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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: | |
| APPROVED PROCEDURES | | | |
| Check Item: | Comments: | | |
| Prior to LPA updates-reviews existing procedures to determine additional needs for update (staff change, new AOS policy, > 3 years old, etc.), verifies most current form used, proofs to ensure complete (staff list/qualifications) & error free |  | |
| Informs LPA of advantage of updating Waiver Procedure (new AOS policy-no appraisal offer required if <$10,000) |  | |
| Informs LPA of need for early contact, requirement to review offers, or other conditions of approval of ROW Procedures |  | |
| Staff/Consultants performing functions qualified & approved |  | |
| Corrections Required (circle one):  YES / NO |  | |
| GOVERNMENT AGREEMENTS (GC) & TASK ASSIGNMENTS (TA) | | | |
| Check Item: | Comments: | | |
| Does not enter in to GC unless work is planned & verifies no existing GC prior to executing new GC |  | |
| Uses correct GC form (224-075/076) |  | |
| Obtains approval to perform LPA work prior to executing TA |  | |
| Uses correct TA form (130-020) |  | |
| Obtains RO# through region for TA |  | |
| Corrections Required (circle one):  YES / NO |  | |
| SPOT CHECK/CERTIFICATION REVIEW | | | |
| Check Item: | Comments: | | |
| Prior to LPA review work, reviews existing LPA Approved Procedures to determine appropriate level of authorities for signatures & ROW functions and discusses requirements and special conditions if any |  | |
| Project added to Project Status Report & report current/complete |  | |
| Required LPA review forms completed (LPA-011 - LPA-019) |  | |
| Early acquisition process followed |  | |
| PS&E compared against ROW plan |  | |
| PFE reviewed: ensures AOS non-complex parcels >$25 get appraised, prepared by qualified person, no larger parcel/HABU questions |  | |
| True Cost Estimate only used only if all appraisals &/or donations |  | |
| ROW Plan complies with LAG |  | |
| Relocation plan approved (if applicable) |  | |
| Relocation Appeal Procedure in place |  | |
| O/S Report & letter approved prior to sending & levels of involvement used with correct authorities of approval |  | |
| Checks for LPA compliance w/procedures (advance notification to LAC, review of files prior to offer, signature & function authority levels) |  | |
| Staff/Consultant approved to perform function (AOS, appraisal, review, acquisition, relocation) |  | |
| Appropriate use of permits (if property is not needed for project or permit is regulatory requirement when public agency |  | |
| LPA provides consultant oversight (qualifications & monitoring) |  | |
| LAC has process to ensure compliance w/FHWA 25% spot check requirement |  | |
| Corrections Required (circle one):  YES / NO |  | |
| PROJECT CERTIFICATION | | | |
| Check Item: | Comments: | | |
| LPA is on approved procedures & project is in STIP |  | |
| Project Status Report updated & complete |  | |
| Appropriate cert type/table used & all review forms submitted |  | |
| Reconciles cert table to ROW plan and file review |  | |
| Early acquisition included |  | |
| Permits/ROE’s included if when property needed for project |  | |
| Does not include permits from owners not required for project (driveway reconnections) |  | |
| Appropriate number of files reviewed (LPA-019) |  | |
| Review indicates compliant files or O/S report & letter is included for approval |  | |
| If cert 3, discussed w/LAPM/LACR prior to submittal & contains documentation required in chapter 17 |  | |
| Certification received timely |  | |
| Temporary rights last through completion of project (including plant reestablishment) |  | |
| Corrections Required (circle one):  YES / NO |  | |