



3855 North Ocoee Street, Suite 200  
Cleveland, TN 37312

August 6, 2010

Mr. Raymond Frigon Jr.  
Remediation Division  
Bureau of Water Protection and Land Reuse  
State of Connecticut Department of Environmental Protection  
79 Elm Street  
Hartford, CT 06106-5127

Re: Final Temporary Relocation Assistance Policy Manual  
Non-Public Properties, Newhall Street Neighborhood  
Hamden, Connecticut

Dear Mr. Frigon:

Enclosed is the Final Temporary Relocation Assistance Policy Manual (Policy Manual) for the Newhall Street Neighborhood remediation project in Hamden, Connecticut. A draft Policy Manual was submitted to the Connecticut Department of Environmental Protection (CTDEP) on August 20, 2009. The enclosed version of the Policy Manual has been modified to incorporate CTDEP's comments received by Olin Corporation on November 25, 2009. Changes to the Draft Policy Manual were specified in the Response to Comments document submitted to the CTDEP by Olin on January 6, 2010. The enclosed document is the Final Policy Manual that will be used as a guideline when implementing the Temporary Relocation Program for residents who are required to temporarily relocate during the Newhall Street Neighborhood remediation project.

If you have any questions regarding the enclosed document please do not hesitate to contact me at (423) 336-4675.

Sincerely,  
**OLIN CORPORATION**

A handwritten signature in blue ink, appearing to read "Jay B. Gear".

Jay B. Gear  
Associate Environmental Specialist


Enclosure

cc: Curt Richards - Olin (w/o enclosure)  
Nelson Walter - MACTEC (w/o enclosure)  
Rod Pendleton - MACTEC (w/o enclosure)

## DOCUMENT CERTIFICATION

I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, that the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that any false statement made in the submitted information is punishable as a criminal offense under §53a-157b of the Connecticut General Statutes and any other applicable law.

David M. Share, Director, Environmental Remediation

  
\_\_\_\_\_  
Chief Executive Officer (or duly authorized representative)  
Olin Corporation

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Nelson Walter, Project Manager



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MACTEC Engineering and Consulting, Inc.

**FINAL  
TEMPORARY RELOCATION ASSISTANCE  
POLICY MANUAL**

**NON-PUBLIC PROPERTIES  
NEWHALL STREET NEIGHBORHOOD  
HAMDEN, CONNECTICUT**

**Prepared for:**

**Olin Corporation**  
Cleveland, Tennessee

**Prepared by:**



**MACTEC Engineering and Consulting, Inc.**  
511 Congress St.  
Portland, ME 04101

**August 6, 2010**

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August 6, 2010

MACTEC Project No.: 6107-10-0004

A handwritten signature in black ink that reads "Nelson Walter".

MACTEC Electronic Signature

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Nelson Walter, P.E.  
Project Manager

A handwritten signature in black ink that reads "Rod Pendleton".

MACTEC Electronic Signature

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Rod Pendleton, P.G.  
Principal Scientist

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Attachment 2 Resident’s Guide for Newhall Street Neighborhood Temporary Relocation

Attachment 3 Temporary Relocation Questionnaire

Attachment 4 Temporary Relocation Agreement

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Attachment 10 Request for Alternative Temporary Accommodations

Attachment 11 General Packing Instructions

Attachment 12 Temporary Relocation Assistance Payment Determination Form

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**APPENDIX A**

Temporary Relocation Flowchart

## ACRONYMS AND ABBREVIATIONS

CTDEP	State of Connecticut Department of Environmental Protection
DS&S	Decent Safe and Sanitary
Olin	Olin Corporation
Policy Manual	Temporary Relocation Assistance Policy Manual
Temporary Relocation Plan	Draft Temporary Relocation Plan for Non-Public Properties, Newhall Street Neighborhood, Hamden, Connecticut, December 9, 2008
DOT	Department of Transportation
PSRAP	Property Specific Remedial Action Plan
The Project	Newhall Street Neighborhood Residential Remediation Project
The Program	Newhall Street Neighborhood Temporary Relocation Program
The Work	Soil Clean-up and Restoration Activities
Uniform Act/URA	Uniform Relocation and Real Property Acquisition Policies Act of 1970

## DEFINITIONS

### **Accommodations – Short-Term:**

A Temporary Accommodation for Relocating Residents being displaced approximately one week or less, such as hotel/motel units meeting the requirements of the family's size.

### **Accommodations – Longer-Term:**

A Temporary Accommodation for Relocating Residents being displaced approximately one week or more, such as a furnished apartment meeting the requirements of the family's size.

### **Alternate Accommodations:**

A Temporary Accommodation chosen by a Relocating Resident in lieu of the temporary accommodation offered by Olin.

### **Decent Safe and Sanitary:**

Project Occupancy Standards for accommodation in which Relocating Residents will temporarily occupy. (See Attachment 1)

### **Primary Residence:**

A dwelling which is occupied by a Relocating Resident as a primary dwelling.

### **Primary Residence Occupant:**

Person living in a Primary Residence.

### **Out-of-Pocket Food and Incidental Expenses:**

Based on current General Services Administration (GSA) Per Diem amounts for the New Haven, Connecticut area and available to temporary occupants of hotel/motel units (without cooking facilities) only.

### **Relocating Resident:**

Primary Residence Occupant who is temporarily relocated from his or her Primary Residence in order for certain portions of the Work to be accomplished.

### **Relocation Claim:**

Written request made by Relocating Resident for reimbursement of eligible out-of-pocket expenses incurred as a result of the relocation. (See Attachment 13)

### **Relocation Coordinator:**

Relocation Agent provided by Olin who offers ongoing support and advisory assistance to Relocating Residents, educates them regarding the temporary relocation process, informs them of their rights and responsibilities and identifies the types of benefits available to them, collects and files supporting documentation to recommend a final determination of eligibility for relocation claim benefits, calculates relocation claims for approval, and processes and tracks relocation benefit claims under this Policy Manual.

### **Relocation Determination:**

Written report form prepared by the Relocation Coordinator determining recommended amount of eligible reimbursable out of pocket expenses incurred by a Relocating Resident as a result of the Project. The completed determination form is sent to Olin for review and approval and, upon such

approval, the claim form for these reimbursements is given to the Relocating Residents for their signature and then processed for payment. (See Attachment 12)

**Temporary Accommodation:**

Temporary Accommodation provided to Relocating Residents pursuant to the Temporary Relocation Agreement. Temporary Accommodation may be Short-term Accommodation, Longer-term Accommodation or Alternate Accommodation.

## **DISCLAIMER**

This document provides guidance for Olin Corporation’s Newhall Street Neighborhood Temporary Relocation Program (**the Program**) concerning the types of temporary relocation assistance and benefits which will be available and how eligibility for such assistance and benefits will be determined during the temporary relocation of Relocating Residents.

This document does not bind Olin Corporation and may not apply to all circumstances. For purposes of developing this guidance, Olin Corporation has looked to certain laws, statutes and regulations for guidance regarding temporary relocation and, as a result, this document references certain laws, statutes and regulations regarding temporary relocation that are not applicable to Olin Corporation or the Project. Any decisions regarding a particular temporary relocation issue will be made based on applicable law and this document and Olin Corporation retains the discretion to adopt approaches on a case-by-case basis that differ from this document when appropriate.

Interested parties are free to raise questions and objections about the substance of this guidance and the appropriateness of the application of this guidance to a particular situation. Olin Corporation reserves the right to change this guidance in the future.

## 1.0 PURPOSE AND OBJECTIVES

A Consent Order issued in 2003 requires that Olin Corporation (**Olin**) conduct environmental assessment and soil clean-up and restoration activities (**the Work**) on certain non-public properties located in the Newhall Street Neighborhood of Hamden, Connecticut. This project is known as the Newhall Street Neighborhood Residential Remediation Project (**the Project**). The Project will require temporary relocation of some Primary Residence Occupants (both owner-occupants and tenants) from their Primary Residences to temporary accommodation during the Work.

The purpose of this Temporary Relocation Assistance Policy Manual (**Policy Manual**) is to establish policies and recommend procedures for temporary relocation related to the Project, as outlined in the Draft Temporary Relocation Plan for Non-Public Properties, Newhall Street Neighborhood, Hamden, Connecticut (**Temporary Relocation Plan**), which was submitted to the State of Connecticut Department of Environmental Protection (**CTDEP**) on December 9, 2008. The Draft Temporary Relocation Plan was developed in general accordance with the Connecticut Department of Economic and Community Development Uniform Relocation Assistance Act (**URAA**), and the Manual also references the USEPA "Superfund Response Actions: Temporary Relocations Implementation Guidance, April 2002". This Policy Manual provides additional information detailing how the Temporary Relocation Plan will be implemented utilizing the guidelines found in portions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as promulgated in the Uniform Relocation Assistance and Real Property Acquisition Policies for federal and federally assisted programs contained in Appendix A of 49 CFR Part 24.

The objectives of this Policy Manual are to ensure that:

- Temporary Relocations are performed in a manner that is sensitive to the needs of those Relocating Residents that will require temporary accommodation.
- Temporary Relocations are carried out in a fair and consistent way.
- Temporary Relocation activities comply with applicable laws, statutes and regulations.

## **2.0 AUTHORITIES AND GUIDING PRINCIPLE**

### **2.1 AUTHORITIES**

In 1971, Congress enacted the Uniform Relocation Assistance and Real Property Acquisition Policies Act (**URA**), Public Law (**PL**) 91-646 at 42 USC Section 4601. The URA provides for uniform and equitable treatment of individuals and families whose property is acquired by federal and federally-assisted programs, or those residents or businesses displaced as a result of such a program. Congress later amended the URA and designated the Department of Transportation (**DOT**) as the lead agency for its implementation. Under its authority as lead agency, DOT issued uniform regulations. These regulations, published in Title 49 CFR Part 24, provide specific rules for conducting permanent relocations and useful guidance for temporary relocations. Since the Project is not being conducted pursuant to a federal program, Olin is not subject to the URA or to any regulations adopted there under. However, there is a state law counterpart to the URA. That is the Department of Economic and Community Development: Uniform Relocation Assistance Act, Connecticut General Statute §8-266, et.seq. To the extent that issues involving temporary relocation are not covered under state law, Olin will look to the URA as a general guide to temporary relocation in connection with the implementation of the Temporary Relocation Plan for the Newhall Street Neighborhood.

This Policy Manual provides a framework for determining what financial or advisory assistance will be provided to individuals who are required to be temporarily relocated during the Project. Olin is committed to ensuring that all individuals who are temporarily relocated receive fair and equitable treatment, and that all Temporary Relocation Assistance provided is consistent.

As part of the Project, Relocating Residents will be advised of the temporary relocation process and the types of Temporary Relocation Assistance available to them. Relocating Residents will be told that if they are not satisfied with the Temporary Relocation Assistance, they may contact Olin in writing and provide a detailed description of their claim. Olin will contact the Relocation Coordinator regarding each claim in an effort to have Relocating Residents treated fairly and consistently (see Section-7, “Termination of Assistance and Resolution of Disputes,” for additional guidance).

The remainder of this Policy Manual addresses temporary relocation policies and implementation of the Temporary Relocation Plan during the Project, as well as the parameters and the administration of Temporary Relocation Assistance.

## 2.2 GUIDING PRINCIPLES

The following principles, which were derived from Appendix A to the URA regulations, Title 49 CFR Section 24.2,<sup>1</sup> will be used to guide the decisions made regarding appropriate Temporary Relocation Assistance for eligible Primary Residence Occupants:

- The Program will strive for fair and equitable treatment of the Relocating Residents.
- Relocating Residents will be compensated for the out-of-pocket expenses that are actual, reasonable, and necessary. In most cases, Relocating Residents must first incur expenses and provide documentation of the expense to be eligible for reimbursement.
- Temporary accommodations that are, at a minimum, decent, safe and sanitary will be arranged for Relocating Residents. A definition of decent, safe and sanitary (**DS&S**) is provided in Attachment 1 of this report.

In addition to the foregoing principles, this Policy Manual emphasizes the following:

- A team approach to relocation planning and decision making will be used to ensure clear communication and timely responses. The team approach is described in Section 3 of this Policy Manual.
- In most cases, the Work being carried out as part of the Project may not be able to proceed if a Primary Residence Occupant refuses to temporarily relocate. Olin, or Olin's consultant, will be contacted if Primary Residence Occupants refuse to temporarily relocate. In the event that a primary resident refuses to temporarily relocate, and it has been determined by the engineer of record that the remedy cannot be accomplished while the dwelling is occupied, the resident's refusal to temporarily vacate the property will be seen as a refusal of the remedy. Efforts will be made to obtain a signed Temporary Relocation Agreement similar to those associated with the Best Efforts Process that is being used to guide access attempts during each phase of the project. The Best Efforts Process was detailed in Olin's correspondence to the CTDEP dated February 26, 2009. If Olin is unable to obtain a signed Temporary Relocation Agreement from a resident who is required to temporarily relocate in order to safely implement the remedy, the property will be referred to the CTDEP in accordance with the Remedy Selection Plan.
- Efforts will be made to limit the disruption of the personal lives of the Relocating Residents.
- Temporary Relocation Assistance will be provided only if the Primary Residence Occupant(s) qualifies for assistance as described in Section 5 of this Policy Manual.

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<sup>1</sup> Appendix A to the URA regulations, Title 49 CFR Section 24.2, which applies only to Federal and federally funded projects, does not govern this project, and has been used solely as guidance.

### **3.0 DEVELOPING A RELOCATION STRATEGY**

#### **3.1 BLOCK-SPECIFIC RELOCATION PLAN**

On December 9, 2008, a Draft Temporary Relocation Plan for Non-Public Properties, Newhall Street Neighborhood was submitted to the CTDEP. The Temporary Relocation Plan is available for review in Appendix A of this Policy Manual.

If it is determined that a group of Primary Residence Occupants will need to relocate due to the Work on a specific block within the Newhall Street Neighborhood (**Block**), the Relocation Coordinator may need to develop a block-specific Temporary Relocation Plan. This will facilitate decision-making during the implementation of the temporary relocation, determine what resources will be needed, and how those resources will be best utilized depending upon the length and complexity of the Work for properties within the subject Block. This plan may include information gathered in the pre-decision analysis and the following information:

- An estimate of the number of households to be temporarily relocated in each Block, including information on owner/tenant status, family information, and special considerations of the impacts on the elderly, large families, and those residents with physical or mental disabilities, where applicable.
- An estimate of the number of DS&S temporary replacement apartments, houses, or hotels/motels that are expected to be available in the area and can fulfill the needs of households being temporarily relocated. If furnished apartments and/or single family Accommodation will be utilized as temporary accommodation, a plan as to how these units will be obtained and made ready for the Relocating Residents will be clearly described.
- Identification of languages other than English (if any) for which translation services must be offered.
- The Relocating Residents' feelings and concerns about the temporary relocation and their willingness to allow Olin and its representatives access to their Primary Residence and property.
- The relocation cost estimate for the specific block(s), including estimated cash flow schedules.
- A project schedule that identifies time frames for tasks that may require temporary relocation.
- Temporary accommodations needed (e.g. type and number of hotel/motel rooms or other etc.) and any special needs (i.e., adjoining rooms for families with children and refrigerators for baby milk, medications, etc.).
- Needs for kenneling of pets and special transportation arrangements.

- A detailed description of the appeal process by which Relocating Residents may appeal a decision concerning Temporary Relocation Assistance, including names of the selected Appeal Board members (as further described in Section 7).
- The specific dates when Relocating Residents will be expected to vacate their Primary Residences and anticipated dates when they will be able to return to their Primary Residences.

### 3.2 TEMPORARY RELOCATION NOTIFICATION TO RELOCATING RESIDENTS

Residents will be notified that their household needs to temporarily relocate as part of the Property-Specific Remedial Action Plan (**PSRAP**) that will be sent to them in writing and also presented to them in person during the PSRAP review meeting(s). The Relocation Coordinator will be present during those meetings to explain the temporary relocation program, answer any questions and offer additional written relocation information. Residents will also receive a Resident's Guide for Newhall Street Neighborhood Temporary Relocation (**Resident's Guide**) explaining the Program, and a Temporary Relocation Questionnaire for the Relocating Residents to review prior to their first meeting with the Relocation Coordinator. Copies of these documents are provided as Attachments 2 and 3, respectively, to this Policy Manual and will be included as attachments to the PSRAP. This information will also be presented in person with the Primary Resident Occupants during the PSRAP review meeting and will include the following points:

- Relocation Coordinator's intention to meet with Relocating Residents and their families individually in order to discuss their concerns and any unique or specific needs.
- The approximate length of time that Relocating Residents should anticipate being relocated.
- A description of the decent, safe, and sanitary temporary accommodation options available to the Relocating Residents, if known.
- A description of Temporary Relocation Assistance that Relocating Residents may be eligible for, and the procedures for obtaining that assistance.
- A list of contacts and advisory services available to help Relocating Residents file for Temporary Relocation Assistance.
- A notification that Relocating Residents may not be able to gain access to their Primary Residence during temporary relocation.
- A reminder to Relocating Residents to take important documents they may need while in temporary accommodation, such as tax and medical records, copies of leases and mortgage papers, school records, birth certificates, proof of a pet's vaccinations and passports.
- A reminder to Relocating Residents to decide if they would rather have their mail forwarded or held, depending on the duration of the temporary relocation. The Relocation

Coordinator will provide the appropriate forms from the U.S. Post Office and assist in that process.

