

NSP Relocation and Acquisition Procedure

Single Family Foreclosed-Vacant Properties

Purpose

This purpose of this manual is to outline the steps HCDD will follow and will require Agencies to follow in regards to the relocation process. HCDD and The Agency will follow the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as amended and Section 104(d) of the Housing and Community Development Act of 1974 as amended, American Recovery Act of 2009, and the Protecting Tenants at Foreclosure Act of 2009.

Scope

The URA is triggered when projects that receive federal funding have residents living on the property at the time of Initial Date of Negotiations (ION). The URA and the Protecting Tenants at Foreclosure Act of 2009 requires fair and equal treatment of all residents. The Agency is required to document the relocation process of each resident. The accepted process and documentation is found at [www.hud.gov/relocation in Handbook 1378](http://www.hud.gov/relocation%20in%20Handbook%201378).

References

Multi family projects refer to Appendix IV – Multifamily Relocation Procedure.

For Single family projects HCDD requires the Agency to submit copies of the documentation listed below.

Relocation Section Forms:

NSP – Assurance Letter

NSP – Voluntary Acquisition of Foreclosed Property – Guide-form

NSP – Seller’s Occupancy Certification under the Protecting Tenants at Foreclosure – Guide-form

Appraisal

Survey

Procedure

APPLICATION STAGE

The Agency will submit to HCDD as part of the Application the following documents; NSP – Assurance Letter, NSP – Voluntary Acquisition of Foreclosed Property – Guide-form, NSP – Seller’s Occupancy Certification under the Protecting Tenants at Foreclosure – Guide-form, Appraisal, Survey.

MONITORING STAGE

The Relocation Specialist (RS) will review and approve the above documents for compliance with requirements. HCDD will contact the Agency with any questions, requests for more information/documentation, and/or requests for revision of documentation. HCDD will be available to provide any technical assistance that may be needed.

RELOCATION CLOSE OUT

The RS will email Approval to Close to the assigned Relationship Manager.

Responsible Parties

Housing and Community Development Department, Relocation section will coordinate the daily procedure of documenting URA requirements. The Relocation Specialist will