

RELOCATION PLAN
FOR THE
STAMFORD URBAN TRANSITWAY PROJECT

PREPARED FOR
THE CITY OF STAMFORD, CONNECTICUT

BY
THE CITY OF STAMFORD, CONNECTICUT
URBAN REDEVELOPMENT COMMISSION

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PART 1: INTRODUCTION

The City of Stamford, Connecticut (the “City”) in conjunction with the Federal Transit Administration (the “FTA”) is proposing to build and rebuild a roadway and reconstruct intersections between Atlantic Street and Elm Street. This project is known as the Stamford Urban Transitway Project. The proposed facility will provide an east/west connector south of the railroad tracks with a direct link from Interstate 95 to the Stamford Transportation Center/Railroad Station area and a 1,200-space parking garage addition to an existing garage in the vicinity of the train station. Features of the project include:

- A four-lane roadway for approximately 1,100 meters (3,600 feet), which extends from Atlantic Street to Elm Street;
- High Occupancy Vehicle (HOV) lanes with bus priority during peak hours of operation;
- Turning lanes at intersections to accommodate the current and future traffic demands;
- Six new traffic signals;
- Bicycle lanes and sidewalks along the entire corridor;
- Drainage, sewer and underground utility relocation and installation.

As a result of this project, the City proposes acquisition of improved real property which will cause the displacement of persons and/or personal property.

The acquisition of real property will cause the permanent displacement of 38 residential households and 16 businesses. This Relocation Plan will address the process of relocating non-residential concerns in Sections I - III and residential households in Sections IV - VI.

This Relocation Plan sets forth policies and procedures necessary to conform to the Uniform Relocation Act (46 U.S.C. Sections 4600 et seq.), its implementing regulations (49 C.F.R. part 24) and other requirements and regulations of the applicable funding source.

This Relocation Plan will be implemented by the City of Stamford, Connecticut Urban Redevelopment Commission (the “URC”) acting as an agent for the City of Stamford with assistance from other City agencies and departments. The URC shall provide a comprehensive relocation assistance program with technical and advisory assistance to all households and businesses being relocated in accordance with this Relocation Plan. Specific activities will include:

- Fully informing eligible Project occupants of the nature of and procedure for obtaining relocation assistance and benefits.
- Determining the needs of each displaced household and business eligible for relocation assistance.
- Maintaining and providing current information concerning replacement housing and business relocation alternatives.
- Providing referrals to governmental and social service agencies, as necessary and appropriate.

- Providing information concerning federal, state or local housing programs (or other private or governmental programs) providing assistance to displaced households.
- Assistance in the completion of applications for relocation benefits.
- The establishment and maintenance of a formal grievance procedure for use by displaced households and businesses seeking administrative review of the decisions with respect to relocation assistance.

A. PRELIMINARY ASSESSMENT OF NEEDS

In order to obtain information for the perpetration of this Relocation Plan, the City retained South End Development Corporation who conducted surveys and personal interviews of 15 households and 16 businesses located within the project site.

Inquiries made of residents included household size and composition, age of occupants, length of occupancy, household income, rent and disabilities. The results of the Assessment surveys are available in Attachment A (Relocation Survey, Table 3). No effort was made by the consultant to verify the information provided by the tenants.

B. SUMMARY OF RESIDENTIAL RESULTS

At the time that this Relocation Plan is implemented, all information supplied by occupants will be verified. Correct information, such as household size, income and bedroom count will have a direct bearing on relocation eligibility and the computation of relocation benefits.

TABLE 1.0: HOUSEHOLD CHARACTERISTICS AND NEEDS

HOUSEHOLD	NUMBER OF ADULTS	NUMBER OF CHILDREN	NUMBER OF ELDERLY PERSONS ¹	AVERAGE OCCUPANCY PER UNIT	SPECIAL LANGUAGE NEEDS
STUDIO	0	0	2	1.00	Spanish
ONE BEDROOM	26	10	1	2.85	Spanish
TWO BEDROOM	26	7	4	3.08	Spanish
THREE BEDROOM	11	6	1	3.60	Spanish
FOUR BEDROOM	35	14	0	8.17	Spanish

¹Age 62 and older.

