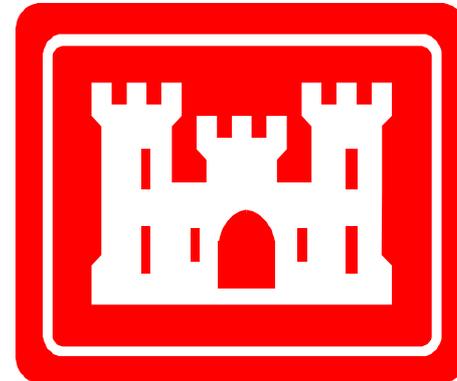


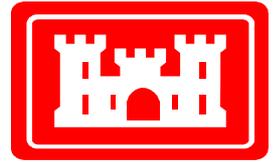
Department of Defense National Relocation Program

Soldier and Civilian Ready Summit II Civilian Human Resources





National Relocation Program Office (NRPO)



David Gage

DNRP Program Manager

U.S.Army Engineer District, Baltimore

Real Estate Division

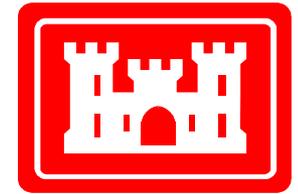
410-962-5161

1-800-344-2501

E-mail: david.f.gage@usace.army.mil



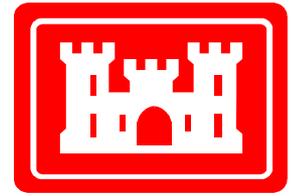
National Relocation Program Office (NRPO)



- **Natalie Schleicher, NRPO Staff:**
410-962-2107
natalie.schleicher@usace.army.mil
- **Sue Jones, NRPO Staff:**
410-962-4675
susan.m.jones@usace.army.mil
- **Felecia Johnson, NRPO Staff**
410-962-5171
felecia.johnson@usace.army.mil



DNRP Handbook Web Site

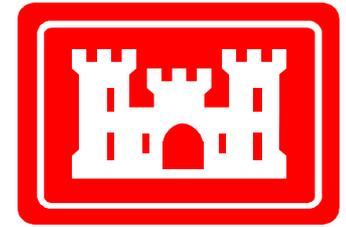


www.nab.usace.army.mil/dnrp/



DNRP

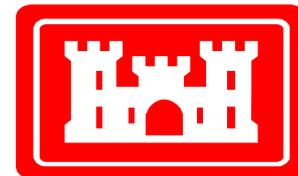
Business Concept



- **Centralized Relocation Services Program Administration**
 - **National Relocations Program Office (Baltimore)**
 - **Program Manager/Contracting Officer's Representative**
 - **Technical Staff**
 - **Contracting Officer**
- **Program Administration Provided on Reimbursable Basis**
- **Relocation Services Provided by Nationwide Contractor**
- **Delivery Orders Authorized with Customer's Fund Cite**
- **Invoices Paid by Customer's Paying Office**



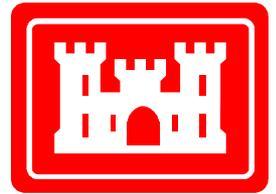
Department of Defense National Relocation Program (DNRP)



- **Authorized by PL 98-151 in 1983**
- **Implemented by JTR, Vol II Chapter 5, Part Q**
- **Consolidated by Defense Management Report Decision (DMRD) 974 in 1993**
- **Relocation Services Contractor Purchases Primary Residence of Authorized DoD Transferring Civilian Employees**
- **Eligibility Criteria Determined by DoD Component**
- **Alternative to PCS Real Estate Sale Reimbursement**



DA Entitlement Criteria

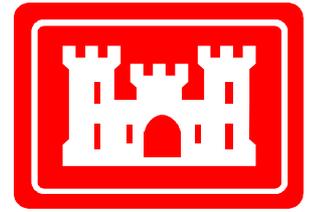


DA Civilian Employees are entitled to DNRP when:

- **Moving into or between SES positions;**
- **Moving under provisions of a Mandatory Mobility Agreement;**
- **Moving as a result of a Management-Directed Action (e.g., Transfer of Function, RIF, Base Closure)**



Avoid Confusion

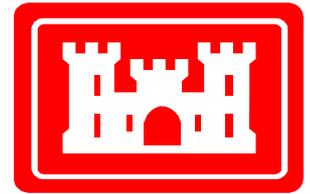


DNRP is not HAP!

