

RELOCATION TIMELINE & PLAN TEMPLATE

NON-RESIDENTIAL TENANT

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.
3. **URA:** If applicable - provide property seller or ground lessor with Notice to Owner.

SUBMISSION

1. If permanent displacement is expected for the business, nonprofit or farm, submit a waiver.
2. Submit General Information Notices (GIN) draft with Pre-Application.

APPLICATION

ACTION

1. Distribute General Information Notices (GIN) to all impacted non-residential tenants.
2. Interview all businesses and nonprofits onsite.
3. Identify relocation options.
4. Complete Resident Information and Cost Estimate Workbook and include Relocation Budget.
5. Compose Preliminary Relocation and Displacement Plan containing all information indicated in, and organized according to, the DCA template.
6. Provide Move-In Notices to all businesses and nonprofits interested in moving into the project after the date the Pre-Application or NOFA was submitted.

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. 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.
3. Evidence of Non-Residential Eligibility:
 - a. Name and type of business being relocated, name of business owner(s).
 - b. Identify owner of the property being vacated (is it the displaced business or some other entity), copy of the property lease.
 - c. **URA:** certification of legal residence/citizenship or documentation supporting a hardship claim and DCA's determination.
4. Permanent Move records (*See Documentation and Administration in DCA Relocation Manual*).
5. 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*).
6. Relocation and Displacement Plan (*See Relocation Plan Template*).
7. Relocation Plan Certification signed.

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8. Applicant's Relocation Specialist's resume.
9. Federal funding application with submission date, if applicable.

IF APPLICATION DENIED

ACTION

1. Distribute Notice of No Relocation to non-residential tenants.

60-DAYS BEFORE COMMENCEMENT

ACTION

1. Continue to provide advisory services to all non-residential occupants.
2. Confirm Non-Residential Tenant needs, and eligibility for relocation.
 - a. Confirm Relocation Payments and associated costs.
3. Identify Comparable Replacement options.
4. Determine whether non-residential occupants choose:
 - a. Actual reasonable moving and related expenses; or
 - b. Fixed payment for moving expenses.
5. Update budget and plan.
6. 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 must be notified immediately 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 with applicable attachments;
 - b. Permanent Relocation: Comparable Replacement options;
 - c. Move-in Notices; and
 - d. HUD Brochure if appropriate
2. Occupancy records: rent rolls since date of last submitted rent roll.
3. Permanent Move Records (*See Documentation and Administration in DCA Relocation Manual*).
4. Updated Resident Information, Cost Estimate Workbook, and Relocation and Displacement Plan (if applicable).
5. Recordkeeping of complaints and resolutions.
6. Advisory Log.

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BEFORE TENANT MOVE OUT

ACTION

1. Inspect Comparable Replacement Options.
2. Distribute 90-Day Notices.
3. Distribute Notice of Moving Date.

DURING CONSTRUCTION & RELOCATION

ACTION

1. Manage logistics and emergencies for moving non-residential tenants.
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 businesses, non-profits, and farms 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 if information changes.

1. Updated Non-Residential Tenant Information and Cost Estimate Workbook.
2. Permanent Move records.

DCA may visit at any time during the application and construction period. Resident files/information, condition of space, 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;
 - b. Notice of Moving Date; and
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.

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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. Relocation & Displacement
 - i. For Non-Residential Tenants to be permanently displaced (with waiver) list:
 1. Number of tenants
 2. Name of Non-Residential Tenants
 - ii. Relocation Assistance Details
 1. Moving and Relocation Narrative to match and explain Relocation Workbook information
 2. Comparable Replacement Narrative to match Market Study and Relocation Workbook information
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
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
 - b. Identify any uncertainties and describe plan for what will be done in those cases

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

<u>APPLICATION STAGE</u>	<u>RELOCATION WORKBOOK CHECKLIST</u>	<u>COMPLETED</u>
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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
APPLICATION SUBMISSION	Complete all workbook tabs. Documentation should be clear and consistent between all submissions. Project Overview Timeline Demographics Tenant Data and Rent Rolls Notices (General Information Notice) Moving Costs Budget Permanent Displacement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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 Tenant Data and Rent Rolls Notices (NOE/NND) Moving Costs Budget (Updates) Permanent Displacement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
BEFORE TENANT MOVE OUT	Continue to submit updates as needed for applicable workbook tabs. Timeline (Updates) Notices (90 Day Notice & Notice of Moving Date) Moving Costs (Updates) Budget (Updates) Permanent Displacement (Updates)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
QUARTERLY REPORTS DURING CONSTRUCTION	Any changes to relocation information, report change for approval to DCA immediately.	<input type="checkbox"/>
FINAL ALLOCATION APPLICATION SUBMISSION	Complete final updates to workbook. Timeline (Final Updates) Tenant Data and Rent Rolls (Final Updates) Moving Costs (Final Updates) Budget (Final Updates) Permanent Displacement (Final Updates)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>