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** | | |
|  | 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:**