Sent by: Certified Mail ☐ or Personally Served ☐

[Date]   
[Name]   
[Address]   
[City, State Zip]   
   
**Re: URA – Notice of Eligibility: Permanent Relocation**   
   
Dear [Tenant Name]:   
   
On [Date of GIN], the [Subrecipient/Agency Name] notified you that the Program may provide assistance to support the rehabilitation or reconstruction of the unit you currently occupy at [real property address].   
   
We are contacting you at this time to inform you that Program funding was approved on [Date Program Award Letter was sent] and that approved construction activities are expected to begin soon. Because this is a federally funded project, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (**URA**), as amended, 42 U.S.C. § 4601 et seq., and Section 104(d) of the Housing and Community Development Act of 1974 (**HCDA**), as amended, 42 U.S.C. § 5304(d).   
   
**This letter is intended to notify you that you are eligible to receive assistance for permanent relocation, effective as of the date of this notice**.[[1]](#footnote-1) Based on the nature of the construction activities that will be conducted on this Property, the Program has determined that you will be permanently displaced by the project and will not be able   
to return to this location for future residence.   
   
You do not need to vacate the unit at his moment. You will receive a written notice, at least **ninety (90) days** in advance, indicating the specific date by which you will be required to move.   
   
The relocation assistance to which you are entitled includes:   
   
•Relocation Advisory Services: Includes a personal interview with each displaced person and determining the relocation needs and preferences of each person or household who must relocate. Relocation Specialists are available to explain relocation payments, assistance for which you may be eligible and associated   
eligibility criteria, and the process for obtaining such assistance.

• Payment for Moving Expenses: You may choose: (1) Reimbursement of direct   
payment of commercial, licensed and bonded movers; or (2) Reimbursement of actual costs incurred to complete a self-move (self-moving expenses may include packaging supplies, equipment rental fees, and reasonable transportation costs); or (3) A fixed payment for moving expenses in the amount of $ [\_\_\_\_\_] based upon the most recent edition of the Fixed Residential Moving Cost Schedule approved   
by the Federal Highway Administration.[[2]](#footnote-2)

• Replacement Housing Payment: You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement dwelling, (2) the monthly rent and cost of utility services for your present home, and (3) for low-income persons[[3]](#footnote-3), thirty percent (30%) of your average monthly gross household income. This payment is calculated as forty-two (42) times the difference between the monthly rent and cost of utilities at a comparable replacement dwelling identified by Grantee or Agency and the base monthly rent at the displacement dwelling.   
   
Attached to this notice is the Permanent Relocation Housing Preferences Selection form that you must complete and return to us indicating your interest and current preferences for permanent relocation housing options. You can return this form via [preferred contact method] at:   
   
• Email: [URA Point of contact email address]   
   
• Postal Mail: [URA Point of contact Mailing Address]

Based on the information you have provided about your income, monthly rent, and utilities you now pay; you may be eligible for a maximum replacement housing payment of $[\_\_\_\_] (42 x $[\_\_\_\_]).   
   
Should you choose to purchase (rather than rent) a replacement home that meets the U.S. Department of Housing and Urban Development (HUD) standard for decent, safe and sanitary, you may be eligible for a down payment assistance equal to your maximum replacement housing payment, $\_\_\_\_\_\_\_\_\_. Please contact the Program to let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

**It is IMPORTANT that you do not move or commit to the purchase or lease of a replacement home before we have a chance to further discuss your eligibility for relocation assistance.**   
   
In accordance with 49 C.F.R. § 24.10, you have the right to file a written appeal with PRDOH in any case when it is believed that PRDOH has failed to properly determine or provide assistance under URA. If you disagree with the determination notified in this letter, you may file a written appeal to the CDBG-DR/MIT Program. Appeals must be submitted within sixty (60) days of the date you received this notification and must be sent in writing via electronic or postal mail to:   
   
• Email: [legalCDBG@vivienda.pr.gov](mailto:legalCDBG@vivienda.pr.gov)

• Postal Mail: Puerto Rico CDBG-DR/MIT Program

ATTN: URA-Appeal CDBG-DR/MIT Legal Division

P.O. Box 21365

San Juan, PR 00928-1365

If you have any questions about your eligibility for relocation assistance and payments,   
please contact us [URA point of contact name] at [URA point of contact Phone] or by email at [URA point of contact Email]. Your Case Manager will be in touch soon to further discuss your eligibility. Please save this letter for your records.   
   
  
   
Sincerely,   
  
   
   
[Digital Signature]

[URA point of contact name and title]

[Name of Agency/Entity/Person]

1. NOTE: Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation   
   assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons   
   seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully   
   present in the United States [↑](#footnote-ref-1)
2. <https://www.fhwa.dot.gov/real_estate/uniform_act/relocation/moving_cost_schedule.cfm> [↑](#footnote-ref-2)
3. https://www.hudexchange.info/resource/5334/cdbg-income-limits/ [↑](#footnote-ref-3)