

Autoridad de Vivienda de la Ciudad de Los Ángeles
Enmienda - Plan de la Agencia del 2016

VERSIÓN DE BORRADOR



14 de marzo del 2016

La Autoridad de Vivienda de la Ciudad de Los Ángeles (HACLA) está enmendando su Plan del Año Fiscal 2016 Anual y/o el de PHA de 5 años. HACLA ha recibido un Compromiso de celebrar un Contrato de Asistencia de Pagos de Vivienda (CHAP) del Departamento de Vivienda y Desarrollo Urbano (HUD) para la conversión de setenta (70) unidades de vivienda pública en Jordan Downs a unidades con asistencia con Vale Basado en el Proyecto del Programa de Demostración de Asistencia con Alquiler (RAD) de acuerdo con las directrices del Aviso PIH 2012-32, Rev 2 y cualquier aviso sucesor. La conversión bajo RAD se considera una Enmienda Significativa a la enmienda del Plan de HACLA Anual y/o de Cinco Años y, como tal, debe pasar por un proceso de mandato federal. Este proceso incluye lo siguiente:

- ▶ Notificación pública de la enmienda
- ▶ Cuarenta y cinco días de periodo de comentarios públicos
- ▶ Audiencia pública para indicar el final del período de comentarios.

El Borrador de la Enmienda Significativa propuesta al Plan de la Agencia estará disponible para revisión pública y comentarios empezando el el martes, 14 de marzo del 2016 hasta el jueves, 28 de abril del 2016. El Borrador de la Enmienda del Plan de la Agencia del 2016 puede ser revisado durante el horario normal en el Consejo de Residentes y las oficinas de gerencia del HACLA en los complejos habitacionales de familias grandes y también en:

Housing Authority of the City of Los Angeles – Central Office
2600 Wilshire Blvd
Los Angeles, CA 90057

El Borrador de la Enmienda al Plan de la Agencia también está disponible bajo la sección de Documento Público en www.hacla.org. Tenga en cuenta que los comentarios que se reciban después de la Audiencia Pública no serán considerados ni se harán parte del Plan de la Agencia. Por favor dirija cualquier comunicación por escrito al **Departamento de Planificación** a la dirección mencionada anteriormente.

La Audiencia Pública para el Borrador de la Enmienda Significativa al Plan de la Agencia del 2016 se llevará a cabo el:

Jueves, 28 de abril del 2016
A las 8:30 a.m.
2600 Wilshire Blvd 1ª Planta, Los Angeles, CA 90057

La Autoridad de Vivienda le invita a proporcionar observaciones sobre los cambios propuestos y seguirá trabajando para mejorar nuestros servicios a la comunidad.

Se adjuntan los siguientes documentos:

- ▶ Anexo 1 "La Enmienda del Plan de la Agencia del 2016" indica los cambios al Plan

Anexo 1

2016 Modificación del Plan de Agencia

Jordan Downs

Borrador de la Enmienda de la Demostración de Asistencia de Alquiler (RAD) al Plan Anual

Esta Enmienda al Plan PHA de la Autoridad de Vivienda de la Ciudad de Los Angeles está destinada como un anexo al Plan de PHA que cubriría todos los elementos requeridos para la RAD.

La Autoridad de Vivienda de la Ciudad de Los Angeles (HACLA) está enmendando su Plan Anual del Año Fiscal 2016 y/o PHA de 5 años. La HACLA ha recibido un Compromiso para Celebrar un contrato de Pago de Asistencia de Vivienda (CHAP) de parte del Departamento de Vivienda y Desarrollo Urbano (HUD) de los Estados Unidos para la conversión de setenta (70) unidades de vivienda pública en Jordan Downs a unidades con asistencia con Vale Basado en el Proyecto en el propuesto Proyecto de Revitalización Comunitaria de Jordan Downs bajo el Programa de Demostración de Asistencia de Alquiler (RAD) de conformidad con las pautas del Aviso PIH 2012-32, Modificación 2 y cualquier aviso sucesor. La conversión bajo RAD se considera una Enmienda Significativa al Plan Anual y/o el de Cinco Años de HACLA.

A la conversión de las unidades a los Vales Basados en el Proyecto de RAD, HACLA adoptará los derechos de los residentes, participación, lista de espera y procedimientos de agravios enumerados en la Sección 1.6.C y 1.6.D del Aviso PIH 2012-32 (HA), Modificación-2. Estos derechos de los residentes, participación, lista de espera y procedimientos de agravios aparecen enumerados en la Sección C en líneas abajo. Adicionalmente, el Anexo 1B del Aviso PIH 2012-32 (HA), Modificación-2 referente a las Disposiciones de Residentes viene adjunto a esta enmienda.

HACLA actualmente no se encuentra bajo un Acuerdo de Cumplimiento Voluntario. Esta conversión de RAD cumplirá con el Título 24 de la Ley Estadounidenses con Discapacidades y los requisitos de la Sección 504 y todas las demás leyes y reglamentos aplicables federales, estatales y locales. HACLA cumple con todas las normas aplicables de selección de sitios y revisión de vecindarios y todos los procedimientos apropiados se han seguido.

Con el fin de facilitar el financiamiento y desarrollo de viviendas decentes, seguras y al alcance del bolsillo, las unidades convertidas de RAD se someterán a una transferencia de asistencia a la Fase IA y IB del Proyecto de Revitalización Comunitaria de Jordan Downs, que se construirá en un sitio colindante de propiedad de HACLA en 9901 Alameda Street, sujeto a la aprobación de HUD. Los residentes que vivan en las unidades de RAD tendrán el derecho de residir en una unidad con asistencia en el nuevo sitio una vez completada la construcción. Los residentes permanecerán en el Proyecto de Conversión (es decir el sitio de Vivienda Pública Jordan Downs) hasta que el Proyecto Cubierto (es decir el Proyecto de Revitalización Comunitaria Jordan Downs) se complete. HACLA está presentando una solicitud para que el Proyecto de Conversión permanezca como vivienda pública durante la construcción y que el contrato de HAP se ejecute una vez que el Proyecto Cubierto se encuentre listo para la ocupación.

HACLA utilizará los siguientes niveles preferenciales al llenar las unidades de reemplazo.

- a. Los residentes que actualmente viven en las unidades de vivienda pública de Jordan Downs que quedaran desplazados por la conversión de RAD y la acción de disposición de la Sección 18, tendrán la primera preferencia para mudarse a las nuevas unidades.
- b. Los residentes de las unidades de vivienda pública Jordan Downs restantes recibirán la segunda preferencia.

RAD fue diseñada por HUD para asistir en abordar las necesidades de capital de vivienda pública proporcionando a la HACLA acceso a fuentes privadas de capital para reconstruir sus bienes de vivienda al alcance. Por favor sepan que luego de la conversión, el Presupuesto de Fondos de Capital de HACLA quedará reducido por la participación prorrata de Unidades de Vivienda Pública convertidas como parte de la RAD. HACLA también estará contribuyendo Fondos del Factor de Vivienda de Reemplazo (RHF) en la cantidad de hasta \$4 millones hacia la conversión de Fase IA e IB.

B. Información del Desarrollo

A continuación, por favor encuentre información específica relacionada con el Desarrollo de Vivienda Pública seleccionado para la RAD:

| | | | |
|---|--|---|--|
| Nombre del Desarrollo de Vivienda Pública: Jordan Downs | Identificación del Desarrollo PIC: CA004000416 | Tipo de conversión: Vales Basados en el Proyecto (PBV) | Transferencia de asistencia: Sí |
| Total de unidades: 70 | Tipo de unidad antes de RAD: Familiar | Tipo de unidad después de RAD si es diferente: Familiar | Distribución de fondos de capital del desarrollo: (Concesión anual de fondos de capital para Jordan Downs multiplicados por el total de unidades en el proyecto) $\$2,054 * 70 = \$143,780$ |
| Tipo de dormitorio | Número de unidades antes de la conversión | Número de unidades después de la conversión | Cambio en el número de unidades por tipo de dormitorio y porqué: (Reducciones insignificantes, transferencia de asistencia, reconfiguraciones de unidades, etc.) |
| Un dormitorio | 7 | 15 | (+8) Transferencia de |

| | | | |
|---|---|----|---|
| | | | asistencia/ Reconfiguración de la unidad* |
| Dos dormitorios | 24 | 21 | (-3) Transferencia de asistencia/ Reconfiguración de la unidad* |
| Tres dormitorios | 23 | 18 | (-5) Transferencia de asistencia/ Reconfiguración de la unidad* |
| Cuatro dormitorios | 12 | 13 | (+1) Transferencia de asistencia/ Reconfiguración de la unidad* |
| Cinco dormitorios | 4 | 3 | (-1) Transferencia de asistencia/ Reconfiguración de la unidad* |
| Si se realiza una transferencia de asistencia: | No hay cambios en las políticas que rigen la elegibilidad, admisión, selección y ocupación de unidades en el proyecto después de haber sido convertido; | | |

Nota:

* - Las reconfiguraciones de unidades posteriores a la transferencia permitirán a la HACLA dar servicio con más eficacia a las familias actuales y a futuros residentes anticipados en base a la demografía del mercado.

HACLA cumplirá con todos los requisitos aplicables del Aviso PIH 2012-32, Modificación 2, según pueda ser enmendado de vez en cuando (el "Aviso de RAD"). La Autoridad ha incluido disposiciones de estos avisos para referencia en líneas abajo, y cada aviso será considerado que está completamente incorporado en el presente documento, pero en caso de un conflicto, las disposiciones aplicables del Aviso de RAD y el Aviso de Reubicación de RAD regirá.

Derechos de los Residentes, Participación, Lista de Espera y Procedimientos de Agravios

C. Derechos de los Residentes y Participación

1. Derecho de Regresar. Cualquier residente que pueda necesitar ser reubicado temporalmente para facilitar la rehabilitación o construcción tendrá un derecho de regresar a una unidad con asistencia en el desarrollo una vez que se haya completado la rehabilitación o construcción. El desalojo permanente involuntario de los residentes no puede ocurrir como resultado de la conversión de un proyecto de asistencia, incluyendo, pero no limitado a, como resultado de un cambio en la distribución de dormitorio, una reducción de minimis de unidades, la reconfiguración de apartamentos de eficiencia, o la reutilización de las unidades de vivienda con el fin de facilitar servicios sociales. Donde la transferencia de la asistencia a un nuevo sitio se amerite y los residentes aprobados del Proyecto de Conversión tendrán el derecho de residir en una unidad con asistencia en el nuevo sitio una vez que se haya completado la

construcción. Los residentes se les proporcionará la opción de aceptar una unidad en el Proyecto Cubierto, mudarse a otro sitio de vivienda pública si una unidad está disponible o utilizar un Vale Basado en el Inquilino para ser reubicado a otra unidad con asistencia.

2. No nueva selección de inquilinos luego de la conversión. De conformidad con el estatuto de RAD, a la conversión, los hogares actuales no están sujetos a nueva selección, elegibilidad de ingresos, o disposiciones enfocadas en los ingresos. En consecuencia, los hogares actuales estarían protegidos para condiciones que ocurrieron antes de la conversión pero estarán sujetos a cualquier requisito de elegibilidad en curso para acciones que ocurran después de la conversión. Por ejemplo, una unidad con un hogar que estaba por encima de los ingresos al momento de la conversión continuaría siendo tratada como una unidad con asistencia. Por consiguiente, 24 CFR § 982.201, con respecto a la elegibilidad y focalización, no aplicará para hogares actuales. Una vez que el hogar restante se muda, la unidad debe ser arrendada a una familia elegible.

