



**Relocation Overview**  
**for TDHCA Housing Professionals**  
**Minimizing Resident Displacement**

**February 2, 2016 (revised 9/11/2017)**



# Relocation: Training Agenda

- ❖ URA and Section 104(d)
- ❖ Displaced or Non-displaced?
- ❖ URA: What do I really need to know?
- ❖ Relocation Notices
- ❖ Counseling and Advisory Services
- ❖ Calculate Relocation Payments
- ❖ Application Submission Requirements
- ❖ Stumbling Blocks and Benefits

# URA: Rules & Regulations

## URA Rule: 49 CFR Part 24

- ❖ Uniform Relocation Assistance (URA) and Real Property Acquisition – Final Rule

## Section 104(d) of Housing and Community Development Act

- ❖ Rule: 24 CFR Part 42
- ❖ HUD and HUD-assisted programs
  - ❖ Displacement
  - ❖ Relocation Assistance
  - ❖ Real Property Acquisition



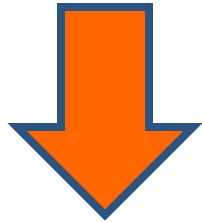
## Relocation: Reference

### **HUD Guidebook 1378**

- ❖ **Covers both URA and Section 104 (d)**
- ❖ **Tenant Assistance**
- ❖ **Relocation**
- ❖ **Real Property Acquisition**

# Relocation: Displacement Triggers

- ❖ Due to rehab/reconstruction
- ❖ Must relocate for more than one year (12 months)
- ❖ Must move permanently



Displaced

- ❖ Due to rehab/reconstruction
- ❖ Eligible to return to completed project
- ❖ Relocated for less than one year



Not displaced

# Uniform Relocation Act (URA)

## ❖ Purpose

- ❖ Minimize tenant displacement
- ❖ Compensate permanently displaced households

## ❖ Applies to all federally assisted projects

- ❖ HOME, 811 and NSP

## ❖ Enforced prior to project completion

- ❖ Tax credit or privately funded construction is not subject to URA **UNLESS** project has **HAP contract**

# URA: Disclosure to Seller

## Distribute with purchase offer:

- ❖ Relocation and Acquisition Disclosure to the Seller with Voluntary Arm's-Length Disclosure Agreement  
[TDHCA sample **Appendix 2**,  
<http://www.tdhca.state.tx.us/program-services/ura/relocation.htm>]

## Purpose:

- ❖ Offer clear title at fair market purchase price
- ❖ No power of eminent domain
- ❖ Voluntary transaction
- ❖ URA obligations void, if transaction fails



## Relocation: Section 104(d)

### Triggers:

- ❖ Demolition
- ❖ Conversion (from low-income rent to market rent or Fair Market Rate [FMR])

### Requires:

- ❖ One-for-one replacement of LI units
  - ❖ Project must not reduce affordable units



# Relocation Section 104(d)

## One-for-One Plan

- ❖ **Must submit to TDHCA**
  - ❖ **Confirm 100% replacement of LI units**
- ❖ **HUD approval required to reduce LI units**
  - ❖ **E.g., Decrease number of 4-bedrooms and increase 3-bedroom count to better serve tenant needs**
  - ❖ **MUST substantiate need**

# Relocation Eligibility

- ❖ **Two Types may cover tenants:**
  - ❖ **Uniform Relocation Act**
  - ❖ **Section 104(d)**
- ❖ **Both, if eligible**
  - ❖ **Tenants' rights allow choice**

# Relocation: Assistance Entitlement

## Moving Allowance

- ❖ All tenants (residential or business)
- ❖ Costs differ for non-displaced and permanently displaced tenants
- ❖ Utility connect/disconnect fees
- ❖ Related Expenses
  - ❖ Internet, cable, telephone connect/disconnect and special apparatuses
- ❖ Mobile housing unit (MHU)



# Relocation: Assistance Entitlement

- ❖ **Rental Housing Payment (two types)**
  1. Non-displaced *temporary unit* – monthly rental assistance, if applicable
  2. Displaced tenant unit – URA and 104(d) payment mandate differ




