



CDBG-DR Uniform Relocation Assistance (URA) and Residential Anti- Displacement and Relocation Assistance Plan (RARAP) Policy

**DEPARTMENT OF HOMELAND SECURITY AND
EMERGENCY MANAGEMENT**

This policy is effective as of 3/20/2026 and may be updated periodically to reflect program implementation and evolving guidance from the U.S. Department of Housing and Urban Development (HUD).

Version	Date	Summary Description
1.0	03/20/2026	Initial Publication



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I. PURPOSE AND SCOPE

Purpose: To minimize the displacement of persons and other entities that may be affected by the activities outlined in New Mexico Department of Homeland Security and Emergency Management's (DHSEM) Action Plan. DHSEM will coordinate with all subrecipients, implementation vendors, and DHSEM departments to minimize displacement. Should any proposed projects or activities cause the displacement of people, the State of New Mexico has adopted a CDBG-DR specific Residential Anti-Displacement Relocation Assistance Plan (RARAP) to ensure the requirements of The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, are met.

The State requires subrecipients to adopt DHSEM's Residential Anti-Displacement and Relocation Assistance Plan or establish separate optional relocation policies prior to undertaking any activity assisted with funding from CDBG-DR. The written policy must: be available to the public, describe the relocation assistance that the subrecipient has elected to provide, and provide for equal relocation assistance within each class of displaced persons according to 24 CFR 570.606(d).

Scope: The URA applies to any acquisition of real property for programs and projects where there is federal financial assistance in any part of project costs. All acquisitions "for" a federally-assisted project are subject to the URA requirements, whether or not there is federal assistance in the acquisition itself. The RARAP applies to persons displaced by CDBG-DR program activities.

II. BACKGROUND

The Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (URA) is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The URA's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects.

The objectives of the URA are:

- To provide uniform, fair and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects.
- To ensure relocation assistance is provided to displaced persons to lessen the emotional and financial impact of displacement.
- To ensure that no individual or family is displaced unless decent, safe, and sanitary housing is available within the displaced person's financial means.
- To help improve the housing conditions of displaced persons living in substandard housing.
- To encourage and expedite acquisition by agreement and without coercion.



III. POLICY STATEMENT

Every effort will be made to minimize temporary or permanent displacement of persons due to the delivery of HUD CDBG-DR Programs administered by DHSEM. Cost-efficient, feasible, and reasonable mitigation measures will be considered before the acquisition and demolition of residential units and permanent displacement of residents. The State will comply with the requirements of and utilize the waivers set forth in the CDBG-DR Universal Notice, 90 FR 1754 (1/8/2025), and applicable Allocation Announcement Notices pertaining to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and 24 CFR Subpart C, Section 104(d).

Additionally, in accordance with the Housing and Community Development Act of 1974, as amended, (HCDA), and U.S. Department of Housing and Urban Development (HUD) regulations at 24 CFR 42.325 and 570.440 (1), use of Community Development Block Grant for Disaster Recovery (CDBG-DR) funds must minimize adverse impacts on persons of low and moderate-income. The purpose of the Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is to provide guidance on complying with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), (Pub. L 91-645, 42 U.S.C. 4601 et seq) and section 104(d) of the HCD Act (42 U.S.C. 5304(d))(Section 104(d)) as these regulations apply to DHSEM's activities as approved by HUD in the current Action Plan or Action Plan Amendment. The implementing regulations for the URA are at 49 CFR part 24. The regulations for section 104(d) are at 24 CFR part 42, subpart C.

The DHSEM RARAP serves as a supplement to the acquisition and relocation requirements stated in the URA. Subrecipients may adopt this plan or develop their own for DHSEM approval. The approved plan must be made available publicly once approved. The plan shall indicate the steps that will be taken, consistent with other goals and objectives of the program, to minimize the displacement of families and individuals from their homes and neighborhoods as a result of any assisted activities.

IV. DEFINITIONS

Term	Definition
Displaced Person	A Displaced Person is any individual, family, business, nonprofit organization, or farm that moves permanently from real property, or moves personal property from real property, as a direct result of: <ul style="list-style-type: none"><li data-bbox="634 1692 1425 1801">• The acquisition, rehabilitation, demolition, or conversion of real property for a project assisted in whole or in part with CDBG-DR funds; or



	<ul style="list-style-type: none"> • A written notice of intent to acquire, or the initiation of negotiations for, such property; or • Rehabilitation, repair, or reconstruction activities that require the occupant to vacate the property permanently. <p>A person is not considered a displaced person if:</p> <ul style="list-style-type: none"> • The move is voluntary and not the direct result of CDBG-DR assisted activities; or • The property is determined to be habitable and suitable for continued occupancy during and after program-assisted activities; or • The person elects to participate in a program designed to repair, rehabilitate, or reconstruct their existing home for continued occupancy.
90 Day Notice	Informs displaced persons of the earliest date by which they will be required to move.
General Information Notice (GIN)	Informs affected persons of the project and that they may be displaced by the project.
Notice of Relocation Eligibility (NOE)	Informs persons that they will be displaced by the project and establishes their eligibility for relocation assistance and payments.
Residential Anti-displacement and Relocation Assistance Plan (RARAP)	A requirement under Section 104(d) of the HUD Act, ensuring fair treatment, financial help, and housing for low-income residents displaced by federally funded projects.

Below is a detailed, step-by-step process for complying with URA policy adoption and/or creation:

Step	Process
1.0	Subrecipients must adopt the DHSEM Residential Anti-Displacement and Relocation Assistance Plan (RARAP).
2.0	Subrecipients should refer to the documents and regulations listed below for detailed information on program requirements. <ul style="list-style-type: none"> • DHSEM SOP Acquisition, Relocation, and URA. • DHSEM RARAP.



