Chapter 17  Project Certification

17-1  Acronyms
DSS  decent, safe, and sanitary
LAC  Local Agency Coordinator
LAG Manual  Local Agency Guidelines M 36-63
LPRM  Local Programs Right of Way Manager
LP  Local Programs
LPA  Local Public Agency
NEPA  National Environmental Policy Act
PPO  personal property only
PS&E  Plans, Specifications, and Estimates
QA  quality assurance
QC  quality control
RESM  Region Real Estate Services Manager
ROW  right of way
TCE  temporary construction easement
Uniform Act  Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended
URA  Uniform Relocation Act

17-2  Purpose
This chapter explains the requirements and conditions to ensure compliance with the project certification requirements set out in 23 CFR 635.309, 710.311, and 710.313. This chapter is to be used by the Washington State Department of Transportation (WSDOT) and local agencies for preparation of right of way project certifications.
17-3  Authority

23 Code of Federal Regulations 635.309(b), (c), (g), (h), (I), (p), 710.311, and 710.313
23 Code of Federal Regulations 1.23, 636, 710.201(e), 710.601, 710.501, and 771.113(d)(4)

17-4  References

Local Agency Guidelines M 36-63
Environmental Procedures Manual M 31-11
Construction Manual M 41-01

17-5  Training

Instructor-led web-based training is available. This training is required for WSDOT RES Supervisors, RESMs, LACs, and any staff involved in certification of projects. This training is recommended for project engineers, project development engineers, and project managers. This training will be made available to consultants and local agencies.

17-6  Forms

17-6.1  WSDOT RES Forms

No Right of Way Certificate
Certificate 1, No Relocation
Certificate 1, Residential Relocation
Certificate 1, Non-Residential Relocation
Certificate 1, Combination of Relocation Types
Certificate 2, No Relocation
Certificate 2, Residential Relocation
Certificate 2, Non-Residential Relocation
Certificate 2, Combination of Relocation Types
Certificate 3, No Relocation
Certificate 3, Residential Relocation
Certificate 3, Non-Residential Relocation
Certificate 3, Combination of Relocation Types
Certificate 3, Design Build Phased
Certification Worksheet – State
Certification Worksheet – Design Build
WSDOT Certification Concurrence Letter
17-6.2  **Local Agency LPA Forms**

|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------------------|---------|---------|---------|

17-7  **Definitions**

**Certification** – A statement certifying that all right of way clearance, including relocation assistance, has been completed or that all necessary arrangements have been made for it to be undertaken and completed as required for proper coordination with the physical construction schedule. The purpose of this certification is to inform the contractor of the status of right of way clearance and to certify that the requirements of the Uniform Act have been met on federally-funded projects.

**Combination of Relocation Types** – This is when there is more than one type of relocation on a project. Specifically, this is when there is some combination of residential and non-residential relocation, including PPO. This type of relocation is project-wide, not parcel specific.

**Existing R/W** – This is land that is already incorporated into the roadway facility or land certified under a previous federal aid project. Permits, easements, temporary construction easements (TCE), and slope easements are generally considered R/W acquisition.

**No Right of Way Acquisition** – This is where the proposed project can be built entirely within the existing roadway facility (the facility may be something other than roadway for transportation enhancement projects).

**Note:** If any property interest is required outside the existing right of way, such as a temporary construction easement or a slope easement, the project cannot be certified as “no right of way required”. Also, if property was acquired specifically for the project, but was acquired under any of the “early acquisition” options, this will necessitate a right of way certification 1, 2 or 3—it does not meet the criteria for a “no right of way required” determination.
Non-Residential Relocation – Relocation/displacement of businesses, farms, and nonprofit organizations. PPO relocations are usually treated as non-residential relocations because they do not require DSS assurances.

Residential Relocation – Relocation/displacement of individuals and families from a dwelling.

Sufficient Property Rights – Per 23 CFR 1.23 and 710.201(e), the real property interest acquired for federal aid projects by the acquiring agency must be adequate for the construction, operation, and maintenance of the resulting facility and for the protection of both the facility and the traveling public. For instance, if there is a highway embankment, the acquiring agency must acquire permanent property rights for the slope area, since the slope area is integral to the structural integrity of the roadbed.

The acquiring agency must acquire any property needed for mitigation and any staging areas required by the NEPA document in the certification. This also means R/W shown as needed on the PS&E, not just the R/W plan, needs to be certified.

For property that is not permanently needed for the project, but is necessary for construction of the project, temporary construction easements, leases, license agreements, permits, and/or rights of entry may be appropriate. See Chapter 6 for appropriate use of these instruments.

WSDOT normally acquires fee simple title for R/W and limited access. This policy should be considered by local agencies. There are instances where something less than full fee acquisition is sufficient, such as when the property is owned by the federal or state government, railroads, and Indian Nations or if it is only needed to construct the project (e.g., temporary construction easements or driveway reconnect permits).

Right of Entry – A personal right that gives the agency the right to perform certain tasks or work defined within the document. If a right of entry is proposed for construction activities, it should only be used in emergency situations (slides, floods, culverts) or when the property is owned by another state or local agency and additional time is needed to get through their process.

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended – This is the federal statute that sets forth the requirements for appraisals, acquisitions, and relocation assistance for federal projects.

Note: The project certification process is not addressed in the Uniform Act.
General

This chapter outlines the steps necessary to prepare project certification. Advertisement for project construction is the point at which the acquiring agency commits the R/W to the terms of a construction contract. Bids submitted by contractors are based on the acquiring agency’s delivery of a clear R/W by the start of construction. If a contractor does not have access to a property because sufficient property rights are not acquired or certain properties remain occupied, damages for delay of work may result and the project may not be completed on schedule.

Federal and state law assures property owners and displaced occupants (residents and owners) of specific rights and protections and the delivery of certain entitlements before possession is taken of the property. The most important of these are:

- Owners must be paid the full amount established as just compensation, or the amount deposited in court for their benefit, before the agency takes possession of the property.
- Residential displaced persons must be offered comparable replacement housing that is within their financial means and available for occupancy no less than 90 days before being required to move.

Note: Please refer to LAG 25.14 and Appendix 25.171 for local agency projects that do not require certification but do require a URA Compliance Letter.

Policy

The final step in the project development process is to certify the project as clear for construction. The R/W certification is a written statement that summarizes the status of all R/W related matters for a project, and it declares that the acquiring agency has complied with the requirements of applicable statutes and regulations. The certification provides the following information and assurances:

A. Sufficient property rights to construct, operate, and maintain the facility, as shown on the PS&E, have been acquired. This includes parcels needed for construction purposes only, such as TCEs or permits. If limited access rights need to be acquired, the transaction must be completed prior to certification.

B. The R/W is clear of encroachments and includes the entire R/W, not just the area of the traveled way or project improvements. Any encroachment that will be allowed to remain in the right of way must be there legally, i.e., under an airspace lease.

C. R/W has been acquired in accordance with the Uniform Act requirements and/ or Federal Land Transfer processes.

D. Relocation assistance has been completed in accordance with the Uniform Act and meets the requirements of Chapter 12 of the WSDOT R/W Procedures Manual.

