



To: SUPERSEDED ^{BY} <i>EB 00-066</i> EFFECTIVE 10/23/00		New York State Department of Transportation ENGINEERING INSTRUCTION	EI 99-037
Title: PLANS, SPECIFICATIONS, AND ESTIMATE TRANSMITTAL MEMO - ITEM 13a RIGHT-OF-WAY			
Distribution: <input type="checkbox"/> Manufacturers (18) <input type="checkbox"/> Surveyors (33) <input checked="" type="checkbox"/> Main Office (30) <input checked="" type="checkbox"/> Consultants (34) <input type="checkbox"/> Local Govt. (31) <input type="checkbox"/> Contractors(39) <input checked="" type="checkbox"/> Regions/Agencies (32) <input type="checkbox"/> ()	Approved:  <hr/> P. J. Clark, Deputy Chief Engineer, Design <u>11/26/99</u> Date		

ADMINISTRATIVE INFORMATION

This Engineering Instruction (EI) supersedes the following guidance provided in Chapter 21 of the Highway Design Manual:

- §21.9.3.1, Page 21-60 - Note 1 is deleted.
- §21.9.3.2, Page 21-66 - Item 13a is deleted. Revised requirements are provided on page 2 of this EI.
- Appendix D, PS&E Transmittal Memo Shell, Item 13a - Revised example statements are provided on page 2 of this EI.

This EI is effective with projects submitted for the letting of July 6, 2000.

PURPOSE

This EI, and the procedures listed under **RELATED ISSUANCES**, transmit revised procedures regarding the clearance of right of way for construction. This EI transmits revised requirements for item 13a of the Plans, Specifications, and Estimate (PS&E) transmittal memo. In addition, revised statements for item 13a of the PS&E transmittal memo shell are provided (Reference, Highway Design Manual Chapter 21, Appendix D).

RELATED ISSUANCES

This EI is being issued concurrently with, but distributed separately from, procedures issued by the Real Estate Division. The Real Estate Division procedures are:

1. EN-RE-501, dated November 26, 1999, entitled "Projection of Right of Way on Capital Projects", and
2. EN-RE-502, dated November 26, 1999, entitled "Certification of Right of Way Clearance for Capital Projects".

CONTACT

Address questions regarding this EI to Norman Schips of the Design Quality Assurance Bureau at 518-485-8611.

REQUIREMENTS FOR §21.9.3.2, ITEM 13a OF THE PS&E TRANSMITTAL MEMO

- 13a. Right of way (ROW). State that the ROW Clearance Certificate is attached. In addition to providing the ROW Clearance Certificate to the DQAB PS&E Section, the ROW Clearance Certificate shall also be attached to copies of the PS&E transmittal memo provided for the following organizations:

- Project & Letting Management Section (all projects)
- Construction Division (all projects)
- Real Estate Division (all projects)
- FHWA (projects requiring FHWA PS&E approval)

In general, the ROW Clearance Certificate is prepared by the Regional Real Estate Group and provided to the Functional Group preparing the PS&E transmittal memo; Reference - Real Estate Division Procedure EN-RE-502 "Certification of Right of Way Clearance for Capital Projects". If any ROW is projected to be available beyond the scheduled contract award, the Regional Design Group is responsible for preparing a Special Note, and Engineering Substantiation in accordance with Real Estate Division Procedure EN-RE-501 "Projection of Right of Way on Capital Projects".

Form ROW 253-1a "Certificate of Maps Required" should be prepared and submitted (two weeks prior to the scheduled PS&E transmittal to DQAB) to the Regional Real Estate Group for their use in preparing the ROW Clearance Certificate. The Regional Land Surveyor is responsible for preparing and supplying Form ROW 253-1a to the designer.

Form ROW 253-1a shall be prepared, even if all mapping requirements are not known. In addition, Form 253-1a shall indicate any incomplete mapping requirements. After mapping completion, an amended Form ROW 253-1a shall be prepared and distributed as discussed above. When required, an amended Form ROW 253-1a shall be prepared no later than one month prior to letting.

**EXAMPLE STATEMENTS FOR USE IN PREPARING THE PS&E TRANSMITTAL MEMO
[APPENDIX D]**

13a. ROW.

The Right of Way Clearance Certificate is attached. Required for all projects.

When item c of the Right of Way Clearance Certificate applies, state that the Acquisition and Clearance Status Report is attached to the ROW Clearance Certificate.

When item d of the Right of Way Clearance Certificate applies, state that the Acquisition and Clearance Status Report, Special Note, Engineering Substantiation, and Report of Quality and Quantity of Relocation Assistance is attached to the ROW Clearance Certificate.

<h1 style="text-align: center;">P R O C E D U R E</h1> <p style="text-align: center;">NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p>	<p>CODE: EN-RE-501 Date November 26, 1999</p> <p>SUPERSEDES: EN-RE-501 Dated 8/1/91</p> <p>EFFECTIVE FOR LETTING OF JULY 6, 2000</p>
<p>Approved:</p> <p style="text-align: center;"><i>Paul J. Wells</i> 12/9/99</p> <hr/> <p>Assistant Commissioner Date</p>	<p>Recertification Date _____</p>
<p>RECERTIFIED:</p> <hr/>	<p>SUBJECT: Projection of Right-of-Way on Capital Projects</p>

I. INTRODUCTION

These instructions detail the process for determining how and under what conditions the decision is made to proceed with the construction of a capital project when not all of the right-of-way is appropriated and/or cleared. They apply to both Federal-aid and non Federal-aid projects.

The completion of the right-of-way acquisition process, including the relocation of occupants and the clearing of property, remains a basic requirement for the award of capital projects. Every effort must be made to complete these activities on schedule and in accordance with applicable Federal and State regulations so as to provide contractors with clear, unobstructed right-of-way.

Generally, a project letting should be rescheduled when it is determined by the region that the right of way acquisition and clearance process will not be completed by project award. However, under limited circumstances it may be determined that it is in the best interests of the public to proceed with a project even though some properties within the project area will not be immediately available to the contractor.

Federal regulations cited in this procedure state that these circumstances must be "very unusual" and that the projection of right of way availability is an exception which "should never become the rule". These instructions insure that all relevant factors are reviewed when making this determination.

An example of a situation that warrants the projection of availability might be when the one remaining occupant on a project has been unable to relocate within the scheduled relocation time frame, and it has been determined that to postpone the project will adversely impact the construction schedules of other projects in close proximity and will delay the correction of a serious safety problem.

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Additionally, it has been determined that the occupied property is in an area which is not needed immediately by the contractor and can be avoided. Under this scenario, the projection of the property's availability is feasible and warranted, but this is not the only situation which justifies a projection.

It should be emphasized at the outset that the most important factor in this determination process is the protection of the rights of those who remain in occupancy. This is paramount when determining whether, and under what conditions, construction may proceed. Occupants not only have the right to possess and utilize their property but are also entitled to reasonable access to and from their property and protection from hazardous or intrusive construction activities. These rights must be protected and are the primary considerations when determining what restrictions need to be placed in the contract proposal.

II. PRIMARY PROGRAM PROCEDURAL RESPONSIBILITY

The Real Estate Division is primarily responsible for interpretation of this procedure and assurance that information herein is current.

***III. CARRIERS OF RESPONSIBILITY**

Fiscal and Local Programs Bureau
Project and Letting Management Bureau
Construction Division - Central Office
Construction Group - Regional Office
Design Group - Regional Office
Federal Highway Administration
Office of Engineering
Design Quality Assurance Bureau
Real Estate Division - Main Office
Real Estate Group - Regional Office
Regional Project Manager
Regional Planning and Program Manager
Regional Director

Subject: Projection of Right-of-Way on Capital Projects

IV. PROGRAM PROCEDURAL GUIDELINES

*The steps in this procedure occur at a critical stage in the contract letting process and must be completed within approximately a two to four week period.

*V. DEFINITIONS

Unavailable Right-of-Way - Any portion of the project area over which the contractor's use would be prohibited or impaired due to the continued occupancy by parties whose property has been acquired for the project or who are utilizing the existing right-of-way. This also includes any acquisition parcels which are not available due to the acquisition and payment process not being completed.

Projection of Right-of-Way - The period of time, after contract award, during which any property within the right-of-way limits of the project is not expected to be available due to: 1) the continued occupancy by parties whose property has been acquired for the project or who are utilizing the existing right-of-way, or 2) a legal impediment beyond the State's control such as a bankruptcy proceeding that delays the acquisition and payment process.