3. Unidad con poca ocupación. Si una familia se encuentra en una unidad con poca ocupación en virtud de 24 CFR 983.259 al momento de la conversión, la familia puede permanecer en esta unidad hasta que una unidad de tamaño apropiado se haga disponible en el Proyecto Cubierto. Cuando una unidad de tamaño apropiado se hace disponible en el Proyecto Cubierto, la familia que viva en la unidad con poca ocupación debe mudarse a la unidad de tamaño apropiado dentro de un período de tiempo razonable, según lo determine HACLA, la Agencia de Vales administradora. Con el fin de permitir a la familia que permanezca en la unidad con poca ocupación hasta que una unidad de tamaño apropiado se haga disponible en el Proyecto Cubierto, 24 CFR 983.259 queda renunciado.

4. Renovación del contrato de arrendamiento. En virtud de reglamentos actuales en 24 CFR § 983.257(b)(3), la PHA debe renovar todos los contratos de arrendamiento a la caducidad del contrato de arrendamiento, a menos que exista causa. Esta disposición debe ser incorporada por el propietario del PBV en el contrato de arrendamiento del inquilino o adenda de alquiler, según el caso.

5. Aumento del alquiler de los inquilinos escalonado. Si el alquiler mensual de un inquilino aumenta por más del mayor de 10 por ciento o \$25 meramente como resultado de la conversión, el aumento del alquiler se efectuará escalonadamente a lo largo de 3 años. Para implementar esta disposición, HUD renunciará a la Sección 3(a)(1) de la Ley, así como 24 CFR § 983.3 (definición de “pago total del inquilino” (TTP)) solamente en la medida necesaria para permitir los aumentos escalonados del alquiler del inquilino.

El método a continuación explica el escalonamiento basado en el porcentaje establecido que un propietario debe seguir de acuerdo al período de escalonamiento establecido. Para los fines de esta sección, “TTP estándar” se refiere al TTP calculado de conformidad con los reglamentos de 24 CFR §5.628 y el “TTP pagado más

recientemente” se refiere al TTP registrado en el renglón 9j del Formulario 50058 de HUD más reciente de la familia.

Escalonamiento de Tres Años:

- Año 1: Cualquier nueva certificación (interina o anual) realizada antes de la segunda nueva certificación anual después de la conversión – 33% de la diferencia entre el TTP pagado más recientemente y el TTP estándar
- Año 2: Nueva Certificación Anual (AR) del año 2 y cualquier Nueva Certificación Interina (IR) antes de la AR del año 3 – 66% de la diferencia entre el TTP pagado más recientemente y el TTP estándar
- Año 3: AR del año 3 y todas las nuevas certificaciones posteriores – TTP estándar completo

6. Programas de Autosuficiencia de la Familia de Vivienda Pública (PH FSS) y Coordinador de Servicios de Oportunidades y Autosuficiencia de Residentes (ROSS-SC). Los residentes de vivienda pública que son participantes actuales de FSS continuarán siendo elegibles para FSS una vez que su vivienda sea convertida en virtud de la RAD, y se permitirá a la HACLA utilizar fondos de PH FSS para dar servicio a aquellos participantes de FSS que vivan en unidades convertidas por la RAD. Debido a la fusión de programas entre PH FSS y HCV FSS que tuviera lugar de conformidad con la Ley de Apropiaciones FY14 (y que fuera continuada en la Ley de Apropiaciones FY15), no se requiere disposiciones especiales para continuar dando servicio a participantes de FSS que vivan en unidades de vivienda pública convertidas a PBV en virtud de RAD.

HACLA administrará el programa FSS de conformidad con los reglamentos de FSS en 24 CFR Parte 984, y contratos de participación de los participantes, y los requisitos alternativos establecidos en el aviso del Registro Federal de “Renuncias y Requisitos Alternativos para el Programa de FSS,” publicado el 29 de diciembre de 2014, en 79 FR 78100. Además, a la conversión a PBV, los fondos ya en plica para los participantes de FSS serán transferidos a la cuenta de plica de HCV y se considerarán fondos de TBRA, revertiendo así a la cuenta de HAP si son perdidos por el participante de FSS.

Actuales subvencionados de ROSS-SC podrán terminar sus subvenciones actuales de ROSS-SC una vez que su vivienda sea convertida en virtud de RAD. Sin embargo, una vez que la propiedad sea convertida, ya no será elegible para ser contada hacia la cuenta de unidades para futuras subvenciones de ROSS-SC de vivienda pública, ni tampoco sus residentes serán elegibles para recibir servicios por parte de futuras subvenciones de ROSS-SC de vivienda pública, las cuales por estatuto sólo pueden dar servicios a residentes de vivienda pública.

7. Participación de Residentes y Financiamiento. De conformidad con el Anexo 1B (adjunto), los residentes del Proyecto Cubierto con asistencia de PBV tendrán el derecho de establecer y operar una organización de residentes con la finalidad de abordar problemas relacionados con su ambiente de vida y ser elegibles para financiamiento de participación de residentes.

8. Derechos Procesales de los Residentes. Los siguientes puntos deben ser incorporados tanto en el Plan Administrativo de la Sección 8 y el contrato de arrendamiento del Propietario del Proyecto, el cual incluye la adenda de alquiler, según el caso.

a. Notificación de Terminación. Además de los reglamentos en 24 CFR § 983.257, relativos a la terminación del alquiler y desalojo por el propietario del Proyecto, el procedimiento de desalojo para conversiones de RAD a PBV requerirá que las PHA proporcionen aviso escrito adecuado de la terminación del contrato de arrendamiento el cual no será menos que:

i. Un período de tiempo razonable, pero que no exceda los 30 días:

a. Si la salud o seguridad de otros inquilinos, empleados de PHA, o personas que residan en inmediata cercanía de los locales se encontrara amenazada; o

b. En caso de cualquier actividad criminal relacionada con estupefacientes o violenta o cualquier condena por delito mayor;

ii. 14 días en caso de falta de pago del alquiler; y

iii. 30 días en cualquier otro caso, excepto que si alguna ley Estatal o federal dispusiera un período de tiempo más corto, dicho período más corto aplicará.

b. Proceso de Agravios. De conformidad con los requisitos del Estatuto de RAD, HUD ha establecido derechos procesales adicionales para cumplir con los requisitos de la Sección 6 de la Ley.

Para asuntos relativos al alquiler y la terminación de la asistencia, las reglas del programa de PBV requieren que el Propietario del Proyecto proporcione una oportunidad para una audiencia informal, como se indica en 24 CFR § 982.555. RAD especificará requisitos alternativos para 24 CFR § 982.555(b) en parte, la cual indica cuando las audiencias informales no son requeridas, que se exija que:

i. Además de motivos que requieran una oportunidad para una audiencia informal dados en 24 CFR § 982.555(a)(1)(i)-(vi), una oportunidad para una audiencia informal se debe dar a residentes para cualquier disputa que un residente pueda tener con respecto a una acción del Propietario del Proyecto de acuerdo al contrato de arrendamiento de

la persona o el administrador del contrato de conformidad con los requisitos de RAD PBV que afectaran adversamente los derechos, las obligaciones, el bienestar o la condición del residente.

a. Para cualquier audiencia requerida en virtud de 24 CFR § 982.555(a)(1)(i)-(vi), el administrador del contrato llevará a cabo la audiencia, puesto que es la norma actual en el programa. El oficial de la audiencia debe ser seleccionado de conformidad con 24 CFR § 982.555(e)(4)(i).

b. Para cualquier audiencia adicional requerida en virtud de la RAD, el Propietario del Proyecto llevará a cabo la audiencia.

- ii. No existe ningún derecho a una audiencia informal para agravios de clase o para disputas entre residentes que no involucren al Propietario del Proyecto o al administrador del contrato.
- iii. El Propietario del Proyecto dará aviso a los residentes de su elegibilidad para solicitar una audiencia informal como se indica en 24 CFR § 982.555(c)(1) para audiencias informales que abordarán circunstancias que caen fuera del abarque de 24 CFR § 982.555(a)(1)(i)-(vi).
- iv. El Propietario del Proyecto provee la oportunidad de una audiencia informal antes de un desalojo.

Los procedimientos de audiencia aparecen indicados en el Plan Administrativo de la Sección 8 de la HACLA.

9. Caso Omiso de Ingresos Ganados (EID). Los inquilinos que tienen empleo y actualmente estén recibiendo la exclusión de EID al momento de la conversión continuarán recibiendo el IED después de la conversión, de conformidad con los reglamentos de 24 CFR § 5.617. A la caducidad del IED por dichas familias, el ajuste del alquiler no estará sujeto al escalonamiento del alquiler, como se describe en líneas arriba; en su lugar, el alquiler aumentará automáticamente al nivel de alquiler apropiado en base a los ingresos de los inquilinos en esos momentos.

En virtud del Programa de Vales de Elección de Vivienda, la exclusión de IED está limitada a únicamente personas con discapacidades (24 CFR § 5.617(b)). Con el fin de permitir a todos los inquilinos (incluyendo personas no discapacitadas) que tengan empleo y estén recibiendo actualmente el IED al momento de la conversión continuar beneficiándose de esta exclusión en el Proyecto Cubierto con PBV, la disposición en la sección 5.617(b) que limita el IED a únicamente personas con discapacidades queda renunciada. La renuncia y el requisito alternativo resultante solamente se aplican para inquilinos que estén recibiendo el IED al momento de la conversión. Ningún otro inquilino (por ejemplo, inquilinos que en un momento recibieron el IED pero no están recibiendo la inclusión de IED al momento de la conversión (por ejemplo, debido a la pérdida del empleo); inquilinos que se muden a la propiedad luego de la conversión, etc.) está cubierto por esta renuncia.

10. Cuando el Pago Total del Inquilino Excede el Alquiler Bruto. Bajo reglas de PBV normales, la HACLA puede seleccionar solamente una unidad ocupada para ser incluida en virtud del contrato de HAP de PBV si los ocupantes de la unidad son elegibles para pagos de asistencia de vivienda (24 CFR § 983.53(d)). También la HACLA debe retirar una unidad del contrato cuando no se ha pagado ninguna asistencia durante 180 días porque el TTP de la familia ha aumentado a un nivel que es igual o mayor que el alquiler del contrato, más cualquier subsidio de servicios públicos, para la unidad (es decir, el Alquiler Bruto)) (24 CFR § 983.258). Puesto que la limitación del alquiler puede a menudo resultar en que el TTP de una familia sea igual o exceda el alquiler bruto para la unidad, para residentes actuales (es decir, residentes que estuvieron viviendo en la propiedad de vivienda pública antes de la conversión), HUD está renunciando estas dos disposiciones y requiriendo que la unidad para dichas familias sea puesta en y/o permanezca bajo el contrato de HAP cuando el TTP sea igual o exceda el Alquiler Bruto. Además, HUD está estableciendo el requisito alternativo de que el alquiler al propietario por la unidad iguale el TTP de la familia hasta el momento en que la familia sea elegible para un pago de asistencia de vivienda. HUD está renunciando lo necesario para implementar esta disposición alternativa, las disposiciones de la Sección 8(o)(13)(H) de la Ley y los reglamentos de implementación en 24 CFR 983.301 según lo modificado por el Aviso 2012-32 PIH, Modificación 2. En tales casos, el residente está considerado como un participante bajo el programa y todas las obligaciones de la familia y protecciones bajo la RAD y los PBV se aplican al residente. Del mismo modo, todos los requisitos con respecto a la unidad, tales como cumplimiento con los requisitos de HQS, se aplican siempre y cuando la unidad esté bajo contrato de HAP. La asistencia puede ser subsecuentemente reinstaurada si el inquilino se convierte en elegible para asistencia.

