



**North Carolina Department of Commerce
Division of Community Assistance
Office of Community Investment**

**Beverly Eaves Perdue, Governor
Jon Williams, Assistant Secretary**

**J. Keith Crisco, Secretary
Vickie Miller, Director**

BULLETIN: 12-1

SUBJECT: Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and Section 104 (d) of the Housing and Community Development Act
General Information Notice Requirement (GIN)

DATE ISSUED: September 10, 2012

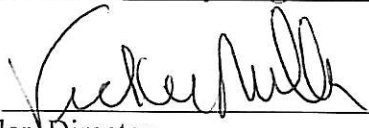
EFFECTIVE DATE: October 1, 2012


ATTENTION: All CDBG Recipients

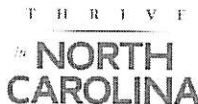
This bulletin is to provide clarity about issuance of the General Information Notice (GIN) per requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). The U.S. Department of Housing and Urban Development (HUD) recently conducted a monitoring visit of the Community Development Block Grant (CDBG) administered by the Office of Community Investment. This review found that potential affected CDBG beneficiaries were not being issued the GIN in compliance with URA.

Effective September 1, 2012, local governments that **submit** CDBG applications for a project that includes acquisition, demolition or rehabilitation of property must issue the GIN to potential beneficiaries at the time the CDBG application is submitted to Community Investment. Documentation will be reviewed at monitoring to determine that these notices were issued as required by local governments receiving CDBG assistance. The case file must indicate the manner in which this notice was delivered (personally served or certified mail, return receipt requested) and the date of delivery.

Attached is a sample GIN in which you may customize to your local government. If you have questions, please contact Charlie Thompson, Grants Management Section Chief, at 919-571-4900 or via email at cthompson@nccommerce.com.

Issued By: 
Vickie Miller, Director

Date: 



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An Equal Opportunity/Affirmative Action Employer

SAMPLE GENERAL INFORMATION NOTICE LETTER

Date: _____

Tenant Name: _____

Apartment Name: _____ Apt. # _____

Street Address: _____

City, State, Zip Code: _____

Dear _____:

On _____ (Date), _____ (Property Owner) submitted an application to the _____ (Grantee) for financial assistance to rehabilitate the unit that you occupy.

This notice is to inform you that, when the assistance is provided and the unit is rehabilitated, you will **not** be displaced. Therefore, we urge you **not to move** anywhere at this time. (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

If the application is approved and Federal assistance will be provided for the rehabilitation, you will be able to lease and occupy your present unit upon completion of the rehabilitation. You will be asked to supply owner with documentation of income and eligibility in order to continue to live at this unit. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your average monthly gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move at this time. If you choose to move, you will not be provided relocation assistance. You can be sure that we will make every effort to accommodate your needs. Because Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisition Policies act of 1970, as amended.

This letter is important and should be kept. You will be contacted soon. In the meantime, if you have any questions, please contact _____ (local government contact), at _____ (phone number).

SAMPLE GENERAL INFORMATION NOTICE
RESIDENTIAL TENANT TO BE DISPLACED

Grantee or Agency Letterhead

(date)

Dear _____:

_____ (City, County, State, Public Housing Authority (PHA, other) _____), is interested in _____ (acquiring, rehabilitation, demolishing) _____ the property you currently occupy at _____ (address) _____ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the _____ program.

The purpose of this notice is to inform you that you **may** be displaced as a result of the proposed project. This notice also serves to inform you of your potential rights as a displaced person under a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). You may be eligible for relocation assistance and payments under the URA, if the proposed project receives HUD funding and if you are displaced as a result of acquisition, rehabilitation or demolition for the project.

- **This is a notice to vacate the premises.**
- **This is not a notice of relocation eligibility.**

If you are determined to be eligible for relocation assistance in the future, you may be eligible for: 1) Relocation advisory services including help to you find another place to live; 2) At least 90 days advance written notice of the date you will be required to move; 3) Payment for you moving expenses; and 4) Replacement housing payments to enable you to rent, or if you prefer to purchase, a comparable replacement home. You will also have the right to appeal the agency's determination, if you feel that your application for assistance was not properly considered.

Please be advised that you should continue to pay your rent and meet any other obligations as specified in your lease agreement. Failure to do so maybe cause for eviction. If you choose to move or if you are evicted prior to receiving a formal notice of relocation eligibility you will not be eligible to receive relocation assistance. It is important for you to contact us before making any moving plans.

Again, this not a notice to vacate the premises and does not establish your eligibility for relocation payments or assistance at this time. If you are determined to be displaced and are required to vacate the premises in the future, you will be informed in writing. In the event the proposed project does not proceed or if you are determined not be displaced, you will also be notified in writing.

If you have any questions about this notice or the proposed project, please contact
(name) _____, (title) _____,
(address) _____, (phone) _____.

Sincerely,

(name and title) _____