

City Heights Relocation Plan

HOUSING AUTHORITY OF COVINGTON, KY

December 14, 2021

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Steve Arlinghaus, Executive Director



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I. Introduction

The Housing Authority of Covington's (HAC) Board of Commissioners voted to approve the submission of a disposition application to HUD, for the City Heights (KY002000003) community, on December 18, 2019. The application was drafted in 2020 and delayed, in part, by the COVID-19 pandemic. Following numerous meetings with City Heights' residents and the City Heights Resident Council, a complete application was submitted to the Special Application Center (SAC) on March 25, 2021. On September 30, 2021, the Department of Housing and Urban Development (HUD) approved HAC's application for the disposition of City Heights.

All stakeholders were notified of HUD's disposition approval, within four days of the agency's notification, on October 4, 2021. The stakeholders included the City Heights' Resident Council, City Heights' residents, agency staff and Commissioners, City of Covington officials, community partners and the public at-large. Four resident meetings were subsequently held on October 7 and 11, 2021, with over 100 residents in attendance. Since that time, updates on the property disposition and forthcoming resident relocations have been communicated to residents by letter and newsletter, as well as website and Facebook postings and videos. Meetings have likewise been held with other stakeholders. These communications will continue into the future so that all stakeholders may be kept apprised of the status of the project.

City Heights consists of 76.534 acres and 64 buildings, 63 of which are residential. The 63 residential buildings contain over 366 apartments, varying in size from one, two, three and four bedrooms. Five of the 366 apartments were taken off-line prior to the application for disposition for resident support programs and services. At full occupancy, 361 apartments housed more than 1000 residents. One building contains the property management office and maintenance shop, which will likewise be disposed.

City Heights is a townhome-style community built in 1953 - nearly 70 years ago. A Physical Needs Assessment (PNA) was conducted by Creative Housing Solutions in 2020, with an initial report released November 3, 2020. Updated information appeared in a subsequent report dated July 14, 2021. The PNA revealed it would require in excess of \$50 million to restore the City Heights community to safe, decent and sanitary standards. The report further estimated that an addition \$30+ million would be needed to modernize the complex.

After careful review of the agency's Disposition Application and all attachments, including the PNA, an Environmental Review, and all resident engagement documents, HUD agreed City Heights is obsolete and approved disposition.

The Housing Authority of Covington will sell the property, as is, to an unknown buyer after all residents are relocated. A third-party appraisal by Schoepf/Associates, Inc., estimated the fair market value of City Heights at \$6,040,000 (includes reduction for cost of demolition).

II Relocation Overview

In order to dispose of the City Heights community, all occupied households in City Heights will need to be relocated to comparable or better dwellings, with all the rights and protections provided under Section 18 of the United States Housing Act of 1937 and as amended by the Quality Housing Work Responsibility Act of 1998 (QHWRA). It should be noted that the Uniform Relocation Act (URA) is not applicable to the relocation of residents under a Section 18 disposition.

The Housing Authority of Covington's relocation efforts are guided by the principle that we will strive to achieve the best possible outcome for each resident household. A dedicated Relocation Specialist will work with each family to address their housing, household and relocation needs, and to minimize household disruptions during the transition process as much as reasonably possible. Residents will be consulted regarding their housing requirements and preferences, including their needs for special translation services and accommodations. The Relocation Specialist will assist each resident in creating their own individual relocation plan, which will be enforced through a signed Individual Relocation Agreement (IRA) The Relocation Specialist will also assist each resident through lease up, **(See Appendix 1)**.

The Covington and Northern Kentucky communities are home to many social service providers, who stand ready to provide support and resources for City Heights residents, including providers specializing in housing, financial wellness, case management, health services, and financial assistance. HAC will provide residents with the linkages to these supports, as well as offer moving services to each resident.

Each resident will receive a financial assistance package, based on the State of Kentucky Department of Transportation's (DOT) Relocation Schedule. Under the DOT schedule, financial assistance for each household is a fixed amount, based on the # of furnished rooms in the household. The DOT schedule is updated annually and HAC will use the most current schedule when handling each resident's relocation.

Residents may access a portion of their DOT funds after meeting with the HAC Relocation Specialist. Residents may use their DOT financial assistance payment in a variety of recommended ways, including but not limited to the following.

- HAC contracted moving services
- Resident contracted moving services
- Self-move equipment, such as a truck or van rental, dolly, straps, pads, etc.
- Security deposits
- Application fees
- Utility connection charges (gas, electric, water, internet, etc.)
- Transportation expenses (bus pass, taxi, or Uber charges) for housing search
- Debt reduction to assist in obtaining housing
- Other charges as the resident deems necessary for relocation purposes

Birth certificates, state IDs, and driver's license expenses will be paid for by HAC.

If residents choose to move with HAC's contracted mover, the cost of moving services will be deducted from their DOT payment, as HAC will pay the contracted mover directly. However, they may also receive up to 25% of their DOT payment upon request.

If residents choose to move with their own contracted mover or self-move, they may request up to 50% of their DOT payment in advance for these purposes.

All remaining DOT funds will be distributed to the resident upon completion of a successful move out inspection (all furnishings and debris have been removed from the apartment, appliances are clean, and keys are returned,) Funds will be mailed to the resident's new address within 30 days of relocation.

Comparable or better dwellings include other HAC public housing developments, HAC's LIHTC developments, non- HAC owned subsidized developments and the private rental market. Additionally, Tenant Protection **(Replacement)** Vouchers (TPV) will be offered to eligible residents. The TPVs will be used as replacement housing for the public housing units lost in the sale of the City Heights property. TPVs are similar to Housing Choice Vouchers and will be administered accordingly by the City of Covington's Housing Choice Voucher Department.

As part of the relocation plan, residents were surveyed about their moving preferences. 134 out of 361 households responded (37%), with moving preferences **(multiple responses permitted)** as follows:

57% would prefer a private rental using a housing choice voucher

Other moving preferences were:

Latonia Terrace	26%
Emery Drive	10%
Golden Tower	3%
A HAC property (general)	18%

Additionally, 31% of respondents mentioned they would be interested in buying a home using a housing choice voucher.

Among those preferring a voucher to relocate **(multiple responses permitted)**, geographic preferences were:

City of Covington	55%
Kenton County outside Covington	33%
City of Cincinnati	25%
Newport	19%
Campbell County outside Newport	10%
Boone County	12%

The process to relocate residents encompasses providing notices, relocation advisory meetings, identifying comparable or better housing, assistance in securing utility services, and the physical moving of belongings. **The Relocation Work Flow is illustrated in Appendix 2. Residents will be relocated in Phases over the course of a 3+ year period as illustrated in Appendix 3.**

A General Information Notice (GIN) was sent to all residents on November 5, 2021. This notice informs residents of the overall project, the need to relocate them at some future date, their rights and protections, and the services that will be made available to them.

Upon completion of a comprehensive needs assessment with the residents, the Relocation Specialist will meet with each head of household to:

- Determine whether the resident is in good standing and what resident actions and /or third party supports are necessary to return them to good standing.

- Explain all of the relocation options and types of assistance available, including, but not limited to, physical moving services and what other resources are available.
- Obtain contact information and best times to be reached
- Identify any requested accommodations or special needs.

Once the options have been fully explained to the residents, and individual relocation plans have been formulated, residents will be given a list of comparable or better units. Once the units have been identified and selected by the resident, the resident's security deposit will be refunded in accordance with the lease requirements.

Non-Discrimination Policy

HAC shall comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1974, and any legislation protecting the individual rights of residents, applicants or staff, which may subsequently be enacted.

The Housing Authority of Covington reserves the right to revise this Relocation Plan, as needed, in order to assure the most equitable and efficient process possible. The City Heights Resident Council will be notified of all verbiage changes to this plan prior to Board approval.

III. Staffing and Contact Information

Staffing:

The Housing Authority of Covington, Executive Director, Deputy Director, Senior Housing Manager, on-site management, Relocation Specialist and Relocation Support staff, will oversee all operations under this plan.

The Relocation Specialist will supervise the entire process from the issuance of notices to completion of the affected resident's move. The Relocation Specialist will work closely with site staff, HCV staff, agency partners and the residents to insure successful re-housing.

The Relocation Specialist will conduct outreach and an assessment of needs, to address each resident's household and familial needs. The Relocation Specialist will work with each family throughout the relocation process to ensure access to eligible benefits and services, remove barriers to successful relocation and coordinate physical moves. The Relocation Specialist, along with onsite staff, and relocation support will ensure that proper records are kept on all relocation activities.

The Relocation Specialist will be available by appointment and may have walk-in hours to assist families. They will be able to explain the relocation process, timeline, provide packing materials and make internal or agency referrals that will ensure resident needs are being addressed under this plan.

Contacts:

Diana Strauss, Relocation Specialist
Housing Authority of Covington Diana Strauss – 859.279.3119
dmstrauss@hacov.org

Housing Authority of Covington (HAC)
Main Line: 859.491.5311
www.hacov.org

Resident Services Department: 859.491.5311
Department Directory: Option # 3, Resident Services: Option #5

City of Covington/Neighborhood Services Department
Housing Choice Voucher Program
Main Line: 859.292.2188
www.covingtonky.gov/government/departments/neighborhood-services/housing-choice-voucher

IV. The Relocation Plan

A. Resident Notification

Notification Process

All affected residents will be provided written notices by first class or certified mail/ return receipt requested. Each notice shall be written in plain, understandable language. Persons who are unable to read and understand the notice will receive appropriate assistance, upon request, to ensure effective communication.

Types of Notices

1) The General Information Notice (GIN) – **See Appendix 4**

The GIN is an advisory notice sent to all affected residents explaining the project, activities that are planned, assistance that is available, and potential relocation payments that are available under the Department of Transportation. Moreover, it advises the residents of the following:

- **They should not move before receiving a notice indicating eligibility for relocation assistance.**
- They will receive information about the relocation assistance they are eligible for and the procedures for receiving assistance.
- They will not be required to relocate without receiving a 150-day Notice-to-Vacate.
- They will not be required to move unless at least one comparable or better dwelling unit has been made available.
- They will receive reasonable relocation advisory services, including relocation referrals and other necessary services.
- They must continue to pay rent and meet all other lease obligations in order to be eligible for relocation payments or assistance under Section 18.
- They have a right to appeal HAC's determination of eligibility for financial assistance.
- They are provided with contact information for assistance and questions.

NOTE: Residents who relocate on their own, after receipt of the General Notice dated November 5, 2021, are eligible to receive the DOT financial assistance payment, if they were in good standing prior to relocation. Those who meet these criteria should contact the Relocation Specialist (859) 279-3119 to discuss the process to receive DOT assistance.

2) 150 Day Notice/Notice of Eligibility (NOE) – See Appendix 5

The NOE advises affected residents about their eligibility to receive relocation assistance. It is specific to the household and outlines their particular options and benefits. The notice will advise the residents of the following:

- Their eligibility for relocation assistance and the effective date of their eligibility
- The relocation assistance services that are available, the estimated amount of assistance for which they may be eligible, and the procedures for obtaining the relocation assistance
- The resident’s appeal rights and procedures
- Comparable or better available units
- The specific date by which they must vacate the property

Residents are required to relocate 150 days after receipt of the Notice to Vacate. The resident may be given longer if engaged in an active search for housing. An active search for housing is described in Appendix 23 of the Relocation Plan. Each resident is required to list/track 4-6 qualified searched per month on the **Housing Search Tracking Sheet**, and turn their tracking sheets in to the Relocation Specialist on the 1st of the month following. A “qualified” search is that in which a landlord or property manager is contacted directly, and their names listed on the tracking sheet for verification.

The Relocation Specialist will assist in the search for housing upon resident request. If a resident is unable to find housing within 150 days, the Relocation Specialist will work to identify at least one unit of comparable or better housing in the KY-OH-IN area. Should it become necessary for HAC to assist a resident with relocating beyond a 20 mile radius from Covington, HAC may fund additional moving expenses. Failure to engage in active, qualified housing searches, or a refusal to relocate after at least one unit of comparable or better housing in the KY-OH-IN area is identified, may result in eviction.

3) 90 Day Reminder Notice – See Appendix 6

4) Eviction Notice

An eviction notice will be given if substantial lease violations exist and after the Property Managers, Relocation Specialist and other HAC Staff have attempted to resolve the issues in accordance with the lease. HAC will not give eviction notices in order to circumvent the regulatory services and protections afforded to the residents.

If, after proper notification and after every reasonable attempt to assist the resident has been made, a household refuses to vacate the unit by the required date, HAC will seek legal redress per its eviction procedure and through the Kenton County court system. All evictions will comply with Section 18.

B. Eligibility for Assistance

Displaced persons are eligible for relocation assistance under Section 18. Because the disposition of the property will take more than one year to complete, all residents currently residing in the City Heights community, will need to be “permanently relocated” per HUD definition and are thus entitled to relocation protections and assistance under Section 18.

Undocumented immigrants and 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.

The Relocation Specialist and support staff will explain eligibility status and types of assistance to each resident during the initial consultation process. Households may make a request to split into multiple households, but the decision to extend relocation assistance and rights to anyone other than the original head of household and others living with them will be made at the discretion of the Housing Authority. Remedies and resources, in these cases, will be based on eligibility requirements and the maximum assistance of the original household.

Qualifying residents are eligible for relocation assistance if in good standing. To remain in good standing the resident and their household must follow the guidelines as outlined below:

- Be current on rent and other charges as obligated by their lease.
- Complete all annual reviews as outlined in the lease/ACOP.
- Report all changes in household income and composition with 15 days, and complete an interim review
- Not be under lease termination for drug or criminal activity, or material violations of the lease.
- Pass all housekeeping inspections.

HAC and the relocation staff will work with residents, as well as partner agencies, as much as reasonably possible, to help residents remain in good standing.

C. Identification of Resident Needs and Preferences

The Relocation Specialist will meet with residents according to the phased Relocation Schedule or as soon as possible if the tenant finds alternate housing. The Relocation Specialist will work each resident to identify their needs and preferences. In addition to the number of bedrooms the family

requires and the geographic location they prefer, other factors will be explored such as proximity to schools, building amenities (i.e., elevator, parking, pet/assistance animal policies) and access to public transportation. Clarifying needs and preferences helps the resident develop confidence in their choices and provides guidance when looking for comparable or better units.

D. Types of Assistance Available

All eligible residents who are relocated in the context of this disposition, will receive the appropriate services and benefit, required by Section 18.

Housing Options

Public Housing

The Housing Authority of Covington operates 5 other developments that have Public Housing, to which City Heights' residents can be relocated. Through these properties, HAC has studios, 1 bdrm, 2 bdrm and 3 bdrm units that may become available. As they become available, they will be offered to City Heights' families first.

By choosing another HAC Public Housing unit, the resident will have no additional application fees. Additionally, their rent calculations will remain the same, though flat rent rates may vary slightly from one community to the other, based on age and available amenities. Residents who choose to relocate to HAC's scattered site properties, such as Eastside Revitalization I and New Site Properties, may be required to establish utilities in their own names and pay utilities. If choosing to relocate to a scattered site development, utility allowances may be part of the residents' rent calculation.

Security deposits will be processed based on current units. Deductions from the security deposit may include rent or other charges owed, damages to salvageable items or appliances, dirty appliances, and if the unit was not cleared completely of the residents' belongings, furniture, or other items. The aforementioned charges may only be deducted from the resident's security deposit, not the DOT assistance payment.

Any remaining security deposit will be refunded to the resident at their new address within 30 days of relocation.

HAC's deposit rates have increased over the years, but we will hold the deposit rate that the resident paid previously. The deposit for the new unit would need to be paid, either from the refund received from the former unit, or by setting up an installment payment agreement with the new property. Example: If the resident paid a \$100 security deposit when first leasing a unit at City Heights, the deposit for their new unit will remain at \$100.

Residents choosing to move to Golden Tower, may incur a \$25 deposit for a Security Key Card that is necessary to enter the building.

Tenant Protection Voucher (TPV) – See Appendix 7

Residents who choose (TPV) will be scheduled a briefing through the City of Covington’s Housing Choice Voucher Program. Residents who are determined eligible for the program, may elect to receive a TPV and rent any unit in the private market that participates in the program and adheres to its guidelines. Rents for vouchers are calculated between 30 and 40 percent of adjusted gross income.

TPVs give residents greater relocation choices as many landlords throughout the country participate in the HCV program. Portability to another city, which operates a HCV program, is also allowed. The voucher stays with the resident if they remain eligible and are compliant with all program requirements.

Under the TPV option, the resident is required to complete an application process and establish a relationship with the new property manager or agency. They may also be required to establish new utility services. This can be done with the assistance of the relocation support staff.

Residents are responsible for all application fees, security deposits, and utility deposits under this option, which may be funded by each resident’s DOT Relocation Assistance Payment.

Other Housing Options

The Relocation Specialist will work with each family to determine the type of housing that best suits the family’s needs. If a family does not choose Public Housing with HAC or the TPV with the City of Covington, the Relocation Specialist will work to find other suitable housing. This may include providing lists of available units from other agencies that may assist the family. These lists can include affordable housing, other public housing, or other housing the family deems desirable. It should be noted that if a resident moves to non-subsidized housing, the TPV will terminate. The Relocation Specialist can help provide contact information for other housing providers, as needed.

Community Assistance

HAC will work with each family and, as the need arises, will facilitate a warm hand-off for eligible residents to local service providers, for supports including, but not limited to, the following:

- Housing assistance
- Rent, utility and other financial assistance
- Transportation assistance
- Job search assistance
- Post-secondary adult education and vocational services
- School transitional services – elementary through high school

All affected residents are eligible for and are encouraged to avail themselves of the services provided by the Housing Authority of Covington to ensure a successful transition during relocation. Residents may use any service provider of their choosing at any time. However, HAC is not responsible or liable for the quality of services provided or the cost of services, if any.

E. Identification of Comparable or Better Housing

HAC is focusing its efforts to assist residents by explaining the housing options available to them and helping them to find permanent housing. Using the residents' own needs and preferences established during consultation as a guide, the Relocation Specialist will assist the family in identifying at least one comparable or better unit, and at the family's request, provide a listing of addresses and contact information to aid in the family's search for housing.

In addition to meeting the bedroom size required and the financial means of the resident, comparable or better units are defined as being functionally equivalent to the existing unit – not necessarily exactly matching the current unit. Additionally, comparable or better units are decent, safe and sanitary, are vacant and available to rent, are reasonably accessible to one's place of employment, are generally well located in respect to public and commercial facilities, are free of serious health violations or adverse environmental conditions, and are in compliance with federal, state and local fair housing regulations.

If requested, the Relocation Specialist can assist in setting appointments for residents to view potential units. Accessibility features must be comparable or better to what the resident has currently.

