

**John McGraw Court  
Temporary Relocation Plan  
July 2024**

**Prepared for Reno Housing Authority (RHA)**

**Prepared by HousingToHome, LLC**



HousingToHome, LLC (HTH) | [www.housingtohome.com](http://www.housingtohome.com) | 617-804-0154

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## I. DEFINITIONS

1. ADA Unit - Units compliant under the American's with Disabilities Act (ADA).
2. Affected Residents - All households living at John McGraw Court as of the date the General Information Notice is sent, if applicable. This term shall not apply to any resident who is or becomes in violation of their lease or currently is involved in an eviction proceeding.
3. American Rescue Plan Act (ARPA) - An Act of 2021, also called the COVID-19 Stimulus Package or American Rescue Plan, is a US\$1.9 trillion economic stimulus bill passed by the 117th United States Congress.
4. Area Median Income (AMI) - A measure of residents' median income in a broad area and it is calculated and released every year by the U.S. Department of Housing and Development (HUD).
5. Development Team – The Reno Housing Authority, owner, undertaking the John McGraw Court renovation project.
6. Elderly Person - Person 62 years of age or older.
7. HousingToHome (HTH) - A highly experienced national firm that specializes in relocation, resident engagement, community building, and consulting services. HTH provides services for affordable and mixed-income owners undertaking a renovation or redevelopment project. HTH wrote the McGraw Relocation Plan, is providing relocation consulting services to Reno Housing Authority, and will be the Relocation Specialist for the project.
8. Low-Income Housing Tax Credit (LIHTC) - Created by the Tax Reform Act of 1986, the LIHTC program gives State and local LIHTC-allocating agencies the equivalent of approximately \$8 billion in annual budget authority to issue tax credits for the acquisition, rehabilitation, or new construction of rental housing targeted to lower-income households.
9. Moving to Work (MTW)- A program for public housing authorities (PHAs) that provides them locally designed strategies that use Federal dollars to increase housing choices for low-income families. MTW allows PHAs exemptions from many existing public housing and voucher rules and provides funding flexibility with how they use their Federal funds.
10. Owner of McGraw - Reno Housing Authority.
11. Person with a Disability - Person who has a physical or mental impairment that substantially limits one or more major life activities.
12. Rehabilitation - The act or process of expanding, remodeling, altering or renovating apartments and common areas within a housing development.
13. Relocation Manager - Representative of HousingToHome (HTH) whose specific task is to provide relocation counseling to affected residents and relocate affected residents for the rehabilitation of McGraw Court and implement the relocation plan to ensure compliance with applicable relocation regulations, guidelines and laws.
14. The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) - A program authorized by the American Rescue Plan Act, delivers \$350 billion to state, territorial, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency.

15. Temporary Relocation/Move - When residents must relocate on-site or off-site to a comparable decent, safe and sanitary unit for less than one year or transfer permanently to a comparable unit on-site.
16. The United States Department of Housing and Urban Development (HUD) - The Federal agency responsible for national policy and programs that address America's housing needs, which improve and develop the Nation's communities, and enforce fair housing laws. HUD's business is helping create a decent home and suitable living environment for all Americans, and it has given America's communities a strong national voice at the Cabinet level.
17. Uniform Relocation Act (URA) - A federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displaced persons from their homes, businesses, or farms. The URA's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects.

## II. INTRODUCTION

The Reno Housing Authority (RHA) owns John McGraw Court located in Sparks, NV in Washoe County. Sparks, NV covers approximately 36.6 square miles of the Truckee Meadows situated at 4,410 feet above sea level just between the Carson and Virginia Mountain Ranges. Sparks is one of two incorporated cities within Washoe County. The other city is Reno. Sparks is connected to the western United States by U.S. 395, Interstate 80 and the Union Pacific Railroad and is served by the Reno-Tahoe International Airport. Older housing is located within the vicinity of downtown while most of the newer housing is in the Spanish Springs Valley.

