

JEFFERSON PARK FEDERAL RESIDENT RELOCATION & UNIT ASSIGNMENT POLICIES AND PROCEDURES AGREEMENT

Table of Contents

1: Why Are Relocation Policies and Procedures Needed?	2
2: Who is Responsible for Relocation?.....	4
3: Who is Eligible for Relocation Benefits and Assistance?	7
4: Will Anyone Be Permanently Displaced from Jefferson Park Federal?	7
5: Can Residents Return to the Same Apartment?	8
6: What Relocation Options Will be Available?.....	8
7: How Will Households Select Their Relocation Housing Option?	12
8: How Will Relocation Apartments be Assigned?	14
9: How and When Will the Move Happen and Who Will Pay for it?	15
10: What Happens Jefferson Park Federal Construction is Finished? What Rules Apply?	20
11: What Information Will Tenants Receive?	22
12: What Happens If There Is a Problem or a Complaint?.....	253

Attachments

- A: Construction and Phasing Schedule
- B: The Moving Process — Know Your Rights and Responsibilities
- C: Jefferson Park Federal 90-Day Notice
- D: Assurance of Permanent Housing and Benefits
- E. Washing Machine and Dryer Buyback Policy
- F. Claim Forms

1: Why Are Relocation Policies and Procedures Needed?

The purpose of this Relocation Plan is to establish policies and procedures for the vacating and reoccupying of units at Jefferson Park Federal (JP) in connection with the Cambridge Housing Authority's (CHA) planned revitalization of the existing site and buildings. The intent of this plan is to facilitate the construction work while, to the greatest extent possible, minimizing the impact relocation will have on the residents of Jefferson Park Federal.

The CHA, utilizing funding provided by the Low-Income Housing Tax Credit program (LIHTC) and permanent financing supported by Section 8 Project-Based Vouchers, is planning the demolition, reconstruction, and reconfiguration of Jefferson Park Federal. All current Jefferson Park Federal households will be required to relocate off-site to allow the CHA to complete the work. There are currently 118 occupied apartments at Jefferson Park Federal and 57 unoccupied apartments that were taken offline in 2018 and 2019 due to poor conditions. All 175 existing apartments at JP will be replaced and remain deeply affordable after construction. In addition, the CHA intends to construct up to an additional 120 deeply affordable apartments on the site. The CHA estimates that the construction costs for Jefferson Park Federal will be roughly \$170 million.

The tenants living in Jefferson Park Federal will be required to temporarily relocate elsewhere prior to the start of the demolition and construction. The demolition and reconstruction of the entire development is set to start in April 2022, and is expected to take up to thirty months if construction can be completed in one phase, and up to thirty-nine (39) months if it will be two phases. Project phases will depend upon the construction logistics and resident relocation availability. Once phasing plans are confirmed with the construction manager, the CHA may choose to prioritize the relocation of residents in particular buildings according to the phasing plan to ensure construction begins on time and to minimize residents having to complete more than two moves. This information will be provided to the residents as soon as possible. The CHA anticipates that this relocation will begin in May 2021 after the CHA's Board of Commissioners approves this Plan. Relocation will begin approximately one (1) year before the construction start date, so residents should expect to be in their temporary location for up to an additional 11 months on top of the construction timeframe. Early moves will be available to residents who wish to move before May 2021. All residents who opt to move early will reserve all rights outlined in this plan, including the right to return to JP after construction.

The temporary relocation period should last roughly the length of construction, plus moving time. This is the CHA's current schedule. If there are any significant changes to the schedule, the CHA shall notify all Jefferson Park Federal tenants in writing as soon as possible. CHA also commits to notifying tenant advocates from Cambridge and Somerville Legal Services (CASLS) and Cambridge Economic Opportunity Committee (CEOC) of these changes as well. (Email addresses for CASLS and CEOC are: shegel@gbls.org and nszyman@gbls.org and nribeiro@ceoccambridge.org)

CHA will not require any JP resident to move permanently from JP because of this renovation. Every Jefferson Park Federal resident who is temporarily relocated will be guaranteed the option to return to Jefferson Park Federal once the construction work is complete per the terms outlined in

this Agreement. The redevelopment will ensure no permanent displacement of existing residents, even residents above the Low-Income Housing Tax Credit (LIHTC) income requirement of 60% area median income (AMI). Please note that if a household is currently under-housed and moves to either a larger apartment for relocation or the household is split and moves to two apartments for relocation, that household is guaranteed the right to return to JP though they may need to return to their original apartment size and be under-housed again. CHA will be in compliance with the State Sanitary Code and we will not rehouse a household in violation of the code's requirements. Below is the current unit mix and the proposed unit mix after construction. This table is accurate as of May 2021; the CHA will update residents via newsletters or resident meetings if there are changes to this table after that date.

	Current Unit Mix	Proposed New Unit Mix
1BR Walk-Up (W/U)	0	16
1BR Elevator (ELEV)	30	23
1BR ADA*	5	2
2BR W/U	17	53
2BR ELEV	14	59
2BR ADA	2	6
3BR W/U	83	54
3 BR ELEV	0	42
3BR ADA	1	7
4BR W/U	18	10
4BR ELEV	0	2
4BR ADA	5	4
5BR W/U	0	0
5BR ELEV.	0	1
5BR ADA	0	0
Total**	175	279

* An "ADA" unit means a unit that is wheelchair accessible according to building code and American Disability Act requirements.

** Includes 57 current units offline due to poor conditions

All residents that wish to be relocated in Cambridge can do so. Any resident who chooses to relocate outside of Cambridge will be guaranteed the option to return to Jefferson Park Federal once the construction work is complete per the terms outlined in this Agreement.

The CHA will provide relocation counseling assistance to all households at Jefferson Park Federal. This counseling specifically focuses on resident location needs related to distance to schools, doctors or other necessities.

The CHA and its affiliates shall use various federal, state, local, and private funds for this redevelopment project to cover the anticipated cost of relocation. During and after construction, JP shall be owned by a Limited Liability Company (LLC) but the LLC shall be managed by a non-profit affiliate of CHA.

JP converted to the Section 8 Project-Based Voucher (PBV) Program in October 2019 using Section 8 vouchers obtained through the Section 18 Demolition/Disposition program and will continue to utilize PBVs during and after construction. It is anticipated that all units at JP will also be operated as LIHTC units with PBVs at Jefferson Park Federal unless there is an existing Jefferson Park Federal resident who does not meet the income and program requirements of the LIHTC program. In that instance, the CHA will forego LIHTC for the unit occupied by such a resident so they can remain at Jefferson Park Federal.

The CHA and its affiliate(s) will continue to operate all housing units at JP as family housing using Project Based Vouchers (PBVs) in accordance with the requirements set forth in Part III of the CHA's Administrative Plan for the Federal Housing Choice Voucher Program. Furthermore, as outlined in Part III of the Administrative Plan, CHA will keep existing tenant protections in place for current and future residents, except for future residents where federal LIHTC program imposes different requirements (such as income limits on initial eligibility and continued occupancy relating to student status). See Section 10 of this document for additional information.

This Resident Relocation and Unit Assignment Policies and Procedures Agreement ("Agreement") details the policies and procedures the CHA will use in relocating each household at Jefferson Park Federal. It will ensure that all households are provided with the same information and afforded the same opportunities in choosing a relocation option. This Agreement is not meant to supersede or limit any rights of tenants for relocation benefits under federal law as provided in Section 18 of the U.S. Housing Act of 1937, HUD's regulations in 24 CFR part 970 and 24 CFR part 8, and reasonable accommodations for disability.

2: Who is Responsible for Relocation?

The following agencies and individuals have responsibility for the Jefferson Park Federal relocation program:

U.S. Department of Housing and Urban Development (HUD) — serves as the federal funding agency for the Project through the funding of Project Based Vouchers.

Cambridge Housing Authority (CHA) — provides the day-to-day management of Jefferson Park Federal and will act as the Relocation Advisory Agency providing overall coordination of the relocations during construction. Using CHA staff or consultants, CHA will manage the details of the tenant relocations and construction. CHA will secure the necessary contracts to achieve the relocations, will pay for the tenant relocations, and assist the tenants during the moves.

