**URA Relocation Plan Template**

**Overview**

All activities funded with CDBG-DR and CDBG-MIT funds are subject to the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (**URA**), as amended, 42 U.S.C. § 4601 *et seq*. Each URA Relocation Plan will differ according to the project’s scope and the occupant’s needs. The information below provides a brief overview of the required components of a comprehensive relocation plan. Relocation plans should be compiled by the Subrecipient’s designated Relocation Specialist, in accordance with the U.S. Department of Housing and Urban Development (**HUD**) regulations established for relocation planning, advisory services, and coordination.[[1]](#footnote-1)

**Relocation Plan Content**

**PROJECT SCOPE**

* Provide an overview of the project, including planned construction, rehabilitation, and/or demolition activities, as well as whether voluntary or involuntary acquisition will be occurring. Activity descriptions should be specific, identifying projected challenges in acquisition or relocation activities and outlining the course of action to address them.

**RESPONSIBLE PARTIES**

* Include the responsible parties for execution of the relocation plan (i.e. Relocation Specialist, Project Manager, etc.)

**RELOCATION TIMELINE AND COORDINATION OF RELOCATION ADVISORY SERVICES**

* Provide a clear timeline of relocation activities, along with the expected delivery schedule of required URA notices.
* Include whether temporary relocation and/or permanent displacement will be occurring and the number of tenant households and/or non-residential occupants to be affected.
* Include an estimate of available comparable replacement dwellings in the area, including rental and sales rates for *both* residential and non-residential occupants.
* Establish a summary of the relocation benefits and assistance to be provided based on occupant and relocation type, including the plan for sourcing and offering comparable replacement dwellings.

**OCCUPANT SURVEY(S)**

* The relocation plan must include a summary of the results of the occupant survey where, at a minimum, the information denoted in **Section 10 of** **URA Compliance Checklist #4** has been collected for both residential and non-residential occupants.
* Please include any additional details pertinent to the specific relocation needs of the occupants, as requirements may differ amongst the various occupant and relocation types.

**FINANCIAL PLANNING**

* Provide the project budget, including the costs associated with relocation activities. The project budget must include the proper allocation of resources to ensure URA compliance.
* A plan for disbursement of funds related to permanent and temporary residential relocation is included with the details listed in **Section 13 of URA Compliance Checklist #4**.
* A plan for disbursement of funds related to permanent and temporary (very rare) non-residential relocationis included with the details listed in **Section 14 of URA Compliance Checklist #4** (if applicable).

**RECORDKEEPING**

* Detail the procedures for maintaining records of correspondence, occupant surveys, payments, complaints and appeals.
1. See, 49 C.F.R. § 24.205(a) through (e). All implementing regulations for URA can be found at 49 C.F.R. Part 24. [↑](#footnote-ref-1)