C. SUMMARY OF BUSINESS RESULTS

16 businesses will be affected by the Stamford Urban Transitway Project. Their breakdown by type of business is as follows: 4 contractors; 4 food service businesses (i.e., restaurant, bar, or caterer); 4 retail stores; 2 churches; 1 storage facility, and 1 parking lot. The majority – 75% - of the business owners are renters who expressed an interest in remaining in business. Statistical information is contained in the following chart.

TABLE 2.0: NON-FARM BUSINESS CHARACTERISTICS AND NEEDS

AVERAGE NUMBER OF EMPLOYEES PER BUSINESS	AVERAGE MONTHLY RENT PER BUSINESS ¹	AVERAGE SQUARE FEET PER BUILDING ²	RATIO OF BUSINESS OWNER TO RENTER	SPECIAL LANGUAGE NEEDS
3.9	\$1,924.00	3,612	1:3	1 Business ³

¹ Includes only the businesses that pay rent. One church pays no rent; the bait and tackle shop pays only utilities.

² Parking lot is excluded.

³ El Chalan Restaurant.

D. ANTICIPATED RELOCATION EXPENSE

The total expense to relocate the 38 residential households and 16 businesses from the project area is estimated at \$3,000,000 This figure reflects anticipated expenditures for eligible fixed payments to secure new sites, move personal property and, when necessary, payments for direct losses of personal property.

E. RELOCATION OFFICE

The Relocation Office Staff is available to assist all displaced households and businesses in regard to relocation and/or relocation assistance. The Relocation Office Staff will provide technical and other assistance to insure that each displaced household and business is provided an orderly, timely and efficient move. Displaced households and businesses are encouraged to call or visit the relocation office (during the hours of 9:00 AM and 5:00 PM, Monday through Friday), whenever there are questions or problems relative to their move. The relocation office is located at:

**City of Stamford, Connecticut
Urban Redevelopment Commission
City of Stamford Government Center
888 Washington Boulevard – 9th Floor
Stamford, Connecticut 06901**

**203-327-9180
(FAX: 203-975-1552)**

PART 2: RESIDENTIAL RELOCATION PLAN

Section I: Project Site Demographics

There were reported to be 141 persons located within the project site, residing within 38 households. The overwhelming majority of occupants interviewed are Hispanic, adult males (the adult/child ratio is 2.8:1). All but three of the occupants are renters. The households have an average occupancy of 3.74 persons. However, raw data extracted from the study illustrate that the more bedrooms per household, the more crowded the household. For example, the average occupancy per household in one bedroom apartments is 2.85, while that of four bedroom apartments is 8.12. The income range is \$0 to \$97,240, for an average income per household of \$35,900.

Lawful presence in the United States, household size and household income will be verified prior to the issuance of any payments.

**Note: Adults referenced above includes elderly, i.e. over 62 years of age.*

Section II: Identification of Housing Units

There are currently 38 residential housing units to be relocated by the project. The initial basic survey of the project area resulted in the identification of the residential housing units as follows:

<u>Street</u>	<u>Unit Type</u>	<u>No. of Households</u>
Atlantic Street	2 Bedroom	2
	4 Bedroom	6
Canal Street		
Dock Street		
Elm Street	1 Bedroom	3
	2 Bedroom	2
Garden Street	1 Bedroom	2
	2 Bedroom	2
	3 Bedroom	4
Halloween Boulevard	2 Bedroom	2
	3 Bedroom	1
Jefferson Street	1 Bedroom	7
	2 Bedroom	2
Magee Avenue		
Manhattan Street	1 Bedroom	2
	2 Bedroom	1
	3 Bedroom	1
Pacific Street	Studio	2

A staff member from the URC will meet with members of each household or their designated representative to conduct a detailed survey. The purpose of the survey will be to document the information necessary to successfully relocate the household. This information includes, but is not limited to, household size and composition, household income, size of unit, bedroom count, etc. Based upon this information, replacement housing alternatives will be developed and communicated to the displaced household. Project relocation staff will follow the Residential Assistance Advisory Plan as described herein.

