

GENERAL NOTICE

[Resident]
[Address]

Dear Resident:

This notice is provided to you as a requirement of the HOME Program (a new HUD program) and the Federal Uniform Relocation Act of 1970 (Uniform Act).

The owner(s) of the property in which you live have applied for funds to make improvements to the property. The money will come from the Minnesota Housing Finance Agency (MHFA) under the U.S. Department of Housing and Urban Development (HUD) HOME Program. The owner(s) propose to make the following improvements:

[List improvements]

Rent Limits

HOME Program rules require that the resident contract rent plus utility allowance for a unit which is improved cannot be greater than the limit set by HUD each year for five years. Annual rent increases are allowed only after approval by the HOME Program administrator. The current resident contract rent for your apartment is \$[Contract Rent].

Income Limits

HOME Program rules require that the income of a household living in a unit which is improved cannot be greater than the limit set by HUD each year for five years. This means all persons living in a unit improved with HOME funds must certify the amount of their annual income each year for five years.

Displacement

MHFA does not want to displace any household (make them) in order to make the improvements or use HOME Program funds to pay for displacement; however, **Federal regulations of the HOME Program and the Uniform Relocation Act of 1970 (Uniform Act) require that you be notified of the possibility of:**

1. Temporary displacement: The household must move to another unit while improvements are made to the unit.
2. Displacement due to economic hardship: This occurs when rents are increased because of the improvements causing tenants to pay more than 30% of their monthly income for rent. A rent increase will not be allowed on your unit during the first year after the improvements are made if a rent increase will cause you to pay more than 30% of your monthly income for rent.
3. Displacement due to overcrowding: The household must move because there are more than two persons per sleeping/living room living in the apartment.

If you must move for any of the above reasons, one or more of the following types of rental assistance **may** be available to you:

1. Assistance with payment of moving expenses
2. Temporary Relocation Assistance
3. Permanent Relocation Assistance
4. Section 8 Rental Assistance

The improvements may not be made if you and/or others in the building will be displaced. If you are displaced for some unforeseen reason after the improvements begin, you will be given at least 90 days written notice, reasonable assistance in locating another place to live, and assistance with completing payment claim forms, etc.

The Tenant Survey (enclosed) will help in determining whether HOME funds can be used to improve your rent. Please read, fill out, and sign the Tenant Survey. Return the form to the MHFA or the HOME Program administrator. You will then receive a letter from the MHFA or the HOME Program administrator indicating your eligibility for assistance. **If you refuse to provide the information requested on the Tenant Survey, you will give up your right to any rental or relocation assistance that may be available to you and the owner may not receive the money to make the needed improvements.**

Moving now may jeopardize your right to any future rental assistance for which you may be eligible; therefore, it is important that you do not move now. If you must move now for any reason, please contact MHFA immediately at 1-800-657-3701 and speak with HOME Program Personnel.

GOVERNMENT DATA PRACTICES ACT

THE MINNESOTA GOVERNMENT DATA PRACTICES ACT requires that individuals be informed of the use and purpose of data required of them. The information requested on the Tenant Survey form and income documentation is necessary to help determine if this apartment building qualifies for a HOME Program loan or grant. The HOME Program application cannot be processed without this information.

If the owner receives an MHFA loan or grant, all tenant information provided will be made available to the MHFA. If the owner receives a federal loan or grant, all tenant information will be made available to HUD.

Again, you will forfeit your right to any rental assistance that may be available to you and may jeopardize the improvement project if you do not provide the requested information on the Tenant Survey.

If you have any questions, please contact [Local Administrator] at [Phone Number], Monday through Friday, 8:00 a.m. to 5:00 p.m.

Sincerely,