

State of Wisconsin Department of Administration
Division of Energy, Housing and Community Resources

**FLEXIBLE FACILITIES PROGRAM
IMPLEMENTATION HANDBOOK**

**CHAPTER 5: ACQUISITION &
RELOCATION**



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CHAPTER 5: ACQUISITION / RELOCATION

1.0 Introduction

1.1 URA

Whenever federal funds are used in a project involving the acquisition, rehabilitation or demolition of real property, a federal law known as the *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)* generally applies, per *49 CFR PART 24.1* and *49 CFR PART 24.7*, unless the federal agency issues a waiver. No waiver has been issued by the U.S. Department of Treasury for the *Capital Projects Fund*, which is the funding source for the *Flexible Facilities Program (FFP)*. The URA requirements apply to all agencies/entities acquiring real property (e.g., land, building, easements) for an FFP project; and to any person or agency/entity causing displacement including displacement resulting from arm's length of the FFP project.

The purpose of the URA is to ensure just compensation to people who are displaced and must move from their homes, farms, or businesses or who relinquish ownership of all or a portion of their land, due to a publicly assisted project. Property owners and displaced persons are to be provided adequate assistance and monetary payment for certain expenses and losses. Displaced persons may include persons, businesses, farms, and non-profit organizations.

The URA aims to:

- Provide uniform, fair, and equitable treatment of persons whose real property is acquired or who are displaced in connection with federally funded projects;
- Ensure relocation assistance is provided to displaced persons to lessen the emotional and financial impact of displacement;
- Ensure that no individual or family is displaced unless decent, safe, and sanitary (DSS) housing is available within the displaced person's financial means;
- Help improve the housing conditions of displaced persons living in substandard housing; and
- Encourage and expedite acquisition by agreement and without coercion.

This chapter is intended as a general outline and reference source for grantees and subrecipients implementing an acquisition or relocation project. It is the responsibility of the grantee and subrecipient, if applicable, to adhere to the relevant federal and state laws. While both federal and state acquisition and relocation rules are included in this chapter, the state rule will only be emphasized if it differs from the federal rule.

1.2 State Law – Eminent Domain and Relocation Assistance

When an agency undertakes a public improvement project, it may be necessary to acquire private property for the greater public good. The Federal and State Constitutions grant this condemnation power and the Wisconsin legislature delegates this authority to numerous agencies including (generally) departments, municipalities, boards, commissions, public officers, and business entities. The legislature has also specified many purposes for which this power can be used including highway construction or improvement, reservoirs, dams, public utility sites, waste treatment facilities, city redevelopment, and energy lines. If a public project causes displacement, the displacing agency must provide certain benefits and services to ensure minimum loss and inconvenience. Guidance is on the [State of Wisconsin Department of Administration \(DOA\) Legal State Relocation Assistance website](#).

1.3 State and Federal Regulations

Grantees receiving *Flexible Facilities Program (FFP)* funds for projects that involve real property acquisition and/or potentially, displaced persons, must comply with the regulations below. Additional state and federal regulations may also apply.

- [49 CFR PART 24, Uniform Relocation and Real Property Acquisition Act of 1970](#), as amended (URA or Uniform Act):
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr24_main_02.tpl;
- Uniform Relocation Act 2024 Update – Final Rule:
https://www.fhwa.dot.gov/real_estate/uniform_act/www.fhwa.dot.gov/real_estate/uniform_act/ua-final-rule-webinar.pdf
- Chapter 32, Wisconsin Statutes – Eminent Domain:
<https://docs.legis.wisconsin.gov/statutes/statutes/32>; and
- Chapter Adm. 92, Wisconsin Administrative Code – Relocation Assistance:
https://docs.legis.wisconsin.gov/code/admin_code/adm/92.
- Federal Acquisition, Appraisal, and Relocation Law Content:
https://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/library/relocation/lawsandregs

2.0 Definitions

For a list of definitions associated with the URA, refer to [49 CFR Part 24.2](#). Some key terms are listed below, with details provided in 49 CFR Part 24.2:

Displaced Person: A displaced person is defined under the URA [49 CFR PART 24.2(a)(9)(i)] as any person who moves from the real property (i.e., moves from their home, business, or farm), or moves their personal property from the real property, as a direct result of

acquisition, demolition or rehabilitation for a federally funded project, excluding those who fall under the category of “persons not displaced” defined in 49 CFR Part 24.2(a)(9)(ii).