Section III Location Needs and Preferences

During the Preliminary Assessment of Needs, residents were interviewed or surveyed and asked questions concerning household size and composition, income and rent information, length of occupancy, bedroom count, disabilities and/or health problems and preferences related to replacement housing and location.

The results indicate that, as mentioned above, the average income per household is \$35,900, while the average rent per household is \$961 per month, which represents 32% (\$11,532 per year) of the average household income.

The Relocation Survey states that there was significant overcrowding (refer to Section I: Project Site Demographics above), the units surveyed were smaller than typical for this area, and almost half of the occupants to be displaced (i.e., 46%) live in substandard conditions. The Relocation Survey utilizes HUD's "Housing Quality Standards" as a means to qualitatively identifying the conditions of the housing units affected by the Stamford Urban Transitway Project.

It was also determined by the Survey that there being a lack of transportation, many occupants expressed the desire to remain in the Stamford area due to employment.

Section IV Replacement Housing Resources

The consultant provided information identifying available and comparable replacement housing opportunities which are decent, safe and sanitary units in general proximity to the Project Site (the "Housing Resource Survey").

The results of the Relocation Survey indicated a greater number of comparable replacement dwellings in the primary area (i.e., Stamford) than in the secondary cities (i.e., Norwalk, Bridgeport and Danbury). However, the rental rates in Stamford are more prohibitive. For example, while there were almost twice the number of two bedroom apartments available in Stamford than there were in Bridgeport, the rent was also almost twice that in Stamford than Bridgeport (average two bedroom rent in Stamford \$1,708 and in Bridgeport \$942). Refer to Section E.

There are currently no projects underway in the City of Stamford which will require relocation of additional residential tenants within the City of Stamford.

There is no anticipated need for temporary housing as a result of this project.

The City of Stamford Housing Authority owns and manages 1,273 units of assisted housing within the City limits. Qualified households displaced by this Project will be given preference for units by the Stamford Housing Authority.

Section V Residential Relocation Assistance Advisory Plan

A. Survey to Determine Relocation Needs

1. Surveys and Consultations with Residential Occupant. A meeting with each household will be conducted by URC staff and/or a designee at the earliest possible time after a determination is made to proceed with the acquisition of the property. These meetings will be designed to determine the tenant needs of each household that will be displaced and record data to include the number of rooms, special needs location preferences, etc.
2. Social Service Special Needs Assessment. If the URC staff determines the tenant's needs surpass the amenities and services offered in traditional rental housing, a tenant needs assessment will be conducted by an appropriate public service professional/provider. The tenant's needs assessment - a more detailed survey - will cite the specific needs of each such household/tenant.

B. Information Program and Relocation Office

An informational letter and brochure for residential occupants will be delivered to all residential site occupants by the URC at the time of approval of the property acquisitions for the Urban Transitway Project by the City of Stamford. This letter will include at least the following elements:

1. A complete description of the nature and types of activities which will be undertaken in the project area and a map showing the project area boundaries.
2. The notice to persons to be displaced shall:
 - a. Explain that a project has been approved and caution the person not to move before the person receives a notice of eligibility for relocation assistance; and
 - b. Generally describe the relocation payments for which the person may be eligible, the basic conditions of eligibility, and the procedures for obtaining the payments; and
 - c. Inform the person that he or she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help the person successfully relocate; and
 - d. Inform the person that he or she will not be required to move without at least ninety (90) days advance written notice and inform any person to be displaced from a dwelling that he or she will not be required to vacate the property earlier than ninety (90) days after at least one (1) comparable replacement dwelling has been made available; and

- e. Describe the person's right to appeal the City's determination as to the person's eligibility for relocation assistance or the amount of such assistance. When applicable, explain a residential occupant's right to appeal the acceptability of the comparable replacement dwellings to which the person has been referred.

