



CDBG-DR

Relocation Plan - City of Fort Worth,
Texas

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Version History and Version Policy

The version history of the policy manual is tracked in the table below, with notes for each change. The dates of each publication are also tracked in the table.

The City of Fort Worth (hereafter “City”) will publish a new version after making substantive changes that reflect a policy change. The updated policy manual will be assigned a new primary version number such as 2.0, 3.0, etc.

After making non-substantial changes, such as minor wording and editing or clarification of existing policy that do not affect the interpretation or applicability of the policy, The City will publish a version of the document with a sequential number increase behind the primary version number such as 2.1, 2.2, etc.

Amendments made to policy may go into effect on the date of the revision or may be applied retroactively, depending on the Applicant pipeline and status of Applicants in the Program intake and recovery process. Whether a policy will be applied proactively or retroactively will be detailed in the version history below and/or within the relevant Program sections.

Version Number	Date Revised	Key Revisions
1.0	7/2/25	Original Relocation Plan

Overview

The City of Ft. Worth receives federal funding through the U.S. Department of Housing and Urban Development (HUD). When the City uses HUD funds to complete activities that require the acquisition of real property or the involuntary displacement of persons, the City is committed to ensuring that any displacement is minimized and that the person's displaced receive relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA) found at 49 CFR Part 24. In addition to ensuring compliance with URA, the City also provides temporary relocation for homeowners or renters who must move temporarily due to housing repairs or rehabilitation, lead based paint removal, or any other federally funded activity that requires the homeowners or renters to vacate their housing unit temporarily. This type of temporary relocation for homeowners is not considered involuntary and does not trigger URA assistance. The City has developed an Optional Relocation Assistance (ORA) process for those households not eligible for URA but who must vacate their home temporarily. The ORA is developed in accordance with CDBG regulations at 24 CFR 570.606(d). This document will address relocation requirements under the URA regulations in Part 1 and will address ORA requirements in Part 2. Part 3 provides information regarding the Appeal process.

Part 1: Uniform Relocation Act (URA)

The objectives of the URA are:

- **Uniform and Fair Treatment:** Ensure that individuals whose real property is acquired or who are displaced by federally funded projects receive uniform, fair, and equitable treatment.
- **Relocation Assistance:** Provide relocation assistance to displaced persons to alleviate the emotional and financial impacts of displacement.
- **Safe Housing Availability:** Guarantee that no person or family is displaced unless decent, safe, and sanitary housing is available within their financial means.
- **Housing Improvement:** Enhance the housing conditions of displaced persons living in substandard conditions.
- **Voluntary Acquisition:** Promote acquisition by agreement and avoid coercive tactics.

1.1 Applicability of the URA

The URA is applicable to all acquisition, rehabilitation, or demolition activities of real property for projects that receive any form of federal financial assistance. URA applies when persons, businesses, or farms are involuntarily displaced due to the activity.

1.2 City of Fort Worth Responsibilities

The City aims to minimize displacement through its CDBG and CDBG-DR Action Plans, training of City staff, and coordinating these activities with subrecipients, implementation vendors, and other City staff (as applicable). The City has implemented a specific Residential Anti-Displacement Relocation Assistance Plan (RARAP) policy to meet the URA requirements, see Exhibit A.

Key points include:

- **Minimizing Displacement:** Efforts will be made to minimize both temporary and permanent displacement of persons due to Programs administered by the Neighborhood Services Department (NSD).
- **Mitigation Measures:** Cost-efficient, feasible, and reasonable mitigation measures will be evaluated and applied before undertaking acquisition, rehabilitation, or demolition activities.
 - **Compliance and Waivers:** The City will comply with URA requirements and utilize waivers from applicable Federal Register Notices, including CDBG-DR Notice, 87 FR 31636, dated May 24, 2022, and 88 FR 3198, dated January 18, 2023.

1.3 Subrecipient Responsibilities

City of Fort Worth requires subrecipients to adopt City of Fort Worth Residential Anti-Displacement and Relocation Assistance Plan prior to undertaking any activity assisted with federal funds including CDBG, CDBG-DR, or other HUD funds. **The City intends to directly implement housing activities including the CDBG-DR Homeowner Assistance Repair and Rehabilitation Program (HARRP) and the CDBG-DR Multifamily Housing Recovery Program (MHRP).** However, in the event that subrecipients should become involved in implementing HARRP or other City housing rehabilitation or repair programs, they would be required to develop an implementation policy which includes the following.

The written policy must:

- Be accessible to the public.
- Clearly describe the URA relocation assistance provided by the subrecipient.
- If using ORA, ensure equal relocation assistance for each class of displaced persons, following 24 CFR 570.606(d).

The City of Fort Worth requires that the subrecipients comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (49 CFR Part 24.) ["URA"], for any household, regardless of income, which is involuntarily and permanently or temporarily displaced, and to comply with Section 104(d) of the Housing and Community Development Act in accordance with waivers in the CDBG-DR Federal Register Notices. The City requires that any demolition or disposition of public housing is conducted in compliance with Section 18 of the United States Housing Act of 1937, as amended, and 24 CFR part 970.

1.3.1 URA Procedures for Subrecipients

Subrecipients must adopt the City's Residential Anti-Displacement and Relocation Assistance Plan (RARAP) and should refer to the following documents and regulations for comprehensive information on URA requirements:

- City of Fort Worth Relocation Plan
- City of Fort Worth CDBG-DR RARAP
- 49 CFR Part 24 - the government-wide regulation that implements the URA.
- HUD Handbook 1378 - provides HUD policy and guidance on implementing the URA for acquisition and relocation.
- 42 USC 5304(d) - the regulation that implements section 104(d) of the Housing and Community Development Act.
- CDBG-DR Allocation Notice (87 FR 31636 and 88 FR 3198) - provides URA and Section 104(d) waivers and alternate requirements for CDBG-DR.
- URA the HUD Way Training Modules - HUD Exchange

1.3.2 Subrecipient Technical Assistance

Subrecipients unfamiliar with the URA should contact City staff for technical assistance and training to ensure compliance and proper implementation of the requirements.

This guidance aims to support subrecipients in effectively managing their responsibilities under the URA, ensuring compliance with federal regulations, and providing necessary assistance to displaced individuals.

1.4 Waivers and Alternative Requirements for CDBG-DR

The following waivers and alternative requirements only apply to activities funded with CDBG-DR.

Section 104(d) Waiver

According to section IV.F.2 of the Consolidated Notice, the relocation assistance requirements outlined in section 104(d)(2)(A)(iii) and (B) of the HCDA, as well as 24 CFR 42.350, have been waived for this particular disaster allocation. While Section 104(d) stipulates that households with an income at or below 80% of the Area Median Income (AMI) are eligible for up to 60 months of relocation and housing replacement assistance, the Federal Register Notice (FRN) allocating these CDBG-DR funds limits this to 42 months for tenants in this income category. This adjustment aligns with the Uniform Relocation Assistance (URA) requirement of 42 months of relocation and housing replacement assistance under federal law, ensuring equitable support for all residents undergoing disaster recovery.

Section 414 Waiver

HUD has issued a waiver that alters the requirements of Section 414 of the Stafford Act concerning the City's homeowner housing programs funded by CDBG-DR. This waiver provides a specific interpretation of Section 414, exempting the City from compensating tenants displaced by the disaster if the CDBG-DR funded program commences a year or more after the disaster date.

1.5 Understanding TRA, URA, and RARAP

The City has a Residential Anti-displacement and Relocation Assistance Plan (RARAP) in place. RARAP primarily focuses on owner-occupied, single-family homes. All homeowners in the HARRP program are voluntarily participating and will not trigger URA. However, Tenants in a project may also be displaced or remain displaced, and they would qualify for URA assistance. This section aims to address the rights of tenants who qualify for URA support.

- **TRA:** Provides Temporary Relocation Assistance for up to 12 months for persons involuntarily displaced and is subject to URA, and if displacement exceeds 12 months, then permanent URA requirements must be followed.
- **URA:** The Uniform Relocation Act is the Federal law requiring 42 months of assistance for involuntary permanent displacement.
- **RARAP:** The Residential Anti-displacement and Relocation Assistance Plan describes the city's strategy for minimizing displacement and commits to providing relocation assistance. It outlines whether relocation assistance follows TRA or URA rules but is a separate document covering the city's disaster recovery award.

1.6 Acquisition Activities Covered by URA

Acquisition activities covered by the URA include the acquisition of:

- **Fee Title:** Purchase of real estate for a project purpose.
- **Permanent Easements:** A legal right to use someone else's private property for a specific purpose.
- **Temporary Easements:** Except for those temporary easements that exclusively benefit the property owner and where work may not proceed if an agreement is not reached.
- **Leases:** Under URA regulations, leases of 50 years or more are considered acquisitions. However, under the CDBG-DR programs, HUD considers leases of 15 years or more as acquisitions for URA purposes.

1.7 Voluntary vs Involuntary Acquisition and Displacement

The URA regulations at 49 CFR Part 24 provide requirements for the acquisition of real estate with federal funds and the relocation assistance due to persons who are involuntarily displaced due to purchase of their property or for federally funded activities that temporarily displace them from their property. The URA regulations do not require assistance for relocation to be provided for persons who voluntarily participate in a federally funded program that requires them to permanently or temporarily move from their property.

The City does provide Optional Relocation Assistance (ORA) for homeowners who must vacate their home to allow rehabilitation work to be completed. The ORA assistance is addressed in Part 2 of this document.

1.8 General Relocation Requirements

The requirements below apply to the relocation of any permanently or temporarily displaced person. These persons must be fully informed of his or her rights and entitlements to relocation assistance and payments provided by the URA per 49 CFR 24.202.

1.8.1 Relocation Notices (49 CFR 24.203)

The URA regulations mandate the issuance of three notices to eligible displacees. These notices contain vital information about the project, the rights of those affected, their protections, and their eligibility for relocation assistance and payments under the URA. It is essential to provide the appropriate notices to affected individuals in a timely manner.

- **General Information Notice (GIN):** This notice informs affected individuals about the project and indicates that they may face displacement. The GIN should be issued as soon as possible to both property owners and tenants to share preliminary details about the proposed project and their potential rights and protections. Typically, this occurs at the time of application for federal assistance or once site control is secured.
- **Notice of Relocation Eligibility (NOE):** This notice informs individuals that they will be displaced by the project and confirms their eligibility for relocation assistance and payments. Eligibility for relocation assistance starts at the Initiation of Negotiations (ION), actual property acquisition, or upon the issuance of a Notice of Intent to Acquire, whichever comes first. Once eligibility is established, the NOE must be promptly issued, typically within 7 to 10 days of ION, actual acquisition, or the date of the Notice of Intent to Acquire.
- **90-Day Notice:** This notice informs displaced individuals of the earliest date by which they will need to relocate. The 90-day notice shall either state a specific date as the earliest date by which the occupant may be required to move, or state that the occupant will receive a further notice indicating, at least 30 days in advance, the specific date by which he or she must move. If the 90-day notice is issued before a comparable replacement dwelling is made available, the notice must state clearly that the occupant will not have to move earlier than 90 days after such a dwelling is made available.

1.8.2 Relocation Advisory Services (49 CFR 24.205)

Relocation advisory services are not only a legal requirement but also a crucial element of a successful relocation program. These services must be extended to all eligible displaced individuals, including those in non-residential situations. Essential requirements for relocation advisory services include:

- Assessing the needs and preferences of displaced individuals.
- Clarifying the available relocation assistance options.
- Informing individuals of their right to appeal agency decisions if they are dissatisfied.
- Offering and facilitating transportation to help locate replacement housing.
- Providing additional support, such as social services, financial referrals, and housing inspections.
- Supplying up-to-date listings of comparable dwellings for residential displacements and alternative sites for businesses.
- Sharing information about other federal and state assistance programs.

- Offering counseling and support to ease the transition and minimize hardship associated with relocation.

1.9 Permanent Displacement

The URA defines permanent displacement as any person who involuntarily moves permanently from the real property or moves his or her personal property from the real property due to the following circumstances:

- As a direct result of a written notice of intent to acquire, rehabilitate, and/or demolish, the initiation of negotiations for, or the acquisition of, such real property in whole or in part for a project;
- As a direct result of rehabilitation or demolition for a project; or
- As a direct result of a written notice of intent to acquire, or the acquisition, rehabilitation or demolition of, in whole or in part, other real property on which the person conducts a business or farm operation, for a project.

Persons who are permanently displaced will be provided with moving costs in accordance with 49 CFR Subpart D and housing replacement costs in accordance with 49 CFR Subpart E. **The City does not intend to use eminent domain to acquire any properties and does not anticipate any permanent displacements.**

1.10 Temporary Relocation Assistance (TRA)

The City will be providing housing rehabilitation for eligible homeowner applicants. When a grant agreement is executed between a homeowner and the City for the purpose of conducting rehabilitation, if the homeowner has a tenant occupying a portion of the property, and the tenant must vacate the unit, the tenant will receive Temporary Relocation Assistance (TRA) per 49 CFR 24.202(a) and as detailed in HUD Handbook 1378: Tenant Assistance, Relocation, and Real Property Acquisition, unless stated otherwise. TRA is available for up to 12 months. If construction services necessitate that the house remains vacant beyond this period, the tenant must transition to a permanent relocation status, triggering URA requirements for permanently displaced persons.

The City may also be providing rehabilitation funding for multi-family housing that is occupied by tenants. If the tenants must vacate their units, the tenants will receive Temporary Relocation Assistance (TRA) per 49 CFR 24.202(a) and as detailed in HUD Handbook 1378: Tenant Assistance, Relocation, and Real Property Acquisition.