Person: A person is defined as an individual, family, partnership, association, corporation, or organization [49 CFR Part 24.2(a)(21)]. Government entities do not qualify as displaced persons.

Persons Not Displaced: Persons in one or more of the categories listed under 49 CFR Part 24.2(a)(9)(ii). Examples of persons not displaced include those temporarily displaced (for less than 12 months) due to the project, those who move voluntarily prior to the initiation of negotiations for the property acquisition (unless the move was a direct result of the project), undocumented immigrants, and owner-occupants when their property is acquired through voluntary acquisition.

Program or Project: A program or project is defined under the URA [49 CFR Part 24.2(a)(22)] as, “any activity or series of activities undertaken by a Federal Agency or with Federal financial assistance received or anticipated in any phase of an undertaking in accordance with the Federal funding Agency guidelines.”

Tenant: A person who has the temporary use and occupancy of real property owned by another [49 CFR Part 24.2(a)(26)].

3.0 General Requirements

3.1 General Overview

Grantees must plan to ensure that sufficient time, funding, and staffing are available to carry out the responsibilities pertaining to acquisition and relocation. They also must notify the assigned Division of Energy, Housing and Community Resources (DEHCR) project representative of the acquisition/relocation process that has occurred for the project upon award, or that is planned *prior to* starting the process when it will occur after award.

A property acquisition, including easements, may only be completed after (i.e., the property purchase/closing cannot be finalized until) the FFP grant agreement is fully executed and the *Environmental Report* is certified by DEHCR to be an eligible cost paid (or reimbursed) with FFP funds. DEHCR recommends no acquisition of real property for a FFP project be completed until the grant agreement is fully executed and the Environmental Review is certified by DEHCR, regardless of funding source. Construction cannot begin on a property until the acquisition and relocation of displaced persons (if applicable) are completed.

IMPORTANT REMINDERS:

- *The purchase of real property for a FFP project cannot be completed/closed until after the grant agreement is fully executed and the Environmental Report is certified by DEHCR for the cost to be eligible to be paid (or reimbursed) with FFP funds. DEHCR recommends the buyer (i.e., grantee, subrecipient, developer, other entity) wait until the grant agreement is fully executed and the Environmental Report is certified by DEHCR before finalizing any purchase of real property for a FFP project, regardless of funding source.*
- *Construction on a property cannot begin until the acquisition and relocation of displaced persons (if applicable) are completed.*

When acquisition of real property is necessary to complete a FFP project, as soon as feasible, the buyer (e.g., grantee, subrecipient, developer, other entity) must notify the owner in writing of the buyer's interest in acquiring the real property and the basic protections provided to the owner by law. The buyer must make every reasonable effort to acquire the real property expeditiously by negotiation.

3.2 Conflicts of Interest

Grantees and subrecipients must comply with the conflicts of interest regulations for federally funded projects in pursuing acquisition processes. Refer to Chapter 3: *Procurement & Contracting* of the *FFP Implementation Handbook* for additional guidance related to conflict of interest regulations and review processes. The process for disclosure and review of potential conflicts of interest for contracting activities may be modified to include applicable steps for potential conflicts of interest for acquisition and relocation activities. Contact the assigned DEHCR project representative for additional guidance.

