***URA COMPLIANCE CHECKLIST #1: NOTIFICATIONS TO OWNER AND TENANTS***

***Community Development Block Grant - Disaster Recovery/Mitigation***

*This three (3) section Compliance Checklist is intended to ensure that Subrecipients comply with the Uniform Relocation Assistance (URA) requirements to provide written notifications to owners of any real property acquired as part of a CDBG-DR/MIT funded project, as well as to any residential or commercial tenants occupying property that will be acquired and/or subject to CDBG-DR/MIT funded demolition or construction activities.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INFORMATION** |  | | |  | |  | | |  | | | | |  | |  | | | |  | |
|  |  | | |  | |  | | |  | | | | |  | |  | | | |  | |
| Subrecipient Name/Entity Name | |  | |  | | Subrecipient Point of Contact | | |  | | | | |  | | Point of Contact Phone | | | |  | |
|  | |  | | | | |  | |
|  | |  | |  | |  | | |  | | | | |  | |  | | | |  | |
| CDBG-DR/MIT Program Name | |  | |  | | Application ID | | |  | | | | |  | |  | | | |  | |
|  | |  | |  | |  | | |  | | | | |  | |  | | | |  | |
| **PROPERTY INFORMATION** | | | | | | | | | | | | | | | | | | | | | |
| Address of Real Property to be Acquired, or Project site | |  | | | | |  | Property Registry Legal Description (*If available)* | | |  | |  | | | | | | | | |
|  | | | | |  | | | | | | | | |
|  | | | | |  | | | | | | | | |
|  | |  | | | | |  |  | | |  | |  | | | | | | | | |
| CRIM Cadastral No.  *(If available)* | |  | | | | |  |  | | |  | |  | | | | | | | | |
|  | |  | | | | |  |  | | |  | |  | | | | | | | | |
| **CHECKLIST COMPLETION INFORMATION** | | | | | | | | | | | | | | | | | | | | |
| Checklist Completed by *(name)* | |  |  | | Date Checklist Completed | | | | |  | | | | | | |  |  |  | | |
| QA/QC Reviewer | |  |  | | Date QA/QC Completed | | | | |  | | | | | | |  |  |  | | |
|  | |  |  | |  | | | | |  | |  | | |  | | | |  | | |

|  |
| --- |
| **INSTRUCTIONS** |
| The Subrecipient should complete one (1) of these checklists for each parcel of real property that is to be acquired or subject to demolition or construction activities.  For real property acquisitions, first perform a title search for each parcel of real property being acquired. The title search will indicate the state of title and ownership, as well as provide the property owner contact information for issuing required URA notices to owners to inform them of their rights and protections under URA. If the acquisition type is determined as Voluntary (does not use the threat of Eminent Domain), complete Section A of this checklist. If the acquisition type is determined to be Involuntary (uses the threat of Eminent Domain), complete Section B of this Checklist.  If any residential or commercial tenants occupied the real property to be acquired, or a Subrecipient-owned property that is a CDBG-DR/MIT funded project site, complete Section C of 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. |

