

ESCAMBIA COUNTY
LOCAL RESIDENTIAL EMERGENCY ANTI-DISPLACEMENT
AND RELOCATION ASSISTANCE PLAN



ESCAMBIA COUNTY LOCAL EMERGENCY RELOCATION POLICY

WHEREAS, Escambia County, Florida, hereinafter referred to as "the County," is undertaking Community Development Programs pursuant to the provisions of the Housing and Community Development Act of 1974 (Public Law 93-383), as amended; and

WHEREAS, the Housing and Community Development Act of 1974 requires compliance with the relocation provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the "Uniform Act"), and implementing regulations issued by the U.S. Department of Housing and Urban Development (HUD) at 24 CFR Part 42, and by the U.S. Department of Transportation at 49 CFR Part 24, when the acquisition of real property or displacement of persons occurs as a result of federally funded activities; and

WHEREAS, the County recognizes that certain activities under Federal or State Grant funded such as the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and State Housing Initiatives Partnership (SHIP) Program may necessitate the temporary relocation of residents or occupants in order to facilitate rehabilitation, demolition, or construction activities essential to the implementation of community development projects; and

WHEREAS, the County desires to establish and adopt a Local Relocation Policy that clearly outlines procedures and assistance available for both temporary and permanent relocation, with a particular emphasis on temporary displacement likely to occur under its Federal Grant funded programs;

NOW, THEREFORE, the following Local Relocation Policy is hereby adopted:

I. Eligibility for Emergency Relocation Assistance

Eligibility for relocation and moving/storage assistance under Escambia County's housing programs (including CDBG, HOME, and SHIP) is based on emergency need and is subject to the availability of grant and project funding. Assistance is available only to homeowners or tenants who must temporarily vacate their residence due to County-approved rehabilitation or reconstruction activities and who meet the following emergency criteria:

- A. No Available Alternative Housing – The applicant has no friends or family with whom they can stay during the construction period.
- B. Lack of Financial Means – The applicant does not have sufficient liquid assets to cover the estimated relocation or storage costs as defined in this policy.

Assistance may be awarded only to residents of unincorporated Escambia County who are actively participating in an eligible County-administered housing program. All applicants must provide documentation verifying income, household size, and financial hardship. The amount of any relocation or moving/storage assistance awarded will be deducted from the applicant's overall program eligibility cap for rehabilitation or reconstruction assistance. Final eligibility and assistance amounts are determined by the Program Manager and are contingent upon available

program funds at the time of award.

II. Permanent Relocation Including Acquisition

All persons, families or businesses permanently displaced because of an acquisition, in whole or in part, shall be provided with relocation assistance and compensation as authorized by the Uniform Act. Procedures and forms shall be in accordance with the HUD Relocation Handbook [13780](#). It is the County's stance that permanent relocation should be avoided if possible; to cause the least amount of financial, emotional, and societal stress as possible upon the LMI community that we serve.

III. Temporary Relocation — Owner Occupied Unit

Program activities shall be planned and carried out in a manner that minimizes hardship to occupants of houses being rehabilitated in accordance with the CDBG & HOME Programs. When a homeowner requests and receives a grant or loan for the purpose of rehabilitating their home, they can become eligible for temporary relocation assistance providing the nature of the rehabilitation is such that the occupants could not continue to live in the dwelling during rehabilitation as determined by the contactor and the Program Manager.

Temporary relocation assistance shall be provided based on the specific needs of residents who are temporarily displaced due to rehabilitation or reconstruction activities. If the homeowner lacks personal resources to cover relocation costs, such costs may be included as part of the rehabilitation assistance. Assistance amounts shall be calculated using HUD Income Limits and the HUD-defined housing affordability threshold of 30% of income. Rates are based on an assumed household income at 60% of Area Median Income (AMI), adjusted by household size and the estimated duration of the displacement.

Temporary Relocation Assistance Rubric

<u>Household Size*</u>	<u>Rehabilitation Assistance</u> <u>(60 Days)</u>	<u>Reconstruction Assistance</u> <u>(120 Days)</u>
1 person	\$2,061.00	\$4,122.00
2 persons	\$2,355.00	\$4,710.00
3 persons	\$2,649.00	\$5,298.00
4 persons	\$2,943.00	\$5,886.00
5 persons	\$3,180.00	\$6,360.00
6 persons	\$3,414.00	\$6,828.00

*Household size will be determined by the approved Housing Rehabilitation Application submitted by the resident dwelling owner.

