



CITY OF BROWNSVILLE

OFFICE OF GRANT MANAGEMENT AND COMMUNITY DEVELOPMENT DEPARTMENT

TEMPORARY RELOCATION/HOUSING PLAN AND POLICY

In connection with and support of the City of Brownsville Owner Occupied Rehabilitation, Reconstruction Program (HOME & CDBG) the City may provide Temporary Relocation and Housing Assistance to Homeowners who are unable financially or physically to relocate during construction.

Under certain circumstances, the City may provide Temporary Relocation and Housing Assistance as follows:

- 1) Moving Expenses (excluding packing and boxes)
- 2) Storage Expenses, excluding insurance (Storage facility size determined by Movers and agreed to by City)
- 3) Temporary Housing – Rent Payments (Apartment, or other rental unit)
- 4) Utility Hook-Up, Deposits, or Transfers
- 5) Utilities while in rental (Light and Water)

The City will not provide Temporary Relocation and Housing Assistance for the following:

- 1) Packing
- 2) Deposit for Rental Unit
- 3) Boxes
- 4) Cleaning of existing house
- 5) Cleaning of rental upon departure of Homeowner/Client
- 6) Persons who are not in the City's Affordable Housing Rehabilitation/Relocation Program or who are in the Program but are not current clients.

The City may agree to bear the cost of the Homeowner's actual reasonable moving and related expenses necessary to effect the moving of the Homeowners and their personal

belongings from the original vacated dwelling to a temporary housing location and/or storage facility, and then to return the Homeowner to the permanent replacement or repaired dwelling.

If necessary and required, and the City may agree to pay rental assistance/payments for approved temporary dwellings or apartments, approved utility transfer or hook-up fees, approved closing and settlement costs related to the purchase of the replacement dwelling, and other approved costs for adequate temporary housing, if applicable; and other expenses determined necessary by the City to complete the rehousing of the Homeowner.

In order to receive or be considered for Temporary Housing Assistance, Homeowners/Clients must 1) be in the City's Rehabilitation/Relocation Program, 2) be selected as current clients. Homeowners must complete a *Plan of Action* form and ask for this type of assistance. The Homeowner will meet one on one with HOME staff will be discussed along with other options. The City, through the HOME staff, determines the Temporary Assistance to be provided on a case by case (family by family) basis. The City will determine the type and amount of assistance needed to facilitate the temporary relocation of the household.

Homeowners who have other options for temporary housing must utilize those options. The City reserves the right to determine if funds are available for Temporary Housing Assistance.

Because the houses in this program are being demolished it is required that the Homeowner and their belongings, vacate the property. Therefore Temporary Housing Assistance is critical to a successful Relocation Program. No Homeowner will be refused participation in the Housing Rehabilitation/Relocation Program because they cannot financially afford or are not physically capable of moving from their existing unit. The City may, in the interest of strategically stretching funding, select as a current client, an applicant who has a temporary housing source who may be lower on the program waiting list. However, the client who qualifies for assistance but is needing Temporary Housing Assistance must be assisted as soon as funds permit.

The type and amount of Temporary Housing is determined solely by the City. The following factors are taken into account:

- 1) Apartment/Housing Availability
- 2) Cost of Apartment/Housing
- 3) Location of Apartment/Housing --proximity to groceries/Wal-Mart/doctors, family, etc.
- 4) Number of persons living in the household
- 5) Number of School Age Children
- 6) School each child attends
- 7) Disability
- 8) Senior Living Alone
- 9) Household has a working vehicle
- 10) Health of Household Occupants
- 11) Funds Available
- 12) Short Term Lease Availability
- 13) Safety of Apartment/Housing

14) Accommodations of Apartment/Housing

In support of Fair Housing Practices the City will not discriminate as to the availability of assistance, nor to the selection of the type of assistance. Each Homeowner and their family circumstances are to be evaluated as they exist at the time of the needed assistance. It is considered the “*snap shot in time*”. Should circumstances change, the City at its discretion, may consider those changes and act accordingly or take no action.

No Temporary Housing Assistance funds will at any time be paid to the Homeowner. All assistance will be paid directly to the temporary housing provided, (Apartment/Landlord) to utility vendors, to storage vendors, or moving vendors.

Homeowners receiving Temporary Housing Assistance are responsible for:

- 1) Any damage done to the rental property during the temporary relocation.
- 2) Any property missing from the rental unit during the temporary relocation.
- 3) Insuring their property in the temporary unit or in storage, if desired.
- 4) Routine daily maintenance of the rental unit.
- 5) Cleaning of temporary unit at exit. Should be left, as it was found.
- 6) Mail while temporarily relocated.
- 7) Personal safety measures.

This Temporary Housing Assistance Plan does not pertain to emergency housing for citizens not in the City’s HOME/ CDBG Housing Programs. Temporary Housing Assistance is not available for hurricane/wind, water/flood, fire/smoke, or other natural or manmade related housing emergencies.

Temporary Housing Assistance is an approved expense by the U.S. Department of Housing and Urban Development under the HOME/ CDBG Programs and has been approved by the City of Brownsville. However, it is not a requirement that the City offer Temporary Housing Assistance. Therefore, this assistance opportunity should be viewed as a commitment on behalf of the City to provide Permanent Affordable Housing through our Relocation Program to every client who qualifies, regardless of their capability to financially or physically temporarily relocate.