The RHA helps the most vulnerable members of the community with supportive housing and assists seniors and disabled households age-in-place in well designed, accessible developments. RHA owns and manages 750 units of Public Housing across Reno and Sparks under the Public Housing program and with its subsidiary, Washoe Affordable Housing Corporation, they own, manage or contract more than 1,400 below market rate rental properties in the County. By way of Neighborhood Stabilization Programs and other funding, RHA also owns more than 165 rental properties specifically targeted for low-income households throughout the county.

John McGraw Court was built nearly 30 years ago and no longer meets modern energy efficiency and safety standards. The Home Means Nevada initiative, part of the State's investment of federal American Rescue Plan Act State and Local Fiscal Recovery Funds (ARPA/SLFRF) allocates \$500 million to reduce housing costs, assist seniors with home repairs, and increase housing availability. The Nevada Housing Division is using \$130 million for Multi-Family Home Preservation, potentially rehabilitating over 3,000 units for families and seniors earning less than 60% of Area Median Income (AMI), ensuring affordability for an additional 30 years. The Moving to Work (MTW) is a demonstration program for public housing authorities (PHAs) that provides them the opportunity to design and test innovative, locally designed strategies that use Federal dollars more efficiently and increase housing choices for low-income families.

John McGraw Court comprises 34 one-bedroom public housing units, with 5 currently vacant. The RHA plans to rehabilitate all 34 units along with 16 adjacent units at Silver Sage Court, with an estimated investment of around \$3 million. This project will temporarily relocate residents to vacant on-site units, other RHA portfolio units, or master-leased apartments secured for the project.

Safe and thoughtful resident relocation is a priority for the RHA, for this reason, the development team has contracted with HousingToHome (HTH) to provide comprehensive relocation services at John McGraw Court. HTH is a national relocation firm, and its Senior Leadership Team has extensive experience in relocation. HTH's leadership has much experience in executing all types of relocation across the country including temporary, occupied/resident in-place, permanent relocation as well as consulting services. HTH currently provides a range of relocation services to projects throughout the United States. HTH is highly knowledgeable about, and up to date with, the relocation rules and regulations for the Uniform Relocation and Real Properties Acquisition

Act of 1970, as amended (URA), Section 18 Demolition/Disposition, Section 104(d) and the Rental Assistance Demonstration (RAD) Program and other pertinent local, state, and federal guidelines. The firm is also very experienced in preparing and submitting Relocation Plans, notices, and all other required relocation documents to the United States Department of Housing and Urban Development (HUD) as well as other local and state entities.

HTH has a commitment to high quality services to its clients and to the residents. HTH prides themselves on being on schedule and budget and having excellent communication and follow through on our work. HTH strives to grow their business while at the same time having extremely knowledgeable, productive, and satisfied employees. HTH is a certified Women Business Enterprise (WBE). Diversity, Equity, and Inclusion (DEI) is a priority for us and is reflected in the staff who HTH hire's as well in the decisions made as a company.

This Plan, written by HousingToHome, ensures that McGraw residents are treated fairly and in accordance with the Uniform Relocation Assistance and Real Property Act of 1970 (URA), HUD regulations, and other relevant guidelines. The City of Reno has assumed HUD's environmental review responsibilities for the project.

#### Ownership

J.D. Klippenstein, Director of Development  
City of Reno Housing Authority  
1525 East 9th Street  
Reno, NV 89512  
775-329-3630 ext. 212  
jklippenstein@renoha.org

#### Relocation Consultant

Katie Provencher, Cofounder  
HousingToHome  
P.O. Box 20635  
New York, NY 10021  
617-293-6572  
katie@housingtohome.com

A copy of this Relocation Plan will be available to all residents of John McGraw Court online at [Reno Housing Authority](http://www.renoha.org) (<http://www.renoha.org>).

