**LPA Project Acquisition Monitoring Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **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.

|  |  |  |
| --- | --- | --- |
|  |       |       |

 **Signature Title Date**