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| **Guide for Review of Relocation and** **Real Property Acquisition Policies and Procedures**  |
| **Name of Program Participant:** Click or tap here to enter text. |
| **Staff Consulted:** Click or tap here to enter text. |
| **Name(s) of Reviewer(s)** | Click or tap here to enter text. | **Date** | Click or tap here to enter text. |

**NOTE:** All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance.

**Instructions:** Use this Exhibit (along with the guidance discussed in the introduction to this Chapter) for monitoring a program participant’s policies and procedures relating to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended, and section 104(d) of the Housing and Community Development Act of 1974. Reviewers should have access to the URA regulation at 49 CFR part 24 and the Section 104(d) regulation at 24 CFR part 42 when completing this Exhibit. When making findings, the reviewer should cite not only the URA and/or section 104(d) regulations, but also the appropriate program regulation. See Attachment 25-1 for a list of programs covered by the URA and their program-specific relocation citations.

**Questions:**

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| List below the HUD Program(s) being monitored. |
| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |

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| What is the date of HUD’s last monitoring review, if known? |
| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |

3.

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| Are there outstanding relocation/real property acquisition Findings? If yes, describe each Finding’s current status below |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:**Click or tap here to enter text. |

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| Provide the name(s), telephone number(s) and email address(es) of the recipient’s staff responsible for:  |
| a. Tracking occupancy (including displacement and non-displacement)Name: Click or tap here to enter text. Telephone No. Click or tap here to enter text.Email: Click or tap here to enter text. |
| b. Real Property Acquisition:Name: Click or tap here to enter text. Telephone No. Click or tap here to enter text.Email: Click or tap here to enter text. |

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| For CDBG and HOME reviews, does the program participant have a Residential Anti-displacement and Relocation Assistance Plan (RARAP) and is the program participant following the plan?[24 CFR 42.325(a); CDBG: 24 CFR 570.606(c); HOME 24 CFR 92.353(e)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |

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| Does the Consolidated Plan contain definitions of “standard condition” and “substandard condition suitable for rehabilitation?” [24 CFR 42.305 and 24 CFR 91.205(b)(1)(ii) or 91.305(b)(ii)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:**Click or tap here to enter text. |

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| CDBG & HOME only: If the program participant provides optional relocation assistance not required by State or local law, has an Optional Relocation Policy been adopted that is available to the public and provides for equal relocation assistance within each class of displaced persons? Briefly describe, in response below, the instructions to recipients for policies governing optional relocation programs or attach a copy of the policy.[24 CFR 92.353(d) or 24 CFR 570.606(d)] |

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| --- | --- | --- |
| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |

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| Do the program participant’s policies and procedures require notices of funding availability and requests for proposals (or the equivalent) to inform applicants of acquisition and relocation-related actions that, if applicable, must take place prior to award (e.g., notice to owner, GIN issuance, tenant tracking, and (where applicable) identification of comparable replacement units)? Briefly describe the information conveyed to applicants.  |

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| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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| Do the program participant’s policies and procedures request or require relocation plans for occupied projects (not required by regulation, but should be on file if part of the program participant’s policies)? |

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| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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| Does the program participant have procedures in place to require all persons seeking URA relocation payments or advisory assistance to certify that they are lawfully present in the United States? (Lawful presence not currently required for Section 104(d) benefits and payments.) Describe the certification process below. [49 CFR 24.208]  |

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| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |

11.

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| Do the program participant’s subrecipient agreements and loan/grant agreements explicitly require compliance with URA/104(d) requirements, including reporting and recordkeeping? [2 CFR 200.331(a)(2)] |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |

12.

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| Do the program participant’s procedures specify a process for reviewing relocation claims for cost allowability and for requiring that each replacement housing unit passes a decent, safe and sanitary (DSS) inspection prior to issuance of a Replacement Housing Payment (RHP)? Describe the review process and any identified weaknesses below. |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
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| Do the program participant’s policies/procedures identify a process for distributing residential relocation payments in a manner that complies with the prohibition against lump sum disbursements (except for moving expenses, down payment on the purchase of a replacement dwelling, or incidental expenses related to such moving expenses or down payment)? [42 U.S.C. § 3537c]  |

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| [ ]  | [ ]  | [ ]  |
| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |

14.

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| Does the program participant have procedures in place to require appeals to be processed in compliance with URA requirements? [49 CFR 24.10] |

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| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |

15.

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| Is there a system for tracking and documenting required acquisition and relocation actions? [49 CFR 24.9] |

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| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |

16.

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| Does the program participant’s policies and procedures require that activities undertaken by subrecipients are monitored? [2 CFR 200.331(d) |

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| **Yes** | **No** | **N/A** |

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| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |

17.

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| What process does the program participant have to determine subrecipients’ technical assistance and training needs, if any? |
| **Describe Basis for Conclusion:** |
| Click or tap here to enter text. |