RELOCATION TIMELINE & PLAN TEMPLATE
MULTI-FAMILY LIHTC ONLY RELOCATION

For all submissions, documentation should be accurate, clear, and consistent.

⌛ PRE-APPLICATION

ACTION

1. Determine program-specific Initiation of Negotiation (ION) trigger.
2. Applicant employs a Relocation Specialist to provide advisory services to relocation efforts

SUBMISSION

1. If permanent displacement or in-place rehab is expected for Application, submit waiver.
2. Submit General Information Notices (GIN) draft with Pre-Application.

⌛ APPLICATION

ACTION

1. Distribute General Information Notices (GIN) to all impacted residents Interview all heads of households onsite, including Market Rate Units.
2. Complete DCA Household Data Form. Tenant Income Certification (TIC) or HUD Form 50058 can be used in lieu of DCA Household Data Form.
3. Identify resident preferred housing options.
4. Complete Resident Information and Cost Estimate Workbook
    a. Adjust proposed unit designations in Core Application to maximize households who can return and include in the Relocation Budget.
5. Compose Preliminary Relocation and Displacement Plan containing all information indicated in, and organized according to, the DCA template.

SUBMISSION

Make sure all information is clear and consistent between documents. Any changes must be submitted to DCA for written approval prior to implementation.

1. Copies of GINs signed by heads of households or accompanied by certified mail return receipt.
2. Tenant Selection Plan (TSP): Provide Management Company's tenant selection plan. Review for Fair Housing and other regulation compliance.
3. Relocation/Displacement Workbook: This workbook will be used on an ongoing basis throughout the development process and the applicable columns of "Tenant Data" sheet must be updated accordingly at those times.
4. Evidence of Resident and Non-Residential Eligibility:
    a. Resyndications:
        i. Initial/original Tenant Income Certifications (TICs) or recertifications.
        ii. For current market units, DCA Household Data Forms.
    b. HUD subsidized properties: HUD Form 50058 or completed and executed DCA Household Data Forms.
    c. Naturally occurring affordable multifamily, single family, mobile homes, and other residential: Completed and executed Tenant Household Data Forms.
    d. For Tenant Household Data Forms: All forms must be completely filled out with each question answered and signed by resident unless DCA specifies otherwise (see COVID 19 updates). For vacant units, a resident data sheet listing unit # and date of last occupancy must be provided.

5. Permanent Move records (*See Documentation and Administration in DCA Relocation Manual)*.
6. Occupancy Records: Three months prior to pre-application (or application if no pre-application submitted), NOFA publication, or the date at which the land became intended for federal funds (if applicable) whichever is earlier. (*See Documentation and Administration in DCA Relocation Manual)*.
    a. Resyndication: Affordable rent roll report.
7. Relocation and Displacement Plan (*See Relocation Plan Template)*.
8. Relocation Plan Certification signed.
9. Applicant's Relocation Specialist's resume.
10. Federal funding application with submission date, if applicable.

⌛ IF APPLICATION IS DENIED

ACTION

1. Distribute Notice of No Relocation to residents.

⌛ 60-DAYS BEFORE COMMENCEMENT

ACTION

1. Post at least one (1) relocation notification poster in the development rental office and one (1) poster in each building.
2. Continue to provide advisory services to all households.
3. Confirm household needs, eligibility for relocation, and complete resident certification for LIHTC.
    a. Confirm Replacement Housing Payments and associated costs.
4. Identify Comparable Replacement Dwelling options.
5. Determine whether households choose:
    a. Actual reasonable moving and related expenses; or
    b. Fixed payment for moving expenses.
6. Update budget and plan.
7. Issue Notices of Eligibility for Relocation Assistance (NOE) or Notices of Non-Displacement (NND).
    a. NOEs and NNDs must be distributed after the Initiation of Negotiations (ION).
    b. NOE and NND must be accompanied by written notice of DCA's grievance procedure.

SUBMISSION

The following is due for all Awarded/Allocated deals. DCA should be immediately notified if household certification determines new, unapproved displacements.

Due date**:** Must be submitted more than 60 days prior to Commencement or 60 days prior distributing first Notice of Moving Date (90-Day Notice), whichever is earlier.

1. Copies of the following notices signed by heads of households or accompanied by certified mail return receipts:
    a. NOE or NND, with applicable attachments; and
    b. Permanent Relocation: Comparable Replacement Dwelling options.

2. Evidence of Posters: Labeled photo of Posters in common areas. Label must include location.
3. Occupancy records: Current rent rolls.
4. Permanent Move Records *(See Documentation and Administration in DCA Relocation Manual).*
5. Updated Resident Information, Cost Estimate Workbook, Updated Relocation and Displacement Plan (if applicable).
6. Full Income Documentation (or TIC). For resyndication, initial/original Tenant Income Certifications (TICs) or recertifications and report.
7. Recordkeeping of complaints and resolutions.
8. Advisory Log.

⌛ BEFORE RESIDENT MOVE OUT

ACTION

1. Inspect Comparable Replacement and Return Housing for Decent, Safe and Sanitary standards.
2. Distribute 90-Day Notices.
3. Distribute Notice of Moving Date.