Each resident will be provided with a Housing Search Tracking form, a Housing Search Guidance sheet and a HCV Landlord FAQ sheet. These forms will help residents keep track of their contacts as well as help HAC document all efforts made by residents to find housing. **(See Appendix 23)**

Security Deposit

Once suitable housing has been selected, security deposits will be processed, and a move-out date established. The Relocation Specialist will remain available to assist with the establishment or transfer of utility services, scheduling the move, and other supportive services. Final DOT disbursements will be made after residents have completed move out inspections, turned in their keys and within 30 days of relocation.

For residents relocating from City Heights to other HAC public housing units, security deposits will be refunded as appropriate. Any rent or other charges owed will be subtracted from the deposit and a check issued to the resident for the remaining amount. A new security deposit will be charged to affected residents but the new deposit will be equivalent to that which was charged upon initial move in to City Heights.

If needed, residents may make arrangements with their new HAC property manager to set up a security deposit payment agreement. Refunded deposits cannot be transferred from one site to another.

For residents relocating outside of HAC units, security deposits will be returned to them within 30 days of vacating their apartment. Subtractions from the security deposit may be for rent and other charges still owed to HAC and/or damages to appliances. The remaining amount will be processed, and a check mailed to the resident at the forwarding address they provide during the move out process.

Establishment of Utility Services

If remaining in HAC public housing units, the resident will not need to establish utility services in their own name, unless moving to one of HAC’s scattered site properties (ESR1 or NSP). If the resident is moving into a development that requires utility service to be turned on in their name, it will be the responsibility of the relocating family to ensure these services can be turned on in the family’s name.

Dispersal of Financial Assistance

Once suitable housing has been selected, security deposits will be processed, and a move-out date established. Relocation support will remain available to assist with the establishment or transfer of utility services, scheduling the move, and other supportive services. DOT payment disbursements may be made prior to and after move out is completed. Residents will be required to sign two receipts, acknowledging receipt of their payments.

The State of Kentucky’s Department of Transportation (DOT) Relocation Schedule is based on a fixed payment amount per the # of furnished rooms listed below. This table will be updated annually if changes occur in the DOT payment schedule.

State	1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms
Kentucky	700	900	1100	1300	1500	1700

Note: Number of furnished rooms = # furnished bedrooms + 2 additional furnished rooms (living room and kitchen); Ex: 2 Bedrooms + 2 rooms = 4 rooms

Physical Moving Assistance – See Appendix 8

Residents will be given three physical moving options: HAC may undertake the move by providing a contracted mover, for which the payment for services will be deducted from the resident’s DOT payment. Residents who choose to move with a HAC contracted mover may also request up to 25% of their DOT funds upfront. HAC will pay the contracted mover directly.

Residents may also choose to move with their own contracted mover or self-move and receive up to 50% of their DOT assistance payment upfront to help with these expenses. If more than 50% is required up front for the resident to hire their own contractor or self-move, written quotes or receipts must be submitted to the Relocation Specialist.

Regardless of the option chosen, HAC will provide moving boxes and tape for packing belongings free of charge to the resident. Residents are expected to pack their own belongings unless reasonable accommodations for moving are requested. (i.e., elderly, disabled). Note: Unless supporting documentation for reasonable accommodations are provided to warrant the need for packing services, packing services will be provided at an additional charge and will be deducted from the resident’s DOT payment.

We anticipate most residents will move within a 20 mile radius of their current residence. Moves beyond a 20 mile radius may be approved on a case by case basis in accordance with HAC’s Relocation Policies and following the procurement of moving services. **(See Appendix 9 for 20 Mile Radius Map.)**

1. HAC Contracted Movers

HAC will oversee residents’ physical moves by contracting with a professional moving company. The Relocation Specialist will work with each resident to coordinate and schedule their moves. The cost of the mover will be deducted from the resident’s DOT payment. The resident family will be responsible for packing their own belongings. If a family needs assistance packing due to a reasonable accommodation, they must coordinate this with the Relocation Specialist, at least

14 days prior to moving day.

2. Resident Contracted Mover or Self-Move

Residents may elect to hire their own professional moving company or move their own property and belongings on their own to their new address. For these options, residents elect not to have a HAC contracted mover move their belongings. Residents electing these options will receive up to 50% of their DOT payment to finance their moving activities. If more than 50% is needed, written quotes or receipts for moving expenses will be required.

F. Jobs Plus Grant Program

The Jobs Plus Grant program is for residents of City Heights only, as it is a place-based grant. Branded as the **City Futures** program, residents who participate are only eligible for benefits and services as long as they reside in City Heights. Eligible participants who receive a rent reduction benefit (**Jobs Plus Earned Income Disregard or JPEID**) will be impacted financially when moving from City Heights. Specifically, JPEID recipients who move from City Heights to other HAC housing, prior to 7/31/22, will experience a rent increase based on standard rent calculation methodologies. The Jobs Plus program will end 7/31/22. Therefore, JPEID recipients living in City Heights after 7/31/22 will also experience a rent increase, effective 8/2022.

G. Relocation Budget – See Appendix 10

The Housing Authority of Covington will finance the City Heights resident relocation program, over the anticipated term of 2021-2024, primarily through Capital and Operating Funds. Some funding and in-kind support may be offered by the City of Covington, as well as other local service providers, based on eligibility and funding availability.

Moving costs are based on estimates by three quotes received for budgeting purposes. Moving services are being procured at the time of this writing, and executed contract(s) are anticipated in December 2021.

Appeal Process

Residents who are subject to relocation are entitled to request a review of any HAC determination concerning eligibility for relocation benefits, the amount of a relocation payment, and/or the adequacy of the housing to which the resident was referred.

At the time relocation assistance is offered, the Relocation Specialist will inform the resident of the relocation appeal procedure. A resident will have 30 days after the receipt of a written offer of relocation assistance to file an appeal. The resident may request assistance from HAC in writing the appeal. The appeal must be delivered to the City Heights Management Office within 30 days.

Upon receipt of the written appeal, a relocation dispute meeting between the resident, the Relocation Specialist, and the City Heights property manager will be scheduled within 10 business days. Residents may be represented at the meeting by a person of their choice and at their own expense. Interpreters will be provided upon request. A written decision will be issued by the Relocation Specialist within ten (10) business days.

If the matter cannot be resolved at the relocation dispute meeting, the resident has five (5) days from the receipt of the written decision by the Relocation Specialist to file an appeal with the City Heights property management office consistent with the Resident Grievance Procedures. **(See HAC Grievance Procedures Appendix 11)**

If the tenant is dissatisfied with HAC's determination on the appeal, further redress can be sought through the courts.

Appeals regarding relocation can only be based on a dispute about the level of relocation assistance and not on the requirement to vacate the unit. If a resident is uncooperative and refuses to vacate by the end of the time allotted, HAC will pursue eviction action per its standard eviction policy.

V. Record Keeping

HAC will maintain records on affected residents as a part of the relocation plan and as required by Section 18. Records will be maintained throughout the life of the project and for a period of 7 years following the date of project completion. Files shall include, but not be limited to:

- All persons occupying existing City Heights units before relocation activities begin
- Resident information that includes name, sex, age, race/ethnicity, disability (if applicable), relationship to head of household, estimated income, certification of legal residence/citizenship
- Description of the current unit
- Documentation of income
- Rent and utility costs for the displacement unit, comparable or better unit, and replacement unit.
- Copy of all required notices: General Information Notice (GIN), Notice of Eligibility/150-day Notice-to-Vacate, 90 Day Notice to Vacate Reminder, and copies of return receipts and/or a certifications of hand delivery
- Identification of resident needs and preferences and resident choice for public housing or TPV assistance.
- Dates of all contact with the residents and advisory services provided
- Unit referral data that includes when and where residents were referred to comparable or better units, dates of referrals, date of unit availability, reason a unit was declined by resident, unit inspection reports to include approval of unit as decent, safe, and sanitary
- Moving cost estimate
- Copies of all relocation claim forms and supporting documents
- Security deposit disposition from City Heights unit, once resident vacates.
- Actual costs of contracted moving companies
- Actual payments made to residents for moving expenses, including transportation
- Documentation of why a claim was not made (i.e., resident moved prior to notice, failed to provide information necessary to complete relocation benefit claim)
- Documentation of all hardship claims, if any, and the agency's determination (persons not lawfully present in the US)

- If a tenant is evicted, all documents that show eviction for cause
- If a tenant was not a legal occupant, the documentation that supports the determination that they were not a legal resident/occupant of the property or unit
- A copy of any appeals or complaints that are filed with the agency, and the agency's response

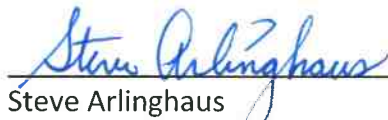
As required by HUD relocation policies, resident file folders will be kept confidential and stored in a centralized, accessible location for a period of three years, but no less than, the later of:

- 1) Three years from the date by which all payments have been received by persons displaced for the project
- 2) The date the project was completed
- 3) The date by which all issues resulting in litigation, negotiation, audit, or other action were resolved.


VII. Certification

By submission of this plan, HAC hereby certifies that Section 18 requirements will be implemented in compliance with all applicable fair housing and civil rights laws, including but not limited to, Title VI of the Civil Rights Act of 1964 Section 504 of the Rehabilitation Act of 1973, and the obligation to affirmatively further fair housing.

Pursuant to Title VI, HAC will take reasonable steps that ensure meaningful access to programs and activities by persons who, as a result of national origin, have limited English proficiency (LEP).



Steve Arlinghaus
Executive Director, HAC



Date

Appendices

Housing Authority of Covington Relocation Plan

Appendix 1

Individual Relocation Agreement



INDIVIDUAL RELOCATION AGREEMENT

This relocation agreement is made between the Housing Authority of Covington

(HAC) and _____ . Address: _____ .

Cell Phone: _____ . Other Phone: _____ .

Email address: _____

Relocation Options: (unit size will be appropriate for family size)
(Please mark in order of preference)

_____ Remain in HAC in a different Public Housing unit.

_____ Transfer to a Project-Based Section 8 housing unit

_____ Receive a Tenant Protection Voucher (TPV)

_____ Leave Public Housing and move to private unsubsidized housing.

I understand that throughout my time in HAC units, in order to remain eligible for relocation assistance and the DOT payment, I must stay in good standing, by staying current on my rent, having no lease terminations for drug/criminal activity, and passing all housekeeping inspections. I understand that failing to stay in good standing, I may not receive assistance to move to a new address.

Signed: _____
Resident

Date: _____

Signed: _____
HAC Representative

Date: _____



II Relocation Overview

In order to dispose of the City Heights community, all occupied households in City Heights will need to be relocated to comparable or better dwellings, with all the rights and protections provided under Section 18 of the United States Housing Act of 1937 and as amended by the Quality Housing Work Responsibility Act of 1998 (QHWRA). It should be noted that the Uniform Relocation Act (URA) is not applicable to the relocation of residents under a Section 18 disposition.

The Housing Authority of Covington's relocation efforts are guided by the principle that we will strive to achieve the best possible outcome for each resident household. A dedicated Relocation Specialist will work with each family to address their housing, household and relocation needs, and to minimize household disruptions during the transition process as much as reasonably possible. Residents will be consulted regarding their housing requirements and preferences, including their needs for special translation services and accommodations. The Relocation Specialist will assist each resident in creating their own individual relocation plan, which will be enforced through a signed Individual Relocation Agreement (IRA) The Relocation Specialist will also assist each resident through lease up, **(See Appendix 1)**.

The Covington and Northern Kentucky communities are home to many social service providers, who stand ready to provide support and resources for City Heights residents, including providers specializing in housing, financial wellness, case management, health services, and financial assistance. HAC will provide residents with the linkages to these supports, as well as offer moving services to each resident.

Each resident will receive a financial assistance package, based on the State of Kentucky Department of Transportation's (DOT) Relocation Schedule. Under the DOT schedule, financial assistance for each household is a fixed amount, based on the # of furnished rooms in the household. The DOT schedule is updated annually and HAC will use the most current schedule when handling each resident's relocation.

Residents may access a portion of their DOT funds after meeting with the HAC Relocation Specialist. Residents may use their DOT financial assistance payment in a variety of recommended ways, including but not limited to the following.

- HAC contracted moving services
- Resident contracted moving services
- Self-move equipment, such as a truck or van rental, dolly, straps, pads, etc.
- Security deposits
- Application fees
- Utility connection charges (gas, electric, water, internet, etc.)
- Transportation expenses (bus pass, taxi, or Uber charges) for housing search
- Debt reduction to assist in obtaining housing
- Other charges as the resident deems necessary for relocation purposes

Birth certificates, state IDs, and driver's license expenses will be paid for by HAC.

If residents choose to move with HAC's contracted mover, the cost of moving services will be deducted from their DOT payment, as HAC will pay the contracted mover directly. However, they may also receive up to 25% of their DOT payment upon request.

If residents choose to move with their own contracted mover or self-move, they may request up to 50% of their DOT payment in advance for these purposes.

All remaining DOT funds will be distributed to the resident upon completion of a successful move out inspection (all furnishings and debris have been removed from the apartment, appliances are clean, and keys are returned,) Funds will be mailed to the resident's new address within 30 days of relocation.

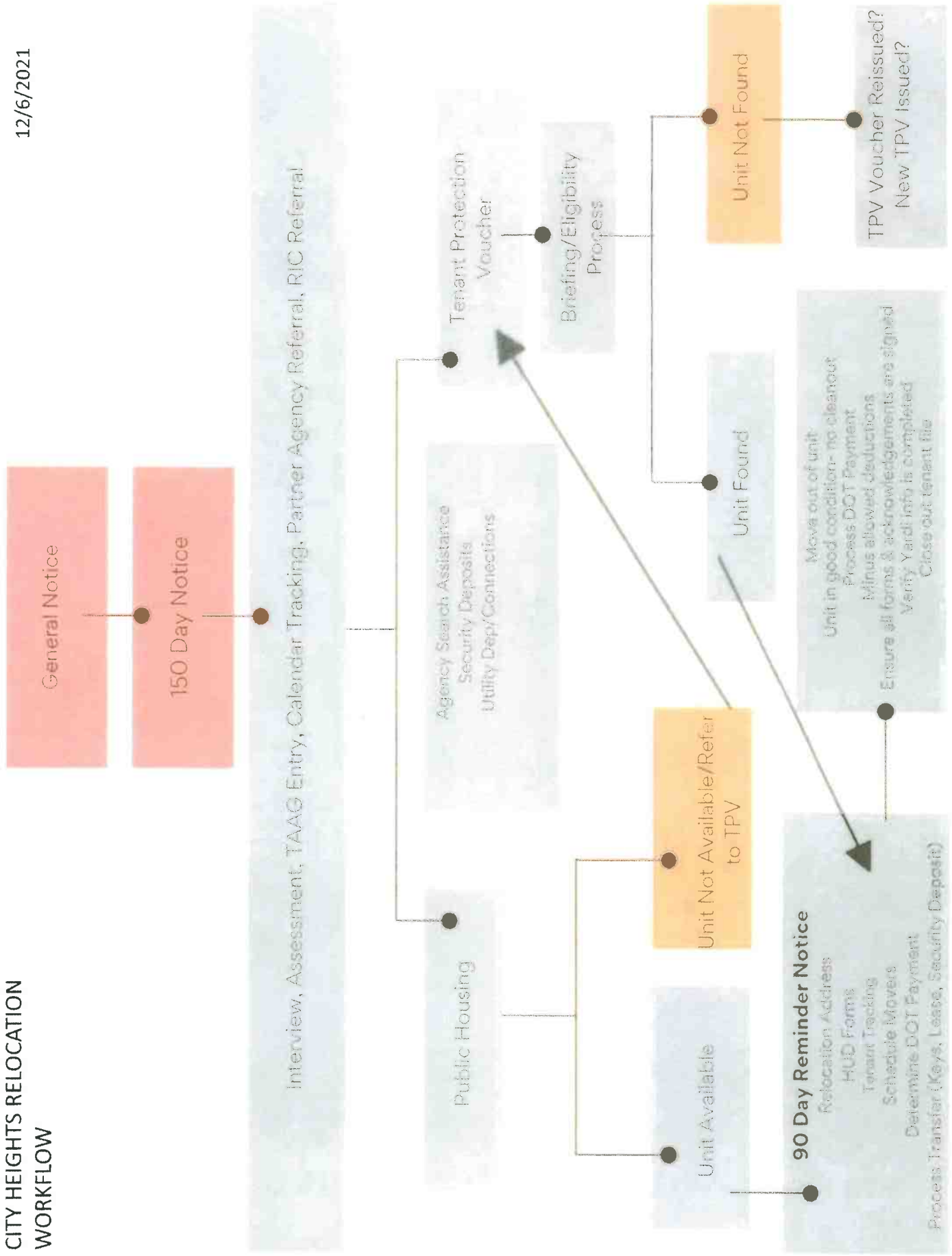
Comparable or better dwellings include other HAC public housing developments, HAC's LIHTC developments, non- HAC owned subsidized developments and the private rental market. Additionally, Tenant Protection **(Replacement)** Vouchers (TPV) will be offered to eligible residents. The TPVs will be used as replacement housing for the public housing units lost in the sale of the City Heights property. TPVs are similar to Housing Choice Vouchers and will be administered accordingly by the City of Covington's Housing Choice Voucher Department.

