***URA COMPLIANCE CHECKLIST #6: INVOICING FOR ACQUISITIONS***

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| ***Community Development Block Grant for Disaster Recovery/Mitigation***  *This URA Compliance Checklist covers the URA, CDBG-DR/MIT, and local regulatory requirements for Subrecipients in assembling an Invoicing Package to acquire real property for a CDBG-DR/MIT Program-funded project. Subrecipients should complete one of these checklists for each parcel of real property being acquired.*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **INFORMATION** |  | | |  | |  | | |  | | | | |  | |  | | |  | |  |  | | |  | |  | | |  | | | | |  | |  | | |  | | Subrecipient Name/Entity Name | |  | |  | | Subrecipient Point of Contact | | |  | | | | |  | | Point of Contact Phone | | |  | |  | |  | | | | |  | |  | |  | |  | |  | | |  | | | | |  | |  | | |  | | CDBG-DR/MIT Program Name | |  | |  | | Application ID | | |  | | | | |  | |  | | |  | |  | |  | |  | |  | | |  | | | | |  | |  | | |  | | **PROPERTY INFORMATION** | | | | | | | | | | | | | | | | | | | | | Address of Real Property to be Acquired, or Project site | |  | | | | |  | Property Registry Legal Description (*If available)* | | |  | |  | | | | | | | |  | | | | |  | | | | | | | |  | | | | |  | | | | | | | |  | |  | | | | |  |  | | |  | |  | | | | | | | | CRIM Cadastral Number  *(If available)* | |  | | | | |  |  | | |  | |  | | | | | | | |  | |  | | | | |  |  | | |  | |  | | | | | | | | **CHECKLIST COMPLETION INFORMATION** | | | | | | | | | | | | | | | | | | | | | Checklist Completed by *(name)* | |  |  | | Date Checklist Completed | | | | |  | | | | | | |  |  |  | | Program Manager (**PM**) Reviewer | |  |  | | Date PM Review Completed | | | | |  | | | | | | |  |  |  | |  | |  |  | |  | | | | |  | |  | | |  | | | |  | | | | | | | |
| **INSTRUCTIONS** | | | | | | |
| This compliance checklist covers the requirements that Subrecipients must complete before submitting an Invoicing Package for real property acquisition, and the documentation to be included with an invoice for acquiring real property for a CDBG-DR/MIT Program funded project. The Subrecipient should complete this checklist for each parcel of real property being acquired. **The items in bold indicate documentation which must be included with the acquisition Invoicing Package.**  If a Subrecipient wants to use its power of eminent domain and has already completed the applicable URA Compliance Checklists 1-5, these should be first reviewed and approved by PRDOH to confirm URA compliance.  The person completing this checklist must respond *Yes*, *No*, or *N/A* to each line item and have supporting documentation, if applicable, to demonstrate each checklist item has been completed. The PM Reviewer must confirm that the Subrecipient has satisfactorily completed each applicable checklist item. The completed Invoicing Package must be sent to the PRDOH Finance Division for review and approval before payment can be rendered. Any additional comments on the review may be documented at the end of the checklist. This checklist is not intended to describe the physical components of the property that will be acquired. | | | | | | |
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| **ACQUISITION INVOICING PACKAGE CHECKLIST:** | | | | |  |  |
| **Description** | **Yes** | **No** | **N/A** | **Comments** | **PM PM**  **Pass Fail** | |
| 1. URA Compliance Checklist #1, and URA Compliance Checklists #2 through #5, as applicable, have been completed, passed QA/QC review, and all related documents have been included in the system of record for the project file. |  |  |  |  |  |  |
| 1. **A complete copy of the reviewed and approved Appraisal Report for the property to be acquired.** |  |  |  |  |  |  |
| 1. **Copy of the measurement plan (*plano de mensura*), if applicable.** |  |  |  |  |  |  |
| 1. **Copy of Title Study or Registry Certification.** |  |  |  |  |  |  |
| 1. **Copy of the Voluntary Acquisition Notice and mailing evidence, if applicable.** |  |  |  |  |  |  |
| 1. **A signed Purchase Agreement establishing actual sale price and terms of the property acquisition between subrecipient and owner.** |  |  |  |  |  |  |
| 1. **A URA Administrative Settlement Memorandum has been composed by the Subrecipient to explain and justify any amount above appraised value established in the Purchase Agreement.** (*Only required if the purchase price is greater than appraised value*). |  |  |  |  |  |  |
| 1. **A completed Funds Request for Real Property Acquisition Memorandum that is signed by an authorized individual of the municipality or NGO.** |  |  |  |  |  |  |
| 1. An Environmental Review (**ER**) appropriate to the nature and scope of the project related to the property to be acquired that complies with 24 C.F.R. Part 58 has been completed. *(NOTE: Acquiring real property prior to completion of an ER constitutes a choice-limiting action which may make the related project ineligible for CDBG funding)* |  |  |  |  |  |  |
| 1. If an option agreement to secure a property before ER completion was executed in accordance with 24 C.F.R § 58.22(d), **a copy of this option agreement has been included with the Invoice Package.** |  |  |  |  |  |  |
| 1. The option amount to the owner is no more than a nominal amount of the purchase price. |  |  |  |  |  |  |
| 1. **An official Municipal Resolution (if Municipality) or corporate resolution from governing board (if NGO) approving the acquisition of the property for the specific project submitted to the CDBG-DR Program.** |  |  |  |  |  |  |
| 1. If the property was acquired via donation: |  |  |  |  |  |  |
| 1. Was a donation agreement executed and includes a waiver of rights? |  |  |  |  |  |  |
| 1. Was appraisal of the property waived by the property owner? |  |  |  |  |  |  |
| 1. A copy of the donation deed is included. |  |  |  |  |  |  |
| 1. **A copy of URA Compliance Checklist #1, and URA Compliance Checklists #2 through #6, as applicable** |  |  |  |  |  |  |

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| **Reviewer Notes** |
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