- The terms and conditions under which Relocating Residents may return to the Primary Residence.

All notifications to Relocating Residents regarding temporary relocation will be delivered in person or sent by a delivery service that provides documentation of delivery. The notices will be written in English in plain, understandable language and will include the name and telephone number of the Relocation Coordinator who can be contacted for further information or assistance. Appropriate translation and counseling will be provided to those who cannot read English or understand the notification. A filing system will be maintained by the Relocation Coordinator to keep track of all contacts and correspondence with Relocating Residents.

### **3.3 COLLECTING HOUSEHOLD DATA FROM THE RELOCATING RESIDENTS**

At the first meeting with Relocating Residents to review the PSRAP, the Relocation Coordinator will verify that Relocating Residents have received the Resident's Guide (Attachment 2) and the Temporary Relocation Questionnaire (Attachment 3). These two documents will have been sent to Relocating Residents as attachments to the PSRAP if it is determined that they may need to temporarily relocate. At this meeting, the Relocation Coordinator will explain the temporary relocation process and assist Relocating Residents in completing the Temporary Relocation Questionnaire. The Temporary Relocation Questionnaire will be used to collect household data from the head-of-household, or another family member designated by the head-of-household. The head-of-household is either an owner of the Primary Residence or, in the case of a rental unit, a tenant. During this meeting, the Relocation Coordinator will also address the following issues:

- Explain that Relocating Residents will need to relocate temporarily to allow completion of the Work on the property they occupy;
- Explain to Relocating Residents that household data will have to be gathered and why;
- Discuss with Relocating Residents the temporary relocation policies in general;
- Explain to Relocating Residents that not all cases are identical and that as soon as information has been collected and analyzed and eligibility has been established, specific Temporary Relocation Assistance will be discussed and determined on a case-by-case basis;
- Discuss with Relocating Residents general concerns regarding the relocation schedule, relocation eligibility, Temporary Relocation Assistance, rights and responsibilities, needs

and preferences, and answer questions that Relocating Residents may have about how they will be affected on a daily basis;

- Explain to Relocating Residents that once they vacate their Primary Residence they may not be allowed to return until they are notified by the Relocation Coordinator;
- Explain to Relocating Residents that security will be provided for their Primary Residence during the time that it is vacant. The Relocation Coordinator will provide information regarding security arrangements, as this will be an important concern for the Relocating Residents. Residents will be notified that Olin or its contractors will contract a security company that will take measures to safeguard Primary Residences while they are unoccupied. The security company will be retained for the duration of the Project to monitor Primary Residences from which residents have been temporarily relocated and work areas for unauthorized access to these properties.
- Ask Relocating Residents if temporary relocation will create any unforeseen hardships for their daily activities (i.e., transportation to employment, shopping, laundry, religious services, access to telephone service, etc.); and,
- Ask Relocating Residents if there are special circumstances which may be present in their households (i.e., individuals with disabilities, elderly individuals, school-aged children, and households that have pets, etc.) so that we can plan in advance how to accommodate them.

The Relocation Coordinator will tell Relocating Residents that the collection of household data is just the first step in the temporary relocation process. The next step is for the Relocation Coordinator to analyze the household data in order to make a determination as to the most suitable temporary accommodation. This step will involve matching Relocating Residents with a suitable option based on household size, composition, and recognized special needs and the anticipated length of time away from the Primary Residence.

The Relocation Coordinator will also explain to Relocating Residents that in order to be eligible for and receive Temporary Relocation Assistance, they will have to complete certain forms, such as the Temporary Relocation Agreement (Attachment 4) described later in this Policy Manual. Most importantly, the Relocation Coordinator will explain that approximately 14 days prior to the scheduled start of the Work, he/she will receive a written Notice to Relocate to a Temporary Accommodation (Attachment 5), notifying the Relocating Resident of the date on which he or she will be required to vacate the Primary Residence. The Relocation Coordinator will provide Relocating Residents with contact information (i.e. business card with phone number, e-mail address, mailing address, etc.) during the initial meeting.

In most instances, specific details regarding Temporary Relocation Assistance for which Relocating Residents may be eligible will not be discussed at this stage due to lack of adequate

information. If questions related to specific Temporary Relocation Assistance arise, the Relocation Coordinator will communicate that these specifics cannot be determined until after the household information is analyzed.

### **3.4 ANALYZING HOUSEHOLD DATA OF THE RELOCATING RESIDENTS**

One of the Relocation Coordinator's most important tasks will be to gather household data from the Relocating Residents to be used to develop a Temporary Relocation Agreement which will be entered into by Relocating Residents. The household data that the Relocation Coordinator obtains from the Temporary Relocation Questionnaire will determine the type of Temporary Relocation Assistance that the Relocating Residents receives. Analysis of household data will be conducted before temporary relocation is offered to the Relocating Residents. Whenever possible, the Relocation Coordinator facilitating temporary relocation will be involved in both gathering this household data and in analyzing it in order to establish consistent relationships with Relocating Residents.

From the Temporary Relocation Questionnaire and other information obtained during the first meeting with Relocating Residents, the Relocation Coordinator will answer the following questions to determine what Temporary Relocation Assistance offered by the Program will best meet the needs of the Relocating Residents:

- What is the anticipated duration of temporary relocation?
- Which temporary accommodation option will best fit the circumstance of this specific situation?
- Are there Relocating Residents with special needs (i.e., who require temporary accommodation with wheelchair access or have a large number of pets, etc.) that cannot be accommodated by available temporary accommodation?
- Will the temporary relocation cause undue stress to any of the Relocating Residents, specifically persons with disabilities, the elderly or school-age children?
- How will Relocating Residents who are residing in temporary accommodation travel to school, work, and shopping? Is public transportation adequate and available?
- Do any members of the family have unique cultural and/or religious needs that must be considered?
- Can any other authority, such as the state or local government, make resources available that will assist in implementing the temporary relocation?

Once these questions are answered, a Temporary Relocation Agreement modeled on the form attached hereto as Attachment 5 and addressing specific needs of Relocating Residents, as necessary, will be prepared. The Temporary Relocation Agreement will be included in the final version of the PSRAP which will be submitted to the Relocating Resident for signature and filed with the CTDEP. In the case of a tenant occupant, the property owner's signature on the Temporary Relocation Agreement will not be required. The Temporary Relocation Agreement will set forth the specific Temporary Relocation Assistance for which Relocating Residents are eligible. Details regarding the rights and responsibilities of both Olin and the Relocating Residents while they reside in temporary accommodation will be presented to the Relocating Residents before they are required to relocate. Attachment 6 of this Policy Manual provides a summary of Rules and Responsibilities for temporary accommodation. All Relocating Residents (whether owners, tenants, or business owners) 18 years of age and older will be required to sign the Temporary Relocation Agreement prior to commencement of the Work requiring relocation, and prior to receiving any Temporary Relocation Assistance.

### **3.5 ASSISTING IN THE MOVE OF THE RELOCATING RESIDENTS TO TEMPORARY ACCOMMODATION**

The Relocation Coordinator will schedule a second meeting with Relocating Residents to present and discuss the Temporary Relocation Agreement and the actual process of relocating from the Primary Residence to the temporary accommodation. The Relocation Coordinator will also discuss:

- The rules and regulations that Relocating Residents must abide by while residing in Temporary Accommodation.
- For longer term temporary relocations, the option of storing important documents in a safety deposit box at a local bank or another institution that provides this service. Important personal documents may include deeds, mortgages, tax records, medical records, passports, school records, birth certificates, pet's vaccinations documents, and other documents of this nature.

The Relocation Coordinator will ask Relocating Residents if there are remaining concerns or problems that need to be resolved prior to the temporary relocation. If no concerns or problems are identified, then a third and final meeting will be scheduled with the Relocating Residents as close as possible to the day and time that they are scheduled to relocate. This meeting is important in that it allows the opportunity to address last-minute problems that could prevent Relocating

Residents from relocating from the Primary Residence to Temporary Accommodation. It is assumed that there may be last-minute issues and this meeting will be necessary to avoid these problems, to the extent practicable.

### **3.6 PROVIDING ON-GOING RELOCATION ADVISORY SERVICES TO RELOCATING RESIDENTS**

#### **3.6.1 Notices**

The Relocating Residents will receive a number of official notices and other written information that will inform them of their relocation status, as well as other steps that they will need to take throughout the Project in order for them to return to their Primary Residence. Whenever possible, these notices will be both delivered in person and sent by a delivery service that provides documentation of delivery.

Relocating Residents will receive a Notice of Temporary Relocation Eligibility (Attachment 7), which is given to the Relocating Residents when the Temporary Relocation Agreement has been signed and eligibility for Temporary Relocation Assistance has been established. Generally speaking, this will occur during the second meeting between the Relocation Coordinator and the Relocating Residents. The Relocation Coordinator will verify issues related to the temporary relocation including the Temporary Accommodation selected for their household, any special circumstances associated with their household (i.e., disabled household members, transportation problems, pets, etc.), and the personal and household items that they will need at the Temporary Accommodation.

Relocating Residents will receive a Notice to Vacate Primary Residence (Attachment 5) at least two weeks prior to the date that they will need to relocate. The Relocation Coordinator will be in contact with Relocating Residents during this two week period because the scheduling of the temporary relocation and the beginning of the Work need to be coordinated very closely. As noted previously, the Relocation Coordinator will schedule a third meeting with Relocating Residents on, or as close as possible, to the day that they are scheduled to relocate in order to resolve any last minute problems that may arise and to ensure that they vacate the Primary Residence with the personal and household items that they will need.

Prior to the end of temporary relocation, Relocating Residents will receive a Notice to Return to Primary Residence and End to Temporary Relocation Assistance (Attachment 8). This Notice will be delivered in person by the Relocation Coordinator to Relocating Residents at the Temporary Accommodation. This Notice will inform Relocating Residents of the date that they can return to their Primary Residence and that Temporary Relocation Assistance will terminate. For Relocating Residents housed in Longer-Term Accommodation, Temporary Relocation Assistance will terminate on the Saturday following receipt of the Notice, or 4 days after, whichever is longer. This period of time will allow Relocating Residents to repack their personal and household items that were taken to the Temporary Accommodation and prepare to move these items back to their Primary Residence. For Relocating Residents housed in Short-Term Accommodations, at least 48 hours notice will be given prior to the termination of Temporary Relocation Assistance.

If relocation is only anticipated to last a few days, a combination notice that provides both the start and end dates of Temporary Accommodation and Temporary Relocation Assistance will be provided in place of the multiple notices described above.

### **3.6.2 Other forms of On-Going Advisory Assistance**

The CTDEP will maintain an office in the Newhall Street Neighborhood area and will be available to answer questions of Relocating Residents related to the Project or temporary relocation. Through the CTDEP and the Relocation Coordinator, Relocating Residents will also have access to Project-related information including work schedules, work updates, and work progress at their Primary Residence. Information concerning the CTDEP's office schedule will be provided to the Relocating Residents when it becomes available.

The Relocation Coordinator, as part of the advisory services, may need to make arrangements for additional services that the Relocating Residents may need due to temporary relocation. For example, if the Relocating Residents are relocated to Temporary Accommodation in another neighborhood, and this is going to create a problem for those who will need transportation services (i.e., from home to work, from home to school, from home to day care, shopping, etc.), it is the task of the Relocation Coordinator to attempt to address these issues and make reasonable efforts to resolve them. This is especially true for those who rely on public transportation to travel to work, school, day care, shopping, etc. Those Relocating Residents who will need assistance in this area

should inform the Relocation Coordinator at the initial meeting when household data is collected, or at any of the subsequent meetings prior to signing the Temporary Relocation Agreement.

As part of the advisory services, the Relocation Coordinator is responsible for handling pet-related issues. If pets are not allowed at the Temporary Accommodation, then arrangements will be made for pets to be kept at local kennels. This may be a sensitive issue for pet owners as they may not want to be separated from their pets. In order to avoid this potential issue, efforts will be made to find Temporary Accommodations that accepts pets, if necessary.

An additional advisory service that the Relocation Coordinator will provide to the Relocating Residents will be to assist them with the daily routines that may be interrupted due to the temporary relocation. For example, the Relocation Coordinator may arrange to have multiple copies of the Change of Address/Mail Hold forms from the U.S. Postal Service (**Post Office**) delivered to them prior to relocating. Some Relocating Residents may want to have their mail delivered to their Temporary Accommodation and others may not. If the Post Office can place a hold on their mail at the same branch that the Relocating Residents normally use, and schedule a day and time when they can collect their mail, this may eliminate the need for having mail delivered to the Temporary Accommodation. The Relocating Residents may want to return to their neighborhood and collect their mail at the Post Office that they are most familiar with rather than having it delivered to the Temporary Accommodation.

The Relocation Coordinator will also assist the Relocating Residents if they need to make arrangements to contact individuals, such as their health care providers, public assistance providers, or community organizations that they rely on for personal services.

Once the Relocating Residents have returned to their Primary Residence, the Relocation Coordinator will assist those who have incurred incidental out-of-pocket expenses to complete a claim form for reimbursement. The Relocation Coordinator will have already discussed the issue of reimbursement of incidental out-of-pocket expenses with Relocating Residents at one of the initial meetings, but will remind Relocating Residents of the guidelines for reimbursement (i.e., receipts, prior approval, and actual, necessary, and reasonable expenses). The Relocation Coordinator will be available to assist the Relocating Residents with completing the claim forms needed for reimbursement and remind them that claim forms must be submitted to the Relocation Coordinator within 30 days of returning to their Primary Residence in order for them to be reimbursed.

## **4.0 PROMOTING A SUCCESSFUL TEMPORARY RELOCATION WITH THE COMMUNITY**

### **4.1 COMMUNICATION IS A KEY TO SUCCESS**

Effective communication is the key to a successful Project. This communication can be accomplished by the Relocation Coordinator through the distribution of information regarding the temporary relocation (for example, the Resident's Guide (see Attachment 2)), and through one-on-one meetings with Relocating Residents.

During the first meeting with Relocating Residents, the Relocation Coordinator will gather information and listen to the needs and concerns of the Relocating Residents. It is also important during these meetings for the Relocation Coordinator to:

- Inform Relocating Residents about the role and responsibilities of the Relocation Coordinator. (Note: Be cautious when answering questions about specific Temporary Relocation Assistance without a complete understanding of the unique needs of each Relocating Resident).
- Avoid suggesting that specific Temporary Relocation Assistance can be provided unless it is clear that the Relocating Residents is eligible.

The Relocation Coordinator will never discuss the personal circumstances of one Relocating Residents with or in the company of other individuals within the community. Relocating Residents may have someone from outside their immediate household participate in these meetings in order to assist them with these issues.

### **4.2 DEALING WITH DISRUPTION**

Depending on how long temporary relocation lasts, it can be disruptive to people's lives for many reasons:

- Relocating Residents will need to temporarily relocate from their homes and neighbors.
- Relocating Residents may have a different and possibly longer commute to work.
- Children may need to be driven to school or bus service may need to be provided.
- Supermarkets and stores that Relocating Residents usually shop at may no longer be convenient; this can be particularly difficult for the elderly.
- Temporary Accommodation may not accommodate pets.

By the time a temporary relocation decision has been made, Relocating Residents may have been dealing with a variety of site-related activities for a considerable period of time.

It is important to recognize that dealing with these issues may leave Relocating Residents with little tolerance for the temporary relocation process. When people's resources are stretched beyond their capacity, they may react unpredictably. Olin and other agency staff or contractors may become the target of Relocating Residents' reactions even though they may not be the cause of the problem. Relocating Residents may become hostile in meetings, have difficulty understanding the explanations offered to them, and be unable to make decisions in a timely manner. It is important for the Relocation Coordinator to remember that these negative reactions may not be targeted directly at them. Patience and compassion are helpful tools in these situations.