Relocation Coordinator (RC) — for the purpose of the Jefferson Park Federal Relocation Plan, CHA will identify RCs who will serve as the primary points of contact for coordinating the tenant relocations including moves off site before construction and moves back to Jefferson Park Federal after the construction is complete. Each resident will be assigned one RC, who will serve as their primary point of contact. However, upon their request, residents may switch to a different relocation coordinator. The RC will be responsible for the following:

- Issue a notice of displacement.
- Serve as the day-to-day contact person with the individual tenants during the relocation.
- Maintain the overall schedule for the relocations. As part of this effort, the RC will coordinate with CHA's Planning and Development Department to monitor the construction schedule and provide timely notice to the tenants of changes in the proposed relocation schedule.
- Oversee meetings to be conducted to brief the tenants on the relocation plans. At the tenant meeting(s), the RC will explain the relocation process, outline the schedule and discuss the logistics of the relocation.
- Meet privately with individual tenants via phone or virtual meetings (or in person in the tenant's apartment if both parties agree) to discuss the particular relocation schedule, process, and logistics.
- Prepare a "relocation package" for the tenants to include the following:
 - A brief description of the relocation process (mover, utilities, etc.)
 - Contact persons and telephone numbers to use during the relocation
 - US Mail change of address package
 - Notification form with dates for the relocation (Note: This form is to be signed by the tenant.)
 - Relocation checklist
 - Inspection checklist
 - Description of the Tenants' "rights" as they pertain to this Plan
 - Claim Forms (see Attachment F)
- Coordinate with several contracted moving companies to ensure a fully coordinated and smooth relocation of the tenants.
- Notify each tenant in writing at least 90 calendar days (3 months) before the earliest date of relocation. The Notice will include the following:
 - (1) (i) The development or portion of the development will be demolished or disposed of; (ii) The demolition of the building in which the family resides will not commence until each resident of the building has been relocated; (iii) Each family displaced by such action will be provided comparable housing, which may include housing with reasonable accommodations for disability, if required under section 504 of the Rehabilitation Act of 1973 and HUD's regulations in 24 CFR part 8, as described in paragraph (a) of this section; (2) Providing for the payment of the actual and reasonable relocation expenses of each resident to be displaced, including residents requiring reasonable accommodations because of disabilities; (3) Ensuring that each displaced resident is offered comparable replacement housing as described in

Section 6 of this Agreement; and (4) Providing any necessary counseling for residents that are displaced.

- Establish the schedule for activities and coordinate the logistics to accomplish the tenant relocations.
- Meet with Jefferson Park Federal residents via phone or virtual meetings, and tenant advocacy groups, if available (or on a one-on-one in-person basis in their apartment if both parties agree), on a regular basis to insure smooth implementation of this Agreement.
- Notify JP residents of the availability of advocacy resources including CEOC, ACT, and CASLS.
- Notify JP residents of the claim forms and procedures for reimbursement for a claim (Attachment F).
- Work with the resident and moving company to schedule the move date, moving company, and provide information and/or assistance with the transfer of the utilities.
- Prior to the move, schedule a time with the tenant via phone or virtual meetings (on a one-to-one basis in their apartment if both parties agree) to visit the new unit and obtain a signature that the walk-through occurred.
- Meet with the tenant via phone or virtual meetings (on in person in their apartment if both parties agree) within five (5) business days after moving into their new apartment and prepare a Statement of Condition.
- For newly renovated Jefferson Park Federal units, provide the Statement of Conditions for action if necessary by the architect and/or contractor.
- Meet with the tenant again via phone or virtual meetings (on a one-to-one basis in their apartment if both parties agree) within five (5) business days to discuss status of the Statement of Conditions and relocation and verify necessary utilities have been successfully transferred.
- Serve as the "helping hands" and "friendly face" to the tenants during the relocation.

The RCs are part of the CHA's Operations Department or consultants to the CHA. As soon as practicable, the CHA shall notify Jefferson Park Federal residents of the names and contact information for the person(s) hired/designated for the RC position(s).

All Jefferson Park Federal tenants have the right to have any other person(s) attend any meeting with the RC.

3: Who is Eligible for Relocation Benefits and Assistance?

All current Jefferson Park Federal tenants are eligible for relocation benefits and assistance unless they are (1) evicted as described below; (2) not listed on the household's most recent lease addendum or otherwise not approved as an occupant by the CHA, or; (3) choosing to move out of Jefferson Park Federal by their own choice before February 25, 2021.

Eviction: If (1) the household received a notice to quit prior to February 25, 2021 and as a result of that notice, is later evicted; or (2) the household received a notice to quit on or after February 25, 2021 for serious or repeated violation of material terms of the lease and as a result of that notice, is later evicted and (3) in either case, the eviction is not undertaken for the purpose of evading the obligation to make available the benefits and assistance set forth in this Agreement and the applicable state and federal relocation laws, then the head of household (and household members) are not eligible for relocation benefits and assistance after the date they are evicted. "Evicted" means physically removed from a dwelling unit by order of a court.

However, if CHA relocates a tenant who receives or has received a notice to quit alleging serious or repeated violations of material terms of his/her CHA lease, the CHA is not waiving its rights to proceed with the eviction based on that notice to quit or for other reasons.

Relocation benefits and assistance (including temporary and permanent housing; moving, storage and related expenses; replacement housing expenses; and the right to return to Jefferson Park Federal after construction) will be provided in accordance with this Agreement and the federal law as provided in Section 18 of the U.S. Housing Act of 1937, HUD's regulations in 24 CFR part 970 and 24 CFR part 8, and reasonable accommodations for disability.

All references to Jefferson Park Federal tenants, residents, and households in this Agreement mean those Jefferson Park Federal tenants eligible as identified above.

4: Will Anyone Be Permanently Displaced from Jefferson Park Federal?

No residents will have to be permanently displaced from Jefferson Park Federal in order to complete the renovations. However, all residents must temporarily move from JP until construction is complete. The head of each Jefferson Park Federal household will receive a written 90-Day Notice of the earliest possible date of relocation (see Attachment C) from the CHA that he/she and all approved household members and occupants (such as personal care attendants or other persons with explicit written permission to occupy the unit) will be displaced as part of the Jefferson Park Federal renovation project. The notice explicitly states that Jefferson Park Federal residents are protected by the federal law as provided in Section 18 of the U.S. Housing Act of 1937, HUD's regulations in 24 CFR part 970 and 24 CFR part 8, and reasonable accommodations for disability and all residents have the right to return to JP after construction.

In addition, the head of each Jefferson Park Federal household will receive a written guarantee from the CHA that he/she and all approved household members and occupants (such as personal care attendants or other persons with explicit written permission to occupy the unit) will be able to return

to Jefferson Park Federal after renovations provided that there is no pending eviction process for repeated or serious violations of material terms of their lease that has not been resolved by an agreement. See Attachment D.

In the event that a household has been precluded from returning to Jefferson Park Federal due to a pending eviction process which is later adjudicated in favor of the resident and/or is later resolved by an agreement under which the resident may remain in CHA housing under specified conditions (i.e. probationary agreement), unless the agreement specifically waives the resident's right to return to Jefferson Park Federal, the affected family will be placed at the top of the list for a transfer to Jefferson Park Federal.

5: Can Residents Return to the Same Apartment?

No, residents of Jefferson Park Federal cannot return to the same apartment because the existing Jefferson Park Federal will be demolished and new housing units will be built. Instead, before a tenant moves back to the newly constructed Jefferson Park Federal, the head of household will have the opportunity to notify the CHA of their building preference. The CHA shall make every effort to accommodate the household's building preference. Residents who currently reside in the Mid-Rise (1000 Jackson Place) will be given a higher preference for units in one of the three new elevator buildings after construction. The proposed new unit mix after construction as of May 2021 includes fewer one-bedroom units in elevator buildings than currently exist at Jefferson Park Federal. In the event that there are more households with a preference for these elevator units than there are available units, lottery numbers will determine assignment.

Jefferson Park Federal residents will have the opportunity to decide whether to return after construction or to remain permanently in their offsite location. Some residents may decide to remain in their offsite location, but as stated earlier, all residents eligible under this agreement have the right to return to Jefferson Park if they decide to do so.

6: What Relocation Options Will be Available?

As part of the Jefferson Park Federal renovations, every household will need to move at least once and many will move two or three times. Households are required to move offsite prior to the start of construction in April 2022. Households who relocate before April 2022 will only be required to move once, to their relocation apartment. These households may decide to move twice in order to return to JP after construction. Households whose relocation unit is not ready or who have been unable to find a suitable relocation location as of April 2022 may have to move to a different, temporary apartment at JP, while they wait for their relocation apartment to become available. This will allow construction to begin on time. These households may decide to move a third time in order to return to JP after construction. All members of a household will need to vacate the Jefferson Park Federal apartment at the same time in order to comply with the terms of the lease agreement with the CHA and to accommodate the renovations.

CHA has identified the following housing options that will be available for all Jefferson Park Federal residents during the construction:

1. **Move to another CHA or CHA affiliate development:**
 - a) Temporarily relocate to another CHA or CHA affiliate development during construction, and return to Jefferson Park Federal after the construction is complete.
 - b) Permanently relocate to another CHA or CHA affiliate development during construction, and remain at that development after Jefferson Park Federal construction is complete.