IMPORTANT REMINDER:

*Conflict of interest requirements apply to **all** FFP project activities, including the acquisition of real property. Refer to Chapter 3: Procurement & Contracting for information regarding conflict of interest regulations and review processes.*

3.3 Templates and Forms

Sources for accessing templates and forms for the acquisition and relocation processes include the following:

- DEHCR provides certain forms and templates pertaining to acquisition and relocation within the Attachments at the end of this chapter, which are also linked as editable/fillable documents on the [FFP Implementation Handbook](#) website under the “Chapter Attachments/Fillable Forms” section.
- The State of Wisconsin Department of Administration Division of Legal Services provides templates and forms for state-required relocation activities on the [DOA Relocation Assistance](#) website. These are to be utilized and customized for the particular type of relocation and relocation assistance required for the project, as applicable.

3.4 General Standards for Notices

All notices pertaining to the acquisition and relocation as specified in this chapter must include the content specified as required and meet the following general standards unless otherwise stated within other sections that follow:

- Each notice must be written in plain, understandable language.
- Translation and counseling/advising services must be provided, as appropriate.
- Each notice must have the name and telephone number (and email address is recommended but optional) of the buyer contact person.
- Each notice must be personally delivered or sent via official certified or registered First Class mail, return receipt requested, *unless* the intended recipient voluntarily agrees to receive notices electronically.*
- The record of the recipient’s receipt of each notice is required, such as the official signed certified mail return receipt document, if mailed; or electronic tracking with the date and time stamp, name and email address of the recipient, and record of the recipient’s confirmation of receipt, if sent electronically; or a signed personal statement from the recipient that specifies the type and nature of the notice/document(s) received and date of receipt, if personally delivered.*
- The buyer must be available to discuss any questions or concerns the property owner(s) and/or tenant(s) (or their designated authorized representative) may have regarding the notice(s).

*Electronic Notices and Signatures: Electronic notices and signatures must comply with the specifications in [49 CFR PART 24.5](#)(b) and (e), including the following:

- Owners and occupants (or their designated authorized representative) must voluntarily elect to receive notices electronically.

- The owner's or occupant's (or their designated authorized representative's) election to receive notices electronically must be verified in writing (with a signed statement from the intended recipient of the notice(s)). The buyer shall accommodate the owner's or occupant's (or their designated authorized representative's) preference.
- Documentation must be obtained and on file that verifies the information was legally delivered to the intended recipient (or their designated authorized representative) in digital format, including documents that are date- and time-stamped and have information that may be traced back to the recipient.
- The method of electronic signature must allow for verifying the electronic document was not changed after the electronic signature was added.
- Electronic correspondence should be a supplement to (not a substitute for) face-to-face meetings and communication.

3.5 Acquisition Classifications: Voluntary vs. Involuntary

An acquisition is classified as voluntary or involuntary. The URA requirements for voluntary and involuntary acquisitions differ. While there are protections for property owners in both circumstances, only involuntary acquisitions trigger the full acquisition requirements of the URA [49 CFR PART 24, Subpart B]. Under the URA, an acquisition is considered to be involuntary when a grantee acquires property under the threat or use of eminent domain, or the acquisition does not meet the criteria specified for voluntary acquisitions (as summarized later in this chapter). Eminent domain (also known as condemnation) is the power of the government to take private property for public purposes with payment of just compensation.

Buyers must understand the critical differences between voluntary and involuntary acquisitions under the URA **before** acquiring property for publicly funded projects. Wisconsin Statutes define who has the authority to use eminent domain to acquire real property. Counties, towns, villages, and cities are granted the authority to use eminent domain under *Wis. Stat. § 32.02(1)*.

4.0 Voluntary Acquisition

There can be no threat of eminent domain or condemnation when acquisition is undertaken as voluntary. Additional requirements apply under the URA. The requirements of *49 CFR Part 24.101(b)(1)-(5)*, which are summarized in the "criteria" below, must be satisfied for a transaction to be considered a voluntary acquisition.

Criteria for Voluntary Acquisition

The URA recognizes three general types of purchases which can be voluntary:

1. Purchases in which the buyer has the power of eminent domain, but agrees that it will not condemn the property if an agreeable purchase price cannot be reached;

2. Purchases in which the buyer does not have the power of eminent domain (e.g., non-profits, developers, or private individuals); and
3. Purchases of government property (federal, state, local), when the buyer does not have the power of eminent domain. For example, if a non-profit offers to purchase a piece of property from the local grantee, the acquisition is considered a voluntary acquisition.

