



**RIGHT OF WAY MANUAL
DIRECTIVE**

RWMD NO: 18-01
Issuance Date: 9/14/2018
Effective Date: Immediately

Approved by:


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Chief, Office of Planning & Management
and Project Coordination

SUBJECT: Federal Aid Funding Documentation Requirements

PURPOSE: Implement new policy guidance

REFERENCE: Right of Way Manual, Chapter 3, Section 5 – Federal Aid Project Funding

BACKGROUND: The Office of Federal Resources (OFR) establishes processes and procedures, including documentation requirements, for requesting Federal Aid Funding on Right of Way (R/W) projects using the Federal Aid Data System (FADS). OFR implemented changes in FADS, requiring data entry for each individual acquisition parcel and utility relocation. Federal Highway Administration (FHWA) does not require the parcel and utility data entry in FADS, but does have specific support documentation requirements. This directive provides recently updated policy guidance regarding data and documentation requirements for federal aid requests until Chapter 3, Section 5 of the R/W Manual is updated.

EXISTING POLICY OR PROCEDURE: District R/W staff submits a Federal Aid Funds Request (E-76) in FADS, including data entry for each individual acquisition parcel to reflect parcel number, grantor name, and acquisition estimate; and each utility relocation, to reflect utility owner name, type of utility, and relocation estimate. In addition, parcel-by-parcel estimate and utility estimate lists are required to be attached to the E-76 request in FADS.

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**NEW POLICY
OR PROCEDURE:**

With concurrence from OFR, R/W Planning and Management/Project Coordination and FHWA support documentation required to accompany each E-76 as follows:

Initial Requests:

1. Current R/W Data Sheet (estimate) with attached parcel estimate list or spreadsheet, showing parcel number, grantor, and acquisition and relocation cost estimates; and attached utility relocation list showing utility owner name, type of utility, and cost estimate
2. California Transportation Improvement Program System (CTIPS) printout showing the support programming
3. Federal Transportation Improvement Program (FTIP) printout that lists the R/W phase(s)
4. Signed NEPA (environmental) document

Modification Requests:

1. Updated R/W Data Sheet (estimate) which reflects capital costs already expended and remaining estimated costs
2. Utility relocation list that shows utility owner name, type of utility, and estimated cost
3. Approved G-12, California Transportation Commission (CTC) Supplemental vote, or Documentation Project Change Request (PCR) to support an increase in federal authorization (budget capacity)

Districts must also ensure that parcel acquisition estimates are entered in the parcel screen in the Right of Way Management Information System (ROWMIS).

Districts are no longer required to enter individual parcels or utilities in FADS, and the tabs where this data was previously entered have been removed.

RESPONSIBILITIES:

Right of Way Planning and Management/Project Coordination submits E-76 requests for federal aid funding, with required supporting documentation, and ensures ROWMIS parcel tabs are updated with current acquisition estimates. The Office of Federal Resources reviews and approves E-76 requests, and submits to FHWA for approval and obligation. FHWA reviews federal aid requests and provides authorization for obligation.

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- LINKS/RESOURCES:**
- Right of Way Manual – Chapter 3:
<http://www.dot.ca.gov/hq/row/rowman/manual/Chapter%203.pdf>
 - Office of Federal Resources – Federal Authorization:
<https://budgets.onramp.dot.ca.gov/welcome-office-federal-resources/federal-authorization>
 - Office of Federal Resources – Right of Way Authorization Requirements:
<https://budgets.onramp.dot.ca.gov/rw-authorization-requirements>
- DISTRIBUTION LIST:**
- Right of Way Planning and Management/Project Coordination Functional Council
 - Right of Way Management Board
 - Dianne Robinson, Federal Aid Liaison, R/W Planning and Management
 - Fardad Falakfarsa, Chief, Office of Federal Resources
 - Rodney Whitfield, Director, Financial Services, FHWA-CA Division