E. Parcel-specific information is provided in the Certification Worksheet.

F. Properties acquired in advance of NEPA clearance (including donations) are identified by parcel number. (This information can take the form of an address or a county tax ID if parcel numbers are not assigned.)
There are two types of certifications which state that sufficient rights have been acquired and the project is ready to be advertised and constructed.

- **Certificate 1 – All R/W Acquired** – All rights have been acquired. All occupants have vacated the R/W and the agency has the right to remove any remaining improvements (except those that are to remain in the R/W under an airspace lease).

- **Certificate 2 – Right to Occupy All R/W** – Trial or appeal of some parcels may be pending and some parcels may have right of entry or possession and use only. All occupants have vacated the R/W and the agency has the right to remove any remaining improvements (except those that are to remain in the R/W under an airspace lease).

There is a third type of certification states that some R/W remains to be acquired.

- **Certificate 3 – All R/W Not Acquired** – Acquisition of a few remaining parcels is not complete. All occupants of residences have had replacement housing made available to them in accordance with 49 CFR 24.204. It is recommended that the ad date be deferred or moved in these situations. However, these types of certifications may be used if the agency can adequately explain why certification should take place before acquisition is complete and why it is in the public’s interest.

Although the federal regulations in 23 CFR 635.309(c)(3) provide for a single type of certificate when there are still some parcels to be acquired and/or displaced persons to be relocated, there are two distinct situations that can occur:

- Since the federal regulations require the certification prior to advertising for construction, there are situations where the circumstances necessitating a certificate # 3 will be cleared prior to bid opening, award, or start of construction. In these situations, R/W clearance prior to construction will result in an upgrade of the certification to a # 1 or # 2 certification before notice to proceed with construction is issued to the contractor. This type of certification # 3 may be referred to as “Time-Based”, because the project R/W is expected to be cleared within one of the time intervals prior to the notice to proceed: Between the ad date and bid opening; between the ad date and the award of the contract; or, between the ad date and the issuance of the notice to proceed.

- In some cases, R/W may not be cleared prior to the issuance of the notice to proceed and the start of construction. In such situations, the contractor would have to work around any remaining uncleared parcels until they have been cleared. This type of certification # 3 may be referred to as a work-around, or an “Excepted Parcel” certificate # 3.

**Time Based Certificate 3 - Agreement Reached & Use of time between Ad and Bid Opening**

A Time-Based certificate # 3 can be used if agreements have been reached on all parcels and there is a reasonable expectation that payment and relocation will be completed prior to bid opening. In some cases, and with the prior approval of FHWA, the interval for clearance may extend to the award of contract or to the issuance of the notice to proceed to the contractor.
A. In the case of a Time-Based certificate # 3, the agency must document why it is in the public’s interest for this project to go to ad, award, or notice to proceed prior to having all of the parcels acquired. Some of the reasons why a Time-Based certificate # 3 might be in the public’s interest is if there is work that must be completed within an environmental window which, otherwise, might be missed; or, the project schedule is such that the remaining parcels will not be required until a much later date or even into a new construction season.

B. The certification document must list the outstanding parcels, the issues remaining, and an estimated clear date that is supported as realistic.

C. The certification will indicate both the ad date and anticipated bid opening date and include a statement that bids are not to be opened prior to submittal of a certificate that has been upgraded to a certificate # 1 or #2. If, for federally funded projects, FHWA has approved a time period extending to either the award of the contract or notice to proceed to the contractor, an upgraded certificate must occur prior to the approved action.

D. For local agency projects, it is the expectation that the LAC is responsible for compliance and assuring that the necessary local agency staff are informed of the requirements and, in fact, bids are not opened prior to recertification. HQ LP will ensure this process is followed.

**Excepted Parcel Certificate 3 - Parcels excepted out of the certification**

When it is necessary for a contractor to work around certain parcels because R/W has not been cleared, an Excepted Parcel certificate # 3 will be required. The Excepted Parcel Certificate 3 can only be used in very unusual circumstances and with prior written approval of FHWA. Under this type of Certificate 3, the agency ensures that both property owners and occupants of residences, businesses, farms, or nonprofit organizations who have not yet moved from the R/W are protected against unnecessary inconvenience and disproportionate injury or any action coercive in nature.

All un-acquired parcels are identified and a realistic date given for completion of acquisition and relocation. An explanation is provided of why the properties are not acquired, how they will be acquired, and when they will be acquired-- a realistic date of the proposed acquisition is required. Appropriate notification is provided in the project construction bid documents identifying all locations where acquisition is not complete.

A. The certification document must clearly indicate why it is in the public’s interest this project go to ad and award prior to having all of the parcels acquired. Reasons could be that we have work that needs to be completed within an environmental window that would be missed otherwise, or possibly the scheduling of work does not require the remaining parcels until a much later date or even construction season.

B. All parcels that are excepted out are to be listed within the certification letter along with current status, issues remaining, and estimated clear date.

C. If work is to be restricted to a specific area, only those parcels necessary for the work are to be certified and work limits identified by stationing are to be imposed. No construction activity will be allowed adjacent to the defined area. Typically, no work will be allowed within existing right of way outside of the restricted construction
area. If existing right of way is needed, an explanation of this need is required, along with an explanation of why this would not be coercive and would not cause disproportionate injury or unnecessary inconvenience to nearby parcels.

D. The agency shall demonstrate they have a “work around”, if the excepted parcels cannot be cleared by the anticipated clear date(s), to avoid construction delays and/or changes to the construction contract (change orders) due to clearance of right of way.

E. The agency shall coordinate with FHWA on the conditions that will apply to the approval of the certification.

F. A right of way plan shall be submitted with the certification indicating parcels being certified, parcels being excepted out, and the restricted limits of construction.

G. Both a Time-Based and an FHWA-approved Excepted Parcel certification must be upgraded per the agreement with FHWA.

Additional Certification Information

- A R/W certificate is prepared for all projects where federal funds are used in any phase (PE, R/W, CN) if there is R/W acquisition.
- For projects where the final project definition indicates that no R/W needs to be acquired, no certificate is required. If project scope changes occur after submittal of the final project definition and additional R/W is required, a certificate is submitted following standard procedures.
- If the final project definition indicates that R/W is required but ultimately design does not require additional property or property rights that need to be acquired, a No Right of Way Certificate shall be prepared.

Design Bid Build Certifications

After R/W acquisition has been completed and no later than one month before the federal aid project is to be advertised for contract, the R/W certificate must be submitted to Program Management.

Design Build Certifications

In order to comply with the requirements of 23 CFR 635.309 on design-build projects utilizing federal funds, a preliminary certification statement which meets the requirements of 23 CFR 635.309(b) will be prepared prior to advertising for a design-build contractor. The purpose of this statement is to certify to FHWA, when there are federal funds in the project, that the design-build contract will include necessary arrangements for right of way clearance work and to inform the contractor that a R/W Certification 1, 2, or 3 must be completed and approved prior to the issuance of a notice to proceed to construction on any phase or segment of the project.

