjusted gross income.

**1623 Montana Ave NE#12**

Even though you will be provided assistance under the URA guidelines for a permanent move, DCHA believes that every resident relocated from the site should have the right to reapply for occupancy once this project is complete. For this reason, after project completion, you will be contacted and offered an opportunity to return to the newly-revitalized community with a priority preference.

**Remember, do not move or lease a replacement home** before DCHA has an opportunity to further discuss your eligibility for relocation assistance. You will be provided written notice of the date by which you will be required to move. This date will be no less than 90-days from the date comparable replacement housing has been made available to you.

**Requesting a Reasonable Accommodation:** DCHA provides reasonable accommodations to all applicants, residents or participants with disabilities. If you or a member of your household has a disability and requires an accommodation to participate in any of our programs, please notify the office providing the program or the Office of the ADA/504 Program **at least 72 hours prior** to the start of the program on (202) 535-2737. Callers with a hearing impairment can call the DC Relay Service by dialing 711.

Sign language interpreters will be provided upon request. Please notify the Office of the ADA/504 Program at (202) 535-2737, DC Relay 711, or [ada504@dchousing.org](mailto:ada504@dchousing.org) to request a sign language interpreter. Please allow at least three (3) business days to make the necessary arrangements.

Please be advised that you should continue to pay your rent and comply with your lease.

Enclosed is a brochure entitled, "Relocation Assistance to Tenants Displaced from Their Homes" which provides an explanation of assistance and other helpful information.

**NOTE:** Pursuant to Public Law 105-117, aliens not lawfully present in the United States are ineligible 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 United States Citizen or national, or an alien lawfully present in the United States.

If you have any questions about this letter and your eligibility for relocation assistance, please contact Katrina Jeter at 202-535-2748 or Brittney Holloway at 202-535-2566.

Sincerely,

Tyrone Garrett  
Interim Director, Office of Capital Programs

**Hand Delivery Receipt**

By signing below, I am affirming that I have received the GIN and NOE notice for Park Morton Redevelopment.

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

\_\_\_\_\_  
Date

**ROTC Document, Created 7/2019**

## APPENDIX B: ROTC HOUSING PREFERENCE SURVEY



# DISTRICT OF COLUMBIA HOUSING AUTHORITY

1133 North Capitol Street, NE, Washington, DC 20002 • 202-535-1000

Tyrone Garrett, Executive Director

### ROTC HOUSING PREFERENCE SURVEY

The purpose of this survey is to gather updated information on your household's relocation needs and preferences. The survey is for information purposes **ONLY** and is **not a notice to move or an assignment of where you will be moving**. Please ensure that the information provided below is complete and accurate. Failure to complete the survey in its entirety will cause a delay in your services.

**I. FAMILY INFORMATION**

Head of Household Name: \_\_\_\_\_

Address (include unit no.): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Best Time to Contact You: \_\_\_\_\_ a.m. / p.m.

May we call you at work?  Yes  No. If yes, please provide telephone number: \_\_\_\_\_

Please list all occupants on your lease:

Name	Relationship		Sex	Date of Birth	Age	School Attended/ Grade
	Head of Household					

--	--	--	--	--	--	--

**II. UNIT INFORMATION**

Current Unit Size: \_\_\_\_\_ Total Number in Household: \_\_\_\_\_

Eligible Unit Size as calculated by DCHA: \_\_\_\_\_

Is any member of your household pregnant?  Yes  No

If yes to the above, please provide name of household member and projected due date below:

Name: \_\_\_\_\_ Due Date of unborn child: \_\_\_\_\_

Does any member of your household smoke, including you?  Yes  No

**III. HOUSEHOLD INFORMATION**

1. Are you or any household members employed?  Yes  No.

If yes, please list all household members who are currently employed.

Household Member	Name and Address of Employer	Gross income wk./mo./yr.	Mode of Transportation

2. Do you or any household members receive other income (i.e. Social Security, Pension, TANF, Bank Interest, Dividends, Unemployment, Workers Compensation, etc.)?  Yes  No.

If yes, please list all other income in the household:

Household Member	Income Source	Gross Income wk./mo./yr.

