

**Muscogee (Creek) Nation**  
**Division of Housing**  
**Temporary Relocation Policy**

The Housing Division Staff shall assure that all reasonable steps have been taken to minimize the displacement of person(s) and/or families affected by the modernization or rehabilitation project assistance in accordance with 49 CFR part 24.

**Policy**

**TEMPORARY RELOCATION:** The policies include residential tenants, homebuyers and homeowners who will not be required to move permanently but who must relocate temporarily for the duration of the project period.

A written notice by the Housing Division Staff shall be issued to the residents affected by the modernization or rehabilitation work ninety (90) days in advance. The written notice may include:

1. The date to vacate the dwelling and expected duration of the temporary relocation.
2. The location of a suitable, decent, safe, and sanitary dwelling unit which will be made available during the temporary relocation period by the Housing Division.
3. A request for the address and telephone number of a family during the duration of the temporary relocation.
4. A statement that the family will be returning to the same dwelling after rehabilitation.
5. The name of a contact person from the Housing Division for the family during the relocation period.
6. A statement that the homebuyer/homeowner is responsible for arrangements of storage facilities and for moving of household possessions to a temporary relocation unit.
7. A statement (if applicable) that the person(s) and/or family's required monthly house or rental payment will not increase as a result of rehabilitation work being performed on their house **and** the person(s) and/or family must continue to pay their regular monthly payment during the relocation period.

## **PREPARATION OF TEMPORARY HOUSING UNITS**

To the greatest extent feasible, vacant Low Rent units and Mutual Help homes will be utilized for housing relocated person(s) and/or families. All units to be utilized for relocation shall be decent, safe, and sanitary.

1. The utility deposits will be paid directly to the utility company by the homebuyer or homeowner for their temporary relocation site with funds provided by the Muscogee (Creek) Nation Housing Division. The Housing Division Staff shall coordinate with the homebuyer/homeowner to assure that the utilities electric, water, gas, propane, etc.) remain on at the dwelling unit receiving modernization or rehabilitation. All monthly utility costs at the homebuyer/homeowner's home will be the responsibility of the homebuyer/homeowner. The utility costs at the temporary residence will be the responsibility of the Muscogee (Creek) Nation Housing Division.
2. Homebuyer/homeowner's will be provided with funds prior to relocation. The funds shall cover all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including the cost of moving to and from the temporarily occupied housing. The monthly relocation cost will be based on the Section 8 Fair Market Rent Schedule per Counties for the duration of the modernization or rehabilitation project.
3. Instances where the modernization, rehabilitation, or emergency work would require the family's absence from the unit for a period of less than ten (10) working days, the family shall be offered the option of staying in a nearby hotel/motel, provided it is cost effective and the family accepts the offer. In addition to hotel/motel cost, a meal allowance of up to \$30.00 per day, per person will be allowed.

## **COMPLETION OF RELOCATION**

At the end of the relocation period, the homebuyer/homeowner will be responsible to schedule the move back to the modernized or rehabilitated unit as soon as the unit has passed the Final Inspection. Keys will be issued to the department responsible for getting them to the homebuyer/homeowner.

## **APPEAL PROCESS**

A person who disagrees with the determination, concerning whether the person(s) and/or family qualifies as a "displaced person(s) and/or family" or disagrees with the amount of relocation assistance for which the person(s) and/or family is eligible, may file a written grievance of that determination with the Housing Deputy Director of the Muscogee (Creek) Nation in accordance with the Division of Housing's Grievance Policy.