

# Certificate 2 Worksheet

## Instructions to Complete Form

### Worksheet Format:

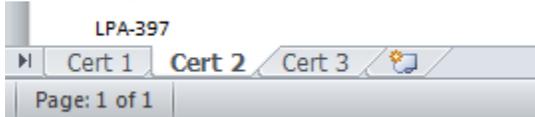
Please do not alter the form by adding or deleting columns as it will affect formulas that automatically compute based on data entered into the spreadsheet. Rows can be added or deleted based on need. It is recommended that adding or removing rows occur between row 4 and row 23.

### Creating a List within a Cell:

GENERAL		
R/W Plan Sheet #	Parcel Number	Owner
106	022605-9000	Norris
106	022605-9215	Money
	022605-9216	
107	022605-9325	Big Blue Diner
	022605-9326	
	022605-9327	

A list of information can be added to a single cell by clicking the “Alt” key at the same time and clicking on the “Return” key.

### Selecting Correct Form:



The excel spreadsheet is set up as a single workbook with tabs at the bottom left corner of the screen. Select the Cert 2 tab to complete the worksheet.

### Electronic Worksheet Instructions:

R/W Plan Sheet #	Pre-NEPA Fee	Access Rights	Esmt.* P/N/L	Date Esmt.* N/L Expires

Enter the ROW plan sheet number on which the parcel is shown. Parcels should be listed in sequential order according to the ROW plans.

The electronic instructions to complete the worksheet are embedded in each title cell of row 3. Either hover the mouse of the title cell or left click in the cell and the instructions will appear. Once you remove the mouse or click on another cell the instructions will disappear.

**Header:**

Certificate No. 2  
 Agency: Name of Agency  
 Project Title: Project Title      F.A. No.: Federal Aid No.

**Agency Name:** Enter acquiring agency name.  
**Project Title:** Enter complete project title which was used on the STIP.  
**F.A. No.:** Enter the federal aid number for the project.

**General Section:**

GENERAL		
R/W Plan Sheet #	Parcel Number (as shown on the R/W Plan)	Owner

**R/W Plan Sheet #:** Enter the ROW plan sheet number on which the parcel is shown. Parcels should be listed in sequential order according to the ROW plans.  
**Parcel Number:** The parcel numbers should be listed in the order shown on the ROW plans. Enter the parcel number as identified on the Right of Way Plan. If there are multiple parcels numbers making up the larger parcel determination, they should be shown as a single entry on one line to ensure the parcel count is accurate(use Alt enter function). Please note ROW Plans should be consistent with the certification worksheet.  
**Owner:** Enter the owner name (last name, first name or business name). If there are multiple owners, they should be shown as a single entry on one line to ensure the parcel count is accurate(use Alt enter function).

**Acquisition Section:**

ACQUISITION										
Pre-NEPA	Fee	Access Rights	Esmt.* P/N/L	Date Esmt.* N/L Expires	Effective Date TCE	Date TCE Expires	Effective Date Permit or Right of Entry	Date Permit or Right of Entry Expires	Date Acquired (Payment Available Date)	Possession Date (P&U Only)

**Pre NEPA:** If an offer was made on a parcel prior to environmental approval (NEPA), place an “X” in cell. For all offers made on parcels after environmental approval this field should be left blank.  
**Fee:** If fee simple rights (exclusive use and occupancy) were acquired from any portion of the parcel, place an “X” in the cell.

**Access Rights:** Access rights apply to limited access facilities (such as interstate, WSDOT access breaks). If access rights (including light, view, and air) were acquired from any portion of the parcel, place an “X” in the cell.

**Esmt.\* P/N/L:** If a permanent (perpetual), non-permanent (defined term), or lease was acquired from any portion of the parcel, place an “P” for permanent easement, or an “N” for non-permanent easement, or an “L” for lease in cell. \*If something less than a permanent easement is acquired FHWA approval is required.

**Date Esmt.\* N/L Expires:** If you have FHWA approval to acquire a non-permanent easement or lease, enter the expiration date identified in the easement/lease in this cell. This column is not used in the case of a permanent easement.

**Effective Date TCE:** If a temporary easement is acquired for construction purposes on any portion of the parcel, enter the start date of the TCE. This is normally the same date as the date acquired. This is the date the agency has legal and physical possession, which is also referred to as the payment available date. Possession cannot occur prior to payment to the property owner. In the case of donations, the effective date is the possession date.

**Date TCE Expires:** Enter the date the temporary construction easement expires as specified in the temporary easement. Agencies should always use a specific expiration date to avoid clouding a property owner’s title.

**Effective Date Permit or Right of Entry:** Permits or right of entries are obtained for any portion of the parcel from other agencies to perform work on their property and normally without payment of compensation, such as tying into another jurisdiction’s road. Situations that involve temporary work between agencies, does not have to follow the URA process. If a permit or right of entry was obtained for construction activities required for the project, enter the start date of the permit or right of entry. This is normally the same date as the date acquired. Preliminary testing or studies in advance of construction activities are not required to be certified since the work is not part of the PS&E. Also, “beneficial” permits from private property owners are not required to be certified since the work is not required for the project itself and can be eliminated from the contract if the owner were to revoke the permit.