Each of the construction segment certifications will be prepared in accordance with the requirements of this chapter, and will include the right of way contained within the specific construction segment being certified. If right of way has not been cleared within a construction segment prior to the issuance of a notice to proceed, a Certification 3 must be prepared in accordance with the requirements in this chapter for an “Excepted Parcel” certification. The agency shall coordinate with FHWA on the conditions that will apply to the approval of this certification.
17-10 Procedures

The certification process is the same for both state-funded and federal-funded projects with the exceptions of the steps outlined in the respective sections.

Design-Build – Section reserved.

17-11 WSDOT Process

17-11.1 Design Bid Build

17-11.1.1 Region RES Review

A. Verify:

1. All property and/or property rights have been acquired, including limited access rights, if necessary, as shown on the approved and revised R/W plans.

2. All rights necessary to construct, operate, and maintain the facility have been acquired as shown on the PS&E.

3. All occupants have vacated, and all eligible persons and occupants of the R/W within the project have been relocated to decent, safe, and sanitary housing or have been offered decent, safe, and sanitary housing.

4. All environmental commitments requiring R/W are included in the R/W plan and PS&E.

5. Property acquired needing utility agreements are in process or complete on project specific properties.

6. All construction memorandums dealing with property rights have been forwarded to the Project Engineer Office.

B. Run IRIS “Parcel Dates Updated” report.

1. Verify all entries are completed.
   a. Region certification clear dates are filled in.
   b. Payment available/escrow disbursed entry is filled in (currently located in HQ Clear Dates).

C. Prepare the appropriate certificate (1, 2, or 3) and Certification Worksheet.

1. If federal aid is involved, verify the federal aid number is correct.
   a. Address certificate to FHWA Division Administrator.

2. If state funds only.
   a. Address certificate to Secretary of Transportation.

D. Send original and email certificate to the HQ RES Acquisition and Title Program Manager.
17-11.1.2 HQ RES Review

A. Receive certificate (1, 2, or 3) from region.

B. Run IRIS “Parcel Dates Updated” report and print to ensure all dates are entered.

C. For federal aid or interstate projects:
   1. Review:
      a. R/W plans to verify that all property and/or property rights have been acquired.
      b. Verify that the HQ Acquisition and Title Section compliance requirements have been met.
      c. Review the PS&E if requested by the region, and verify that all R/W concerns from PS&E review have been addressed.
      d. Contact region if any areas need clarification or if IRIS items are incomplete.
   2. Prepare WSDOT Certification Concurrence Letter.
      a. Verify federal aid number and project description.
   3. Send the following to FHWA:
      a. WSDOT Certification Concurrence Letter.
      b. Original certificate.
      c. Certificate 1, 2, and time based cert 3s to “FHWA Area Engineer.”
      d. Certificate 3 with excepted parcels to FHWA R/W Program Manager.
   4. Email items identified in c above to Region RES Manager and Capital Program Development Budget Development and Finance Office.
   5. Complete HQ certification in spreadsheet and IRIS.

D. For all other projects:
   1. For projects selected for review:
      a. Review:
         (1) R/W plans to verify that all property and/or property rights have been acquired.
         (2) HQ Acquisition and Title Section compliance requirements have been met.
         (3) PS&E and verify that all R/W concerns from PS&E review have been addressed.
      b. Contact region if any areas need clarification or if IRIS items are incomplete.
      c. Contact Region RES Manager to discuss deficiencies.
      d. Enter certification in log.
      e. File region certificate.
2. For projects not selected for review:
   a. Enter certification in log.
   b. File region certificate.

E. In the case of a Certificate 3 with excepted parcels, the project must be re-certified to either a 1 or a 2 when possession of the parcels is obtained.

Certificates (1, 2, or 3) are submitted to FHWA based on the following criteria:

F. Federal aid projects where federal funds are in any project phase (PE, R/W, CN).


   1. WSDOT submits R/W certificate to FHWA.
   2. Supplements to the Stewardship Agreement that are project specific such as SR 520 and Alaska Way Viaduct. **Note:** These supplements were to the 2001 Washington Federal Aid Stewardship Agreement.

If 1 or 2 above are not applicable then the certificate is addressed to the Secretary of Transportation.

FHWA does not formally approve Certificates 1, 2, and time based Certificate 3s. The actual certification date for federal aid projects is the date on the WSDOT Certification Concurrence Letter sent to FHWA. For Certificate 3s, FHWA will issue an approval letter and that is the certification date.

**Note:** For Certificate 3 only, when FHWA approval letter is received, forward to Region RES Manager and Capital Program Development Budget Development and Finance Office.

### 17-12 Local Agency Process

#### 17-12.1.1 Local Programs LAC Review

**A.** Verify with region Local Programs:

1. All rights necessary to construct, operate, and maintain the facility as shown on the Right of Way Plans or equivalent are consistent with the PS&E. The review takes place during design approval.

2. If early acquisition occurred on the project, confirm proper documentation was received (Appendix F in the NEPA Categorical Exclusions - A Guidebook for Local Agencies).

**B.** When the local agency determines that all acquisition activities are complete, the local agency will:

1. Prepare their certificate (on local agency letterhead) using the appropriate form and parcel-specific Certification Worksheet.

2. Submit certificate, Certification Worksheet, and R/W Plan or equivalent to the Local Programs Engineer.
C. The Local Programs Engineer then forwards the certification request to the RESM who in turn forwards the certification to the LAC for the review.

D. The LAC will review the local agency's acquisition files for the project and determine if the R/W was acquired in compliance with the Uniform Act, 49 CFR Part 24, Chapter 25 of the LAG, and the R/W Manual.

E. The LAC will complete the following review worksheets (a more detailed process can be found in Chapter 15):
   - Project Review Worksheet
   - Parcel Review Worksheet

   If relocation, then the following:
   - Relocation Project Overview Worksheet
   - Residential Relocation Review Worksheet
   - Non-Residential Relocation Review Worksheet
   - Personal Property Only Review Worksheet

F. The LAC will prepare the following reports upon conclusion of the certification review, as provided for at Section 15-7 based on the following situations:

1. A Certification Review Oversight Report, if there are any parcels that had deficiencies that required corrective action.

2. If no issues exist, a Certification Review Oversight Report is not necessary as the information will be captured on the LAC Status Report.


4. If the LAC determines that the project is ready for certification, the LAC will:
   a. Sign the certificate.
   b. Prepare a Certification Review Transmittal Letter to the local agency indicating WSDOT will proceed with processing the certification request for their project.
   c. The LAC submits the signed certificate with reports and copy of the transmittal letter electronically to LPRM and provides a courtesy copy, without reports, to Region Local Programs contact, HQ LP Program Management contact, and Local Agency contact.
   d. Provides original transmittal letter and copies of any other relevant information to the LPA.

OR

5. If, after distribution of reports and a summary statement by the LAC to, and in consultation with the LPRM and the Local Programs Engineer, the LAC determines that the project cannot be certified, the LAC will notify the LPRM and prepare a letter for signature by HQ LP.
a. The letter will be provided to the agency and the Local Programs Engineer
detailing the deficiencies encountered and will include a discussion/
statement of whether the acquiring agency’s approved procedures need to
be amended, and identifies the areas of weakness. If the areas of weakness
are compliance issues, this letter will also notify the acquiring agency that
if any current project(s) has similar compliance issues, and possibly future
project(s) they might be jeopardizing project’s eligibility for federal funds.

