Sent by: Certified Mail ☐ or Personally Served ☐

[Date]

[URA Case ID]

[Tenant’s Full Name]

[Tenant’s Mailing Address]

[City, State Zip]

**Re: URA – 30-Day Notice to Vacate**

Dear [Tenant Name]:

On [Date of Tenant GIN], the [Subrecipient/Agency Name] notified you that you may be temporarily displaced from the unit you currently occupy at [real property address]. In such letter, you were also notified that you may be eligible[[1]](#footnote-1) for relocation assistance.

Because this is a federally funded project, you are protected by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (**URA**), as amended, 42 U.S.C. § 4601 *et seq*., and Section 104(d) of the Housing and Community Development Act of 1974 (**HCDA**), as amended, 42 U.S.C. § 5304(d).

**This letter is intended to notify you that you are required to vacate the property by thirty (30) calendar days from the date of this notice**. Your temporary relocation is anticipated to last for approximately [Estimated time for (Program) construction]. You may relocate at any point after receipt of this **thirty (30) day** notice up to the relocation date provided by the Program with no loss of URA eligibility.

Attached you will find information on [Number of Options] comparable replacement dwellings that you may wish to consider for your temporary relocation, along with the calculation table of how the program determined your award. You are not obligated to relocate to any of these proposed properties. Please note that all temporary relocation housing must meet U.S. Housing and Urban Development (**HUD**) decent, safe, and sanitary standards before any replacement housing payments are made.

In accordance with 49 C.F.R. § 24.10, you have the right to file a written appeal with PRDOH in any case when it is believed that PRDOH has failed to properly determine or provide assistance under URA. If you disagree with the determination notified in this letter, you may file a written appeal to the CDBG-DR/MIT Program. Appeals must be submitted within **sixty (60) days** of the date you received this notification and must be sent in writing via electronic or postal mail to:

Email: legalCDBG@vivienda.pr.gov

Postal Mail: Puerto Rico CDBG-DR/MIT Program

 ATTN: URA Appeal-CDBG-DR/MIT Legal Division

 P.O. Box 21365

 San Juan, PR 00928-1365

For more information related to the URA Appeals process, please see the PRDOH Uniform Relocation Assistance Guide & Residential Anti-Displacement and Relocation Assistance Plan (PRDOH URA & ADP Guide) available, in English and Spanish, at [https://cdbg-dr/mit.pr.gov/en/download/ura-adp-guidelines/](https://cdbg-dr.pr.gov/en/download/ura-adp-guidelines/) and [https://cdbg-dr/mit.pr.gov/download/guias-ura-adp/](https://cdbg-dr.pr.gov/download/guias-ura-adp/).

If you have any questions, please contact your URA Case Manager [URA point of contact name] at [URA point of contact Phone] or by email at [URA point of contact Email]. Please save this letter for your records.

Sincerely,

[Digital Signature]

[URA point of contact name and title]

[Name of Agency/Entity/Person]

1. Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States. [↑](#footnote-ref-1)