WOSTMANN & ASSOCIATES, INC.

7X Group, LLC.

State of Alaska

Department of Transportation and Public Facilities

RROWDyS Project Development

System Requirements Specification

Change Control

The following information is being used to control and track modifications made to this document.

1) Revision Date:
   Author:
   Section(s):
   Page Number(s):
   Summary of Change(s):

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   Author:
   Section(s):
   Page Number(s):
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The Change Control pages are used after approval of the original final draft. They should not be filled in while initial and rough drafts are in review. Their purpose is to record changes through the continuing lifecycle of the software development project. Often during the design and construction phases additional requirements are uncovered, and in some cases documented requirements are found to be unnecessary or in error. The SRS should be updated to reflect these changes so that when it is mapped to test plans and procedures they are correct according to the latest agreements between the project development team and the end customer. All changes will be documented here.

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1. INTRODUCTION

The Statewide Design and Engineering Services Division (Division) of the Department of Transportation and Public Facilities (Department) of the State of Alaska is responsible for the design of State and federally funded highways and airports. Inherent in this process is the acquisition and management of real property. The Division has initiated a project to review and improve the way it conducts rights of way activities. They have engaged Professional Growth Systems (PGS), a management-consulting firm, to assist in documenting and redesigning existing processes. They have engaged Wostmann & Associates, Inc. and their subcontractor, 7X Group, LLC, to perform systems analysis and document requirements for software to support the new processes. To provide a foundation for that clarity, formatting of this document is in accordance to the ANSI/IEEE STD-830-1998[1] standard tailored to the needs of the Department.

1.1 Purpose

This document is one of a series of requirement specifications for software to facilitate the acquisition and management of highways (including federal-authorized highways), airports, and public facilities. It is intended to capture requirements that must be embodied in the system to be constructed. This document will be used by the Division, end users, the Department's IT group, and contract systems developers to validate that all requirements for the system are clear and well understood.

The requirements described in this specific document will be the basis for subsequent design and development of an automated Project Development System for Right of Way (ROW) sections.

1.2 Scope

The Project Development SRS encompasses all major groups in the ROW process including:

- Plan Preparation
- Pre-Audit
- Appraisal
- Acquisitions

[1] Institute of Electrical and Electronics Engineers, Recommended Practice for Software Requirements Specifications, ANSI/IEEE Standard 830-1998, New York, 1998.

- Relocation
- Property Management.

Projects and their associated parcel appraisals and acquisitions will be tracked with a workflow system and individual work queues for employees and/or selected contractors. The system will include existing databases, such as the Management Reporting System (MRS) and will have interfaces for bi-directional data exchange.

This system will be developed in parallel with the automation of the Permit System. While both systems will share common software architecture as defined by the Department Information Technology group, they will operate independently.

1.3 Definitions, Acronyms, and Abbreviations

1.3.1 Alaska Administrative Code (AAC)

The Administrative Code for the State of Alaska; regulations which implement Alaska Statutes.

1.3.2 Alaska State Accounting System (AKSAS)

The State of Alaska accounting system.

1.3.3 Common Object Request Broker Architecture (CORBA)

CORBA is an architecture and specification for creating, distributing, and managing distributed program objects in a network.

1.3.4 Department of Transportation and Public Facilities (Department)

DOT & PF, a governmental agency within the State of Alaska.

1.3.5 Encrypt Form

A form that is encrypted. Encryption is the conversion of data into a form, called a cipher, which is not readable by unauthorized people.

1.3.6 Hardware Interface

With hardware equipment, to interface means making an appropriate physical connection so that two pieces of equipment can communicate or work together effectively.

1.3.7 Hypertext Transfer Protocol (HTTP)

The Hypertext Transfer Protocol (HTTP) is the set of rules for exchanging files (text, graphic images, sound, video, and other multimedia files) on the World Wide Web.

1.3.8 Information Technology (IT)

IT (information technology) is a term that encompasses all forms of technology to create, store, exchange, and use information in various forms (business data, voice conversations, still images, motion pictures, multimedia presentations, and other forms, including those not yet conceived). It is a convenient term for including both telephone and computer technology in the same word.

1.3.9 Internet Inter-ORB Protocol (IIOP)

IIOP (Internet Inter-ORB Protocol) is an object-oriented protocol that makes it possible for distributed programs written in different programming languages to communicate over the Internet.

1.3.10 Java

Java is an object-oriented, distributed, robust, architecture neutral, portable, multithreaded, programming language. Its portable nature makes it well suited for use in the distributed environment of the Internet.

1.3.11 Joint Modeling Session (JMS)

A Joint Modeling Session is a meeting where the subject matter experts (Department Staff), the management consultants (PGS), and the IT experts (7x Group) gather to define requirements for development considerations of a new system.

1.3.12 Lightweight Directory Access Protocol (LDAP)

Lightweight Directory Access Protocol is a software protocol used by the Department for enabling anyone to locate organizations, individuals, and other resources such as files and devices in a network, whether on the Internet or on a corporate Intranet.

1.3.13 Local Area Network (LAN)

A LAN is a network of interconnected workstations sharing the resources of a single processor or server within a relatively small geographic area.

1.3.14 Maintenance and Operations (M&O)

A division within each region of the Department of Transportation and Public Facilities.

1.3.15 Message-Digest (MD5)

A method to compress and encrypt messages. Level 5 is a level of compression and encryption. Other valid levels are Level 2 and Level 4.

1.3.16 Pretty Good Privacy (PGP)

PGP is a popular program used to encrypt and decrypt e-mail over the Internet. Utilization of PGP enables the sending of encrypted digital signatures that verify the sender's identity and confirm the validity of the message content.

1.3.17 Provisions

A measure taken beforehand to deal with a need or contingency.

1.3.18 Queue

A series of computer actions or objects waiting for processing, usually in sequential order starting at the beginning or top of the line or sequence. A queue can be further defined in terms of the source of each queued item, how frequently items arrive in the queue, how long they should wait, and whether some items should jump ahead in the queue.

1.3.19 Remote Method Invocation (RMI)

RMI (Remote Method Invocation) is a way that a programmer, using the Java programming language and development environment, can write object-oriented programs in which objects on different computers can interact in a distributed network. RMI is the Java version of what is generally known as a remote procedure call (RPC), but with the ability to pass one or more objects along with the request.

1.3.20 RROWDyS

Acronym for the entire ROW automation project which includes the Permit System and Project Development, the topic of this SRS. It stands for **R**ight **R**ight **O**f **W**ay **D**eliver**y** **S**ystem.

1.3.21 Secure Hypertext Transfer Protocol (HTTPS)

HTTPS (Secure Hypertext Transfer Protocol) is a Web protocol developed by Netscape and built into its browser that encrypts and decrypts user page requests as well as the pages that are returned by the Web server.

1.3.22 Simple Mail Transfer Protocol (SMTP)

Simple Mail Transfer Protocol is a Transmission Control Protocol/Internet Protocol (TCP/IP) protocol used in sending and receiving e-mail.

1.3.23 Sisyphus Parcel Management System (PMS)

Sisyphus Parcel Management System (PMS) is a Microsoft Access relational database system used by Pre-Audit to track project and parcel-related expenditures, revenues, condemnation cases, Professional Service Agreements, relocations, claims, law bills, and 1099-S reportable transactions.

1.3.24 Software Interface

A software interface, consisting of the set of statements, functions, options, and other ways of expressing software instructions and data provided by a program or language for a programmer to use.

1.3.25 Subject Matter Expert (SME)

A Subject Matter Expert is a person who is familiar with the day-to-day activities that are required to accomplish the tasks necessary to perform a specific job.

1.3.26 System Interface

A system interface, consisting of the set of statements, functions, options, and other ways of expressing system instructions and data provided by another system to use.

1.3.27 System Requirements Specification (SRS)

A System Requirements Specification is a document that specifies requirements to produce a system. A system is a collection of elements or components that are organized for a common purpose.

1.3.28 Transmission Control Protocol/Internet Protocol (TCP/IP)

Transmission Control Protocol/Internet Protocol is the basic communication language or protocol of the Internet. It can also be the communications protocol in the private networks called Intranets and in Extranets.

1.3.29 User Datagram Protocol (UDP)

UDP (User Datagram Protocol) is a communications method (protocol) that offers a limited amount of service when messages are exchanged between computers in a network that uses the Internet Protocol (IP).

1.3.30 User Interface

A user interface, consisting of the set of dials, knobs, operating system commands, graphical display formats, and other devices provided by a computer or a program to allow the user to communicate and use the computer or program. A graphical user interface (GUI) provides the user a "picture-oriented" way to interact with technology. A GUI is usually a more ergonomically satisfying or user-friendly interface to a computer system.

1.3.31 Web Server

A Web server is a program that, using the client/server model and the World Wide Web's Hypertext Transfer Protocol (HTTP), serves the files that form Web pages to Web users (whose computers contain HTTP clients that forward their requests).

1.3.32 Wide Area Network (WAN)

A wide area network is a geographically dispersed telecommunications network and the term distinguishes a broader telecommunication structure from a local area network (LAN).

1.3.33 Workflow

Workflow is the computerized facilitation or automation of a business process, as a whole or in part. Workflow is concerned with the automation of procedures where documents, information, or tasks are passed between participants according to a defined set of rules to achieve or contribute to an overall business goal. It is made up of the tasks, procedural steps, organizations or people involved, required input and output information, and tools needed for each step in a business process.

1.3.34 Work Queue

A Work Queue is the electronic in-basket of a participant in a Workflow system.

1.4 References

http://www.whatis.com

http://www.m-w.com

Institute of Electrical and Electronics Engineers, Recommended Practice for Software Requirements Specifications, ANSI/IEEE Standard 830-1998, New York, 1998.

PGS Revision Flows

1.5 Overview

7x Group, LLC, Wostmann & Associates, and PGS developed a hybrid approach to a Joint Modeling Session (JMS) to facilitate the gathering of information from the clients. This approach allows for the rapid collection of information by introducing limited Object Oriented (OO) concepts. The Department Subject Matter Experts (SME) were introduced to OO concepts at the beginning of the session. Before the meeting, the SRS team developed a series of class cards to facilitate discussion during the JMS.

The following sections of this document describe the requirements for the system, both from the external perspective of end users and interfacing systems, and from the internal perspective of functional requirements and behaviors necessary to support the external interfaces.

The application development process is organized into the following stages:

1) Joint Modeling Sessions (JMS) between end users and developers that facilitate the discovery of information pertaining to business operations in a real world and how those would be facilitated in a theoretical world (redesigned process flow). The process flow document produced by PGS generates the initial document set in the Modeling sessions. The Subject Matter Experts (SME) then refine this document set to determine the successful capture of all the rules.

2) Analysts then take the JMS information and prepare the functional requirements of the SRS by identifying all aspects of the application with Application Flow by extrapolating the JMS information into a real-world set of requirements.

3) During review meetings with each of the three regions, a matrix of requirements and interfaces was developed. Each region independently rated the applicability and need of the function or interface for their region. In a joint meeting with the ROW Chiefs and HQ Management, the composite matrix was reviewed and approved. This matrix has been included as Table 1.