(1) If corrective action(s) is possible, the letter will outline the corrective
action(s) required to qualify for certification.

(2) If corrective action(s) is not possible, WSDOT will coordinate with FHWA
to determine next steps. After the agency has performed the corrective
action(s), the LAC will review the steps taken and, if appropriate,
recommend certification of the project.

b. If certification is recommended, then steps i. through iv. above are followed.

17-12.1.2 HQ Local Programs Review

A. Having received the signed certification from the LAC, the LPRM will:
B. Review Certification Review Package.
C. Verify federal aid number on the STIP.
D. Review submitted R/W plans or equivalent to verify that all property and/or property
rights have been acquired.
E. Review Certification Review Package submitted from LAC.
F. Contact LAC if any areas need clarification.
G. LPRM will prepare WSDOT’s Local Agency Certification Concurrence Letter.
H. Send the following to FHWA:
   1. WSDOT’s Local Agency Certification Concurrence Letter.
   2. Original certificate.
      a. Certificate 1, 2, and time based 3 to “FHWA Area Engineer.”
      b. Certificate 3 with excepted parcels to FHWA R/W Program Manager.
I. Complete HQ certification in tracking spreadsheet.
J. Send electronic copy of completed certification to HQ LP Program Management
contact, and a courtesy copy to the Region Local Programs contact, and LAC.
K. File copy of HQ WSDOT Concurrence Letter and certificate.
   Certificates (1, 2, or 3) are submitted to FHWA based on the following criteria:
   1. Federal aid projects where federal funds are in any project phase (PE, R/W, CN).
   2. In the case of a Certificate 3, the project must be re-certified to either a 1 or a 2
      when possession of the parcels is obtained.
FHWA does not formally approve Certificates 1, 2 time based cert 3s. The actual certification date for federal aid projects is the date on the WSDOT Concurrence Letter sent to FHWA. For Certificate 3s, FHWA will issue an approval letter and that is the certification date.

**What if Final Design shows “no R/W required?”**

The acquiring agency should provide a No Right of Way Certificate that will be included in the project agreement that states, “Design refinements eliminated the need for R/W.”

- For WSDOT projects, this No Right of Way Certificate should be completed by the Region Real Estate Services Manager and sent to Program Management.
- For Local Agency projects, this statement should be made by the appropriate staff at the agency, and sent to the Region Local Programs Engineer.
- HQ RES will send a courtesy copy of the No Right of Way Certificate to:
  - For WSDOT federally-funded projects to FHWA with a copy to the region.
  - For Local Agency projects to FHWA with a copy to the LAC and the Region Local Programs Office.

### 17-13 Appendices

- 17.111 LPA Certification Worksheet – Certificate 1 Sample
- 17.111a LPA Certificate 1 Worksheet - Instructions
- 17.112 LPA Certification Worksheet – Certificate 2 Sample
- 17.112a LPA Certificate 2 Worksheet - Instructions
- 17.113 LPA Certification Worksheet – Certificate 3 Sample
- 17.113a LPA Certificate 3 Worksheet – Instructions
- 17.114 WSDOT Certification Process – Federal-Aid Projects
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<th>Pre-NEPA Fee</th>
<th>Access Rights</th>
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<th>Effective Date TCE</th>
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**Cassment Key**
- P=Permanent/Perpetual
- N=Non-Permanent (defined term)*
- L=Lease*

*Non-permanent easements and leases subject to FHWA approval
Appendix 17.111a

Certificate 1 Worksheet
Instructions to Complete Form

Worksheet Format:
Please do not alter the form by adding or deleting columns as it will affect formulas that automatically compute based on data entered into the spreadsheet. Rows can be added or deleted based on need. It is recommended that adding or removing rows occur between row 4 and row 23.

Creating a List within a Cell:

<table>
<thead>
<tr>
<th>R/W Plan Sheet #</th>
<th>Parcel Number</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>106</td>
<td>02605-9100</td>
<td>Norrix</td>
</tr>
<tr>
<td>106</td>
<td>02605-9115</td>
<td>Money</td>
</tr>
<tr>
<td>107</td>
<td>02605-9125</td>
<td>Big Blue Diner</td>
</tr>
<tr>
<td>107</td>
<td>02605-9126</td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>02605-9127</td>
<td></td>
</tr>
</tbody>
</table>

A list of information can be added to a single cell by clicking the “Alt” key at the same time and clicking on the “Return” key.

Selecting Correct Form:

The excel spreadsheet is set up as a single workbook with tabs at the bottom left corner of the screen. Select the Cert 1 tab to complete the worksheet.

Electronic Worksheet Instructions:
The electronic instructions to complete the worksheet are embedded in each title cell of row 3. Either hover the mouse of the title cell or left click in the cell and the instructions will appear. Once you remove the mouse or click on another cell the instructions will disappear.

Header:

Agency Name: Enter acquiring agency name.
Project Title: Enter complete project title which was used on the STIP.
F.A. No.: Enter the federal aid number for the project.

General Section:

R/W Plan Sheet #: Enter the ROW plan sheet number on which the parcel is shown. Parcels should be listed in sequential order according to the ROW plans.
Parcel Number: The parcel numbers should be listed in the order shown on the ROW plans. Enter the parcel number as identified on the Right of Way Plan. If there are multiple parcel numbers making up the larger parcel determination, they should be shown as a single entry on one line to ensure the parcel count is accurate (use Alt enter function). Please note ROW Plans should be consistent with the certification worksheet.
Owner: Enter the owner name (last name, first name or business name). If there are multiple owners, they should be shown as a single entry on one line to ensure the parcel count is accurate (use Alt enter function).

Acquisition Section:

Appendix 17.111a – Instructions for Certificate 1 Worksheet
Created 8/2015
Pre NEPA: If an offer was made on a parcel prior to environmental approval (NEPA), place an “X” in cell. For all offers made on parcels after environmental approval this field should be left blank.

Fee: If fee simple rights (exclusive use and occupancy) were acquired from any portion of the parcel, place an “X” in the cell.

Access Rights: Access rights apply to limited access facilities (such as interstate, WSDOT access breaks). If access rights (including light, view, and air) were acquired from any portion of the parcel, place an “X” in the cell.

Esmt.* P/N/L: If a permanent (perpetual), non-permanent (defined term), or lease was acquired from any portion of the parcel, place an “P” for permanent easement, or an “N” for non-permanent easement, or an “L” for lease in cell. *If something less than a permanent easement is acquired FHWA approval is required.

Date Esmt.* N/L Expires: If you have FHWA approval to acquire a non-permanent easement or lease, enter the expiration date identified in the easement/lease in this cell. This column is not used in the case of a permanent easement.

Effective Date TCE: If a temporary easement is acquired for construction purposes on any portion of the parcel, enter the start date of the TCE. This is normally the same date as the date acquired. This is the date the agency has legal and physical possession, which is also referred to as the payment available date. Possession cannot occur prior to payment to the property owner. In the case of donations, the effective date is the possession date.