2. **Move using a CHA-issued federal mobile or project-based Section 8 voucher (this option has a priority for households who need a three-bedroom apartment or larger):**
 - a) Temporarily relocate offsite using a CHA-issued federal mobile or project-based Section 8 voucher during construction, and return to Jefferson Park Federal after the construction is complete. **For households who need an apartment with three or more bedrooms, this option to move with a Section 8 voucher comes with a \$1,000 incentive payment to the household. While any household can choose to move with a voucher, this option has a priority for such larger households and the incentive is only available to these larger households.**

 - b) Permanently relocate using a CHA-issued federal mobile or project-based Section 8 voucher during construction, and remain within that program after Jefferson Park Federal construction is complete. **For households who need an apartment with three or more bedrooms, this option to move with a Section 8 voucher comes with a \$1,000 incentive payment to the household. While any household can choose to move with a voucher, this option has a priority for such larger households and the incentive is only available to these larger households.**

3. **Move to a friend or family's home during construction and return to Jefferson Park Federal after construction.**

Options 1a & 1b: Temporarily or permanently relocate to another CHA or CHA affiliate development during construction, with the option of returning to Jefferson Park Federal after the construction is complete.

Some households may choose to temporarily relocate off-site to another CHA or CHA affiliate development for the duration of the construction work. Other households will choose to permanently relocate. To the greatest extent feasible, CHA will make units available at other CHA or CHA affiliate developments for temporary relocation. Households will be able to list a preference for specific developments. Prior to making preference choices the CHA shall inform tenants of, among other things, any plan it has for relocating tenants at other developments pursuant to future renovation plans so that a tenant will not unknowingly make a choice that will subject him/her to multiple relocations.

The CHA shall attempt to offer all Jefferson Park Federal tenants who relocate to another CHA or CHA affiliate development three (3) or more options that fit the Comparable Replacement Dwelling definition below. The CHA shall try to offer such units simultaneously in order to provide meaningful

choice. It is the CHA's experience, however, that the ability to offer three (3) or more units simultaneously is rare. JP residents may decline the first offer of a Comparable Replacement Dwelling and, in such event, the CHA will offer a second Comparable Replacement Dwelling pending availability within the CHA portfolio. In the event this offer is within one month of the projected April 2022 construction start date and there is limited availability of CHA units, the CHA may elect to offer only one Comparable Replacement Dwelling to maintain the construction schedule, which the resident must accept.

No JP household shall be required to move unless the CHA has offered them at least one (1) Comparable Replacement Dwelling.

Unit assignments will be made based on initial preferences unless preferences change subsequently for medical reasons or other good cause. CHA will seek to accommodate initial and subsequent preferences to the greatest extent possible and feasible subject to unit availability at particular locations.

Since the CHA cannot be sure of the location of available off-site units, it cannot guarantee that all households interested in moving to a *specific* CHA or CHA affiliate development can be accommodated.

Once construction is complete, households will need to decide whether to remain in their relocation apartment on a permanent basis or move back to Jefferson Park Federal.

CHA shall consider all Jefferson Park Federal households as administrative transfers to any of its federally-assisted housing and housing owned by its affiliates notwithstanding any provisions of the Administrative Plans, Admissions & Continued Occupancy Plan and Tenant Selection Plans to the contrary. The household will need to complete a CHA transfer application. The CHA will not re-screen applications for transfer other than for any eligibility requirements that apply to the affiliate site, such as tax credits or Section 8. CHA may only deny an application for transfer (a) where applying for affiliate housing and they do not meet the eligibility requirements for the programs that apply to that site (exclusive of the resident selection criteria) and (b) where there is a pending eviction for a serious or repeated violation of a material term of the lease that has not been resolved by an agreement. The CHA shall approve all applications for administrative transfer except as set forth in this paragraph. Where the CHA denies an application for transfer to another CHA development or CHA affiliate development, the CHA will still provide the tenant with a Comparable Dwelling Unit at Jefferson Park Federal or elsewhere if the household is displaced including but not limited to when a tenant is required to move from his/her unit prior to the conclusion of a pending eviction.

Split Households: Since the CHA cannot guarantee the availability of appropriately-sized units within its portfolio during the relocation period, the CHA will allow interested JP households to split if it meets the household needs and makes it easier to find appropriate temporary relocation housing within other CHA units. A split household is one where there is more than one person over the age of 18 and those persons are eligible to become their own household. These households may elect to be split into two households during the relocation period and relocated into two different CHA relocation units. For example, a household with three adults and one child under 18 living in a three-bedroom unit may

choose to split into a one-bedroom household and a two-bedroom household to take advantage of the availability of these smaller units. Upon the completion of the JP construction, each household may separately elect to return to JP Federal, if there is appropriate unit availability for two households, or to remain in the relocation unit. If both elect to return to JP Federal as one household then they will be offered one unit that meets the sanitary code requirements for that household size. Please note that if a large household is currently underhoused at JP Federal and chooses to split during relocation, but then all members of the household choose to return as one household unit to JP, they may need to be underhoused once again depending on unit availability.

Options 2a & 2b: Temporarily or permanently relocate off site using a CHA-issued federal mobile or project-based Section 8 voucher during construction, with the option of returning to Jefferson Park Federal after the construction is complete.

Some households may choose to temporarily relocate off-site for the duration of the construction work with a Section 8 voucher or permanently if households so desire. Residents will be able to search for and find their own apartments that qualify and will accept a Section 8 voucher, or can utilize apartment search assistance from the CHA. The CHA has contracted with Housing to Home to assist residents choosing to relocate with mobile vouchers. In addition, for residents who find their own apartments with the help of a realtor, the CHA will pay a realtor's fee up to one month's contract rent. For households who need an apartment with three or more bedrooms, this option to move with a Section 8 voucher comes with a \$1,000 incentive payment to the household. While any household can choose to move with a voucher, this option has a priority for such larger households and the incentive is only available to these larger households.

The CHA shall expeditiously provide mobile Section 8 vouchers to eligible residents who find housing through the City of Cambridge's Inclusionary Zoning Housing program and require a voucher for lease-up.

Those households who temporarily relocate off site with a CHA voucher (mobile or project-based) will later need to decide whether to remain in that program on a permanent basis or move back to Jefferson Park Federal once the construction is finished.

The CHA shall promptly make available mobile Section 8 housing choice vouchers to eligible Jefferson Park Federal households who request a voucher. The CHA shall require a completed application from each tenant requesting a mobile Section 8 voucher, but shall not deny the application except for the federally mandated reasons set forth in 24 CFR §982.552(b) and §982.553 or unless the household does not meet the income (at or below 80% of area median income) for the Section 8 housing choice voucher program.

Jefferson Park Federal residents will be solely responsible for paying any tenant-supplied utilities that may be required by a landlord of a Section 8 apartment or the Section 8 lease terms.

Any mobile Section 8 voucher issue under this paragraph shall be subject to a 120-day search period, and any extensions as applicable under Part 1 of the CHA's Administrative Plan for the Federal Housing Choice Voucher Program. If a tenant was issued a mobile voucher but was then unable to

lease up a unit under that voucher program within the allotted time frame, then the CHA shall offer the resident at least one Comparable Replacement Dwelling from the CHA housing portfolio. .

If, during the Jefferson Park Federal construction period, a tenant receives a notice to move or a notice of non-renewal of lease from a landlord of a Section 8 apartment (for any reason other than serious or repeated violation of material terms of the lease as determined by a court) and provides the CHA with a copy of this notice, then the CHA shall issue a new Section 8 voucher and if requested shall also immediately place the tenant on the waitlists for CHA public housing and CHA affiliate housing, as an administrative transfer, as of the date of the CHA's receipt of the notice to quit. The CHA shall offer the tenant the next available apartment (of the appropriate size) consistent with his/her position on the wait lists as an administrative transfer. The CHA shall also offer the resident the housing search assistance from Housing for Homes and pay a realtor's fee up to one month's contract rent.

Option 3: Temporarily relocate to a friend or family's home during construction, and return to Jefferson Park Federal after construction is complete

Some households will choose to stay with a friend or family during construction. As of information we have in May 2021, we anticipate residents will need to be out of their unit for up to four years (i.e. the anticipated 30-39 months for construction starting April 2022, plus up to an additional 11 months from when relocation starts, depending on when the resident moves). During construction residents must leave their units and take all of their belongings either with them or allow CHA to place them into storage. The CHA will, in either event, pay for the move and any necessary storage. CHA supplied off-site storage will not be accessible to residents during the relocation period.