# URA –Last Resort Housing

- ❖ URA rental assistance cap: \$7,200
- ❖ Exception: subject to **Last Resort Housing** requirements
  - ❖ Covers “displaced” tenants if comparable unit and household financial means **demand a higher** rental housing payment (RHP)
- ❖ Last Resort Housing covers TDHCA projects
  - ❖ **No cap** on amount of RHP entitlement



## URA – Relocation of Business in Project

- ❖ Business will be “displaced”, per CPD14-09 memo
- ❖ Non-residential Rental Assistance:
  - ❖ Max Reestablishment Payment increased from \$10,000 to **\$25,000**
    - ❖ 42 U.S.C. 4622(a)(4)
- ❖ Moving Allowance
  - ❖ Max Fixed Moving Expense
    - ❖ increased from \$20,000 to **\$40,000**



# Relocation: Manufactured Housing Unit (MHU)

- ❖ Most complicated of URA rules
- ❖ Requires TDHCA guidance
- ❖ Rental Housing Payment (RHP)
  - ❖ Costly to cost-prohibitive
    - ❖ Park fees, Licenses, Permits
- ❖ Moving Allowance
  - ❖ **Commercial mover required**
  - ❖ Skirts, decks, personal items
- ❖ Recommend hiring experienced consultant
- ❖ Manufactured Housing State Laws apply

# URA – Dwelling Unit Standards

## Temporary or permanent replacement unit

- ❖ **Comparable**
- ❖ **Decent, Safe and Sanitary Standards (DSS)**  
<http://www.tdhca.state.tx.us/program-services/ura/relocation.htm>
- ❖ **Certain activity can require higher standards**
  - ❖ **TDHCA Appendix 11 – DSS inspect form**

## Examples of higher standards

- ❖ **Project-based or Vouchers**
  - ❖ **Housing Quality Standards (HQS)**
- ❖ **Tax credit unit**
  - ❖ **Uniform Physical Condition Standards (UPCS)**





## Relocation: Comparable unit

- ❖ Accommodates household size
- ❖ Functionally equivalent to vacated unit
- ❖ Located in Project service area
- ❖ Rent comparable to local equivalent unless restricted by HUD FMR (e.g. Voucher)
- ❖ Rent is affordable to household
- ❖ Must offer, at a minimum, three units
- ❖ Monthly RAP or RHP equals **lesser** of:
  - ❖ **Comparable unit** selected by Awardee or
  - ❖ **Tenant**-chosen unit that meets DSS

The background of the slide features a vertical image on the left side showing a brick house with a chimney and a window, set against a blue sky with white clouds. The rest of the slide has a white background.

# Importance and benefit of identifying Comparable units

- ❖ Owners must identify at least **three** comps or substantiate *lesser count*
- ❖ Example of benefit:
  - ❖ **Tenant current rent**     **\$400 (rent plus utilities)**
  - ❖ First comp                     \$425 (rent plus utilities)
  - ❖ Second comp                  \$450 (rent plus utilities)
  - ❖ Third comp                     \$500 (rent plus utilities)
  - ❖ Tenant finds unit             \$525 (rent plus utilities)
- ❖ How much is the tenant entitled to receive as monthly rental assistance payment?

# ANSWER

- ❖ Maximum monthly rental assistance payment is **\$100.00**
  - ❖ Three *comparable* units were offered in compliance with URA
  - ❖ Rental Assistance Payment (RAP) is capped at highest rent \$500
  - ❖ Amount above highest comparable unit (\$500) becomes tenant responsibility
  - ❖ Tenant must pay \$25.00 monthly difference

# Relocation Program Distinctions

## URA

### Purpose

- Residential or business
- Acquisition, Rehab, & Demolition
- 42 monthly rental assistance payments OR down payment of equal amount (lump sum)

### Restrictions

- No Income Cap Requirement
- Cash payment unless receiving assistance or housing assistance offered
- Subsidized households must receive assistance, if available
- Security deposit paid if non-refundable

# Relocation Program Distinctions

## Section 104(d)

- ❖ Demolition or Conversion
- ❖ Serves only low-income (LI) households
- ❖ Provides **60 monthly** rental payments **OR** down payment of equal amount for **co-op or mutual housing**
- ❖ Allows Section 8 HCV in lieu of cash, if available
- ❖ LI household can choose URA in lieu of 104(d)
- ❖ Project may pay security deposit, **refundable or non-refundable**



# Relocation: TDHCA Handbook

## Differences between URA and 104(d)

See TDHCA Relocation Handbook  
for a thorough side-by-side  
analysis (**Page 10**).

