

**Powdermill Village**  
**TEMPORARY RELOCATION PLAN**

**For**  
**Powdermill Village , LLC**

**Prepared by**  
**Housing Opportunities Unlimited**

**September 9, 2020**

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**Powdermill Village**  
**TEMPORARY RELOCATION PLAN**

**I. INTRODUCTION**

Powdermill Village is a 248-unit residential rental community for families located at 126 Union Street in Westfield MA. The community was originally constructed in the 1970's and was last renovated in 2000. The existing owner has agreed to sell the property to a joint venture named Powdermill, LLC. The joint venture will preserve the asset as an affordable housing community and will renovate the buildings 11 of the 12 buildings. The twelfth building (Building Number 5) was damaged in a fire and completely rebuilt and all 22 units are currently vacant.

Powdermill Village has 46 one bedrooms, 149 two bedrooms and 53 three-bedrooms rental apartments. The units are configured in 12 individual buildings and the property has a laundry building, maintenance building, and a community building that will be renovated into an onsite management and resident services office space.

The scope of renovation proposed by the Joint Venture, will not add buildings to the site nor will it increase the size of any of the buildings on site. All building renovations will occur within the footprint of the existing buildings. The proposed project will require residents to temporarily relocate while the scope of work is being completed in residents' units. This temporary relocation will be on-site to a temporary "hotel" unit. The new ownership ensures that this rehabilitation will not result in the permanent displacement of any residents.

Powdermill Village, LLC has engaged Housing Opportunities Unlimited (HOU) to provide relocation consulting services for Powdermill Village, LLC and subsequently for all residents at Powdermill Village. HOU is a privately-held company that offers relocation services and resident services to clients focused on affordable and mixed income housing communities. HOU specializes in providing direct assistance to residents impacted by renovation and unit rehabilitation projects in affordable and mixed income housing communities. HOU also provides direct resident services and consulting around both relocation and resident services.

Persons who may be contacted regarding this relocation plan include the following:

Elizabeth Collins, [bcollins@peabodyproperties.com](mailto:bcollins@peabodyproperties.com), direct telephone, 781-796-1160 or c/o Peabody Properties, 536 Granite Street, Braintree, MA 02184

**Relocation Consultant**  
Hannagh Jacobsen  
Strategic Project Director

Housing Opportunities Unlimited  
(508) 314-0644  
hjacobson@housingopportunities.com

This Plan sets forth policies and procedures necessary to conform to statutes and regulations in accordance with the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA) and implementing regulations at 49 CFR 24, and Section 104(d) of the Housing and Community Development Act of 1974 and implementing regulations at 24 CFR Part 42 and M.G.L. Chapter 79A and implementing regulations at 760 CMR 27.00 applicable state and local regulations.

The underlying objective of this plan is to ensure persons affected by this project 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 the residents as a whole. The goal of the Temporary Relocation Plan is to anticipate the temporary relocation needs of the residents to accommodate all of this work, and to ensure that the work is performed with as little impact as possible on the residents. Powdermill Village LLC has provided all information necessary for the preparation of this plan.

## II. DEFINITIONS

1. **ADA Unit** - Units compliant under the American's with Disabilities Act (ADA).
2. **Affected Residents** - All households in the units will be required to undergo an occupied rehabilitation and temporarily relocate for 2-3 weeks during the renovations inside units.
3. **Area Median Income** - The midpoint of a region's income distribution - half of families in a region earn more than the median and half earn less than the median. For housing policy, income thresholds are set relative to the area median income—such as 50% of the area median income—identify households eligible to live in income-restricted housing units and the affordability of housing units to low-income households.
4. **Coronavirus Disease 2019 (COVID-19)** - A respiratory illness that is caused by the new coronavirus, SARS-CoV-2; the disease is easily spread from person to person.
5. **Temporary Hotel Unit** -An on-site vacant apartment that is furnished will be used for temporary housing for households which can stay during the time the units undergo occupied rehabilitation. The unit will be decent, safe, and sanitary and suitable for the household size. In the case that there are not enough vacant apartments at the end of the project, hotel rooms will be used as temporary hotel units. The hotel rooms will have kitchen facilities and the cost will be paid by ownership.
6. **Decent, Safe and Sanitary** - A replacement dwelling that is (a) structurally sound, weather tight and in good repair, (b) contains safe electrical wiring and a safe heating system, (c) is adequate in size to meet the space needs of the displaced

person, (d) contains safe unobstructed egress that is free from barriers in cases where there is mobility impairment and (e) complies with lead-based paint requirements.

