



DEPARTMENT OF HOUSING  
CITY OF CHICAGO

**GUIDELINES COMPLYING WITH THE UNIFORM RELOCATION ASSISTANCE  
and REAL PROPERTY ACQUISITION ACT (1970)**

Attached to this memo is the Department of Housing's Relocation Overview due with any application for assistance submitted during the 2021 QAP which involves the acquisition or rehabilitation of any property that is occupied as of the application date.

For additional questions regarding URA or other Department of Housing relocation requirements, contact Colleen Mahoney at 312.744.7076 or at [Colleen.Mahoney@cityofchicago.org](mailto:Colleen.Mahoney@cityofchicago.org).

**WHY IS A RELOCATION PLAN REQUIRED?**

According to Federal regulations, relocation assistance must be provided to households who are either temporarily relocated or permanently displaced as a direct result of acquisition, rehabilitation, or demolition of housing units for a project assisted with Federal program funds. This obligation encompasses **all** housing units where an occupant is required to move, including single-family structures. The objective of the Relocation Plan is to outline the Owner's responsibilities in carrying out these Federal regulations and define all assistance and benefits for which a household may be eligible. **It is the Owner's responsibility to carry out all the requirements stated in the Relocation Plan, as well as becoming well versed in [the Department of Housing and Urban Development's Handbook 1378 \(Tenant Assistance, Relocation, and Real Estate Acquisition\)](#), 24 CFR 92.353.** A Relocation Plan for a proposed development must be reviewed and approved by the Authority prior to initial closing. Submission of the Relocation Plan does not relieve the Owner of its responsibility of reviewing all other information pertaining to the relocation process.

**WHAT IS INCLUDED IN THE RELOCATION OF TEMPORARILY OR  
PERMANENTLY DISPLACED RESIDENTS?**

The requirements for residents temporarily relocated and permanently displaced are highlighted below:

**Temporary Relocation**

Referral to a suitable, decent, safe and sanitary temporary dwelling, reimbursement for all reasonable out-of-pocket expenses incurred in connection with the temporary move, including any increase in monthly rent/utility costs for the length of the relocation, and moving and related expenses.

**Permanent Displacement**

Advisory services, which include an explanation of assistance, referrals to comparable housing, counseling, and advice on rights under the Fair Housing Act, replacement housing assistance, which is intended to help provide affordable housing for a 42-month period and make up for any increase in living expenses as a result of the displacement, and moving and related expenses.

**In addition to the Federal requirements under the Uniform Relocation Act [URA], the City of Chicago has two ordinances governing relocation for existing residents: the SRO Preservation Ordinance (SROPO), relating to relocations in SRO buildings, and the Chicago Relocation Plan Ordinance (CRPO), relating to relocations in Senior buildings.**

Developers have a responsibility to be familiar with their obligations under these requirements and should reach out to the Department with any questions. Additional information can be found online at <https://www.chicago.gov/city/en/depts/doh/provdrs/developers.html>.

Any occupied property will require a plan, even if the property will no longer be occupied at the time of sale. Your obligations under URA begin at the moment you consider using Federal resources in the project. Plan early and document the tenancy – large decreases in tenancy prior to acquisition will need to be explained and may be subject to URA benefits.

**The effective date for eligibility for relocation assistance is based on the following criteria:**

1. The date the Owner submits an application to the City, provided that the applicant had site control or an option on the property at the time of application and the application is later approved; or
2. The date that the City approves the applicable site, if the applicant did not have site control or an option on the property; or
3. Before the dates indicated under numbers one and two above if the City or HUD determines that displacement resulted directly for the acquisition, rehabilitation, or demolition of the development.

**It is critical that you be familiar with the Department of Housing and Urban Development's Handbook 1378 and learn the relocation process and requirements.**

Failure to properly notify households within the prescribed time periods could cause households otherwise not eligible to receive these benefits. Failure to provide the City with all required relocation documentation could cause a delay or increase in relocation costs or delay final disbursement of funds. When submitting relocation files to the City include documentation for each household. If appropriate, also include any other relevant documentation. **Again, the Relocation Plan must be reviewed and approved by the City prior to initial closing.**

## DOH 2021 QAP Relocation Overview

This Relocation Overview is due with any application for assistance submitted during the City of Chicago's 2021 QAP which involves the acquisition or rehabilitation of a property that is occupied as of the application date.

For questions regarding URA or other Department of Housing relocation requirements, contact Colleen Mahoney at (312)744.7076 or at [Colleen.Mahoney@cityofchicago.org](mailto:Colleen.Mahoney@cityofchicago.org).

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

### Relocation Narrative Plan

Include a detailed description of the anticipated relocation process addressing:

- Who will manage the relocation planning and implementation
- Number of tenants to be temporarily relocation, permanently displaced or to experience daytime displacement (for senior projects which the Chicago Relocation Plan Ordinance is applicable to)
- Length of any temporary relocation
- Benefits and services available to temporarily relocated tenants
- If there is permanent displacement, an explanation of why permanent displacement is required and what displacement benefits tenants will be entitled to
- Detailed description of how existing tenants will be able to afford the proposed rents, if proposed rents are higher than existing rents
- Along with the relocation narrative, attach:
  - Current tenant profile including household size, type (senior or non-senior), and income
  - Current rent and unit schedule

### Relocation Budget

1. **General and Administrative Expenses (if applicable)**

- a. Office supplies: \$ \_\_\_\_\_
- b. Office Equipment: \$ \_\_\_\_\_
- c. Telephone: \$ \_\_\_\_\_
- d. Postage: \$ \_\_\_\_\_
- e. Furniture: \$ \_\_\_\_\_
- f. Transportation: \$ \_\_\_\_\_
- g. Tenant meetings: \$ \_\_\_\_\_

- h. Printed materials: \$ \_\_\_\_\_
- i. Relocation personnel salaries (including benefits, etc.): \$ \_\_\_\_\_

**i. Administration Subtotal (a-i): \$ \_\_\_\_\_**

**2. Temporary Relocation Expense**

*Estimated # of households to be temporarily relocated:* \_\_\_\_\_

*Estimated # of households to be displaced during the daytime (if CRPO applies):* \_\_\_\_\_

- a. Security deposit/credit check (if required): \$ \_\_\_\_\_
- b. Monthly rent differential: \$ \_\_\_\_\_
  - i. Calculation breakdown:
    - (estimated average monthly differential)* \$ \_\_\_\_\_ \*
    - (number of temp. disp. tenants)* \$ \_\_\_\_\_ \*
    - (estimated length of displacement)* \$ \_\_\_\_\_
- c. Utility increments and reconnection expenses (if any): \$ \_\_\_\_\_
- d. Moving expense (in/out): \$ \_\_\_\_\_
  - i. Misc. (include expenses associated with daytime displacement, if applicable):  
\$ \_\_\_\_\_

**i. Temporary/Daytime Subtotal (a-e): \$ \_\_\_\_\_**

**3. Permanent Relocation (See [Planning and Budgeting Relocation Costs for HUD-Funded Projects](#) for budgeting guidance)**

*Estimated # of tenants to be permanently relocated:* \_\_\_\_\_

- a. Rental assistance payments: \$ \_\_\_\_\_
- b. Moving and related expenses: \$ \_\_\_\_\_

**i. Permanent Subtotal (a-b): \$ \_\_\_\_\_**

**4. Total Relocation Budget**

- a. Administration: \$ \_\_\_\_\_
- b. Temporarily: \$ \_\_\_\_\_
- c. Permanently: \$ \_\_\_\_\_

i. **Total Relocation Budget (a-c):** \$ \_\_\_\_\_