#### **4.3 ANTICIPATE THE NEEDS OF THE RELOCATING RESIDENTS**

It is important to recognize that the Temporary Relocation process is potentially disruptive to the lives of people who are temporarily relocated because of the Project. Therefore, the Relocation Coordinator will make effort to facilitate an efficient and smooth relocation and minimize inconveniences. In addition to resolving specific relocation issues, the Relocation Coordinator will undertake the following to ease the concerns of the Relocating Residents and minimize inconvenience:

- Helping Relocating Residents file "Change of Address" forms with their Post Office so that their mail will be held or forwarded to their temporary address during the relocation;
- Helping Relocating Residents find acceptable accommodations for their pets;
- Working with local social service agencies in order to ensure that any Temporary Relocation Assistance is exempt from income considerations for Food Stamp, Medicaid, and Head Start programs; and,
- Helping Relocating Residents connect with local organizations that can provide additional assistance, such as the American Red Cross, the Veterans' Administration, local churches, United Way organizations, and other nonprofit organizations.

Finally, it takes time to build a good working relationship with Relocating Residents. Early and meaningful community involvement is one way to get off to a good start. This will set the tone for future relationships with Relocating Residents and send a clear message to them that they have a role to play in decisions that affect them. Another way to build trust with Relocating Residents is to avoid making promises that cannot be kept. Finally, it is important to acknowledge and

remember that effective community involvement does not mean pleasing everyone all of the time. It will be necessary to “agree to disagree” with Relocating Residents from time to time.

#### **4.4 DOCUMENTATION OF THE PRIMARY RESIDENCE AND PERSONAL PROPERTY**

It will also be important to document the condition of personal and real property at the Primary Residence in order to prevent or settle disputes. The level of documentation of personal property will depend on the nature and complexity of the remediation work at the Primary Residence and the duration of temporary relocation.

Prior to the Work, Olin and its contractors will be responsible for documenting the exterior of the Primary Residence, which in some cases will involve a structural evaluation. The Relocation Coordinator will be responsible for documenting the personal property and the interior condition of the Primary Residence. In some cases, the contractor may also observe the interior to document existing structural issues.

Documenting the interior conditions of the Primary Residence serves the following purposes:

- Documents the existence and condition of items that are in place within the dwelling.
- Provides evidence in case of a dispute.
- Provides a record of any valuables that Relocating Residents elect to leave behind.

Videos and photographs can be very effective documentation, especially when they are accompanied by an inventory of specific items that may be of value to Relocating Residents.

It also is advisable to check electrical outlets, water spigots, and natural gas connections in order to ensure that they are in working condition. This information also can be recorded with video and photographs.

When videotaping, the camera will be moved slowly to cover the entire area and the individual completing the video will dictate into the camera’s microphone providing a detailed description of what is being inventoried and where it is located. Whenever possible, Relocating Residents will participate in the video/audio recording. This information also can be recorded in a logbook and a sketch showing the general layout of the property and the location of the camera can be included.

All appliances and electronic equipment in the Primary Residences will be inspected in order to verify that they are running properly during the documentation phase. This will help protect Olin and Relocating Residents against future damage claims. The videotape footage of each Primary Residence will be accompanied by a catalog of the items videotaped, which could include the model numbers of electrical equipment, sales receipts, and other important information. Items can be grouped together when videotaping or photographing them, but all items should be fully visible, and their condition apparent in the videotapes or photographs.

#### **4.5 SITE SECURITY**

As described above, the Relocation Coordinator will take steps to document current conditions inside the Primary Residence prior to arranging for the Relocating Residents to leave the property. Photos and videos taken during this inspection will be used to document the possessions (furniture, electronics, etc) that will likely remain inside the Primary Residence while it is temporarily vacant.

In addition to the pre-relocation inspection, a local security firm will be contracted to provide and establish site security after normal working hours, and on weekends and holidays. The security guard will regularly patrol the active work areas and properties of which the residents have relocated, and report any deficiencies to the appropriate personnel specified by the remedial contractor. The Hamden police department will be notified of the properties or areas where work is being performed.

The Temporary Relocation Agreement presented to Relocating Residents will notify them that they should anticipate not being able to access their property or Primary Residence for the duration of the time that they are being provided with Temporary Accommodation. Primary Residences may be surrounded with temporary fencing which may be locked or secured during non-work periods.

In the event of an emergency that requires a Relocating Resident to access their Primary Residence, the resident must contact the Relocation Coordinator, who will attempt to make arrangements for the resident to safely access the Primary Residence. The Relocation Coordinator will remain at the Primary Residence until the resident leaves and the site can be re-secured.

## **5.0 DETERMINING ELIGIBILITY FOR RELOCATION ASSISTANCE**

Only those people that live in the affected Primary Residence will be eligible to receive Temporary Relocation Assistance. No Primary Residence Occupant may actually receive Temporary Relocation Assistance until he or she (or his or her authorized representative) has signed a Temporary Relocation Agreement with Olin. The Relocation Coordinator will determine eligibility during the initial interview conducted with Primary Residence Occupants and may request documentary evidence establishing residency.

Household data will be collected from the head-of-household at the first meeting between Primary Residence Occupants and the Relocation Coordinator for the purpose of establishing residency and to help establish eligibility for Temporary Relocation Assistance. Prior to the first meeting, the Relocation Coordinator will request that residents provide the Relocation Coordinator with copies of the following documents at the first meeting for purposes of verifying residency.

### For Owner-Occupants:

- Photo Identification (Driver's license, County ID, or other forms of government issued or photo ID); and
- Utility Bills.

### For Tenants:

- Photo Identification (Driver's license, County ID, or other forms of government issued or photo ID);
- Lease Agreements or Rent Receipts; and
- Utility Bills.

Since the amount of Temporary Relocation Assistance is based on the number of household members who will need to relocate to Temporary Accommodation, the Relocation Coordinator will carefully document and verify the number of Primary Residence Occupants in each household.

It is critical that the Relocation Coordinator document the number of Primary Residence Occupants residing in each Primary Residence as soon as residents are notified that they are may be temporarily relocated. At a minimum, the Relocation Coordinator will obtain a copy of the driver's license or other government issued or photo ID for all adult Relocating Residents (18 or older) eligible for Temporary Relocation Assistance. The Relocation Coordinator must be notified of any

changes in the number of Primary Residence Occupants (i.e., the birth of a child) that may occur after the Temporary Relocation Assistance determination has been made. This information must be included in the Primary Residence Occupant's file.

Primary Residence Occupants may need to sign several forms in order to document their eligibility for Temporary Relocation Assistance, their understanding of the scope of the Temporary Relocation Assistance to be provided, the procedures for receiving Temporary Relocation Assistance, and when Temporary Relocation Assistance will be terminated.

## **6.0 TYPES OF ASSISTANCE AVAILABLE**

Relocating Residents will be eligible for reimbursement of reasonable out-of-pocket expenses incurred in connection with temporary relocation. These expenses include the expenses related to moving to and from the Temporary Accommodation and other incidental expenses such as costs to kennel pets or additional mileage to and from work or school. Monthly rent and utility expenses for Temporary Accommodation will be directly paid by Olin. Applicants are eligible only for reimbursement when expenses are actually incurred. Olin will not reimburse Relocating Residents for temporary relocation expenses incurred before temporary relocation begins or for expenses that were not initially approved by Olin. Relocating Residents must provide receipts or other acceptable documentation for reimbursement.

Olin will not be responsible for damages to personal property transported to Temporary Accommodation by Relocating Residents, for damages or losses caused by theft from Temporary Accommodation, or for damages at Temporary Accommodation that are determined to be the Relocating Resident's responsibility.

Homeowners and renters are responsible for paying their mortgages, rent, property taxes, insurance, and utility bills for their Primary Residences, even during the time they are residing at a Temporary Accommodation. This will be explained to Relocating Residents during meetings with the Relocation Coordinator. In addition, the Temporary Relocation Agreement will include a provision in which Relocating Residents acknowledge that these payments remain their responsibility and that they agree to continue to make such payments. In addition, if a tenant terminates the lease at the Primary Residence where he or she was residing prior to the temporary relocation, or if a homeowner sells his/her Primary Residence, the Temporary Relocation Assistance will be terminated. The rest of this section covers the various types of expenses covered under Temporary Relocation Assistance.

### **6.1 TEMPORARY ACCOMMODATION**

Temporary Accommodation may include Short-term Accommodations (hotels or motels without cooking facilities), Longer-term Accommodations (furnished rental houses or apartments), or Alternate Accommodations provided by family or friends.

For temporary relocations lasting a few days to one week, Short-term Accommodations (hotels or motels without cooking facilities) may be most appropriate, but whenever possible, stays in Short-term Accommodation will be limited to no more than a few days. For temporary relocations lasting more than a few days, a furnished rental unit may be more cost-effective and comfortable for Relocating Residents. Depending on the circumstances, it may be necessary to place people temporarily in hotels or motels until more appropriate accommodation becomes available.

Given time constraints and availability of Temporary Accommodation, to the extent possible the Relocation Coordinator will try to find Temporary Accommodation that is close to the Relocating Residents' work, schools, and shopping facilities; and accessible to public transportation, if needed. At a minimum, the Relocation Coordinator will be sensitive to the number, age, and gender of each family member when making sleeping room arrangements. For example, in hotels and motels, children under the age of 18 will be in the same room or in connecting rooms with an adult. Additionally, Decent Safe and Sanitary Standards for the Program require that only children under the age 12 of different genders may share a sleeping room. (Please see Attachment 1 of this Policy Manual.) When offering Short term Accommodation, the Relocation Coordinator must be sure that the hotels available can provide the appropriate number of connecting rooms.

### **6.1.1 Short-Term Accommodations**

If the expected amount of time that Relocating Residents will reside at a Temporary Accommodation is approximately one week or less, they may be offered Short-term Accommodations such as hotel/motel units meeting the requirements of the family's size. Relocating Residents relocated to hotels or motels that do not have cooking facilities will be reimbursed for reasonable out-of-pocket food and incidental expenses based on current General Services Administration (**GSA**) Per Diem amounts for the New Haven, Connecticut area. Relocating Residents who are 12 years and older will receive the full per diem rate and children under age 12 will receive half that amount. (Refer to the Meals and Incidentals Computation Sheet provided in Attachment 9.) Residents occupying short-term accommodations (without cooking facilities) may submit a reasonable claim for reimbursement of the replacement value of perishable food items disposed of as a result of the move. This should be discussed with the Relocation Coordinator prior to the disposal of the items so that an inventory of the items can be prepared and a replacement reimbursement amount approved.

### **6.1.2 Longer-Term Accommodations**

If the expected amount of time that Relocating Residents will be provided with Temporary Accommodations is approximately one week or more, they may be offered Longer-term Accommodation such as rental apartments or houses. In either case, rent, essential utilities and services such as telephone, cable television and internet services comparable to those in the primary residence will be paid directly by Olin. Relocating Residents relocated to Longer-term Accommodation with cooking facilities will not be eligible for meal per diem.

The Relocation Coordinator will make sure that the Temporary Accommodation offered to Relocating Residents is DS&S (as described in Attachment 1), and, at a minimum, has the necessary number of bedrooms in order to accommodate the Relocating Residents. Temporary Accommodation offered as Longer-term Accommodation will be furnished by Olin and thus Relocating Residents will not need to move furniture items from the Primary Residence. Furniture for the Longer-term Accommodation may either be rented from a furniture rental company or purchased from a furniture retailer in the area. Relocating Residents will be responsible for bringing perishable items from their kitchen as well as specific or unusual cooking staples to the Temporary Accommodation if they relocate to a Temporary Accommodation with cooking facilities.

The following costs for the Longer-term Accommodation offered by the Relocation Coordinator may be paid directly by Olin: rent, credit-check fees, if any, maintenance fees, security deposits, connection and disconnection fees for utilities, cable TV, and basic telephone service, and furniture rental or purchase.

### **6.1.3 Temporary Accommodation Selected by Relocating Residents**

Some Relocating Residents may not wish to accept the Temporary Accommodation offered to them by Olin and may wish to either find their own temporary accommodation, or stay with friends or family during the period for which they will be temporarily relocated. If a resident wishes to select an alternate accommodation not offered by Olin, Olin will offer reimbursement based on the cost of the accommodation and/or per diem (when applicable) associated with the offered hotel or apartment.

#### **6.1.4 Temporary Accommodation with Friends or Family**

Relocating Residents who choose to stay with friends or family will receive an out-of-pocket allowance equivalent to the daily cost of the Temporary Accommodation offered to their household to help off-set additional costs incurred by their host. Those families choosing Alternate Accommodations will be asked to sign a document stating that they have chosen not to accept the Temporary Accommodation which was offered to them. (See Attachment 10, Request for Alternate Temporary Accommodations.) For the first one to seven nights of displacement, this will include the cost for the temporary accommodations offered by Olin plus a daily food allowance calculated in accordance with the current GSA Per-Diem amounts for the New Haven, Connecticut area. Relocating Residents who are 12 years and older will receive the full per diem rate and children under age 12 will receive half that amount. For the eighth night and beyond, the allowance amount will be based on the daily cost of the temporary accommodation offered to the Relocating Resident by Olin in the Temporary Relocation Agreement (without per diem for food and incidental expense). Please see Attachment 10.

Relocating Residents who elect to stay with a friend or family member and find it necessary to move to another Temporary Accommodation will be given the option to move to the same type of Temporary Accommodation as originally offered by the Relocation Coordinator.

#### **6.2 MOVING COSTS**

A Scheduled Move Allowance<sup>2</sup> will be utilized to mitigate the time and effort required for the Relocating Residents to pack, move, unpack, repack and return necessary family items to their Primary Residence.

Moves into Short-term Accommodation - Under this option, a single person will be eligible for a one-time allowance of **\$125.00** to move necessary personal items from their Primary Residence to the Short-term Accommodation and back again. For every additional person in the family to be moved, an amount of **\$30.00** will be added to the scheduled allowance.

Moves into Longer-term Accommodation - Under this option, a single person will be eligible for a one-time allowance of **\$250.00** to move necessary personal items from their Primary Residence to

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<sup>2</sup> This schedule was developed using the Federal Highway Administration's Uniform Relocation Assistance and Real Property Acquisition Policies Act Fixed Residential Moving Cost Schedule (2008) for State of Connecticut occupants who move one room in which they own no furniture.

the Longer-term Accommodation and back again. For every additional person in the family to be moved, an amount of **\$60.00** will be added to the scheduled allowance.

In an effort to reduce undue burdens on the Relocating Residents, basic packing materials such as boxes, labels and tape will be provided by the Relocation Coordinator on request. ***It should be stressed that all perishable items from refrigerators and/or freezers at the Primary Residence must be moved and that the cost to do so is reflected in this allowance. Any damage caused to the appliances at the primary residence as a result of leaving perishables in place will not be Olin's responsibility.***

General Packing Instructions are provided as Attachment 11 of this Policy Manual.

### **6.3 UTILITIES**

Relocating Residents will not be reimbursed for out-of-pocket expenses associated with the use of utilities at the Temporary Accommodation as Olin will be paying these costs directly.

#### **6.3.1 Primary Residence**

Relocating Residents are responsible for continuing to pay the utilities at the Primary Residence. Generally, essential utilities (i.e., trash collection, water, electricity, gas) will not be disconnected for the duration of the Project. If temporary relocation of the Primary Residence Occupants is for a short period of time (i.e., a few days to a few weeks), it also is cost-effective to leave other non-essential utilities, such as telephones, cable television, etc., connected at the Primary Residence. If the Temporary Relocation lasts for more than a few weeks, the Relocation Coordinator may decide that it is more cost-effective for Olin to pay for the disconnection and reconnection of some utilities, even if the utility companies will not waive these fees. Olin will be cautious, however, about disconnecting electricity, gas, and water utilities, because these essential utilities may be necessary at the Primary Residence. In some cases, heat may be necessary to keep pipes from freezing and dehumidifiers may be necessary to prevent damage from molds and mildew.

#### **6.3.2 Temporary Accommodation**

The Relocation Coordinator will ensure that basic cable TV and internet services are provided at the Temporary Accommodation. If service above the basic level is required by the Relocating

Residents, as part of a business in the home, for example, the Relocation Coordinator will review the request for any upgrades and determine how the issue should be resolved.

There are three types of expenses associated with telephone service: disconnection/reconnection fees, monthly local service fees, and long-distance service fees. Olin will reimburse Relocating Residents for the same type of service that the he or she has at the Primary Residence. Olin will generally not reimburse for long-distance service or collect calls. Reimbursement of long distance or collect calls must be approved by the Relocation Coordinator prior to incurring this expense. These calls are eligible for reimbursement only if it can be clearly documented as an out-of-pocket expense. An example of an allowable reimbursable long-distance phone call would be a local call that was routinely made or received prior to the relocation that becomes a long-distance call since the relocation. Given that hotels and motels charge additional fees for placing phone calls, it may be worthwhile to encourage people to purchase calling cards in order to make their long distance calls.

Relocating Residents, or their guests, are responsible for any damages caused to the Temporary Accommodation or to the rental furniture. Relocating Residents will be informed of this and asked to sign an agreement indicating that they have been informed of their responsibilities (see Attachment 6 for an example of this agreement).