3. Notice of Eligibility for Relocation Assistance. This notice shall:

- a. Inform the person of his or her eligibility for the relocation assistance, effective on the date of the initiation of negotiations, and
- b. Describe the assistance, the estimated amount of assistance and the procedures for obtaining the assistance.

4. Ninety-Day Notice

- a. General - No lawful occupant to be displaced shall be required to move unless he or she has at least ninety (90) days advance written notice of the earliest date by which he or she may be required to move.
- b. Timing of Notice - The ninety (90) day notice shall not be given before the person is issued a notice of eligibility for relocation assistance. A person to be displaced from a dwelling shall not be issued a ninety (90) day notice before a comparable replacement dwelling has been made available.
- c. Content of Notice - The ninety (90) day notice shall either: i) state the specific date by which the property must be vacated; or, ii) specify the earliest date by which the occupant may be required to move and indicate that the occupant will receive a vacate notice indicating, at least thirty (30) days in advance, the specific date by which he or she must move.
- d. Urgent Need - In unusual circumstances, an occupant may be required to vacate the property on less than ninety (90) days advance written notice if the City determines that a ninety (90) day notice is impracticable, such as when the person's continued occupancy of the property would constitute a substantial danger to health or safety. A copy of the City's determination shall be included in the applicable case file.
- e. Notice Not Required - The ninety (90) day notice need not be issued if: i) there is no structure or personal property on the real property, or ii) the occupant makes an informed decision to relocate and vacates the property without prior notice, or iii) the occupant owns the property and enters into a negotiated agreement for delivering possession of the property (e.g., delivery of possession is specified in the City contract), or iv) the occupant will not qualify as a displaced person.
- f. Delivery of Notices - Each notice shall be sent by Certified Mail, return receipt requested. Each notice shall indicate the name and telephone number of a person who may be contacted for answers to questions or other needed help.

C. Replacement Housing Assistance

1. Written Notice of Comparable Replacement Dwelling - No tenant to be displaced shall be issued a ninety (90) day notice until such tenant has been given a written notice of a “comparable replacement” dwelling.

2. Definition of Comparable Replacement:
 - a. Decent, safe and sanitary.

 - b. Functionally equivalent to the displacement dwelling. The term “functionally equivalent” means that it performs the same function, provides the same utility, and is capable of contributing to a comparable style of living. While a comparable replacement dwelling need not possess every feature of the displacement dwelling, the principal features must be present. Generally, functional equivalency is an objective standard reflecting the range of purposes for which the various physical features of a dwelling may be used. However, when determining whether a replacement dwelling is functionally equivalent to one displacement dwelling, the City may consider reasonable trade-offs for specific features when the replacement unit is “equal to or better than” the displacement dwelling.

 - c. Examples of Trade-Offs: If the displacement dwelling contains a pantry and a similar dwelling with a pantry is not available, a replacement dwelling with ample kitchen cupboards may be acceptable. Insulated and heated space in a garage might prove an adequate substitute for basement workshop space. A dining area may substitute for a separate dining room. Under some circumstances, attic space could substitute for basement space for storage purposes, and vice versa. Generally, a comparable replacement dwelling must contain approximately the same amount of space as the displacement dwelling. However, when the displacement dwelling is dilapidated, a smaller “decent, safe and sanitary” replacement dwelling (which by definition is “adequate to accommodate the displaced person”) may be determined to be functionally equivalent to the displacement dwelling.

 - d. In an area not subject to unreasonable adverse environmental conditions from either natural or human sources.

 - e. Currently available to the displaced person. A dwelling is considered “available” if the person is informed of the location of the dwelling; has sufficient time to negotiate and enter into a purchase agreement or lease for the dwelling; and, subject to reasonable safeguards, is assured of receiving the relocation assistance in sufficient time to complete the purchase or lease.

 - f. If the person does not receive a government housing subsidy before displacement, the comparable replacement dwelling must be available on the private market and not require a government housing subsidy.