4) Clients review the draft SRS, allowing for comments and changes to take place to refine and capture all the correct requirements. Since this SRS document will be the basis for the many design phases of various related rights of way systems collectively called Project Development, this document should be viewed as progressive and information identified during later analysis may be added into this document as the detailed design of the Project Development system evolves.

Periodic review of the accomplishments of each project stage will help to determine other areas of the operations in need of refinement or clarification. This "continuous" improvement process will ensure that we are consistent in the identification of all requirements.

We are engaging in this effort to ensure that a methodical and repeatable approach to the software development cycle at the Department is maintainable and consistent from project to project. The SRS structure allows us to give duediligence to analyze needs and requirements and provides a solid framework within which to develop long-term, scalable applications that will grow with the organization. This produces an application built with solid constructs to facilitate future development efforts. It is also an attempt to solidify the development process in a grounded structure that has demonstrably performed in other efforts and allows for a reusability of concepts and methods with future projects.

Requirements and Interface Rating Matrix

Item	S. East	Central	North	Average
Appraisers Office	0	0	0	0.00
Borough	0	0	0	0.00
Construction Supervisor	0	0	0	0.00
Employee Evaluations	0	0	0	0.00
DOL Oracle System	0	0	0	0.00
Market Data Interfaces	0	0	0	0.00
Resource Allocation / Utilization Monitor	0	0	0	0.00
DEC	0	0	1	0.33
Pre Construction Engineer (Construction Supervisor)	0	0	3	1.00
Project Control Interface	0	0	3	1.00
General Public	1	2	2	1.67
On-line Training / CBT	3	2	0	1.67
Guidelines	1	2	3	2.00
DNR / BLM	6	0	2	2.67
Scheduling Resources	9	0	0	3.00
Measurement of Personnel	0	10	0	3.33
Scheduling Interface (Scheduling Projects)	10	0	0	3.33
Measurement of Projects	1	10	0	3.67
Contractor Appraiser Interface	3	4	4	3.67
Member Profile Interface	7	3	4	4.67
AG Interface Condemnation	10	8	0	6.00
AG Interface Pre Audit	10	8	0	6.00
Survey	3	10	5	6.00
Title Repository	7	10	2	6.33
Appraisals Repository	6	10	6	7.33
Appraisal Interface (supervisor and staff level)	5	10	10	8.33
Finance Interface	5	10	10	8.33
Simplified Design project manager interface	10	10	5	8.33
Ad Hoc Reporting	6	10	10	8.67
Contractor Interface	10	10	6	8.67
Forms Generator	6	10	10	8.67
Hardware Interface	10	7	9	8.67
Document Plant (Formerly called Image Plant)	7	10	10	9.00
Preliminary Land Status	9	NR	NR	9.00
Work Queue	7	10	10	9.00
Workflow	10	10	8	9.33
Reporting Tool	9	10	10	9.67
Acquisitions	10	10	10	10.00
Administrative Team Interface	10	10	10	10.00
Authority Level Matrix	10	10	10	10.00
Access to MRS	10	10	10	10.00
Critical Parcel List - Part of the Parcel Detail	10	10	10	10.00
External Software	10	10	10	10.00
Parcel Detail	10	10	10	10.00
Pre-Audit	10	10	10	10.00
Process Payment	10	10	10	10.00

Project level Interface	10	10	10	10.00
Property Management	10	10	10	10.00
Relocations	10	10	10	10.00
ROW Engineering	10	10	10	10.00
Scope Schedule Budget information (Estimates)	10	10	10	10.00
Task Level Interface	10	10	10	10.00

NR - No Rating from Central and Northern due to this product not being listed in the Spreadsheet - Actually part of Initial Interview

Rating Criteria:

- 0 - 3 : May not be needed
- 4 - 6 : Would be nice to have, but not required
- 7 - 10: Required for functionality of the system

Table 1: Requirements and Interface Rating Matrix

2. GENERAL SYSTEMS DESCRIPTION

2.1 Product Perspective

The Project Development application described in this SRS is a business system designed to manage and track the acquisition of real property related to the design and construction of highways and airports. The system will be accessible by Department employees throughout the ROW group in order to enter, monitor, track, review, and manage ROW projects.

Project Development is one of two major development efforts of the RROWDyS automation efforts for the Department's ROW section. The other is the Permit System for ROW. At the heart of the Project Development system will be a Workflow component that will automate the movement of projects between the various ROW groups and into the next participant's Work Queue. The Work Queue functions as a person's electronic in-basket. The Workflow process will allow supervisors to quickly track or find projects as they move through the ROW certification process.

The Project Development system will use the Department LAN. It may have the ability to interface with the systems of other agencies and departments via the State WAN. The State WAN provides a gateway to the Internet that will allow connectivity to contractors doing ROW work on behalf of the Department.

2.1.1 System Interfaces

2.1.1.1 MRS - Management Reporting System

This system is currently in use by the Department, including ROW, to capture varied data about all projects. It uses an ORACLE database and will be a primary source and recipient of information with the Project Development system. The Management and Reporting System (MRS) does not contain financial data. AKSAS is queried for financial data and downloaded into MRS.

2.1.1.2 User Authentication System

The Department's IT group maintains an LDAP server with entries for all Department employees. The permitting system will use the LDAP server to authenticate internal Department users, and to retrieve user information such as email address and group membership. The group membership will be used to determine the user's role, for example permitting agent or reviewer.

2.1.1.3 AKSAS

The State of Alaska accounting system, while containing financial data for the Department, is not anticipated as being used with a direct network interface.

2.1.1.3.1 Geneva

This tool is used as a reporting mechanism using AKSAS.

2.1.2 User Interfaces

The Project Development system will have various interfaces for different groups of users. While the appearance of the user interface may be similar, the functionality of each user interface will be distinct, based on the normal work environment and functions.

The user interface classes will be for both DOT ROW employees and their authorized contractors and will include the following disciplines:

- Plan Preparation
- Pre-Audit
- Appraisal
- Acquisitions
- Relocation
- Property Management

2.1.2.1 ROW Chief User Interface

The ROW Chief will have access to all of the user interfaces within the Project Development system. The ROW Chief interface emulates all of the Supervisor interfaces.

2.1.2.2 ROW Project Agent Interface

The ROW Project Agent User Interface is a concept specifically created by the central region for providing a single point of contact for all project development and the coordination of workflow. This interface emulates all Supervisor interfaces. All reporting requirements and actions performed by the ROW Engineering Supervisors are attributable to the Project Agent User Interface.

2.1.2.3 ROW Design Project Manager Interface

The ROW Design Project Manager User Interface allows for the initial gathering of information pertaining to a project. In reality, the project exists before the Design Project Manager "tosses" the activities over the "wall" to ROW, however, for purposes of clarity, this interface is created to gather all additional information. This information includes, but is not limited to: Scope Schedule Budget, Design Changes, and Slope Limit Changes. This interface also allows the Design Project Manager to report on the status of the project and to access the project schedule. The interface does not allow the Design Project Manager the ability to change overall schedule or activities. Those changes or adjustments are at the discretion of the Project Agent/ Engineering Supervisor.

2.1.2.4 Plan Preparation Interface

The Plan Preparation user interfaces allow for the preliminary data gathering and capture for a new project. This interface allows for the following: the establishing of roles in conjunction with the Staff interface, the inclusion of prior data which may assist in the planning of the project, and accessibility to external entities for use of the system (contractors and external governmental agencies). The intention of this interface is to facilitate the progress of a Statewide Transportation Improvement Plan (STIP) project from design to certification, or an Aviation Improvement Plan (AIP) project application towards grant approval. Maintenance and monitoring of all steps inclusive of the Project Development activities are governed via the Plan Preparation User Interface.

2.1.2.4.1 ROW Engineering Supervisor

All Disciplines require a supervisory level interface to assign resources, check schedules, adjust work scope, and monitor project status as it applies to their discipline. The ROW Engineering Supervisor interface allows for scope, schedule, and budget review for ROW.

2.1.2.4.2 ROW Engineer Interface

The ROW Engineer User Interface, as a subset of the Plan Preparation User Interface, allows the tasked ROW Engineer to facilitate activities on the project development portion of the certification process. This interface allows for the following: assignment of resources, facilitation of schedule issues, information gathering from the design project portion, intra-discipline communication, and project completion. The ROW Engineer, inside the Plan Preparation interface, can perform the following actions: Survey requests, Title Requests, Pre-Audit reporting, Budget concerns, and Schedule adjustments.

2.1.2.4.3 Plan Preparation Contractor Interface

This interface has the same rights as the ROW Engineer interface, but with no functionality on assignment of resources and scheduling of activities. This interface is limited to a HTML-only interface with no rights or privileges to internal interfaces.

2.1.2.4.4 Title User Interface

Title User Interface is for the ROW title group to enter title information for Parcel Acquisition, Survey, and Plan Preparation.

2.1.2.4.4.1 Title Supervisor Interface

All Disciplines require a supervisory level interface to assign resources, check schedules, adjust work scope, and monitor project status as it applies to their discipline. The supervisory level interface has all rights of the agent level interface.

2.1.2.4.4.2 Title Agent Interface

Agent level interfaces provide the mechanism for populating relevant data for the discipline.

2.1.2.4.4.3 Title Contractor Interface

This interface has the same rights as the Internal Title interface, but is limited on functionality to the projects and parcels that the Title Contractor has access to. ROW Engineering Supervisor, Project Agent, and ROW Contractor handle assignments of the projects/parcels to the Title Contractor. This interface is limited to a HTML-only interface with no rights or privileges to internal interfaces.

2.1.2.4.5 Survey User Interface

Survey User Interface is to acquire information pertaining to Level 1 and Level 2 surveys. This includes, but is not limited to: Vector drawings and physical scans of topographical information as required.

2.1.2.4.5.1 Survey Supervisor Interface

All Disciplines require a supervisory level interface to assign resources, check schedules, adjust work scope, and monitor project status as it applies to their discipline. The supervisory level interface has all rights of the agent level interface.

2.1.2.4.5.2 Survey Agent Interface

Agent level interfaces provide the mechanism for populating relevant data for the discipline.

2.1.2.4.5.3 Survey Contractor Interface

This interface has the same rights as the Internal Survey interface, but is limited on functional to the projects / parcels that the Survey Contractor can access. Assignments of the projects/parcels are handled by: ROW Engineering Supervisor/Project Agent or ROW Contractor. This interface is limited to a HTML-only interface with no rights or privileges to internal interfaces.

2.1.2.5 Pre-Audit Interface

The Pre-Audit interface allows for access to:

1. All reporting functions,
2. Budget assessment,

3. Scheduling adjustments and

4. Other administrative activities.

These administrative activities include forms management, ad-hoc querying and document plant management. The ROW Chief and Finance can access the Pre-Audit interface. Pre-Audit may access other disciplines as required. Any additional access to other interfaces (for Pre-Audit or otherwise) is granted in the Administrative Team Interface.

2.1.2.5.1 Pre-Audit Supervisor Interface

All Disciplines require a supervisory level interface to assign resources, check schedules, adjust work scope, and monitor project status as it applies to their discipline. The supervisory level interface has all rights of the staff level interface.