Date TCE Expires: Enter the date the temporary construction easement expires as specified in the temporary easement. Agencies should always use a specific expiration date to avoid clouding a property owner’s title.

Effective Date Permit or Right of Entry: Permits or right of entries are obtained for any portion of the parcel from other agencies to perform work on their property and normally without payment of compensation, such as tying into another jurisdiction’s road. Situations that involve temporary work between agencies, does not have to follow the URA process. If a permit or right of entry was obtained for construction activities required for the project, enter the start date of the permit or right of entry. This is normally the same date as the date acquired. Preliminary testing or studies in advance of construction activities are not required to be certified since the work is not part of the PS&E. Also, “beneficial” permits from private property owners are not required to be certified since the work is not required for the project itself and can be eliminated from the contract if the owner were to revoke the permit.

Date Permit or Right of Entry Expires: Enter the date the permit or right of entry expires as specified in the permit or right of entry.

Date Acquired: Date acquired is the date the agency has legal and physical possession, which is also referred to as the payment available date. Possession cannot occur prior to payment to the property owner. If the payment is mailed, the agency should add 5 days to the mailing date. In the case of donations, the effective date is the possession date. Enter the date the property was acquired. This must be filled in for each acquisition listed (on a Cert 1) even if the same date appears in other columns.

NOTE: Refer to the Sufficient Property Rights flow chart (Appendix 25.174 & 25.175) for actual definition of property rights.

Appendix 17.111a – Instructions for Certificate 1 Worksheet
Created 8/2015
## Relocation Section:

<table>
<thead>
<tr>
<th>RELOCATION</th>
<th>Non-Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Res.</td>
<td></td>
</tr>
<tr>
<td>Bus.</td>
<td></td>
</tr>
<tr>
<td>Farm</td>
<td></td>
</tr>
<tr>
<td>NPO</td>
<td></td>
</tr>
<tr>
<td>PPO</td>
<td></td>
</tr>
</tbody>
</table>

**None**: If there was no relocation on the parcel place “X” in cell. Even in situations where projects have no relocation, the cell should not be left blank.

**Res.**: If your project displaced a residential owner or tenant occupant from the parcel, enter the number of displaced residential families in the cell.

**Bus.**: If your project displaced a business, including qualifying residential landlords (not to be confused with a business that has to relocate personal property only), place the number of displaced businesses in the cell.

**Farm**: If your project displaced a farm, enter the number of displaced farms in the cell.

**NPO**: If your project displaced a Non-Profit Organization (NPO), enter the number of displaced Non-Profit Organizations in the cell.

**PPO**: If your project displaced Personal Property Only (PPO), enter the number of PPO displacements in the cell.

## Calculated Totals Section:

### Column Totals:

Each column has a formula at the bottom that will “count” the box if it has data in it. The calculations will happen automatically so there is no need to alter or enter information in this section. The totals should be reconciled with the ROW plan to ensure all rights were acquired.

If you have multiple displacements for one parcel you will need to type in the number of displacements in the appropriate column and the total will be calculated as an “Auto Sum”.

Appendix 17.111a – Instructions for Certificate 1 Worksheet
Created 8/2015
Example:

<table>
<thead>
<tr>
<th>R/W Plan</th>
<th>Parcel Number (as shown on the R/W Plan)</th>
<th>Owner</th>
<th>Access</th>
<th>Rights</th>
<th>Enter</th>
<th>Date Entering</th>
<th>Effective Date Entering</th>
<th>Date of Payment Entering</th>
<th>Date Acquired Payment Entering</th>
<th>Non-Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>12021884-0020</td>
<td>Money</td>
<td>x</td>
<td>X</td>
<td>P</td>
<td>1/1/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2</td>
</tr>
<tr>
<td>12021884-0015</td>
<td>Money</td>
<td>x</td>
<td>X</td>
<td>P</td>
<td>1/1/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2</td>
</tr>
<tr>
<td>12021884-0010</td>
<td>Big Blue Silver</td>
<td>x</td>
<td>X</td>
<td>P</td>
<td>1/1/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2</td>
</tr>
<tr>
<td>12021884-0005</td>
<td>Street</td>
<td>X</td>
<td>X</td>
<td>P</td>
<td>1/1/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2</td>
</tr>
<tr>
<td>12021884-0000</td>
<td>Street</td>
<td>X</td>
<td>X</td>
<td>P</td>
<td>1/1/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2/15/15</td>
<td>2</td>
</tr>
</tbody>
</table>

Best practices:
ROW Plan – for ease of certification it is recommended that you do not rely solely on Tax Identification numbers as they do not define a parcel acquisition. It is better to assign a parcel number that will identify the entire acquisition which could encompass multiple tax parcel numbers.

If your agency uses both tax parcel numbers and assigned numbers, the use of numbers must be consistent between the ROW plan, ROW certification, parcels, and all file documents.
## Certificate No. 2

**Agency:** ABC County  
**Project Title:** NW Gold Trail Project  
**F.A. No.:** STPU 2145(001)

### Appendix 17.112

<table>
<thead>
<tr>
<th>Parcel Number (as shown on the R/W Plan)</th>
<th>Owner</th>
<th>Easement Rights</th>
<th>Date of Entry</th>
<th>Date Effective TCE Expires</th>
<th>Date Permit or Right of Entry Expires</th>
<th>Date Acquired (Payment Available Date)</th>
<th>Possession Date (P&amp;U Only)</th>
<th>R/W Plan</th>
<th>Sheet #</th>
</tr>
</thead>
<tbody>
<tr>
<td>022605-9000</td>
<td>Norris</td>
<td>X</td>
<td>1/1/15</td>
<td></td>
<td></td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
<tr>
<td>022605-9115</td>
<td>Money</td>
<td>X</td>
<td>2/1/15</td>
<td>8/30/15</td>
<td>2/1/15</td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
<tr>
<td>022605-9116</td>
<td>Money</td>
<td>X</td>
<td>2/1/15</td>
<td>8/30/15</td>
<td>2/1/15</td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
<tr>
<td>022605-9125</td>
<td>Money</td>
<td>P</td>
<td>2/1/15</td>
<td>8/30/15</td>
<td>2/1/15</td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
<tr>
<td>022605-9217</td>
<td>Money</td>
<td>X</td>
<td>2/1/15</td>
<td>8/30/15</td>
<td>2/1/15</td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
<tr>
<td>022605-9325</td>
<td>Money</td>
<td>P</td>
<td>2/1/15</td>
<td>8/30/15</td>
<td>2/1/15</td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
<tr>
<td>022605-9326</td>
<td>Money</td>
<td>P</td>
<td>2/1/15</td>
<td>8/30/15</td>
<td>2/1/15</td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
<tr>
<td>022605-9327</td>
<td>Money</td>
<td>P</td>
<td>2/1/15</td>
<td>8/30/15</td>
<td>2/1/15</td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
<tr>
<td>022605-9456</td>
<td>Strand</td>
<td>X</td>
<td>3/1/15</td>
<td></td>
<td></td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
<tr>
<td>022605-9565</td>
<td>State Parks</td>
<td>N</td>
<td>4/30/45</td>
<td>4/30/15</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>022605-9566</td>
<td>Dreamy</td>
<td>X</td>
<td>4/1/15</td>
<td></td>
<td></td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
<tr>
<td>022605-7852</td>
<td>Kort</td>
<td>X</td>
<td>3/5/15</td>
<td></td>
<td></td>
<td>X</td>
<td>None</td>
<td>Res.</td>
<td>Bus</td>
</tr>
</tbody>
</table>

### Easement Key

- **P:** Permanent/Perpetual
- **N:** Non-Permanent (defined term)*
- **L:** Lease*
- **I:** Interests*

*Non-permanent easements and leases subject to FHWA approval.
Certificate 2 Worksheet
Instructions to Complete Form

Worksheet Format:
Please do not alter the form by adding or deleting columns as it will affect formulas that automatically compute based on data entered into the spreadsheet. Rows can be added or deleted based on need. It is recommended that adding or removing rows occur between row 4 and row 23.

