

## Matrix for Right of Way Activities

### Projects Off The State Highway Using Federal Funds

| Who's Involved   | CT Right of Way  | Local Public Agency   | Qualified Consultant             | District Local Assistance Engineer  |
|--|--|---|----------------------------------|---|
| <b>Right of Way Tasks</b>  |  |   |                                  |   |
| <b>Qualify Local Agencies</b><br>See LAPM Chapter 13.2, pages 4 – 6 (Local Agency Role), & RW Manual Chapter 17.05.00.00   | Lead   | Requests qualification  |                                  |   |
| <b>Initiates Local Project</b><br>See LAPM Chapter 3   |  | Lead  |                                  | Facilitates   |
| <b>Field Reviews at Inception of Project</b><br>See Chapter 7 & Chapter 13.5, (Field Review) in the LAPM, and submit Exhibit 7-B, Review RW Manual Chapters 4 & 17.02.04.06<br>Complete and submit PERW form | Oversight -<br>(Attendance suggested when there is Right of Way involvement) | Responsible for initiating environmental process by contacting the DLAE and submitting a PES. | Support for non-qualified agency | Lead -<br>Upon receipt of PES, the DLAE has Environmental review the PES and determine if an in-person field review is required. If so, DLAE facilitates by scheduling a field review with appropriate staff. |
| <b>Qualified RW Consultant Selection</b><br>See LAPM Chapter 13, Selection of Consultants, LAPM EX 13C and see RW manual chapter 17.06.00.00   | Assistance, Guidance and Monitoring  | Lead  |                                  |   |
|  |  |   |                                  |   |
| <b>R/W Engineering</b>   |  |   |                                  |   |

|   |  |   |                                  |  |
|---|--|---|----------------------------------|--|
| See RW Manual Chapter 6:<br>Cost Estimating maps - See RW Manual Chapter 6.04.00.00,<br>Title reports: See RW Manual Chapter 6.01.07.00 & 8.65.02.00<br>Appraisal maps: see RW Manual Chapter 6.07.00.00 and<br>LAPM Chapter 13.8 Prepare Final Right of Way Requirements/<br>Appraisal Maps<br>Deeds - see RW Manual Chapter 6.09.00.00, & | Review   | Lead,<br><br>(Who does work depends on qualification level) | Support for non-qualified agency |  |
| <b>Estimating</b><br>See LAPM Chapter 13.7<br>For more detail see RW Manual Chapter 4<br>Check out Exhibit 17-EX-21, "RW Data Sheet for Local Agencies"<br>Estimates are to be prepared by licensed real estate/appraisal professionals   | Assistance & guidance  | Lead,<br><br>(Who does work depends on qualification level) | Support for non-qualified agency |  |
| <b>Utilities</b><br>see LAPM Chapter 14 and for more detail see RW Manual Chapter 13  | Assistance and Guidance<br><br>RW reviews draft utility documents outlined in figure 14-1 and approves the 14-C if Federal Reimbursement is sought | Lead,<br><br>(Who does work depends on qualification level) | Support for non-qualified agency | Determines Eligibility for reimbursement |
|   |  |   |                                  |  |
| <b>Appraisals</b>   |  |   |                                  |  |

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| See LAPM Chapter 13.8 & for more detail RW Manual Chapter 7<br>Review Federal Law - Title 49 Code of Federal Regulations Part 24 (49 CFR 24)   | Assistance & Guidance | Lead,<br>(Who does work depends on qualification level, or if not qualified, hires a qualified consultant with CA Real Estate Appraisal license) | Support for non-qualified agency |  |
| <b>Acquisitions</b><br><br>See RW Manual Chapter 8 and LAPM Chapter 13.9 & review Federal Law - 49 CFR 24, (Uniform Act)   | Assistance & guidance | Lead,<br>(Who does work depends on qualification level or if not qualified, hires a qualified consultant.)                                       | Support for non-qualified agency |  |
| <b>Permit to Enter (for Environmental or Geologic Studies)</b><br><br>See LAPM Chapter 13 – Page 19 & Policy Memo “Clarification of Right of Entry Guidelines for Environmental Work”, dated May 22, 2002) | Guidance              | Lead   | Support for non-qualified agency |  |
| <b>Condemnation</b><br><br>See LAPM Chapter 13.9 & RW Manual Chapter 9   | Guidance              | Lead<br><br><b>(County or City Legal Staff with supporting documentation provided by qualified RW staff or by qualified RW consultant.)</b>      | Support for non-qualified agency |  |
| <b>Relocation Assistance</b><br><br>See LAPM - Chapter 13.9, Relocation Assistance<br>See RW Manual Chapter 10<br>See Federal Law - 49 CFR 24, (Uniform Act)   | Assistance & guidance | Lead,<br><br>(Who does work depends on qualification level or  | Support for non-qualified agency |  |

|  |                       |   |                                  |  |
|--|-----------------------|---|----------------------------------|--|
|  |                       | if not qualified, hires a qualified consultant)   |                                  |  |
| <b>Property Management</b><br><br>See LAPM Chapter 13.9 & RW Manual Chapter 11)    | Assistance & guidance | Lead,<br><br>(Who does work depends on qualification level or if not qualified, hires a qualified consultant) | Support for non-qualified agency |  |
| <b>Demolition and Clearance</b><br><br>See LAPM Chapter 13, Right of Way Clearance | Assistance & guidance | Lead  | Support for non-qualified agency |  |
|  |                       |   |                                  |  |
|  |                       |   |                                  |  |

## **Definitions**

DLAE - District Local Assistant Engineer

CT RW - Caltrans Right of Way Local Assistance Coordinator

LPA - Local Public Agency (Qualification Level 1, 2, or 3)

QC= Qualified Consultant

Qualification levels:    Level 1 – Staff is qualified to do technical work in one or more specific functional areas.

Level 2 – Staff is qualified to do technical work in some but not all functional areas.

Level 3 – Staff is large enough and qualified to do technical work in all functional areas.