2.1.2.5.2 Pre-Audit Agent Interface

Agent level interfaces provide the mechanism for populating relevant data for the discipline.

2.1.2.5.3 Pre-Audit Contractor Interface

This interface has the same rights as the Pre-Audit Agent interface, but with no functionality on assignment of resources and scheduling of activities. This interface is limited to a HTML-only interface with no rights or privileges to internal interfaces.

2.1.2.5.4 Finance Interface

Finance interfaces directly under the Pre-Audit Interface for reporting and for payment authorization as requested and approved by the pre-audit discipline.

2.1.2.5.5 Acquisitions Supervisor Interface

Acquisitions information and access is necessary for both reporting by Pre-Audit and for the acquisitions discipline to access payment methods from finance via Pre-Audit and to receive the authority to appraise and acquire.

2.1.2.5.6 Appraisal Supervisor Interface

Appraisal Interface information and access is necessary for both reporting by Pre-Audit and for appraisals to review budget information from Pre-Audit and to receive the authority to appraise and acquire.

2.1.2.5.7 Relocations Supervisor Interface

Relocations Interface information and access is necessary for both reporting by Pre-Audit and for relocations discipline to submit benefits statements and claim forms.

2.1.2.5.8 Property Management Supervisor Interface

Property Management Interface information and access is necessary for both reporting by Pre-Audit and for Property Management.

2.1.2.5.9 ROW Engineering Supervisor Interface

Plan Preparation Interface information and access is necessary for reporting by pre-audit and for Plan Prep to put together cost estimate spreadsheets and submit cost estimates to Pre-Audit and for certification of the project.

2.1.2.6 Appraisal Interface

2.1.2.6.1 Appraisal Supervisor Interface

All Disciplines require a supervisory level interface to assign resources, check schedules, adjust work scope, and monitor project status as it applies to their discipline. The supervisory level interface has all rights of the agent level interface.

2.1.2.6.2 Appraisal Agent Interface

Agent level interfaces provide the mechanism for populating relevant data for the discipline.

2.1.2.6.3 Acquisition Staff Interface

Acquisition staff interface is accessible, or turned-on, only after appraisal has been completed.

2.1.2.6.4 Appraisal Contractor Interface

This interface has the same rights as the Appraisal agent interface, but with no functionality on assignment of resources and scheduling of activities. This interface is limited to a HTML-only interface with no rights or privileges to internal interfaces.

2.1.2.7 Acquisitions Interface

2.1.2.7.1 Acquisitions Supervisor Interface

All Disciplines require a supervisory level interface to assign resources, check schedules, adjust work scope, and monitor project status as it applies to their discipline. The supervisory level interface has all rights of the staff level interface.

2.1.2.7.2 Acquisitions Agent Interface

Agent level interfaces provide the mechanism for populating relevant data for the discipline.

2.1.2.7.3 Acquisitions Contractor Interface

This interface has the same rights as the Acquisition agent interface, but with no functionality on assignment of resources and scheduling of activities. This interface is limited to a HTML-only interface with no rights or privileges to internal interfaces.

2.1.2.8 Relocation Interface

2.1.2.8.1 Relocation Supervisor Interface

All Disciplines require a supervisory level interface to assign resources, check schedules, adjust work scope, and monitor project status as it applies to their discipline. The supervisory level interface has all rights of the staff level interface.

2.1.2.8.2 Relocation Agent Interface

Agent level interfaces provide the mechanism for populating relevant data for the discipline.

2.1.2.8.3 Relocation Contractor Interface

This interface has the same rights as the Relocation agent interface, but with no functionality on assignment of resources and scheduling of activities. This interface is limited to a HTML-only interface with no rights or privileges to internal interfaces.

2.1.2.9 Property Management Interface

2.1.2.9.1 Property Management Supervisor Interface

All Disciplines require a supervisory level interface to assign resources, check schedules, adjust work scope, and monitor project status as it applies to their discipline. The supervisory level interface has all rights of the staff level interface.

2.1.2.9.2 Property Management Agent Interface

Agent level interfaces provide the mechanism for populating relevant data for the discipline.

2.1.2.9.3 Property Management Contractor Interface

This interface has the same rights as the Property Management agent interface, but with no functionality on assignment of resources and scheduling of activities. This interface is limited to a HTML-only interface with no rights or privileges to internal interfaces.

2.1.2.10 Departmental (Non-Discipline) Employee Interface

The Departmental (Non-Discipline) Employee interface allows for a read-only access to the Project Development system for information on completed projects only. This is a base-level interface for all disciplines.

2.1.2.11 Attorney General Representative User Interfaces

The Attorney General interface is used to receive comment from the AG's office on any relevant legal issue concerning parcel appraisals and acquisitions. The Attorney General Interface can be enabled or disabled only by a discipline supervisor.

2.1.2.11.1 Attorney General Representative Interface

Approval and authorization for the AG representative to use this interface comes from the discipline supervisor and the Pre-Audit supervisor. No access can occur until the creation of the required project number and file number.

2.1.2.11.2 Discipline Supervisor

The Discipline Supervisor authorizes access to a project or parcel to the AG's office. The Supervisor requests that the interface create a file-number, and Pre-Audit ensures observation of all appropriate accounting protocols. The Discipline Supervisor Interface, as a subsection of the AG interface, allows the Discipline Supervisor to enable or disable the AG's interface for billing purposes.

2.1.2.12 Team Admin Interface

The Team Administrative Interface allows the Discipline Supervisors to assign tasks to Agents. The staff has a read-only view of this interface. Supervisors may only modify tasks they supervise to the agents they supervise. The ROW Chief and Project Agent are able to make assignments across all disciplines.

2.1.2.12.1 Discipline Supervisor

All Disciplines require a Supervisory level interface to assign resources, check schedules, adjust work scope, and monitor project status as it applies to their discipline. The supervisory level interface has all rights of the staff level interface.

2.1.2.12.2 Discipline Agent

Agent level (staff) interfaces provide the mechanism for populating relevant data for the discipline.

2.1.2.12.3 ROW Chief

The ROW Chief will have access to all of the user interfaces within the Project Development system. The ROW Chief interface emulates all of the Supervisor interfaces.

2.1.2.12.4 ROW Project Agent

The ROW Project Agent provides a single point of contact for all project development and the coordination of workflow. The Project Agent interface emulates all Supervisor interfaces.

2.1.3 Hardware Interfaces

In an effort to move toward the concept of a single centralized storage of all relevant project-related documents, scanners will capture images of documents. This system will include a hardware interface to facilitate the capture and storage of these documents.

2.1.4 Software Interfaces

2.1.4.1 Microsoft Office

This will allow the import and export of data between Microsoft Office (Word, Excel, and Access) and the Project Development System.

2.1.4.2 Microsoft Project

This will allow the export of data from the Project Development System to Microsoft Project.

2.1.4.3 Department LDAP Server

The system will use the Department LDAP server to authenticate and authorize internal users.

2.1.5 Communications Interfaces

The users will all access the system with Windows based PCs through the LAN and WAN used by the Department throughout the state. Standard protocols likely to be used in this project include TCP/IP, HTTP, UDP, IIOP, RMI, and HTTPS. These are all defined in Section 1.3: Definitions, Acronyms, and Abbreviations.

2.1.6 Modes of Operation

There will be three general modes of operation representing levels of authority, Supervisor, Staff, and Contractor. All will be connected to the LAN using a PC that is capable of supporting the required protocols listed in Section 2.1.5 above.

2.2 Product Functions

This system will function as a project tracking and development aid to the Department. This system will track project development from initial introduction to the system in the design plan format, through the process towards certification for construction. A project enters the system in the pre-construction starter kit format and exits once all requirements have been satisfied for construction certification.

This system will have three high-level product functions:

- ROW Certification Data Flow
- ROW Workflow Process
- Archival and Documentation

2.2.1 ROW Certification Data Flow

One of the product functions is the tracking of data through the ROW Certification process. The system will track data flow through seven key areas of the ROW certification process to ensure that all specifications are met prior to certification for construction. The system will determine that acquisition of all relevant data specific to a particular project is available to the other disciplines involved in the certification process.

Any unit supervisor: ROW Chief, ROW Engineering Supervisor, ROW Pre-Audit, ROW Acquisitions, ROW Appraisal, ROW Survey Manager, ROW Property MMGT Supervisor, ROW Relocation Supervisor, External Contractor(s) Managers can subordinate permissions down to a lower level within the system. Members have permissions in the system to add notifications, tasks, and permissions. Members can assign, with limited functionality, resources, permissions, and tasks. The highest security level permission is a delete function. Members with delete authorization can delete assignments to resources, permissions from a member, auto notifications, tasks, and milestones. Deletion of any information will automatically be archived. Members also have permission to modify data, with limited functionality. Modifications can be made to assignments to members, permissions, auto notifications, tasks, milestones, and percent utilized. Members can view, with limited functionality, assignments, permissions, auto notifications, tasks, milestones, members, and percent utilized. Also available with a limited view to all members is the team members, their roles, auto notification settings, actions, tasks, and milestones.

There are six key areas involved in the data flow process with each area having both staff and contractor actors involved in the entry, modification, and retrieval of data in the system. The Department Employee area is simply read-only for access and retrieval of data in the system.

- Plan Preparation
- Appraisal
- Acquisition
- Property Management
- Relocations
- Pre-Audit
- Department Employees

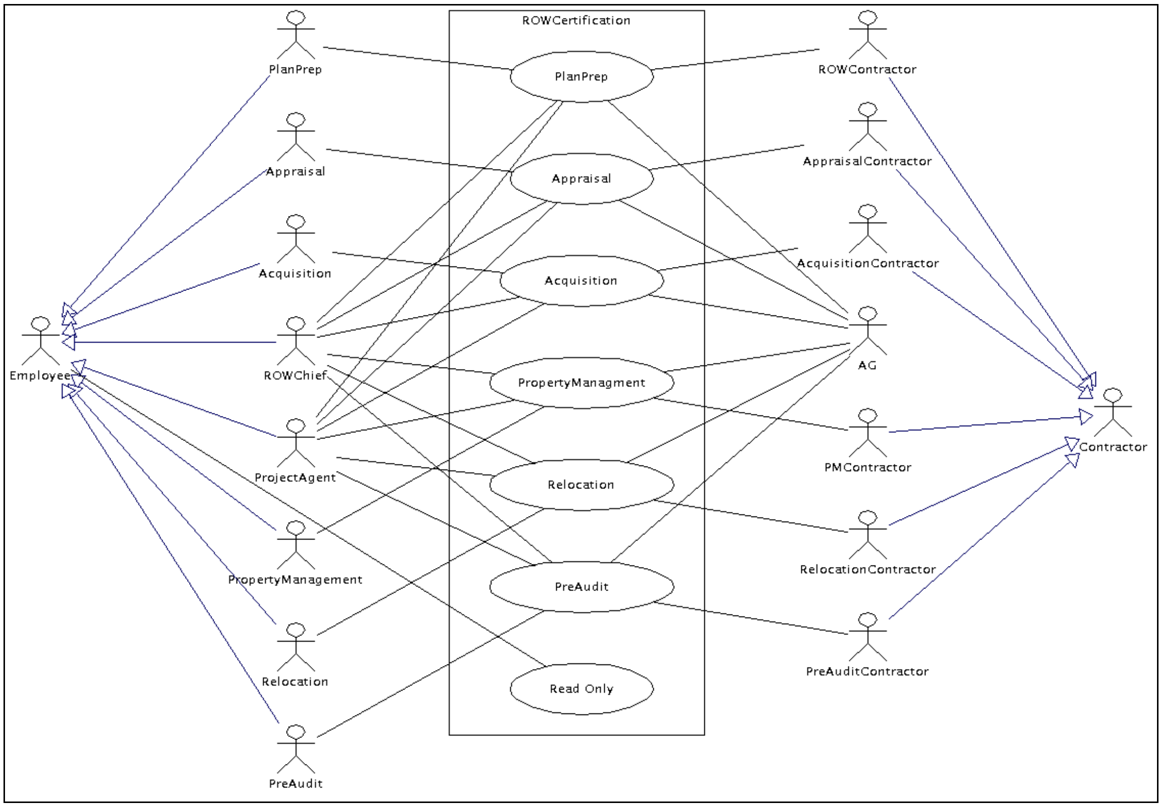


Figure 1: ROW Certification Process Overview

2.2.1.1 Plan Preparation

The Plan Preparation area will enter, edit/modify, view, and delete information from the ROW data flow in the system. Any deleted information will be automatically archived for historical reference.