### III. PROJECT DESCRIPTION

John McGraw Court (McGraw), comprising 10 buildings with 34 individual 1- bedroom units, was the first Public Housing complex in Sparks, NV originally constructed in 1995, on a portion of a 5-acre site located at 2455 Orovada Street. Today, the Public Housing residential rental community serves Families, Elderly and Disabled residents within the now 2.06-acre in Washoe County. The Reno Housing Authority (RHA) plans to substantially rehabilitate all 34 units, along with 16 adjacent units at Silver Sage Court. This renovation aims to ensure the property provides safe, high-quality affordable housing for current and future residents. The estimated investment for this project is around \$3 million.

The RHA rehabilitation plans will bring the building systems up to meet the current standards with the added bonus of energy efficiency and resident safety at McGraw. This project will be funded by the Home Means Nevada Initiative (ARPA/SLFRF) and Moving to Work (MTW) Block Grant/Public Housing Capital Funds (\$500,000). Without these renovations, residents risk involuntary displacement due to property deterioration or conversion to market-rate units.

This project involves modernizations for each unit which includes brand new kitchens and bathrooms with new cabinetry, flooring, appliances, countertops, lighting, and more. Layouts will remain familiar, but residents can also expect a new gazebo and common area, including benches and a grilling area. Additionally, the community room will receive new plumbing and finishes. Construction will start this fall and is set to be done in three phases. Residents can expect to be temporarily relocated for about four months and most will be able to return to their current units. Rent will not change while residents are relocated.

#### Rehabilitation Summary:

- Replace damaged concrete curbs.
- Update water isolation valves and water lines, including concrete removal and replacement.
- Resurface asphalt and base, including striping and handicap parking decals.
- Replace asphalt shingle roofs and underlayment and repair any deteriorated plywood.
- Install energy-efficient windows).
- Paint and repair or convert exterior siding to stucco.
- Paint fascia, drip edge, eaves, and exterior doors.
- Replace all light fixtures, electrical switches, outlets, and cable/TV plates.
- Update interior baseboards, door casings, and doors.
- Replace kitchen sinks, fixtures, waste, traps, and water supply lines.
- Update tubs, toilets, lavatory sinks, fixtures, waste, traps, and water supply lines.
- Install new countertops and cabinets.
- Replace vinyl flooring and underlayment.
- Clean, patch, and paint walls and ceilings with primer and two coats of paint.

This project is subject to 24 CFR Part 58. Under HUD regulation 24 CFR 58.4, the City of Reno has assumed HUD's environmental review responsibilities for the project, including tribal

consultation related to historic properties. Historic properties include archeological sites, burial grounds, sacred landscapes or features, ceremonial areas, traditional cultural places and landscapes, plant and animal communities, and buildings and structures with significant tribal association.

Residents will need to temporarily relocate with all of their furniture and belongings to an on-site vacant unit, another vacant unit throughout the RHA portfolio, or to a master-leased apartment RHA has secured for the purposes of this project in order to complete this scope of work at McGraw.

Construction is proposed to begin in October 2024, with an estimated completion in October 2025. Phasing includes:

Phase 1 - (8 Units) - Bldgs 4, 9

Phase 2 - (8 Units) - Bldgs 8, 10

Phase 3 - (18 Units) - Bldgs 2, 3, 5, 6, 7

Funding sources for the rehabilitation include Home Means Nevada Initiative funds (ARPA/SLFRF) and Moving to Work (MTW) Block Grant/Public Housing Capital Funds. This rehabilitation project constitutes a substantial amendment to RHA's FY2023 Moving To Work Annual Plan. The rehabilitated housing will be a 100% affordable development targeted to seniors/people with disabilities with incomes at or below 60% of the area median income (AMI).



## **IV. RESIDENT RELOCATION & DETAILED PLAN**

### **i. Resident Demographics**

This residential complex comprises 10 buildings made of 34 one-bedroom units. 29 occupied apartment homes and 5 vacant units. There are a total of 29 residents living at the property. 23 of these residents have a disability. 26 of these residents identify as White; 1 as American Indian/Alaska Native; 2 as Black/African American; 7 residents identify as Hispanic/Latino and 22 identify as not Hispanic/Latino.

