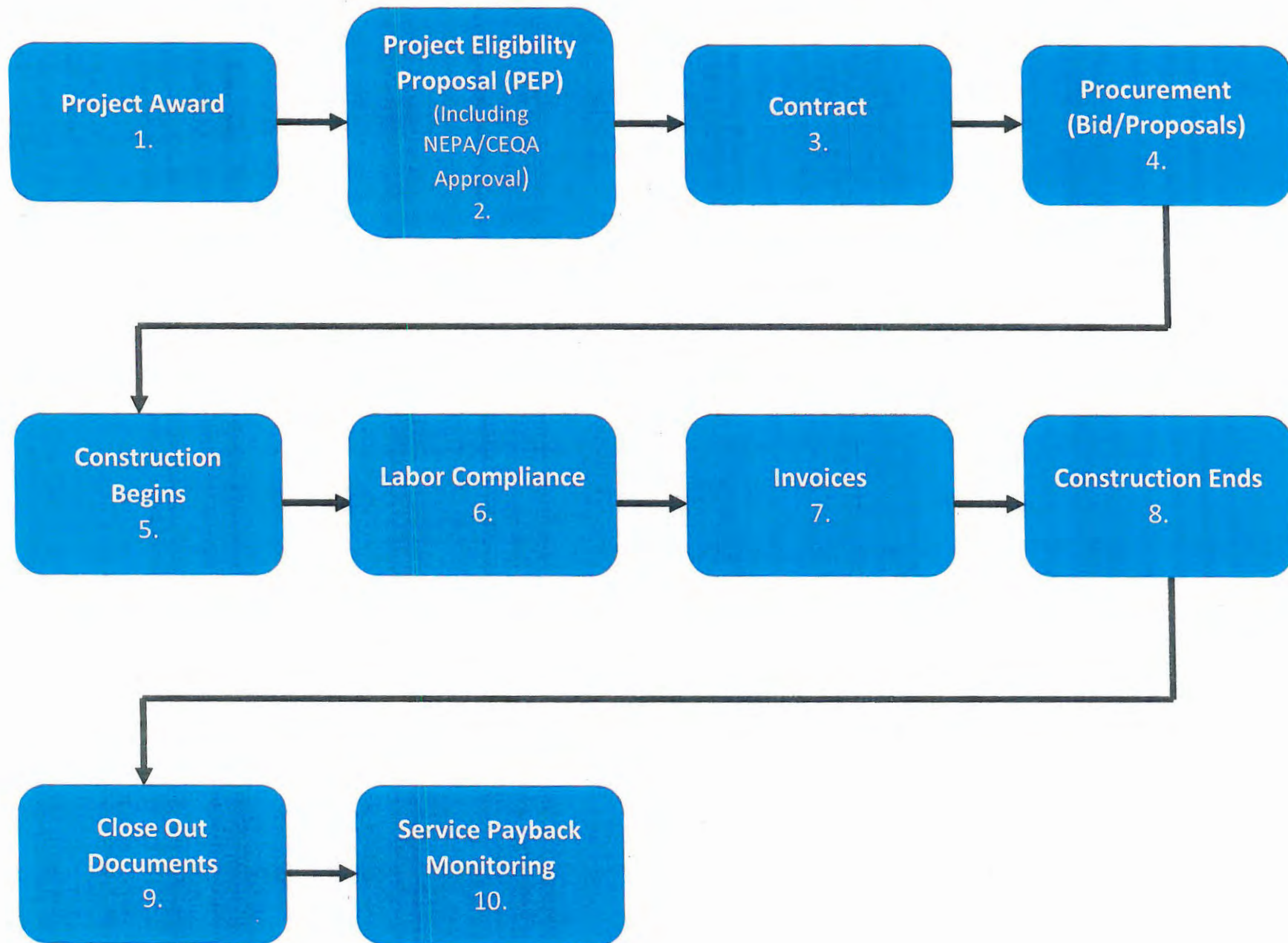