	<ul style="list-style-type: none"> • 49 CFR Part 24 - the government-wide regulation that implements the URA. • HUD Handbook 1378 - provides HUD policy and guidance on implementing the URA and 49 CFR Part 24 for HUD funded programs and projects. • 24 CFR Part 42 - the regulation that implements section 104(d) of the Housing and Community Development Act. • 88 FR 32046 – provides URA and Section 104(d) waivers and alternate requirements. • URA the HUD Way Training Modules - HUD Exchange • GUIDEFORM RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN (hud.gov) - guidelines for subrecipients who opt to adopt local RARAP
3.0	<p>Subrecipients should be aware that acquisition activities covered by the URA include not only fee title purchases but the acquisition of:</p> <ul style="list-style-type: none"> • Permanent Easements. • Temporary Easements except for the acquisition of temporary easements which exclusively benefit the property owner and which work may not be done if agreement cannot be reached. • Leases. Under the URA regulations, leases of 50 years or more are considered acquisitions. Under the CDBG-DR programs, leases of 15 years or more are considered acquisitions by HUD for the purposes of the URA.
4.0	<p>Subrecipients who are unfamiliar with the URA should contact DHSEM staff or their contracted Program Management and Implementation vendor for technical assistance and training.</p>

V. SCOPE OF WORK AND EVALUATION CRITERIA - URA

A. Acquisition

1. Voluntary vs. Involuntary Acquisition

The URA regulations have different requirements for acquisitions of a voluntary nature and for acquisitions under threat or use of eminent domain (condemnation). The simple fact that there is a “willing seller” or “amicable agreement” does not mean a transaction is “voluntary.”

- Voluntary acquisitions (transactions with no threat or use of eminent domain) must meet the criteria set forth in 49 CFR 24.101(b)(1) through (5);



- Involuntary acquisitions (acquisitions subject to threat or use of eminent domain) are acquisitions that do not satisfy the requirements of 49 CFR 24.101(b)(1)-(5). All involuntary acquisitions trigger the full acquisition requirements of the URA found in 49 CFR Part 24 Subpart B.

2. Voluntary Acquisition

For an acquisition to be considered Voluntary under the URA, the following criteria must be met:

- Entities with eminent domain authority must obtain the proper easements or voluntary acquisition of property to be eligible to participate in the Program. However, for entities that wish to use the power of eminent domain and the property is needed for a critical public service, DHSEM will review those applications on a case-by-case basis.
- Entities without eminent domain authority must complete the following:
 - Notify the owner in writing of the property's market value;
 - Notify the owner prior to making an offer, that it will not acquire property if an amicable settlement cannot be reached; and
 - Provide relocation assistance to displaced tenants.

3. Involuntary Acquisition

The following steps represent the general process an agency must follow under the URA when acquiring property under threat of eminent domain:

- Notify the owner of the agency's intentions to acquire the property and their protections under the URA.
- Appraise the property and invite the owner to accompany the appraiser.
- Review the appraisal.
- Establish just compensation for the property.
- Provide the owner with a written offer and summary statement for property to be acquired.
- Negotiate with owner for the purchase of property.
- If negotiations are successful, complete the sale and reimburse the property owner for related incidental expenses.
- If negotiations are unsuccessful, contact DHSEM staff to discuss if an administrative settlement is appropriate to complete the sale.
- If negotiations are still unsuccessful, contact DHSEM staff to discuss if the agency may proceed to acquire the property through the use of eminent domain.



B. Relocation

1. Relocation Notices

The URA regulations require three notices to be issued to eligible persons. These notices provide important information about the project, the affected persons' resulting rights, their protections, and their eligibility for relocation assistance and payments under the URA. It is critical for agencies to issue appropriate notices to affected persons at the appropriate time.

- **General Information Notice (GIN):** Informs affected persons of the project and that they may be displaced by the project. The GIN is issued as soon as feasible to both owners and tenants to provide preliminary information on the proposed project and potential rights and protections. “As soon as feasible” is typically the time of application for federal assistance or when site control is obtained.
- **Notice of Relocation Eligibility (NOE):** Informs persons that they will be displaced by the project and establishes their eligibility for relocation assistance and payments. Eligibility for relocation assistance at Initiation of Negotiations (ION), actual property acquisition, or upon issuance of a Notice of Intent to Acquire, whichever occurs first. Once eligibility begins, the NOE must be issued promptly. “Promptly” is within 7 to 10 days of ION, actual acquisition, or the date of a Notice of Intent to Acquire, whichever occurs first.
- **90 Day Notice:** Informs displaced persons of the earliest date by which they will be required to move. This notice may not be issued unless a comparable replacement dwelling is available and the displaced person is informed of its location and has sufficient time to lease or purchase the property. Permanently displaced household must be provided with a minimum of 90 days written notice prior to being *required* to move. The 90 day notice may not be issued prior to the NOE, but the two notices may be combined.

2. Relocation Advisory Services

In addition to being required by law, relocation advisory services are the single most important part of a successful relocation program. Relocation advisory services are required to be provided to all eligible displaced persons, including nonresidential displaced persons. Key relocation advisory services requirements include:

- Determine the needs and preferences of displaced persons.
- Explain available relocation assistance.
- Explain a person's right to appeal if they are not satisfied with agency decisions.
- Offer and provide transportation to locate replacement housing.
- Offer other assistance (e.g. social services or financial referrals, housing inspection, etc.)
- Provide current and ongoing listings of comparable dwellings for residential displacements and replacement sites for businesses.



- Supply information on other federal and state programs offering assistance.
- Provide counseling and other assistance to minimize hardship in adjusting to relocation.

3. Residential Relocation

In addition to relocation advisory services, residential displaced persons may be eligible for other relocation assistance including relocation payments for moving expenses and replacement housing payments for the increased costs of renting or purchasing a comparable replacement dwelling.

- Agencies should consult 49 CFR 24 Subpart D and HUD Handbook 1378 for more guidance on payments for moving and related expenses.
- Agencies should consult 49 CFR 24 Subpart E and HUD Handbook 1378 for more guidance on replacement housing payments.
- Agencies should consult 49 CFR 24 Subpart F and HUD Handbook 1378 for more guidance on the acquisition and/or relocation of mobile homes.

4. Housing of Last Resort

In accordance with the requirements found at 49 CFR 24.404(a)(2), a determination to exceed the monetary limits established under the provisions found at 49 CFR 24.401 or 24.402 and provide, as appropriate, additional assistance, is based on the following:

There is little, if any, comparable replacement housing available for households who will be deemed “displaced” from units receiving assistance.

Due to the damage and immediate impact relating to the loss of decent, safe, and sanitary affordable rental housing, an assisted property cannot advance to completion and satisfy the timeliness requirements imposed by HUD in the CDBG-DR grant award without “last resort” housing assistance.

The provision of additional assistance that exceeds the monetary limits established under the URA is the most cost reasonable (as tenant-based or project-based housing subsidies are not available). Additionally, the last resort housing assistance is cost effective as special measures such as new construction, physical relocation of housing, and purchase of land and/or housing exceeds the CDBG-DR resources allocated to the Program.

