

Sample Notice to Tenants
Oregon Community Development Block Grant

This is a sample notice that must be provided to all residential tenants of rehabilitated buildings as part of a CDBG project. The notice must be delivered to the tenants as soon as feasible after the date the City / County applies for CDBG funds to rehabilitate the building.

If the recipient does not provide this notice, and other required notices described in HUD Handbook 1378, as amended, tenants will be considered “displaced” under federal rules and may be entitled to relocation benefits.

This notice is only for residential tenants who will not have to move permanently as a result of the project. Other types of tenants require a different letter. Use Handbook 1378 and the department’s Regional Coordinator to assist you in selecting the proper notices in these situations.

Date _____

Name
Address
Address

Dear _____:

On (date) the (City / County) submitted an application on behalf of the (name building owner) for financial assistance to (acquire / rehabilitate / convert) the building which you occupy at (address).

This notice is to inform you that, if the assistance is provided and the building is (acquired / rehabilitated / converted) 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 with relocation assistance.

If the application is approved, the (City / County) will provide federal funds for the project from the Community Development Block Grant program. You will be able to (lease / rent) your present unit (or another suitable, decent, safe and sanitary unit in the same building) upon completion of the project. Of course, you must comply with the standard terms and conditions of the lease or rental agreement.

After the project is completed, your initial rent, including the estimated 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 increase in housing costs.

Again, we urge you not to move. If the project is approved, you can be sure that the (City / County) 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.

Legislative changes prevent persons who are aliens not lawfully present in the United States from receiving relocation benefits, including temporary relocation benefits. Such aliens are not eligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. The exceptions are explained in the regulations. A copy is enclosed. All persons seeking relocation assistance must certify as a condition of assistance that they are all citizens or nationals of the United States or an alien lawfully present in the country. For families the certification may be made by the head of the household for all family members.

This letter is important and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact (name, title and phone number).

Sincerely, Name
(Mayor / County Commissioner)

NOTE: The City / County grant recipient must maintain a file record showing the manner in which this notice was delivered, and the date of delivery.