
**Subject: RENTAL REHABILITATION PROGRAM
TENANT ASSISTANCE POLICY (1987)**

No. 50.2

Date: September 21, 1987

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PURPOSE:

The Policy is required by Department of Housing and Urban Development (HUD) to assist in the relocation of tenants due to temporary or permanent displacement resulting from the rehabilitation of a unit in which they reside.

SCOPE:

The Policy defines permanent and temporary displacement; describes relocation assistance; provides for tenant information and counseling; identifies resources for anti-displacement and relocation payments and assigns responsibilities for tasks to tenant assistance.

POLICY:

This tenant Assistance Policy is prepared in accordance with Rental Rehabilitation Program regulations 24 CFR 511.10 (h). The purpose of this policy is to describe how the City of Kalamazoo will provide assistance to tenants currently living in or moving into projects rehabilitated through its Rental Rehabilitation Program. The tenant Assistance Policy is available to the public at the Housing and Programs Section, City of Kalamazoo, 241 W. South Street, Kalamazoo, Michigan 49007.

DEFINITION OF DISPLACEMENT

Permanent Displacement – is defined as a lower income family being force to move permanently as a direct consequence of rehabilitation. A tenant is “forced to move permanently” if the unit is no longer affordable, meaning that the after rehabilitation sum of the utility allowance and the rent payable by the tenant to the owner exceeds the greater of, (a) 30% of the tenant’s income or, (b) the percent of income that was paid before rehabilitation towards rent and utilities. Additionally, if a unit to be rehabilitated is found to be overcrowded, the family occupying that unit will be considered displaced. Very low income families will not be displaced by families who are not very low income.

Temporary Displacement – is defined as a low income family being forced to move temporarily from the project as a direct consequence of rehabilitation.

Tenants will not be considered displaced if they have received a housing voucher/certificate, if they were offered a voucher/certificate and refused this assistance, or if they have been offered a decent, safe, and sanitary unit in the project at an affordable rent.

RELOCATION ASSISTANCE

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Permanent Relocation Assistance – a tenant who is permanently displaced will first be screened to determine if the family is eligible to receive a housing voucher/certificate. When available, housing vouchers/certificates will be offered to families who are permanently displaced. In the absence of vouchers/certificates or when a tenant is found to be ineligible, (if for reasons other than low income), the City of Kalamazoo will provide at least one referral to an available, decent, safe, and sanitary unit at an affordable rent. If an affordable unit cannot be located, rental assistance for up to twelve (12) months will be provided to make up the difference between the existing rent and the payment standard or the rent for another unit, whichever is less. Moving expenses of up to \$200.00 will also be provided. NOTE: The cost of relocation and moving expenses will be financed by the Rental Rehabilitation Program or by the owner.

Temporary Relocation Assistance – moving expenses of up to \$200.00 and the cost of temporary lodging will be provided to tenants temporarily displaced at a cost determined to be reasonable by the Housing and Programs Section.

INFORMATION AND COUSELING

The city of Kalamazoo will provide information and counseling to familiarize tenants in projects to be rehabilitated with:

- a. Opportunities to select replacement dwellings from a full range of neighborhoods.
- b. Individual rights under Federal Fair Housing law.
- c. How to search for suitable replacement housing.

RESOURCES

The City of Kalamazoo will use housing vouchers/certificates allocated through the Rental Rehabilitation Program as its only tenant assistance/anti-displacement resource. The City of Kalamazoo will offer housing vouchers/certificates to eligible tenants already residing in the project to be rehabilitated, whether they choose to stay or move. Vouchers/certificates may also be issued to eligible persons on the Section 8 rental Assistance Office waiting list who agree to occupy the unit after rehabilitation.

Resources of owner/applicants to the City of Kalamazoo Rental Rehabilitation Program shall be used for relocation payments if housing vouchers/certificates are unavailable. Relocation costs will be included in the project based casts financed by the Rental Rehabilitation Program as long as the maximum subsidy limits are not exceeded. Owners will be expected to assist the City of

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Kalamazoo Rental Rehabilitation Program in identifying suitable vacant units for use as both temporary and permanent relocation resources.

PROVISION OF ASSISTANCE:

The City of Kalamazoo Section 8 Rental Assistance Office will be responsible to perform the tasks related to tenant assistance. These tasks include certifying eligibility of tenants; issuing vouchers/certificates; notifying and counseling tenants of their rights and rules of participation; identifying suitable replacement dwellings; and providing financial assistance to displaced tenants.

NON-DISCRIMINATION:

The City of Kalamazoo Rental Rehabilitation Program agrees not to discriminate in providing information, initial counseling, referrals or other relocation services to persons displaced by rental rehabilitation activities. The City also commits that the practices and methods used in administering this program will not result in the displacement of persons because of their race, color national origin, religion, sex, age or handicap.

FURTHER INFORMATION:

Further information may be obtained from the City of Kalamazoo's Housing and Programs Section (616) 385-8225, 241 W. South Street, Kalamazoo, Michigan 49007

EFFECTIVE DATE: September 21, 1987

SEE ALSO:

Section 511.10 (h) of the RRP regulations