5. Nonresidential Relocation

In addition to relocation advisory services, nonresidential displaced persons may be eligible for other relocation assistance including relocation payments for moving expenses and reestablishment. The URA provides the following moving options:

- Payment for the actual, reasonable moving costs and related expenses, and
- Payment for actual, reasonable reestablishment expenses, or



- A fixed payment “in lieu of” moving and re-establishment costs.

C. Contact

DHSEM’s CDBG-DR Office is responsible for ensuring compliance with HUD CDBG-DR funding. To connect with DHSEM CDBG-DR regarding these efforts, please contact:

CDBG-DR

Phone: 505-670-4662

Email: DHSEM-DCM@dhsem.nm.gov

VI. SCOPE OF WORK AND EVALUATION CRITERIA – RARAP

A. Active Waivers (CDBG-DR P.L. 117-43 and P.L. 117-180)

For the purpose of promoting the availability of decent, safe, and sanitary housing, HUD waived the following URA and section 104(d) requirements with respect to the use of CDBG-DR funds allocated under Public Law 117-180 as codified in 88-FR-3198 and attached Consolidated Notice and the Universal Notice as applicable:

- **Section 104(d) one-for-one replacement of lower-income dwelling units:** One-for-one replacement requirements at section 104(d)(2)(A)(i) and (ii) and 104(d)(3) of the Housing and Community Displacement Act (HCDA) and 24 CFR 42.375 are waived for owner-occupied lower-income dwelling units that are damaged by the disaster and not suitable for rehabilitation. The section 104(d) one-for-one replacement housing requirements apply to occupied and vacant occupiable lower-income dwelling units demolished or converted in connection with a CDBG assisted activity. This waiver exempts all disaster-damaged owner-occupied lower-income dwelling units that meet the grantee’s definition of “not suitable for rehabilitation” from the one-for-one replacement housing requirements of 24 CFR 42.375.
- **Section 104(d) relocation assistance:** The relocation assistance requirements at section 104(d)(2)(A)(iii) and (B) of the HCDA and 24 CFR 42.350, are waived to the extent that an eligible displaced person, as defined under 24 CFR 42.305 of the section 104(d) implementing regulations, may choose to receive either assistance under the URA and implementing regulations at 49 CFR part 24, or assistance under section 104(d) and implementing regulations at 24 CFR 42.350.

This waiver does not impact a person’s eligibility as a displaced person under section 104(d), it merely limits the amounts and types of relocation assistance that a section 104(d) eligible displaced person is eligible to receive. Both FEMA and CDBG funds are subject to the requirements of the URA; however, CDBG funds are subject to section 104(d), while FEMA funds **are not**.



- **URA replacement housing payments for tenants:** The requirements of sections 204 and 205 of the URA (42 U.S.C. 4624 and 42 U.S.C. 4625), and 49 CFR 24.2(a)(6)(vii), 24.2(a)(6)(ix), and 24.402(b) are waived to the extent necessary to permit a grantee to meet all or a portion of a grantee’s replacement housing payment obligation to a displaced tenant by offering rental housing through a rental housing program subsidy (to include, but not limited to, a housing choice voucher), provided that comparable replacement dwellings are made available to the tenant in accordance with 49 CFR 24.204(a) where the owner is willing to participate in the program and the period of authorized assistance is at least 42 months.
- **URA voluntary acquisition— homebuyer primary residence purchase:** Grantees may implement disaster recovery program activities that provide financial assistance to eligible homebuyers to purchase and occupy residential properties as their primary residence. Such purchases are generally considered voluntary acquisitions under the URA and subject to the URA regulatory requirements at 49 CFR 24.101(b)(2). For CDBG–DR, 49 CFR 24.101(b)(2) is waived to the extent that it applies to a homebuyer, who does not have the power of eminent domain, and uses CDBG–DR funds in connection with the voluntary purchase and occupancy of a home the homebuyer intends to make their primary residence. This waiver is necessary to reduce burdensome administrative requirements for homebuyers following a disaster. Tenants displaced by these voluntary acquisitions may be eligible for relocation assistance.
- **CDBG displacement, relocation, acquisition, and replacement housing program regulations - Optional relocation assistance:** The regulations at 24 CFR 570.606(d) are waived to the extent that they require optional relocation policies to be established at the grantee level. Unlike with regular CDBG programs, states may carry out disaster recovery activities directly or through subrecipients, but 24 CFR 570.606(d) does not account for this distinction. This waiver makes clear that grantees receiving CDBG–DR funds may establish optional relocation policies or permit their subrecipients to establish separate optional relocation policies.

The written policy must:

Be available to the public, describe the relocation assistance that the grantee, state recipient (i.e., a local government receiving a subgrant from the state through a method of distribution), or subrecipient (as applicable) has elected to provide, and provide for equal relocation assistance within each class of displaced persons according to 24 CFR 570.606(d). This waiver is intended to provide states with maximum flexibility in developing optional relocation policies with CDBG–DR funds.

- **Waiver of Section 414 of the Stafford Act:** Section 414 of the Stafford Act (42 U.S.C. 5181) provides that “Notwithstanding any other provision of law, no person otherwise eligible for any kind of replacement housing payment under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91–646) [42 U.S.C. 4601 et seq.] [“URA”] shall be denied such eligibility as a result of his being unable,



because of a major disaster as determined by the President, to meet the occupancy requirements set by [the URA].”

Accordingly, homeowner occupants and tenants displaced from their homes as a result of the identified disasters and who would have otherwise been displaced as a direct result of any acquisition, rehabilitation, or demolition of real property for a federally funded program or project may become eligible for a replacement housing payment notwithstanding their ability to meet occupancy requirements prescribed in the URA.

Section 414 of the Stafford Act and its implementing regulation at 49 CFR 24.403(d) (1) are waived to the extent that they would apply to real property acquisition, rehabilitation, or demolition of real property for a CDBG-DR funded project commencing more than one year after the date of the latest applicable Presidentially declared disaster undertaken by the grantees, or subrecipients, provided that the project was not planned, approved, or otherwise underway before the disaster.

B. RARAP Displacement Policy

The definition of a displaced person is any person (family, individual, business, nonprofit organization, or farm) that moves from real property or moves his or her personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition, or acquisition for an activity assisted under CDBG-DR activities.

Low-income households permanently displaced as a result of CDBG-DR activities will be provided with relocation assistance under the HCDA and URA. Those households that are displaced but not low-income may be provided relocation assistance as needed, within the limitations of the allocation and to the extent that it is allowed as per the URA and implementing regulations at 49 CFR Part 24.

