



**2017 Significant Amendment Attachment B**

Rental Assistance Demonstration (RAD)

Fort Worth Housing Solutions  
Resident Relocation Plan

## General Information

### Purpose

The Relocation plan sets forth the policies and procedures to be utilized by Fort Worth Housing Solutions (FWHS) and its Partners for relocation of residents from its public housing units as the result of the conversion of public housing subsidy to a Project Based Rental Assistance subsidy (PBRA) under the Department of Housing and Urban Development's Rental Assistance Demonstration (RAD) program. The Relocation Plan adheres to the provision set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD Notice PIH 2016-17. This plan will ensure that relocation of residents will not differentiate the treatment of households based on race, nationality, color, religion, national origin, sex, sexual orientation, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, as well as any otherwise arbitrary or unlawful discrimination, including but not limited to:

1. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the "Uniform Act" or "URA"), as amended, and its implementing regulations at 49CFR, Part 24.
2. Fair Housing and Equal Opportunity Provisions:
  - a. Title VI of the Civil Rights Act of 1964;
  - b. Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988);
  - c. Executive Order 11063; and,
  - d. Section 504 of the Rehabilitation Act of 1973;
  - e. The Age Discrimination Act of 1975; and,
  - f. Title II of the Americans with Disabilities Act (to the extent it applies, otherwise Section 504 and the Fair Housing Amendments govern).
3. Violence Against Women Reauthorization Act of 2013 (VAWA).

### Applicability

This relocation plan is applicable to any occupant at the time the General Information Notice is issued until such time as they have moved out voluntarily or their lease has been terminated as a result of a court ordered eviction.

### Project Summary

The RAD program is an initiative of the Department of Housing and Urban Development (HUD) and is a funding mechanism that was implemented to allow Public Housing Authorities to convert their public housing subsidy to long term project based Section 8 rental assistance contracts. FWHS has submitted and been approved for the conversion of its public housing subsidy to a project based subsidy for all of the public housing units. FWHS's public housing units will be converted to a PBRA subsidy. The affected developments include:

Project Name	RAD Units	Property Description	RAD Conversion	Relocation Required	Conversion Type
Butler Place Apartments	412	Family	PBRA	Yes	Transfer of Assistance
J.A. Cavile Apartments	300	Family	PBRA	Yes	Transfers of Assistance
Candle tree	44	Family	PBRA	No	Convert in Place
Wind River	34	Family	PBRA	No	Convert in Place
Cambridge Court	33	Family	PBRA	No	Convert in Place
Sycamore Center	47	Family	PBRA	No	Convert in Place
Overton Park	54	Family	PBRA	No	Convert in Place
Villas of Oak Hill	58	Family	PBRA	No	Convert in Place
Scattered Sites	16	Family	PBRA	No	Convert in Place
Hunter Plaza	106	Family/Elderly Disabled	PBRA	No	Convert in Place and Transfer of Assistance

## RAD CONVERSION TYPES

FWHS will convert all public housing units to RAD in multiple phases that will include new construction and acquisitions. FWHS's RAD conversion will be a combination of transfers of assistance and convert in place.

### **Transfer of Assistance**

Families from FWHS's Butler Place and J.A. Cavile public housing communities, which require relocation to new properties, will be moved into these new communities in phases as the new RAD units become available. The process for relocation is outlined in the following pages.

- **New Construction**  
With funding from Tax credit awards, FWHS will construct new apartment communities in which to place a minimum of 10% of RAD units.
- **Property Acquisition**  
FWHS will also acquire properties in which to place a minimum of 10% of RAD units. The acquisitions of these properties will allow for a wide range of housing options for relocating public housing residents.

### **Convert In Place Properties**

FWHS currently owns some properties throughout the city that have existing public housing units that will convert to RAD and will not require the residents to relocate from the property (see chart above).

## Housing Options for Relocation

The RAD transfer of assistance for Butler Place and J.A. Cavile will require all residents to move to various communities throughout the Fort Worth area. FWHS will make every effort to ensure that all residents are well informed and have choices of housing options. Choices will include:

**Option 1: A voluntary permanent relocation to RAD units in any of FWHS's developments.**  
 FWHS will have approved permanent units available for residents. These units will be made available through acquisition of new properties or will be placed in existing properties owned by FWHS. Prior to the RCC being issued, FWHS will mail each household a RAD Information Notice (RIN) that will provide information about the new location, # of RAD units, bedroom distribution and a description of the property. Residents will be asked to return an interest form for their property of choice. FWHS will assign numbers to each form returned and a lottery system will be used to identify those that will relocate to each RAD property.

