

St. Johns County Community Development Block Grant — Disaster Recovery Homeowner Temporary Relocation, Non-URA Plan

March 15,2022



TABLE OF CONTENTS

VERSION HISTORY 3
HOMEOWNER TEMPORARY RELOCATION ASSISTANCE..... 3

VERSION HISTORY

St. Johns County CDBG-DR Intake Center Policies and Procedures

| Version | Date | Page | Description |
|---------|------------|---------|---|
| #1 | 01/07/2020 | N/A | N/A |
| #2 | 05/20/2020 | Various | See Program and Policy Change Tracking Ledger |
| #3 | | | |

VERSION POLICY

Version history is tracked in the table above, with notes regarding version changes. The date of each publication is also tracked in this table. The first version of this document is 1.0.

Substantive changes within this document that reflect a policy change will result in the issuance of a new version 2.0, an increase in the primary version number. Future policy changes will result in additional revision and issuance of a new primary version number.

Non-substantive changes within this document that do not affect the interpretation or applicability of the policy (such as minor editing or clarification of existing policy) will be included in minor version updates denoted by a sequential number increase after the primary version number.

HOMEOWNER TEMPORARY RELOCATION ASSISTANCE

For homeowners that must vacate their homes and relocate during reconstruction or repair, the program may provide temporary relocation assistance. This assistance may be provided for homeowners that are unable to secure alternative housing on their own, with no single month of rental support exceeding fair market rent established by HUD for the unit size (when applying the HUD occupancy standard of 2 persons per sleeping room). The duration of assistance is limited to the amount of time the homeowner is unable to occupy the home due to construction and can only be extended if there is a justifiable delay in project completion.

A timeline for construction will be provided to program staff by the General Contractor in order to determine the amount of time the property needs to be unoccupied. The General Contractor will determine the livability standards of the property during construction. Livability standards include, but are not limited to, having one working bathroom, hot and cold running water, a place to sleep; a roof, floor, walls to keep out the elements, heat and air conditioning.

All Applicants applying for temporary relocation assistance will be required to fill out

and sign the St. Johns County Application for Temporary Relocation Assistance and sign the St. Johns County Optional Temporary Relocation Assistance Procedures. If an Applicant claims financial hardship, they will also need to fill out and sign the St. Johns County Temporary Relocation Assistance Financial Hardship Form.

Households with a documented need for assistance will be provided temporary relocation assistance in accordance with the following guidelines:

- Assistance with living expenses will be limited to payment of up to the monthly Fair Market Rent (FMR) established by HUD for the geographical location of the housing unit.
- Homeowner applicant is responsible for locating a suitable rental unit and signing a written agreement with the temporary dwelling, such as under a rental landlord or hotel.
- A temporary storage unit for large household items that need to be removed during construction will be provided as part of the construction contract, and the homeowner will be responsible for transferring belongings to the storage unit and emptying the storage unit contents after construction is complete. These household items will not be accessible to the applicant until construction is completed.
- Costs that can be used with the temporary relocation assistance needs to be directly related to the moving and rental expenses required for the applicant to be out of the CDBG-DR funded rehabilitated dwelling under construction. These costs include:
 - Rental fees, such as hotel costs or monthly rent for a rental unit
 - Non-refundable application fees related to the rental unit
 - Utilities for the rental unit, not including any refundable utility deposit fees
 - Costs to move household items into the storage unit or the temporary dwelling, if needed. The Program will be providing a storage unit on the site (if required by the type of construction), however, homeowners may need to hire movers to move items from the household into the storage unit
- Items that cannot be used with the temporary relocation assistance include any refundable deposits, such as refundable utility deposits or rental unit security deposits. These costs will be denied by the Program if submitted for proof of temporary relocation assistance expenditure.
- Payment is made by reimbursement to the applicant upon proof of expense, and proof of payment by the applicant. The program will not make any payments directly to the landlord.
- A homeowner may not receive both optional relocation assistance and mortgage assistance, as these would be considered duplicative benefits.

Financial Hardship

Due to the nature of the Program's LMI population, who are the priority of the Housing Program, some Applicants may not be able to utilize the reimbursement process of the optional relocation assistance due to financial restraints based on their household income. Applicants who request to receive advance payment in order to stay in

temporary housing while their property is being repaired, may fill out a form for financial hardship to determine if they are eligible for advance payment. The form will be submitted to St. Johns County for approval.

An Applicant will be approved under financial hardship if the Applicant's determined FMR is 30% or more of their monthly household income. The optional relocation plan is adopting 24.07 of 49 CFR Part 24, which is utilized by the Department of Transportation for URA.

“Advanced payments: If a person demonstrates the need for an advanced relocation payment in order to avoid or reduce a hardship, the Agency shall issue the payment, subject to such safeguards as are appropriate to ensure that the objective of the payment is accomplished.”

Once A Notice To Proceed has been issued by SJC to the Construction Contractor, as well as the Construction Contractor confirming with the County the Applicant has moved out of their residence, the first payment can be released to the Applicant. Should an Applicant need the first payment prior to move out, the Applicant must submit an appeal to the Policy Review Committee for review. Each Appeal will be reviewed on a case by case basis and early payment prior to move out is not guaranteed. Once an Applicant has received the first payment, the applicant will then provide the receipt of payment from the temporary housing to Program staff in order to receive the funds for the next 30 days. Applicants who fail to provide a receipt for the temporary housing will become ineligible for any further temporary relocation assistance from the Program.

**Temporary Relocation Non-Ura
Program and Policy Change Tracking Ledger**

| Page # (subject to) | Section | Change in Detail | Policy Change Effective Date |
|------------------------|--------------------|---|---------------------------------|
| 1-5 | All | Various formatting, grammatical, and spelling corrections not affecting the content or intent of the policy | 5/20/2020 |
| 2 | Version History | Added Version history and updated accordingly | 5/20/2020 |
| 2 | Version Policy | Added Version Policy | 5/20/2020 |
| 4-5 | Financial Hardship | Added language to show the steps needed for an Applicant to receive the Temporary Relocation Assistance | 3/15/2022 |