**Date Permit or Right of Entry Expires:** Enter the date the permit or right of entry expires as specified in the permit or right of entry.

**Date Acquired:** Date acquired is the date the agency has legal and physical possession and reached final settlement, which is also referred to as the payment available date. Possession cannot occur prior to payment to the property owner. If the payment is mailed, the agency should add 5 days to the mailing date. In the case of donations, the effective date is the possession date. Enter the date the property was acquired. This must be filled in for each parcel acquired except in the case where final settlement has not been reached (see possession date below) even if the same date appears in other columns.

**Possession Date (P&U Only):** The possession date is the date the agency has the right to occupy and use the portion of the parcel needed for the project. Enter the date the agency obtained possession and use of the property. Possession cannot occur prior to payment to the property owner. In the case of a negotiated P&U, if the payment is mailed, the agency should add 5 days to the mailing date. If the payment is deposited into the court in the case of stipulated P&U, enter the date of receipt by the court clerk’s office. This is only applicable in situations in which all necessary rights of way have not been acquired because final settlement has not been reached.

**NOTE: Refer to the Sufficient Property Rights flow chart (Appendix 25.174 & 25.175) for actual definition of property rights.**

## Relocation Section:

RELOCATION					
None	Res.	Non-Residential			
		Bus.	Farm	NPO	PPO

**None:** If there was no relocation on the parcel place “X” in cell. Even in situations where projects have no relocation, the cell should **not** be left blank.

**Res:** If your project displaced a residential owner or tenant occupant from the parcel, enter the number of displaced residential families in the cell.

**Bus.:** If your project displaced a business, including qualifying residential landlords (not to be confused with a business that has to relocate personal property only), place the number of displaced businesses in the cell.

**Farm:** If your project displaced a farm, enter the number of displaced farms in the cell.

**NPO:** If your project displaced a Non-Profit Organization (NPO), enter the number of displaced Non-Profit Organizations the cell.

**PPO:** If your project displaced Personal Property Only (PPO), enter the number of PPO displacements in the cell.

## Calculated Totals Section:

GENERAL			ACQUISITION										RELOCATION							
R/W Plan Sheet #	Parcel Number (as shown on the R/W Plan)	Owner	Pre-NEPA	Fee	Access Rights	Esmt. <sup>2</sup> P/N/L	Date Esmt. <sup>2</sup> N/L Expires	Effective Date TCE	Date TCE Expires	Effective Date Permit or Right of Entry	Date Permit or Right of Entry Expires	Date Acquired (Payment Available Date)	Possession Date (P&U Only)	None	Res.	Non-Residential				
																Bus.	Farm	NPO	PPO	
	0		0	0	0	0	0	0		0				0	0	0	0	0	0	0

**Column Totals:** Each column has a formula at the bottom that will “count” the box if it has data in it. The calculations will happen automatically so there is no need to alter or enter information in this section. The totals should be reconciled with the ROW plan to ensure all rights were acquired.

If you have multiple displacements for one parcel you will need to type in the number of displacements in the appropriate column and the total will be calculated as an “Auto Sum”.

**Example:**

Certificate No. 2  
 Agency: ABC County  
 Project Title: NW Gold Trail Project F.A. No.: STPU 2145(001)

GENERAL			ACQUISITION										RELOCATION										
R/W Plan Sheet #	Parcel Number (as shown on the R/W Plan)	Owner	Pre-NEPA	Fee	Access Rights	Esmt.* P/N/L	Date Esmt.* N/L Expires	Effective Date TCE	Date TCE Expires	Effective Date Permit or Right of Entry	Date Permit or Right of Entry Expires	Date Acquired (Payment Available Date)	Possession Date (P&U Only)	Non-Residential									
														None	Res.	Bus.	Farm	NPO	PPO				
106	022605-9000	Norris		X								1/21/15		X								3	
	022605-9215																						
106	022605-9216	Money	X	X		P		2/1/15	8/30/15			2/1/15		X									
	022605-9325																						
	022605-9326																						
107	022605-9327	Big Blue Diner		X		P		2/1/15	8/30/15			2/1/15				2							
108	022605-9456	Strand	X	X	X							3/1/15			2								
109	022605-9165	State Parks				N	4/30/45					4/30/15		X									
111	022605-8500	Dreamy		X								4/1/15			1								
112	022605-7852	Kort		X									3/6/15										
	<b>6</b>		<b>2</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>2</b>				<b>0</b>			<b>3</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	

Easement Key
P=Permanent/Perpetual
N=Non-Permanent (defined term)*
L=Lease*

\*Non-permanent easements and leases subject to FHWA approval

**Best practices:**

ROW Plan – for ease of certification it is recommended that you do not rely solely on Tax Identification numbers as they do not define a parcel acquisition. It is better to assign a parcel number that will identify the entire acquisition which could encompass multiple tax parcel numbers.

If your agency uses both tax parcel numbers and assigned numbers, the use of numbers must be consistent between the ROW plan, ROW certification, parcels, and all file documents.