Right-of-Way Certificate - A document signed by the Regional Real Estate Officer which 1) describes the current status of the right-of-way required for a project, including those areas or parcels which will not be available by contract award and 2) certifies that acquisition and relocation activities have complied with applicable Federal and/or State regulations.

VI. FORMS IN PROCEDURE

N/A

VII. STEPS IN PROCEDURE

REGIONAL REAL ESTATE GROUP

- *1 As part of the right of way certification process at PS&E (see EN-RE-502), the Regional Real Estate Group identifies any properties (or portions of properties) which may not be available by scheduled project award date and estimates the time required to complete remaining acquisition, relocation/removal, and clearance activities.

*Revised material

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2. Informs Regional Project Manager, Planning and Program Manager, Design Group and Construction Group that properties may not be available by scheduled project award and requests a review of the impact of the unavailability of the property on construction activities.

Note: The Department's inability to complete the standard payment/deposit process by award is not a valid reason for projecting ROW availability.

REGIONAL PROJECT MANAGER

3. Coordinates review by regional groups and makes recommendation to Regional Planning and Program Manager whether or not the project letting should be rescheduled. If the project is to remain on schedule, proceed to Step #4. If project is to be rescheduled, return to Step #1.

REGIONAL REAL ESTATE GROUP

4. If relocations are being projected, prepares Report of Quality and Quantity of Relocation Assistance in accordance with Real Estate Division Directive A02-4-45. Contacts remaining occupant(s) to ascertain if there are any specific conditions which need to be addressed that are vital to protecting/maintaining their occupancy.

REGIONAL DESIGN GROUP

5. Prepares an "engineering substantiation" detailing what impacts the unavailable property(ies) will have on construction activities. This includes what measures may be required to protect the rights of the property owners and occupants while the properties remain occupied as identified in Step #4, as well as what measures may be required to minimize interference with the contractor, as well as an explanation why it is in the public interest to proceed with the project.

Prepares a Special Note which is transmitted to DQAB and is (see appendix A for sample) to be included in the contract proposal identifying the property(ies) which will not be available to the contractor, including the dates when they will be available. The Special Note must also include any measures required to be taken by the contractor to insure non-interference with the occupant's access or use of the property. Prepares any necessary revisions to the contract plans to identify the unavailable property(ies).

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REGIONAL PROJECT MANAGER

6. Reviews with Regional Real Estate Group, Design Group and Construction Group, the material prepared in Steps #5 and 6 and presents recommendation to the Regional Planning and Program Manager.
7. Upon recommendation by the Regional Program and Planning Manager, Regional Director, transmits material prepared in Steps #5 & #6 as part of their approval of the PS&E.

VIII. RELATED AUTHORITATIVE SOURCES

Real Estate Division Directives Manual
 23CFR, Part 635, Subpart C
 EN-RE-502

IX. DISTRIBUTION

Office of Engineering Program Procedure

Manual: Program Procedures	Code EN-RE-501	Date: 11/26/99	Page 6
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APPENDIX A

SAMPLE

SPECIAL NOTE - AVAILABILITY OF R.O.W.


The CONTRACTOR is hereby notified that the following sites within the contract limits may not be available for construction operations until acquisition procedures have been further progressed by the State. Accordingly, all bids should be submitted on the basis that work can be performed only on sites not listed below until such time as such sites are made available to the CONTRACTOR by written notice from the Engineer and no claim shall be brought against the State for failure to make these sites available before the actual date indicated below.

The State will progress its acquisition procedures with due diligence and will make every effort to turn over such sites to the CONTRACTOR as soon as possible.

Extensions of time will be granted, if necessary, for delays caused by the unavailability of such sites beyond the estimated dates.

The CONTRACTOR is put on notice that he/she shall take no action that will result in unnecessary inconvenience, disproportionate injury, or any action coercive in nature to occupants of residences or businesses who have not yet moved from the right of way.

