Acquisition Monitoring Form

*Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and section 104(d) of the Housing and Community Development Act of 1974 (subject to* 24 CFR 570.488, 570.606*, 49 CFR part 24, subpart B)*

**Grantee: Grant Number:**

**Prepared by: Prepared Date:**

**Project Name:**

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| 1. **General Information**
 |
| 1 | CDBG Application Date:  |  |
| 2 | CDBG-I Grant Contract/Agreement Date:  |  |
| 3 | Release of Environmental Condition:  |  |
| 4 | Owner(s) (Seller) Name:  |  |
| 5 | Address of Acquired Property & Parcel ID Number: |  |
| 6 | Property Use at Time of Acquisition: |  [ ]  Occupied [ ]  Vacant / ROW / Easement[ ]  Rental List Tenants: |
| 7 | Purpose of Acquisition:  |  |
| Determine if the acquisition was voluntary or not. If the acquisition was voluntary or a donation, only Sections 1, 2, 3, & 4 must be completed. If the acquisition was involuntary, complete the entire form. *Construction and utility easements that require no change in title as discussed in 49 CFR 24.101 (c) Less-than-full-fee interest in real property. Eminent Domain can’t be used on a CDBG-I funded project. Therefore, to make a transaction “voluntary”, the grantee must notify the owner in writing of property’s market value; and notify the owner prior to making an offer, that it will not acquire property if an amicable settlement (negotiations) cannot be reached [49 CFR 24.101(b)(1)].* | [ ]  Voluntary [ ]  Involuntary  |
| 1. **Notification of Owner(s)**
 |
|  | Was an Informational Notice *(HUD Handbook 1378, Appendix 32*) sent (either by certified return receipt or hand delivery) to the owner informing them of the grantee’s interest in acquiring the property with a fair market value of the property?  | ☐ Yes ☐ No |
| If Yes, date sent:  | Date:  |
|  | If an Informational Notice was not sent, was the owner provided a copy and explanation of the HUD informational brochure, ***When a Public Agency Acquires Your Property***? (If Yes, go to Section 3, Donations).  | ☐ Yes ☐ No |
| 1. **Property Donations**
 |
|  | 1. If the property is being donated, did the owner signa a Waiver of Benefits?
 | [ ]  Yes [ ]  No  |
| 1. Was the value of the parcel determined to be less than $10,000?
 | [ ]  Yes [ ]  No |
| If Yes, how was the value determined? *(If the value was determined to be under $10,000, no appraisal is required. Go to Section 5. Purchase Offer)* |
|  | Did the waiver include the following: |
| 1. Language releasing the grantee from performing an appraisal and review appraisal? *(A formal appraisal and review appraisal is required unless the owner grants a waiver of their right to an appraisal, or if the value of the project is determined to be less than $10,000)*
 | [ ]  Yes [ ]  No |
| 1. A property description?
 | [ ]  Yes [ ]  No |
| 1. Evidence that the fair market value was established?
 | [ ]  Yes [ ]  No |
| 1. The signature of the owner(s)?
 | [ ]  Yes [ ]  No |
| 1. **Appraisals** *(If an appraisal was not required, skip to Section 7. Deeds and Terminated Acquisition)*
 |
|  | Did the grantee follow their procurement process in choosing the appraiser?  | [ ]  Yes [ ]  No |
|  | Was the procurement process followed in choosing the review appraiser?  | [ ]  Yes [ ]  No |
|  | Was the owner(s) invited to accompany the appraiser on the inspection? | [ ]  Yes [ ]  No |
|  | Were the appraisals completed and placed in the file? | [ ]  Yes [ ]  No |

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| 1. **Purchase Offer**
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|  | Was a written purchase offer sent to the owner(s)?  Date Sent:  | [ ]  Yes [ ]  No |
|  | Did the written purchase offer include:  |
| 1. An offer of no less than the appraised fair market value (or other documented value if the property was determined to have a value less than $10,000)?

Purchase Offer: $ | [ ]  Yes [ ]  No |
| 1. Terms and conditions of the offer?
 | [ ]  Yes [ ]  No |
| 1. Date for negotiations to be begin?
 | [ ]  Yes [ ]  No |
| 1. A statement of the Basis for Determination of Just Compensation?
 | [ ]  Yes [ ]  No |
| 1. **Negotiation and Sale**
 |
|  | If negotiation took place, is it documented?  | [ ]  Yes [ ]  No |
|  | Is there documentation of the owner’s acceptance of the offer? Date accepted:  | [ ]  Yes [ ]  No |
|  | Is there a Contract of Sale on file? If yes, what was the date of the contract:  | [ ]  Yes [ ]  No |
|  | Did the owner receive the approved just compensation for the property? | [ ]  Yes [ ]  No |
|  | Is there proof of payment of the just compensation (such as canceled checks, etc.)? | [ ]  Yes [ ]  No |
|  | Did the grantee pay more than the appraised value for the parcel? If yes, did the owner receive written approval from the Division?  | [ ]  Yes [ ]  No |
|  | Is a Statement of Settlement Costs on file?  | [ ]  Yes [ ]  No |
|  | Did the grantee pay all settlement costs?  | [ ]  Yes [ ]  No |
| 1. **Deeds and Terminated Acquisition**
 |
|  | Was the deed recorded in a timely manner?  | [ ]  Yes [ ]  No |
|  | For a terminated acquisition, was the owner(s) sent a Notice of Intent Not to Acquire? Date sent:  | [ ]  Yes [ ]  No |
| **NOTES:** |

***\*List or attach supporting documentation or notate items reviewed to support work performed where deemed necessary for all questions listed on this monitoring checklist.***

**Grantee Representative: Date:**

**CDBG-I Grants Representative: Date:**

**CDBG-I Supervisor: Date:**