

Project Review Worksheet

Agency _____ FANumber _____

ProjectTitle _____

Agency Procedures Approval Date: _____ Current? _____

FHWA Participation in R/W - Amount Paid: _____

Local Programs R/W Authorization Date: _____

FHWA Participation in Phase other than R/W - Amount Paid: _____

Number of Parcels: _____ Number Acquired by Condemnation: _____

Relocation Plan Dated: _____ Funding Estimate Dated: _____

Right of Way Plan:

F.A. Number Shown: _____ Ownership Information Shown: _____

Areas to be Acquired Shown: _____ Remainder Areas Shown: _____

Adequate Data For Legal Descriptions: _____

Ownership Boundaries Shown: _____

Comments

Parcel Worksheet

Project Title: _____

Parcel Number: _____

Acreage: _____

Appraisal - Dated: _____

Review - Dated: _____

Amount: _____

Amount: _____

Firm: _____

JC Set By Agency - Dated: _____

Offer Letter - Dated: _____

Amount: _____

Amount: _____

Admin. Settlement Amount: _____

Agency Approved: _____

Total Settlement Amount: _____

Uneconomic Remnant: _____

Value: _____

Offer Made: _____

Donation: Statement Signed: _____

Title Report: _____

Encumbrances Cleared: _____

Deed Dated: _____

Recorded: _____

Documents 1. Legal description: _____

2. Parties: _____

3. Notary: _____

Proof of Payment: _____

Negotiator Disclaimer: _____

Diary Complete: _____

Signed _____

Relocation:

Additional Comments:

Reviewer: _____

Date: _____

The following is a list of items needed on an Agency's files to allow the LPA coordinator to complete a project certification review. This list is not all inclusive and is meant as an aid to file preparation only.

Project File

1. Right of Way Plan
2. Project Funding Estimate
3. Relocation Plan
4. FHWA Acquisition Authorization
5. Condemnation Authorization (If needed)

Negotiation File

1. Appraisal(s)
2. Appraisal Review(s)
3. Just Compensation (Set by Agency)
4. Diary(s)
5. Offer Letter(s)
6. Administrative Settlement Justification and Approval
7. Donation Statement (If needed)
8. Title Evidence
9. Copies of Recorded Documents
10. Proof of Payment(s)
11. Negotiator Disclaimer Statement
12. Consultant Contract(s)
13. Correspondence

Relocation File

1. Diary(s)
2. Proper Notice(s):
 - General Information
 - Relocation Eligibility
 - 90 Day Notice

Residential:

3. Relocation Benefits Computation
4. Benefits Notice
5. Moving Agreement
6. Proof of Purchase
7. DS&S Inspection Report
8. Evidence of Advisory Assistance
9. All Supporting Documentation

Business:

10. Benefits Notice
11. Moving Agreement
12. Claim Forms
13. Evidence of Advisory Assistance
14. All Supporting Documentation
15. Proof of Payment(s)