

CITY OF CINCINNATI
NORMAL CODE PROGRAM
EMERGENCY RELOCATION ASSISTANCE PAYMENTS

The goal of the Normal Code Program's Emergency Relocation Assistance Payments is to assist in the provision of decent, safe and sanitary housing for Cincinnati's citizens by providing service to citizens displaced due to building and health code violations, or other emergency situations, such as fires. In some cases, families required to vacate because children have elevated blood lead levels, may also be eligible to receive assistance. The Program will assist citizens to relocate from blighted properties by ensuring timely financial assistance and referrals to secure housing.

The purpose of the Normal Code Program's Emergency Relocation Assistance Payment is to minimize the hardship of tenants displaced by City of Cincinnati Normal Code Enforcement activities and to provide assistance in renting suitable standard replacement units. When the City of Cincinnati orders vacation of a housing unit due to Normal Code Enforcement, eligible tenants will receive a "Relocation Assistance Payment" of up to \$500.00 for security deposits and a "Moving Assistance Payment" of up to \$150.00 to assist with moving expenses.

PROGRAM ELIGIBILITY REQUIREMENTS

A. ELIGIBLE TENANTS

1. Tenant in receipt of a written notice to vacate, issued by the City of Cincinnati, to a lawful tenant.
2. Tenant must have occupied the housing unit sixty-days (60) immediately preceding the notice to vacate.
3. Tenant in receipt of a written statement from the Cincinnati Health Department attesting that their current housing unit is substandard due to high lead content; and, is occupied by children six (6) years or under having elevated blood-lead levels.
4. Tenants vacated from housing units with current Vacate Orders issued on them before the tenants' occupancy are eligible for relocation assistance if they meet the other eligibility requirements. In addition, the City of Cincinnati will file criminal charges against the landlord through the City of Cincinnati Law Department Community Prosecution Section.

B. INELIGIBLE TENANTS

1. Tenants in the eviction process before the City Inspector issues the Vacate Notice.
2. Section 8 Tenants under current orders to move from Section 8, before the City Inspector issues the Vacate Notice. These are cases where Section 8 (in principal) issued the actual notice to vacate the premises before the City of Cincinnati issued any orders on the property.
3. Tenants in Cincinnati Metropolitan Housing units.
4. Tenants who transfer to a unit under the same Management Agency.

5. Tenants vacated due to overcrowding.
6. Upon request, ineligible claimants will be given written notice of reasons for rejection of claim.

PROGRAM GUIDELINES

A. EMERGENCY RELOCATION ASSISTANCE PAYMENTS

1. Relocation Assistance Payments must be used for **Security Deposits** only.
2. Relocation Assistance Payments are based upon family size. The maximum amount of assistance shall not exceed \$500.00.

<u>Family Size</u>	<u>Relocation Assistance</u>
1– 2	\$350.00
3–4	\$400.00
5 +	\$500.00

3. Tenants who rent furnished housing units by the week are eligible for a Relocation Assistance Payment of \$75.00 and a Moving Assistance Payment of \$50.00.
4. The Law Department Relocation Services office does not intervene in issues of security deposit refunds between landlords and tenant. Referrals are made to the Cincinnati Legal Aid Society.

B. EMERGENCY MOVING ASSISTANCE PAYMENTS

1. Moving Assistance Payments shall not exceed \$150.00 for all family sizes.
2. Moving Assistance Payments will be issued upon receipt of a written estimate or a written receipt from a mover.

C. APPLICATIONS

1. A displaced tenant has thirty-days (30) from the date of their displacement to apply for relocation assistance. The tenant then has five (5) months from the date of their application to move to a Decent Safe & Sanitary (D.S.&S.) rental unit and file a claim for payment. Extensions must be approved in advance by the Relocation Supervisor and shall not exceed an additional thirty-day (30) period.
2. Relocation Assistance Payments will not be issued unless the replacement housing unit is determined to meet the City of Cincinnati's Decent, Safe, and Sanitary (D.S.&S) building code standards by City housing inspectors.