En seguida de la conversión, 24 CFR § 983.53(d) aplica, y cualquier nueva familia referida al Proyecto Cubierto de RAD debe ser inicialmente elegible para un pago de HAP a la admisión al programa, lo cual quiere decir que su TTP no puede exceder el alquiler bruto para la unidad en esos momentos. Además, HACLA debe retirar una unidad del contrato cuando no se haya pagado ninguna asistencia durante 180 días. Si unidades son retiradas del contrato de HAP porque el TTP de una nueva admisión iguala o excede el alquiler bruto para la unidad y si el proyecto está completamente asistido, HUD está imponiendo un requisito alternativo que la HACLA debe reinstalar la unidad luego de que la familia haya dejado la propiedad; y, si el proyecto está parcialmente asistido, la HACLA puede sustituir una unidad diferente por la unidad en el contrato de HAP de conformidad con 24 CFR § 983.207 ó, donde unidades “flotantes” han sido permitidas.

D. PBV: Otras disposiciones misceláneas

1. Acceso a registros, incluyendo solicitudes de información relacionadas con la evaluación de la demostración. HACLA acepta cualquier solicitud de datos razonable de HUD para apoyar la evaluación del programa, incluyendo pero no limitado a estados financieros del proyecto, datos operativos, utilización de la movilidad de elección, y trabajo de rehabilitación.

2. Requisito adicional de vigilancia. La Junta de la HACLA debe aprobar el presupuesto operativo para el Proyecto Cubierto anualmente de conformidad con los requisitos de HUD.

3. Ley Davis-Bacon y la Sección 3 de la Ley de Vivienda y Desarrollo Urbano de 1968 (Sección 3).

i. Los requisitos de salarios vigentes de Davis-Bacon (salarios vigentes, la Ley de Horarios de Trabajo según el Contrato y Estándares de Seguridad, y otros reglamentos, reglas y requisitos relativos) se aplican a todas las reparaciones iniciales y nueva construcción que se identifiquen en el Plan de Financiamiento en la medida que tales reparaciones o construcción califiquen como desarrollo. “Desarrollo”, como se aplica al trabajo sujeto a los requisitos de Davis-Bacon en proyectos de Sección 8, abarca trabajo que constituye remodelación que altere la naturaleza o tipo de unidades de vivienda en un proyecto de PBV, reconstrucción, o una mejora substancial en la calidad o especie de equipos y materiales originales, y que se iniciara dentro de los 18 meses del contrato de HAP. La actividad de desarrollo no incluye reemplazo de equipos y materiales convertidos en insatisfactorios por uso y desgaste normal por artículos de substancialmente la misma especie. Los requisitos de Davis-Bacon se aplican solamente a proyectos con nueve o más unidades con asistencia.

ii. La Sección 3 (24 CFR Parte 135) se aplica para todas las reparaciones iniciales y nuevas construcciones que se identifiquen en el Plan de Financiamiento en la medida que tales reparaciones califiquen como construcción o rehabilitación. Adicionalmente, la Sección 3 puede aplicarse al proyecto después de la conversión en base al recibo del uso de asistencia financiera federal para actividades de rehabilitación.

4. Establecimiento de la Lista de Espera. 24 CFR § 983.251 establece los requisitos del programa de PBV relacionados con establecer y mantener una lista de espera basada en todos los vales, todo el programa de PBV, o basada en un sitio de la cual los residentes para el proyecto cubierto serán admitidos. Estas disposiciones se aplicarán a menos que el proyecto esté cubierto por una orden o acuerdo de remediación que especifique el tipo de lista de espera y otras políticas de lista de espera. La PHA considerará los mejores medios para dar transición a los solicitantes de la lista de espera de vivienda pública actual, incluyendo:

i. Transferir una lista de espera en base a sitio a una nueva lista de espera en base a un sitio. Si la PHA está transfiriendo la asistencia a otro vecindario, la PHA debe notificar a los solicitantes de la lista de espera la transferencia de asistencia, y de cómo deben presentar solicitud de residencia en el nuevo sitio del proyecto u otros sitios. Los solicitantes en una lista de espera de un proyecto específico para un proyecto donde la asistencia está siendo transferida tendrán prioridad en la lista de espera recién formada para el nuevo sitio del proyecto de

acuerdo a la fecha y hora de su solicitud a la lista de espera del proyecto original.

ii. Informar a los solicitantes de la lista de espera en base a sitio sobre cómo presentar solicitud para una lista de espera a nivel de todo el programa de PBV o todo el programa de HCV.

iii. Informar a los solicitantes de una lista de espera a nivel de toda una comunidad de vivienda pública cómo presentar solicitud para una lista de espera a nivel de todos los vales, todo el programa de PBV, o basada en un sitio. Si se está utilizando una lista de espera en base a un sitio, las PHA establecerán una lista de espera de conformidad con 24 CFR § 903.7(b)(2)(ii)-(iv) para asegurar que los solicitantes de la lista de espera a nivel de toda la comunidad de vivienda pública de la PHA hayan recibido oferta de colocación en la lista de espera inicial del proyecto convertido. En todos los casos, las PHA tienen discreción para determinar los medios más apropiados de informar a los solicitantes de la lista de espera a nivel de toda la comunidad de vivienda pública dado el número de solicitantes, recursos de la PHA, y requisitos de las admisiones de los proyectos que se están convirtiendo bajo la RAD.

Una PHA puede considerar comunicarse con todos los solicitantes de la lista de espera de vivienda pública por correo directo; anunciando la disponibilidad de vivienda a la población que es menos probable que presente solicitud, grupos tanto minoritarios como no minoritarios, a través de diversas formas de medios de comunicación (por ejemplo, estaciones radiales, carteles, periódicos) dentro del área de mercadotecnia, informando a entidades no lucrativas locales y grupos de defensa (por ejemplo, grupos de derechos de discapacidad); y realizando otros alcances según el caso. Los solicitantes de la lista de espera de vivienda pública centralizada de la agencia que deseen ser colocados en la lista de espera recientemente establecida lo logran de conformidad con la fecha y hora de su solicitud original para la lista de espera de vivienda pública centralizada. Cualquier actividad para comunicarse con los solicitantes de la lista de espera de vivienda pública debe realizarse de conformidad con los requisitos para la comunicación eficaz con personas con discapacidades en 24 CFR § 8.6 y la obligación de proveer acceso significativo para personas con dominio limitado del inglés (LEP).

Una PHA debe mantener cualquier lista de espera basada en un sitio de conformidad con todas las leyes y reglamentos aplicables de derechos civiles y vivienda justa a menos que el proyecto esté cubierto por una orden o acuerdo de remediación que especifique el tipo de lista de espera y otras políticas de lista de espera.

Para implementar esta disposición, HUD está especificando requisitos alternativos para 24 CFR § 983.251(c)(2). Sin embargo, después de que la lista de espera haya sido establecida, la PHA administrará su lista de espera para el proyecto convertido en virtud de 24 CFR § 983.251(c).

5. Cobertura de Seguro Obligatoria. El Proyecto Cubierto mantendrá en todo momento propiedades comercialmente disponibles y seguro de responsabilidad civil para proteger el Proyecto Cubierto contra pérdida financiera y, en la medida que las recaudaciones del seguro lo permitan, con prontitud restaurará, reconstruirá, y/o reparará cualquier propiedad dañada o destruida de un proyecto.

6. Exención de Acuerdo. Para conversiones de vivienda pública a PBV, no habrá ningún Acuerdo para Celebrar un contrato de Pagos de Asistencia de Vivienda (AHAP). Por lo tanto, todas las referencias reglamentarias al Acuerdo (AHAP), incluyendo reglamentos en virtud de 24 CFR Parte 983 Subparte D quedan exoneradas.

7. Refinanciamiento Futuro. Los propietarios deben recibir la aprobación de parte de HUD para cualquier refinanciamiento o reestructuración de deuda permanente dentro del término del contrato de HAP para asegurar que el financiamiento sea consistente con la preservación a largo plazo.

8. Tarifas Administrativas para Conversiones de Vivienda Pública durante el Período de Transición. Para el resto del Año Calendario durante el cual el Contrato de HAP esté vigente (es decir el “período de transición”), los proyectos de PBV de RAD serán financiados con fondos de vivienda pública. Por ejemplo, si la asistencia del Proyecto Cubierto se convierte efectivo el 1 de Julio de 2016, el Contrato de Contribuciones Anuales (ACC) de vivienda pública entre la PHA y HUD será enmendado para reflejar el número de unidades bajo el contrato de HAP, pero será por cero dólares, y el contrato de PBV RAD será financiado con dinero de vivienda pública durante julio a diciembre de 2016. Puesto que TBRA no es la fuente de los fondos, las PHA no deben reportar arriendos y gastos en VMA durante este período, y las PHA no recibirán fondos de tarifas administrativas de la sección 8 para unidades convertidas durante dicho tiempo.

9. Movilidad de Elección. Una de las características clave del programa de PBV es el componente de movilidad, el cual dispone que si la familia ha elegido dar por terminado el contrato de arrendamiento asistido en cualquier momento luego del primer año de ocupación en virtud de los requisitos del programa, la HACLA debe ofrecer a la familia la oportunidad de una continuada asistencia de alquiler basada en el inquilino, en forma de ya sea asistencia en virtud del programa de vales u otra asistencia de alquiler comparable basada en el inquilino. Si como resultado de la participación en RAD un porcentaje significativo del programa de HCV de la HACLA se convirtiera en asistencia de PBV, es posible que la mayoría o todos los vales convertidos de la PHA sean utilizados para dar asistencia a aquellas familias de PBV de RAD que deseen ejercer movilidad. Si bien HUD está comprometida a garantizar que la movilidad permanezca una piedra angular de la política de RAD, HUD reconoce que sigue siendo importante para la PHA continuar siendo capaz de utilizar volantes basados en el inquilino para abordar las necesidades y prioridades de vivienda específicas de la comunidad. Por lo tanto, HUD está estableciendo un requisito alternativo para las PHA donde, como un resultado de RAD, el número total de unidades de PBV (incluyendo unidades de PBV de RAD) en virtud del contrato de HAP administrado por la PHA excede el 20 por ciento de las unidades autorizadas de la PHA en virtud de su ACC HCV con HUD.

La política de movilidad alternativa dispone que una agencia de vales elegible no estaría obligada a proporcionar más de los tres cuartos de sus vales convertidos en un solo año a los residentes de Proyectos cubiertos. Si bien una agencia de vales no está obligada a establecer un tope de inventario de vales convertidos, si dicho tope se implementa, la agencia de vales debe crear y mantener una lista de espera en el orden que se recibiera la solicitud de hogares elegibles. Con el fin de adoptar esta disposición, la política de movilidad alternativa debe ser incluida en un plan administrativo de la HACLA. Este requisito alternativo no se aplica a PBV celebrados fuera del contexto de RAD.

10. Reserva para Reemplazos. El Propietario del Proyecto establecerá y mantendrá una reserva para reemplazos en una cuenta que devengue intereses para ayudar en el financiamiento de mantenimiento y reparación extraordinarios y reemplazo de artículos de capital de conformidad con reglamentos aplicables. La reserva debe ser construida y mantenida a un nivel determinado por HUD que sea suficiente para satisfacer los requisitos del proyecto.

Definición de Enmienda Significativa

Como parte de la Demostración de Asistencia de Alquiler (RAD), la HACLA está definiendo nuevamente la definición de una desviación substancial del Plan Anual de la HACLA para excluir los siguientes artículos específicos de RAD:

- a. Cambios al Presupuesto de Fondos de Capital producidos como un resultado de cada Conversión de RAD aprobada, independientemente de si la conversión propuesta incluirá el uso de Fondos de Capital adicionales;
- b. Cambios al plan de construcción y rehabilitación para cada conversión de RAD aprobada; y
- c. Cambios a la estructura de financiamiento para cada conversión de RAD aprobada.

