**Acquisition Capability Statement - Qualifications for LPA Staff**

Unnumbered 02/2015

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| LPA government (organization name):       |
| County:       |

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| Qualifying LPA staff name:       | Request date (today’s):       |
| Qualifying position title:       | LPA contact info (phone and email):       |
| Individual LPA staff performing right of way acquisition functions must complete the following prior to project acquisition. |
| **Requirement #1 – Materials Review. Must qualify under either (A) or (B) below:** (provide date) |
| [ ]  (A) Local Public Agency (LPA) Manual for Right of Way Acquisition was read on: |       |
| [ ]  (B) Local Public Agency (LPA) Manual for Right of Way Acquisition will be read by: |       |
|   Qualifying LPA staff signature |  Date |
| The Local Public Agency (LPA) Manual for Right of Way Acquisition is accessible from the Wisconsin Department of Transportation web site. |
| **Requirement #2 – Formal Training. Must qualify under either (A), (B) or (C) below:** (provide date) |
| [ ]  (A) Course test results already on file with WisDOT. Required course and test was completed on: |       |
| [ ]  (B) Course test results attached. Required course and test was completed on: |       |
| [ ]  (C) LPA to provide test results at time of required course completion (course must be completed prior to starting acquisition process). Required course and test will be completed by: |       |
| ~ Required Course ~COURSE NAME: [Real Estate Acquisition Under the Uniform Act: An Overview](http://www.nhi.fhwa.dot.gov/training/course_search.aspx?tab=0&key=141045&course_no=141045&res=1)COURSE NUMBER: FHWA-NHI-141045CREDITS/CEU: 0.6 UnitsFEE: $0 Per ParticipantLENGTH: 6 HoursPROGRAM AREA: Real EstateTRAINING LEVEL: BasicCOURSE DESCRIPTION: The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) is the basis for Federally-funded real estate acquisition programs. This self-paced training provides an overview of the Uniform Act's three key elements: valuation, acquisition, and relocation. This course underscores the importance of following Uniform Act requirements when acquiring property for a federally-funded transportation project.Note: This required course, “Real Estate Acquisition Under the Uniform Act: An Overview” can be viewed with test performed on the National Highway Institute (NHI) website at: <http://www.nhi.fhwa.dot.gov/default.aspx>. |
| **It is the responsibility of the LPA to ensure that all state and federal procedures and laws are followed.**Contact your LPA Management Consultant (MC) with any questions and further instruction. |