# URA COMPLIANCE CHECKLIST #3: DONATIONS OF REAL PROPERTY

***Community Development Block Grant - Disaster Recovery/Mitigation***

*This Uniform Relocation Assistance (URA) Compliance Checklist covers the requirements for Subrecipients to complete when an owner is willingly donating their property. This checklist ensures that Subrecipients are properly notifying owners of their rights under URA and waiving their right to receive just compensation for the property.*

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| **INFORMATION** |  |  |  |  |  |  |  |
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| Subrecipient Name/Entity Name |  |  | Subrecipient Point of Contact |  |  | Point of Contact Phone |  |
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|  |  |  |  |  |  |  |  |
| CDBG-DR/MIT Program Name |  |  | Application ID |  |  |  |  |
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| **PROPERTY INFORMATION** |
| Address of Real Property to be Acquired, or Project site |  |  | Property Registry Legal Description (*If available)* |  |  |
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| CRIM Cadastral No. *(If available)* |  |  |  |  |  |
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| **CHECKLIST COMPLETION INFORMATION** |
| Checklist Completed by *(name)* |  |  | Date Checklist Completed  |  |  |  |  |
| QA/QC Reviewer |  |  | Date QA/QC Completed |  |  |  |  |
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| **Instructions**  |
| The Subrecipient must respond *Yes*, *No*, or *N/A* to each line item and provide the supporting documentation to demonstrate each checklist item has been completed. The completed checklist must be submitted for a Quality Assurance and Quality Control (**QA/QC**) review. The QA/QC reviewer must confirm that the Subrecipient has met all required checklist items and provided the corresponding documentation. Any additional comments on the review may be documented at the end of the checklist. |

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| **DONATIONS CHECKLIST** |
| **Description** | **Yes** | **No** | **N/A** | **Comments** | **QA/QC****Pass** | **QA/QC****Fail** |
| 1. Evidence that the owner has been informed of their rights to have the property purchased at market value has been provided.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The property owner has voluntarily waived their rights and released the Subrecipient from its obligation to determine just compensation based upon an appraisal, after being fully informed of their rights under URA, and a donation agreement to this effect has been signed by the owner and the Subrecipient’s representative.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The agreement includes a description and outlines the condition of the property being donated.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The agreement sets forth the nature of the donation and all the notifications provided to the owner pertaining to the acquisition.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The agreement includes the results of the title search and provides the Subrecipient with a title commitment.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The agreement sets forth the conditions under which the closing will take place, along with the costs and adjustments included.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. An appraisal is not needed because it is waived under any of the 49 C.F.R § 24.102(c)(2) exemptions.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The property owner did not release the Subrecipient from its obligation to conduct an appraisal and there are no applicable exemptions under the 49 C.F.R. § 24.102(c)(2), therefore an appraisal was conducted in accordance with URA and Puerto Rico requirements. (*See URA Compliance Checklist #2*)
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. The fair market value of the donation has been established as of the date that the donation becomes effective, or when the equitable title vests in the acquiring agency, whichever is earlier.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. If donations are being made by the elderly, poor, functionally illiterate, or non-English speaking persons, additional steps have been taken to document the efforts made to ensure the owner-occupants understood their rights in order to demonstrate the owner was not persuaded or coerced into the decision.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| 1. A copy of the deed recorded with the local jurisdiction (including the page and liber) for the donated property has been provided to the applicable program team.
 | ☐ | ☐ | ☐ |  | ☐ | ☐ |

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| **QA/QC Reviewer Notes** |
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