

LOCAL PUBLIC AGENCY (LPA) MONITORING SHEET

Project Name: _____ Federal Aid No.: _____

Acquiring Agency: _____ File No.: _____

- Yes No Right of Way Service Agreement signed?
 Yes No Resolution of Necessity passed by local authorities? (Council, commission, etc.)

General Information Notice Date: _____

Appraisal:

- Yes No 15-Day Notice (in Appraisal/File) DATE _____

Date: _____ Appraiser: _____ Amount \$ _____

Date: _____ Appraiser: _____ Amount \$ _____

Appraisal Review:

Date: _____ Reviewer: _____ Just Comp. Amount \$ _____

Date: _____ Reviewer: _____ Just Comp. Amount \$ _____

Negotiation:

- Yes No Owner Contact On File: _____

Written Offer Letter/ 40 Day Notice Date: _____ Amount: _____

- Yes No Summary of Just Compensation Attached:

- Yes No Was Owner given copy of appraisal? Date _____

- Yes No N/A 30-/ 90 Day Notice Date _____

Other Negotiation Information: _____

- Yes No N/A Settlement: Adequate Justification For Settlement?

- Yes No Right of Way Service Agreement signed?

Date Property Acquired: _____ Amount of Settlement _____

Basis of Settlement: _____

- Yes No Payment Made Prior to Possession of Property?

- Yes No Is a Record of "Owner Contacts" Provided?

- Yes No Any Known Hazardous Materials?

- Yes No N/A **Donations** - If donated, was owner informed in writing of his/her right to have agency appraise property and to receive an offer of just compensation?

- Yes No N/A Written Waiver signed by owner?

Relocation:

Yes No Relocation Summary Statement? Date

Yes No Relocation Benefit Eligibility:

Yes No N/A 30-Day Notice Date

Relocation Study Conducted By: _____ Date: _____

Benefits Offered Yes No Date of Benefit Summary: _____

Types of Benefit(s):

- | | | |
|--|---|--|
| <input type="checkbox"/> Relocation Appeal | <input type="checkbox"/> Relocation Advisory Asst. | <input type="checkbox"/> Down Payment Assistance |
| <input type="checkbox"/> Moving Payment | <input type="checkbox"/> Price Differential Payment | <input type="checkbox"/> Rental Assistance Payment |
| <input type="checkbox"/> Incidental Expenses | <input type="checkbox"/> Increased Interest Costs | <input type="checkbox"/> Housing of Last Resort |

Non Residential:

- | | | |
|--|---|---|
| <input type="checkbox"/> Search Expenses | <input type="checkbox"/> Reestablishment Expenses | <input type="checkbox"/> Commercial Move Cost |
| <input type="checkbox"/> Fixed Payment | <input type="checkbox"/> Moving Cost Based on Estimates | <input type="checkbox"/> Actual Direct Losses |

Benefits paid to Displacees: _____

If tenants allowed to stay:

Yes No Were they informed that they are eligible for Benefits when they Move or when lease terminated, regardless of how long they stay after acquisition

TITLE III UNIFORM ACT REQUIREMENTS

- | N/A | Yes | No | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Property acquired by negotiation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Property appraised and reviewed before negotiation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Owner given opportunity to accompany appraiser & 15 day notice. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Written summary of amount offered with damages separated. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Payment made or deposited into Court before possession of property. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. 90 day notice given to property owner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Rent back on short term period at fair rental rate. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Agency did not advance contract schedule or defer condemnation or use any other act coercive in nature. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Agency instituted condemnation proceedings where real property was taken rather than forcing owner to initiate proceedings. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Agency offered to acquire uneconomic remnant. |

Comments: _____

Reviewer Certification

I have personally reviewed this file and to the best of my knowledge the procedures followed:

Yes No Meet the requirements of the "Uniform Act."

REVIEWER

DATE