

Relocation Discipline Report Checklist

Project Name: _____ Job Number: _____

Contact Name: _____

Date Received: _____ Date Reviewed: _____ Reviewer: _____

(SAT = Satisfactory; INC = Incomplete; MIS = Missing; N/A = Not Applicable)

Answers are required for questions which have no N/A box.

To be used if project displaces homes and/or businesses.

The following checklist is guidance. Discipline report writers should adjust contents according to complexity and type of project. Reviewers should use the checklist adjusting its use where appropriate. However, all users should be aware of requirements that are driven by regulations and address those areas accordingly.

I. Studies and Coordination

(Refer to Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 as amended.)

Consider:

SAT INC MIS N/A

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | A. Census data. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Social/economic reports. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Contact with community leaders and local officials. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | D. Field surveys. |
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II. Affected Environment

Discuss (if necessary):

SAT INC MIS N/A

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Characteristics of the affected area, such as minority, limited English proficient, disabled, elderly, family size, income level, owner/tenant status, and long-term stability of the area (e.g., is the area in transition?) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Numbers, descriptions, types of occupancy, and sizes (number of employees) of business and farms within the area. Describe business or farm products or services, particular requirements, specific availability of replacement sites/buildings. |

III. Impacts

SAT INC MIS N/A

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Residential impacts. Include an estimate of the number of households to be displaced and any anticipated relocation problems to the extent such information is available. Describe: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Dwelling types(s); i.e., single-family, multi-family, Section 8 or other subsidized housing. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Occupancy type (owner/tenant) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Resident characteristics |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. Elderly |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. Disabled |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. Minorities |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. Income level (low, middle, high). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. Family size |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. Length and type of occupancy |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. Transit dependency |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. Limited English speaking |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Summarize how many minority and/or low-income households are impacted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | C. Business, farm, and nonprofit organization impacts. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Estimate of the number, types, and sizes of businesses, farms, and nonprofit organizations to be displaced. How many of these are minority owned or operated? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. The approximate number of employees for each business, farm, and nonprofit organization. |
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IV. Mitigation

Discuss relocation assistance. (Preparers should consult regional Real Estate Services personnel as early as possible for assistance in preparing relocation information.)

SAT INC MIS N/A

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|---|
| | | | | A. Residential. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Describe available housing in the area and the ability to provide suitable relocation housing for residents being displaced, including moving existing structures to a new location. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Describe any special advisory or other services that will be necessary for special relocation problems. |

SAT INC MIS N/A

- 3. Include a statement of commitment to last resort housing when sufficient comparable replacement housing may not be available.
 - B. Business, farm, and nonprofit organizations.
 - 1. Discuss probable availability of replacement facilities for business and nonprofit organizations, including moving existing structures to a new location.
 - 2. Discuss potential relocation of farm operations.
 - C. Include a statement that the acquisition and relocation program will be conducted in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and that relocation resources are available to all residential and business relocatees without discrimination.
 - D. Describe specific measures or coordination discussed with local governments, organizations, etc., to reduce general or specific impacts. Special financial and incentive programs or opportunities (beyond those provided by the Uniform Relocation Assistance Act) available throughout other agencies or organizations for residential and business relocatees may be identified.
 - E. Describe any additional mitigation measures and commitments.
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V. Construction Activity Impacts

All impacts associated with construction of the project are to be addressed in a “Construction Activity Impacts” section of the environmental document. Provide the following information, as appropriate, for inclusion in that section.

SAT INC MIS N/A

- A. Impacts (Normally not applicable.)
- B. Mitigation (Normally not applicable.)

VI. Summary

Summarize the analysis done and conclusions reached. The summary should include enough detail so that it can be included in the environmental document with only minor modification.

The summary should include.

SAT INC MIS N/A

- A. Objectives of the project.
- B. Current housing availability and vacancy rates.
- C. Impacts of all alternatives including the no-build.
- D. Recommend mitigation and reference to the Uniform Relocation Act.

SAT INC MIS N/A

- E. Comparison of alternatives based on impacts and cost effectiveness of mitigation. Total relocations/displacements including number or percentage of minority/low-income households/businesses impacted. Separate into households impacted and businesses impacted.

General Comments: _____