**Option 2: Temporary relocation to another FWHS development during the construction of a new development on the existing site, with the possibility of returning to the original site after the construction is complete.** This option is only available if FWHS makes an administrative decision to rebuild on the existing property with RAD units.

## Relocation Process

The relocation process will be a multi-faceted approach that will require residents to move in phases. FWHS will make every effort to minimize the impact the relocation will have on each family and will ensure that all relocation efforts adhere to the provisions set forth in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, and HUD Notice PIH H-2016-17

### Transfer of Assistance

Butler and Cavile Place apartments are the two (2) largest public housing developments in FWHS's public housing portfolio. The combined total number of units is 712. These communities were built in the 1940's and 50's and are located in areas that have a high concentration of poverty, crime and low performing schools. FWHS is proposing to permanently relocate these 712 public housing units to newly constructed/acquired properties throughout the city of Fort Worth. The transfer of assistance will allow FWHS to deconcentrate poverty, provide residents with access to higher opportunity areas for quality housing, employment, high performing schools, retail and other community amenities.

Butler Current Unit Mix/Property Description								
Property Address:	1201 Luella, Fort Worth TX 76102							
Total Units	412							
Unit Sizes	1 BR	92	2 BR	159	3 BR	139	4 BR	22
Property Description	412 Public housing units, serving families, seniors and disabled households. Property is located east of downtown Fort Worth and between interstate 35 W and HWY 287 N							

J.A. Cavile Current Unit Mix/Property Description								
Property Address:	1401 Etta, Fort Worth TX 76105							
Total Units	300							
Unit Sizes	1 BR	60	2 BR	144	3 BR	70	4 BR	26
Property Description	300 Public housing units, serving families, seniors and disabled households. Property is located in the historic Stop Six community/East Fort Worth.							

The transfer of assistance and relocation will be completed through new construction, acquisitions or placement in other FWHS-owned properties. To ensure that residents have ample housing choices for the transfer of assistance, FWHS will use a lottery system for each property. Residents will have the opportunity to place their name in the lottery for as many developments as they like, but they can only have one active selection. Once they have selected a property, their number will be removed from the database. If the resident elects to forgo their selection, their name will be placed in back in the lottery system for additional choices.

Below is the relocation process that FWHS will adhere to when relocating families to the new RAD units:

**Step 1**

In accordance with HUD Notice PIH 2016-17 FWHS will provide the required notices of relocation to all residents. Notices include: General Information Notice, RAD Information Notice, 90 Day Notice and 30 day Notice to Vacate, and any subsequent notices as necessary. FWHS will ensure that all notices and meetings with residents will accommodate those that may be Limited English Proficient and/or may require a reasonable accommodation for a disability and mailed at the appropriate time.

**Step 2**

FWHS will conduct on-going meetings with residents of Butler Place and J.A. Cavile, provide a description of the approved conversion plans and discuss relocation options and potential properties for RAD units.

**Step 3**

Individual meetings and assessments will be held with each head of household. The assessment will allow FWHS staff to identify needs and barriers, and will provide an opportunity for the head of household to receive relocation information specific to their individual needs. During the interview, FWHS will provide detailed information on all relocation options, explain their rights and provide information on the relocation process. FWHS will maintain a case file on each head of household, with notices, agreements and any forms that require a signature of acknowledgement.

**Step 4**

Prior to receipt of the RAD Conversion Commitment (RCC), FWHS will mail a RAD Information letter and interest form to all residents of the impacted community. The letter will provide a description of the upcoming properties that residents may choose from as well as the number of RAD units, location and

bedroom sizes at each property. Residents who return the interest form will be assigned a number and placed in a database for the lottery. FWHS will use the lottery system to draw numbers for each RAD property. Once the numbers have been drawn, FWHS will notify the head of household and schedule a relocation meeting.