In addition, for buyers with eminent domain authority (i.e., grantees), the acquisition only qualifies as voluntary if all the following criteria are also met:

1. No specific site is needed and any of several properties could be acquired for project purposes;
2. The property is not part of an intended, planned, or designated project area where other properties will be acquired within specific time limits;
3. The buyer informs the owner in writing of the property's market value; and
4. The buyer informs the owner in writing that the property will not be acquired, through condemnation, if negotiations do not reach an amicable agreement.

IMPORTANT NOTICE:

A common misconception is that a “willing seller” or “amicable agreement” means a transaction is “voluntary.” This is not the only criterion under the URA. The applicable requirements of [49 CFR Part 24.101\(b\)\(1\)-\(5\)](#) (as summarized above) must be satisfied for a transaction to be considered a “voluntary acquisition” for purposes of the URA.

For buyers without eminent domain authority, the acquisitions are voluntary and the following are required under the URA:

- The buyer must notify the owner in writing of the property’s current fair market value; and
- The buyer must notify the owner prior to making an offer that it will not acquire the property if an amicable settlement cannot be reached.
- If any tenants occupy (or have possessions on) the property, the buyer must comply with applicable federal and state relocation regulations and requirements pertaining to tenant-occupants.

When an acquisition is voluntary, the grantee is required, under state and federal law, to complete certain processes for acquiring real property, which have fewer requirements than involuntary acquisitions.

(1) Steps for Voluntary Acquisition

Refer to the *Voluntary Acquisition Process* (Attachment FFP-05-02) for the steps involved with voluntary acquisition. Also refer to the *Acquisition/Relocation Monitoring Checklist* (Attachment FFP-05-11) for activities and documentation required.

(2) Relocation Applicability (Tenants Only)

Property owners do not have relocation rights and are not eligible for relocation assistance for a voluntary acquisition. Tenants do have relocation rights and may be eligible for relocation assistance. Tenant-occupants are eligible for relocation assistance in a voluntary acquisition if deemed displaced persons. Federal funds may be applied towards eligible tenant relocation costs. The buyer may offer relocation assistance to an owner as part of negotiations for a voluntary acquisition, but federal funds may not be used for a relocation payment to an owner when the acquisition is voluntary.

For guidance on the relocation process and requirements, refer to *Relocation Planning and Process* (Attachment FFP-05-04) for this chapter. Additional relocation related guidance is in Attachment FFP-05-09 through Attachment FFP-05-11 for this chapter.

IMPORTANT REMINDER!

Owner-occupants are not eligible for relocation assistance in a voluntary acquisition.

Tenant-occupants are eligible for relocation assistance in a voluntary acquisition, if deemed displaced persons.

5.0 Involuntary Acquisition

Any acquisition that does not meet the criteria for voluntary acquisition is considered an involuntary acquisition. When an acquisition is involuntary, the grantee/public agency is required, under state and federal law, to complete certain processes for acquiring real property, which involve more requirements than voluntary acquisitions.

(1) Steps for Involuntary Acquisition

Refer to the *Involuntary Acquisition Process* (Attachment FFP-05-03) for the steps involved with involuntary acquisition. Also refer to the *Acquisition/Relocation Monitoring Checklist* (Attachment FFP-05-11) for activities and documentation required.

(2) Relocation Applicability (Owners and Tenants)

Property owners and tenants both have relocation rights and may be eligible for relocation assistance for an involuntary acquisition. Owner-occupants and tenant-occupants are eligible for relocation assistance for an involuntary acquisition if deemed displaced persons. Federal funds may be used towards eligible relocation costs for owners and tenants when the acquisition is involuntary.

For guidance on the relocation process and requirements, refer to *Relocation Planning and Process* (Attachment FFP-05-04) for this chapter. Additional relocation related guidance is in Attachment FFP-05-09 through Attachment FFP-05-11 for this chapter.

