



Checklist of Documentation Required for Relocation Activities

Federal Uniform Relocation Act (URA) and

MHDC's Relocation Assistance Policy

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)
- Proof of GIN delivery to all tenants, with tenant signatures or certified mail receipt

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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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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Copies of Draft Notices

- General Information Notice (GIN)
 - *Should be sent to ALL occupants, whether they will need to make any kind of move or no move at all.*
 - *Copy of the GIN being issued should be provided in addition to the proof of GIN delivery.*
- 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.