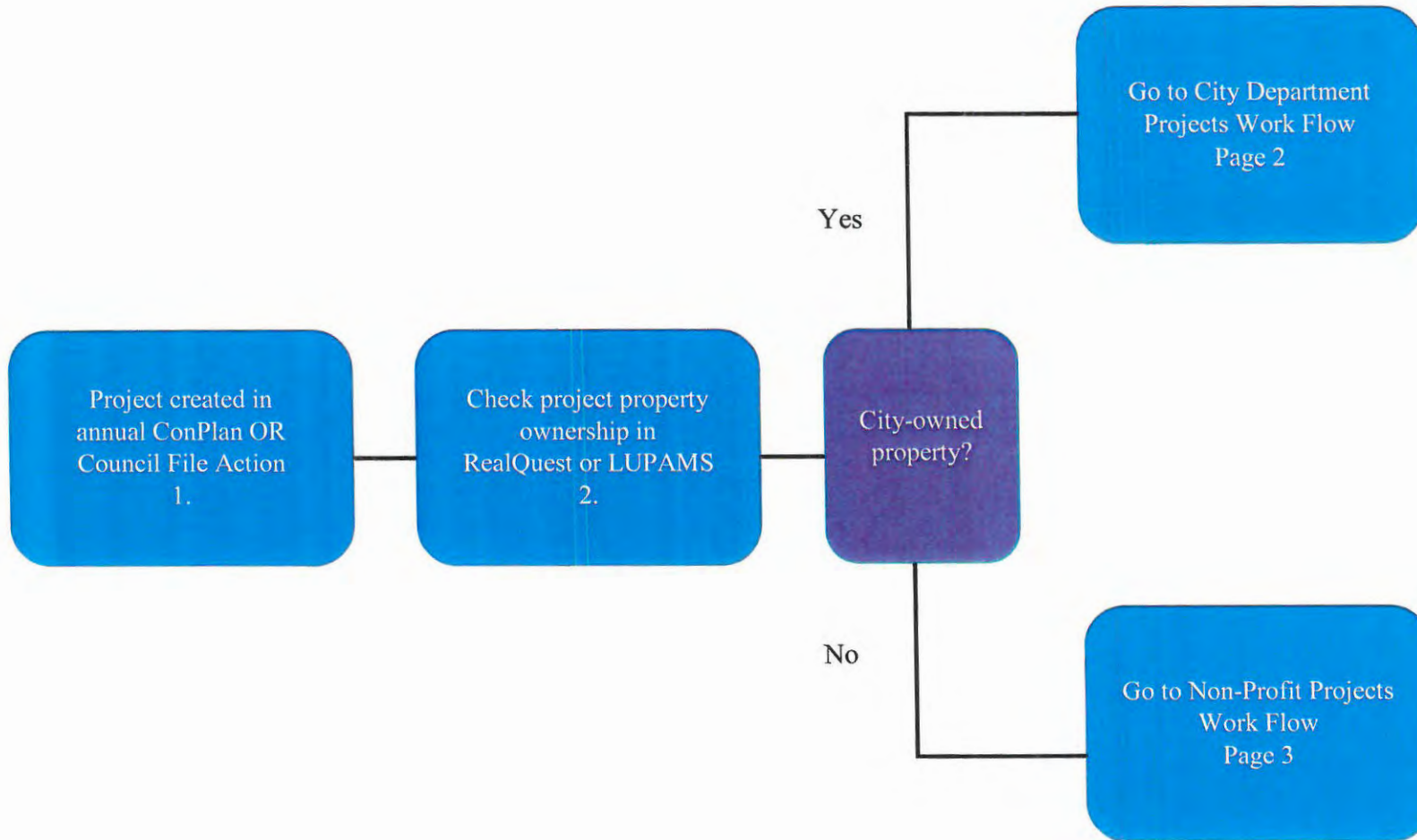
A.

