

EXHIBIT H-18
HOME RELOCATION PLAN

IFA will accept Applications that have displaced (or will displace) tenants, although involuntary permanent displacement of existing tenants is strongly discouraged. IFA reserves the right to reject any Application that fails to minimize permanent displacement of tenants and/or provide an adequate relocation plan. An initial relocation plan and relocation budget must be submitted to IFA at the time of application submission. This plan must describe the manner in which the displacement of tenants will be handled. Initially, we will need to be informed as to whether the relocation will be temporary relocation only or if there is the possibility for some "permanent displacement". If a project is awarded HOME funding, you will need to provide IFA with a more detailed relocation plan that includes a specific relocation budget, at that time.

Project Name _____

Relocation Type (check all that apply)

Temporary

Permanent

Uniform Relocation Act (URA) requirements apply

If URA applies, specify the agency responsible for monitoring compliance: _____

Section 104(d) requirements apply

If Section 104(d) applies, specify the agency responsible for monitoring compliance: _____

Units

Number of current Project units with existing tenants _____

Number of total rental units available after Project completion _____

Number of Project units anticipated to require temporary relocation _____

Number of Project units anticipated to require permanent relocation _____

Tenants

Displaced tenants will be (check all that apply):

Relocated to vacant units within the Project

Relocated to vacant units in other comparable decent, safe, and sanitary replacement housing

Given Housing Choice Vouchers (Section 8)

Other (specify) _____

Budget

Identify the source(s) of funds anticipated to pay for relocation plan expenses: _____

\$ _____ Rental assistance payment

\$ _____ Moving expenses

\$ _____ Utility relocation costs (including telephone and cable)

\$ _____ Tenant communication (notices, translation, relocation advisory services)

\$ _____ Relocation plan administrative expenses

\$ _____ Other (specify): _____

\$ _____ TOTAL RELOCATION BUDGET*

*Total must equal the Temporary and Permanent Relocation Costs listed in the Application.

The initial relocation plan for a project must include the following information and should be attached with this Exhibit upload:

- A description of the rehab project with a description of how many tenants might need to be “temporarily relocated” and/or the possibility of tenants who might be “permanently displaced”.
- Characteristics of the households to be displaced, including the race/ethnicity of those to be displaced, income ranges, and a description of how any persons with special needs will be provided for.
- A budget identifying anticipated relocation expenses as well as sources and uses of funds.
- A project schedule identifying the various stages from the beginning through the end of the displacement-causing activities.
- A list of all addresses of the occupied buildings in the proposed property.
- Description of available resources, including information on the supply of affordable replacement housing in the area, when permanent relocation or temporary off-site relocation is necessary.
- Description of what measures will be taken to help displaced persons who may be hard to house because of family size, economic status or social problems. Please provide information on tenants who may require the use of “last resort housing measures” in order to provide them with the required replacement housing on a timely basis.
- Identify any social and/or supportive service agencies that will be given as referrals to the tenants, as appropriate.
- Provide a sample of the General Information Notice (GIN) sent to the tenants who will be permanently relocated, those who will be temporarily displaced, and those who will not be displaced at all (neither permanently nor temporarily).
- Describe the temporary relocation to be provided – what services, the amount of assistance, the timing, and the housing units to be used for the temporary dwellings.
- The organization that will be providing the relocation services must be described, including information about their level of experience and history working with relocation and the URA regulation.
- Description of the records to be maintained.

Records to be kept in compliance with relocation process include:

- Evidence of timely written notice to all tenants of displacement, including copies of all notices provided to tenants.
- Evidence that tenants have been informed of their eligibility for relocation assistance and available benefits, including copies of all notices provided to tenants.
- Evidence of timely receipt of new lease at suitable alternative dwelling.
- Evidence of relocation plan benefits paid to displaced tenants, including reimbursement for reasonable out-of-pocket expenses.