



Scholars Landing Reoccupancy Plan

FOR FORMER UNIVERSITY HOMES RESIDENTS

SEPTEMBER 24, 2019

FINAL



**SCHOLARS LANDING REOCCUPANCY PLAN
for
FORMER UNIVERSITY HOMES RESIDENTS**



PART I. INTRODUCTION

On September 28, 2015, Atlanta Housing (AH) was awarded a \$30 million 2014/2015 Choice Neighborhoods (CN) Implementation Grant to revitalize the former University Homes public housing into a vibrant mixed-income community and support the revitalization of the three surrounding neighborhoods (Atlanta University Center, Ashview Heights and Vine City). As part of the University Homes revitalization, the site has been renamed Scholars Landing and Integral is the housing developer and property manager. AH’s CN program is called Choice Atlanta.

The primary objective of the Scholars Landing Reoccupancy Plan is to outline Former University Homes (FUH) residents Right of Return eligibility, reoccupancy, and other considerations for the lease-up of Replacement Housing units at the new Scholars Landing.

This Reoccupancy Plan is subject to AH’s Amended and Restated Statement of Corporate Policies (Statement of Corporate Policies) which is the controlling policy document governing rental assistance programs administered by AH.

PART II. DEFINITION OF KEY TERMS

FORMER UNIVERSITY HOMES (FUH) RESIDENTS. These are original heads of households who were under a valid lease at the Former University Homes site and were part of the AH-sponsored relocation from University Homes starting in 2006. FUH residents also include original households that were split during relocation due to household size or other eligible reasons.

REOCCUPANCY. Reoccupancy is an opportunity for eligible FUH heads of households to return (with their household members) and live at Scholars Landing.

REPLACEMENT HOUSING. This is the 229 AH-assisted replacement rental units at Scholars Landing associated with the CN grant. The following table provides the remaining rental phases to be completed, the projected Replacement Housing units, and the anticipated initial lease-up date:

PHASE	AH-ASSISTED REPLACEMENT HOUSING UNITS*	ANTICIPATED DATE FOR START OF INITIAL LEASE-UP
Ashley I A/B (Multifamily)	54	Between Nov. 2019 & Jan. 2020
Ashley I C (Multifamily)	25	January 2021
Ashley II (Multifamily)	90	Fall 2021

*A 60-unit senior phase (Oasis) was completed in 2015, and eligible FUH seniors were notified of reoccupancy opportunities prior to the initial lease-up of the 60 Replacement Housing units.

RIGHT OF RETURN. FUH residents who wish to return to replacement housing at Scholars Landing have the Right of Return if they were lease-compliant at the time of departure from University Homes prior to relocation and continue to remain lease-compliant during the relocation period. The relocation period is from the time of relocation from University Homes, up until the time that a



**SCHOLARS LANDING REOCCUPANCY PLAN
for
FORMER UNIVERSITY HOMES RESIDENTS**



FUH head of household’s lease application for a replacement housing unit at Scholars Landing is approved by Integral.

A returning FUH resident shall be provided a preference for occupancy before replacement housing units are made available to any other eligible household. This preference remains available until the initial lease-up of the new units.

It should be noted that the Right of Return is not a requirement and FUH residents can choose to remain in their current housing and not return to Scholars Landing.

RIGHT OF RETURN FOR SPLIT HOUSEHOLDS. If a FUH household was “rightsized” (i.e., split into two separate households) at the time of relocation, the original head of household will have the first right to return; after which any remaining available units can be offered to the second household. If no units are available for the second household, the second household will be moved to the top of the waiting list. Both the original household and the second household must remain lease-compliant from the time they were relocated from University Homes and throughout relocation to remain eligible for reoccupancy.