NEIGHBORHOOD
IMPROVEMENT
PROJECT
WORK FLOW

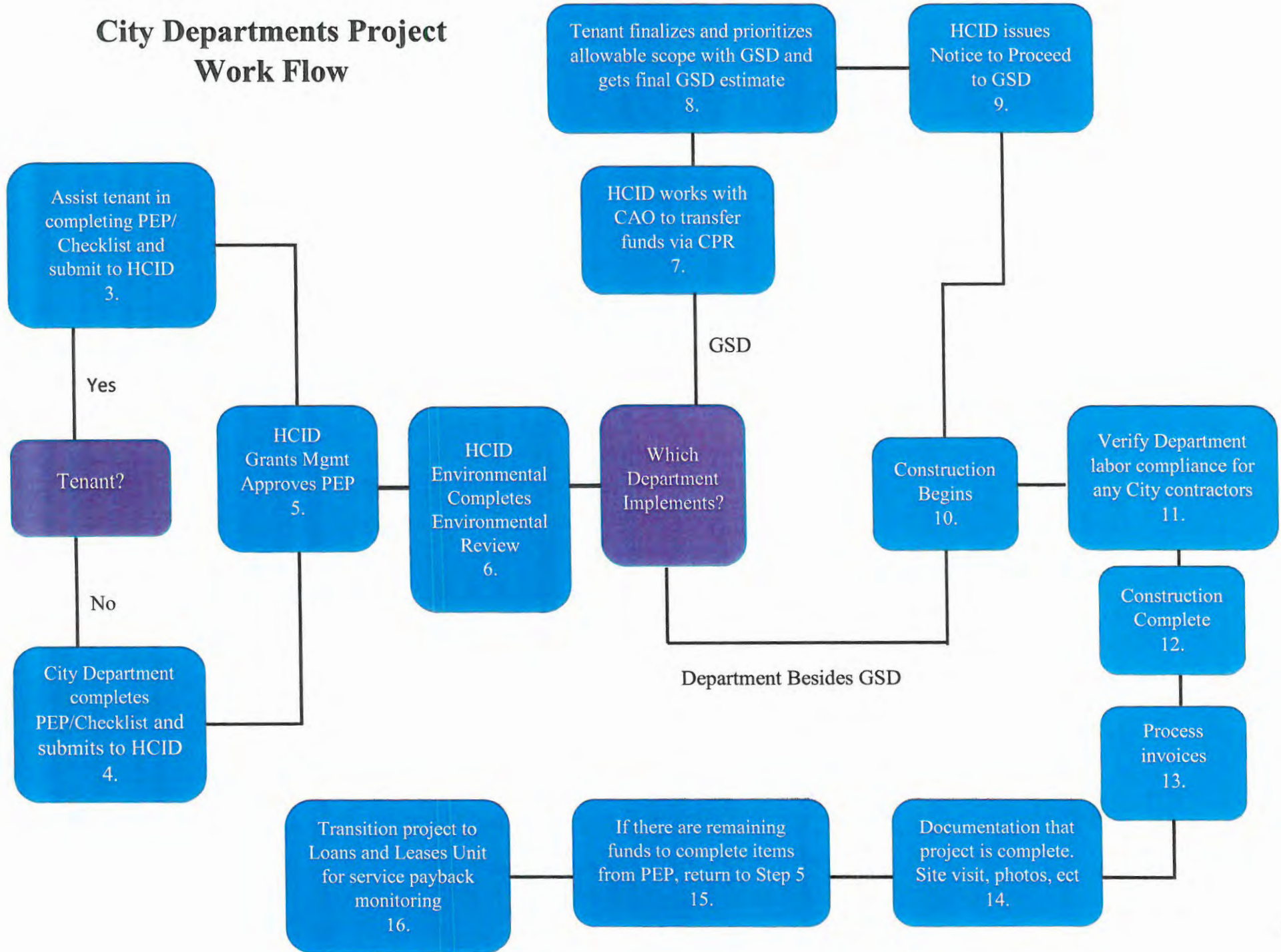
Neighborhood Improvement Projects Process Overview