### **ii. Relocation Plan for Affected Households**

Renovations at McGraw are scheduled to begin in September 2024. While each individual unit will take approximately four months to complete, the whole project will take about a year. During the four months of resident unit renovations each resident will be required to temporarily relocate. The temporary unit will be comparable to their existing unit and be either an on-site vacant apartment at McGraw, a unit within the RHA portfolio or a market rent unit secured by RHA. These units will be safe and sanitary and meet code.

The Team's goal is to be resident-focused and to minimize disruption for the residents of McGraw as much as possible. HousingToHome (HTH) will have a full-time, on-site Relocation Manager who will work closely with residents and their families to provide any and all guidance and support needed throughout the relocation process. No residents will be permanently displaced due to the renovations planned for John McGraw Court.

Residents will be provided with all necessary packing materials, packing/unpacking assistance as needed, and moving assistance at no cost or expense to them. HTH will schedule, coordinate and supervise the respective moves to the temporary units using a licensed, bonded and insured professional moving company.

Residents will complete a temporary unit agreement that will honor their current lease at their temporary unit address and require property management and HTH to walk the unit to ensure it does not have any maintenance issues. The temporary unit will be comparable to their existing unit and be either an on-site vacant apartment at McGraw, a unit within the RHA portfolio or a market rent unit secured by RHA. These units will be safe and sanitary and will be cleaned before each resident moves into that unit. In between the use of temporary units, there will be a professional cleaning, and pest inspection and treatment. HTH and RHA's management team will conduct an inspection for any damages. Keys are coded and each resident will set a new code for their use when they stay in the temporary unit. When their original unit is finished being renovated, residents will receive the same moving assistance back to the property.

### iii. Relocation Assistance and Benefits

HTH will provide all affected households with temporary relocation rights and benefits in accordance with the Uniform Relocation Assistance and Real Property Act of 1970 (URA), implementing regulations at 49CFR Part 24, the guidelines set forth in HUD Handbook 1378 on Tenant Assistance Relocation.

Residents will have the full support and assistance of HousingToHome (HTH) to provide relocation services. HTH will have a designated full-time, on-site Relocation Manager and members of the HTH Senior Staff Team assigned to implement the relocation tasks outlined in this relocation plan. HTH's Relocation Manager will have accessible offices, located at McGraw, and work a flexible schedule generally between 9am and 5pm, Monday through Friday. HTH staff will also be available evenings and weekends, as needed, to be accessible to all residents and their support networks. Residents and their family will have the opportunity to meet personally with HTH's Relocation Manager, at their request, throughout the rehabilitation and relocation process.

HTH will provide the following relocation assistance and benefits to residents and act as the main contact for residents regarding any questions, concerns or needs around their relocation and the renovation process:

- Meet with each household one-on-one (in whatever format makes residents feel most comfortable including by phone, in-person, virtually, etc.) to explain their relocation rights, benefits and complete a relocation assessment to best understand and assist residents through the renovation and relocation process, **see Section iv: Advisory Services and Resident Relocation Assessment.**
- Provide required notices and all verbal and written correspondence, in accordance with any translation/interpretation needs or other reasonable accommodation requests, regarding relocation updates, progress and other important information, **see Section v: Ongoing Resident Communication and Notices.**
- Be accessible to residents and their families for their questions or concerns and have business hours communicated to residents with contact information and an on-site office location.
- Notify residents of the option to meet outside of office hours.
- Provide appropriate counseling for residents who may be unable to read and understand notices.
- Ensure that residents have an appropriate temporary unit and that their needs are met while out of their home for the day due to construction work.
- Understand and anticipate the needs of the residents and their families and be able to meet the special advisory services they may need.
- Inspect and treat any pest issues in residents' units.
- Assign temporary on-site and off-site temporary units to affected residents based on any reasonable accommodation needs.