Note that any person voluntarily participating in the DHSEM housing recovery program or any person who voluntarily vacates their property or sells their property as part of a buyout program is generally not considered a displaced person entitled to URA benefits. However, there may be special circumstances in which such a person might be eligible for URA benefits. These situations will be investigated on an individual basis, as may be necessary.

C. Acquisition

Acquisition of real property falls under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended. Acquisition includes real property acquisitions, permanent or temporary easements and long-term leases of 50+ year.

Grantees will be responsible for the following procedures:

- All real property acquisition activities must be accurately identified at application submission or with any modification submission.



- Refer to the HUD URA chart for voluntary or involuntary acquisitions. See Attachment A, General URA Acquisition Process.
- Identify if the acquisition is voluntary or involuntary. See Attachment B and C, Acquisition Tip Sheets, Voluntary or Involuntary
- Provide the appropriate Notices. See Attachments D and E, Voluntary Acquisition Notices (e.g., with or without Eminent Domain Powers) or Involuntary Notices and appropriate documentation (e.g., Notice of Interest, Appraisal(s), Appraisal Review(s), Offer of Just Compensation, Summary Statement, Proof of Acquisition and Payment e.g., HUD-1/Court documents
- Obtain Appraisals as required or requested
- Complete the required Individual Property File Acquisition Checklist. See Attachment F (This individual checklist is required for every acquisition and will be submitted with the Monitoring Activity Report (MAPR)).

D. Relocation Assistance

A displaced person may choose to receive advisory services, reasonable moving expenses and security deposits and credit checks, interim living costs for actual reasonable out-of-pocket costs incurred in connection with the displacement including moving expenses, and replacement housing assistance as described above and in the Housing Program Policies and Procedures.

If the property is occupied at the time the property has been identified for acquisition, the property owner as well as any tenants may be eligible for Relocation Assistance. Grantees will be responsible to follow the following procedures:

- Must provide the General Information Notice (GIN). These notices are available on the NM Public Notice [Site](#) as well as the HUD website at : http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780 and be delivered in accordance with 49 CFR 24.5
- Must provide relocation advisory services to displaced tenant and owner occupants in accordance with 49 CFR 205(c)
- Provide a minimum 90 days written notice to vacate subsequent to providing a Notice of Eligibility to the occupant (49 CFR 24.203 (b)-(c) and prior to requiring possession both in accordance with 49 CFR 24.5
- Reimburse moving expenses in accordance with 49 CFR 24.301-302
- Provide payment for added costs of renting or purchasing comparable units in accordance with 49 CFR 24 Subpart E-F
- Refer to the Relocation Assistance Tip Sheet (Displaced Individuals). See Appendix G



1. Non-Residential Displacement (Businesses, Farms, and Non-Profit Organizations)

Grantees will be responsible for the following procedures:

- Must provide the General Information Notice (GIN). These notices are available on the New Mexico Public Notice website at www.newmexicopublicnotices.com as well as the HUD website at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780
- Provide relocation advisory services
- Provide Notice of Eligibility
- Provide a minimum of 90 days written notice to vacate prior to requiring possession
- Reimburse moving expenses and reestablishment expenses

E. Minimizing Displacement

DHSEM's goal with all program activities is to minimize displacement and provide appropriate URA assistance to tenants and residents who will be permanently relocated as the result of a program activity.

The following steps will be taken, where applicable, to minimize direct and indirect displacement of persons from their homes and/or business. Subrecipients must include the steps noted below in their local Residential Anti-Displacement and Relocation Plan (RARAP). Applicability of items on this checklist is dependent upon the project objectives and related feasibility of each action.

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Consider effect of tax policies which impact property tax assessments for lower income owner-occupants or tenants affected by the disaster.
- Adopt policies which provide reasonable protections for tenants residing in affected properties.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex as long as possible during and after rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.



- Establish or utilize approved local counseling centers to provide homeowners and tenants with assistance to understand their options and implement their choices in the face of displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable “dwelling units” (as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project to avoid displacement that is unnecessary.

F. Department of Homeland Security and Emergency Management (DHSEM) Procedures

Grantees will be required to identify all activities involving acquisition when applying for funding. The Individual Property Acquisition File Checklist as well as the other information will be reviewed during the remote monitoring process. Any issues identified during the review will result in additional technical assistance to the grantee to ensure compliance.

VII. ROLES AND RESPONSIBILITIES

Stakeholder	Roles & Responsibilities
DHSEM	Coordinate with all subrecipients, implementation vendors, and DHSEM departments to minimize displacement. Use DHSEM’S RARAP to ensure URA requirements are met.
Subrecipients	Adopt DHSEM’s Residential Anti-Displacement and Relocation Assistance Plan or establish separate optional relocation policies prior to undertaking any activity assisted with funding from CDBG-DR

VIII. CONFLICTS OF INTEREST AND MODIFICATIONS

To maintain the highest standards of integrity, all stakeholders, including DHSEM staff, subrecipients, contractors, and partners, must adhere to strict conflict of interest guidelines and the Conflict of Interest Policy.



Individuals involved in the decision-making or procurement processes must disclose any personal or financial interests that might influence their objectivity in fulfilling URA and RARAP objectives. This requirement is crucial to ensuring that all actions taken under the URA and RARAP Policy are impartial and align with the principles of fairness and equity. Regular training will reinforce these standards and help identify and address potential conflicts proactively.

The URA and RARAP Policy is subject to continuous evaluation and refinement to adapt to changing legal requirements and community needs. Annual reviews, based on comprehensive feedback from stakeholders and affected communities, facilitate necessary modifications to enhance policy effectiveness. Modifications are implemented in a structured manner, ensuring alignment with both federal mandates and local objectives. All changes are documented, disseminated across all levels of involvement, and incorporated into subsequent training sessions, preserving the policy’s integrity and responsiveness to emerging challenges.

IX. DOCUMENTATION & RECORDKEEPING

All records related to the CDBG-DR Program must be retained for a minimum of three years from the date of submission of the final expenditure report, or longer if required due to audits, litigation, or other federal mandates. Records include financial documents, programmatic files, beneficiary data, and correspondence. Subrecipients must maintain organized and accessible files to support compliance with 2 CFR §200.334. Records related to real property and equipment must be retained for three years after final disposition. Electronic and physical records must be protected against unauthorized access and maintained in accordance with applicable privacy and security standards. Extensions to retention periods will be honored when formally requested by federal oversight entities.

