

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

(FOR OCCUPIED PROJECTS OR PROJECTS INVOLVING DEMOLITION, CONVERSION
OR RELOCATION)

Development Name _____ PHFA Number _____

Development Address _____

THIS GUIDEFORM MUST BE SUBMITTED FOR ALL PROJECTS ASSISTED WITH PENNHOMES FUNDS PROVIDED UNDER THE HOME INVESTMENT PARTNERSHIPS ACT (THE ACT).

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 PHFA initial site visit, the project 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 PHFA Development Team assigned to the project. If the project receives PHFA’s approval to proceed to a feasibility, site and market study, this specific information must be received and approved by PHFA prior to a commitment of PennHOMES funds.

I. Demolition /Conversion/Changes in Unit Mix

(_____), hereinafter “development owner”, will
Name of Development Owner

Replace 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 project.

All replacement housing will be provided within three years after the commencement of the demolition or conversion. Before receiving a commitment of HOME funds for a project that will directly result in demolition or conversion, the project owner will publish in a newspaper of general circulation and submit to the Pennsylvania Housing Finance Agency (PHFA) 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 project;

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;
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 project 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.

II. Displacement of Existing Tenants (Temporary or Permanent)

Consistent with the goals and objectives of activities assisted under the Act, the project 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 PHFA a detailed explanation of the reasons for permanent relocation, a detailed plan of the relocation, including the attached Comparable Replacement Housing form, and estimated costs to complete the permanent relocation.

Development Owner Name

By: _____
Signature of Owner

Title

Date

Instructions for Guideform
Residential Anti-displacement and Relocation Assistance Plan

Read the Guideform and instructions before preparing your Plan. Submit an original and two typewritten copies of the Plan to the Pennsylvania Housing Finance Agency (PHFA) Development Officer assigned to your project. The Plan must be approved by an authorized representative of the project owner. Retain one copy.

Applicability. All owners of projects located in nonparticipating jurisdictions must prepare and adopt a Residential Anti-displacement and Relocation Plan.

Timing of Plan Submission. Owners of occupied projects must prepare the Plan prior to PHFA’s initial site visit. Owners of unoccupied projects that receive PHFA approval to proceed with a feasibility, site and market study must prepare and adopt the Plan prior to receiving PHFA’s loan commitment.

Additional Requirements. Projects 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 federal HOME Program regulations at 24 CFR 92.353, is attached. Further instructions regarding the applicability of these requirements will be provided to owners during the PHFA Commitment Processing meeting.

Development Name. Enter the project name as stated in the PHFA Multifamily Rental Housing Loan Application.

Development Address. Enter the project address as stated in the PHFA Multifamily Rental Housing Loan Application.

PHFA Number. Enter the PHFA number assigned to the project by PHFA.

I. Demolition/Conversion/Changes in Unit Mix - Complete this entire section for all projects 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 development owner’s name, as indicated on the PHFA Multifamily Rental Housing Loan 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 project 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 supporting this information may be requested if your project receives PHFA 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 projects 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 project owner's name, as stated on the PHFA Multifamily Rental Housing Loan 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.