# Relocation Rules and Regulations

- ❖ **Uniform Relocation and Assistance and Real Property Acquisition (Final Rule, 49 CFR part 24)**
- ❖ **Section 104(d) of Housing and Community Development Act (24 CFR Part 42)**
  - ❖ **Displacement, Relocation Assistance, and Real Property Acquisition for HUD and HUD-assisted programs**

## Guidance Resources

- ❖ **HUD Handbook 1378 Tenant Assistance, Relocation and Real Property Acquisition**

# Relocation Rules and Regulations

- ❖ **TDHCA Relocation Handbook:**

- <http://www.tdhca.state.tx.us/program-services/ura/relocation.htm>

- ❖ **Guidance on URA and Section 104(d) mandates**
- ❖ **Appendices used as examples**
- ❖ **TDHCA URA relocation mandates**





# Relocation: Exercises

1. Applicant wants to purchase building that requires demolition of community room
  - ❖ Will Section 104(d) apply?
2. Can an eligible displaced person ever occupy a non-decent, safe and sanitary (DSS) replacement dwelling and still receive a replacement housing payment?
3. If applicant receives TDHCA federal award, what maximum amount can rental housing assistance pay?



# Answers

1. **No**, unless community room houses business (e.g., beauty shop) with lease
  - ❖ *Business* entitled up to \$25K reestablishment pay and \$40K moving allowance
2. **No**. All replacement units, at a minimum, must comply with DSS standards
3. There is **no cap** on household rental housing assistance (RHP). TDHCA projects are subject to *Last Resort Housing* mandates that covers “displaced” tenants if comp unit and financial means *demand a higher RHP*.



# **TDHCA URA Displaced or Non-Displaced**



# Relocation Assistance Eligibility

- ❖ Occupant: legal resident status
- ❖ Undocumented Immigrants: **ineligible**
- ❖ Exceptions:
  - ❖ Prorate relocation payment based on ratio of eligible members to total household
  - ❖ Exceptional and extreme hardship or adverse effect to spouse, parent or child

# Tenants Displaced or Not?

## Non-Displaced

- ❖ **ELIGIBLE** to return
- ❖ Voucher, PHA or HAP
- ❖ Temporary housing **less** than 12-months
- ❖ Evicted **for cause** (support docs required)
- ❖ Received “Move-in Notice” (exception PHA, HAP or Voucher)

## Displaced

- ❖ **INELIGIBLE** to return
- ❖ Required notices **NOT** received
- ❖ Temporary housing **exceeds** 12-months
- ❖ **No-cause eviction** or lease cancelled to sell property to avoid URA



# Displaced or Non-Displaced Exercise

1. Tenant waives right to receive relocation assistance
  - ❖ Displaced or Non-Displaced?
  - ❖ Is tenant entitled to receive relocation assistance?
2. Household has four members. Two have temporary work visas and two members do not have US legal status.
  - ❖ Displaced or Non-Displaced?
  - ❖ Can household receive relocation assistance?
3. Due to construction delays, household must remain in *temporary* unit 14 months.
  - ❖ Displaced or Non-Displaced?
  - ❖ What type of assistance may tenant receive?

