**INFORMATIONAL NOTICE TO OWNER**

**FOR VOLUNTARY ACQUISITION**

**(TEMPLATE)**

*(ON LETTERHEAD OF THE GRANTEE/LOCAL OR TRIBAL GOVERNMENT OR OFFICIALLY AUTHORIZED ENTITY HANDLING THE ACQUISITION PROCESS – DELETE ALL DEHCR “TEMPLATE” LANGUAGE)*

[Date]

[Property Owner Name(s) (List Individual Person/Representative Name(s), and Business/Organization/Entity Name(s), if Business/Organization is Owner – Letter must be addressed to a Person, in addition to the Owner’s Business/Organization/Entity Name, if applicable]

[Property Owner Street Address]

[Property Owner P.O. Box or 2nd Street Address Line (if applicable)]

[Property Owner City, State, Zip]

RE: Property at [Property Street Address(es), City], WI; Parcel #[Parcel #(s)]

Dear [Property Owner Name(s)]:

The [Grantee (Local or Tribal Government)/Buyer Name] of [County Name] County, Wisconsin is interested in acquiring property you own at [Street Address] for a project that has received Federal funding assistance from the U.S. Department of Treasury through the State of Wisconsin Flexible Facilities Program. [Enter very brief description of project, e.g., “The project proposed will include the acquisition of property, which will serve as the site for the construction of a new library.]. Please be advised that the [Grantee Name] possesses eminent domain authority to acquire property. However, in the event you are not interested in selling your property, or if we cannot reach an amicable agreement for the purchase of your property, we will not pursue its acquisition under eminent domain.

Your property is not a necessary part of the proposed project and is not part of an intended, planned, or designated project area where substantially all of the property within the area is to be acquired.

We are prepared to offer you $[Amount] to purchase your property. We believe this amount represents the current market value of your property based on [Enter Basis or Source of Determination]. Please contact us at your convenience if you are interested in selling your property. [If the property is being donated, modify this paragraph to fit the circumstances. The Grantee/Buyer must still determine the FMV, and inform the Seller of the FMV of the property in this notice, but the language may be modified to indicate that the value of $0 is being offered due to the Seller previously communicating an interest or willingness to donate the property to the Grantee/Buyer for the project.]

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (referred to as the URA, [49 CFR 24](https://www.ecfr.gov/cgi-bin/text-idx?SID=f72321f8d5d6df7565be8cdce8be26ee&node=pt49.1.24&rgn=div5)), owner-occupants who move as a result of a voluntary acquisition are not eligible for relocation assistance. Any tenants living at or using the property may however be eligible for relocation assistance. Under the URA and Wisconsin law, the [Grantee Government Type, e.g., Town, Village, City, County] must give notice to property owners [“and tenants” if applicable] of certain rights through providing the State publication(s), *[Name of Applicable Wisconsin State Acquisition Brochure (and Relocation Brochure If There Will or May Be Tenant Relocation)]*, enclosed.

[Add Additional Information If Follow-Up Regarding Obtaining Tenant Information Will Be Necessary OR If Tenants Were Provided The Same Notices.]

If you have any questions about this notice or the proposed project, please contact: [Contact Name], [Contact Title], of [Contact Entity/Company/Firm Name] at [Contact Mailing Address], or phone number [Contact Telephone #], or [Contact Email Address].

Sincerely,

*(Add CEO or Officially Authorized Representative of the Grantee/Buyer Signature)*

[Typed First and Last Name of Grantee’s (Local or Tribal Government’s)/Buyer’s Chief Elected Official (CEO) or Name of Officially Authorized Representative]

[Title of Grantee’s (Local or Tribal Government’s)/Buyer’s CEO or Officially Authorized Representative]

[Enter “Enclosure” or “Enclosures” here]: Enter/List the Name(s) of Applicable/Enclosed Brochure(s) – if multiple, list each on a separate line.]

cc: [Add Grantee’s (Local or Tribal Government’s)/Buyer’s CEO First and Last Name and Position Title if they are not the person signing the letter – the CEO must be ‘copied’ on the correspondence.]

[Add Grantee’s (Local or Tribal Government’s)/Buyer’s Municipal Clerk’s First and Last Name and Position Title – the Clerk must be copied on the correspondence.]

***NOTES TO GRANTEE/BUYER USING THIS FORM:***

1. The Grantee (Local or Tribal Government) receiving the FFP award should be the entity signing this notice to an owner. Alternatively, the Grantee may formally authorize/designate another entity to represent the Grantee for the acquisition process and send correspondence. This requires governing body approval, local policy compliance pertaining to the authorization/designation, and the establishment of a formal, signed written agreement. The Grantee should seek legal advisement as needed, if contracting with another entity, and the Grantee must comply with the applicable FFP procurement and contracting requirements. It is the Grantee’s responsibility to ensure compliance with the FFP acquisition/relocation policies and regulations, regardless of any agreements it has with third party entities. If the Buyer is not a government entity with eminent domain authority, modifications to this template must be made to indicate the entity does not have eminent domain authority.
2. The FFP project file must include the method in which this notice was delivered and date; as well as a signed acknowledgment of receipt from the recipient(s) (e.g., a signed certified/registered First Class mail return receipt or signed statement from the recipient(s) which identifies the item(s) received and the date of receipt.
3. Tenant-occupants displaced as a result of a voluntary acquisition may be entitled to URA relocation assistance and must be so informed per [49 CFR 24](https://www.ecfr.gov/cgi-bin/text-idx?SID=f72321f8d5d6df7565be8cdce8be26ee&node=pt49.1.24&rgn=div5).2(a)(15)(iv) –Initiations of negotiations, and [49 CFR 24](https://www.ecfr.gov/cgi-bin/text-idx?SID=f72321f8d5d6df7565be8cdce8be26ee&node=pt49.1.24&rgn=div5) Appendix A -24.2(a)(15)(iv).
4. This letter template may only be used if all of the requirements of [49 CFR 24](https://www.ecfr.gov/cgi-bin/text-idx?SID=f72321f8d5d6df7565be8cdce8be26ee&node=pt49.1.24&rgn=div5).101(b)(1)(i)-(iv) are met.
5. The Template Title Heading and Page Footer are to be deleted when customizing the template for the Grantee’s and other entities’ use.
6. The State of Wisconsin acquisition and relocation brochures are available in the English, Spanish, and Hmong languages at:

[*https://doa.wi.gov/Pages/AboutDOA/RelocationAssistance.aspx*](https://doa.wi.gov/Pages/AboutDOA/RelocationAssistance.aspx)

1. The Grantee should contact the assigned DEHCR Project Representative for the FFP project for additional guidance on the applicable State and Federal acquisition and relocation requirements.