7. **Elderly Person** – Person 62 years of age or older.
8. **Housing Opportunities Unlimited (HOU)** - Professional relocation consultant procured by ownership of Powdermill Village that has experience and expertise in facilitating large-scale rehabilitation and relocation projects.
9. **HUD** – The United States Department of Housing and Urban Development.
10. **Low-Income Housing Tax Credit (LIHTC)** - Created by the Tax Reform Act of 1986, the LIHTC program gives State and local LIHTC-allocating agencies the equivalent of approximately \$8 billion in annual budget authority to issue tax credits for the acquisition, rehabilitation, or new construction of rental housing targeted to lower-income households.
11. **Ownership** – Powdermill Village, LLC. the joint venture owner of Powdermill Village.
12. **Person with a Disability** - Person who has a physical or mental impairment that substantially limits one or more major life activities.
13. **Property Management** - Peabody Properties is the property management company of Powdermill Village.
14. **Rehabilitation** – The act or process of expanding, remodeling, altering or renovating apartments and common areas within a development.
15. **Relocation Coordinator** – a representative of the Owner’s relocation agent, HOU, whose specific task is to relocate each resident as a result of the rehabilitation of Powdermill Village as well as monitor and coordinate all relocation activity and implement the relocation plan to ensure compliance with applicable relocation regulations, guidelines and laws.
16. **Relocation** - A move from one unit to another to accommodate the rehabilitation project.
17. **Temporary Move** - When residents must relocate for less than one year.

### III. PROJECT SUMMARY

The most significant scope of renovation at Powdermill Village entails the rebuilding of portions of building 5 which was damaged by a fire in 2019. The foundation and the outer wings of Building 5 were not damaged by the fire and the central units of the building will be rebuilt within the existing foundation. In addition to rebuilding the units in the center of Building 5 the entire building will have a new heat and hot water system, fire suppression

system, and electrical system. The roof, siding, balconies, decks, doors, and windows of Building #5 was replaced. All unit flooring, kitchen cabinets, and appliances was replaced and the all unit walls will be repainted within Building #5. The construction of Building 5 is expected to be substantially complete in October 2020 and the units are currently vacant.

The remaining 11 residential buildings will be rehabilitated consistently to provide for the new roofing, siding, windows, and doors. The buildings’ balconies and decks will be rehabilitated. All units will have new flooring; kitchen cabinets and countertops; new kitchen appliances; interior repainting of the kitchen and living rooms and repairs as needed to closets and interior doors, new bathroom vanities and exhaust fans; and new unit lighting fixtures. Two units will be reconfigured and outfitted to comply with Federal ADA requirements for a resident who is mobility impaired. The laundry building will become ADA accessible with an automated entry door and the existing community building will be renovated to provide office space for the on-site management and resident service staff.

**Bedroom Mix:**

<b>BR size</b>	<b># of Units</b>	<b># of Vacant Units as of September 9, 2020</b>
1	46	4 (plus 1 in Bldg 5)
2	149	9 (plus 14 in Bldg 5)
3	53	4 (plus 7 in Bldg 5)

The existing site roads and parking lots will be milled and repaved, there will not be an increase in the roadways or parking lot areas. A storm water management plan has been approved by the local Conservation Commission with improved infiltration and maintenance of the existing storm water discharge system.

The Sponsor’s preliminary financial projections include the funding sources and uses listed below and are subject to change:

- 4% LIHTC Equity
- MA State LIHTC
- NITFT(DHCD)
- CIPF (DHCD Max)
- Construction Tax Exempt Debt (Vol Cap)
- Local Funds (CPA & HOME)
- AHTF (MHFA)
- Cons/Perm Debt
- Deferred Developer Fee

- Assumed DHCD Debt
- AHSC Assign. Insurance Proceeds & Op Cash Debt
- Assumed Mass Housing Debt
- Ground Lessor Seller Debt

The property anticipates closing on its funding in the 4th quarter of 2020. The construction and resident relocation will begin in the 4th quarter of 2020. Construction is expected to take 16 to 18 months.

#### IV. RESIDENT DEMOGRAPHICS

According to the September 9, 2020 property data provided by property management, of the 217 families living in the 248 units at Powdermill Village:

- 72% of residents identify as being White; 4% of residents identify as being Black/African American; and 23% identify as Other and/or did not report.
- 33% of residents indicate that they are Hispanic/Latino and 23% indicate that they are Non-Hispanic/Latino.
- 43% of residents are 18 years of age or younger; 12% are 18-35 years old; 21% are 36-64 years old; and 7% of residents are 65 years or older.
- In terms of the Head of Households (HOH): 29% HOHs are 18-35 years old; 54% are 36-64 years old; and 15% of residents are 65 years or older. No HOH is 18 years old or younger.

