NOTICE REQUIREMENTS

Applicants are responsible for informing impacted residents and non-residential tenants of their rights, sending the required information and notices, and providing relocation assistance.

Applicants must:

- **Use applicable DCA-provided notices.**
- **Adjust notices to reflect individual households' needs and assistance.**
- **Translate notices (if applicable) to preferred language and reading accommodations**.

Permanent Displacement	Temporary Relocation	Relocation 12 + Months	Non-Residential Tenants
• GIN; • Notice of Relocation Eligibility (NOE) with Comparable Replacement Dwelling form; • 90-Day Notice; • Notice of Moving Date; and • Relocation Poster.	• GIN; • Notice of Non-Displacement; • 60-Day Notice; • Notice of Moving Date; and • Relocation Poster.	• GIN; • Notice of Non-Displacement; • 90-Day Notice; • Notice of Moving Date; and • Relocation Poster.	• GIN; • Notice of Non-Displacement or NOE/NND (if relocation is more than 12 months); • 90-Day Notice (if relocation is more than 12 months) or the 60-Day Notice; • Notice of Moving Date; and • Relocation Poster.

If an alternative is required for a HUD-program (and not an Optional Guide Form), submit documentation to DCA in advance of distribution. If the notice is in addition to those provided by DCA, include at relevant Submission. Notices must include the Applicant's Relocation Specialist and/or Applicant contact information (phone, email, and physical address) and be personally served with a signature receipt or sent by certified or registered first class mail, return receipt requested.

1. General Information Notice (GIN). The GIN informs all occupants of a possible project and of their rights under the DCA Relocation Manual and other applicable regulations. This notice advises the household not to move at this time and advises them of the likelihood of potential relocation or displacement.
   Must be provided 15 days before whichever is earliest:
   a. If the applicant has site control, the date of the initial submission of the application for federal funding or assistance;
   b. If the applicant has site control, the date of the Pre-Application for LIHTC; or
   c. If site control is not obtained until after "i" or "ii" stated above, the date the applicant obtains site control.

   URA: Notice must include HUD's brochure (www.hudexchange.info/programs/relocation/publications/).

If an Application was previously denied, the GIN must include the following "This is the *(ie. Second, third, etc.)* application for funding to rehabilitate/redevelop the building in which you live. Please disregard previous notices regarding redevelopment."

2. **RAD** General Information Notice (RIN). Informs all occupants of a possible project and of their rights under the Relocation Assistance Demonstration (RAD). (HUD Notice H 2016-17)

3. Notice of No Relocation: If Applicant does not receive award and/or sale of property does not go through, Applicant should provide written notice to residents to inform them of the change and that there will no longer be potential to move.

4. Move-In Notice. Notifies residents and non-residential tenants, that the development may be rehabilitated or demolished and reconstructed and that they will not be eligible for relocation assistance.
    a. **URA** only: Written notice provided to a person who is interested in moving into a development after the date an Application for federal assistance was submitted (often referred to as a "subsequent occupant"). If the person is provided with such a Notice (1) before leasing and occupying the property and (2) agrees to occupy the property under the terms of the notice, the person is not eligible for relocation assistance.
    b. Other funding sources, do not provide a Move-In Notice. Instead do the following:
        i. If household desires to move in before eligibility determinations, then a GIN must be provided in advance of moving in or signing a lease; or
        ii. If household desires to move in after eligibility determinations, then household eligibility must be determined. The GIN and, based on tenant's eligibility, the Notice of Eligibility or Notice of Non-Displacement must be provided to household in advance of moving in and signing a lease.