Creating a List within a Cell:

<table>
<thead>
<tr>
<th>R/W Plan Sheet #</th>
<th>Parcel Number</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>106</td>
<td>022605-9000</td>
<td>North</td>
</tr>
<tr>
<td>106</td>
<td>022605-9215</td>
<td>Money</td>
</tr>
<tr>
<td>107</td>
<td>022605-9325</td>
<td>Blue</td>
</tr>
<tr>
<td>107</td>
<td>022605-9326</td>
<td>Blue</td>
</tr>
<tr>
<td>107</td>
<td>022605-9327</td>
<td>Diner</td>
</tr>
</tbody>
</table>

A list of information can be added to a single cell by clicking the “Alt” key at the same time and clicking on the “Return” key.

Selecting Correct Form:

The excel spreadsheet is set up as a single workbook with tabs at the bottom left corner of the screen. Select the Cert 2 tab to complete the worksheet.

Electronic Worksheet Instructions:

Appendix 17.112a – Instructions for Certificate 2 Worksheet
Created 8/2015
The electronic instructions to complete the worksheet are embedded in each title cell of row 3. Either hover the mouse of the title cell or left click in the cell and the instructions will appear. Once you remove the mouse or click on another cell the instructions will disappear.

**Header:**

- **Agency Name:** Enter acquiring agency name.
- **Project Title:** Enter complete project title which was used on the STIP.
- **F.A. No.:** Enter the federal aid number for the project.

**General Section:**

- **R/W Plan Sheet #:** Enter the ROW plan sheet number on which the parcel is shown. Parcels should be listed in sequential order according to the ROW plans.
- **Parcel Number:** The parcel numbers should be listed in the order shown on the ROW plans. Enter the parcel number as identified on the Right of Way Plan. If there are multiple parcel numbers making up the larger parcel determination, they should be shown as a single entry on one line to ensure the parcel count is accurate (use Alt enter function). Please note ROW Plans should be consistent with the certification worksheet.
- **Owner:** Enter the owner name (last name, first name or business name). If there are multiple owners, they should be shown as a single entry on one line to ensure the parcel count is accurate (use Alt enter function).

**Acquisition Section:**

- **Pre NEPA:** If an offer was made on a parcel prior to environmental approval (NEPA), place an “X” in cell. For all offers made on parcels after environmental approval this field should be left blank.
- **Fee:** If fee simple rights (exclusive use and occupancy) were acquired from any portion of the parcel, place an “X” in the cell.

Appendix 17.112a – Instructions for Certificate 2 Worksheet
Created 8/2015
**Access Rights:** Access rights apply to limited access facilities (such as interstate, WSDOT access breaks). If access rights (including light, view, and air) were acquired from any portion of the parcel, place an “X” in the cell.

**Esmt.* P/N/L:** If a permanent (perpetual), non-permanent (defined term), or lease was acquired from any portion of the parcel, place an “P” for permanent easement, an “N” for non-permanent easement, or an “L” for lease in cell. *If something less than a permanent easement is acquired FHWA approval is required.

**Date Esmt.* N/L Expires:** If you have FHWA approval to acquire a non-permanent easement or lease, enter the expiration date identified in the easement/lease in this cell. This column is not used in the case of a permanent easement.

**Effective Date TCE:** If a temporary easement is acquired for construction purposes on any portion of the parcel, enter the start date of the TCE. This is normally the same date as the date acquired. This is the date the agency has legal and physical possession, which is also referred to as the payment available date. Possession cannot occur prior to payment to the property owner. In the case of donations, the effective date is the possession date.

**Date TCE Expires:** Enter the date the temporary construction easement expires as specified in the temporary easement. Agencies should always use a specific expiration date to avoid clouding a property owner’s title.

**Effective Date Permit or Right of Entry:** Permits or right of entries are obtained for any portion of the parcel from other agencies to perform work on their property and normally without payment of compensation, such as tying into another jurisdiction’s road. Situations that involve temporary work between agencies, does not have to follow the URA process. If a permit or right of entry was obtained for construction activities required for the project, enter the start date of the permit or right of entry. This is normally the same date as the date acquired. Preliminary testing or studies in advance of construction activities are not required to be certified since the work is not part of the PS&E. Also, “beneficial” permits from private property owners are not required to be certified since the work is not required for the project itself and can be eliminated from the contract if the owner were to revoke the permit.

**Date Permit or Right of Entry Expires:** Enter the date the permit or right of entry expires as specified in the permit or right of entry.

**Date Acquired:** Date acquired is the date the agency has legal and physical possession and reached final settlement, which is also referred to as the payment available date. Possession cannot occur prior to payment to the property owner. If the payment is mailed, the agency should add 5 days to the mailing date. In the case of donations, the effective date is the possession date. Enter the date the property was acquired. This must be filled in for each parcel acquired except in the case where final settlement has not been reached (see possession date below) even if the same date appears in other columns.

**Possession Date (P&U Only):** The possession date is the date the agency has the right to occupy and use the portion of the parcel needed for the project. Enter the date the agency obtained possession and use of the property. Possession cannot occur prior to payment to the property owner. In the case of a negotiated P&U, if the payment is mailed, the agency should add 5 days to the mailing date. If the payment is deposited into the court in the case of stipulated P&U, enter the date of receipt by the court clerk’s office. This is only applicable in situations in which all necessary rights of way have not been acquired because final settlement has not been reached.

**NOTE:** Refer to the Sufficient Property Rights flow chart (Appendix 25.174 & 25.175) for actual definition of property rights.

Appendix 17.112a – Instructions for Certificate 2 Worksheet
Created 8/2015

Page 3
**Relocation Section:**

None: If there was no relocation on the parcel place “X” in cell. Even in situations where projects have no relocation, the cell should **not** be left blank.

Res: If your project displaced a residential owner or tenant occupant from the parcel, enter the number of displaced residential families in the cell.

Bus.: If your project displaced a business, including qualifying residential landlords (not to be confused with a business that has to relocate personal property only), place the number of displaced businesses in the cell.

Farm: If your project displaced a farm, enter the number of displaced farms in the cell.

NPO: If your project displaced a Non-Profit Organization (NPO), enter the number of displaced Non-Profit Organizations in the cell.