Housing Authority of Covington Relocation Plan

Appendix 2 Relocation Work Flow

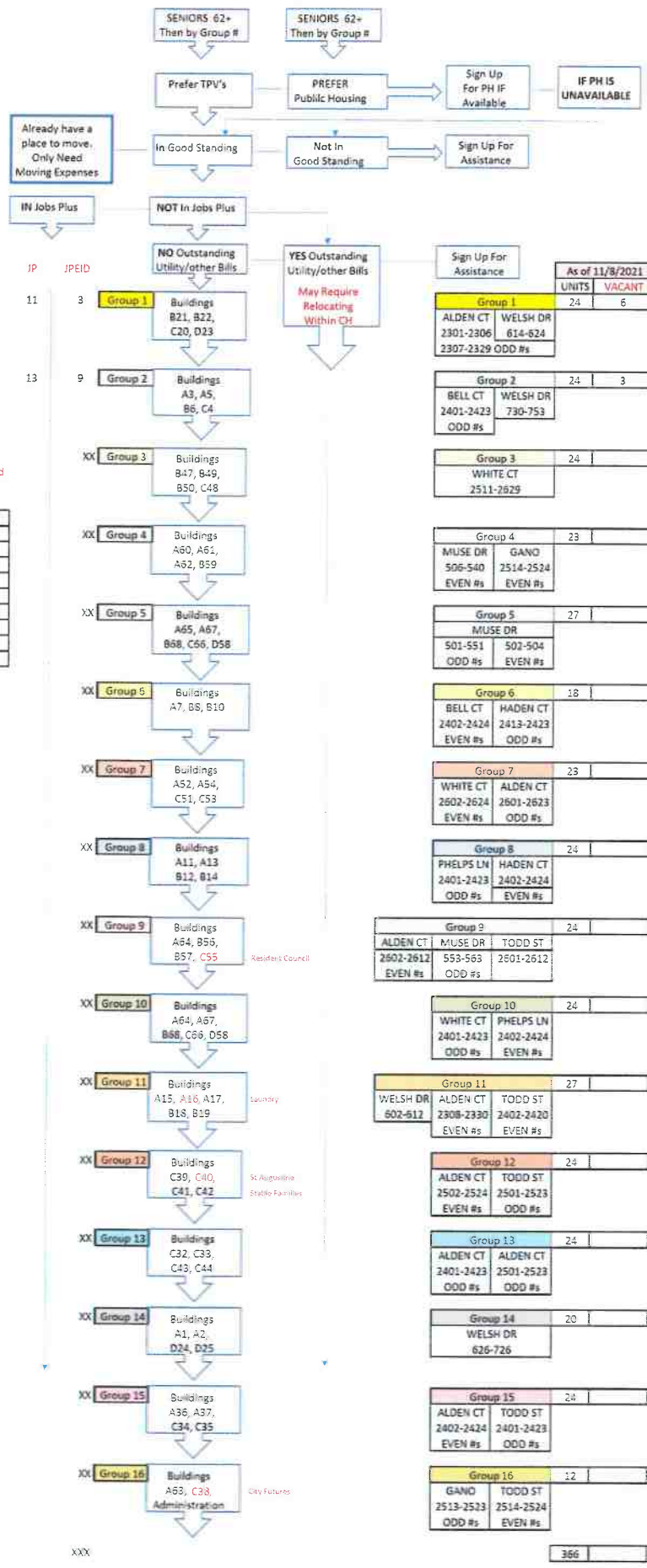
CITY HEIGHTS RELOCATION WORKFLOW

12/6/2021



Housing Authority of Covington Relocation Plan

Appendix 3 Relocation Phases



Alter Group 2, Order Subject to Change Based on the Following:

- ** Safety
- ** Health & Welfare
- ** In Jobs Plus
- ** Vacancies
- ** Laundry Room
- ** St. Augustine
- ** Brighton Center
- ** Other

As of 11/8/2021		UNITS	VACANT
Group 1		24	6
ALDEN CT 2301-2306 2307-2329 ODD #s	WELSH DR 614-624		
Group 2		24	3
BELL CT 2401-2423 ODD #s	WELSH DR 730-753		
Group 3		24	
WHITE CT 2511-2629			
Group 4		23	
MUSE DR 506-540 EVEN #s	GAND 2514-2524 EVEN #s		
Group 5		27	
MUSE DR			
501-551 ODD #s	502-504 EVEN #s		
Group 6		18	
BELL CT 2402-2424 EVEN #s	HADEN CT 2413-2423 ODD #s		
Group 7		23	
WHITE CT 2602-2624 EVEN #s	ALDEN CT 2601-2623 ODD #s		
Group 8		24	
PHELPS LN 2401-2423 ODD #s	HADEN CT 2402-2424 EVEN #s		
Group 9		24	
ALDEN CT 2602-2612 EVEN #s	MUSE DR 553-563 ODD #s	TODD ST 2601-2612	
Group 10		24	
WHITE CT 2401-2423 ODD #s	PHELPS LN 2402-2424 EVEN #s		
Group 11		27	
WELSH DR 602-612	ALDEN CT 2308-2330 EVEN #s	TODD ST 2402-2420 EVEN #s	
Group 12		24	
ALDEN CT 2502-2524 EVEN #s	TODD ST 2501-2523 ODD #s		
Group 13		24	
ALDEN CT 2401-2423 ODD #s	ALDEN CT 2501-2523 ODD #s		
Group 14		20	
WELSH DR 626-726			
Group 15		24	
ALDEN CT 2402-2424 EVEN #s	TODD ST 2401-2423 ODD #s		
Group 16		12	
GAND 2513-2523 ODD #s	TODD ST 2514-2524 EVEN #s		
XXX		366	

Residents Council

Laundry

St. Augustine
Stable Families

City Futures

SAMPLE GROUP
ORIENTATION
INVITATION



December 7, 2021

XXXXXX
551 Muse
Covington, KY 41011

Dear xxxxxxx:

As previously notified, the disposition of City Heights has been approved.

We are committed in helping each resident with relocation services and finding comparable housing.

You are invited to attend an informational meeting that will be held on Tuesday, December 14, 2021 at 1:00 pm in the City Heights Community Hall. Your household will be involved in Phase X of the City Heights Relocation.

Please plan to attend and stay informed.

Regards,

Diana Strauss
Relocation Specialist
859-279-3119



Housing Authority of Covington Relocation Plan

Appendix 4

General Information Notice



November 5, 2021

Re: General Information Notice – Relocation of City Heights Residents

Dear Resident:

HUD approved our application for the disposition (closure) of City Heights on 9/30/2021. You currently occupy one of the apartments at City Heights.

Residents will be relocated in phases. Residents will be notified either in person or by certified mail when their relocation phase begins. It is our hope all relocations will be completed by early 2025.

In order to ensure that you receive all the support and financial assistance to which you are entitled, **DO NOT MOVE AT THIS TIME OR CONTACT THE HOUSING CHOICE VOUCHER PROGRAM!** It is important that you abide by the terms of your lease and work closely with the Relocation Specialist to determine your housing and relocation needs.

Once your relocation phase begins, a **150 Day Notice** will be issued to you to move. The **150 Day Notice** is an official notice intended to inform you that you will be relocated when comparable housing is identified. This notice is extremely important and you should keep the notice for your records. While you may not need a full 150 days to find comparable housing, we encourage you to start looking for your new home as soon as possible after receipt of the **150 Day Notice**.

The Housing Authority of Covington will seek to accommodate those who wish to remain in Public Housing and within the Greater Cincinnati/Northern Kentucky area to the greatest extent possible. There are, however, no guarantees due to current market conditions. We will all need to work together to identify comparable replacement housing.

Once an apartment is selected, residents will be offered the option to move by a professional moving company or to self-move. Each household in good standing will also be eligible for a financial assistance payment based on the State of Kentucky's Department of Transportation (DOT) Relocation Schedule. Households choosing professional moving services may use a portion of their DOT money to purchase these services. Free boxes and tape will be provided to all households being relocated.

The Housing Authority of Covington is working behind the scenes to advocate for additional financial supports for City Heights' residents. However, until those funds are identified, we strongly encourage each household to set aside their DOT assistance payment for other relocation-related expenses they may need beyond moving services. Examples include, but are not limited to: application fees, security deposits, utility deposits, utility connection charges, etc.

The Relocation Office will open **Monday, December 6, 2021**. Please watch your mail carefully for future notices. Feel free to contact me with any questions at (859) 512-1566 or by email at relo@hacov.org.

Sincerely,

Diana Strauss

Relocation Specialist, 2401 Todd



Housing Authority of Covington Relocation Plan

Appendix 5

Notice of Eligibility/150 Day Notice



150-Day Notice to Vacate

Date

Tenant Name

Address1

Address2

RE: Notice to Vacate Property

Project Number: KY002P003

Delivery Method: CHECK ONE: **HAND DELIVERED** [] **CERTIFIED MAIL** []

Effective Date of Notice: [Date]

Dear [Tenant]:

We previously notified you of our intent to sell/dispose of the property you now occupy. At that time, you were advised you would have to move from your apartment, and that you would be offered moving assistance. The moving assistance is governed by the requirements of Section 18 of the Quality Housing and Work Responsibility Act (QHWRA.)

As you are aware, the Housing Authority's application to HUD was approved, and the Authority is now ready to implement its relocation program in order to proceed with the future sale of the property. In accordance with Section 18 regulations, a resident who must move from a disposition project must be given a **Notice to Vacate at least** 90 days prior to the date their unit must be vacated.

This is your **150-Day Notice to Vacate**. You are now required to begin your search for replacement housing, with the goal to move from your apartment within the next 150 days, or by **[relocation date]**, which is 150 days from the effective date of this notice. Extensions may be considered on a case by case basis. In addition, our records indicate you are eligible for financial assistance to support you in your move. You will remain eligible for financial assistance as long as you are in good standing during the relocation period.

You are scheduled to meet with Relocation Specialist, Diana Strauss, on **December 16, 2021 at 10:00 am**. The meeting will be held at **2401 Todd**. She will meet with you individually to determine your housing and relocation needs, including any accessibility needs you may have at this time. Once she identifies your needs, she will also identify if a comparable replacement housing unit from the Housing Authority of Covington is available, or whether you will need to be referred to the City of Covington's Housing Choice Voucher program. She will also work with you to ensure you receive the amount of financial assistance you deserve in support of your relocation.

Definition of Replacement Housing Unit

A comparable replacement housing unit is one that meets HUD's housing quality standards (HQS) or Uniform Physical Condition Standards (UPCS), and is located in an area





150-Day Notice to Vacate (continued)

that is generally not less desirable than the location of the apartment you now occupy. If you do not agree that the units to which you are referred are comparable to your current home, please contact us immediately so we may explain the rationale. ***Please note, residents who choose to relocate to HAC's scattered site properties, such as Academy Flats, Eastside Revitalization I, and New Site Properties, may be required to establish utilities in their own names and pay utilities.***

Moving Assistance

Under Section 18, the Authority is required to pay for all actual and reasonable moving costs associated with your move. The amount of your financial assistance package will be based on the number of furnished rooms you now occupy according to the State of Kentucky/ Department of Transportation's (DOT) Relocation Schedule.

A professional moving company may be hired to assist you with your move, you may hire your own professional moving company, or you may choose to self-move. These moving expenses, along with such expenses as security deposits, utility deposits and application fees, may be deducted from your financial assistance package prior to receiving your check. The Relocation Specialist will discuss this in greater detail with you at your appointment.

Counseling and Other Advisory Services

As part of your relocation assistance, the Authority is facilitating additional counseling and advisory resources in collaboration with many community partners. Diana Strauss, Relocation Specialist, can discuss these resources with you and facilitate your access to these services, as needed.

Please be assured that the disposition (sale) of the property will not begin until all residents residing in City Heights are relocated.

In summary, you are eligible for moving and financial assistance to help you relocate. Referrals will be made to comparable housing that meet HQS or UPCS standards. A variety of counseling and other support services are available to you and your family, based on your needs. Also, as stated herein, the date of this notice is **[effective date.]** You have until **[relocation date]**, 150 days from **[effective date]**, to vacate your apartment. Extensions may be considered on a case by case basis. This letter is important to you and should be retained.

If you have any questions, please contact **Diana Strauss, Relocation Specialist, at (859) 279-3119**. She is the Housing Authority's representative responsible for coordinating your move and relocation assistance.

Sincerely,
Steve Arlinghaus
Executive Director
Attachment



HOUSING AUTHORITY OF COVINGTON

PUBLIC HOUSING GRIEVANCE PROCEDURE

1.0 RIGHT TO A HEARING

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer.

2.0 DEFINITIONS

For the purpose of this Grievance Procedure, the following definitions are applicable:

- A. **"Grievance"** shall mean any dispute which a resident may have with respect to the Housing Authority of Covington's action or failure to act in accordance with the individual resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status. Grievance does not include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority; or any violent or drug-related criminal activity on or near such premises. Nor shall this process apply to disputes between residents not involving the Housing Authority of Covington or to class grievances.
- B. **"Complainant"** shall mean any resident whose grievance is presented to the Housing Authority of Covington or at the development management office in accordance with sections 3.0 and 4.0 of this procedure.
- C. **"Elements of Due Process"** shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - 1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction.
 - 2. Right of the resident to be represented by counsel.
 - 3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and
 - 4. A decision on the merits.
- D. **"Hearing Officer"** shall mean a person selected in accordance with section 4.0 of these procedures to hear grievances and render a decision with respect thereto.
- E. **"Resident"** shall mean the adult person (or persons) other than a live-in aide:

1. Who resides in the unit and who executed the lease with the Housing Authority of Covington as lessee of the premises, or, if no such person now resides in the premises,
 2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.
- F. **"Resident Organization"** includes a resident management corporation.
- G. **"Promptly"** (as used in section 3.0, and 4.0 (D)), shall mean within the time period indicated in a notice from Housing Authority of Covington of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the agency.

3.0 PROCEDURES PRIOR TO A HEARING

Any grievance shall be promptly and personally presented, either orally or in writing, to the Housing Authority of Covington office or to the property management office in which the resident resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within fourteen (14) calendar days and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

4.0 PROCEDURES TO OBTAIN A HEARING

4.1 Request for hearing

The resident shall submit a written request for a hearing to the Authority or the property management office within fourteen (14) calendar days from the date of the mailing of the summary of the discussion pursuant to section 3.0. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

4.2 Selection of a Hearing Officer

A grievance hearing shall be conducted by an impartial person appointed by the Housing Authority of Covington other than a person who made or approved the action under review or a subordinate of such person.

The Housing Authority of Covington shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization's comments or recommendations. The Housing Authority of Covington shall consider any comments or recommendations by a resident organization.

From this list, a hearing officer shall be selected.

4.3 Failure to request a hearing

If the resident does not request a hearing in accordance with this section, then the Housing Authority of Covington's disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the Housing Authority of Covington's action in disposing of the complaint in an appropriate judicial proceeding.

4.4 Hearing prerequisite

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure prescribed in section 3.0 as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in accordance with section 3.0 to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

4.5 Escrow deposit

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the Housing Authority of Covington claims is due, the resident shall pay to the Housing Authority of Covington an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the Housing Authority of Covington until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the Housing Authority of Covington may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the resident may have to contest the Housing Authority of Covington's disposition of his grievance in any appropriate judicial proceeding.

If a grievance concerns the denial of a financial hardship exemption from the minimum rent requirement or the effect of welfare benefit reductions in the calculation of family income, the requirement for an escrow deposit is waived.

4.6 Scheduling of hearings

Upon the resident's compliance with this section the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the Housing Authority of Covington. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the resident and the appropriate agency official.

5.0 PROCEDURES GOVERNING THE HEARING

The resident shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Housing Authority of Covington does not make the document available for examination upon request by the resident, the Housing Authority of Covington may not rely on such document at the grievance hearing.
- B. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf.
- C. The right to a private hearing unless the resident requests a public hearing.
- D. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority or development management, and to confront and cross examine all witnesses upon whose testimony or information the Housing Authority of Covington or development management relies; and
- E. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the Housing Authority of Covington and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities:

- A. The Housing Authority of Covington shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
- B. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

6.0 Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the Housing Authority of Covington provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

7.0 DECISION OF THE HEARING OFFICER

The Hearing Officer shall prepare a written decision, together with the reasons therefor, within fourteen (14) calendar days after the hearing. A copy of the decision shall be sent to the resident and the Housing Authority of Covington. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained on file by the Housing Authority of Covington and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the Housing Authority of Covington who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Housing Authority of Covington's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

- A. The grievance does not concern Housing Authority of Covington action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status.
- B. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or Board of Commissioners in favor of the Housing Authority of Covington or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial do novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

Housing Authority of Covington Relocation Plan

Appendix 6

90 Day Notice to Vacate - Reminder



90-Day Notice to Vacate Reminder

Date

Tenant Name
Address1
Address2

RE: Notice to Vacate Property
Project Number: KY002P003
Delivery Method: CHECK ONE: **HAND DELIVERED** [] **CERTIFIED MAIL** []
Effective Date of Notice: [Date]

Dear [Tenant]:

We previously notified you of our intent to dispose of the property you now occupy. At that time, you were advised you would have to move from your apartment, and that you would be offered moving assistance. The moving assistance is governed by the requirements of Section 18 of the Quality Housing and Work Responsibility Act (QHWRA.)

As you are aware, the Housing Authority's application to HUD was approved, and the Authority is now ready to implement its relocation program in order to proceed with the future sale of the property. In accordance with Section 18 regulations, a resident who must move from a disposition project must be given a **Notice to Vacate** at least 90 days prior to the date their unit must be vacated.

This is your **90-Day Notice to Vacate - Reminder**. You were previously provided a 150 Day Notice to Vacate so you could begin your search for replacement housing. Your goal now should be to move from your apartment within the next 90 days, or by **[relocation date]**, which is 90 days from the effective date of this notice. Extensions may be considered on a case by case basis. In addition, our records indicate you are eligible for financial assistance to support you in your move. You will remain eligible for financial assistance as long as you are in good standing during the relocation period.

Relocation Specialist, Diana Strauss, will soon contact you to ensure your move into comparable housing occurs in a timely manner. She will send you an appointment letter and meet with you individually to review your housing and relocation needs, including any accessibility needs you may have at this time. Once your needs are discussed, she will also identify if a comparable replacement housing unit from the Housing Authority of Covington is available, or whether you will need to be referred to the City of Covington's Housing Choice Voucher program. She will also work with you to ensure you receive the amount of financial assistance you deserve in support of your relocation.





90-Day Notice to Vacate Reminder (continued)

Definition of Replacement Housing Unit

A comparable replacement housing unit is one that meets HUD's housing quality standards (HQS) or Uniform Physical Condition Standards (UPCS), and is located in an area that is generally not less desirable than the location of the apartment you now occupy. If you do not agree that the units to which you are referred are comparable to your current home, please contact us immediately. We will explain the basis for selection.

Moving Assistance

Under Section 18, the Authority is required to pay for all actual and reasonable moving costs associated with your move. A professional moving company may be hired to assist you with your move, if you choose. Expenses such as security deposits, utility deposits, and application fees will also be covered for you. The amount of your financial assistance will be based on the number of furnished rooms you now occupy according to the State of Kentucky/ Department of Transportation's Relocation Schedule. The Relocation Specialist will discuss this in greater detail with you at your appointment.

Counseling and Other Advisory Services

As part of your relocation assistance, the Authority is facilitating additional counseling and advisory resources in collaboration with many community partners. Diana Strauss, Relocation Specialist, can discuss these counseling/advisory resources to you and facilitate your access to these services, as needed.

Please be assured that the disposition (sale) of the property will not begin until all residents residing in City Heights are relocated.