#### Step 5

After the resident has been notified their number has been drawn in the lottery, a meeting will be scheduled and the relocation process will begin. Each resident will receive a relocation package that will include: a property description, floor plan, community resources, amenities, area map, moving instructions, list of area schools and contact information. Each head of household will also be asked to sign an acknowledgement agreement of their housing choice and resident rights which will allow them 15 days to view the property and surrounding community. At the end of the 15 day period, the resident will be asked to sign a relocation agreement with their permanent housing choice. If after signing the relocation agreement, the head of household elects to forego their current housing choice, steps 1-3 will continue to be applicable. Prior to signing any agreement, residents will be advised that additional RAD units may become available at a later time but there is no guarantee these units will be available as a relocation option because of the lottery system that FWHS has selected use for relocation.

The transfer of assistance will be limited in the number of RAD units at each location and residents will be fully advised that there is no guarantee units will be available at each site after names have been selected through the lottery system. Residents will have the option of placing their name on any RAD waitlist. If upon full conversion, the resident has not made a selection for their housing choice and it is with Good Cause, FWHS will provide alternative housing options.

FWHS will have a vast number of properties for residents to choose from, however there is a possibility that some residents will not select any of these sites. If this occurs, FWHS will fill the RAD units from the waitlist/existing residents at each RAD property and alternative housing options will be made available to those who do not select a new site to relocate to.

FWHS anticipates delays in filling the new RAD units because of delays in construction/limited vacancies at the acquired properties. If delays occur that prohibit FWHS from relocating residents in the required time frame, FWHS will enter into a Master Lease with the new property. The Master Lease will allow FWHS to move forward with terminating the public housing assistance with the occupied site and begin the process of converting the assistance to RAD at the new site. FWHS will End the Participation (EOP) of the public housing resident, terminate the public housing lease and remove the unit from PIC. Residents will then be required to sign a RAD Model lease with an Interim Tenancy Addendum and remain in place until the new unit becomes available.

#### **On-site Transfers**

FWHS anticipates some delays in relocating Butler Place and J.A. Cavile residents to the new sites for various reasons. These delays may require residents to move within the housing complex at a minimum of one time.

As these two existing public housing communities move through the process of vacating all the units, FWHS anticipates that some areas of the property will have only a few residents remaining. In this instance, FWHS will contact the families in those areas and request that they transfer, with moving assistance from FWHS, to a vacant unit located in area that is concentrated with occupied units

Vacant buildings will then be boarded up and on-site security will continue to patrol all areas of the property to ensure resident safety. Additionally, FWHS will work with Fort Worth Police Department to request additional patrols of the property.

Although on-site transfers are not considered part of the relocation, FWHS will provide residents with moving assistance and or reimburse the resident for any reasonable out-of-pocket expenses incurred as a result of the on-site transfer. FWHS will do all that it can to keep the on-site transfer to a minimum, but there will be no guarantees that more than one move will not be required. In cases where residents will be asked to transfer to a vacate unit on-site, FWHS will complete the transfers as follows:

#### Step 1

FWHS will maintain a current list of vacancies at Butler and Cavile.

#### Step 2

FWHS will request families to transfer on-site to an area of the property that is concentrated with occupied units when the current building/area of community is almost vacant. FWHS will provide moving assistance to each household that will include:

1. Moving all personal property of the resident transferring on-site;
2. Assisting Elderly/disabled persons with packing and unpacking of personal property;
3. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property as long as they have been installed with the approval of management and in compliance with the lease;
4. Reinstallation of utilities and/or services, i.e. telephone, gas and cable service, as needed;
5. Insurance for the replacement value of the property in connection with the move and necessary storage;
6. The replacement value of property lost, stolen or damaged in the process of moving (not through the fault or negligence of the displaced person) where insurance covering such loss, theft or damage is not reasonably available;
7. Providing packing boxes and bags for tenant belongings;
8. Other moving-related expenses deemed reasonable and FWHS will pay the cost of at least two moves – one to move the family to the temporary unit and then again to their permanent RAD unit in an alternative community.

#### Step 3

The vacant building will be secured and patrolled by on-site security and additional patrols by the Fort Worth Police Department.

#### **Convert in Place**

FWHS has a total of 276 public housing units that are located in six (6) existing Low Income Housing Tax Credit (LIHTC) affordable housing properties that are owned by FWHS. The RAD conversion for these units will be a straight convert in place. The public housing assistance for these families will be terminated upon RAD closing and a new Model lease will be signed and units will become RAD.