Comparable Replacement Dwelling

The CHA shall attempt to offer all Jefferson Park Federal tenants three (3) or more comparable replacement dwellings. No JP tenant shall be required to move unless the CHA has offered the household at least one (1) Comparable Replacement Dwelling in CHA's portfolio. A Comparable Replacement Dwelling means a dwelling which is available to the tenant, located in Cambridge and:

- a) Is decent, safe, and sanitary;
- b) Functionally equivalent to the tenant's current Jefferson Park Federal apartment;
- c) Is adequate in size to accommodate the tenant and his/her household;
- d) Is in a geographic area not subject to unreasonable adverse environmental conditions;
- e) Is in a location generally not less desirable than the location of the tenant's current Jefferson Park Federal apartment and in a location similar to the tenant's current Jefferson Park Federal apartment with respect to public utilities, commercial and public facilities (including but not limited to grocery stores, health care providers, place of worship, and public transportation) and reasonably accessible to the schools and places of employment of the tenant and all household members;

- f) Is within the financial means of the tenant;
- g) Is appropriate in light of any medical needs of the tenant and household member, including having the accessibility features of the tenant's current apartment if such features are necessary for the tenant's use of the unit due to a disability;
- h) Whose landlord will allow the tenant to have, in the dwelling, those cats, dogs, or other pets that the CHA has approved in writing, and;
- i) Where free parking for the tenant's current motor vehicles is reasonably available and near the dwelling unit.

However, at the resident's election, a unit will not be considered a Comparable Replacement Dwelling if it is located in a building where disruptive renovations and/or displacement is anticipated during the JP construction period.

7: How Will Households Select Their Relocation Housing Option?

The CHA will provide the information necessary for households at Jefferson Park Federal to make a fully informed decision.

Households are strongly advised to fully utilize the information provided and to carefully and thoroughly consider all relocation housing options before making a selection. The Relocation Coordinator (RC) will be available to meet virtually or speak over the phone with residents and their families individually to assist in making choices. Residents may have anyone else attend their meetings, including friends, relatives, and/or a member of Cambridge Economic Opportunity Committee (CEOC) at 617-868-2900 or Alliance of Cambridge Tenants (ACT) at 617-499-7031. Residents may also request that such meetings are held in their homes upon request after the COVID-19 pandemic is over if both parties agree. A description of the process for selecting a preference for relocation housing is described below.

7.1 Relocation Information Package

The CHA will prepare an information package to distribute to all Jefferson Park Federal households to provide written information about the various relocation options available, as well as planned meetings to keep tenants updated on relocation.

7.2 Selecting a Relocation Option

Each household will meet privately with the RC to make a relocation housing selection. These meetings will take place via phone or virtually, or in person in the resident's apartment if both parties agree. The RC will outline the entire relocation process, and review with the household the resources and choices available for relocation. At this meeting or shortly after, the household will sign a worksheet that will document:

- Each resident's tentative decisions in order of preference to relocate to another CHA or CHA affiliate development, relocate with a voucher, or temporarily stay with family or friends; and,

if known, may indicate whether any off site relocation is temporary, permanent, or unknown at this time. (Until the Jefferson Park Federal construction is completed, the resident will not have to make a final decision as to whether his/her relocation is temporary or permanent).

- Any preferences for specific development or unit assignments and timing of the moves.
- Any special health, public transportation, neighborhood, or similar considerations for relocation housing.
- Information regarding need for packing assistance and any large, unusual, or difficult items to be moved. The CHA will provide packing services as necessary, but requires some general information regarding level of need to adequately schedule the services.
- The need for temporary storage during the construction period, including but not limited to freezers, large sofas, and pianos.
- The number and type of pets which each tenant currently has.
- The tenant's primary language spoken at home (if other than English) and the language in which the tenant prefers to receive written communication.

Two copies of the completed worksheet will be provided to each household, and the original will be filed in the household's relocation file.

CHA will take care to respect the privacy rights of each household. Any personal data which is necessary for the relocation will be kept confidential and not shared with anyone unless required by law, with the tenant's written permission, or among CHA staff where necessary to perform the staff persons' job.

7.3 Changing a Relocation Option

Households are strongly advised to carefully and thoroughly consider all relocation options before making a selection. While it may be possible to later change the selection, households may not be eligible for the same benefits as initially available, such as specifying a certain off-site location.

8: How Will Relocation Apartments be Assigned?

Declaring Initial Relocation Preference

Starting in May 2021, as soon as the Relocation Plan is approved, the CHA's Relocation Coordinator (RC) will meet with each household to:

- Discuss the upcoming construction project and schedule.
- Discuss the relocation options.

Households interested in moving before May 2021 may start working with a RC now to discuss the

upcoming construction project and relocation options.

Jefferson Park Federal households must declare their initial relocation preference no later than June 30, 2021.

Prior to Initial Move to or Return from Another CHA Development, Section 8 Unit, or other Off-Site Unit

Approximately forty (40) days before a household's move, the CHA's RC will meet with and/or have a phone call with each household to:

- Discuss the upcoming move.
- Confirm unit preference.
- Confirm if there is a need for moving or packing assistance.
- Identify potential moving dates.

The CHA will also provide the household with another copy of the handout "The Moving Process — Know Your Rights and Responsibilities" (See Attachment B).

Moves to other CHA and CHA affiliate housing developments will be based on specific resident need and interest. The CHA will develop a unit assignment plan based upon the following criteria:

- Appropriate unit size
- Households having any pertinent medical need
- Households having any pertinent need related to a child's current school placement
- Construction Phasing, if applicable
- Tenant Preference

The CHA will use a lottery to develop a unit assignment plan for those tenants who meet the same criteria. The lottery was held in February 2021. All Jefferson Park Federal tenants were notified in advance of the date and time of the lottery which was conducted virtually given the ongoing COVID-19 pandemic. After the lottery, the CHA posted the list in the management office, and on information stations around the site and on the JP redevelopment's website. The CHA also mailed a notice to each household notifying them of their lottery number.

9: How and When Will the Move Happen and Who Will Pay for it?

All households must move all of their belongings from their apartments regardless of whether the move is a temporary or permanent one. Each household will be responsible for packing all belongings and preparing furniture for moving. The CHA will make arrangements for the moving company as well as provide assistance in packing and unpacking as necessary and when requested. While in general residents will notify the CHA of their needs for packing services at the 40-day meeting with the Relocation Coordinator (RC) as described in Section 8 above, the tenant may revise

his/her decision regarding the need for packing assistance provided he/she notifies the RC at least 10 days prior to the scheduled move. When the CHA is providing the packing, unpacking and moving assistance, the resident must cooperate with such efforts.

The CHA will provide new boxes and other moving supplies including but not limited to packing tape, markers, bubble wrap, and upon request garment boxes to all households at least one month in advance of a household's moving date.

In all instances, a household will not be required to move during the fourth week of November, and the last two weeks of December, or during times when a household is otherwise celebrating a culturally or religiously significant event. As set forth elsewhere in this agreement CHA shall be responsible for moving all residents.

9.1 Notification Requirements for Moves from Each Tenant's Current Jefferson Park Federal Apartment

The CHA will provide all Jefferson Park Federal households with at least **90 days** (3 months) written notice of the earliest date by which he/she may be required to move from his/her current Jefferson Park Federal apartment. The tenant may agree, in writing, to a shorter period of notice to facilitate a transfer to a specific unit of the tenant's choice. No JP resident will be required to move before 30 days after his/her acceptance of an offer of Comparable Replacement Dwelling.

The CHA will also provide all current Jefferson Park households with update notices periodically throughout the construction period to note any changes to the project schedule. For this purpose, the CHA shall maintain and update a list of all Jefferson Park Federal residents and relocation addresses, including all off-site addresses.

As each household's individual move date from his/her Jefferson Park Federal apartment approaches, CHA will notify the household approximately 40 days before a potential date that packing boxes and materials are available and to discuss the choices in apartments, movers, and moving dates.

All notices to residents will be sent by personal delivery service or certified mail, return receipt requested. All notices will be in the language read by the person(s) to be relocated.

SUMMARY OF STEPS FOR MOVE FROM CURRENT JEFFERSON PARK APARTMENT

STEP 1	May 2021 - June 2021	Individual Meeting with Relocation Coordinator to review and select relocation option. Families must select their relocation option by June 30, 2021.
STEP 2	90-Day Notice*	CHA sends written notice to household of the earliest date they will be required to move from current apartment.
STEP 3	Within 90 days before the move date	Residents interested in relocation, temporarily or permanently, to another CHA or CHA affiliate property will need to complete the paperwork and income verification required for the LIHTC program. Residents will also need to have their apartments inspected and exterminated when necessary.
STEP 4	About 40 days before the move	CHA meets with each household to discuss moving logistics. CHA sends notice that packing boxes and materials are available and discusses with each household choices regarding movers and moving dates and, if applicable, choices about apartments.
STEP 5	About 30 days before the move	CHA shall provide each household with approximately 30 days advance written notice of their relocation apartment and the expected date on which they must move.