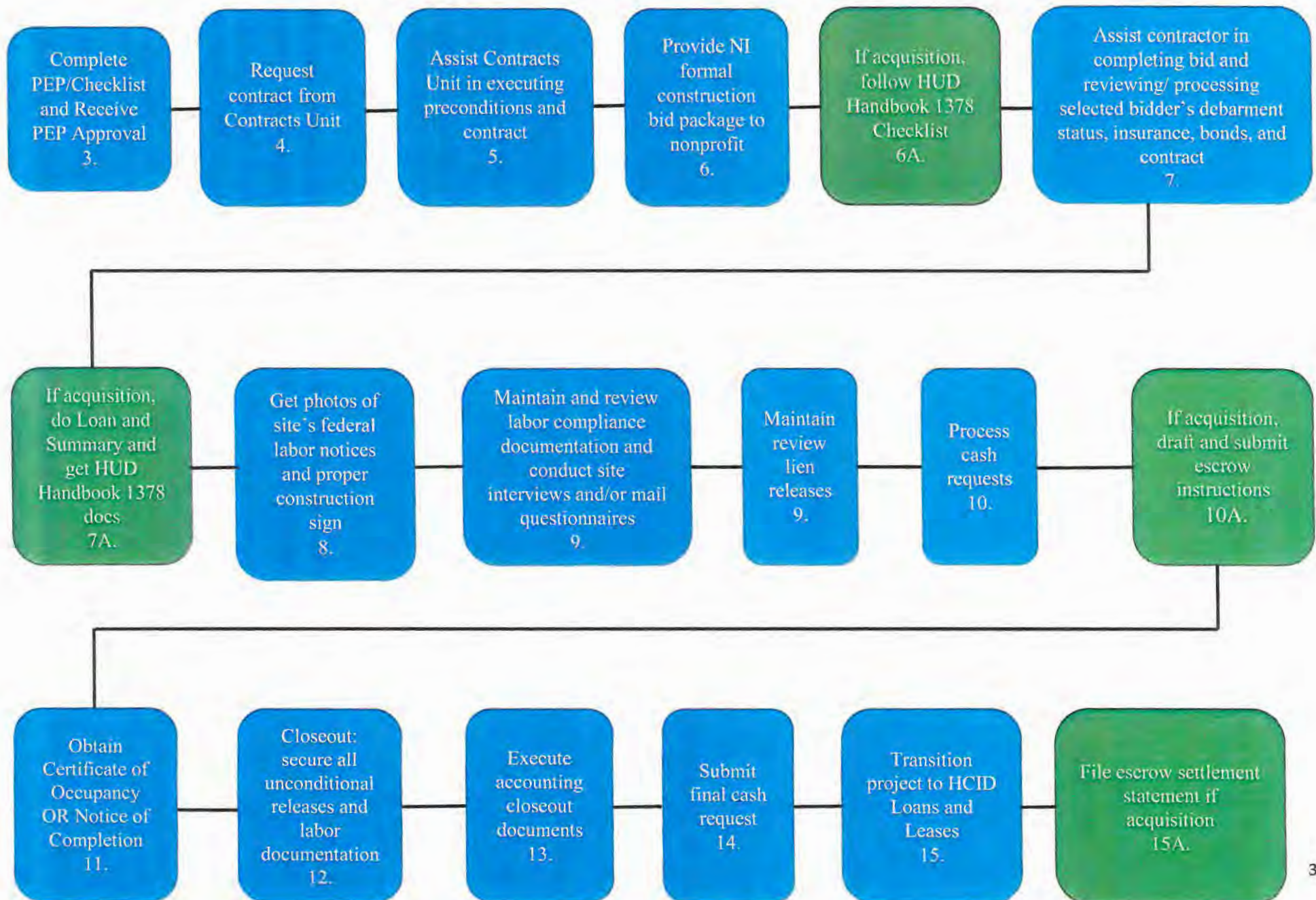
Neighborhood Improvement Projects Work Flow