Only data pertaining directly to plan preparation will be modifiable by Plan Preparation Agents. Either a Department Plan Preparation employee or a procured Plan Preparation Contractor will be able to manipulate data within the system.

2.2.1.2 Appraisal

The Appraisal area will enter, edit/modify, view, and delete information from the ROW data flow in the system. Any deleted information will be automatically archived for historical reference.

Only data pertaining directly to appraisals will be modifiable by Appraisal Agents. Either a Department Appraisal employee or a procured Appraisals Contractor will be able to manipulate data within the system.

2.2.1.3 Acquisition

The Acquisition area will enter, edit/modify, view, and delete information from the ROW data flow in the system. Any deleted information will be automatically archived for historical reference.

Only data pertaining directly to appraisals will be modifiable by Acquisition Agents. Either a Department Acquisition employee or an Acquisition Contractor will be able to manipulate data within the system.

2.2.1.4 Property Management

The Property Management area will enter, edit/modify, view, and delete information from the ROW data flow in the system. Any deleted information will be automatically archived for historical reference.

Only data pertaining directly to Property Management will be modifiable by Property Management Agents. Either a Department Property Management employee or an Property Management Contractor will be able to manipulate data within the system.

2.2.1.5 Relocation

The Relocation area will enter, edit/modify, view, and delete information from the ROW data flow in the system. Any deleted information will be automatically archived for historical reference.

Only data pertaining directly to Relocation will be modifiable by Relocation Agents. Either a Department Relocation employee or a Relocation Contractor will be able to manipulate data within the system.

2.2.1.6 Pre-Audit

The Pre-Audit area will enter, edit/modify, view, and delete information from the ROW data flow in the system. Any deleted information will be automatically archived for historical reference.

Only data pertaining directly to Pre-Audit will be modifiable by Pre-Audit Agents. Either a Department Pre-Audit employee or a Pre-Audit Contractor will be able to manipulate data within the system.

2.2.1.7 Read-Only Access

The system will provide a read-only informational view that will be utilized by Department employees (non-discipline) that are outside of the scope of the ROW Certification process. This view will be used by these other Department employees as needed to facilitate or review the Certification process..

2.2.2 Workflow Process

One of the product functions is the tracking of workflow through the ROW Certification process. Workflow is the computerized facilitation or automation of a business process, completely or in part. Workflow is concerned with the automation of procedures where documents, information, or tasks passed between participants according to a defined set of rules to achieve, or contribute to, an overall business goal.

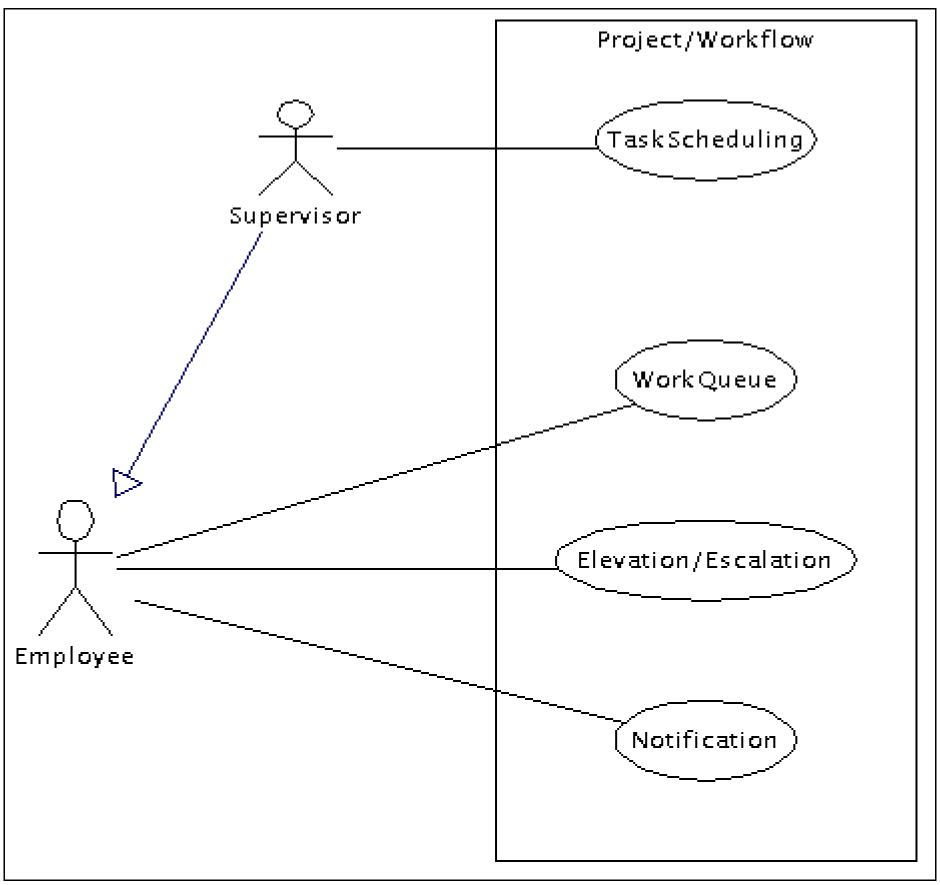


Figure 2: Workflow Process Overview

The following four areas of workflow process will be handled by the system:

- Task Scheduling

- Work Queue
- Elevation/Escalation
- Notification

2.2.2.1 Task Scheduling

The Task Scheduling product is a way for Supervisors to assign tasks and due dates to their staff. Tasks are assigned on a project-by-project basis, thereby defining a "Project Team." Only unit supervisors or their supervisors are able to make staff assignments.

2.2.2.2 Work Queue

A Work Queue is the electronic in-basket of a participant in a Workflow system. Tasks assigned to a Workflow participant will show in their Work Queue, thereby notifying them of an assignment.

2.2.2.3 Elevation/Escalation

The system will elevate/escalate a task to the "Project Team" member's supervisor when the task is due/overdue, based on a pre-determined time allotment.

2.2.2.4 Notification

The product will serve as a message relay system. Any changes made to a project will be propagated to all "Project Team" members.

2.2.3 Archival and Documentation

One of the system's high-level product functions is documentation and archival of all data flow and workflow. All user activity in the system will be recorded and stored for historical reference. All current data on a given project will be documented, including any deletions or modifications. The user interface will only show the new information, yet all changes will be stored in the database to include the time, date, and user creating the modifications.

2.3 User Characteristics

2.3.1 ROW Chief

The ROW Chief is characterized by having the responsibility to approve the ROW Plan. The ROW Chief is also the regional supervisor for all disciplines within ROW for their region. These specific disciplines are Plan Prep, Appraisal, Acquisition, Relocation, Property Management, and Pre-Audit administration.

2.3.2 Design Project Manager (DPM)

The Design Project Manager is characterized as the design staff member responsible for the project. The DPM is also the design staff member that gives the "Starter Kit" to ROW to start the ROW Certification process.

2.3.3 ROW Project Agent

The ROW Project Agent is characterized as a project manager for the ROW Certification process. In addition, the ROW Project Agent acts as a liaison between disciplines and between a discipline and design. A ROW Project Agent may take on a responsibility of a discipline supervisor.

2.3.4 Departmental Employees

Departmental Employees are characterized as employees not within the following Specified ROW Disciplines: Plan Preparation, Appraisal, Relocation, Acquisitions, Property Management, and Pre-Audit. Departmental Employees will not be able to modify information, but will be able to see projects in process. They will have a wide range of education, system experience, and technical experience. They will have a login, security, and will have read-only interfaces with the system to display project status information. To encompass the wide diversity of this user group, the system interface will feature simplistic screens and navigation.

2.3.5 Construction Engineer

Construction Engineers are characterized as a procured contractor. They are considered actors outside the scope of the system. Construction Engineers will have the same access to the system as Departmental Employees in a read-only format and will not be able to modify information.

2.3.6 Appraisal

The Department Appraisal group will have the need to interface with the system during the project development cycle. Different users within the Appraisal group will have different interfaces with the system.

2.3.6.1 Appraisal Supervisor

An Appraisal Supervisor is a member of management and has the responsibility of assigning tasks to the Appraisal Staff. The Appraisal Supervisor decides on how to appraise the property (value estimate or narrative appraisal). The Appraisal Supervisor answers to the ROW Chief.

2.3.6.2 Appraisal Staff

The Appraisal Staff is characterized by having the responsibility to do the research for coming up with either an appraisal or a value estimate.

2.3.6.3 Appraisal Contractor

An Appraisal Contractor is characterized as a Contractor being paid by the Department to perform either an appraisal or a specialty report to be incorporated into an appraisal. In addition, an Appraisal Contractor is a certified Appraiser by the State of Alaska.

2.3.6.4 Headquarters Review Appraiser

A Headquarters Review Appraiser is characterized as a person with expertise in appraisals and is responsible for making sure the appraisal meets all applicable state and federal regulation/mandates.

2.3.7 Acquisitions

The Department Acquisitions group will have the need to interface with the system during the project development cycle. Different users within the Acquisitions group will have different interfaces with the system.

2.3.7.1 Acquisition Supervisor

An Acquisition Supervisor is a member of management and has the responsibility of assigning tasks to the Acquisition Staff. The Acquisition Supervisor answers to the ROW Chief.

2.3.7.2 Acquisition Staff

An Acquisition Staff member is characterized as having the responsibility to negotiate a settlement with a property owner and acquiring the property.

2.3.7.3 Acquisition Contractor

An Acquisition Contractor is characterized as a Contractor being paid by the Department to acquire a piece of property.

