**GENERAL INFORMATION NOTICE (GIN)**

Subrecipient should use their own Letterhead

(Date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_(Tenant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subrecipient*\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* submitted an application on *\_*(date)\_ *\_\_\_\_\_\_\_\_\_\_* to

(Rehabilitate or Reconstruct)*\_\_\_\_\_\_* the property you currently occupy at (address)*\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* (Subrecipient) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may receive federal funding assistance from the Georgia Department of Community Affairs (DCA) under the Community Development Block Grant Disaster Recovery (CDBG-DR) program for the project.

We want you to know that this project may displace you temporarily or permanently. We advise you not to move out at this time. If you decide to move before receiving a move-out notice and instructions from us, we will not provide relocation assistance to you.

* **This is not a notice to vacate the premises.**
* **This is not a notice of relocation eligibility.**

Your rights as a displaced person derive from federal law, the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If some activity of the proposed HUD-funded project displaces you, the URA may make you eligible to receive relocation assistance.

To maintain your eligibility, you must continue to pay your usual rent and otherwise comply with the standard lease terms and conditions. **Eviction or voluntary move-out prior to receiving a formal notice of relocation eligibility will make you ineligible to receive relocation assistance**. If (subrecipient)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* obtains federal funds to rehabilitate this property, you may resume your lease and return to your present apartment (or another suitable, decent, safe and sanitary apartment in the same project) upon completion of construction. If your income makes you ineligible to return to the completed project, under the new federal funding restrictions, we will move you to a comparable unit that meets your household needs and that complies with decent, safe and sanitary standards.

# Eligible Relocation Assistance and Costs covered by us for you include:

1) Relocation advisory services: assistance with completing forms, explain relocation rights, locate comparable replacement dwelling units, and provide guidance throughout entire process.

2) Written notice at least 90 days before the date when you must move;

3) Payment for your moving expenses; and

4) Replacement housing rental payment assistance, or down-payment assistance to purchase, a comparable replacement home. Not all households qualify for this.

We cannot require you to move unless we make at least one comparable replacement dwelling available to you. URA gives you the right to appeal the agency’s determination if you believe that we did not properly evaluate your application for assistance.

**(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child. All persons seeking URA relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States. Public Law 105-117, does not apply to benefits under Section 104(d).**

**Caution:**

**Please remember, you must contact us before making any moving plans. We want to help you obtain all relocation benefits you qualify for.** Additionally, we will make reasonable accommodations for persons with disabilities and provide language assistance for persons with limited English proficiency. Please let us know if you need auxiliary aides, written translation, oral interpretation, or other assistance in order to fully participate in the relocation process.

**This notice does not establish your eligibility for relocation payments or assistance at this time.** If we determine that the project will displace you and require you to vacate the premises, we will inform you in writing. If the proposed project does not proceed, or if we determine that the project will not displace you, we will notify you of that in writing.

**Again, please do not move out before you receive definite guidance from us about your eligibility or ineligibility for relocation benefits.** We will do everything we can to respect your rights under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

Please retain this letter for your records. We will contact you soon about relocation eligibility. If you have any questions about this notice or the proposed project, please contact our representative:

Sincerely,

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

(Case Manager) (Date)

**Tenant’s Affidavit**

Notice Received by (print tenant’s name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenant Signature Date**

**Property Address Unit Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# NOTES TO THE PREPARER OF THE NOTICE:

1. The case file must indicate when and the manner in which this notice was delivered (e.g., personally served [signed and dated by tenant] or certified mail, return receipt requested).
2. Per Title VI of the Civil Rights Act of 1964, reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency must be made. HUD guidance is available at 72 FR 2732 to assist agencies in complying with this requirement. While the text provided regarding language assistance is not required and is provided for illustrative purposes only, providing appropriate translation and counseling for persons who are unable to read and understand required notices is mandatory. See 49 CFR 24.5.