

# Managing and Monitoring Relocation Projects

A NAN MCKAY & ASSOCIATES SEMINAR



**SEMINAR NUMBER:** 101-062

**SCHEDULE:**

Day One: 8:00 A.M. Registration  
Day Two: 5:00 P.M. End of seminar

**MATERIALS:**

- Scope of services for fee appraisers, acquisition negotiators, and relocation consultants
- Detailed list of documentation requirements for an acquisition file and for a relocation file
- Sample organizational chart for relocation projects
- Copy of HUD Transmittal 1378
- Managing and Monitoring Relocation Projects Workbook

**CERTIFICATION EXAM:**

No certification exam for this seminar

**METHOD:**

A group-live seminar featuring PowerPoint, case studies, group discussion, seminar materials (workbook, course book, or master book), and Q & A

**LENGTH:**

Two days

**AUDIENCE:**

Relocation managers; project managers; executive directors; any staff directly involved with non-profit agencies receiving funds from the public agency; consultants that work for HUD funded organizations; HUD staff involved in the relocation process, including individuals who monitor local agency projects; and nonprofit organizations that request or receive HUD funds for acquisition, rehabilitation, or demolition activities.

**CREDITS:**

CPE units w/ exam = 15 CEU units w/ exam = 1.3  
Basic program level. No advanced preparation required. No prerequisites required.



Nan McKay & Associates, Inc. has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102.



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Contact Nan McKay & Associates for CEU and CPE policies.

**PURPOSE:** An overview of the practical application of the relocation process, the Managing and Monitoring Relocation Projects seminar provides the knowledge and tools necessary to administer a successful relocation program at your agency. This seminar will give you the knowledge you need to manage and monitor the activities of staff, consultants, nonprofit agencies, and subrecipients, ensuring the absence of findings in HUD relocation file audits. In addition, you will receive forms, checklists, and other documents that can be easily adapted to meet the needs of most HUD-funded agencies. Finally, you will learn about the discretionary policies and procedures that you can adopt to carry out relocation projects effectively and efficiently. This seminar teaches you to create your own policies using industry best practices through discretionary sample policies adaptable to your agency's needs.

**LEARNING OUTCOMES:** Upon completion of the **Managing and Monitoring Relocation Projects Seminar**, using HUD regulations and guidance, you should be able to:

- Effectively and appropriately hire and monitor consultants and staff to complete relocation projects under the Uniform Relocation and Real Property Acquisition Policies Act (Uniform Act) and HUD Handbook 1378, Tenant Assistance, Relocation and Real Property Acquisition (HUD Transmittal 1378).
- Determine whether the appraisal, the acquisition and negotiation process, and the relocation process meet required standards.
- Oversee an acquisition or relocation project with confidence that it can avoid HUD audit problems.
- Effectively monitor acquisition and relocation activities to ensure that the projects are completed in a timely fashion and to meet to goals of the Uniform Act.

In addition, you should understand:

- Appraisal requirements under the Uniform Act
- The acquisition process and acquisition requirements under the Uniform Act
- Residential and business relocation requirements under the Uniform Act



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(Continued from page 1.)

- Win-win negotiation skills
- Uniform Act discretionary policies that can be adopted by HUD-funded agencies
- Relocation file compliance with the Uniform Act

**About the Trainer**

William (Will) Von Klug has worked for public housing agencies in the relocation/acquisition profession since the inception of the “Uniform Relocation and Real Property Acquisition Policies Act” in 1970. He has overseen and monitored acquisition and relocation projects throughout the United States for public agencies and funding agencies, and has acted as a relocation appeals hearing officer for many agencies throughout the country. Will has taught over 400 seminars on relocation procedures and requirements, public agency acquisition, public agency negotiations, relocation responsibilities of public agencies, developing and implementing right of way policies and procedures for public agencies, and overseeing and managing consultant firms. Will has worked on HUD-funded relocation projects since 1970.

Will has earned both the SRWA and RW-RAC designations from the International Right of Way Association (IRWA).

For more information about this seminar, please call us at 800.783.3100, email [sales@nanmckay.com](mailto:sales@nanmckay.com), or visit our online store at <http://store.nanmckay.com> for current seminar locations and dates.





# MANAGING AND MONITORING RELOCATION PROJECTS

## SEMINAR REGISTRATION FORM

For more information about this class including current seminar locations and dates, please call us at 800.783.3100, email sales@nanmckay.com, or visit our online store at <http://store.nanmckay.com>.

### SEMINAR SCHEDULE

View a full agenda for this seminar at <http://store.nanmckay.com>.

**DAY ONE:** Begins 8:00 A.M.      **DAY TWO:** End of seminar 4:00 P.M.

### REGISTRATION OPTIONS

**Facebook Special: 2 registrations for the price of 1**

Seminar Fee #101-062 ..... \$700

### SEMINAR DATES AND LOCATIONS

Please mark the session you would like to attend.

**September 8-9 ~ Atlanta, GA**  
The Westin Atlanta  
210 Peachtree Street NW, Atlanta, GA 30303  
Phone: (800) 937-8461  
Rate: \$129 single/double ~ Book hotel by: 8/15/2010

### ATTENDEE INFORMATION

Print names as you would like the name to appear on the certificate.

Please check here if you are disabled and require a specific accommodation in order to participate in this seminar. We will send you a form to process your request.

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### PAYMENT OPTIONS

To register using a credit card or purchase order, fax a completed registration form to 619.258.5791. Make checks payable to Nan McKay & Associates, Inc and mail the registration form(s) with your check to 1855 Gillespie Way, El Cajon, CA 92020. Payment must be received before registration can be confirmed. Please select one of the following payment options.

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### POLICIES

**Hotel Block of Rooms:** For your convenience, Nan McKay & Associates reserves a block of discounted rooms at the seminar hotel. These rooms are available upon request and may be available up to 30 days prior to the seminar. Hotels may also offer an airport shuttle for your convenience. **Cancellation & Substitution: Regional Seminars.** If you are unable to attend this seminar, you may send a substitute or receive a credit toward a future seminar, to be attended within a one-year period. If you are unable to attend, you must notify NMA in writing at least 60 calendar days prior to the start date of the seminar. If you do not notify NMA in writing, you are responsible for the entire registration fee. If you cancel less than 60 days prior to the start date of this seminar, a cancellation fee of \$150 will be assessed. Substitutions must be in writing on company letterhead with the seminar name, location and attendee name, and received by NMA prior to the seminar start date. NMA reserves the right to cancel a seminar at any time. If a seminar is cancelled by NMA, registration fees will be refunded or credited in full. NMA is not responsible for airfare, lodging or other related expenses. **Retaking Exams:** Please contact our team of account manager at 800.783.3100, to find out what exam retake options are available as they vary depending upon the seminar. You are permitted to fail an exam three times before you are required to retake the seminar. **NMA reserves the right to change any policies or pricing at any time and in its sole discretion. For more information regarding refund, complaint and program cancellation policies, please contact our offices at 800.783.3100.**