Per 49 CFR 24.202(a)(6), a person who is not lawfully present in the United States and who has been determined to be ineligible for relocation assistance in accordance with 49 CFR 24.208 is not eligible for temporary relocation assistance unless such denial of benefits would create an extremely unusual hardship to a designated family member in accordance with 49 CFR 24.208(h).

1.10.1 Rights and Assistance for Displaced Tenants

The city maintains a Residential Anti-displacement and Relocation Assistance Plan (RARAP) focused on efforts to minimize displacement of persons from their housing units.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) outlines specific responsibilities when utilizing federal funds for projects that may result in the displacement of tenants. It is crucial to adhere to these responsibilities to ensure fair treatment and support for affected tenants, especially those from vulnerable populations, such as low-income renters.

1.10.2 Fair Compensation for Relocation

For tenants who must be temporarily relocated, the URA mandates **fair compensation** for their move and housing costs while out of their unit. This ensures that tenants are not financially disadvantaged by the relocation process. Compensation typically covers moving or storage expenses and will include additional support to help tenants secure new temporary housing.

1.10.3 Special Considerations for Low-Income Renters

Low-income renters are a particularly vulnerable group and require additional consideration under the URA. Projects involving relocation must prioritize the needs of these tenants, providing them with comprehensive support throughout the process.

1.10.4 Notification of Rights and Relocation Process

A fundamental requirement of the URA is to **notify tenants** of their rights and the relocation process per 49 CFR 24, Subpart C. This includes providing clear and timely Notices with information about:

- The reasons for relocation
- Available relocation assistance
- Their rights under the URA
- The timeline for the relocation

Proper notification helps tenants understand their options and take necessary actions to protect their interests.

1.11 Guide for Applicants with Potentially Qualifying Tenants

When applying for a program that requires tenant information, it's important to follow a structured process to ensure compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). Below are the key steps and considerations for handling tenants who might qualify as displaced persons under the URA.

Step 1: Tenant Identification and URA Verification

- **Identify the Tenant:** Confirm the presence of a tenant at the time of the application.
- **Verify URA Qualification:** Ensure the tenant meets the criteria for URA displacement and eligibility.

Step 2: Develop a Temporary Relocation Plan

- **Household Data Collection:** Gather necessary data, prepare relocation notices, and process payments.
- **Assess Occupant Characteristics:** Determine income levels and household specifics.
- **Vacancy Timing:** Establish when the tenant needs to vacate.
- **Replacement Housing Coordination:** Collaborate with tenants to locate interim housing and secure it.

Step 3: Site Survey and Tenant Interview

- Conduct a site survey and interview with the tenant, if necessary, to understand their needs and situation better.

Step 4: Provide Relocation Notices

- **Stay Notification:** Advise tenants not to move until they receive official relocation instructions to avoid ineligibility for assistance.
- **Lease Compliance:** Remind tenants to continue adhering to their lease agreements.
- **Relocation Assistance Details:** Provide information on eligibility, advisory services, and the 90-day notice to vacate.

Step 5: Payment for Moving Expenses and Replacement Housing

- Develop a plan for covering moving costs, storage, and securing replacement housing. Note that contractors may be responsible for these payments, with reimbursements available.

Step 6: Develop Relocation Costs/Budget

- **Comparable Unit Assessment:** Evaluate other available units in the area to compare rents and utilities and adjust budget estimates accordingly.
- **Service Needs Estimation:** Identify tenant needs such as storage, telephone, and internet connections.
- **Moving Costs Evaluation:** Calculate estimated moving expenses.
- **Provide Claim Forms:** Supply tenants with forms to claim moving and relocation costs.

Step 7: Relocation Advisory Services

- Offer guidance and support through advisory services to assist tenants with the relocation process.

Step 8: Reimburse for Eligible Costs

- URA Reimbursement Form: Ensure tenants complete and submit the URA reimbursement form with original receipts for eligible expenses.

Additional Considerations

- **Resources and Templates:** For templates and additional resources, refer to HUD Handbook 1378 and its appendices, which provide sample plans and notices.
- **Collaborative Planning:** Engage with local examples and practices to enhance the relocation process, ensuring alignment with city-specific requirements.

By adhering to these steps and utilizing the available resources, applicants can efficiently navigate the process of managing tenants who may qualify under the URA, ensuring compliance and support for all parties involved.

1.12 Housing of Last Resort

In compliance with the specifications outlined in 49 CFR 24.404(a)(2), the decision to exceed the financial limits set forth in 49 CFR 24.401 or 24.402 and to provide additional assistance, when necessary, is based on the following criteria:

- There is minimal, if any, comparable replacement housing available for households classified as "displaced" from units receiving assistance.
- The damage and immediate repercussions from the loss of decent, safe, and sanitary affordable rental housing prevent an assisted property from progressing to completion and meeting the timeliness requirements imposed by HUD under the CDBG-DR grant award without the need for "last resort" housing assistance.
- Offering additional assistance that goes beyond the monetary limits established by the URA is deemed the most cost-effective solution, especially since tenant-based or project-based housing subsidies are unavailable. Furthermore, last resort housing assistance proves to be cost-effective, as alternative solutions such as new construction, physical relocation of housing, and the purchase of land and/or housing surpass the allocated CDBG-DR resources for the Program.

1.13 Relocation Advisory Services

Relocation advisory services are not only a legal requirement but also a crucial element of a successful relocation program. These services must be extended to all eligible displaced individuals, including those in non-residential situations. Essential requirements for relocation advisory services include:

- Assessing the needs and preferences of the displaced individual.
- Clarifying the available relocation assistance options.
- Informing individuals of their right to appeal agency decisions if they are dissatisfied.
- Offering and facilitating transportation to help locate replacement housing.
- Providing additional support, such as social services, financial referrals, and housing inspections.
- Supplying up to date listings of comparable dwellings for residential displacements and alternative sites for businesses.
- Sharing information about other federal and state assistance programs.
- Offering counseling and support to ease the transition and minimize hardship associated with relocation.

1.14 Residential Relocation

In addition to providing relocation advisory services, individuals who are displaced from their homes may qualify for various forms of relocation assistance. This includes payments for moving expenses and compensation for increased costs associated with renting or purchasing a comparable replacement dwelling.

- For information on replacement housing payments, subrecipients should consult 49 CFR 24 Subpart E and HUD Handbook 1378.
- For insights related to the acquisition and/or relocation of mobile homes, subrecipients should reference 49 CFR 24 Subpart F and HUD Handbook 1378.

1.15 Nonresidential Relocation

Apart from relocation advisory services, non-residential displaced individuals may qualify for additional relocation assistance, which includes payments for moving expenses and re-establishment costs. The Uniform Relocation Assistance (URA) offers the following moving options:

- Coverage for actual, reasonable moving costs and related expenses.
- Compensation for actual, reasonable re-establishment expenses.
- A fixed payment as an alternative to moving and re-establishment costs.

1.16 Appeals Process

Displaced individuals have the right to appeal decisions regarding their eligibility, or the level of assistance provided. The appeals process follows 49 CFR 24.10 and includes:

- Submission of written appeals within 60 days of decision notification.
- Review of appeals by the administering agency, with final determinations provided in writing.

See Part 3 of this document for requirements.

Part 2: Optional Relocation Assistance (ORA)

2.1 Optional Relocation Assistance

The City of Fort Worth has developed an Optional Relocation Assistance (ORA) plan for homeowners who must temporarily move from their homes due to rehabilitation activities. The Homeowners Assistance Repair & Rehabilitation Program (HARRP) includes provisions for Optional Relocation Assistance to address unique circumstances that may arise during project implementation. This assistance is applicable when standard URA relocation requirements are not triggered by the occupant's displacement. ORA is eligible per CDBG regulations at 24 CFR 570.606(d).

2.1.1 Purpose of Optional Relocation Assistance

The purpose of Optional Relocation Assistance is to:

- Provide additional support for displaced individuals or households who must vacate their housing unit to allow rehabilitation activities.
- Minimize displacement-related hardship, particularly for vulnerable populations such as low-income renters, seniors, or individuals with disabilities.
- Ensure compliance with federal regulations, including 24 CFR 570.606(d) and (f), HUD Handbook 1378, and waivers outlined in Federal Register 87 FR 31636 and 88 FR 3198.

2.1.2 Overview of Optional Relocation Assistance Process

Optional Relocation Assistance may include:

1. **Extended Optional Relocation Assistance (ORA):**
 - Provides up to 12 months of support for temporary displacement.
 - Provides assistance with re-occupying unit once work is completed.
2. **Supplemental Financial Assistance:**
 - Covers moving costs, storage, and any additional housing expenses while out of the unit and/or re-occupying the unit.
3. **Enhanced Advisory Services:**
 - Assistance with locating replacement housing, accessing transportation for housing searches, and navigating state and federal programs.
 - Counseling and guidance to ease transitions and minimize hardship.
4. **Special Provisions for Vulnerable Populations:**
 - Prioritized support for individuals with disabilities, and other groups facing significant barriers to relocation.

2.1.3 Implementation of Optional Relocation Assistance

1. **Notification and Assessment:**

- Affected individuals will be notified of their eligibility for Optional Relocation Assistance and provided with clear instructions on how to access available support.
 - Needs assessments will be conducted to determine the appropriate level of assistance.
- 2. Approval and Administration:**
- Program administrators will evaluate requests for ORA on a case-by-case basis to ensure compliance with federal requirements and program goals.
 - Approved assistance will be documented and implemented promptly.
- 3. Monitoring and Adjustment:**
- Assistance plans will be monitored to ensure effectiveness and adjusted as needed to meet the unique needs of affected individuals and households.

Designated HARRP Case Manager

1. The City of Fort Worth (CFW) will designate staff who will handle all Homeowners Assistance Repair & Rehabilitation Program relocation requests.
2. Upon identifying a need for relocation, the applicant's case manager will work with the designated contractor and homeowner to establish a relocation plan for the household.
3. Program staff in coordination with the designated contractors, are responsible for identifying and securing agreements to provide the following services:
 - Lodging options:
 1. Short-term (30 days or less)
 2. Longer-term (more than 30 days)
 - Storage (on or off-site)
4. Program staff will:
 - Work with each household to secure necessary services.
 - Manage leases, contracts, invoice approval, and processing.
 - Facilitate the "move out" and "move in" process.
 - Maintain regular contact with households throughout the construction process.
 - Develop contracts for services, review, and approve invoices prior to submission to the Finance Team, CFO, and Corporate Director.

Program Staff Recommendation

1. Conduct a homeowner interview and collect an affidavit detailing the need for relocation assistance.
2. Verify current status (documentation if available).
3. Explore non-program-provided alternatives (e.g., relatives, friends).
4. Provide a recommendation to offer or deny optional relocation assistance:
 - Include rationale.

2.1.4 Optional Relocation Process

- A. Relocation assistance identified by the homeowner and Program staff.

B. Eligibility determined by Program staff (and second-tier approval if required).

C. Household referred to program staff for services.

D. Construction staff and contractors verify the need, duration, and timing of relocation assistance.

E. Services identified:

1. Lodging:
 - Decision based on projected build time.
 - Special needs of the household (e.g., accessibility, proximity to employment, school, healthcare).
2. Storage:
 - Amount to be stored.
 - Special issues (e.g., valuable items).
3. Moving services:
 - Can the household manage their belongings?
 - Will delays impact construction timelines?

F. Define program rules:

4. Define who in the household is eligible for services (excludes extended family).
5. Determine who pays utilities (if rental).
6. Establish timetables for “move out” and “move in” to avoid excessive costs.
7. Determine covered costs (e.g., security deposits, pet fees).
8. Services initiated only after a signed grant agreement and construction contract.
9. Relocation assistance will terminate if:
 - Eviction by lodging provider for rule violations.
 - Fraud.
 - Allowing unauthorized lodgers.
 - Undisclosed duplication of benefits.

2.2 Safeguarding Personal Property

Applicants will receive advice on whether any personal belongings should be relocated or stored in different areas of the home before construction begins. If these items are not moved or cleared away, the home may lose its eligibility for the Program.

Part 3: Plan Amendments and Appeals

3.1 Amendments to Relocation Plan

The provisions of this document may be updated or amended as necessary to align with evolving federal guidelines, including future Federal Register notices, HUD policies, and program-specific needs.

For further information, applicants and stakeholders can contact:

City of Fort Worth's Neighborhood Services Department at
DisasterRecovery@fortworthtexas.gov or 817-392-7569.

3.2 Appeals Process

Displaced individuals have the right to appeal decisions regarding their eligibility, or the level of assistance provided. The appeals process follows Section 49 CFR 24.10 and includes:

3.2.1 Appeals Requirements (49 CFR 24.10)

- (a) **General.** The City of Fort Worth shall promptly review appeals in accordance with the requirements of applicable law.
- (b) **Actions which may be appealed.** Any aggrieved person may file a written appeal with the City of Fort Worth in any case in which the person believes that the agency has failed to properly consider the person's application for assistance. Such assistance may include, but is not limited to, the person's eligibility for, or the amount of, payment.
- (c) **Time limit for initiating appeal.** The time limit shall not be less than 60 days after the person receives written notification of the Program's determination on the person's claim.
- (d) **Right to representation.** A person has a right to be represented by legal counsel or other representative in connection with his or her appeal, but solely at the person's own expense.
- (e) **Review of files by person making appeal.** The City shall permit a person to inspect and copy all materials pertinent to his or her appeal, except materials which are classified as confidential by the agency. The agency may, however, impose reasonable conditions on the person's right to inspect, consistent with applicable laws.
- (f) **Scope of review of appeal.** In deciding an appeal, the City shall consider all pertinent justification and other material submitted by the person, and all other available information that is needed to ensure a fair and full review of the appeal.