HAP is not DNRP!



DNRP v **HAP**



DNRP:

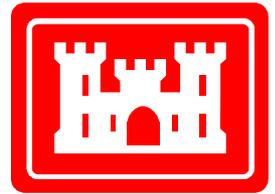
- **Alternative to RE Sale Voucher**
- **Available at agency discretion**
- **Civilian employees only**
- **Customer pays contract fee**
- **Offer reflects current value**
- **Use as HAP Private Sale**

HAP:

- **Triggered by market decline**
- **Approval required by DASA**
- **Assists Military & Civilian**
- **Funded by HAP Appropriations**
- **Benefit based on Prior Value**
- **Value Loss Relief**



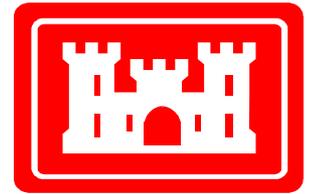
Typical PCS Benefits



- **Real Estate Sale Expense Reimbursement
(ALTERNATIVE TO DNRP)**
- **Real Estate Purchase Expense Reimbursement
(NOT INCLUDED IN DNRP)**
- **Travel to New Duty Station**
- **Temporary Quarters**
- **House Hunting Trip**
- **Household Goods**
- **Miscellaneous Expense Allowance**
- **Relocation Income Tax Allowance (RITA)**



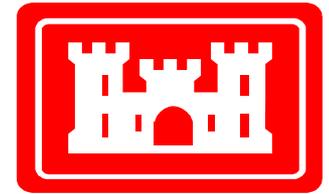
DNRP Services



- **Guaranteed Home Sale:**
 - **Marketing Assistance**
 - **Appraised Value Offer**
 - **Amended Value Offer**
 - **Buyer Value Option**
- **Destination Services:**
 - **Mortgage Counseling**
 - **Homesearch Assistance for Buyers & Renters**



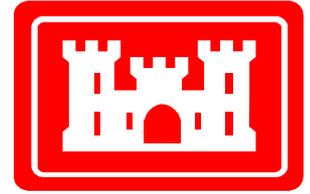
Guaranteed Home Sale



- **Alternative to Real Estate Sale Reimbursement**
- **Relocation Contractor Acquires Your House**
- **Fee Paid by Government Covers Costs of Selling Home**
- **No Tax Liability on Government-Paid Contract Fee**
- **Process Complete in 60-90 Days**
- **Relo Contractor's Offer Equals Average of 2 Appraisals**
- **Marketing Assistance to Achieve Amended Offer**
- **Equity Advance Available from Relo Contractor**
- **JTR Dictates Ownership Criteria**



Guaranteed Home Sale

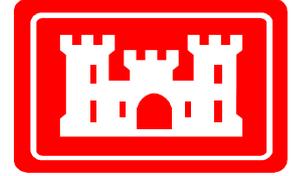


Property Requirements:

- **Principal Residence when Notified**
- **Owned by Employee and/or Dependent**
- **Meet Legal Requirements for Sale**
- **Complete, Financeable, & Insurable**
- **If Rented - Tenant Must Vacate**



Pro-Rata Shared Fee



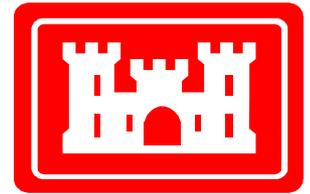
What: The employee shares payment of the contractor fee with the government in proportion to ownership or portion of the property covered by the JTR

When:

- Duplex or Multiple Occupancy Dwelling
- Excess Land
- Joint Ownership with Non-Eligible Person
- Appraised in Excess of \$750,000 (May Be Waived)



Guaranteed Home Sale

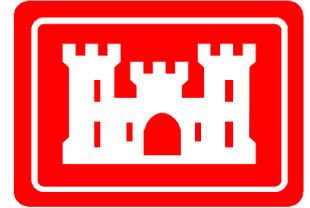


Ineligible Residences:

- Boats/Houseboats
- Mobile Homes on rented lots
- Mobile Homes not real property
- Residences containing toxic substances
- Cooperative Housing
- Homes that cannot be financed or insured