MAP NO.	PARCEL NO.	REPUTED OWNER	ANTICIPATED DATE OF AVAILABILITY OF SITE
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<h1>PROCEDURE</h1>		CODE: EN-RE-502 Date November 26, 1999
NEW YORK STATE DEPARTMENT OF TRANSPORTATION		SUPERSEDES: EN-RE-502 Dated 7/21/94
		EFFECTIVE FOR LETTING OF JULY 6, 2000
Approved:		Recertification Date _____
	12/16/99	
Assistant Commissioner	Date	
RECERTIFIED:		SUBJECT:
		Certification of Right-of-Way Clearance for Capital Projects

I. INTRODUCTION

The Regional Real Estate Officer (RREO) in charge of each regional office is responsible for the identification and completion of any and all right-of-way activities which may be required on the projects contained in their region's capital program. These activities include both the acquisition and clearance of ROW needed to construct a capital project. It is also the RREO'S responsibility to coordinate the completion of these activities on a schedule compatible with each project's construction schedule in order that a viable construction contract may be awarded.

In addition to the RREO, each region has a Regional Real Estate Liaison Officer to assist the RREO in overseeing and coordinating the completion of these activities. Both the RREO and the Liaison Officer must have a high degree of familiarity with project development procedures, as well as right-of-way acquisition and clearance procedures, in order to properly assess the extent of the Real Estate Division's involvement in any capital project. The familiarization with a project may be gained by any of the following:

- A. Participation at Regional Program Project Meetings
- B. Field Reviewing Projects
- C. Reviewing Design Reports/Environmental Assessments
- D. Reviewing and approving ROW Plans (Take Line reviews)
- E. Reviewing Relocation Plans
- F. Attending and participating at Public Hearings, Public Meetings
- G. Contact with others participating in project (Project Manager, Job Managers)

Furthermore, involvement in the following activities increases familiarization with Program and Project Management activities and assists in progressing the projects toward readiness for contract letting and award:

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- A. Advance Planning Actions
- B. Coordination with Engineering
- C. Title Requests
- D. Resource Estimates for Scheduling
- E. Control Records
- F. Assisting other Units
- G. Expediting Actions

The purpose of this procedure is to document the right of way clearance process for capital projects including identifying those who typically participate in the process. This procedure also details 1) the process for reviewing right-of-way acquisition and clearance activities as a project progresses from PS&E submission through letting and award, and 2) the criteria for certifying that the right-of-way requirements of a project are completed in accordance with established Federal and State requirements.

II. CARRIERS OF RESPONSIBILITY

Regional Real Estate Officer
Regional Real Estate Liaison Officer
Regional Director
Real Estate Division Director
Real Estate Division, Program Management Section
Federal Highway Administration
Project and Letting Management Bureau
Design Quality Assurance Bureau

III. FORMS IN PROCEDURE

Right-of-way Clearance Certificate (Attachment "A")
Acquisition and Clearance Status Report (Attachment "B")

IV. OVERVIEW OF PROCESS

The completion of the Plans, Specifications, and Estimates (PS&E) signifies that a project is ready for scheduled letting and award. The Right-of-Way Clearance Certificate (Certificate) and, if required, the Acquisition and Clearance Status Report are prepared by the Regional Real Estate Officer and are included in the PS&E transmittal memo.

The Certificate attests to the following four (4) conditions:

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1. that the right-of-way required for the project, including both the existing right-of-way and any required property acquisitions, is or will be clear and available to the contractor for construction of the project, and that dates of availability of any properties projected to be available beyond scheduled project award have been determined for inclusion in a Special Note in the project proposal;
2. that if relocations are required, A) benefits have been extended, B) relocations have commenced (for residential relocations this includes referral of replacement housing), and C) that dates of availability of any properties projected to be available beyond scheduled project award have been determined for inclusion in a Special Note in the project proposal;
3. that if projections of properties are required, it has been determined that it is in the public interest to proceed with the scheduled letting and award (referred to as an Engineering Substantiation), and;
4. that the actions taken to acquire property and/or clear the right of way have been conducted in accordance with applicable State and/or Federal statutes, rules, regulations, etc. Federal statutes, rules, regulations, etc. apply if there is federal funding in any area of the project (design, right-of-way, construction).

The Acquisition and Clearance Status Report provides a detailed account of what actions remain to be accomplished on individual acquisitions and/or relocations in order to award the project on its recommended schedule.

When the Regional Director executes the PS&E transmittal memorandum (ref: HDM, Chapter 21) he or she is approving the Certificate (and Status Report if required), and recommending that the project proceed to scheduled letting.

After the PS&E is executed and the project progresses towards scheduled letting and award, any and all remaining ROW activities are advanced towards completion in accordance with the Certificate's schedule.

At Letting, the project is reviewed by the Regional Director who makes the recommendation whether or not to proceed to award. (ref: HDM, Chapter 21.12). A recommendation to award indicates that the ROW is or will be cleared in accordance with the approved Certificate's schedule (or any approved modifications thereto) and in accordance with the Contracts Bureau's project award schedule. The Contract Bureau's approval for award is typically given either by 25 days after project letting for regularly scheduled non-priority award projects or by 11 days after project letting for priority award projects.

The Real Estate Division Director participates in the ROW clearance process to; 1) complete clearance activities performed in the Main Office, 2) to assist in resolving outstanding issues both within DOT as well as those involving other

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State and Federal Agencies, and 3) to coordinate with other program areas in the Main Office involved in the project letting and award process. Additionally, the Real Estate Division Director oversees the Right of Way clearance process in a quality assurance capacity; including periodic reviews of the process and implementation of process improvements.

V. STEPS IN PROCEDURE

The Right-of-Way Clearance process has substantial flexibility built into it due to the varying degrees of complexity of the acquisitions, relocations, or clearance activities which may be required on any individual project. While some projects are cleared routinely, others require significant coordination and oversight. However, all projects follow certain basic steps in the clearance process and these steps are listed as follows:

REGIONAL DESIGN ENGINEER

1. Two (2) weeks prior to the scheduled PS&E submission date delivers Form ROW 253-1a, Certificate of Maps Required, to the Regional Real Estate Office. (Ref., Highway Design Manual, Chapter 21)

REGIONAL REAL ESTATE LIAISON OFFICER (LIAISON)

2. Reviews right-of-way as part of PS&E approval process and makes recommendation to the Regional Real Estate Officer (RREO) whether or not to proceed to scheduled letting and award. If decision is to proceed, prepares the appropriate Certificate for the RREO's signature. If ROW is not fully available at this time, prepares a Status Report. If any ROW is projected to be available beyond scheduled contract award, initiates a request for an Engineering Substantiation, and a Special Note for the project proposal.

REGIONAL REAL ESTATE OFFICER (RREO)

3. Reviews status of ROW and makes decision to either sign certification or to recommend delay of PS&E submission. Forwards certificate to the Regional functional unit preparing the PS&E transmittal memo, or forwards delay recommendation to the Regional Director.

REGIONAL DIRECTOR (RD)

4. Reviews PS&E documents including Certificate and makes decision whether or not to approve. If decision is to approve, signs the PS&E transmittal memo. The Certificate and any supporting documents are included in the PS&E submission to the Design Quality Assurance Bureau.

Subject: CERTIFICATION OF RIGHT-OF-WAY CLEARANCE FOR CAPITAL PROJECTS**DESIGN QUALITY ASSURANCE BUREAU (DQAB)**

5. Reviews PS&E and prepares project for letting advertisement. For those projects requiring direct Federal Highway Administration construction authorization, forwards the documents required to obtain authorization. This includes the ROW certificate.

FEDERAL HIGHWAY ADMINISTRATION

6. Reviews ROW certificate as part of process to authorize construction. Forwards authorization to Project and Fiscal Management Bureau.

PROJECT AND LETTING MANAGEMENT BUREAU

7. Receives PS&E from DQAB and construction authorization from FHWA when required, and approves project for letting advertisement.

REAL ESTATE PROGRAM MANAGEMENT SECTION - MO (PMS-MO)

8. Receives copy of PS&E transmittal memorandum together with the Certificate and Status Report. Reviews status of ROW with Regional Real Estate Office. If Certificate indicates that the ROW is cleared, no further action is required and project may proceed to award. If Certificate indicates that ROW activities are not completed, assists Region in completing clearance process responsibilities. No later than one (1) week prior to scheduled letting, advises RREO and Division Director of its review findings.

REGIONAL REAL ESTATE OFFICER

9. Continues acquisition and clearance process towards scheduled project award. Contacts PMS-MO on an as needed basis to report on ROW activities in progress and to coordinate their completion. Notifies the RD and PMS-MO of any conditions which threaten scheduled project award or require amendment to contract proposal. (Amendments must be submitted by amendment deadlines. Ref. Highway Design Manual Chapter 21, section 21.10.1) No later than one week prior to scheduled letting, makes recommendation to RD whether to proceed to scheduled project letting, or delay.

10. REGIONAL DIRECTOR

Makes decision to delay project or to continue on original schedule. If decision is to delay, establishes a revised scheduled letting and/or award date. Re-certifies the right-of-way with revised clearance dates in accordance with Steps #1 and #2.

REAL ESTATE PROGRAM MANAGEMENT SECTION - M.O.

11. Continues to assist RREG in completing clearance process and to

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coordinate with program areas in the Main Office involved in the project letting and award process.

REGIONAL REAL ESTATE GROUP

12. Continues to progress the completion of acquisition and clearance activities required for project award. When completed, prepares a clearance certificate certifying that the ROW is ready for project award. Forwards certificate to the Main Office Contracts Bureau by appropriate contract approval deadline. If right-of-way availability has been projected, completes acquisitions, relocations, and clearance activities by availability dates and certifies same.

REAL ESTATE PROGRAM MANAGEMENT SECTION - MO

13. For those federal aid projects having received construction authorization directly from the Federal Highway Administration and which authorization is conditional based on completion of the right of way acquisition and clearance process, forwards clearance certificate to FHWA for their concurrence in the award of the project. Additionally, when required by FHWA, forwards confirmation of the clearance of properties projected to be available beyond award.

VI. RELATED AUTHORITATIVE SOURCES

Code of Federal Regulations (23 CFR Section 635.309)
Program Procedure EN-RE 501
Highway Design Manual, Chapter 21

VII. DISTRIBUTION

Office of Engineering Program Procedures

Subject: CERTIFICATION OF RIGHT-OF-WAY CLEARANCE FOR CAPITAL PROJECTS

RIGHT OF WAY CLEARANCE CERTIFICATE

To: Regional Director, Reg _____
Date: _____
P.I.N. _____
Proj. _____

I certify that; the right-of-way has been or will be acquired in accordance with the Highway Law, the Eminent Domain Procedure Law, The Uniform Relocation Act, and Title 23 of the Code of Federal Regulations, Part 635, Section 309, Para. (c) (when applicable), and that the status of the right-of-way is as follows;

Select (a), (b), (c) or (d)

(a) No right of way (including clearance of the existing right of way) is required for the project.

(b) All of the necessary rights of way, including control of access rights have been acquired including legal and physical possession.

AND

(select (1) or (2))

(1) No improvements exist that need to be removed or demolished.

(2) All occupants have vacated the land and improvements and the department has physical possession and the right to remove,

(c) All the necessary rights of way, including control of access have not been completed, however, the acquisitions are being progressed and all legal and physical possession will be completed prior to contract award (see attached status of right of way report for completion schedule).

(d) Acquisition of a few remaining properties has not been completed and will not be completed prior to contract award, however, all occupants of the residences on such properties have had replacement housing made available to them in accordance with 49 CFR 24.204. (see attached status of right of way report for completion schedule as well as a special note, which will be included in the contract plans, engineering substantiation and a quantity and quality of relocation assistance report).

Project description:

No. of maps required for project: _____

No. of maps not requiring payment: _____

No. of improved properties: _____

No. of improved properties vacated: _____

No. of claimants paid to date: _____

No. Of claimants deposited to date: _____

Real Estate Officer

Subject: CERTIFICATION OF RIGHT-OF-WAY CLEARANCE FOR CAPITAL PROJECTS

ACQUISITION AND CLEARANCE STATUS REPORT

To: Regional Director, Reg ____
Date: _____

From: _____, Real Estate Officer

P.I.N. _____
Proj. _____

The scheduled award approval deadline (25 days post-letting for non-priority awards, 11 days for priority awards) for this project is ____/____/____. (All events must be completed prior to this date or a special note must be placed in the contract as to lack of availability to the contractor.)

(Select (a) or (b))

(a) All of the necessary rights of way, including control of access rights have been acquired, however, payments and deposits have yet to be completed in accordance with Title 49 of the Code of Federal Regulations, Part 24, Section 102, Par (j). All deposits and payments will be made prior to the award approval deadline indicated above.

(b) All the necessary rights of way, including control of access have not been completed, however, the acquisitions and relocations are being progressed and all legal and physical possession will be completed in accordance with the following schedule:

Tabulated below are the exceptions on which offers, title certifications, closing papers and vestings have yet to be completed as well as a scheduled completion date for each event.

Map	Reputed Owner	Relocation Required	Relocation Completed	Date Available
_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	____/____/____
Payment/Deposit Y <input type="checkbox"/> No <input type="checkbox"/> By ____/____/____				
Offer made		Title certification & closing papers prepared		Map vested
Y <input type="checkbox"/> N <input type="checkbox"/> by ____/____/____		Y <input type="checkbox"/> N <input type="checkbox"/> by ____/____/____		Y <input type="checkbox"/> N <input type="checkbox"/> by ____/____/____

Map	Reputed Owner	Relocation Required	Relocation Completed	Date Available
_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	____/____/____
Payment/Deposit Y <input type="checkbox"/> No <input type="checkbox"/> By ____/____/____				
Offer made		Title certification & closing papers prepared		Map vested
Y <input type="checkbox"/> N <input type="checkbox"/> by ____/____/____		Y <input type="checkbox"/> N <input type="checkbox"/> by ____/____/____		Y <input type="checkbox"/> N <input type="checkbox"/> by ____/____/____

Map	Reputed Owner	Relocation Required	Relocation Completed	Date Available
_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	____/____/____
Payment/Deposit Y <input type="checkbox"/> No <input type="checkbox"/> By ____/____/____				
Offer made		Title certification & closing papers prepared		Map vested
Y <input type="checkbox"/> N <input type="checkbox"/> by ____/____/____		Y <input type="checkbox"/> N <input type="checkbox"/> by ____/____/____		Y <input type="checkbox"/> N <input type="checkbox"/> by ____/____/____

Map	Reputed Owner	Relocation Required	Relocation Completed	Date Available
_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>	____/____/____

Subject: CERTIFICATION OF RIGHT-OF-WAY CLEARANCE FOR CAPITAL PROJECTS

_____ Y N _____ Y N N/A _____ / _____ / _____

Payment/Deposit Y No By _____ / _____ / _____

Offer made _____ Title certification & closing papers prepared _____ Map vested _____

Y N by _____ / _____ / _____ Y N by _____ / _____ / _____ Y N by _____ / _____ / _____

Map _____ Reputed Owner _____ Relocation Required _____ Relocation Completed _____ Date Available _____

_____ Y N _____ Y N N/A _____ / _____ / _____

Payment/Deposit Y No By _____ / _____ / _____

Offer made _____ Title certification & closing papers prepared _____ Map vested _____

Y N by _____ / _____ / _____ Y N by _____ / _____ / _____ Y N by _____ / _____ / _____

Map _____ Reputed Owner _____ Relocation Required _____ Relocation Completed _____ Date Available _____

_____ Y N _____ Y N N/A _____ / _____ / _____

Payment/Deposit Y No By _____ / _____ / _____

Offer made _____ Title certification & closing papers prepared _____ Map vested _____

Y N by _____ / _____ / _____ Y N by _____ / _____ / _____ Y N by _____ / _____ / _____

Map _____ Reputed Owner _____ Relocation Required _____ Relocation Completed _____ Date Available _____

_____ Y N _____ Y N N/A _____ / _____ / _____

Payment/Deposit Y No By _____ / _____ / _____

Offer made _____ Title certification & closing papers prepared _____ Map vested _____

Y N by _____ / _____ / _____ Y N by _____ / _____ / _____ Y N by _____ / _____ / _____

Map _____ Reputed Owner _____ Relocation Required _____ Relocation Completed _____ Date Available _____

_____ Y N _____ Y N N/A _____ / _____ / _____

Payment/Deposit Y No By _____ / _____ / _____

Offer made _____ Title certification & closing papers prepared _____ Map vested _____

Y N by _____ / _____ / _____ Y N by _____ / _____ / _____ Y N by _____ / _____ / _____