(g) ***Determination and notification after appeal.*** Promptly after receipt of all information submitted by a person in support of an appeal, the City shall make a written determination on the appeal, including an explanation of the basis on which the decision was made, and furnish the person a copy. If the full relief requested is not granted, the agency shall inform the person that the determination is the City's final decision, and that the person may seek judicial review of the City's determination.

(h) ***Agency official to review appeal.*** The City official conducting the review of the appeal shall be either the Director of the Neighborhood Services Department or his or her authorized designee. However, the official shall not have been directly involved in the action appealed.

3.3 Contact Information

The City of Fort Worth's Neighborhood Services Department oversees compliance with housing-related program appeals.

Send written appeals to:

Neighborhood Services Department – Disaster Recovery

100 Fort Worth Trail

Fort Worth, TX 76102

For inquiries related to these initiatives, please reach out to the Neighborhood Services Department:

Email: DisasterRecovery@fortworthtexas.gov

Phone: 817-392-7569

APPENDICES

Appendix A: General Information Notices

1378 CHG-6
Appendix 2
GUIDEFORM GENERAL INFORMATION NOTICE
RESIDENTIAL TENANT NOT DISPLACED

Grantee or Agency Letterhead

(date)

Dear _____:

(City, County, State, Public Housing Authority (PHA), other)_____, is interested in rehabilitating the property you currently occupy at _____ (address) for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program.

The purpose of this notice is to inform you that you will not be displaced in connection with the proposed project.

If the project application is approved and federal financial assistance provided, you may be required to move temporarily so that the rehabilitation can be completed. If you must move temporarily, suitable housing will be made available to you and you will be reimbursed for all reasonable out of pocket expenses, including moving costs and any increase in housing costs. You will need to continue to pay your rent and comply with all other lease terms and conditions.

Upon completion of the rehabilitation, you will be able to lease and occupy your present apartment or another suitable, decent, safe and sanitary apartment in the same building/complex under reasonable terms and conditions. *

If federal financial assistance is provided for the proposed project, you will be protected by a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). One of the URA protections for persons temporarily relocated is that such relocations shall not extend beyond one year. If the temporary relocation lasts more than one year, you will be contacted and offered all permanent relocation assistance as a displaced person under the URA. This assistance would be in addition to any assistance you may receive in connection with temporary relocation and will not be reduced by the amount of any temporary relocation assistance previously provided. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

We urge you not to move at this time. If you choose to move, you will not be provided relocation assistance.

Please remember:

- This is **not** a notice to vacate the premises.
- This is **not** a notice of relocation eligibility.

You will be contacted soon so that we can provide you with more information about the proposed project. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact:

(name) _____, (title) _____,
(address) _____, (phone) _____.

Sincerely,

(name and title) _____

Enclosure

=====

NOTES.

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3 I of Handbook 1378.)

2. This is a guideform. It should be revised to reflect the circumstances.

* *Based on the applicable HUD program regulations, if “reasonable terms and conditions,” are defined, one of the following statements or other language may also be required in this Notice:*

- a. *Under HOME at 24 CFR 92.353(c)(2)(C)(1): “Your new lease will be for a term of not less than one year at a monthly rent will remain the same or, if increased, your new monthly rent and estimated average utility costs will not exceed: 1) If you are low income, the total tenant payment as defined by HUD (under 24 CFR 5.628), or (2) 30% of the monthly gross household income, if you are not low income.”*

- b. *Under CDBG at 24 CFR 570.606(b)(2)(D)(1):* “Your monthly rent will remain the same or, if increased, your new rent and estimated average utility costs will not exceed 30% of the household’s average monthly gross income.”
- c. *Under Section 221 Mortgage Insurance Programs under 24 CFR 221.795(i):* “Your monthly rent and estimated average utility costs will not exceed the amount approved by HUD

GUIDEFORM GENERAL INFORMATION NOTICE RESIDENTIAL
TENANT TO BE DISPLACED

Grantee or Agency Letterhead (date)

Dear _____:

_____ (City, County, State, Public Housing Authority (PHA), other) _____, is interested in (acquiring, rehabilitating, demolishing) _____ the property you currently occupy at _____ (address) _____ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program.

The purpose of this notice is to inform you that you may be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You may be eligible for relocation assistance and payments under the URA, if the proposed project receives HUD funding and if you are displaced as a result of acquisition, rehabilitation or demolition for the project.

- This is not a notice to vacate the premises.
- This is not a notice of relocation eligibility.

If you are determined to be eligible for relocation assistance in the future, you may be eligible for: 1) Relocation advisory services including help to you find another place to live; 2) At least 90 days advance written notice of the date you will be required to move; 3) Payment for your moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered. The enclosed HUD brochure, "Relocation Assistance To Tenants Displaced From Their Homes" provides an explanation of this assistance and other helpful information.

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so may be cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

Again, this is not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time. If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not to be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact
(name) _____, (title) _____,
(address) _____, (phone) _____.

Sincerely,

(name and title) _____

Enclosure

=====

NOTES

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3 I of Handbook 1378.)
2. This is a guideform. It should be revised to reflect the circumstances.
3. Optional paragraphs for displaced residents of public housing projects (may be modified based on the PHA's resident return policy):

“Even though you will be provided all of the assistance the URA requires for a permanent move, the Authority believes that every resident displaced from the site should have the right to reapply for occupancy once this project is complete. For this reason, after project completion, every resident who receives assistance as a “displaced person” will be contacted and offered an opportunity to reapply for occupancy in the newly-revitalized community. Furthermore, because you will be a former occupant who was “displaced” from the site, you will also receive a priority preference to return.

In the event the number of those who request to return and qualify for housing exceeds the number of units available, rating and ranking criteria will be used to identify those who will be offered a unit at the site until all available units are filled. If you do return,

the Authority may help defray the costs of the return move. If you have Replacement Housing Payments not yet spent or obligated, you may be asked to forfeit these payments as a condition for returning to public housing, since this assistance will no longer be necessary to meet your housing needs. Such assistance, if not forfeited, must be considered as income and may affect your eligibility and rent.”

Appendix B:

Notice of Temporary Relocation

Notice of Temporary Relocation

<<Date>>

VIA CERTIFIED MAIL – RRR

<<First Name>> <<Last Name>>

<<Address>>

<<(CITY)>>, <<State>>

<<Zip Code>> Dear

<<PRE_Last Name>>:

On <<Date_1>>, your landlord notified you of proposed plans to rehabilitate the property located at <<Address>> utilizing funds from the XX Program, a Recovery Program funded by the U.S. Department of Housing and Urban Development (HUD). The application submitted by your landlord may or may not directly impact the unit that you currently occupy.

As per federal requirements, you are receiving this letter to inform you that on <<Date_2>> this project was approved to receive federal funding and that you will not be required to move permanently as a result of the rehabilitation. Repairs will begin soon.

This is a notice of non-displacement. This notice guarantees you the following:

1. Upon completion of the rehabilitation, you will be able to continue to lease and occupy your current unit or another suitable, decent, safe, and sanitary unit in the same building/complex under reasonable terms and conditions.
2. If you must temporarily move so that the rehabilitation can be completed, your landlord will be required to reimburse your relocation expenses, including the cost of moving to and from temporary housing and any increased interim housing costs. The temporary unit will be decent, safe, and sanitary, and all other conditions of the temporary move will be reasonable.

Presently, you are urged not to move. Please continue to comply with the terms and conditions of your lease. Given this is a federally funded project, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

Your landlord will contact you if/when you must temporarily move. Depending on the size and scope of the rehabilitation work, you may not be required to move. (If you do elect to move for your own reasons, you will not receive any relocation assistance from your landlord.)

If you have any questions, please contact XXX of the Recovery Division, N. This letter should be retained for your records.

Sincerely,

Appendix C: Notices of Eligibility

Via Email and Certified Mail

«DATE»

«First Name» «Last Name»

«ADDRESS1»

«CITY», «STATE» «ZIP»

Re: Notice of Eligibility (NOE) for Temporary Displacement and 90-Day Move Out Requirement,
[URA-ID]

Dear [TENANT NAME],

On <<GIN Notice Date>>, the program, notified you of proposed plans to rehabilitate the property you currently occupy at <<Damaged Property Address>> utilizing funds from the [program Name], a Sunrise St. Pete Program funded by the U.S. Department of Housing and Urban Development (HUD).

As per federal requirements, you are receiving this letter to inform you that on <<Award Signing Date>>, this project was approved to receive federal funding for rehabilitation, and repairs will begin soon. In addition, your household was determined to be low-to-moderate income (LMI). Due to program policy, and based on the current scope of work, you will **not** be displaced permanently as a result of the rehabilitation. However, you will need to relocate temporarily during construction, and as such, you will be eligible for relocation assistance and payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended (or URA).

90-Day Notice: To carry out the project, it will be necessary for you to move temporarily. You do not need to move now. You will not be required to move prior to [DATE]. The estimated time of construction duration of the temporary relocation period is [#days]. Please note that this timeline is subject to change and that you will be made aware of any changes associated with your landlord's project.

This notice guarantees you the following:

- Upon completion of the rehabilitation, you will be able to continue to lease and occupy your current unit or another suitable, decent, safe and sanitary unit in the same building/complex under reasonable terms and conditions.
- Any reasonable and necessary out-of-pocket relocation expenses associated with your temporary relocation, including the cost of moving to and from temporary housing, any increased interim housing costs, and utility transfers, are reimbursable. The temporary unit will meet legal standards for decent, safe and sanitary dwellings, and all other conditions of the temporary move will be reasonable.

Please continue to comply with the terms and conditions of your lease. Failure to pay rent or eviction will disqualify you to receive relocation assistance. Because this is a federally funded project, you are protected by the URA, and we will make every effort to accommodate your needs.

This is your notice of eligibility for relocation assistance. The effective date of your eligibility is [DATE].

We have determined you are eligible to receive temporary relocation assistance with the following:

- **Temporary Stay Option:** Based on our assessment of your needs, and the length of time of your temporary relocation, we believe [Address] provides the most suitable, decent, safe and sanitary temporary housing for you. All out of pocket expenses at the temporary location will be reimbursed, which is limited to the cost amount above your current rent amount.
- **Moving Expenses:** You may choose:
 - A payment for your actual reasonable moving and related expenses, based on the lower of two commercial bids; or
 - A fixed moving payment in the amount of \$[amount], based on the URA Fixed Residential Moving Cost Schedule; or
 - A combination of both.
- **Background checks** (if applicable): You will receive reimbursement for application or background/credit report check fees up to \$1,000.
- **Rental Security Deposit:** \$[Dollar Amount]. The security deposit, if necessary, including deposits for pets, parking, etc. The amount may not exceed the amount of the monthly rental housing payment at the new location.
- **Storage Costs** (if applicable): \$[Dollar Amount] is the amount of reasonable storage costs, based upon the lowest of two (2) quotes determined by your storage needs should your temporary unit not facilitate the storage of all your belongings.
- **Utility Connection or Reconnection Fees:** The cost of connecting utilities in your temporary unit, if applicable, and restoring them in your displacement unit, upon your return.
- **Other reasonable relocation-related expenses, as approved.**

Please note that all replacement housing must pass a HUD Housing Quality Standard (HQS) Inspection in order to ensure it is decent, safe and sanitary before housing payments are made.

In the event that you disagree with the determination pertaining to the dwelling identified above, the relocation assistance detailed in this notice, or the requirement to temporarily move, you may submit an appeal.

Remember, do not move, or commit to the lease or rent of a replacement unit before we have a chance to further discuss your eligibility for relocation assistance. We strongly encourage you to discuss this letter with the Program's Housing Counseling Services team to discuss your rights and your landlord's obligations, and all other advisory services to which you are entitled under the URA. This letter is important to you and should be retained.

If you have any questions about this letter, your eligibility for relocation assistance and payments, or any other questions, please contact the (Lead Division) at (Phone Number) or (Email) [before you make moving plans](#), and someone will assist you with your move and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled.

Sincerely,

(Lead Division)

GUIDEFORM NOTICE OF ELIGIBILITY FOR RELOCATION ASSISTANCE -- 180-DAY
HOMEOWNER OCCUPANT(INVOLUNTARY ACQUISITION) *Grantee or Agency Letterhead**(date)*

Dear _____:

On _____ (date), the _____ (City, County, State, Public Housing Authority (PHA), other) _____, notified you of proposed plans to acquire the property you currently own and occupy at _____ (address) for a project which could receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program. On _____ (date), the project was approved and will receive federal funding.

It has been determined that you will be displaced by the project. Since you are being displaced in connection with this federally funded project, you will be eligible for relocation assistance and payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

- **This is your Notice of Eligibility for relocation assistance**
- **The effective date of your eligibility is _____.** (Insert *date of Initiation of Negotiations*, see 49 CFR 24.2(a)(15) or applicable HUD program regulations)

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

To carry out the project, it will be necessary for you to move. However, **you do not need to move now**. You will be provided written notice of the date by which you will be required to move. This date will be no less than 90 days from the date comparable replacement housing has been made available to you.

Enclosed is a brochure entitled, "Relocation Assistance to Displaced Homeowner Occupants." Please read the brochure carefully. It explains your rights and provides additional information on eligibility for relocation payments and what you must do in order to receive these payments.