Each project file where URA and/or RARAP is triggered must include copies of all notices, tenant communication, benefit determinations, appeals, and payments, as applicable.

X. REFERENCES

Executive Order, Federal and State Laws and Regulations	Description
Universal Notice (<i>90 FRN 1754</i>)	A standardized rulebook for using CDBG-DR funds, creating consistent processes, waivers, and timelines for disaster recovery to speed up aid after presidential disasters by streamlining grant application (Action Plan) and fund distribution.
Uniform Relocation Assistance and Real Property Acquisition	Ensures fair, consistent treatment for people displaced by federally funded projects, requiring agencies to provide relocation payments, comparable replacement housing, and assistance for moving; establishes strict rules for property



Policies Act of 1970 (URA), as amended	acquisition, appraisals, and negotiations for "just compensation".
URA Regulations (49 CFR Part 24)	Sets federal standards for property acquisition and relocating people (homeowners, tenants, businesses) displaced by federally funded projects, ensuring fair compensation and assistance.
24 CFR Subpart C, Section 104(d)	Implements requirements from the Housing and Community Development Act for HUD programs like CDBG & HOME, focusing on Relocation Assistance for lower-income tenants displaced by demolition/conversion.
24 CFR Part 42	Contains HUD regulations for Displacement, Relocation Assistance, and Real Property Acquisition.
24 CFR 570.606(d)	Describes the optional relocation assistance available for people displaced by CDBG activities that aren't covered by mandatory anti-displacement rules or the URA.
49 CFR Part 24 Subpart B	Details the Real Property Acquisition rules for federal and federally-assisted projects.
49 CFR Part 24 Subpart D	Details the financial assistance for moving and related expenses for people and businesses displaced by federally funded projects, covering actual reasonable costs, fixed payments (residential/nonresidential), reestablishment costs for businesses, and discretionary payments for utilities.
49 CFR Part 24 Subpart E	Details Replacement Housing Payments (RHPs).
49 CFR Part 24 Subpart F	Details the specific relocation assistance rules for people displaced from mobile homes and/or their sites due to federally funded projects.
49 CFR 24.101(b)(1)-(5)	Outlines exceptions for when full URA acquisition rules don't apply to federally-funded projects, primarily focusing on voluntary acquisitions where there's no eminent domain threat and specific conditions are met.
49 CFR 24.401	details the Replacement Housing Payment (RHP) for 90-day homeowner-occupants.



49 CFR 24.402	Outlines Replacement Housing Payments (RHP) for 90-Day tenant or homeowner Occupants.
49 CFR 24.404(a)(2)	Describes a condition for providing "Last Resort Housing" under the URA, specifically when an agency determines that little or no comparable housing exists in the entire project area.
88 FR 32046	Provides URA and Section 104(d) waivers and alternate requirements.

XI. APPENDICES

The appendix contains supplementary material which forms a part of this document but is not essential for its completeness, containing supporting information and will appear in this section.

Form Name, Process Map Name, OR Document Name	Link to Document
HUD Handbook 1378 Tenant Assistance, Relocation, and Real Property Acquisition	https://www.hud.gov/hudclips/handbooks/cpd#1378-0
Appendix A: General URA Acquisition Process / Relocation Process	https://www.hud.gov/sites/documents/1378x1cpdh.pdf
Appendix B: Acquisition Tip Sheet (Voluntary)	Included in appendices
Appendix C: Acquisition Tip Sheet (Involuntary)	Included in appendices
Appendix D: Sample Voluntary Acquisition Notice (w/o Eminent Domain)	Included in appendices
Appendix E: Sample Voluntary Acquisition Notice (w/ Eminent Domain)	Included in appendices
Appendix F: Individual Property File Acquisition Checklist	Included in appendices
Appendix G: Relocation Assistance Tip Sheet	Included in appendices

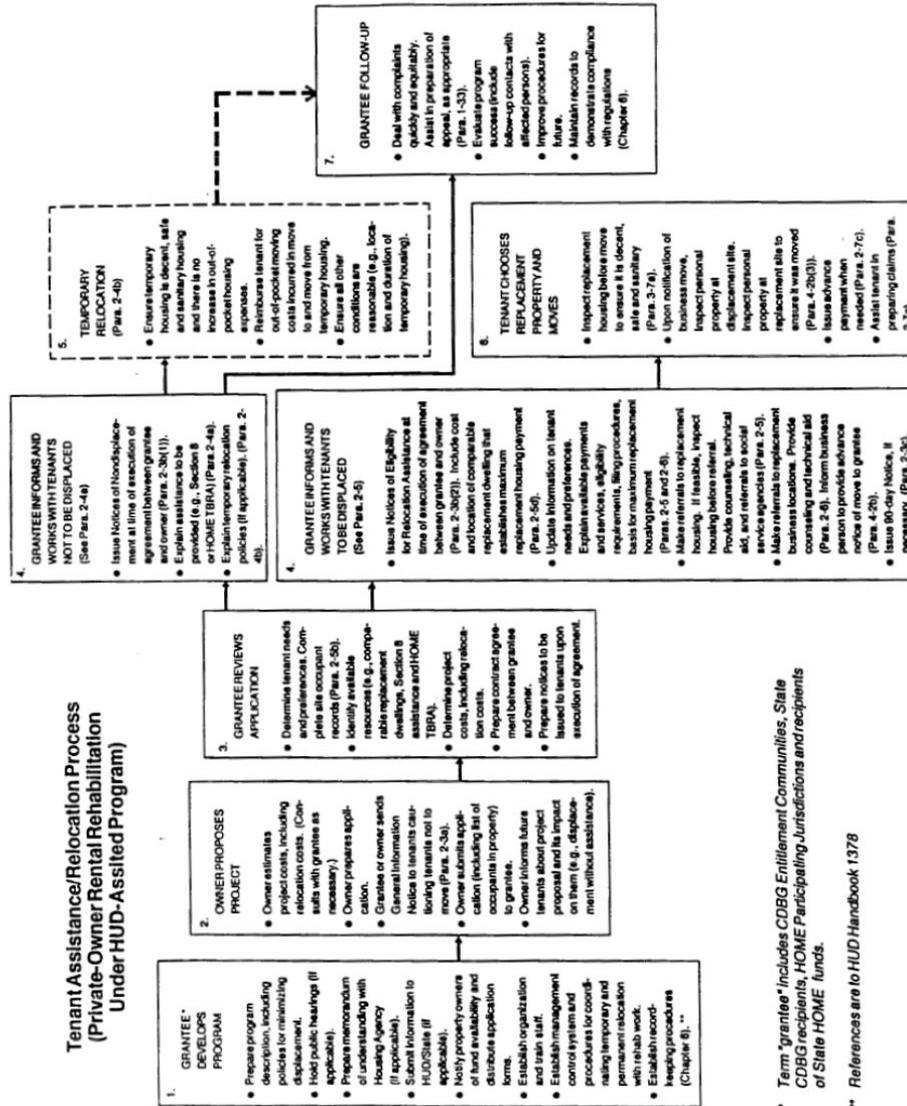


Appendix H: Clearance Tip Sheet	Included in appendices
Appendix I: Clearance Economic Viability Certification	Included in appendices
Appendix J: HUD Summary of Differences Between URA and 104(d) Relocation Assistance	Included in appendices



