

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 52(R)

March 15, 2002

TO: All Departments, Boards, Agencies, and Commissions

FROM: Cedric S. Grant, Chief Administrative Officer

SUBJECT: AID IN DISPLACEMENT PROGRAM

I. PURPOSE.

This memorandum is revised to update addresses and terminology. The policy established a uniform relocation program to assist persons, business and non-profit organizations displaced because of the acquisition of their property by the City for public improvements in which no federal funds are involved in the acquisition, rehabilitation or development of the property or in the operation for which the property is intended to be utilized.

II. GENERAL.

The program shall be called the Aid in Displacement Program and shall be executed and administered by the Relocation Bureau of the Mayor's Division of Housing and Neighborhood Development. The Budget section of the Chief Administrative Office and the Real Estate and Records Division of the Department of Property Management shall assist the Relocation Bureau in the execution of the program.

Relocation costs shall be an item of the total cost for the specific project that includes acquisition of property.

III. PROCEDURES.

At the time a capital budget project is being considered for funding, including the acquisition of property, the department or agency under whose jurisdiction the project is being executed shall notify the Administrator of Real Estate and Records in writing to inspect the property to determine if it is occupied. If the property is found to be unoccupied, the policies and procedures outlined in this policy memorandum will not apply except for a searching cost payment if the property owner acquires another property. If the property is found to be occupied, the Administrator of Real Estate and Records will immediately contact the Relocation Bureau through the Executive Director of Housing and Neighborhood Development, or the Executive Director's designee, to prepare a relocation plan identifying the persons or businesses that occupy the property and the estimated cost of relocating those occupants.

Once the relocation plan has been prepared, copies will be forwarded to the Chief Administrative Officer, the Administrator of real Estate and Records and to the head of the department or agency under whose jurisdiction the project is being executed. The capitol budget project will then be reviewed by all parties. If a decision is made to proceed, the Administrator of Real Estate and Records will be notified by the Chief Administrative Officer, or the CAO's designee, to proceed with acquisition. The Administrator of Real estate and Records will then notify the executive Director of Housing and Neighborhood development, or the Executive Director's designee, to proceed to initiate all necessary provisions of this Aid in Displacement Program.

Claim forms for relocation payments and all documentation required to support those payments will be prepared by the Relocation Bureau. Payment vouchers will be prepared by the Fiscal Bureau of Housing and Neighborhood Development, and then forwarded to the Budget section of the Chief Administrative Office for approval and further processing.

The Real Estate and Records Division and the Relocation Bureau are to coordinate all transactions involving relocation activities to the fullest extent. Relocation plans will be updated by the Relocation Bureau as required.

IV. CRITERIA/DEFINITIONS.

Displaced Person, Business or Nonprofit Organization - Any person, business or nonprofit organization that moves real property within an approved capital budget project area or moves personal property from said real property:

- a. On or after the date the property is acquired by the City for a capital budget project, and
- b. After receiving a written order from the City to vacate the property that has been acquired for a capital budget project.

Eligible Person, Business or Nonprofit Organization - Any person, business or nonprofit organization is eligible for benefits under the Aid in Displacement Program if the person, business or nonprofit organization:

- a. Resided in or occupied the property acquired for a capital budget project 180 days prior to the initial written offer of acquisition made by the City to the owner of the real property (90 days for displaced residential tenants), and
- b. Is residing in or occupying the property on the date of the act of sale by the owner of the real property to the City.

1. The requirement in Item b. above may be waived by the City in the case of eligible owner occupants of residences who have signed an "Agreement to Sell" their properties to the City, and for tenants where the owners of the properties that they are renting have signed an "Agreement to Sell" their properties to the City. The waivers must be in writing and in the case of tenant, the owner of the property must acquiesce in the waiver.
2. The requirement of Item b. above may also be waived if the City issues the occupants a written order to vacate the property to be acquired.
3. The requirement in Item b. above may also be waived if an otherwise eligible displacee moves because of an emergency condition related to the fitness of the structure being occupied.

V. INQUIRIES.

Any questions concerning the budgetary aspects of the Aid in Displacement Program should be addressed to the budget section of the Chief Administrative Office. Questions concerning the program itself should be addressed to the Relocation Bureau at the following address:

**Mayor's Division of Housing and Neighborhood Development
1340 Poydras Street, 11th Floor
New Orleans, LA 70119
(299-4868)**

A copy of detailed procedures governing the Aid in Displacement Program may be obtained from the Relocation Bureau.

CSG/RD/emk