#### **6.4 PERSONAL TRANSPORTATION COSTS**

Personal transportation is not ordinarily considered an expense incurred as a result of the temporary relocation. However, the Relocation Coordinator may recommend that certain expenses related to transportation be considered reasonable out-of-pocket expenses directly related to the Project. For example, if the Temporary Accommodation is farther away from work or school than the Primary Residence, the Relocation Coordinator may authorize the payment of actual, reasonable and necessary personal transportation expenses in excess of normal travel, or make arrangements for transportation to be provided. (Please see Attachment 16, Transportation Log)

If the Primary Residence Occupant elects to move to Alternate Accommodation that is farther than the Temporary Accommodation selected by the Relocation Coordinator, and thus the distance to school or work is also farther, Olin will not be responsible for transportation expenses beyond

those associated with the normal distance between the Temporary Accommodation offered by Olin and school and work.

## **6.5 INCIDENTAL EXPENSES**

The following is a non-exclusive list of items that may qualify as expenses that Relocating Residents may include in their reimbursement claim (see Temporary Relocation Assistance Payment Claim Form in Attachment 13 for additional information). In order for these to be eligible for reimbursement, any relevant items must be discussed with the Relocation Coordinator, pre-approved by Olin and specifically identified in the Temporary Relocation Agreement:

- Day Care (increased expenses incurred as a direct result of the Project);
- Daily Meals and Incidental Expenses (for short-term accommodations, i.e., hotels or motels);
- Laundry expenses where applicable (amount of reimbursement depends on household size and makeup);
- Safety deposit box (if approved in advance for personal valuables);
- Other expenses as discussed with relocation coordinator and pre-approved by Olin.

Relocating Residents who have a washer and dryer at their Primary Residence, but not at their Temporary Accommodation, may be reimbursed for their laundry expenses every fourth consecutive night for the duration of the temporary relocation. Consistent with federal travel regulations, the daily allotment will be used for laundry needs when Relocating Residents are relocated less than four days. Dry cleaning is not an out-of-pocket expense associated with the temporary relocation and is not reimbursable.

(Note: Whenever possible, costs for eligible items such as utilities, kennel fees or vaccination charges for pets needing to be temporarily boarded, etc., will be paid by Olin directly. Therefore, those costs will not be out of pocket and should not be included on the claim submitted by the Relocating Resident.)

When families have limited financial resources, the Relocation Coordinator may find it is necessary to provide their daily allotment to them before expenses are incurred. Primary Residence Occupants who need to be temporarily relocated may not be able to pay for restaurant meals and

then wait for reimbursement. In such cases, special arrangements will be made with the Relocation Coordinator. The advance payment for the daily allotments will not exceed one week.

## **6.6 HOUSEHOLD STAPLES**

In most situations, basic non-perishable household staples including cooking products like flour, spices, sugar, condiments, and cleaning products like bleach, laundry soap, brooms and mops will be provided by Olin at the Longer-Term Accommodation. In some instances, if the necessary items are not available at the a Temporary Accommodation, the Relocation Coordinator may decide to reimburse Relocating Residents living in Temporary Accommodation for the reasonable replacement expense for routinely used household items. The actual amount will be based on the types of items that must be replaced.

## **6.7 INSURANCE FOR PRIMARY RESIDENCES**

Relocating Residents are responsible for maintaining homeowner's insurance at their Primary Residence.

## **6.8 DAMAGED PERSONAL PROPERTY**

Although none are anticipated, any expenses associated with damaged property at the Primary Residence are not a temporary relocation expense. The Access and Restoration Agreement that will be signed by Relocating Residents provides that Olin, to the extent of its negligence, will be responsible for damage to any property caused by the presence of Olin or its agents on the property, or from the Work performed by Olin or its agents. For details regarding personal property which may be damaged in the move, please reference Section 6 of this Policy Manual, which states that Olin will not be responsible for damages to personal property transported to a Temporary Accommodation by the Relocating Residents, for damages or losses caused by theft from the Temporary Accommodation, or for damages at the Temporary Accommodation that are determined to be the Relocating Resident's responsibility. Relocating Residents will be encouraged to check their own homeowners' or renters' insurance policies and verify adequate coverage.

## **6.9 OTHER EXPENSES DIRECTLY RELATED TO RELOCATION**

When appropriate, the Relocation Coordinator may determine that other potential expenses directly related to the temporary relocation are eligible expenses. These expenses will be approved by the Relocation Coordinator and Olin before they have been incurred.

## **6.10 GENERAL REQUIREMENTS FOR REIMBURSEMENT OF EXPENSES**

All out-of-pocket expenses for reimbursable items must be approved in advance and, to the extent practicable, included in the Temporary Relocation Agreement. In the event that unexpected out-of-pocket expenses are incurred after the Temporary Relocation Agreement is signed, the resident should request a payment determination be prepared by the Relocation Coordinator and submitted to Olin for approval. Upon approval, the Relocation Coordinator will prepare a claim form for the resident's signature and submit the signed claim to Olin for payment. Any claim for reimbursement made by Relocating Residents during a Temporary Relocation will be supported by receipts that clearly document a particular out-of-pocket expense. The Relocation Coordinator will assist the Relocating Residents with the required claim forms necessary to request reimbursement of out-of-pocket expenses incurred during the temporary relocation (Attachment 13). It is important to keep the following requirements in mind when dealing with requests for reimbursement:

- Timeliness of reimbursement claim reviews: Reimbursement claims will be reviewed in an expeditious manner and claimants will be notified promptly if additional documentation is needed to support their claims. Payment for a claim will be made as soon as feasible after the supporting documentation has been received, reviewed and approved.
- Timeliness of claim filing: Claims for relocation reimbursements must be filed within 30 days of the date that Relocating Residents are allowed to return to their Primary Residence. This deadline may be extended; however, if Relocating Residents can show the need. Relocating Residents will be notified of all deadlines in writing.
- Timeliness of reimbursement: Claimants can expect reimbursement within 15 days of Olin's receipt of their claim. If a hardship exists, it will also be discussed with the relocation coordinator in advance and it may be possible to make arrangements for advance payments on a case by case basis.
- Disapproval of claims: If all or part of a claim for reimbursement is disapproved (i.e., the claim was not filed in a timely manner, Relocating Residents requested reimbursement for ineligible goods or services, etc.), the Relocation Coordinator will promptly notify the claimant in writing that a decision has been made, the basis for its decision, and the procedures for additional review of the dispute (see Section 7, "Termination of Assistance and Resolution of Disputes"). This written notice will be sent to the Relocating Resident via first class mail or sent by a delivery service that provides documentation of delivery.

## **6.11 PUBLIC ACCOMMODATION CONSIDERATIONS**

Relocating Residents utilizing HUD related Accommodation Choice Vouchers (formerly Section 8) will receive the same types of Temporary Relocation Assistance as Relocating Residents living in private homes and apartments. The Relocation Coordinator is aware that Temporary Relocation Assistance should not count against the Relocating Residents' eligibility since it is not income, and will work with personnel at the local Public Accommodation Authority to ensure that no penalties will be erroneously applied to any recipients of such assistance. The Relocation Coordinator will become knowledgeable about the requirements of various Accommodation assistance programs before discussing Temporary Relocation Assistance with any Relocating Residents who receive this type of Accommodation assistance.

## **6.12 TAX IMPLICATIONS**

The State of Connecticut's Attorney General's Office has advised the DEP that the URAA applies to the Newhall Street Neighborhood project and according to the URAA, per diem payments to displaced persons shall not be considered as income under the State's personal income tax law.

## **6.13 TEMPORARY RELOCATION ASSISTANCE RECORDS MANAGEMENT**

In order to support Olin in coordination of relocation activities, thorough documentation of Temporary Relocation Assistance must be maintained. Administrative personnel will establish and maintain working and computer files for each Relocating Resident receiving Temporary Relocation Assistance. All Project documents will be stored in both the working file (hard copies) and electronically. At a minimum, these files will contain the following:

- Temporary Relocation Questionnaire; (Attachment 3)
- Relocating Resident Contact Log; (Attachment 15)
- Temporary Relocation Benefit Determinations; (Part of Attachment 10)
- Property Specific Remedial Action Plan (copy);
- Determinations and Claim Forms for Out-of-Pocket Expenses; (Attachments 12 and 13)
- Identification Affidavit (for those lacking property ID);
- Tenancy Affidavit (if necessary);
- Rent Affidavit (for tenants lacking rent receipts or lease agreement);
- Payment Receipt Forms (Attachment 14);

- Notice of Temporary Relocation Eligibility (Attachment 7);
- Notice to Vacate Primary Residence (Attachment 5);
- Notice to Return to Primary Residence and of Termination of Relocation Assistance (Attachment 8);
- Copies of Identification (i.e., Driver's License, County ID, School ID, Social Services ID, etc.);
- Access and Restoration Agreement (copy);
- Temporary Relocation Agreement (copy);
- Project Tracking Status Sheet (updated and presented to client on weekly basis);
- Copies of all assistance checks issued to the applicant;
- Copies of the applicant's eligibility determination;
- Documentation of any change in the applicant's eligibility status;
- Photo and video documentation of contents of Relocating Residents residence prior to relocation and catalog of contents; and,
- Any additional documentation that the Relocation Coordinator thinks is needed.

The Relocation Coordinator is knowledgeable about state and federal laws and regulations governing privacy protection and will not violate any such laws or regulations with respect to privacy protection (regarding, for example, individual financial information or social security numbers). Records for Relocating Residents will be retained for a minimum of 6 years for future claims and cost recovery purposes. These include any records relating to Temporary Relocation Assistance provided to the Relocating Residents, decisions about eligibility for Temporary Relocation Assistance, documents indicating any unique circumstances, disputes, video documentation of property conditions, or any other materials that support Olin decisions.

## **7.0 TERMINATION OF TEMPORARY RELOCATION ASSISTANCE AND RESOLUTION OF DISPUTES**

### **7.1 TERMINATION OF ASSISTANCE**

To the extent practicable, the Relocation Coordinator will be flexible with the Relocating Residents when terminating Temporary Relocation Assistance. Special circumstances that could affect the return of the Relocating Resident to their Primary Residence will be considered, such as work and childcare schedules, the removal of personal and household items or from storage, etc.

Olin will provide Relocating Residents reasonable notice before terminating their Temporary Relocation Assistance. At a minimum, the Notice of Termination of Temporary Relocation Assistance, which is normally delivered as part of the Notice to Return to Primary Residence (Attachment 8), will include the date and time that Relocating Residents can return to their Primary Residence, as well as the date and time when Temporary Relocation Assistance will terminate. This notice will also describe the expected conditions of the Primary Residence and the nearby neighborhood on the date that Relocating Residents return, especially if the Work is ongoing or restoration work has not been completed.

The Notice of Termination of Temporary Relocation Assistance will be given in writing. If providing written notice is not practicable, the Relocating Resident will be notified in person. The notice will inform the Relocating Residents that they are responsible for any additional expenses that they incur after the date and time that Temporary Relocation Assistance terminates and they return to their Primary Residence.

There are several scenarios that may call for the reduction or termination of Temporary Relocation Assistance:

- The Relocation Coordinator determines that the Relocating Resident can return to their Primary Residences.
- The Relocation Coordinator determines that the Relocating Resident has not complied with the terms of the Temporary Relocation Agreement.
- The Relocation Coordinator determines that the Primary Residence Occupant, prior to relocating to a Temporary Accommodation, provided the Relocation Coordinator with false information.
- The Primary Residence Occupant, who is a tenant, has found a permanent residence and wishes to relocate from the Temporary Accommodation.

- The Primary Residence Occupant has sold the Primary Residence and has permanently relocated from there.
- The Relocating Resident has violated the rules relating to their occupancy of the Temporary Accommodation (Attachment 6) or failed to abide by any other terms of the Temporary Relocation Agreement regarding the maintenance of the Temporary Accommodation.

## 7.2 DISPUTES

Relocating Residents will have the opportunity to have decisions regarding their eligibility for or the amount of Temporary Relocation Assistance reviewed by an Olin official who is not directly involved in temporary relocation. This process applies to disputes regarding Temporary Relocation Assistance only; it does not apply to disputes involving damage to personal property. Relocating Residents will be advised of the process for resolving disputes prior to being relocated to a Temporary Accommodation. Relocating Residents submitting Requests for Review (as defined below) may be represented by legal counsel or another representative, but solely at his or her own expense.

If a claim for Temporary Relocation Assistance is denied, the Relocating Residents will receive written notification of the denial setting forth the reason for the denial (**Denial Notice**). Relocating Residents who disagree with the Denial Notice may submit a request for review (**Request for Review**), which must include a written description of the dispute and a detailed justification to support their claim. All information and justifications submitted by the Relocating Resident will be considered.

Requests for Review must be submitted in writing to the Relocation Coordinator no later than 20 days from the date of the Denial Notice. Requests for Review submitted after this date will be considered only if the Relocation Coordinator determines that the failure to submit a Request for Review was caused by circumstances beyond the Relocating Resident's control. The Relocation Coordinator will review the Request for Review, attempt to resolve the issue and, if unable to resolve the issue, forward the Request for Review to an Olin representative who is not directly engaged in temporary relocation. The Olin representative will provide the Relocating Resident with a written decision granting or denying the claim identified in the Request for Review and the reasons for the decision (**Dispute Decision**).

### 7.3 APPEALS

If a Relocating Resident is not satisfied with the Dispute Decision and the claim is greater than the maximum amount allowed in Connecticut Small Claims Court, the Relocating Resident may file a formal appeal with Olin, which will be heard by an Appeals Board as described below. In order to file an appeal, a Relocating Resident must submit a written request for an appeal to Olin at the address below no later than 10 days from the date of the Dispute Decision.

Jimmy Young  
Senior Associate Community Relations Specialist  
Olin Corporation  
3855 North Ocoee Street, Suite 200  
Cleveland, Tennessee 37312

The Appeals Board will be comprised of the following three members to be appointed by Olin:

1. Representative of Olin (to act as chairperson).
2. A Representative of the Connecticut Department of Environmental Protection.
3. Person from the local Project area (such as a Professor from a local university).

Appeals Board members may be replaced from time-to-time by Olin. No person who has been assigned to the Project full-time will sit on the Appeals Board.

For each appeal, a hearing will be held to hear testimony of the parties. Olin will provide the Relocating Resident with reasonable advance written notice of the time and place of the hearing and identities of the Appeal Board members. The hearing will be private and not open to the public. A certified shorthand reporter will attend the hearing and prepare a transcript of the same. The hearing will be held near the Project for the convenience of the Relocating Resident. The Relocating Resident may bring legal or other representation to the hearing at his or her sole cost and expense.

Following the hearing, the Appeals Board will review and consider the appeal and prepare a written recommendation that the appeal be granted or denied and setting forth the reasons for the recommendation. The written recommendation will be submitted to the Olin Project Manager for a final decision. The Olin Project Manager will issue the final written decision (**Appeal Decision**), a copy of which shall be provided to the Relocating Resident by first class mail, with a copy to the

Connecticut Department of Environmental Protection. Olin will thereafter complete any actions required by the Appeal Decision. The Appeal Decision is the final appeal available through Olin. Any further appeal must be initiated by a Relocating Resident through the courts.

The Relocation Coordinator will provide assistance as needed in completing a Request for Review or an appeal and will explain the appeal process to Relocating Residents.

**ATTACHMENT 1**  
**DECENT, SAFE, AND SANITARY STANDARDS**

## **DECENT, SAFE, AND SANITARY STANDARDS**

The term "decent, safe, and sanitary" means accommodation that meets the standards below, even if not required by the applicable building codes, unless waived for good cause.

The accommodation shall:

1. Be structurally sound, weather tight, and in good repair.
2. Contain a safe electrical wiring system that is adequate for lighting and other devices.
3. Contain a heating system that is capable of maintaining a healthful temperature (of approximately 70 degrees Fahrenheit), except in those areas where local climatic conditions do not require such a system.
4. Be adequate in size with respect to the number of rooms and area of living space needed to accommodate the relocated person or family. The number of rooms and living area needed to accommodate the Relocating Residents must be adequate for the size of their household (define minimal size); the bedrooms may not be occupied by more than two persons and, in addition, children of the opposite sex may not occupy the same bedroom if one of them is 12 years of age or older
5. There shall be a separate, well-lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to the appropriate sources of water and to a sewage drainage system. In the case of a housekeeping accommodation, there shall be a kitchen area that contains a fully usable sink that is properly connected to potable hot and cold water, and adequate space and utility service connections for a stove and a refrigerator.
6. Contain unobstructed egress to a safe, open space at ground level.
7. For a displaced person with a disability, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling by such displaced person.