IV. Temporary Moving/Storage Assistance – Owner Occupied Unit

For homeowners that must vacate their homes and relocate during reconstruction or repair, the program may provide optional moving/storage assistance. This assistance may be provided for homeowners that are unable to secure temporary storage on their own, as costs for optional

moving/storage assistance will not be included in the total project cost and does not affect the maximum housing assistance caps. Households with a documented need for assistance will be aided in accordance with the following guidelines:

- A. A temporary storage unit for large household items that need to be removed during construction can be obtained, by the homeowner, as part of the moving/storage assistance, and the homeowner will be responsible for the storage unit and loading/unloading the storage unit contents prior to and after construction.
 - 1. These household items are not to be accessed by the homeowner or any other authorized person by the homeowner, once construction has begun, until construction has been completed.
- B. Assistance will be provided up front (in advance), after closing documents have been executed, per this County policy to assist with the storage of household goods, and the physical moving of said items; should moving assistance be required by the homeowner.
- C. Temporary moving and storage assistance may only be used for costs directly related to the relocation and storage of household items when the homeowner must vacate the Program-funded dwelling during rehabilitation or construction activities.
- D. Pre-approved, allowable moving and storage costs include:
 - 1. Rental fees, for a commercially available rental storage unit.
 - 2. Non-refundable application fees related to the rental storage unit.
 - 3. Costs to move household items into storage, including the cost of hiring movers if necessary.
- E. The following costs are not eligible for reimbursement under temporary assistance:
 - 1. Refundable deposits of any kind (security deposits for rental units or storage facilities).
 - 2. Ongoing rental payments not related to storage.

Payment will be made in advance to the homeowner upon execution of closing documentation, and proof of need for the assistance by the homeowner. Due to the nature of Escambia County's LMI focus it was determined that reimbursement could lead to an undo financial hardship onto some homeowners if done on a reimbursement basis.

Moving/Storage assistance will be determined by the furnished room count of the residential dwelling as determined by the Program Manager, in accordance with the Uniform Act (See [FHWA](#) site for more information):

Temporary Moving/Storage Assistance Rubric

<u>Residential Dwelling Size</u>	<u>Total Moving/Storage Assistance</u>
1 Room	\$800.00
2 Rooms	\$975.00
3 Rooms	\$1,150.00
4 Rooms	\$1,350.00
5 Rooms	\$1,575.00
6 Rooms	\$1,750.00
7 Rooms	\$1,950.00
8 Rooms	\$2,200.00
8+ Rooms	(see below)
Per Additional Room	\$325.00

Homeowners should, additionally, be aware of the following:

- A. The homeowner is responsible for moving their belongings into the storage unit, as well as ensuring proper documentation is taken to keep track of their belongings.
- B. The homeowner is responsible for properly securing items within the storage unit. These household items shall not be accessed by the applicant or their representative, once construction has begun, until construction is completed.
- C. The homeowner is responsible for working with the contractor to appropriately locate the storage unit on the homeowner's property, if option for on-site storage is exercised.
- D. The homeowner will have 15 calendar days after the date of their tri-party agreement to move their belongings into the storage units. The homeowner must have all belongings moved in before the 15-day timeline or risk delaying assistance.
 1. A homeowner that fails to move their belongings and has not relocated from the dwelling within the 15-day timeline, may be considered for an extension upon written request received prior to expiration of the 15-day timeline.
 2. The County may extend this time on an additional week-to-week basis for a maximum of 3 additional weeks (21-day maximum extension).
 3. This will lead to rehabilitation and/or reconstruction delays that are not the fault of the contractor or the County.
 4. No additional extensions will be given after the 15 days plus 21-day extension has been exhausted. The Tri-Party Contract may be voided at the discretion of the County due to homeowner non-compliance.
 5. The Program will contact the homeowner on a weekly basis after the tri-party meeting to confirm progress in the homeowner's move-out.
- E. When construction and final inspection is complete, the homeowner has 15 days after completion of construction activities to remove their belongings from the storage unit(s) and have the containers removed. If items are not removed from the

storage unit within 15 days the County cannot be held responsible for any additional costs or code violations attributed to the homeowner's property.

- F. It is the homeowner's responsibility to secure the storage unit.

V. Tenant Relocation Assistance Under the Rental Rehabilitation Programs

The purpose of this section is to establish guidelines for assistance to families and individuals displaced by Escambia County's Rental Rehabilitation Program.