Anexos:

- a. Anexo 1B al Aviso 2012-32 PIH (HA), MODIFICACIÓN 2
- b. Aviso conjunto de Vivienda/ PIH H-2014-09/ PIH-2014-17

a. Anexo 1B al Aviso 2012-32 PIH (HA), MODIFICACIÓN 2

Attachment 1B – Resident Provisions in Conversions of Assistance from Public Housing to PBRA and PBV

This Attachment contains two sections, describing:

- 1B.1 Summary of Resident Provisions
 - 1B.2 Resident Participation and Funding
-

1B.1 Summary of Resident Provisions

The following is a summary of special provisions and alternative requirements related to tenants of public housing projects converting under RAD:

- Conversion will be considered a significant amendment to a PHA Plan (see Section 1.5(E) of this Notice);
- Notification of proposed conversion, meetings during the conversion process, written response to residents comments on conversion, and notification of conversion approval and impact (see Section 1.8 of this Notice);
- No rescreening at conversion (see Section 1.6(C)(1) of this Notice for conversions to PBV and Section 1.7(B)(1) for conversions to PBRA);
- Right to return after temporary relocation to facilitate rehabilitation or construction (see Section 1.6(C)(2) of this Notice for conversions to PBV and Section 1.7(B)(2) for conversions to PBRA);
- Phase-in of tenant rent increases (see Section 1.6(C)(4) of this Notice for conversions to PBV and Section 1.7(B)(3) for conversions to PBRA);
- Continued participation in the ROSS-SC and FSS programs (see Section 1.6(C)(5) of this Notice, for conversions to PBV and Section 1.7(B)(4) for conversions to PBRA);
- Continued Earned Income Disregard (see Section 1.6(C)(8) of this Notice, for conversions to PBV and Section 1.7.(B)(7) for conversions to PBRA);
- Continued recognition of and funding for legitimate residents organizations (see Section 1.6(C)(6) of this Notice for conversions to PBV, Section 1.7(B)(5) of this Notice for conversions to PBRA, and below in Attachment 1B.2 for additional requirements for both programs);
- Procedural rights consistent with section 6 of the Act (see Section 1.6(C)(7) of this Notice for conversions to PBV and Section 1.7(B)(6) of this Notice for conversions to PBRA); and
- Choice-mobility option allowing a resident to move with a tenant-based voucher after tenancy in the Covered Project (see 24 CFR § 983.260 for conversions to PBV and Section 1.7(C)(5) of this Notice for conversions to PBRA).

Attachment 1B: Resident Provisions in Conversions of Assistance from Public Housing

- For additional information, refer to Notice H2014-09; PIH 2014-17 for additional information on relocation requirements under RAD.

1B.2 Resident Participation and Funding⁷³

The following provisions contain the resident participation and funding requirements for public housing conversions to PBRA and PBV, respectively.

A. PBRA: Resident Participation and Funding

Residents of Covered Projects converting assistance to PBRA will have the right to establish and operate a resident organization in accordance with 24 CFR Part 245 (Tenant Participation in Multifamily Housing Projects). In addition, a Project Owner must provide \$25 per occupied unit annually for resident participation, of which at least \$15 per occupied unit shall be provided to the legitimate tenant organization at the covered property. These funds must be used for resident education, organizing around tenancy issues, and training activities.

In the absence of a legitimate resident organization at a Covered Project:

1. HUD encourages the Project Owner and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate residents organization. Residents are encouraged to contact the Project Owner directly with questions or concerns regarding issues related to their tenancy. Project Owners are also encouraged to actively engage residents in the absence of a resident organization; and
2. Project Owners must make resident participation funds available to residents for organizing activities in accordance with this Notice. Residents must make requests for these funds in writing to the Project Owner. These requests will be subject to approval by the Project Owner.

B. PBV: Resident Participation and Funding

To support resident participation following conversion of assistance, residents of Covered Projects converting assistance to the PBV program will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment, which includes the terms and conditions of their tenancy as well as activities related to housing and community development.

1. **Legitimate Resident Organization.** A Project Owner must recognize legitimate resident organizations and give reasonable consideration to concerns raised by legitimate resident

⁷³ For the purposes of this Attachment, HUD uses the term “Project Owner” to refer to the owner of a converting or Covered Project. In some instances the owner of a project could be a public, non-profit, or for-profit, e.g., mixed-finance projects).

organizations. A resident organization is legitimate if it has been established by the residents of a Covered Project, meets regularly, operates democratically, is representative of all residents in the project, and is completely independent of the Project Owner, management, and their representatives.

In the absence of a legitimate resident organization at a Covered Project, HUD encourages the Project Owner and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate residents organization. Residents are encouraged to contact the Project Owner directly with questions or concerns regarding issues related to their tenancy. Project Owners are also encouraged to actively engage residents in the absence of a resident organization; and

- 2. Protected Activities.** Project Owners must allow residents and resident organizers to conduct the following activities related to the establishment or operation of a resident organization:
 - a. Distributing leaflets in lobby areas;
 - b. Placing leaflets at or under residents' doors;
 - c. Distributing leaflets in common areas;
 - d. Initiating contact with residents;
 - e. Conducting door-to-door surveys of residents to ascertain interest in establishing a resident organization and to offer information about resident organizations;
 - f. Posting information on bulletin boards;
 - g. Assisting resident to participate in resident organization activities;
 - h. Convening regularly scheduled resident organization meetings in a space on site and accessible to residents, in a manner that is fully independent of management representatives. In order to preserve the independence of resident organizations, management representatives may not attend such meetings unless invited by the resident organization to specific meetings to discuss a specific issue or issues; and
 - i. Formulating responses to Project Owner's requests for:
 - i. Rent increases;
 - ii. Partial payment of claims;
 - iii. The conversion from project-based paid utilities to resident-paid utilities;
 - iv. A reduction in resident utility allowances;
 - v. Converting residential units to non-residential use, cooperative housing, or condominiums;
 - vi. Major capital additions; and
 - vii. Prepayment of loans.

In addition to these activities, Project Owners must allow residents and resident organizers to conduct other reasonable activities related to the establishment or operation of a resident organization.

Project Owners shall not require residents and resident organizers to obtain prior permission before engaging in the activities permitted in this section.

- 3. Meeting Space.** Project Owners must reasonably make available the use of any community room or other available space appropriate for meetings that is part of the multifamily housing project when requested by:
 - a.** Residents or a resident organization and used for activities related to the operation of the resident organization; or
 - b.** Residents seeking to establish a resident organization or collectively address issues related to their living environment.

Resident and resident organization meetings must be accessible to persons with disabilities, unless this is impractical for reasons beyond the organization's control. If the project has an accessible common area or areas, it will not be impractical to make organizational meetings accessible to persons with disabilities.

Project Owners may charge a reasonable, customary and usual fee, approved by the Secretary as may normally be imposed for the use of such facilities in accordance with procedures prescribed by the Secretary, for the use of meeting space. A PHA may waive this fee.

- 4. Resident Organizers.** A resident organizer is a resident or non-resident who assists residents in establishing and operating a resident organization, and who is not an employee or representative of current or prospective Project Owners, managers, or their agents.

Project Owners must allow resident organizers to assist residents in establishing and operating resident organizations.

- 5. Canvassing.** If a Covered Project has a consistently enforced, written policy against canvassing, then a non-resident resident organizer must be accompanied by a resident while on the property of the project.

If a project has a written policy favoring canvassing, any non-resident resident organizer must be afforded the same privileges and rights of access as other uninvited outside parties in the normal course of operations. If the project does not have a consistently

enforced, written policy against canvassing, the project shall be treated as if it has a policy favoring canvassing.

A resident has the right not to be re-canvassed against his or her wishes regarding participation in a resident organization.

- 6. Funding.** Project Owners must provide \$25 per occupied unit annually for resident participation, of which at least \$15 per occupied unit shall be provided to the legitimate resident organization at the covered property. These funds must be used for resident education, organizing around tenancy issues, and training activities.

In the absence of a legitimate resident organization at a Covered Project:

- a.** HUD encourages the Project Owner s and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate residents organization. Residents are encouraged to contact the Project Owner directly with questions or concerns regarding issues related to their tenancy. Project Owner are also encouraged to actively engage residents in the absence of a resident organization; and
- b.** Project Owner s must make resident participation funds available to residents for organizing activities in accordance with this Notice. Residents must make requests for these funds in writing to the Project Owner. These requests will be subject to approval by the Project Owner.

b. Aviso conjunto de Vivienda/ PIH H-2014-09/ PIH-2014-17



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

ASSISTANT SECRETARY FOR HOUSING-
FEDERAL HOUSING COMMISSIONER

Special Attention of:

Public Housing Agencies
Public Housing Hub Office Directors
Public Housing Program Center Directors
Regional Directors
Field Office Directors
RAD Transaction Managers

Notice H 2014-09
PIH 2014-17

Issued: July 14, 2014

This notice remains in effect until amended,
superseded, or rescinded.

Cross Reference: PIH Notice 2012-32 (HA)
REV 1

Subject: Relocation Requirements under the Rental Assistance Demonstration (RAD) Program, Public Housing in the First Component

1. Purpose

This Notice provides public housing agencies (PHAs)¹ and their partners with information and resources on applicable program and relocation assistance requirements when planning for or implementing resident moves as a result of a **Rental Assistance Demonstration (RAD)** conversion² under the first component of the demonstration.³ This Notice provides guidance on RAD relocation requirements and requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA), as they relate to the public housing conversion process under the first component.⁴

¹ This Notice always uses the term “PHA” to refer to the owner of the project prior to and after the RAD conversion, even though, in some cases, the owner of the converted RAD project may be another public entity, a non-profit organization, or other owner (e.g., low-income housing tax credit owner). In addition, this Notice uses “PHA” to refer to the “displacing agency,” a URA term that means the agency or person that carries out a program or project, which will cause a resident to become a displaced person. Projects vary and, for any specific task described in this Notice, may require substituting in a reference to a party that is more appropriate for a specific project.

² The content of this Notice should not be relied upon in carrying out any other activities funded under any other HUD program, except where specifically directed by HUD.

³ The “first component” of RAD allows public housing and Moderate Rehabilitation properties to convert assistance; the “second component” refers to conversion of Rent Supplement, Rental Assistance Payment, and Moderate Rehabilitation properties upon contract expiration or termination.

⁴ Relocation concerns and URA requirements apply to both components of RAD. This notice provides guidance only as to the first component.

Relocation assistance provided pursuant to public housing and RAD requirements is broader than URA relocation assistance requirements. Not all specific situations requiring relocation under RAD may trigger URA assistance requirements. In addition, whereas all qualifying residents⁵ of a converting public housing project are eligible for relocation assistance under RAD, some residents or household members may not meet the statutory and regulatory requirements for eligibility under URA. This Notice supersedes PIH Notice 2012-32 (HA), REV-1, with respect to relocation matters. This Notice also specifically addresses when relocation may begin (see Section 9 below). As necessary, the Department will issue additional guidance on relocation issues and requirements as they relate to RAD.

2. Background

RAD allows public housing properties to convert assistance to long-term project-based Section 8 contracts. In many cases, a RAD project may require relocation of residents when properties undergo repairs, are demolished and rebuilt, or when the assistance is transferred to another site. PIH Notice 2012-32 REV-1 (see also FR Notice 5630-N-05, 78 FR 39759-39763 (July 2, 2013)) details RAD program requirements.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA) is a federal law that establishes minimum standards for federally-funded programs and projects that include the acquisition of real property (real estate) and/or displace persons from their homes, businesses, or farms as a result of acquisition, rehabilitation, or demolition of real property.⁶ The URA will apply to acquisitions of real property and relocation of persons from real property that occurs as a direct result of acquisition, rehabilitation, or demolition for a project that involves conversion of assistance to Project-Based Voucher (PBV) or Project-Based Rental Assistance (PBRA) programs under RAD.

Additionally, all relocation conducted as part of a RAD conversion and all relocation assistance provided under URA must be consistent with applicable fair housing and civil rights laws, including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

Because each RAD proposal varies in its scope, this Notice may not address each PHA's specific circumstances. RAD PHAs and participants should carefully review the regulations, notices, and guidance material referenced in this Notice. Any questions related to the applicability of these requirements should be referred to the RAD Transaction Managers (TM) or may be emailed to rad@hud.gov.