* The tenant may agree, in writing, to a shorter period of notice to facilitate a transfer to a specific apartment of his/her choice.

9.2 Being Ready for the Move — From Current Jefferson Park Federal Apartment and Back to New Jefferson Park Federal Apartment

Households must be fully packed and ready to move on their assigned move day. If a household is not ready to move on its specified day, the moving date will then be rescheduled to occur within 48 hours of the original move date. If the household is still not ready on the rescheduled date, the movers will be instructed to assist the household in packing so the move can take place that day. The cost of this packing assistance will be charged to the household unless the household was unable to pack due to good cause such as serious illness or family emergency.

Households must notify the CHA in advance if there are any special needs or requirements for their individual move, such as relocating an air conditioner, carpeting, or unusual furnishings. Additionally, households are expected to prepare all furnishings, including window treatments, for their move, except that the movers will take apart beds (and then set up the beds). Households requiring any assistance must notify the CHA in advance. CHA will provide assistance as needed at no cost to the household, however, proper notification is required.

All belongings must be packed or properly disposed of, and units completely emptied upon completion of the move from the tenant's current Jefferson Park Federal apartment. Residents disposing of furnishings or other belongings should contact the Jefferson Park Federal Management Office for

assistance, and upon timely notification of the resident (i.e. before the move occurs) the CHA will have its movers remove any furnishings or other belongings the resident no longer wants from their unit to the dumpster.

The parties acknowledge that during the relocation process, residents' apartments may be in disarray due to packing, unpacking and moving preparations, and that the resident shall not be penalized for such conditions during a contemporaneous apartment inspection. However, in all instances, residents must maintain access to windows and doors.

For all moves, households must notify the U.S. Post Office, Social Security Office, and other agencies, individuals, companies, etc. of their change of address. Households also must notify the telephone, cable, electric, and other utility companies of the need for a transfer of service prior to their move date. The CHA will provide assistance with the notification process as required, and will reimburse any fees charged to complete the transfer of service.

Generally, all moves are conducted on weekdays (and not weekends or holidays).

9.3 Moving Related Costs and Payment of Costs — From Each Tenant's Current Jefferson Park Federal Apartment and Back to the New Jefferson Park Federal Apartment

The costs and payment of items described below apply to moving from current apartment and back to the new apartment at the end of construction.

Moving and Storage Costs: Jefferson Park Federal households will not incur any costs associated with moving their belongings to their permanent or temporary replacement apartment, and to and from storage. However, for moves more than 50 miles from Jefferson Park Federal, the CHA will pay the amount listed in the most recent "Fixed Residential Moving Cost Schedule" for Massachusetts (which, as of August 24, 2015, is \$1,000 for one bedroom, \$1,200 for two-bedroom apartments, \$1,350 for three-bedroom apartments, etc.) or, on a case-by-case basis, may approve more than the amount listed on the Schedule. The CHA will also cover the cost of temporarily storing personal property of households moving to smaller apartments until that household is offered a new unit at Jefferson Park Federal and either the tenant moves back to Jefferson Park Federal or the tenant forfeits the right to move back, whichever comes first. This includes a CHA-arranged storage company (to which the tenant will not have access during the relocation period) or a tenant-arranged storage company (to which the tenant may have access during the relocation period). If a tenant arranges for their own storage, the CHA will reimburse the tenant for the cost of storage and on the scheduled moving date(s), the CHA movers shall move the resident-designated items into and back from the tenant-arranged storage facility

The CHA will contract with professional movers to provide moving services, and will contract with a storage center as needed to provide secured space for storing belongings. The moving companies and storage center will bill the CHA directly for services and/or costs. Under the terms of its contract, the movers and/or storage center will be liable for the 100% replacement value of lost and damaged goods for each move. Additionally, the movers will be required to carry general public liability

insurance on an occurrence basis of at least \$500,000. CHA will maintain copies of the certificate of insurance for all such contractors at its offices. The CHA shall provide residents with information about various moving companies that meet these requirements and, if the resident chooses, he or she can choose among such companies.

CHA will also provide assistance with packing and unpacking as required, and will cover all packing costs. Under no circumstances should residents move themselves. All moves are to be conducted by professional movers. This does not prohibit tenants from moving perishable, fragile, or other small items themselves if they so choose but at their own risk.

Residents who require assistance packing or unpacking, or have any special moving needs, must contact CHA at least 10 days prior to their scheduled move to ensure sufficient time to schedule the appropriate assistance.

Moving Materials: The CHA will provide all boxes including wardrobe boxes, tape, bubble wrap, and similar supplies needed to complete each move from their current Jefferson Park Federal apartment and back to the new Jefferson Park Federal apartment. Materials will be made available on site (or at a place convenient for tenants living off site) on an as needed basis. Residents should contact CHA in advance if additional supplies are required.

Utility Reconnection Expenses: The CHA will reimburse all Jefferson Park Federal tenants for the actual costs associated with transferring existing telephone, internet, and cable television services related to the moves from their current Jefferson Park Federal apartment and the moves back to Jefferson Park Federal. However, the CHA will not cover the cost of telephone, cable, electricity or other utility bill arrearages (i.e. outstanding balances). The CHA will provide payment to residents for the actual transfer cost upon presentation of an itemized bill from the utility company. In the unusual circumstances that the resident is unable to pay utility reconnection expenses up front, the CHA shall pay such charges directly to the service providers.

Car Registration Expenses: The CHA will reimburse residents for the actual transfer cost of their car registration or re-permitting resulting from the relocation upon presentation of an itemized bill from the MA Registry of Motor Vehicles and/or City or Town.

Security Deposits: If the landlord of the Comparable Replacement Dwelling requires a security deposit from the tenant, then the CHA shall pay the landlord such amount, which shall not be refunded to the tenant.

Early Termination Costs: The CHA shall permit early terminations of leases and shall pay any expenses that the tenant may incur as a result of early termination of a voucher or other lease where such early termination is necessary to enable the tenant to return to JP after construction is complete.

Other Moving Related Costs: CHA will pay directly or reimburse households for other reasonable moving related costs provided the household receives prior written approval from CHA for any such expense. This applies to moves from a tenant's current Jefferson Park Federal apartment, and moves back to Jefferson Park Federal. CHA will not be responsible for replacing a carpet or other

flooring that a household may have installed in his/her apartment.

9.4 Replacement Housing Costs

During the relocation period, residents shall not pay more rent than they would be paying at Jefferson Park Federal (as adjusted for tenant-paid utilities). However, rent increases and decreases will be implemented pursuant to CHA rent policies when the household income and/or deductions change in the same manner as if the resident were residing at JP Federal.

9.5 Washing Machines and Dryers

Current residents will not be allowed to bring their existing washing machines and dryers to their new unit after construction is complete. CHA will be providing washers and dryers on site. To offset the cost of residents' existing machines and dryers, CHA will provide a reimbursement. See Attachment E for more details.

9.6 Relocation Claims

Following receipt of a claim for Moving Related Costs or Replacement Housing Costs, the CHA agrees to conduct an expeditious review and shall promptly notify the claimant about the need for any additional information in order for the CHA to determine the claim. Payment for a claim shall be made within 20 business days following receipt of documentation that establishes claimant's entitlement. Before denying any claim, the CHA shall offer the tenant a face to face or virtual meeting in accordance with current safety guidelines to discuss the claim. If the CHA denies the claim, the CHA shall provide written notice to the tenant of the detailed reasons for the denial and a description of the process for filing an appeal. See Attachment F.

9.7 Statement of Assurance

As part of the information prepared and distributed by CHA, all households will receive a statement of assurance signed by the head of the CHA stating that relocation assistance payments will be provided to temporary or permanently displaced residents in accordance with this Agreement and applicable laws. See Attachment D.

10: What Happens When Jefferson Park Federal Construction is Finished? What Rules Apply?

10.1 Low-Income Housing Tax Credits (LIHTC) and Section 18 Demolition/Disposition Tenant Protection Voucher (TPV) Program

The CHA and the new owner of Jefferson Park Federal shall operate all new apartments as LIHTC and TPV rental housing which shall be governed by the laws and regulations Section 8 Project-Based Voucher Program as amended by CHA's Moving to Work Agreement, except when the federal LIHTC program imposes different requirements (such as income limits on initial eligibility and relating to student status). The CHA will operate the TPV apartments at Jefferson Park Federal as family public housing in accordance with the requirements set forth in Part III of CHA's Administrative Plan for the Federal Housing Choice Voucher Program. Any future changes to the lease and/or the

policies set forth in Part III of the aforementioned plan will be subject to a public notification and comment period in accordance to the notice and comment provisions of 24 CFR 966 and 24 CFR 964 as they may be amended by the MTW Agreement, the MTW Annual Plan, the lease, or other written agreement between the CHA and the local or city-wide tenant organization.