A. Efforts to Minimize Displacement Under the Rental Rehabilitation Program

1. Priority given to vacant units or units requiring Rehabilitation work that would not necessitate relocation.
2. Applications for proposals for the Rental Rehabilitation Program participation are given an additional point value if the unit is vacant.
3. Rental rehabilitation grants and/or loans may be used to rehabilitate structures only if the rehabilitation of the structure will not cause the displacement of any very-low-income family, by families who are not very-low income.
4. A lower income family may not be displaced without financial and advisory assistance sufficient to enable the family to obtain decent, safe, and sanitary housing at an affordable rent as determined by HUD standards.

VI. Tenant Assistance Policy

No tenant will be considered displaced if the tenant has been offered a decent, safe, and sanitary dwelling unit at an affordable rent. No persons displaced by rental rehabilitation activities will be discriminated against and will all equally be provided information, counseling, referrals, or relocation services. No person will be displaced because of their age, race, color, religion, sex, age, handicap, or national origin. All persons will be provided with information and counseling to familiarize tenants in the projects to be rehabilitated with:

- A. How to search for suitable replacement housing.
- B. Individual rights under the Federal Fair Housing Law.
- C. Opportunities to select replacement dwellings.

VII. Permanent Relocation Without Acquisition

Demolition without Relocation is designed to provide an avenue for addressing the housing needs of persons affected by actions of the federally supported CDBG within Escambia County. The basic purpose is to establish a local procedure whereby adequate, affordable, safe, and sanitary housing can be provided to those persons forced to relocate because of local code enforcement.

This aspect of the Policy addresses relocation activities which do not fall within the Guidelines of the Uniform Act. The Demolition Without Relocation option will be invoked in those cases where voluntary and/or code related demolition of severely substandard occupied housing units are

required. No relocation or moving/storage assistance will be provided via this voluntary program.

VIII. Provisions Concerning Replacement Residential Units

In accordance with 24 CFR 570.606 (b)(1), the County will, to the maximum extent possible, provide for a one-for-one replacement of all occupied and/or occupiable low/moderate income dwelling units which are demolished as a direct result of CDBG & HOME activities.

Though Escambia County does not currently plan to undertake any actions to demolish occupied or vacant occupiable units with CDBG or HOME Program assistance, in the event such action should become necessary in the future, Escambia County will conform to the regulatory provisions of 24 CFR 570.606. With respect to this provision, the occupancy status and condition of each unit, which is demolished via CDBG assistance, will be documented in the project files prior to demolition.

IX. Housing Replacement

Escambia County will replace all occupied and vacant occupiable LMI dwelling units demolished as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(b)(1).

All replacement housing will be provided within three years of the commencement of the demolition. Before obligating or expending funds that will directly result in such demolition or conversion, Escambia County will make public and submit to the HUD Field Office the following information in writing:

- A. A description of the proposed assisted activity.
- B. The general location on a map and approximate number of dwelling units by size that will be demolished as a direct result of the assisted activity.
- C. A time schedule for the commencement and completion of the demolition.
- D. The general location on a map and approximate number dwelling units by size will be provided as replacement dwelling units.
- E. The source of funding and a time schedule for the provision of replacement dwelling units.
- F. The basis for concluding how each replacement dwelling unit will remain a low/moderate income dwelling unit for at least 15 years from the date of initial occupancy.

Consistent with the goals and objectives of activities assisted under the Act, Escambia County will take the following steps to minimize the displacement of persons from their homes:

- A. Escambia County will attempt to minimize/avoid displacement of any household.

- B. Escambia County will encourage rehabilitation through the County's HUD sponsored CDBG Rehabilitation Program.
- C. Escambia County will ensure the provision of replacement housing for any displaced person in the unlikely event such displacement should occur, required by the Uniform Act.
- D. Escambia County will make every effort to avoid the conversion of existing LMI housing to other uses.
- E. Escambia County's Comprehensive Plan specifically addresses the necessity for provision of adequate LMI affordable housing with Escambia County.

X. Characteristics of Escambia County

Escambia County is an area of moderate growth, partially because of the necessity for population expansion to move to the north of the highly urbanized core, Pensacola. The County's population per the 2020 Census of Population is 321,905 of which 54,312 reside within the corporate limits of the City of Pensacola.

