



MISSISSIPPI HOME CORPORATION

# Relocation Plan Preparation Guidance

This document provides general guidance for owners and developers preparing a **Relocation Plan** associated with rehabilitation, re-syndication, or redevelopment activities that may trigger the **Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), 49 CFR Part 24**.

The Relocation Plan should provide sufficient detail for Mississippi Home Corporation (MHC) to evaluate how residents will be protected during construction activities.

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## 1. Project Description & Construction Scope

Provide a clear and detailed description of the proposed construction work.

The plan should include:

- Detailed **scope of work**
- Type of rehabilitation (substantial rehab, moderate rehab, demolition, reconstruction)
- Phasing strategy
- Units affected by construction
- Whether work requires **temporary or permanent relocation**
- Construction timeline

The plan should also include a **construction schedule** showing:

- Start date
- Phasing timeline
- Unit turnover schedule
- Estimated duration of relocation

## 2. Unit Breakdown Information

Provide a breakdown of all units in the development.



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Include:

- Total unit count
- Unit types (1BR, 2BR, 3BR, etc.)
- Occupied vs vacant units
- Units designated for relocation staging
- Units designated for ADA modifications

A **certified rent roll** must be attached showing:

- Unit number
- Household size
- Rent amount
- Lease status
- Tenant income status
- Special populations (elderly, disabled, etc.)

### 3. Relocation Process & Schedule

Describe the specific relocation process.

The plan should identify:

- Which households will be relocated
- Whether relocation is **temporary or permanent**
- Expected duration of relocation
- Construction phasing by building or unit

Include a **relocation schedule** that outlines:

- Estimated relocation dates
- Unit construction timeline
- Estimated return dates

### 4. Relocation Notices & Resident Questionnaires

The relocation plan should identify the required resident notices and communication strategy.

Typical notices include:

- General Information Notice (GIN)



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- Notice of Eligibility
- Notice of Non-Displacement
- 90-Day Notice (if permanent displacement occurs)
- Construction schedule notices

Developers should also distribute **resident relocation questionnaires** to collect information such as:

- Household size
- Accessibility needs
- Transportation needs
- Medical needs
- School attendance
- Employment considerations

### **5. Relocation Assistance & Moving Services**

The relocation plan should describe the assistance that will be provided to residents.

Typical relocation assistance may include:

- Packing and moving services
- Packing materials
- Storage assistance
- Transportation assistance
- Temporary lodging or off-site accommodations

The plan should also identify the party responsible for coordinating relocation services.

### **6. Relocation Implementation**

The plan should describe how relocation activities will be managed.

This section should identify:

- Relocation coordinator
- Management company involvement
- Construction coordination procedures
- Resident communication procedures



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- Documentation and compliance monitoring

Owners should maintain a **relocation compliance file** documenting:

- Resident notices
- Relocation payments
- Resident communications
- Relocation tracking logs

### **7. Required Attachments (Appendices)**

The following items should be included as **appendices** to the relocation plan:

- Resident relocation questionnaire
- Tenant relocation notices
- Estimated relocation budget
- Certified rent roll
- Detailed construction scope of work
- Construction schedule
- Off-site accommodation plan (if applicable)

Additional documentation may be required depending on the scope of the project.