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

☐ ☐ ☐ ☐ A. Census data.
☐ ☐ ☐ ☐ ☐ B. Social/economic reports.
☐ ☐ ☐ ☐ ☐ C. Contact with community leaders and local officials.
☐ ☐ ☐ ☐ ☐ D. Field surveys.

II. Affected Environment

Discuss (if necessary):

SAT   INC   MIS   N/A

☐ ☐ ☐ ☐ ☐ 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?)
☐ ☐ ☐ ☐ ☐ ☐ 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

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:

1. Dwelling types(s); i.e., single-family, multi-family, Section 8 or other subsidized housing.
2. Occupancy type (owner/tenant)
3. Resident characteristics
   a. Elderly
   b. Disabled
   c. Minorities
   d. Income level (low, middle, high).
   e. Family size
   f. Length and type of occupancy
   g. Transit dependency
   h. Limited English speaking

B. Summarize how many minority and/or low-income households are impacted.

C. Business, farm, and nonprofit organization impacts.

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?
2. The approximate number of employees for each business, farm, and nonprofit organization.

IV. Mitigation

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

A. Residential.

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.
2. Describe any special advisory or other services that will be necessary for special relocation problems.
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.

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.

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.

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.
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: _____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________