- Arrange, schedule, and supervise the moving of affected residents' belongings to and from their temporary unit. This includes packing and unpacking assistance, distribution of packing materials as needed, and monitoring the move(s).
  - Temporary Move(s) in connection to the project will be arranged and paid for at no cost to the resident. This will include any internet service, utility connection and/or transfer fees.
  - Move will be conducted by a licensed, bonded and insured moving company.
  - Packing and unpacking services will be provided by a licensed, bonded and insured moving company.
- Ensure no additional housing costs will be incurred during relocation, whether it is to a temporary unrenovated apartment or permanently to a renovated apartment. Rent will remain affordable for all units – subsidy agreements, rent limits, and lease terms will remain unchanged.

#### **iv. Advisory Services and Resident Relocation Assessment**

Relocation counseling and advisory services shall include community meetings at the site and virtual and personal interviews with each household and any designated friends, family and caregivers. HTH's Relocation Manager will be responsible for conducting resident meetings; providing required resident notices and additional notices about renovations and relocation process; conducting mobility counseling; scheduling and coordinating moves; coordinating transfer of services; conducting follow-up visits; communicating on an ongoing basis with residents as needed; and documenting all relocation activities.

HTH's Relocation Manager will begin providing relocation advisory services and mobility counseling by conducting a comprehensive relocation needs assessment survey with each of the households (in whatever format makes residents feel most comfortable including by phone, in-person, virtually, etc.). The resident's family and caregivers are more than welcome to be a part of completing these surveys with the resident. During the assessment, Relocation Staff will explain the renovations, review resident's relocation benefits, and develop a relocation plan that works for the household. HTH's Relocation Manager will document the concerns and issues facing each resident with the aim of minimizing the adverse impacts of relocation.

Advisory services for residents begins with meeting the residents in a large group and in support of the development team at a Resident meeting where plans are discussed and vision is casted. Followed up by one-on-one meetings with each household that includes, but is not limited to:

- Explanation and details on the renovation and relocation process and timeline.
- Counseling and orientation in the mitigation of problems associated with relocation.
- Explanation of relocation benefits, assistance and procedures.

- Follow up with residents post their move(s) to address any concerns, questions or grievances.
- Explanation of relocation schedule.
- Close coordination of activities through individual on-going contact.

Resident Relocation Assessment process includes the following:

- Meet one on one with each household to establish their relocation plan based on their household's situation and needs. Identify any and all obstacles and/or issues that may impact relocation. The information collected in the assessment will include household composition, approved reasonable accommodations, pets, current in-home services, planned vacations/hospitalizations, etc.
- If the Head of Household does not speak English, then the relocation staff will arrange for appropriate translation services.
- Discuss and evaluate the renovations planned for the apartment and identify furniture and belongings that may need to be packed and/or moved for renovations to occur. Relocation staff makes note of large furnishings, housekeeping issues, clutter, required accommodations, pest issues, and hoarding concerns.
- Relocation staff determine with the resident if they do not wish for certain items to be packed or unpacked by the movers.

#### **v. Ongoing Resident Communication and Notices**

Residents will receive ongoing and frequent communication regarding the rehabilitation of McGraw timeline from HTH's Relocation Manager. Along with phone calls and letter updates that will provide residents with information regarding relocation, the required notices will be promptly sent to each affected household. Any requested translation and/or interpretation of these notices will be completed and delivered. Any identified friends/family/caregivers will also be given copies of these letters, as approved by each resident, in order to help advise residents and be included in the relocation process.

Required notices will include:

- General Information Notice (GIN) - The GIN explains that ownership plans to renovate John McGraw Court using local, state and federal funds soon and contact information for questions or concerns. **See Attachment A.**
- Notice of Nondisplacement - This will be delivered to each resident and a signed copy will be kept on file to confirm receipt for each household. This notice confirms that project funding has been secured and relocation will begin soon but no residents will be permanently displaced as a part of this project. Some residents may be required to move temporarily to another unit at the property. The notice also details how residents will not incur any additional costs due to the project. **See Attachment B.**