In summary, you are eligible for moving and financial assistance to help you relocate. Referrals will be made to comparable housing that meet HQS or UPCS standards. A variety of counseling and other support services are available to you and your family, based on your needs. Also, as stated herein, the date of this notice is **[effective date]**. You have until **[relocation date]**, 90 days from **[effective date]**, to vacate your apartment. Extensions may be considered on a case by case basis. This letter is important to you and should be retained.

If you have any questions, please contact **Diana Strauss, Relocation Specialist, at (859) 279-3119**. She is the Housing Authority's representative responsible for coordinating your move and relocation assistance.

Sincerely,
Steve Arlinghaus
Executive Director
Attachment(s)



Housing Authority of Covington Relocation Plan

Appendix 7

Housing Choice Voucher (HCV) Program

- Tenant Protection Voucher Information
- Sample Applicant Notices
- HCV/Section 8 FAQ Sheet
- Landlord Fact Sheet

Chris Bradburn

From: Kim Phillips
Sent: Friday, November 19, 2021 1:13 PM
To: Steve Arlinghaus; Chris Bradburn; Jon Adkins; Shannon M. Wilson; Diana M. Strauss; Deborah S. Crabb
Cc: Brandon Holmes
Subject: City Heights relocation

As a follow up to Wednesday’s meeting, I wanted to share a list of the things that, moving forward, the City/HCV Program is committed to accomplishing as it relates to the relocation of City Heights residents:

- We will apply for Tenant Protection Vouchers from HUD periodically as needed, based on leasing trends and success rates.
- We will continue to send “verification of good standing” letters to management offices for all HAC residents who attend HCV briefing sessions.
- We will hold information meetings at City Heights to educate City Heights residents about the Housing Choice Voucher Program.
- We will send letters to all City Heights residents who receive a voucher on or before November 30, 2021, encouraging them to reach out to Relocation Specialist Diana Strauss.
- We will invite City Heights residents to attend an HCV briefing session as we receive their “150-day notice” referrals from Relocation Specialist Diana Strauss.
- We will continue outreach efforts in an effort to increase the number of property owners who participate in the HCV program.
- We will track City Heights residents as to their briefing/voucher/leasing status and supply an updated report to HAC staff monthly.
- We will continue to follow HUD regulations and our administrative policies and guidelines.

Attached are copies of the letters that have been mailed to current HAC voucher recipients and a flyer for the upcoming Section 8 Information meetings.

Please let me know if you have questions or require additional information.



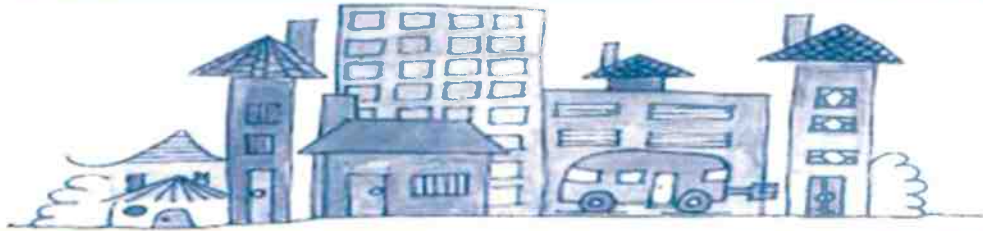
resident info meeting.pub



DOC150.pdf

Kim Phillips
Section 8 Program Coordinator
City of Covington, Department of Neighborhood Services, Section 8 Voucher Program
2300 Madison Avenue, 2nd Floor, Covington, KY 41014
Direct | Main 859-292-2188
Fax 859-292-2139
[Facebook](#) | [Twitter](#) | www.covingtonky.gov

Section 8 Information Meeting



Attention all City Heights residents: As part of the City Heights demolition, you are eligible to receive a special Tenant Protection Voucher (TPV). The City of Covington Section 8 Housing Choice Voucher Program invites you to a “Section 8 Information Meeting” to learn about TPVs.

At this meeting, you will receive a general overview of how the Section 8 Voucher program works, the eligibility process, moving, income reporting requirements and family obligations. HCV staff will be on hand to answer your questions.

This is just a general meeting; once you receive your 150-day notice from HAC you will then receive your Tenant Protection Voucher.

**Wednesday, December 1
10:00 a.m. –or– 6:00 p.m.
City Heights Community Room**



For questions, call the Section 8
office at 859-292-2188



SAMPLE



November 18, 2021

[REDACTED]
[REDACTED]
Covington, KY 41011

Dear City Heights Resident:

Recently, you received a voucher from the City of Covington Housing Choice Voucher Program. **Because you are a current resident of the Housing Authority of Covington's City Heights development, you are eligible for relocation benefits!**

Please reach out to Diana Strauss, City Heights Relocation Coordinator at (859) [REDACTED] or relo@hacov.org so that you can receive all the relocation assistance that you are entitled to.

The City Heights relocation office will open on December 6, 2021, and will be located at 2401 Todd Court. It is important that you reach out to Ms. Strauss to discuss your relocation benefits and for additional assistance.

Please call Diana Strauss at (859) ²⁷⁹⁻³¹¹⁹ [REDACTED] for your questions and to discuss the relocation process.

Respectfully yours,
City of Covington
Housing Choice Voucher Program

IMPORTANT: IF YOU OR ANYONE IN YOUR FAMILY IS A PERSON WITH DISABILITIES AND REQUIRE A SPECIFIC ACCOMMODATION IN ORDER TO FULLY UTILIZE OUR PROGRAMS, PLEASE CALL (859) 292-2188 · THANK YOU

Frequently Asked Questions (FAQs) about Housing Choice Vouchers for City Heights' Residents (formerly called Section 8 Vouchers)

What are Housing Choice Vouchers?

Housing Choice Vouchers (HCVs), formerly called Section 8 Vouchers, provide rental assistance to low to moderate income families. Covington's HCV program is managed by City staff in the Neighborhood Services Department. The program is funded by the U.S. Department of Housing and Urban Development (HUD). Low to moderate income families are those who earn up to 80% of the Area Median Income. See table below:

Household Size	Maximum Income
1 Person	\$48,350
2 People	\$55,250
3 People	\$62,150
4 People	\$69,050
5 People	\$74,600

Through this rental assistance, families can live in decent, safe, and sanitary housing they would not otherwise be able to afford.

Do I need to apply on the waiting list to get a voucher?

No. As part of the City Heights closing, all current City Heights residents who are in good standing will receive a special Tenant Protection Voucher (TPV). These vouchers function the same way that regular vouchers do. You just need to wait until the Housing Authority issues your 90-day notice.

Where can I use the Housing Choice Voucher?

You may live anywhere in Kenton County and receive rental assistance through the City of Covington Housing Choice Voucher (HCV) program. But it is important to know that HCVs can be used in all 50 states, so you could also transfer your voucher and move to another area if you choose.

How much rent would I pay?

Your payment for rent AND utilities will be between 30 and 40 percent of your gross monthly income.

Will I have to pay utilities?

It depends on the house or apartment that you rent. However, most Housing Choice Voucher participants are responsible for paying utilities, so please work with Duke Energy and the Housing Authority if you owe a balance.

What about the deposit?

Housing Choice Voucher participants are responsible for paying their own security deposit to the owner. Most owners charge the equivalent to the full amount of one month's rent. Property owners cannot charge HCV tenants more than they charge other tenants for a security deposit.

Until then, please be sure to keep paying your rent, report all changes to HAC as required, keep your unit clean and in good condition and attend any appointments scheduled with HAC.

How will I get my Voucher?

The Housing Authority will be issuing 90-day notices to vacate units in phases. When you receive this notice, you will also receive an invitation to a briefing session. You can prepare now by organizing the following documents to bring to the meeting: birth certificates for all household members; Social Security cards for all household members; income verification for all household members. After you attend the briefing, you will have 120 days to find housing and use your voucher.

How can I find an apartment to rent?

You can start to look for apartments online through Facebook, Craigslist.org, local apartment guides, newspapers, apartments.com and asking family and friends for suggestions.

What happens after I find an apartment?

- You will submit paperwork signed by the potential property owner to HCV staff.
- HCV staff will inspect the property for health and safety concerns and sign a lease with the landlord to qualify the property for the program.
- The City verifies income and does a criminal background check for all adults in your household.
- The City must approve the rent amount, and landlords cannot separately charge you additional rent.
- You will be responsible for the security deposit, which is usually the full rent amount, not just your portion of rent.
- You will sign a lease with the landlord for at least one year. After that, the lease is month to month.
- Tenants pay 30% to 40% of their gross income for rent and utilities. The program pays the remainder directly to the landlord under a specific contract. Note that the subsidy is tied to the family, not the residence.

For more information:

Visit the City's website at:

<https://www.covingtonky.gov/government/departments/neighborhood-services/housing-choice-voucher>

or Call: (859) 292-2188.

Landlords

Frequently Asked Questions

What are the requirements for a property to qualify for the City of Covington Housing Choice Voucher (Section 8) program?

The unit must be decent, safe, sanitary, and meet our rent reasonableness requirement.

What types of units are accepted on the Housing Choice Voucher program?

Vouchers can be used to rent single-family homes, duplexes, triplexes, apartments, mobile homes, condominiums, townhouses and cottages. Other housing types, such as group homes, shared rentals, a room in a boarding house or someone's home are not acceptable.

Where can participants lease property?

The City of Covington Housing Choice Voucher program serves all of Kenton County. Participants wanting to lease outside our jurisdiction will have to find out whether or not they qualify to be transferred or "ported" to the housing authority in the jurisdiction in which they want to lease.

How do I notify the City of Covington Housing Choice Voucher program that I have property to rent?

You may call our office at (859) 292-2188. Unit listings are updated on the 15th and last day of each month.

What to do when I find someone who is interested in renting my unit?

We recommend that you screen the prospective tenant carefully to insure that you are making a good selection. We do not screen families for suitability or behavior; families are screened only for income eligibility and criminal background. *You may use any or all of the following screening procedures to approve or deny an applicant:*

- Credit Check
- Criminal Check
- Home Visits
- Landlord References
- Employment

We strongly encourage landlords to screen prospective tenants and to use all or any of the above screening methods as long as they do not discriminate. Discrimination includes any tenant selection based solely on race, color, religion, sex, familial status, national origin or handicap (disability).

Your satisfaction as a landlord will be directly proportionate to how well you screen potential renters. *Screening and selection are completely landlord responsibilities.*

What rent amount can I ask for?

When you complete the "Request for Tenancy Approval" form you will fill in your proposed rent. Our office will do a "rent reasonableness" comparison. If your rent is considered unreasonable for

the area the office will notify you to negotiate a more favorable rent amount. **The rent must be comparable to rents charged for similar private market units in the area.**

If my rent is more than the City of Covington Housing Choice Voucher program can approve, can the tenant pay the difference?

No. Per HUD regulations, the landlord may not charge or accept any rental payment that is not authorized by the City of Covington Housing Choice Voucher program.

Does the Family Pay For Utilities?

Yes, unless the landlord includes utilities in the rent. The landlord decides which utilities they will provide as a part of the rent and which utilities the family will be responsible for. Utility service, including water, must be on at the time of the move-in inspection. Utilities that the voucher participant pays for cannot be master metered or shared with another unit or common area and must be billed directly by the utility service provider.

When will my unit be inspected?

An initial Housing Quality Standards inspection will be scheduled with the property owner within 14 days from when the "Request for Tenancy Approval" form is completed and returned to our office, provided the unit is empty, clean and in inspection-ready condition.

What are the terms of the lease?

The City of Covington Housing Choice Voucher program requires the tenant and landlord to enter into a written lease agreement. The initial term of the lease must be for 1 year. After the first year, the lease will automatically convert to a month-to-month basis. The landlord must agree to include the HUD Lease Addendum as an attachment to the lease. If the landlord's lease contradicts anything in the HUD Tenancy Addendum or program regulations, the addendum and program regulations shall prevail.

When can I expect my first check from the Housing Choice Voucher program?

After the lease and Housing Assistance Payment contract have been signed and returned, the contract is processed for payment. Generally, the first payment takes approximately 15 to 30 days. We process checks on the 1st and 15th of the month. Payments will be made via direct deposit into your savings or checking account each month. You may set up a landlord access account to view an electronic record of your payments.

What should I do once my property has been rented?

If you listed your property on our available units list please call us at (859) 292-2188 as soon as possible, so we can remove it from our list.

Who pays the security deposit?

The tenant is responsible for paying the security deposit. Under no circumstances does the City of Covington Housing Choice Voucher program pay a tenant's security deposit.

How much may I charge for security deposit?

Landlords are allowed to charge a security deposit similar to what is being charged to renters in the private rental market. Landlord's security deposit amounts charged to a Housing Choice Voucher

family must be consistent with the unassisted tenants on the private open market. The amount of deposit charged must be in accordance with state and local laws.

If a tenant damages my property, is the City of Covington Housing Choice Voucher program responsible?

As with any tenancy, repairs for tenant-caused damages are the responsibility of the tenant. The City of Covington Housing Choice Voucher program does not reimburse the landlord for tenant caused damages. You should collect a security deposit and enforce your lease provision in the same way you would with any other tenant(s) you rent to on the open market. You should seek reimbursement from the tenant for any damage repair costs paid on the tenant's behalf, which may include taking them to court. If the unit does not pass the annual inspection because of something your tenant is responsible for, then your tenant will need to have repairs made within a reasonable amount of time (generally 30 days unless an emergency 24 hours item) or the family's assistance will be terminated.

You can evict a tenant if they are damaging your unit. In addition, if a tenant damages a unit beyond normal wear and tear, they can lose their rental assistance.

What are some of the benefits of being a Housing Choice Voucher Landlord?

Free advertisement and marketing of available units: Landlords are welcome to list their units with us.

Landlords select their own tenants: Landlords are encouraged to screen tenants. Landlords are not required to rent to a family who does not meet their non-discriminatory screening requirements.

Quality Housing: The City of Covington Housing Choice Voucher program conducts an initial property inspection, annual inspections and special inspections upon the request of the landlord or tenant. Along with the landlord's periodic checks, these inspections help insure that the property is maintained properly.

Guaranteed Monthly Housing Assistance Payments: The portion of rent paid by the City of Covington Housing Choice Voucher program is paid to the landlord timely each month via direct deposit.

Reduced Amount of paperwork: the City of Covington Housing Choice Voucher program prepares all Housing Assistance Payment (HAP) contracts. Landlords complete the Request for Tenancy Approval forms and provide an assisted lease. Most of the required paperwork is prepared by the City of Covington Housing Choice Voucher program.

What are my rights and responsibilities as a landlord?

Landlords have the same rights and responsibilities in the Housing Choice Voucher program as they have with any open market renter, including:

- Maintain your property in good condition.
- Complete all necessary repairs within a reasonable amount of time upon request by the City of Covington Housing Choice Voucher program or tenant. The amount of time that is

considered reasonable depends upon the nature of the problem. Usually 30 days with the exception of emergency items.

- Set reasonable rules about the use of unit and common areas.
- Except for emergencies or tenant's requested repairs, do not enter a unit without tenant's permission and/or proper notice.
- Collect appropriate security deposit as directed under the program and use it only in accordance with local and state law.
- Comply with fair housing and equal housing opportunity requirements.
- Enforce tenant obligations under your dwelling lease (be fair, firm and consistent)
- Take action through the court system in order to evict a tenant when they violate the lease (no self-help evictions tactics).

What should I expect from Housing Choice Voucher tenants?

- Pay their rent on time.
- Keep the unit clean.
- Maintain exterior of residence and yard in single-family homes.
- Avoid illegal activities by household members and guest.
- Allow Housing Choice Voucher Inspectors access to the unit to conduct inspections.
- Permit landlord and designated repairmen access to the unit for repairs.
- Avoid damage to property by household members and guests.
- Refrain from disturbing others (respecting the right to peaceful enjoyment by their neighbors).
- Allow only those occupants on the lease to reside in the unit.
- Comply with terms and conditions of the dwelling lease and tenancy addendum.

How can I receive additional information regarding the Housing Choice Voucher Program?

You may call the City of Covington Housing Choice Voucher program at (859) 292-2188 for additional information or to request a landlord information packet.



Housing Authority of Covington Relocation Plan

Appendix 8

Physical Move Options Form

PHYSICAL MOVING OPTIONS

Because you are being relocated from City Heights, the Housing Authority of Covington can arrange to have your belongings moved to your new home out of funding based on the State of Kentucky/Department of Transportation (DOT) relocation assistance payment that will be issued to you.

Please choose one of the following options:

_____ I choose to have HAC move my belongings using a contracted and bonded moving company. I understand that moving services will be paid out of the DOT payment, and I will be eligible for up to 25% of my DOT payment upon request. I also understand that I am eligible for the remainder of the DOT payment (less 25% and cost of HAC professional mover) upon completion of my move out inspection and within 30 days of relocation. I understand that it is recommended that I also use my DOT payment to pay for other moving related expenses, including but not limited to any security deposits, utility deposits, reconnection fees for internet or cable, application fees and other expenses. I will be responsible for packing my own belongings for movers to transport to my new address.

_____ I want to hire my own moving company or move my own belongings myself and receive 50% of my DOT payment, with the rest payable to me upon completion of a move out inspection and within 30 days of relocation. **I understand that by moving my own belongings, HAC is not responsible or liable for any personal injury or property damages, that I, or any family member or friend, may sustain.** I understand too that it is recommended that I use my DOT payment to pay for other moving related expenses, including but not limited to any security deposits, utility deposits, reconnection fees for internet or cable, application fees and other expenses. I will be responsible for packing my own belongings to transport to my new address.