**ATTACHMENT 2**  
**RESIDENT'S GUIDE FOR NEWHALL STREET NEIGHBORHOOD**  
**TEMPORARY RELOCATION**

## INTRODUCTION

The Newhall Street Neighborhood is an approximately 18-block area in the southern part of Hamden, Connecticut that historically consisted of wetlands and low-lying areas. Waste materials were used to fill these areas from the late 1800s to the mid-1900s. Subsequently, homes, public buildings, and parks were built on, and next to, the historic fill areas.

Environmental investigations have shown that the historically deposited fill includes materials such as ash, slag, coal waste, and other industrial and household trash. The constituents most frequently detected in the waste fill are metals (including lead) and semi-volatile organic compounds. Following extensive environmental assessment activities throughout the Newhall Street Neighborhood, Olin submitted a plan for remedial actions in the Newhall Street Neighborhood to the CTDEP. The CTDEP evaluated the plan, solicited public comments, and issued a Remedy Selection Plan in October 2007. The Final Remedy Selection Plan presented the CTDEP's preferred alternatives to remedy the environmental impacts associated with the fill areas throughout the Newhall Street Neighborhood. The remedy that the CTDEP selected for the Newhall Street Neighborhood includes excavation of fill within the top four feet, disposal of excavated material at authorized off-site facilities, backfilling of excavated areas with clean fill, and restoration of existing features including landscaping, patios, fencing, driveways, etc. that are disturbed during construction activities.

*In order for Olin to complete the soil clean-up and restoration activities (**the Work**), it is believed that many of the residential occupants (both owner-occupants and tenants) who reside in the Newhall Street Neighborhood will need to relocate on a temporary basis.*

A Consulting Firm specializing in relocations has been hired to provide temporary relocation advisory services to all primary residence occupants (both owner-occupants and tenants) who may need to temporarily relocate to different accommodations during the Work. A Relocation Coordinator will assist the eligible residents with their temporary relocation needs for the duration of the Newhall Street Neighborhood remediation project. Residents who may need to relocate to temporary accommodations will be considered Relocating Residents

for the purposes of this project. Relocating Residents will be eligible for Temporary Relocation Assistance, which is discussed in detail in this Temporary Relocation Assistance Guide.

The purpose of this Resident's Guide to Temporary Relocation is to answer questions that potential Relocating Residents may have and to make them as knowledgeable as possible about the temporary relocation process. The Guide is in a "Question & Answer" format and is divided into relevant categories that we feel are important for the Relocating Residents. At the end of the Guide, there is contact information in case you have further questions or concerns for the Relocation Coordinator, Olin, or the CTDEP.

## FREQUENTLY ASKED QUESTIONS

### GENERAL

#### ***What is temporary relocation assistance?***

Per the Newhall Street Neighborhood Generic Remedial Action Plan prepared for the Newhall Street Neighborhood, persons who will be required to move temporarily from their homes during the Work will be offered temporary housing, advisory assistance from a personal Relocation Coordinator, and reimbursement for all eligible, reasonable, out-of-pocket expenses incurred in connection with the temporary relocation. These expenses include eligible additional out-of-pocket transportation expenses and other incidental costs incurred during the temporary relocation.

#### ***Who is eligible?***

Eligibility for relocation assistance is limited to people who live in an affected residence that requires relocation to complete the Work. Those owner-occupants who are identified as being displaced will be asked to execute both an Access and Restoration Agreement, and a Temporary Relocation Agreement in order to meet eligibility requirements. Both Owners and Tenants must complete the Temporary Relocation Agreement. Eligibility for specific benefits will be determined after initial interviews are conducted with each household at which time the

needs and preferences of the temporarily displaced occupants will be identified and discussed.

***What are the criteria used to decide who must relocate temporarily?***

If it is anticipated the Work will interrupt on-site utilities or create conditions where it is not practicable to provide safe entrance and egress to the property, temporary relocation will be necessary and temporary relocation benefits will be provided.

***For what period of time will temporary relocation assistance be provided?***

Temporary relocation assistance will be provided until the Relocating Residents are allowed to return to the primary residence following the completion of the Work on their particular property.

**THE INITIAL MEETING**

***How do I find out if I have to move?***

If your household needs to temporarily relocate, you will be notified as part of the Property-Specific Remedial Action Plan (PSRAP) that will be sent to you in writing and also presented to you in person during the PSRAP review meeting(s).

***When will I meet the Relocation Coordinator?***

The Relocation Coordinator will be present during the PSRAP meetings to explain the temporary relocation program, answer any questions and offer additional written relocation information.

During this meeting the Relocation Coordinator and the head-of-household will complete a Temporary Relocation Questionnaire. Data collected in the Questionnaire will allow the Relocation Coordinator to select the temporary housing option best suited for your household. The initial meeting is the first step in the overall process. The Relocation Coordinator will continue to assist you until you have returned home. The Relocation Coordinator's business card will be given to you at the initial meeting. The business card will have the phone number (office

and cell), e-mail address, mailing address, etc., so that you can contact the Relocation Coordinator if you have any further questions or concerns about the temporary relocation process.

***What kind of household data will the Relocation Coordinator need?***

The Relocation Coordinator will need household data related to your primary residence, including the total number of household members, their age and gender, and other information of this nature. The Questionnaire will also include questions about the number of bedrooms and bathrooms at the primary residence, if there are children who attend school, if you have pets, if there is a family member who is disabled, etc. The Temporary Relocation Questionnaire is necessary to help determine the temporary housing option best suited for your household.

***Will I have to present any documents to the Relocation Coordinator?***

Yes. You will need to present to the following household documentation to Relocation Coordinator:

- For Owner-Occupants:
  - Photo Identification (Driver's license, County ID, or other form of government or photo ID);
  - Utility Bills;
- For Tenants:
  - Photo Identification (Driver's license, County ID, or other form of government or photo ID);
  - Lease Agreements or Rent Receipts;
  - Utility Bills;

***What other issues will the Relocation Coordinator discuss with me at the initial meeting?***

The other issues that the Relocation Coordinator will discuss with you at the initial meeting will be very general in nature, such as the Work schedule, the official notices that you will receive throughout the project, the temporary housing option that will be available to you, the Temporary Relocation Assistance that you may be eligible for, your

needs and preferences, and your rights and responsibilities as a Relocating Resident.

***When will I be notified that I will need to relocate to a temporary accommodation?***

You will be notified that you will need to relocate to a temporary accommodation as soon as the Relocation Coordinator knows the schedule for the Work at your primary residence. At that time, a meeting will be scheduled with you for the purpose of discussing all issues related to Temporary Relocation. You will also receive a “Notice to Relocate to Temporary Accommodation” no less than 14 days prior to the date you will need to temporarily move from your primary residence.

***Will I be able to return to my primary residence during the Work?***

No. Because of safety considerations associated with an active construction site, you will not be able to return to your primary residence during the time that you are being provided with temporary housing. If special circumstances make it necessary for you to access your property during this time, the Relocation Coordinator or a representative of Olin may be able to allow you to enter the construction area.

**PLANNING FOR THE TEMPORARY RELOCATION**

***Should I make a checklist of all personal and household items that I will need at the temporary accommodation?***

Yes. The Relocation Coordinator will assist you with checklist of all the personal and household items that you will need to bring to the temporary accommodation.

***Where can I store my important paper documents while I’m residing in the temporary accommodation?***

The durations for temporary relocation are anticipated to be so short that most people will find it preferable to keep their documents with them. If you don’t wish to keep them with you, you may wish to store your important paper documents in a safety deposit box at a local bank. The

Relocation Coordinator has surveyed a number of banks with local branches in the Hamden area and all provide safety deposit boxes. Such paper documents may include the following: deed, mortgage, tax records, medical records, passports, school records, birth certificates, pet’s vaccinations documents, etc.). If you think you would like to rent a safety deposit while you are residing in the temporary accommodation, please discuss this with your Relocation Coordinator as it may be a reimbursable out-of-pocket expense.

***Am I responsible for packing the personal and household items that I will need to relocate to the temporary accommodation?***

Yes. You will be provided the packing materials that you need beforehand in order to pack these items. You will also be eligible for a moving allowance to assist you in conducting the moves to and from the temporary accommodation.

***What happens to my mail when I relocate to the temporary accommodation?***

The Relocation Coordinator has made arrangements with the local branch of the U.S. Postal Service (**Post Office**) so that your mail will be held for you if you like. The Post Office has stated that you can schedule specific dates to collect your mail, and the Post Office will have your mail waiting for you at that time.

***Will my utility accounts change at my primary accommodation during the project?***

No. Although your utility connections (gas and electricity, water & sewer, as well as telephone, television, and Internet) at your primary residence may be temporarily disconnected during the Work by the construction company in charge, your account with these utility companies will remain active and will not be terminated. You will have to remain current with all of your utility bills at your primary residence throughout the duration of the project

***Should I inform my health care or social services representatives that I will be relocating to a temporary accommodation?***

If your relocation will last for more than a few days, you may wish to contact your health care representative, your social services representative, or any other representative that you feel ought to know that you will be relocating from your primary residence to a temporary accommodation for a period of time. The Relocation Coordinator can help you with this issue if you feel that it is necessary.

***Will my Home Owner's Insurance policy change while I am staying at the temporary accommodation?***

It shouldn't. The Relocation Coordinator has contacted the major home owner's insurance companies with local offices in the Hamden area, and they have stated that under normal circumstances, home owner's insurance policies will not change while you are residing at the temporary accommodation as long as you remain current with your insurance premium payments. You should schedule an appointment with your homeowner's insurance representative in order to discuss this issue if it is a concern for you.

***Will my home be safe while I'm residing at a temporary accommodation?***

A security company will be hired to monitor all the primary residences in your neighborhood undergoing the Work and temporary fencing will be installed around the construction area. In addition, photos and videos will be used to document personal possessions (i.e., furniture, appliances, electronics, etc.) that will likely remain inside the primary residence during the project.

***What happens to my pet(s) when I am residing at the temporary accommodation?***

We anticipate that the temporary accommodations that the Relocation Coordinator will arrange will allow pets and therefore it is likely that you will be able to bring your pet with you to the temporary accommodation. If your pet cannot stay with you at the temporary accommodation, the Relocation Coordinator will make arrangements to have your pet stay at

a local kennel. You will not have to pay for any expenses related to your pet's temporary relocation.

***Will I need renter's insurance at the temporary accommodation?***

You should check with your current homeowner or renter's insurance-provider to determine if belongings stored there will be covered under an existing policy at your primary residence. Insurance for belongings stored in the temporary accommodations are not considered out-of-pocket expense that can be reimbursed.

***What happens if there are changes to my household during the project?***

If there are changes to your household during the project, you should contact the Relocation Coordinator immediately and inform him of these changes.

**TEMPORARY RELOCATION ASSISTANCE BENEFITS**

***What Temporary Relocation Assistance will I be eligible for?***

If your household has to relocate to a temporary accommodation due to the Work, you will be eligible to receive Temporary Relocation Assistance when you complete the Temporary Relocation Agreement. Temporary Relocation Assistance includes temporary housing expenses, moving expenses, and incidental "out-of-pocket" expenses that you incur during the temporary relocation process. Out-of-pocket expenses are additional expenses that you have to pay from your pocket while you reside at a temporary accommodation, such as pet boarding expenses, increased transportation expenses for employees and students, a moving allowance, etc. Your Relocation Coordinator will notify you in writing and in person that you are eligible to receive Temporary Relocation Assistance.

***What happens if I have to purchase personal or household items at the temporary accommodation?***

You shouldn't have to. Olin will be providing both temporary housing as well household items such those found in a furnished apartment's

bathroom and kitchen. If you feel you have to purchase personal or household items at the temporary accommodation, you may be reimbursed for those out-of-pocket costs if you first seek approval for the purchase and if the expense is considered to be actual, necessary, and reasonable. All out-of-pocket expenses will have to be approved in advance. The Relocation Coordinator will discuss the issue of out-of-pocket expenses with you at the initial meeting.

***When will I become eligible for Temporary Relocation Assistance?***

You will become eligible for Temporary Relocation Assistance when it is determined that you need to relocate to a temporary accommodation because of the Work. If it is likely to interrupt public utilities at your primary residence, or if it's not possible to maintain safe entrance and egress from the residence during excavation activities, then primary residence occupants (owner-occupants and tenants) will need to relocate to a temporary accommodation. If you need to relocate to a temporary accommodation, you become eligible for Temporary Relocation Assistance as soon as you complete the Temporary Relocation Agreement.

***What forms will I have to complete in order to receive Temporary Relocation Assistance?***

You will have to complete a number of forms, including a claim form, a payment receipt form, an affidavit, if necessary, etc., in order to receive Temporary Relocation Assistance. Your Relocation Coordinator will explain to you all the necessary documents that you will have to complete in order to receive Temporary Relocation Assistance.

***Will costs for alternate transportation and additional mileage to and from work be eligible?***

Yes. When necessary, alternate transportation to and from school for school aged children and non-emergency transportation to and from a medical facility, if necessary, will be reimbursable. Residents may also claim reimbursement for additional mileage to and from their place of business incurred as a result of the temporary relocation.

***Will I be paid for moving my personal belongings to the temporary accommodation and back at the end of the process?***

Yes. A moving expense allowance will be calculated in order to determine the amount that you will be eligible to receive. The moving expense is normally based on the size of your household and the length of time you will be displaced. The Relocation Coordinator will discuss the issue of your moving allowance with you at the initial meeting.

**TEMPORARY HOUSING OPTIONS**

***When will I know about the temporary housing options?***

The Relocation Coordinator will discuss the temporary housing options with you and your household as soon as it is determined that your household will be eligible for Temporary Relocation Assistance. You will not have to worry about having to find temporary housing. The Relocation Coordinator is responsible for researching all available temporary housing options in the Hamden area, and beyond, for the purpose of matching the suitable temporary housing option with your household. This issue will be discussed with you in greater detail when you meet with the Relocation Coordinator.

***What type of temporary housing option will be available to my family?***

The type of temporary housing options that will be available to your household will depend on a number of factors. The number one factor that will determine the type of temporary housing option most suitable for your household is the amount of time that you will need to be temporarily displaced due to the project. For example, if it is determined that the process will be relatively short, the most suitable temporary housing option may be short-term accommodations in a hotel or motel. If, on the other hand, the Work is scheduled to take longer, then the most suitable temporary housing option may be a furnished apartment located close to your primary residence. Again, your Relocation Coordinator will discuss these issues with you at the appropriate time.

***What happens if I have a particular area that I would prefer due to my family's circumstances?***

If you have a particular preference due to your family's circumstances, you can discuss this with the Relocation Coordinator at the time of the initial meeting.

***What happens if a family member is disabled?***

If a family member is disabled, the Relocation Coordinator will make arrangements to ensure that the housing option selected for you has the facilities required to accommodate a disabled person.

**Temporary Accommodations**

***When will I need to relocate from my primary residence to the temporary accommodation?***

You will need to relocate from your primary residence when you receive an official notice giving you a specific temporary vacate date. You will receive the official notice in person, hand-delivered by the Relocation Coordinator, and by either certified mail or FedEx Delivery, no less than 14 days prior to the date you will need to temporarily move from the primary residence. The exact date will depend on the Work schedule.

***How long will I have to stay at the temporary accommodation?***

You will have to stay at the temporary accommodation until the contractor can reconnect utilities that may have been interrupted during the Work on your property, and when safe entrance and egress to the property can be maintained. When the Relocation Coordinator is notified that it is appropriate for you to return to your primary residence, you will receive an official notice informing you of the date when you should return to your primary residence.

***Will I have to pay rent and/or utilities at the temporary accommodation?***

No. Rent and utilities at the temporary accommodation will be paid directly by Olin Corporation.

***What happens if there are additional fees at the temporary accommodation?***

All additional fees at the temporary accommodation, such as application fee, credit check fee, security fee, maintenance fee, etc. will be paid directly by Olin Corporation. However, payment of any ineligible incidental costs such as pay per view movies or room service at a hotel/motel unit will be the responsibility of the Relocating Resident.

***How will the size of my temporary accommodation be determined?***

The temporary accommodation will be selected using a "decent, safe, and sanitary" standard. This means that it must meet several requirements, one of which states that the temporary accommodation must be adequate in size in order to accommodate the Relocating Resident's entire family household. In other words, the number of rooms and living area needed to accommodate the Relocating Residents must meet or exceed local housing codes. Another requirement is that each bedroom in the temporary accommodation may not be occupied by more than two persons and, children of the opposite sex over the age of 12 may not occupy the same bedroom. Please see your Relocation Coordinator for the full definition of these requirements.

***What if I have a problem due to the location of the temporary accommodation?***

If you have a problem due to the location of the temporary accommodation, you should discuss this issue with the Relocation Coordinator right away. The Relocation Coordinator will work with you to try and resolve the problem.

***What if I am placed in a hotel or motel facility that does not have a kitchen or cooking facilities?***

If the short term temporary accommodation does not have a kitchen or cooking facilities, your household will be given an allowance for meals and incidental expenses. The longer-term accommodations, such as apartments, will have cooking facilities and residents relocating to these will not be eligible for the meal allowance.