- 30 Day Notice of Relocation- This notice will be provided at least 30 days from the date a resident must temporarily relocate. The notice will state the specific move date and time frame that moving services will arrive; provide contact information for HTH's Relocation Manager who will supervise the move; and state the unit address to which the resident will be relocated. The notice will also contain information on the resident's return to a renovated unit or details. **See Attachment C.**
- For any renovations that would require additional entry into the apartment, repairs that require the resident to only leave their apartment during the day, this notice will detail the renovations start date and duration as well as any preparation the resident needs to complete. The notice will also provide contact information for HTH's Relocation Manager. **See Attachment D.**

These notices will be hand-delivered and signed for by each resident or sent certified first-class mail with return receipt requested in order to confirm receipt. All relocation notices, communications, relocation reimbursements and receipts will be documented in files for each affected household.

#### **vi. Record Keeping and Resident Log**

Along with files for each resident holding all copies of the received relocation notices, HTH will maintain and update a Resident Matrix containing the information of all affected residents.

Information tracked for all affected households since the GIN was sent will include, as applicable for each household:

- Date(s) of all required and additional notices.
- Dates and details of all moves due to renovations.
- The type of move and form of temporary housing.
- Address and unit size of any temporary relocation housing.
- The type and amount of any payments for moving or related expenses.
- Rent differential payments or other payments for temporary rental assistance.

## VI. APPEALS

If a resident contends that this Relocation Plan is not being implemented properly or believes the Owner (RHA) has failed to properly consider the person's request for relocation assistance, the resident may file a written appeal to the Owner based on determination of relocation assistance or any other part of the Relocation Plan not being implemented by the designated Relocation Advisory Agent, HousingToHome, LLC (HTH) or the Owner.

Grounds for appeal shall not include suspension of discretionary relocation benefits to former residents. The agency is required to consider a written appeal regardless of form as set in the URA. The time limit shall not be less than 60 days after the person receives written notification of the Agency's determination on the person's claim.

Promptly after receipt of all information submitted by a person in support of an appeal, the Agency shall make a written determination on the appeal, including an explanation of the basis on which the decision was made and furnish the person a copy. If the full relief requested is not granted, the agency shall advise the person of his or her right to seek judicial review.

The Agency official conducting the review of the appeal shall be either the head of the Agency or his or her authorized designee. However, the official shall not have been directly involved in the action appealed.

### Appeal to HUD

A displaced person who is dissatisfied with the Agency's determination on the appeal may submit a written request for further review with HUD's Regional Relocation Specialist.

W. Jay Smith  
HUD Regional Relocation Specialist  
U.S. Dept. of Housing and Urban Development  
Office of Community Planning and Development  
1 Sansome Street, 11th Floor  
San Francisco, CA 94104  
Phone: (415) 489-6591  
Fax: (415) 489-6419  
Email: [jay.smith@hud.com](mailto:jay.smith@hud.com)

If a review by the Bureau of Relocation is not sought within 30 days of receipt of a decision, the decision of the displacing agency shall be final.

**ATTACHMENT A: GENERAL INFORMATION NOTICE (GIN)**

**GENERAL INFORMATION NOTICE (GIN) RESIDENTIAL TENANT NOT DISPLACED**

**John McGraw Court**

*(Grantee or Agency Letterhead)*

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

**The Reno Housing Authority** is interested in rehabilitating the property **John McGraw Court**. This proposed project may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the Home Means Nevada Initiative funds (ARPA/SLFRF) and Moving to Work (MTW) Block Grant/Public Housing Capital Funds.

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

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

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

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA requirements. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are **not** eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to

a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

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

Please remember:

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

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about this notice or the proposed project, please contact HTH's Relocation Manager at (PHONE/EMAIL).\_\_\_\_\_.

Sincerely,

Name, Title  
Reno Housing Authority

I acknowledge receipt of this notice: \_\_\_\_\_ Date: \_\_\_\_\_  
(Resident Signature)



**ATTACHMENT B:  
NOTICE OF NONDISPLACEMENT RESIDENTIAL TENANT  
John McGraw Court**

Date:

Dear (Resident name and address):

On **(date of GIN)**, **The Reno Housing Authority** notified you of proposed plans to rehabilitate **John McGraw Court** and the apartment you currently occupy for a project which could receive funding under the (ARPA/SLFRF) program. On **(date)** the project was approved and will receive federal funding. Repairs will begin soon.