#### V. RESIDENT RELOCATION NEEDS ASSESSMENT

HOU's Relocation Coordinator will conduct a comprehensive relocation needs assessment **(refer to Attachment A Resident Relocation Needs Assessment)** with every household with planned renovations in order to be able to best address any concerns or issues regarding the households' temporary relocation. HOU will also work with the Senior Resident Services Manager of Powdermill Village to identify and address resident concerns.

During the renovations, for the households in the units that need to be temporarily relocated, HOU will determine the level of assistance they will require in packing up their unit in order for the unit to be ready for renovations. HOU's Relocation Needs Assessment will include the following steps:

- Meet one-on-one with each individual household to identify their relocation needs. Among information collected in assessment will include household composition, approved reasonable accommodations, pets, current in-home services, planned vacations/hospitalizations, households requiring day space accommodations, etc.

- Complete the assessment, preferably with a bilingual HOU employee when English is not the resident's first language. Where a bilingual HOU employee is not available translation services will be used.
- Based upon assessment data, determine any additional household requirements for temporary relocation due to lack of mobility, medical issues/health concerns and reasonable accommodations for occupied-rehab units.
- Evaluate resident furniture and belongings, making special note of large furnishings, housekeeping issues, clutter, pest issues and hoarding disorders.
- Whether a household requires packing and unpacking services.
- Assess each household individually to identify any and all obstacles that may affect relocation.

## VI. RESIDENT NOTIFICATIONS

Throughout the pre-construction and construction periods, HOU will communicate with residents to keep them informed of progress and to answer questions about the rehabilitation plan and the implementation of this Temporary Relocation Plan. A copy of this plan will be available, as requested, through Powdermill Village property management offices at: 126 Union Street, Westfield, MA 01085.

Clear and concise communication will be critical to the successful and smooth temporary relocation of residents during the renovations. Relocation Staff will be responsible for on-going notification and support to residents regarding their renovations. Along with ongoing contact and support to households, residents of the Powdermill Village will receive the following notices from Relocation Staff:

- **General Information Notice (GIN) & Cover Letter** – written notice indicating the rehabilitation project has applied funding for renovation work and advising residents not to move. This notice, along with a summary cover letter, explains the nature of the proposed rehabilitation project and describes in general terms the relocation assistance available to all residents. **(Refer to Attachment B Cover Letter & General Information Notice).**
- **Notice of Non-Displacement**– written notice indicating the household will not be displaced from the property as a result of the rehabilitation project. This notice will be hand-delivered and signed by each resident or mailed certified mail, return receipt requested **(Refer to Attachment C Notice of Non-Displacement).**
- **30-Day Move Notice** – notice provided at least 30 days in advance of a resident's move that informs residents of the location of their temporary relocation, anticipated duration of the temporary relocation, and tentative move date to their temporary unit. This notice will also contain information regarding the resident's return date to a renovated unit that is specified in the letter **(Refer to Attachment**

**D 30-Day Move Notice).** Any changes or updates of residents' move date or return date will be communicated to residents immediately.

## **VII. TEMPORARY RELOCATION PLANNING & IMPLEMENTATION**

There are 248 units at Powdermill Village within 11 buildings that will be rehabbed. Construction is projected to begin in October 2020 and in-unit work will be completed in approximately 16-18 months. It is anticipated that all Powdermill Village households will be temporarily relocated to temporary hotel units on-site for approximately 2 to 3 weeks. The plan is to temporarily relocate residents of 3 units at a time to temporary hotel units in Building #5. Building #5 is completely renovated and has new appliances. HOU will be responsible for renting the furnishing for the temporary hotel units. Rental furnishings include but not limited: sofas, TV, beds, dining room and other items as required by residents. Residents will bring linens, kitchen items, personal items, and other valuables they need to move with them to their temporary hotel unit. The cost of the rental furniture will be paid for by the owners. Residents will only need to bring clothes and personal items to their temporary accommodation for their 2 to 3 week stay in the temporary hotel unit.

In the last few phases, Building #5 will be leased and occupied by new residents and the last building set for renovations may need to stay in hotel rooms as their temporary hotel units. The hotel rooms will have kitchen facilities and HOU will assist with any transportation needs to and from the hotel to Powdermill Village.