Total Gross Annual Income as calculated by DCHA:  
(This information is used to determine Program Eligibility in HCVP or Mixed Financed Properties.)

3. Do you or any members of household own a vehicle? Yes No.  
If yes, how many vehicles are in the household? \_\_\_\_\_
4. Are your vehicles registered to current leaseholders? Yes No
5. Do you have any pet(s)? Yes No.  
If yes, please list the quantity and type of pet you have:  
\_\_\_\_\_  
\_\_\_\_\_

**IV. LANGUAGE ACCESS**

The information in this section will help us better serve the housing needs of persons with limited English proficiency (LEP). It is recommended that you complete the below questions, if applicable, to ensure appropriate language access services are provided.

1. What is the primary language spoken in your household?
- English
  - Spanish
  - Other: \_\_\_\_\_
2. Do you (or a household member) require a translator to assist you through your relocation process?  
Yes No

**V. REASONABLE ACCOMMODATIONS**

**Please DO NOT disclose your disability or your household member's disability.**

**Please Note: This portion of the survey is optional.**

The information in this section will help us better accommodate the housing needs of persons with disabilities. A reasonable accommodation is a change that can be made to a unit, policy, or procedure to allow a person with disabilities to have the same opportunity for housing as any other similarly situation person without a disability. All reasonable accommodation requests must be submitted to and approved by DCHA's Office of the ADA/504 Program. However, it is recommended that you complete the below questions, if applicable, to ensure appropriate services are provided.

1. Do you require a unit, which will need special features to accommodate you or any household member(s) disability (*i.e., inability to climb steps/stairs, rails/grab bars in bathrooms, wheelchair accessibility, special equipment for vision and/or deaf or hearing impairment(s), assistant and/or service animal, live-in-aide, etc.*)? Yes No
- If yes, please check all that applies:
- No modifications to the unit
  - Wheelchair accessible unit
  - Sensory-Impaired accessible features
  - Other Physical Adaptations need (please explain):  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you have any specialized equipment or materials that must be moved to your new unit? Yes

No if yes, please list below:

---

---

3. Do you (or a household member) require a sign language interpreter to assist you through your relocation process?  Yes  No

VI. **RELOCATION PREFERENCES**

1. Please select your relocation preference for your household indicating your 1<sup>st</sup> and 2<sup>nd</sup> choices:  
1<sup>st</sup> 2<sup>nd</sup>

- On-site transfer to alternate Park Morton Unit. This option will **only** be permitted, if:  
(a) A unit is available; **and**  
(b) Your household is eligible for a two-bedroom unit, based on your household composition.
- Off-site transfer to alternate Public Housing Unit, *i.e.*, *Privately managed, ACC, etc.*
- Housing Choice Voucher Program – Allows household to apply to privately managed companies and landlord using a voucher subsidy.
- Other, *i.e.* Opted-out of subsidy programs, live with relatives, etc.

2. Desired area(s) to relocate (*list preferences in order of highest priority, i.e. NE, SE, NW, SW or zip codes*).

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

3. Desired neighborhoods (*list preferences in order of highest priority, i.e. near school, metro, church, etc.*)

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

4. Other considerations and concerns that we should know about:

---

---

---

5. Are you able to get the following utilities in your name? Check all that apply:

- 1. Electric  Yes  No
- 2. Gas  Yes  No
- 3. Water  Yes  No

6. Do you or any adult household member(s) have concerns regarding application screenings? Check all that applies:

**Credit Concerns:**  Yes  No

If yes, list all adult household members and provide details with this concern:

Name: \_\_\_\_\_ Details: \_\_\_\_\_  
Name: \_\_\_\_\_ Details: \_\_\_\_\_

Name: \_\_\_\_\_ Details: \_\_\_\_\_  
Name: \_\_\_\_\_ Details: \_\_\_\_\_

**Criminal Background:** Yes No

If yes, list all adult household members and provide details with this concern:

Name: \_\_\_\_\_ Details: \_\_\_\_\_  
Name: \_\_\_\_\_ Details: \_\_\_\_\_  
Name: \_\_\_\_\_ Details: \_\_\_\_\_  
Name: \_\_\_\_\_ Details: \_\_\_\_\_

