

**INSTRUCTIONS FOR GUIDEFORM RESIDENTIAL
ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

(For PennHOMES Nonparticipating Jurisdiction applicants)

Read the Instructions and the Guideform before preparing your Plan. The Plan must be approved by an authorized representative of the property owner.

Applicability. All owners of developments in Nonparticipating Jurisdictions (except vacant land developments where no demolition has occurred within the last 12 months) must prepare and adopt a Residential/Nonresidential Anti-displacement and Relocation Assistance Plan.

Timing of Plan Submission. Owners of occupied developments must prepare the Plan prior to Application submission. Owners of unoccupied developments that receive Agency approval to proceed with a feasibility, site and market study must prepare and adopt the Plan prior to receiving Agency's loan commitment.

Additional Requirements. Developments located in nonparticipating jurisdictions that receive the Agency's approval to proceed with a feasibility, site and market study must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) in order to receive a commitment of PennHOMES funds. A summary of these requirements, as presented in the HOME regulations at 24 CFR 92.353, is attached. Further instructions regarding the applicability of these requirements will be provided to owners during the Agency preprocessing meeting.

Development Name. Enter the development name as stated in the Application.

Development Address. Enter the development address as stated in the Application.

PHFA Number. Enter the PHFA number assigned to the development by Agency, if assigned.

I. Demolition/Conversion/Changes in Unit Mix - Complete this entire section for all developments located in Nonparticipating Jurisdictions.

All language in non-italicized print must be included in your Plan.

Replace italicized print, as indicated, with the following.

- The property owner's name, as indicated on the Application.
- A description of the public disclosure method.
- The appropriate unit of local government name to identify the Consolidated Plan that addresses housing needs in the municipality where the development is located.
- The appropriate name(s) and telephone number(s) of the appropriate responsible person(s).

Provide the information listed in items 1-6 to the greatest extent possible. Additional detail and information may be requested if your development receives Agency approval to proceed with a feasibility, site and market study.

Complete the Comparable Replacement Housing Form as an attachment to item 3.

II. Displacement of Existing Tenants (Temporary or Permanent) - Complete this entire section for all developments located in Nonparticipating Jurisdictions.

All language in non-italicized print must be included in your Plan.

Replace italicized print, as indicated, with the following:

- The property owner's name, as stated on the Application.
- A detailed explanation of the staging plan, if applicable.
- A detailed explanation of temporary or permanent relocation, associated costs, and financing sources, if applicable.

**GUIDEFORM
RESIDENTIAL ANTI-DISPLACEMENT AND
RELOCATION ASSISTANCE PLAN**

(For PennHOMES Nonparticipating Jurisdiction applicants)
(Submit under Tab #26)

Development Name _____ PHFA Number _____

Development Address _____

I. Demolition /Conversion/Changes in Unit Mix

(_____), hereinafter "property owner", will replace
Name of Property Owner
all occupied and vacant occupiable low-income housing that is demolished or converted to a use other than low-income housing as a direct result of the above referenced development.

All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before receiving a commitment of Federal HOME Program funds for a development that will directly result in demolition or conversion, the property owner will publish in a newspaper of general circulation and submit to the Pennsylvania Housing Finance Agency (Agency) the following information in writing:

1. The location map, address, and number of dwelling units by bedroom size of lower income housing that will be demolished or converted to a use other than as lower income housing as a direct result of an assisted development;
2. A time schedule for the commencement and completion of the demolition or conversion;
3. To the extent known, the location map, address, and number of dwelling units by bedroom size of the replacement housing that has been or will be provided with the attached Comparable Replacement Housing form;
4. The amount and source of funding and a time schedule for the provision of the replacement housing;
5. The basis for concluding that the replacement housing will remain lower income housing for at least 10 years from the date of initial occupancy; and
6. Information demonstrating that any proposed replacement of housing 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 Consolidated Plan (formerly the Comprehensive Housing Affordability Strategy {CHAS}) approved for the Commonwealth and municipality where the development is located.

(_____) is responsible for tracking the
Name and phone number of the person
replacement of lower income housing and ensuring that it is provided within the required period.

(_____) is responsible for providing
Name and phone number of the person
relocation payments and other relocation assistance to any lower income person displaced by the demolition of any housing or the conversion of lower income housing to another use.

To the extent that the specific location of the replacement housing and other data in items 3 through 6 are not available at the time of the Agency's initial site visit, the development owner will identify comparable replacement housing options and the general location of such housing on a map and complete the disclosure and submission requirements within the timeframe required by the Agency's staff assigned to the development. If the development receives a conditional award of Agency resources, this specific information must be received and approved by the Agency within 90 days of the conditional award letter.

II. Displacement of Existing Tenants (Temporary or Permanent)

Consistent with the goals and objectives of activities assisted under the Uniform Relocation Assistance and Real Property Acquisition Policies Act, the property owner will take the following steps to minimize the direct and indirect displacement of persons from their homes:

1. Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after rehabilitation, working with empty units first. A detailed explanation of staging plan is attached hereto.
2. Arrange for facilities to house persons who must be relocated temporarily during rehabilitation. A detailed explanation of temporary relocation plan, associated costs, and financing sources to cover relocation costs is attached hereto with the Comparable Replacement Housing form.
3. Prepare and submit to the Agency a detailed explanation of the reasons for permanent relocation, relocation, a detailed plan of the relocation, including the Comparable Replacement Housing form, and estimated costs to complete the permanent relocation.

Property Owner Name

Signature of Owner

Title

Date