SCHOLARS LANDING. This is the site of the former University Homes public housing which was demolished in 2009 after successfully completing FUH resident permanent relocation assistance and receiving HUD demolition approval. In addition to the Replacement Housing units, the following is the projected number of other rental units to be built by phase on the site:

Rental Unit Type*	Ashley I A/B	Ashley I C	Ashley II	TOTAL
CN Workforce Units	54	25	0	79
Low Income Housing Tax Credit (LIHTC) only	0	0	24	24
Market Rate Units	27	TBD	98	125

***CN Workforce Units** – rental units affordable to household incomes at or above 80 percent to 120 percent of Area Median Income (AMI)

***LIHTC Units** – rental units affordable to household incomes at or below 60 percent of AMI

***Market Rate Units** – rental units that have no income restrictions

By the end of the CN grant the site will include approximately 457 mixed-income rental units. There are also plans for a homeownership phase slated to include 33 for-sale townhomes.



SCHOLARS LANDING REOCCUPANCY PLAN for FORMER UNIVERSITY HOMES RESIDENTS



PART III. INVITATION TO RETURN

NOTIFICATION. AH will send an initial Reoccupancy letter and survey to eligible FUH residents inviting them to return as each phase at Scholars Landing nears completion. After the initial mailing, two additional attempts (letter with survey) will be mailed inviting FUH residents to return. Each mailing will include a pre-addressed, stamped envelope for residents to mail back their survey response.

The initial mailing and two subsequent attempts will go out approximately five to six months prior to the anticipated completion of each phase. AH's Choice Atlanta team will be responsible for sending out the mailings and receiving the completed and returned surveys.

AH shall make reasonable efforts to ensure that the invitation to return letters, and other important notices are provided in writing. FUH Residents are responsible for ensuring that AH has their current address and contact information.

INVITATION LETTER AND SURVEY. The invitation letter will include instructions for notifying AH of FUH resident interest in returning. FUH residents must exercise their Right of Return by completing the required paperwork and submitting to the Choice Atlanta team in the time and manner specified in the letter.

If a FUH resident completes and returns the survey expressing an interest in returning, a member of the Choice Atlanta Team and/or Integral will contact the resident in writing on next steps. Follow-up will typically occur once all three notification attempts are completed and survey responses are received and tallied.

FUH households who elect not to return to the phase identified in the invitation letter, or fail to respond in the time and manner specified will be deemed to have permanently waived the Right of Return for the phase in which the invitation letter was sent.

If a FUH household completes the survey electing not to return to any phase at Scholars Landing, they will no longer be contacted and will have waived their Right of Return preference. If the resident later changes their mind, the FUH household needs to contact the Choice Atlanta Team by calling 404-541-5866 to determine eligibility for reinstatement of the Right of Return preference.

PART IV. LEASING CONSIDERATIONS

All FUH residents interested in returning to Scholars Landing are subject to the current leasing policies found in AH's Statement of Corporate Policies and requirements by Integral. The following outlines some eligibility requirements frequently asked about by residents:

LEASE COMPLIANCE. In order to qualify for the Right of Return to Replacement Housing described under Part II of this Reoccupancy Plan, FUH residents must have been lease compliant at the time of 9/24/2019 Version



SCHOLARS LANDING REOCCUPANCY PLAN for FORMER UNIVERSITY HOMES RESIDENTS



departure from University Homes prior to relocation and continue to remain lease compliant during the relocation period.

UNIT AVAILABILITY. A FUH resident's return is subject to the availability of an approved unit size for the household to include units that meet Uniform Federal Accessibility Standards ("UFAS Units"). Available UFAS Units will be assigned to eligible FUH residents who provide acceptable verification that they require the special features of such unit due to a mobility and physical limitation.

WORK/PROGRAM PARTICIPATION REQUIREMENT COMPLIANCE. FUH residents must be and remain in compliance with AH's Work/Program Participation Requirement.

REVIEW OF CRIMINAL HISTORY. A criminal history record check will be conducted for all prospective FUH household members eighteen (18) years of age or older for the last seven (7) years. The review of each criminal history will center on whether the applicant's criminal history indicates the applicant's future behavior may reasonably pose a threat to the health, safety, peaceful enjoyment, or welfare of other residents of the revitalized community or offsite replacement housing community, or of AH's or management's agents, owners, or employees.

