

CHAPTER 11. RELOCATION AND ACQUISITION

- 11-1 General. In addition to the review criteria listed in this chapter, reviewers should also follow the instructions in paragraphs 1-5A and B, 1-6A, H, and I and 1-7 through 1-9.
- 11-2 Workload. Review relocation and acquisition workload and procedures for periodically updating workload. (Workload includes acquisition and relocation that is (i) underway, (ii) part of an approved project but not yet initiated, or (iii) completed but not yet monitored or monitored with at least one unresolved finding).
- A. The Field Office should have a list of localities and programs (e.g., CDBG, UDAG, Housing, Section 312, Rental Rehabilitation, Section 8 State CDBG, CIAP, Section 202, ESG, Transitional Housing, Handicapped homeless, SAFAH) with relocation and/or acquisition workload that identifies the applicable rule (i.e., Uniform Act, Section 104(d), optional CDBG relocation policy or other HUD relocation rules) and the approximate caseload.
 - B. The specialist should consult appropriate program staff (CPD and Housing) and review documentation such as program applications and progress reports (e.g., CDBG Grantee Performance Reports, Rental Rehabilitation Program Annual Performance Reports) when preparing the workload.
 - C. The Field Office should conduct a timely (at least every six months) general survey of agencies (community development and housing) to update workload and determine special problems.
- 11-3 Application Reviews. Examine procedures for review of CPD and housing applications and final statements as may be necessary to establish workload and to determine issues and technical assistance needs.
- 11-4 Appeals and Complaints. Review appeal procedures and a sample of responses to appeals and complaints to ensure that responses are accurate and timely.

11-5 Monitoring

- A. Determine whether reasonable priorities based on risk analysis as to localities/programs to be monitored and the type of monitoring review to be conducted (e.g., in-depth or mail-in review by specialist or limited review by a non-specialist) were established.

- B. Determine whether the specialist coordinated preparation of the monitoring schedule with program staff (CPD and Housing). The schedule should be updated periodically (at least every six months).
- C. List priority localities/programs that will not be monitored and indicate reason.
- D. Identify the number of localities/programs monitored during the review period and compare with the number of localities/programs in the workload. Assess whether the level of monitoring is adequate and if not, indicate why.

| Type of Monitoring Review | Relocation (Loc./Prgrms) | Acquisition (Loc./Prgrms) |
|---------------------------------|-----------------------------|------------------------------|
| In-Depth | ____/____ | ____/____ |
| Mail-In | ____/____ | ____/____ |
| Limited | ____/____ | ____/____ |
| Total Monitoring Reviews | ____/____ | ____/____ |
| Total Workload | ____/____ | ____/____ |

- E. Do in-depth monitoring reviews include a reasonable number of personal interviews and housing inspections?
- F. Assess whether monitoring follow-up is adequate and if not, indicate why.

11-6 Joint On-Site Reviews. Conduct a joint on-site review of a grantee's performance. The review sample should include cases previously reviewed and related findings made by the Field Office specialist in order that his or her actual performance can be assessed. The person conducting this part of the evaluation must be technically qualified to assess all aspects of the agency's relocation and acquisition activities.