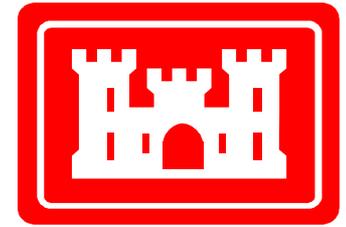
Concurrent Activities



- **Broker Market Analysis**
- **Inspections: e.g. General Home, Structural, Well, Septic, Pest, Mold, Appraiser-Recommended**
- **2 Independent ERC Appraisals**
- **Title Search**
- **Mortgage, Tax, HOA Research**
- **Homeowner Property Condition Disclosure Forms**
- **Begin Mandatory 60 day Home Marketing Period**



Home Marketing Assistance



Relocation Contractor will:

- Recommend Reliable Real Estate Broker
- Arrange for Broker's Market Analysis

Broker will:

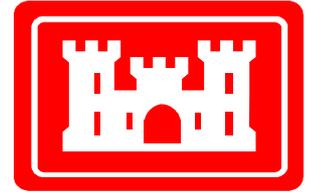
- Help Determine Realistic List Price (BMA)
- Help Establish Marketing Plan
- Suggest Repairs or Improvements

You will:

- List with Exclusion Clause (Listing Addendum)
- List Price NTE 110% of Contractor's BMA
- Adjust List Price NTE 105% of Appraised Value Offer (when established)



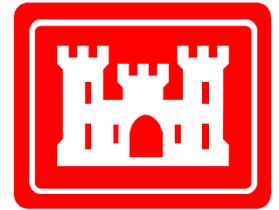
Appraised Value Offer



- Offer made to you by the Relocation Contractor is based on the average of two in-range ERC appraisals performed by qualified appraisers of your choice.
- If first two appraisals vary by more than 10%, a third appraisal is performed and the offer is based on the average of the two closest appraisals.



Appraisal

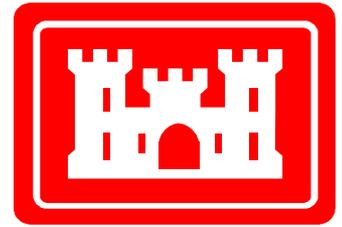


What is it?

The relocation appraisal establishes the anticipated selling price of a property that is exposed to the real estate market for a reasonable period of time (up to 120 days).



Appraisal

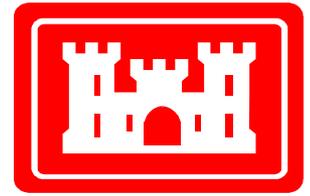


Who does it?

- **Qualified Independent Fee Appraisers**
- **Selected By Employee**
- **Relocation Contractor Provides List of Appraisers**
- **Qualified Off-List Appraisers**
- **Relocation Contractor Orders Appraisals**



Appraisal

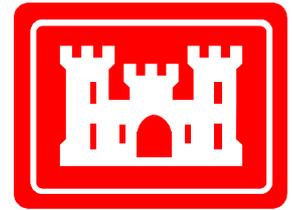


How is it done?

- **Based on Worldwide ERC Guidelines**
- **Establishes Anticipated Sales Price**
- **Considers Normal Marketing Time Not To Exceed 120 Days**
- **Marketplace Provides Comparable Sales**
- **Inspections and Brokers Market Analysis Provide Additional Information**
- **Appraisal Reflects "As Is" Condition**



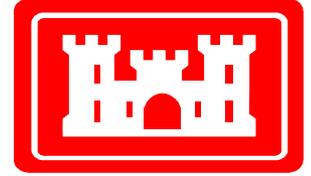
Guaranteed Offer “Safety Net”



- **Receive Offer by Phone**
 - 60 Day Acceptance Period Begins
- **Followed by Written Contract of Sale**
- **Employee Options:**
 - Accept Guaranteed Home Sale Offer (After 60 Days Marketing Time)
 - Obtain Amended Value Sale
 - Reject Offer/Let it Expire
 - Ask for Reconsideration (Within 21 days)



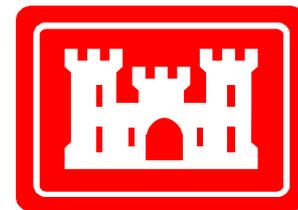
Amended Value Offer



A bona fide offer presented by a third-party potential buyer to the transferee that represents a net market value which may be **More Than, Equal To, or Less Than** the Appraised Value Offer made by the Relocation Contractor.