This process will proceed as follows:

**Step 1**

FWHS will provide notices to the residents impacted by the RAD Conversion. These notices may include: a RAD Information Notice and a Notice of Non-Displacement.

**Step 2**

FWHS will conduct on-going meetings with residents of the impacted communities to provide updates on the progress of the RAD conversion.

**Step 3**

FWHS and property management will complete the necessary paperwork and process for terminating the Public Housing lease, including 30-day notice of lease termination, PIC removal and EOP the public housing resident prior to RAD.

**Step 4**

FWHS and property management will notify residents when they will be required to sign the new RAD model lease.

## **Relocation Services**

### **Relocation Services**

FWHS staff will schedule individual appointments with residents to discuss their needs, preferences, and concerns. Relocation counseling will be provided that includes the following:

- All required written notices and letters in any necessary format and language for residents to be able to understand clearly their rights and appropriate laws regarding the relocation process.
- Information regarding relocation benefits and assistance.
- Counseling, advisory services, and/or home visits to all residents in order to maximize understanding and minimize hardships.
- Review of housing opportunities and various resources related to the individual needs of the residents.
- Current and continuing information regarding the availability and location of comparable replacement dwelling units, including federally assisted housing.
- Assistance with the completion of all required forms including the application for payment and benefits.
- Referrals to area social services agencies as needed.

### **Relocation Costs**

Residents that will be relocated are entitled to certain benefits such as moving expenses (including, but not limited to; the costs to move personal possessions, packing supplies, utility hookup fees, and cost of installing appliances), relocation counseling, payments for the difference between their current rent and the rent of their new dwelling, and a dislocation allowance. Families may also elect to receive a fixed moving allowance based upon schedules published by the Department of Transportation (49 CFR 1.85 and 24.302).



**URA Fixed Residential Moving Cost Schedule (2015)**

# of Rooms to be moved	Bedroom Size	Payment Amount
2 Rooms	1 Bedroom	\$800.00
3 Rooms	2 Bedroom	\$1000.00
4 Rooms	3 Bedroom	\$1200.00
5 Rooms	4 Bedroom	\$1600.00

**Additional Moving Expenses**

Unit Size	Utility Transfers/Deposits	Security Deposits	Estimated costs
1 bedroom	\$250	\$250	\$500.00
2 bedroom	\$250	\$300	\$550.00
3 bedroom	\$250	\$350	\$600.00
4 bedroom	\$250	\$400	\$650.00

**Moving Options**

**Option 1**

FWHS will solicit 3 bids from various moving companies and award a contract to the lowest bidder to move residents. All moves will be scheduled with relocation staff, head of household and moving company. Payment for the move will be paid directly to the moving company and not the residents.

**Option 2**

Resident receives a fixed moving expense allowance and takes full responsibility for the move. The allowance and subsequent payment will be based on fixed moving allowance scheduled, published by the Federal Department of Transportation (49 CFR 1.85 and 24.302).

**Option 3**

Resident is reimbursed for actual and necessary out of pocket relocation expenses.

**Resident Rights**

### **RAD Resident No Re-Screening provision**

Pursuant to the RAD statute, upon conversion, the current resident will not be subject to a rescreening of income, eligibility, criminal or credit.

### **Resident Right to Return**

RAD program rules prohibit any permanent involuntary displacement of residents as a result of conversion. Residents that are temporarily relocated retain the right to return to the property once construction has been completed and the units are ready. The period during which residents may need to be temporarily relocated will be determined by the period of construction which is specific to the project. If a relocation will last more than 12 months, the family has the option to become permanently relocated. For the exception of the Convert in Place properties, FWHS is not proposing any rehab, remodeling or modernization activities for a RAD conversion at the two largest public housing sites (Butler and Cavile). If a decision is made to redevelop either property, the residents will have the right to return to the converted development or will be offered an alternative housing option as the voluntary permanent relocation.

