

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY HOUSING INITIATIVES DIVISION (HID)

Subject: TEMPORARY RELOCATION POLICY FOR THE MSHDA HOME OWNER-OCCUPIED REHAB PROGRAM

Effective Date: April 15, 2016

Upon receipt of an application from an owner-occupant of a single-family home, the subrecipient will obtain a signed statement from the applicant indicating that they have been informed that they may be required to relocate during the rehabilitation of their home, and may be eligible for temporary relocation assistance as outlined below.

Once the applicant is approved for assistance, an inspection is performed and the scope of work is determined. Together, the subrecipient and the inspector will determine if the occupants are able to remain in the unit for the duration of the rehabilitation or if the work warrants temporary relocation of the occupants due to unsafe or inhabitable conditions during rehabilitation.

After the grantee approves the rehab loan, the occupant is given one of two notices: 1) Notice of Non-Displacement or 2) Temporary Relocation Benefit Notice. The MSHDA subrecipient must give the occupant 90 day notice to move if they will be moving temporarily. Below are sample notices:

- Notice of Non-Displacement Letter Template – Should be provided at the time of application approval.

Dear (Owner-Occupant Name):

On (date), you entered into an agreement with (Subrecipient) to have some rehabilitation activities undertaken at (address) . Part of the funding will come from federal sources. This notice is to inform you that you will not be displaced from this address. In order for the work to be completed, it will not be necessary for you to vacate your home during construction. If you have any questions, you may contact me at XXXX.

This letter is important and should be retained.

OR

- Temporary Relocation of Owner-Occupants Notice and Claim Form – Should be provided at the time of application approval. All affected owner occupants that have to be temporarily relocated as construction work occurs are able to receive up to a maximum of 10 days of temporary relocation grant funds at a maximum cost rate of \$500 per day based on actual approved expense items and family size. The actual number of days and approved amount will be determined based on the grantee’s determination of the total number of days that the construction work will take to be fully completed and the actual costs incurred.

Dear Occupant:

On (date) , as part of the grant ----- we will begin to rehabilitate the single-family home that you currently occupy at (address) . Part of the funding for rehabilitation will come from federal sources. Because federal funds are involved, you will be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (the URA).

In order for the work to be completed, it will be necessary for you to vacate your home for approximately (construction time). We have identified a temporary location for you to live during the

rehabilitation. (Name, address, description of the temporary location). (Grantee Agency) will make every effort to accommodate you during this time of construction. You will be reimbursed for all reasonable extra expenses including moving costs and any increase in housing costs. When construction is completed, you will be able to occupy your present home. You will need to vacate the premises by (date – must be at least 90 days from date of this letter). (Subrecipient) will be contacting you soon to make arrangements for your move. If you have any questions, you may contact me at XXXX. Thank you for your cooperation.

The Claim for Temporary Relocation Expenses (Residential Moves) (Appendix A, 49 CFR 24.2 (a)(9) (ii)(D)) can be found at: <http://portal.hud.gov/hudportal/documents/huddoc?id=40030.pdf>

An attached copy is also being provided for reference.