

I. RIGHT OF WAY ENGINEERING

- A. Review Objectives of Right of Way Engineering
1. Describe the Surveys Function with a Focus on Right of Way Engineering
 2. Explain the role of a Licensed Land Surveyor
 3. Review US Lands and Subdivision Map Act
- B. Review Right of Way Engineering Products
1. Right of Way Maps
 - a. Review Types
 - Cost Estimate Maps
 - Hardship and Protection Maps
 - Appraisal Maps
 - Federal Land Maps
 - State Land Maps
 - Resolution of Necessity Maps (Condemnation)
 - Director's Deed Maps
 - Relinquishment/Vacation Maps
 - Freeway Lease Area (FLA) Maps
 - Right of Way Record Maps
 - b. Review General Map Reading Skills
 2. Right of Way Documents for Acquisition and Disposal of Excess Lands
 - a. Review Types
 - b. Review Document Preparation and Interpretation
 - c. Review Property Descriptions (Boundary Resolution, Deed/Map Interpretation)
- C. Review Record Research
1. Internal Sources – DRS, GIS, others
 2. External Sources – Public Records
- D. Attend Field Trips with Field Surveys
1. Observe Property Survey
 2. Observe Staking or Setting New Right of Way
-

II. APPRAISALS

- A. Review Objectives of Appraisal Function
- B. Review General Appraisal Concepts, Including:
 - 1. Market Value
 - 2. Highest and Best Use
 - 3. Larger Parcel
 - 4. Severance Damages
- C. Read a Market Value Appraisal Report
- D. Attend Field Trips with Appraisal Agent to Observe:
 - 1. Initial Contact with Property Owner (Including Inspection of Property)
 - 2. Confirming a Comparable Sale
 - 3. Use of the Various Sources of comparable Sales Data, such as Title Company, Recorder's Office, Multiple Listing Service, Brokers, etc.
- E. Review Right of Way (R/W) Data Sheet Estimates and Scoping Documents
- F. Review Right of Way Management Information System (ROWMIS)

III. ACQUISITION

- A. Review Objectives of Acquisition Function, Including Condemnation Process
 - B. Work with an Acquisition Agent to Prepare for Field Trip:
 - 1. Review Appraisal Report of Subject Property
 - 2. Analyze Title Report for Subject Property
 - 3. Prepare Right of Way Contract
 - 4. Prepare a Memorandum of Settlement (MOS)
 - C. Attend Field Trip with Acquisition Agent to Observe:
 - 1. Review of Subject Parcel and Comparables
 - 2. The Initial Call
 - 3. Follow-up/Closing Call
 - 4. Filing of Condemnation Papers
 - 5. Serving of Condemnation Papers
-

- D. Review ROWMIS

IV. RELOCATION ASSISTANCE PROGRAM

- A. Review Objectives of Relocation Assistance Program (RAP), Housing Studies and Last Resort Housing
- B. Attend Field Trips with RAP Agent to Observe
 - 1. The Initial Relocation Assistance Call on Displacee
 - 2. A Follow-Up Call on Displacee
 - 3. A Decent, Safe and Sanitary Inspection
 - 4. Signing of Claim Forms by a Residential Displacee
- C. Review a Housing Study
- D. Attend Field Trip with Agent Preparing a Relocation Assistance Valuation (If Not Done During Appraisal Function Indoctrination)
- E. Review ROWMIS

V. PROPERTY MANAGEMENT

- A. Review Objectives of Property Management Function
 - B. Review:
 - 1. Rental Application
 - 2. Credit Checks and Reports
 - 3. Rental Agreement
 - 4. Maintenance Inspection Check Sheet
 - 5. Rental Rate Valuation
 - 6. Clearance and Demolition Procedures
 - 7. Property Inventory Accountability
 - C. Attend Field Trips with Property Management Agent to Observe:
 - 1. Interview with New Tenant
 - 2. Maintenance Inspection Call
 - D. Review Asset Management
 - E. Review Right of Way Property Management System (RWPM)
-

VI. EXCESS LAND

- A. Review Objectives of Excess Land Function
- B. Review:
 - 1. Process for Clearing Properties for Sale
 - 2. Sales Notice
 - 3. Advertising Campaign
- C. Attend Field Trips with Excess Land Agent to Observe:
 - 1. Initial Call with Owner on a "Finding A" or "Finding B" Property
 - 2. Public Auction or Sealed Bid Sale
- D. Explain Automated Inventory System, Including "Hold" Categories
- E. Review Excess Land Management System (ELMS)

VII. PLANNING AND MANAGEMENT

- A. Review Objectives of Planning and Management Function
 - B. Review:
 - 1. Relationships between R/W and Other Project Delivery Divisions
 - 2. R/W Capital Budget Processes and Contacts:
 - a. Reliance on R/W Data Sheet Estimates and Functional Staff Updates
 - b. R/W Capital Allocation
 - c. Federal-Aid Authorization
 - d. Reimbursement Authority and Cooperative Agreement Required for Other Fund Types
 - e. Invoice and Contract Payment Processes and References
 - f. Fund Sources and Corresponding Guidelines
 - 3. Charging Practices and Resources for:
 - a. Use of Work Breakdown Structure (WBS) for Project-Related Staff Time
 - b. Use of 2-Phase Expenditure Authorization (EA) to Report Project-Related Staff Time
-

- c. Use of K-, 0-, or 1-Phase EA to Report Project-Related Staff Time
 - d. Use of 9-Phase EA for Capital Project Payments
 - e. Use of Administrative Overhead EAs for Staff Time and Operating Expenses
- C. Review Project Coordination Responsibilities Including:
 - 1. Task Management
 - 2. Workplans for Capital Outlay Support (COS)
 - 3. Status of Projects (SOP)
- D. Review R/W Certification Process
- E. Review ROWMIS

VIII. UTILITIES

- A. Review Objectives of Utility Relocation Process
 - B. Explain How Utility Conflicts are Identified, Analyzed and Cleared
 - C. Attend Field Trip with Utilities Agent to Observe:
 - 1. Utility Conflict On-Site
 - 2. Contact with Utility Owner to Discuss Relocation
 - D. Assist Agent in Preparing a Utility Notice to Owner and a Utility Agreement
 - E. Review R/W Utility Management System (RUMS)
 - F. Review ROWMIS
-