_____ I waive my right to assistance in moving my belongings.

_____ **A move out inspection will require that I remove all trash and personal belongings from my apartment, clean all appliances and return all keys.**

DOT PAYMENT SCHEDULE 2021

State	1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms
Kentucky	700	900	1100	1300	1500	1700

Note: Number of furnished rooms = # furnished bedrooms + 2 additional furnished rooms (living room and kitchen) ; Ex: 2 Bedrooms + 2 rooms = 4 rooms

Resident Name (Printed)

Resident Address

Resident Signature

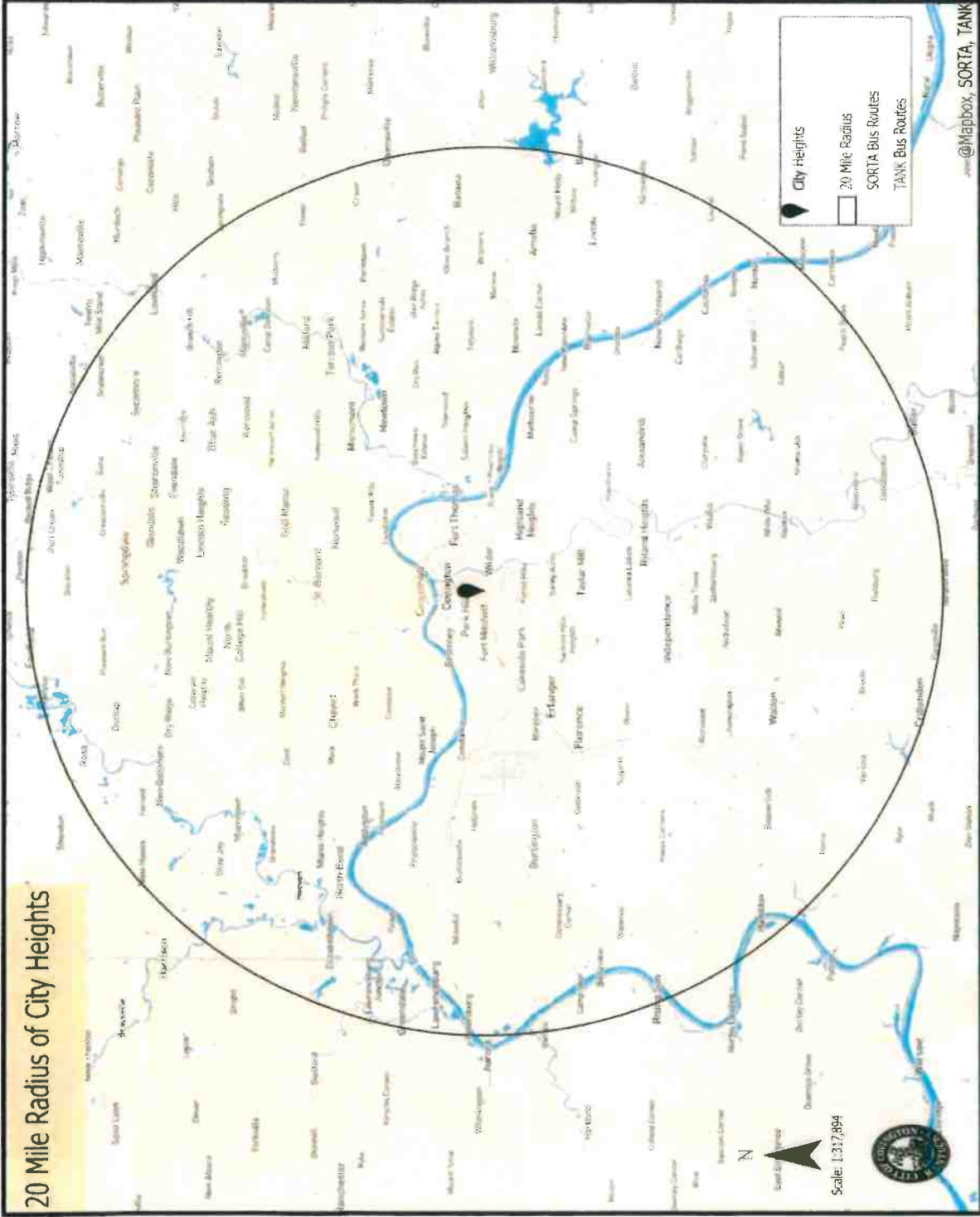
Date

Housing Authority of Covington Relocation Plan

Appendix 9

20 Mile Radius Map

20 Mile Radius of City Heights



City Heights
20 Mile Radius
SORTA Bus Routes
TANK Bus Routes



Scale: 1:317,894



jane@mapbox, SORTA, TANK

Housing Authority of Covington Relocation Plan

Appendix 10 Relocation Budget

City Heights Disposition
Relocation Plan
Budget

DRAFT#3
1/24/2022

4.0 years					
Expense Category	Description	# of Units	Amount per Unit	Funding Source	Anticipated Expense
Administrative	Staffing	283		TBD	\$ 800,463.38
Administrative	Relocation Tracking Software (TAAG)	283		HAC-Capital Funds	\$ 6,300.00
Subtotal Administrative					\$ 806,763.38
Tenant Support Services	Tenant DOT Relocation Payment	283		HAC-Capital Funds	\$ 387,200.00
Tenant Support Services	Tenant Moving Supplies	283	boxes, tape	HAC-Capital Funds	\$ 20,000.00
Tenant Support Services	Tenant Professional Moving Services	283	packing/unpacking	HAC-Capital Funds	\$ 55,000.00
Tenant Support Services	Tenant Utility Connection Charges	250	250	City of Cov/TBD	\$ 62,500.00
Tenant Support Services	Tenant Outstanding Utility Bills	150	1000	City of Cov/Non-Profits/Other	\$ 150,000.00
Tenant Support Services	Tenant Transportation - Emergency	TBD	\$3.50/1 Day pass*6	HAC-Capital Funds	\$ 6,000.00
Tenant Support Services	Tenant Documents	100	\$20.00	Operating Funds	\$ 2,000.00
Tenant Support Services	Emergency (10% of Total Tenant Supports)			TBD	\$ 67,600.00
Subtotal Tenant Support Services					\$ 750,300.00
Operations	Vacant Unit Clean Out/Secure	361	\$300	HAC-Capital Funds	\$ 108,300.00
Operations	Office Furniture			HAC-Capital Funds	\$ 1,342.00
Operations	Computers (3), Printer			HAC-Capital Funds	\$ 3,994.27
Operations	Office Line/Internet \$79.99/mo*48			Operating Funds	\$ 3,840.00
Operations	Office Supplies (\$75*48)			HAC-Capital Funds	\$ 3,600.00
Operations	Postage (.60*2*283) +(4.33*2*283) Assumes up to two postal mailings and two certified mailings/HH			HAC-Capital Funds	\$ 20,000.00
Operations	Cell phone (60%) - \$53 (.60)*48			HAC-Capital Funds	\$ 1,527.00
Operations	Consulting /PHA wide (Relocation Compliance)			HAC-Capital Funds	\$ 30,000.00
Subtotal Operations					\$ 172,603.27
					\$ -
					\$ -
					\$ -
					\$ -
					\$ 1,729,666.65

Housing Authority of Covington Relocation Plan

Appendix 11

HAC Grievance Procedure

**HOUSING AUTHORITY OF COVINGTON
PUBLIC HOUSING GRIEVANCE PROCEDURE**

1.0 RIGHT TO A HEARING

Upon the filing of a written request as provided in these procedures, a resident shall be entitled to a hearing before a Hearing Officer.

2.0 DEFINITIONS

For the purpose of this Grievance Procedure, the following definitions are applicable:

- A. **"Grievance"** shall mean any dispute which a resident may have with respect to the Housing Authority of Covington's action or failure to act in accordance with the individual resident's lease or Authority regulations which adversely affect the individual resident's rights, duties, welfare or status. Grievance does not include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority; or any violent or drug-related criminal activity on or near such premises. Nor shall this process apply to disputes between residents not involving the Housing Authority of Covington or to class grievances.
- B. **"Complainant"** shall mean any resident whose grievance is presented to the Housing Authority of Covington or at the development management office in accordance with sections 3.0 and 4.0 of this procedure.
- C. **"Elements of Due Process"** shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
 - 1. Adequate notice to the resident of the grounds for terminating the tenancy and for eviction.
 - 2. Right of the resident to be represented by counsel.
 - 3. Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and
 - 4. A decision on the merits.
- D. **"Hearing Officer"** shall mean a person selected in accordance with section 4.0 of these procedures to hear grievances and render a decision with respect thereto.
- E. **"Resident"** shall mean the adult person (or persons) other than a live-in aide:

1. Who resides in the unit and who executed the lease with the Housing Authority of Covington as lessee of the premises, or, if no such person now resides in the premises,
 2. Who resides in the unit and who is the remaining head of household of the resident family residing in the unit.
- F. **"Resident Organization"** includes a resident management corporation.
- G. **"Promptly"** (as used in section 3.0, and 4.0 (D)), shall mean within the time period indicated in a notice from Housing Authority of Covington of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the agency.

3.0 PROCEDURES PRIOR TO A HEARING

Any grievance shall be promptly and personally presented, either orally or in writing, to the Housing Authority of Covington office or to the property management office in which the resident resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within fourteen (14) calendar days and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

4.0 PROCEDURES TO OBTAIN A HEARING

4.1 Request for hearing

The resident shall submit a written request for a hearing to the Authority or the property management office within fourteen (14) calendar days from the date of the mailing of the summary of the discussion pursuant to section 3.0. The written request shall specify:

- A. The reasons for the grievance; and
- B. The action or relief sought.

4.2 Selection of a Hearing Officer

A grievance hearing shall be conducted by an impartial person appointed by the Housing Authority of Covington other than a person who made or approved the action under review or a subordinate of such person.

The Housing Authority of Covington shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization(s) for such organization's comments or recommendations. The Housing Authority of Covington shall consider any comments or recommendations by a resident organization.

From this list, a hearing officer shall be selected.

4.3 Failure to request a hearing

If the resident does not request a hearing in accordance with this section, then the Housing Authority of Covington's disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the Housing Authority of Covington's action in disposing of the complaint in an appropriate judicial proceeding.

4.4 Hearing prerequisite

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure prescribed in section 3.0 as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in accordance with section 3.0 to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

4.5 Escrow deposit

Before a hearing is scheduled in any grievance involving the amount of rent as defined in the lease which the Housing Authority of Covington claims is due, the resident shall pay to the Housing Authority of Covington an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the Housing Authority of Covington until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the Housing Authority of Covington may waive these requirements. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the resident may have to contest the Housing Authority of Covington's disposition of his grievance in any appropriate judicial proceeding.

If a grievance concerns the denial of a financial hardship exemption from the minimum rent requirement or the effect of welfare benefit reductions in the calculation of family income, the requirement for an escrow deposit is waived.

4.6 Scheduling of hearings

Upon the resident's compliance with this section the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the Housing Authority of Covington. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the resident and the appropriate agency official.

5.0 PROCEDURES GOVERNING THE HEARING

The resident shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Housing Authority of Covington does not make the document available for examination upon request by the resident, the Housing Authority of Covington may not rely on such document at the grievance hearing.
- B. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf.
- C. The right to a private hearing unless the resident requests a public hearing.
- D. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority or development management, and to confront and cross examine all witnesses upon whose testimony or information the Housing Authority of Covington or development management relies; and
- E. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the Housing Authority of Covington and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities:

- A. The Housing Authority of Covington shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
- B. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

6.0 Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the Housing Authority of Covington provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

7.0 DECISION OF THE HEARING OFFICER

The Hearing Officer shall prepare a written decision, together with the reasons therefor, within fourteen (14) calendar days after the hearing. A copy of the decision shall be sent to the resident and the Housing Authority of Covington. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained on file by the Housing Authority of Covington and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the Housing Authority of Covington who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Housing Authority of Covington's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

- A. The grievance does not concern Housing Authority of Covington action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status.
- B. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or Board of Commissioners in favor of the Housing Authority of Covington or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial do novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

Housing Authority of Covington Relocation Plan

Appendix 12

State of Kentucky/Department of Transportation Relocation Schedule

AGENCY:

Federal Highway Administration (FHWA), Department of Transportation.

ACTION:

Notice.

SUMMARY:

The purpose of this notice is to publish changes in the Fixed Residential Moving Cost Schedule (schedule) for the States and Territories of Alabama, Alaska, Arkansas, California, Connecticut, Delaware, Florida, Guam, Hawaii, Kentucky, Massachusetts, Michigan, Montana, Nebraska, Nevada, New Mexico, New York, North Dakota, N. Mariana Islands, Ohio, Oklahoma, Puerto Rico, South Dakota, Virgin Islands, Utah, Washington, West Virginia, and Wisconsin as provided for by section 202(b) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act). The schedule amounts for the States and Territories Start Printed Page 40228not listed above remain unchanged. The Uniform Act applies to all programs or projects undertaken by Federal Agencies or with Federal financial assistance that cause the displacement of any person.

DATES:

The provisions of this notice are effective August 26, 2021, or on such earlier date as an agency elects to begin operating under this schedule.

Start Further Info

FOR FURTHER INFORMATION CONTACT:

Melissa L. Corder, Office of Real Estate Services, (202) 366-5853, email address: melissa.corder@dot.gov; David Sett, Office of the Chief Counsel, (404) 562-3676, email address: david.Sett@dot.gov; Federal Highway Administration, 1200 New Jersey Avenue SE, Washington, DC 20590. Office hours are from 8:00 a.m. to 4:30 p.m., E.T., Monday through Friday, except Federal holidays.

End Further Info End Preamble Start Supplemental Information

SUPPLEMENTARY INFORMATION:

Electronic Access

An electronic copy of this document may be downloaded from the Office of the Federal Register's website at www.FederalRegister.gov and the Government Publishing Office's website at www.GovInfo.gov.

Background

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, [42 U.S.C. 4601-4655](#) (Uniform Act), established a program, which includes the payment of moving and related expenses, to assist persons who move because of Federal or federally assisted projects. The FHWA is the lead agency for implementing the provisions of the Uniform Act and has issued governmentwide implementing regulations at [49 CFR part 24](#).

The following 17 Federal departments and agencies have, by cross-reference, adopted the governmentwide regulations: U.S. Department of Agriculture; U.S. Department of Commerce; U.S. Department of Defense; U.S. Department of Education; U.S. Department of Energy; U.S. Environmental Protection Agency; U.S. General Services Administration; U.S. Department of Health and Human Services; U.S. Department of Homeland Security; U.S. Department of Housing and Urban Development; U.S. Department of Justice; U.S. Department of Labor; National Aeronautics and Space Administration; Tennessee Valley Authority; Federal Emergency Management Agency; U.S. Department of the Interior; and U.S. Department of Veterans Affairs.

[42 U.S.C. 4622](#)(b) provides that as an alternative to being paid for actual residential moving and related expenses, a displaced individual or family may elect payment for moving expenses on the basis of a moving expense schedule established by the head of the lead agency. The government wide regulations at [49 CFR 24.302](#) provide that FHWA will develop, approve, maintain, and update this schedule, as appropriate.

The purpose of this notice is to update the schedule published on July 24, 2015, at [80 FR 44182](#). The schedule is being updated to account for the increased costs associated with moving personal property. The updated amounts are based on review of the respective States' current moving cost market data and any proposed increases to the current schedule amounts as requested from all State highway agencies. This update increases the schedule amounts in the States and Territories of Alabama, Alaska,

Arkansas, California, Connecticut, Delaware, Florida, Guam, Hawaii, Kentucky, Massachusetts, Michigan, Montana, Nebraska, Nevada, New Mexico, New York, North Dakota, N. Mariana Islands, Ohio, Oklahoma, Puerto Rico, South Dakota, Virgin Islands, Utah, Washington, West Virginia, and Wisconsin. The schedule amounts for the States and Territories not listed above remain unchanged. The payment amounts listed in the table below apply on a State-by-State basis. Two exceptions apply to all States and Territories as referenced in [49 CFR 24.302](#). Payment is limited to \$100.00 if either of the following conditions applies:

- (a) A person has minimal possessions and occupies a dormitory style room, or
- (b) A person's residential move is performed by an agency at no cost to the person.

The schedule continues to be based on the “number of rooms of furniture” owned by a displaced individual or family. In the interest of fairness and accuracy, and to encourage the use of the schedule (and thereby simplify the computation and payment of moving expenses), an agency should increase the room count for the purpose of applying the schedule if the volume of possessions in a single room or space actually exceeds the normal contents of one room of furniture or other personal property. For example, a basement may count as two rooms if the equivalent of two rooms worth of possessions is located in the basement. In addition, an agency may elect to pay for items stored outside the dwelling unit by adding the appropriate number of rooms.

Authority: [42 U.S.C. 4622\(b\)](#) and [4633\(b\)](#); [49 CFR 1.48](#) and [24.302](#).

Start Signature

Stephanie Pollack,

Acting Administrator, Federal Highway Administration.

End Signature

Uniform Relocation Assistance and Real Property Acquisition Policies Act—Residential
Moving Expense and Dislocation Allowance—2021 Payment Schedule

State	1	2	3	4	5	6	7	8	8	1	Add'l
	room	rooms	rooms	rooms	rooms	rooms	rooms	rooms	room	room/ no furn.	room no furn.
1. Alabama	600	800	1000	1200	1400	1600	1800	2000	250	400	100
2. Alaska	850	1100	1350	1625	1875	2075	2300	2500	350	600	250
3. American Samoa	282	395	508	621	706	790	875	960	85	226	28

Uniform Relocation Assistance and Real Property Acquisition Policies Act—Residential
Moving Expense and Dislocation Allowance—2021 Payment Schedule

State	1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms	Add'l room	1 room/ no furn.	Add'l room no furn.
4. Arizona	700	800	900	1000	1100	1200	1300	1400	100	395	60
5. Arkansas	650	900	1100	1350	1600	1825	2050	2275	225	450	125
6. California	780	1000	1250	1475	1790	2065	2380	2690	285	510	100
7. Colorado	675	895	1115	1270	1425	1580	1735	1890	155	385	55
8. Connecticut	715	930	1150	1350	1640	1920	2200	2500	175	260	70
9. Delaware	700	900	1100	1300	1500	1700	1900	2100	150	500	100
10. District of Columbia	800	1000	1200	1500	1700	1900	2100	2300	200	500	100
11. Florida	800	975	1150	1350	1575	1750	1950	2200	325	550	175
12. Georgia	600	975	1300	1600	1875	2125	2325	2525	200	375	100
13. Guam	850	1200	1550	1900	2200	2500	2750	3000	350	300	175
14. Hawaii	850	1200	1550	1900	2200	2500	2750	3000	350	300	175
15. Idaho	600	800	1000	1200	1400	1600	1800	2000	200	350	100
Start Printed Page 40229											
16. Illinois	850	1000	1150	1250	1400	1600	1750	2050	450	650	150
17. Indiana	500	700	900	1100	1300	1500	1700	1900	200	400	100
18. Iowa	550	700	800	900	1000	1100	1225	1350	125	500	50
19. Kansas	400	600	800	1000	1200	1400	1600	1800	200	250	50
20. Kentucky	700	900	1100	1300	1500	1700	1900	2100	200	400	100
21. Louisiana	600	800	1000	1200	1300	1550	1700	1900	300	400	70
22. Maine	650	900	1150	1400	1650	1900	2150	2400	250	400	100
23. Maryland	700	900	1100	1300	1500	1700	1900	2100	200	500	100
24. Massachusetts	800	950	1100	1250	1400	1550	1700	1850	250	450	150
25. Michigan	750	1000	1200	1350	1500	1650	1800	1950	300	500	200
26. Minnesota	575	725	925	1125	1325	1525	1725	1925	275	450	150
27. Mississippi	750	850	1000	1200	1400	1550	1700	1850	300	400	100
28. Missouri	800	900	1000	1100	1200	1300	1400	1500	200	400	100
29. Montana	550	750	950	1150	1350	1550	1750	1950	200	350	100
30. Nebraska	400	600	800	1000	1200	1400	1600	1800	200	350	50
31. Nevada	700	900	1100	1300	1500	1700	1900	2100	200	450	150