 - g. A comparable replacement dwelling for a person receiving government housing assistance before displacement may reflect similar government housing assistance, such as:

- i. A privately owned dwelling with a project-based housing subsidy (i.e., subsidy tied to the unit) may qualify as a comparable replacement dwelling only for a person displaced from a similarly subsidized unit or government-owned public housing unit.
 - ii. A privately owned dwelling made affordable by a housing program subsidy to a person (i.e., subsidy not tied to the building), such as Section 8 Existing Housing Program Certificate or Housing Voucher, may qualify as a comparable replacement dwelling for a person receiving a similar subsidy before displacement or displaced from a unit with a project-based subsidy.
- 3. Replacement Housing of Last Resort: The City will provide comparable replacement housing to all persons and households displaced by this project. A combination of several factors (including very low income, low project site rents and high replacement rents) may contribute to create a situation where comparable replacement housing cannot be provided within the limits of normal relocation program benefits and within the time limits of the project. In the event that this situation does occur, the City will provide, on a case-by-case basis, for good cause, "replacement housing of last resort" as permitted by 49 CFR 24.404. The City will provide replacement housing of last resort by utilizing one or more of the provisions of 49 CFR 24.404(C)(1), including, but not limited to:
 - a. Providing a replacement housing payment or rental assistance subsidy in an amount in excess of that permitted by 49 CFR 24.401 and 402. Any such payments will be made in a lump sum directly to the displaced person or to such other party (e.g., landlord or lending institution) as the displaced person may designate in writing.
 - b. Rehabilitating, modifying or constructing an addition to an existing replacement dwelling.
 - c. Constructing a new replacement dwelling.
 - d. Purchasing land and/or a replacement dwelling and subsequently selling, leasing or exchanging with a displaced person.
 - e. Constructing features such as wide doorways and entrance ramps necessary to remove barriers to displaced persons who are disabled.

D. Replacement Housing Referrals

Gathering information on replacement housing will be the responsibility of the URC.

- 1. The URC will continuously collect current information on the availability of rental units, rental costs and room size of comparable relocation sites. It will do this through a systematic review of all advertised vacancies, direct appeals through agents, brokers and the news media for vacancy listings.

2. Economic Information and Listings. Whenever and as often as it is deemed necessary and feasible by the City, studies will be conducted and data compiled relating to the current residential rental costs.
3. Referrals. Relocating households will be notified of available locations which are comparable and suitable by providing them, in person or by mail, with copies of the relevant listing sheets. The City will also assist, through consultation with the relocating household, in other considerations or discussion of sites. In the course of these referrals and consultations, the City will avoid involvement in or interference with the relocating household's daily operation or its decisions.

PART 3: BUSINESS RELOCATION PLAN:

Section I Identification of Businesses/Non-Profit Agencies

- A. Any businesses or non-profit agencies that will be relocated are identified in this Relocation Plan. The properties and their location, relative to the project boundaries, are shown on the Stamford Urban Transitway Project Land Acquisition Map.
- B. The City has conducted a survey of the project area resulting in the identification of 16 non-residential uses as follows:

<u>Street</u>	<u>No. of Businesses</u>
Atlantic Street	5
Canal Street	1
Dock Street	0
Elm Street	3
Garden Street	0
Halloween Boulevard	0
Jefferson Street	1
Magee Avenue	0
Manhattan Street	2
Pacific Street	4

A staff member from the URC will meet with each business owner(s) or designated representative to conduct a detailed survey. The purpose of the survey will be to document the characteristics, (i.e., services or products sold, space occupied) of each business and ultimately determine specifications for a new site. Based upon this information, alternative sites will be found for these businesses/non-profit agencies. Project relocation staff will follow the Non-Residential Assistance Advisory Plan as described herein.

