

Instructions for Completing an Expedited Workable Relocation Assistance Plan

The following procedures shall be followed when displacement of residential occupants by a municipality is subject to the Relocation Assistance Law of 1967, P.L. 1967, c.79 (N.J.S.A. 52:31B-1 et seq.) and the Relocation Assistance Act of 1971, P.L. 1971, c.362 (N.J.S.A. 20:4-1 et seq.) and is sudden, could not have been anticipated, is of an emergency nature due to imminent hazard conditions, and is limited to a single occurrence.

1. The municipality must submit a preliminary notice to the Department indicating the reason(s) for displacement, the number of buildings and dwellings units from which displacement is necessary, and the number of individuals and families being displaced. The notice must include a request for permission to undertake the emergency displacement due to imminent hazard conditions. Notice may be given by contacting the Department by telephone at (609) 292-7899, by facsimile at (609) 984-7717, or by mail at: Relocation Assistance Program, Post Office Box 802, Trenton, New Jersey 08625.

- No displacement shall occur without the approval of the Department unless the nature of the hazard is such that any delay in displacement until the Department's business hours would endanger the displacees. If the nature of the hazard is such that displacees are endangered, the municipality shall contact the Department at the start of the next business day.

2. Prior to or not more than ten days following emergency displacement, the municipality shall submit the following information to the Department as an emergency Workable Relocation Assistance Plan:

- a. Address(es), name(s), and contact information of the owner of each building vacated or to be vacated;
- b. Address, including block and lot, of each building vacated or to be vacated. Where a portion of the residential units are to be vacated, the unit numbers shall be provided;
- c. Names and total number of persons to be relocated;
- d. Specific reason(s) for displacement;
- e. Statement as to whether relocation is to be temporary or permanent;
- f. Actual costs, if known, or estimated costs of relocation for each individual or family being relocated;
- g. Amount of reimbursement sought, along with a justification for any amount requested in excess of 50 percent of actual and/or estimated costs of relocation; and

- h. Copies of any informational documents provided to residents, which in any case involving relocation due to illegal occupancy, shall include information concerning N.J.S.A. 2A:18-61.1g or N.J.S.A. 2A:18-61.1h, as applicable.

Under the expedited process, a municipality can request funding over and above the 50 percent allowed under the normal WRAP process provided that funding cannot be obtained or recovered from any other source, such as from the owners of properties from which displacement occurred. If the funding request is approved, the Department reimburses eligible relocation expenses incurred by the municipality.

Expedited WRAPs are case-specific and funds are not required to be set aside in advance.