6.0 Easements

An easement is the right to use the real property of another for a specific purpose without profit. The easement is itself a real property interest, but legal title to the underlying land is retained by the original owner for all other purposes.

Easements can be either temporary or permanent. Temporary easements are easements granted for a specified period. For example, an easement granted to allow a construction company to store equipment and/or materials on private property during the renovation of a building requires a temporary easement.

Permanent easements are attached to a deed and continue to affect the land through subsequent changes in ownership. For example, an easement granted to construct utility lines (sewer, water, electrical) across private property that will be maintained after construction is complete by the grantee requires a permanent easement.

Easements are considered a type of acquisition. Therefore, federal and state acquisition and relocation rules and regulations apply to permanent and temporary easements. The easement acquisition may be voluntary or involuntary. The requirements that apply will be dependent on whether the easement acquisition meets the voluntary acquisition criteria or must be approached as an involuntary acquisition.

6.1 Sole Benefit to Property Owner Exception

The only exception to an easement acquisition being subject to all the processes typically required by state and federal laws for an acquisition is when it is a temporary easement obtained for the sole benefit of the property owner. For example, obtaining an easement to reconstruct the owner's driveway apron to improve the grading and the owner's access to a newly constructed public street could be considered for the sole benefit of the property owner. For an FFP project, if the grantee is the entity contracted with the prime contractor for the construction, and a non-profit subrecipient-owned building is the location of the project site, then the grantee is required to obtain an easement on the subrecipient's private property for the construction. Given the easement and entire focus of the project is to improve the subrecipient's facilities, the easement may be deemed for the sole benefit of the property owner. If the grantee determines the temporary easement is obtained for the sole benefit of the property owner, then the grantee must email a letter to the DEHCR project representative stating that the easement is for the sole benefit of the property owner and therefore URA requirements do not apply to the easement acquisition. The letter must be maintained in the project file. Refer to the *Letter Confirming Easement Is Sole Benefit to Resident/Owner* template (Attachment FFP-05-06) for guidance on the required letter content.

When obtaining or purchasing (i.e., acquiring) one or more easements is required for a project, the grantee must inform the DEHCR project representative, submitting the *Notice of Acquisition/Relocation to DEHCR* (Attachment FFP-05-01) and comply with the applicable federal and state requirements for acquisition and relocation summarized in this chapter.

7.0 Relocation

Relocation may apply to voluntary acquisition (for tenant occupants) and involuntary acquisitions (for tenant occupants and owner occupants). The actual relocation of persons and/or their possessions may occur soon after the acquisition is complete, and/or may not take place for quite some time after acquisition is complete, depending on the project. Relocation benefits and services are required under URA and state rules. If a project requires the relocation of a homeowner, business (including businesses, farms, and non-profit organizations) or tenant, then the grantee must complete relocation processes. Refer to *Relocation Payments and Expenses* (Attachment FFP-05-09) for the requirements, notices, steps, and activities involved with the relocation process.

Relocation benefits may be applicable if an owner, a business/farm/non-profit organization, or a tenant must be relocated or if their possessions that are located on the property being acquired for the project are to be displaced or relocated as a result of the acquisition or associated project.

Generally, persons who are *not* displaced are not eligible for relocation assistance under the URA. Examples include:

- Persons for which no relocation (of persons or their personal possessions) from their dwelling is required as a result of the acquisition or the associated project;
- Persons temporarily relocated from their dwellings for less than 12 months during rehabilitation or demolition (such as residents of a nursing home who are temporarily moved to another room or wing of the facility while renovations are occurring; or apartment residents who are provided a replacement apartment or other comparable housing accommodations during renovations); and
- Undocumented persons who are not lawfully present in the U.S. The URA restricts using federal funds to pay relocation costs for these persons.

More detailed information regarding the rules covering relocation can be found in *Relocation Planning and Process* (Attachment FFP-05-04), and *Individual Relocation Case Report* (Attachment FFP-05-10). Also refer to the *Acquisition/Relocation Monitoring Checklist* (Attachment FFP-05-11) for activities and documentation required.