Assistance detailed herein, will be provided on an as needed basis and will be available throughout unincorporated Escambia County. Due to the nature of the County's CDBG & HOME Programs, the prevalent use of the relocation policy will be the combination of Temporary Relocation Assistance with Moving/Storage Assistance during the rehabilitation of homeowner occupied units. Demolition without Relocation will only be utilized in extreme cases where units are found to be severely substandard and beyond rehabilitation as per local code enforcement findings.

XI. Relocation Plan

It is anticipated that very few cases will require utilization of the Uniform Act provision as Escambia County does not plan to acquire the subject properties unless necessary. This Plan is primarily used relative to temporary relocation for housing rehabilitation clients and of client households residing in unincorporated Escambia County. Units that are severely deteriorated beyond any possibility for rehabilitation or continued occupancy, which severely substandard properties will be handled through the Demolition without Relocation provision. This plan will be used in concert with the ongoing housing programs (Rental and Owner occupied) and will be available for utilization on an as needed basis throughout unincorporated Escambia County. To ensure maximum choice in the unfortunate event of relocation: referrals and relocation assistance will be provided to any displaced person. This assistance will include at minimum, on as needed basis:

- A. Referral for Section 8, 202 as available.
- B. Provide contact list(s) of local rental complexes.
- C. List of registered local housing lenders.
- D. Referral to participating local realty agencies.

- E. Transportation assistance as necessary to examine potential relocation sites, by way of a ECAT bus pass.

Whenever possible, displaced persons will be given the fair opportunity to participate in any infill, workforce, or similar new construction housing programs.

XII. Applicable Regulations

The Local Residential Anti-Displacement and Relocation Policy will be implemented in accordance with the following HUD regulations:

- Section 1 of the Civil Rights Act of 1966, as amended (42U.S.C. 1982 et. seg.)
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 200 d et. seg)
- Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601 et. seg)
- The National Governmental Policy Act of 1969 (42 U.S.C. 4321-4347)
- Executive Order 11063 (Equal Opportunity in Housing) 3 CFR comp. 1959-1963
- Executive Order 11246 (Equal Employment Opportunity)
CFR comp. 1964-1965
 - Executive Order 11375, 3 CFR comp. 1966-1970, page 684.
 - Executive Order 11625 (Minority Business Enterprise)
CFR comp. 1971, page 213 (Ref. 1376.1: 9/79-11-4)

XIII. Grievance Procedures

Any participant who has a complaint regarding a voluntary relocation or the form of assistance provided will have access to the Escambia County Neighborhood Enterprise Division to discuss options, rights, and responsibilities for both parties.

ESCAMBIA COUNTY

☐ CDBG ☐ HOME ☐ SHIP ☐ OTHER: _____

TEMPORARY RELOCATION & MOVING/STORAGE ASSISTANCE PAYMENT

NAME:	_____	HOUSEHOLD OCCUPANTS
ADDRESS:	_____	1 _____
	_____	2 _____
HOUSEHOLD SIZE:	_____	3 _____
DWELLING SIZE	_____	4 _____
RELOCATION:	\$ _____	5 _____
MOVING/STORAGE:	\$ _____	6 _____
TOTAL PAYMENT:	\$ _____	

Temporary relocation payments, as defined below, will be made directly to eligible families who must vacate their units during the rehabilitation process or the substantial rehabilitation/reconstruction process; if the homeowner lacks personal resources to cover relocation costs, such costs may be included as part of the program's assistance.

For homeowners that must vacate their homes and relocate during reconstruction or repair, the program may provide moving/storage assistance. Moving/Storage assistance will be determined by the furnished room count of the residential dwelling as determined by the Program Manager, in accordance with the Uniform Act.

RELOCATION MATRIX			MOVING/STORAGE MATRIX	
<u>Household Size</u>	<u>Rehabilitation</u>	<u>Reconstruction</u>	<u>Dwelling Size</u>	<u>Assistance</u>
	<u>(60 Days)</u>	<u>(120 Days)</u>	1 Room	\$800.00
1 person	\$2,061.00	\$4,122.00	2 Rooms	\$975.00
2 persons	\$2,355.00	\$4,710.00	3 Rooms	\$1,150.00
3 persons	\$2,649.00	\$5,298.00	4 Rooms	\$1,350.00
4 persons	\$2,943.00	\$5,886.00	5 Rooms	\$1,575.00
5 persons	\$3,180.00	\$6,360.00	6 Rooms	\$1,750.00
6 persons	\$3,414.00	\$6,828.00	7 Rooms	\$1,950.00
			8 Rooms	\$2,200.00
			8+ Rooms	(see below)
			Per + Room	\$325.00

ESCAMBIA COUNTY

☐ CDBG ☐ HOME ☐ SHIP ☐ OTHER: _____

TEMPORARY RELOCATION & MOVING/STORAGE ASSISTANCE PAYMENT

I, _____, residing at
_____ hereby accept the Temporary Relocation &
Moving/Storage Assistance Payment of \$ _____.

