

TENANT RELOCATION PLAN OUTLINE FOR CDBG OR HOME ASSISTED PROJECTS

(Agency name)
(Project name)
(Project location/address)
(Type and amount of funding applied for)
(Date submitted)

This relocation plan is prepared in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) (42 U.S.C. 4201-4655) and Section 104(d) of the Housing and Community Development Act of 1974, as amended, and the implementing regulations at 49 CFR Part 24.

Additional Acquisition and Relocation resources are available at:

[HUD-Real Estate Acquisition and Relocation](#)

ASSURANCES

(Agency name) will inform the property owners and displacees of relocation benefits and services that will be available and will provide such relocation benefits and services to the displacees without discrimination. Further, (agency name) and its agents will conduct all relocation activities in accordance with the federal statute cited above, and all other laws and regulations cited at 49 CFR 24.8.

- I. Fully describe the conditions requiring relocation including.
- II. Describe all housing units to be demolished or converted to a non-housing use.
- III. Include a map of the project area.
- IV. Provide a detailed outline of the required sequence of elements in the relocation process, including:
 - A. Describe which households will require relocation, the characteristics of those households, their special needs, and the permanent dwelling characteristics required. Then state the number of households expected to be moved and summarize the corresponding types and numbers of dwelling units needed, based on each households' characteristics and needs.
 - B. Attach a current rent role and include tenant rents and utility costs.
 - C. Describe how the individual households will be informed, counseled, and assisted throughout the process.

- V. Provide a summary of potential replacement units available in the project area.
- VI. Include a sample of all notices to be provided to the displaced households. Sample HUD guide form notices are available at:

[HUD-CPD Handbooks 1378](#)

- VII. Provide a detailed budget for all relocation costs. Include detailed explanations of how the budgeted amounts are derived and specify the source of funds to be used. The HUD claim forms may be used to determine estimated costs and are available at the following link (Appendix 11 through Appendix 17):

[Forms | HUD.gov / U.S.](#)

The current version (2015) of the Fixed Residential Moving Cost Schedule is available at:

[FHWA Real Estate Relocation-moving Cost Schedule](#)

- VIII. Provide a copy of the agency's tenant appeals policy. An appeals policy consistent with 49 CFR 24.10 and 24 CFR 92.353 is required.
- IX. Provide a summary of the experience and qualifications of the personnel and/or consulting agency that will carry out the relocation requirements.