Appendix A: General URA Acquisition Process/Relocation Process

Handbook 1378 CHG-3
Appendix 1





Appendix B: Acquisition Tip Sheet (Voluntary)

Property Address:	
1. What is the type of property?	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural
2. Is the property to be acquired part of an intended, planned, or designated project area?	<input type="checkbox"/> Yes (Contact Grant Manager) <input type="checkbox"/> No
3. Is the property currently occupied?	<input type="checkbox"/> Yes (Contact Grant Manager) <input type="checkbox"/> No
a. If the property is vacant, how long has it been vacant?	_____*
4. Is the property a rental unit?	<input type="checkbox"/> Yes (Contact Grant Manager) <input type="checkbox"/> No
a. How many tenants?	_____
b. Have the tenants been informed of their rights under the URA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Has the Grantee or Subrecipient agreed not to use its Eminent Domain authority, if applicable?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (Contact Grant Manager)
6. Has the Grantee or Subrecipient provided the owner with a Voluntary Acquisition Notice?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (Contact Grant Manager)
7. Has the Grantee or Subrecipient informed in writing the owner of the property's estimated market value?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (Contact Grant Manager)
8. Have negotiations between the owner and	<input type="checkbox"/> Yes



Grantee/Subrecipient been successful?	<input type="checkbox"/> No (Contact Grant Manager)
9. Has the closing for the property occurred?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Supporting documentation must be in file and available for DHSEM. Supporting documentation may include, but is not limited to: pictures, letters, maps, files, Clearance Economic Viability Certification, Relocation Checklist, Acquisition Checklist, affidavits, etc.



Appendix C: Acquisition Tip Sheet (Involuntary)

Property Address:	
1. What is the type of property?	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural
2. Is the property to be acquired part of an intended, planned, or designated project area?	<input type="checkbox"/> Yes (Continue to Question 3) <input type="checkbox"/> No (Contact Grant Manager)
3. Is the property currently occupied?	<input type="checkbox"/> Yes (Contact Grant Manager) <input type="checkbox"/> No
a. If the property is vacant, how long has it been vacant?	_____*
4. Is the property a rental unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. How many tenants?	_____
b. Have the tenants been informed of their rights under the URA?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Contact Grant Manager)
5. Has a <i>Notice of Intent to Acquire</i> been sent to the property owner?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (Contact Grant Manager)
6. Has an appraiser been procured?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
a. Did the procurement follow the HUD Guidelines?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (Contact Grant Manager)



7. Was the property owner afforded an opportunity to review the appraisal?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
a. Did the property owner request a 2nd appraisal?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
8. Has an estimate of just compensation been established for the property?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
9. Has the property owner been provided with a written offer and summary state for the property?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
10. Have negotiations been initiated?	<input type="checkbox"/> Yes (Please provide date _____) <input type="checkbox"/> No
a. If applicable, have tenants been informed if they will be displaced or not?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
11. Have negotiations been successful and the sale completed?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (Contact Grant Manager)
a. Is an administrative settlement being considered?	<input type="checkbox"/> Yes (Contact Grant Manager) <input type="checkbox"/> No (Contact Grant Manager)
b. Is the eminent domain process being considered, if applicable?	<input type="checkbox"/> Yes (Contact Grant Manager) <input type="checkbox"/> No (Contact Grant Manager)

*Supporting documentation must be in file and available for DHSEM. Supporting documentation may include, but is not limited to: pictures, letters, map, files, Clearance Economic Viability Certification, Relocation Checklist, Acquisition Checklist, affidavits, etc.



Appendix D: Sample Voluntary Acquisition Notice (w/o Eminent Domain)

Informational Notice
(Grantee or Subrecipient with Eminent Domain Authority)

Grantee or Subrecipient Letterhead

[DATE]

Dear [NAME]:

[NAME OF GRANTEE OR SUBRECIPIENT] is interested in acquiring property you own at [ADDRESS] for a proposed project, which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the [PROGRAM NAME] program.

Please be advised that, [GRANTEE OR SUBRECIPIENT] possesses eminent domain authority to acquire property; however, in the event you are not interested in selling your property, or if an amicable agreement for your property cannot be reached, [GRANTEE OR SUBRECIPIENT] will not pursue the acquisition under eminent domain.

Your property is not a necessary part of the proposed project and is not part of an intended, planned, or designated project area where substantially all of the property within the area is to be acquired.

We are prepared to offer you [\$] to purchase your property. We believe this amount represents the current market value of your property. Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner-occupants who move as a result of a voluntary acquisition are not eligible for relocation assistance.

If you have any questions about this notice or the proposed project, please contact [NAME], [TITLE], [ADDRESS], [PHONE].

Sincerely,

[NAME AND TITLE]



Appendix D Notes

1. The case file must indicate the manner in which the notice was delivered (e.g.) certified mail, return receipt requested) and the date of delivery.
2. Tenant occupants displaced as a result of a voluntary acquisition may be entitled to URA relocation assistance and must be so informed per 49 CFR 24.2(a)(15)(iv)—Initiation of Negotiations, and 49 CFR 24 Appendix A-24.2(a)(15)(iv).
3. This guideform may only be used if **all** of the requirements of 49 CFR 24.101(b)(1)(i)-(iv) are met.
4. This is a guideform. It should be revised to reflect the circumstances.



Appendix E: Sample Voluntary Acquisition Notice (w/ Eminent Domain)

Informational Notice
(Grantee or Subrecipient without Eminent Domain Authority)

Grantee or Subrecipient Letterhead

[DATE]

Dear [NAME]:

[GRANTEE OR SUBRECIPIENT] is interested in acquiring property you own at [ADDRESS] for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD).