Uniform Relocation Assistance and Real Property Acquisition Policies Act—Residential
Moving Expense and Dislocation Allowance—2021 Payment Schedule

State	1	2	3	4	5	6	7	8	Add'l	1	Add'l
	room	rooms	rooms	rooms	rooms	rooms	rooms	rooms	room	room/ no furn.	room no furn.
32. New Hampshire	500	700	900	1100	1300	1500	1700	1900	200	200	150
33. New Jersey	650	750	850	1000	1150	1300	1400	1600	200	200	50
34. New Mexico	650	850	1050	1250	1500	1650	1850	2050	200	400	60
35. New York	675	900	1125	1350	1575	1800	2025	2250	225	400	125
36. North Carolina	550	750	1050	1200	1350	1600	1700	1900	150	350	50
37. North Dakota	550	750	950	1150	1350	1550	1750	1950	200	475	75
38. N. Mariana Is	350	550	700	850	1000	1100	1200	1300	100	300	70
39. Ohio	600	800	1000	1200	1400	1600	1800	2000	200	400	100
40. Oklahoma	750	950	1150	1350	1550	1750	1900	2050	200	350	100
41. Oregon	600	800	1000	1200	1400	1600	1800	2000	200	350	100
42. Pennsylvania	500	750	1000	1200	1400	1600	1800	2000	200	400	70
43. Puerto Rico	525	725	900	1225	1300	1350	1400	1450	150	300	50
44. Rhode Island	600	850	1000	1200	1400	1600	1800	2000	150	300	100
45. South Carolina	700	805	1095	1285	1575	1735	1890	2075	225	500	75
46. South Dakota	500	650	800	950	1100	1250	1400	1600	200	300	100
47. Tennessee	500	750	1000	1250	1500	1750	2000	2250	250	400	100
48. Texas	600	800	1000	1200	1400	1600	1750	1900	150	400	50
49. Utah	750	950	1150	1350	1550	1750	1950	2150	200	600	200
50. Vermont	400	550	650	850	1000	1100	1200	1300	150	300	75
51. Virgin Islands	500	700	900	1050	1200	1350	1500	1700	150	450	100
52. Virginia	700	900	1100	1300	1500	1700	1900	2100	300	400	75
53. Washington	800	1100	1400	1700	2000	2300	2600	2900	300	500	100

Uniform Relocation Assistance and Real Property Acquisition Policies Act—Residential
Moving Expense and Dislocation Allowance—2021 Payment Schedule

State	1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms	Add'l room	1 room/ no furn.	Add'l room no furn.
54. West Virginia	750	900	1050	1200	1400	1600	1800	2000	200	400	100
55. Wisconsin	600	825	1050	1275	1500	1725	1950	2175	250	465	115
56. Wyoming	540	800	870	1020	1170	1325	1500	1670	200	370	60

Exceptions: 1. The payment to a person with minimal possessions who is in occupancy of a dormitory style room or whose residential move is performed by an agency at no cost to the person is limited to \$100.00.

2. An occupant will be paid on an actual cost basis for moving his or her mobile home from the displacement site. In addition, a reasonable payment to the occupant for packing and securing property for the move may be paid at the agency's discretion.

End Supplemental Information

[FR Doc. [2021-15930](#) Filed 7-26-21; 8:45 am]

BILLING CODE 4910-22-P

Published Document

Housing Authority of Covington Relocation Plan

Appendix 13

- Relocation Benefits
- Request for DOT Payments/Receipt Forms

RELOCATION BENEFITS

As a resident in the City Heights disposition area, you are eligible for a relocation benefit (financial assistance) provided you remain in good standing. The relocation benefit is based on the Kentucky Department of Transportation's (DOT) Relocation Assistance Schedule.

Residents may use their DOT payment to pay for moving services, security deposits, utility deposits and connection charges, application fees and other relocation related expenses.

Remember, you **MUST** remain in good standing and abide by all lease provisions until you move, including completing an Individual Relocation Agreement form and providing our office with your forwarding address.

You must leave your unit in a clean condition, including and most importantly, cleaning the appliances. You will not be charged for repainting, however, you may be charged for broken fixtures or any other salvageable items that have been damaged and are unusable.

If you should have questions, you may contact Diana Strauss, Relocation Specialist, at 859.279.3119.



**HOUSING AUTHORITY
OF COVINGTON**

better futures

**REQUEST FOR RELOCATION PAYMENT
AND CHECK RECEIPT ACKNOWLEDGEMENT**

PLEASE PRINT:

Pay to Head of Household: _____

Address: _____ COVINGTON, KY 41011

Expected Move Date: _____ New Address: _____

FURNISHED ROOMS: _____

TOTAL DOT* PAYMENT: _____

LESS DEDUCTIONS (SPECIFY. PLEASE ATTACH BILLS AND RECEIPTS TO THIS FORM)

CHECK #1: [] _____
(Amount)

CHECK #2: [] _____
(Amount)

.....
I hereby acknowledge receipt of \$ _____ by check for relocation assistance and my intent to vacate.

HEAD OF HOUSEHOLD SIGNATURE: _____ Date: _____

HAC STAFF SIGNATURE: _____ Date: _____

* *Based on State of Kentucky/DOT Relocation Assistance Schedule 8/2021*

The Individual Relocation Agreement should accompany this form.



Building Community Through Cooperation

Housing Authority of Covington Relocation Plan

Appendix 14

- Relocation Appointment Checklist
- Housing Needs Assessment

CITY HEIGHTS RELOCATION APPOINTMENT CHECKLIST

Name of Resident: _____ Date: _____

Address: _____

_____ Reviewed relocation options, and they have completed the **INDIVIDUAL RELOCATION AGREEMENT FORM**, indicating the type of unit to which they choose to relocate.

_____ If resident chose another HAC community as their replacement option, they have been advised they must qualify; **AND** of the approximate waiting time. They have also been given an application and instructed to return it to the Relocation Specialist as soon as possible.

_____ If resident chooses a Tenant Protection (Replacement) Voucher as their replacement option, they will be notified of the date and time of their briefing appointment which will take place at the City Heights Community Hall, 2500 Todd, Covington, KY 41011.

_____ Reviewed Release of Information Form

_____ Resident was asked if Financial Coaching is needed.

_____ Reviewed DOT relocation assistance, which may be used for:
Moving expenses
Security deposits
Utility deposits and connection charges
Application fees and other related relocation expenses
Receipts for moving related expenses should be submitted to the Relocation Specialist.

_____ Resident was instructed they must be in good standing to be eligible for all replacement options and financial assistance, by staying current on rent and other charges, adhering to all lease provisions, and obtaining a favorable housekeeping inspection.

_____ Resident instructed they will need to complete a *Physical Moves Option* form a minimum of 30 days prior to moving.

_____ Resident must return all keys before final move out. **NOTE: FINAL DOT payment #2 and security deposit will be paid within 30 days of move out, at new address, after successful move out inspection and keys are returned.**

Relocation Specialist Signature

Resident Signature



CITY HEIGHTS RELOCATION AND HOUSING NEEDS SURVEY

Date: _____

HOH Name: _____

Address: _____

Phone #: _____

E-Mail: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS. YOUR ANSWERS WILL HELP US PROVIDE YOU WITH THE SUPPORT YOU NEED FOR RELOCATION.

1. How many people currently live in your household? _____

How many are adults, aged 18 or older? _____

Adult's Name	Age	Gender
_____	_____	_____
_____	_____	_____
_____	_____	_____

How many are children ages 0-17? _____

Child's Name	Age	Gender
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Child's Name	Age	Gender
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. (IF CHILDREN IN HOUSEHOLD:) What are the grades of your children and what schools do they attend?

Child's Name	Grade	School
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. There are certain circumstances in which you may need to change the number of adults or children in your household upon relocation. Do you believe you will need to change the number of household members upon relocation or will the number stay the same?

Change number in household _____

Number in household will remain the same _____

(IF CHANGE, ASK :) Why do you say that? _____



4. In thinking about the relocation to your new home, do you prefer to have help with your move or do you prefer to move yourself?

Have help with move _____

Prefer to move self _____

(IF MOVING SELF :) Will you need boxes, tape, and labels to help with your move YES
NO

5. Both the Housing Authority of Covington staff and City of Covington Housing Choice Voucher staff will do all they can to honor your relocation preference, but there are no guarantees.

Which of the following HUD assistance program best describes your housing preference. Please indicate first and second choices by listing a "1" and "2." If assisted housing is not needed, please choose neither.

Public housing _____

Housing Choice Voucher _____

Neither - Will not need assisted housing _____

6. Please describe your first, second and third geographic preferences for relocation, in other words, to what towns or communities would you like to be relocated?

1st choice _____

2nd choice _____

3rd choice _____

7. Are you currently employed? YES NO

(IF YES, ASK:) In what city or town are you currently employed? _____

8. What is your primary source of transportation? **(CIRCLE ONE)** CAR BUS WALK OTHER

9. Do you presently have any animals living in your apartment? YES NO



10. (IF YES FOR Q9 ASK:)

What type(s) of animals? How many? Dog _____ Cat _____

Other (SPECIFY) _____

Are any certified service animals? YES NO

(IF YES, DESCRIBE:)

11. Will you or any member of your household require a reasonable accommodation to live in your new home? YES NO

(IF YES, DESCRIBE:)

12. Do you owe a past due balance of any kind on a utility bill, loan or credit card? YES NO

(IF YES, DESCRIBE:)

13. Would you like a Family Support Specialist to contact you? YES NO

14. Would you like a Financial Coach to contact you? YES NO

15. Would you like more information about the HOUSING CHOICE VOUCHER PROGRAM? YES NO

THANK YOU FOR YOUR TIME! PLEASE RETURN YOUR COMPLETED SURVEY TO THE RELOCATION SPECIALIST.

Housing Authority of Covington Relocation Plan

Appendix 15

Reasonable Accommodation Form



REQUEST FOR REASONABLE ACCOMMODATION

Name: _____ Phone: _____

Address: _____ City/State/Zip _____

1. I am not requesting a Reasonable Accommodation at this time. Initials: _____
2. The following member of my household has a disability.
Name: _____ *Relationship or association with you _____
3. As a result of this disability, I am requesting the following reasonable accommodation: (Please check one or more items below.)
 - A change in my apartment or other part of the housing development; please specify: _____
 - A change in the following rule, policy or procedure; (Note that a change in how to meet the terms of the lease may be requested, but the terms of the lease must be met.) please specify: _____
 - Other (for example, a change in the way the PHA communicates with you). Please specify: _____
4. This request for reasonable accommodation is necessary so that I can: Please specify: _____
5. I authorize the housing agency to verify that I have a disability and have the need for the reasonable accommodation I have requested. In order to verify this information the housing agency may contact the following physician, psychiatrist, licensed psychologist, licensed nurse practitioner, licensed social worker, rehabilitation professional, non-medical service agency whose function is to provide services to the disabled, or other expert in the field of _____

Name of expert/professional: _____ Phone: _____

Title: _____ Agency/facility/institution _____

Address: _____ City/State/Zip: _____

You may present verification directly to the housing agency.

Please return this form as promptly as possible so that the housing agency may make a determination on this request.

I understand that the information obtained by the housing agency will be kept completely confidential and used solely to make a determination on my reasonable accommodation request.

Signed: _____ Date: _____

Head of household or authorized representative

*If on behalf of a minor child, please indicate whether you are the parent or guardian. Where the individual with the disability is over 18 and is not the head of household, he or she should sign the authorization for verification.



Building Community Through Cooperation



HACDIT

CERTIFICATION OF DISABLED STATUS

_____ may be eligible for a rent calculation deduction, exemption from community service requirement and/ or a reasonable accommodation in regard to housing assistance with The Housing Authority of Covington.

This individual could qualify as a person with disabilities if the following criteria is met:

- ❖ Has a disability, as defined in 42 U.S.C. 423 (by the Social Security Administration)
- ❖ Is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that:
 1. Is expected to be of long-continued and definite duration;
 2. Substantially impedes his/her ability to live independently, and
 3. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions; or
- ❖ Has a developmental disability as defined in 42 U.S.C. 6001.

The above named person has requested a reasonable accommodation with our agency, this request must be related to a disability to be accommodated. After reviewing this individual's medical history, please indicate whether it is your opinion that the individual's impairment is of such a nature that he/ she would qualify as a disabled person under the above-referenced Federal criteria.

Sincerely,

Housing Authority of Covington Agent

Resident/Applicant Authorization

I hereby authorize release of subject information to be used to determine my eligibility for low-income housing.

Signature of Resident/ Applicant





Physician Certification

Physician's Statement: *I, the undersigned physician for* _____
Patient Name

is licensed to practice medicine, do hereby certify that to my personal and professional knowledge, that the above- referenced individual(s) meets the above stated criteria's to qualify as a disabled person(s). I further state the questioned accommodation this patient has requested is a reasonable necessity and is directly related to the above referenced individual's disability.

Please state reason(s) this requested accommodation(s) would benefit the resident/applicant:

Health Care Professional's Full Name (print) _____

Health Care Professional's Full Title (print) _____

Address _____ Phone # _____

Signature _____

If at any time, the above reference is no longer disabled by the 24CFR 100.201 (a-d) under the Fair Housing Act, this person will no longer qualify for the reasonable accommodation requested at this present time. If a different request is made, the Housing Authority of Covington will re-submit a new certification in which will be completed by a licensed physician.

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



Housing Authority of Covington Relocation Plan

Appendix 16

Release of Confidential Information Form

- Utilities
- General

HOUSING AUTHORITY OF COVINGTON, KY

Authorization for Release of Confidential Information from Utility Companies

NAME/HEAD OF HOUSEHOLD (PRINT): _____ **Address:** _____

The purpose of this form is to assist you in determining what, if any, money you may owe to local energy, water and sanitation companies. In doing so, the Housing Authority of Covington may be able to advise and/or assist you in reducing or eliminating your utility debt owed. This will increase the housing options available to you during the relocation process.

By initialing on the line next to each agency/provider below, you are allowing these housing agencies and utility companies to exchange the information needed. In order to ensure data accuracy, Social security numbers will be used to match service records.

_____ Housing Authority of Covington

_____ City of Covington/ Sect. 8

_____ Duke Energy

_____ Owen Electric

_____ NKY Water District

_____ SD1/Sanitation District 1 of NKY

_____ Greater Cincinnati Water Works

_____ Metropolitan Sewer District of Greater Cincinnati

_____ Other: _____

_____ Other: _____

Date /Condition of Expiration: Date of move out/relocation from City Heights.

I understand that my eligibility for relocation services is NOT contingent upon my decision to permit this information release.

State and Federal regulations prohibit any further disclosure of such information without my specific written consent.

_____/_____
Tenant/Head of Household Signature **Date**

_____/_____
Signature of Legal Guardian **Date**

HOUSING AUTHORITY OF COVINGTON, KY

General Authorization for Release of Confidential Information

NAME/HEAD OF HOUSEHOLD (PRINT): _____ Address: _____

The purpose of this form is to assist you in determining what, if any, money you may owe on **student loans, credit cards, car loans**, etc. In doing so, the Housing Authority of Covington may be able to advise you in reducing or eliminating your debt and improve your credit report/score. This may increase the housing options available to you during the relocation process.

By initialing on the line next to each item below, you are allowing the Housing Authority of Covington and/or the agencies below to exchange the information needed. In order to ensure data accuracy, Social security numbers may be used to match service records.

_____ Housing Authority of Covington

_____ Brighton Center (City Futures/Stable Families staff)

_____ Northern Kentucky Community Action Commission

_____ Former landlord

(SPECIFY) _____

_____ Post-Secondary Institution

_____ Financial Institution

(SPECIFY) _____

(SPECIFY) _____

Additional Comments: _____

Date /Condition of Expiration: Date of move out/relocation from City Heights.

I understand that my eligibility for relocation services is **NOT** contingent upon my decision to permit this information release.

State and Federal regulations prohibit any further disclosure of such information without my specific written consent.