10.2 Return from Off-Site Moves After Construction

All Jefferson Park Federal tenants who moved off-site to another CHA development, CHA affiliate development, Section 8 unit, or family/friends' homes under the terms of this Agreement shall have the right to return to the new Jefferson Park Federal upon its completion in accordance with this Agreement and as evidenced by the Assurance of Permanent Housing and Benefits (Attachment D). At of May 2021, the CHA anticipates that all the new buildings will be ready for occupancy at the same time.

CHA will provide such Jefferson Park Federal residents with as much notice as possible for returning residents, but at least one hundred (100) days' notice before the estimated date that the newly renovated Jefferson Park Federal apartments will be available for occupancy. Any tenant electing to return to the new Jefferson Park Federal shall notify the CHA that he/she elects to return within the time limits specified in the chart and sections below.

Prior to the household's move back to Jefferson Park Federal, CHA's Relocation Coordinator (RC) will meet with each household to:

- Discuss the upcoming move.
- Confirm building preference.
- Confirm if there is a need for moving or packing assistance.
- Identify potential moving dates.

The CHA will develop a unit assignment plan for returning residents based upon the following criteria:

- Appropriate unit size
- Households having any pertinent medical need
- Tenant Preference

The CHA will conduct a new lottery, using the same process as the lottery conducted in February 2021, to assign new lottery numbers to residents returning to JP. The CHA will use this lottery to develop a unit assignment plan for households returning to JP after construction who meet the same criteria listed above.

All residents who want to return to Jefferson Park Federal after construction will be able to provide preferences for specific buildings. Residents who currently reside in the Mid-Rise (1000 Jackson Place) will be given a higher preference for units in one of the three new elevator buildings after construction. The proposed new unit mix after construction as of May 2021 includes fewer one-bedroom units in elevator buildings than currently exist at Jefferson Park Federal. In the event that

there are more households with a preference for these elevator units than there are available units, lottery numbers will determine assignment. Please note that if a household is currently under-housed and moves to either a larger apartment for relocation or the household is split and moves to two apartments for relocation, that household is guaranteed the right to return to JP though they may need to return to their original apartment size and be under-housed again. CHA will be in compliance with the State Sanitary Code and we will not rehouse a household in violation of the code's requirements. See Section 6 for more explanation of split households.

SUMMARY OF STEPS FOR MOVE BACK TO THE NEW JEFFERSON PARK FEDERAL

STEP 1	About 100 days before the move	CHA shall notify all Jefferson Park Federal tenants at least 100 days before the estimated date that the new Jefferson Park Federal apartments will be ready for occupancy.
STEP 2	Within 45 days of Step 1	Jefferson Park Federal residents interested in returning to newly renovated Jefferson Park Federal apartment from off-site will need to complete the paperwork and income verification required for the LIHTC program. This process will begin upon the 100-Day Notice specified in Step 1 above. Residents must complete this process before they will be eligible to submit their decision to return as well as submit their preference for a specific unit as specified in Step 4. Failure to complete this process within 45 days of the Step 1 notice will negate a resident's ability to return to a new Jefferson Park Federal apartment. The Relocation Coordinator or building management staff shall be available to residents to assist in completing paperwork where such assistance is needed.
STEP 3	About 60-90 days before construction is completed	The CHA at approximately 60-90 days before completion shall hold open houses for tenants to view a sample of units (with layout plans for all units available). At least some of the open houses will be at times convenient for working tenants. The CHA shall provide as much advance written notice as possible of the dates and times of the open houses and of the tenant's deadline to elect to return to Jefferson Park Federal. The CHA shall send a preference form to tenants with the announcement of the open houses and also make the form available at the open houses.
STEP 4	3 business days after Step 3	Each tenant shall notify the CHA within three business days of the date of the last open house that he/she (1) elects to return to Jefferson Park Federal (and any preferences for units) or (2) does not elect to return to Jefferson Park Federal. The deadline may be extended for medical reasons or other good cause. See Section 10.3 below.
STEP 5	Shortly after Step 4	The CHA shall offer tenants in writing a specific unit. If there are residents that want the same unit, then the CHA shall rely on the lottery to determine which tenant will receive which unit.

STEP 6	3 business days after Step 5	Each tenant offered a unit at Jefferson Park Federal shall notify the CHA, within three business days of receipt of the offer, of his/her decision to accept or not accept the offer unless there is a medical reason or other good cause exists for extending this deadline. If a tenant does not accept the offer, then the CHA shall offer the apartment to the tenant next in line as established by the lottery.
STEP 7	About 40 days before the move	The CHA shall meet with each tenant to discuss the moving logistics.
STEP 8	About 30 days before the move	The CHA shall provide each tenant with approximately 30 days advance written notice of the expected move date to return to the specific Jefferson Park Federal apartment. See Section 10.3 below for good cause exceptions.

Until the tenant moves from his/her current relocation unit, the tenant may rescind any acceptance of the new JP federal apartment and remain in their current relocation unit.

Section 10.3 Extensions

The CHA will hold a new Jefferson Park Federal unit for 30 days if a tenant has good cause (e.g. medical reason) for not being able to return on the scheduled re-occupancy date. However, if a tenant does not elect to return to the new Jefferson Park Federal as provided in Section 10.2 above, or within such further time as allowed by CHA for good cause, then the tenant forfeits (gives up) the right to return to the newly renovated Jefferson Park Federal.

If a tenant elects to return to the new Jefferson Park Federal as set forth in Step 4 above but cannot move within the time limits set by CHA, for good cause shown, the CHA shall place the person on the wait list for Jefferson Park Federal ahead of applicants from the CHA waiting list.

11: What Information Will Tenants Receive?

11.1 Language Requirements

After this Agreement is accepted via a vote by residents and signed by the CHA, the CHA shall send a copy to each tenant. If the tenant reads Spanish, Haitian Creole, or Amharic (as his/her primary language), then the CHA shall translate and provide this Agreement to the tenant in Spanish, Haitian Creole, or Amharic as applicable. If a tenant cannot read English, Spanish, Haitian Creole, or Amharic then the CHA shall provide an oral interpretation of this Agreement if requested by the tenant. In the transmittal of the executed Agreement to residents, the CHA will include a notice to ensure that households with Limited English Proficiency (LEP) are aware of the language services available to them. LEP speakers will receive this notice in their primary language.

11.2 Information Meetings

The CHA will also conduct informational meetings to update Jefferson Park Federal tenants of the

status of the relocation and construction. The CHA shall also provide all Jefferson Park Federal tenants and the Cambridge Economic Opportunity Committee (CEOC), Alliance of Cambridge Tenants (ACT), and Cambridge and Somerville Legal Services (CASLS) with newsletters or other written information containing any significant updates in the relocation and construction process. The CHA will also make sure updated information is posted at the Information Stations throughout the site.

13: What Happens If There Is a Problem or a Complaint?

Any Jefferson Park Federal household who has an individual complaint with respect to the implementation of these relocation policies and procedures may file a written grievance stating the grounds of his/her complaint.

This complaint should be filed with the Relocation Coordinator and can be made individually or with the assistance of a member of the Cambridge Economic Opportunity Committee (CEOC), or anyone else. CEOC can be reached at 617-868-2900. Within five business days of receipt of the complaint (or such further time as the tenant agrees), the RC shall meet with the tenant (and any tenant representative) to fully review the complaint and seek to resolve it. Within seven business days of this meeting, the RC will provide the tenant with a written response to the complaint detailing his/her findings, any proposed resolution, and notice of the tenant's appeal rights.

If the complaint relates to the RC's actions or inactions under this Agreement, then the complaint may be filed with the CHA's Director of Operations. Within five days of receipt of the complaint (or such further time as the tenant agrees), said Director (or Director's designee) shall meet with the tenant (and any tenant representative) to fully review the complaint and seek to resolve it. Within seven business days of this meeting, the Director (or Director's designee) will provide the tenant with a written response to the complaint detailing his/her findings, any proposed resolution, and notice of the tenant's appeal rights.

If the tenant is not satisfied with the resolution, he/she may submit the claim to the CHA Grievance Panel (attention: Legal Department). A copy of the grievance procedure is attached to the CHA public housing lease and will be made available by the RC upon request. The CHA Grievance Panel shall hear and decide the matter in an expeditious manner.

[See signatures on next page.]

