

Residential Relocation Program Planning Checklist Department of Local Affairs

This Planning Checklist is intended as a tool for grantees managing Department of Local Affairs federal projects that require residential displacement. The checklist will not apply to all relocation projects. It does not address business relocation. Department of Local Affairs and Housing of Urban and Development may require additional or alternative tasks related to your project. Please seek the advice of your Asset Manager before project initiation and application.

Assumption: Property acquired through negotiation without the threat of eminent domain.

Planning Checklist

Scheduled Date	Task	Form used for reference	Initials of person to verify task
	Identify Property and Initiate Discussions with the Property Owner		
	If the offer is accepted, submit the required paperwork to the State recipient.		
	Secure Tenant's name copy of Rental/Lease Agreement		
	Prepare and deliver General Information Notices. Document delivery. Provide copies of Notices to your asset manager.	1378, App. 2, 3, or 4	
	Prepare an Initial Contact Letter Introducing the Program, Schedule, and Staff and Requesting an Interview with Tenant		
	Conduct an Initial Interview with the household. Deliver appropriate Relocation Handbook. Complete the "Site Occupant Record", "Certification of Occupancy", and "Income Certification" forms.	HUD 1041, 1042 and 1043 1378, App. 8 or 9	
	Prepare a "Notice to Prospective Tenants" ("Move In Notice") and have the owner present it to any new household that moves in prior to loan closing. The notice must be signed by prospective tenants to certify delivery.	1378, App. 29	
	Ensure the relocation cover letter specifies the subject address and references to the State Recipient's approved Relocation Plan.	Model Relocation Plan HCD-832 www.hcd.ca.gov	
	When notified that funding is approved, provide the household with either a "Notice of Eligibility" or a Notice of Non-Displacement if funding is not approved. Certify delivery with copies to your asset manager at the Department of Local Affairs.	1378, App. 4,5,6,7, 25, or 26	
	Determine the cost of Comparable Replacement Housing. Conduct a housing study with copies to your asset manager.	HUD Form 40061	
	Provide Relocation Advisory Services to all households. Help to locate and secure replacement housing, file claims, etc.		
	Deliver 90 Day Notice to Vacate and 30 Day Notice to Vacate as needed.		
	Conduct Home Inspections for replacement housing for decent, safe & sanitary standards.	1378, App. 11	
	Develop a payment schedule and disburse payments accordingly.		
	Organize files and include a copy of the completed Housing of Urban and Development Form 40054 and documentation of payments to the Department of Local Affairs.		