

# DCA OFFICE OF AFFORDABLE HOUSING DEVELOPMENT

## MULTIFAMILY TENANT RELOCATION PLAN CERTIFICATION FOR HOME AND TAX CREDIT PROPERTIES

Under the Home Investment Partnerships Program (HOME) allocated by the Georgia Department of Community Affairs (DCA) for the purpose of establishing and implementing multifamily housing projects, DCA's approval of financial assistance for this project is premised on the Developer's certification of compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and applicable instructions as implemented in HUD Handbook 1378. In addition, DCA policy for Federal Tax Credit properties also requires that applicants formulate a Relocation/Displacement plan.

The Tenant Relocation Plan (Plan) and this Multifamily Tenant Relocation Plan Certification is for the purpose of submitting information which will enable DCA to determine if the temporary relocation of affected tenants will be in compliance with the requirements of the URA and DCA policy, as amended.

NOTE: Budgetary Implications. Early, common sense planning is necessary to ensure that sufficient funds will be budgeted to comply with applicable law and regulations. (If the project is not feasible, what can be done to make it feasible?)

### **PROJECT PLANNING**

A. **Avoid Displacements.** Consistent with the goals and objectives of the DCA program, sub recipients/grantees shall assure that they take all reasonable steps to avoid displacement as a result of a project. For example, if feasible, residential occupants of buildings to be rehabilitated shall be provided a reasonable opportunity to lease and occupy a suitable, decent, safe, sanitary and affordable dwelling unit in the building/complex following completion of the project (see Paragraph 1-8b(3) and chapter 8 in HUD Handbook 1378). If necessary to accomplish this goal, the Developer should consider the feasibility of carrying out the project in stages.

NOTE: Since permanently displacing a tenant causes additional/different requirements under the URA to be triggered, and; since permanent displacement of a tenant whose household income is determined to be low income triggers the requirements of section 104(d) of the Housing and Community Development Act of 1974, as amended, DCA will not approve projects which may result in permanent displacement.

B. **Coordination.** The Developer shall take the steps necessary to ensure cooperation and coordination with DCA, neighborhood groups and affected persons so that the project can proceed efficiently with minimal duplication of effort.

C. **Consultation with Property Occupants.** The Developer must consult with the occupants of the site to be acquired, rehabilitated or demolished at an early stage. Resident participation in the design of a project will usually facilitate the project and may be necessary for accurate budgeting. When public meetings are held, the meeting room must be accessible to all persons in the intended audience, regardless of disability.

D. **Determining Resource Needs.** During the planning stage the Developer should review applicable relocation policies, determine staffing, training and other capacity building needs and identify any special problems associated with displacement caused by the project and possible solutions. To the extent necessary and feasible, the developer should conduct a site survey before submitting a project and determine or estimate:

- (1) The number of households to be temporarily relocated; tenure (owner or tenant); tenant income; purchase cost or rent/utility costs; family characteristics; and impacts on minorities, the elderly, large families and the handicapped. Compare this information with the availability of reasonably priced comparable temporary replacement dwellings;
- (2) The need for providing advisory services to persons that will not be displaced; and
- (3) The need, if any, for providing advisory services to other persons in the neighborhood that will be adversely affected by the project.

E. **Estimating Relocation Costs.** During the planning stage, the Developer should budget for compensation for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including the cost of moving to and from the temporarily occupied housing and any increase in monthly rent/utility costs.

**MOVING BENEFITS:**

1. Actual reasonable moving expense and storage costs paid to a bonded and licensed moving company for the move to the temporary housing unit shall be compensated by the owner/developer. If requested by the tenant, the Developer may assist the tenant in obtaining a qualified mover.
2. Actual reasonable moving expense and storage costs paid to a bonded and licensed moving company for the return move to the tenant's housing unit shall be compensated by the owner/developer. If requested by the tenant, the Developer may assist the tenant in obtaining a qualified mover.

\*NOTE: The Developer should require each tenant to submit their moving cost estimate to the Developer prior to moving in order to determine if the cost estimate is reasonable, and that failure to do so could result in the tenant not being fully compensated.

**TEMPORARY HOUSING EXPENSES:**

1. Temporary housing expenses for tenant households shall be actual reasonable documented expenses. Temporary housing expenses that are eligible compensation under the URA are as follows:

- Any increase monthly rent and utility costs that are incurred at the temporary replacement unit offered by the Developer that are above the rent needed at the tenant's current unit.
- If the tenant elects to move to a unit other than the replacement housing unit offered by the Developer, the tenant will not be eligible for any amount that exceeds the amount that would have been needed at the replacement unit the Developer offered.
- Disconnection and connection of the tenant's utilities, telephone and cable (if the tenant has these services at their current unit) at the temporary unit and after the return move, for the tenant's current/new unit within the project.

**REMEMBER:**

In order to receive a compensation for Temporary Housing Expenses, the temporary replacement dwelling must be inspected and approved by a member of the Developer's staff, (or code official if designated) as decent, safe, and sanitary, and adequate to meet the tenant's occupancy needs. Tenants should remember that a premature move may result in loss of eligibility for a Temporary Housing Expense payment.

**ATTACHMENTS:**

To assist DCA in determining that the Developer has obtained sufficient information to identify the tenants temporary replacement housing needs, DCA requests that the Temporary Relocation Cost Estimate form provided be completed and submitted with the application to assure that the Developer has attempted to identify all cost associated with the temporary relocation of the tenants.

**TENANT RELOCATION CERTIFICATION**

The \_\_\_\_\_ (Developer) hereby certifies that it has planned this project in compliance with the Tenant Relocation Plan and that the budgetary information provided in this plan is sufficient to meet the relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended.

This CERTIFICATION is made this the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by the  
 Director and Board of \_\_\_\_\_, Developer,  
 State of Georgia.

ATTEST:

\_\_\_\_\_ BY: \_\_\_\_\_  
 Authorized Developer Official