2.3.8 Relocation

The Department Relocation group will have the need to interface with the system during the project development cycle. Different users within the Relocation group will have different interfaces with the system.

2.3.8.1 Relocation Supervisor

A Relocation Supervisor is characterized as a member of management and having the responsibility of assigning tasks to the Relocation Staff. The Relocation Supervisor Answers to the ROW Chief.

2.3.8.2 Relocation Staff

A Relocation Staff member is characterized as having the responsibility for all aspects of relocating a resident, business, non-profit organization, or farm of an acquired piece of property. The aspects of relocation include, but are not limited to: determining benefits, if any; helping with financing new property; making sure the residents move and insuring the new property meet Decent, Safe, and Sanitary (DS & S) guidelines.

2.3.8.3 Relocation Contractor

A Relocation Contractor is characterized as a Contractor being paid by the Department to perform a task of a Relocation Staff member.

2.3.9 Property Management

The Department Property Management group has the need to interface with the system during the project development cycle, through certification and construction. Different users within the Property Management group will have different interfaces with the system.

2.3.9.1 Property Management Supervisor

A Property Management Supervisor is characterized as a member of management and having the responsibility of assigning tasks to the Property Management Staff. The Property Management Supervisor answers to the ROW Chief.

2.3.9.2 Property Management Staff

A Property Management Staff member is characterized as having the responsibility of managing any property owned by the Department and clearing of hazards and nuisances in the right-of-way. This includes, but is not limited to, maintenance contracts, rental agreements for building and/or land, property disposal/relinquishments, disposition of improvements by sale or demolition, and accounting.

2.3.9.3 Property Management Contractor

A Property Management Contractor is a Contractor being paid by the Department to perform a function for Property Management. Examples include a Contractor maintaining a building or parking lot (snow removal) or a Contractor to collect rent.

2.3.10 Plan Preparation

The Department Plan Preparation group will have the need to interface with the system during the project development cycle. Different users within the Plan Preparation group will have different interfaces with the system.

2.3.10.1 ROW Engineering Supervisor

The ROW Engineering Supervisor is characterized as a certified surveyor. The ROW Engineering Supervisor is the manager for Plan Prep and assigns tasks to the Plan Prep staff. The ROW Engineering Supervisor is answerable to the ROW Chief.

2.3.10.2 ROW Engineer

The ROW Engineer is characterized as the Plan Prep staff member responsible for the ROW Plans. A ROW Engineer may also be a state certified surveyor. This position is not necessarily a Professional Engineer (PE).

2.3.10.3 ROW Engineering Contractor

The ROW Engineering Contractor is a Contractor being paid to perform the task of designing the ROW Plans. A ROW Engineering Contractor must be certified by the State of Alaska.

2.3.11 Title

The Department Title group will have the need to interface with the system during the project development cycle. Different users within the Title group will have different interfaces with the system.

2.3.11.1 Title Supervisor

A Title Supervisor is characterized as a member of management and having the responsibility of assigning tasks to the Title Staff. The Title Supervisor is answerable to the ROW Engineering Supervisor.

2.3.11.2 Title Staff

A Title Staff member is characterized as having the responsibility to perform title research on a given piece of property.

2.3.11.3 Title Contractor

A Title Contractor is a Contractor being paid by the Department to do title research on a given piece of property. A Title Contractor must be certified by the State of Alaska.

2.3.12 Survey

The Department Survey group will have the need to interface with the system during the project development cycle. Different users within the Survey group will have different interfaces with the system.

2.3.12.1 Survey Supervisor

A Survey Supervisor is characterized as a member of management and having the responsibility of assigning tasks to the Survey Staff. The Survey Supervisor is answerable to the ROW Title and Plan Prep Supervisor.

2.3.12.2 Survey Staff

A Survey Staff member is characterized as having the responsibility to perform any needed surveys for the ROW Certification Process.

2.3.12.3 Survey Contractor

A Survey Contractor is a Contractor being paid by the Department to perform specified survey(s) on a specified piece of property(s). A Survey Contractor must be certified by the State of Alaska and a licensed Surveyor.

2.3.13 Pre-Audit

The Department Pre-Audit group will have the need to interface with the system during all cycles of ROW certification, including federal reporting requirements. Different users within the Pre-Audit group will have different interfaces with the system.

2.3.13.1 Pre-Audit Supervisor

A Pre-Audit Supervisor is characterized as a member of management and having the responsibility of assigning tasks to the Pre-Audit Staff. The Pre-Audit Supervisor is answerable to the ROW Chief.

2.3.13.2 Pre-Audit Staff

A Pre-Audit Staff member is characterized as having the responsibility for making sure that all money is put in and taken from the appropriate project or overhead accounts. In addition, a Pre-Audit Staff member is responsible for making sure that any payment has the maximum amount of Federal funding possible through the review process to ensure compliance with Federal Aid requirements. In addition, a Pre-Audit Staff member balances/reconciles the project expenditures and revenues to the authorization as part of the ROW closeout process. Pre-Audit is also responsible for generation of periodic reports required for Federal Aid funding.

2.3.13.3 Pre-Audit Contractor

A Pre-Audit Contractor is a Contractor that is paid by the Department to perform any of the above functions Pre-Audit Staff or Supervisor performs on a given project.

2.3.14 Attorney General

The Attorney General will have the need to interface with the system during the project development cycle upon request from a specific Discipline Supervisor (Acquisitions, Pre-Audit, Relocations, Appraisal, Relocations/Property Management).

2.3.14.1 Attorney General Representative

The Attorney General Representative may be called upon to help the specific disciplines in oversight of any legal disputes or questions. The Attorney General represents the State of Alaska in legal matters and gives advice and opinions to the Department's ROW discipline Supervisors when so requested.

2.3.15 System Support

System Support personnel will need unlimited access to the system to diagnose and fix problems. These users will have high levels of computer technical skills and will tolerate interfaces that are more rudimentary with adequate capability. They will have education and experience necessary to perform all system maintenance and diagnostics.

2.4 General Constraints

The Department is developing a project development system to serve right-of-way project certification needs. In addition to the project development system, new systems are being developed for Signs Permitting, Highway Event Permitting, Roadway Encroachment/Closures Permitting and Driveway Permitting. These systems may share some common features and will need to be integrated to minimize duplicate data maintenance where applicable. In particular, the input and tracking of project data should be done by a common subsystem, to minimize data entry burden on the end users, to reduce data maintenance effort for the Department, and to reduce system development effort. The project development data and interface requirements for these systems will need to be aligned to accomplish this goal.

2.4.1 Department IT General Constraints

The Department Information Technology (IT) group has outlined certain criteria that must be incorporated into the system in order for the product to be maintained and enhanced. These standards relate to the deployment or delivery of product, the development of product, and the databases upon which the product is hosted. In addition, certain hardware and bandwidth constraints are relevant to design decisions. As the standards can and are prone to change, please refer to the IT group for a more complete list of standards, which are up to date.

2.4.2 Geo-referencing System

In order to identify functional requirements for referencing spatial information in future releases of the product, it is necessary to document the Department's current standard on relating geographic information to tabular data. The Department has established the following as the current standard:

Project locations can be referenced by the following:

- From and To State Mile Point/Post
- HAS (Highway Analysis System) - Road Log
- Latitude/Longitude
- GPS (Global Positioning System)
- Other Geographical references (descriptions of at least 20 characters)

2.5 Assumptions and Dependencies

It is anticipated that a number of electronic documents and images will be associated with each project. To provide adequate response times for the ROW users, it is likely that both the existing WAN and LAN bandwidth and/or server size and locations may need to be changed. This is particularly relevant for the Central and Northern Regions, since the existing servers are located in Juneau.

This SRS has been written assuming that the Department will have adequately addressed these performance issues.

3. SPECIFIC REQUIREMENTS

3.1 External Interfaces

The Project Development system will interface with the MRS system. This system is currently in use by ROW to capture varied data about all projects. It uses an ORACLE database and the MRS system will be a primary source and recipient of information with the Project Development system.

3.2 Functional Requirements

This system will function as a project tracking and development aid to the Department. This system will track project development from initial introduction to the system in the design plan format, through the process towards certification for construction. A project enters the system in the pre-construction starter kit format and exits once all requirements have been satisfied for construction certification.

