

# SAMPLE TRAINING CURRICULUM ON THE UNIFORM RELOCATION ACT (URA)

**NOTE TO GRANTEES:** The requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and the Relocation Assistance Plan under section 104(d) of the Housing and Community Development Act of 1974 (HCDA of 1974) are very complicated and technical. When the grantee executes the required certifications, it assures that all statutory and regulatory requirements will be met. Regardless of the tasks delegated to a subrecipient, the grantee remains liable for any costs arising from noncompliance with the law or regulations. For these reasons, HUD believes that few subrecipients will have or acquire the expertise to carry out all these requirements and that generally, it is not in the interest of the grantee to delegate completely the tasks required under these laws. Before conducting any training for subrecipients on this subject, the grantee must decide exactly which functions it will perform and those it expects the subrecipient to perform.

**9:00 a.m. – 9:15 a.m.**

## **Introduction and welcome**

**9:15 a.m. – 10:30 a.m.**

## **Applicable regulatory requirements**

- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)
- Section 104(d) Relocation Requirements (“Barney Frank Amendments” to Title I of the Housing and Community Development Act of 1974)
- Other Relocation Requirements

**10:30 a.m. – 10:45 a.m.**

## **Break**

**10:45 a.m. – 12:00 noon**

## **Roles, procedures, and types of assistance**

### Presentation on grantee and subrecipient roles relative to relocation and real property acquisition:

Functions that the grantee should routinely undertake itself are:

- The issuance of notices of eligibility for relocation assistance.
- The provision of advisory services to businesses.
- Social service referrals for difficult cases.
- Review and approval of relocation claims and processing of relocation payments.
- Processing of appeals.
- Maintaining records sufficient to demonstrate compliance with the relocation and real property acquisition requirements. (To maintain complete records, the grantee will need to be copied on correspondence, etc., from subrecipients.)

Specific functions that subrecipients normally can be expected to perform:

- Identify occupants of the property when consideration of project proposal is initiated (e.g., obtain a copy of “rent roll”).
- Identify persons moving into the property after consideration of the project is initiated.
- Survey tenants to gather information on household size, income, housing needs, and preferences. [Grantee should explain in detail exactly what is expected of subrecipients, e.g., how to survey tenants and collect information on household size, income, etc.]
- Issue general information notice.

- Coordinate with grantee on referrals to suitable and comparable replacement housing and provide transportation to inspect the housing.
- Identify suitable housing for the temporary relocation of persons not displaced.
- Issue timely Notices of Non-displacement.
- Coordinate with the grantee to permit the grantee to issue timely Notices of Eligibility for relocation assistance.
- Coordinate with the grantee to permit timely grantee processing of relocation claims.

[Grantee should supply information booklets, guide form general information notices, and guide form Notices of Eligibility and/or Non-displacement (if applicable) to the subrecipients and answer questions about the materials.]

Additional information on forms and amounts of assistance:

- Discussion of differences in assistance available under 104(d) versus URA: Section 104(d) assistance is similar to that under URA, although Section 104(d) also allows for relocation payments for security deposits and credit checks and provides for replacement housing payments for a longer time period (60 months versus 42 months under URA).
- Discussion of formulas to compute residential relocation assistance payments: moving and related expenses (fixed moving and dislocation allowance or actual moving expenses and related costs); replacement housing payments (URA formula versus Section 104(d) formula).
- Discussion of available Section 8 assistance and HOME tenant-based rental assistance.
- Presentation on specific requirements for temporary residential relocation: notice of non-displacement; definitions of suitable temporary housing; exceptions for owner-occupants.

12:00 noon – 1:00 p.m.

Lunch break

1:00 p.m. – 1:30 p.m.

**Exercise on temporary residential relocation**

Exercise could involve presenting the participants with several brief hypothetical examples of temporary relocation, asking them to comment on process, range, and levels of assistance provided.

1:30 p.m. – 2:00 p.m.

**Presentation on procedures for residential displacement**

Discussion of procedures, including informing occupants and manner of notice; advisory services to persons to be displaced; identification and referrals to comparable replacement housing; moving into replacement housing; processing claims and making payments; appeal procedures; and respective roles of grantee and subrecipient.

2:00 p.m. – 2:45 p.m.

**Exercise on residential displacement**

Participants could be given a scenario involving probable displacement of residential property occupants and asked to describe the process that should be followed to ensure adequate replacement housing and the respective roles of the grantee and the subrecipient in that process. Participants also examine the long- and short-term costs of alternate approaches.

2:45 p.m. – 3:00 p.m.

Break

3:00 p.m. – 3:30 p.m.

**Presentation on requirements and procedures for business relocation**

Discussion of differences between residential and business relocation assistance under URA; differences between actual and fixed payments; business owner options to remain in business or go out of business, and the assistance available in each case; and limits to assistance in finding suitable replacement business locations.

**3:30 p.m. – 4:00 p.m.**

**Exercise on business (nonresidential) relocation**

**4:00 p.m. – 4:30 p.m.**

**Record-keeping requirements for relocation/displacement assistance**

**4:30 p.m. – 5:00 p.m.**

**Summary of key points, additional questions & answers, and feedback**

Grantee should close session by providing name and telephone number of grantee staff member(s) who will be responsible for providing assistance on relocation, property acquisition, and one-for-one housing replacement matters.

## Online HUD Training and Handbook Resources

- [URA the HUD Way](#)

A web-based modular training course providing basic information and resources to HUD grantees and funding recipients on URA requirements.

- [URA the HUD Way Resources](#)

General URA Resources including:

- URA Statute (Law)
- 49 CFR 24 (URA Regulations)
- URA Fixed Residential Moving Cost Schedule
- CPD Notice 14-09 (MAP-21 Guidance)
- HUD Tenant Assistance, Relocation and Real Property Acquisition Handbook 1378 (Policy & Guidance)
- HUD's Acquisition and Relocation Website
- Real Property Acquisition Process Flowchart
- Temporary Relocation
- URA the HUD Way Appeals Process
- URA the HUD Way Recordkeeping Checklist
- Multifamily Accelerated Processing (MAP) Guide 4430.G
- Section 414/Stafford Act—Additional Waivers
- Uniform Act Frequently Asked Questions