The temporary hotel units will be paid for by ownership and residents will not incur any increased housing costs during their relocation period.

Due to the relatively short time frame for the renovation work, residents can leave the majority of their belongings in their original unit. All residents will be prepped and guided by HOU on how to pack belongings and how to move furniture to other rooms inside the units. On the day of the move-out to the temporary hotel unit, HOU will schedule, coordinate, and supervise professional/licensed movers on site to arrange furniture as needed within the resident's original unit for construction to be completed.

When unit renovations have been completed, moving arrangements will be made so residents can return immediately to their units after a scheduled professional COVID-19 certified cleaning.

All residents who are residing onsite on the date that they receive the General Information Notice (GIN) are eligible to receive relocation benefits. Residents evicted for cause or who move for reasons not resulting from the project will not be eligible for relocation assistance.

More details on Implementation Relocation Services provided to residents:

- Meet one-on-one with all households being impacted by the rehabilitation effort in their homes to identify their relocation needs and complete the Resident Relocation Needs Assessment. Among information collected in assessment will include household composition, approved reasonable accommodations, pets, current in-home services, planned vacations/hospitalizations, housekeeping issues/hoarding concerns, pest issues, inventory of furniture, relocation preference, etc.
- Where English is not the resident's first language, we will use a bilingual relocation staff person or translator, as needed, to conduct the interview in the resident's preferred language.
- Based upon the assessment data, determine any household needs and preferences for temporary relocation.
- Compile and summarize data from resident surveys and have these results inform the relocation plan.
- Explain relocation rights, resources, and eligible moving costs to residents.
- Conduct advanced planning with every household and provide additional support to special needs households (including elderly, disabled, and households with household maintenance issues).
- Establish procedures for minimizing resident property damage and serve as an initial point of contact regarding resident claims of damage/loss.
- Notify residents of their move date and provide ongoing contact and support to ensure that they are prepared to move to their Temporary Hotel Unit on site.
- Provide assistance with arranging for moves, including packing/unpacking assistance for households desiring such assistance.
- Schedule, coordinate and supervise moves residents undergoing temporary relocation.
- Follow up with residents after their relocation to address any questions, issues or grievances.

## **VIII. COVID-19 PROTOCOLS**

HOU has developed a comprehensive plan to relocate residents that has been reviewed and approved by Colden Corporation. Colden is a team of Certified Industrial Hygienists, Certified Safety Professionals, Certified Professional Environmental Auditors, and doctoral-trained environmental and occupational health scientists highly trained in the latest techniques, procedures and laws to help ensure a safe and healthy workplace. Due to current concerns regarding COVID-19 the following protocols will be taken to minimize risk and exposure at the Powdermill Village during the renovations:

1. Relocation units and rental furniture will be cleaned and disinfected between phases of household relocation. This will be done by a third party cleaning company that will comply with CDC cleaning/disinfection guidelines. The areas to clean will include but not be limited to bathrooms, kitchens, shared electronic equipment (remote controls, TV) and especially focusing on frequently touched surfaces like doorknobs and counters.
2. During moves, residents will be required to wear a face covering and keep at least 6ft of distance between themselves and movers. HOU will set up a dayspace they can relax in during the move to maintain safe distance during the move. After the move a light cleaning of frequently touched surfaces will be done before the resident returns to the apartment.
3. Renovated apartments will be cleaned and disinfected after construction has completed work in the unit and before the household returns.
4. Contractors, cleaners, movers, HOU staff, and all on-site property management and ownership staff will wear Personal Protective Equipment (PPE) at all times while at the Powdermill Village.
5. Self-certification forms may be required and used by contractors and other vendors on-site.

As the CDC, state and local officials release additional guidance, the Powdermill Village team will monitor and adjust this plan accordingly. Residents will be provided with information about these protocols prior to their relocation.

## **IX. RELOCATION BENEFITS**

Powdermill Village is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and Section 104(d). In order to ensure the relocation plan meets all HUD requirements, ownership of Powdermill Village has engaged Housing Opportunities Unlimited (HOU) to prepare a relocation plan for the project and to work with the team to provide relocation consulting services to residents of the Powdermill Village.

HOU, Ownership, and Peabody Properties property management will work together to plan, prepare, and carry out the temporary relocation activities of the project. Powdermill, LLC will provide hands-on assistance to Powdermill Village residents to ensure the temporary relocation moves are completed in a timely manner and are carried out with the least possible impact on residents.