I agree to vacate the premises during the period in which contracted work is being performed on my home. I further agree with having all furnishings, appliances, and other unattached personal belongings removed from the premises and placed into storage prior to the commencement of any work.

I understand that I will not be permitted to return to the property until all contracted work has been completed and a Final Inspection has been conducted and approved by both the Neighborhood Enterprise Division, as the financially responsible party, and the applicable jurisdictional inspection agency. I further acknowledge that this relocation and moving/storage assistance is a one-time benefit and will not be provided again for the same scope of work.

WITNESS

HOMEOWNER

< >

DATE

DATE

AFFIDAVIT OF UNDERSTANDING

Emergency Relocation and Moving/Storage Assistance Funding Escambia County Housing Programs

State of Florida

County of Escambia

Before me, the undersigned authority, personally appeared the affiant, who being duly sworn, deposes and states the following:

I, **[Insert Full Name]**, residing at **[Insert Full Address]**, hereby affirm that I am the owner and/or occupant of the above-referenced property and a participant in an Escambia County housing program funded through CDBG, HOME, SHIP, or other related sources. I understand that I am receiving temporary relocation and/or moving and storage assistance in connection with federally or state-funded housing rehabilitation or reconstruction activities. By signing this affidavit, I acknowledge and agree to the following:

I. Eligible Uses of Relocation and Moving/Storage Assistance

1. Relocation Assistance Funds may only be used to secure temporary lodging during the construction or rehabilitation period in which my home is deemed uninhabitable. This may include:
 - Rental costs for a temporary residence.
 - Associated non-refundable fees related to short-term housing (e.g., application fees).
 - Utility connection/startup fees (if applicable and pre-approved).
2. Moving/Storage Assistance Funds may only be used for:
 - Rental fees for a commercially available storage unit.
 - Non-refundable application or administrative fees associated with the storage unit.
 - Physical moving costs, including hiring of movers or rental of equipment, for the relocation of household goods into and out of storage.
3. Advance Payment: Funds will be issued upfront, not on a reimbursement basis, after execution of all required program documents and verification of need. This is to prevent undue financial hardship on low- to moderate-income (LMI) households.
4. Duration of Use:
 - Funds are intended to cover a maximum of 60 days for rehabilitation or 120 days for reconstruction, depending on project type.
 - Assistance is one-time only and may not be renewed for the same scope of work regardless of time elapsed since Notice to Proceed issuance.

II. Prohibited Uses of Funds

I acknowledge that the following uses are not eligible under this assistance and will not be covered or reimbursed by Escambia County:

- Refundable deposits (e.g., security deposits for temporary housing or storage units).
- Monthly storage unit payments beyond the allotted project duration.
- Personal purchases or non-housing-related expenses.

- Expenses related to unauthorized housing or lodging.
- Any access to or use of the storage unit contents during the construction period, unless explicitly authorized.

III. Program Limitations and Adjustments

- I understand that all assistance provided under this program is **subject to availability of funds** under the applicable grant or project budget.
- I acknowledge that the total relocation and/or moving assistance amount I receive will be **deducted from my total eligible housing assistance cap** as determined by the County's rehabilitation or reconstruction program guidelines.
- I agree to comply with all program timelines, including deadlines to move out of the residence, remove belongings from storage after project completion, and maintain communication with program staff.
- Failure to comply may result in termination of assistance and/or repayment obligations.

IV. Certification

I certify that all information provided is true and correct to the best of my knowledge. I understand that any misuse of funds or misrepresentation may result in disqualification from the program and possible legal action.

Signature of Homeowner: _____

Print Name: _____

Date: _____

NOTARY PUBLIC

State of Florida

County of Escambia

The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of (__) physical presence or (__) online notarization, this ____ day of _____, **20__**, by _____, who is (__) personally known to me or (__) has produced _____ as identification.

Signature of Notary Public

Printed Name of Notary Public

(Notary Seal)