

URA & 104(d) RELOCATION PROCESS – MULTI-FAMILY DEVELOPMENTS

1. Send applicable “**General Informational Notice**” (GIN) to all occupants at such time when there is an identified site and a submitted application for HUD program funds (Handbook 1378 [Appendices 2, 2a, 3 or 3a](#)). ***Failure to issue GINs as soon as feasible may result in unintended displacements & URA relocation payments.***
2. Conduct tenant interviews & gather documentation to identify which occupants will be displaced persons and those that will meet all eligibility requirements to remain ([Appendices 8 or 9](#)). Prepare cost estimate for temp/perm relocation compliance (“[Planning and Budgeting Relocation Costs for HUD-Funded Projects](#)”) and submit a Relocation Plan to MFA upon, or soon after, application.
3. Issue “**Move-In Notice**” to all prospective tenants ([Appendix 29](#)), seeking occupancy after submission of an application for HUD funds prior to their lease & occupancy of a unit located in the proposed project to limit obligations for URA or section 104(d) relocation assistance.
4. Send either **a) “Notice of Eligibility”** or **b) “Notice of Nondisplacement”** to all occupants on the applicable “Initiation of Negotiations” date (typically the date of execution of the grant agreement, check with HUD) & document receipt by each project occupant.

DISPLACED PERSONS	PERSONS <u>NOT</u> DISPLACED
<ul style="list-style-type: none"> • Displacement is permanent or will exceed 12 months. • Rent burdened, i.e. “Economic Displacement”. • Under-housed, i.e. need larger unit size to be DS&S. • Failure to meet new occupancy criteria of development for any reason (except lawful eviction – must be documented). 	<ul style="list-style-type: none"> • Not required to move, or move less than 12 months. • Not rent burdened, i.e. no “Economic Displacement”. • Not “under-housed”, i.e. suitable number of occupants per unit. • Meets all occupancy criteria of development upon completion. • Timely & accurate written notices, payment of increased costs.
<p>4a. Notice of Eligibility (Appendices 5, 6, 7, 25, 26)</p> <ul style="list-style-type: none"> • Describes specific types of available relocation assistance. • Sets the maximum amount of eligibility for some payments. • Describe procedures for obtaining assistance. • Include applicable HUD relocation brochure. • Offer residential tenants their choice of URA <u>or</u> 104(d) assistance to low-income persons only if demolition or conversion is an activity in CDBG/HOME funded projects. • Issue a 90-Day Notice to Vacate no earlier than the NOE. • Document all advisory services provided (Appendix 10). 	<p>4b. Notice of Non-Displacement (Appendix 4)</p> <ul style="list-style-type: none"> • Guarantees a unit will be available under reasonable terms. • The unit will meet all Decent, Safe, and Sanitary criteria & rent will not be increased unreasonably per applicable regs. • Identify the location(s) of available, DS&S temporary units. • Project sponsor will pay all actual & reasonable moving & increased monthly housing costs if tenant must move temporarily - fixed moving payments are not allowed. • If necessary, issue a minimum 30-Day Notice to Vacate.
<p>If tenants permanently displaced:</p> <ul style="list-style-type: none"> • Displaced persons must take qualifying actions for payment of actual, reasonable & necessary relocation expenses. • Sponsor must document all determinations, claims & advisory services (Appendices 8, 9, 10, 11, 12, 13, 14, 14A, 16, 17, 27) including receipts & evidence of payment to displaced person. 	<p>If tenants must move temporarily:</p> <ul style="list-style-type: none"> • Sponsor pays for all moving expenses & tenant is reimbursed for all reasonable increased monthly housing costs (Appendix 15). • Temporary relocation must not exceed 12 months. • Retain rent rolls for dates of the submission of the application, date of site control, date of Initiation of Negotiations, & date of project completion in project records to evidence compliance.