**LPA Project Acquisition Monitoring Checklist**

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| **Project Number:** | |  | | | | | **City/County of:** | |  | |
| **Project Name Road or Bridge:** | | |  | | | | | | | |
| **Parcel Number:** | |  | | **Owner:** | |  | | | | |
| 1. | Environmental Document and Section 106 has been Completed? | | | | | | | | |  |
| 2. | Notice to Proceed (no federal funds)? | | | | | | | | |  |
| 3. | Federal Participation in Right of Way? | | | |  | | | If yes: (A-Date) Approved Date? | | |
| 4. | Do the Right of Way Plans Contain Information Required in Section 136.8.5 of LPA EPG? | | | | | | | | |  |
| 5. | Agency Staff Performed RW and Easement Acquisition? | | | | | | | | |  |
| 6. | Agency used Fee Services for Negotiations from Qualified Sources? | | | | | | | | |  |
| 7. | Property Interest Acquired in RW and Easements (temporary or permanent) and Recorded? | | | | | | | | |  |
| 8. | Agency is Aware of Document Retention (3 Years after Final Audit)? | | | | | | | | |  |
| 9. | Reasonable Effort Made to Contact Owner or Owner’s Representative by Appropriate Means? | | | | | | | | |  |
| 10. | Acquisition Explained? | | | | | | | | |  |
| 11. | Acquisition Brochure Provided? | | | | | | | | |  |
| 12. | Prorata Tax Claim Form Provided? | | | | | | | | |  |
| 13. | Reasonable Effort to Acquire Expeditiously by Negotiations? | | | | | | | | |  |
| 14. | Negotiator’s Report is Adequate? | | | | | | | | |  |
| 15. | Right of Way Acquired by Donation? | | | | | | | | |  |
| If yes, did Owner or Tenant Sign Waiver Letter? | | | | | | | | | |  |
| 16. | Valuation Made Complying with the LPA EPG? | | | | | | | | |  |
| 17. | Appraiser and Review Appraiser are on MoDOT Roster? | | | | | | | | |  |
| 18. | Did the Agency Approve just Compensation? | | | | | | | | |  |
| 19. | Prompt Written Offer to Acquire for Full Amount of Approved Appraisal? | | | | | | | | |  |
| 20. | Offer to Acquire Uneconomic Remnant(s) on this Parcel? | | | | | | | | |  |
| 21. | Were Tenant Structures Involved? | | | | | | | | |  |
| a. | Tenant-owned Structures Considered part of Realty and Included in Fair Market Value? | | | | | | | | |  |
| b. | Tenant-owned Structures Paid the Greater of Contributory Value or Fair Market Value for Removal? | | | | | | | | |  |
| c. | Owner Disclaimed any Interest in Tenant-Owned Structures Prior to Payment? | | | | | | | | |  |
| d. | Prompt Written Offer to Acquire Provided for the Tenant-Owned Improvements? | | | | | | | | |  |
| e. | Tenant Rejected Offer and Sought Payment Through Condemnation? | | | | | | | | |  |
| 22. | Administrative Settlement? | | | | | | | | |  |
| a. | If Yes, is Property Documented and Approved by Agency Official? | | | | | | | | |  |
| 23. | Full Payment of Consideration was made Prior to Possession of Property? | | | | | | | | |  |
| 24. | Persons, and/or Personal Property were Displaced Due to the Project? | | | | | | | | |  |
| 25. | Owners were reimbursed for Incidental Expenses after the Acquisition? | | | | | | | | |  |
| 26. | Separation of Various RW Functions was Found to be Adequate? | | | | | | | | |  |
| 27. | Agency Property Instituted Condemnation Proceedings? | | | | | | | | |  |
| 28. | Was there Evidence of Coercion During the Acquisition? | | | | | | | | |  |
| 29. | Was there Evidence of Discrimination During the Acquisition? | | | | | | | | |  |

This reviewer certifies the above parcel was acquired in keeping with the Uniform Act.

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**Signature Title Date**