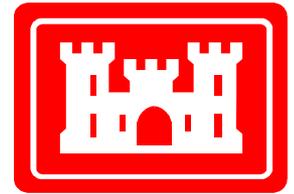
Home Marketing Incentive Payment



- Authorized in JTR, Vol. 2, Chapter 5, Part Q.3
- Requires Agency/Command Approval
- HMIP with DNRP **ONLY!**
- Government Shares Savings on Amended Fee
- Amended Sale **MUST** Close with Original Buyer!



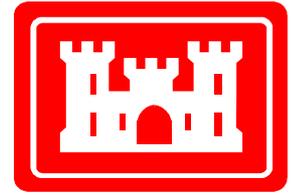
Amended Value Sale



- You Market Home with Exclusion Clause
- Refer Potential Buyer (Market-Based Offer) to Contractor's Counselor
- Bona Fide Offer Determined by Relo Contractor
- Contractor "Amends" Appraised Value Offer to You
- You Sell to Relo Contractor at Amended Amount
- Relo Contractor Sells to Third-Party Buyer



Buyer Value Option



Employee:

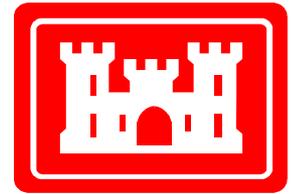
- **Markets home with Listing Exclusion Clause**
- **Receives market-based offer prior to appraisal process**
- **If offer is acceptable, refers Potential Buyer to contractor's Counselor**

Contractor:

- **Determines if Offer is Bona Fide**
- **Buys employee's home at accepted amount**
- **Contractor Sells to Third-Party Buyer**



Market-Based Offers



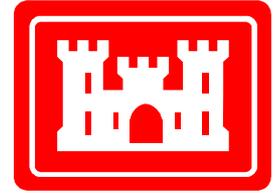
- **Market-Based Offers = Amended Value Offers and Buyer Value Option Offers**

WARNING

- **Do Not Sign or Initial Anything!!!**
- **Do Not Accept Deposit or Earnest Money!!!**
- **You Will Be Disqualified from DNRP!!!**
- **Immediately Contact Contractor's Counselor or NRPO if you get a Market-Based Offer**



Market-Based Sales

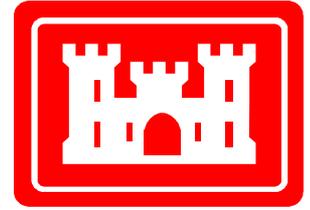


Win! Win! Win!

- Winner #1 = You Get More \$ for Your Home (+HMIP bonus)
- Winner #2 = DoD Pays a Lower Fee
- Winner #3 = Contractor Has Ready Buyer



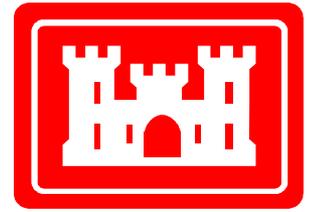
Payment of Equity



- Equity will be Paid to You within 5 Days of Contract Acceptance
- Equity Advance Option - You may Request up to 75% of Equity Based on Appraised Value Offer
- Your Mortgage is Serviced until Resale
- Mortgage Paid Off if Lender Required



GUARANTEED HOMESALE TIMELINE GUIDANCE

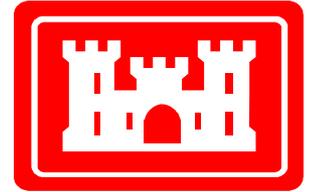


- Confirmation Call from NRPO 3 Bus. Days
- Intro Call from Contractor 2 Bus. Days
- List House With Realtor ASAP
- Selection of Appraisers 3 Days
- Appraised Value Offer 21 Days
- Offer Acceptance Period 60 Days
- Equity Payment 5 Days
- Vacate Period (After Acceptance) 30 Days