City Departments Project Work Flow

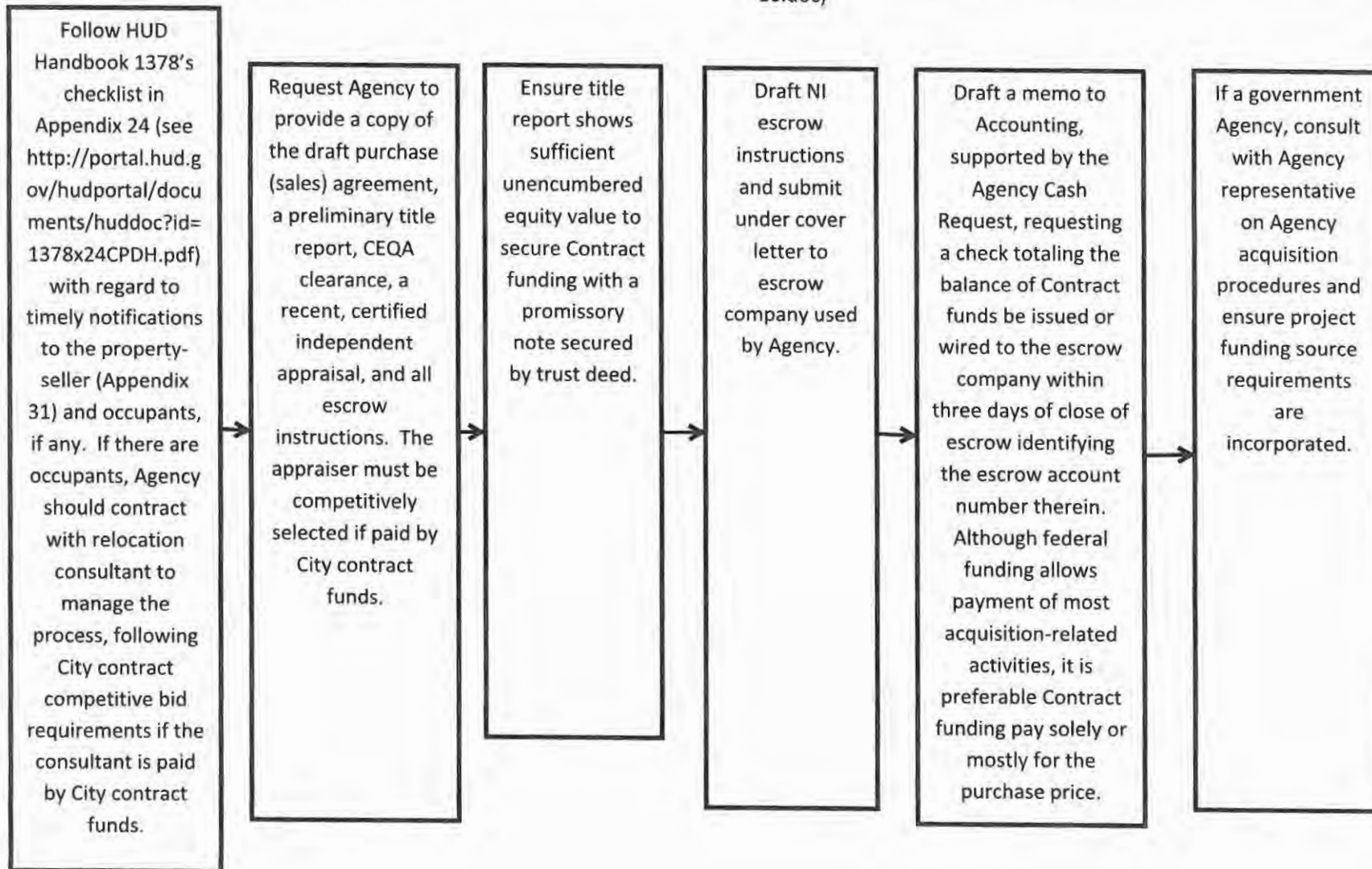


NON-PROFIT PROJECTS WORK FLOW



HCID/NI Subrecipient Non-City-Owned Property Acquisition Flowchart

(source: K:\3926-ConPlan\NeighborhoodImpUnit\Policies & Procedures\Manuals-Guides-Procedures\Manuals\HCID-CPAD-NISubReceipientProjectGuide5-16.doc)



GENERAL URA ACQUISITION PROCESS

(Refer to 49 CFR 24 Subpart B for detailed acquisition requirements)