### **Refusal of Relocation Options**

Residents that are required to move temporarily/permanently may reject housing options with good cause:

Good cause is limited to the following:

1. Resident demonstrates that the housing unit poses an immediate and severe threat to the family's life, health or safety. Resident must have supporting documentation to verify such Good Cause.
2. The location of the unit is not accessible to medical services, work or schools.
3. The unit does not accommodate a disability and a reasonable modification would be structurally or cost prohibited.
4. A resident is unable to move due to a disability, they have a right to submit a reasonable accommodation request to FWHS's 504 Coordinator and complete the process necessary for approval

FWHS will work with each family to ensure that they have adequate housing choices. If a resident refuses to relocate to any of the RAD properties and refuses alternative housing options provided by FWHS, then FWHS will initiate the eviction procedures and allow the resident to exercise the grievance process.

### **Relocation Grievances**

FWHS will process grievances prior to RAD conversion in accordance with policies and procedures set forth in Public Housing Admissions and Continued Occupancy Policy. After conversion the resident will adhere to the following procedures:

1. Resident provides a written request for an informal review to the Relocation Staff. Relocation staff will schedule a meeting with the resident to determine if the grievance can be settled without formal action. After the initial meeting, staff will provide resident with a written review of grievance. This will be issued in five (5) business days to the resident. The written notice will

include the name, date of informal review, description of the grievance and the process for submitting a formal request for a Grievance Hearing.

2. If there is no resolution to the grievance, the resident then will request a formal hearing with FWHS's assigned hearing officer. The formal hearing process will be conducted in accordance to the Public Housing Admissions and Occupancy Hearing procedures. Residents will receive a written notice within 10 working days from the hearing officer as to the disposition of the grievance. Residents will be required to comply with the disposition of the hearing however, they do have the right to appeal any final decision with the local courts.

### **Choice Mobility**

Residents who occupy a RAD unit will be provided a Choice Mobility option in the form of a Tenant Based Voucher the later of (a) 24 months from the date of the execution of the Housing Assistance payment contract or (b) 24 months after the move in date. FWHS will limit the number of vouchers available to one-third its turnover vouchers annually. If the number of eligible RAD residents exceed the number of available turnover vouchers, resident will be placed on a Choice Mobility Waiting List in the order in which their request is received by FWHS's Assisted Housing Department.

### **Tracking and Documentation of Resident Relocation**

FWHS will maintain a hard case file for each resident that is required to relocate. The file will contain documentation that will include all notices distributed to residents, household assessment, referrals and signed relocation package agreement. Additionally, FWHS will maintain a spreadsheet that will include information on where the residents relocated to and any pertinent information that will assist in tracking the residents and the services they have received.

### **Significant Amendments to FWHS Agency Plan/Resident Participation and Review**

FWHS has defined any substantial deviation or significant amendment from the approved Annual Agency Plan as a loss of funding for a program, reallocation of funding to sustain a program, a change in regulatory requirements governing a program or a significant policy change that will impact the health, safety or quality of life. Any significant changes to the approved RAD relocation plan that will include the demolition or disposition of a public housing community or impact the residents housing choice will require FWHS to adhere to the following:

1. Residents will receive notification that proposed changes to the plan are available for comment or review for a 45 calendar day period.
2. FWHS will list all locations that residents can review the plan or request a copy of the plan.
3. FWHS will provide a primary contact person, phone number, email and mailing address for all comments to be submitted during the 45-day comment period.
4. A draft of the proposed changes to the relocation plan will be presented in resident meetings.
5. FWHS staff will prepare a resolution with the recommended changes to the board of commissioners for approval.
6. The approved relocation plan will be made available via FWHS's website and individual copies made available upon request.

## **RAD Fair Housing, Civil Rights Requirements**

In accordance with PIH Notice 2016-2017 (HA), FWHS will ensure that the relocation process complies with all federal regulations and will continue to adhere to the following pre/post RAD conversion:

**Affirmatively Furthering Fair Housing-** FWHS will administer the RAD program in accordance with the Fair Housing Act and will ensure that as a result of the RAD conversion residents will have fair housing choices, will not create a pattern of segregation and will not discriminate against any individual.

**Effective Communication for Persons with Disabilities –** FWHS will ensure that resources are available for dissemination of relocation materials and is in accordance with Section 504 of the Rehabilitation Act of 1973 (24 CFR. 8.6) and with 49 CFR 24.5 and the American Disability act, as applicable.

**Limited English Proficiency –** FWHS will make a reasonable effort to ensure that residents with limited English proficiency have access to resources that will assist with reading any relocation materials that are disseminated to the community/families/ individuals. This will include but not be limited to providing access to interpreters at meetings and relocation assessments, having written materials translated in languages other than English, and providing access to the Language Translator Line (866-874-3972).