Of the utmost importance throughout the relocation process will be ensuring the health and safety of the residents, addressing individual resident questions and concerns, and keeping residents fully informed of the timing and the process.

It is not anticipated that permanent relocation will be required at Powdermill Village under URA and Section 104(d). Powdermill, LLC will provide full permanent relocation services to those eligible households who may need to permanently move from the Powdermill Village. Additionally, any affected resident will have the right to appeal the agency's determination if they think their application for assistance was not properly considered.

## **X. RELOCATION BUDGET**

The budgeted cost for the relocation of residents according to this plan is \$843,159

## **XI. FAILURE OF RESIDENTS TO ADHERE TO THIS PLAN**

Powdermill, LLC will exercise its authority judiciously in order to ensure residents comply with this Relocation Plan and enable the rehabilitation activities to occur in a timely fashion. Eviction may be employed only as a last resort and shall be undertaken in conformance with applicable state, federal and local laws. The property manager may initiate actions under the eviction procedures if a resident refuses to comply with the following:

- A. Move or relocate
- B. Meet with property management/HOU staff regarding relocation, or
- C. Cooperate in the occupied rehabilitation and relocation process.

However, Powdermill, LLC will undertake every effort to best accommodate resident needs during their relocation and coordinate resident relocation with the support of resident emergency contacts/family members so as to avoid eviction action.

## **XI. APPEALS**

### **Grounds for Appeal**

If a resident contends that this Relocation Plan is not being implemented properly or believes the Owner has failed to properly consider the person's request for relocation

assistance, the resident may file a written appeal to the Powdermill, Village LLC 126 Union St. Westfield, MA 01085 where staff is responsible for ensuring that the Relocation Advisory

Agent:

- A. Properly determines whether the resident qualifies or will qualify as a person who is eligible for relocation assistance;
- B. Properly determines the amount of any relocation payment required by this plan;
- C. Properly provides an appropriate temporary relocation unit; and
- D. Properly responds to an appeal in a timely manner.

Relocation staff shall inform residents, in writing, of their right to appeal to Powdermill Village LLC.

Grounds for an appeal may include:

1. A determination by the Owner of the individual's eligibility or ineligibility as an Affected Resident, as defined by the Relocation Plan;
2. A determination by the Owner of the scope and amount of relocation assistance made available to an Affected Resident, including advisory services, moving expenses, and replacement housing payments;
3. Any decision to relocate the family, including the terms and conditions of the move, or the amount and scope of relocation benefits; and/or
4. The Owner's determination that an Affected Resident rejected an offer of a comparable replacement unit without good cause.

Grounds for appeal shall not include suspension of discretionary relocation benefits to Former Residents.

### **Filing an Appeal**

An appeal must be filed in writing to the Powdermill Village LLC within sixty (60) calendar days of the date of the contested action, or by referral from Powdermill Village LLC staff, in which event written notice from the resident is not required. The date of the contested action is the date on which a determination was received by the resident. If the appeal is based on an event for which a date of action cannot be determined, the appeal must be filed within sixty (60) calendar days of the determined date of action.

### **Right to Representation; Right to File Review**

Any resident requesting an appeal shall have the opportunity to examine and to request copies of all documents, records and regulations that are relevant to the appeal prior to any hearing. The Owner may charge a reasonable fee for copies of more than fifty (50) pages. Any person requesting an appeal shall have the right to be represented by counsel or any other person of their choice.

## **Conduct of the Appeal**

An appeal shall be scheduled as promptly as possible. All requests for appeals shall be heard within ten calendar days from the time of the request for the appeal. The appellant shall have at least five calendar days advance written notice of the date, time and place of the hearing. If the appellant requires a change in the date of the hearing, the resident must contact the Owner at least forty-eight (48) hours in advance of the scheduled hearing. Upon the resident's showing of good cause, the Owner shall arrange an alternate date and time for the hearing and notify all parties.

The appeal will be conducted by a representative of the Owner who is not the person who took the action under appeal. The hearing shall be informal, and oral or documentary evidence pertinent to the facts and issues raised by the appeal may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. At the appeal, the appellant shall have the right to:

- examine and to receive copies of all documents, records and regulations that are relevant to the appeal prior to any hearing;
- be represented by counsel or any other person of their choice;
- present evidence and arguments in support of the appeal, to controvert evidence relied on by the Owner, and to confront and cross-examine all witnesses on whose testimony or information the Owner relies; and
- a decision based solely and exclusively upon the facts presented at the hearing.

