**Application #**enter text **Name of Development** enter text

**Relocation Plan Template**

Submitted Relocation Plans shall follow this Template and its numbering conventions. Failure to do so will result in delays in approval from Florida Housing. Provision of the Relocation Plan must be submitted and approved before the final credit underwriting report.

1. Activity Summary

a. Projected timeline - Provide dates for each of the following:

(1) Construction of new Development. enter text

(2) Demolition of existing Development enter text

(3) Construction/Redevelopment of Development enter text

b. List of each building to be newly constructed and redeveloped with street addresses.

enter text

c. List changes from current to proposed unit mix (bedroom size, AMI designation, unit count)

enter text

d. Describe the steps of the planned relocation process with primary activities and dates.

enter text

2. Expected Resident Impact:

a. Number of existing residents to be temporarily relocated. enter text

b. Create a list with household names, unit numbers, unit types, amount of rent, lease start dates, and lease end dates. Submit this as an attachment, labeled “Attachment One.”

c. Create a household composition chart with the following information. Submit this as an attachment, labeled “Attachment Two.”

d. Characteristics of residents

(1) Number of residents ages 62+ enter text

(2) Number of families with children enter text

(3) Accessibility needs of existing residents who are mobility and/or communication impaired. enter text

(4) Provide the number of households whose incomes are between 80 percent and 30 percent of the area median family income. enter text

3. Projected Timeline for Communication to Residents: Provide dates for each of the following resident communications:

a. List specific required notices and the date required notices will be or were sent to residents. enter text

b. Method of notice distribution enter text

c. Dates for other resident communications:

(1) Interviews – Projected dates enter text

(2) Surveys – Projected dates enter text

(3) Meetings – Projected dates: enter text

Note: Copies of notices and resident communications shall be submitted with the Relocation Plan during credit underwriting. Meeting agendas, sign-in sheets of participants in meetings/interviews; and copies of tenant notices will be required.

4. Overall Relocation Activities. Answer each question. Use corresponding numbers for each answer (4.a, etc.):

a. How will resident eligibility for relocation benefits be determined?

enter text

b. How will residents be assisted with relocation preferences?

enter text

c. Describe the procedures for residents to obtain their relocation benefits and payments.

enter text

d. Who will coordinate the relocation process?

enter text

e. Describe plans to accommodate households that may be precluded from returning due to proposed unit mix, rent-burdened (more than 30% of average gross monthly income), or LIHTC eligibility. Projected number of such households.

enter text

f. Describe what measures will be taken to provide the required replacement housing to existing residents who may be hard to house because of family size, economic status, or social problems.

enter text

g. Provide a copy of the resident relocation tracking system. Include the date tracking of existing residents begins and the length of tracking time anticipated.

enter text

5. Actual moving costs and related expenses. Provide a line-item list for specific “moving costs” such as transportation of household and personal property; packing and unpacking personal property; moving and re-installing appliances, temporary storage of personal property, transfer of utilities, etc. Include the funding source for each moving cost item.

enter text

6. Relocation Budget. Provide Applicant’s overall budget for relocation activities, in addition to the moving costs. This could include staff expenses, additional office space, and other resource needs. Provide these in a line-item format with costs and funding sources.

enter text

7. Staffing Resource Needs. These staffing resources should be included in the Relocation Budget in #6 above.

8. Case Management. Case Management and supportive services are required to be offered. These services shall begin immediately upon acceptance of the invitation to credit underwriting. Case Management shall be performed with a service coordination approach that coordinates multiple support services available in the community that will support housing stability.

a. Describe all staff that will be dedicated to overseeing case management and service coordination efforts.

enter text

b. Describe how the case management shall be coordinated with relocation counseling and resident advisory services to ensure that relocation staff and case managers collaborate to support successful relocation.

enter text

c. Describe how provisions will be made for those residents who are “hard to house” or otherwise in high need. Procedures shall be provided for those “hard to house” residents due to family size, economic status, disability, or other high-need circumstances.

enter text

d. What case management and supportive services will be provided?

enter text

e. What is the projected length of the case management and supportive services?

enter text

9. Uncertainties and contingency plans

a. Describe budget allotment for contingencies.

enter text

b. Identify any uncertainties and describe plan for what will be done in those cases.

enter text