The relocation assistance to which you are entitled includes:

Relocation Advisory Services. Including counseling and other assistance to help you find another home and prepare to move.

Payment for Moving Expenses. You may choose: (1) a payment for your actual reasonable moving and related expenses, or (2) a fixed moving payment in the amount of \$_____ based on the URA Fixed Residential Moving Cost Schedule, or (3) a combination of both.

Replacement Housing Payment. You may be eligible for a replacement housing payment in order to help you purchase a comparable replacement home. A replacement housing payment is comprised of the following three payments: 1) Price differential payment 2) Mortgage interest differential payment and 3) Incidental expenses. A more detailed description of these three payments may be found in the enclosed brochure.

Listed below are three comparable replacement dwellings that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement dwellings.

Address Asking Price

Name and Tele. No. of Person to Contact

1. _____
2. _____
3. _____

We believe that the dwelling located at _____ (address) is the most representative of your present home and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this dwelling is not comparable to your current home. We can explain our basis for selecting this dwelling as most representative of your current home and discuss your concerns.

Since the dwelling located at _____ (address) would cost \$ _____ more than the amount offered for your present home, you may be eligible

for a maximum purchase price differential payment of \$ _____ , in addition to other eligible mortgage interest differential payment and incidental payment costs to purchase your replacement home. If you purchase a decent, safe and sanitary replacement

dwelling that costs less than \$ _____, your replacement housing payment will be based on the actual purchase price of that home.

Should you wish to rent (rather than buy) a replacement home, let us know. We will help you find comparable rental housing and explain your eligibility for a rental assistance payment.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

If you have any questions about this letter and your eligibility for relocation assistance and payments, please contact _____ (name), _____ (title) at _____ (phone), _____ (address) before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled.

Remember, do not move or commit to the purchase or lease of a replacement home before we have a chance to further discuss your eligibility for relocation assistance.

This letter is important to you and should be retained.

Sincerely,

(name and title)

Enclosure

NOTES.

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3 I of Handbook 1378.)
2. This is a guideform. It should be revised to reflect the circumstances.

GUIDEFORM NOTICE OF ELIGIBILITY FOR
URA RELOCATION ASSISTANCE
RESIDENTIAL TENANT

Grantee or Agency Letterhead

(date)

Dear _____:

On _____ (date), the _____ (City, County, State, Public Housing Authority (PHA), other) _____, notified you of proposed plans to (acquire, rehabilitate, or demolish) _____ the property you currently occupy at _____ (address) for a project which could receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program.

On _____ (date), the project was approved and will receive federal funding.

It has been determined that you will be displaced by the project. Since you are being displaced in connection with this federally funded project, you will be eligible for relocation assistance and payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

- **This is your Notice of Eligibility for relocation assistance**
- **The effective date of your eligibility is _____.** (Insert date of Initiation of Negotiations, see 49 CFR 24.2(a)(15) or applicable HUD program regulations)

(NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.)

To carry out the project, it will be necessary for you to move. However, **you do not need to move now.** You will be provided written notice of the date by which you will be required to move. This date will be no less than 90 days from the date comparable replacement housing has been made available to you.

Enclosed is a brochure entitled, "Relocation Assistance to Tenants Displaced From Their Homes." Please read the brochure carefully. It explains your rights and provides additional information on eligibility for relocation payments and what you must do in order to receive these payments.

The relocation assistance to which you are entitled includes:

Relocation Advisory Services. Including counseling and other assistance to help you find another home and prepare to move.

Payment for Moving Expenses. You may choose: (1) a payment for your actual reasonable moving and related expenses, or (2) a fixed moving payment in the amount of \$_____ based on the URA Fixed Residential Moving Cost Schedule, or (3) a combination of both.

Replacement Housing Payment. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement dwelling, (2) the monthly rent and cost of utility services for your present home, and (3) for low-income persons, 30 percent of your average monthly gross household income. This payment is calculated on the difference in the old and new housing costs for a one- month period and multiplied by 42.

Listed below are three comparable replacement dwellings that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement dwellings.

Address	Rent & Utility Costs	Contact Info
---------	----------------------	--------------

- 1.
- 2.
- 3.

We believe that the dwelling located at (address) is the most representative of your present home. The monthly rent and the estimated average monthly cost of utilities for this dwelling is \$ and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this dwelling is not comparable to your current home. We can explain our basis for selecting this dwelling as most representative of your current home and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately \$ (42 x \$____), if you rent the dwelling identified above as the most comparable to your current home or rent another dwelling of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable dwelling, your replacement housing payment will be based on the actual cost of the dwelling. We will not base your payment on any dwelling that is not a comparable replacement home. All replacement housing payments must be paid in installments. Your payment will be paid in __#__ installments.

Should you choose to purchase (rather than rent) a decent, safe and sanitary replacement home, you would be eligible for a downpayment assistance payment which is equal to your maximum replacement housing payment, \$_____. *. Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

If you have any questions about this letter and your eligibility for relocation assistance and payments, please contact _____ (name) _____, _____ (title) _____ at (phone) _____, _____ (address) _____ before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled.

Remember, do not move or commit to the purchase or lease of a replacement home before we have a chance to further discuss your eligibility for relocation assistance. This letter is important to you and should be retained.

Sincerely,

(name & title)

Enclosure/s

NOTES.

*At the agency's discretion, a downpayment assistance payment that is less than \$5,250 may be increased to any amount not to exceed \$5,250. (See 49 CFR 24.402(c)(1))

1. The case file must indicate the manner in which this notice was delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. (See Paragraph 2-3 I of Handbook 1378.)
2. This is a guideform. It should be revised to reflect the circumstances.
3. Optional paragraphs for displaced residents of public housing projects (may be modified based on the PHA's resident return policy):

"Even though you will be provided all of the assistance the URA requires for a permanent move, the Authority believes that every resident displaced from the site should have the right to reapply for occupancy once this project is complete. For this reason, after project completion, every resident who receives assistance as a "displaced person" will be contacted and offered an opportunity to reapply for occupancy in the newly-revitalized community. Furthermore, because you will be a former occupant who was "displaced" from the site, you will also receive a priority preference to return.

In the event the number of those who request to return and qualify for housing exceeds the number of units available, rating and ranking criteria will be used to identify those who will be offered a unit at the site until all available units are filled. If you do return, the Authority may help defray the costs of the return move. If you have Replacement Housing Payments not yet spent or obligated, you may be asked to forfeit these payments as a condition for returning to public housing, since this assistance will no longer be necessary to meet your housing needs. Such assistance, if not forfeited, must be considered as income and may affect your eligibility and rent."



Appendix D: 30-Day Notice to Vacate

Notice to Vacate

Tenant Name: _____ Unit #: _____

This notice is to inform you that you must vacate this house (apartment) within thirty (30) days, of the following date: _____.

The duration of your move to temporary housing is estimated to be approximately ____ to ____ number of days.

Should you have any questions or need additional assistance in completing your move, please contact ____ (*enter name of landlord or management company*) at _____.

To certify that you have received this notice and understand the terms, please sign below:

Tenant Print Name: _____ Date: _____

Tenant Signature: _____



Appendix E:

Notice to Return to Primary Residence

Notice to Return to Primary Residence

<<First Name>> <<Last Name>>

<<Address>>

<<(CITY)>>, <<State>>

<<Zip Code>> Dear

<<PRE_Last Name>>:

On <<Date_1>>, your landlord notified you to vacate the residence located at <<Address>> that was to be rehabilitated utilizing funds from the _____ Program, a Recovery Program funded by the U.S. Department of Housing and Urban Development (HUD).

This letter is to inform you that the rehabilitation of the property is complete, and that you are now able to return to your primary residence. It is suggested that you contact your Landlord and coordinate an appropriate time to move back into the property. Upon your return to the property, the benefits under the provisions of the Uniform Relocation Act will no longer be available to you.

If you have any questions, please contact _____ of the Recovery Division

Sincerely,

Housing Recovery Programs Disaster Recovery Division



Appendix F: Voluntary Acquisition Informational Notice

- VOLUNTARY ACQUISITION –

- Informational Notice -

Grantee or Agency Letterhead

(date)

Dear _____:

(City, County, State, other) _____, is interested in acquiring property you own at (address) _____ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program.

Please be advised that, (City, County, State, other) _____ possesses eminent domain authority to acquire property, however, in the event you are not interested in selling your property, or if we cannot reach an amicable agreement for the purchase of your property, we will not pursue its acquisition under eminent domain. Your property is not a necessary part of the proposed project and is not part of an intended, planned, or designated project area where substantially all of the property within the area is to be acquired.

We are prepared to offer you (\$) _____ to purchase your property. We believe this amount represents the current market value of your property. Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner-occupants who move as a result of a voluntary acquisition are not eligible for relocation assistance.

If you have any questions about this notice or the proposed project, please contact

(name) _____, (title) _____,

(address) _____, (phone) _____.

Sincerely,

(name and title) _____



Appendix G: Individual Relocation Plan

Individual Relocation Plan

Relocation Specialist: _____

B. INDIVIDUAL OWNER INFORMATION

SRP NUMBER: _____

Prefix: <input checked="" type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Dr.	FIRST NAME MIDDLE NAME LAST NAME			
Suffix: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> Other _____	Email Address: _____			
Current Address _____	(CITY) _____	State _____	Zip Code _____	County _____
Mailing Address (Same as Current Address <input type="checkbox"/>)	(CITY) _____	State _____	Zip Code _____	County _____
Daytime Telephone/TTY: () _____		Evening Telephone/TTY: () _____		

C. TENANT INFORMATION

Prefix: <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Dr.	FIRST NAME MIDDLE NAME LAST NAME			
Suffix: <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> Other _____	Email Address: _____			
Current Address _____	(CITY) _____	State _____	Zip Code _____	County _____
Mailing Address (Same as Current Address <input type="checkbox"/>)	(CITY) _____	State _____	Zip Code _____	County _____
Daytime Telephone/TTY: () _____		Evening Telephone/TTY: () _____		
Relocation Address: _____		Permanent Move <input type="checkbox"/> Temporary Move <input type="checkbox"/> Move-Out Date: _____		
Relocation Assistance Provided: _____		YES <input type="checkbox"/> NO <input type="checkbox"/>		

D. DESCRIPTION OF PROPOSED TEMPORARY RELOCATION:

Household members:

Location of temporary relocation unit: _____

Date temporary relocation unit inspected: _____

Date "Temporary Relocation Notice": _____

Move out date: _____

Date "Move back Notice" _____

Move back date: _____

E. Temporary Relocation costs

TEMPORARY MOVE MOVING COSTS	\$
MONTHLY RENT MONTHLY	
UTILITIES MOVING COST	
OTHER RELATED COSTS	
	\$
	\$
	\$
CONTINGENCY	\$

TOTAL		\$
SOURCE:	\$	
SOURCE:	\$	
SOURCE:	\$	
TOTAL	\$	

DRAFT



Appendix H: Claim Forms

Claim for Temporary Relocation Expenses (Residential Moves)

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB Approval No. 2506-0016
(exp. 4/30/2018)

(Appendix A, 49 CFR 24.2(a)(9)(ii)(D))

See page 3 for Public Reporting Burden and Privacy Act Statements before completing this form

For Agency Use Only		Name of Agency		Project Name or Number		Case Number	
Instructions: This claim form is for the use of families and individuals applying for reimbursement of temporary relocation expenses. The Agency will assist you in completing the form. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal that determination. The Agency will explain how to make an appeal. The Department of Housing and Urban Development provides information on these requirements and other guidance materials on its website at www.hud.gov/relocation .							
1a. Your Name(s) (You are the Claimant(s) and Present Mailing Address)						1b. Telephone Number(s)	
2a. Have all members of the household moved to the same dwelling? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No," list the names of all members and the addresses to which they moved in the Remarks Section.)				2b. Do you (or will you) receive a Federal, State, or local housing program subsidy at the dwelling you moved to? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Dwelling		Address		When Did You Rent This Unit?	When Did You Move to This Unit?	When Did You Move Out of This Unit?	
3. Unit That You Moved From							
4. Unit That You Moved To							
5. Unit That You Returned To							
6. CERTIFICATION OF LEGAL RESIDENCY IN THE UNITED STATES (Please read instructions below before completing this section.) Instructions: To qualify for relocation advisory services or relocation payments authorized by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, you must be a United States citizen or national, or an alien lawfully present in the United States. The certification below must be completed in order to receive any relocation assistance. (This certification may not have any standing with regard to applicable State laws providing relocation assistance.) Your signature on this claim form constitutes certification. See 49 CFR 24.208(g) and (h) for hardship exceptions.							
Please address only the category (individual or family) that describes your occupancy status. For Line (2), please fill in the correct number of persons.							
RESIDENTIAL HOUSEHOLDS (1) Individual. I certify that I am: (check one) _____ a citizen or national of the United States _____ an alien lawfully present in the United States (2) Family. I certify that there are _____ persons in my household and that _____ are citizens or nationals of the United States and _____ are aliens lawfully present in the United States.							
7. DETERMINATION OF MOVING EXPENSES – MOVE TO TEMPORARY UNIT Instructions: You may be eligible for reimbursement of actual and reasonable moving costs and related expenses in connection with your move to a temporary housing unit. The computation table below provides you with the ability to compute your payment.							
Move to Temporary Unit				(1) Commercial Move (Actual Costs)		(2) Self Move (Actual Costs) (Not to exceed cost paid by a commercial mover)	
				Claimant	Agency Use	Claimant	Agency Use
(a) Moving Cost Expenses (49 CFR 24.301(g)(1-7)); see page 3 (Do not include storage costs listed separately below.)				\$	\$	\$	\$
(b) Storage cost (not to exceed 12 months)				\$	\$	\$	\$
(c) Telephone re-connection				\$	\$	\$	\$
(d) Cable/Internet re-connection				\$	\$	\$	\$
(e) Other (Explain in Remarks Section)				\$	\$	\$	\$
(f) Total (Lines 7(a) – 7(e))				\$	\$	\$	\$
(g) Amount Previously Received, if any				\$	\$	\$	\$
(h) Amount Requested (Subtract Line 7(g) from Line 7(f))				\$	\$	\$	\$
(i) Total Amount Approved by Agency (for move to temporary unit)				\$	\$	\$	\$
TO BE COMPLETED BY AGENCY							
SUMMARY FOR MOVE TO TEMPORARY HOUSING UNIT							
Line No.:	Amount Claimed:	Amount Recommended:	Date Paid:	Payable To:			
(j) Line 7(i), Column (1)	\$	\$					
(k) Line 7(i), Column (2)	\$	\$					
(l) Total:	\$	\$					
Payment Action	Amount of Payment	Signature	Name (Type or Print)	Date (mm/dd/yyyy)			
(m) RECOMMENDED	\$						
(n) APPROVED	\$						
Remarks (Attach additional sheets, if necessary)							