***How much will I be reimbursed for meals if I have to reside in a hotel or motel?***

Your hotel or motel food allowance will be based on current General Services Administration (GSA) Per Diem amounts for the New Haven area. Your Relocation Coordinator will provide more specific information at the initial interview.

***Will I have to move any furniture from my home to the temporary accommodation?***

No. All temporary accommodations will be furnished.

***Can I stay with a friend or family member instead of at the temporary accommodation selected for me?***

Yes. If you decide to stay with a friend or family member, you may receive an out-of-pocket allowance help off-set additional costs incurred by your host. If you choose this alternative, your Relocation Coordinator will further explain this allowance to you and you will be asked to sign a document stating that you have chosen not to accept the temporary accommodation which has been offered to you.

***Do I have to continue paying my rent or mortgage while I reside at the temporary accommodation?***

Yes. You must continue to pay rent under the terms of your lease agreement with your landlord and pay any other monetary obligations associated with the property, such as mortgage, taxes, utilities, cable, telephone, and internet service, etc. The Relocation Coordinator will be able to provide more information and to assist you in this area.

***Should I bring all my kitchen staples to the temporary accommodation?***

If you stay in temporary accommodations with cooking facilities, many cooking items will be provided for you in the kitchen. A list of these items such as cooking oil, flour, spices, sugar, condiments, etc. will be provided to you prior to the move date so that you can select which specialty items you would like to bring with you from your home.

***Who pays for the groceries that I'll have to buy while in the temporary accommodation?***

If the temporary accommodation has full cooking facilities, you will be responsible for your own groceries. If the temporary accommodation does not have cooking facilities, you will be given a daily meal allowance based on a daily government meal rate.

***Should I bring all my bathroom and laundry items to the temporary accommodation?***

Basic non-perishable household staples including clothes basket, laundry soap, bleach and fabric softener will be provided by Olin at the Longer-Term Accommodation. You should bring any other bathroom and laundry items you think you will need. If you have allergies to specific laundry detergents, soaps, etc. we recommend that you bring your own cleaning products to the temporary accommodation.

***What about my cleaning supplies?***

You will not need to bring any cleaning supplies unless you choose to. Basic cleaning supplies will be provided as well as a professional cleaning for each temporary accommodation on a weekly basis.

***What happens to all the food in my refrigerator and freezer?***

Since the electricity at the primary residence may be cut-off for certain periods of time during the Work, you will be required to empty your refrigerator and freezer at the time of your temporary move. You should bring all these perishable items to the temporary accommodation as long as the accommodation is equipped with cooking facilities. Residents occupying accommodations without cooking facilities may submit a reasonable claim for reimbursement of the replacement value of perishable food items disposed of as a result of the move. This should be discussed with the Relocation Coordinator prior to the disposal of the items so that an inventory of the items can be prepared and a replacement reimbursement amount approved.

***What happens if the temporary accommodation does not have laundry facilities?***

If your primary residence did have laundry facilities and the temporary accommodation does not, you will be given a laundry allowance based on the size of your household and the amount of laundry that you wash in an average week.

**RETURN TO PRIMARY RESIDENCE**

***What are the criteria for residents to return to their homes?***

Residents can return to their homes when the excavation contractor has reconnected any utilities that may have been disconnected during the Work, and when it is determined that safe entrance and egress can be maintained. When these conditions are met, Olin will notify the residents by phone that they may return home. A written notification which includes the date and time that residents should reoccupy their primary residences will also be provided.

***What if a resident does not wish to return to their home?***

In accordance with the terms of the Temporary Relocation Agreement that must be signed by each primary resident head of household participating in the relocation, “Residents understand that Olin will notify them when their temporary relocation assistance will end. If residents choose not to return to their primary residence after that date, they are responsible for any additional expenses that they incur.” Of course, if there are perceived safety issues or other serious concerns about returning to their homes, residents may raise such concerns to the Relocation Coordinator.

**CLAIMS AND APPEALS**

***How do I claim my monetary benefits?***

The procedure that you must follow in order to claim out-of-pocket expenses is very simple. First, you must keep all receipts for these expenses and submit them to the Relocation Coordinator along with the proper claim form. You must submit the claim form and receipts no later

than 30 calendar days following your return to the primary residence. Don’t forget that all out-of-pocket expenses must be approved in advance, and thus it is important that you discuss any specific items with the Relocation Coordinator prior to incurring any expenses that you expect to be reimbursed for. The Relocation Coordinator will provide the claim form necessary to claim reimbursement for out-of-pocket expenses and will assist you with this procedure.

***What if I cannot afford to pay first and wait for reimbursement later?***

The cost of temporary housing, utilities and other direct eligible costs such as cable television, internet and pet boarding fees will be paid directly by Olin whenever possible. If paying other identified and approved out-of-pocket expenses would cause a hardship, please discuss this with your Relocation Coordinator.

***When does my eligibility for relocation assistance end?***

Your eligibility ends on the day you are allowed return to your primary residence. You will have up to 30 days after you return to your primary residence to complete and submit your remaining claims.

***Can any decisions made about relocating residents’ eligibility, eligible costs, etc. be appealed?***

Yes. Information on how to dispute and/or appeal a decision will be available in the Temporary Relocation Agreement that will be provided to you prior to relocating to the temporary accommodation. This information will detail the procedure(s) that you must follow and the timeframe in which the request must be submitted in order for it to be considered. The Relocation Coordinator can assist you with the dispute/appeal process.

**NOTIFICATION**

***How will I be kept informed of the Project’s progress?***

Your Relocation Coordinator will be providing you with several written notices regarding when you will need to move, what your eligibility will

be for certain benefits, when you will be allowed to return to your primary residence and when your temporary relocation benefits will terminate. The CTDEP has committed to provide information at an accessible local site to keep residents of the Newhall Street Neighborhood informed on the status of the project. The CTDEP currently maintains an office in the Keefe Community Center located at 11 Pine Street in Hamden. Please contact the CTDEP to inquire about office hours. Additional types of notification provided to you and other affected residents and property owners by Olin or the CTDEP will be the publication and mailing of neighborhood bulletin/newsletter, preparation and distribution of Property-Specific Remedial Action Plans, face-to-face meetings with property owners (and tenants) prior to any activities at the property, and updates to the project website ([www.Newhallinfo.org](http://www.Newhallinfo.org)).

**Ray Frigon**

Connecticut Department of Environmental Protection  
860-424-3797

**WHERE TO FIND PROJECT INFORMATION**

For general information about the project, we encourage you to visit the CTDEP's website <http://www.newhallinfo.org>. Among the information posted on the web site are project updates, meeting announcements and minutes, and fact sheets. If you are unable to access the Internet, please contact us or the CTDEP and we will work with you to receive project information.

**CONTACT US:**

During your first in-person visit, your Relocation Coordinator will provide you with a phone number and e-mail address that you can use to contact him/her at any time.

As always, information concerning the status of the project can be obtained from the CTDEP-managed website ([www.newhallinfo.org](http://www.newhallinfo.org)) or by contacting the individuals below:

**Jimmy Young**

Senior Community Relations & Environmental Specialist  
Olin Corporation  
423-336-4064

**ATTACHMENT 3**  
**TEMPORARY RELOCATION QUESTIONNAIRE**

**TEMPORARY RELOCATION QUESTIONNAIRE  
RESIDENTIAL**

Primary Residence Information

PRIMARY RESIDENCE ADDRESS:		BLOCK / LOT:		
NAME OF PRIMARY RESIDENCE OWNER:		HOME PHONE:	CELL PHONE:	BUS. PHONE:
NAME OF PRIMARY RESIDENCE OCCUPANT:	<input type="checkbox"/> OWNER- OCCUPANT <input type="checkbox"/> TENANT	HOME PHONE:	CELL PHONE:	BUS. PHONE:
STREET ADDRESS OF PRIMARY RESIDENCE OCCUPANT:				
SOCIAL SECURITY NUMBER OF HEAD OF HOUSEHOLD:				

**HOUSEHOLD INFORMATION**

NAME OF OCCUPANT	RELATIONSHIP TO HEAD OF HOUSEHOLD	SEX	AGE	NAME OF EMPLOYER / NAME OF SCHOOL
1	<b>HEAD OF HOUSEHOLD</b>			
2				
3				
4				
5				

SPECIAL NEEDS:

PRIMARY RESIDENCE DESCRIPTION:

PRIMARY RESIDENCE STRUCTURE TYPE:			CONDITION:	YEAR BUILT:
TYPE OF HEAT:	<input type="checkbox"/> GAS	<input type="checkbox"/> ELECTRIC	<input type="checkbox"/> OIL	
WATER SERVICE:	<input type="checkbox"/>	<input type="checkbox"/> PRIVATE		

**ROOM COUNT**

__ LIVING ROOM	__ HOME OFFICE	__ BASEMENT
__ DINING ROOM	__ RECREATION ROOM / DEN	__ ATTIC
__ LIVING / DINING RM. COMBINATION	__ PORCH (FRONT / BACK)	__ GARAGE
__ KITCHEN	__ LAUNDRY ROOM	
__ EAT-IN KITCHEN	__ WASHER/DRYER IN LAUNDRY ROOM	__ OUTBUILDINGS (NUMBER):
__ BEDROOMS	__ NO. OF LAUNDRY LOADS PER WEEK	__ DECK
__ BATHROOM		__ OUTDOOR STAIRCASES

**OUTDOOR PERSONAL PROPERTY**

PER THE ACCESS AGREEMENT, RESIDENTS ARE RESPONSIBLE FOR REMOVING AND STORING OUTDOOR FURNITURE AND OTHER PERSONAL PROPERTY. IN SPECIAL CIRCUMSTANCES, RESIDENTS MAY REQUEST THAT SPECIFIC ITEMS BE MOVED/STORED BY OLIN AND THEIR CONTRACTORS. EXCEPTIONS REQUESTED BY THE RESIDENT WILL BE NOTED HERE AND EVALUATED ON A CASE BY CASE BASIS.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**PETS**

PETS TO BE TEMPORARILY RELOCATED? YES <input type="checkbox"/> NO <input type="checkbox"/>		PETS HAVE ALL APPROPRIATE SHOTS? YES <input type="checkbox"/> NO <input type="checkbox"/>
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TYPE OF PET:  
 NUMBER OF PETS:

**ADULT TRANSPORTATION NEEDS**

	OCCUPANT NO. 1	OCCUPANT NO. 2	OCCUPANT NO. 3
	NAME OF OCCUPANT	NAME OF OCCUPANT	NAME OF OCCUPANT
PERSONAL VEHICLE:	YES / NO	YES / NO	YES / NO
CAR POOL:	YES / NO	YES / NO	YES / NO
PUBLIC TRANSPORTATION:	YES / NO	YES / NO	YES / NO
WALK OR BIKE:	YES / NO	YES / NO	YES / NO
DISTANCE TO WORK:	MILES	MILES	MILES

OTHER TRANSPORTATION NEEDS?: YES  NO  EXPLAIN BELOW

**STUDENT TRANSPORTATION NEEDS**

NUMBER OF CHILDREN REQUIRING TRANSPORTATION TO SCHOOL: \_\_\_\_\_

	STUDENT NO. 1	STUDENT NO. 2	STUDENT NO. 3
	NAME OF STUDENT	NAME OF STUDENT	NAME OF STUDENT
FAMILY VEHICLE:	YES / NO	YES / NO	YES / NO
SCHOOL BUS:	YES / NO	YES / NO	YES / NO
CAR POOL:	YES / NO	YES / NO	YES / NO
PUBLIC TRANSPORTATION:	YES / NO	YES / NO	YES / NO
WALK OR BIKE:	YES / NO	YES / NO	YES / NO
DISTANCE TO SCHOOL:	MILES	MILES	MILES

OTHER TRANSPORTATION NEEDS (E.G. AFTER SCHOOL JOBS)?: YES  NO  EXPLAIN BELOW

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**PUBLIC ASSISTANCE**

NAME OF OCCUPANT ON PUBLIC ASSISTANCE	TYPE OF PUBLIC ASSISTANCE	PUBLIC ASSISTANCE CASE WORKER INFORMATION (NAME AND PHONE #):

**TEMPORARY RELOCATION NEEDS AND PREFERENCES**

(PREFERRED LOCATION OF TEMPORARY RELOCATION, SMOKING/NON-SMOKING OPTIONS, PET NEEDS, OTHER)

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**PRIMARY RESIDENCE SERVICE PROVIDER INFORMATION**

GAS SERVICE PROVIDER:

ELECTRIC SERVICE PROVIDER:

WATER & SEWER SERVICE PROVIDER:

TELEPHONE SERVICE PROVIDER:

CABLE TV SERVICE PROVIDER:

INTERNET SERVICE PROVIDER:

HOME OWNER'S INSURANCE PROVIDER:

MORTGAGE LENDER:

OTHER:

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**HOME BUSINESS INFORMATION**

DO YOU OPERATE A PART-TIME OR FULL-TIME HOME BUSINESS FROM YOUR PRIMARY RESIDENCE: YES / NO

DO YOU WORK FROM HOME: YES / NO IF SO, EXPLAIN BELOW:

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**QUESTIONNAIRE INFORMATION VERIFICATION**

PRIMARY RESIDENCE OCCUPANT NAME	PRIMARY RESIDENCE OCCUPANT SIGNATURE	DATE
RELOCATION COORDINATOR NAME	RELOCATION COORDINATOR SIGNATURE	DATE

**ATTACHMENT 4**  
**TEMPORARY RELOCATION AGREEMENT**

## TEMPORARY RELOCATION AGREEMENT

THIS TEMPORARY RELOCATION AGREEMENT, dated \_\_\_\_\_, 20\_\_ (this "Agreement") is by and between OLIN CORPORATION ("Olin"), and [INSERT NAMES OF RESIDENT(S)] ([together,] the "Resident") of the household (the "Household") located at [INSERT PROPERTY ADDRESS] (the "Primary Residence" or the "Property").

### BACKGROUND

A. In 2003, the State of Connecticut Department of Environmental Protection ("DEP") entered into a Consent Order (the "Consent Order") with the Town of Hamden, the South Central Connecticut Regional Water Authority, the State Board of Education and Olin (together these entities are, the "Responsible Parties"), requiring the Responsible Parties to determine the nature and extent of contaminated soils on several parcels of land located in the Newhall Street neighborhood of Hamden, Connecticut and then to remediate the properties. The Property is one of the properties to be remediated.

B. As required by the Consent Order, a Remedy Selection Plan was prepared which identifies the responsibilities of each of the Responsible Parties. Olin is responsible for remediating the Property in accordance with the Remedy Selection Plan (the "Work").

C. Olin has determined that the Resident and all other members of the Household (collectively, the "Household Members"), identified on Schedule A, must be temporarily relocated while Olin completes the Work. Olin will pay for the cost of temporary relocation of all Household Members as set forth in this Agreement.

D. Resident agrees to temporarily relocate from the Primary Residence upon the terms and conditions set forth below.

Therefore, the parties hereby agree as follows:

1. **Relocation.** Resident hereby accepts, for his/herself and any Household Member under his/her care, temporary relocation from the Primary Residence upon the terms and conditions set forth herein (the "Temporary Relocation") so that Olin can complete the Work on the Property.
2. **Head of Household.** Resident hereby appoints [INSERT NAME] to represent him or her as Head of Household and understands and accepts that all payments of Temporary Relocation Assistance (described in Paragraph 5) to or on behalf of a Household Member will be made to [INSERT NAME] as Head of Household.

3. **Temporary Accommodation.**
- (a) During the Temporary Relocation Period (described in Paragraph 4), all Household Members will be relocated to temporary accommodation to be identified in a Notice to Relocate to Temporary Accommodation (the “Notice to Relocate”). The Notice to Relocate will be provided to Resident no later than thirty (30) days in advance of the date on which all Household Members are to relocate.
  - (b) The temporary accommodation will consist of **[INSERT GENERAL DESCRIPTION: HOTEL/APARTMENT, # BEDROOMS, KITCHEN FACILITIES (IF ANY), # PARKING SPACES ETC.]** (the “Temporary Accommodation”).
  - (c) The Temporary Accommodation will be provided by Olin as a temporary benefit to Household Members only for the Temporary Relocation Period.
4. **Duration of Temporary Relocation.** Resident agrees that all Household Members will leave the Primary Residence and temporarily relocate to the Temporary Accommodation on the date identified in the Notice to Relocate. Olin estimates that the temporary relocation will be for **[INSERT ESTIMATED NUMBER OF DAYS/WEEKS]** (the “Temporary Relocation Period”). Olin will try to complete Work on the Property that requires temporary relocation within the Temporary Relocation Period and will contact Head of Household in advance if there is a change in the Work schedule that would require an extension of the Temporary Relocation Period. Olin will provide Head of Household with written notice of the date on which Household Members may return to the Primary Residence. All Temporary Relocation Assistance will end on that date. If Resident chooses not to return to the Primary Residence on that date, Resident will be responsible for any and all expenses he/she incurs after that date.
5. **Temporary Relocation Assistance.** During the Temporary Relocation Period, Olin will reimburse the Head of Household for the following out-of-pocket expenses incurred by Household Members during the Temporary Relocation Period (the “Temporary Relocation Assistance”).