PPO: If your project displaced Personal Property Only (PPO), enter the number of PPO displacements in the cell.

**Calculated Totals Section:**

Column Totals: Each column has a formula at the bottom that will “count” the box if it has data in it. The calculations will happen automatically so there is no need to alter or enter information in this section. The totals should be reconciled with the ROW plan to ensure all rights were acquired.

If you have multiple displacements for one parcel you will need to type in the number of displacements in the appropriate column and the total will be calculated as an “Auto Sum”.

Appendix 17.112a – Instructions for Certificate 2 Worksheet
Created 8/2015
Example:

<table>
<thead>
<tr>
<th>ROW Plan Sheet#</th>
<th>Parcel Number (as shown on the ROW Plan)</th>
<th>Owner</th>
<th>Access Rights</th>
<th>Access Rights Notes</th>
<th>Easement Notes</th>
<th>Effective Date TCE</th>
<th>Date TCE Expires</th>
<th>Effective Date Revert Right of Entry</th>
<th>Date Revert Right of Entry Expires</th>
<th>Date Payment Available</th>
<th>Payment Date (if any)</th>
<th>Non-Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td>206</td>
<td>221205-0100</td>
<td>Marx</td>
<td>X</td>
<td>X</td>
<td></td>
<td>1/1/15</td>
<td>6/30/15</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>209</td>
<td>221205-0110</td>
<td>Money</td>
<td>X</td>
<td>X</td>
<td></td>
<td>1/1/15</td>
<td>6/30/15</td>
<td>2</td>
<td>1/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>207</td>
<td>221205-0222</td>
<td>Big Blue Shirt</td>
<td>X</td>
<td>X</td>
<td></td>
<td>1/1/15</td>
<td>6/30/15</td>
<td>2</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>205</td>
<td>221205-0236</td>
<td>Shave</td>
<td>X</td>
<td>X</td>
<td></td>
<td>1/1/15</td>
<td>6/30/15</td>
<td>2</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>409</td>
<td>221205-0445</td>
<td>State Park</td>
<td>N</td>
<td>X</td>
<td></td>
<td>4/30/15</td>
<td>6/30/15</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>410</td>
<td>221205-0445</td>
<td>Greenery</td>
<td>X</td>
<td>X</td>
<td></td>
<td>4/30/15</td>
<td>6/30/15</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>112</td>
<td>221205-7451</td>
<td>East</td>
<td>X</td>
<td>X</td>
<td></td>
<td>3/30/15</td>
<td>6/30/15</td>
<td>X</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Best practices:**

ROW Plan – for ease of certification it is recommended that you do not rely solely on Tax Identification numbers as they do not define a parcel acquisition. It is better to assign a parcel number that will identify the entire acquisition which could encompass multiple tax parcel numbers.

If your agency uses both tax parcel numbers and assigned numbers, the use of numbers must be consistent between the ROW plan, ROW certification, parcels, and all file documents.
<table>
<thead>
<tr>
<th>Parcel Number (as shown on the R/W Plan)</th>
<th>Owner</th>
<th>Pre-NEPA Fee</th>
<th>Access Rights</th>
<th>Date Permit or Right of Entry Expires</th>
<th>Effective Date TCE Expires</th>
<th>Date TCE Expires</th>
<th>Date Permit or Right of Entry Expires</th>
<th>Date Acquired (Payment Available Date)</th>
<th>Possession Date (P&amp;U Only)</th>
<th>None</th>
<th>Res.</th>
<th>Bus.</th>
<th>Farm</th>
<th>NPO</th>
<th>PPO</th>
<th>Estimated Possession or Clear Date</th>
</tr>
</thead>
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<tr>
<td>02605-9000</td>
<td>Norris</td>
<td>X</td>
<td></td>
<td>1/25/15</td>
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<td>X</td>
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<td>3</td>
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<tr>
<td>02605-9215</td>
<td>Money</td>
<td>X</td>
<td>P</td>
<td>2/1/15</td>
<td>8/30/15</td>
<td></td>
<td>2/1/15</td>
<td>X</td>
<td></td>
<td>3</td>
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<tr>
<td>02605-9325</td>
<td>Big Blue Diner</td>
<td>X</td>
<td>P</td>
<td>2/1/15</td>
<td>8/30/15</td>
<td></td>
<td>2/1/15</td>
<td>X</td>
<td></td>
<td>3</td>
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<td>Strand</td>
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<td>X</td>
<td></td>
<td></td>
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<td>3/15</td>
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<td>3/6/15</td>
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<td>10/15/15</td>
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</tr>
</tbody>
</table>

**Easement Key**

- P=Permanent/Perpetual
- N=Non-Permanent (defined term)*
- L=Lease*

*Non-permanent easements and leases subject to FHWA approval

**Excepted Parcels**
Certificate 3 Worksheet
Instructions to Complete Form

Worksheet Format:
Please do not alter the form by adding or deleting columns as it will affect formulas that automatically compute based on data entered into the spreadsheet. Rows can be added or deleted based on need. It is recommended that adding or removing rows occur between row 4 and row 23.

Creating a List within a Cell:

<table>
<thead>
<tr>
<th>R/W Plan Sheet #</th>
<th>Parcel Number</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>022605-9000</td>
<td>Market</td>
</tr>
<tr>
<td>106</td>
<td>022605-9015</td>
<td>Money</td>
</tr>
<tr>
<td>107</td>
<td>022605-9215</td>
<td>Money</td>
</tr>
<tr>
<td>107</td>
<td>022605-9226</td>
<td>Big Blue Diner</td>
</tr>
<tr>
<td>107</td>
<td>022605-9327</td>
<td>Big Blue Diner</td>
</tr>
</tbody>
</table>

A list of information can be added to a single cell by clicking the “Alt” key at the same time and clicking on the “Return” key.

Selecting Correct Form:

The excel spreadsheet is set up as a single workbook with tabs at the bottom left corner of the screen. Select the Cert 3 tab to complete the worksheet.

Electronic Worksheet Instructions:

Enter the ROW plan sheet number on which the parcel is shown. Parcels should be listed in sequential order according to the ROW plans.

Appendix 17.113a – Instructions for Certificate 3 Worksheet
Created 8/2015
The electronic instructions to complete the worksheet are embedded in each title cell of row 3. Either hover the mouse of the title cell or left click in the cell and the instructions will appear. Once you remove the mouse or click on another cell the instructions will disappear.

Header:

Agency Name: Enter acquiring agency name.
Project Title: Enter complete project title which was used on the STIP.
F.A. No.: Enter the federal aid number for the project.

General Section:

R/W Plan Sheet #: Enter the ROW plan sheet number on which the parcel is shown. Parcels should be listed in sequential order according to the ROW plans.
Parcel Number: The parcel numbers should be listed in the order shown on the ROW plans. Enter the parcel number as identified on the Right of Way Plan. If there are multiple parcel numbers making up the larger parcel determination, they should be shown as a single entry on one line to ensure the parcel count is accurate (use Alt enter function). Please note ROW Plans should be consistent with the certification worksheet.
Owner: Enter the owner name (last name, first name or business name). If there are multiple owners, they should be shown as a single entry on one line to ensure the parcel count is accurate (use Alt enter function).

