**Relationship Managers’**

**URA Pre-requisite List**

The purpose of this handout is to provide Relationship Managers with a list of URA pre-requisite items related to a residential acquisition project that may entail the relocation of residential tenants. There are three main components of URA: 1 – acquisition, 2 – demolition/conversion of low-income residential units and 3 – relocation. URA is triggered when federal funds are used on any one of these components. URA regulation (49 CFR 24) establishes when documents must be received. Items are listed below by a triggering event. *Disclaimer: This handout is subject to periodic updates.*

**Part I – Acquisition**

***Triggering Event: Application***

* Copy or access to Application
	+ Project Summary
	+ Site Map
	+ Survey
	+ Initial Budget
* Appraisal
* URA Assurance Letter
* Notice to Seller (or Notice of Interest, if applicable)
* Foreclosure Occupancy Certification (*Only vacant foreclosed residential properties with a structure*)
* Seller’s Occupancy Certification
* Initial Title Opinion (Report/Commitment)
* PNFDF
	+ Fact Sheet
	+ Budget/Funding Sources/Uses (allocation)

***Triggering Event: After Council (Closing)***

* Deed
* Settlement Statement (Seller/Buyer Closing Disclosure)
* Purchase Agreement / Earnest Money Contract
* Title Policy
* Authority to Use Grant Funding (AUGF)/Environmental Clearance

**Part II – Demolition and/or Conversion**

***Triggering Event: Application***

* One for One Replacement Plan
	+ When low-income residential units are demolished or converted for another use, Section 104(d) mandates having a Plan. ***(2017 and 2016 CDBG-DR’s Federal Register has a waiver for one for one replacement of low-income residential units that may apply.)***

**Part III – Relocation**

Additional or other requirements are subject for displaced businesses. Please seek additional information from the URA Grants Management section.

***Triggering Event: Application***

* Relocation Plan
* Relocation Budget
* Initial Rent Roll
* Template of Notices for pre-approval
* After URA approval, General Information Notices (GIN), a copy of GIN countersigned by tenants.

***Triggering Event: After Council (Closing)***

* Notice of Eligibility (NOE)
* 90-day notice (allowed to be combined with NOE)
* Current Rent Roll
* Initial Tenant Status Report (TSR)