



# Checklist of Documentation Required for Relocation Activities

Federal Uniform Relocation Act (URA) and

MHDC's Relocation Assistance Policy

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## Stage 1 - Initial Application Package

The following documents must be submitted with the initial application for funding, whether the development involves only temporary relocation or permanent displacement of tenants:

- Seller Certification (MHDC Form FIN-305)
- Signed Acceptance of MHDC Relocation Policy Form
- Relocation Plan
- Tenant List
- Draft Notices (GIN and 30-Day Notice, plus 90-Day Notice if permanent displacement is necessary)

**All documentation listed for Stage 1 is required if the potential for relocation exists, regardless of ownership of property or current site control at the time of application submission.**

*See following pages for details on each document's requirements.*



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**Relocation Plan** – Must include **all** of the following elements:

- Description of the Anticipated Relocation Process 
  - Provide a **detailed** description of the overall relocation needs of the persons, businesses, farms, or nonprofit operations that may be displaced by the MHDC-assisted activities or required to relocate temporarily. Include a detailed description of how those needs will be met.
- Timeline for Relocation Activities 
  - Provide a projected timeline for fully meeting the described relocation needs, including anticipated dates for tenant advisory services, temporary moves, and development completion.
- Itemized Relocation Budget
- List of Each Building to be Renovated with Street Addresses
- Description of Available Resources to be Used 
  - Include information on the supply of affordable replacement housing in the area, when permanent relocation or temporary off-site relocation is necessary.
  - Identify any social and/or supportive service agencies that will be given as referrals to tenants.
- Last Resort Housing Measures 
  - Describe what measures will be taken to help permanently displaced persons who may be hard to house because of family size, economic status or social problems.
  - Provide information on any households who may require the use of the “last resort housing measures” in order to provide them with the required replacement housing.



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## Stage 1 - Initial Application Package

**Relocation Plan** – Must include **all** of the following elements:

- Description of Services to be Provided to Tenants during the Relocation Process
- Organization and Contact Person for Relocation Process 
  - *Include contact information*
  - *Clarify if tenants will have a different contact person than MHDC*
  - *Identify the Development Team's relocation consultant/coordinator, if applicable, and provide the contact information that will be given to tenants.*
- Description of Records Maintenance 
  - *Describe what relocation records will be kept and for how long*

**Tenant List** – Must include **all** of the following elements:

- Family Name
- Unit Address
- Number in Each Household
- Current Rent Amount
- Rental Assistance Amounts (if any)
- Gross Annual Income
- Race/Ethnicity Information



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## Stage 1 - Initial Application Package

### Copies of Draft Notices

- General Information Notice (GIN)
- 90-Day and 30-Day Notices 
  - *90-Day Notice should state the specific date by which the property must be vacated OR specify the earliest date by which the occupant may be required to move.*
  - *If you gave the specific date by which the property must be vacated in the 90-Day notice, the 30-Day notice is not necessary.*
  - *If you did NOT give the specific date in the 90-Day Notice, you will need to send the vacate notice at least 30 days in advance for all temporary relocation.*
- Notice of Non-Displacement or Notice of Eligibility 
  - *Tenants who will need to relocate temporarily, or who will only need to make one move into a renovated unit, should be issued the Notice of Non-Displacement. Tenants who will be permanently displaced should be issued the Notice of Eligibility.*

**Any missing or incomplete Stage 1 documentation may result in delays in application approval and/or funding reservations.**



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## Stage 2 – FIRM Commitment Submission

The following documents must be included with the firm submission, whether the development involves only temporary or permanent displacement of tenants:

- Updated Relocation Plan (as needed) – Including all of the following elements:
  - Detailed Description of the Anticipated Relocation Process
  - Timeline for Relocation Activities
  - Relocation Budget
  - List of Each Building to be Renovated with Street Addresses
  - Description of Available Resources to be Used
  - Last Resort Housing Measures
  - Description of Services to be Provided to Tenants during the Relocation Process
  - Organization and Contact Person for Relocation Process
  - Description of Records Maintenance
- Updated Tenant List – Must be current at time of FIRM Submission 
  - *MHDC will request additional move in and/or move out documentation to document tenant turnover*
- Proof that Advisory Services (Tenant Interviews/Community Meetings) have been provided 
  - *Include a meeting agenda and/or what topics were covered*
- Sign-In Sheet (with unit numbers) for Who Participated in Tenant Interviews/Meetings
- Copies of Tenant Notices for New Move-Ins (MHDC Form FIN-310)

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## Stage 2 – FIRM Commitment Submission

- List of Tenants Who Have Been Evicted for Cause Since Application Submission to MHDC 
  - *Include supporting information such as documentation from the court*
- List of Tenants Who May be Over-Income or Rent-Burdened After the Rehabilitation 
  - *A household is rent-burdened if their rent is more than 30% of their average gross monthly income*
- Documentation of Permanently Displaced Households (if applicable) 
  - *List of Tenants Who Elect the Fixed Payment Option Rather than the Actual Moving Costs*
  - *Copy of Notice of Eligibility for Relocation Assistance with Proof of Delivery*
  - *Copy of 90-Day/30-Day Notice with Proof of Delivery*
  - *Documentation Identifying Comparable Housing Units*
  - *Documentation on the Calculation of the Replacement Housing Payment*

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## Stage 3 – Ongoing Reporting

The following documents should be submitted during the construction phase of the development:

- Any Additions, Corrections or Revisions to Any of the Above Documentation
- Proof of Delivery of Notice of Non-Displacement and/or Notice of Eligibility
- Copies of All HUD Forms #40054 
  - *Completed to show that tenants were reimbursed for eligible moving expenses, if owner/developer did not cover the expenses*
- Proof that ALL moves (temporary and permanent displacement) were in Units that are Decent, Safe and Sanitary 
  - *Unit inspections are required to be signed by the Development Team member completing the inspection and the tenant moving into the unit*
- Documentation on Any Tenant who Chooses to Move Voluntarily 
  - *Explain the circumstances and demonstrate that the tenant was provided with all required relocation information*
- Documentation of Permanently Displaced Households (if applicable) 
  - *HUD Forms #40058 – Claiming Rental Assistance or Down-Payment Assistance for Permanently Displaced Tenants*
  - *HUD Forms #40061 – Detailing How the Most Comparable Unit was Determined for the Permanently Displaced Tenants*
- Non-Residential Relocation Documents (if applicable) 
  - *HUD Forms #40055 – Claiming Actual Moving Expenses*
  - *HUD Forms #40056 – Claiming the Fixed Payment in Lieu of the Actual Moving Expense Payment*
- Report Detailing any Circumstances that Might be Problematic During the Relocation Process



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## Stage 4 – Development Completion

The following documents should be submitted within 30 days of development completion:

- Final List of All Tenants Occupying the Rehabilitated Property – Must include all of the following elements:
  - Family Name
  - Unit Address
  - Number in Each Household
  - Current Rent Amount
  - Rental Assistance Amounts (if any)
  - Gross Annual Income
  - Race/Ethnicity Information
  
- Final List of All Permanently Displaced Persons - Including all of the following elements:
  - Pre-Rehabilitation Address
  - Post-Rehabilitation Address
  - List of What Permanent Relocation Benefits were Provided

**Questions or concerns regarding Relocation Activities may be directed to Lauren Guminger, HUD Programs Administrator, via email at [lauren.guminger@mhdc.com](mailto:lauren.guminger@mhdc.com) or by phone at (816) 800-8893.**