

RWPA Data Entry and Media Upload Requirements

* Required Fields

Data Entry per each RWPA Screen	Required Media to be Uploaded	EPG Reference
Jobs		
_____ Job Number*	_____ A-Date request form	http://epg.modot.org/index.php/236.3_Administration#236.3.4.3_Acquisition_Authority_and_Project_Funding
_____ Job Number Suffix*	_____ Approved RW Plans	http://epg.modot.org/index.php/236.3_Administration#236.3.3.1_Right_of_Way_Plan_Review
_____ Federal Project ID – Auto filled		
_____ FMS Project Number – Completed by CO ROW		
_____ District – Auto filled*		
_____ County – Auto filled*		
_____ Route – Auto filled*		
_____ Job Cleared (date) – Completed by CO ROW	_____ Clearance Certification Documents (conditional and entire)	http://epg.modot.org/index.php/236.3_Administration#236.3.7.2_When_Should_Clearance_Certification_be_Submitted
_____ Conditional Clearance (date) – Completed by CO ROW		http://epg.modot.org/index.php/236.3_Administration#236.3.7.6_Conditional_Right_of_Way_Clearance_Certification
Estimated Costs & Approved Funds		
_____ Estimate Date*	_____ Project Estimate	http://epg.modot.org/index.php/236.3_Administration#236.3.3.2_Right_of_Way_Cost_Estimates
_____ Estimated ROW Acquisition* (includes Temp Easement, Permanent Easement, ROW)		http://epg.modot.org/index.php/236.3_Administration#236.3.3.3_Preparation_of_Right_of_Way_Cost_Estimate_Forms
_____ Estimated Relocation		
_____ Estimated Incidentals (MoDOT staff time)		
_____ Type*		
_____ Limited Acquisition Authority Date		
_____ Acquisition Authority Date* - Completed by CO ROW		http://epg.modot.org/index.php/236.3_Administration#236.3.4.3_Acquisition_Authority_and_Project_Funding
_____ Approved ROW* - Completed by CO ROW		
_____ Approved Relocation - Completed by CO ROW		
_____ # Authorized* - Completed by CO ROW		
_____ Authorized Parcel No.* - Completed by CO ROW		
Parcel Acquisition		
_____ Parcel Number*	_____ Negotiator Report	http://epg.modot.org/index.php/236.7_Negotiation#236.7.2.12_Negotiator.E2.80.99s_Report_and_Contact_Log
_____ Classification*	_____ Payroll Documents (A-419 and all applicable supporting documentation)	http://epg.modot.org/index.php/236.3_Administration#236.3.5.2_Expenditure_Accounting
_____ Status*	_____ Mailed Check Letter	http://epg.modot.org/index.php/236.7_Negotiation#236.7.1.14_Delivery_of_Payments
_____ Physical Possession Obtained*	_____ Receipt of Check (certified mailed receipt or hand delivered receipt)	
_____ Legal Possession *		
_____ Title VI data (if received)*		
_____ Fee Holder/Tenants*		
Remnants		
_____ Remnant Number*		http://epg.modot.org/index.php/236.7_Negotiation#236.7.2.10_Uneconomic_Remnants_and_Future_Excess_Property
_____ Status*		
_____ Physical Possession Obtained*		
_____ Payroll Amount*		
_____ Payroll Date*		
_____ Deed Signed*		
_____ Deed Recorded*		
_____ Area Acquired*		
_____ Unit of Measure*		
Deeds		
_____ Fee Holder Deed Signed*	_____ Recorded Deed	http://epg.modot.org/index.php/236.7_Negotiation#236.7.1.15_Recording_of_Documents
_____ Deed Recorded*		
_____ Book Recorded No: *		
_____ Page Recorded No: *		
_____ Document No: *		
_____ Free Deed*		

_____ As Permanent RW*
_____ As Temporary Easement*
_____ As Permanent Easement*
_____ As Utility Easement*
_____ Unit of Measure*

Location Description

_____ City
_____ Section - required when 1099 is needed
_____ Township – required when 1099 is needed
_____ Range – required when 1099 is needed

Appraisals

_____ Type* _____ Approved Appraisal
_____ Format*
_____ Date*
_____ Appraised Amount*
_____ Approved Amount*

Improvements

_____ Type*

Interest

_____ Intended Acq. Notice*
_____ Initiation of Negotiations (required when relocation is needed)
_____ Approved Amt*
_____ Payroll Amount*
_____ Payroll Date*
_____ Homestead Amount (when applicable)
_____ Heritage Amount (when applicable)
_____ Admin Settlement Amt (when applicable)

Relocation

_____ Relocation Type* No edits were made to this section as it would
_____ Property Type* require going through the administrative rule
_____ Questionnaire Completion* process.
_____ Eligibility (when relocation offer is made)*

_____ Total Displacement (when applicable) *
_____ Replacement House Study*
_____ Replace. House Study Amt. *
_____ Rental Subsidy Study (when applicable) *
_____ Rental Subsidy Study Amt.(when applicable) *
_____ Actual Move 1*
_____ Moving Cost 1*
_____ Actual Move 2 (when applicable) *
_____ Moving Cost 2 (when applicable) *

Condemnation

_____ IRS Reported Date
_____ Award Payroll Date (when applicable)*
_____ Trial/Settlement Payroll Date (when applicable)*
_____ Trial/Settlement Payment Amount (when applicable)*

1099

_____ Type*
_____ Date Closed*
_____ Gross Proceeds*
_____ SSN/Tax ID*

http://epg.modot.org/index.php/236.7_Negotiation#236.7.7_1099_Reporting_of_Acquisitions

http://epg.modot.org/index.php/236.6_Appraisal_and_Appraisal_Review#236.6.1.1_Appraisal_Reports_Required

http://epg.modot.org/index.php/236.6_Appraisal_and_Appraisal_Review#236.6.1.1_Appraisal_Reports_Required

http://epg.modot.org/index.php/236.3_Administration#236.3.5_Right_of_Way_Expenditures

http://epg.modot.org/index.php/236.8_Relocation_Assistance_Program#236.8.1_General_Information

http://epg.modot.org/index.php/236.10_Right_Of_Way_Condemnation#236.10.1_Introduction

http://epg.modot.org/index.php/236.7_Negotiation#236.7.7_1099_Reporting_of_Acquisitions

http://epg.modot.org/index.php/236.7_Negotiation#236.7.7.3_Taxpayer_Identification_Numbers