

**Office of the State Controller**

Self-Assessment of Internal Controls

**Major Financial Assistance Cycle  
Federal and State Programs**

Control Policies and Procedures

**General Requirements - Relocation Assistance and Real Property Acquisitions**

Agency \_\_\_\_\_ Year End \_\_\_\_\_

Program Name \_\_\_\_\_ CFDA # \_\_\_\_\_

**A. Control Activities / Information and Communication:**

Yes No N/A

- \_\_\_ \_\_\_ \_\_\_ 1. Is there written documentation of a relocation assistance and real property management policy that conforms to federal regulation?
- \_\_\_ \_\_\_ \_\_\_ 2. Are there copies of regulations and other procedures to ensure that persons administering programs involving relocation or real property acquisition are made aware of federal requirements?
- \_\_\_ \_\_\_ \_\_\_ 3. Does the entity utilize a checklist of federal requirements by persons responsible for administering programs involved in relocation or real property acquisition?
- \_\_\_ \_\_\_ \_\_\_ 4. Is the property appraised in the presence of the owner?
- \_\_\_ \_\_\_ \_\_\_ 5. Is replacement housing systematically located?
- \_\_\_ \_\_\_ \_\_\_ 6. Is replacement housing inspected to assure that it meets acceptable standards?
- \_\_\_ \_\_\_ \_\_\_ 7. Does the entity regularly practice sending pamphlets to persons being relocated, informing them of their rights and the prescribed procedures?
- \_\_\_ \_\_\_ \_\_\_ 8. Does the entity regularly request written acknowledgment of persons being relocated, that the required procedures and rights were made available to them?
- \_\_\_ \_\_\_ \_\_\_ 9. Has a person been assigned to monitor compliance with federal requirements?
- \_\_\_ \_\_\_ \_\_\_ 10. Are appraisals reviewed to determine if they appear consistent with previous appraisals?
- \_\_\_ \_\_\_ \_\_\_ 11. Are price and negotiation settlements reviewed by an appropriately designated official?

\_\_\_ \_\_\_ \_\_\_ 12. Are records maintained of acquisitions and displacements?

**B. Monitoring:**

\_\_\_ \_\_\_ \_\_\_ 13. Does management monitors relocation assistance and real property acquisition for compliance with the URA (Uniform Relocation Assistance and Real Property Acquisition)?