## **Decision by the Owner**

Within five (5) calendar days after the hearing, the hearing officer shall prepare a written decision, which shall include a statement of its findings of fact and specific reasons for the results. A copy of the decision shall be mailed or delivered to the parties or their representatives and a copy shall be kept in the resident's file.

## **Appeal to Bureau of Relocation**

Within 30 days of receipt of a decision as to the amount of a relocation payment or eligibility for a relocation payment, a displaced person as defined by M.G.L. Chapter 79A, Section 1 dissatisfied with the Owner's decision may, submit a written request for further review to the Bureau of Relocation at:

Maggie Schmitt  
Bureau of Relocation  
Department of Housing and Community Development  
Commonwealth of Massachusetts

100 Cambridge Street, Suite 300  
Boston, MA 02114  
(617) 573-1408 (ph)  
Maggie.schmitt@mass.gov

Appeals may also be filed with the Field Office of the U.S. Department of Housing and Urban Development.

## **XII. RELOCATION RECORDKEEPING AND NOTICES**

All personal data of affected households (e.g. occupant lists, tenant surveys) must be kept confidential by all holders of the data.

As required by 49 CFR part 24, the following notices will be delivered by certified mail, return receipt requested or hand-delivered.

- A. General Information Notice (GIN); (See ***Attachment B***)
- B. Notice of Non-Displacement (See ***Attachment C***)
- C. 30-Day Move Notice (See ***Attachment D***)

Relocation staff will maintain the following records in each resident file for this relocation project:

1. A household listing that records all households residing in the Development on the effective date for relocation benefits;
2. General Information Notice
3. Notice of Non-Displacement;
4. 30 Day Notice to Vacate;
5. Evidence of payment of moving expenses and rent differential; and
6. Copies of any correspondence related to any appeals or complaints, along with the Sponsor's and Authority's response, must be included in these files.

**ATTACHMENT A: RESIDENT RELOCATION NEEDS  
ASSESSMENT**



**Powdermill Village**

**Resident Relocation Needs Assessment**

**Date:** \_\_\_/\_\_\_/\_\_\_

**Time:** \_\_\_\_\_ AM PM

**HOU Interviewer(s):** \_\_\_\_\_

**Resident HoH Name:** \_\_\_\_\_

**Address (incl. unit number):** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Email address:** \_\_\_\_\_

The information in this survey will be used to identify your requirements and preferences during renovations and construction. All information provided in response to this survey is voluntary and can be updated at any time under your guidance and agreement.

Your responses will be used to coordinate relocation services with Housing Opportunities Unlimited (HOU). Do you certify that you are the head of household as listed above?

**Yes Signature:** \_\_\_\_\_

**No**

**Current Apartment:** \_\_\_ 1bed \_\_\_ 2bed \_\_\_ 3bed \_\_\_ 4bed

**Home Phone #:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Best time to be reached:** \_\_\_\_\_ AM PM

**Is the primary contact head/co-head of the household? YES \_\_\_ NO \_\_\_**

**1. Family Composition:**

Relationship	Name	DOB	Gender

**2. Total # people in household: \_\_\_\_\_ Total number of registered cars: \_\_\_\_\_**

a. Do you have school-age children? (*list school and grade*)

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b. Do any children in your household participate in after-school programming?

NO \_\_\_\_ YES \_\_\_\_ If yes, please list the name of the child and program

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c. Do you have any children 0-5 years, who you are caring for at home?

NO\_\_\_\_ YES\_\_\_\_ If yes, please list the name of the child and age.

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**3. Are you a third shift worker? YES\_\_\_\_ NO\_\_\_\_**

**4. Do you anticipate any changes to your household composition (e.g., birth, marriage, household member moving out) over the next 12 months?**

YES (please specify) \_\_\_\_\_

NO\_\_\_\_\_

**5. Do you have a power of attorney or anyone you would like us to include in your renovations needs process? YES\_\_\_\_ NO\_\_\_\_**

If yes, name, relationship and contact information of this person:

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**6. What is your primary mode of transportation (check all that apply)?**

Car

Model\_\_\_\_\_ Year\_\_\_\_\_ Plate\_\_\_\_\_

Model\_\_\_\_\_ Year\_\_\_\_\_ Plate\_\_\_\_\_

Public transportation (bus, train, subway)