REVIEW OF RENTAL HISTORY. A review of current and past lease compliance will be conducted to look at the FUH household's history with landlords, including a review of the number of delinquent or late rental payments, dispossessory warrants, evictions, and other rental history actions.

REVIEW OF CREDIT HISTORY. A review of the FUH resident's credit history as it relates to the FUH household's payment history with creditors, particularly housing providers, will be conducted. FUH households must also be able to obtain utilities in their name.

HOME INSPECTION REVIEW. AH and/or Integral reserves the right to conduct a home inspection review to determine the ability of the FUH household to meet the housekeeping requirements at the revitalized community.

VERIFICATION OF INCOME ELIGIBILITY. A review and verification of the FUH household income will be conducted.

RELINQUISHING A TENANT BASED VOUCHER. FUH residents who are currently participating in AH's Housing Choice Voucher Program will not be able to keep their Voucher upon accepting a Replacement Housing unit at Scholars Landing. For each phase a FUH resident declines to relinquish their voucher to lease a Replacement Housing unit, the FUH household forfeits their right to return for that phase.

Under special circumstances, eligible FUH residents may be able to use their tenant based Housing Choice Voucher to lease CN Workforce, LIHTC only, or Market Rate rental units at Scholars Landing as determined by Integral and subject to AH's deconcentration limitations found in its Statement of Corporate Policies.



SCHOLARS LANDING REOCCUPANCY PLAN for FORMER UNIVERSITY HOMES RESIDENTS



PART V. REOCCUPANCY AT SCHOLARS LANDING

PRIORITIZING FUH RESIDENTS RETURN. AH and Integral may use any of the following to prioritize eligible FUH residents return to Scholars Landing:

- **Assistance to Persons with disabilities** who require placement in Uniform Federal Accessibility Standards (UFAS) units
- **Unit Availability** based on approved bedroom size, determined at time of lease approval
- **Chronological Order** established by the date/time Integral approves a FUH resident's completed lease application
- **Lottery system** may be established for tie-breaking or randomizing resident selection

RESIDENT NOTIFICATION OF REOCCUPANCY APPROVAL. Once an eligible FUH resident has completed their lease application, they will be notified by Integral of the application status and/or move-in approval.

MOVING ASSISTANCE. AH will assist eligible FUH households with moving expenses for the move back to the new Scholars Landing up to \$3,000 per household. If it is necessary for eligible expenses to exceed the \$3,000 cap, a justification and supporting documentation will be required from the FUH resident for AH to consider for approval. Moving assistance will be managed by AH in coordination with Integral. Eligible moving assistance includes:

Moving Costs

Residents may choose one of two options to move household goods to Scholars Landing:

1. **Utilize an AH-approved moving company.** Residents can elect to have an AH-approved moving company pack and move FUH resident household goods. AH will assist in connecting FUH residents to approved movers.
2. **Self-move.** Residents can opt to move themselves and be paid by AH for the cost of actual and reasonable moving expenses, subject to receipt of sufficient documentation and limitations outlined in the URA¹ Fixed Residential Moving Cost Schedule <https://www.gpo.gov/fdsys/pkg/FR-2015-07-24/pdf/2015-18159.pdf>. (See Attachment A) AH will provide FUH residents packing materials (e.g. boxes, tape, markers) for those who self-move and FUH residents will be fully responsible for moving all of their own household goods without further assistance from AH. It is recommended that residents get insurance to cover the self-move as AH will not be responsible for damaged or lost household items as a result of a self-move.

AH will provide the necessary forms to complete cost estimates for the self-move, and FUH residents must provide AH the completed form for approval prior to incurring costs for a

¹ The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended
9/24/2019 Version



SCHOLARS LANDING REOCCUPANCY PLAN for FORMER UNIVERSITY HOMES RESIDENTS



self-move. Failure to do so may result in the FUH resident not being fully paid. AH will pay FUH residents directly for approved moving expenses.

