

Technical Assistance Package for Demolition/Disposition Applications - Relocation Plan

Section 7, Lines 2 - 8

Relocation Plan

The relocation plan for _____ involves the clearance of _____ units. Relocation housing will be decent, safe and sanitary with rents no higher than those permitted by the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

Originally built in 19__, the complex is located on approximately __ acres and consists of __ dwelling units in __ buildings. The current units mix is as follow:

- __ - one (1) bedroom units
- __ - two (2) bedroom units
- __ - three (3) bedroom units
- __ - four (4) bedroom units
- __ - five (5) bedroom units

There are currently __ residents living in the development comprising ____ families.

The proposed plan is to completely vacate the units that are scheduled for Demolition/Disposition.

The residents in the affected units/buildings will be relocated to (select all options that apply):

Possible Relocation Options	
A	Vacant Units within the Development
B	Vacant Units in other Developments
C	Section 8 Certificates or Vouchers
D	Other, or a Combination of All Options

A Relocation Officer has been appointed who will oversee the entire relocation program. The Relocation Officer will also be available at all times to address resident questions and/or concerns.

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Our current plan is to utilize funds from the FFY__ budget of the (e.g. CIAP, CGP, MROP, CDBG, Operating Budget) which will allocate \$_____ for relocation assistance at the subject development.

The basic moving cost for this development is estimated at \$_____ per unit for a total of \$_____ .

This sum includes the following components:

1. Utility relocation costs (telephone and cable TV) at an estimated cost of \$____ per unit for a total of \$_____.
2. The cost of administering this relocation plan and providing assistance, counseling and education throughout the course of this development is estimated at \$__ per family for a total of \$_____.
3. Physical move of the residents' belongings at \$__ per unit for a total of \$_____.

Record Keeping Procedures

Records will include:

- i. Evidence that residents received timely written notice informing them that they will not be displaced as a result of this development as required by section 970.8;
- ii. Evidence that residents received a timely offer to lease a suitable dwelling in the complex;
- iii. Evidence that residents were reimbursed for any out-of-pocket expenses incurred in connection with any temporary relocation or a move to another unit in the development;
- iv. Forms to be utilized will include;
 - a. Site Occupancy Records
 - b. Records of Advisory Assistance and Other Contacts
 - c. Claims for Moving and Related Expenses
 - d. Residential Relocation and Management Report

These records will be prepared/updated by the development managers and will be kept on file at each of the affected developments. Records will also be copied to a master file located in the Relocation Office.

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The residents will receive notification of the general relocation as soon as the demolition/disposition application for the development has been approved by HUD. The notice will describe the assistance to be provided and the procedures for obtaining the assistance.

A certification of compliance with the URA is included with the other certifications required by this program.