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

This notice guarantees you the following:

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

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

Because federal funding is involved in this project, you are protected by the Real Property Acquisition Policies Act of 1970, as amended. Of course, you must continue to comply with the terms and conditions of your lease.

This letter is important to you and should be retained.

Sincerely,  
Name, Title  
Reno Housing Authority

I acknowledge receipt of this notice: \_\_\_\_\_ Date: \_\_\_\_\_  
(Resident Signature)

**ATTACHMENT C: 30-DAY NOTICE OF RELOCATION**  
**30-Day Notice of Relocation of Return**  
**John McGraw Court**

Date:

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

This notice is to inform you that in approximately 30 days, you will be required to move to your temporary unit due to renovations scheduled for your current apartment.

You will be temporarily relocated to (temporary unit address) for approximately (relocation time frame)

Your move details are as follows:

Move Date: \_\_\_\_\_

Move Start Time Frame: \_\_\_\_\_

Moving Company: \_\_\_\_\_

Please note that any changes to your move date, time, and temporary unit address will be communicated to you as soon as possible. Your relocation will be completed consistent with fair housing and civil rights requirements, please let us know if you have any concerns for reasonable accommodations connected to your relocation.

Please do not purchase any boxes or packing materials for your move, we will provide those to you at no additional cost in the upcoming days.

If you have any questions or concerns about this notice or your move please contact (name, title), at (phone/email) or at (address).

We are following state, local and CDC guidelines concerning COVID-19 and request that you follow our guidelines including PPE requirements on the day of your move.

We truly appreciate your patience and understanding as we move forward to making the necessary repairs and renovations at John McGraw Court.

As always please contact HTH's Relocation Manager at (PHONE/EMAIL) if you have any questions or concerns.

Sincerely,

Relocation Manager, HTH

I acknowledge receipt of this notice: \_\_\_\_\_ Date: \_\_\_\_\_  
(Resident Signature)

**ATTACHMENT D:  
TEMPORARY RELOCATION AGREEMENT  
John McGraw Court Apartments**

**Move Date:**

I, XXXX, resident of my “apartment” located at XXXX, a unit owned and managed by The Reno Housing Authority at John McGraw Court Apartments in Sparks, NV, agree to the following conditions while I reside in the “temporary unit”, located at XXXX.

I understand the following conditions and agree to them:

1. I and only the people on my lease with the John McGraw Court Apartments will reside in the temporary unit during the time that renovations are being completed in my apartment and understand I must vacate the temporary unit and return to my apartment when HTH confirms renovations have been completed in my apartment.
2. I will not be able to access my apartment during the renovations and will pack and bring everything with me to my temporary relocation.
3. I attest that all valuables, cash, jewelry, prescription drug medications and any other high value items will be in my possession and not left in my apartment during the renovation. I understand it is not the responsibility of HTH, The Reno Housing Authority or the contractor if anything is left behind and possibly disposed of.
4. I accept my temporary unit in the condition it is in.
5. I agree to report any maintenance issues in the temporary unit to the rental office or answering service (if after hours). Please specify which temporary unit you are in.
6. I understand and agree that if there are any damaged items in the temporary unit, it is my responsibility to reimburse The Reno Housing Authority for any loss or damages.
7. I agree to follow the temporary unit rules posted inside the unit during my stay.
8. I understand that my current lease will transfer to my temporary unit, and I will need to continue to pay my rent and adhere to all terms and conditions of my lease agreement.
9. I understand that smoking of any kind is not allowed inside the temporary unit, which includes vaping.

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By signing this agreement, I agree to the above conditions for use and occupy of the temporary unit during my unit renovation.

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Resident Signature

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Date

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HTH Relocation Team Signature

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Date