

URA PROPOSED PROJECT REVIEW

Project Name:

IDIS #

Does the project requesting federal assistance involve acquisition of real property, rehabilitation, or demolition in any phase (check scope & budget - title transfer between related entities IS acquisition)?

Yes No

If no, this review is complete. **STOP here.**

If yes, complete the rest of this form.

SITE ACQUISITION

1. Did the project sponsor own the site prior to the initiation of the current project?

If yes, identify under comments when the property was acquired, ensure the budget does not include acquisition, and **skip to question 4, below.**

Yes No

Comments:

2. Does the purchase meet one of the voluntary acquisition exceptions (49 CFR 24.101(b)(1)-(5))?

If yes, identify which exception is being met under comments.

If no, complete a basic acquisition policies review (not covered by this checklist - see 49 CFR 24.102-24.108) and **skip to question 4.**

Yes No

Comments:

3. For acquisitions under 49 CFR 24.101(b)(1) or (b)(2), was the seller provided information on the voluntary nature of the transaction and of the estimated property value **prior to** an offer being made (**include seller's acknowledgement date under comments**)? ____

If no, the seller should be offered the right to withdraw from the purchase offer.

Yes No

Comments:

4. Does the project site represent undeveloped land or has the property been unoccupied for at least 90 days (prior to the purchase offer, or application if no acquisition), with no person having been made to move for the project?

If yes, skip the Occupant Information and Relocation Sections and **continue with the section 104(d) review** (question 17), **below.**

Yes No

Comments:

OCCUPANT INFORMATION

5. Has the applicant identified all persons occupying the real property at the “start” of the project (i.e., at application, site control (if later), or ION if no application)?

Yes No

Comments:

6. Have all occupants been issued General Information Notices (GINs)?

For approved projects, complete the Residential Tenant Tracker Spreadsheet for all non-owners.

Yes No

Comments:

7. Is there a plan to provide relocation assistance and benefits to any displaced homeowners (i.e., those NOT meeting the criteria at 49 CFR 24.2(a)(9)(ii) - persons not displaced)?

Yes No N/A

Comments:

8. Do current vacancies suggest persons may have been asked to vacate for the project?

If yes, ask about recent occupants and establish whether they qualify as displaced.

Yes No N/A

Comments:

9. Do all residential tenants identified as “not displaced” qualify to remain in the completed project?

Yes No N/A

Comments:

10. Does the project scope indicate temporary or permanent relocation may or will occur (or already occurred)?

Yes No

If no, skip the Relocation Section and continue with the section 104(d) review (question 17), below.

RELOCATION SECTION – for approved projects, a written relocation plan and the Residential Tenant Tracker Spreadsheet are recommended

11. Have appropriate steps been taken to minimize displacement in accordance with the RARAP?

Yes No N/A

Comments:

12. Has the applicant identified qualified staff that will carry out the relocation?

Yes No N/A

Comments:

13. Has applicant indicated the estimated cost of relocation payments and other services and the basis for the estimate?

Yes No N/A

Comments:

14. Are the estimated costs for relocation reasonable?

Yes No N/A

Comments:

15. Has the applicant indicated the source of funds to be used to pay relocation costs?

Yes No N/A

Comments:

16. If relocation costs will be funded from sources other than HUD program funds, has the applicant provided evidence of a firm commitment of the funds?

Yes No N/A

Comments:

NOTES:

- Occupancy lists must be maintained for time of application, ION and project completion.
- Tenancy in and out of the project must be tracked from application until project completion.
- All tenants are to be issued notices (GIN and NOND or NOE, or Prospective Tenant Move-in Notice).

SECTION 104(d) REVIEW – only applicable to CDBG and HOME projects:

17. Will the project (in any phase) demolish housing units that rent (or would rent) at or below FMR, or convert such units to a use other than lower income housing?

If no, project is not subject to 104(d) – STOP HERE.

Yes No N/A

Comments:

18. Are any of the housing units occupied or vacant occupiable dwelling units (see 24 CFR 42.305)?
If no, document why vacant units do not meet the Consolidated Plan definition of “suitable for rehabilitation” and skip to question 20.

Yes No N/A

Comments:

19. Has the one-for-one replacement information required by 24 CFR 42.375(c) been made public, with a copy submitted to HUD (to be completed prior to contract execution)?

Yes No N/A

Comments:

20. Is any tenant lower-income?

Yes No

If no, section 104(d) relocation does not apply – STOP HERE.

21. Is the applicant prepared to offer all displaced **lower-income tenants** the choice of relocation assistance at section 104(d) levels or URA levels (see 24 CFR 42.350 and Chapter 7 of HUD Handbook 1378)?

Yes No

Consider using HUD guideforms (Handbook 1378, Appendices 25 & 26).