Reconnection of Utilities

AH will cover costs related to the reconnection of necessary utilities (e.g. telephone, electricity, internet, and cable) and/or transferring existing services. AH will also pay utility deposits if required by the utility provider if it is associated with the reconnection/transferring of utilities. AH will not pay for monthly utility fees, late fees, penalties or outstanding/past-due balances on existing or closed accounts. FUH residents will be required to establish utility accounts in their own name. AH will develop and provide FUH residents a schedule of allowable reconnection and transfer costs by local utility providers and will pay eligible costs directly to FUH residents.

Fees/Security Deposits

For FUH residents, AH will cover fees and deposits customarily charged by Integral in connection with the lease application. These fees and deposits will be paid in the form of a Leasing Incentive Fee (LIF) to Integral on behalf of the returning FUH resident. Using its Moving to Work flexibility, AH has established the LIF as a deconcentration strategy to provide a financial incentive to landlords who lease to relocating residents inside of AH's jurisdiction. In accepting the LIF, Integral must agree to waive the requirement of FUH residents paying deposits and fees associated with their lease application. Since the LIF is a fee and not a security deposit, FUH residents would not be entitled to reimbursement of the LIF paid to Integral on their behalf if they decide at a future point to move from Scholars Landing.

Once FUH residents occupy a unit at Scholars Landing, Integral shall be entitled to charge residents any usual or customary fees related to the ongoing occupancy of the unit, (e.g. late fees for past due rent). Payment of these fees will be the responsibility of the resident.

Breaking a Current Lease

AH will work with FUH residents in breaking their lease with landlords, if necessary, once they have been approved to occupy a Replacement Housing unit at Scholars Landing. AH will not pay for past-due rent payments or late charges due to the landlord/property manager from the FUH residents, or non-refunded security deposits.

Accessible Housing for Persons with Disabilities

FUH residents with disabilities who require the features of accessible units will be assisted in being placed in units with accessibility features needed. Residents will have the opportunity to discuss any particular accessibility needs with Integral during the lease application process.



SCHOLARS LANDING REOCCUPANCY PLAN for FORMER UNIVERSITY HOMES RESIDENTS



SUPPORTIVE SERVICES

FUH residents have access to case managers and a variety of wrap-around services that include income and wealth building, health and wellness, and high quality educational opportunities that support student academic achievement and life-long learning. These services have been available since the award of the CN grant and will continue to be available during the reoccupancy at Scholars Landing through grant closeout in 2022. Please speak to your Choice Atlanta case manager or call 404-541-5866.

PART VI. ADMINISTRATION

PAYMENTS TO RESIDENTS – AH will provide advance payments to residents (e.g. self-move expenses or utility deposits) associated with their reoccupancy at Scholars Landing. AH can provide assistance to FUH residents, as needed, in completing payment requests. The FUH resident shall be promptly notified by AH as to any additional documentation required to support the payment request. Payment to FUH residents shall be disbursed within 30 days of approved request.

APPEAL PROCESS - Residents may file a written appeal with AH In any case that a FUH resident believes that AH has failed to properly provide assistance or afford them benefits under this Reoccupancy Plan. AH will consider a written appeal regardless of the form.

- The resident must file an appeal within 60 days after the resident receives written notification of AH’s determination on the resident’s claim.
- The resident has a right to be represented by legal counsel or other representative in connection with his or her appeal, but solely at the resident’s expense.
- AH shall permit the resident to inspect and copy all materials pertinent to his or her appeal, except materials which are classified as confidential by AH. AH may, however, impose reasonable conditions on the resident’s right to inspect, consistent with applicable laws.
- In deciding an appeal, AH shall consider all pertinent justification and other material submitted by the person, and all available information that is needed to ensure a fair and full review of the appeal.
- Promptly after receipt of all information submitted by a FUH resident in support of an appeal, AH shall make a written determination on the appeal, including an explanation of the basis on which the decision was made, and furnish the FUH resident a copy. If the full relief requested is not granted, AH shall advise the FUH resident of his or her right to seek judicial review of AH’s decision.
- The official conducting the review of the appeal shall be either AH’s General Counsel, or an authorized designee. However, the official shall not have been directly involved in the action appealed.



