ADMINISTRATION & RECORD KEEPING

PERMANENT MOVE RECORDS

Residents and Non-Residential Tenants that move offsite without relocation assistance will be considered displaced unless proven otherwise. The Applicant is responsible for proving that such Residents and Non-Residential Tenants were ineligible. To do so, Applicant must submit the following documentation to DCA for each non-displaced permanent move from the date Occupancy Records are required (*see below*):

1. Reason to Move Certification;
2. If Residents and Non-Residential Tenants does not execute notice or certification, provide records of any notices and personal contact regarding the move-out, such as those that explain that they will not qualify for relocation payments as a displaced person;
3. A reason for the move. Justifiable reasons include the following:
    a. The Resident or Non-Residential Tenant was lawfully evicted. Documentation to support eviction for cause is required (49 CFR 24.206);
    b. Documentation to support a determination that a person was not a legal occupant of the property; or
    c. **URA** – see 49 CFR 24.2(a)(9)(ii) for what qualifies a person as not displaced.
4. Notices provided at the appropriate time, to ensure that the Residents and Non-Residential Tenants were aware of their potential or actual eligibility for relocation assistance. For example:
    a. The Resident or Non-Residential Tenant moved in after ION and was provided the Move-In Notice before signing a lease or moving in;
    b. The Resident or Non-Residential Tenant received timely written notice that they would not be displaced; or
    c. HOME, NHTF and CDBG: The Resident received a timely offer of a reasonable opportunity upon construction completion, to lease and occupy a suitable and affordable decent, safe and sanitary dwelling in the development. See HOME - 24 CFR 92.353(c)(2), NHTF - 24 CFR 92.352(c)(2), CDBG - 24 CFR 570.606(b)(2).
5. For involuntary moves, supporting documentation (such as eviction outcome); and
6. A copy of any appeal or complaint filed and Owner or Applicant response.

OCCUPANCY RECORDS

At each submission date, Applicant must provide DCA updated Occupancy Records (in an Excel spreadsheet).

1. Application Submission: All persons occupying the property on the earliest of the following dates:
    a. Three months prior to pre-application (or application if no pre-application submitted);
    b. Notice of Funding Availability publication;
    c. The date the applicant obtains site control; or
    d. The date at which the land became intended for federal funds (if applicable).
2. After Award & Household Certification: All persons moving onto or off the property after the date in Application Submission;
3. During Construction and Relocation: All persons moving onto or off the property; and
4. Final Allocation Application: All persons moving onto or off the property up until project completion.

HOUSEHOLD DOCUMENT SUBMISSION

List households in the same order for each type of document (Tenant Info and Cost Estimate Workbook, rent rolls, notices, payments, etc.).

TEMPORARILY RELOCATED AND PERMANENTLY DISPLACED HOUSEHOLD FILES

Applicant must provide DCA separate household files that include documentation that is sufficient to demonstrate that Applicant verified the person's relocation needs, current situation, and their eligibility for relocation assistance, based on applicable regulations and programs.

1. Residential Occupants. The documentation described below is applicable to both Residents and, if acquisition requirements are not fulfilled, property owners, except where noted:
    a. Completed Household Data Forms;
    b. Income documentation: Acceptable documentation includes Form 50058 (public housing or Section 8 households), file audit (for re-syndication), Household Form, Tenant Income Certifications (TIC). DCA may request supporting documents such as; wage statement from employer(s), W-2s, copy of current tax return; if employment is sporadic obtain a self-certification; Government and/or private pensions, disability payments, benefit income (such as welfare, SSI, etc.) can be documented with a copy of an eligibility letter or statement, check or record of regular bank deposits; and other reasonable evidence of income accepted under HUD subsidized housing programs;
    c. Rent and utility costs for the displacement, comparable, and replacement units (also applicable to owner-occupants who decide to rent replacement housing rather than purchase replacement housing):
        i. Acceptable documentation includes copies of a lease rent receipts, utility receipts, statement from utility company(ies); or other similar evidence. Utilities included in the rent and those that must be paid separately by the household need to be identified and calculated. Form HUD-40061 (Appendix 12) may be used to summarize and record the rent and utilities information obtained on the displacement and comparable units (but is not a substitute for required documentation); and
        ii. **104(d)** Use 104(d) Rental or Purchase Claim;
    d. Copy of all notices (as applicable) displaying the person's name and mailing address, and evidence of delivery by certified or registered first class mail, return receipt requested, or a certification of hand delivery;
    e. Dates of personal contacts and advisory services provided (Applicant may use Handbook 1378 Appendix 10, Record of Advisory Assistance and other Contacts, may be used for this purpose);
    f. Permanent Displacement: Records of referrals to Comparable Replacement dwellings, date of referral, date of availability, reason(s) person declined referral;
    g. Inspection(s) of the chosen replacement dwelling for decent, safe, and sanitary conditions (Use DSS Inspection Certification or HQS Form);
    h. Moving cost estimates, bids, or amount determined based on current Fixed Residential Moving Cost Schedule (see 24 CFR 24.302);
    i. Copies of all relocation claim forms and related documentation, evidence that person received payment and, if applicable, evidence of housing subsidy paid from other sources (e.g., Housing Choice Voucher);
    j. Documentation to support why a claim was not made or was not paid: e.g., displaced person who moved on his/her own, moved prior to Notice, failed to provide requested

information/documentation to support a claim, or a signed statement indicating the person's decision not to claim part or all of the assistance offered, etc.;

k. Residents or Non-Residential Tenants who receive down payment assistance: Purchase agreement, final executed closing statement/escrow documents (HUD-1), copy of recorded deed indicating book and page;
l. Copy of any appeal or complaint filed and response(s) from Applicant and DCA;
m. **URA:** Documentation supporting a hardship claim and DCA's determination (for persons not lawfully present in the US); and
n. **URA:** for owner occupied and non-residential:
    i. See Owner Occupied properties (HUD Handbook 1378 Chapter 6-6 (2)); or
    ii. See Non-Residential Occupants (HUD Handbook 1378 Chapter 6-6 (3)).

2. Non-Residential Tenants: The following is required for tenants and, acquisition requirements are not fulfilled, owners.
    a. Name and type of business being relocated, name of business owner(s);
    b. Certification of legal residence/citizenship or documentation supporting a hardship claim and DCA's determination;
    c. Identify owner of the property being vacated (is it the displaced business or some other entity), copy of the property lease;
    d. Survey of relocation needs (URA - Appendix 9, Site Occupant Record, may be used for this purpose);
    e. Information on advisory services provided (URA - Appendix 10, Record of Advisory Assistance and Other Contacts, may be used for this purpose);
    f. Moving cost estimates, bills and/or receipts for actual moving and related expenses; or documentation supporting the alternative fixed moving expense calculation (URA - 49 CFR 24.305);
    g. Documentation to support all related nonresidential eligible expenses (URA - 49 CFR 24.303);
    h. Documentation supporting reestablishment expenses and searching costs (URA - 49 CFR 24.304) including receipts, bills, lease, etc.; and
    i. Copies of any inspection(s) of personal property at the displacement and replacement sites (URA - 49 CFR 24.301(i)(2).

QUARTERLY REPORTING AND VISITS

Submit to DCA quarterly to relocationreview@dca.ga.gov.

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.