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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **INFORMATION** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Grantee Name  |  |
| CDBG Grant Number |  |
|  |  |  |  |  |  |  |  |
| **PROPERTY INFORMATION** |
| Address of Real Property to be Acquired  |  |  | Property Registry Legal Description (*If available)* |  |  |
|  |  |
|  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **CHECKLIST COMPLETION INFORMATION** |
| Checklist Completed by *(name)* |  |  | Date Checklist Completed |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| **INSTRUCTIONS** |
| The Grantee 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 (see CDBG Manual Chapter 6 ), complete Section A of this checklist. If the acquisition type is determined to be Involuntary (see CDBG Manual Chapter 6), complete Section B of this Checklist. If any residential or commercial tenants have been or will be displaced by the project, complete Section C of this Checklist.  The Grantee must respond *Yes*, *No*, or *N/A* to each line item and provide the supporting documentation to demonstrate each checklist item has been completed.  |

| 1. **VOLUNTARY ACQUISITION:** Complete the following checklist if the acquisition type is **Voluntary** ([49 CFR 24.101(b)(1)-(5)](https://www.ecfr.gov/current/title-49/part-24/section-24.101#p-24.101(b)))
 |
| --- |
| **Description** | **Yes** | **No** | **N/A** | **Comments** |
| 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 Parcel Number, 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 Grantee’s letterhead.
 |[ ] [ ] [ ]   |
| 1. The notice is addressed to the property owner(s) and discloses the address of the subject property being acquired.
 |[ ] [ ] [ ]   |
| 1. The notice states that the Grantee will not use eminent domain to acquire the property if negotiations fail.
 |[ ] [ ] [ ]   |
| 1. The notice informs the owner of the property’s market value based on the appraisal value of the property.
 |[ ] [ ] [ ]   |
| 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 Grantee if there are any residential or commercial tenants occupying the property.
 |[ ] [ ] [ ]   |
| 1. The notice instructs the property owner not to 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 Grantee representative so 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 Grantee compiled a list of all known tenants occupying the subject property, including names, mailing addresses, and contact information.
 |[ ] [ ] [ ]   |
| **If the owner or Grantee have confirmed the occupancy status of the property as tenant-occupied, complete Section C: NOTICE TO TENANTS of this Checklist.** |

| 1. **INVOLUNTARY ACQUISITION:** Complete the following checklist if the acquisition type has been determined as **Involuntary** ([49 CFR 24.102](https://www.ecfr.gov/current/title-49/subtitle-A/part-24/subpart-B/section-24.102))
 |
| --- |
| **Description** | **Yes** | **No** | **N/A** | **Comments** |
| 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 Parcel Number, 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 Grantee’s letterhead.
 |[ ] [ ] [ ]   |
| 1. The notice is addressed to the property owner and discloses the address of the subject property being acquired.
 |[ ] [ ] [ ]   |
| 1. The notice includes 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 Grantee 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 Grantee if there are any residential or commercial tenants occupying the property.
 |[ ] [ ] [ ]   |
| 1. The notice instructs the property owner not to 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 Grantee representative so 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 Grantee have confirmed the occupancy status of the property as tenant-occupied, complete Section C: NOTICE TO TENANTS of this Checklist.** |

|  |
| --- |
| 1. **RELOCATION COMPLIANCE:** Complete this section of the checklist to verify the property to be acquired, demolished, and/or subject to construction activities is **not** **occupied by any residential or commercial tenants**.
 |
| **Description** | **Yes** | **No** | **Comments** |
| 1. The Grantee has confirmed the occupancy status of the property as vacant or owner-occupied.

\*If the Grantee anticipates or discovers the property is occupied by a commercial or residential tenant – STOP and immediately notify GOED for further instructions. |[ ] [ ]   |