⌛ DURING CONSTRUCTION & RELOCATION

ACTION

1. Manage logistics and emergencies for moving residents.
2. Process claims, payments, and grievances.
3. Construction: All Management and Construction Staff must wear clear and visible identification at all times while on the project site during rehabilitation.
4. Applicant's Relocation Specialist and property management must provide impacted residents an emergency contact number. This number must be posted in a prominent location at the site and must be included in all correspondence leading up to and throughout the construction period.

SUBMISSION

Submit to DCA quarterly.

1. Updated Resident Information and Cost Estimate Workbook.
2. Permanent Move records.

DCA may visit at any time during the application and construction period. Resident files, condition of living space and common areas, tenant certifications, and other required documents will be reviewed. Failure to comply with Federal or State regulations will be considered noncompliance.

⌛ FINAL ALLOCATION APPLICATION

SUBMISSION

1. Copies of the following notices signed by heads of households or accompanied by certified mail return receipts:
    a. 90-Day Notice; and

   b. Notice of Moving Date.
2. Occupancy History: rent rolls from date of last submitted rent roll.
3. Updated Resident Information and Cost Estimate Workbook.
4. Permanent Move records.
5. Records of referrals to Comparable Replacement Options (form, date of referral and availability, reason(s) person declined) and completed appropriate inspections (Uniform Physical Condition Standards (UPCS) or Housing Quality Standards (HQS)).
6. Claims and evidence of moving cost and housing payment.
7. Advisory Log: Dates of personal contacts and advisory services provided.

RELOCATION PLAN

All relocation submission pieces must be:

- ☐ Thorough and clear;
- ☐ Detail the entire projected relocation process;
- ☐ Consistent with requirements outlined in all sections of the manual; and
- ☐ Follow this Template.

Relocation Plan

1. Table of Contents: Must include page numbers
2. Executive Summary: Summarize each of the following sections
3. Relocation Overview
   a. Temporarily relocation
      i. Moving Assistance Details
         1. Narrative to match and explain Relocation Workbook information
      ii. Housing Assistance Details
         1. Temporary Housing and Comparable Replacement Dwelling Narrative to match Market Study and Relocation Workbook information
         2. Map(s) showing Displacement, Comparable Replacement, and Temporary dwellings
   b. Permanent Displacement
      i. For tenants to be permanently displaced (with waiver) list:
         1. Number of tenants
         2. Name of Heads of Households
         3. Additional details not mentioned in the waiver
      ii. Housing Assistance Details
         1. The number of comparable replacement dwellings in the area that fulfill the needs of each displaced household
4. Resident engagement to inform development
   a. Interviews
   b. Surveys
   c. Meetings
5. Relocation and Construction Information
   a. Duration
   b. Projected construction schedule

6. Applicant efforts and methods:
    a. How the impact of the relocation process will be minimized
    b. Methods used to prevent displacement, if applicable
7. Other
    a. Describe approved applicable waivers
    b. If other relevant information is missing, describe here
8. Uncertainties and contingency plans
    a. Describe budget allotment for contingencies (*see General Policies*)
    b. Identify any uncertainties and describe plan for what will be done in those cases

In-Place Rehabilitation Plan – with Waiver

1. In-unit and relevant construction activities
2. The projected impact on tenants
    a. Methods for minimizing impact (such as hotel units or comm for day use)
3. If construction plans have changed since waiver, describe how.

At 60-Day Commencement update:

Changes to property rules and regulations, if applicable
Changes to property management, if applicable

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⌛ RELOCATION WORKBOOK CHECKLIST

APPLICATION STAGE	RELOCATION WORKBOOK CHECKLIST	COMPLETED
PRE-APPLICATION SUBMISSION	See DCA Relocation Manual for Permanent Displacement Waiver guidance. The following tabs must be completed for Waiver: Project Overview Timeline Demographics Notices (Relocation Information) Permanent Displacement	 ☐ ☐ ☐ ☐ ☐
APPLICATION SUBMISSION	Complete all workbook tabs. Documentation should be clear and consistent between all submissions. Project Overview Timeline Demographics HH Data and Rent Rolls Notices (General Information Notice) HH Moving Costs Budget Comparable Replacement Dwelling 104d Permanent Displacement	 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
60 DAY PRIOR TO COMMENCEMENT SUBMISSION	Update relevant workbook tabs as warranted. Changes must be submitted to DCA for written approval prior to implementation. Timeline Demographics HH Data and Rent Rolls Notices (NOE/NND) HH Moving Costs Budget (Updates) Comparable Replacement Dwelling 104d Permanent Displacement	 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
BEFORE RESIDENT MOVE OUT	Continue to submit updates as needed for applicable workbook tabs. Timeline (Updates) Notices (90 Day Notice & Notice of Moving Date) HH Moving Costs (Updates) Budget (Updates) Comparable Replacement Dwelling Permanent Displacement (Updates)	 ☐ ☐ ☐ ☐ ☐ ☐
QUARTERLY REPORTS DURING CONSTRUCTION	Any changes to relocation information, report change for approval to DCA immediately.	☐
FINAL ALLOCATION APPLICATION SUBMISSION	Complete final updates to workbook. Timeline (Final Updates) HH Data and Rent Rolls HH Moving Costs (Final Updates) Budget (Final Updates) Permanent Displacement (Final Updates)	 ☐ ☐ ☐ ☐ ☐