**Accessible Meeting Facilities for residents with disabilities –** FWHS will ensure that all RAD conversion activities will be held at facilities that are accessible in accordance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.

**Reasonable Accommodations –** FWHS will ensure that all activities pre- and post-RAD conversion adhere to the Fair Housing Act and FWHS's established policies on reasonable accommodations.

**RELOCATION BUDGET FOR MOVING EXPENSES**

<b>BUTLER PLACE APARTMENTS</b>		
<b>BEDROOM SIZE</b>	<b>Moving/Utility transfer/ Security Deposits EXPENSE</b>	<b>ESTIMATED COST</b>
1 Bedroom Unit (92)	\$1500.00	\$138,000.00
2 Bedroom Unit (159)	\$1750.00	\$278,250.00
3 Bedroom Unit (139)	\$2000.00	\$270,000.00
4 Bedroom Unit (22)	\$2050.00	\$49,500.00
On-site Transfers		61,500.00
<b>TOTAL MOVING EXPENSES</b>		<b>\$797,250.00</b>
<b>CAVILE PLACE APARTMENTS</b>		
<b>BEDROOM SIZE</b>		<b>ESTIMATED MOVING EXPENSES</b>
1 Bedroom Unit (60)	\$1500.00	\$90,000.00
2 Bedroom Unit (144)	\$1750.00	\$252,000.00
3 Bedroom Unit (70)	\$2000.00	\$140,000.00
4 Bedroom Unit (26)	\$2050.00	\$58,500.00
On-site Transfers		61,500.00
<b>TOTAL MOVING EXPENSES</b>		<b>\$602,000.00</b>
<b>BUTLER &amp; CAVILE MOVING EXPENSES</b>		<b>\$1,399,250.00</b>
Moving Expenses (Butler and Cavile)		\$1,399,250.00
Relocation Financial Assistance (712 x\$300.00)		\$213,600.00
(2) Relocation Coordinators x 3 years		\$423,265.00
Administrative		\$194,311.00
<b>Total Relocation Budget</b>		<b>\$2,230,426.00</b>

**Property Description and Demographics**

<b>Butler Demographics</b>							
	<b>Disabled under 62</b>	<b>Disabled over 62</b>	<b>Elderly</b>	<b>Veteran</b>	<b>18-35</b>	<b>36-61</b>	<b>62 and Over</b>
FEMALE	73	21	19	0	198	138	25
MALE	22	25	24	0	16	26	27
	<b>Max Income</b>	<b>Ave. Income</b>	<b>Lowest Rent</b>	<b>Ave. Rent</b>			
FEMALE	\$36,289	\$9,411	\$50	\$182			
MALE	\$21,252	\$9,291	\$50	\$213			
		<b>Ave-\$9,351</b>					
	<b>Single Household</b>	<b>0 Child Families</b>	<b>1 Child Families</b>	<b>2 Child Families</b>	<b>3 Child Families</b>	<b>4 Child Families</b>	<b>5 or More Children</b>
FEMALE	65	27	80	80	62	31	14
MALE	46	8	10	3	2	0	0
	<b>Low</b>	<b>Very Low</b>	<b>Extremely Low</b>				
FEMALE	361	0	0				
MALE	69	0	0				

Cavile Demographics							
	Disabled under 62	Disabled over 62	Elderly	Veteran	18-35	36-61	62 and Over
FEMALE	41	14	17	0	155	88	20
MALE	19	8	5	0	5	22	8
	Max Income	Ave. Income	Lowest Rent	Ave. Rent			
FEMALE	\$28,154	\$7,475	\$50	\$163			
MALE	\$28,080	\$10,949	\$50	\$242			
		<b>Ave-\$9,212</b>					
	Single Household	0 Child Families	1 Child Families	2 Child Families	3 Child Families	4 Child Families	5 or More Children
FEMALE	57	10	76	50	40	19	11
MALE	19	2	6	3	4	1	0
	Low	Very Low	Extremely Low				
FEMALE	263	0	0				
MALE	35	0	0				