Walk/bicycle

Other\_\_\_\_\_

**7. Primary Language: English\_\_\_\_ Spanish\_\_\_\_ Other \_\_\_\_\_**

**8. Do you require documents to be translated into a language other than English?**

Yes\_\_\_ No\_\_\_

**9. Are you or any household member(s) disabled? YES\_\_\_ NO\_\_\_**

If so, please indicate disabled household member/s\_\_\_\_\_

**10. Do you require a unit, which will need special features to accommodate the disability of any household member (i.e., unable to climb stairs, needs assistance rails [grab bars] in bathroom, requires wheelchair accessibility, needs special equipment for vision and/or hearing impairment(s), has a live-in aide, etc.). If yes, please describe special unit needs:**

- a. No modifications to the unit
- b. Wheelchair-Accessible Unit
- c. A Sensory-Impaired-Accessible Unit
- d. First floor/elevator building
- e. Other Physical Adaptations (please explain)

\_\_\_\_\_  
\_\_\_\_\_

**11. Do you have any reasonable accommodations currently on file with property management? YES\_\_\_ NO\_\_\_**

If yes, please describe: \_\_\_\_\_

(please provide any documentation to Resident Services Manager)

**12. Do you or any household members currently have outside service providers that come into your home (i.e. elder services, homemaking services, personal care services, Meals on Wheels, etc.)? YES\_\_\_ NO\_\_\_**

If yes, please provide agency name/s, days of the week and contact information:

\_\_\_\_\_  
\_\_\_\_\_

**13. Do you have any plans for extended time away from your apartment over the next year?**

Vacation: NO\_\_\_ YES\_\_\_ Dates & Contact info: \_\_\_\_\_

Hospitalization: NO\_\_\_ YES\_\_\_ Dates & Contact info: \_\_\_\_\_

**14. Do you or any member of your household have regular weekly appointments?**

When/Where: \_\_\_\_\_

When/Where: \_\_\_\_\_

**15. Do you have any of your own appliances in your unit? YES\_\_\_ NO\_\_\_**

If yes, describe: \_\_\_\_\_

**16. Do you have a pet(s) residing in your unit? YES\_\_\_ NO\_\_\_**

a. Is your pet registered with Management? YES\_\_\_

If Yes, What kind: \_\_\_\_\_ NO\_\_\_

**17. Do you have any concerns about pest control in your unit?**

None Roaches Mice Bed Bugs Other: \_\_\_\_\_

When was the last time you saw the above pests? \_\_\_\_\_

**18. Do you have any cables and internet services? Yes\_\_\_ NO\_\_\_**

If yes, please provide the following information:

Cable Provider\_\_\_\_\_ Internet Provider\_\_\_\_\_

**19. Do you plan on discarding any items before the move? YES\_\_\_ NO\_\_\_**

If yes, describe: \_\_\_\_\_

**20. Do you have any specialized equipment or materials that must be moved to your temporary unit?**

If yes, describe: \_\_\_\_\_

**21. Do you have a physical disability or other impairment that would prohibit you from adequately preparing your unit?**

YES, explain: \_\_\_\_\_

NO\_\_\_

**22. Is there any other information you would like to share with us that could be helpful during this process?**

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**Note:**

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**ATTACHMENT B: COVER LETTER AND GENERAL INFORMATION  
NOTICE (GIN)**

(Grantee or Agency Letterhead)

POWDERMILL VILLAGE

GENERAL INFORMATION NOTICE RESIDENTIAL TENANT NOT DISPLACED

Date:

Dear \_\_\_\_\_,

Powdermill Village LLC, the owner of Powdermill Village is interested in rehabilitating the unit you currently occupy at Powdermill Village for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME program.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), Section 104(d) of the Housing and Community Development Act of 1974, as amended (section 104(d)) and M.G.L. Chapter 79A and implementing regulations at 760 CMR 27.00. One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA, Section 104(d) and MA Relocation laws. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember:

This is not a notice to vacate the premises.

This is not a notice of relocation eligibility.

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact Naomi Jackson-Carter at 413-355-0292 or by email at [ncarter@housingopportunities.com](mailto:ncarter@housingopportunities.com).

Sincerely,

(name and title)

*(Grantee or Agency Letterhead)*

POWDERMILL VILLAGE  
GENERAL INFORMATION NOTICE RESIDENTIAL  
TENANT NOT DISPLACED

Date:

Dear \_\_\_\_\_,

Powdermill Village LLC, the owner of Powdermill Village is interested in rehabilitating the unit you currently occupy at Powdermill Village for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME program.