5. Notice of Eligibility (NOE): Notice provided to persons who will be permanently displaced.
The NOE must be distributed promptly after the Initiation of Negotiations and more than 90 days before moving date. This Notice must be specific to the person and their situation so that they will have a clear understanding of the type and amount of payments and/or other assistance they may be entitled to claim. (49 CFR 24.203(b)). The NOE must include the following:
    a. Must include three options for Comparable Replacement Dwellings;
    b. The terms of the moving and housing assistance;
    c. The estimated amount of assistance based on the displaced person's individual circumstances and needs;
    d. The procedures for obtaining the assistance; and
    e. Options to appeal.
    f. **RAD**: Residents must be informed in writing that their acceptance of voluntary permanent relocation, with the associated assistance, would terminate their right to return to the rehabilitated project. Residents must be provided at least 30 days to decide whether to be temporarily relocated or voluntarily permanently displaced.

6. Notice of Non-Displacement (NND): Notice provided to persons who will be temporarily relocated and not permanently displaced for a project. Such persons, however, may be required to move to another unit onsite or offsite temporarily while the property is developed. If an accurate and timely NND was provided before a tenant moves and the tenant voluntarily moves before the

designated date, the tenant is presumed to be ineligible for relocation assistance. (URA – see HUD Handbook 1378, 1-4(AA).

NND must be distributed promptly after the Initiation of Negotiations and more than 60 days before moving date. Notice must include the following:

a. The terms of the moving and housing assistance;
b. Rent upon return;
c. Any projected changes to lease terms at lease renewal;
d. Any change in house rules, community standards, and other policies; and
e. Whether tenant will not return to the same unit and if not, specifics about the different Return Housing.

7. Combined Notice of Eligibility and Notice of Non-Displacement (NOE/NND): Notice provided to persons who are temporarily relocated for more than 12 months and are offered displacement assistance. Such households have a choice between:
    a. Temporarily for an agreed upon period;
    b. Move permanently to the home you temporarily move to, if it is available; or
    c. Move permanently elsewhere (and, if **RAD**, waive their right to return).

    The NOE/NND must include all provisions of an NOE and an NND. NOE/NND must be distributed promptly after the Initiation of Negotiations and more than 90 days before moving date.

8. 90-day Notice: Notifies tenant of moving date and moving logistics for Permanent Displacement or Temporary Relocation for over 12 months. Notice must:
    a. Be distributed more than 90 days before tenants will be required to move;
    b. Be distributed after, or with, the NOE/NND;
    c. Include the specific date by which tenants must move or provide an estimate of the date. If the latter, the Notice of Moving Date must be distributed more than 45 days prior to the date tenants must move;
    d. If not in the NOE, must identify Comparable Replacement Dwelling available for the resident's moving date. Include details in this notice unless provided earlier; and
    e. Include moving logistics, if move is not a self-move.

9. Combined NOE and 90-Day Notice. Where time to begin work on the project is critical, HUD policy permits an NOE and a 90-Day Notice to be combined into one Notice and issued on or before ION (e.g., where moving tenants before snowfall will enable the project to move forward with roof replacements).

    All persons must still be provided with a minimum of 90-days' notice prior to requiring that they move, unless DCA approves otherwise. If URA is triggered, the urgent need provisions in 49 CFR 24.203(c)(4) must also be met.

10. 60-Day Notice. Notifies tenant of moving date and moving logistics for Temporary Relocation for fewer than 12 months. Notice must:
    a. Be distributed at least 60 days before tenants will be required to move;
    b. Include the specific date by which tenants must move or state that the tenant will not be required to move for at least 60 days and that the Notice of Moving Date will be distributed no less than 30 days prior to the date tenants must move;

c. Not be provided until Temporary Housing is identified and will be available for the resident's moving date. Include details in this notice unless provided earlier; and
d. Include moving logistics unless move is a self-move.

11. Notice of Moving Date. Informs tenants of the specific date by which they must move. Must be provided at least 30 days prior to the date by which tenants must move.

12. Poster. Within 15 days after award, the Applicant or property manager must post at least one (1) relocation notification poster in the project rental office and one (1) poster in each building clearly visible inside building entrance. These must:
    a. Remain in place for the duration of the relocation period when residents are living on the property;
    b. Be replaced if damaged or destroyed; and
    c. Be at least 11 by 17 inches and a minimum 14-point font or greater to ensure its readability.