# Answers

1. **Non-displaced ONLY** if tenant is made aware, in writing, of URA relocation assistance entitlement and tenant still *waives* right
2. **URA Only - Displaced.** Two members who have visas are eligible to receive RAP or RHP. Prorate payment based on ratio of eligible members  

If Section 104(d) eligible - **Displaced**, all tenants may have rights to relocation assistance. Reason: Public Law 105-117 does not apply to Section 104(d)
3. **Displaced.** Owner must inform tenant of RHP entitlement, in writing. If tenant still chooses to return to completed project, owner must justify delay and obtain TDHCA and HUD approval of **NND** status.



# URA - What do I really need to know?



# URA - What do I really need to know?

- ❖ Relocation Assistance eligibility
  - ❖ **90**-days occupancy - Effective October 1, 2014
- ❖ **Timing** of Tenant notification(s)
  - ❖ **GIN**: Application for federal funds
  - ❖ **NND** or **NOE**: Award confirmation
- ❖ Advisory Services
  - ❖ Appoint Relocation Contact



# Relocation: The Main Point

Tenants displaced (temporarily or permanent) by federally-funded construction must receive:

- ❖ Relocation **Notification**,
- ❖ Relocation **Counseling**, and
- ❖ Relocation **Financial Assistance**

Failure to comply can cost property owners:

- ❖ Substantial, unplanned, out-of-pocket **Expenses**



**Notification - Relocation**  
**Notices**  
**Types, Timeframes &**  
**Requirements**

# Timing of Required Notices to Tenants

## Application

- ❖ General Information Notice (GIN)
- ❖ Move-in Notice (After GIN – new tenant)

## [Initiation of Negotiations (ION)]

- ❖ Non-Displacement Notice (NND)
- ❖ Notice of Eligibility (NOE)
  - Eligible Relocation Costs for Displaced
- ❖ 90-Day Vacate Notice



# General Information Notice (GIN)

- ❖ GIN is always required
- ❖ Distribute prior to Application
  - ❖ TDHCA GIN example – **Appendix 3**
- ❖ Informs tenants of federal funds application and their rights under URA and 104(d)
  - ❖ Advisory services, 90-day Vacate, moving expense, and relocation assistance payment
- ❖ Stresses that household should not move



# General Information Notice (GIN)

- ❖ Advises: Lease compliance required to receive relocation assistance
- ❖ Advises: Public Law 105-117, “illegal aliens” are not eligible for relocation assistance **under URA**. Does **NOT** apply to Section 104(d)
- ❖ **Distribute to tenants listed on Rent Roll**
  - ❖ Issue HUD Relocation Brochure to “displaced” tenants (if known) 81000
- ❖ TDHCA requires GIN receipt confirmation
  - ❖ Signed by tenant or Certified Mail receipt



# Move-In Notice

- ❖ Distributed **after** application submission
- ❖ TDHCA example – **Appendix 5**
- ❖ Informs tenants who move in after  
Application:
  - ❖ Owner applied for federal funds
  - ❖ Tenant may be displaced and ineligible to receive relocation assistance
- ❖ **Exception** – PHA, project based Voucher or other HAP
  - ❖ Tenant must agree and sign Notice
  - ❖ **Without agreement**, tenant is URA eligible



# Initiation of Negotiations (ION) – Date

## Critical Milestone

- ❖ Federal award is approved
  - ❖ TDHCA uses contract execution date
- ❖ Establishes tenant relocation assistance eligibility
- ❖ Deems tenant(s) displaced or not and whether entitled to relocation assistance





# Notice of Non-displacement (NND)

- ❖ Distribute NND by **ION** date
- ❖ TDHCA example **Appendix 7**
- ❖ Informs Tenant
  - ❖ Federal funds approved
  - ❖ Confirms eligibility to return and RAP, if applicable
  - ❖ Includes instructions for *temporary* move
  - ❖ Confirms *temporary* unit will meet **DSS**
  - ❖ Requires continued Lease compliance

A vertical decorative image on the left side of the slide. It shows a blue sky with white clouds at the top, transitioning into a yellowish-orange sky, and finally a brick house with a chimney at the bottom.

