**Instructions:**

Complete the application and email it to the Local Program Real Estate Project Manager (LPREPM) or the statewide Local Program Real Estate Manager (LPREM). Contact information is on the Local Program Real Estate website.

The LPREM and LPREPMs review all applications and will either approve or deny them. If denied, WisDOT will send the reasons via email. If approved, WisDOT will send an email with an LPA STAFF / CONSULTANT ACKNOWLEDGEMENT form. You must sign, date and return this form before you be added to the list.

**Evaluation Criteria**:

Individuals seeking admittance to the approved negotiator list are expected to be experts in eminent domain acquisition in Wisconsin and be able to provide the LPA (local public agency) with guidance and accurate documentation. They must be familiar with pertinent federal regulations, state statutes and WisDOT policies regarding the acquisition process particularly the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act).

WisDOT will evaluate the applicant on the information provided on this application and any supplemental information provided. Key to approval is whether the applicant has active eminent domain ROW acquisition experience and has completed the WisDOT online courses as prescribed under Knowledge. If applying with less than the prescribed amount of practical experience, the applicant must have an approved mentor or co-worker. LPREM or LPREPM will confirm with mentor/co-worker that they will review and sign all necessary documentation. Applicant may be asked to provide sample documentation as part of approval.

**APPLICANT INFORMATION**

Date: Click or tap to enter a date.

Name: First & Last Name

 Business Name

 Address 1

 Address 2

Office Telephone: (XXX) XXX-XXXX

Cellular: (XXX) XXX-XXXX

Email: Email address

**KNOWLEDGE**

LPA staff/consultants are expected to be familiar with all the federal regulations and Wisconsin state statutes affecting ROW acquisition. Approved LPA staff / consultants should be knowledgeable about WisDOT’s policy, procedures, and requirements in ROW acquisition.

**Check all that Apply:**

[ ]  Familiar with the Federal regulations (especially the Uniform Act) and Wisconsin State statutes that pertain to ROW acquisition.

[ ]  Read and are familiar with the Real Estate Program Manual (REPM). [https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx)

[ ]  Read and are familiar with the LP RE Manual.

[https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx](http://apwmad0p4145:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx)

[ ]  Completed the following WisDOT developed online training modules. To gain access to the training system, contact your LPREPM

[ ]  Overview of Plats and Plans

[ ]  Overview of Property Titles

[ ]  The Rights of Landowners Under Wisconsin's Eminent Domain Law

[ ]  The Federal Uniform Act

[ ]  The Real Estate Acquisition Policies and Uniform Relocation Act

[ ]  Overview of the Appraisal Process

**ROW ACQUISITION EXPERIENCE**

1. Eminent Domain ROW Acquisition experience?

[ ]  Completed 24 eminent domain ROW acquisitions over at least 3 projects and have provided eminent domain ROW acquisition services in the past year.

[ ]  Completed 24 eminent domain ROW acquisitions over at least 3 projects but have not provided eminent domain ROW acquisition services for over a year.

[ ]  Less than 24 eminent domain ROW acquisitions over at least 3 projects.

1. IRWA Designation: (Check all that apply. Optional)

[ ]  R/W-URAC Uniform Act Certification

[ ]  R/W-NAC Negotiation and Acquisition Certification

[ ]  SR/WA Designation

***\*\* Attach proof of current active designation to this application***

1. To illustrate the practical experience, attach to this application a list of projects and detail type of work you conducted on each project such as:
* Date and year of project
* Briefly describe project
* Number of Nominal Parcels negotiated and acquired (under $10,000)
* Number of Parcels over $10,000 negotiated and acquired
* Identify parcel complexity (non-complex, TLE, FEE, etc.) and specific issues
* Tasks conducted independently
* Tasks conducted w/ mentor guidance if applicable
* Include a reference for each project described.
1. If applying with less than the prescribed amount of eminent domain acquisition experience:
	* Attach list of projects and detail type of work done (see above number 3.)
	* Attach written confirmation that applicant will work with mentor(s) or co-worker(s) (who is already an approved negotiation agent) and they will review and co-sign all documentation. Include contact information for mentor(s) or co-worker(s).
2. OTHER Applicable Classwork/Webinar/Designations (optional)

***\*\* Attach list of additional classwork or designations to this application***

\*\*\*A probation period is required for all acquisition agents, unless they are on the current WisDOT Real Estate Master Contract List. The probation period will require completion of 10 Local Program eminent domain ROW acquisitions and must include at least 2 complex assignments. Once these files are submitted and reviewed, the applicant will be added to the approved list.

**DOCUMENTATION & READS**

All data modules of READS (Real Estate Automated Data System) are now accessible for real estate documentation for the Local Program and connecting highway projects. LPA staff/ consultants are expected to use READS. All forms are housed in READS (except for a select few which are found on the LP RE website).

***IMPORTANT: The applicant must be willing to learn how to use READS if not currently proficient.***

**NOTE:** READS will be used for documentation and the generation of forms and letters, however the official records must be housed with the LPA. Upon project completion, the acquisition agent (whether it’s an LPA staff person or a consultant) will need to notify the LPREPM who will then provide the LPA with an electronic copy of the documentation.

**Check all that Apply:**

[ ]  I am proficient in READS and **have a WAMS ID**.

[ ]  **I have a WAMS ID** and am aware of READS but will need training. (This will not disqualify you from approval.) I, as the Applicant, agree to learn READS.

[ ]  **I do not have a WAMS ID** and am unfamiliar with READS. (This will not disqualify you from approval.) I, as the Applicant, agree to obtain a WAMS ID and learn READS.

[ ]  I am not willing to use READS.

 **Provide your WAMS ID:** Click or tap here to enter WAMS ID.

**FOR WISDOT USE ONLY**

[ ]  Approved

[ ]  Denied

**Comments:**

Click or tap here to enter text.

WisDOT staff signature

Statewide LPREM