**SCHOLARS LANDING REOCCUPANCY PLAN
for
FORMER UNIVERSITY HOMES RESIDENTS**



PART VII. CERTIFICATION

This Reoccupancy Plan complies with requirements found in the U.S. Department of Housing and Urban Development's (HUD) CN Implementation Grant 2014/2015 Notice of Funding Availability, CN Implementation Grants Budget Guidance (dated August 2018), and AH's CN Implementation Grant Agreement. It also incorporates a number of the Return Strategies found in HUD's Choice Neighborhoods Relocation and Return Best Practices document, dated July 1, 2019.

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ATTACHMENT A – FLAT RATE MOVING COSTS²

Occupant Owns Furniture		
Unit Size	Number of Rooms with furniture	Moving Costs
0 Bedroom	1 Room	\$600
0 Bedroom	2 Rooms	\$975
1 Bedroom	3 Rooms	\$1,300
2 Bedroom	4 Rooms	\$1,600
3 Bedroom	5 Rooms	\$1,875
4 Bedroom	6 Rooms	\$2,125
5 Bedroom	7 Rooms	\$2,325
6 Bedroom	8 Rooms	\$2,525

Occupant doesn't own furniture but has other personal possessions to move		Storage Unit or Basement
1 Room	Add'l Room	1 Room
\$375	\$100	\$375

² Used moving costs found in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended Fixed Residential Moving Cost Schedule (2015)

ATTACHMENT B – FREQUENTLY ASKED QUESTIONS

1. Q. What is Reoccupancy?

A. Reoccupancy is an opportunity for eligible Former University Homes (FUH) heads of household to return (with their household members) to new replacement housing at Scholars Landing. Scholars Landing is the new name for the former University Homes site which is the target site for Atlanta Housing’s (AH) Choice Neighborhoods (CN) Implementation Grant.

2. Q. What rental phases at Scholars Landing are available for Reoccupancy?

A. Three multi-family phases will be completed at Scholars Landing as part of the CN Grant:

PHASE	TYPE OF HOUSING	ANTICIPATED DATE FOR INITIAL OCCUPANCY
Ashley I A/B	Multifamily Rental	Between November 2019 and January 2020
Ashley IC	Multifamily Rental	January 2021
Ashley II	Multifamily Rental	Fall 2021

A 60-unit senior rental phase was completed in 2015. Eligible FUH seniors were notified of reoccupancy opportunities prior to the initial lease-up of this phase.

3. Q. Who is the developer for Scholars Landing and who will be the property manager?

A. Integral is AH’s developer and property manager for Scholars Landing.

4. Q. Will there be any assistance with moving costs and costs to transfer utilities?

A. Relocation assistance will be available to eligible FUH households who desire to return to Scholars Landing. The type of assistance available is described in the Scholars Landing Reoccupancy Plan.

5. Q. What is the eligibility criteria for returning to the new Scholars Landing site?

A. FUH residents must be lease compliant as described in the Scholars Landing Reoccupancy Plan and follow AH policies and criteria that govern our rental assistance programs. This includes but is not limited to screenings of rental, credit, and criminal histories, home inspections, verification of income eligibility and compliance with the work/program participation requirement (if applicable). Integral may also establish community-specific leasing criteria.

6. Q. When will the Scholars Landing Reoccupancy Plan and eligibility criteria be available?

A. AH anticipates the Scholars Landing Reoccupancy Plan will be available to FUH residents by September 2019 and Integral will make available the eligibility criteria by the time pre-leasing starts.



