

# PRO 450–b: Recreational Lands Conversion Procedure

See also: EM [Chapter 450](#) and [Chapter 457](#)

Effective June 2012

**Start procedure:** During NEPA alternative analysis Region Project Engineer’s Office (PEO) completes preliminary design and determines that park or recreation land may be needed for right of way on any alternative under consideration.

**End procedure:** A binding agreement with the property owner(s) is in place and conversion is approved through Recreation and Conservation Office (RCO) and National Park Service (NPS) for likely replacement property for potentially impacted Section 6(f) properties and the real estate transaction is programmed in project schedule.

Actor:	Action:
Region Project Engineer’s Office	1. <b>Develops</b> preliminary design data for all alternatives.
Region Project Engineer’s Office	2. <b>Searches</b> Recreation and Conservation Office (RCO) web site to determine if the project will convert property acquired or developed with financial assistance from Land and Water Conservation funds or Salmon Recovery Funds. <ul style="list-style-type: none"> <li>• From the <a href="#">RCO Grants</a> Project Search web page               <ul style="list-style-type: none"> <li>○ When the page opens search by geographic area and “project completed” status.</li> <li>○ The map will show you a point location and list below with general project information.</li> <li>○ Click on the project name to get details.</li> </ul> </li> <li>• Identifies property owner (listed as “sponsor” on the RCO map) and project name and ID number.</li> </ul>
Region Project Engineer’s Office	3. <b>Coordinates</b> with RCO to determine appropriate procedure. Provides RCO/NPS: <ol style="list-style-type: none"> <li>1. Project description and classification</li> <li>2. Maps showing project location including all alternatives.</li> <li>3. Project status and estimated construction schedule that includes:               <ul style="list-style-type: none"> <li>• A generalized project schedule.</li> <li>• Environmental documentation timelines.</li> <li>• ROW phase</li> <li>• Design milestones</li> <li>• Permits</li> <li>• Advertisement and construction start dates</li> </ul> </li> </ol>
RCO	4. <b>Reviews</b> WSDOT project and identifies Section 6(f) properties that may be impacted and conducts site review to identify the nature and scale of potential adverse impacts.
	5. <b>Identifies</b> other properties with grant funded improvements that may

	be impacted by proposed alternatives.
	6. <b>Determines</b> appropriate process and informs WSDOT PEO. Provides links to appropriate forms and guidance manuals.
	7. <b>Contacts</b> PEO to discuss RCO identified sponsor contact information and other recreational properties within project area as identified through RCO non-funded grants database.
<b>Region Project Engineer's Office</b>	8. <b>Contacts</b> sponsor. Discusses project needs, potential impacts, affect of impacts on recreational opportunities provided by sponsor, and potential property/facility replacement opportunities.
	9. <b>Coordinates</b> meeting with RCO, NPS, and sponsor. The meeting should define project roles, responsibilities and schedule related to Section 6(f) conversion review process, including: <ul style="list-style-type: none"> <li>• Affect of project on LWCF purchased recreation resources and opportunities for replacement properties in project area.</li> <li>• Appraisal procedures, requirements, and approval authorities related to impacted and replacement properties.</li> <li>• Regulatory compliance needs related to potential replacement sites (106, ESA), and who's responsible for that compliance.</li> <li>• Special protocol if sponsor owns the potential replacement property (e.g., establish protocol to avoid conflict of interest in considering replacement properties.)</li> </ul>
	10. <b>Requests</b> appraisal of Section 6(f) impacted property from WSDOT Real Estate Services (RES).
<b>WSDOT Real Estate Services</b>	11. <b>Completes</b> a "reconnaissance level" appraisal estimate and searches for likely replacement sites of equal or greater value.
	12. <b>Returns</b> appraisal and list of potential replacement sites to Region Project Engineer's Office.
<b>Region Project Engineer's Office</b>	13. <b>Coordinates</b> with sponsor and RCO to find acceptable replacement property.
	14. <b>Secures</b> preliminary written agreement from sponsor to relinquish outdoor recreation property required for the project.
<b>Sponsor</b>	15. <b>Orders</b> its own appraisal of impacted and potential replacement properties and provides that information to RCO, NPS, and WSDOT RES to negotiate Section 6(f) replacement requirements.
<b>NPS</b>	16. <b>Drafts</b> Section 106 and ESA documents for replacement property for the WSDOT project.
<b>Region Project Engineer's Office</b>	17. Prepares a Conversion Package and submits package to sponsor. Contents of a conversion package are found on RCO's website (linked above in section 6a).
<b>Sponsor</b>	18. Submits Conversion Package to RCO for consideration.
	19. Once approval is given Sponsor sends a copy of the signed conversion package to PEC and Regional RES staff.
<b>Region Project Engineer's Office</b>	20. Programs the Real Estate transactions to complete the conversion process.

Formal appraisal of the property, compilation of the packet, and submission for legal conversion of the Section 6(f) property through RCO does not occur until NEPA is completed and FHWA has authorized funds for Right-of Way acquisition. See the Right of Way Manual for procedure.