# Notice of Non-displacement (NND)

- ❖ **Expect 90-day Move Notice**
  - ❖ can include in NND letter
  - ❖ **30-days ONLY** if moving on-site
- ❖ **Describes relocation assistance:**
  - ❖ Advisory services, move expenses, rental assistance payment (RAP), if applicable
- ❖ **Describes tenant's right to *appeal***
- ❖ **TDHCA requires receipt confirmation**
  - ❖ Tenant signature or Certified mail receipt



# Notice of Eligibility (NOE)

Distribute NOE by **ION** date

TDHCA sample **Appendix 7**

Informs Tenant:

- ❖ Federal funds approved, project will proceed.
- ❖ Confirms tenant displaced status
- ❖ Expect 90-day Notice to Vacate – **no** exceptions
- ❖ Requires continued Lease compliance or lose URA eligibility



# Notice of Eligibility (NOE)

- ❖ Offers 3 comparable units in service area
  - ❖ If tenant chooses comparable, unit must meet DSS, otherwise **ineligible**
- ❖ Describes relocation assistance:
  - ❖ Advisory services, move expenses, rental housing payment (RHP), if applicable
    - ❖ URA - Down payment
    - ❖ Sect 104 (d) - Co-op or Mutual housing



# Notice of Eligibility (NOE)

- ❖ Describes tenant's right to *appeal*
- ❖ Receipt confirmation
  - ❖ Tenant signature or Certified mail receipt



# 90-Day Notice to Move

- ❖ Do not distribute **PRIOR** to NOE
  - ❖ Under special circumstances, 90-day can be combined with NOE
- ❖ TDHCA example – **Appendix 9**
- ❖ Deliver 90 days prior to move out
  - ❖ Exceptions:
    - ❖ Extreme health and safety reasons
    - ❖ Tenant decides to move and signs agreement
- ❖ Include move-out date and instructions
- ❖ Receipt confirmation
  - ❖ Tenant signature or Certified mail

# Warning to Property Owners

Tenant who moves without NND or NOE is deemed “displaced”

Tenant is eligible to receive relocation assistance

- ❖ If construction is complete, owner pays out-of-pocket

Tenant has 18 months to make claim after move date OR receipt date of NOE

Owner must locate tenant

- ❖ Certified mail, Social media, Newspaper



# Warning to Property Owners

## Distribute NOE letter

- ❖ Certified mail or in person

## Informs Tenant:

- ❖ Confirms tenant displaced status
- ❖ Advises eligibility for relocation assistance
- ❖ Eligibility claim up to **18-months**
- ❖ Eligible replacement unit must meet DSS.

## TDHCA requires receipt confirmation

- ❖ Tenant signature or Certified mail receipt





# **Counseling -Relocation Advisory Services**

# Types of Tenant Advisory Services

- ❖ Identify contact person – **Relocation Coordinator**
- ❖ Provide copy of HUD Relocation Brochure
- ❖ Describe Advisory Services Provided
  - ❖ Completing forms for relocation assistance
  - ❖ Moving instructions to minimize disruption
  - ❖ Locating comparable units
  - ❖ Assistance with special needs
  - ❖ Translation services for those who do not speak English



# **Financial Assistance Relocation Assistance Payments**

# **ELIGIBLE** Moving Expenses

- ❖ Actual move cost (supported by receipted bills)
- ❖ Fixed Residential Moving Cost Schedule (FRMCS) – **Displaced ONLY**
- ❖ Professional Movers
- ❖ Transportation costs < **50 miles** unless justified
- ❖ Disconnect/reconnect utilities, cable, telephone, internet
- ❖ Storage of Personal items **12-months** maximum
- ❖ Hotel – 30 days plus meals, if no kitchen
- ❖ Insurance for replacement value of property

# Fixed Residential Moving Cost Schedule

- ❖ Access **current** Fixed Residential Moving Cost Schedule (FRMCS) at:

[http://www.fhwa.dot.gov/real\\_estate/uniform\\_act/relocation/moving\\_cost\\_schedule.cfm](http://www.fhwa.dot.gov/real_estate/uniform_act/relocation/moving_cost_schedule.cfm)