3. Applicable Legal Authorities

⁵ The term "resident" as used in this Notice refers to eligible resident families of public housing residing in a property applying for participation in RAD or a property that undergoes a conversion of assistance through RAD.

⁶ HUD Handbook 1378 (Tenant Assistance, Relocation, and Real Property Acquisition), available at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/library/relocation/policyandguidance/handbook1378.

- RAD: Consolidated and Further Continuing Appropriations Act of 2012 (Public Law 112-55, approved November 18, 2011), with the implementing PIH Notice 2012-32, REV-1
- URA statute and implementing regulations: 49 CFR part 24
- FHEO: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Fair Housing Act
- Section 104(d) of the Housing and Community Development Act of 1974, statute and implementing regulations (if CDBG and/or HOME funds are used): 24 CFR part 42, subpart C

4. Relocation Planning

If there is a possibility that residents will be relocated as a result of acquisition, demolition, or rehabilitation for a project converting under RAD, PHAs must undertake a planning process in conformance with URA in order to minimize the adverse impact of relocation (49 CFR 24.205(a)).

While a written Relocation Plan is not a requirement under RAD or URA, the Department strongly encourages PHAs to prepare a written Relocation Plan, both to establish their relocation process and to communicate this process consistently and effectively to all relevant stakeholders. Appendix 1 contains recommended elements of a Relocation Plan.

The following presents a general sequencing of relocation planning activities within the RAD milestones:

| Stage | Activities |
|--|--|
| 1. Prior to submission of RAD application | <ul style="list-style-type: none"> • Determine potential need for relocation • Meet with residents to discuss plans, communicate right to return, and solicit feedback • Provide <i>General Information Notice</i> (GIN) to residents • Survey residents to prepare Relocation Plan and relocation process cost estimate |
| 2. After receipt of the Commitment to Enter into a HAP Contract (CHAP) Award | <ul style="list-style-type: none"> • Prepare Significant Amendment to PHA Plan • Assess and refine need for relocation • Develop a Relocation Plan (See Appendix 1 for recommended content) • Identify relocation housing options |
| 3. Preparing Financing Plan (due to RAD Transaction Manager no later than 180 days following | <ul style="list-style-type: none"> • Budget for relocation expenses • Submit FHEO Accessibility & Relocation checklist (PHAs may submit Relocation Plan along with checklist) |

| Stage | Activities |
|---|--|
| CHAP award) | |
| 4. Receipt of RAD Conversion Commitment (RCC) | <ul style="list-style-type: none"> • The date of issuance of the HUD RCC marks the date of “Initiation of Negotiations” (ION), as defined in the URA (49 CFR 24.2(a)(15)) • Provide residents with appropriate notice informing them if they will be relocated and any associated relocation assistance • Meet with residents to describe approved conversion plans and discuss required relocation |
| 5. Closing/RAD conversion | <ul style="list-style-type: none"> • Generally, resident relocation should not begin until after the date of closing/conversion of assistance under RAD • PHAs must adhere to notification requirements (described in Paragraph 8 of this Notice): generally, a minimum of 30 days for residents to be temporarily relocated for up to a year, and 90 days for permanent relocation • PHAs seeking to move residents prior to closing must receive prior approval from HUD as described in Paragraph 9 of this Notice |

5. Resident Right to Return

RAD program rules prohibit the permanent involuntary relocation of residents as a result of conversion. Residents that are temporarily relocated retain the right to return to the project once it has been completed and is in decent, safe, and sanitary conditions.⁷ The period during which residents may need to be temporarily relocated is determined by the period of rehabilitation or construction, which will be specific to each project.

If proposed plans for a project would preclude a resident from returning to the RAD project, the resident must be given an opportunity to comment and/or object to such plans. If the resident objects to such plans, the PHA must alter the project plans to accommodate the resident in the converted project. If a resident agrees to such plans, the PHA must secure informed, written consent from the resident to receive permanent relocation assistance and payments consistent with URA and acknowledge that acceptance of such assistance terminates the resident’s right to return to the project. In obtaining this consent, PHAs must inform residents of their right to return, potential relocation, and temporary and permanent housing options at least 30 days before residents must make a decision. The PHA cannot employ any tactics to pressure residents into

⁷ Where the transfer of assistance to a new site is approved, residents of the converting project will have the right to reside in an assisted unit at the new site once rehabilitation or new construction is complete.

relinquishing their right to return or accepting permanent relocation assistance and payments.⁸ A PHA may not terminate a resident's lease if it fails to obtain this consent.

PHAs must keep documentation of such information provided to residents and such consent by residents. While HUD does not require PHAs to submit documentation of obtaining this consent, PHAs and participants must properly brief residents on their housing and relocation options and must keep auditable written records of such consultation and decisions. HUD may request this documentation during a review of the FHEO Relocation and Accessibility Checklist or if relocation concerns arise.

Examples of project plans that may preclude a resident from returning to the converted RAD project include, but are not limited to:

- Changes in bedroom distribution (i.e. when larger units will be replaced with smaller units such that current residents would become under-housed or when smaller units will be replaced with larger units such that current residents would become over-housed);
- Where a PHA is reducing the number of assisted units at a property by a de minimis amount⁹, but those units are occupied by assisted residents; or
- The reconfiguration of efficiency apartments, or the repurposing of dwelling units in order to facilitate social service delivery.

In all scenarios where residents voluntarily accept permanent relocation to accommodate project plans, these residents are eligible for permanent relocation assistance and payments under URA. If a resident accepts permanent relocation assistance, the resident surrenders his or her right to return to the completed project.

6. Relocation Assistance

Under RAD, relocation assistance may vary depending on the length of time relocation is required.¹⁰

- a. In instances when the PHA anticipates that a resident will be relocated for more than a year, the PHA must offer the resident the choice of:
 - Permanent relocation assistance and payments at URA levels; or
 - Temporary relocation assistance, including temporary housing, while the resident retains his or her right to return and reimbursement for all reasonable out-of-pocket expenses associated with the temporary relocation.

⁸ Persons with disabilities returning to the RAD project may not be turned away or placed on a waiting list due to a lack of accessible units. Their accessibility needs must be accommodated.

⁹ A reduction in total number of assisted units at RAD project of 5% or less. (Section 1.5.B of PIH 2012-32 REV-1)

¹⁰ Some residents may not qualify for relocation assistance under URA. A nonexclusive listing of persons who do not qualify as displaced persons under URA is at 49 CFR 24.2(a)(9)(ii). See also, Paragraph 1-4(J) of HUD Handbook 1378.

The PHA must give the resident no less than 30 days to decide between permanent and temporary relocation assistance. If the resident elects to permanently relocate with assistance at URA levels, the PHA must inform the resident that his or her acceptance of permanent relocation assistance terminates the resident's right to return to the completed RAD project.

- b. In instances when a resident elects temporary relocation assistance and reoccupies a unit in the completed project within one year, the resident need not be offered permanent relocation assistance pursuant to URA.

Great care must be exercised to ensure that residents are treated fairly and equitably. If a resident is required to relocate temporarily in connection with the project, his or her temporarily occupied housing must be decent, safe, and sanitary and the resident must be reimbursed for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation. These expenses include, but are not limited to, moving expenses and increased housing costs during the temporary relocation.

- c. In the event that a resident elects to receive temporary relocation assistance and the temporary relocation exceeds one year, the resident becomes eligible for all permanent relocation assistance and payments under URA. (This assistance would be in addition to any assistance the person has already received for temporary relocation, and may not be reduced by the amount of any temporary relocation assistance.) In such event, the PHA shall give the resident the opportunity to choose to remain temporarily relocated for an agreed-to period (based on new information about when they can return to the completed RAD unit), or choose to permanently relocate with URA assistance.

PHAs may not propose or request that a displaced person waive rights or entitlements to relocation assistance under the URA. If the resident elects to permanently relocate with URA assistance, the PHA must inform the person that the person's acceptance of URA relocation assistance to permanently relocate will terminate the person's right to return to the completed RAD project. Conversely, unless and until the resident elects to be permanently relocated, the resident may remain temporarily relocated with a right to return to the completed project.

7. Initiation of Negotiations (ION) Date

Eligibility for URA relocation assistance is generally effective on the date of initiation of negotiations (ION) (49 CFR 24.2(a)(15)). For RAD projects, the ION date is the date of the issuance of the RAD Conversion Commitment (RCC).

8. Resident Notification

When a project converting under RAD will include relocation of residents, notice must be provided to those resident households. For each notice listed below, one notice shall be given to each resident household. The purpose of these notifications is to ensure that residents are

informed of their potential rights and the relocation assistance available to them. During initial meetings with residents about RAD and in subsequent communications with residents related to relocation, the PHA should inform residents that if they choose to move after receiving a written GIN, but prior to receiving a RAD Notice of Relocation, they may jeopardize their eligibility for relocation assistance. However, PHAs should note that a resident move undertaken as a direct result of the project may still require relocation assistance and the resident may be eligible to receive permanent relocation assistance under the URA even though the PHA has not yet issued notices.

a. *General Information Notice* (49 CFR 24.203(a) & Handbook 1378, Paragraph 2-3(B))

As soon as feasible in the planning process, the PHA must provide each resident with a written GIN (see sample in Appendix 2) to provide a general description of the project, the activities planned, and the relocation assistance that may become available. URA regulations state that the GIN should be provided *as soon as feasible*. Under RAD, PHAs must provide GINs during the initial RAD resident meetings, before submitting a RAD application. GINs must do at least the following:

- Inform the resident that he or she may be displaced for the project and generally describe the relocation payment(s) for which the resident may be eligible, the basic conditions of eligibility, and the procedures for obtaining the payment(s);
- Inform the resident that he or she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help the resident successfully relocate;
- Inform the resident that, if he or she qualifies for relocation assistance as a displaced person under the URA, he or she will not be required to move without at least 90 days advance written notice, and inform any person to be displaced from a dwelling that he or she cannot be required to move permanently unless at least one comparable replacement dwelling has been made available;
- Inform the resident that any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child (see 49 CFR 24.208(h) for additional information); and
- Describe the resident's right to appeal the PHA's determination as to a person's eligibility for URA assistance.

b. *RAD Notice of Relocation*

If a resident will be relocated to facilitate the RAD conversion, the PHA shall provide notice of such relocation (RAD Notice of Relocation). The PHA shall issue this notice upon the PHA's receipt of the RCC from HUD, which is the ION date.

If residents will not be relocated, notice of relocation is not required, but the PHA should

notify them that they are not being relocated.¹¹

The RAD Notice of Relocation must conform to the following requirements:

- The notice must state the anticipated duration of the resident's relocation.
- PHAs must provide this notice a minimum of 30 days prior to relocation to residents who will be temporarily relocated.¹² Longer notice may be appropriate for persons who will be relocated for an extended period of time (over 6 months), or if necessary due to personal needs or circumstances.
- Residents whose temporary relocation is anticipated to exceed one year must be informed that they will have no less than 30 days to elect temporary or permanent relocation as described in Section 6 of this Notice. When timing is critical for project completion, the 30-day decision period can run concurrently with the 30-day notice period for temporary relocation and with the 90-day period for permanent relocation if the PHA makes available comparable replacement dwellings consistent with 24.204(a).
- Residents who will be permanently relocated must receive written notice a minimum of 90 days prior to relocation. This 90-day time period may only begin once the PHA has made available at least one comparable replacement dwelling consistent with 49 CFR 24.204(a).¹³
- The notice must describe the available relocation assistance, the estimated amount of assistance based on the individual circumstances and needs, and the procedures for obtaining the assistance. The notice must be specific to the resident and his or her situation so that the resident will have a clear understanding of the type and amount of payments and/or other assistance the resident household may be entitled to claim.
- The notice must explain the reasonable terms and conditions under which the resident may continue to lease and occupy a unit in the completed project.
- The notice must state that the PHA will reimburse the resident for all reasonable out-of-pocket expenses incurred in connection with any temporary move. These expenses include, but are not limited to, moving expenses and increased housing costs (rent, utilities, etc.).

c. Notice of Intent to Acquire (49 CFR 24.203(d))

¹¹ HUD policy generally requires a "notice of non-displacement" in certain instances; the RAD program does not require this notice. Although the scope of this notice is limited to guidance for projects requiring relocation, PHAs should note, however, that there may be notification requirements for projects that do not involve relocation. The RAD conversion will terminate the resident's public housing lease and commence a PBV or PBRA lease, even when there is no relocation required. In such instances, state law may impose certain notification requirements. In addition, public housing regulations generally require 30 days' notice prior to lease termination. PHAs are encouraged to review public housing requirements set forth in 24 CFR parts 5 and 966.

