

[PHA LETTERHEAD]

RENTAL ASSISTANCE DEMONSTRATION PROGRAM (RAD)  
RESIDENT INFORMATION NOTICE (RIN)

[Date]

Dear [Resident Name]:

You are invited to a resident meeting to talk about [Insert PHA's name or acronym] plans to convert [insert Property Name] from the public housing program to Section 8 rental assistance under the Rental Assistance Demonstration (RAD). The meeting information is:

**[Insert time and place of at least the first resident meeting – perhaps any scheduled meetings]**

RAD is a voluntary program run by the U.S. Department of Housing and Urban Development (HUD). Under RAD, HUD will change the way it provides rental assistance to the property from public housing to a long-term Section 8 assistance contract. The Section 8 program would make it easier for us to access money to repair and improve the property, either now or in the future.

**This letter describes your rights under RAD and explains how a RAD conversion might affect you.**

**Whether we participate in RAD or not, you will still get rental assistance.**

Your Right to Information

With this letter, we have included “Attachment #1,” which is a description of our current plans for the property. At the meeting, we will describe the RAD program and our current ideas in more detail. **We will have a follow-up meeting to provide more information and answer any questions that have come up for you on [insert**

[next meeting date or timeline](#)]. If we submit an application to HUD and are accepted into the program, we will have at least **two (2) additional meetings** with you about our plans. You have the right to hear about major changes in the plans for the project, and we will invite you to additional meetings if key features of the plans change. You also have a right to organize and to form a resident **council** to serve as your voice and to help you become well informed about the RAD plans.

#### Your Right to Rental Assistance

Our decision to participate in RAD does not affect your rental assistance eligibility. You are not subject to new eligibility screening. If we satisfy all HUD requirements and the property is placed under a Section 8 Housing Assistance Payment (HAP) contract, you have a right to ongoing rental assistance as long as you comply with the requirements of your lease. **In most cases, your rent will not change with the conversion from public housing to Section 8.** [\[Include this sentence if you have residents who pay a flat rent: In the rare event that your rent calculation would change \(most commonly, when you are paying a “flat rent”\), the increase would be phased in over time if the increase is more than 10% or \\$25/ month.\]](#)

#### Your Right to Relocation Assistance

In some situations, we may need to relocate you from your unit temporarily in order to complete repairs or do construction. Since we are at the beginning of the planning process for the RAD conversion, we don't yet know whether you will need to move. You **do not** need to move now.

If we require you to move, you are entitled to certain relocation protections under the RAD rules, including, in all cases, advance written notice and detailed information about the move. The other specific relocation protections depend on the situation, but may include advisory services, moving assistance, payments and other assistance.

[\[Note to PHA – If the URA applies and project plans require resident relocation, HUD recommends that you issue the URA General Information Notice \(GIN\) with this letter. Otherwise, delete this paragraph.\]](#) In some cases, you have additional rights under other Federal laws, such as the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, often referred to as the “Uniform Relocation Act.” If the Uniform Relocation Act applies, we must give you a

“General Information Notice” which is also referred to as a “GIN.” To make sure we are complying with the Uniform Relocation Act, we are including the GIN with this letter. The GIN describes rights you have, but may also describe situations that don’t apply to you.

### Your Right to Return

**If you need to move temporarily for repairs**, you have a right to return to an assisted unit once any construction work is done. However, we may need to move you during construction and your post-construction home may be a different unit than your current home. If the plans involve the transfer of the rental assistance to a different site, you may need to move to the new site to keep your rental assistance (provided that it is within a reasonable distance of your current home), but you still have a right to an assisted unit. [\[Note whether a transfer of rental assistance is a possibility or not.\]](#)

You get to return to a RAD Section 8 unit unless **you choose** to move somewhere else. If you believe the plans prevent you from exercising your right to return, you have the right to object to the plans. RAD program rules require us to make sure that anyone who wants to return can do so.

### Don’t Put Your Rights at Risk!

You are always welcome to move based on your household’s needs and personal goals. However, if the RAD effort will require relocation and you choose to move from the property on your own without waiting for instructions from us, you may lose your eligibility for relocation payments and assistance.

The RAD conversion, and any relocation associated with it, must be implemented consistent with fair housing and civil rights requirements. If you need a reasonable accommodation due to a disability, or have other questions about the RAD conversion, please contact [\[insert contact name and manner of contact\]](#), who will assist you. If you need to appeal a decision made by us, or if you think your rights aren’t being protected, you may contact [\[insert contact name and information for local PIH Field Office\]](#).

Because we are very early in the process, the plans for the RAD conversion are likely to change. We are holding resident meetings to share our current ideas and will keep you informed about major changes to these ideas as we develop our

plans. You should also share with us any information you have on repairs that need to be made, since you know the property best. We will give that information to the people who are helping us figure out what work needs to be done at the property.

We hope this letter gives you useful information about your rights. We are also including with this letter a **fact sheet** that may help you understand the RAD program better. We encourage you to come to the resident meetings to learn more about how the RAD conversion would impact your property and you.

Sincerely,

[Name]

Attachments: **Project-Specific Fact Sheet**  
**Fact Sheet #1: RAD Overview**  
General Information Notice [\[delete if not applicable\]](#)

**Attachment #1**  
**Project-Specific Fact Sheet**

**Attachment #2**  
**Fact Sheet #1: RAD Overview**