LPA REIMBURSEMENT CHECKLIST Project ID:      ; Parcel No.:

lpa1002 02/2022

*Instructions: For each task/step completed, place an “X” in corresponding box. Use this optional checklist to ensure that all supporting documentation is complete as required for making LPA payment requests. Save copies of all forms and documents to the official LPA project file. Upload all required documentation to READS.*

*Once all tasks/steps have been completed submit the signed and dated Right of Way Detailed Statement of Expenditures (lpa1959) to the LPREPM for payment.*

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|  | Right of Way Detailed Statement of Expenditures (LPA1959) – signed and dated |
| **ACQUISITION** *(Copies Needed…)* | |
|  | Checks used for payment |
|  | Recorded Deed, Conveyance, or Award of Damages (RE1584) |
|  | Negotiation Diaries (RE2058) |
|  | Purchase Agreement (If Applicable) |
|  | Administrative Revision (RE1592) with supporting justification and approval |
|  | Disposition of Real Estate Taxes (RE1616) And Closing Statement (if applicable) |
|  | Construction Permit Recommendation and Approval (RE1732) |
|  | Initiation of Negotiation letters (Offering Price letters) |
|  | Alternate Offers to Purchase Offering Price for Required Acquisition (RE1975), if applicable |
|  | Recorded Partial Releases of Mortgage |
|  | Recorded conveyances for other parties of interest |
| **PROJECT DOCUMENTATION** | |
|  | Certification of Local Public Agency Right of Way Acquisition (Re3028) |
|  | Utility releases |
|  | Encroachment report and encroachments removed or recorded revocable occupancy permits |
|  | State Municipal Agreement |
|  | Relocation plan |
|  | Approved DSR |
|  | Recorded Relocation Order (RE1708) |
|  | Recorded or filed right of way plat or exhibit |
|  | Acquisition Capability Statement |
|  | Sales Study or Expanded Sales Study, or comparable sale inform |
|  | Documentation for municipality delivery time, and miscellaneous costs |
|  | Cost estimate (Project Scoping Spreadsheet) |
|  | Appraisal Scoping Spreadsheet |
|  | Statement to Construction Engineer (RE1528), including commitments made to property owners |
|  | Rent receipts, bills of sale for salvage items, or any other incomes received to be applied as credits toward the reimbursement total |
| **ADDITIONAL PARCEL COSTS** *(Copies Needed…)* | |
|  | Approved supporting documents explaining costs |
|  | Checks used for payment |
| **INCIDENTALS - Utility Bills, Recording Fees, Etc.** *(Copies Needed…)* | |
|  | Checks used for payment(s) |
|  | Invoice(s) |
| **LITIGATION ON SETTLEMENT/CONDEMNATION AWARD/CIRCUIT COURT** *(Copies Needed…)* | |
|  | Checks used for payment |
|  | Litigation Report and Case Summary (RE1651) |
|  | Written rational by LPA’s legal counsel for any settlements made during the litigation process |
| **LITIGATION, OTHER PAYMENTS** *(Copies Needed…)* | |
|  | Checks used for payment |
|  | Invoices with approval to pay initialed by litigation coordinator |
|  | Written rational by LPA’s legal counsel for any settlements made during the litigation process. |

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| **WAIVER PARCELS** *(Copies Needed…)* | |
|  | Check used for payment |
|  | Nominal Payment Parcel Report (RE1889) |
|  | Nominal Payment Parcel - Waiver of Appraisal Recommendation and Approval (RE1897) |
|  | Donation Waiver of Appraisal Recommendation and Approval (RE1896), if applicable |
| **APPRAISAL PARCELS** *(Copies Needed…)* | |
|  | Appraisal |
|  | Appraisal Review Report (RE2128) |
|  | Offering Price Report and Submittal (RE1894) |
|  | Condemnation documentation - Jurisdictional Offer (RE1786), Notice of Lis Pendens (RE1547), Award of Damages (RE1584), if applicable |
| **OWNERS APPRAISAL** *(Copies Needed…)* | |
|  | Check used for payment |
|  | Invoice from appraisal company |
|  | FHWA Owner’s Appraisal Fee (LPA1001), if applicable |
| **PRIVATE / CONSULTANT CONTRACTS** *(Copies Needed…)* | |
|  | Checks used for payment |
|  | Contracts |
|  | Invoices |
| **REAL ESTATE TAXES** *(Copies Needed…)* | |
|  | Signed Real Estate Transactions Closing Statement (RE1617) |
|  | Disposition of Real Estate Taxes (RE1616) |
|  | Checks used for payment |
|  | Paid tax bill |
| **RELOCATION PAYMENTS** *(Copies Needed…)* | |
|  | Approved relocation claims |
|  | Checks used for payment |
|  | Supporting documentation |