8. DETERMINATION OF MOVING EXPENSES – MOVE TO PERMANENT UNIT						
Instructions: You may be eligible for reimbursement of actual and reasonable moving costs and related expenses in connection with your move to a permanent housing unit. The computation table below provides you with the ability to compute your payment.						
Move to Permanent Unit	(1) Commercial Move (Actual Costs)		(2) Self Move (Actual Costs) (Not to exceed cost paid by a commercial mover)			
	Claimant	Agency Use	Claimant	Agency Use		
(a) Moving Cost Expenses (49 CFR 24.301(g)(1-7)); see page 3	\$	\$	\$	\$		
(b) Telephone re-connection	\$	\$	\$	\$		
(c) Cable/Internet re-connection	\$	\$	\$	\$		
(d) Other (Explain in Remarks Section)	\$	\$	\$	\$		
(e) Total (Lines 8(a) – 8(d))	\$	\$	\$	\$		
(f) Amount Previously Received, if any	\$	\$	\$	\$		
(g) Amount Requested (Subtract Line 8(f) from Line 8(e))	\$	\$	\$	\$		
(h) Total Amount Approved by Agency (for move to permanent unit)	\$	\$	\$	\$		
TO BE COMPLETED BY AGENCY						
SUMMARY FOR MOVE TO PERMANENT UNIT						
Line No.:	Amount Claimed:	Amount Recommended:	Date Paid:	Payable To:		
(i) Line 8(h), Column (1)	\$	\$				
(j) Line 8(h), Column (2)	\$	\$				
(k) Total:	\$	\$				
Payment Action	Amount of Payment	Signature	Name (Type or Print)	Date (mm/dd/yyyy)		
(l) RECOMMENDED	\$					
(m) APPROVED	\$					
Remarks (Attach additional sheets, if necessary)						
9. MONTHLY OUT-OF-POCKET COSTS FOR TEMPORARY RELOCATION						
Costs listed on this form are for the period beginning <u> </u> (Month/Day) (Year) and ending <u> </u> (Month/Day) (Year) TOTAL # OF MONTHS: <u> </u>						
DETERMINATION OF RENT AND AVERAGE MONTHLY UTILITY COSTS						
Instructions: To compute the payment, entries on Line 9(i) must reflect all utility services. Therefore, identify on Lines 9(b) through 9(f) each utility necessary to provide electricity, gas, other heating/cooking fuels, water and sewer. In those cases where the utility service is covered by the monthly rent, enter "IMR" (In Monthly Rent). If a monthly housing program subsidy (e.g., Housing Choice Voucher/Section 8, other) has been provided, enter the applicable amount on Line 9(h).						
Monthly Temporary Relocation Cost (For temporary relocation that lasts more than one month, either complete a Continuation Form for each additional month of temporary relocation or enter total claimed on Line 9(p) and explain under "Remarks.")	Unit You Moved From		Unit You Moved To		Increase In Monthly Cost	Amount Approved
	(1) Claimant	(2) For Agency Use Only	(3) Claimant	(4) For Agency Use Only	(5) For Agency Use Only	(6) To Be Provided by Agency
(a) Rent (The monthly rental amount due under the terms and conditions of occupancy). Check appropriate box: <input type="checkbox"/> All utilities included <input type="checkbox"/> Utilities not included (list on Line 9(b) to 9(f) below)	\$	\$	\$	\$	\$	\$
(b) Electricity	\$	\$	\$	\$	\$	\$
(c) Gas	\$	\$	\$	\$	\$	\$
(d) Water/sewer	\$	\$	\$	\$	\$	\$
(e) Sanitation	\$	\$	\$	\$	\$	\$
(f) Other	\$	\$	\$	\$	\$	\$
(g) Gross Monthly Rent and Utility Costs (add Lines 9(a) through 9(f))	\$	\$	\$	\$	\$	\$
(h) Monthly Housing Subsidy, if applicable (e.g., Housing Choice Voucher/Section 8, other)	\$	\$	\$	\$	\$	\$
(i) Net Monthly Rent and Utility Costs for Month of <u> </u> (subtract Line 9(h) from Line 9(g) above)	\$	\$	\$	\$	\$	\$
OTHER REASONABLE OUT-OF-POCKET EXPENSES						
Instructions: You may be eligible for other reasonable out-of-pocket expenses as approved by the agency in connection with your temporary move.						
Monthly Cost For Month of: <u> </u> (Month) <u> </u> (Year)			(1) Claimant		(2) Agency Use	
(j) Per Diem for unit without cooking facilities: \$ <u> </u> per adult x <u> </u> days in this month period \$ <u> </u> per child under age 12 x <u> </u> days in this month period			\$		\$	
Other (e.g., increased transportation costs, boarding for pets, parking). Itemize.			\$		\$	
(k)			\$		\$	
(l)			\$		\$	
(m)			\$		\$	

(n) Total (add lines 9(j) through 9(m))	\$	\$
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TO BE COMPLETED BY AGENCY				
SUMMARY OF MONTHLY OUT-OF-POCKET COSTS FOR TEMPORARY RELOCATION				
Line No.:	Amount Claimed:	Amount Recommended:		
(o) Add Lines 9(i) Column 6 and Line 9(n) Column 2	\$	\$		
(p) Multiply Line 9(o) by number of months of temporary relocation (# of months: _____) or enter total amount from all Continuation Sheets, Lines 10(i) Column 6 and 10(n) Column 2	\$	\$		
Payment Action	Amount of Payment	Signature	Name (Type or Print)	Date (mm/dd/yyyy)
(r) RECOMMENDED	\$			
(s) APPROVED	\$			
Remarks (Attach additional sheets, if necessary)				

CERTIFICATION BY CLAIMANT(S): I certify that this claim and supporting information are true and complete and that I have not been paid for these expenses by any other source. I ask that the amounts on Line 7(n), Line 8(m) and Line 9(r), be paid to: <input type="checkbox"/> me <input type="checkbox"/> the contractor(s) (as specified in the Remarks Section). Signature(s) of Claimant(s): _____ Date: _____ Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Eligible Actual Residential Moving Expenses (49 CFR 24.301(g)(1-7)) 1) Transportation of the displaced person and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless the Agency determines that relocation beyond 50 miles is justified. 2) Packing, crating, unpacking and uncrating of the personal property. 3) Disconnecting, dismantling, removing, reassembling and reinstalling relocated household appliances and other personal property. 4) Storage of the personal property for a period not to exceed 12 months, unless the Agency determines that a longer period is necessary. 5) Insurance for the replacement value of the property in connection with the move and necessary storage. 6) The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available. 7) Other moving-related expenses that are not listed as ineligible under §24.301(h), as the Agency determines to be reasonable and necessary.

Public reporting burden for this collection of information is estimated to average 30 minutes per response. This includes the time for collecting, reviewing and reporting the data. The information is being collected under the authority of the Housing and Community Development Act of 1987, 42 U.S.C. 3543, the U.S. Housing Act of 1937, as amended, 42 U.S.C. 1437 et seq., and the Housing and Community Development Act of 1981, P.L. 97-35, 85 stat., 34, 408 to determine if you are eligible to receive a payment for temporary moving expenses and the amount of any payment. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a valid OMB control number.

Privacy Act Notice: This information is being used by an agency administering program services on behalf of HUD for certain HUD programs to determine whether you are eligible to receive a payment for temporary moving expenses. Periodically, HUD reviews a random sample of the agency files to ensure compliance with statutory and regulatory requirements. The information requested is voluntary, you are not required by law to furnish this information, but if you do not provide it, you may not receive any payment for these expenses or it may take longer to pay you. This information is being collected under the authority of the Housing and Community Development Act of 1987, 42 U.S.C. 3543, the U.S. Housing Act of 1937, as amended, 42 U.S.C. 1437 et seq., and the Housing and Community Development Act of 1981, P.L. 97-35, 85 stat., 34, 408. This information may be shared with Federal agencies and other agencies approved by HUD to administer or assist with services for Uniform Relocation Assistance and Real Property Acquisition Policies Act obligations.

[CONTINUATION SHEET]

Claim for Temporary Relocation**Expenses (Residential Moves)****(Appendix A, 49 CFR 24.2(a)(9)(ii)(D))**

U.S. Department of Housing and Urban Development

Office of Community Planning and Development

10. CONTINUATION SHEET FOR EACH ADDITIONAL MONTH OF TEMPORARY RELOCATION						
Costs listed on this form are for the period beginning _____ and ending _____ TOTAL # OF MONTHS: _____						
(Month/Day) (Year) (Month/Day) (Year)						
DETERMINATION OF RENT AND AVERAGE MONTHLY UTILITY COSTS						
Instructions: To compute the payment, entries on Line (i) must reflect all utility services. Therefore, identify on Lines 10(b) through 10(f) each utility necessary to provide electricity, gas, other heating/cooking fuels, water and sewer. In those cases where the utility service is covered by the monthly rent, enter "IMR" (In Monthly Rent). If a monthly housing program subsidy (e.g., Housing Choice Voucher/Section 8, other) has been provided, enter the applicable amount on Line 10(h).						
Temporary Relocation Cost for Periods That Exceed One Month	Unit You Moved From		Unit You Moved To		Increase In Monthly Cost	Amount Approved
(For temporary relocation that lasts more than one month, complete this Continuation Form for each additional month of temporary relocation.)	(1) Claimant	(2) For Agency Use Only	(3) Claimant	(4) For Agency Use Only	(5) For Agency Use Only	(6) To Be Provided by Agency
(a) Rent (The monthly rental amount due under the terms and conditions of occupancy). Check appropriate box: <input type="checkbox"/> All utilities included <input type="checkbox"/> Utilities not included (list on Lines 10(b) to 10(f) below)	\$	\$	\$	\$	\$	\$
(b) Electricity	\$	\$	\$	\$	\$	\$
(c) Gas	\$	\$	\$	\$	\$	\$
(d) Water/sewer	\$	\$	\$	\$	\$	\$
(e) Sanitation	\$	\$	\$	\$	\$	\$
(f) Other	\$	\$	\$	\$	\$	\$
(g) Gross Monthly Rent and Utility Costs (add Lines 10(a) through 10(f))	\$	\$	\$	\$	\$	\$
(h) Monthly Housing Subsidy, if applicable (e.g., Housing Choice Voucher/Section 8, other)	\$	\$	\$	\$	\$	\$
(i) Net Monthly Rent and Utility Costs for Month of _____ (subtract Line 20(h) from Line 10(g) above)	\$	\$	\$	\$	\$	\$
OTHER REASONABLE OUT-OF-POCKET EXPENSES						
Instructions: You may be eligible for other reasonable out-of-pocket expenses as approved by the agency in connection with your temporary move.						
Monthly Cost For Month of: _____			(1) Claimant		(2) Agency Use	
(Month) (Year)						
(j) Per Diem for unit without cooking facilities: \$ _____ per adult x _____ days in this month period \$ _____ per child under age 12 x _____ days in this month period			\$		\$	
Other (e.g., increased transportation costs, boarding for pets, parking). Itemize.						
(k)						
(l)			\$		\$	
(m)			\$		\$	
(n) Total (add lines 10(j) through 10(m))			\$		\$	

Residential Claim for Moving and Related Expenses

(49 CFR 24.301 and 24.302)

See page 3 for Public Reporting Burden and Privacy Act Statements before completing this form

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB Approval No. 2506-0016
(exp. 4/30/2018)

For Agency Use Only	Name of Agency	Project Name or Number	Case Number
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Instructions: This claim form is for the use of families and individuals applying for payment of residential moving and related expenses under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA). You may be eligible to apply for either (1) a fixed payment (see 24.302), or (2) payment for actual reasonable moving costs and related expenses (see 24.301), or (3) in some cases, a payment based on a combination of moving options (contact Agency). All claims for actual expenses must be supported by receipts or other acceptable evidence. The Agency will explain the differences between the types of moving options and will help you complete this form. HUD provides information on these requirements and other guidance materials on its website at www.hud.gov/relocation. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal that determination. The Agency will explain how to make an appeal. All claims for payments must be filed no later than 18 months from the date of displacement (see 24.207(d)).

