



DEPARTMENT OF HOUSING
CITY OF CHICAGO

City of Chicago Department of Housing Relocation Policy

This policy applies if a DOH-funded development, -redevelopment, or -rehabilitation project causes the permanent or temporary relocation of existing residential occupants, regardless of building type, resident income, or other factors as determined by DOH.

If the Uniform Relocation Act (URA) applies, compliance with URA serves as compliance with this policy. If a relocation is subject to the Chapter 5-15 (SROPO) of Chicago's Municipal Code, this policy supplements, rather than replaces, the building owner's obligations under the SROPO.

If relocation occurs via a program for which DOH has contracted with a delegate agency, program provider, program administrator or other intermediary, that intermediary is primarily responsible for ensuring building owner compliance with this policy. DOH reserves the right to review and approve relocation compliance, and/or defer approval to the intermediary, on a project-by-project basis.

The following guidelines will be applicable, and assistance provided by the building owner will include:

In cases of Permanent Relocations:

1. A written relocation plan is required to serve as a road map and provide transparency to DOH, any intermediary and the occupants. The relocation plan must be approved by DOH or its intermediary prior to closing on any DOH funding.
2. Relocation advisory services must be provided to occupants, including:
 - a. Current and ongoing information on the availability and cost of comparable¹ replacement dwellings, with comparable being defined as:
 - i. Decent, safe, and sanitary (DSS)
 - ii. Functionally equivalent to the displacement dwelling
 - iii. Adequate in size to accommodate the occupants
 - iv. In an area not subject to unreasonable adverse environmental conditions
 - v. In an area generally not less desirable than the location of the displacement dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the occupant's place of employment.
 - b. Informing the occupant in writing of the specific comparable dwelling and cost used to establish the Replacement Housing Payment (as defined in Section 5 below).
 - c. Offering transportation to inspect any replacement dwelling to which occupants are referred.
 - d. Offering minority occupants reasonable opportunity to relocate to a replacement dwelling that is not in an area of minority concentration (where possible).
3. Written notices to all occupants subject to relocation must include:

- a. General information notice
 - b. Notice of eligibility
 - c. 90-day notice of relocation
 - d. 30-day notice of relocation
4. Flat rate payment for moving expenses⁴ /move in fee by unit type (see chart immediately below) should be paid to occupants in a lump sum at least 30 days ahead of relocation.

Unit Type	Flat Rate Payment
Studio	\$2,050
1 Bedroom	\$2,500
2 Bedroom	\$3,150
3 Bedroom	\$3,750
4 Bedroom	\$4,400

5. Any Replacement Housing Payment (RHP) calculated to be owed according to the formula below should be paid to occupants in a lump sum at least 30 days ahead of relocation.
- a. RHPs provide financial assistance to allow the occupant to obtain a decent, safe, and sanitary comparable replacement dwelling.
 - b. RHP shall be calculated as:
 - i. Monthly rent for the most comparable replacement dwelling
 - ii. MINUS - The base monthly rental for the displacement dwelling
 - iii. TIMES 42 months.
 - iv. Example: Occupant is paying 500 dollars at displacement dwelling. The rent at the comparable replacement dwelling is 1000 dollars.
RHP is calculated as: $(1000-500) * 42 = 21,000$

In cases of Temporary Relocations⁵:

- 1. A written relocation plan is required to serve as a road map and provide transparency to DOH, any intermediary and the occupants. The relocation plan must be approved by DOH or its intermediary prior to closing on any DOH funding.
- 2. Relocation advisory services must be provided to displaced occupants, including:
 - a. Providing current and ongoing information on the availability and cost of suitable replacement dwellings
 - i. Unit must be suitable but not necessarily comparable
 - 1. If a person must be temporarily relocated from a unit that had cooking facilities to a temporary unit that lacks basic cooking facilities (e.g., a hotel), Agency may reimburse the increased out-of-pocket costs for meals.
 - ii. Terms must be reasonable for costs and length of stay
 - iii. Increased housing costs must be covered, not to exceed the cost of the DSS temporary unit offered by the Agency
 - b. Offering transportation to inspect housing to which they are referred.

- c. Informing occupants of their rights
 - d. Offering minority persons reasonable opportunity to relocate to a dwelling that is not in an area of minority concentration (where possible);
- 3. Written notices to all occupants subject to relocation must include:
 - a. General information notice
 - b. Notice of temporary relocation
 - c. 30-day notice to vacate
- 4. Reimbursement for Moving Expenses
 - a. Building owner can either:
 - i. Allow occupants to pay for their own moving expenses and reimburse them OR
 - ii. Pay for occupants' moving expenses on the front end so that occupants never incur the cost of these expenses
 - b. Eligible Moving Expenses include, but are not limited to:
 - i. Moving necessary personal belongings including pets
 - ii. Storage
 - iii. Packing and unpacking
 - iv. Disconnection and reconnection of necessary utilities, i.e., water, sewer, gas, and electricity
- 5. Temporary Relocation Payments
 - a. Building owner is responsible for paying any increased rent at the temporary unit. Occupant should pay no more rent than they were at the displacement dwelling.
 - b. Temporary relocation payments include reimbursement for all reasonable and necessary out-of-pocket expenses related to the move to and from the temporary unit. There is no ceiling limit on the reimbursable costs for all reasonable and necessary out-of-pocket expenses.

If project extends over 12 months, then occupant will have the right to choose to be permanently displaced and receive 42 months of replacement housing payments OR continue to be temporarily displaced and return to their displacement dwelling.

In Cases of Nonresidential Relocation

- 1. A plan for nonresidential relocation, where applicable, must be included in the written relocation plan which must be approved by DOH or its intermediary prior to closing on any DOH funding.
- 2. Relocation advisory services must be provided to displaced nonresidential occupants, including:
 - a. Determine the relocation needs and preferences of each business that will be displaced.
 - b. Explain potential relocation payments and other assistance.
 - c. Explain eligibility requirements for assistance; and
 - d. Clarify the procedures for obtaining assistance.
- 3. Written notices to all occupants subject to relocation must include:

- a. General information notice
 - b. Notice of Eligibility
 - c. 90-day notice to vacate
 - d. 30-day notice to vacate
4. Reimbursement for Moving Expenses
- a. Businesses are eligible for a fixed payment
 - b. A Fixed Payment is not less than \$1,000 and no more than \$40,000.
 - c. This is based on the average of the last two years' annual gross revenue less administrative expenses.