

## Federal Grant Acquisition Checklist

### For involuntary acquisitions without acquisition or relocation of improvements

*Involuntary = This specific parcel is needed for a project and the City will use Eminent Domain if necessary.*

DR Contract #:	
Project Title:	
Property Address:	

Activity	Notes	Signature and Date
Send Notice to Owner with HUD Brochure		
Receive HUD authorization to use grant funds		
Review cost reasonableness <input type="checkbox"/> On-Call Appraiser		
Conduct appraisal or waiver valuation		
If appraisal, conduct review appraisal		
Send Notice of Intent to Acquire with attachments		
Issue just compensation memo		
Make written offer		
Offer status	<input type="checkbox"/> Accepted <input type="checkbox"/> Administrative Settlement <input type="checkbox"/> Eminent Domain	
Attorney review and approval		
Order title commitment		
Order closing documents		

**Records:** At all stages, staff will save to the electronic file a copy of any signed document and any information sent to property owners.

**Check requisitions:** Check requisitions must be accompanied by supporting documentation showing that the required federal and city procedures have been followed, including the Acquisition Checklist and copies of documents.