EXHIBIT 7-J
ACQUISITION PROCESS UNDER THE URA*

1. PLAN PROJECT
- Estimate costs and staffing needs
- Hold public hearing
- Decide on plan of action

2. PROJECT APPROVED
- Establish organization and train staff
- Establish management control system and procedures for coordinating acquisition and relocation
- Establish record keeping procedures (Para. 6-3)

3. INFORM OWNER
- Indicate interest in acquiring property
- Indicate basic protections under law and general acquisition procedures (Para. 5-2b)

4. BASIC PREPARATION
- Obtain preliminary title evidence
- Obtain boundary survey and legal description
- Obtain appraisal(s), include property analysis, if appropriate. (Owner invited to accompany appraiser). (Para. 5-2Cc and 5-3).

5. DETERMINE PURCHASE OFFER
- Reviewer examines appraisal(s), seeks necessary corrections and prepares statement explaining basis for action. (Para. 5-4)
- Establish just compensation. (Para. 5-2d)

6. WORK WITH OWNER
- Provide written purchase offer of just compensation to owner. (Para. 5-2d)
- Provide summary statement of basis for offer. (Para. 5-2e)
- Explain acquisition procedures. (Para. 5-2f)
- Negotiate price and other terms and conditions of sale. (Para. 5-2f)

7A. CONCLUDE SUCCESSFUL NEGOTIATIONS
- Ensure purchase agreement fully details terms and conditions

7B. CONCLUDE UNSUCCESSFUL NEGOTIATIONS
- Send final written offer
- Condemnation suit filed; estimate of just compensation deposited in court. (Para. 5-2f)

8A. COMPLETE SETTLEMENT
- Ensure owner executes deed
- Complete settlement cost statement detailing payment of purchase price and incidental
- Pay net amount and obtain owner receipt. (Para. 5-2)
- Record deed.

8B. COMPLETE CONDEMNATION
- Court trial and award
- Pay deficiency judgment, if any, and incidental costs. (Para. 5-6)
- Record court order

9. FOLLOW UP
- Execute lease covering period until relocation is completed. (Para 5-2m)
- Obtain final title evidence (e.g., title insurance).
- Maintain records to demonstrate compliance with law and regulations. (Para. 6-3)
- Evaluate program, improve procedures for future.

* UNIFORM RELOCATION ACT RULES EFFECTIVE

HUD HANDBOOK 1378 APPENDIX 19

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