(Sent by Certified Mail

 Return Receipt Requested, or personally served)

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip]

**Re: URA – Notice of Ineligibility**

[URA Case ID]

Dear [Tenant’s Full Name]:

On [Date of Tenant GIN], the [Subrecipient/Agency Name] notified you that the [Community Development Block Grant Program – Disaster Recovery (**CDBG-DR**) Program] [Community Development Block Grant Program - Mitigation (**CDBG-MIT**) Program] (the **Program**) may provide assistance to support the acquisition, rehabilitation or reconstruction of the property you currently occupy, or formerly occupied at [Property Address], under the [Program Name].

Federally funded projects which may result in the temporary or permanent displacement of households are subject to the rules of 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 the Program has determined that you are ineligible to receive URA Relocation Assistance.**

It has been determined that you are ineligible for URA Relocation Assistance due to the following reason(s):

* [Unlawful occupancy before the initiation of negotiations or project application.]
* [Household is not required to relocate from the assisted housing unit for a minimum of one (1) day in order to complete program activities carried out in the housing unit and other parts of the properties will maintain the housing unit being decent, safe, and sanitary for habitation for a period of time exceeding eight (8) hours.]
* [Unlawful occupancy after the project application, and receipt of “Move-In Notice”.]
* [Household is not distinct from the household that applied to a CDBG-DR/MIT Program.]
* [Household was not occupying the property at the time CDBG-DR/MIT Program-sponsored acquisition, rehabilitation, demolition, or reconstruction activities were scheduled to commence.]
* [Not lawfully present in the United States.[[1]](#footnote-1)]

In accordance with 49 C.F.R. § 24.10, you have the right to file a written appeal with the Puerto Rico Department of Housing (**PRDOH**), as the grantee, in any case when it is believed that [Subrecipient/Agency Name] has failed to properly determine or provide assistance under URA. If you disagree with the determination notified in this notification, you may file a written appeal to the 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: fairhousing@vivienda.pr.gov

Postal Mail: Puerto Rico CDBG-DR/MIT Program

ATTN: URA Appeals- Federal Compliance and Subrecipient Management Division

P.O. Box 21365

San Juan, PR 00928-1365

After receipt of all information submitted in support of an appeal, PRDOH shall make a written determination on the appeal within **thirty (30) calendar days**, including an explanation on the basis of which the decision was made, and furnish the person with a copy.

For more the appeal process under the URA, you can access the CDBG-DR/MIT Uniform Relocation Assistance Guide & Residential Anti-Displacement and Relocation Assistance Plan (URA & ADP Guide), in English and Spanish, at <https://cdbg-dr.pr.gov/en/download/ura-adp-guidelines/> and <https://cdbg-dr.pr.gov/download/guias-ura-adp/>.

If you have any questions, please contact your URA Case Manager [URA Case Manager Name] at [(XXX)XXX-XXXX] or by email at [XXXX@XXXXX.com]. Please keep this letter for your records.

Sincerely,

[Digital Signature]

[URA Case Manager Name]

URA Case Manager

[Subrecipient/Agency Name]

1. Any person who is an alien not lawfully present in the United States is ineligible for relocation assistance unless such ineligibility would cause extremely unusual hardship to a qualifying spouse, parent, or child. [↑](#footnote-ref-1)