

TEMPORARY TENANT RELOCATION PLAN TEMPLATE FOR HOME & CDBG ASSISTED PROJECTS

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

This Temporary 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 temporary relocation resources are available at:

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

ASSURANCES

(Agency name) will inform all tenants of the temporary relocation benefits and services available and will provide such temporary relocation benefits and services to the tenants without discrimination. Further, **(agency name)** and its agents will conduct all temporary 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 temporary relocation (scope of work):
- II. Provide a detailed outline of the required sequence of elements in the temporary relocation process, including:

State the number of tenant households (tenant(s)) expected to be temporarily moved and summarize the corresponding types and numbers of temporary dwelling units needed, based on each tenants' characteristics, and needs. Describe how the temporary moves will be scheduled and when notices to tenants will be provided. Outline in detail the steps in the overall process, from the first notice to the tenant to the return move. Describe how the individual tenant will be informed, counseled, and assisted throughout the process.

- III. Lease Terms for Continued Occupancy

Specify the rents and lease terms under which the current tenants will be able to remain in occupancy and return following temporary relocation and compare them with current lease terms and rents. Describe how their permanent unit assignment, or any other terms and conditions of continued occupancy, will be changed.

IV. Tenant Expense Compensation

Specify in detail what expenses the tenants will be compensated for (tenants must be compensated for all reasonable costs they incur as a result of the moves). Include out of pocket moving costs, increased rent & utilities, non-refundable utility deposits, connection or reconnection charges, and any necessary temporary added tenant expenses due directly to the alternative location.

V. Resources and Responsibilities

Provide a summary of the experience and qualifications of the personnel and/or consulting agency that will carry out the temporary relocation requirements.

VI. Costs and Budget

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.

Attach the following documents to the Temporary Tenant Relocation Plan:

1. Map of the project area;
2. Two rent roles: one as of the date the application for federal funding is submitted to the County, and one dated three months prior to the submission date;
3. Copy of the General Information Notice;
4. Copy of the Move-in-Notice (draft or final); and
5. Copy of the Temporary Relocation Notice (draft or final).