# RIGHT OF WAY MANUAL DIRECTIVE

**RWMD NUMBER:**
20-01

**ISSUANCE DATE:**
6/8/2020

**EFFECTIVE DATE:**
Immediately

**APPROVED BY:**

*Jeffrey A. Purdie* [signature on file]
JEFFREY A. PURDIE
Chief, Office of Project Delivery
Headquarters Division of Right of Way and Land Surveys

**SUBJECT:**
Senior Right of Way Agent Delegation for Approval of Right of Way Contracts.

**PURPOSE:**
This is an efficiency that provides District Senior Right of Way Agents to approve Right of Way Contracts with a higher Delegation without having to seek Office Chief approval.

**REFERENCE:**
Right of Way Manual Chapter 8, Section 8.03.08.00.

**BACKGROUND:**
Senior Right of Way Agents in the District currently have the Delegation Authority to approve and sign Right of Way Contracts for Acquisition $10,000 or less.

**EXISTING POLICY OR PROCEDURE:**
Currently, Senior Right of Way Agents are delegated to sign Right of Way Contracts with compensation value of $10,000 or less.

**RIGHT OF WAY MANUAL DIRECTIVE (Cont.)**

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**NEW POLICY OR PROCEDURE:**
At a recent Right of Way Management Board meeting, a proposal was presented and unanimously approved by the voting members to increase the Delegation for Senior Right of Way Agents to sign Right of Way Contracts up to $25,000.00.  Previously, the delegation was $10,000.00.

Beginning immediately, Senior Right of Way Agents can sign Right of Way Contracts with a compensation value of up to $25,000.00.

Chapter 8 of the Right of Way Manual will be revised and will be consistent with this new policy.  If you have questions or concerns regarding this change in process, please contact your Headquarters Acquisition/Condemnation Liaison.

**RESPONSIBILITIES:**
All Acquisition Senior Right of Way Agents in the Districts use this new Delegation for Approving Right of Way Contracts.

**LINKS/RESOURCES:**
- [RW Manual, Chapter 8](#)

**DISTRIBUTION LIST:**
- Acquisition/Condemnation Functional Council
- Right of Way Management Board members
- Statewide Supervising Right of Way Agents
- Subscribers to the Right of Way Manual update list