**SCHOLARS LANDING REOCCUPANCY PLAN
for
FORMER UNIVERSITY HOMES RESIDENTS**



- 7. Q. When does the eligibility process begin?**

A. For FUH households, Integral will begin the eligibility process during pre-leasing which typically starts two to three months prior to units becoming available. For the Ashley I A/B phase this should be September 2019. Integral will contact interested FUH residents by mail when the application process opens.
- 8. Q. How soon can potential residents start to apply for the Ashley I A/B phase?**

A. The first step will be for FUH residents to confirm their desire to return when they receive an Invitation to Return Letter and Survey for the Scholars Landing rental housing phases. The initial letter and survey for the Ashley I A/B phase was mailed in July 2019 followed by two additional attempts to contact residents. The Choice team is working with Integral and interested FUH residents on the application process.
- 9. Q. What if I am not interested in returning to the Ashley I A/B phase, but unsure about returning to future phases at Scholars Landing?**

A. If you are unsure about returning to future phases, please check Option 2 on the survey.
- 10. Q. What if I completed the survey initially waiving my right of return for all phases, can I later change my mind?**

A. If a FUH household completes the survey electing not to return to any phase at Scholars Landing, they will no longer be contacted and will have waived their Right of Return preference. If the resident later changes their mind, the FUH household needs to contact the Choice Atlanta Team by calling 404-541-5866 to determine eligibility for reinstatement of the Right of Return preference.
- 11. Q. If FUH residents are already residing in a property managed by Integral, will they be treated as a new tenant (application fees, credit checks, etc.) or as a transfer from one site to another?**

A. FUH residents will be treated as new tenants when seeking housing at Scholars Landing.
- 12. Q. Are FUH residents who are returning to Scholars Landing responsible for paying the application fee and security deposit?**

A. No, FUH residents will not be responsible for paying the application fee or security deposit. See the Fees/Security Deposits section of the Scholars Landing Reoccupancy Plan for more information.
- 13. Q. Will all units have a washer and dryer? Can I bring my own washer and dryer?**

A. All rental units at Scholars Landing will include a new washer and dryer. Residents will not be able to bring their own washer and dryer.

- 14. Q. Will there be an option for flooring rather than carpet for those with allergies to carpet?**
- A. Integral has a process for handling reasonable accommodation requests for modifications to units for persons with documented allergies.
- 15. Q. Will trash and/or water be included in the rent?**
- A. Trash will be included. Each unit will be individually metered for water and residents will have to pay for this. Other utilities will also be the responsibility of the resident. FUH heads of household will have to establish utilities in their name.
- 16. Q. Is the development pet friendly? Is there a pet deposit?**
- A. Yes, Scholars Landing is pet friendly; however, there may be a weight restriction established for pets. Integral customarily charges a pet deposit; however see the Fees/Security Deposits section of the Scholars Landing Reoccupancy Plan for moving assistance provided to FUH residents.
- 17. Q. What will be the unit square footage?**
- A. Unit square footage is approximately 700 square feet for a one-bedroom; approximately 1000 square feet for a two-bedroom; and approximately 1200 square feet for a three-bedroom.
- 18. Q. Will current family sizes be accommodated if the family has grown since relocation?**
- A. This depends, as residents will be housed based on available units that can accommodate their approved bedroom size. The Ashley I A/B phase will primarily be comprised of one and two bedrooms, and some three bedroom units.
- 19. Q. Will this be a gated community, and what is expected related to safety and security?**
- A. Only the parking area will be gated; however, there will be secured access into the building (i.e. access by call box or card key). Additionally, individual units will be pre-wired for a security system. Residents who are interested are responsible for purchasing their own security monitoring services.
- 20. Q. Will the units be equipped with balconies?**
- A. The Ashley IA/B phase will include a limited number of balconies. Plans for balconies in subsequent phases have not yet been determined.
- 21. Q. What amenities will be at the site (e.g. pool, gym, garden space, children play area, meeting room)?**
- A. The Ashley I phase will include access to several community rooms, computer/media room, fitness center, and a pool. The units will include EnergyStar appliances, in-sink disposals, ceiling fans, and wiring for cable and phone.