¹² HUD may approve shorter notice periods based on an urgent need due to danger, health, or safety issues or if the person will be temporarily relocated for only a short period.

¹³ PHAs should note that URA regulations also require, where possible, that three or more comparable replacement dwellings be made available before a resident is required to move from his or her unit.

For RAD projects involving acquisition, residents may be provided with a notice of intent to acquire (“*Notice of Intent to Acquire*”) prior to the ION date with HUD’s prior approval. Once the Notice of Intent to Acquire is provided, a resident’s eligibility for relocation assistance and payments is established. Therefore, the RAD Notice of Relocation must be provided in conjunction with or after the Notice of Intent to Acquire. A RAD Notice of Relocation would not otherwise be sent prior to the ION date.

Since residents who accept permanent relocation must receive 90 days advanced written notice prior to being required to move, providing residents the Notice of Intent to Acquire and RAD Notice of Relocation prior to the ION date may be necessary to provide sufficient notice of relocation to a resident in instances where there may not be 90 days between the issuance of the RCC (ION date) and the anticipated closing date. This allows the PHA to issue the notice earlier so that relocation may begin upon closing. This allows program participants to conduct orderly relocation upon closing, minimize adverse impacts on displaced persons, and to expedite project advancement and completion.¹⁴

- d. *URA Notice of Relocation Eligibility – for residents whose temporary relocation exceeds one year* (49 CFR 24.203(b) & Handbook 1378, Paragraph 2-3(C))

After a resident has been temporarily relocated for one year, the PHA must provide a notice of relocation eligibility in accordance with URA requirements (“*Notice of Relocation Eligibility*”). This notice is not required if the resident has already accepted permanent relocation assistance.

The Notice of Relocation Eligibility must conform to URA requirements as set forth in 49 CFR Part 24, to HUD Handbook 1378 and to the following requirements:

- The PHA must provide updated information as to when it is anticipated that the resident will be able to return to the completed project.
- The resident may choose to remain temporarily relocated based upon such updated information or may choose to accept permanent URA relocation assistance in lieu of exercising the right to return.
- If the resident chooses to accept permanent URA relocation assistance and such assistance requires that the resident move, the URA requires such resident to receive 90 days advance written notice of the earliest date they will be required to move (i.e., 90-Day Notice, 49 CFR 24.203(c)). The PHA should be mindful that the 90-day time period may only begin once the PHA has made available at least one “comparable replacement dwellings” as set forth in 49 CFR 24.204(a).

9. Initiation of Relocation

¹⁴ PHAs and program participants should note that, in most instances, it will be most appropriate for the acquiring entity to send this notice.

Unless otherwise approved by HUD, relocation may not begin until the date of closing of the RAD transaction and recordation of the RAD Use Agreement. PHAs must provide residents being temporarily relocated at least 30 days advance written notice of the required move. PHAs must give residents being permanently relocated at least 90 days advance written notice of the required move. This means PHAs are advised to plan carefully to account for this 30-day or 90-day notice period to ensure the closing is not delayed.

However, HUD is aware that, in rare cases, some project plans necessitate relocation prior to closing. With prior HUD approval, for projects involving acquisition, PHAs may relocate residents prior to the closing date subject to public housing requirements (see 24 CFR part 5 and 24 CFR 966). PHAs must contact their assigned RAD transaction manager (TM) to discuss plans as early as possible in the process to ensure compliance with all RAD and URA requirements.

If relocation prior to closing is desired, PHAs should submit to the TM the following information, as early as possible in the process:

- A written request for relocation prior to closing. The request must include justification of why the early relocation is necessary for the viability of the RAD transaction. Justification may include the presence of outside financing, such as Low Income Housing Tax Credit (LIHTC) awards, if the PHA can show that early relocation is necessary to meet critical LIHTC deadlines.
- FHEO Accessibility and Relocation Checklist.
- Evidence of intent to comply with public housing requirements, as applicable. Generally, public housing regulations require public housing residents to receive 30 days' notice prior to relocation and that such notice either be published in the PHA's admissions and continued occupancy policies (ACOP) or published elsewhere at least 30 days prior to receipt of such notice (24 CFR parts 5 and 966).

When seeking to relocate residents prior to closing, submission of this request as early as possible is preferred, prior to the 180-day Financing Plan milestone if possible (with Financing Plan submission following the request).

HUD reserves the right to request additional follow-up information, including a Relocation Plan and related budget, prior to approving such requests. PHAs must receive written HUD approval before beginning relocation of residents prior to closing.

Early planning and submission of the Financing Plan and FHEO checklist to HUD will ensure the PHA has built in the 30- or 90-day notice period prior to initiating relocation.

10. Fair Housing and Civil Rights Requirements

PHAs must comply with all applicable fair housing and civil rights laws, including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, when conducting relocation planning and providing relocation assistance. Further, communication must be provided in a manner that is effective for persons

with disabilities (24 CFR 8.6) and for person who are Limited English Proficient (see 72 FR 2732). This section discusses some of the PHA's obligations under these laws and regulations. However, the applicability of civil rights laws is not limited to the activities discussed in this section. PHAs conducting relocation activities should familiarize themselves with applicable civil rights statutes, regulations, and guidance, including but not limited to, those listed at the end of this section.

- **Effective Communication for Persons with Disabilities:** Communications and materials must be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 (24 CFR 8.6), and as applicable, the Americans with Disabilities Act; and for persons who are limited English proficient (*see* 72 Fed Reg 2732). This includes ensuring that training materials are in appropriate alternative formats as needed, e.g., Braille, audio, large type, assistive listening devices, and sign language interpreters.
- **Accessible Meeting Facilities for Persons with Disabilities:** When holding public meetings, PHAs must give priority to methods that provide physical access to individuals with disabilities, i.e., holding the meetings, workshops, and briefings or any other type of meeting in an accessible location, in accordance with the regulations implementing Section 504 of the Rehabilitation Act of 1973 and Titles II and III of the Americans with Disabilities Act of 1990, as applicable. All programs and activities must be held in accessible locations unless doing so would result in an undue financial and administrative burden, in which case the PHA must take any action that would not result in such an alteration or such burden but would nevertheless ensure that individuals with disabilities receive the benefits and services of the program or activity, e.g., briefings at an alternate accessible, in-home briefing. Individuals with disabilities must receive services in the most integrated setting appropriate to their needs. The most integrated setting appropriate to the needs of qualified individuals with disabilities is a setting that enables individuals with disabilities to interact with nondisabled person to the fullest extent possible (28 CFR part 35, appendix B).
- **Meaningful Access for Persons with Limited English Proficiency (LEP):** PHAs must provide meaningful access to programs and activities for persons who have a limited ability to read, speak, or understand English. Any person with LEP who will be temporarily relocated or permanently displaced must have meaningful access to any public meetings regarding the project. In addition, any information provided to residents including, but not limited to, any notices required under the URA, should be provided in the appropriate language to persons with LEP. Generally, PHAs will be responsible for providing oral interpreters at meetings, including ensuring their competence, and covering any associated translation and interpretation costs.
- URA requires that PHAs provide persons who are unable to read or understand the notices, such as persons with disabilities or persons with LEP, with appropriate translation and counseling to ensure that they understand their rights and responsibilities and the assistance available to them (49 CFR 24.5). URA also requires that each notice indicate the name and telephone number of a person to contact with questions or for other

needed help (49 CFR 24.5). This notice should include the number for the telecommunication device for the deaf (TDD) or other appropriate communication device, if applicable (24 CFR 8.6(a)(2)).

- **Comparable Housing for Persons with Disabilities:** PHAs should identify the accessibility needs of residents to be relocated by consulting existing information (e.g., tenant characteristics forms, including identification of the need for accessible unit features; records of approved reasonable accommodations, and records of the presence of accessible unit features). For guidance on providing relocation assistance to persons with disabilities, see Exhibit 3-1 in HUD Handbook 1378.
- **Advisory Services:** PHAs should determine the advisory services that will be necessary to ensure a successful relocation program consistent with 49 CFR 24.205(c). Such advisory services may include housing counseling that should be facilitated to ensure that residents affected by the project understand their rights and responsibilities and the assistance available to them (49 CFR 24.205(c)). Advisory counseling must also inform residents of their fair housing rights and be carried out in a manner that satisfies the requirements of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and Executive Order 11063 (49 CFR 24.205(c)(1)). In addition, PHAs should inform residents that if they believe they have experienced unlawful discrimination, they may contact HUD at 1-800669-9777 (Voice) or 1-800-927-9275 (TDD) or at <http://www.hud.gov>.

Fair Housing References:

- Section 504 of the Rehabilitation Act of 1973
 - Regulations: 24 CFR part 8
 - Fair Housing Act Regulations: 24 CFR part 100
 - Title VI of the Civil Rights Act of 1964
 - Regulations: 24 CFR part 1
 - Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (LEP Guidance) (72 FR 2732)
 - Exhibit 3-1 Compliance with Section 504 of the Rehabilitation Act in HUD Handbook 1378 (Tenant Assistance Relocation and Real Property Acquisition)
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11. Other Requirements

a. Public Housing Program Compliance

PHAs should note that public housing resident provisions related to occupancy and termination, including grievances and related hearings, will remain in effect until the execution of the new PBV or PBRA Housing Assistance Payment (HAP) contract.

b. Evictions for Cause

If the PHA determines that a resident was evicted in accordance with applicable state and local law for serious or repeated violation of material terms of the lease, and the eviction was not undertaken for the purpose of evading the obligation to make available URA payments and other assistance, the resident is not entitled to relocation payments and assistance under the URA (49 CFR 24.206).

Jemine A. Bryon
General Deputy Assistant Secretary
for Public and Indian Housing

Carol J. Galante, Assistant Secretary for
Housing-Federal Housing Commissioner

APPENDICES

Appendix 1

Recommended Relocation Plan Contents

Appendix 2

Sample RAD General Information Notice (GIN)

Appendix 3

Sample RAD Notice of Relocation (for relocation anticipated for a year or less)

Appendix 4

Sample RAD Notice of Relocation (for relocation anticipated for more than a year)

Appendix 5

Sample Notice of Eligibility for URA Relocation Assistance (for residents who have been temporarily relocated for more than a year)

Appendix 1: RECOMMENDED RELOCATION PLAN CONTENTS

While written Relocation Plans are not required under RAD or URA, the Department strongly encourages PHAs to document their relocation planning process and procedures in a written Relocation Plan. The following provides suggested content for Relocation Plans.

I. Project Summary

The Relocation Plan should provide a general description of and purpose for the project (e.g., year built, location, number of units, configuration, occupancy information, and funding sources).

The basic components of a plan include:

- A general description of the project and the site, including acquisition, demolition, rehabilitation, and construction activities and funding sources;
- A detailed discussion of the specific steps to be taken to minimize the adverse impacts of relocation, including when transferring the assistance to a new site;
- Information on occupancy (including the number of residents, residential owner-occupants and non-residential occupants, if any, to be permanently or temporarily relocated);
- Information on relocation needs and costs (including the number of residents who plan to relocate with Section 8 assistance);
- General moving assistance information;
- Temporary move assistance (including information on the duration of temporary moves);
- Permanent move assistance; and
- Appeals process.