VOLUNTARY ACQUISITIONS 49 CFR 24.101(b)(1)-(5)	INVOLUNTARY ACQUISITIONS 49 CFR 24.101(a) & (b)
<p><i>Determine if proposed acquisition satisfies criteria and requirements of 24.101(b)(1)-(5). If acquisition doesn't meet criteria (e.g., is subject to threat or use of eminent domain), refer to involuntary acquisition process and comply with 49 CFR 24 Subpart B requirements.</i></p>	<p><i>Determine if proposed acquisition is subject to threat or use of eminent domain. If not subject to eminent domain, refer to voluntary acquisition process and comply with applicable requirements of 49 CFR 24.101(b)(1)-(5).</i></p>
<p>24.101(b)(1) - Agencies with eminent domain authority but will not use: must meet all conditions of 24.101(b)(1)(i) – (iv). (see esp. 24.101(b)(1)(i) & (ii))</p>	<p>* Notify owner of agency's interest in acquiring property and protections under the Uniform Act (see 24.102(b)) (Optional: issue Notice of Intent to Acquire (see 24.203(d)))</p>
<p>* Agency will not acquire property if negotiations fail, and owner is so informed in writing (see 24.101(b)(1)(iii))</p>	<p>* Appraise property and invite owner to accompany appraiser (see 24.102(c))</p>
<p>* Agency informs owner in writing of property's estimated market value (see 24.101(b)(iv))</p>	<p>* Review the appraisal (see 24.104)</p>
<p>* Owner/s & owner occupants not eligible for relocation assistance / displaced tenants may be eligible (see 24.2(a)(9)(ii))</p>	<p>* Establish estimate of just compensation for property (see 24.102(d))</p>
<p>24.101(b)(2) – Agencies or persons without eminent domain authority:</p>	<p>* Provide owner with written offer and summary statement for property (see 24.102(e))</p>
<p>* Prior to offer, inform owner unable to acquire if negotiations fail (see 24.101(b)(2)(i))</p>	<p>* Negotiate with owner for purchase of property (see 24.102(f))</p>
<p>* Inform owner of property's estimated market value (see 24.101(b)(2)(ii))</p>	<p>* If negotiations successful, complete sale and reimburse property owner for related incidental expenses (see 24.106)</p>
<p>* Owner/s & owner occupants not eligible for relocation assistance / displaced tenants may be eligible (see 24.2(a)(9)(ii))</p>	<p>* If negotiations unsuccessful, consider an administrative settlement (see 24.102(i))</p>
<p>24.101(b)(3) – Acquisition from a Federal agency, State, or State agency, if acquiring agency without eminent domain authority:</p>	<p>* If negotiations still unsuccessful, consider acquiring property through eminent domain.</p>
<p>* Owner/s & owner occupants not eligible for relocation assistance / displaced tenants may be eligible (see 24.2(a)(9)(ii))</p>	<p>* Displaced persons eligible for relocation assistance (see 24.2(a)(9)(i))</p>

Acquisition Checklist (Guideform)

Project: _____
 Acquisition Case Number: _____
 Address of Property Proposed for Acquisition: _____

 Property Owner: _____
 Owner's Address: _____

Preliminary Title Opinion _____ / ____ / ____
 Property Survey _____ / ____ / ____
 Request For Environmental Review _____ / ____ / ____
 Environmental Clearance _____ / ____ / ____
 LBP Test Requested (if applicable) _____ / ____ / ____
 LBP Test Results _____ / ____ / ____
 If Decision Not To Acquire, _____ / ____ / ____
 Why _____

Acquisition Actions	Amount	Date of Action	Date of Action	Relocation Actions (if applicable)
Initial Contact With Owner		____ / ____ / ____	____ / ____ / ____	Occupant Survey
Letter of Interest/Notice to Owner		____ / ____ / ____ ↔	____ / ____ / ____	1) General Information Notice(s)
Brochure information provided w/Letter		[] Yes - [] No	[] Yes - [] No	Brochure info. provided w/Notice -- Receipt(s) to prove delivery
Invitation to Accompany Appraiser (if applicable)		____ / ____ / ____		
Appraisal (if applicable)	\$ _____	____ / ____ / ____		
Review Appraisal (if applicable)	\$ _____	____ / ____ / ____		
Establishment of Just Compensation	\$ _____	____ / ____ / ____		
Offer Letter	\$ _____	____ / ____ / ____ ↔	____ / ____ / ____	2) Initiation of Negotiation Notice(s)
Summary Statement Included		[] Yes - [] No		[] Notice of Eligibility
Admin. Settlement (if applicable)	\$ _____	____ / ____ / ____		[] Notice of Nondisplacement
Eminent Domain Filed (if applicable)		____ / ____ / ____	____ / ____ / ____	-- Receipt(s) to prove delivery
Court Decision Rendered (if applicable)		____ / ____ / ____		Relocation case files related to this acquisition:
Amount of Court Award (if applicable)	\$ _____			_____
Closing/Settlement Statement		____ / ____ / ____		_____
Proof of Title (Doc.)		____ / ____ / ____		_____
Final Title Opinion		____ / ____ / ____		_____
Date Title Document Recorded		____ / ____ / ____		_____
Acquisition Payment /Court Deposit	\$ _____	____ / ____ / ____		

NOTE: The symbol "↔" is inserted at these two stages to remind displacing agencies that these notices are to be sent simultaneously.