Section II Non-Residential Relocation Assistance Advisory Plan

A. Surveys to Determine Relocation Needs

1. Planning Survey. Interviews have been conducted by the consultants to the City of Stamford with all business concerns located in buildings proposed for acquisition at the earliest possible time. These surveys were designed to determine the characteristics of each concern which would relate to its possible relocation. These characteristics include tenure, space requirements, number of employees, relocation plans, location preferences, etc. The date to be compiled will be documented in a Site Occupant Record.
2. Additional Surveys. Additional Surveys will be made of all occupants of properties to be acquired at the time of the beginning of activity in that area. These surveys will bring up to date the information gathered in the original surveys, and will be more detailed in regard to the specific situation and relocation factors of each concern to be relocated.

B. Information Program and Relocation Office

An informational letter and brochure for non-residential occupants will be delivered to all non-residential site occupants by the URC at the time of approval of the property acquisition. This letter will include at least the following elements:

1. A complete description of the nature and types of activities which will be undertaken;
2. An indication of the availability of relocation payments, including the types of payments, the general eligibility criteria for non-residential occupants, and a precaution that premature moves might make concerns ineligible for benefits;
3. A statement that no concern lawfully occupying property will be required to move without at least ninety (90) days written notice;
4. A map, with clear explanation, showing the boundaries of the project area;
5. A statement of the purpose of the non-residential relocation program with a brief summary of the sources and aids available, including a statement that the City will provide maximum assistance in locating non-residential sites;
6. Encouragement to site occupants to visit the URC, to cooperate with the staff to seek their own relocation accommodations, and to notify the URC prior to their move;
7. A statement that the City will provide assistance to concerns in obtaining locations of their choice, including assistance in the referral of their complaints of discrimination to the State Human Rights Commission;
8. A summary of the City eviction policy; and,
9. The address, telephone numbers and hours of the URC office.

C. Services to be Provided to Non-Residential Concerns

1. Consultations. Representatives of the URC office will periodically visit or call non-residential concerns being displaced in order to consult with them regarding their relocation. These consultations will keep up to date the information gathered in earlier surveys or consultations, and will enable the URC and these concerns to exchange information on new non-residential listings, listings found to be unsuitable by the concern and other opportunities or problems involved.
2. Current Information on Relocation Sites and Referrals. Gathering Information on Relocation Sites - the URC will be responsible for assembling data relating to relocation sites for non-residential concerns.
 - i. General Data. The URC will continuously collect current information on the availability, costs and floor size of comparable relocation sites. It will do this through a systematic review of all advertised vacancies, direct appeals through agents, brokers and the news media for vacancy listings.
 - ii. Economic Information. Whenever and as often as it is deemed necessary and feasible by the City, studies will be conducted and data compiled relating to the various economic and growth potential factors of non-residential vacancies and

building sites. The study will include such elements as property values, growth potential, zoning ordinances, and other general and economic information concerning individuals, sites and/or areas within the City and the surrounding area.

3. Listings and Referrals

- i. Listings. The City will maintain a file of all known and potential non-residential vacancies and sites for referral to relocating concerns. These listings will include all available information concerning each potential location and the results of whatever economic studies may have been conducted.
- ii. Referrals. Relocating concerns will be notified of available locations which are comparable and suitable by providing them, in person or by mail, with copies of the relevant listing sheets. The City will also assist, through consultation with the relocating concern, in other considerations or discussions of sites. In the course of these referrals and consultations, the City will avoid involvement in or interference with the relocating concern's daily operation or its decisions.

Part 4: CONTROLS OF GENERAL APPLICABILITY

Section I Procedures for Making Relocation Payments

- A. Eligibility. Relocation payments will be made to all eligible project area occupants under the provisions of the Uniform Relocation Assistance Act (46 U.S.C. Section 4600 et seq.), its implementing regulations (49 C.F.R. Part 24) and in accordance with the policies, procedures and requirements contained therein as well as any additional requirements and/or regulations of the federal funding source.
- B. Notification to Persons in Area. The URC will notify, in person or by mail at the earliest possible time, all residential tenants who will be displaced by the project. Relocation payment eligibility and the office where detailed information about the project may be obtained will also be described in the notice to tenants.
- C. Assistance in Making Claims. Upon request of a claimant, the URC will provide assistance in the preparation of claims for relocation payments. Claim forms will be provided.
- D. Time Limit for Submission of Claims. Claims for relocation payments must be submitted by the tenant/head of household within six (6) months of the date of the claimant's displacement.