3.2.1 Plan Preparation

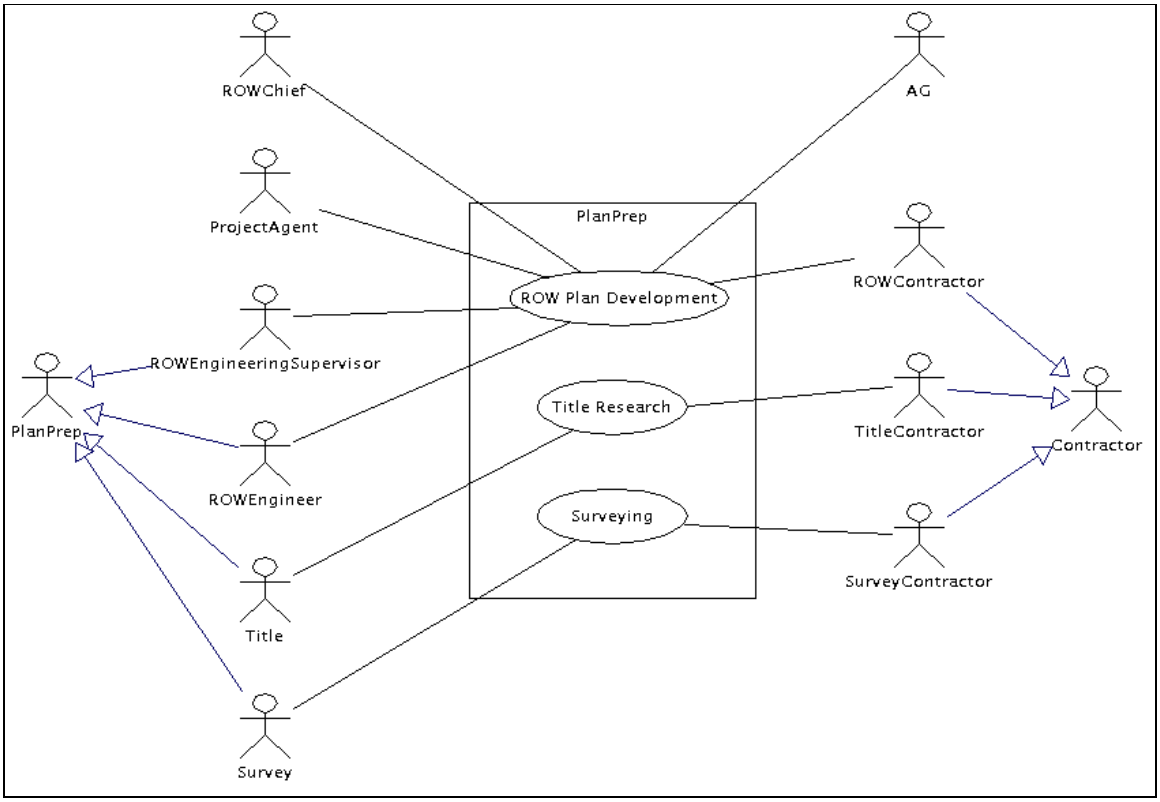


Figure 3: Plan Preparation Process Overview

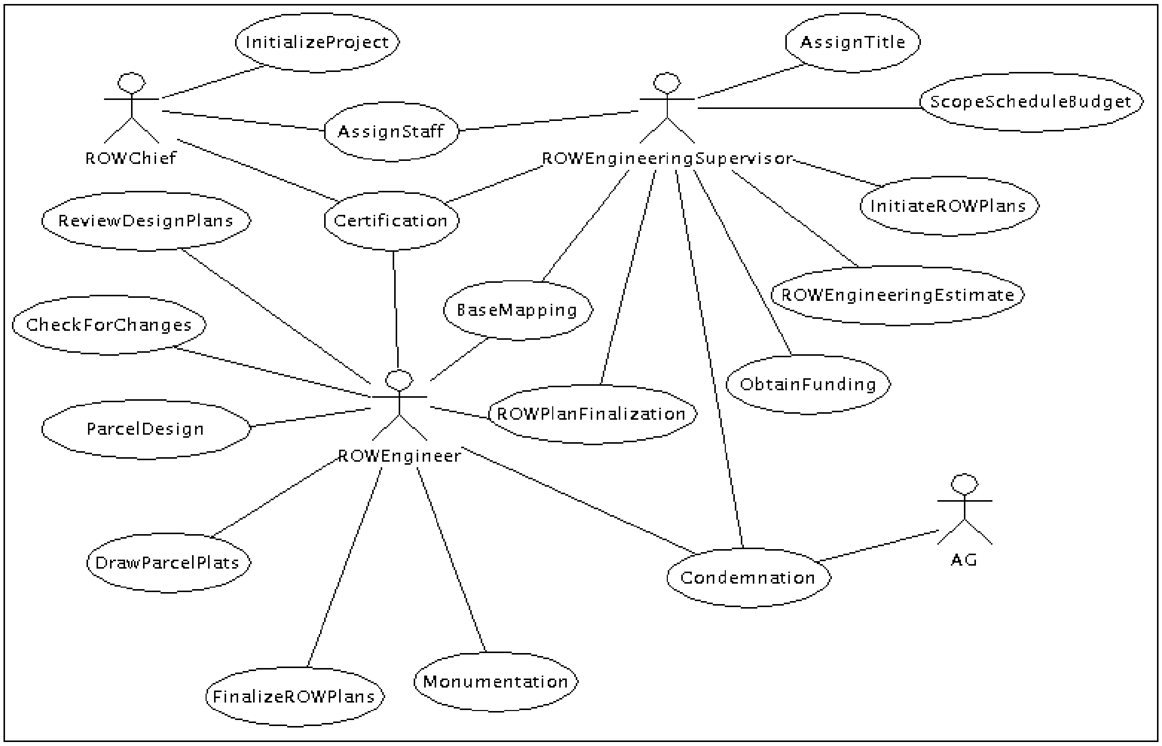


Figure 4: Plan Preparation Process Detail

3.2.1.1 Initiate ROW Plans

The system will notify the ROW Engineering Supervisor upon receipt of a new starter kit from the Design Project Manager. This will initiate a new project development cycle within the system.

3.2.1.2 Assign Staff

The system will prompt the ROW Chief to assign the Project Agent, and the ROW Engineering Supervisor to assign the Plan Preparation Staff. The ROW Chief may also assign the Project Team Members at this time.

3.2.1.3 Project Initiation

The ROW Chief initiates the database record for the project.

3.2.1.4 Review Design Plans

The system will prompt the assigned ROW Engineer to review the starter kit for completeness. The system will provide a detailed checklist to determine that all necessary elements of the starter kit are in place. If the list is incomplete, it is submitted to the Design Project Manager to provide the missing information.

This cycle will continue until the starter kit is complete and checked off by the ROW Engineer.

The system will send a request to Survey to determine if a Level 1 survey for the project is currently available. If it is not available or it is insufficient, a request is submitted to Survey to perform or augment the Level 1 survey. The system will help prepare a Level 1 survey request and submit it to the Survey Manager. The Level 1 survey work is scheduled and the work is received and entered into the system. The system will then notify the ROW Engineer to review the Level 1 survey for completeness.

Once the Level 1 survey is complete, the ROW Engineer notifies the Engineer Supervisor to proceed. The system will send a notice to the Engineer Supervisor from the ROW Engineer to continue.

3.2.1.5 Assign Title

The ROW Engineering Supervisor assigns the duties to the Title section. The ROW Engineering Supervisor determines which properties are affected.

3.2.1.6 Scope, Schedule, and Budget

The ROW Engineering Supervisor determines the scope, schedule, and budget for the project. The ROW Engineering Supervisor transmits scope, schedule, and budget to the Design Project Manager. The ROW Engineering Supervisor determines if there are adequate funds to proceed. If funds are inadequate, the system will notify the Design Project Manager of the deficiency.

3.2.1.7 Contractor Determination

The ROW Engineering Supervisor determines if there is Department staff available to develop the ROW title and plans. The system Team Interface (Team Schedule) will indicate which staff member is currently working on projects and who is available. The ROW Engineering Supervisor determines if the available staff is able to perform a detailed research on schedule. If staff is not available, the ROW Engineering Supervisor decides whether to use an external contractor. The ROW Engineering Supervisor must complete external consultant procurement and a request is sent to Procurement.

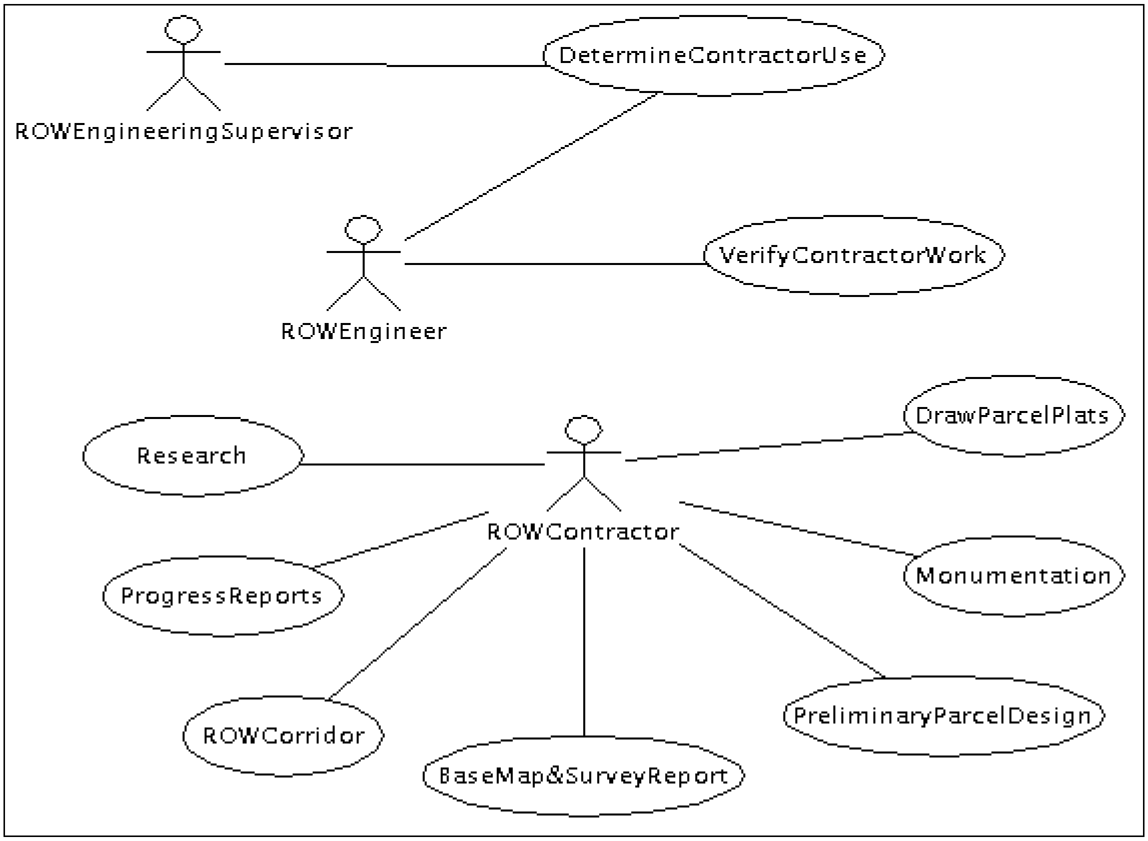


Figure 5: Plan Preparation Contractor Relationship

3.2.1.8 Verification of Contractor Work

The Verification of Contractor Work function allows the ROW Engineer to register their acceptance of the Contractors work or what the work is lacking. If the work is lacking, it is returned to the Contractor to be corrected and resubmitted.

3.2.1.9 Research

Research entails any research that the Contractor may have to perform to fulfill their contract with the state (i.e. Title Research).

3.2.1.10 Progress Reports

The Progress Reports are a means of letting the ROW Engineer know the status of a contractor during the project.

3.2.1.11 ROW Corridor

The ROW Corridor is the buffer on either side of the roadway or airport being designed and includes everything within and between the boundaries.

3.2.1.12 Base Map and Survey Report

The Base Map and Survey Report are two products of an external ROW Contractor or performed by assigned ROW Staff. The Base Map is a geographical map of the ROW Corridor. The Survey Report is a report of the surveyed area.

3.2.1.13 Base Mapping

The Base Mapping function provides the ROW Engineer the ability to enter the computation for the base maps and for the ROW Engineering Supervisor to enter a determination on whether Plan Preparation will record the base maps.

3.2.1.14 Preliminary Parcel Design

The Preliminary Parcel Design is the first cut at the parcels that are in the ROW and need to be acquired. This function may be performed by a contractor or the ROW Engineer.

3.2.1.15 Parcel Design

The Parcel Design function provides the ability for the ROW Engineer or Contractor to enter the evaluation of the title report, request and perform a level 2 survey, assign parcel numbers, and finalize the Parcel Design.

3.2.1.16 Finalize ROW Plans

The Finalize ROW Plans function allows the ROW Engineer to compute the dimensions of the parcels and to enter the easement data. In addition, if a Contractor did the ROW Plans, it allows the ROW Engineer to enter an acceptance or reasons for not accepting the ROW plans from the Contractor.

3.2.1.17 Check for Changes

The Check for Changes function provides the ROW Engineer a means to communicate with the Design Project Manager to check for any design changes.

3.2.1.18 ROW Engineering Estimate

The ROW Engineering Estimate allows the ROW Engineering Supervisor to enter cost estimates for the Plan Preparation work and notifies Pre-Audit that the estimate is entered.

3.2.1.19 Obtain Funding

The Obtain Funding function provides easy access to the system to determine if the phase 3 funding has been authorized.

3.2.1.20 Draw Parcel Plats

The Draw Parcel Plats function provides the ROW Engineer with the means to enter the completion date of the Parcel plats. In addition, this function provides a method for the ROW Engineer to enter an acceptance of a Contractor's Parcel Plats.

