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| PROJECT INFORMATION | | |
| Agency: | | Spot Check or Final Review (Circle One) |
| Project: | | LAC: |
| FA No.: | | ROW Agent: |
| Owner: | | Reviewer: |
| Parcel No.: | | Date or Review: |
| PLANNING/ADVISORY SERVICES | | |
| Check Item: | Comments: | |
| Verified relocation plan approved prior to start of relocation activities |  | |
| Verified LPA relocation appeal process in place prior to relocation activities |  | |
| Occupancy survey completed |  | |
| Verification of eligibility (initiation of negotiations) |  | |
| Lawfully present verification |  | |
| Explanation of process for filing claims |  | |
| Explanation of appeal procedure |  | |
| LPA process for approval of claims |  | |
| Explanation of move options (nonresidential) commercial, self, DLT, fixe payment, SSPP, etc.) |  | |
| Corrections Required (circle one):  YES / NO |  | |
| REQUIRED NOTICES | | |
| Check Item: | Comments: | |
| Notice of intent to acquire/offer letter |  | |
| General notice provided |  | |
| Notice of Eligibility provided |  | |
| 90 day assurance provided |  | |
| Entitlement notice provided (including LPA relocation appeal “procedure”) |  | |
| Final claim notice provided |  | |
| Corrections Required (circle one):  YES / NO |  | |
| DISPLACEMENT | | |
| Check Item: | Comments: | |
| Offer comparable replacement housing/last resort housing options (residential) |  | |
| Verify comparable is DSS (residential) |  | |
| Offer tenant down payment assistance option |  | |
| Housing comparison worksheet (residential) |  | |
| Correlations & conclusions valid (residential) |  | |
| Computation of RHP/RSR approved & accurate |  | |
| Move estimates received/completed (professional or specialist) |  | |
| MEA completed/type of move selected |  | |
| Written & photo inventory complete & consistent (non-residential) |  | |
| Specialty move items noted |  | |
| RFP for bids (nonresidential) |  | |
| Analysis/selection of bids (nonresidential) |  | |
| Corrections Required (circle one):  YES / NO |  | |
| RELOCATION | | |
| Check Item: | Comments: | |
| Move monitoring/post move inventory completed (items actually moved) |  | |
| Verify cost of replacement (rental agreement, PSA) |  | |
| Notification of move |  | |
| Verify replacement is DSS (residential) |  | |
| Corrections Required (circle one):  YES / NO |  | |
| CLAIMS (PAYMENTS & EXPENSES) | | |
| Check Item: | Comments: | |
| Confirms personal property with appraisal/DV/personalty/realty checklist |  | |
| Reviews details of acquisition, appraisal/DV, and final settlement information to ensure no duplication of payment is made |  | |
| Payment for actual moving & related expenses offered/paid |  | |
| Fixed payment for moving expenses (residential moves) offered/paid |  | |
| Payment of related nonresidential eligible expenses offered/paid |  | |
| Payment for reestablishment expenses offered/paid |  | |
| Payment for fixed payment (in-lieu) for moving expenses (nonresidential moves) offered/paid |  | |
| Payment for discretionary utility relocation payments offered/paid |  | |
| Payment for replacement housing payments offered/ paid |  | |
| Payment for housing of last resort offered/paid |  | |
| Payment for MIDP offered/paid & computed correctly |  | |
| Payment of incidental expenses offered/paid & accurate |  | |
| Notice of denial of claim made in writing with basis & appeal procedure |  | |
| Claim deadline provided & accurate |  | |
| Corrections Required (circle one):  YES / NO |  | |
| RELOCATION AGENT RECORDS | | |
| Check Item: | Comments: | |
| Did not perform acquisition function on same parcel |  | |
| Diary sufficiently documents events & advisory services provided (including discussion of required notices & entitlements) |  | |
| Justification/approval for storage and professional move planning services |  | |
| abandonment of personal property |  | |
| Income verification/financial information reviewed |  | |
| Document actual & reasonable costs |  | |
| Corrections Required (circle one):  YES / NO |  | |