

Residential Antidisplacement and Relocation Assistance Plan

This Residential Antidisplacement and Relocation Assistance Plan (RARAP) is prepared by [Developer or Jurisdiction] in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to CDBG and/or HOME-assisted projects.

Although HTF and state funds do not require a written relocation plan, CDOH recommends it for all projects as best practice.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, [Developer or Jurisdiction] will take the following steps to minimize the direct and indirect displacement of persons from their homes:

(The steps provided below are examples only. The first two are required. The others are optional. Only check those which are appropriate for the project and local circumstances. Add other steps as necessary or appropriate.)

- Consider all practical alternatives to any proposed project that may result in residential displacement. Alternatives to be considered include other sites for the proposed facilities/project. Also to be considered are the costs and benefits, both financial and nonfinancial, of each alternative.
- Provide counseling and referral services to assist displacees find alternative housing in the community.
- Work with area landlords and real estate brokers to locate vacancies for households facing displacement.

[insert company letterhead]

- Evaluate housing codes and rehabilitation standards and code enforcement in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income 1378 CHG-11 Appendix 34 [09/11] App. 34-2 dwelling units” (as defined in 24 CFR 42.305)) or structures that have not been used for residential purposes.
- Target only those properties deemed essential to the need or success of the project.

One-for-One Replacement of Lower-Income Units

The [Developer or Jurisdiction] will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than

[insert company letterhead]

lower-income housing in connection with a project assisted with funds provided under the [CDBG and/or HOME]-assisted project in accordance with 24 CFR 42.375. All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion, and remain lower-income dwelling units for at least 10 years from date of initial occupancy.

Before entering into a contract to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the [Developer or Jurisdiction] must make public by publishing in a newspaper of general circulation and submitting to the State the following information in writing:

- Description of the proposed assisted activity;
- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate dwelling units as a direct result of the assisted activity;
- A time schedule for the commencement and completion of the demolition or conversion;
- The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
- The source of funding and a time schedule for the provision of replacement dwelling units; and,
- The basis for concluding that each replacement dwelling unit will remain in a low/moderate income dwelling unit for at least 10 years from the date of initial occupancy.
- Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

Relocation Assistance to Displaced Persons

The [Developer or Jurisdiction] will provide relocation assistance for lower-income residential tenants who, in connection with an activity assisted with CDBG and/or HOME funds, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced tenant who is not a lower-income residential tenant will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

This section must be modified according to the situation. While the Section 104(d) requirement only requires a written relocation plan for displaced low-income residential tenants, it is strongly recommended that the agency develop a written plan for all displaced and non-displaced residential and non-residential tenants per URA requirements as well. The Plan should include information on the type of occupants (including relationship to the seller or other entities) and the number of occupants. The [Developer or Jurisdiction] must have a plan to verify each displaced person's relocation needs, current situation, and their eligibility for URA and/or section 104(d) assistance and/or payments.

Displaced Low-Income Residential Tenants

The [Developer or Jurisdiction] will provide notices as required under URA and Section 104(d), including: General Information Notice, Notice of Eligibility, 90-Day Notice. [Guideform notices are available here](#), and must be modified to be specific to each household and their situation. Explain the method of delivery - whether they will be hand delivered or mailed via certified or registered first class mail, return receipt requested. Advisory services should ensure that each household is aware of their rights under URA and Section 104(d). Households must be provided with at least three decent, safe, sanitary and comparable dwelling units. The plan should identify the replacement housing options that will be available to meet the housing needs of

[insert company letterhead]

residents to be permanently or temporarily displaced. Each household is entitled to payment for his or her moving and related expenses. Generally, the displaced person may choose a payment for actual reasonable moving and related expenses, or a fixed payment for moving expenses. Each displaced lower-income tenant may choose either Replacement Housing Payments at URA levels calculated per 49 CFR 24.402(b) or the assistance available under section 104(d), calculated per 24 CFR 42.350(e). If the agency wishes to establish an upper limit for replacement housing payments, clarify how the tenant will be provided timely written notice.

All Other Displaced Residential Tenants

The [Developer or Jurisdiction] will provide notices as required under URA including: General Information Notice, Notice of Eligibility, 90-Day Notice. [Guideform notices are available here](#), and must be modified to be specific to each household and their situation. Explain the method of delivery - whether they will be hand delivered or mailed via certified or registered first class mail, return receipt requested. Advisory services should ensure that each household is aware of their rights under URA. Households must be provided with at least three decent, safe, sanitary and comparable dwelling units. The plan should identify the replacement housing options that will be available to meet the housing needs of residents to be permanently relocated. Each household is entitled to a payment for his or her moving and related expenses. Generally, the displaced person may choose a payment for actual reasonable moving and related expenses, or a fixed payment for moving expenses. Each displaced lower-income tenant is eligible for Replacement Housing Payments at URA levels calculated per 49 CFR 24.402(b). If the agency wishes to establish an upper limit for replacement housing payments, clarify how the tenant will be provided timely written notice.

Temporarily Displaced Tenants

The [Developer or Jurisdiction] will provide notices as required under URA including: General Information Notice, Notice of Eligibility, 90-Day Notice. [Guideform notices](#)

[insert company letterhead]

[are available here](#), and must be modified to be specific to each household and their situation. Explain the method of delivery - whether they will be hand delivered or mailed via certified or registered first class mail, return receipt requested. Tenants who are required to move temporarily must be provided with a notice that explains (a) the date and approximate duration of the temporary relocation (not to exceed 1 year); (b) the address of the comparable dwelling that is decent, safe, and sanitary to be made available for the temporary period; (c) the terms and conditions under which the person may lease and occupy a decent, safe and sanitary dwelling in the building/complex upon completion of the project; (d) the costs which will be reimbursed; and (e) the advisory services which will be available to them. Advisory services should ensure that each household is aware of their rights under URA. Each household is entitled to a payment for his or her moving and related expenses in connection with the temporary relocation. Generally, the displaced person may choose a payment for actual reasonable moving and related expenses, or a fixed payment for moving expenses. Temporarily relocated residents are entitled to payment of any increased housing costs for the period of time they occupy the temporary unit. 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 and/or construction is completed.

Displaced Non-Residential Tenants

The [Developer or Jurisdiction] will provide notices as required under URA including: General Information Notice, Notice of Eligibility, 90-Day Notice. [Guideform notices are available here](#), and must be modified to be specific to each household and their situation. Explain the method of delivery - whether they will be hand delivered or mailed via certified or registered first class mail, return receipt requested. Advisory services should ensure that each occupant is aware of their rights under URA. Non-residential occupants are entitled to a payment for moving and related expenses. Generally, the occupant may choose a payment for actual reasonable moving and related expenses, or a fixed payment for moving expenses. In addition, a small business, farm, or nonprofit organization may be eligible for a Reestablishment

[insert company letterhead]

Payment for expenses actually incurred in relocating and reestablishing at a replacement site. If a proposed project requires a business to temporarily cease operations for any length of time due to rehabilitation of a site or building, it may be either: 1) temporarily relocated and reimbursed for all reasonable out of pocket expenses or 2) be determined to be permanently displaced at the agency's option.

Non-Displaced Tenants

The [Developer or Jurisdiction] will provide notices as required under URA including: General Information Notice. [Guideform notices are available here](#), and must be modified to be specific to each household and their situation. Explain the method of delivery - whether they will be hand delivered or mailed via certified or registered first class mail, return receipt requested.

Contacts

The [name, email, and phone number of the office] is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The [name, email, and phone number of the office] is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.