Acquisition Section:

Pre NEPA: If an offer was made on a parcel prior to environmental approval (NEPA), place an “X” in cell. For all offers made on parcels after environmental approval this field should be left blank.
Fee: If fee simple rights (exclusive use and occupancy) were acquired from any portion of the parcel, place an “X” in the cell.

Appendix 17.113a – Instructions for Certificate 3 Worksheet
Created 8/2015
Access Rights: Access rights apply to limited access facilities (such as interstate, WSDOT access breaks). If access rights (including light, view, and air) were acquired from any portion of the parcel, place an “X” in the cell.

Esmt.* P/N/L: If a permanent (perpetual), non-permanent (defined term), or lease was acquired from any portion of the parcel, place an “P” for permanent easement, or an “N” for non-permanent easement, or an “L” for lease in cell. *If something less than a permanent easement is acquired FHWA approval is required.

Date Esmt.* N/L Expires: If you have FHWA approval to acquire a non-permanent easement or lease, enter the expiration date identified in the easement/lease in this cell. This column is not used in the case of a permanent easement.

Effective Date TCE: If a temporary easement is acquired for construction purposes on any portion of the parcel, enter the start date of the TCE. This is normally the same date as the date acquired. This is the date the agency has legal and physical possession, which is also referred to as the payment available date. Possession cannot occur prior to payment to the property owner. In the case of donations, the effective date is the possession date.

Date TCE Expires: Enter the date the temporary construction easement expires as specified in the temporary easement. Agencies should always use a specific expiration date to avoid clouding a property owner’s title.

Effective Date Permit or Right of Entry: Permits or right of entries are obtained for any portion of the parcel from other agencies to perform work on their property and normally without payment of compensation, such as tying into another jurisdiction’s road. Situations that involve temporary work between agencies, does not have to follow the URA process. If a permit or right of entry was obtained for construction activities required for the project, enter the start date of the permit or right of entry. This is normally the same date as the date acquired. Preliminary testing or studies in advance of construction activities are not required to be certified since the work is not part of the PS&E. Also, “beneficial” permits from private property owners are not required to be certified since the work is not required for the project itself and can be eliminated from the contract if the owner were to revoke the permit.

Date Permit or Right of Entry Expires: Enter the date the permit or right of entry expires as specified in the permit or right of entry.

Date Acquired: Date acquired is the date the agency has legal and physical possession and reached final settlement, which is also referred to as the payment available date. Possession cannot occur prior to payment to the property owner. If the payment is mailed, the agency should add 5 days to the mailing date. In the case of donations, the effective date is the possession date. Enter the date the property was acquired. This must be filled in for each parcel acquired except in the case where final settlement has not been reached (see possession date below) even if the same date appears in other columns.

Possession Date (P&U Only): The possession date is the date the agency has the right to occupy and use the portion of the parcel needed for the project. Enter the date the agency obtained possession and use of the property. Possession cannot occur prior to payment to the property owner. In the case of a negotiated P&U, if the payment is mailed, the agency should add 5 days to the mailing date. If the payment is deposited into the court in the case of stipulated P&U, enter the date of receipt by the court clerk’s office. This is only applicable in situations in which all necessary rights of way have not been acquired because final settlement has not been reached.

Estimated Possession or Clear Date: This column is only used if there are parcels excepted from the certification which are shown at the bottom of the spreadsheet highlighted in orange. Enter the date the agency estimates they will obtain possession or the date the parcel will be cleared for certification (occupants relocated, improvements cleared from the right of way, cost to cures completed).
NOTE: Refer to the Sufficient Property Rights flow chart (Appendix 25.174 & 25.175) for actual definition of property rights.

Relocation Section:

None: If there was no relocation on the parcel place “X” in cell. Even in situations where projects have no relocation, the cell should not be left blank.
Res: If your project displaced a residential owner or tenant occupant from the parcel, enter the number of displaced residential families in the cell.
Bus.: If your project displaced a business, including qualifying residential landlords (not to be confused with a business that has to relocate personal property only), place the number of displaced businesses in the cell.
Farm: If your project displaced a farm, enter the number of displaced farms in the cell.
NPO: If your project displaced a Non-Profit Organization (NPO), enter the number of displaced Non-Profit Organizations the cell.
PPO: If your project displaced Personal Property Only (PPO), enter the number of PPO displacements in the cell.

Calculated Totals Section:

Column Totals: Each column has a formula at the bottom that will “count” the box if it has data in it. The calculations will happen automatically so there is no need to alter or enter information in this section. The totals should be reconciled with the ROW plan to ensure all rights were acquired.

If you have multiple displacements for one parcel you will need to type in the number of displacements in the appropriate column and the total will be calculated as an “Auto Sum”.

Example:

Appendix 17.113a – Instructions for Certificate 3 Worksheet
Created 8/2015
**Best practices:**

ROW Plan – for ease of certification it is recommended that you do not rely solely on Tax Identification numbers as they do not define a parcel acquisition. It is better to assign a parcel number that will identify the entire acquisition which could encompass multiple tax parcel numbers.

If your agency uses both tax parcel numbers and assigned numbers, the use of numbers must be consistent between the ROW plan, ROW certification, parcels, and all file documents.
Appendix 17.114  WSDOT Certification Process – Federal-Aid Projects

WSDOT Certification Process – Federal-Aid Projects

- **Region**
  - Verify all property and/or property rights acquired as shown on approved/revised R/W plans.
  - Verify all rights necessary to construct, operate, and maintain the facility acquired as shown on PS&E.
  - Verify all environmental commitments required are included in the R/W plan and PS&E.
  - Verify all projects are completed.
  - All construction memos forwarded to PE Office.
  - Run and verify IRIS report.
  - Verify all entries are complete.
  - Prepare the appropriate Certificate (1, 2 or 3) and Certification Worksheet. Verify the Federal Aid number is correct and address Certificate to FHWA.

- **RES HQ**
  - Receive approval letter from FHWA.
  - Prepare and send approval letter to WSDOT.
  - Monitor conditions of FHWA approval.

- **FHWA**
  - FHWA authorizes construction.
  - Prepare and send approval letter to WSDOT.
  - File copy of HQ Certification Letter and original Region Certificate.

- **CAS**
  - Receive approval letter from FHWA.
  - Complete HQ Certification in spreadsheet and IRIS.

- **PS&E**
  - Review PS&E comments addressed.
  - Prepare WSDOT Certification Concurrence Letter for documentation purposes.

- **FHWA**
  - Email WSDOT Certification Concurrence Letter to FHWA.
  - Complete HQ Certification in spreadsheet and IRIS.

- **IRIS**
  - Run IRIS and ensure all dates are entered.
  - Is the R/W Certificate a #3?
    - Yes: Prepare WSDOT Certification Concurrence Letter and send to FHWA for documentation purposes.
    - No: Prepare WSDOT Certification Concurrence Letter and send to FHWA for documentation purposes.

- **Project Certification**
  - Chapter 17
  - WSDOT Right of Way Manual M 26-01.20 Page 17-33 August 2018