Signatures

Signed in duplicate this on the dates indicated below:

CAMBRIDGE HOUSING AUTHORITY,

Michael Johnston, Executive Director

Date: _____

AS APPROVED FOR ALL JEFFERSON PARK FEDERAL RESIDENTS BY JEFFERSON PARK FEDERAL RESIDENTS AS EVIDENCED BY THE BALLOTS RECEIVED ON THE FOLLOWING PAGES:

ATTACHMENT A

PHASING AND CONSTRUCTION SCHEDULE

Demolition and construction for the Revitalization of Jefferson Park Federal (JP Federal) is scheduled to begin in April 2022. The CHA plans for construction at JP Federal to take place in one phase. This means that the CHA anticipates relocating all current JP households before construction begins, so that construction can take place across the entire site at the same time. It is anticipated that construction at JP will last 30 months if construction can take place in one phase. If construction takes place in two phases, the anticipated construction duration increases to 39 months.

In summary, as part of the Jefferson Park Federal renovations, every household will need to move at least once and many will move two or three times. Households are required to move offsite prior to the start of construction in April 2022. Households who relocate before April 2022 will only be required to move once, to their relocation apartment. These households may decide to move twice in order to return to JP after construction. Households whose relocation unit is not ready or who have been unable to find suitable relocation location as of April 2022 may have to move to a different, temporary apartment at JP, while they wait for their relocation apartment to become available. This will allow construction to begin on time. These households may decide to move a third time in order to return to JP after construction.

The CHA will keep residents and tenant advocates, as listed in this plan, updated of changes to the construction schedule via newsletters and residents meeting.

ATTACHMENT B

THE MOVING PROCESS: KNOW YOUR RIGHTS AND RESPONSIBILITIES

Dear Jefferson Park Federal Resident:

The upcoming construction at Jefferson Park Federal requires that you and your neighbors must move out of your apartment. You will have many important choices and opportunities resulting from the construction project. You should carefully and thoroughly consider all of your relocation options before making a selection. Once you are notified of your move date, you must pack all your belongings, and be ready to move on your specified date. Professional packing services will be made available as necessary. It is important that you know your rights and responsibilities.

Your Rights

1. To have the Cambridge Housing Authority (CHA) provide you with a choice of relocation options which will provide you with decent, safe and affordable housing as you move from Jefferson Park Federal..
2. To provide you with an apartment at another CHA development, or a Section 8 when you are relocated for modernization purposes in accordance with the terms and conditions of the Jefferson Park Federal Resident Relocation and Unit Assignment Policies and Procedures Agreement.
3. To guarantee permanent housing at Jefferson Park Federal upon completion of its revitalization program as specified in the Assurance of Permanent Housing and Benefits you have received.
4. To have the CHA cover all eligible moving-related expenses associated with the relocation including actual moving cost and utility reconnections, and to provide moving assistance to those in need.
5. To offer you, to the degree possible, a limited choice among moving dates.
6. To have the CHA or its agent provide moving boxes and related packing materials as needed.
7. To have the CHA provide approximately 30 days' notice of your actual move date and to establish a no-move policy during all Thanksgiving and Christmas holiday periods and during times when a household is otherwise celebrating a culturally or religiously significant event.
8. To have the CHA conduct a fair and open process in full accordance with the policies and procedures detailed in the Jefferson Park Federal Resident Relocation and Unit

Assignment Policies and Procedures Agreement.

9. To have an avenue within CHA to grieve any individual complaints.

Your Responsibilities

1. To specify preference as to the relocation option you wish to use during the upcoming Jefferson Park Federal construction project.
2. To move upon notice during the specific time period irrespective of any pending grievance related to relocation or continuing occupancy. However, your right to file a grievance will not be waived by such a move provided notice is filed before the move.
3. To pack all your belongings and prepare furniture for moving with the exception of items which the residents may wish to move on their own, such as fragile items, plants, and electronic equipment. Everything but furniture must be packed in boxes. Curtains and/or drapes must be packed. Residents must notify the CHA if their need assistance with any packing 10 working days prior to their scheduled move.
4. To arrange with utility companies to have your services transferred to your new apartment, and to cover all associated arrearage.
5. If you are moving to another CHA development, a Section 8 unit, or permanently to another Jefferson Park Federal apartment, to notify the post office, Social Security, and other agencies, individuals, companies, etc. of your change in address.
6. To be ready to move all your belongings on the specified date, and to be home and ready when the movers arrive.
7. To return usable moving boxes to CHA staff for recycling by the movers.

RELOCATION PROCEDURES (REVISED TO MEET COVID-19 SAFETY REQUIREMENTS)

Residents who are required to move due to on-going or upcoming construction work at their properties will work with a CHA Relocation Coordinator who will guide them through the process, including working with residents and the movers to make sure things go smoothly and COVID-19 related measures are followed. CHA has worked with the movers to revise the moving protocols with these current challenges in mind. Residents will be provided copies of these protocols and given the opportunity to discuss any questions or concerns with the CHA Relocation Coordinator.

Pre-Move

1. CHA will minimize their visits to your apartment during the relocation process to the extent possible. When visiting is necessary, you and the relocation coordinator or property manager will always wear a face covering and practice social distancing by remaining at least six feet away from you in accordance with current Center for Disease Control (CDC), state and local authority guidelines.
2. You will talk with your relocation coordinator on the phone to review your unit options, as well as to finalize your unit selection and moving date. If you do need to meet in person with your relocation coordinator, you and your relocation coordinator must wear a face covering and practice social distancing by remaining at least six feet apart as per current CDC, state and local authority guidelines.
3. You will receive at least a 30-day notice of your actual move date, however, you may select a shorter notice period to facilitate a move to your preferred apartment. Please note that CHA has established a no-move policy during the Thanksgiving and Christmas holiday periods and during times when a household is otherwise celebrating a culturally or religiously significant event as specified in the Relocation Agreement.
4. If the mover needs to conduct a pre-inspection visit, we will ask your household to temporarily leave your apartment for the duration of the visit to avoid any unnecessary contact. You will be assigned a “day unit” in the building to remain during the inspection. The day unit will be cleaned and disinfected in accordance with the CHA COVID-19 Response Plan. Your relocation coordinator will accompany the mover, who will wear a face covering and otherwise follow all CHA COVID-19 protocols, including completing required temperature and health screening requirements. You will discuss the pre-inspection visit with your relocation coordinator in advance in order to give you an opportunity to raise any questions you may have. The relocation coordinator will convey all questions to the mover and will advise you of the answer(s) as soon as practicable following the visit. If at all possible, we will try to conduct pre-move assessments over the phone to limit contact.
5. Your household will also need to temporarily leave your apartment if it requires extermination prior to the move. If needed, you will be assigned a day unit or

(otherwise separated space) to remain during while the exterminator completes their work. The day unit will be cleaned and disinfected in accordance with the CHA COVID-19 Response Plan. CHA staff will accompany the exterminator who will wear a face covering and otherwise follow all CHA COVID-19 protocols, including completing required temperature and health screening requirements.

6. Your relocation coordinator will provide you with boxes, packing tape, and other packing material approximately one month before your move date. All the boxes and supplies will be brand new.
7. You will let your relocation coordinator know if you will need help with packing so it can be completed before your move date. If assistance is required, all parties will be required to wear face coverings and practice social distancing by remaining at least six feet apart during the packing activities.
8. If you are packing, you will pack all your belongings before your move date. Your relocation coordinator will visit before the move to make sure you are ready! Your relocation coordinator will wear a face covering and practice social distancing by remaining at least six feet apart during the visit.
9. If applicable, CHA will notify surrounding apartments of an upcoming move in your corridor at least 48 hours in advance, so those residents can plan to either stay in their apartment or be away from the building during that time.
10. Each week, CHA will post a schedule of upcoming moves in the lobby of the impacted building, including any anticipated to impact to elevators during the moves if applicable. If there will be significant impact on the use of the elevator, the CHA may ask residents in that building not to leave their apartments during the block of time when the moves will be occurring to minimize large groups in the hallways.

Day of the Move

1. You will be ready on the day of the move, either fully packed or ready to be packed.
2. CHA will confirm that the movers have complied with all CHA COVID-19 safety protocols including temperature and health screening, cleaning and disinfection of tools/moving equipment and additional requirements, prior to accessing your apartment. CHA will maintain a list of the movers who are on-site each day. You will see them wearing a face covering and practicing social distancing.
3. You will need to leave your apartment while the move is happening to limit potential exposures but a CHA staff person will be in the apartment during the move process. If necessary, you will be assigned a day unit or otherwise separated space for you to remain during your move day. The day unit during moving days will have a TV, refrigerator, and a comfortable chair for your use while the movers complete your move. You will also have access to a dedicated bathroom. The day unit will be cleaned and disinfected in accordance with the CHA COVID-19 Response Plan.

