

Office of the State Controller

Self-Assessment of Internal Controls

**Major Financial Assistance Cycle
Federal Programs**

Control Policies and Procedures

Real Property Acquisition and Relocation Assistance

Agency _____ Year End _____

Program Name _____ CFDA # _____

Bolded questions identify critical controls. A critical control is a control that will prevent or detect an error in the event that all other controls fail.

Yes No N/A

- | | | |
|-------------|----|--|
| ___ ___ ___ | 1. | Is there a written relocation assistance and real property management policy that conforms to the Federal regulations? |
| ___ ___ ___ | 2. | Is staff administering programs involving relocation or real property acquisition made aware of Federal requirements? |
| ___ ___ ___ | 3. | Are appraisals examined by a review appraiser to assure acceptability? |
| ___ ___ ___ | 4. | Are price and negotiation settlements reviewed and approved? |
| ___ ___ ___ | 5. | Are records of relocation assistance and real property acquisitions adequately documented and maintained? |
| ___ ___ ___ | 6. | Does management monitor relocation assistance and real property acquisition for compliance with the URA (Uniform Relocation Assistance and Real Property Acquisition Policies Act)? |