1. Your Name(s) (You are the Claimant(s)) and Present Mailing Address	1a. Telephone Number(s)
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2. Have All Members of the Household Moved to the Same Dwelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(If "No," list the names of all members and the addresses to which they moved in the Remarks Section.)	

Dwelling	Address (include Apartment No.)	Number of Rooms of Furniture? *	Date Occupied	Date Vacated
3. Unit That You Moved From				
4. Unit That You Moved To		* Excluding bathrooms, hallways and closets.		

5. Is This a Final Claim?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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6. Certification of Legal Residency in the United States (Please read instructions below before completing this section.)

Instructions: To qualify for relocation advisory services or relocation payments authorized by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, a "displaced person" must be a United States citizen or national, or an alien lawfully present in the United States. **The certification below must be completed in order to receive any relocation benefits.** (This certification may not have any standing with regard to applicable State laws providing relocation benefits.) **Your signature on this claim form constitutes certification.** See 49 CFR 24.208(g) & (h) for hardship exceptions.

Please address only the category (Individual or family) that describes your occupancy status. For item (2), please fill in the correct number of persons.

RESIDENTIAL HOUSEHOLDS

- (1) Individual. I certify that I am: (check one)
_____ a citizen or national of the United States
_____ an alien lawfully present in the United States.
- (2) Family. I certify that there are _____ persons in my household and that
_____ are citizens or nationals of the United States and _____ are aliens lawfully present in the United States.

7. Computation of Payment (See 49 CFR 24.301 and 24.302)

Instructions: You may be eligible to apply for either (1) a fixed payment (see 24.302), or (2) payment for actual and reasonable moving costs and related expenses (see 24.301), or (3) in some cases, a payment based on a combination of moving options (see 24.301(b)). The computation table in this section provides you with the ability to compute your payment based on one or a combination of moving options depending on your eligibility and your needs and desires.

A fixed payment is used to compute a payment based on the numbers of rooms of furniture within the displacement dwelling. The Residential Fixed Moving Cost Schedule available at www.hud.gov/relocation, will provide the payment amount for the state in which the displacement occurred. (Note: for persons occupying a dormitory style room or where the move is performed by the Agency at no cost to the displaced person, the payment amount is limited to the amount specified for such moves on the Fixed Moving Cost Schedule.) If you choose to claim a fixed payment, fill in the applicable schedule amount in column 7c Line (3). In some cases, persons who plans to claim only a fixed payment may also be eligible for additional moving options to move personal property located outside the dwelling and not considered in the Fixed Moving Cost Schedule (jungle gym, hot tub, etc.) or for personal property requiring specialized moving assistance within the dwelling (piano, pool table, medical equipment, etc.). In these situations you may also be eligible for a payment based on actual costs for a commercial move and/or self move for these items. Contact the Agency for further assistance. If the Agency determines you are eligible for other moving options in addition to the fixed payment, fill in all applicable claim information requested for the type(s) of moving option specified in the table.

	7a. Commercial Move (Actual Costs) (Based on lower of 2 bids)		7b. Self Move (Actual Costs) (Not to exceed cost of commercial move)		7c. Self Move (Fixed Schedule) (See 49 CFR 24.302)	
	Claimant	Agency Use	Claimant	Agency Use	Claimant	Agency Use
(1) Moving Cost Expenses (49 CFR 24.301(g)(1-7); see page 3) (Do not include storage costs listed separately below). [For Mobile Home Owner Occupants also include 24.301(g)(8-10), if applicable.]						
(2) Storage Cost (Requires prior agency approval) (Not to exceed 12 months)						
(3) Fixed Moving Cost Schedule Amount (Based on number of rooms of furniture in Item 3). For amount see Moving Cost Schedule available at www.hud.gov/relocation .						
(4) Other (Explain in Remarks Section)						
(5) Total Amount of Claim.						
(6) Amount Previously Received, if any.						
(7) Amount Requested (Subtract line (6) from line (5))						
(8) Total Amount Requested - Combination Moves Only (add applicable columns 7a)(7), 7b)(7) and 7c)(7))						

Previous versions obsolete.

8. **Certification By Claimant(s):** I certify that this claim and supporting information are true and complete and that I have not been paid for these expenses by any other source. I ask that the amount on line (7) of Item 7 or line (8) of Item 7 for combination moves be paid to ☐ me ☐ the contractor(s) (as specified in the Remarks Section).

Signature(s) of Claimant(s) & Date:

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

To Be Completed by the Agency

Payment Action	Amount of Payment	Signature	Name (Type or Print)	Date (mm/dd/yyyy)
9. Recommended	\$			
10. Approved	\$			

Remarks (Attach additional sheets, if necessary)

Additional sheets attached? ☐ Yes ☐ No

Eligible Actual Residential Moving Expenses (49 CFR 24.301(g)(1-10))

- (1) Transportation of the displaced person and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless the Agency determines that relocation beyond 50 miles is justified.
- (2) Packing, crating, unpacking, and uncrating of the personal property.
- (3) Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances and other personal property. For businesses, farms or nonprofit organizations this includes machinery, equipment, substitute personal property, and connections to utilities available within the building; it also includes modifications to the personal property, including those mandated by Federal, State or local law, code or ordinance, necessary to adapt it to the replacement structure, the replacement site, or the utilities at the replacement site, and modifications necessary to adapt the utilities at the replacement site to the personal property.
- (4) Storage of the personal property for a period not to exceed 12 months, unless the Agency determines that a longer period is necessary.
- (5) Insurance for the replacement value of the property in connection with the move and necessary storage.
- (6) The replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person, his or her agent, or employee) where insurance covering such loss, theft, or damage is not reasonably available.
- (7) Other moving-related expenses that are not listed as ineligible under § 24.301(h), as the Agency determines to be reasonable and necessary.
- (8) The reasonable cost of disassembling, moving, and reassembling any appurtenances attached to a mobile home, such as porches, decks, skirting, and awnings, which were not acquired, anchoring of the unit, and utility "hookup" charges.
- (9) The reasonable cost of repairs and/or modifications so that a mobile home can be moved and/or made decent, safe, and sanitary.
- (10) The cost of a nonrefundable mobile home park entrance fee, to the extent it does not exceed the fee at a comparable mobile home park, if the person is displaced from a mobile home park or the Agency determines that payment of the fee is necessary to effect relocation.

Public reporting burden for this collection of information is estimated to average 30 minutes per response. This includes the time for collecting, reviewing, and reporting the data. The information is being collected under the authority of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and implementing regulations at 49 CFR Part 24 and will be used for determining whether you are eligible to receive a payment for moving and related expenses and the amount of any payment. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Privacy Act Notice: This information is being used by an agency administering program services on behalf of HUD for certain HUD programs to determine whether you are eligible to receive a payment for moving and related expenses and the amount of any payment. Periodically, HUD reviews a random sample of the agency files to ensure compliance with statutory and regulatory requirements. The information requested is voluntary; you are not required by law to furnish this information, but if you do not provide it, you may not receive any payment for these expenses or it may take longer to pay you. This information is being collected under the authority of the Housing and Community Development Act of 1987, 42 U.S.C. 3543, the U.S. Housing Act of 1937, as amended, 42 U.S.C. 1437 et seq., and the Housing and Community Development Act of 1981, P.L. 97-35, 85 stat., 34,408. This information may be shared with Federal agencies and other agencies approved by HUD to administer or assist with services for Uniform Relocation Assistance and Real Property Acquisition Policies Act obligations.

Claim for Rental Assistance or Down Payment Assistance (49 CFR 24.402 and 24.401(f))

See page 3 for Public Reporting Burden and Privacy Act Statements before completing this form

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

OMB Approval No. 2506-0016
(exp. 04/30/2018)

(Form has been revised. See last page.)

For Agency Use Only	Name of Agency	Project Name or Number	Case Number
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Instructions: This claim form is for the use of families and individuals applying for rental or down payment assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and may also be used by a 90-day homeowner-occupant who chooses to rent rather than buy a replacement home. The Agency will help you complete the form. HUD also provides information on these requirements and other guidance materials on its website at www.hud.gov/relocation. If the full amount of your claim is not approved, the Agency will provide you with a written explanation of the reason. If you are not satisfied with the Agency's determination, you may appeal that determination. The Agency will explain how to make an appeal.

Displaced persons must rent/purchase and occupy a decent, safe and sanitary replacement dwelling within one year from the date of displacement for replacement housing payment eligibility (see 24.402(a)(2)). All claims for payments must be filed no later than 18 months from the date of displacement (see 24.207(d)).

1a. Your Name(s) (You are the Claimant(s)) and Present Mailing Address	1b. Telephone Number(s)
--	-------------------------

2a. Have all members of the household moved to the same dwelling? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No", list the names of all members and the addresses to which they moved in the Remarks Section.)	2b. Do you (or will you) receive a Federal, State, or local housing program subsidy at the dwelling you moved to? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Dwelling	Address	When Did You Rent/Buy This Unit?	When Did You Move To This Unit?	When Did You Move Out of This Unit?
3. Unit That You Moved From				
4. Unit That You Moved To				

5. Certification of Legal Residency in the United States (Please read instructions below before completing this section.)

Instructions: To qualify for relocation advisory services or relocation payments authorized by the Uniform Relocation Assistance and Real Property Acquisition Policies Act, a "displaced person" must be a United States citizen or national, or an alien lawfully present in the United States. **The certification below must be completed in order to receive any relocation benefits.** (This certification may not have any standing with regard to applicable State laws providing relocation benefits.) **Your signature on this claim form constitutes certification.** See 49 CFR 24.208(g) & (h) for hardship exceptions.

Please address only the category (Individual or family) that describes your occupancy status. For item (2), please fill in the correct number of persons.

RESIDENTIAL HOUSEHOLDS

- (1) Individual.
I certify that I am: (check one)
_____ a citizen or national of the United States
_____ an alien lawfully present in the United States.
- (2) Family.
I certify that there are _____ persons in my household and that
_____ are citizens or nationals of the United States and _____ are aliens lawfully present in the United States.

6. Determination of Person's Financial Means (Not applicable to 90-day homeowner-occupants who choose to rent. Enter NA in Item 6(6).)		Household Income	
		Claimant (a)	For Agency Use Only (b)
(1) Total number of persons in the household (See item 5(1) or (2))			
(2) Annual Gross Household Income. (49 CFR 24.2(a)(14)). Enter name of each household member with income (include the income of persons not lawfully present in the U.S.)		\$	\$
(3) Total Gross Annual Income (Sum of entries in item 6(2))		\$	\$
(4) URA low income limit for number of persons in item 6(1). If item 6(3) is greater than item 6(4) - Family is not low-income. See 49 CFR 24.402 (b)(2)(ii)			\$
(5) Gross Monthly Income (Divide item 6(3) by 12)		\$	\$
(6) 30% of item 6(5) or "NA". (If gross annual income item 6(3) is greater than URA low income limit in item 6(4), enter "NA".)		\$	\$

Previous editions are obsolete

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7. Determination of Rent and Average Monthly Utility Costs (See 49 CFR 24.402(b))

Instructions: To compute the payment, entries on line (8) must reflect all utility services. Therefore, identify on lines (2) through (5) each utility necessary to provide electricity, gas, other heating/cooking fuels, water and sewer. In those cases where the utility service is not covered by the monthly rent, indicate the estimated out-of-pocket monthly cost. In those cases where the utility service is covered by the monthly rent, enter "IMR" (In Monthly Rent). Determine the estimated average monthly cost of a utility service by dividing the reasonable estimated yearly cost by 12. If a monthly housing program subsidy (e.g., Housing Choice Voucher/Section 8, other) has been provided, enter the applicable amount on line (7).

Monthly Cost	Unit That You Moved From (For Homeowner-Occupant, rent will be determined by the agency.)		Unit That You Moved To (Do not complete if claim is for down payment assistance.)		Comparable Replacement Dwelling
	(a) Claimant	(b) For Agency Use Only	(c) Claimant	(d) For Agency Use Only	(e) To Be Provided By Agency
(1) Rent (The monthly rental amount due under the terms and conditions of occupancy. If utilities are not included in rent, list in item 7(2) to (5))	\$	\$	\$	\$	\$
(2)					
(3)					
(4)					
(5)					
(6) Gross Monthly Rent and Utility Costs (add item 7(1) through (5))	\$	\$	\$	\$	\$
(7) Monthly Housing Subsidy, if applicable (e.g., Housing Choice Voucher/Section 8, other)	\$	\$	\$	\$	\$
(8) Net Monthly Rent and Utility Costs (subtract item 7(7) from item 7(6)) (Enter these amounts on the appropriate lines in Item 8.)	\$	\$	\$	\$	\$

8. Computation of Payment: If you are filing for down payment assistance, check this box <input type="checkbox"/> and skip item 8(1).		To Be Completed By Claimant (a)	For Agency Use Only (b)
(1) Monthly Rent and Average Monthly Utility Costs for Unit That You Moved To (From item 7(8), Column (c))		\$	\$
(2) Monthly Rent and Average Monthly Utility Costs for Comparable Replacement Dwelling (From item 7(8), Column (e)) (To be provided by the Agency)			
(3) Lesser of item 8(1) or (2) (If claim is for down payment assistance, enter amount from item 8(2))			
(4) Monthly Rent and Average Monthly Utility Costs for Unit That You Moved From (From item 7(8), Column (a)) (For Homeowner-Occupants who choose to rent, to be determined by the agency.)			
(5) 30% of Average Gross Monthly Household Income (From item 6(6), Column (a)). If item 6(6) is "NA", enter "NA" here.			
(6) Lesser of item 8(4) or 8(5)			
(7) Monthly Need (Subtract item 8(6) from item 8(3))			
(8) Amount of Payment Claim (Amount on item 8(7) multiplied by 42) (For a Homeowner-Occupant who elects to rent, this amount cannot exceed the difference between the acquisition cost of the displacement dwelling and the cost of a comparable replacement dwelling. See form HUD-40057, item 5(5).)		\$	\$
(9) Amount Previously Received (if any)			
(10) Amount Requested (Subtract item 8(9) from 8(8))		\$	\$

9. **Certification By Claimant(s):** I certify that the information on this claim form and supporting documentation is true and complete and that I have not been paid for these expenses by any other source.