7.1 Waiver of Relocation Assistance or Voluntary Move

Under the URA, relocation assistance may not be waived. However, if eminent domain will not be used, the grantee may undertake a voluntary acquisition (if all criteria for voluntary acquisition are met) in which an owner would not qualify for relocation benefits. An owner

cannot waive the rights of tenants on the property in a voluntary or involuntary acquisition. Tenants who experience displacement as a result of the acquisition/project are always eligible for relocation benefits in a voluntary acquisition scenario.

Although a waiver of relocation assistance is allowed under state law, the state waiver process will not be discussed since federal law does not allow for such a waiver.

8.0 Recordkeeping & Reporting

8.1 Records

For the list of the required documents to be maintained in the files, refer to:

- *Wis. Stat. § 32.27* and *Wis. Admin. Code § 92.20*);
- *Acquisition/Relocation Monitoring Checklist* (Attachment FFP-05-11) of the *Handbook*.

For records retention requirements, refer to Chapter 2: *Grant Administration* of the *Handbook*.

Property acquisition and relocation records must be available for inspection by DEHCR, Treasury, and any person as specified under the Wisconsin Open Records Law, Wis. Stats. §§ 19.31-19.39.

Under federal rules, the grantee must maintain adequate records of its acquisition and displacement activities. These records must be in enough detail to demonstrate compliance with the URA and be retained for in accordance with the FFP records retention requires specified in Chapter 2: *Grant Administration* of the *Handbook*.

8.2 Acquisition Financial Records to DEHCR

(1) Using FFP Funds for Acquisition/Relocation Costs:

Acquisition and relocation are eligible costs for the FFP project, contingent upon the grantee's compliance with the applicable Federal and State acquisition and relocation regulations, and the grantee identifying the acquisition/relocation costs as intended FFP-funded costs on the updated *FFP Project Budget* form, which is to be submitted by the grantee to DEHCR upon award with the pre-agreement documentation, and for any budget amendment request (if applicable) after the FFP grant agreement has been executed.

Pre-Agreement/Pre-ER Certification Acquisition

The purchase cost for property acquired prior to the grant agreement being executed and the *Environmental Report* being certified by DEHCR for the FFP project are not eligible to be paid/reimbursed with FFP funds.

'Up Front' Payment

If the grantee seeks to draw down FFP funds 'up front' (prior to paying for the cost) to cover all or a portion of the acquisition transaction(s) cost, then submit the fair market value (FMV) determination record(s) and unexecuted purchase agreement (as the 'invoice') to DEHCR with a FFP *Payment Request Form* (contact the assigned FFP project representative for this form for your project, after the grant agreement has been executed). The executed purchase agreement, title transfer record(s), and record(s) of payment to the owner(s) must be submitted on the next FFP *Payment Request Form* that follows the completion of the acquisition.

Reimbursement Payment

If the grantee seeks to draw down FFP funds as 'reimbursement' to cover all or a portion of the acquisition transaction(s) cost after the acquisition has occurred, submit the FMV determination record(s), executed purchase agreement (as the 'invoice'), record(s) of payment(s) to the owner(s), and deed/title transfer record(s) to DEHCR with a FFP payment request.

Payment Request Documentation

If the grantee seeks to draw down FFP funds for relocation costs, the relevant service provider invoices and relocation claims documentation from the displaced person(s) must be provided with the FFP payment request. The record(s) of payment(s) from the grantee to the displaced person(s) must also be included, if the payment(s) has/have been disbursed prior to the FFP payment request submission to DEHCR.

Refer to Chapter 8: *Financial Management* of the *Handbook* for the guidance and requirements for drawing down FFP funds. Acquisition and relocation costs are to be recorded on the *FFP Disbursements Journal* (DJ) (Attachment FFP-08-04 for the *Handbook*) if FFP funds are used to cover all or a portion of the acquisition/relocation costs, and/or recorded on the *Matching Funds Journal* (MFJ) (Attachment FFP-08-05 for the *Handbook*) if non-FFP funds (i.e., matching funds) are used to cover all or a portion of the acquisition/relocation costs.