**Rental References/History:** Yes No

If yes, list all adult household members and provide details with this concern:

Name: \_\_\_\_\_ Details: \_\_\_\_\_  
Name: \_\_\_\_\_ Details: \_\_\_\_\_  
Name: \_\_\_\_\_ Details: \_\_\_\_\_  
Name: \_\_\_\_\_ Details: \_\_\_\_\_

**If you or any adult household member(s) would like a referral to the Office of Resident Services (ORS) for assistance with any of the above concerns, please check here .**

**VII. EMERGENCY CONTACT INFORMATION**

Primary Emergency Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

Secondary Emergency Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

Interview date: _____	Time: _____
Interviewer's Name: _____	
Head of Household Signature: _____	

## APPENDIX C: RELOCATION OPTION



### DISTRICT OF COLUMBIA HOUSING AUTHORITY

1133 North Capitol Street, NE, Washington DC 20002-7599

202-535-1000

---

Tyrone Garrett, Executive Director

Date:

Name:

Address:

### RE: RELOCATION OPTION

**This notice is important to you and should be retained.**

Over the past few weeks, in preparation for relocation efforts, District of Columbia Housing Authority (DCHA) has engaged in several workshops with Park Morton residents. These meetings and workshops were held because of the U.S. Department of Housing and Urban Development's (HUD) June 17, 2019, approval of DCHA's demolition application.

During the General Information Notice (GIN) and Notice Of Relocation Eligibility (NOE) meetings you were informed of two options for comparable units, which include a public housing unit, off-site, that meet your current household's needs or an option to receive a housing choice voucher. In addition, a third option may be available to your household, which is:

- **A public housing unit in Phase III at the Park Morton site.**

Please note in order to be approved to relocate to a unit in Phase III at Park Morton the following is required:

1. A unit in Phase III at the Park Morton site **must** vacant and available for occupancy; and
2. The size of your household composition must meet the occupancy guidelines.

The buildings included in Phase III at Park Morton are: (1) 600 Morton; (2) 602 Morton; (3) 610 Morton; (4) 614 Morton; (5) 616 Morton; (6) 618 Morton; and (7) 620 Morton.

Households that currently reside in Phase III at Park Morton will have the option to remain in their unit as long as their household composition meets the occupancy guidelines. The table below provides the occupancy guidelines, per the District of Columbia Municipal Regulations, for public housing units:

## OCCUPANCY STANDARDS

Unit Size # of Bedrooms	Minimum #of Persons in Unit	Maximum # of Persons in Unit
0	1	1
1	1	2
<b>2</b>	<b>2</b>	<b>4</b>
3	4	6
4	6	8
5	8	10
6	10	12

Starting on Thursday, August 22, 2019, DCHA's relocation staff will begin conducting surveys relating to your needs and your housing preference. Please anticipate a call from Ms. Katrina Jeter or Ms. Brittney Holloway.

**As a reminder, do not move or lease a replacement home** before DCHA has an opportunity to further discuss your eligibility for relocation assistance. You will be provided written notice of the date by which you will be required to move. This date will be no less than 90-days from the date comparable replacement housing has been made available to you.

**Requesting a Reasonable Accommodation:** DCHA provides reasonable accommodations to all applicants, residents or participants with disabilities. If you or a member of your household has a disability and requires an accommodation to participate in any of our programs, please notify the office providing the program or the Office of the ADA/504 Program **at least 72 hours prior** to the start of the program on (202) 535-2737. Callers with a hearing impairment can call the DC Relay Service by dialing 711.

Sign language interpreters will be provided upon request. Please notify the Office of the ADA/504 Program at (202) 535-2737, DC Relay 711, or [ada504@dchousing.org](mailto:ada504@dchousing.org) to request a sign language interpreter. Please allow at least three (3) business days to make the necessary arrangements.

Please be advised that you should continue to pay your rent and comply with your lease.

If you have any questions about this notice and your eligibility for relocation assistance, please contact Katrina Jeter at 202-535-2748 or Brittney Holloway at 202-535-2566.