Please be advised that [GRANTEE OR SUBRECIPIENT] does not have the authority to acquire your property by eminent domain. In the event we cannot reach an amicable agreement for the purchase of your property; we will not pursue this proposed acquisition.

We are prepared to offer you [\$] to purchase your property. We believe this amount represents the current market value of your property. Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner-occupants who move as a result of a voluntary acquisition are **not** eligible for relocation assistance.

If you have any questions about this notice or the proposed project, please contact [NAME], [TITLE], [ADDRESS], [PHONE].

Sincerely,

[NAME AND TITLE]



Appendix E Notes

1. The case file must indicate the manner in which this notice was delivered e.g. certified mail, return receipt requested) and the date of delivery.
2. Tenant occupants displaced as a result of voluntary acquisition may be entitled to URA relocation assistance and must be informed per 49 CFR 24.2(a)(15)(iv)—Initiations of negotiations and 49 CFR 24 Appendix A-24.2(a)(15)(iv).
3. This is a guideform. It should be revised to reflect the circumstances.



Appendix F: Individual Property File Acquisition Checklist

Project:		Preliminary Title Opinion DD/MM/YYYY _____		
Acquisition Case Number:		Property Survey DD/MM/YYYY _____		
Address of Property Proposed for Acquisition:		Request for Environmental Review DD/MM/YYYY _____		
		Environmental Clearance DD/MM/YYYY _____		
		LBP Test Requested (if applicable) DD/MM/YYYY _____		
Property Owner:		If Decision Not to Acquire DD/MM/YYYY _____ Why? _____		
Acquisition Actions	Amount	Date of Action	Date of Action	Relocation Actions (if applicable)
Initial Contact With Owner		DD/MM/YYYY	DD/MM/YYYY	Occupant Survey
Letter of Interest/Notice to Owner <i>Voluntary of Involuntary Notice</i>		DD/MM/YYYY ↔ DD/MM/YYYY		1) General Information Notice(s)
Brochure Information provided w/ Letter		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Brochure info. Provided w/Notice
			DD/MM/YYYY	--Receipt(s) to prove delivery
Invitation to Accompany Appraiser (if applicable)		DD/MM/YYYY		
Appraisal (if applicable)	\$	DD/MM/YYYY		
Review Appraisal (if applicable)	\$	DD/MM/YYYY		
Establishment of Just Compensation	\$	DD/MM/YYYY		



Offer Letter	\$	DD/MM/YYYY↔DD/MM/YYYY		2) Initiation of Negotiation Notice(s)
Summary Statement Included		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Notice of Eligibility
Admin. Settlement (if applicable)	\$	DD/MM/YYYY		<input type="checkbox"/> Notice of Nondisplacement
Eminent Domain Filed (if applicable)		DD/MM/YYYY	DD/MM/YYYY	--Receipt(s) to prove delivery
Court Decision Rendered (if applicable)		DD/MM/YYYY	Relocation case files related to this acquisition:	
Amount of Court Award (if applicable)	\$			
Closing/Settlement Statement		DD/MM/YYYY		
Proof of Title (Doc.):		DD/MM/YYYY		
Final Title Opinion		DD/MM/YYYY		
Date Title Document Recorded		DD/MM/YYYY		
Acquisition Payment/Court Deposit	\$	DD/MM/YYYY		

NOTE: The symbol “↔” is inserted at these two stages to remind displacing agencies that these notices are to be sent simultaneously.



Appendix G: Relocation Assistance Tip Sheet (Displaced Individuals)

Property Address:	
1. As part of your CDBG project, will any below Fair Market Rent units be demolished or converted?	<input type="checkbox"/> Yes (104d apply; proceed to Question 2) <input type="checkbox"/> No (104d do not apply)
2. Has the grantee or subrecipient adopted a 104(d) Residential Anti-displacement and Relocation Assistance Plan?	<input type="checkbox"/> Yes (If yes, proceed to Question 3) <input type="checkbox"/> No (Contact your Grant Manager)
3. Has a survey been conducted to determine if income and occupancy needs will allow any tenants to remain, and what the replacement housing needs are for those who must move?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (If no, stop project, and conduct survey)
4. Has the applicable General Information Notice (GIN) been provided to each resident, at application submission?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (Contact your Grant Manager)
5. Has a URA Brochure been provided to those residents who must move?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (If no, please provide brochure)
6. If applicable, has a 104(d) Brochure been provided to those residents who must move?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (If no, please provide brochure)
7. Has a Move-In Notice been provided to all new tenants?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (If no, please send notice to all tenants)
8. Has a purchase agreement been executed??	<input type="checkbox"/> Yes (If yes, please proceed to Question 8a) <input type="checkbox"/> No
a. Has a Notice of Eligibility for URA Assistance been provided to the tenants?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (If no, please send notice to all tenants)



b. Has a Notice of Eligibility for 104(d) Assistance been provided to the tenants, if applicable?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (If no, please send notice to all tenants)
9. Has a 90-day Notice been sent to the tenants?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (If no, please send notice to all tenants)
10. Has the family been provided with a 42-Month Replacement Housing Payment and Moving Expense Payment?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (Contact your Grant Manager)

*Supporting documentation must be in file and available for DHSEM. Supporting documentation may include, but is not limited to: pictures, letters, maps, files, Clearance Economic Viability Certification, Relocation Checklist, Acquisition Checklist, affidavits, etc.



Appendix H: Clearance Tipsheet

Property Address:	
1. What is the type of property?	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural
2. Will the property be acquired?	<input type="checkbox"/> Yes (Contact your Grant Manager) <input type="checkbox"/> No (Proceed to Question 3)
3. Is the property currently occupied?	<input type="checkbox"/> Yes (If yes, proceed to Question 4) <input type="checkbox"/> No (If no, proceed to Question 3a)
a. If the property is vacant, how long has it been vacant?	_____*
4. Is the property a rental unit?	<input type="checkbox"/> Yes (If yes, provide # of units) _____ <input type="checkbox"/> No
5. Is the property owner able to be located?	<input type="checkbox"/> Yes (If yes, proceed to Question 5a) <input type="checkbox"/> No*
a. Is this the property owner's primary residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does the property have a history of code violations?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
7. Has the property been condemned, because it is not fit for human occupancy?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (Proceed to Question 8)
8. Has the property been identified as a blighting influence on the community?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Contact your Grant Manager)



