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