TIMELINE

PRE-APPLICATION SUBMISSION	• Distribute General Information Notice • Begin providing Move-In Notices • URA: Voluntary Acquisition agreement • 9% Permanent Displacement: Submit waiver
APPLICATION SUBMISSION	• Interview Residents & Determine Eligibility • Submit Plan, Workbook, and supporting documents
COMMENCEMENT SUBMISSION	• Submit Updated Plan and Worksheet • Submit Notices of Eligibility or Non-Displacement • Provide advisory services, identify Temporary, Comparable Replacement Housing • Submit Project Concept Change if new Permanent Displacement identified
Before Moving Residents	• Inspect Temporary and Comparable Replacement Housing for Decent, Safe, and Sanitary (DSS) Conditions • Distribute 90- and 60-day Notices, Notice of Moving Date
During Construction & Relocation	• Manage moving logistics and emergencies • Process claims, payments, and grievances
FINAL ALLOCATION APPLICATION SUBMISSION	• Submit remaining Notices • Submit DSS forms • Submit claims, payments, grievances • Complete logistics for Return move • Submit Project Concept Change if new Permanent Displacement identified
Continued Compliance	• Lease addendum required

PRE-APPLICATION

ACTION

1. Determine program-specific Initiation of Negotiation (ION) and displacement consideration trigger. (*See Relocation Considerations*).
2. **URA:** Provide property seller or ground leasor with Notice to Owner and Pre-Contract Agreement. (*See HOME Manual)*.
3. Applicant employs a Relocation Specialist to provide advisory services to relocation efforts.
4. Distribute General Information Notices (GIN) to all impacted residents and non-residential tenants.

SUBMISSION

1. If permanent displacement is expected for 9% Application, submit waiver.

APPLICATION

ACTION

1. Interview heads of households.
2. Fill out DCA Household Data Form or gather equivalent (*see Submission below*).
3. Identify relocation housing options.
4. Complete Resident Information and Cost Estimate Workbook (Application Submission and budget sections). Adjust proposed unit designations in Core Application to maximize households who can return. Include Relocation Budget in Uses tab.
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 persons interested in moving into project after the date the Pre-Application or NOFA was submitted.
7. **RAD:** Distribute RAD Information Notices (RINs) to all households.

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: Please read "Instructions" sheet of the workbook for how to complete. 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 (*see DCA Income Averaging Policy*).
    b. HUD subsidized properties: 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.

e. Businesses, farms, non-profits:

i. Name and type of business being relocated, name of business owner(s).

ii. Identify owner of the property being vacated (is it the displaced business or some other entity), copy of the property lease.

iii. **URA** certification of legal residence/citizenship or documentation supporting a hardship claim and DCA's determination.

5. Permanent Move records: **(***See Administration and Recordkeeping)*.
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 Administration and Recordkeeping)*.
   a. Resyndication: Affordable rent roll report.
7. Relocation and Displacement Plan: (*See Relocation Plan Template)*.
8. Multifamily Tenant Relocation Plan Certification signed.
9. Applicant's Relocation Specialist's resume.
10. Federal funding application with submission date, if applicable.
11. **URA**
    a. Executed Pre-Contract Agreement.
    b. The following notices signed or accompanied by certified mail return receipts:
       i. Notice to Owner.
    c. HUD Brochure.
12. **RAD**
    a. Copies of RINs signed by heads of households or accompanied by certified mail return receipts.
    b. If households may be permanently displaced and Applicant received waivers of right to return, these must be submitted.

IF APPLICATION DENIED

ACTION

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

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 and non-residential occupants.
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 and non-residential occupants 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

Make sure all information is clear and consistent between documents. The following is due for all Awarded/Allocated deals. Submit documentation to relocationreview@dca.ga.gov.

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- or 60-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;
    b. Permanent Relocation: Comparable Replacement Dwelling options;
    c. Move-in Notices; and
2. Evidence of Posters: Photos of the Posters in common areas with descriptions of location.
3. Occupancy records: rent rolls since date of last submitted rent roll.
4. Permanent Move Records: (*See Administration and Recordkeeping*).
5. Updated Resident Information and Cost Estimate Workbook.
6. Full Income Documentation (or TIC). For resyndication, initial/original Tenant Income Certifications (TICs) or recertifications and report.
7. Updated Relocation and Displacement Plan.
8. Recordkeeping of complaints and resolutions.
9. Advisory Log.
10. Executed commitment by Applicant and Limited Syndicator, if applicable.
11. **RAD**
    a. Evidence of notification to residents whose relocation is anticipated to exceed 12 months that they may choose to voluntarily accept permanent displacement assistance and waive their right to return rather than be temporarily relocated.
    b. Evidence of notification to residents who may be precluded from returning to the rehabilitated project due to proposed plans that they may object to such plans and that their objection would require the plans to be altered to accommodate their right to return.
    c. Evidence of notification to residents who may be precluded from returning to the rehabilitated project due to proposed plans that they may object to such plans and that their objection would require the plans to be altered to accommodate their right to return if residents waived their right to return, copies of signed waivers.
    d. Copies of signed alternative housing option offers.

BEFORE MOVING RESIDENTS

ACTION

1. Inspect Comparable Replacement and Return Housing for DSS.
2. Distribute 90-Day Notices (Permanent Displacement) and 60-day Notices (Temporary Relocation).
3. Distribute Notice of Moving Date.

DURING CONSTRUCTION & RELOCATION

ACTION

1. Manage logistics and emergencies for moving residents and 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 residents, 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 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.

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. 60-Day Notice;
    c. Notice of Moving Date; and
    d. Move-In Notices.
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. Completed Decent, Safe, and Sanitary (DSS), Uniform Physical Condition Standards (UPCS) or Housing Quality Standards (HQS) forms.

6. Records of referrals to Comparable Replacement dwellings (form, date of referral and availability, reason(s) person declined).
7. Claims and evidence of moving cost and housing payment. (*See Administration & Recordkeeping*).
8. Advisory Log: Dates of personal contacts and advisory services provided. (*See Administration & Recordkeeping*).

CONTINUED COMPLIANCE

Review DCA's HOME Manual, Section XVIII for "Tenant and Participant Protections".