II. Resident Return and Re-occupancy Policies

For residents that will be temporarily relocated, the plan should include the criteria that will be used to determine the priority for residents to re-occupy units at the project after rehabilitation, demolition, and/or construction is completed. For example, if units will come online in stages, the plan should outline how the PHA will determine when each resident will return to the project. PHAs should ensure that any written return or re-occupancy policy is compliant with related RAD requirements, such as the right-to-return policy and the “no re-screening upon conversion” policy, as described in the RAD Notice.

III. Summary of Moving Costs

The plan should include a summary of moving costs, identified by move types, including the following:

Temporary Moves

- Number of and cost amount for two-way moves (i.e., a move to another unit and then a return move) within the same building/complex.
- Number of and cost amount for two-way moves to a unit not in the same building/complex, carried out by the PHA.
- Number of and cost amount for two-way moves to a unit not in the same building/complex not carried out by the PHA.

Permanent Moves

- Number of and cost amount for one-time moves into another unit in the same building/complex.¹⁵
- Number of and cost amount for one permanent move to a unit not within the same building/complex, carried out by the PHA.
PHAs should note that if a residential move is carried out by the PHA at no cost to the resident, this per-household estimate must include the required dislocation allowance (currently \$100). The URA Fixed Residential Moving Cost Schedule lists the most current dislocation allowance:
http://www.fhwa.dot.gov/real_estate/practitioners/uniform_act/relocation/moving_cost_schedule.cfm
- Number of and cost amount for one permanent move to a unit not within the same building/complex that is not carried out by the PHA.

IV. Temporary Relocation Assistance

The PHA will assist residents who are required to move temporarily. At the Initiation of Negotiations (ION), the PHA will send a RAD Notice of Relocation to residents who will be relocated. Appendices 3 and 4 of this Notice contain sample RAD Notices of Relocation to be provided to residents that will be temporarily relocated.

The plan should detail the temporary relocation assistance the PHA will provide for residents (Paragraph 2-7 of HUD Handbook 1378). This assistance includes:

- Temporary Housing - The PHA will provide temporary housing that is decent, safe, and sanitary on a nondiscriminatory basis for residents who are relocated temporarily. The PHA will also pay for reasonable increased housing costs that the resident incurs in connection with the temporary relocation.

NOTE: If a resident's relocation exceeds one year, the PHA must then issue a *Notice of Relocation Eligibility* (49 CFR 24.203(b)) to the resident and offer the resident permanent

¹⁵ A resident who moved to another unit in the same building/complex may be considered a displaced person under URA if the resident moves from the building/complex permanently and was not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move within the same building/complex and/or if other conditions of the move within the building/complex were not reasonable.

relocation assistance and payments at URA levels. The PHA must provide this notice to affected residents as soon as the temporary relocation exceeds one year.

- Packing and Moving Assistance - Since most residents prefer to pack their own personal possessions and items of value, they should be provided packing instructions, boxes, markers, and tape for the move. If assistance in packing is needed, the PHA should provide the resident with information on how to request this assistance. The PHA is responsible for covering all reasonable moving expenses incurred in connection with temporarily relocating a resident. The PHA may reimburse the resident's out-of-pocket moving expenses and/or directly carry out the move.
- Payment for Temporary Relocation Moving Expenses - The plan should also indicate how the PHA intends to provide or reimburse for moving services and expenses. The PHA can choose to do one or more of the following:
 - Undertake the moves itself, using force account labor or a moving company; – Use PHA's contractor or moving company;
 - Carry out moves with employees of the PHA;
 - Reimburse residents for all actual and reasonable moving costs.

NOTE: The PHA will not make fixed payments since such payments may not be representative of actual reasonable costs incurred. However, in order for a resident to be sure of full reimbursement, the resident should submit a moving cost estimate to the PHA for approval prior to the move unless the PHA is directly carrying out the move and the resident will not incur any reasonable out-of-pocket moving expenses. Failure to do so may result in the resident not being fully reimbursed.

- Utility Costs - The PHA is responsible for covering the expenses relating to disconnection and reconnection of necessary utilities. If the resident has telephone, cable service or Internet access, the PHA is responsible for covering the expenses involved in transferring existing service. The PHA may also pay utility deposits, if required at the temporary relocation housing (HUD Handbook 1378, paragraph 2-7(A)(3)). If a resident is temporarily relocating from a public housing unit to a non-public housing unit, the resident must be reimbursed for reasonable increases in utility costs even if the PHA utility allowance is lower than the actual costs to the resident.

V. Permanent Relocation Assistance

Based on the local housing resources available, the PHA should identify the replacement housing options that will be available to meet the housing needs of residents to be permanently relocated. Replacement housing options for residents that meet the definition of a "displaced person" (49 CFR 24.2(a)(9)) under the URA include, but are not limited to:

- Other Public Housing;
- Section 8 Project-Based Voucher unit;
- Section 8 Housing Choice Voucher unit;
- Homeownership housing;

- Private-market rental housing (affordable, non-subsidized).¹⁶

The plan should describe each type of replacement housing projected to be available, including:

1. Number of units, by bedroom size, expected to be available, and discussion of whether available units will meet dwelling requirements of relocated residents;
2. General area or location of unit(s);
3. Criteria for receiving relocation assistance; and
4. Any other information that might benefit residents in their consideration of housing choices.

The plan should include a description of the permanent relocation assistance the PHA will provide to residents. This assistance includes:

- Availability of Comparable Replacement Housing – Under URA, no displaced resident will be required to move unless at least one comparable replacement dwelling (49 CFR 24.2(a)(6)) is made available at least 90 days before the required move (49 CFR 24.203(c)). Comparable replacement dwellings must contain the accessibility features needed by displaced persons with disabilities (49 CFR 24.2(a)(8)(vii); 49 CFR part 24, Appendix A, §24.2(a)(8)(vii)). If the comparable replacement dwelling is not subsidized housing, the PHA should contact the RAD staff for advice on replacement housing payment requirements.
- Referral to Housing Not Located in an Area of Minority Concentration - Whenever possible, minority persons shall be given reasonable opportunities to relocate to decent, safe, and sanitary replacement dwellings that are within their financial means and not located in areas of minority concentration (49 CFR 24.205(c)(2)(ii)(D)). However, this policy does not require a PHA to provide a person a larger payment than is necessary to enable a person to relocate to a comparable replacement dwelling unit.
- Permanent Relocation Moving Expenses from Public Housing to Public Housing - The PHA may choose one of the following options for covering the expenses involved in moving public housing residents that are relocated into other public housing:
 - Undertake the move itself, using force account labor or a moving company. Residents should incur no moving costs under this option, but if such expenses are incurred, the PHA is responsible for reimbursing the resident for any such actual and reasonable expenses. In such case, the resident is also entitled to a dislocation allowance (currently \$100). The URA Fixed Residential Moving Cost Schedule lists the current dislocation allowance and is available at:
http://www.fhwa.dot.gov/real_estate/practitioners/uniform_act/relocation/moving_cost_schedule.cfm

¹⁶ Every effort should be made to find another subsidized unit as replacement housing for a resident relocating from subsidized housing so that the resident will continue receiving the housing subsidy as long as it is needed.

NOTE: Residents who prefer to pack their own personal possessions and items of value may be provided packing instructions, boxes, markers, and tape for their move. If a resident needs assistance in packing, they should contact the PHA. It is the responsibility of the PHA to pack and move all of their belongings and household goods, if so desired.

Allow the resident to elect one of the following choices:

- 1) The PHA will reimburse the resident for the cost of all actual reasonable and necessary moving and related expenses (49 CFR 24.301), such as:
 - Transportation of the resident and personal property. This may include reimbursement at the current mileage rate for personally owned vehicles that need to be moved. Transportation costs for a distance beyond 50 miles are not eligible, unless the PHA determines that relocation beyond 50 miles is justified.
 - Packing, crating, uncrating, and unpacking of personal property.
 - Storage of personal property for a period not to exceed 12 months, unless the PHA determines that a longer period is necessary.
 - Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property.
 - Insurance for the replacement value of the property in connection with the move and necessary storage.
 - The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.

- 2) The PHA will pay directly to the resident the applicable and current fixed moving cost payment according to the URA Fixed Residential Moving Cost Schedule (49 CFR 24.302), available at:
http://www.fhwa.dot.gov/real_estate/practitioners/uniform_act/relocation/moving_cost_schedule.cfm

Permanent Relocation Moving Expenses for All Other Moves – Under URA, residents who are permanently displaced, except for those residents displaced from public housing and moving to other public housing, are entitled to the assistance described in the brochure *Relocation Assistance To Residents Displaced From Their Homes*, available in English at http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16280.doc and in Spanish at http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_16281.doc. Residents may choose moving assistance from one of the following two options.

- 1) The PHA will reimburse the resident for the cost of all actual reasonable moving and related expenses (49 CFR 24.301).

- 2) The PHA will pay directly to the resident the applicable and current fixed moving cost payment according to the URA Fixed Residential Moving Cost Schedule (49

CFR 24.302), available at:

[http://www.fhwa.dot.gov/real estate/practitioners/uniform act/relocation/moving cost schedule.cfm](http://www.fhwa.dot.gov/real%20estate/practitioners/uniform%20act/relocation/moving%20cost%20schedule.cfm).

- Replacement Housing Payment - In addition to covering moving expenses, displaced residents may be entitled to a replacement housing payment (RHP). This payment is intended to cover the increase, if any, in monthly housing costs for a 42-month period.

When calculating the RHP, the PHA must consider the comparable replacement housing unit offered to the resident. Since the PHA is not required to pay an RHP amount that exceeds the amount of RHP calculated for the offered comparable replacement dwelling, residents are cautioned to work closely with the PHA prior to their move.

- Accessible Housing for Persons with Disabilities - Under the URA, persons with disabilities who will be permanently displaced must be relocated to a replacement dwelling that contains the accessibility features they need (49 CFR 24.2(a)(8)(vii); 49 CFR Appendix A, 24.2(a)(8)(vii)). A person with disabilities who has been relocated must be offered a comparable replacement dwelling unit that contains accessible features comparable to the housing from which the tenant has been displaced or relocated. This is so even if the tenant has paid for the acquisition and/or installation of accessible features in the housing from which he or she has been relocated; in such instances, the recipient must ensure that the replacement housing contains comparable accessible features or provide relocation assistance to the tenant in an amount that covers the cost of acquiring and/or installing comparable accessible features. Under the URA, an agency may use project funds to remove architectural barriers for displaced owners and tenants with disabilities or take other last resort housing measures if comparable replacement dwelling units are not available within the monetary limits prescribed under the URA regulations (49 CFR 24.404(c)(vii); HUD Handbook 1378, Paragraph 3-8).

VI. Relocation Budget

Based on the results of the planning process, the PHA should create a relocation budget that includes the following six components:

- 1) The cost of administering the plan and providing assistance and counseling.
- 2) Reasonable moving expenses for a person with disabilities, which may include the cost of moving assistive equipment that is the personal property of the residents, the furnishings and personal belonging of a live-in aide, and/or other reasonable accommodations (HUD Handbook 1378, Paragraph 3-2).
- 3) The cost of the physical move of the residents' belongings. (It is suggested that the move costs be broken down by average cost per move type multiplied by the number of moves.)

NOTE: This physical move cost total should be based on the move scenarios anticipated

or projected by the resident survey.

- 4) The cost estimated to pay for projected increases in monthly housing costs for temporary relocation.
- 5) The cost estimated to pay for the replacement housing payment (RHP) (42-month period for URA or 60-month period if section 104(d) applies).
- 6) Contingency costs estimated for carrying out the relocation process necessary to complete the proposed project. (The PHA should state where these costs are indicated in the application, or attach any other information required by HUD, to support these costs.)