Sincerely,

Tyrone Garrett, Exective Director &  
Interim Director, Office of Capital Programs

### **Hand Delivery Receipt**

By signing below, I am affirming that I have received the updated Relocation Options notice for Park Morton Redevelopment.

\_\_\_\_\_

Head of Household Signature

Date

**ROTC Document, Created 8/2019**

## APPENDIX D: 90 DAYS' NOTICE TO VACATE



### DISTRICT OF COLUMBIA HOUSING AUTHORITY

1133 North Capitol Street, NE, Washington DC 20002-7599

202-535-1000

---

Tyrone Garrett, Executive Director

Hand Delivered or  Certified Return Receipt Requested

Date:

Name:

Address:

### RE: 90 DAYS' NOTICE TO VACATE

Dear: **(Insert Resident Name)**

The District of Columbia Housing Authority (DCHA) notified you of its plans to redevelop **(Insert Property Name)**, which will include the demolition and disposition of the unit you currently live in. From the effective date of this notice, **(Insert Date)**, you have 90 days or until **(Insert Date)** to move. After 60 days you will receive a 30 Days' Notice of Mandatory Transfer in advance reminding you of the specific date by which you must move. Because you are required to move, you are eligible for the following:

1. **Counseling and other advisory services: DCHA's Relocation and Mobility Team** will be managing your relocation and advisory services. The Relocation Office is located onsite at 611 Morton Street, NW, #11, Washington DC 20010. You may contact the relocation coordinator Brittney Holloway at 202-243-8791 or Katrina Jeter at 202-926-7004.
2. **Payment for moving and other related expenses**: includes moving your personal belongings, payment of telephone and cable disconnection and reconnection fees, and other related expenses approved by DCHA.
3. **A move to Public Housing or other subsidized unit**: below you will find a referral listing for an available unit according to your household composition based on the Public Housing occupancy standards or the Housing Choice Voucher Program. Additional units may become available in the future and will be shared with you by the Relocation Team.
4. **Referral to Comparable Unit**: Because you currently reside at **(Insert Property Name)**, a public housing community, a comparable unit is considered to be another DCHA public housing unit or privately managed ACC unit. Based on the information you provided in your ROTC Housing Preference survey, the unit(s) listed below is available for immediate occupancy. If necessary, we will continue to assist you with more referrals:

1. \_\_\_\_\_
2. \_\_\_\_\_

**Requesting a Reasonable Accommodation:** District of Columbia Housing Authority (DCHA) provides reasonable accommodations to all applicants, participants and residents with disabilities. If you or a member of your household has a disability and require an accommodation to participate in any of our programs, please notify the Office of the ADA/504 at 202-535-2737. Callers with a hearing impairment can call the DC Relay Service by dialing 711.

Sign Language Interpreters will be provided upon request. Request can be made to the Office of the ADA/504 at least 72 hours prior to needing the services by calling 202-535-2737, the DC Relay Service at 711, or by email at [ada504@dchousing.org](mailto:ada504@dchousing.org).

If you disagree or are dissatisfied with any determination made by DCHA concerning your relocation or relocation assistance for which you are eligible, you may file a written appeal with DCHA to review such determination or submit an appeal in writing to the US Department of Housing and Urban Development, Washington DC Field Office, 820 First Street, NE, Ste. 300 Washington DC 20002-4205.

**Be sure to meet with a Relocation Coordinator who will advise you of your URA benefits and assist you throughout the relocation process. Continue to pay your rent and comply with your lease.**