- ❖ Based on total number of rooms, **NOT** bedrooms
  - ❖ If room contents are excessive – may count as two rooms
- ❖ **Dorm Style Room (SRO) - \$100.00 payment if:**
  - ❖ Tenant has minimal possessions, or
  - ❖ Tenant is moved by agency at no cost to the tenant

# Fixed Residential Moving Cost Sample

Payments apply to Texas, effective **August 24, 2015**

OCCUPANT OWNS FURNITURE									OCCUPANT DOES NOT OWN FURNITURE	
1 Room	2 Rooms	3 Rooms	4 Rooms	5 Rooms	6 Rooms	7 Rooms	8 Rooms	Add'l Rm	1 Rm, No Furn	Add'l Rm, No Furn
600	800	1000	1200	1400	1600	1750	1900	150	400	50

# URA – Housing Payment Eligibility

- ❖ Tenant does not receive housing assistance, **cash** payment, unless assisted unit offered and accepted
- ❖ Tenant receives housing assistance – must be provided unless not available then **cash**
- ❖ Rental housing payment – **three installments**
  - ❖ Downpayment
    - ❖ URA = **lump sum**
    - ❖ Section 104(d) = restricted to Co-op or Mutual Housing

# URA Calculation – TDHCA Handbook pg. 14-15

Prior Unit (rent + utilities)	Comparable Unit (rent + utilities)	Actual Unit (rent + utilities)	Gross Annual Income
\$470 + \$65	\$600 + \$65	\$675 + \$65	\$24,000

A.	B.	C.
<b>Step 1. Comparable Unit Cost (rent + Utilities)</b> \$600+65=\$665	<b>Actual Replacement Unit Cost (Rent=Utilities)</b> \$675+\$65=\$740	<b>Lesser of A &amp; B</b> =\$665
<b>Step 2. Displacement Unit Costs</b> \$470+65=\$535	<b>30% of tenant monthly gross</b> (\$24,000×0.3)÷12=\$600	<b>Lesser of A &amp; B</b> =\$535
<b>Step 3. Monthly RAP Need</b>	<b>Subtract line 2 from line 1</b>	<b>=\$130</b>
<b>Total Rap Eligibility</b>	<b>Multiply line 3 by 42 months</b>	<b>=\$5,460</b>



# 104(d) Calculation – TDHCA Handbook pg. 15

Prior Unit (rent + utilities)	Comparable Unit (rent + utilities)	Actual Unit (rent + utilities)	Gross Annual Income
\$470 + \$65	\$600 + \$65	\$675 + \$65	\$24,000

A.	B.	C.
<b>Step 1. Comparable Unit Cost (rent + Utilities)</b> $\$600 + 65 = \$665$	<b>Actual Replacement Unit Cost (Rent=Utilities)</b> $\$675 + \$65 = \$740$	<b>Lesser of A &amp; B</b> $= \$665$
<b>Step 2. 30% of tenant monthly adjusted income (TTP)</b> $(\$22,000 \times 0.3) \div 12 = \$550$	<b>10% of tenant monthly gross</b> $(\$24,000 \times 0.1) \div 12 = \$200$	<b>Higher of A &amp; B</b> $= \$550$
<b>Step 3. Monthly RAP Need</b>	<b>Subtract line 2 from line 1</b>	$= \$115$
<b>Total Rap Eligibility</b>	<b>Multiply line 3 by 60 months</b>	$= \$6,900$



# Relocation Assistance Claims and Payments

- ❖ All claims must be supported
  - ❖ receipts, invoices, tenant-signed claim forms
- ❖ **URA Claim**
  - ❖ Use TDHCA claim form **Appendix 6**
- ❖ **Section 104(d) Claim**
  - ❖ Use HUD claim form- HUD Form 40058
  - ❖ HUD 1378 Handbook - **Appendix 14 or 14A**
- ❖ **Rental Housing Payment (RHP)**
  - ❖ should be paid by construction completion
  - ❖ Prorate RHP if household moves separately
- ❖ **Downpayment**
  - ❖ should be limited to principal or incidentals



