

CDBG Required Documentation Checklists

These Acquisition of Real Property checklists should be completed any time an activity includes property acquisition. Complete the checklist for the relevant type of acquisition, either voluntary or involuntary.

As an acquisition-only award must also comply with the eligible activity of the end-use of the property, this checklist should be completed as a supplement to the checklist associated with the end-use of the property. For example, if CDBG funds are used for the acquisition of a property for LMI housing, complete this checklist for the acquisition, and use the Housing Project Checklist for all other compliance.

Please note: Grantees must not submit sensitive Personal Identifying Information (PII). This may include a combination of first and last names, social security numbers, birthdates, addresses of employees, etc. Documentation containing sensitive PII must either be de-identified or redacted. Any documentation containing sensitive PII submitted via the eCivis Grants Management System will be immediately returned without further review so that grantee can remove and replace with documentation that does not contain sensitive PII.

Acquisition of Real Property
Requirements if Acquisition of Real Property is involved (and applicant has eminent domain rights). This checklist ALSO applies to public improvements and facilities, housing, and economic development projects involving acquisition, including acquisition of easement.
Voluntary Acquisition - meets all requirements of 49 CFR 24.101 (b)(1)(i-iv)
Confirm that program clearly documents that:
<input type="checkbox"/> No specific site required
<input type="checkbox"/> Not part of planned project area with multiple sites
<input type="checkbox"/> Will not be acquired if unable to agree to price and terms
<input type="checkbox"/> Fair Market Value established by real estate broker
<input type="checkbox"/> Owner advised of fair market value

CDBG Required Documentation Checklists

Acquisition of Real Property

Requirements if Acquisition of Real Property is involved (and applicant has eminent domain rights).
This checklist **ALSO** applies to public improvements and facilities, housing, and economic development projects involving acquisition, including acquisition of easement.

Copy of executed option letter/purchase agreement with all required clauses (Note: must be conditional purchase contract that is contingent on completion of a NEPA environmental review record and securing federal funds)

Uniform Relocation Act (URA) requirements if property occupied by tenant

Initiation of Negotiations (ION) date _____

Copy of sample notice to perspective tenants (aka "Move-in Notice") and date provided to Owner

Closing	<input type="checkbox"/> Written justification if purchase price exceeds fair market value
	<input type="checkbox"/> Copy of entire closing package, including settlement statement, evidence of property transfer (e.g. Grant Deed), executed sales contract, and confirmation that seller received proceeds from sale
	<input type="checkbox"/> Copy of title policy and recorded deed

Involuntary Acquisition Process - meets the requirements of 49 CFR 24.102-107

Copy of letter to owner of interest in acquiring property, estimated market value, and their rights under URA, including the URA brochure

Copy of owners' receipt of URA brochure (signed certification or return receipt)

Appraisal process	<input type="checkbox"/> Copy of procurement for fee appraiser
	<input type="checkbox"/> Copy of bids/evaluation of bids for fee appraiser
	<input type="checkbox"/> Copy of contract for fee appraiser
	<input type="checkbox"/> Copy of state license/certification of appraiser
	<input type="checkbox"/> Statement signed by seller that were notified of ability to accompany appraiser
	<input type="checkbox"/> Copy of appraiser's report establishing fair market value
	<input type="checkbox"/> Copy of appraisal review, along with qualifications of reviewer
	<input type="checkbox"/> Owner notified of Appraisal value

CDBG Required Documentation Checklists

Acquisition of Real Property

Requirements if Acquisition of Real Property is involved (and applicant has eminent domain rights).
This checklist **ALSO** applies to public improvements and facilities, housing, and economic development projects involving acquisition, including acquisition of easement.

<input type="checkbox"/> Copy of executed option letter/purchase agreement with all required clauses	
<input type="checkbox"/> URA requirements if property occupied by tenant	
<input type="checkbox"/> Initiation of Negotiations (ION) date _____	
<input type="checkbox"/> Copy of sample notice to perspective tenants (aka "Move-in Notice") and date provided to Owner	
<input type="checkbox"/> Notice of Intent Not to Acquire, as applicable	
<input type="checkbox"/> Written Statement of the Basis for the Determination of Just Compensation to be provided to the property owner	
<input type="checkbox"/> If using eminent domain, additional documents may be required. Please contact your CDBG Representative a list of additional documents.	
Closing	<input type="checkbox"/> Written justification if purchase price exceeds appraised value
	<input type="checkbox"/> Copy of entire closing package, including settlement statement, evidence of property transfer (e.g. Grant Deed), executed sales contract, and confirmation that seller received proceeds from sale
	<input type="checkbox"/> Copy of title policy and recorded deed