



Home Investment Partnerships and National Housing Trust Fund: Uniform Relocation Act

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Our Mission

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.

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Overview of Tutorial

- Overview of Federal Programs
- Overview of the Uniform Relocation Act (URA)
- Notices
- Claim Forms and Appeals
- Monitoring
- URA Flowchart



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Overview of Federal Programs

- Home Investment Partnerships (HOME)**
 - Production or preservation of rental housing affordable and available to low-income households
 - 24 CFR Part 92
- National Housing Trust Fund (NHTF)**
 - Production or preservation of rental housing affordable and available to extremely low-income households
 - 24 CFR Part 93

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Overview of URA

- Uniform Relocation Act (URA)
 - 49 CFR Part 24
- Minnesota Housing prohibits involuntary displacement.
- If an owner/developer receives HOME funds, the owner/developer must take all reasonable steps to minimize displacement.
- Owners must also comply with Section 104(d), when applicable.

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Overview of URA

- Displacement occurs when a person is permanently displaced
- Temporary relocation occurs when a tenant is required to move temporarily
- Trigger of URA compliance: Initiation of Negotiations

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More Information

- Chapter 7 of the Home Investment Partnerships (HOME) and National Housing Trust Fund (NHTF) Combined Program Guide
- Minnesota Housing Residential Anti-displacement and Relocation Assistance Plan

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Tenant Relocation Plan

Things to include in the Tenant Relocation Plan:

- Description of project and scope of work
- Whether or not temporary relocation and/or permanent displacement will occur and how many tenants will be affected
- How unexpected displacement will be handled
- Appeals process

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Rent Rolls

Rent rolls are required:

- At the time of application submission, submit rent rolls from the most recent three months prior to the application date
- Ongoing submissions until project closeout

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Notices

- Notices required by federal law
- Templates on Minnesota Housing's website at www.mnhousing.gov
- Owner/developer submits draft templates for approval prior to delivery
- Notices can be delivered to the tenant either:
 - In-person (hand) delivery; or
 - By certified return receipt via the U.S. Postal Service (USPS)

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Notices

Notices Required:

- HUD Information Brochure
- General Information Notice (GIN)
- Notice of Non-displacement
- Move-in Notices

Additional Notices Required for Displacement:

- Notice of Eligibility (NOE)
- Ninety-day Notice
- Relocation Needs Assessment

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Claim Forms and Appeals

- Each URA file for tenants who are displaced requires:
 - Form HUD-40058 Claim for Rental Assistance or Down Payment Assistance
 - Form HUD-40054 Residential Claim for Moving and Related Expenses
- Each URA file for tenants who are temporarily relocated requires:
 - Form HUD-40058 Claim for Rental Assistance or Down Payment Assistance
 - Form HUD-40030 Claim for Temporary Relocation Expenses (residential moves)

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Monitoring

Tenant files should include, at a minimum:

- All applicable notices
- All applicable claim forms
- Copies of all checks
- Proof that form HUD-40061 was delivered to affected tenants
- Any applicable communication
- Any appeals information, if applicable

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Monitoring (cont.)

- Selection of Most Representative Comparable Replacement Dwelling for Computing a Replacement Housing Payment (HUD-40061)
- Replacement housing payment
- Replacement housing rent and utility costs
- Proof that the replacement dwelling is decent, safe and sanitary

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URA Flowchart

The flowchart, titled '7.11 URA Flowchart', outlines the following steps:

- URA Notice
- Determine Displacement, Non-Displacement and Temporary Relocation
- General Information Notice (GIN) for Displaced Tenants
- General Information Notice (GIN) for Non-Displaced Tenants
- Notice of Displacement
- Notice of Non-Displacement
- Alternative Needs Assessment/Interview
- Comparative Replacement Dwelling Selection
- Notice of Eligibility (NOE)
- Notice of Offer

After the NOE, new tenants must sign a Move-in Notice.

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Thank You!

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