

ATTACHMENT 5-J: CHAPTER ADM 92.20 ACQUISITION/RELOCATION FILE

A Community Development Block Grant (CDBG) program Grantee shall maintain a current individual property acquisition and individual relocation case file. Documents must be made available to DOA-DEHCR or other funding agencies for the project [e.g., U.S. Department of Housing and Urban Development (HUD), Wisconsin Department of Transportation (WisDOT), etc.] upon request.

1.0 PROPERTY ACQUISITION FILE CONTENTS REQUIRED

- a. The name and address of a property owner and the address or other legal description of an acquired property;
- b. A copy of written notices (i.e., acquisition notice letters and brochures sent/delivered to the owners), that are specified as required under this chapter and any additional documents provided [e.g., optional federal/HUD acquisition brochures, etc.];
- c. The relocation case files with the documents listed under “(2) Individual Relocation Case File” below;
- d. A copy of appraisal reports or documents on which a determination of just compensation is based;
- e. A copy of the written offer to purchase and the date of initiation of negotiations to acquire a property;
- f. A copy of a purchase agreement, deed, declaration of taking, waiver or related document involving conveyance of the property;
- g. Evidence that each property owner was paid for the purchase price and expenses incurred incidental to transfer of the property as specified under [Wis. Stat. Ch. 32.195](#); and
- h. Records of each owner receiving all written correspondence sent/delivered to them (e.g., signed certified or registered First Class mail returned receipt or signed acknowledgement of receipt with the nature/type of documents received and date of receipt specified),

2.0 INDIVIDUAL RELOCATION CASE FILE CONTENTS REQUIRED

- a. Records of information obtained in the initial interview;
- b. Name, on-site addresses of the displacement and relocation, contact information [mailing address, telephone number, and email address (optional)] before and after the relocation for any tenants and owners displaced, and their date of displacement and relocation;
- c. The age and sex of dependent household members, the average monthly income of adult household members and the monthly housing cost of an acquired and replacement dwelling;
- d. A description of the business or farm operation being conducted, whether a displaced person relocated or discontinued, and the average monthly cost of the acquired and replacement facilities;
- e. A description of a dwelling, habitable space, number of rooms and bedrooms, and the type of construction;
- f. A description of relocation needs and preferences;
- g. A copy of each brochure sent or delivered to all displaced persons, which must include the brochure entitled, *Wisconsin Relocation Rights*, and the date received;
- h. A copy of a written notice as specified under this chapter or otherwise given to a displaced person;
- i. Relocation service and assistance provided and the date;

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- j. Referral to a replacement dwelling, business, or farm operation, including the date, address, and sale or rental price;
- k. A copy of an occupancy agreement for the period after acquisition;
- l. A copy of a replacement property inspection document shall include the inspection date, description of a property, and its condition;
- m. Type and amount of each relocation payment made;
- n. A copy of a relocation claim, supporting documentation, and related documents for determining eligibility for or an amount of a payment, evidence of payment, and correspondence relating to a claim;
- o. A copy of an appeal and an explanation of the action taken to resolve the appeal, and the final determination;
- p. Records of any displaced persons receiving all written correspondence sent/delivered to them (e.g., signed certified or registered First Class mail returned receipt or signed acknowledgement of receipt with the nature/type of documents received and date of receipt specified);
- q. A copy of individual relocation case reports or other correspondence with the department; and
- r. The agency representative who provided the relocation assistance.

In addition, the UGLG must maintain a completed *Acquisition/Relocation Monitoring Checklist* (Attachment 5-K) in the CDBG project file upon the CDBG project being monitored by DEHCR.