# TDHCA – URA Application Documents



# **TDHCA Application - Required URA Documents**

- ❖ **Relocation and Acquisition Disclosure to the Seller**
- ❖ **Relocation and Anti-Displacement Plan**
- ❖ **Relocation Budget**
- ❖ **General Information Notice**
  - ❖ **Rent Roll**



# Relocation and Acquisition Disclosure to the Seller

- ❖ TDHCA example – **Appendix 2**
- ❖ Letter must comply with URA mandates
- ❖ Refer to TDHCA Relocation Handbook, **page 6**
- ❖ Submit letter signed by both parties



# Relocation Anti-displacement Plan

## ❖ Describe:

- ❖ Tenants affected and to what degree
  - ❖ Family size, elderly, disabled, unit needs
- ❖ Parties responsible to gather needed data
- ❖ Incomes and household characteristics of occupants
- ❖ Number of tenants **eligible** to return
- ❖ Number of tenants **ineligible**
- ❖ Schedule to vacate and re-occupy units
  - ❖ Coordinate with construction schedule



# Relocation Plan continued....

- ❖ Location of temporary or permanent units
  - ❖ In-house or DSS comparables in service area
- ❖ Methods for tenants to move
  - ❖ Staff, company or tenant or moving company
- ❖ **Include samples of Relocation Notices**
- ❖ Include relocation total cost estimate

# Relocation Budget Considerations

- ❖ Analyze Rent Roll to determine:
  - ❖ Number of **non-displaced** tenants
  - ❖ Don't underestimate **displaced** tenants
- ❖ Include ALL relocation eligible costs
  - ❖ Move expenses
  - ❖ Related move expenses
  - ❖ RAP and RHP
  - ❖ Security Deposits



# Relocation Budget – **Non-displaced**

## ❖ Move Expenses

- ❖ Zero if in-house moves done by staff
- ❖ Actual or moving company estimated costs

## ❖ Related Moving Expenses

- ❖ Utility fees, cable, internet, telephone, special needs, temporary storage (12 mos.) and hotel (30 day max)

## ❖ Rental Assistance Payment (RAP)

- ❖ External comparable unit - count rent + utilities difference, if higher

## ❖ Security Deposit

- ❖ **URA** non-refundable
- ❖ **Section 104(d)** refundable or non refundable



# Relocation Budget - **Displaced Tenants**

## ❖ **Move Expenses –**

- ❖ **Actual or Fixed Residential Moving Cost Schedule (FRMCS)**

## ❖ **Related Moving Expenses**

- ❖ **Utility connect/disconnect fees, cable, internet, telephone, special needs, temp storage and reasonable costs**

## ❖ **Security Deposit**

- ❖ **URA non-refundable**
- ❖ **Section 104(d) refundable or non refundable**



# Relocation Budget **Displaced**

- ❖ **Rental Housing Payment (RHP)**
- ❖ **Comparable unit count: rent + utilities difference, if higher**
  - ❖ **Multiply by URA = 42 months**
  - ❖ **Section 104(d) = 60 months**
- ❖ **Use TDHCA (Excel tool) – Appendix 4**





