***URA COMPLIANCE CHECKLIST #5: NEGOTIATIONS FOR URA ACQUISITIONS***

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

*This URA Compliance Checklist covers the URA requirements for subrecipients in properly informing owners of the property to be acquired of the estimated market value (voluntary) or the just compensation (involuntary) being offered by the subrecipient, triggering the Initiation of Negotiations (****ION****). The checklist also covers documentation establishing that the subrecipient has corresponded in a timely manner with the property owner, engaged in fair negotiation efforts, provided reasonable time for the owner to consider and accept the offer, and established an agreement to purchase.*

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| **INFORMATION** |  |  |  |  |  |  |  |
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| Subrecipient Name/Entity Name |  |  | Subrecipient Point of Contact |  |  | Point of Contact Phone |  |
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|  |  |  |  |  |  |  |  |
| CDBG-DR Program Name |  |  | Application ID |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **PROPERTY INFORMATION** |
| Address of Real Property to be Acquired, or Project site |  |  | Property Registry Legal Description (*If available)* |  |  |
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|  |  |  |  |  |  |
| CRIM Cadastral Num *(If available)* |  |  |  |  |  |
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| **CHECKLIST COMPLETION INFORMATION** |
| Checklist Completed by *(name)* |  |  | Date Checklist Completed *(name)* |  |  |  |  |
| QA/QC/ Reviewer |  |  | Date QA/QC Completed |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Instructions**  |
| This checklist is to be completed for each parcel of real property being acquired by a subrecipient in conjunction with a CDBG-DR funded project. For involuntary acquisitions, reasonable efforts by the subrecipient to arrive at a negotiated agreement must be documented prior to pursuing an administrative settlement or eminent domain. All administrative settlement proposals and pursuits of eminent domain must first be reviewed and approved by PRDOH.For voluntary acquisitions, if negotiations fail to result in an agreement, the subrecipient must cease their efforts to acquire the property. Note that URA regulations prohibit the use of involuntary acquisition once voluntary acquisition has already been pursued. 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.  |

| **NEGOTIATIONS CHECKLIST** |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Yes** | **No** | **N/A** | **Comments** | **Q/A****Pass** | **Q/C****Fail** |
| 1. A just compensation amount has been established by an appropriate official of the subrecipient and was not delegated to a 3rd party or private consultant.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. A Notice of Just Compensation has been sent together with a Summary Statement.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The Notice of Just Compensation informs the owner that the just compensation is no less than the determined appraised value and includes the amount being offered for the acquisition.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The just compensation is signed by the owner as an acceptance of the offer.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The Summary Statement outlines the basis for the offer of just compensation and must include the following:
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. A statement of the amount offered as just compensation. In the event of a partial acquisition, the compensation for the real property to be acquired and the compensation for damages, if any, to the remaining real property shall be separately stated.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. A description and location identification of the real property and the interest in the real property to be acquired.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. An identification of the buildings, structures, and other improvements (including removable building equipment and trade fixtures) which are included as part of the offer of just compensation.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. Where appropriate, the statement shall identify any other separately held ownership interest in the property and indicate that such interest is not covered by this offer.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. All correspondence and records of communication that took place to negotiate with the property owner have been documented.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. Reasonable efforts have been made to contact the owner or owner’s representative to discuss its offer to purchase the property, including the basis for the offer of just compensation and explain its acquisition policies and procedures.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The documentation indicates the occurrence and outcome of any negotiations between the subrecipient and the property owner or their representative.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The owner has been given reasonable opportunity to consider the offer and present material which the owner believes is relevant to determining the value of the property and to suggest modifications in the proposed terms and conditions of the purchase.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The Purchase Agreement has been signed by the Owner.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The HUD Closing Disclosure Settlement Statement has been drafted and identifies all the settlement costs. This statement must include all costs associated with recording fees, transfer taxes, penalty cost or other charges for prepayment of any pre-existing recorded mortgaged, etc.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. A Property Owner Conflict of Interest Disclosure has been completed by each known Owner of the property to be acquired.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |

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| **QA/QC Reviewer Notes** |
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