

Involuntary Acquisition
(This property is required for a project)

HUD Authorization to Use Grant Funds
1. Submit Tier I (Part 58) Environmental Assessment and Request for Release of Funds to HUD
2. Receive from HUD the AUGF

Beneficiaries and Cost Reasonableness
• Check for exclusion using SAM.gov
• Obtain cost reasonableness if not done

Temporary Right of Entry

Notice to Owner
• with attachments
• to owners of possible acquisitions

City confirms properties/ROW/easements that are required through design process.

Notice of Intent to Acquire
• With attachments
• To owners of property to be acquired

Appraisal (or Waiver Valuation)
• From City's on-call list
• Cost reasonableness not required if on City's on-call list

Review Appraisal
• From City's on-call list
• Required if property has been appraised
• Cost reasonableness not required if on City's on-call list

Just Compensation Memo
• Issued by City official
• Can be no less than appraised value

Title Commitment

Verification With Other Departments
Obtain checklist sign offs and touch base with each department to verify:
PROGRAM – HUD Authorization to Use Grant Funds has been received
FINANCE – accounts are set up
ENGINEERING – ready to proceed
CITY ATTORNEY – offer documentation is OK

Written Offers and Negotiations
Provide written offer and negotiate

YES
with no change to Offer Letter

YES
with changes to Offer Letter

NO DEAL

Offer Accepted

Administrative Settlement
• Follow provisions in 49 CFR 24.102(i)
• Document how it is:
○ Reasonable.
○ Prudent
○ In public Interest

Eminent Domain
• Follow state law

Closing

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