Signature(s) of Claimant(s) & Date

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

To be Completed by the Agency	10. Effective date (mm/dd/yyyy) of eligibility for relocation assistance	11. Date (mm/dd/yyyy) replacement dwelling inspected and found decent, safe and sanitary	12. Date(mm/dd/yyyy) person occupied replacement dwelling
	13. Payment To Be Made In: <input type="checkbox"/> Lump Sum <input type="checkbox"/> Monthly Installments <input type="checkbox"/> Other Installments (only for down payment assistance) (specify in the Remarks Section)		
Payment Action	Amount of Payment	Signature	Name (Type or Print)
14. Recommended	\$		Date (mm/dd/yyyy)
15. Approved	\$		

Remarks

Remarks continued on a separate page? ☐ Yes ☐ No

(NOTE: Updated to incorporate MAP-21 statutory changes to the URA effective on 10/01/2014. Please note the current URA regulations of 49 CFR part 24 will be revised in a future URA rule making to reflect MAP-21 changes. For additional information on MAP-21 changes to the URA for HUD programs and projects, refer to HUD Notice CPD-14-09 at the following website: <http://portal.hud.gov/hudportal/documents/huddoc?id=14-09pdn.pdf>.)



Appendix I: Selection of Most Representative Comparable Replacement Dwelling

**Selection of Most Representative
Comparable Replacement Dwelling
for Computing a Replacement Housing Payment**

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

OMB Approval No. 2506-0016
(exp.04/30/2018)

1. Agency	2. Project	3. Household	4. Select One <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	5. Case Number
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Public reporting burden for this collection of information is estimated to average 1.0 hour. This includes the time for collecting, reviewing, and reporting the data. The information is being collected under the authority of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and implementing regulations at 49 CFR Part 24 and will be used for determining the most comparable and available replacement housing and its cost to be used by Agencies in computing a replacement housing payment for displaced persons. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

Privacy Act Notice: This information is needed to determine whether you are eligible to receive a payment to help you rent or buy a new home. You are not required by law to furnish this information, but if you do not provide it, you may not receive any payment for these expenses or it may take longer to pay you. This information is being collected under the authority of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. The information may be made available to a Federal agency for review.

Factors (see back of page)	Displacement Dwelling	Comparable No.1	Comparable No.2	Comparable No.3
Address				
Type of Unit				
Stories / Style				
Lot Size				
Type of Construction				
Age (in years)				
Condition				
Area of Living Space (sq. ft.)				
No. Rooms/Bedrooms /Baths	/ /	/ /	/ /	/ /
Basement				
Parking/No. of Cars				
Type of Heating /Fuel	/	/	/	/
Type of Air Conditioning				
Neighborhood				
Transportation (distance)				
Current Work (distance)				
High School/Grade School (distance)	/	/	/	/
Neighborhood Shopping (distance)				
Religious Facility (distance)				
Sale Price or Rent/Utility Costs	\$	\$	\$	\$
Other				
Date of Inspection				
Date Available				
Most Representative Comparable Replacement Dwelling (Check "Comparable no.1, 2, or 3" and complete Comments)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Include appropriate analysis and correlation of data. If Agency makes adjustment to the asking price for a comparable replacement dwelling to reflect the anticipated sale price, indicate the basis for the adjustment. For rental units, indicate utilities included in rent and provide estimates for other utility costs. Indicate availability of any housing subsidy. If condominium or cooperative, indicate required fees. (Continue on back of page)

Comments continued on back of page ☐ Yes ☐ No

Prepared By	Date (mm/dd/yyyy)	Approved by	Date (mm/dd/yyyy)
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Previous editions are obsolete.

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form HUD-40061 (4/2005)

Comments Continued:

Comments continued on a separate page ☐ Yes ☐ No

Factors	Examples
Type of Unit	Detached, Row, End Row, Townhouse, Highrise Apartment, Mobile Home (Indicate whether this is subsidized housing)
Stories	1, 1 1/2, 2, 2 1/2, Split Level, Split Foyer
Style	Colonial, Cape, Ranch, Contemporary, Tudor, Mediterranean
Type of Construction	Frame, Masonry, Pre-Fab, Stone, Concrete Block, Concrete, Veneer (wood, brick, or aluminum siding)
Condition	Poor, Fair, Good, Very Good, Excellent
Basement	Full, Partial (1/2), None; Finished or Unfinished
Parking	Attached, Built-In, Detached, Carport Paved Open Area, Unpaved Open Area, None
Type of Heating	Forced Air, Hot Water, Electric, Heat Pump, Steam, Space Heater, Solar, None
Type of Fuel	Natural Gas, Propane Gas, Oil, Electric, Coal, Solar
Type of Air Conditioning	Central, Wall, Window, None
Neighborhood	Poor, Fair, Good, Very Good, Excellent. (Based on characteristics such as vacancy levels, quality and maintenance of dwellings, landscaping, Street Maintenance, Trash Pickup, and Nonconforming land uses)
Other	Swimming Pool, Fireplace, Patio, Porch, Greenhouse

Previous editions are obsolete.

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form HUD-40061 (4/2005)

Exhibit A

CDBG-DR

Residential Anti-Displacement and Relocation Assistance Plan

City of Fort Worth, Texas

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It is the policy of the City of Fort Worth's Neighborhood Services Department to implement the following plan aimed at minimizing adverse impacts on individuals of low- and moderate-income resulting from activities such as acquisition, new construction, rehabilitation, and/or demolition, which are funded under Title I of the Housing and Community Development (HCD) Act of 1974, as amended, in accordance with 24 CFR 42.325. The Neighborhood Services Department serves as the administrator for the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) and Community Development Block Grant – Mitigation (CDBG-MIT) Programs, and it certifies its commitment to comply with this Residential Anti-Displacement and Relocation Assistance Plan (RARAP).

The City will make every effort to minimize both temporary and permanent displacement of residents as a result of the HUD CDBG-DR Programs administered by City of Fort Worth. Prior to the acquisition, new construction, rehabilitation, or demolition of residential units, cost-effective, feasible, and reasonable mitigation measures will be thoroughly evaluated to prevent the permanent displacement of residents. The City will adhere to the provisions outlined in the applicable Federal Register Notices concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and 24 CFR Subpart C, Section 104(d), including but not limited to CDBG-DR Notices 88 FR 32046, 88 FR 3198, and 87 FR 31636.

The City of Fort Worth aligns with the objectives set forth by the federal Uniform Relocation Assistance (URA) program. The purpose of the RARAP is to ensure the City of Fort Worth will carry out its HUD-assisted projects in a manner that minimizes displacement, and mitigates negative effects of displacement that cannot be avoided, by undertaking the following:

- Identify the reasonable steps to be taken to minimize the displacement of persons from their homes because of a HUD-assisted project.
- Provide relocation assistance to low/moderate-income (LMI) households, including families and individuals, displaced as a direct result of the conversion of a LMI dwelling or the demolition of any housing for a project.
- Replace all occupied and vacant occupiable LMI dwellings that are converted to a use other than LMI dwellings or LMI dwellings that are demolished for a project except as waived for CDBG-DR funded activities (see One-For-One Replacement section below).
- Ensuring that owners of real property designated for acquisition in federally assisted projects are treated fairly and consistently.
- Promoting and facilitating acquisitions through mutual agreement.
- Minimizing the need for litigation.
- Providing equitable and consistent treatment for individuals displaced by federally assisted projects.
- Ensuring that displaced persons do not experience disproportionate negative impacts resulting from projects intended for public benefit.

MINIMIZING DISPLACEMENT

The City of Fort Worth will minimize the displacement of families and individuals from their homes and neighborhoods because of CDBG-DR funded activities by taking the following steps and requiring subrecipients, contractors and developers receiving program funds to take the following steps as appropriate, consistent with other goals and objectives of programs covered by 24 CFR Part 570:

- Prior to committing HUD funding to a project, the City will collect information on existing structures and occupants to assess the potential impact of the proposed project.
- Communicate to potential subrecipients, contractors, and developers which programs under CDBG-DR will not be considered for competitive funding
- If any temporary or permanent relocation is contemplated by a project, the City will require subrecipients, contractors, and developers to submit a detailed relocation plan that describes the entire relocation process and its impact on all current occupants. The City will actively consult with the subrecipients, contractors, and developers to minimize displacement. If current tenants must move as part of the rehab, mitigation, or construction process, the City will encourage subrecipients, contractors, and developers to provide those who are eligible with an opportunity to rent a unit in the new project upon its completion.
- Coordinate code enforcement with rehabilitation and housing assistance programs.
- For rehabilitation or other projects that require the temporary relocation of residential tenants, the City of Fort Worth will encourage project sponsors to minimize the amount of time that tenants are required to relocate from their unit. To the extent feasible, construction should be phased to allow tenants to stay in their units as long as possible.
- 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.
- Establish counseling opportunities to provide homeowners and tenants with information assistance available to help them remain in their community.
- 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 dwelling units” (as defined in 24 CFR 42.305)) except where waived. Further detail is provided in the “Waiver Section” below.
- If the City of Fort Worth commits CDBG-DR funds to a project, it will require that all occupants being displaced are provided with appropriate advisory services and relocation assistance as required by Section 104(d) and the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (“URA”). (See below paragraph on Relocation Assistance to Displaced Persons.)

POLICY

In developing its recovery programs, City of Fort Worth considers any potential disturbance to citizens its programs may cause, because it understands the importance of community and the disruption storm survivors have already endured. Persons displaced by HUD funded recovery efforts could include individuals and families, businesses, farms, and organizations, all with distinct needs and considerations. However, City of Fort Worth commits to considering alternatives that will keep residents in their current locations and/or homes, thereby minimizing displacement. By prioritizing the administration of recovery and mitigation programs that do not involve the possibility of displacement, City of Fort Worth has taken the first step towards minimizing displacement.

City of Fort Worth housing recovery programs make up nearly 70% of the total CDBG-DR allocation for the 2021 Winter Storm. Individual housing programs completing rehabilitation, reconstruction, and/or elevation will make every effort to ensure that property owners and tenants are re-housed on the original site of their storm-damaged property or in their same community in a more resilient manner, so that they are less at risk for future storm damage. City of Fort Worth does not anticipate that involuntary displacement will be caused by its administration of any of its housing programs.

City of Fort Worth has allocated a substantial investment for the development of resilient affordable housing. CDBG-DR are largely rehabilitation programs, but may include the new construction of affordable housing units. Program activities are not expected to result in the displacement of residents. Prior to implementing the one for one replacement waiver and alternative requirement, City of Fort Worth must include an analysis in their program files with a description of how DR funds will be used to address housing needs for residents of lower-income dwelling units.

However, because this program could potentially fund the activity of demolition or rehabilitation, as affordable housing activities are generally carried out through partners and subrecipients, City of Fort Worth commits to reviewing and approving every project involving the demolition or rehabilitation of rental property before a commitment of funds will be made to a specific project. This step will also include a review of the impact on vulnerable populations within the proposed project as well as in the larger community prior to City of Fort Worth approval. In addition, alternatives will be considered that will minimize the disruption to existing tenants such as phased development or other options if those options are deemed to be cost effective and feasible.

When relocation is required, City of Fort Worth will provide the relocation assistance required under the Uniform Relocation and Real Property Acquisition Policies Act of 1970 (URA) and HUD policy. Relocation assistance will be provided to all eligible persons displaced by a CDBG-DR funded activity, including the provision of advisory services, access of supportive services, replacement housing payments (such as tenant assistance payments, with landlords covering relocation costs and homeowners paying upfront, later reimbursed by the contractor), and reimbursement for allowable expenses. When appropriate or required, City of Fort Worth will adhere to the replacement housing of last resort requirements (49 CFR § 24.404) that may be needed to meet the needs of large families and other vulnerable populations.

The URA services will include, but are not limited to, the provision of required URA notices, frequent communication with tenants to determine their housing needs, and identifying comparable replacement housing. Consideration will be given to the needs of all impacted vulnerable populations including persons with disabilities. Accessible communication with persons with disabilities will be provided and as well as reasonable accommodations when needed. When displacement is unavoidable or part of a

planned program, City of Fort Worth will follow its policies regarding the implementation of relocation assistance included in its URA Policies and Procedures. URA policies may be revised intermittently and will be available for public review on the City of Fort Worth CDBG-DR website. City of Fort Worth will ensure that when displacement occurs, that sufficient budget is available for URA services and benefits. URA requirements and waivers are described below. City of Fort Worth utilizes a system of record to document its program activities. All displacement, relocation, acquisition, new construction, and replacement of housing activities will be recorded in compliance with City of Fort Worth Recordkeeping Policy.

RELOCATION ASSISTANCE FOR DISPLACED PERSONS

The City of Fort Worth does not anticipate that any of its planned CDBG-DR activities will require relocation assistance. However, should this need arise, the City of Fort Worth and/or its subrecipients and development partners will adhere to the provisions of this section.

