



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Ibis S. Berardi, Community and Economic Development Acting Director

**DATE:** May 2, 2024

**RE:** Consideration of adopting Uniform Relocation Assistance and Real Property Acquisition Act (URA) Policies and Procedures

### SUMMARY:

The City administers various state and federally funded housing grant programs to assist low- and moderate-income residents of Palm Bay with down payment assistance, owner-occupied rehabilitation, emergency repairs, utility hook up assistance, and rehabilitation/new construction of affordable housing. The U.S. Housing and Urban Development Department, under the Code of Federal Regulations, 49 CFR Part 24, to effectively administer each housing program under state and federal requirements, it is necessary for the City's Housing Division to have a Standard Operating Procedures Manual that outlines these requirements. The local URA Policies and Procedures establish how tenants would be relocated in accordance with the URA requirements.

Staff drafted URA Policies and Procedures in line with guidance from the Department of Housing and Urban Development (HUD). At a meeting held on April 17, 2024, the Community Development Advisory Board (CDAB) recommended approval of the URA Policies and Procedures to Council.

### REQUESTING DEPARTMENTS:

Community & Economic Development

### FISCAL IMPACT:

There is no fiscal impact.

### STAFF RECOMMENDATION:

Motion to approve the Uniform Relocation Assistance and Real Property Acquisition Act (URA) Policies and Procedures.

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**ATTACHMENTS:**

1. Uniform Relocation Assistance and Real Property Acquisition Act (URA) Policies and Procedures