

**EXHIBIT 1****FORMAT FOR ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE  
FOR LOCAL GOVERNMENTS**

An Anti-Displacement and Relocation Assistance Plan is required by all grantees prior to funding, whether or not demolition activities are planned. This form can serve as your plan if you have not previously adopted a plan. If you have previously adopted a plan, you may submit an executed copy of that plan in lieu of completing this form (if your activities include demolition, you will need to get clearance from this office prior to proceeding with any demolition related contract that would create the need for one-for-one replacement.)

The effective date of this plan and certification is \_\_\_\_\_.

The \_\_\_\_\_ (Community) will replace all occupied and vacant occupiable low and moderate-income dwelling units demolished or converted to a use other than low and moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and as described in 24 CFR 570.488. HUD regulations have extended this requirement to the HOME program as well.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the \_\_\_\_\_ (Community) will make public and submit to the Office of Housing and Community Partnerships (OHCP) the following information in writing:

1. A description of the proposed assisted activity;
2. The location of each site on a map and the number of dwelling units by bedroom size that will be demolished or converted to a use other than as low and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by bedroom size that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low and moderate-income unit for at least 10 years for the date of initial occupancy;
7. An analysis determining whether a dwelling unit proposed to be demolished is occupiable or not; and
8. An analysis determining whether a dwelling unit proposed to be demolished or converted is considered a low and moderate-income unit.

The \_\_\_\_\_ (Community) will provide relocation assistance, as described in 24 CFR 570.488, to each low and moderate-income household displaced by the demolition of housing or conversion of a low and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives under the Act, the \_\_\_\_\_ (Community) agrees to provide substantial levels of assistance to persons displaced by HUD-assisted programs and will further seek to minimize displacement of persons as a result of assisted activities.

\_\_\_\_\_  
(Signature of Chief Elected Official, CEO)

\_\_\_\_\_  
Typed Name of CEO)

\_\_\_\_\_  
(Ordinance or Resolution Number and Date)

\_\_\_\_\_  
(Title)

## EXHIBIT 2

### **SAMPLE VOLUNTARY ACQUISITION FORM - THIRD PARTY**

**Note:** The Uniform Relocation Act (URA) acquisition requirements for non-profit and private developers are found in Chapter 5 of HUD Handbook 1378, and must be followed if real property is to be acquired as part of a project receiving federal assistance. This is a sample form to be used on your letterhead, and can be revised, as appropriate for your project, and presented to the seller. The form should either be signed by the seller or sent certified mail, return receipt requested, with a copy maintained in the files to document the seller receiving this document.

---

NAME  
ADDRESS  
CITY,STATE,ZIP

Dear (Name):

Financial assistance through the Ohio Department of Development's Office of Housing and Community Partnerships (OHCP) is being sought for this proposed transaction, which includes the purchase of real estate located at \_\_\_\_\_ . **Federal funds used in this project require my informing you of the following:**

1. As a public sector entity proposing to acquire your property, I must inform you that this is a voluntary, arm's length transaction. The Community of \_\_\_\_\_ will not use its power of eminent domain and will only acquire your property by means of a mutually acceptable agreement.
2. We have estimated the market value of your property to be \$ \_\_\_\_\_. This amount was established by:

(Check one)

- \_\_\_\_\_ the value derived by the County Auditor's most recent records  
\_\_\_\_\_ a third party who is familiar with property values in the area (such as a Realtor)  
\_\_\_\_\_ an appraisal of the property conducted by \_\_\_\_\_ (copy attached)

The URA regulation states: "Whenever feasible, this information shall be provided before making the purchase offer. In those cases where there is an existing option or contract, the seller must be provided the opportunity to withdraw from the agreement after this information is provided."

In addition, since this is a voluntary sale, you will not be eligible for relocation assistance as a consequence of this transaction. However, a tenant residing on the property may be eligible for relocation assistance. Therefore, if any tenant has moved from, currently rent, or occupy this property, please provide us with that information at this time so we can plan accordingly.

If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_.  
(name) (phone)

Sincerely,

---

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Seller(s)

**(Obtain seller's signature OR send certified mail with return receipt placed in the file)**

**EXHIBIT 3**

**SAMPLE FORM  
DONATION OF PROPERTY OR EASEMENT**

The Undersigned, being the owners of the property located at \_\_\_\_\_, hereby acknowledge the following:

1. I have received a copy of the pamphlet "When a Public Agency Acquires Your Property" and understand the rights that are provided by the Uniform Relocation and Real Property Acquisition Policy Act of 1970, as amended (URA).
2. I have been informed that the estimated market value of this property or permanent easement is \$\_\_\_\_\_.

I have been fully informed of my right to an appraisal of the property or easement at the above location, and the right to receive compensation, as guaranteed under the URA, for such property. I hereby waive my right to receive financial compensation and agree to donate the above property or permanent easement across my property.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner of Property

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner of Property

## EXHIBIT 4

### SAMPLE VOLUNTARY ACQUISITION FORM - PUBLIC ENTITY

(MUST BE DONE *PRIOR TO INITIATION OF NEGOTIATIONS*)

**Note:** A Voluntary Acquisition Form must be presented to the seller prior to entering into an option or purchase agreement. The URA does not allow public entities the privilege of providing this information to sellers anytime prior to closing, as it does in cases of third-party acquisition.

**Note:** The Uniform Relocation Act (URA) acquisition requirements for public entities are found in Chapter 5 of HUD Handbook 1378, and must be followed if real property is to be acquired as part of a project receiving federal assistance. This is a sample form for voluntary purchases (when no specific site or property is designated for acquisition) to be used on your letterhead, and can be revised, as appropriate for your project, and presented to the seller. **The form should either (1) be signed by the seller or (2) sent certified mail, return receipt requested, with a copy maintained in the files to document the seller receiving this document.**

---

NAME  
ADDRESS  
CITY, STATE, ZIP

Dear (Name):

Financial assistance through the Ohio Department of Development's Office of Housing and Community Partnerships (OHCP) is being sought for this proposed transaction, which includes the purchase of real estate known as \_\_\_\_\_. **Federal funds used in this project require my informing you of the following prior to entering into an option or purchase agreement:**

1. As a public sector entity proposing to acquire your property, I must inform you that this is a voluntary, arm's length transaction. The Community of \_\_\_\_\_ will not use its power of eminent domain and will only acquire your property by means of a mutually acceptable agreement.
2. We have estimated the fair market value of your property to be \$ \_\_\_\_\_. This amount was established by:

(Check one)

- ☐ the value derived by the County Auditor's most recent records  
☐ a third party who is familiar with property values in the area (such as a Realtor)  
☐ an appraisal of the property conducted by \_\_\_\_\_, copy attached

In addition, since this is a voluntary sale, you will not be eligible for relocation assistance as a consequence of this transaction. However, a tenant residing on the property may be eligible for relocation assistance. Therefore, if any tenant has moved from, currently rent, or occupy this property, please provide us with that information at this time so we can plan accordingly.

If you have any questions, please contact \_\_\_\_\_ at \_\_\_\_\_.  
(name) (phone)

Sincerely,

---

Received by: \_\_\_\_\_  
Seller(s)

Date: \_\_\_\_\_

**(Obtain seller's signature OR send certified mail with return receipt placed in the file)**