A. Rent at the Temporary Accommodation	Paid directly by Olin
B. Rental deposits	Paid directly by Olin
C. Utilities at the Temporary Accommodation electric gas cable TV Total of monthly bills trash pickup	Paid directly by Olin
D. Daily meals and incidental expenses	\$_____ (daily rate)
E. Kenneling fees	\$_____ (daily rate)
F. Household staples	\$_____ (daily rate)

(at the Temporary Accommodation)	
G. Moving expenses (Add other appropriate reimbursements)	\$_____ (one time payment)
H. Storage fees	\$_____ (two payments)

In order to claim out-of-pocket expenses, Resident must submit all receipts and a completed Temporary Relocation Assistance Claim Form to the Relocation Coordinator no later than 30 days following the date that he may return to the Primary Residence. All expenses must be approved by the Relocation Coordinator in advance. Therefore, Resident should discuss any specific items for which Resident expects to be reimbursed with the Relocation Coordinator prior to incurring said expenses. The Relocation Coordinator will provide residents with Temporary Relocation Assistance Claim forms and will be available to assist residents with Temporary Relocation Assistance claims.

Olin will make all checks for all Temporary Relocation Assistance payments under this Agreement payable to the Head of Household.

6. **Protection of Property.** During the Temporary Relocation Period, Olin will take reasonable security measures to protect the Property, including, for example, coordinating with the Town of Hamden police to increase patrols in the Newhall Street neighborhood and hiring security personnel to patrol the neighborhood.
  
7. **Resident Obligations.**
  - (a) Temporary Relocation Guidelines to help Resident prepare for temporary relocation have been provided to Resident by the Relocation Coordinator. The Guidelines include a list of things that Resident must do before relocating from the Primary Residence, including, for example, disposing of garbage, removing all perishables items from refrigerators/freezers, turning down the heat or air conditioning, removing and safely storing valuables, locking all doors and windows and taking items that Resident will need at the Temporary Accommodation. Resident agrees to complete these tasks prior to Temporary Relocation. The Guidelines also include, among other things, packing instructions and worksheets that will be used by Resident and the Relocation Coordinator to assist in determining the amount of Temporary Relocation Assistance available to Resident.
  
  - (b) During the Temporary Relocation Period, Resident will continue to be responsible for household expenses for which he/she is currently responsible, including for example, (i) mortgage or rent payments, (ii) utility bills, and (iii) homeowner's or tenant's insurance.

- (c) While residing in the Temporary Accommodation, Resident agrees to follow the Rules and Responsibilities for Temporary Accommodation, a copy of which has been provided to Resident by the Relocation Coordinator. If Resident or any Household Member fails to follow the Rules and Responsibilities for Temporary Accommodation, Temporary Relocation Assistance may be reduced as described in Paragraph 8 below.
- (d) Resident understands that he/she is responsible for any damage to the Temporary Accommodation caused by any Household Member or guest, including damage to furniture. If Resident fails to pay for any such damage, his/her Temporary Relocation Assistance may be reduced as described in Paragraph 8 below.
- (e) Before leaving the Temporary Accommodation, Resident agrees to pay for any and all charges that not listed in the table in Paragraph 5, including for example long distance phone calls, pay-per-view television and any other fees not being paid by Olin. If Resident fails to pay any such charges, his/her Temporary Relocation Assistance may be reduced as described in Paragraph 8 below.
- (f) **BY SIGNING THIS AGREEMENT, RESIDENT HEREBY ACKNOWLEDGES THAT HE/SHE HAS RECEIVED AND REVIEWED THE FOLLOWING DOCUMENTS:**
  - (i) Resident's Guide for Newhall Street neighborhood Temporary Relocation
  - (ii) Rules and Responsibilities for Temporary Accommodation
  - (iii) Meals and Incidentals Computation Sheet
  - (iv) Request for Alternative Temporary Accommodation
  - (v) General Packing Instructions
  - (vi) Relocating Resident's Transportation Log
  - (vii) Temporary Relocation Assistance Claim Form

8. **Reduction or Early Termination of Temporary Relocation Assistance.** Olin may reduce or terminate Temporary Relocation Assistance in the following circumstances:

- (a) If the Primary Residence is no longer a Resident's primary residence. For example, if a Resident who is a tenant in the Primary Residence moves from the Temporary Accommodation to another permanent residence or if a Resident who owns his/her Primary Residence sells the Primary Residence.
- (b) If the Relocation Coordinator determines that any Resident, prior to relocating to Temporary Accommodation, provided the Relocation Coordinator with false

information, which was material to temporary relocation or the determination of Temporary Relocation Assistance.

- (c) If Resident or any Household Member violates the agreements set forth in Paragraph 7(c), (d) or (e) of this Agreement, and, as a result, Olin makes payments to a third party, then the Resident's Temporary Relocation Assistance may be reduced by the amount of Olin's payments. Olin will make such payments only if legally obligated (e.g. damage to Temporary Residence) or reasonably necessary in order to complete the Work on schedule.
  - (d) If Olin reduces or terminates Temporary Relocation Assistance for any reason under this Paragraph 8, before such reduction or termination, Olin will provide written notice to the Head of Household explaining its decision to reduce or terminate Temporary Relocation Assistance. Except in the case of damage to property, if Resident disagrees with Olin's decision, he/she may dispute the decision by submitting a letter to the Relocation Coordinator (as defined below), within 20 days of the date of written notice from Olin. The letter must describe the dispute and include a detailed justification to support the Resident's claim.
9. **Relocation Resources and Relocation Coordinator.** [INSERT NAME], a representative of Olin (the "Relocation Coordinator"), will be available to address questions and concerns that Resident may have either before or during the Temporary Relocation Period. Resident may reach the Relocation Coordinator by telephone at \_\_\_\_\_ or by e-mail at \_\_\_\_\_. Olin will work with Residents who have unique or special circumstances related to the temporary relocation to address their needs.
10. **Access to Property during Temporary Relocation Period.** Resident understands that temporary relocation of the Household Members is required to protect their health and safety during the Work and that as a result, Household Members will not be able to return to the Property during the Temporary Relocation Period. If, in the case of emergency, it is essential that a Household Member return to the Property, Resident agrees to contact the Relocation Coordinator by telephone or e-mail at least **8 hours** in advance so that Olin can arrange for safe access to the Property.
11. **Primary Residence.** Resident represents and warrants that he/she resides at the Primary Residence as a full-time occupant and that all of the people listed in **Schedule A** of this Agreement are members of the Household and reside at the Primary Residence as full-time occupants. Resident understands and agrees that if this information is false, Olin or the DEP may terminate this Agreement and Resident will be required to reimburse Olin for all Temporary Relocation Assistance payments made hereunder.
12. **Notification of Changes.** Resident agrees to notify Olin of any changes in the number of Household Members (for example, as a result of the birth of a child or the moving out of an adult child) and understands that any change in the number of Household Members may result in a corresponding change to Temporary Relocation Assistance. If the Resident

moves from the Temporary Accommodation to another location, Resident agrees to notify Olin in writing of the address of the location at which he or she will be residing during the Temporary Relocation Period (the "Temporary Address").

- 13. **Limitations.** Resident acknowledges that Olin's responsibility with respect to Resident's Temporary Location is expressly limited to its obligations as set forth in this Agreement. Olin shall not be responsible for loss, damage or injury that occurs to Resident or any Household Members during or as a result of the Temporary Relocation unless directly caused by Olin's negligence or willful wrongdoing or failure to comply with the terms of this Agreement.
  
- 14. **Notices.** Copies of all notices regarding this Agreement shall be provided in writing by either (a) e-mail; or (b) U.S. Mail delivery, postage prepaid to:

For Olin: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

e-mail: \_\_\_\_\_

For Resident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e-mail: \_\_\_\_\_

- 15. **Modification of Agreement.** Olin and Resident agree that this Agreement may be modified only by a writing signed by both parties. Olin and Resident agree that this is the only agreement between them and that this Agreement has all of the terms of the agreement between them relating to the temporary relocation from the Primary Residence.
  
- 16. **Governing Law.** This Agreement shall be governed by the laws of the State of Connecticut.

17. **Effective Date.** This Agreement shall be effective as of the date of the last party to sign this Agreement.
18. **Counterparts.** This Agreement may be executed by each of the parties hereto in separate counterparts, each of which shall constitute one and the same Agreement.

**I HAVE READ AND UNDERSTAND THIS AGREEMENT AND AGREE TO ITS TERMS.**

[Remainder of Page Left Intentionally Blank]

[Signature Page to Temporary Relocation Agreement]

IN WITNESS WHEREOF, this Agreement has been executed by the parties as set forth below:

OLIN CORPORATION

By: \_\_\_\_\_  
Name:  
Its:

Date: \_\_\_\_\_

RESIDENT(S)

**[To be signed by All household members 18 years or older]**

\_\_\_\_\_  
Name:

Date: \_\_\_\_\_

\_\_\_\_\_  
Name:

Date: \_\_\_\_\_

\_\_\_\_\_  
Name:

Date: \_\_\_\_\_

\_\_\_\_\_  
Name:

Date: \_\_\_\_\_

**SCHEDULE A**

**List of All Household Members**

**18 Years of Age or Older**

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**Under 18 years of Age**

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**ATTACHMENT 5**  
**NOTICE TO RELOCATE TO TEMPORARY ACCOMMODATION**

**NOTICE TO RELOCATE TO TEMPORARY ACCOMMODATION**

**Date:**

**To:** \_\_\_\_\_, Primary Residence Occupant

**From:** \_\_\_\_\_, Relocation Coordinator

**Address:**

**Block / Lot:**

**Subject: Notice to Relocate to Temporary Accommodation**

Dear \_\_\_\_\_ :

This notice is to inform you that Olin Corporation has scheduled soil clean-up and restoration (**the Work**) at your primary residence at \_\_\_\_\_ starting approximately \_\_\_\_\_.

Your household will need to relocate to the temporary accommodation selected for you by the Relocation Coordinator prior to the scheduled starting date of the Work mentioned above.

Therefore, your household will need to relocate by \_\_\_\_\_.

The Relocation Coordinator will contact your household prior to the requested move date and schedule a meeting in order to discuss all issues related to your relocation to the temporary accommodation. Since you will not be able to return to your primary residence until you receive a Notice to Return to Primary Residence, you are encouraged to bring all necessary personal and household items that you will need at the temporary accommodation until you return to your primary residence. **This includes removing all perishable items from your refrigerator(s) and freezer(s).** The Relocation Coordinator will supply your household with the necessary packing materials (i.e., boxes, tape, etc.) in order to assist you with the moving process.

As a reminder, members of your household will be provided certain Temporary Relocation Assistance while you reside at a temporary accommodation, including a one-time allowance to move your personal and household items to the temporary accommodation and back to your primary residence. The Relocation Coordinator will discuss these issues with you at the scheduled meeting.

If you have any questions or concerns, please contact the Temporary Relocation Coordinator, Bobbie Parker, at 203-448-9885.

Sincerely,

Temporary Relocation Coordinator

MACTEC Engineering and Consulting, Inc.  
1090 Elm Street, Suite 201  
Rocky Hill, CT 06067

**ATTACHMENT 6**  
**RULES AND RESPONSIBILITIES FOR TEMPORARY**  
**ACCOMMODATION**

## **RULES AND RESPONSIBILITIES FOR TEMPORARY ACCOMMODATION**

While you are temporarily relocated to a hotel/motel, or furnished apartment, you will be asked to conform to all hotel and motel rules and to observe some typical policies that will make your stay more comfortable. If you are temporarily relocated to a furnished apartment you will also be asked to conform to the requirements of the lease and any other agreement that the Olin Corporation has entered into with the apartment management company.

- Please be courteous to all other residents in the apartment complex or guests in the hotel. No loud music or noise is allowed in apartments, guest rooms or in public areas.
- All children must be accompanied by an adult or guardian at all times. No running or playing is permitted in the hallways or public areas.
- You will be responsible for paying the hotel for long-distance telephone calls, bar bills and room service. You will not be charged hotel fees associated with outgoing local calls. Incoming phone calls are free. You may need to ask the hotel's front desk to activate your telephone. Telephone service will be provided at the replacement apartment, and arrangements will be made to transfer long-distance charges to the displacees' long distance carrier.
- No pets or animals are allowed inside or outside of the unit unless permission is given from either the hotel/motel or apartment management.
- Cooking or food preparation is not allowed inside hotel rooms unless the rooms have been modified by the management to allow such activities. The additions of hot plates, microwave ovens, or other cooking devices by the Relocating Resident are not permitted. Before outdoor barbecue grilling, please check with the hotel or apartment management to see if it is permitted. Any cooking restrictions outlined in the apartment lease or otherwise noted in the apartment complex's on-site policies are to be followed.
- No extra furniture is allowed in temporary units unless you have obtained permission from the hotel management or in the case of an apartment, your Relocation Coordinator.
- Please observe all "No Smoking" signs in public areas, and do not smoke in nonsmoking rooms or apartments.
- Housekeeping service is provided in most hotels and will also be provided by Olin Corporation for furnished apartments; however, you are still responsible for the general condition of your unit. You must allow the housekeeping attendant to enter the room daily (or in the case of the apartment, weekly) to clean and provide fresh linens.
- Hotel/Motel Occupants should leave wet towels and dirty bed linens in your room. Do not place these items in the hallway. The housekeeping service will pick up these items daily during their rounds.
- You are responsible for any damage that occurs in your unit during your temporary relocation, such as broken furniture and staining of carpets or linens. If the hotel/motel charges a replacement fee for these items, or if Olin must make repairs or replace damaged

items or surfaces in your replacement apartment unit, you will be responsible for paying those costs. Olin reserves the right to deduct these costs from any relocation reimbursements you may be eligible to receive.

- Please put litter in appropriate trash containers. Trash cans are provided in the unit, the laundry rooms, and dumpsters are located outside the building. If you have excess trash in your room, leave it in the wastebasket in your room or take it to a dumpster. Do not leave it in the hallway or outside your unit door.
- Many hotels and apartment complexes have swimming pools that may or may not have lifeguards in attendance. Please observe the hotel or apartment rules for use of the pool. Also check at the main desk of your hotel or motel or apartment complex to see if you need to pay a fee to use the pool or other recreational facilities.
- There may be an additional charge for any persons staying with you in your room who were not members of your household on the date of your relocation. These costs will not be reimbursed as part of your temporary relocation.
- When your temporary relocation ends, you must check out of the hotel/motel or move out of the replacement unit. If you are leaving a hotel/motel room, please go to the main desk and inform the clerk that you are checking out. Give the desk clerk the keys to all rooms used by you and your family. If you are leaving an apartment furnished by the Project, please make arrangements to meet with your Relocation Coordinator on the day you vacate so that a walk-through can be conducted and you can provide your Coordinator with the keys to the unit.
- Please keep in mind that you are required to pay for any additional charges to your hotel room (such as room service, video rentals, or pay-per-view television events).

**PLEASE NOTE:** Any complaints that Olin receives from the hotel or apartment management about any resident could result in your eviction from the hotel or apartment unit. If you are asked to leave the hotel or apartment unit for any reason connected to your failure to follow rules or policies as required on the premises, you will not be provided with another temporary dwelling and your relocation assistance may be terminated. Anyone engaged in illegal activity may be removed from Olin’s Temporary Relocation Program.

I have read and agree to comply with this list of Rules and Responsibilities for Temporary Accommodation, and any other rules imposed by the hotel/motel or apartment complex at which I am staying during my temporary relocation.

Resident Signature \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT 7**  
**TEMPORARY RELOCATION ASSISTANCE ELIGIBILITY NOTICE**

## TEMPORARY RELOCATION ASSISTANCE ELIGIBILITY NOTICE

**Date:**

**To:** , Primary Residence Occupant

**From:** , Relocation Coordinator

**Address:**

**Block / Lot:**

**Subject: Temporary Relocation Assistance Eligibility Notice**

As you know, Olin Corporation is about to begin performing soil clean-up and restoration activities (**the Work**) at your primary residence. Per your Temporary Relocation Agreement, your household will need to temporarily relocate for approximately \_ days/weeks to a temporary accommodation until you are notified that you may return to your primary residence.

The purpose of this notice is to inform you that because it will be necessary for you to temporarily relocate to allow certain portions of the Work to be done on your property, you will be provided with Temporary Relocation Assistance.

