**ATTACHMENT 5-B: INFORMATIONAL NOTICE TO OWNER**

**FOR VOLUNTARY ACQUISITION**

**(TEMPLATE)**

*(ON LETTERHEAD OF THE UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) OR OFFICIALLY AUTHORIZED ENTITY HANDLING THE ACQUISITION PROCESS)*

[Date]

[Property Owner Name]

[Property Owner Street Address]

[Property Owner P.O. Box (if applicable)]

[Property Owner City, State, Zip]

RE: Property at [Property Street Address, City], WI; Parcel #[Parcel #]

Dear [Property Owner Name]:

The [UGLG Name] of [County Name] County, Wisconsin is interested in acquiring property you own at [Street Address] for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD) under the program. [Provide Description of Project, If Determined.]. Please be advised that the [UGLG 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.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), 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 [UGLG 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 Be Tenant Relocation)]*, enclosed. Additional information regarding owner [and tenant if applicable] rights under the URA are provided in the U.S. Department of Housing and Urban Development (HUD) publication(s), *[Name of Applicable HUD Brochure(s)]*, also 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 Signature)*

[Typed First and Last Name of UGLG Chief Elected Official (CEO) or Name of Officially Authorized Representative]

[Title of UGLG 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 UGLG CEO’s 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 UGLG Clerk’s First and Last Name and Position Title – the Clerk must be copied on the correspondence.]

***NOTES TO UGLG IN USING THIS FORM:***

1. The UGLG receiving the CDBG award should be the entity signing this notice to an owner. Alternatively, the UGLG may formally authorize/designate another entity to represent the UGLG 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 UGLG should seek legal advisement if contracting with another entity and the UGLG must comply with the applicable CDBG procurement and contracting requirements. It is the UGLG’s responsibility to ensure compliance with the CDBG 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, a different informational notice letter template is applicable. Refer to other letter templates in the [*HUD Tenant Assistance, Relocation and Real Property Acquisition Handbook 1378*](https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/13780).
2. The CDBG 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 UGLG’s and other entities’ use.
6. Refer to [Chapter 5](https://energyandhousing.wi.gov/Documents/CDBG/ImplementionHandbook/Chapter%205%20Acquisition%20Relocation.pdf) of the [*CDBG Implementation Handbook*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx) for guidance when the buyer/purchaser is not a UGLG.:

[*https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx*](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx)

1. Refer to the [*HUD Tenant Assistance, Relocation and Real Property Acquisition Handbook 1378*](https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/13780) for additional templates that may be modified/customized for other acquisition circumstances: [*https://www.hud.gov/program\_offices/administration/hudclips/handbooks/cpd/13780*](https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/13780)
2. The State of Wisconsin acquisition and relocation brochures may be accessed at:

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

1. The federal HUD acquisition and relocation publications, including the “booklets”/brochures, may be accessed at:

[*https://www.hud.gov/program\_offices/comm\_planning/relocation/publications*](https://www.hud.gov/program_offices/comm_planning/relocation/publications)