

URA/104(d) Compliance Timeline [include this in CDBG/HOME application packet]

Projects that include Acquisition, Rehabilitation or Demolition:

WHEN	WHO	WHAT
"At" application	Subrecipient (applicant)	<ol style="list-style-type: none"> 1) Provide site control information (demonstrate that each acquisition either meets a "voluntary" exception or complies with basic URA acquisition requirements). 2) Identify all project occupants. (<i>Columns A-E Tenant Tracker Spreadsheet</i>) 3) Submit copies of issued General Information Notices (GINs). 4) For residential occupants who are not owners, complete and submit the yellow highlighted items of the Tenant Tracker Spreadsheet (<i>Project Overview and Occupancy</i> tabs). 5) Identify any owners or non-residential entities who will be required to move. 6) May start issuing move-in notices.
Application Review	Grantee/PJ	<ol style="list-style-type: none"> 1) Complete the Proposed Project URA Review Guide. 2) For projects with owners or non-residential entities who must move, discuss with your HUD relocation specialist.
Upon conditional award	Subrecipient	Submit a written relocation plan for any project that will include temporary or permanent relocation. Requires identification of relocation resources (e.g., budgeted funds, staff to provide advisory services, suitable temporary units, comparable units for permanent displacement, etc.).
Before award	Subrecipient	Submit draft tenant notices (Notices of Nondisplacement and/or Notices of Eligibility) for issuance at project award.
Before award	Grantee	Consider hosting a pre-award conference with the applicant to discuss the relocation plan.
At award	Subrecipient	<ol style="list-style-type: none"> 1) Issue Notices of Eligibility (NOE) to displaced persons 2) Issue Notices of Nondisplacement to others (including those to be temporarily relocated). 3) Submit updated Tenant Tracker Spreadsheet (add new tenants, complete orange sections and all other known fields).
Quarterly (or monthly) after award	Subrecipient	<ol style="list-style-type: none"> 1) Submit updated Tenant Tracker Spreadsheet. 2) Ensure project files contain support documentation (e.g., copies of leases, income determinations, inspection reports, claim forms, closing docs, etc.).
Ongoing	Grantee	Ensure submission of and review the Tenant Tracker updates and monitor acquisition & relocation actions.
As needed	Subrecipient & Grantee	Address complaints and appeals.