As outlined in your Temporary Relocation Agreement Olin will pay the following non-exclusive list of Temporary Relocation expenses associated with your stay at a temporary accommodation:

1. A daily meal allotment for food and incidental expenses if your household relocates to a short-term temporary accommodation, such as a hotel or motel, which does not have cooking facilities.
2. The cost of the temporary accommodation (i.e., apartment, hotel or motel, etc.).
3. The cost for essential utilities (gas, electricity, water and sewer) at your temporary accommodation.
4. The cost of the monthly basic telephone service and other services comparable to those at your primary residence.
5. The cost of moving your personal and household items from your primary residence to your temporary accommodation, and back.
6. The cost for kennel fees if your pet cannot stay at the temporary accommodation arranged by the Relocation Coordinator.
7. Any other expenses directly related to the Temporary Relocation that have been determined to be eligible and that have been approved by the Relocation Coordinator and Olin Corporation before they have been incurred.

If you have any questions concerning this temporary relocation assistance, please contact the Relocation Coordinator, Bobbie Parker at 203-448-9885.

Sincerely,

Relocation Coordinator

Additional Conditions for Temporary Relocation Assistance:

- The daily meal allotment is based on the federal per diem rate for New Haven, Connecticut, which is the following:
  - Adults and children 12 years of age and older: \$\_\_\_\_\_ per day
  - Children 11 years of age and younger: \$\_\_\_\_\_ per day
- Owner-occupants must remain current with mortgage and utility payments at the primary residence.
- Tenants must remain current with rent and utility payments at the primary residence.
- Basic telephone service at the temporary accommodation does not include long-distance phone calls.
- Temporary Relocation Assistance will begin on the date that you receive a Notice from the Relocation Coordinator.
- Temporary Relocation Assistance will terminate on the date that you receive a Notice from the Relocation Coordinator.
- Moving Costs is a one-time allowance based on the size of your household.
- if it is determined at a later date that you received an inappropriate payment or that the information that you provided to the Relocation Coordinator used to calculate Temporary Relocation Assistance payments were based on incomplete, inadequate, or incorrect information, Olin may change its determination and could possibly seek a refund of money disbursed upon notice.
- If you wish to dispute the amount of Temporary Relocation Assistance, you can submit a written description of your dispute to the following address within 20 days of receipt of this letter:

Olin Corporation  
c/o MACTEC Engineering and Consulting, Inc.  
1090 Elm Street, Suite 201  
Rocky Hill, CT 06067

**ATTACHMENT 8**  
**NOTICE TO RETURN TO PRIMARY RESIDENCE AND TERMINATION**  
**OF RELOCATION ASSISTANCE**

**NOTICE TO RETURN TO PRIMARY RESIDENCE AND TERMINATION  
OF RELOCATION ASSISTANCE**

**Date:**

**To:** Primary Residence Occupant

**From:** , Relocation Coordinator

**Address: Block / Lot:**

**Subject:**

Dear \_\_\_\_\_ :

This notice is to inform you that Olin Corporation has determined that as of \_\_\_\_\_ it will be appropriate for you to return to your primary residence at \_\_\_\_\_. Throughout the remediation process, Olin has provided certain Temporary Relocation Assistance to your household while you have resided at a temporary accommodation. Since you will be able to return to your primary residence as of the above mentioned date, the Temporary Relocation Assistance provided to you as part of Olin's Remediation Project (the Project) will be terminated on \_\_\_\_\_.

Because your Temporary Relocation Assistance will terminate on \_\_\_\_\_, you are expected to vacate the temporary accommodation located at \_\_\_\_\_ on the above-mentioned date. Olin will not reimburse you for any rental charges incurred after the date mentioned above. A Post-Move Inspection is required, at which time you will return the keys to the Relocation Coordinator. The Relocation Coordinator will contact you in the near future to review procedures for returning possession of the unit to Olin and to schedule a Post-Move Inspection.

If you wish to dispute the end of the Temporary Relocation Assistance, you have the right to present your dispute to Olin within 20 calendar days from the receipt of this notice. Your dispute must be a written statement explaining why the assistance should not be ended, and signed and dated. If Olin does not receive your dispute within 20 calendar days, your Temporary Relocation Assistance will terminate on the date provided above. Additional information is available on Olin's dispute process. Please address your dispute to:

Olin Corporation  
c/o MACTEC Engineering and Consulting, Inc.  
1090 Elm Street, Suite 201  
Rocky Hill, CT 06067

If you have any questions, please contact the Temporary Relocation Coordinator, at the number or e-mail address that has been provided to you.

Sincerely,

Temporary Relocation Coordinator

**ATTACHMENT 9**  
**MEALS AND INCIDENTALS COMPUTATION SHEET FOR**  
**HOUSEHOLDS OFFERED RELOCATION TO HOTEL OR MOTELS**  
**WITHOUT COOKING FACILITIES**

**MEALS AND INCIDENTALS COMPUTATION SHEET FOR**  
**HOUSEHOLDS OFFERED RELOCATION TO HOTEL OR MOTELS**  
**WITHOUT COOKING FACILITIES**

Applicant No: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

No. of persons age 12 and older: \_\_\_\_\_ @ \$ \_\_\_\_\_ /day =

No. of persons age 11 and below: \_\_\_\_\_ @ \$ \_\_\_\_\_ /day = \_\_\_\_\_

Total Meals and Incidental per day = \$ \_\_\_\_\_

**Pets**

No. of pets requiring boarding: \_\_\_\_\_ @ \$ \_\_\_\_\_ /day = \_\_\_\_\_

Total Relocation Assistance per day = \_\_\_\_\_ \$

Times number of days displaced \_\_\_\_\_

Equals Total Relocation Assistance \_\_\_\_\_ \$

**ATTACHMENT 10**  
**RELOCATION RESIDENT REQUEST FOR ALTERNATE TEMPORARY**  
**ACCOMMODATIONS**

**RELOCATING RESIDENT REQUEST FOR ALTERNATE TEMPORARY ACCOMMODATIONS**

I, \_\_\_\_\_, have chosen not to accept the temporary replacement residence that has been offered to me (and my family) by Olin Corporation as part of the Newhall Street Neighborhood Soil Remediation Project (**the Project**). Instead, I have chosen to locate and arrange for alternate decent safe and sanitary temporary accommodation during the temporary relocation dates indicated in the Property Specific Remedial Action Plan and in the Temporary Relocation Agreement.

In place of the temporary replacement accommodation offered by Olin, I understand I will receive a temporary accommodation allowance of \$\_\_\_\_\_ per day from \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_ and \$\_\_\_\_\_ per day from \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_ for a total of \$\_\_\_\_\_ which is based on the GSA per diem amount for food and incidentals for the Greater New Haven area.

If my displacement continues beyond seven days, I understand I will receive a temporary accommodation allowance of \$\_\_\_\_\_ per day for day eight and each day there after I am displaced (from \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_) for a total of \$\_\_\_\_\_, which is based on the daily cost of the temporary accommodation I was offered by Olin Corporation.

During this period, I will be living at (if known):

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

- I understand that choosing this option does not terminate my eligibility for any other out-of-pocket expenses I may be eligible for under the Project's Temporary Relocation Program.
- I have received copies of the Resident's Guide for Newhall Street Neighborhood Temporary Relocation, my Property Specific Remedial Action Plan, and my Temporary Relocation Agreement.
- I understand that I must update my Relocation Coordinator of my contact information so I can be notified when I may return home.
- I understand that this agreement is legally binding.

Resident Name \_\_\_\_\_

Resident Signature \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT 11**  
**GENERAL PACKING INSTRUCTIONS**

## GENERAL PACKING INSTRUCTIONS

If Olin Corporation is temporarily relocating you to a furnished apartment, you will need to pack the belongings you wish to take with you to your temporary accommodation.

**IMPORTANT: You will need to pack and move all perishable food items from any refrigerator(s) and freezer(s) at your primary residence since utility services may be disrupted during soil clean-up and restoration activities (the Work). Any damage caused to the appliances at the primary residence as a result of the failure to remove these items will not be the responsibility of the Olin Corporation.**

Pack everything you are going to need while you are in your temporary furnished apartment, and please pack clothing and perishable food items separately.

You will remain in the apartment until you are notified that it is time for you to return to your primary residence. During your stay in the furnished apartment, Olin Corporation will provide you with essential furniture.

**Items Provided to You in Your Furnished Apartment:** Items below apply only to furnished apartments. Furniture in other types of temporary accommodations (ie. hotel or motel) may vary.

Olin will ensure that the following items are provided for you in your furnished apartment: one sofa, one living room chair, one coffee table, two end tables, two table lamps, one dining table with dining chairs, one range, one refrigerator, one bed and chest of drawers per person as needed, one night table and table lamp in each bedroom, one television, and one alarm clock.

**Other Items Olin will provide:**

- Bed linens (sheets, pillowcases, and comforters)
  - Towels and wash cloths (kitchen and bathroom)
  - Non-perishable foods (flour, sugar, and spices)
  - Microwave, can opener, or other small appliances
  - Cleaning items (vacuum and dish soap)
  - Laundry supplies (clothes basket, soap, and fabric softener)
  - Cooking and eating utensils
- 

**Items You May Want to Bring:**

- Important medical and/or legal documents, including birth certificates, passports, wills, school registration forms, proof of pet vaccinations, and information to file tax returns if the relocation will extend beyond April 15.
- Clothing
- Toiletries (shampoo, soaps, makeup, hair dryers), and personal items (hair and toothbrushes)
- Valuables, jewelry, and sentimental items
- Small plants
- Unusual food staples

**ATTACHMENT 12**  
**TEMPORARY RELOCATION ASSISTANCE PAYMENT**  
**DETERMINATION FORM**

# TEMPORARY RELOCATION PAYMENT DETERMINATION FORM

DETERMINATION # \_\_\_\_\_

Claimant's name:

Primary Residence address or location:

Temporary Replacement property address or location:

**Moving allowance:** *Includes the mandatory removal of all perishable food items from refrigerator/freezer*

1. To and from **Short-Term Temporary Housing – Hotel/Motel** .....\$125  
 Plus \$30 for every additional family member .....\$  
**Equals Total Moving Allowance of**.....\$

2. To and from **Longer Term Temporary Housing – Furnished Apartment**.....\$250  
 Plus \$60 for every additional family member .....\$  
**Equals Total Moving Allowance of**.....\$

**3. Daily meals and incidental expenses for short-term (Hotel/Motel) housing) based on the current GSA meal allowance for New Haven, CT (from Worksheet provided as Attachment 9)**

Number of Adults \_\_\_\_\_ x \$.\_\_\_\_\_.....\$  
 Number of Children 12 and over \_\_\_\_\_ x \$.\_\_\_\_\_.....\$  
 Number of Children 11 and under \_\_\_\_\_ x \$\_\_\_\_\_.....\$  
 SubTotal.....\$

SubTotal \$\_\_\_\_\_ x number of days temporarily displaced \_\_\_\_\_.....\$

**Total Daily meals and incidental expenses**.....\$

**4. Kenneling Fees (from Worksheet provided as Attachment 9)**

Kenneling fees @ \$ \_\_\_\_\_ (daily rate) for \_\_\_\_\_ days.....\$  
 Plus cost of required vaccines.....\$  
**Total Kenneling fees**.....\$

**5. Household Staples (at the Longer Term Temporary Residence)**

As needed and pre-approved by Relocation Coordinator (attach receipts).....\$

<b>6. Misc. Moving Expenses</b> as pre-approved by Relocation Coordinator	\$_____ (one time payment)
<b>7. Tenant Insurance</b>	\$_____ (as required and pre-approved)
<b>8. Storage Fees</b>	\$_____ (as required and pre-approved)
<b>9. Transportation Fees</b>	\$_____ from worksheet provided as Attachment 16
<b>10. Replacement Cost for Loss of Perishable Food Items (hotel/motel units only)</b>	\$_____ (as required and pre-approved)
<b>11. Misc. Out of Pocket Expenses</b>	\$_____ (as required and pre-approved)

<b>TOTAL AMOUNT DUE</b>		\$ _____
<p>I certify that to the best of my knowledge and belief the statements contained in the determination are true, and the information upon which the determination is based is correct, subject to any limiting conditions herein set forth. Determination has been made in conformity with policies and procedures applicable to the Newhall Street Neighborhood Temporary Relocation Policy Manual. I have no direct or indirect, present, or contemplated future personal interest in such determination or in any benefit from the value herein set forth.</p>		
Determination date:		
Relocation Coordinator Signature:		
I approve the above determination:		
MACTEC:		Date:
Olin:		Date:

**ATTACHMENT 13**  
**TEMPORARY RELOCATION ASSISTANCE PAYMENT CLAIM FORM**

# TEMPORARY RELOCATION PAYMENT CLAIM FORM

CLAIM # \_\_\_\_\_

Claimant's name:

Primary Residence address or location:

Temporary Replacement property address or location:

**Moving allowance:** *Includes the mandatory removal of all perishable food items from refrigerator/freezer*

1. To and from **ShortTerm Temporary Housing** – Hotel/Motel .....\$125  
 Plus \$30 for every additional family member .....\$  
**Equals Total Moving Allowance of.....\$**

2. To and from **Longer Term Temporary Housing** – Furnished Apartment.....\$250  
 Plus \$60 for every additional family member .....\$  
**Equals Total Moving Allowance of.....\$**

**3. Daily meals and incidental expenses for short-term (Hotel/Motel) housing) based on the current GSA meal allowance for New Haven, CT (from Worksheet provided as Attachment 9)**

Number of Adults \_\_\_\_\_ x \$.\_\_\_\_\_.....\$  
 Number of Children 12 and over \_\_\_\_\_ x \$.\_\_\_\_\_.....\$  
 Number of Children 11 and under \_\_\_\_\_ x \$.\_\_\_\_\_.....\$  
 SubTotal.....\$

SubTotal \$\_\_\_\_\_ x number of days temporarily displaced \_\_\_\_\_.....\$

**Total Daily meals and incidental expenses.....\$**

**4. Kenneling Fees (from Worksheet provided as Attachment 9)**

Kenneling fees @ \$ \_\_\_\_\_ (daily rate) for \_\_\_\_\_ days.....\$  
 Plus cost of required vaccines.....\$  
**Total Kenneling fees.....\$**

**5. Household Staples (at the Longer Term Temporary Residence)**

As needed and pre-approved by Relocation Coordinator (attach receipts).....\$

<b>6. Misc. Moving Expenses</b> as pre-approved by Relocation Coordinator	\$_____ (one time payment)
<b>7. Tenant Insurance</b>	\$_____ (as required and pre-approved)
<b>8. Storage Fees</b>	\$_____ (as required and pre-approved)
<b>9. Transportation Fees</b>	\$_____ from worksheet provided as Attachment 16
<b>10. Replacement Cost for Loss of Perishable Food Items (hotel/motel units only)</b>	\$_____ (as required and pre-approved)
<b>11. Misc. Out of Pocket Expenses</b>	\$_____ (as required and pre-approved)

I certify that I am the temporarily Relocating Resident named above; that no other claim for reimbursement or compensation for payment of out of pocket expenses has been submitted or payment received, or will be accepted from any other source, by me or on behalf of my family.

Claimant's Signature

Date:

FEIN or Social Security #

**REMARKS:**

I certify that I have examined this claim and the Temporary Relocation Determination with substantiating documentation submitted in connection with this claim, and have found it to conform to the Newhall Street Temporary Relocation Policy Manual; this claim is approved and payment is authorized.

Relocation Coordinator's Signature

Date:

Olin Signature

Date:

**ATTACHMENT 14**  
**CHECK RECEIPT ACKNOWLEDGMENT FORM**

**CHECK RECEIPT ACKNOWLEDGMENT FORM**

**Date:**

**To:** Primary Residence Occupant

**From:** Relocation Coordinator

**Address:**

**Block / Lot:**

**Subject: Check Receipt Acknowledgment Form**

**CLOSING STATEMENT AND RECEIPT**

Temporary Relocation Benefits for:

Closing statement: (completed by Relocation Coordinator)

Check #	Check Amount \$
I certify that on this date, I <input type="checkbox"/> delivered or <input type="checkbox"/> mailed certified, the above warrant to _____ which is in full compliance with the terms of the Temporary Relocation Agreement and the Relocating Resident's Claim for temporary relocation benefits submitted on xx/xx/xx.	
Signature	Date
Title	

Receipt: (completed by property owner, tenant or representative)

I do hereby acknowledge receipt of the warrant issued to me in full compliance with the terms of the Temporary Relocation Agreement and my Claim for temporary relocation benefits submitted on xx/xx/xx.	
Name (Print)	
Signature	Date
Signature	Date

**ATTACHMENT 15**  
**TEMPORARY RELOCATION CONTACT LOG**



**ATTACHMENT 16**  
**RELOCATING RESIDENTS TRANSPORTATION LOG**



**APPENDIX A**  
**TEMPORARY RELOCATION FLOW CHART**