Section II Review

- A. Determining Eligibility. The URC will be responsible for determining the eligibility of a claim for, and the amount of, payment in accordance with Federal regulations and procedures. Once the final determination is made, there will be no adjustment of the amount for any reason unless an error is detected, or the URC is directed by the FTA or a court, to make an adjustment as a result of a review of a claimant's grievance.
- B. Relocation Payments Documentation. The City will maintain in its files complete and proper documentation supporting the determination made with respect to each claim. The determination will be made or approved by the City, or a duly authorized designee.

Section III Payment of Claims

- A. All residential relocation payments will be made in accordance with the regulations, guidelines and procedures promulgated by federal and state law.
- B. Timing of Payment. A payment will be made by the City as promptly as possible after a claimant's eligibility has been determined. Advance payments may be made in hardship cases or as required by State law, if the City determines such advances to be appropriate (i.e., the claimant needs money for security deposit on a replacement site).

- C. Set-Off Against Claim. In instances where otherwise eligible claimants have unpaid financial obligations to the City, the City may set off these obligations against the claimant's relocation payments.
- D. Procedures to Avoid Duplicate Payments. Any person who receives a relocation payment as part of an eminent domain award, under the State laws governing same, shall not receive a duplicate relocation payment of which he may be entitled to under these guidelines. However, the City may make a relocation payment for any difference between the relocation payment prescribed by the court and the amount entitled to such person under these guidelines.
- E. Payments Not to be Considered as Income. Federal and State regulations provide that relocation payments are not to be considered as income for Federal Income Tax purposes or for determining eligibility or extent of eligibility of a person under the Social Security Act or any other Federal law.

Section IV Termination of Relocation Assistance

The City will provide assistance to residential households until permanent relocation has been successfully achieved and all relocation payments have been made. In general, the only circumstances under which the City's obligation ceases are the following:

- A. The tenant received all assistance and payment to which it is entitled and has either been successfully relocated or ceased operations.
- B. The site occupant refuses to accept one or a reasonable number of offers of accommodations meeting the City's relocation standards. (In the case of continuous refusal to admit a relocation interviewer who attempts to provide assistance, visits the site occupant at reasonably convenient times and has, whenever possible, given notice of his intention to visit the site occupant, the URC and its staff shall write, telephone or take other reasonable steps to communicate with the site occupant before terminating assistance.)

Section V Eviction Policy

Site occupants will be evicted only as a last resort. Eviction in no way affects the eligibility of residential households for relocation payments. The City records will be documented to reflect the specific circumstances surrounding the eviction from City acquired property. Eviction shall be undertaken only for one or more of the following reasons:

- A. Refusal to accept one of a reasonable number of offers of replacement accommodations meeting the City's relocation standards, or
- B. Failure to pay use and occupancy (rent) charges when due, or
- C. A requirement under State or local law, an emergency or health or safety situation that cannot be prevented by reasonable efforts on the part of the City.

- D. Use of the Premises for dangerous or illegal purposes, or
- E. Maintenance of a nuisance and failure to abate within a reasonable time following notice, or
- F. Material breach of the rental agreement (lease) and failure to remedy breach within thirty (30) days of notice, or
- G. Refusal to admit a member of the Relocation Office staff.

Section VI Relocation Records and Reports

- A. The URC will keep up-to-date records on the relocation of all site occupants. Upon relocation of each site occupant, all records concerning that site occupant shall be turned over to the City of Stamford Engineering Bureau. These records shall be retained for inspection and audit for a period of three (3) years following completion of the project or program or the completion of the making of relocation payments, whichever is later.
- B. The City will develop and also maintain a relocation record, beginning with the information secured during the first interview to assess the needs of the displaced occupant. The record shall contain all data relating to relocation of the displaced occupant, including the nature and dates of services that were provided, the type and amount of relocation payments made and the location to which those displaced are relocated, including a description and/or inspection certificate for the accommodation.