Note: Mandatory Marketing Time = 60 Days



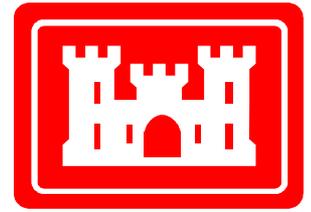
CAUTION



- You **must market** your home for 60-day mandatory marketing time before accepting contractor's Appraised Value Offer...WHY?
Goal = Amended Value Offer
- Your Listing Agreement **must include Exclusion Clause** (Handbook, Appendix 3)
- You **must mitigate** all safety and lender-required issues, and code violations before you can accept Appraised Value Offer
- **DO NOT** sign or initial outside contract of sale, or accept earnest money...**SHOWSTOPPER!!!**



Destination Area Assistance

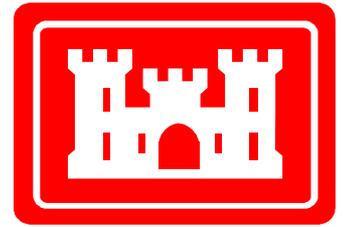


No Cost Services:

- **Buyer Home Search**
- **Renter Home Search**
- **Mortgage Counseling**



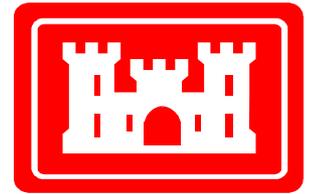
Destination Home Search



- Free to all DoD employees
- No Travel Orders Needed
- Destination Area Information
- Advice on Planning Home Search
- Selection and Scheduling of Brokers
- Research on Family Requirements
- Follow-up and Quality Control



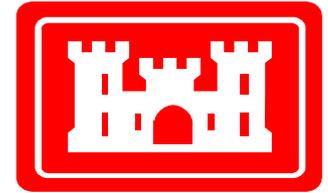
Mortgage Counseling



- Information on Mortgages - Types, Rates, Terms, Fees, etc.
- Preferential Rates and Terms
- Free Pre-qualification
- Expedited Application Processing
- Information on Variety of Lenders



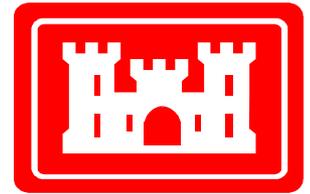
Why DNRP?



- **Provides Guaranteed Offer**
- **Eliminates Real Estate Sale Reimbursement Voucher**
- **All JTR Real Estate Expenses Paid by Relo Contractor**
- **No RITA on Contract Fee Payments**
- **Expedites PCS Moves**
- **Equity Advance Program**
- **Eliminates Problems of Absentee Ownership**
- **Minimizes Temporary Quarters Costs**
- **Enables You to Focus on the Job...Not Selling the House**



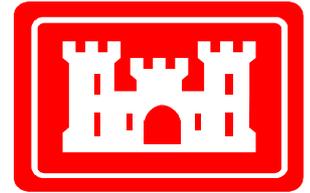
How to Apply



- Employee Submits Request Form (Handbook, Appendix 1, Part 1) to Civilian Personnel Office (CPO)
- HR Verifies Agency Eligibility Criteria On Request Form (Part 2) and Prepares Travel Orders with DNRP Authorization
- Budget Office Certifies Availability of Funds on Request Form (Part 3)
- HR Forwards Request Form/Travel Orders to NRPO



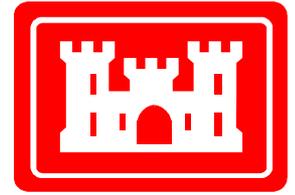
NRPO Functions



- Places Orders With Contractor
- Counsels Employee
- Coordinates Contractor Activity
- Ensures Contract Compliance
- Receives/Verifies Invoices
- Forwards Invoices to Paying Office



National Relocation Program Office (NRPO)



U.S.Army Engineer District, Baltimore
Real Estate Division

1-800-344-2501

410-962-2107

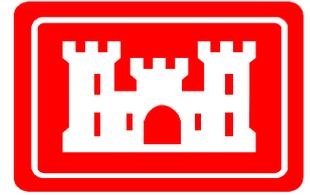
410-962-4675

410-962-5171

FAX: 410-962-4322



Department of Defense



National Relocation Program (DNRP)

