

# City of Detroit: Relocation & Transition Plan Requirements

## Plan Content

All plans must include the following information. Note that Transition Plans prepared for MSHDA may be submitted along with an addendum as needed to meet the requirements below.

- **Summary of Redevelopment Strategy & Plan for Preventing Displacement**
- **Affordability Plan**
  - Current occupancy and rent levels for all tenants
  - Timing and amount of rent increases
- **Tenant Communication Plan**
  - Schedule for communication, including meetings and distribution of materials
  - Sample letters to tenants
- **Tenant Habitability Plan**
  - Timeline for construction
  - Scope of work by phase
  - Plan for residents
    - Rehab while occupied, temporary relocation, and/or permanent relocation
    - Process for identifying and accounting for specific residents who may have special needs during the rehab or temporary relocation
  - Temporary relocation plan
    - Timeline
    - Plan for packing, storage and/or moving assistance
    - Payment plan for relocation costs and replacement housing payments
  - Timing of service interruptions, including fire safety systems, electricity, water, and elevators
    - Plan for notifying residents and providing directions if any emergency systems become inoperable
  - Plan for ensuring sufficient resident parking is available (including designated parking and storage areas used by Contractor if required)
- **Contact Information for Management Agent & Contractor**

## Standards

All plans must provide evidence that the planned redevelopment will meet the requirements of both the Uniform Relocation Act **and** all standards listed below.

- Limit initial rent increases to 5% for all units or set affordable for resident incomes
- Limit ongoing rent increases to 2% per year for all units
- Limit timing of rent increases to 12 months for all units
- Minimum communication standards
  - General information notice at application for funds (per URA)
  - Move-in notice for new tenants (per URA)
  - Notice of non-displacement and temporary relocation (if applicable) (per URA)
    - Where temporary relocation is required, resident signatures must be obtained
  - 90 days' notice plus 30 days' notice to residents around rent increases greater than 5% or substantial construction (renovation work in occupied buildings that exceeds \$5,000 per

unit OR requires tenants to vacate unit for a period of greater than one work day). 90 and 30 day notices must be communicated via:

- Individual letters to tenants
  - Publicly-posted fliers
  - In person tenant meetings with City representative present within 1 month of notice (*must be advertised within tenant letters and fliers*)
- Right to return for all tenants who qualify (where temporary relocation is required)
  - 12-month lease offer to all tenants
  - Phased construction to limit temporary relocation
  - Assistance with relocation and payment of temporary relocation costs