



THE 8-STEP PROCESS

STEP 1: Application Intake and Review

- Verify application is complete and signed
- Verify all required documents have been received

STEP 2: Preliminary Eligibility Review

- Verify applicant eligibility
- Verify property eligibility
- General Information Notice sent to tenants, if applicable

STEP 3: Ownership Verification

- Verify ownership and review title
- Title to property must be clear in order to move to Step 4
- URA team to perform tenant intake, if applicable

STEP 4: Appraisal and Inspections

- Complete boundary survey
- Complete property appraisal
- Complete lead-based paint assessment, if applicable
- Complete asbestos building survey
- Complete environmental review

Incentive(s)

Incentives can be requested during Step 5 of the program, or within nine months after the closing date. Incentive requests will be verified for eligibility, including replacement property location.

STEP 5: Offer Determination and Closing

- Prepare Initial Offer Letter and Package
- Provide Uniform Relocation Act (URA) benefits, required services, notices and relocation assistance to eligible tenants, as applicable
- Verify residents have vacated the property
- Property is purchased by the local government at closing, using grant funding
- Record deed and deed restriction

STEP 6: Contractor Selection

- Program selects demolition contractor
- Verify the property is secured by boarding up windows and doors or erecting a chain-link fence around the property
- Applicant participation is not required at this step

STEP 7: Demolition, Clearance, and Restoration

- Complete abatement and demolition
- Following demolition, complete the final inspection, collect documents, and prepare closeout documentation
- Applicant participation is not required at this step

STEP 8: Completion

- Property returns to open space permanently
- Complete closeout review