VII. Appeal Process

If a resident disagrees with the PHA's decision as to the resident's eligibility to receive relocation assistance, the amount of a relocation payment, or the adequacy of a comparable replacement dwelling offered to a resident, the resident may file a written appeal to the PHA. The Relocation Plan should describe the specific appeal procedures to be followed consistent with 49 CFR 24.10 (and 24 CFR 42.390 if section 104(d) is involved). At a minimum, the resident will have 60 days to file an appeal with the PHA after receiving written notification of a claim or ineligibility determination.

VIII. Certification

The plan should contain a certification of compliance with the URA and, if applicable, section 104(d).

Technical Assistance

The PHA should direct questions on this Notice's relocation assistance requirements to their RAD Transaction Manager or [email rad@hud.gov](mailto:email_rad@hud.gov).

Appendix 2: SAMPLE RAD GENERAL INFORMATION NOTICE (GIN)

PHA LETTERHEAD

RENTAL ASSISTANCE DEMONSTRATION (RAD) GENERAL INFORMATION NOTICE (GIN)

[Date]

Dear [Resident Name],

The property you currently occupy is being proposed for participation in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. At this time, we expect that [the proposed acquisition, rehabilitation or demolition, may require you to be relocated (temporarily or permanently) from your unit]. We will provide further details to you as plans develop. **This notice does not mean that you need to leave the property at this time. This is not a notice of eligibility for relocation assistance.** The remainder of this letter only applies to situations where you will need to be relocated from your unit.

This notice serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). If the proposed RAD project receives HUD approval and if you are displaced permanently as a result, you may become eligible for relocation assistance and payments under the URA, including:

- 1) Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
- 2) At least 90 days' advance written notice of the date you will be required to move;
- 3) Payment for moving expenses; and
- 4) Payments to enable you to rent a similar replacement home.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States.

As a resident of a property participating in RAD, you have the right to return to the project after the project is complete. You will be able to lease and occupy a unit in the converted project when rehabilitation is complete.

If you are permanently displaced from your home, you will not be required to move until you are given at least 90-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you. If you are temporarily relocated and your temporary relocation lasts more than one year, you will be contacted and offered permanent relocation assistance as a displaced person under the URA. This assistance would be in addition

to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance you have already received.

If you are required to relocate from the property in the future, you will be informed in writing. [PHA] will inform you of what assistance and payments you are eligible for if you will be relocated because of RAD and how you will receive these payments. If you become a displaced person, you will be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

You should continue to pay your rent and meet any other requirements specified in your lease. If you fail to do so, [PHA] may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans.

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact: [Name, Title, Address, Phone, Email Address]. This letter is important to you and should be retained.

Sincerely,

[Name]

[Title]

NOTES:

1. Files must indicate how this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378)
2. This is a sample GIN. PHAs should revise it to reflect project-specific circumstances.
3. PHAs may provide residents with HUD brochure "Relocation Assistance To Residents Displaced From Their Homes" available at:
<http://www.hud.gov/offices/cpd/library/relocation/publications/1042.pdf>.

Appendix 3: SAMPLE RAD NOTICE OF RELOCATION (For relocation anticipated for a year or less)

***THIS IS A GUIDE FORM.
REVISE TO REFLECT THE PROJECT-SPECIFIC CIRCUMSTANCES.***

PHA Letterhead

(date)

Dear [*Resident Name*],

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. On [*date*], the [*Public Housing Authority*] (PHA) notified you of proposed plans to [acquire/ rehabilitate/demolish] the property you currently occupy at [*address*]. On [*date*], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project. [*In instances where a Notice of Intent to Acquire is applicable and this notice is being sent before the RCC is issued, in lieu of the previous sentence noting the RCC issuance date, insert: [Name of entity acquiring the property] (Displacing Agency) intends to acquire the property you currently occupy. This is a Notice of Intent to Acquire.*]

In order for PHA to complete the project, you will need to be relocated for [*anticipated duration of relocation*]. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation payments and assistance.

However, **you do not need to move now.** This notice informs you that a decent, safe, and sanitary dwelling unit, listed below, has been made available to you and you will be required to move by [*insert date at least 30 days after the date of this notice*].

If your temporary relocation exceeds one year and you qualify as a "displaced person" under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may be eligible for further relocation assistance and payments under URA.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

The relocation assistance to which you are entitled includes:

- Payment for Moving Expenses.** You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary

move. [*PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 4 of this Notice.*]

- The location of your temporary replacement unit is [*address*]. This temporary housing has been determined to be decent, safe and sanitary.

- [*List appropriate relocation advisory services and any other services and assistance provided.*]

If you disagree with this determination, you may file a written appeal to the PHA in accordance with 49 CFR 24.10.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [*Name, Title, Address, Phone, Email Address*] before you make any moving plans. He/she will assist you with your move to a temporary unit and help ensure that you preserve your eligibility for any relocation payments to which you may be entitled.

Remember, do not move or commit to the purchase or lease of a replacement home before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

Print name:

Title:

NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.)

Appendix 4: SAMPLE RAD NOTICE OF RELOCATION (For relocation anticipated for more than a year)

***THIS IS A GUIDE FORM.
REVISE TO REFLECT THE PROJECT-SPECIFIC CIRCUMSTANCES.***

PHA Letterhead

(date)

Dear [*Resident Name*],

The property you currently occupy is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. On [*date*], the [*Public Housing Authority*] (PHA), notified you of proposed plans to [acquire/ rehabilitate/demolish] the property you currently occupy at [*address*]. On [*date*], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project. [*In instances where a Notice of Intent to Acquire is applicable and this notice is being sent before the RCC is issued, in lieu of the previous sentence noting the RCC issuance date, insert: [Name of entity acquiring the property] (Displacing Agency) intends to acquire the property you currently occupy. This is a Notice of Intent to Acquire.*]

In order for PHA to complete the project, you will need to be relocated for [*anticipated duration of relocation*]. Upon completion of the project, you will be able to lease and occupy your present unit or another decent, safe and sanitary unit in the completed project under reasonable terms and conditions. You are eligible for relocation assistance and payments. Because we expect your relocation to exceed one year, you have the choice to either:

- Receive temporary relocation assistance and return to a unit in the RAD project once it is complete; or
- Receive permanent relocation assistance and payments consistent with the URA instead of returning to the completed RAD project.

You must inform us of your choice within 30 days.

However, **you do not need to move now.** If you choose temporary relocation assistance, you will not be required to move sooner than 30 days after you receive notice that a temporary unit is available for you. If you choose permanent relocation assistance, you will not be required to move sooner than 90 days after you receive written notice that at least one comparable replacement unit is available to you in accordance with 49 CFR 24.204(a). [*Note to PHA: These time periods may start running as of the date of this Notice if the notice of relocation includes such information on the temporary and/or comparable replacement dwelling options, as applicable. In such circumstance, add applicable sentences to adequately notify the resident. For example: This notice informs you that a temporary unit, listed below, has been made available to you and, if you choose this option, you will be required to move by [date no sooner than 30 days after notice]. This notice informs you*

that a comparable unit, listed below, has been made available to you and, if you choose this option, you will be required to move by *[date no sooner than 90 days after notice].*

If you choose temporary relocation, your relocation exceeds one year and you qualify as a “displaced person” under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), you may become eligible for further relocation assistance and payments under URA.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

If you choose to receive temporary relocation assistance, this assistance will include:

- Payment for Moving Expenses. You are entitled to be reimbursed for all reasonable out-of-pocket expenses incurred in connection with any temporary move. *[PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 4 of this Notice.]*
- The location of your temporary replacement unit is *[address]*. This temporary housing has been determined to be decent, safe and sanitary.
- *[List appropriate relocation advisory services and any other services and assistance provided.]*

If you elect to receive permanent relocation assistance, this assistance will include:

- Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- Payment for Moving Expenses. *[PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 5 of this Notice.]*
- Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.
- *[PHA: list here any permanent relocation assistance offered, such as a Housing Choice Voucher.]*

- Listed below are three comparable replacement units that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement units.

| | Address | Rent & Utility Costs | Contact Info |
|----|---------|----------------------|--------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ amount] and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately [\$ (42 x monthly amount)], if you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

You may choose to purchase (rather than rent) a decent, safe and sanitary replacement home. If you do, you would be eligible for a down-payment assistance payment which is equal to your maximum replacement housing payment, [\$amount.] [PHAs should note that, at the agency's discretion, a down-payment assistance payment that is less than \$5,250 may be increased to any amount not to exceed \$5,250. (See 49 CFR 24.402(c)(1)).] Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled.

Remember, do not move or commit to the purchase or lease of a replacement home before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

Print name:

Title:

Enclosure/s

NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.)

Appendix 5: SAMPLE NOTICE OF ELIGIBILITY FOR URA RELOCATION ASSISTANCE (For residents who have been temporarily relocated for more than a year)

***THIS IS A GUIDE FORM.
IT SHOULD BE REVISED TO REFLECT THE CIRCUMSTANCES.***

PHA Letterhead

(date)

Dear [*Resident*]:

The property you formerly occupied at [*address*] is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program. You have been temporarily relocated from that property since [*date*.] Your temporary relocation has exceeded one year.

It has been determined that you qualify as a "displaced person" according to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You are eligible for relocation assistance and payments under the URA.

You may choose to remain temporarily relocated and return to a unit in the RAD project once it is completed. It is currently estimated that you may return to the RAD project by [*date*]. If you choose to remain temporarily relocated, you will stay at your current location until the RAD project is completed.

Alternatively, you may choose permanent relocation assistance and payments for which you are eligible, as listed below. If you choose permanent relocation assistance, you give up your right to return to the completed RAD project. However, **you do not need to move now.** If you choose permanent relocation assistance instead of exercising your right to return to the completed RAD project, you will not be required to move sooner than 90 days from the date that at least one comparable replacement unit has been made available to you. [*Alternatively: You will not be required to move sooner than 90 days from the date of this notice, which informs you of a comparable replacement unit that has been made available for you.*]

This is your Notice of Eligibility for relocation assistance.

The effective date of your eligibility is [*insert date that relocation exceeds one year.*]

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

Enclosed is a brochure entitled, "Relocation Assistance to Tenants Displaced From Their Homes." Please read the brochure carefully. It explains your rights and provides additional information on eligibility for relocation payments and what you must do in order to receive these payments.

The relocation assistance to which you are entitled includes:

- Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.
- Payment for Moving Expenses. *[PHA should list the form of payment for moving expenses selected in accordance with Appendix 1, Section 5 of this Notice.]* This is in addition to any amounts received to reimburse for any reasonable out-of-pocket expenses incurred in connection with the temporary move.
- Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present home, and (3) for low-income persons, 30 percent of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.
- *[PHA list here any other relocation assistance offered the resident, such as Housing Choice Voucher .]*

Listed below are three comparable replacement units that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement units.

| | Address | Rent & Utility Costs | Contact Info |
|----|---------|----------------------|--------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

We believe that the unit located at *[address]* is most representative of the original unit you occupied in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is *[\$amount]* and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately \$ [42 x \$Amount], if you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

Should you choose to purchase (rather than rent) a decent, safe and sanitary replacement home, you would be eligible for a downpayment assistance payment which is equal to your maximum replacement housing payment, [\$ amount] *[PHAs should note that, at the agency's discretion, a downpayment assistance payment that is less than \$5,250 may be increased to any amount not to exceed \$5,250. (See 49 CFR 24.402(c)(1)).]* Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe, and sanitary before any replacement housing payments are made.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for any applicable relocation payments.

Remember, do not move or commit to the purchase or lease of a replacement home before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

Print Name:

Title:

Enclosure/s

NOTE: The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See 49 CFR 24.5 and Paragraph 2-3(J) of Handbook 1378.)