# Application GIN and Rent Roll

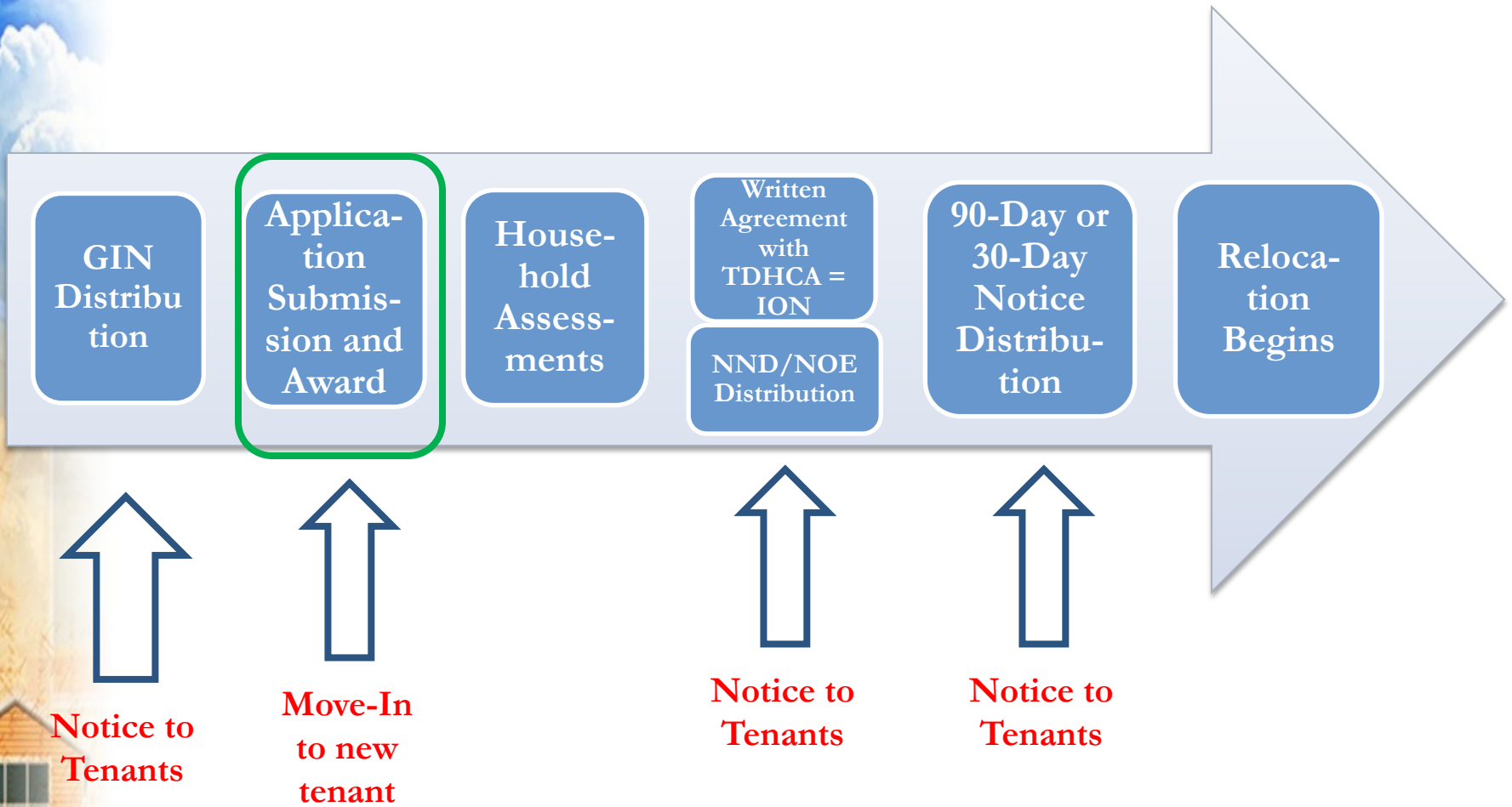
## ❖ GIN Letter

- ❖ Submit copies sent to all tenants
- ❖ Signed or certified mail receipt

## ❖ Rent Roll

- ❖ Copy provided at time of proposed purchase or most current
- ❖ Names listed must match GIN letters

# Relocation Timeline and TDHCA milestones



# Relocation: Stumbling Blocks

- ❖ **GIN, NND or NOE-** not provided timely or uses inappropriate wording
- ❖ **Move-In Notice** - not provided to tenants moving in after GIN date
- ❖ **Household Assessments** – does not include all eligible tenants listed on rent roll
- ❖ **Budget** – does not include realistic estimates of all eligible costs
- ❖ **Tenant Rights** – owners fail to inform tenants of rights to *appeal*

# Benefits of Relocation Compliance:

## Proper planning and implementation of Relocation

- ❖ Minimizes liabilities and inconvenience
- ❖ Facilitates move and rehabilitation
- ❖ Helps keep project construction on time and on budget
- ❖ Avoids hidden or unexpected costs.

# Contact Information

## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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