

Permanent Relocation Monitoring Checklist

10/1/2011

Recipient: _____ Grant #: _____

- Type of Relocation:**
- | | |
|------------------------------------|--|
| <input type="checkbox"/> Household | <input type="checkbox"/> Business |
| <input type="checkbox"/> Nonprofit | <input type="checkbox"/> Utility Facility System |

Utility Facility means any electric, gas, water, steampower or materials transmission or distribution system; transportation system; communications system involving cable television; or any other fixtures, equipment or property associated with the operation, maintenance or repair of any such system.

I. Review of Documentation

Check the appropriate box.

1. Do the Recipient's relocation files include:	
<ul style="list-style-type: none"> • Documentation that displacement was undertaken only after other options were determined to be less effective in achieving project goals? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Spreadsheet showing that sufficient relocation funds were budgeted? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Steps to ensure cooperation and coordination among parties so that the project proceeds efficiently with minimum duplication? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Data showing the Recipient consulted with property occupants? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • The estimated (or actual) number, type, and size of displacement? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Advisory services were available for those not displaced? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Was an advisory notice issued:	
<ul style="list-style-type: none"> • To persons to be displaced? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • To persons who may not be displaced? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Did the notice include: <i>(See Chapter 2 of HUD Handbook 1378.)</i>	
<ul style="list-style-type: none"> • An explanation that the project is only proposed and that the person should not move until he/she has received a notice of eligibility? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • A general explanation of the payments for which the person may be eligible, basic conditions of eligibility, and procedures for obtaining the payments? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • A statement informing the person that he/she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help the person successfully relocate? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • A statement informing the person that he/she will not be required to move without 90 days notice and informing any person to be displaced that he/she will not be required to vacate the property earlier than 90 days after at least one comparable replacement dwelling has been made available? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • An explanation of the person's right to appeal the cognizant agency's determination of eligibility for relocation assistance or the amount of such assistance? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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10/1/2011

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4. Promptly after initiation of negotiations (delivery of initial written offer of just compensation for the purchase of real property), was either one of the following notices issued to persons occupying property in the project area? (<i>Samples are in Appendix 6 (Residential) and Appendix 7 (Nonresidential) of HUD Handbook 1378.</i>)	
<ul style="list-style-type: none"> • Notice of Non-Displacement explaining the reasonable terms and conditions under which the person may lease and occupy the property upon completion of the project; 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Notice of Eligibility for Relocation Assistance informing the person of his/her eligibility for the relocation assistance (effective on the date of the initiation of negotiations); and describing the assistance, its estimated amount, and procedures for obtaining the assistance. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. Did the Notice of Non-Displacement include information from Chapter 2 of HUD Handbook 1378?	
<ul style="list-style-type: none"> • If required, did the Recipient send a 90-day notice to all persons to be displaced? 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
a) Did the notice:	
1) Reflect specific date property must be vacated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2) Provide a minimum of 30 days notice to move to persons who will not be displaced but who need to be temporarily relocated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
b) Was the 90-day notice issued after a notice of eligibility for relocation assistance had been provided?	
1) Were all notices either personally served or sent by certified or registered first class mail with return receipt requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2) Do the files contain documentation for the above actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<ul style="list-style-type: none"> • Do files contain documentation: 	
a) That persons not being displaced are kept informed of the project schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
b) Of the explanation of terms and conditions of occupancy after project completion?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
c) Of the information and explanation of assistance available from state, federal and local programs (including SBA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
d) Of efforts to minimize hardship by providing counseling?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Did the Recipient contact each displacee to determine relocation needs and preferences? See Site Occupant Record – Residential , (Appendix 8 HUD Handbook 1378) and Site Occupant Record – Nonresidential , (Appendix 9 HUD Handbook 1378).	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Permanent Relocation Monitoring Checklist

Check the appropriate box.

7. Did the Recipient explain and provide written information to affected businesses on eligibility requirements, relocation payments and procedures for obtaining payment? See Relocation Payments-Families and Individuals (Chapter 3, HUD 1378) Relocation Payments – Businesses, Nonprofit Organizations and Farms (Chapter 4, HUD 1378).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. In addition to notices, did the Recipient keep affected persons informed of the project schedule and the earliest date by which property must be vacated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Did the Recipient provide current information on availability, purchase prices and rental costs of suitable replacement properties?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Did relocation payment include reasonable and necessary actual moving related expenses including those listed in Chapter 3 (Residential) or Chapter 4 (Nonresidential) of HUD Handbook 1378?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11. In addition to moving expenses, did the Recipient provide payment for re-establishment of a business as provided in Chapter 4 of HUD 1378?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12. Are relocation payment claims supported by reasonable documentation of expenses (bids, estimates, bills) or earned income (tax returns, certified financial statements)? See Claims for Moving & Other Expenses (Appendix 16, HUD 1378).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. When displacee assumed full responsibility for moving, did recipient:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
a) Obtain two acceptable bids or estimates, or	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
b) Have two estimates of moving expenses prepared by qualified staff? (A single bid or estimate is acceptable for low cost or uncomplicated moves.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
c) Make a payment for self-moving expenses that did not exceed the lower of the above bids or estimates?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. Were claims paid in a reasonable time frame?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15. Were tenant claims for relocation payment submitted within 18 months of date of displacement (last day of actual move)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16. Were owner claims for relocation payment submitted within 18 months of date of displacement or date of final payment for the acquisition?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17. When two or more occupants were in the same structure, was the relocation payment prorated if they were determined to constitute one unit within the displacement unit and they moved to separate structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18. When two or more occupants were in the same structure, but viewed as separate displacement units because of separate leases or lease/sublease arrangements, were they given separate entitlements to relocation payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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Check the appropriate box.

19. Were relocation payments paid directly to displacee except when:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
a) Displacee consented in writing to assignment payment to another?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
b) A court ordered otherwise?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
c) A court determined that rent is in arrears?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
d) A displacee is not prevented from obtaining a comparable unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20. Were written notices provided of denied claims?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Did notices explain basis of denial and appeal procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
21. Is there an acquisition case file for the parcel?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• If yes , complete Form SC-20 - Property Acquisition Monitoring Checklist .	

II. Conclusions

Explain any finding(s) or concern(s) and specify corrective actions the Recipient must take to resolve the issue(s). Describe any technical assistance provided.
