



CITY COMMISSION POLICY MANUAL

Temporary Relocation Policy

Department:
Housing & Community
Resilience

Date Adopted:
October 9, 1991

Last Revised Date:
May 23, 2018

1101.01 AUTHORITY

The City of Tallahassee, by policy adopted October 9, 1991, has chosen to provide relocation assistance to low and very low-income persons displaced from their homes because of rehabilitation of the home under a program funded by the City.

1101.02 PURPOSE

This relocation assistance is beyond the scope of assistance required by the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (84 Stat. 1894; 42 U.S.C. 4601 et seq.; Pub. L 91-646) as amended by the Uniform Relocation Act Amendments of 1987 (Title IV of Public Law 100-17), and will establish a mechanism for provision of assistance to low and very low income persons with no other financial resources, who must relocate from their residences in order to allow for rehabilitation work to proceed.

This policy is intended to meet the requirements of the Community Development Block Grant (CDBG) regulations, 24 CFR 570.606 (d) (Optional relocation assistance), which state, "The grantee...must adopt a written policy available to the public that describes the relocation assistance that the grantee...has elected to provide. ", in order to use CDBG funds for relocation beyond the requirements of the Uniform Relocation Act.

1101.03 STATEMENT OF POLICY

This policy provides for certain types of relocation assistance to low and very low- income homeowners who must temporarily move from their dwelling which has been designated for rehabilitation or reconstruction carried out under programs funded by the City. This assistance can be provided from CDBG, HOME, or SHIP funds and is a voluntary extension of relocation assistance beyond the requirements of the Uniform Relocation Act to serve the needs of the citizens of the City of Tallahassee.

1101.04 DEFINITIONS:

1. **Low and very low-income persons:** Specific categories of persons eligible for assistance with federal funds, as defined by HUD guidelines, which delineates median family income for various sized families in each entitlement community and designates that persons or families with an income less than 80% of median for their family size are considered low income, and persons or families with an income less than 50% of median for their family size are considered very low income.
2. **CDBG-Community Development Block Grant:** is an entitlement grant provided to the City of Tallahassee annually by HUD (as authorized and allocated by Congress)

for use in programs authorized under Title I of the Housing and Community Development Act of 1974, as amended. The primary objective of this program "...is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income."

3. **Household:** means one or more persons occupying a housing unit.
4. **HUD - United States Department of Housing and Urban Development:** Within the City, the liaison for HUD grant funding is the HCR.
5. **HUD Income Guidelines:** Published at least annually by HUD for use by local jurisdictions in determining income eligibility. Guidelines include area median income adjusted for family size, and figures for 80% and 50% of area median income, adjusted for family size, for use in determining the maximum limits for low and very low-income family incomes.
6. **HCR - Housing and Community Resilience Department:** Within this department, relocation issues are handled by the Housing Division.

1101.05 ACTION SECTIONS:

Services Provided:

1. **Hotel/Motel Assistance:** Up to fifteen days' lodging, preferably in a room(s) with kitchenette accommodations at the lowest cost for appropriate accommodation.
2. **Rent:** The Housing Division shall pay the monthly rent of a temporary unit identified by the assisted household and approved by the Housing Division. The maximum monthly rent shall not exceed the Fair Market Rent by Unit Bedroom size as published annually by HUD.
3. **Security Deposit:** If a security deposit is required for the temporary unit, the deposit shall not be greater than one month's rent and may be paid to the landlord on behalf of the assisted household along with the first month's rent. The security deposit shall be returned to the City at the end of the rental period or applied to the last month's rent if possible.
4. **Utility Deposit/Connection Fees:** Paid if required by the City. Attempt shall be made as part of the casework process to have the City Utility Services transfer the client's utility deposit to the new account.
5. **Utility Costs:** If the client is required to pay the cost of utilities at their original home as well as at the temporary residence during the rehabilitation period, the cost of utilities at the temporary residence may be paid on behalf of the client up to the limits set by the Housing Division.
6. **Moving Expenses:** Actual cost of moving personal property to the client's new temporary location may be paid on behalf of the client to the moving company, up to a maximum expense of \$1,000 per household.

7. **Storage Costs:** May be paid on behalf of the client should it be necessary to place some portion of the client's possessions in storage during the rehabilitation period to clear the way for construction activity.
8. **Housing Inspection:** Housing Division staff shall conduct an inspection of the unit to be used as temporary housing and certify that the unit meets City Housing Code standards, at a minimum. This service will be provided to the client to ensure City funds are used appropriately.

Eligibility Criteria:

1. **Income:** Benefits shall be made available to low and very low-income persons participating in the homeowner rehabilitation program(s) as defined by HCR Housing Division, using income guidelines published periodically by HUD and incorporated herein by reference. These guidelines identify the median family income for the City and define low and very low income in relation to the median family incomes, with adjustments for family size. The income guidelines in force shall be provided by the HCR Housing Division as they are issued by HUD.
2. **Insurance restrictions:** If the household being relocated has insurance coverage that will pay any portion of the benefits available from the City, the insurance shall take precedence and City benefits shall not be paid for that portion.
3. **Repetition of Benefits:** A person who has been a member of a household receiving temporary relocation assistance as a participant in a City rehabilitation program shall not be eligible for relocation assistance under this policy until all liens resulting from previous rehabilitation have been satisfied.

Method of Payment: All payments shall be made directly to the vendor, on behalf of the client.

Grievance Procedures: Any person who disagrees with the determination of their eligibility for assistance under this program may appeal the decision to the Housing Manager in the Housing and Community Resilience Department. Appeals will be handled according to grievance procedures set up by the Housing Division of this department to assure a fair hearing for all parties.

1101.06 ADMINISTRATION:

The Housing and Community Resilience Department shall be responsible for administration of this policy.

1101.07 SUNSET PROVISION:

This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

1101.08 EFFECTIVE DATE:

This amended policy shall be effective immediately upon City Commission approval.

REVISIONS: