

MULTIFAMILY TENANT RELOCATION PLAN CERTIFICATION

DCA policy for Federal Tax Credit properties requires that applicants formulate a Relocation/ Displacement plan in accordance with the DCA Relocation Manual. In addition, under the Home Investment Partnerships Program (HOME), National Housing Trust Fund (NHTF) and Community Development Block Grant (CDBG) allocated by the Georgia Department of Community Affairs (DCA), 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.

NOTE: Budgetary Implications. Early, common sense planning is necessary to ensure that sufficient funds will be budgeted to comply with applicable law and regulations.

PROJECT PLANNING

A. **Avoid Displacements.** Consistent with the goals and objectives of the DCA program, Applicants that receive LIHTC or DCA-administered funds 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 must 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 must consider the feasibility of carrying out the project in stages.

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

C. **Consultation with Residents.** The Developer must consult with the occupants of the site to be acquired, rehabilitated, or demolished at an early stage (4% bonds before full application and 9% post-award at the latest). Resident participation in the design of a project will usually facilitate the project, meeting resident and non-residential tenant needs and for budgeting.

When holding public meetings, the meeting room must be accessible to all persons in the intended audience, regardless of ability.

D. **Determining Resource Needs.** While planning, the Developer must 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 feasible, the developer must conduct a site survey before submitting an Application and determine or estimate:

1. The number of households to be temporarily relocated;
2. Tenure (owner or tenant);
3. Tenant income;
4. Purchase cost or rent/utility costs;
5. Family characteristics;
6. Impacts on minorities, the elderly, large families, and the handicapped; and
7. Tenant advisory services required.

Compare this information with the availability of reasonably priced comparable temporary replacement dwellings.

E. **Estimating Relocation Costs.** During the planning stage, the Developer must budget for compensation for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, as described in the DCA Relocation Manual.

MOVING BENEFITS:

Actual reasonable moving expense and storage costs must be compensated by the owner/developer, for both the move to the temporary housing unit and return move to the tenant's housing unit or location. This must be paid to a bonded and licensed moving company. If tenant desires, the Developer may assist the tenant in obtaining a qualified mover. Advisory Services must work with each tenant to submit a moving cost estimate to the Developer prior to moving in order to determine if the cost estimate is reasonable. Failure to do so could result in the tenant not being fully compensated. See DCA Relocation Manual for full description.

TEMPORARY EXPENSES:

Temporary expenses for tenant households must be documented and reasonable. Eligible compensation include, but are not limited to:

- Any increase in 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 applicable) at the temporary unit and the tenant's current/new unit within the project.

In order to receive compensation, the temporary replacement dwelling must be decent, safe, and sanitary, and adequate to meet the tenant's occupancy needs. Tenants must be notified that a premature move may result in loss of eligibility for temporary relocation assistance unless approved by Advisory Services.

The Developer must submit all required application documents to assure that the Developer has attempted to identify accurately 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 DCA Relocation/Displacement Manual and that the budgetary information provided in the Relocation/Displacement Plan is sufficient to meet DCA policies and (if applicable) 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 _____, 20__ by the

Director and Board of _____, Developer, State of Georgia.

ATTEST:

BY: _____
Authorized Developer Official