## Relocation Needs Assessment

### Personal Information:

Name: \_\_\_\_\_ Acct#: \_\_\_\_\_

Address: \_\_\_\_\_  
Street
City
State
Zip

Contact Phone Numbers: \_\_\_\_\_  
Home
Work
Cell

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

Emergency Contact Number: \_\_\_\_\_

Caregiver/Social Worker Name: \_\_\_\_\_

Caregiver/Social Worker Number: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: ( ) Male ( ) Female

Do you speak any other language(s) other than English? ( ) Yes ( ) No  
 If yes, which language (s)? \_\_\_\_\_

Which Public Housing development do you live in? ( ) Butler Place ( ) Cavile Place

### Other Household Members Information:

Additional Lease Household Members:

Name First & Last Name	Relationship	Gender (circle one)	Date of Birth 00/00/00
		M or F	
		M or F	
		M or F	
		M or F	
		M or F	



		M or F	
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Do you or any other household members receive home health care or prepared meal services?

Yes  No If yes, please explain:

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**Expenses:**

Utility bills-Please check all that apply

Cable  House Phone  Internet

Do you have a balance with a utility company that would prohibit you from getting utilities in your own name?  Yes  No

If so, please provide the name of the company and how much you owe?

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Do you have pets that you have registered with the management office?  Yes  No  
If yes, please explain the type, size and number of pets'.

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**Current Living Conditions**

How many bedrooms do you have? \_\_\_\_\_

Do you have a handicap unit? \_\_\_\_\_

Do you need a handicap unit? \_\_\_\_\_

Are you currently experiencing bed bugs in your unit?  Yes  No

Has your unit been treated for bed bugs in the past?  Yes  No

Do you have any mechanical, electrical, or plumbing problems in your house / apartment?

Yes  No If yes, please explain: \_\_\_\_\_  
Do you have any limitations that would prevent you from packing your belongings?

Yes  No

If yes, please explain

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**School Information:**

First & Last Name of child in school	Relationship	Age	Attending School	Grade

Are your children in daycare? ( ) Yes ( ) No If yes, where? \_\_\_\_\_

Do you receive the following benefits?

Health Insurance ( ) Yes ( ) No

Medicaid / Children's Health Insurance? ( ) Yes ( ) No Food stamps? ( ) Yes ( )

No

Are you currently on parole / probation? ( ) Yes ( ) No

**Education Information**

Do you have a high school diploma or GED? ( ) Yes ( ) No

Which? ( ) Diploma ( ) GED

If you do not have your high school diploma or GED, please circle the highest grade you completed: 1 2 3 4 5 6 7 8 9 10 11 12

Do you have any college hours? ( ) Yes ( ) No If yes, how many and what was your major? *List college degree if applicable.*

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**Training Information**

Indicate any type of vocational training you have had and when you completed it:

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**Skills Information**

Which of the following job skills apply to you?

- Typing: WPM \_\_\_\_\_
- Computer
- Word Processing
- Organizational
- Following Directions
- Day Care
- Housekeeping
- Cashier
- Salesperson
- Assembly Line
- Cook
- Warehouseman
- Maintenance
- Waitress / Waiter
- Other \_\_\_\_\_

**Employment History**

Are you currently employed?  Yes  No If yes – complete the following information:

Start date of current employment: Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_  
Hours work per week \_\_\_\_\_ Rate of pay \_\_\_\_\_

Check the benefits you receive from your employer:

- Health Insurance
- Retirement
- 401K Insurance

What type of job training are you interested in? \_\_\_\_\_

What type of work are you interested in? \_\_\_\_\_

Do you have your own transportation? \_\_\_\_\_

Will you have to use the city bus?  Yes  No

Can you work at night?  Yes  No

Do you have a resume?  Yes  No

Please complete the following information for your last three employers:

Job Title	Date	Experience/Skill

If you are not employed, what are the most serious problems or barriers that prevent you from getting a job?

- Lack of job skills/education     Domestic abuse in family     Health problems     Drug/Alcohol Use
- Lack of transportation     Lack of child care     Language barriers     Family Problems
- Lack of resume writing or job hunting skills     Lack of professional attire
- Lack of emotional support     Other: \_\_\_\_\_

**Other Information**

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I, \_\_\_\_\_ certify that the information that I have forwarded is correct to the best of my knowledge.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relocation Coordinator/FWHS Staff

\_\_\_\_\_  
Date