_____/_____

Tenant/Head of Household Signature

Date

_____/_____

Signature of Legal Guardian

Date

Housing Authority of Covington Relocation Plan

Appendix 17

Resource Directory

Local Schools Resource Directory



2300 Madison Avenue
Covington, KY 41011
(859) 491-5311
(859) 292-3240 fax



RESOURCE DIRECTORY



FINANCIAL ASSISTANCE

NAME	ADDRESS	PHONE NUMBER
Northern Kentucky Community Action Commission	717 Madison Avenue Covington, KY 41011	(859) 581-6607
Salvation Army	1805 Scott Street Covington, KY 41011	(859) 261-0835
St. Vincent DePaul	2655 Crescent Springs Drive Covington, KY 41017	(859) 341-3212
Brighton Center	741 Central Avenue Newport, KY 41071	(859) 491-8303
Welcome House	205 E. Pike Street Covington, KY 41011	(859) 431-8717
St. Augustine Parish Outreach Center	2523 Todd Court Covington, KY 41011	(859) 491-4584

TRANSPORTATION

NAME	ADDRESS	PHONE NUMBER
TANK	220 Madison Avenue Covington, KY 41011	(859) 331-8265
Brighton Center	741 Central Avenue Newport, KY 41071	(859) 491-8303
St. Augustine Parish Outreach Center	2523 Todd Court Covington, KY 41011	(859) 491-4584

MEDICAL

Prescriptions

NAME	ADDRESS	PHONE NUMBER
Faith Community Pharmacy	7033 Burlington Pike #4 Florence, KY 41042	(859) 426-7837
Brighton Center	741 Central Avenue Newport, KY 41071	(859) 491-8303
St. Vincent DePaul	2655 Crescent Springs Drive Covington, KY 41017	(859) 341-3212
Blanks Pharmacy	272 W. Pike Street Covington, KY 41011	(859) 261-1313

Senior Resources

Name	Address	Phone Number
Senior Services of NKY	34 W 5th St, Covington, KY 41011	(859) 261-5835
Home Watch Caregivers of NKY	71 Cavalier Blvd Suite 216, Florence, KY 41042	(859) 927-3566
First Light Home Care Northern Kentucky	1701 Dixie Hwy Suite A, Fort Wright, KY 41011	(859) 905-3430
Interim Healthcare	3005 Dixie Hwy Suite 130, Edgewood, KY 41017	(859) 578-9191
Personal Touch Homecare	20 N Grand Ave UNIT 3, Fort Thomas, KY 41075	(859) 441-0200
Almost Family	1717 Dixie Hwy #250, Fort Wright, KY 41011	(859) 341-6888
Connecting Hearts Home Care	880 Alexandria Pike Suite 207, Fort Thomas, KY 41075	(859) 441-7977

Mental Health/Counseling

NAME	ADDRESS	PHONE NUMBER
MEBS and Associates	4339 Winston Avenue Covington, KY 41015	(859) 836-2573
North Key Community Care	513 Madison Avenue Covington, KY 41011	(859) 331-3292
Sun Behavioral Kentucky	820 Dolwick Drive Erlanger, KY 41018	(859) 429-5188
Mental Health America	912 Scott Blvd. Covington, KY 41017	(859) 431-1077
Catholic Charities	3629 Church Street Covington, KY 41015	(859) 581-8974
New Beginnings Christian Counseling	515 Monroe Street Newport, KY 41071	(859) 426-9020
NAMI of Northern Kentucky	303 Court Street #707 Covington, KY 41011	(859) 392-1730
P.I.E.R. Personal Involvement Empowering Recovery	1002 Morimouth Street Newport, KY 41071	(859) 547-6539

Health

NAME	ADDRESS	PHONE NUMBER
NACU City Heights	2401 Benton Road Covington, KY 41011	(859) 581-2273
HealthPoint	1401 Madison Avenue Covington, KY 41011	(859) 655-6100
St. Elizabeth Hospital Emergency—Covington	1500 James Simpson Jr. Way Covington, KY 41011	(859) 655-4353
St. Elizabeth Hospital—Edgewood	1 Medical Village Drive Edgewood, KY 41017	(859) 301-2000
Kenton County Health Center	2002 Madison Avenue Covington, KY 41014	(859) 431-3345

Relocation Needs

Name	Address	Phone Number
Duke	424 Gest St, Cincinnati, OH 45203	(800) 544-6900
Owen Electric	8205 HWY 127 North PO Box 400 Owenton, KY 40359	(800)-372-7612
Sanitation department	1045 Eaton Dr, Fort Wright, KY 41017	(859) 578-7450
Boone water	2475 Burlington Pike, Burlington, KY 41005	(859) 586-6155
Kenton Water	2835 Crescent Springs Pike, Erlanger, KY 41018	(859) 578-9898
Rumpke Trash	5535 Vine St, Cin- cinnati, OH 45217	(800) 828-8171
Best Way Trash	1389 Production Dr, Burlington, KY 41005	(800) 354-1830
Newport water	700 Alexandria Pike, Fort Thomas, KY 41075	(859) 578-9898
Campbell county water	700 Alexandria Pike, Fort Thomas, KY 41075	(859) 578-9898
Cincinnati Water	4747 Spring Grove Ave, Cincinnati, OH 45232	(513) 591-7700
Cincinnati Electric	2023 Elm St, Cincinnati, OH 45202	(513) 621-2183
Cincinnati Trash	10090 E Kemper Rd, Loveland, OH 45140	(513) 600-2637

EMPLOYMENT

NAME	ADDRESS	PHONE NUMBER
Northern Kentucky Community Action Commission (Senior Employment Program)	717 Madison Avenue Covington, KY 41011	(859) 581-6607
Kentucky Career Center	1324 Madison Avenue Covington, KY 41011	(859) 292-6666
Life Learning Center	20 W. 18th Street Covington, KY 41011	(859) 431-0100
Brighton Center	741 Central Avenue Newport, KY 41071	(859) 491-8303
Kentucky Department of Vocational Rehabilitation (Disabled)	301 E. 8th Street Newport, KY 41071	(859) 292-3042

Supported Employment Providers

(Disabled)

NAME	ADDRESS	PHONE NUMBER
BAWAC	7970 Kentucky Drive Florence, KY 41042	(859) 371-4410
New Perceptions	1 Sperti Drive Edgewood, KY 41017	(859) 344-9322
North Key Community Care	513 Madison Avenue Covington, KY 41011	(859) 331-3292
The Point/ARC of Northern Kentucky	104 W. Pike Street Covington, KY 41011	(859) 491-9191
Redwood	71 Orphanage Road Ft. Mitchell, KY 41017	(859) 331-0880
Mental Health America	912 Scott Blvd. Covington, KY 41017	(859) 431-1077

RESIDENT SERVICES STAFF

NAME	ADDRESS	PHONE NUMBER
Chris Bradburn Jobs Plus Coordinator	2300 Madison Avenue Covington, KY 41014	(859) 655-7306
Jon Adkins Director of Resident Services	2300 Madison Avenue Covington, KY 41014	(859) 655-7316
Heather Justice Program Specialist	2300 Madison Avenue Covington, KY 41014	(859) 655-7317
Kayla Chalfant FSS Coordinator	2940 Madison Avenue Covington, KY 41015	(859) 292-3276
Danielle Watson	2300 Madison Avenue Covington, KY 41014	859-750-9159
LaTasha Alford Community Worker	2300 Madison Avenue Covington, KY 41014	N/A

EDUCATION

NAME	ADDRESS	PHONE NUMBER
Kentucky Career Center	1324 Madison Avenue Covington, KY 41011	(859) 292-6666
Gateway Community and Technical College	516 Madison Avenue Covington, KY 41011	(859) 346-4282
Brighton Center	741 Central Avenue Newport, KY 41071	(859) 491-8303
Kenton County Adult Education	525 Scott Blvd. Covington, KY 41011	(859) 442-1166
Northern Kentucky University	Louis B Nunn Drive Highland Heights, KY 41099	(859) 572-5220
Cincinnati State Technical and Community College	3520 Central Parkway Cincinnati, OH 45223	(513) 569-1500
Culinary Arts at Cincinnati State Midwest Culinary Institute	3520 Central Parkway Cincinnati, OH 45223	(513) 569-1621
Cincinnati Cooks by the FreeStore Foodbank	1141 Central Parkway Cincinnati, OH 45202	(513) 482-7298
Gateway Community and Technical College (Ready to Work)	790 Thomas More Parkway Edgewood, KY 41017	(859) 441-4500
Lift the Tristate by the FreeStore Foodbank and Gateway Community and Technical College	1141 Central Parkway Cincinnati, OH 45202	(513) 482-7292

COVINGTON INDEPENDENT PUBLIC SCHOOLS

NAME	ADDRESS	PHONE NUMBER
James E. Biggs Early Childhood	1124 Scott Blvd. Covington, KY 41011	(859) 292-5895

COMMUNITIES

NAME	ADDRESS	PHONE NUMBER
City Heights	2500 Todd Court Covington, KY 41011	(859) 292-3258
Latonla Terrace	2940 Madison Avenue Covington, KY 41011	(859) 292-2404
Golden Tower	50 E. 11th Street Covington, KY 41011	(859) 292-3264
Emery Drive	1016 Emery Drive Apt. 2 Covington, KY 41011	(859) 291-2282
River's Edge at Eastside Pointe	1028 Greenup Street Covington, KY 41011	(859) 581-3300
Maintenance Requests		(859) 655-7300

OTHER

NAME	ADDRESS	PHONE NUMBER
Kenton County Drivers License	230 Madison Avenue Covington, KY 41011	(859) 292-8175
United Way of Greater Cincinnati	2400 Reading Road Cincinnati, OH 45202	(513) 767-7100 or 2-1-1
Kenton County Public Library— Covington Branch	502 Scott Blvd. Covington, KY 41011	(859) 862-4000
Cabinet for Health and Family Services	130 W. 43rd Street Covington, KY 41015	(859) 292-6340
Women's Crisis Center	835 Madison Avenue Covington, KY 41011	(859) 491-3335
Social Security Administration	7 Youell Street Florence, KY 41042	(859) 772-1213
Ida Spence United Methodist Mission	2401 Benton Road Covington, KY 41011	(859) 581-9174
Kenton County—Child Support	333 Scott Street Suite 300 Covington, KY 41012	(859) 491-4114
Vital Statistics (Birth Certificate)	https:// statevitalrecords.org/ Kentucky/birth-certificate	ken- tucky@statevitalrecor ds.org

Elementary School

NAME	ADDRESS	PHONE NUMBER
9th District Elementary School	2800 Indiana Avenue Covington, KY 41015	(859) 292-5823
Latonia Elementary School	3901 Huntington Avenue Covington, KY 41015	(859) 292-5825
6th District Elementary School	1901 Maryland Avenue Covington, KY 41014	(859) 292-5819
Glenn O. Swing Elementary School	501 W. 19th Street Covington, KY 41014	(859) 292-5821
John G. Carlisle Elementary School	901 Holman Avenue Covington, KY 41011	(859) 292-5812

Middle School

NAME	ADDRESS	PHONE NUMBER
Holmes Middle School	2500 Madison Avenue Covington, KY 41014	(859) 392-1100

High School

NAME	ADDRESS	PHONE NUMBER
Holmes High School	2500 Madison Avenue Covington, KY 41014	(859) 655-9545
Covington Adult High School	212 Lavassor Place Covington, KY 41014	(859) 292-5864

SUBSTANCE ABUSE

NAME	ADDRESS	PHONE NUMBER
Alcoholics Anonymous	1729 Madison Avenue Covington, KY 41011	(859) 491-7181
Promises, Inc.	116 W. 9th Street Newport, KY 41071	(859) 431-2135
St. Elizabeth Alcohol and Drug Treatment	512 S. Maple Street Covington, KY 41040	(859) 572-3500
Brighton Center	741 Central Avenue Newport, KY 41071	(859) 491-8303
Transitions	1650 Russell Street Covington, KY 41011	(859) 491-4435
Northern Kentucky Medical Clinic	1717 Madison Avenue Covington, KY 41011	(859) 360-0250
Covington Metro Treatment Center	1450 Madison Avenue Covington, KY 41011	(859) 284-7074
Youth Substance Abuse Treatment (North Key)	7459 Burlington Pike Florence, KY 41042	(859) 283-9222

CLOTHING

NAME	ADDRESS	PHONE NUMBER
Salvation Army	1805 Scott Street Covington, KY 41011	(859) 261-0835
St. Vincent DePaul	2655 Crescent Springs Drive Covington, KY 41017	(859) 341-3212
St. Augustine Parish Outreach Center	2523 Todd Court Covington, KY 41011	(859) 491-4584
Goodwill Store	15 Donnermeyer Drive Bellevue, KY 41073	(859) 291-1333
Be Concerned	1100 W. Pike Street Covington, KY 41011	(859) 291-6789
Dress for Success	204 W. 4th Street #900 Cincinnati, OH 45202	(513) 651-3372

CHILD CARE

Assistance Programs

NAME	ADDRESS	PHONE NUMBER
Cabinet for Health and Family Services (CCAP)	130 W. 43rd Street Covington, KY 41015	(859) 292-6340
Children, Inc.	333 Madison Avenue Covington, KY 41011	(859) 431-2075
4C for Children	525 W. 5th Street Suite 215 Covington, KY 41011	(859) 781-3511
Chapman Child Development Center	2500 Madison Avenue Covington, KY 41014	(859) 655-9545
Eastside Neighborhood Early Childhood Education Center	1001 Scott Street Covington, KY 41011	(859) 581-6610

After School Programs

NAME	ADDRESS	PHONE NUMBER
Covington Independent Public School (21st Century Program)	25 E. 7th Street Covington, KY 41011	(859) 392-1000
Children, Inc.	333 Madison Avenue Covington, KY 41011	(859) 431-2075
Salvation Army	1805 Scott Street Covington, KY 41011	(859) 261-0835
Boys & Girls Club	30 W. 26th Street Covington, KY 41014	(859) 431-5346
Skool Aid	Ian Smith ian@skoolaid.com	(859) 630-9555
St. Augustine Parish Outreach Center (Mondays and Thursdays Only)	2523 Todd Court Covington, KY 41011	(859) 491-4584

HOUSING

NAME	ADDRESS	PHONE NUMBER
Housing Authority Of Covington	2300 Madison Avenue Covington, KY 41014	(859) 491-5311
City of Covington Section 8	2300 Madison Avenue Covington, KY 41014	(859) 292-2188
Housing Opportunities of Northern Kentucky (H.O.N.K.)	502 Fry Street Covington, KY 41011	(859) 581-4665

Shelters

NAME	ADDRESS	PHONE NUMBER
Welcome House (Women's Shelter)	205 Pike Street Covington, KY 41011	(859) 431-8717
Family Promise (Family Shelter)	336 W. 9th Street Newport, KY 41071	(859) 431-6840
Brighton Center's Homeward Bound Youth Shelter	13-15 E. 20th Street Covington, KY 41011	(859) 481-1111
Transitional Living Program (Young Adults 18-24)	706 Park Avenue Newport, KY 41071	(859) 491-8303
Fairhaven Rescue Mission (Men's Shelter)	260 Pike Street Covington, KY 41011	(859) 491-1027
Emergency Cold Shelter of Northern Kentucky	634 Scott Street Covington, KY 41011	(859) 291-4555
Women's Crisis Center	835 Madison Avenue Covington, KY 41011	(859) 491-3335

LEGAL SERVICES

NAME	ADDRESS	PHONE NUMBER
Legal Aid of the Bluegrass	104 E. 7th Street Covington, KY 41011	(859) 431-8200

FURNITURE

NAME	ADDRESS	PHONE NUMBER
St. Vincent DePaul	2655 Crescent Springs Drive Covington, KY 41017	(859) 341-3212
St. Augustine Parish Outreach Center	2523 Todd Court Covington, KY 41011	(859) 491-4584
Goodwill Store	15 Donnermeyer Drive Bellevue, KY 41073	(859) 291-1333
United Ministries	525 Graves Avenue Erlanger, KY 41018	(859) 727-0300

FOOD ASSISTANCE

NAME	ADDRESS	PHONE NUMBER
Welcome House	205 Pike Street Covington, KY 41011	(859) 431-8717
St. Augustine Parish Outreach Center	2523 Todd Court Covington, KY 41011	(859) 491-4584
Fairhaven Rescue Mission	260 Pike Street Covington, KY 41011	(859) 491-1027
Wesley Community Services (Meals on Wheels)	2091 Raddliff Drive Cincinnati, OH 45204	(513) 661-2777
Action Ministries	4375 Boron Road Covington, KY 41015	(859) 261-3649
Be Concerned	1100 W. Pike Street Covington, KY 41011	(859) 291-6789
Parish Kitchen	141 W. Pike Street Covington, KY 41011	(859) 581-7745
Cabinet for Health and Family Services (Food Stamps)	130 W. 43rd Street Covington, KY 41015	(859) 292-6340