9. Has the Grantee adopted a “Residential Anti-Displacement and Relocation” plan?	<input type="checkbox"/> Yes (If yes, date of adoption) _____ <input type="checkbox"/> No
10. Has the public (including the owner and/or tenant) been notified of the intention to demolish the structure?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (Contact your Grant Manager)
11. Has the property owner or tenant(s) been determined to be low-and moderate-income?	<input type="checkbox"/> Yes (If yes, proceed to Question 12) <input type="checkbox"/> No
12. Has it been determined that the “After-rehab” value of the property is less than the cost to rehabilitate?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
13. Has the NEPA environmental review been completed and approved by DHSEM?	<input type="checkbox"/> Yes (If yes, please provide date of RROF) _____ <input type="checkbox"/> No (What is the timeline for completion?)
a. Has the State Historic and Museum Commission reviewed the property and approved of the demolition?	<input type="checkbox"/> Yes* <input type="checkbox"/> No (What is the timeline for completion?)
14. Is there an intended reuse of the property?	<input type="checkbox"/> Yes (If yes, proceed to 14a) <input type="checkbox"/> No
a. Does the intended reuse meet a National Objective?	<input type="checkbox"/> Yes (Contact your Grant Manager) <input type="checkbox"/> No (Contact your Grant Manager)

Additional Information (if necessary, use more than one page):

*Support Documentation Must Be In File and Available for DHSEM – Support Documentation may include, but is not limited to: pictures, letters, maps, files, Clearance Economic Viability Certification, Relocation Checklist, Acquisition Checklist, affidavits, etc.



Appendix I: Clearance Economic Viability Certification

Clearance Economic Viability Certification

In order to determine no viable housing units are being taken out of circulation, [GRANTEE or SUBRECIPIENT] certifies that the cost to demolish the property located at [ADDRESS], rather than rehabilitate it, is the economically feasible option.

The [GRANTEE or SUBRECIPIENT] certifies that it has employed an individual/agency with knowledge of housing rehabilitation costs and has determined that the cost estimate for rehabilitation of the property is [\$].

The [GRANTEE or SUBRECIPIENT] certifies that it has employed an individual/agency with knowledge of the local real estate market, to determine the after-rehab value of the property is [\$].

The [GRANTEE or SUBRECIPIENT] certifies the following support documentation has been collected and is attached to the certification:

- Cost estimate for rehabilitation from an individual/agency with knowledge of housing rehabilitation costs
- Listing of comparable properties, which were used to justify the after-rehab value of the property

The [GRANTEE or SUBRECIPIENT] certifies that all supporting documentation related to this determination will be maintained in a project file available for review by DHSEM staff.

[SIGNATURE]
[CHIEF ELECTED OFFICIAL NAME AND TITLE]
[DATE]

DHSEM STAFF ONLY

The information provided by the [GRANTEE] has been reviewed and it has been determined that it is economically infeasible to rehabilitate the property.

[SIGNATURE]
[GRANT MANAGER NAME AND TITLE]
[DATE]



Appendix J: HUD Summary of Differences between URA and 104(d) Relocation Assistance

PART I. ELIGIBILITY

Subject	URA Regulations	Section 104(d)
Displaced Person	<ul style="list-style-type: none"> Residential tenants and homeowner occupants Nonresidential owners and tenants (businesses, non-profits & farms) 	<p>Only residential tenants are covered</p> <p>Other displaced persons (e.g., homeowners) may be eligible under URA provisions.</p>
Income Requirements	No income requirements, covers persons of all income levels.	Only lower-income (LI) residential tenants
Persons displaced by <u>acquisition</u>	Eligible for assistance.	NA (unless housing units are demolished or LI units are converted ¹)
Persons displaced by <u>rehabilitation</u>	Eligible for assistance.	NA (unless LI units are converted as a result of rehabilitation)
Persons displaced by <u>demolition</u>	Eligible for assistance.	Displaced LI residential tenants are eligible.
Persons displaced by <u>conversion</u> of lower income dwelling	NA (provided no acquisition, rehabilitation, or demolition involved)	Displaced LI tenants eligible only if market rent (including utilities) of the displacement dwelling did not exceed the FMR before conversion.

¹ Conversion (1) This term means altering a housing unit so that it is: (s) Used for non-housing purposes; (ii) Used for housing purposes, but no longer meets the definition of lower-income dwelling unit; or (iii) Used as an emergency shelter. See 24 CFR 42.305.

Ex. 7-1-1 [09/11]



PART II. RELOCATION ASSISTANCE FOR DISPLACED RESIDENTIAL TENANTS

Subject	URA Regulations	Section 104(d)
Advisory Services	Comprehensive services provided.	Same as URA.
Rental Assistance	Payment equals 42 x monthly rental assistance payment	Payment equals 60 x monthly rental assistance payment
Monthly Rental Assistance Payment	<p>Monthly difference between the lesser of:</p> <ul style="list-style-type: none"> • Old rent/utility costs; • 30% of gross monthly income (if low income); • Welfare rent (as paid) <p>And</p> <p>Monthly rent/utility costs of the lessor of:</p> <ul style="list-style-type: none"> • Comparable or • DSS replacement dwelling occupied 	<p>Monthly difference between Total Tenant Payment² (TTP), the greater of:</p> <ul style="list-style-type: none"> • 30% of adjusted monthly income, • 10% of gross monthly income; • Welfare rent (as paid); • Minimum Rent (PHAs) <p>And</p> <p>Monthly rent/utility costs for the lesser of:</p> <ul style="list-style-type: none"> • comparable or • DSS replacement dwelling occupied
Use of Government Housing Assistance (Vouchers, etc.)	<p>If displaced residential tenant is not currently receiving government housing assistance, cash replacement housing payment is required (person may accept government housing assistance, if available).</p> <p>If displaced person is currently in government assisted housing, must be offered a government assisted rental, unless one is not available.</p>	<p>Agency may offer Housing Choice Voucher (Section 8) assistance in lieu of cash replacement housing payment under 104(d).</p> <p>However, LI tenants may request assistance calculated under URA instead.</p>



Pay Security Deposit	Only if non-refundable.	Payment required
Downpayment Assistance	Payment equals 42 x monthly rental assistance payment.	Downpayment Assistance
Moving and Related Expenses	Displaced person may choose: <ul style="list-style-type: none"> • Payment for actual moving and related expenses; • Fixed Residential Moving Cost Schedule; • or in some cases, a combination of both. 	Same as URA.

² See 24 CFR 5.628 for the definition of Total Tenant Payment (TTP).
Ex. 7-1-2