3.2.1.21 Condemnation

The Condemnation function allows the ROW Engineer the ability to extract reports from the system for condemnations. This function also provides the ROW Engineering Supervisor with the ability to turn on the AG interface.

3.2.1.22 Monumentation

The Monumentation function provides a checklist of steps required for determining if monumentation is required and the process for monumentation.

3.2.1.23 Certify Project

The Certify Project function provides the ROW Engineer with a method to enter and rectify any discrepancies. This function also provides a method for the ROW Engineering Supervisor to enter a recommendation into the system and for the ROW Chief to enter a decision to certify the project or not certify the project.

3.2.1.24 ROW Plan Finalization

The ROW Plan Finalization function provides the ROW Engineering Supervisor a method to enter an approval of the ROW Plans and to notify of the plan completion to the Design Project Manager. This function also provides the ROW Engineer a method to enter and rectify any construction concerns. This function includes a checklist for possible borough/municipal/city requirements and a means of how the ROW Engineer satisfies these requirements. Lastly, this function provides a method for entering any changes due to condemnations to the ROW Plans.

3.2.2 Survey

3.2.2.1 Request for Survey

The Design Project Manager or ROW Engineer initiates this system interface by requesting a project survey. The ROW Engineer can request for Level 1, Level 2, and Level 3 surveys.

3.2.2.2 Record of Survey

The Record of Survey lists all requests that have been made of the Survey Manager for assignment. The Survey Manager / Design Project Manager / ROW Engineer may assign requests to a Survey Contractor.

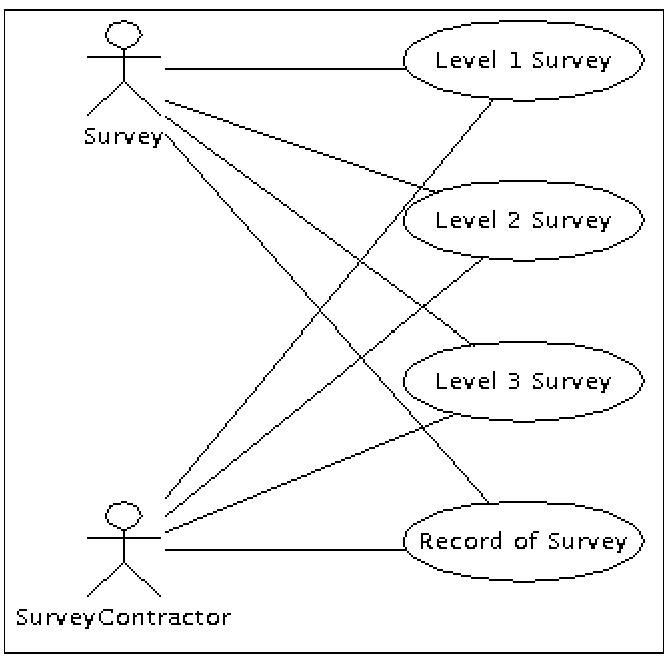


Figure 6: Survey Process Overview

3.2.2.3 Notification to Property Owners

Survey notifies property owners of survey via letter. The system will prompt Survey for notification and the system will generate the letter. The Survey staff will then print the letter from the system to mail to the property owner. Notification via letter is optional, not mandatory.

3.2.3 Title

3.2.3.1 Request for Preliminary Research

The ROW Engineering Supervisor assigns the project to Title. Title performs preliminary research on land title status. Title acquires and reviews MTP's, USS, 14(c), rect., plats, subdivision plats, surveys, and quad maps.

3.2.3.2 Database Entry

Either external contractors input preliminary title information directly into the system or they submit a hardcopy to the Department, which must then be entered into the system by ROW staff. A Title representative or contractor/consultant is assigned to the project, conducts a detailed title search, and enters any remaining data into the database.

3.2.3.3 Develop Owner's List

Title generates a list of owners within the ROW project limits and transmits it via the system to the ROW Engineering Supervisor, Design Project Manager, and Survey.

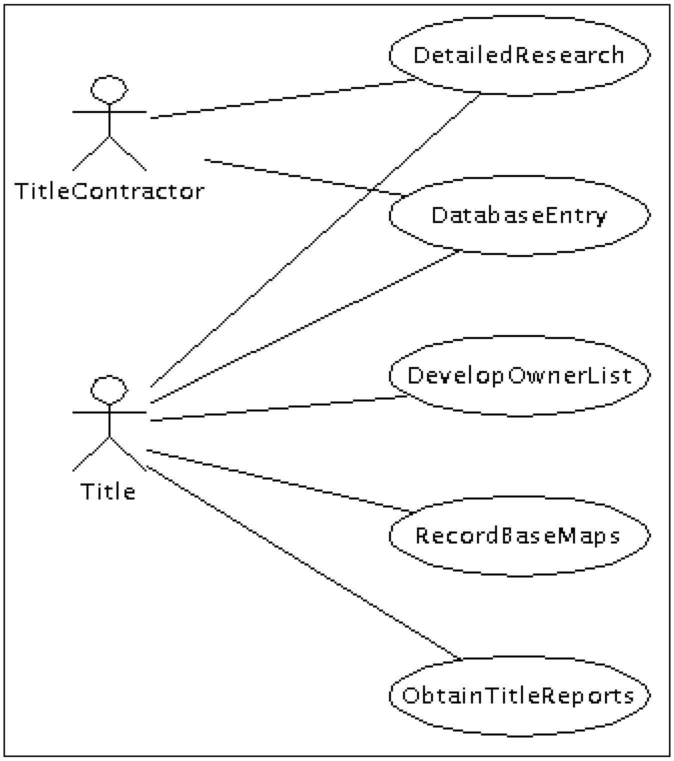


Figure 7: Title Process Overview

3.2.3.4 Detailed Research

If the ROW Engineering Supervisor does not procure an external contractor, Title is requested to provide a detailed research of the property. This detailed research is pre and post parcel definition.

3.2.3.5 Procurement of Title Contractor

Title performs procurement of a Title Contractor. Title orders the research and receives the research from the Title Contractor.

3.2.3.6 Title Performs Research

Title researches municipal/local government tax records, researches subscription databases, recorder's office submission, title company information, DOT records, BLM/DNR/BIA/CED/Forest Service records.

3.2.3.7 Obtain Title Reports

Title orders and receives a title report from Department Staff or an external title company.

3.2.3.8 Record Base Maps

Title has the base maps put on record with the Recorder's Office.

3.2.4 Appraisal Process

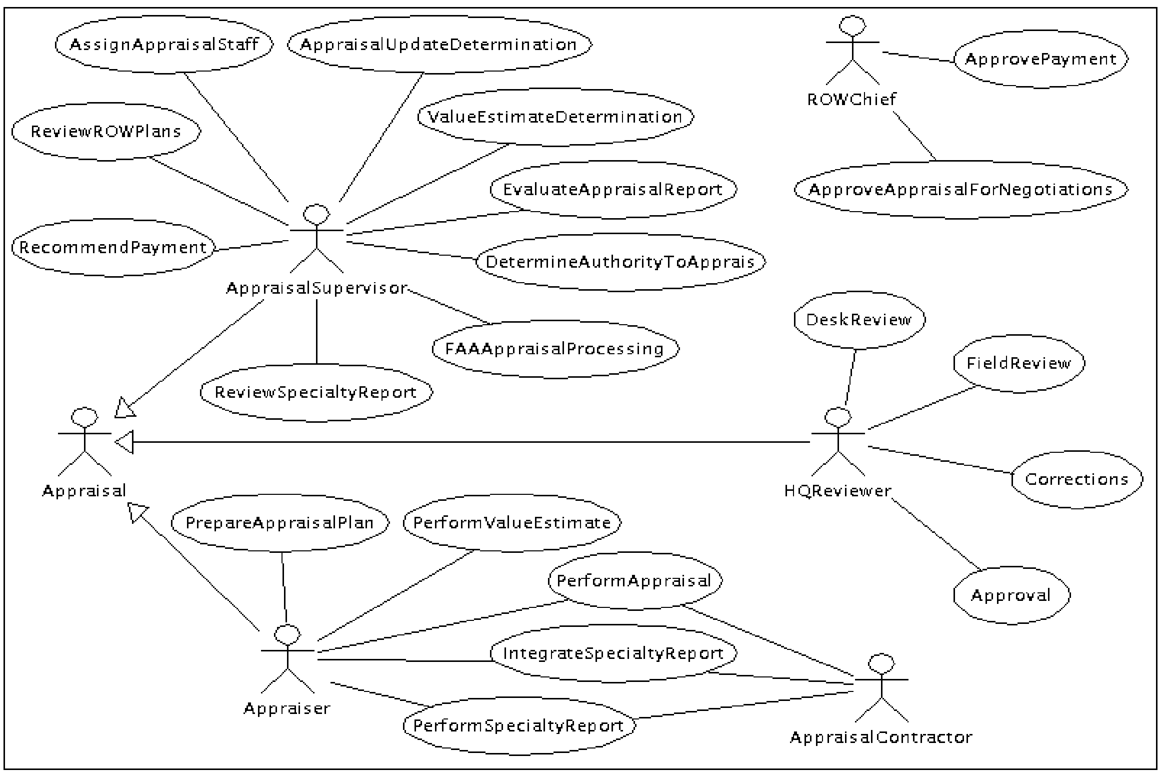


Figure 8: Appraisal Process Overview

3.2.4.1 Review ROW Engineering Plans

The Appraisal Supervisor receives the ROW plans from the ROW Engineering Supervisor for review. The system will notify the Appraisal Supervisor of receipt of the project plans. The system will provide a checklist for the Appraisal Supervisor to determine if the ROW plans are complete.

3.2.4.2 Request Updated Design Plans

The Appraisal Supervisor determines if the plans are sufficient to initiate appraisal plans. The system will provide a checklist for the Supervisor. If the plans are not sufficient, the Appraisal Supervisor submits request for an update.

3.2.4.3 Assign Appraisal Staff

This function enables the Appraisal Supervisor to determine which staff members are available and assign them to a particular project.

3.2.4.4 Prepare Appraisal Plans

Assignment is given for the project and it is determined if special expertise is needed. An on-site inspection is performed with the current ROW plans to determine any appraisal problems. Appraisal gathers the preliminary market data and determines whether to do a value estimate or a narrative appraisal report. Appraisal identifies the fund coding and estimates completion periods. This data is captured by the system.

3.2.4.5 Value Estimate Determination

This function allows the Appraisal Supervisor to determine if the parcel can be valued as a value estimate. If the parcel can be valued as a value estimate, the Appraisal Supervisor uses this function to assign the project to staff. The appraisal staff performs the value estimate and submits it via the system to the ROW Chief.

3.2.4.6 Determine Authority to Appraise

This function enables the Appraisal Supervisor to determine if the project has received FHWA Authority to Appraise and Acquire. This initiates Phase 3 ROW work. In the case of an Airport, the Department funds the appraisal that is then submitted to FAA for approval.

3.2.4.7 Request Parcel Information

This function provides parcel information to Appraisal from Plan Prep.