Section VII Assurances and Standards

There are adequate funds to relocate all the households and businesses. Services will be provided to ensure that displacement does not result in different or separate treatment of households based on race, nationality, color, religion, national origin, sex, sexual orientation, gender identity or expression, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the Connecticut Fair Employment Practices Act and the Connecticut Fair Housing Act, Chapter 814c of the Connecticut General Statutes (Section 46a - 51 et. seq.) and the Unruh Act, as well as any other arbitrary or unlawful discrimination.

No one will be displaced without ninety (90) days notice and unless "comparable" replacement housing can be located. "Comparable" housing includes such as: decent, safe and sanitary; comparable as to the number of bedrooms, living space, and type and quality of construction of the acquire unit but not lesser in rooms or living space than necessary to accommodate the displaced household; in an area that does not have unreasonable environmental conditions; not generally less desirable than the acquired unit with respect to location to schools, employment, health and medical facilities, and other public and commercial facilities and services; and within the financial means of the displaced household.

The Relocation Program to be implemented by the City conforms with the standards and provisions set forth in The Uniform Act.

Section VIII Relocation Tax Consequences

In general, relocation payments are not considered income for the purpose of the Internal Revenue Code of 1986. The above statement on tax consequences is not intended to be provision of tax advice by the City, its agents, consultants or assigns. Displacees are encouraged to consult with their own tax advisors concerning the tax consequences of relocation payments.

Section IX Your Right of Appeal

The Uniform Act provides that a person may file a written appeal to the City if the person believes that the City has failed to properly determine the person's eligibility for, or the amount of a payment authorized, by the Act. If you are dissatisfied, call the Relocation Office or submit a letter stating all of the facts in the case and the reason you believe your claim should be paid or adjusted for reconsideration to:

**Louis Casolo, Project Manager
Stamford Urban Transitway
City of Stamford
888 Washington Boulevard, 7th Fl.
Stamford, CT 06904**

Should you remain dissatisfied with the decision rendered, you may address your written appeal letter to the Deputy Corporation Counsel, City of Stamford, 888 Washington Boulevard, 9th Fl., Stamford, CT 06904, hereafter referred to as the "Appeals Officer."

You will be given a prompt and full opportunity to be heard. You have the right to be represented by legal counsel or other representative in connection with the appeal, (but solely at your own expense). The Appeals Officer will consider all pertinent justification and material submitted by you and other available information needed to ensure a fair review. The Appeals Officer will provide you with a written determination resulting from the appeal with an explanation of the basis for the decision. If you are still dissatisfied with the relief granted, the City's Appeals Officer will advise you that you may seek judicial review.

Refer to the Grievance Procedures for a full explanation of the process of appeal.

Section X Grievance Procedures

If the City finds that you are ineligible to receive relocation payments, or if the Relocation Office approves a smaller payment than you wanted, you may request a full written explanation from the City. This explanation will be provided to you within fifteen (15) days. If you are still unhappy with the City's decision, you may make an oral presentation in the company of an advisor if you so desire. The opportunity for an oral presentation shall be provided within fifteen (15) days of your request.

You may also file a written request for review to the Appeals Officer. In your written request for review, you may include any statement of fact or other material which you feel has a bearing on your appeal. If more time is needed to gather and prepare additional material for review, you may be granted thirty (30) days from the date of your request in order to prepare your information. If you need assistance in preparing your material, the Relocation Office staff will help you and will also tell you about other available sources of assistance.

A request for a review by the Appeals Officer must be made not later than six (6) months after the City's initial decision or thirty (30) days prior to the completion of the project, whichever is earlier.

After you have submitted the new information in support of your request for review, the Appeals Officer will reach a decision within thirty (30) days. If the Appeals Officer disapproves your review application, you may appeal that decision to the courts.

In any review of your application for relocation payments, you have the right to be represented by a lawyer or other counsel.

If you have any questions concerning these procedures, please do not hesitate to contact the Relocation Office.