***URA COMPLIANCE CHECKLIST #4: RELOCATION PLAN***

***Community Development Block Grant for Disaster Recovery***

*This URA Compliance Checklist covers the requirements for subrecipients in creating a URA Relocation Plan when their CDBG-DR funded project requires the displacement of any residential or commercial occupants of property that will be subject to acquisition, construction, and/or demolition activities.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **INFORMATION** |  |  |  |  |  |  |  |
| Subrecipient Name/Entity Name |  |  | Subrecipient Point of Contact |  |  | Point of Contact Phone |  |
| CDBG-DR Program |  |  | Application ID |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **PROPERTY INFORMATION** |
| Address of Real Property to be Acquired, or Project site |  |  | Property Registry Legal Description (*If available)* |  |  |  |  |
| Property Registry |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **CHECKLIST COMPLETION INFORMATION** |
| Checklist Completed by *(name)* |  |  | Date Checklist Completed *(name)* |  |  |  |  |
| QA/QC/ Reviewer |  |  | Date QA/QC Completed |  |  |  |  |
|  |  |  |  |  |  |  |  |

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| **INSTRUCTIONS**  |
| \*\*If the real property will be Voluntary Acquisition and the property is only owner-occupied, skip this checklist\*\* \*\*If the real property subject to any acquisition, construction, and/or demolition is vacant, skip this checklist\*\* The Subrecipient must respond Yes, No, or N/A to each line item and provide the supporting documentation to demonstrate each checklist item has been completed. The completed checklist must be submitted for a Quality Assurance and Quality Control (**QA/QC**) review. The QA/QC reviewer must confirm that the Subrecipient has met all required checklist items and provided the corresponding documentation. Any additional comments on the review may be documented at the end of the checklist. |

| **RELOCATION PLAN CHECKLIST** |
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| **Description** | **Yes** | **No** | **N/A** | **Comments** | **Q/C****Pass** | **Q/C****Fail** |
| 1. The plan establishes the use of voluntary or involuntary acquisition related to the project.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The plan establishes who the responsible parties are for execution of the relocation plan.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The plan establishes the nature of the relocation: Temporary or Permanent.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The plan includes the number of households and/or businesses to be displaced.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The plan includes an estimate of available comparable replacement dwellings in the area, including rental and sales rates.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The anticipated time of relocation activities is clearly outlined, together with the expected delivery time frame of required URA notices.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The plan includes the number of tenant households and/or businesses to be displaced.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The relocation plan includes a summary of the results of the occupant survey where at a minimum, the following information was collected:
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Type of occupant
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Number and ages of persons in the household
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Number of bedrooms in dwelling
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Employment status of household members
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Household income
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Location preference
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Means of transportation
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Housing costs
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Accessibility needs
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The plan establishes a summary of the relocation benefits and assistance to be provided based on relocation type, including the plan for sourcing, and offering comparable replacement dwellings.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. The plan includes how the Subrecipient will maintain the record of URA assistance, including all URA notices issued, copies of all correspondence, household survey, payments and any appeals or complaints.
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. A plan for disbursement of funds related to relocation is included with the following details:
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Temporary relocation expenses – number of households
 |[ ] [ ] [ ]   |[ ] [ ]
| * Total estimated moving expenses
 |[ ] [ ] [ ]   |[ ] [ ]
| * Total temporary relocation expenses (increased housing costs)
 |[ ] [ ] [ ]   |[ ] [ ]
| 1. Permanent displacement expenses – number of households
 |[ ] [ ] [ ]   |[ ] [ ]
| * Total estimated moving expenses
 |[ ] [ ] [ ]   |[ ] [ ]
| * Total replacement housing payments
 |[ ] [ ] [ ]   |[ ] [ ]

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| **QA/QC Reviewers Notes** |
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