| 1. **VOLUNTARY ACQUISITION:** Complete the following checklist if the acquisition type is **Voluntary** (does not use the threat of Eminent Domain) | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Yes** | **No** | **N/A** | **Comments** | **QA/QC**  **Pass** | **QA/QC**  **Fail** |
| 1. A title search has been conducted for the subject property being acquired. |  |  |  |  |  |  |
| 1. Evidence of title includes the legal description of the property, the CRIM Cadaster Number (if available), and the results of the search for any existing easements or liens. |  |  |  |  |  |  |
| 1. A Notice to Owner has been sent to the owner of this property. |  |  |  |  |  |  |
| 1. The notice has the Subrecipient’s letterhead. |  |  |  |  |  |  |
| 1. The notice was sent in English and Spanish. |  |  |  |  |  |  |
| 1. The notice is addressed to the property owner and discloses the address of the subject property being acquired. |  |  |  |  |  |  |
| 1. The notice informs the owner as to whether the Subrecipient has power of eminent domain |  |  |  |  |  |  |
| 1. The notice informs the owner of the just compensation that was determined to be the property’s market value based on the appraisal value of the property. |  |  |  |  |  |  |
| 1. If the Subrecipient has power of eminent domain, the notice states that the Subrecipient will not use eminent domain to acquire the property if negotiations fail. [*Select N/A if the Subrecipient does not have power of eminent domain*] |  |  |  |  |  |  |
| 1. If the Subrecipient does not have power of eminent domain, the notice so indicates and makes it clear that the Subrecipient will not acquire the property if negotiations fail. [*Select N/A if the Subrecipient has power of eminent domain*] |  |  |  |  |  |  |
| 1. The notice informs the owner that, in accordance with URA, owner-occupants in voluntary acquisitions are not eligible for URA relocation assistance. |  |  |  |  |  |  |
| 1. The notice requests that the owner inform the Subrecipient if there are any residential or commercial tenants occupying the property. |  |  |  |  |  |  |
| 1. The notice instructs the property owner to not evict or otherwise force any tenants currently occupying the subject property to vacate for reasons other than breach of a written lease agreement. |  |  |  |  |  |  |
| 1. The notice provides the name and contact information of the Subrecipient representative that the owner may direct questions or requests for assistance for interpreting the notice. |  |  |  |  |  |  |
| 1. The notice was hand delivered or mailed via USPS Certified Mail with Return Receipt Request. |  |  |  |  |  |  |
| 1. The owner acknowledged receipt of the notice via hand delivery by signing an acknowledgement of document receipt form; by signing and dating a copy of the notice itself; or has acknowledged receipt of the notice on the USPS Return Receipt. |  |  |  |  |  |  |
| 1. The Subrecipient compiled a list of all known tenants occupying the subject property, including names, mailing addresses, and contact information. |  |  |  |  |  |  |
| **If the owner or Subrecipient have confirmed the occupancy status of the property as tenant-occupied, complete the NOTICE TO TENANTS section of this Checklist.** | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **INVOLUNTARY ACQUISITION:** Complete the following checklist if the acquisition type has been determined as **Involuntary** (uses the threat of Eminent Domain) | | | | | | |
| **Description** | **Yes** | **No** | **N/A** | **Comments** | **QA/QC**  **Pass** | **QA/QC**  **Fail** |
| 1. A title search has been conducted for the subject property being acquired. |  |  |  |  |  |  |
| 1. Evidence of title includes the legal description of the property, the CRIM Cadaster Number (if available), and the results of the search for any existing easements or liens. |  |  |  |  |  |  |
| 1. A Notice to Owner has been sent to the owner of this property. |  |  |  |  |  |  |
| 1. The notice has the Subrecipient’s letterhead. |  |  |  |  |  |  |
| 1. The notice was sent in English and Spanish. |  |  |  |  |  |  |
| 1. The notice is addressed to the property owner and discloses the address of the subject property being acquired. |  |  |  |  |  |  |
| 1. The notice references delivery of the *HUD Brochure – When A Public Agency Acquires Your Property* |  |  |  |  |  |  |
| 1. This notice informs the owner that they have the right to receive just compensation based on the appraised value of the property. |  |  |  |  |  |  |
| 1. The notice informs the owner that they may accompany the appraiser during the appraisal of the subject property. |  |  |  |  |  |  |
| 1. This notice informs the owner that the Subrecipient has the power of eminent domain and may proceed with property acquisition under this power, should negotiations fail. |  |  |  |  |  |  |
| 1. The notice requests that the owner inform the Subrecipient if there are any residential or commercial tenants occupying the property. |  |  |  |  |  |  |
| 1. The notice instructs the property owner to not evict or otherwise force any tenants occupying the subject property to vacate for reasons other than a breach in the written lease agreement. |  |  |  |  |  |  |
| 1. The notice provides the name and contact information of a Subrecipient representative that the owner may direct questions or requests for assistance for interpreting the notice. |  |  |  |  |  |  |
| 1. The notice was hand delivered or mailed via USPS Certified Mail with Return Receipt Request. |  |  |  |  |  |  |
| 1. The owner acknowledged receipt of the notice via hand delivery by signing an acknowledgement of document receipt form; by signing and dating a copy of the notice itself; or has acknowledged receipt of the notice on the USPS Return Receipt. |  |  |  |  |  |  |
| 1. The Subrecipient compiled a list of all known tenants occupying the subject property, including names, mailing addresses, and contact information. |  |  |  |  |  |  |
| **If the owner or Subrecipient have confirmed the occupancy status of the property as tenant-occupied, complete the NOTICE TO TENANTS section of this Checklist** | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **NOTICE TO TENANTS:** Complete this section of the checklist if the property to be acquired, demolished, and/or subject to construction activities is **occupied by any residential or commercial tenants**. | | | | | | |
| **Description** | **Yes** | **No** | **N/A** | **Comments** | **QA/QC**  **Pass** | **QA/QC**  **Fail** |
| 1. The owner or Subrecipient confirmed the occupancy status of the property as tenant-occupied, and a Tenant General Information Notice (**GIN**) was sent to each tenant and/or business tenant occupying the property. [*Select N/A if the property is only owner-occupied or vacant*]. The GIN: |  |  |  |  |  |  |
| 1. Has the Subrecipient’s letterhead. |  |  |  |  |  |  |
| 1. The notice was sent in English and Spanish. |  |  |  |  |  |  |
| 1. Is addressed to each tenant occupying the property and discloses the address of the subject property being acquired. |  |  |  |  |  |  |
| 1. Informs the tenant that they may be displaced as a result of the acquisition and informs them of their rights and protections under URA. |  |  |  |  |  |  |
| 1. Emphasizes that the notice is not a notice to vacate the premises, and that the tenant will not be required to move without until at least one (1) comparable dwelling unit is provided followed by ninety (90) days in advanced written notice to vacate. |  |  |  |  |  |  |
| 1. Informs the tenant of the relocation assistance the tenant may be eligible for. |  |  |  |  |  |  |
| 1. Informs the tenant that any aliens not lawfully present in the United States are not eligible for relocation assistance, unless such denial would result in an exceptional and extremely unusual hardship to one (1) or more lawfully present household members. |  |  |  |  |  |  |
| 1. Informs the tenant they should continue to pay their rent and meet the obligations of their lease agreement. |  |  |  |  |  |  |
| 1. Provides information on how to appeal a determination of URA assistance. |  |  |  |  |  |  |
| 1. Includes the name and contact information of the person that the tenant may direct questions to. |  |  |  |  |  |  |
| 1. All GINs were hand-delivered or mailed via USPS Certified Mail with Return Receipt Request to each Tenant. |  |  |  |  |  |  |
| 1. Each tenant acknowledged receipt of the notice delivered via hand delivery by signing an acknowledgement of document receipt form; by signing and dating a copy of the GIN itself; or has acknowledged receipt of the notice on the USPS Certified Mail Receipt. |  |  |  |  |  |  |

|  |
| --- |
| **QA/QC Reviewers Notes** |
|  |