Professional Services Procurement Note

IMPORTANT NOTE: Professional services for acquisition processes and activities provided by a third-party (versus the grantee's or subrecipient's own employees) must be competitively procured, meeting the procurement requirements of *2 CFR 200.320*, unless the grantee requests and receives approval for non-competitive procurement, to be eligible to be paid using FFP funds. Refer to Chapter 3: *Procurement & Contracting* of the *Handbook* for the FFP procurement requirements.

(2) *Using Only Match/Non-FFP Funds for Acquisition Costs:*

If the grantee/buyer is not using FFP funds for the acquisition and the acquisition occurs *after* the FFP Award, then the grantee must still submit the records of the acquisition transaction(s) and record the costs on the Matching Funds Journal (MFJ). Submit the FMV determination record(s), executed purchase agreement (as the ‘invoice’), record(s) of payment(s) to the owner(s), and title transfer record(s) to DEHCR with a FFP payment request.

If the grantee/buyer is not using FFP funds for the acquisition and the acquisition occurs *prior* to the FFP Award, then the grantee is to maintain the records of the acquisition transaction(s) in the project file and provide them to DEHCR (and other regulating entities) only upon request. Do not record pre-award acquisition costs on the FFP DJ or MFJ.

8.3 Acquisition/Relocation Monitoring Checklist

The *Acquisition/Relocation Monitoring Checklist* (Attachment FFP-05-11) of the *FFP Implementation Handbook* also serves as a tracking tool for acquisition and relocation activities. The grantee will be required to submit the *Checklist* to DEHCR during DEHCR’s monitoring of the FFP project.

ACQUISITION / RELOCATION TRACKING

The grantee will be required to submit a completed *Acquisition/Relocation Monitoring Checklist* (Attachment FFP-05-11) during DEHCR’s monitoring of the FFP project. Grantees are strongly advised to complete the checklist during acquisition and relocation processes to ensure the required information is collected.

8.4 Individual Case Report for Relocation

The grantee must submit a report of its real property acquisition and displacement activities if the federal grantee funding the project requires such a report. The State of Wisconsin requires it. This is the required *Individual Relocation Case Report* (Attachment FFP-05-10), linked on the *DOA Relocation Assistance website*.

Under state rules [*Wis. Adm. Code § 92.20*] the grantee must also maintain separate property acquisition and relocation case files. These files must be retained in accordance with the FFP records retention requires specified in Chapter 2: *Grant Administration* of the *Handbook*.

9.0 Chapter Attachments List

Attachments for Chapter 5 of the *FFP Implementation Handbook* are listed below. The forms and templates are available in editable or 'fillable' format on the *FFP Implementation Resources website* under the "Chapter Attachments/Fillable Forms" section.

ATTACHMENT FFP-05-01	NOTICE OF ACQUISITION/RELOCATION TO DEHCR
ATTACHMENT FFP-05-02	VOLUNTARY ACQUISITION PROCESS
ATTACHMENT FFP-05-03	INVOLUNTARY ACQUISITION PROCESS
ATTACHMENT FFP-05-04	RELOCATION PLANNING AND PROCESS
ATTACHMENT FFP-05-05	INFORMATIONAL NOTICE TO OWNER FOR VOLUNTARY ACQUISITION (TEMPLATE)
ATTACHMENT FFP-05-06	SOLE BENEFIT TO PROPERTY OWNER LETTER (TEMPLATE)
ATTACHMENT FFP-05-07	WAIVER VALUATION
ATTACHMENT FFP-05-08	WAIVER OF APPRAISAL & FAIR MARKET VALUE (FMV)
ATTACHMENT FFP-05-09	RELOCATION PAYMENTS AND EXPENSES
ATTACHMENT FFP-05-10	INDIVIDUAL RELOCATION CASE REPORT
ATTACHMENT FFP-05-11	ACQUISITION/RELOCATION MONITORING CHECKLIST