**Certification Review Transmittal Letter (Use this format only for Cert 3)**

DATE

NAME

ADDRESS

CITY, STATE ZIP

SUBJECT: Project title:

 Federal Aid No.:

 Right of Way Certification Review

Dear :

At your request, the WSDOT recently conducted a review of the right of way acquisition files for the above-referenced project to check for compliance with your agency’s approved right of way procedures, the WSDOT LAG Manual, Chapter 25, and applicable sections of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (“Uniform Act”).

An appropriate sample of the individual parcel files was selected for review.

(REVIEW OPTION 1)

The review found the agency fully in compliance with no corrective measures required.

(REVIEW OPTION 2 & OPTION 3 – THE NUMBER AND LEVEL OF CORRECTIVE ACTIONS WILL DETERMINE WHICH PARAGRAPH SHOULD BE USED)

(OPTION 2)

As you are already aware, the review revealed item(s) requiring additional corrective action before the agency’s certification could be accepted. It was determined that these item(s) could be and were addressed after closing. Please use the items as noted in the attached Parcel Oversight Report as reference points in the event of future federally-funded transportation projects.

(REVIEW OPTION 3)

As you are already aware, the review revealed item(s) noted on the attached Parcel Oversight Report that required additional corrective action before the agency’s certification could be accepted. While the right of way on this project was not originally acquired in accordance with current FHWA directives per Title 23 CFR Part 635, Section 309 Para (c), the agency completed the required corrective action and submitted a Right-of-Way Certificate #3.

Please use the items as noted in the attached Parcel Oversight Report as reference points in the event of future federally-funded transportation projects, as reoccurrence of similar items may jeopardize that project’s eligibility for federal funds.

(Select this option for an excepted parcel Cert 3)

Your request for an Excepted Parcel Right of Way Certificate #3 requires an initial level of review and acceptance, and a final level of review and approval.

1. Review and acceptance by the \_\_\_\_\_\_\_\_\_\_\_ Region Local Agency Coordinator: Completed

Your request has been accepted and forwarded to \_\_\_\_\_\_\_\_\_Region Local Programs for inclusion in the project funding package transmittal to HQ Local Programs. A copy of your request, together with my review forms, has also been forwarded to the Local Programs Right of Way Manager for approval and processing.

1. Review and approval by WSDOT’s Local Programs Right of Way Manager: Pending.

At such time as the WSDOT Local Programs Right of Way Manager has reviewed and made a positive determination as to your Agency’s request, the Right of Way Manager will issue a certification approval letter to the Federal Highway Administration. The letter will provide conditions for approval. Processing of the funding package by HQ Local Program may then be completed. A copy of the Right of Way Certificate issued will be provided to your Agency.

(Select this option for a time based Cert 3 – Bid opening)

Your request for a Time-Based (Bid Opening) Right of Way Certificate #3 requires an initial level of review and acceptance, and a final of review and approval.

1. Review and acceptance by the \_\_\_\_\_\_\_\_\_ Region Local Agency Coordinator: Completed

Your request has been accepted and forwarded to \_\_\_\_\_\_\_\_\_Region Local Programs for inclusion in the project funding package transmittal to HQ Local Programs. A copy of your request, together with my review forms, has also been forwarded to the Local Programs Right of Way Manager for approval and processing.

1. Review and final approval by Local Programs Right of Way Manager: Pending.

At such time as the Right of Way Manager has reviewed and made a positive determination as to your Agency’s request, a Right of Way Certificate can be issued by the Right of Way Manager to the Federal Highway Administration Washington Division office. A copy of the Right of Way Certificate issued will be provided to your Agency.

(Select this option for a time based Cert 3 – notice to proceed to contractor)

Your request for a Time-Based (Notice to Proceed) Right of Way Certificate #3 requires an initial level of review and acceptance, and a final of review and approval.

1. Review and acceptance by the \_\_\_\_\_\_\_\_\_ Region Local Agency Coordinator: Completed

Your request has been accepted and forwarded to \_\_\_\_\_\_\_\_\_Region Local Programs for inclusion in the project funding package transmittal to HQ Local Programs. A copy of your request, together with my review forms, has also been forwarded to the Local Programs Right of Way Manager for approval and processing.

1. Review and final approval by Local Programs Right of Way Manager: Pending.

At such time as the Right of Way Manager has reviewed and made a positive determination as to your Agency’s request, a Right of Way Certificate can be issued by the Right of Way Manager to the Federal Highway Administration Washington Division office. A copy of the Right of Way Certificate issued will be provided to your Agency.

This letter does not authorize construction. You will receive separate written notification of construction authorization from HQ Local Programs.

The WSDOT strongly encourages local agencies to contact their Local Agency Coordinator as early as possible on federally-funded projects where the acquisition of property rights is anticipated. The LAG manual, the Uniform Act and related material governing the acquisition of real property rights are complex and we welcome any request for assistance in interpreting them.

Sincerely,

Name of Local Agency Coordinator

Local Agency Coordinator, WSDOT Local Programs

\_\_\_\_\_\_\_\_\_\_\_ Region

Phone number

cc: (Name of Region Local Programs Engineer)

Dianna Nausley, Local Programs Right of Way Manager