

Early Acquisition of Right of Way Standard Work Sheet

Best Practice:		Standard Work for Early Acquisition (Early Acq.) of Right of Way (ROW) for Certification Acceptance (CA) Agencies as per 23 CFR 710.203 https://www.ecfr.gov/current/title-23/chapter-I/subchapter-H/part-710	
Who:	CA personnel (CA) involved in ROW acquisition. ADOT Project Managers (PM) assigned to CAs. Assigned ADOT ROW Coordinator and ADOT Environmental Planning Group (EPG) Planner.		Date: 30-Nov-21
			Revision: 1
<i>Frequency</i>	<i>Action/steps</i>		<i>Action Details/how to complete the steps</i>
Once	1	Confirm that the CA project is in the TIP	Identified CA personnel (possibly someone involved in CA ROW acquisition) must confirm that the project is in the Transportation Improvement Plan (TIP). https://estip.azdot.gov/
Once	2	Determine if Early Acq. of ROW is required	CA personnel must determine if normal ROW process or Early Acq. is needed; the process of which must be determined by the CA. Proceed to step 3 if it is determined that Early Acq. is needed.
Once	3	Follow all federal requirements	Just as with the normal ROW process, the CA must follow all requirements of the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (12/18/2019) https://www.federalregister.gov/documents/2019/12/18/2019-25558/uniform-relocation-assistance-and-real-property-acquisition-for-federal-and-federally-assisted and Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. ("Title VI") https://www.hhs.gov/civil-rights/for-individuals/special-topics/needy-families/civil-rights-requirements/index.html
Once	4	CA informs ADOT of desire to use Early Acq.	CA personnel emails the ADOT PM assigned to their CA that they wish to use Early Acq.
Once	5	PM notifies the ADOT ROW Coordinator and EPG Planner.	ADOT PM emails the ADOT ROW Coordinator and EPG Planner notifying them of the Early Acq. request.
As needed	6	Schedule a discussion meeting	ADOT PM may schedule a meeting with ADOT ROW Coordinator and/or EPG Planner to the discuss Early Acq. request.

Once	7	ADOT PM meets with CA to determine project needs	ADOT PM contacts the CA to schedule a meeting to discuss the specific needs of the construction project for which Early Acq is sought.
Once	8	CA identifies a Timeline	CA needs to clearly identify a timeline as all ROW acquisition issues should be resolved by 60%. Discuss with ADOT PM as needed.
Once	9	EPG Review Project	EPG will review the project for negative environmental impacts.
Once	10	Preclearance documentation provided to ADOT PM	EPG provides preclearance documentation to the ADOT PM.
Once	11	ADOT PM provides ROW Coordinator with preclearance documents	ADOT PM emails preclearance documents to the ADOT ROW coordinator
Once	12	ADOT PM provides CA with preclearance documents	ADOT PM emails preclearance documents to CA.
Once	13	CA proceeds with project development	Continue with project development, maintain the timeline and observe all federal, state and local requirements.
Forms / File links: https://www.ecfr.gov/current/title-23/chapter-I/subchapter-H/part-710 https://estip.azdot.gov/ ; https://www.federalregister.gov/documents/2019/12/18/2019-25558/uniform-relocation-assistance-and-real-property-acquisition-for-federal-and-federally-assisted ; https://www.hhs.gov/civil-rights/for-individuals/special-topics/needy-families/civil-rights-requirements/index.html			