Relocation assistance will be offered for lower-income tenants who, in connection with an activity assisted under CDBG-DR, are required to move permanently or move personal property from real property as a direct result of the acquisition, rehabilitation or 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 person who is not a lower-income tenant will be offered 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. Replacement housing assistance payments will be made in at least three (3) installments except that lump sum payments may be made to cover (1) moving expenses, (2) a down payment on the purchase of replacement housing, or incidental expenses related to (1) or (2).

In the provision of relocation assistance, appropriate accommodations will be made to consider the needs of members of vulnerable populations, including but not limited to accounting for accessibility needs of persons with disabilities and providing translation or interpretation services for persons of Limited English Proficiency in accordance with the City of Fort Worth's Language Access Plan. See below paragraph on Special Considerations for Vulnerable Populations.

Subrecipients shall be required to provide relocation assistance in accordance with 49 CFR Part 24. The City of Fort Worth will provide technical assistance to subrecipients of CDBG-DR funds regarding how they may be used for relocation payments.

CDBG-DR PROGRAM REQUIREMENT FOR SUBRECIPIENTS

City of Fort Worth requires subrecipients to adopt City of Fort Worth Residential Anti- Displacement and Relocation Assistance Plan prior to undertaking any activity assisted with funding from CDBG-DR. The City plans to directly implement the CDBG-DR programs. However, in the event that subrecipients should become involved in implementing CDBG-DR programs, they would be required to undertake the following: The written policy must be available to the public, describe the relocation assistance that the subrecipient will provide, and provide for equal relocation assistance within each class of displaced persons according to 24 CFR 570.606(d).

In the event of displacement because of a federally funded award, City of Fort Worth requires that the

subrecipients comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601 et seq.) ["URA"], for any household, regardless of income, which is involuntarily and permanently displaced, and to comply with Section 104(d). City of Fort Worth is aware that any demolition or disposition of public housing is subject to Section 18 of the United States Housing Act of 1937, as amended, and 24 CFR part 970.

Section 104(d) Relocation Assistance for Activities funded with CDBG-DR:

To prevent disparities in the provision of relocation assistance associated with activities funded by HUD or FEMA, the Federal Register Notice 87 FR 31636 waives relocation assistance requirements at section 104(d)(2)(A)(iii) and (B) of the HCDA and 24 CFR 42.350, to the extent that an eligible displaced person, as defined under 24 CFR 42.305 of the section 104(d), may choose to receive either assistance under the City's URA and implementation regulations at 49 CFR part 24, or assistance under section 104(d) and implementing regulations at (24 CFR 42.350).

This waiver does not impact a person's eligibility as a displaced person under section 104(d); it merely limits the amounts and types of relocation assistance that a section 104(d) eligible displaced person is eligible to receive. A section 104(d) eligible displaced person is eligible to receive the amounts and types of assistance for displaced persons under the URA, as may be modified by the waivers and alternative requirements in this notice for activities related to disaster recovery.

This limited waiver of the section 104(d) relocation assistance requirements assures uniform and equitable treatment for individuals eligible to receive benefits under section 104(d) by establishing that all forms of relocation assistance to those individuals must be in the amounts and for the types of assistance provided to displaced persons under URA requirements.

Section 104 (d) One-for-One Replacement Waiver for CDBG-DR

Current CDBG-DR regulations waive the requirement to provide one-for-one replacement requirements at section 104(d)(2)(A)(i) and (ii) and 104(d)(3) of the HCDA and 24 CFR 42.375, for owner-occupied lower income dwelling units that are damaged by the disaster and not suitable for rehabilitation according to the City's definition of not suitable for rehabilitation below.

Tenant- occupied and vacant occupiable lower- income dwelling units demolished or converted to another use other than lower- income housing in connection with a CDBG-DR assisted activity are generally subject to one-for-one replacement requirements at 24 CFR 42.375 and these provisions are not waived. Disaster-damaged housing structures that are not suitable for rehabilitation can pose a threat to public health and safety and to economic revitalization.

Section 104(d) one-for-one replacement of lower income dwelling units

City of Fort Worth is adopting the waiver provided through 87 FR 31636 Section IV.F.1 of the Consolidated Notice. The notice waives the one-for-one replacement requirements for owner- occupied, lower-income dwelling units that are damaged by the disaster and not suitable for rehabilitation. For the purpose of complying with this alternative requirement, City of Fort Worth is defining a property as "not suitable for rehabilitation" from the one-for-one replacement housing requirements of 24 CFR 42.375 if any of these conditions apply:

- Property owners have received a substantial damage letter for the local jurisdiction.
- The housing unit has been demolished.
- Structural assessment by licensed engineer deems the home not safe for rehabilitation.
- The housing unit is a construction on a slab, on grade and requires elevation.
- Mobile home units requiring more than \$25,000 in repairs.
- Homes cannot be rehabilitated or reconstructed under existing agency policies and award caps due to legal, engineering, or environmental constraints, such as permitting, extraordinary site conditions, or historic preservation.

Tenant-occupied and vacant occupiable lower-income dwelling units demolished or converted to another use other than lower-income housing in connection with a CDBG-DR assisted activity are generally subject to one-for-one replacement requirements at 24 CFR 42.375 and those particular provisions are not waived.

WAIVERS

This section lists some of the key waivers impacting the administration of City of Fort Worth CDBG- DR grants.

URA REGULATIONS

Activities and projects undertaken with CDBG–DR funds may be subject to the URA, section 104(d) of the HCDA (42 U.S.C. 5304(d)), and CDBG-DR program requirements related to displacement, relocation, acquisition, and replacement of housing, except as modified by waivers and alternative requirements provided in 88 FR 3198, 88 FR 32046, and 87 FR 31636.

In such notices, HUD waived or provided alternative requirements for the purpose of promoting the availability of decent, safe, and sanitary housing with respect to the use of CDBG–DR funds allocated under the Consolidated Notices.

URA Replacement Housing Payments for Tenants when Using CDBG-DR

The requirements of sections 204 and 205 of the URA (42 U.S.C. 4624 and 42 U.S.C. 4625), and 49 CFR 24.2(a)(6)(vii), 24.2(a)(6)(ix), and 24.402(b) are waived by HUD in the Federal Register Notice 87 FR 31636 to the extent necessary to permit a grantee to meet all or a portion of a grantee’s replacement housing payment obligation to a displaced tenant by offering rental housing through a rental housing program subsidy (to include, but not limited to, a Section 8 housing choice voucher), provided that comparable replacement dwellings are made available to the tenant in accordance with 49 CFR 24.204(a) where the owner is willing to participate in the program and the period of authorized assistance is at least 42 months.

This waiver and alternative requirement are subject to the following: If assistance is provided through a HUD program, it is subject to the applicable HUD program requirements, including the requirement that the tenant must be eligible for the rental housing program. Failure to grant this waiver would impede disaster recovery whenever rental program subsidies are available but funds for cash replacement housing payments are limited and such payments are required by the URA to be based on a 42-month term.

Voluntary Purchase for Primary Residence

The City of Fort Worth does not include Voluntary Purchase for Primary Residence as an activity within our CDBG-DR Action plan. However, if at some point the city does offer DR financial assistance to eligible homebuyers to acquire residential properties as their primary residence, whether through an approved exception in its policies and procedures or through future DR activities that would be described in an amendment to the CDBG-DR Action Plan, the waiver under Section IV.F.4 of the Consolidated Notice would apply. This section states: “49 CFR 24.101(b)(2) is waived to the extent that it applies to a homebuyer, who does not have the power of eminent domain, and uses CDBG–DR funds in connection with the voluntary purchase and occupancy of a home the homebuyer intends to make their primary residence. Tenants displaced by these voluntary acquisitions may be eligible for relocation assistance.” Please note that this citation is an error in the Consolidated Notice. The correct citation is 49 CFR 24.101(b)(1)(i).

Section IV.F.4 of the Consolidated Notice only waives 49 CFR 24.101(b)(1)(i) to the extent that it applies to a homebuyer, who does not have the power of eminent domain authority. Other acquisitions undertaken by entities without eminent domain power acquiring real property under CDBG-DR must still follow the requirements of 49 CFR 24.101(b)(i), (ii) and (iii) in order to be exempt from the requirements of 49 CFR 24 Subpart B concerning real property acquisition.

Furthermore, 49 CFR 24.101(b)(1) applies to entities that DO have eminent domain authority, and the requirements have NOT been waived. City of Fort Worth will comply and document that it meets this regulatory requirement in its purchase of any real property.

The requirements of 49 CFR 24 Subpart B do not apply to acquisitions that meet all of the following conditions (49 CFR 24.101(b)(1)):

- No specific site or property needs to be acquired, although City of Fort Worth may limit its search for alternative sites to a general geographic area. Where City of Fort Worth wishes to purchase more than one site within a general geographic area on this basis, all owners are to be treated similarly. (See appendix A, § 24.101(b)(1)(i).)
- The property to be acquired is not part of an intended, planned, or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits.
- The Agency will not acquire the property if negotiations fail to result in an amicable agreement, and the owner is so informed in writing.
- The Agency will inform the owner in writing of what it believes to be the market value of the property. (49 CFR 24(b)(1)(i)(B))

Section 414 Waiver of the Robert T. Stafford Disaster Relief and Emergency Assistance Act

Section 414 of the Stafford Act is waived to the extent that it would apply to real property acquisition, rehabilitation, or demolition of real property for a CDBG-DR funded project, undertaken by City of Fort Worth or its subrecipient, that began more than one (1) year after the Presidentially declared disaster, provided that the project was not planned, approved, or otherwise underway prior to the disaster. City of Fort Worth understands that the program commencement date is the earliest of: (1) The date of an approved Release for Request of Funds (RROF) and certification, or (2) the date of completion of the site-specific review when a program utilizes tiered environmental reviews, or (3) the date of sign-off by

the approving official when a project converts to exempt under 24 CFR 58.34(a)(12).

City of Fort Worth will ensure that this waiver does not apply to persons that meet the occupancy requirements to receive a replacement housing payment under the URA, nor does it apply to persons displaced or relocated temporarily by other HUD- funded programs or projects. City of Fort Worth will ensure that such persons' eligibility for relocation assistance and payments under the URA is not impacted by this waiver.

IMPLEMENTATION OF ONE-FOR-ONE REQUIREMENTS

If funds will be used for any activity that will directly result in the demolition of lower-income dwelling units or the conversion of lower-income dwelling units to another use, the City of Fort Worth will collect and publish, or require subrecipients to make public and submit to the City of Fort Worth in writing, a "One-for-One Unit Replacement Plan", with the following information:

- A description of the proposed assisted project;
- If the activity is funded with CDBG-DR, the recipient will need to explain whether or not any waivers listed above will apply.
- The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower- income dwelling units as a result of an assisted project;
- A time schedule for the commencement and completion of the demolition or conversion;
- To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. NOTE: See also 24 CFR 42.375(d).
- The source of funding and a time schedule for the provision of the replacement dwelling units;
- The basis for concluding that each replacement dwelling unit is designated to remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
- 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 CDBG-DR Action Plan, as well as 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general replacement plan submission, the City of Fort Worth will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

The above information shall be submitted before funds are committed by the City of Fort Worth or other eligible subrecipient for CDBG-DR activities. Subrecipients shall follow their regular local practice for public notice. The City of Fort Worth will forward information submitted by subrecipients to the applicable HUD representative (s)

SPECIAL CONSIDERATION FOR VULNERABLE POPULATIONS

To ensure the needs and challenges of vulnerable populations are accommodated in the implementation of this RARAP, the City of Fort Worth will undertake the following actions as appropriate:

- Develop individualized relocation plans for members of vulnerable populations who are facing involuntary displacement.
- Ensure transportation and moving assistance can accommodate the needs of disabled individuals, including special equipment and accessible vehicles.
- Offer translation of relocation materials and access to interpreters for limited English proficiency residents.
- Locate replacement housing options that are accessible to individuals with disabilities and mobility challenges.
- Collaborate with local advocacy groups and service providers to ensure a comprehensive support system for vulnerable residents during the relocation process.
- Provide access or referrals to legal services to help vulnerable residents navigate the relocation process, address any disputes, and ensure their rights are protected.

APPEALS

Should it be necessary to provide relocation assistance in connection with this CDBG-DR award, the City or its subrecipient (depending on which entity is carrying out the activity) will provide a process for persons to appeal decisions concerning their eligibility for and the amount of assistance. The appeals process will follow URA requirements at 49 CFR 24.10. If dissatisfied with the City's determination with respect to a claim for relocation into comparable replacement housing under Section 104(d), a person may submit a request to HUD to review the determination. The decision of the HUD Secretary shall be final unless a court determines the decision was arbitrary and capricious.

CONTACT

The Neighborhood Services Department of the City of Fort Worth is responsible for ensuring compliance with the Residential Anti-Displacement and Relocation Assistance Plan, including the provision of relocation assistance in accordance with applicable regulations, recordkeeping. City of Fort Worth may be contact via phone at 817-392-7540 or via email at DisasterRecovery@fortworthtexas.gov.

The City of Fort Worth, Neighborhood Services Department commits to implementing this Residential Anti-Displacement and Relocation Plan, minimizing displacement whenever feasible, and certifies that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91 646) [42 U.S.C. 4601 et seq.]

CERTIFICATION

The City of Fort Worth certifies that they have in effect and are following a Residential Anti-displacement and Relocation Assistance Plan (RARAP) as required by section 104(d)(1) and (2) of the HCDA and 24 CFR 42.325.