The purpose of this notice is to inform you that you will **not** be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), Section 104(d) of the Housing and Community Development Act of 1974, as amended (section 104(d)) and M.G.L. Chapter 79A and implementing regulations at 760 CMR 27.00. One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA, Section 104(d) and MA Relocation laws. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

**(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or**

**national, or an alien lawfully present in the United States.)**

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember:

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

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact Naomi Jackson-Carter at 413-355-0292 or by email at [ncarter@housingopportunities.com](mailto:ncarter@housingopportunities.com).

Sincerely,

**ATTACHMENT C: NOTICE OF NONDISPLACEMENT**

POWDERMILL VILLAGE  
NOTICE OF NONDISPLACEMENT TO RESIDENTIAL TENANT

Date:

Dear: (resident name and address)

On (date of GIN), Powdermill Village LLC notified you of proposed plans to rehabilitate the property you currently occupy at Powdermill Village for a project which could receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the HOME program. On (date of closing), the project was approved and will receive federal funding. Repairs will begin soon.

- **This is a notice of nondisplacement.** You will not be required to move permanently as result of the rehabilitation.

This notice guarantees you the following:

1. Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions.
2. If you must move temporarily so that the rehabilitation can be completed, you will be reimbursed for all of your extra expenses, including the cost of moving to and from temporary housing and any increased interim housing costs. The temporary unit will be decent, safe and sanitary, and all other conditions of the temporary move will be reasonable.

Since you will have the opportunity to occupy a newly rehabilitated apartment, I urge you not to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance.) We will make every effort to accommodate your needs.

Because federal funding is involved in this project, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, Section 104(d) of the Housing and Community Development Act of 1974, as amended (section 104(d)) and M.G.L. Chapter 79A and implementing regulations at 760 CMR 27.00. Of course, you must continue to comply with the terms and conditions of your lease.

If you have any questions, please contact Naomi Jackson-Carter at 413-355-0292 or by email at [ncarter@housingopportunities.com](mailto:ncarter@housingopportunities.com).

This letter is important to you and should be retained.

Sincerely,

Name, Title

**ATTACHMENT D: 30-Day Move Notice**

## Powdermill Village 30 Day On -Site Move Notice

Date: 9/4/20

Dear, \_\_\_\_\_

Building #1 Apt # \_\_\_\_\_

Renovations in your apartment are set to begin in a few weeks. **This letter serves as your 30-Day On-Site Move Notice. In approximately 30 days, you will need to temporarily move to another apartment at \_\_\_\_\_ Powdermill Village for approximately 2-3 weeks.**

### Please note:

- We will provide more information about your exact move date and temporary apartment location based on the construction schedule at least two weeks before your projected move date. **Please note this is a tentative date and may change.**
- You will move-out at Temporary Hotel Unit complete furniture at Building #5 on **Powdermill Village.**
- HOU team will provide guidance on what to move and pack, and a Temporary Transfer Agreement for your signature at least two weeks prior to your temporary move.
- HOU will provide a summary of the work that will be done in your apartment as well as a floor plan to help with preparing your apartment for the construction. This information will be provided at least 2 weeks ahead of time.
- You will need to prepare your apartment for construction prior to your temporary move. We will advise on how to do this based on renovations planned for your apartment. Any items that left in your apartment will be protected during construction.
- HOU will provide packing supplies (boxes, wrapping paper, tape) and do visual checkups 14 days, 7 days, and 48 hours prior to the moving date to make sure everything you need for the 2-3 weeks is set for the move.

- Once construction in your apartment is completed, all the areas worked in will be cleaned and disinfected according to CDC protocols and current state COVID-19 guidelines.
- For the safety of our residents, all construction workers are signing a self-certification health form daily, wearing face masks and gloves, and getting daily temperature checks prior to starting work each day.
- Utilities and cable & internet services will be set up in your Temporary Hotel Unit.

We want you to have a successful and stress-free move! We are here to provide help and guidance throughout this process. Please contact **Naomi Carter, Relocation Coordinator from HOU at (413) 355-0292** if you have any questions or concerns or feel free to stop by her office at Building #5 Unit 1 (Renovated Building).

Sincerely,

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Naomi Jackson-Carter  
Relocations Coordinator, Housing Opportunities Unlimited (HOU)

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Resident Signature

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Date

*In an effort to keep our residents and employees safe and healthy, we are taking all distancing and cleaning precautions required to prevent the spread of the Coronavirus. Therefore, your move date may be subject to change and we will notify you immediately.  
Thank you!*