Sincerely,

*Housing Choice Voucher Program, ROTC*

**This letter is important and should be retained for your records.**

## APPENDIX E: PROPERTY REFERRAL FORM



**DISTRICT OF COLUMBIA HOUSING AUTHORITY**  
 1133 North Capitol Street, NE, Washington DC 20002-7599  
 202-535-1000

Tyrone Garrett, Executive Director

### PROPERTY REFERRAL FORM

<b>Applicant's Full Name:</b>		<b>Last 4 SSN:</b>
<b>Current Address:</b>		
<b>Voucher Size: 2BR</b>	<b>Number of Household Members: 2</b>	
<b>Contact Number:</b>	<b>Email Address:</b>	
<b>Property Referral 1</b>		
<b>Property Name/Landlord/Realtor:</b>		
<b>Address:</b>	<b>Unit Size:</b>	
<b>Point of Contact Name:</b>		
<b>Phone Number:</b>	<b>Email Address:</b>	
<b>Submarket/ Neighborhood:</b>	<b>Submarket Rents:</b> <i>With Utilities    Without Utilities</i> \$ _____ \$ _____	
<b>Utilities Included:</b> <input type="radio"/> Yes <input type="radio"/> No		
<b>Type of Utilities:</b> <input type="radio"/> Gas <input type="radio"/> Electric <input type="radio"/> Water and Sewer <input type="radio"/> Oil		
<b>Application Fee:</b> \$ _____ <b>Holding Fee:</b> \$ _____ <b>Security Deposit:</b> \$ _____		
<b>Estimated Availability Date:</b> NOW		
<b>Tour Date Appointment Date and Time:</b> _____ at _____		
<b>Minimum Credit Score required:</b>		
<b>Other Requirements:</b>		
<b>Minimum Credit Score required:</b>		
<b>Other Requirements:</b>		
<b>Approved</b> <input type="radio"/> Yes <input type="radio"/> No <b>Denied</b> <input type="radio"/> Yes <input type="radio"/> No Reason _____ <b>Did Not Apply</b> <input type="radio"/>		
<b>Property Referral 2</b>		
<b>Property Name/Landlord/Realtor:</b>		
<b>Address:</b>	<b>Unit Size:</b>	
<b>Point of Contact Name:</b>		

<b>Phone Number:</b>	<b>Email Address:</b>
<b>Submarket/ Neighborhood:</b>	<b>Submarket Rents:</b> <i>With Utilities    Without Utilities</i> \$ _____ \$ _____
<b>Utilities Included:</b> <input type="radio"/> Yes <input type="radio"/> No	
<b>Type of Utilities:</b> <input type="radio"/> Gas <input type="radio"/> Electric <input type="radio"/> Water and Sewer <input type="radio"/> Oil	
<b>Application Fee:</b> \$ _____ <b>Holding Fee:</b> \$ _____ <b>Security Deposit:</b> \$ _____	
<b>Estimated Availability Date:</b>	
<b>Tour Date Appointment Date and Time:</b> _____ at _____	
<b>Which property did you apply for:</b> Property 1 _____ Property 2 _____ Property 3 _____	
<b>Minimum Credit Score required: Will Work With Client</b>	
<b>Other Requirements:</b>	
<b>Approved</b> <input type="radio"/> Yes <input type="radio"/> No <b>Denied</b> <input type="radio"/> Yes <input type="radio"/> No Reason _____ <b>Did Not Apply</b> <input type="radio"/>	

**Transportation Assistance Needed:**                     Yes                     No

\_\_\_\_\_  
**Mobility Specialist**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant/Participant Signature**

\_\_\_\_\_  
**Date**

## APPENDIX F: 30 DAYS' NOTICE TO VACATE



# DISTRICT OF COLUMBIA HOUSING AUTHORITY

1133 North Capitol Street, NE, Washington, DC 20002 • 202-535-1000

---

Tyrone Garrett, Executive Director

**Date:**

**Resident Name:**

**Resident Address:**

**Washington, DC 20010**

Park Morton Rental Office  
617 Morton Street NW  
Washington, DC 20010

Re: Notice of Intent to Vacate

Dear Betty Diallo,

As per my rental agreement, I am providing this letter as a 30-day notice that I will be moving out of my rental unit on \_\_\_\_\_. This letter shall serve as my written notice of intent to vacate the premises.

I understand that if I am unable to move on or by the date listed above, I must visit the rental office to extend or cancel this notice to vacate.

If any other issues or questions arise, I can be reached by at:

**Phone:**

**Email:**

Sincerely,

---

Resident Signature

*ROTC Form, Created 2/2020*

## APPENDIX G: PACKING MATERIAL DISTRIBUTION FORM



# DISTRICT OF COLUMBIA HOUSING AUTHORITY

1133 North Capitol Street, NE, Washington, DC 20002 • 202-535-1000

Tyrone Garrett, Executive Director

## PACKING MATERIAL DISTRIBUTION FORM

RESIDENT NAME: \_\_\_\_\_

RESIDENT CURRENT ADDRESS: \_\_\_\_\_

RESIDENT NEW ADDRESS: \_\_\_\_\_

BEDROOM SIZE: \_\_\_\_\_

Packing Materials	1BR	2BR	3BR	4BR	5BR	6BR
Small Box	5	10	15	15	15	20
Medium Box	5	10	10	15	15	20
Large Box	5	5	10	10	15	15
Wardrobe Box	2	4	6	8	10	12
Tape	1	2	3	4	5	6

RESIDENT SIGNATURE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DISTRIBUTED BY: \_\_\_\_\_

*ROTC Form, Created 2/2020*

## APPENDIX H: ROTC MOVE REQUEST FORM



# DISTRICT OF COLUMBIA HOUSING AUTHORITY

1133 North Capitol Street, NE, Washington, DC 20002 • 202-535-1000

Tyrone Garrett, Executive Director

### ROTC Move Out/Move In Assistance Request Form

Please complete the below information to request assistance with relocating Public Housing residents to their new home.

Date of Request: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Public Housing Property: \_\_\_\_\_ Public Housing Address: \_\_\_\_\_

Current Unit Size: \_\_\_\_\_

Resident Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

New Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Name (if applicable): \_\_\_\_\_ New Unit Size: \_\_\_\_\_

Unit Approval Date: \_\_\_\_\_ Vacate Notice Completion Date: \_\_\_\_\_

Packing Material Received on: \_\_\_\_\_ Change of Address Form Provided:  Yes  No

Lease Effective Date: \_\_\_\_\_

Requested Move Out/In Date (physical move): \_\_\_\_\_

Loading Dock Reservation needed:  Yes  No

Renter's Insurance needed (prior to move):  Yes  No

Storage needed:  Yes  No

Packing Assistance needed (Elderly/Disabled Only):  Yes  No

Property Manager/Owner/Agent Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Request made by (Print Name): \_\_\_\_\_

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

Move Completion Date (Relocation Coordinator): \_\_\_\_\_

Signature (Relocation Coordinator): \_\_\_\_\_

## APPENDIX I: PARK MORTON RESIDENT MEETINGS AND EVENTS



### DISTRICT OF COLUMBIA HOUSING AUTHORITY

1133 North Capitol Street, NE, Washington, DC 20002 • 202-535-1000

Tyrone Garrett, Executive Director

Below you will find a chronological log of meetings and events conducted with Park Morton residents affected by redevelopment.

DATE	EVENT/MEETING	DESCRIPTION
<b>2016</b>		
1/21/2016	Resident Meeting	No Description Available
2/9/2016	Steering Committee Meeting	No Description Available
2/16/2016	Resident Meeting	No Description Available
3/17/2016	Resident Meeting	No Description Available
3/29/2016	Resident Council Meeting	No Description Available
4/21/2016	Steering Committee Meeting	No Description Available
5/9/2016	Resident Meeting	No Description Available
6/14/2016	Relocation Resident Meeting	No Description Available
7/30/2016	Steering Committee Meeting	No Description Available
9/19/2016	Relocation Resident Meeting	No Description Available
10/20/2016	Resident Meeting	No Description Available
11/03/2016	Resident Council Meeting	No Description Available
12/19/2016	Relocation Resident Meeting	No Description Available
<b>2017</b>		
1/9/2017	Resident Meeting	Frequently Asked Questions on Relocation & Redevelopment
2/13/2017	Resident Meeting	No Description Available
2/21/2017	Relocation Resident Meeting	No Description Available
3/13/2017	Relocation Resident Meeting	No Description Available
6/1/2017	Relocation Resident Meeting	No Description Available
9/27/2017	Steering Committee Meeting	No Description Available
11/7/2017	Relocation Resident Meeting	No Description Available
11/13/2017	Resident Meeting	No Description Available
<b>2018</b>		
2/5/2018	Leadership Meet and Greet	DCHA attended meet and greet with PM Resident Council
3/15/2018	Relocation Committee Meeting	No Description Available
3/22/2018	Steering Committee Meeting w/ Park Designer	Introduction and feedback session
8/6/2018	Meeting 1: Priority to Return	DCHA explained to residents what a Priority to Return is, how/who

		decides what that is, how/who implements. The meeting did not have a good turnout due to inclement weather and also the meeting was not held at a community center near the site but not on- site.
11/5/2018	Meeting 1 (Reschedule): Priority to Return	This meeting was very successful and the residents that attended shared many ideas amongst each other with the support of DCHA, DMPED, & TCB staff.
11/13/2018	Meeting 2: Priority to Return – Voting & Holiday Dinner	DCHA explained to residents that DCHA would be revising the demolition and disposition application for Park Morton from a phased application instead for the entire site in order to maximize the number of relocation vouchers that would be available to families to relocate.
<b>2019</b>		
7/24/2019	Relocation Resident Meeting	DCHA conducted a meeting with Park Morton residents to provide them with the General Information Notice (GIN) and Notice of Eligibility (NOE) which informs them of agency intention to submit the DDA for HUD approval, the approval was granted and the benefits that the residents are now eligible for due to the approved redevelopment. There were two sessions scheduled for 4:30pm and 6:00pm.
7/27/2019	Relocation Resident Meeting – Make-up Session	DCHA conducted a make-up session of the above GIN/NOE meeting with Park Morton residents. There was one session scheduled for 11:00 am.
8/1/2019	Relocation Resident Meeting – Make-up Session	DCHA conducted a make-up session of the above GIN/NOE meeting with Park Morton residents. There were two sessions scheduled for 4:30pm and 6:00pm.
8/3/2019	Relocation Resident Meeting – Make-up Session	DCHA conducted a make-up session of the above GIN/NOE meeting with Park Morton Residents. There was one session scheduled for 11:00 am.
8/7/2019	Lease Compliance/Eligibility/Housing	This workshop is conducted in partnership with Property

	Choice Voucher Workshop	Management Operations (PMO), Eligibility and Continued Occupancy Department (ECOD) and Housing Choice Voucher Program (HCVP). The workshop is designed to explain to residents: “What is lease compliance?”, “How to become lease compliant?”, and “How lease compliance affects the relocation process?” The eligibility process will be explained to include income qualifications, required documents, and delays that may occur as a result of lease non-compliance. Then, the voucher process is explained, the family’s next steps, and the benefits of being a voucher participant.
8/10/2019	Lease Compliance/Eligibility/Housing Choice Voucher Workshop	See above description
8/14/2019	ORS Resources and Referrals Workshop	The workshop is designed to inform and provide residents with the resources needed to ensure relocations efforts are successful. DCHA Office of Resident Services (ORS) will provide residents information on how to access the needed services. If possible, ORS should aim to have a service provider in attendance so that residents can learn more about the services they may receive.
8/17/2019	ORS Resources and Referrals Workshop	See above description
8/21/2019	Being a Good Neighbor Workshop	The workshop is designed to help residents better understand the differences and similarities of being a voucher participant versus a Low Income Public Housing (LIPH) resident. Information from both the HCVP Admin Plan and Public Housing lease agreement is pulled and organized to highlight the differences and the similarities between the two residency types. This information is presented to residents so they can easier and readily locate them if they choose to review the documents themselves.
8/22/2019	Survey Scheduling Begins	The workshop is designed to help residents better understand the

		<p>differences and similarities of being a voucher participant versus a Low Income Public Housing (LIPH) resident. Information from both the HCVP Admin Plan and Public Housing lease agreement is pulled and organized to highlight the differences and the similarities between the two residency types. This information is presented to residents so they can easier and readily locate them if they choose to review the documents themselves.</p>
8/24/2019	Pathways to Homeownership Workshop	<p>Designed to educate residents about the HVCP HOAP and the steps to homeownership. This is a new addition to the relocation and redevelopment process for all residents affected by redevelopment and will be conducted by the Housing Choice Voucher Program (HCVP) Homeownership staff. This workshop will introduce the Homeownership program HCVP offers residents that successfully enter the voucher program after 1 year. The requirements to enter the program along with tips on how to prepare for the program will be discussed. There will also be 3<sup>rd</sup> parties in attendance to conduct presentations.</p>
8/28/2019	HELP/Downsizing & Packing Workshop	<p>Designed to educate residents about the HVCP HOAP and the steps to homeownership. This is a new addition to the relocation and redevelopment process for all residents affected by redevelopment and will be conducted by the Housing Choice Voucher Program (HCVP) Homeownership staff. This workshop will introduce the Homeownership program HCVP offers residents that successfully enter the voucher program after 1 year. The requirements to enter the program along with tips on how to prepare for the program will be discussed. There will also be 3<sup>rd</sup> parties in attendance to conduct presentations.</p>
8/31/2019	HELP/Downsizing & Packing	See above description

	Workshop – Make-up Session	
9/25/2019	Pathways to Homeownership Workshop – Make-up Session	See above description
11/19/2019	Relocation/Redevelopment Updates and Thanksgiving Party	TCH in collaboration with DCHA threw the residents of Park Morton a Thanksgiving Celebration where relocation and redevelopment updates were provided along with a delicious dinner.
12/4/2019	Fair Housing Workshop	HCVP in partnership with Equal Rights Center conducted a workshop to better educate residents on discrimination when searching for housing.
12/7/2019	Fair Housing Workshop – Make-up Session	See above description
12/10/2019	Financial Literacy Workshop	DCHA in partnership with Wider Circle provided Park Morton residents general information on how to begin credit repairs and the importance of credit. They offered follow-up services to residents who were interested in credit repair.
12/17/2019	Tour the District	HCVP will provide residents of Park Morton an opportunity to see available units across the District of Columbia. Residents will learn about the different neighborhoods, unit types, unit availability, bedroom sizes, application criteria, building amenities and much more.
12/21/2019	Tour the District	HCVP conducted a city tour for Park Morton residents. See above description.
12/30/2019	New Applicant Orientation Briefing	HCVP conducted its first New Applicant Briefing onsite at Park Morton for eligible residents who selected the voucher. Residents were able to meet their assigned Mobility Specialist and receive unit referrals based on relocation preferences.
<b>2020</b>		
1/21/2020	Tour the District	See above description.
1/22/2020	New Applicant Orientation Briefing	See above description.
1/23/2020	Steering Committee Meeting	No description available.
1/25/2020	Tour the District	See above description.
2/3/2020	New Applicant Orientation Briefing	See above description
2/5/2020	Relocation Process Workshop	The purpose of this workshop is to

		walk the residents through the relocation process from start to finish and provide point persons for each step of the process. This will be our “kick-off” meeting to provide residents an update on development and all partnerships involved followed by the relocation process.
2/8/2020	Relocation Process Workshop – Make-up Session	See above description.
2/10/2020	New Applicant Orientation Briefing	See above description.
2/12/2020	Relocation and Re-occupancy & Lease Compliance Workshop	The purpose of this workshop is to walk the residents through the Relocation/Re-Occupancy plan, the purpose of the plan and its content. We will then have Property Management Operations/Eligibility and Continued Occupancy Department to provide clarity on what lease compliance is, how to get into lease compliance and remain in lease compliance.
2/15/2020	Relocation and Re-occupancy & Lease Compliance Workshop	See above description.
2/18/2020	Tour the District	See above description.
2/19/2020	HELP/Downsizing & Packing Workshop	See above description.
2/22/2020	Tour the District	See above description.
2/22/2020	HELP/Downsizing & Packing Workshop – Make-up Session	See above description.
2/26/2020	Fair Housing and Unit Search Assistance	This workshop is designed to educate residents on Civil Rights, different forms of discrimination, and how to report if they experience discrimination. Residents will then be given tips on the best method of searching for housing utilizing the Housing Choice Voucher.
2/28/2020	Fair Housing and Unit Search Assistance	See above description.
3/26/2020	Steering Committee Meeting	No description available.
3/30/2020	New Applicant Orientation Briefing	See above description.