4. If you like, you will be able to monitor your move via video. We will set up a camera so you can supervise the move from your day unit and provide any direction or feedback to the CHA staff person supervising the move.
5. You will need to take any personal belongings you may need during the moving day, including medications, with you to the day unit as you will not be able to access your apartment during the move.
6. The movers will complete your move in a manner which will keep you, your belongings and furnishings safe:
 - The movers will only bring moving equipment which has been cleaned and disinfected prior to arriving for your move. Movers will also clean and disinfect equipment between use at each residence.
 - The movers will confirm that they have no symptoms of the COVID-19 virus and have no reason to believe they may have been exposed to the COVID-19 virus.
 - The movers will wear personal protective equipment during moving operations that conforms to current state, federal, and Center for Disease Control (CDC) guidelines for safety. At a minimum, movers will always be required to wear face-coverings while onsite and while moving your belongings and furniture.
 - The movers will seal fabric covered furniture, rugs, and other fabric in poly (plastic) sheeting.
7. You must have all your belongings including food and fragile items removed from your old apartment by the end of the day after the movers complete their work in the unit. Extensions will not be granted since the unit and the adjacent common areas must be cleaned and disinfected in accordance with CHA COVID-19 Response Plan for your safety and the safety of your neighbors.

After the Move

1. CHA will provide households responsible for unpacking their own property with cleaning materials to assist you in wiping down your belongings. If the movers unpack you, they will also use cleaning materials to clean hard or firm surfaces and belongings. In either case, the cleaning and disinfection materials utilized will be chosen in accordance with the CHA-COVID-19 Response Plan and from the U.S. EPA's list of disinfectants approved for use against SARS-CoV-2.
2. Once the move is complete, CHA will clean the common hallways, the elevator, and common areas used as part of the move. The cleaning and disinfection materials utilized will be chosen in accordance with the CHA-COVID-19 Response Plan and from the U.S. EPA's list of disinfectants approved for use against SARS-CoV-2.

3. The CHA will clean and disinfect the day unit in accordance with the CHA COVID-19 Response Plan to ensure that is ready for other residents.
4. If you unpack, CHA will collect the boxes for disposal. Boxes should remain in the unit until a CHA staff member comes to collect them. You and the CHA staff member must wear a face covering practice social distancing by remaining at least six feet apart when the staff member enters the unit to collect the cardboard boxes.
5. Please enjoy your new apartment!

ATTACHMENT C

(FOR REFERENCE ONLY- OFFICIAL NOTICES WITH RESIDENT NAMES WILL BE MAILED)

90-DAY NOTICE OF RELOCATION

[Insert Date]

Dear [Insert Resident's Name],

On October 28, 2017 the Cambridge Housing Authority (CHA) notified residents of proposed plans to redevelop Jefferson Park Federal. In October 2020, the CHA confirmed that the project would be moving forward as a teardown and rebuild and that all residents will be required to move from Jefferson Park Federal prior to the start of construction in April 2022. **However, all residents have the right to return to the new Jefferson Park Federal after construction is complete.** Demolition and construction will not commence on each building until all current residents have been relocated from that building. Construction is expected to last up to 39 months.

You do not need to move now. This notice provides you 90 days' notice of the earliest date at which you would be required to move. The earliest date you will need to move from your unit is (insert 90 days after date of notice delivery). Your Relocation Coordinator will be in touch with you well in advance of this date to discuss relocation options. You may choose to move earlier to accommodate a move to a preferred unit.

The relocation assistance to which you are entitled, under Section 18 of the U.S. Housing Act of 1937, HUD's regulations in 24 CFR part 970 and 24 CFR part 8, and reasonable accommodations for disability, includes:

- Payment for Moving Expenses. You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move. CHA will provide a mover and will cover the expenses relating to disconnection and reconnection of existing utilities, including telephone, cable service or internet access.
- Relocation Advisory Services. Includes counseling and other assistance to help you find another home and prepare to move. CHA can also provide assistance in searching for an eligible unit for Section 8 mobile voucher, if applicable to your household.
- Offer of Comparable Replacement Dwelling: You will be provided with at least one (1) offer of a comparable replacement dwelling for relocation that is safe, sanitary, and appropriate. This will include housing options with reasonable accommodations for disability if applicable to your household. You will be provided the opportunity to view the comparable replacement dwelling(s) offered for your relocation before accepting the offer. Your Relocation Coordinator will provide information on these offers well in advance of

when you will be required to move.

Please refer to the Jefferson Park Federal Resident Relocation & Unit Assignment Policies and Procedures Agreement for a complete list of relocation options. If you disagree with a determination related to your relocation options, you may file a written appeal to the CHA. Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any Replacement Housing Payments are made.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact your Relocation Coordinator before you make any moving plans. The CHA Relocation Coordinator will assist you with your move to a temporary unit and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled. Please find contact information for CHA's Relocation Coordinator's below:

Patrick Brekka, Relocation Coordinator: 617-520-6263, pbrekka@cambridge-housing.org

Alex Zuluaga, Relocation Coordinator: 617-405-5553 azuluaga@cambridge-housing.org

Tishauna Thomas-Greenwood, Relocation Coordinator: 617-520-6273,
tgreenwood@cambridge-housing.org

Jennifer Resto, Relocation Coordinator: 617-520-6411, jresto@cambridge-housing.org

Do not move or commit to the lease of any replacement home before we have a chance to further discuss your eligibility for relocation assistance.

This letter is important to you and should be retained.

Sincerely,

Patrick Brekka, Alex Zuluaga, Tishauna Thomas-Greenwood, Jennifer Resto
Relocation Coordinators

ATTACHMENT D

JEFFERSON PARK FEDERAL ASSURANCE OF PERMANENT HOUSING AND BENEFITS

The Cambridge Housing Authority guarantees to _____ who resides or resided at _____ on or after _____, the right to permanent housing at Jefferson Park Federal upon completion of its revitalization program subject to the terms and conditions of the Resident Relocation and Unit Assignment Policies and Procedures (“Agreement”) dated _____, 2021 and the right to all other benefits, assistance, and procedures as provided for in that Agreement, under Section 18 of the U.S. Housing Act of 1937, HUD's regulations in 24 CFR part 8 and part 970, and reasonable accommodations for disability.

CAMBRIDGE HOUSING AUTHORITY

Date

Michael J. Johnston, Executive Director

Date

Kevin Braga, Director of Operations

ATTACHMENT E

Washing Machine and Dryer ‘Buy-Back’ Policy

Current residents of Jefferson Park Federal will not be allowed to bring their current washing machines and dryers back when they move into a new Jefferson Park Federal unit. CHA will provide in-unit washers and dryers in all units in walk-up buildings (except one-bedroom units) and will provide common laundry facilities in elevator buildings in the new Jefferson Park Federal development.

In acknowledgement of the impact on residents who have previously purchased their own washing machines and dryers, the CHA is providing residents with the option to buy-back their current washing machines and dryers under the following conditions:

1. Residents who have purchased a new washing machine and/or a dryer within the last ten years will be reimbursed for the original cost of the machine(s) adjusted based on a straight-line 10-year depreciation value tied to the anniversary of the purchase of the machine. It will be the responsibility of the resident to provide either documentation of the original purchase in the form of receipts or documentation of the original purchase price and documentation verifying the date of purchase.

Example: A Jefferson Park Federal resident purchased a washing machine in June of 2018 and paid \$600 for this washing machine as documented by sales receipt. In June of 2021 the resident is required to relocate from their current unit. Because the washing machine is three years old and depreciation is 10% per year (here, \$60 per year), the value of the washing machine is \$420 determined as follows:

Original Price:	\$600
Depreciation:	- \$180 (Based on three years of depreciation at \$60 per year)
CHA Buy-Back Amt:	\$420

2. If the resident’s washing machine and/or dryer is in operating condition and is older than ten years OR if the resident does not have documentation of the original purchase, then the CHA will purchase each machine for \$200
3. In any event, the CHA will pay the resident a minimum of \$200 (\$400 for both washer and dryer) for any washing machine and/or dryer in operating condition.
4. If a Jefferson Park Federal resident is relocating to a unit where they can take their washer and dryer, there will be no buyback at the time of their initial move. If they decide to move back to the new Jefferson Park Federal at the end of construction, we will purchase their units at that time per the calculations above.

ATTACHMENT F

RESIDENT CLAIM FORMS AS RELATED TO RELOCATION

Signatures

Signed in duplicate this on the dates indicated below:

CAMBRIDGE HOUSING AUTHORITY,



Michael Johnston, Executive Director

Date: 7/7/2021

AS APPROVED FOR ALL JEFFERSON PARK FEDERAL RESIDENTS BY JEFFERSON PARK FEDERAL RESIDENTS AS EVIDENCED BY THE BALLOTS RECEIVED ON THE FOLLOWING PAGES: