

Checklist of Documentation Required for Relocation Activities
HOME - Temporary and Permanent Displacement

Stage 1 - Initial Application Package

The following documents should be submitted with your initial application, whether the project involves only temporary and/or permanent displacement of tenants.

1. Seller Certification - MHDC Form FIN-305

2. Signed Copy of "Acceptance of MHDC Relocation Policy"

3. Relocation Plan - including ALL of the following elements:

 - a. Detailed Description of the Relocation Process
 - b. Relocation Timeline
 - c. Relocation Budget
 - d. List of Each Building with Street Addresses
 - e. Description of Available Resources to be Used
 - f. Information on Any Households That May Necessitate the Use of "Last Resort Housing" Measures
 - g. Description of Services to be Provided to the Residents
 - h. Organization and Contact Person for Relocation Process
 - i. Description of Records Maintenance
4. List of All Tenants - including ALL of the following information on each household:

 - a. Family Name
 - b. Unit Address
 - c. Number in Household
 - d. Rental Assistance (if any)
 - e. Current Rent Amount
 - f. Gross Annual Income
 - g. Race/Ethnicity Information
5. Copies of Sample Notices:

 - a. General Information Notice (GIN)
 - b. 90-Day/30-Day Notices
6. Professional Appraisal - If Required

Stage 2 - FIRM Commitment Submission Date

The following documents should be submitted no later than the FIRM Commitment Submission date, whether the project involves only temporary and/or permanent displacement of tenants.

1. Updated General Information Notice (GIN)

2. Proof that GIN Has Been Delivered to All Residents

Either the signed return-receipts from the certified/registered letters or a copy of the sign-off sheet proving that each tenant did receive and accept the Notice

3. Updated Relocation Plan - including all of the following elements:

a. Detailed Description of the Relocation Process

b. Relocation Timeline

c. Relocation Budget

d. List of Each Building with Street Addresses

e. Description of Available Resources to be Used

f. Information on Any Households That May Necessitate the Use of "Last Resort Housing" Measures

g. Description of Services to be Provided to the Residents

h. Organization and Contact Person for Relocation Process

i. Description of Records Maintenance

4. Tenant Interview or Tenant Meeting Contents for Relocation Process

Include what you intend to cover during these sessions

5. Sign-Off Sheet for Who Participated in Tenant Interviews and/or Tenant Meetings

6. Tenant Notices - MHDC Form FIN-310 (if applicable)

7. List of Tenants Who Have Been Evicted for Cause - including supporting documentation

8. List of Tenants That May be Over-Income or Rent Burdened After the Rehabilitation

9. Permanently Displaced Household Documents (if applicable):

a. List of Tenants Who Elect the Schedule Payment Option Rather than the Actual Moving Costs

b. Copy of Notice of Eligibility of Relocation Assistance with Proof of Delivery

c. Copies of 90 Day/30 Day Notices with Proof of Delivery

d. Documentation Identifying Comparable Replacement Housing Units

e. Documentation on the Calculation of the Replacement Housing Payment

Stage 3 - Ongoing Reporting

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

1. Any Additions, Corrections, or Revisions to Any of the Above Documentation

2. Copies of All HUD Forms #40054

Completed to show that residents were reimbursed for eligible moving expenses

3. Proof that ALL moves (temporary and permanent) Were in Units that Meet HQS Standards

4. Documentation on Any Tenant who Chooses to Move Voluntarily

Explain the circumstances, and demonstrate that the tenant was provided with necessary information

5. Permanently Displaced Household Documents (if applicable):

a. HUD Forms #40058 - Claiming Rental Assistance or Down-Payment

Assistance for Permanently Displaced Tenants

b. HUD Forms #40061 - Detailing How the Most Comparable Unit was

Determined for the Permanently Displaced Tenants

6. Non-Residential Documents - if applicable

a. HUD Forms #40055 - Claiming Actual Moving Expenses

b. HUD Forms #40056 - Claiming the Fixed Payment in Lieu of the

Actual Moving Expense Payment

7. Report Any Circumstances That Might be Problematic During the Relocation Process

Stage 4 - At Project Completion

The following documents should be submitted within 30 days of the project completion

1. Final List of All Tenants Occupying the Rehabilitated Property - including all of the following information on each household:

- a. Family Name
- b. Unit Address
- c. Number in Household
- d. Rental Assistance (if any)
- e. Current Rent Amount
- f. Gross Annual Income
- g. Race/Ethnicity Information

2. Final List of All Permanently Displaced Persons - including all of the following information on each household:

- a. Pre-Rehab Address
- b. Post-Rehab Address
- c. List of What Permanent Relocation Benefits Were Provided