**GUIDEFORM NOTICE OF ELIGIBILITY**

**NON-RESIDENTIAL RELOCATION ASSISTANCE**

**Must be on Grantee or Agency Letterhead**

Date:

Tenant Name:

Apartment Name: Apt. #

Street Address:

City, State, Zip Code:

Dear :

On (*date*) , the (*Developer, Public Housing Authority (PHA), other*), notified you of proposed plans to (*acquire, rehabilitate, demolish or convert*) the property you currently occupy at (*address*) . On (*date*) , the project was approved and will receive funding from the Georgia Department of Community Affairs (DCA) under the Housing Tax Credit program and from U.S. Department of Housing and Urban Development (HUD) under the *(HOME/NHTF/CDBG/RAD/other)* program. Construction is expected to begin on (*date*).

It is determined that you will be displaced by the development and are not currently eligible to return after construction is complete. Since you are being displaced because of a federally funded development, you will be eligible for moving and reestablishment payments calculated under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

**This is your Notice of Eligibility for relocation assistance.**

**The effective date of your eligibility is**  **.** *(Insert date of Initiation of Negotiations, see 49 CFR 24.2(a)(15) or applicable HUD program regulations)*

If, later, your circumstances change, you believe you have become eligible, and would like to return, please contact the Relocation Specialist or property management.

You do not need to move now.You will be provided with advance written notice of the date by which you will be required to move. This date will be no less than 90 days from the date comparable location has been made available to you.

RELOCATION ASSISTANCE

You can get the following relocation assistance:

Relocation Advisory Services. Including counseling and other assistance to help you find another location and prepare to move.

Payment for Moving and Reestablishment Expenses. You are eligible for:

1. A payment for your actual reasonable moving and related expenses; including payment for reestablishment expenses of up to $10,000, or
2. fixed moving payment for your actual reasonable and necessary moving and reestablishment expenses. The fixed moving payment ranges from a minimum of $1,000 to a maximum of $20,000 depending on a number of factors.

(NOTE: If you would like to receive relocation assistance and cannot provide documentation that shows you are lawfully permitted to reside in the United States, please send Relocation Specialist a written explanation of the hardships your household would face without relocation assistance. The Relocation Specialist will then provide the explanation to Georgia DCA for their review. See contact information below.)

QUESTIONS, RIGHTS, COMPLAINTS

Following this letter is a brochure entitled, *Relocation Assistance to Displaced Businesses, Nonprofit Organizations*. Please read the brochure carefully. It explains your rights and provides additional information on eligibility for relocation payments and what you must do in order to receive these payments.

If you have any questions about this letter and your eligibility for relocation assistance and payments, please contact (*name*) , (*title*) using the information listed below. They will assist you with your move and help make sure that you continue to be eligible for all relocation payments. To help you fully participate in the relocation process, reasonable accommodations can be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency. Please let us know if you need auxiliary aides, written translation, oral interpretation, or other assistance to fully and comfortably participate in the relocation process.

You also have the right file to complaints (grievances) and appeal the determination if you feel that your application for assistance was not properly considered. If you would like to file a grievance or an appeal, please contact us or the Housing Development Relocation Specialists of the Department of Community Affairs (contact information below).

Remember, do not move or commit to the purchase or lease of a replacement location before we have a chance to further discuss your relocation assistance. This letter is important to you and should be kept for your personal records.

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| **Important Contact Info** | |
| **Relocation Specialist**  (for questions about relocation, assistance, and to file grievances) | Name:  Mailing Address:  Phone:  Email: |
| **DCA Housing Development Relocation Specialists**  (to file grievances and appeals) | Online Form: <http://form.jotform.com/82054715249155>  Phone: (800) 359-4663  Email: [relocationreview@dca.ga.gov](mailto:compliance@dca.ga.gov) |

Sincerely,

(name & title)

Attachment/s

* *Brochure "* *Relocation Assistance to Displaced Businesses, Nonprofit Organizations” (for URA)*

<https://www.hudexchange.info/programs/relocation/publications/>

*Remove from Notice before distributing to Tenant*

NOTES

\* Title VI of the Civil Rights Act of 1964 requires agencies to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency. HUD guidance is available at 72 FR 2732 to assist agencies in complying with this requirement. While the text provided regarding language assistance is not required and is provided for illustrative purposes only, providing appropriate translation and counseling for persons who are unable to read and understand required notices is mandatory. See 49 CFR 24.5.