School Resource Directory

Kenton County Schools

<https://www.kenton.k12.ky.us/>

High schools

Dixie Heights High school
3010 Dixie Highway
Edgewood, KY 41017
859-341-7650

Scott High School
5400 Pride Parkway
Taylor Mill, KY 41015
859-356-3146

Simon Kenton High school
11132 Madison Pike
Independence, KY 41051
859-960-0100

Middle Schools

Summit View Academy
5006 Madison Pike
Independence, KY 41051
859-359-9600

Turkeyfoot Middle
3230 Turkeyfoot Rd
Edgewood, KY 41017
859-341-0216

Twenhofel Middle
11846 Taylor Mill Rd
Independence, KY 41051
859-356-5559

Woodland Middle
5399 Pride Parkway
Taylor Mill, KY 41015
859-356-7300

Elementary Schools

Beechgrove Elementary
1029 Bristow Rd
Independence, KY 41051
859-371-1636

Ft. Wright Elementary
501 Farrell Dr
Ft. Wright, KY 41011
859-331-7742

Kenton Elementary
11246 Madison Pike
Independence, KY 41051
859-356-3781

River Ridge Elementary
2772 Amsterdam Rd
Villa Hills, KY 41017
859-341-5260

Summit View Academy
5006 Madison Pike
Independence, KY 41051
859-359-9600

Whites Tower Elementary
1055 Eaton Dr
Ft. Wright, KY 41017
859-344-8888

Caywood Elementary
3300 Turkeyfoot Rd
Edgewood, KY 41017
859-341-7062

Hinsdale Elementary
440 Dudley Rd
Edgewood, KY 41017
859-341-8226

Piner Elementary
2845 Piner Ridge Rd
Morning View, KY 41063
859-356-2155

Ryland Heights Elementary
3845 Stewart Rd
Ryland Heights, KY 41015
859-356-9270

Taylor Mill Elementary
5907 Taylor Mill Rd
Covington, KY 41015
859-356-2566

Bellevue Independent Schools

<https://www.bellevue.kyschools.us/>

Middle/ High School

Bellevue Middle/High
201 Center St.
Bellevue, KY 41073
859-261-2473

Elementary School

Grandview Elementary
500 Grandview Dr.
Bellevue, KY 41073
859-261-2473

Ludlow Independent Schools

<https://www.ludlow.kyschools.us/>

Middle/High school

Ludlow High
150 Adela Ave
Ludlow, KY 41016
859-261-8211

Elementary School

Mary A Goetz
512 Oak St.
Ludlow, KY 41016
859-261-2100

Covington Independent Schools

<https://www.covington.kyschools.us/>

High School

Holmes High
2500 Madison Ave
Covington, KY 41014
859-655-9545

Middle School

Holmes Middle
2500 Madison Ave
Covington, KY 41014
859-392-1100

Elementary Schools

Glen O Swing
501 W 19th St
Covington, KY 41014
859-292-5821

James E Biggs
1124 Scott BLVD
Covington, KY 41011
859-292-5895

John G Carlisle
910 Holman Ave
Covington, Ky 41014
859-292-5812

Latonia Elementary
3901 Huntington AVE
Covington, Ky 41015
859-292-5825

Ninth District
2800 Indiana Ave
Covington, Ky 41015
859-292-5823

Sixth District
1901 Maryland Ave
Covington, KY 41014
859-292-5819

Boone County Schools
<https://www.boone.k12.ky.us/>

High Schools

Boone County
7056 Burlington Pike
Florence, KY 41042
859-282-5655

Conner
3310 Cougar Path
Hebron, KY 41048
859-334-4400

Cooper
2855 Longbranch Rd
Union, KY 41091
859-384-5040

Ryle
10379 US Highway 42
Union, Ky 41091
859-384-5300

Middle Schools

Ballyshannon
7515 Shamrock Ave
Union, KY 41091
859-905-2620

Camp Ernst
6515 Camp Ernst Rd
Burlington, Ky 41005
859-534-4000

Conner
3300 Cougar Path
Hebron, KY 41048
859-334-4410

Gray
10400 Us Highway 42
Union, Ky 41048
859-384-5333

Jones Middle
8000 Spruce Dr.
Florence Ky,41042
859-282-4610

Ockerman
8300 US 42
Florence, Ky 41042
859-282-3240

Elementary Schools

Burlington Elementary
5946 N Orient St
Burlington, Ky 41005
859-334-4440

Erpenbeck Elementary
9001 Wetherington Blvd
Florence, Ky 41042
859-384-7200

Goodridge Elementary
3330 Cougar Path
Hebron, Ky 41048
859-334-4420

Longbranch Elementary
2805 Longbranch Rd
Union, KY 41091
859-384-4500

New Haven Elementary
10854 US Highway 42
Union, KY 41091
859-384-5325

Ockerman Elementary
8250 Us 42
Florence, Ky 41042
859-282-4620

Stephens Elementary
5687 Highway 237
Burlington, KY 41005
859-334-4460

Collins Elementary
9000 Spruce Dr
Florence, Ky 41042
859-282-2350

Florence Elementary
103 Center St
Florence, Ky 41042
859-282-2610

Kelly Elementary
6775 McVile Rd
Burlington, Ky 41005
859-334-4450

Mann Elementary
10435 US Highway 42
Union, KY 41091
859-384-5000

North Pointe Elementary
875 North Bend Rd
Hebron, KY 41048
859-334-7000

Steeplechase Elementary
12000 Grand National Blvd
Walton, Ky 41094
859-485-3500

Walton Independent Schools

<http://wv.kyschools.us/>

High School

Walton-Verona High School
30 School Road
Walton, KY 41094
Phone 859-485-4181

Middle School

Walton-Verona Middle
32 School Rd
Walton, Ky 41094
Phone 859-485-4181

Elementary

Walton Verona Elementary
5066 Porter Road
Verona, KY 41092
Phone 859-485-4181

Grant County Schools

<https://www.grant.kyschools.us/>

High School

Grant County High
715 Warsaw Rd.
Dry Ridge, KY 41035
859-824-9739

Middle School

Grant County Middle
305 School Rd.
Dry Ridge, KY 41035
859-824-7161

Elementary Schools

Crittenden Mt. Zion
270 Crittenden-Mt. Zion Rd
Dry Ridge, KY 41035
859-428-2171

Dry Ridge Elementary
275 School Rd
Dry Ridge, Ky 41035
859-824-4484

Mason Corinth Elementary
225 Heekin Rd.
Williamstown, KY 41097
859-924-9510

Sherman Elementary
3987 Dixie Highway
Dry Ridge, KY 41035
859-428-5500

Gallatin County Schools

<https://www.gallatin.k12.ky.us/>

High School

Gallatin County High
70 Wildcat Circle
Warsaw, KY 41095
859-567-7640

Middle School

Gallatin County Middle
88 Paw Print Path
Warsaw, KY 41095
859-567-5860

Elementary Schools

Gallatin County Lower
25 Boaz Dr
Warsaw, KY 41095
859-567-6340

Gallatin County Upper
50 Paw Print Path
Warsaw, KY 41095
859-567-2060

Owen County Schools

<https://www.owen.k12.ky.us/>

High School

Owen County High
2340 Highway 22 East
Owenton, KY 40359
502-484-5509

Middle School

Maurice Bowling Middle
2380 Highway 22 East
Owenton, KY 40359
502-484-5701

Elementary School

Owen County Lower/Upper Elementary
1925 Highway 22 East (Lower)
Owenton, KY 40359
502-484-5499

Campbell County Schools

<https://www.campbell.k12.ky.us/>

High school

Campbell County High School
909 Camel Crossing
Alexandria, Ky 41001
859-635-4161

Middle School

Campbell County Middle
8000 Alexandria Pike
Alexandria, KY 41001
859-635-6077

Elementary

Campbell Ridge Elementary
2500 Grandview Rd
Alexandria, Ky 41001
859-448-4780

Crossroads Elementary
475 Crossroads Blvd
Cold Springs, Ky 41076
859-441-9174

Donald E Cline Elementary
5586 East Alexandria Pike
Cold Spring, Ky 41076
859-781-4544

Grants Lick Elementary
944 Clay Ridge Rd
Alexandria, Ky 41001
859-635-2129

John W Reiley Elementary
10631 Alexandria Pike
Alexandria, Ky 41001
859-635-2118

Newport Independent Schools

<https://www.newportwildcats.org/>

High school

Newport High
900 East Sixth St
Newport, KY 41071
859-292-3203

Middle School

Newport Intermediate
95 West Ninth St.
Newport, KY 41071
859-292-3021

Elementary

Newport Primary
1102 York St.
Newport, KY 41071
859-292-3011

Private schools

Calvary Christian School
5955 Taylor Mill Rd
Covington, KY 41015
859-356-9201
<https://www.ccsky.org/>

Community Christian Academy
11875 Taylor Mill Rd
Independence, Ky 41051
859-356-7990
<https://www.ccaky.org/>

Prince Of Peace Montessori
625 W Pike St
Covington, Ky 41011
859-431-5153
<https://www.popcov.com/>

Mary Queen of Heaven School
1130 Donaldson Hwy
Erlanger, KY 41018
859-371-8100
<https://mqhschool.com/>

Covington Classical School
525 Scott St
Covington, Ky 41011
859-693-9203
www.covingtonclassicalacademy.org/

Villa Madonna Montessori
2500 Amsterdam Rd
Villa Hills, KY 41017
859-341-5145
<https://villamadonna.org/>

Covington Latin School
21 E 11th St
Covington, Ky 41011
859-291-7044
<https://www.covingtonlatin.org/>

Blessed Sacrament School
2407 Dixie Highway
Fort Mitchell, KY 41017
859-331-3062
<https://bssky.org/>

Notre Dame Academy
1699 Hilton Dr
Park Hills, KY 41011
859-261-4300
<https://www.ndapandas.org/>

St. Henry High school
3775 Scheben Dr
Erlanger, Ky 41018
859-525-0255
<https://shdhs.org/>

Zion Christian Academy
10310 Dixie Highway
Florence, KY 41042
859-371-9008
<https://www.zionchristianacademy.com/>

St. Mary's School
9 S Jefferson St
Alexandria, KY 41001
859-635-9539
www.stmaryalexandria.org/stmarysschool/

Walnut Hills Academy
5696 E Alexandria Pike
Cold Spring, Ky 41076
859-781-5200
WWW.walnuthillsacademy.org/

St.Paul Catholic school
7303 Dixie Highway
Florence, Ky 41042
859-647-4070
<https://stpaulnky.org/school/>

Covington Catholic
1600 Dixie Hwy
Park Hill, KY 41011
859-491-2247
<https://www.covcath.org/>

Saint Joseph's School
4011 Alexandria Pike
Cold Spring, Ky 41076
859-441-2025
www.stjosephcoldspring.com

Heritage Academy
7216 US 42
Florence, Ky 41042
859-525-0213
www.heritageacademyky.com/

Holy Trinity Jr High
840 Washington Ave
Newport, Ky 41071
859-292-0487
<https://holytrinity-school.org/>

Newport Central Catholic
13 Carothers Rd
Newport, Ky 41071
859-292-0001
<https://www.ncchs.com/>

St. Joseph's Academy
48 Needmore St
Walton, Ky 41094
859-485-6444
<https://www.sjawalton.com/>

Union Pointe Academy
642 Mt Zion Rd
Florence, Ky 41042
859-538-3927

www.unionpointeacademy.org/

Immaculate heart of Mary
5876 Veterans Way
Burlington, Ky 41005
859-334-8893

<https://ihmkyschool.org/>

Ohio School Districts

Cincinnati Public schools

2651 Burnett Ave
Cincinnati, Oh 45219
513-363-0000
Board Of Education

Warren County Schools

4060 Justice Dr
Lebanon, OH 45036
513-695-1000
Board of Education

Clermont Northeastern Schools

2792 US 50
Batavia, OH 45103
513-625-1211
Board of Education

Butler County Schools

400 N Erie Blvd
Hamilton, OH 45011
513-887-3710
Board Of Education

West Clermont County

4350 Aicholtz Rd
Cincinnati, Oh 45245
513-943-5000
Board Of Education

Hamilton City School

533 Dayton St
Hamilton, OH 45011
513-887-5000
Board of Education

Housing Authority of Covington Relocation Plan

Appendix 18 Relocation File Checklist

Relocation File Checklist

Tenant Name: _____
 Current Address: _____

Record of Resident Notices and Information:

Tenant Release of Information	YES	<input type="text"/>	DATE	<input type="text"/>
Relocation Intake and Assessment	YES	<input type="text"/>	DATE	<input type="text"/>
General Information Notice:	YES	<input type="text"/>	DATE	<input type="text"/>
150 Day Notice:	YES	<input type="text"/>	DATE	<input type="text"/>
90 Day Reminder Notice:	YES	<input type="text"/>	DATE	<input type="text"/>
30 Day Notice for Remaining Residents:	YES	<input type="text"/>	DATE	<input type="text"/>
Individual Relocation Agreement	YES	<input type="text"/>	DATE	<input type="text"/>
Reasonable Accommodation (if needed)	YES	<input type="text"/>	DATE	<input type="text"/>

Record of Relocation Housing Assistance:

PUBLIC HOUSING OPTION (If yes, complete below)	YES	<input type="text"/>	DATE	<input type="text"/>
Relocation Unit Tracking (TAAG printout)	YES	<input type="text"/>	DATE	<input type="text"/>
Public Housing Lease	YES	<input type="text"/>	DATE	<input type="text"/>
Rejection of PH Unit/Voucher form	YES	<input type="text"/>	DATE	<input type="text"/>

TENANT PROTECTION VOUCHER OPTION

(if Yes, complete below)

TPV - Briefing letter	YES	<input type="text"/>	DATE	<input type="text"/>
TPV - Approval/Rejection	YES	<input type="text"/>	DATE	<input type="text"/>
Copy of Voucher	YES	<input type="text"/>	DATE	<input type="text"/>
Copy of Lease (top of page and signature)	YES	<input type="text"/>	DATE	<input type="text"/>

HAC MOVERS YES DATE SCHEDULED:

SELF MOVE: YES DATE:

FORMER UNIT CLEAR OF ITEMS: YES NO

REQUEST AMOUNT FOR DOT: DATE

RECORD OF DOT PAYMENT RECEIPTS: YES DATE #1 DATE #2

Check Request in file YES DATE

Housing Authority of Covington Relocation Plan

Appendix 19 Move Out Charge Procedure

Move Out Charge Procedure for City Heights Residents

The following charges will **NOT** apply to residents being relocated from City Heights as a result of the Disposition:

- Repainting
- Blinds
- General cleaning (other than appliances)

The following charges **WILL** apply and will be deducted from residents' security deposits:

- Appliance cleaning
- Removal of any furniture, debris, trash or anything else left in the unit by the resident
- Any broken fixture such as a window, faucet or other material or equipment that could be salvaged and reused in another unit

Housing Authority of Covington Relocation Plan

Appendix 20

Tenant Acknowledgement of Requirements for Relocation Assistance

TENANT ACKNOWLEDGEMENT OF REQUIREMENTS FOR RELOCATION ASSISTANCE

I, _____, understand that I have applied for a **(CIRCLE ALL THAT APPLY:)** Housing Choice Voucher and/or apartment at the _____ site based on my application(s) for housing dated _____.

As a current resident of City Heights, I acknowledge that I received the **General Information Notice** from the Housing Authority of Covington (HAC), on November 5, 2021, stating the agency applied for and received approval from HUD to dispose of all City Heights apartments.

As part of that action, I will be required to vacate my current apartment, and as a part of my move, I may be eligible for financial assistance to relocate.

I also understand that if I fail to remain in **good standing** under my lease, prior to relocation, I will forfeit the right to receive the DOT Relocation Assistance Payment. Good standing includes compliance with all lease terms, as outlined below, as well as cooperating with the Relocation Specialist to complete the relocation process.

Lease Term Compliance:

- Be current on rent and other charges as obligated by their lease.
- Complete all annual reviews as outlined in the lease/ACOP.
- Report all changes in household income and composition with 15 days, and complete an interim review
- Not be under lease termination for drug or criminal activity, or material violations of the lease.
- Pass all housekeeping inspections.

I further acknowledge that any members of my household who are not US citizens are not eligible for this relocation assistance.

Signature of Head of Household

Signature of Co-Head of Household

Print Name of HOH/Applicant

Print Name of Co-HOH/Applicant

Date

Date

Housing Authority of Covington Relocation Plan

Appendix 21

Relocation Exit Interview

**City Heights
Relocation Exit Interview
Checklist**

NAME OF RESIDENT: _____

ADDRESS: _____

Date: _____

_____ **Individual Relocation Agreement Complete** [Y] [N]

_____ **Date of Move:** _____

Name of moving company _____ **or Self Move** [Y] [N]

_____ **Resident informed of DOT Relocation Assistance Benefit and potential uses.** [Y] [N]

_____ **Follow-up letter sent**

_____ **DOT Relocation Assistance Request sent to Finance Department for paymnt** [Y] [N]

Housing Authority Staff Signature: _____

Housing Authority of Covington Relocation Plan

Appendix 22

30 Day Notice to Vacate – Reminder



Date

Name

Address

Covington, KY 41011

Dear _____:

This letter constitutes our thirty- **(30) day notice** of intent to terminate your lease effective **(date)**.

This action has become necessary because you are in violation of your lease, **Section 16g**. You have failed to comply with all necessary and reasonable regulations and obligations imposed upon residents.

Our records show that you have failed to relocate from the City Heights' community as of **(date)**.

You were given notice on **(date)** to vacate the property by **(date)**. We have met/attempted to meet with you continually throughout the past several months to help you with the relocation process, and to assist you in locating comparable replacement housing. Public housing at **(site)** was offered to you, which you turned down. You were issued a Housing Choice Voucher and have been given multiple property listings which were available as replacement housing options. Despite our efforts, you have not leased a comparable unit. You have been repeatedly advised that the City Heights property is in disposition. Therefore, you must move.

If you would like to meet with us during this notice period to assist your search for comparable replacement housing, please contact us and we will schedule an appointment for you. If you fail to move prior to the filing of a forcible detainer eviction action, on or about (date), you will not be eligible for any relocation benefits.

If you disagree with this determination, you may reply or request an informal discussion pursuant to the Grievance Procedures of the Authority. Your reply **must** be made in person, by letter or email; and may be given orally or in writing, and must be received by this office within three (3) days of your receipt of this notice.

You have the right to be represented by counsel, the right to examine all relevant documents, the right to confront and cross examine any witnesses, and the right to present any affirmative legal or equitable defenses which you may have. If you do not have a copy of the Grievance Procedure, which was issued to you, you may request a copy from our office. If you require special accommodations with regard to this letter, please contact our office within 24 hours of your appointment.

If you believe this eviction action is the result of an instance of domestic violence, dating violence, sexual assault or stalking, you may qualify for protection against this eviction under the Violence Against Women Act (VAWA). If you believe you qualify for this protection, contact our office immediately. You will be required to certify your claim, and provide written documentation supporting this.

Sincerely,

Debbie Crabb

City Heights Property Manager



2300 MADISON AVENUE • COVINGTON, KY 41014 • 859.491.5311 • FAX 859.292.3240 • TTD/TTY 800.545.1833-EXT 765



Housing Authority of Covington Relocation Plan

Appendix 23

Housing Search Tracking Form and Guidance Sheet

City Heights Relocation Project Housing Search Guidance Sheet

Comparable housing is defined as:

- Decent, safe and sanitary
- Meets the # bedrooms and financial means of the resident
- Functionally equivalent to the existing unit, not necessarily an exact match
- Vacant and available to rent (**within 90 days of tenant selection**)
- Reasonably accessible to one's place of employment
- Generally well located to public and commercial facilities
- Free of serious health violations or adverse environmental conditions
- In compliance with federal, state and local fair housing regulations

Residents must demonstrate a good faith effort to search for housing, which is defined as 4 to 6 qualified housing searches/month.

A qualified housing search is not just looking "on-line." The resident must contact the property manager or landlord directly and, if no units are available but may be available in 90 days, the resident should ask to be placed on a waiting list.

If the property manager or landlord does not currently accept vouchers, residents should ask if they would consider doing so by renting to them with a voucher. If the property manager or landlord expresses interest, the resident should leave behind the HCV Landlord information sheet and inform the Relocations Specialist that they have done so.

Residents must record all housing search information on the designated HAC form and turn the completed form into the Relocation Office on the 1st of the month.

Housing Authority of Covington Relocation Plan

Appendix 24 Tenant Checklist

**CITY HEIGHTS RELOCATION PROJECT
TENANT CHECKLIST**

Name of Resident: _____ Date: _____

Address: _____

GENERAL NOTICE: Date: 11/5/2021 90 DAY NOTICE: Date: _____

150 DAY NOTICE: Date: _____ 30 DAY NOTICE: Date: _____

_____ **MEET WITH RELOCATION SPECIALIST TO INITIATE RELOCATION PROCESS**

- **COMPLETE NEEDS ASSESSMENT**
 - **DETERMINE IF DEBT OWED TO LOCAL UTILITIES**
 - **DETERMINE NEED FOR OTHER SERVICES**
- **COMPLETE HAC RELOCATION FORMS**
- **REQUEST DOT ASSISTANCE PAYMENT #1**

_____ **MEET WITH FINANCIAL COACH (Optional)**

- **DETERMINE HOUSEHOLD FINANCIAL CONDITION**
- **QUANTIFY OUTSTANDING DEBT**
- **ESTABLISH CREDIT, IF NEEDED**
- **DEVELOP BUDGET AND DEBT AND/OR SAVINGS PLAN**

_____ **SCHOOL TRANSITION SERVICES (Optional)**

_____ **SEARCH FOR COMPARABLE OR IMPROVED HOUSING**

- **COMPLETE HOUSING SEARCH FORM**
- **4-6 SEARCH MINIMUM/MONTH**
- **SUBMIT FORM TO RELO SPECIALIST BY 1ST OF MONTH**

_____ **ONCE COMPARABLE/IMPROVE HOUSING FOUND, COMPLETE THE FOLLOWING**

- **SCHEDULE MOVE**
- **COMPLETE MOVE OUT INSPECTION WITH PROP MGR**
- **MEET WITH RELO SPECIALIST FOR FINAL PAYMENT**
(Note: Security Deposit and DOT #2 will be mailed to new Address)

Housing Authority of Covington Relocation Plan

Appendix 25 Apartment Offer Form

City Heights Relocation Project Apartment Offer

Resident Name: _____

Current Address: _____

Bedroom Size: _____ Special Needs: _____

Phone Number: _____

Email Address: _____

Offer #1: _____ Accept ____ Refused ____

Offer #2: _____ Accept ____ Refused ____

Signature – Resident

Date

Signature - Relocation Specialist

Date