



ACQUISITION AND RELOCATION POLICIES & PROCEDURES

These policies & procedures apply to all federally assisted projects that include acquisition, rehabilitation or demolition. Recipients of HOME and CDBG funds (including recipients who initially applied for Affordable Housing Trust Funds but were subsequently awarded federal funds) are responsible for understanding and complying with the following requirements.

URA/Section 104(d) Compliance Timeline

Projects that include Acquisition, Rehabilitation or Demolition:

WHEN	WHO	WHAT
At application	Subrecipient (applicant)	<ol style="list-style-type: none"> 1) Provide site control information (demonstrate that each acquisition either meets a “voluntary” exception or complies with basic URA acquisition requirements). 2) Identify any owners or non-residential entities who will be required to move. 3) May start issuing move-in notices.
Application Review	City of Missoula	<ol style="list-style-type: none"> 1) Complete the Proposed Project URA Review Guide. 2) For projects with owners or non-residential entities who must move, discuss with your HUD relocation specialist. 3) Provide subrecipient the Tenant Tracker Spreadsheet and Record Keeping Guide.
Upon conditional award	Subrecipient	<ol style="list-style-type: none"> 1) Submit a written relocation plan for any project that will include temporary or permanent relocation. Requires identification of relocation resources (e.g., budgeted funds, staff to provide advisory services, suitable temporary units, comparable units for permanent displacement, etc.). 2) Identify all project occupants. 3) Submit copies of issued General Information Notices (GINs). 4) For residential occupants who are not owners, complete and submit the yellow highlighted items of the Tenant Tracker Spreadsheet (<i>Project Overview</i> and <i>Occupancy</i> tabs).
Before award	Subrecipient	Submit draft tenant notices (Notices of Nondisplacement and/or Notices of Eligibility) for issuance at project award.
Before award	City of Missoula	Consider hosting a pre-award conference with the applicant to discuss the relocation plan.
At award	Subrecipient	<ol style="list-style-type: none"> 1) Issue Notices of Eligibility (NOE) to displaced persons

		<ol style="list-style-type: none"> 2) Issue Notices of Nondisplacement to others (including those to be temporarily relocated). 3) Submit updated Tenant Tracker Spreadsheet (add new tenants, complete orange sections and all other known fields).
Quarterly (or monthly) after award	Subrecipient	<ol style="list-style-type: none"> 1) Submit updated Tenant Tracker Spreadsheet. 2) Ensure project files contain support documentation (e.g., copies of leases, income determinations, inspection reports, claim forms, closing docs, etc.). Use Record Keeping Guide. 3) Prior to reimbursement, review packet for each displaced tenant.
Ongoing	City of Missoula	Ensure submission of and review the Tenant Tracker updates and monitor acquisition & relocation actions.
As needed	Subrecipient & City of Missoula	Address complaints and appeals.

[HUD Relocation Handbook 1378](#) includes guideforms for the required notices. Subrecipient may use alternate forms with city approval.

HUD trainings have been made available at: <https://www.hudexchange.info/trainings/ura-the-hud-way/>

For assistance and more information, please contact Kendra Lisum at: lisumk@ci.missoula.mt.us