3.2.4.8 Perform Value Estimate

Staff or Contractor completes the value estimate and submits it to Appraisal Supervisor for review. The value estimate is then forwarded to the ROW Chief for approval to negotiate.

3.2.4.9 Determine Resources available

This function allows the Appraisal Supervisor to determine through the system which resources are available. This function determines if the available staff has the expertise to perform the appraisal and whether the present staff workload will allow the additional work

3.2.4.10 Request Professional Service Agreement (PSA)

If the present Appraisal staff does not have the availability for the project, then the request for a Professional Service Agreement (PSA) is entered into the system for procurement of a contractor. It is determined if a contract amendment is needed. If so, a fee quote is requested and received. An amendment to the Professional Services Contract is drafted and signed by the Contractor. Notice to Proceed (NTP) is then issued to the Contractor. Notice to proceed (NTP) cannot be issued without the Authority to Appraise and Acquire (including advanced acquisition parcels). However, the appraisal plan can be formulated in anticipation of the Federal Authority to Proceed (ATP).

Consultant performs the work and produces an appraisal or specialty report. The Appraisal Supervisor receives the appraisal or specialty report and determines if the Contractor has met the contract requirements.

3.2.4.11 Perform Appraisal

Staff or Contractor performs the appraisal and produces an appraisal report in the system.

3.2.4.12 Perform Specialty Report

If the appraisal needs a specialty report for additional appraisal work, i.e. contamination removal at site, etc., then Appraisal performs the specialty report.

3.2.4.13 Integrate Specialty Report

If the specialty report is part of the staff or Contractor appraisal, the Appraisal Supervisor determines if the report meets the assignment. If it does not meet requirements, the system sends a request back for revision.

3.2.4.14 Review Specialty Report

This function allows the Appraisal Supervisor to review the Specialty Report.

3.2.4.15 Desk Review by HQ

Headquarters Appraisal review performs a desk review or the certification plans. HQ reviews all reports and determines if the report meets state appraisal standards (USPAP). Headquarters determines if items satisfy the report per contract. HQ identifies any critical parcels and ensures that the report considers any special legal concerns. This function provides a detailed checklist for desk review by HQ.

3.2.4.16 Field Review by HQ

Headquarters Appraisal Review performs a field review and reviews any available reports from the same area (outside of DOT). HQ Appraisal reviews area and region values. HQ reviews and checks Department approved data and values for consistency. This function provides a detailed checklist for field review by HQ.

3.2.4.17 Corrections by HQ

Headquarters determines if corrections are needed on appraisal reports and determines the need for reconsideration of additional information. HQ provides appraiser additional data.

3.2.4.18 Approval by HQ

Headquarters accepts appraisal report for Determination of Just Compensation based on value. Determines if a second appraisal is necessary, or if HQ can make corrections or write an independent valuation if not accepted.

3.2.4.19 Approve Appraisal for Negotiations

This function allows the Regional ROW Chief/Project Agent to determine if the value estimate or the just compensation is approved for negotiations.

3.2.4.20 FAA Appraisal Processing

The Appraisal Supervisor/Project Agent determines if it is an FAA project. If so, the Appraisal Supervisor/Project Agent submits appraisal to Federal Aviation Administration (FAA) for review.

3.2.5 Acquisitions Process

3.2.5.1 Receive Funding

The Receive Funding function informs the Acquisition Supervisor/Project Agent that the Department received the Phase 3 Funding for an FHWA project.

3.2.5.2 Assign Staff

The Assign Staff function allows the Acquisition Supervisor to assign tasks and due dates to the Acquisition Staff via the Team Administration Interface.

3.2.5.3 Review Data

The Review Data function provides the Acquisition Supervisor/Project Agent with a checklist to determine that there is enough data to proceed with acquiring the properties. Specifically, if all of the ROW Plans, TCP's and/or Right of Entry/Title reports are present, then acquisition will proceed. This function provides a checklist of what data is required and how to get the data if it is missing.

3.2.5.4 Check for Variance

The Check for Variance function provides the Acquisition Supervisor/Project Agent with a checklist to determine if there are any Municipal variances and prompts the Acquisition Supervisor with steps to satisfy the Municipal variance. This function provides the forms for applying for the Municipal variance.

3.2.5.5 Resolve Issues

The Resolve Issues function prompts the Acquisition Supervisor/Project Agent to determine if there are any issues preventing the undertaking of acquisition activity. If there are issues, the Acquisition Supervisor/Project Agent takes steps to resolve the issues. This function lists possible issues that may prevent the undertaking of acquisition and steps to resolve those issues.

3.2.5.6 Receive Appraisal Data

The Receive Appraisal Data function provides the assigned acquisition staff with the Appraisal Data. This function provides the acquisition staff with the ability to retrieve the appraisal data from the system.

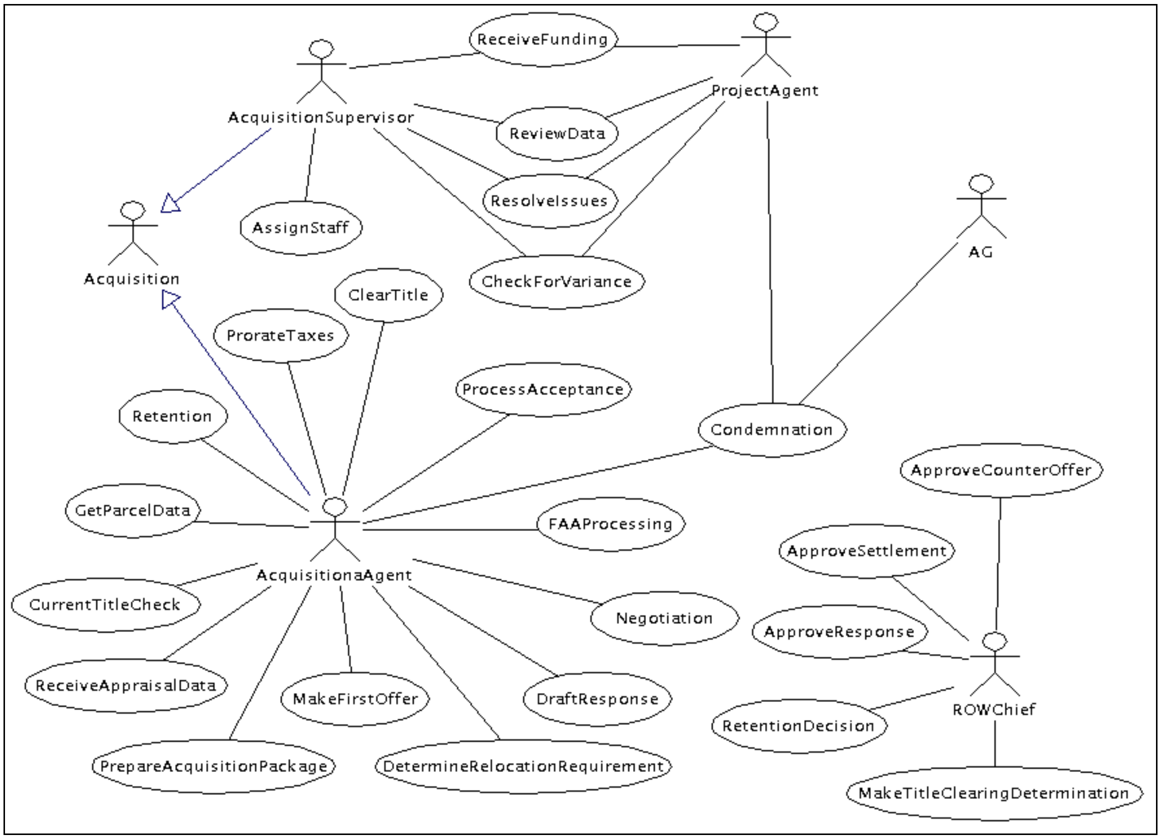


Figure 9: Acquisitions Process Overview

3.2.5.7 Get Parcel Data

The Get Parcel Data function provides the acquisition staff the ability to get parcel data from the system.

3.2.5.8 Current Title Check

The Current Title Check function provides the ability to track the age of the title data for a parcel and, if the title data has expired, will prompt the Acquisition Staff to order new title data and will provide an outline for ordering the title data.

3.2.5.9 Retention Decision

The Retention Decision function provides the ROW Chief the ability to enter a decision and notify Property Management on the Department's desire to retain improvements to a parcel.

3.2.5.10 Retention

The Retention function gives the Acquisition Staff member the ability to enter the retention values for improvements into the system.

3.2.5.11 Prepare Acquisition Package

The Prepare Acquisition Package function provides form letters, contracts, permits, and deeds that go into an acquisition package. This function also provides a checklist for the paperwork as it is entered into the package.

3.2.5.12 Make First Offer

The Make First Offer function provides the Acquisition Staff member with a means of entering data in to the system for tracking contacts into the "Record of Contact."

3.2.5.13 Determine Relocation Requirement

The Determine Relocation Requirement function provides the ROW Agent a 90-day notice at time of Relocation Benefit Statement - not during acquisition process except under extenuating circumstances. Acquisition Agent notifies Relocation and Property Management of the offer of first contact.

3.2.5.14 Draft Response

The Draft Response function provides the ability for the Acquisition Staff to enter the property owner's decision, draft a response, and forward a copy of the issues and response to the ROW Chief and Acquisition Supervisor.

3.2.5.15 Approve Response

The Approve Response function provides the ROW Chief with the ability to enter the approval of drafted response to the owner's concerns or to notify the Acquisition Supervisor and Acquisition staff member of edits to the drafted response.

3.2.5.16 Negotiation

The Negotiation function allows the Acquisition staff member to enter the property owner's counter offer into the system. This counter offer is in response to the Department's reply to any initial owner concerns. This function also allows the Acquisition staff member to prepare a recommendation to the counter offer.

3.2.5.17 Approve Counter Offer

The Approve Counter Offer function provides the ROW Chief the ability to enter a decision on the counter offer.

3.2.5.18 Approve Settlement

The Approve Settlement function provides the ROW Chief the ability to enter a decision on the recommendations made by the Acquisition staff member.

3.2.5.19 Condemnation

The Condemnation function provides the ability to enter the Pre-Construction Engineer's decision on whether to proceed with the condemnation. This function also provides the ability to enter the ROW Chief's decision on where to re-enter the acquisition process should the Pre-Construction Engineer decide to stop the condemnation process. The Acquisition agent will enter all required data into the system. In addition, the Condemnation function provides the Acquisition staff member with the required forms to fill out and to send notifications to Pre-Audit and to the Acquisition Supervisor to turn on the AG interface.

3.2.5.20 FAA Processing

The FAA Processing function provides the Acquisition Staff with the forms needed to be filled out for FAA funding. The FAA Processing functions also provides the ability to enter the AG's concerns into the system.

3.2.5.21 Process Acceptance

The Process Acceptance function notifies Property Management and Relocation of possession and provides the Acquisition staff member the ability to enter the title risk assessment into the system.

3.2.5.22 Make Title Clearing Determination

The Make Title Clearing Determination provides the ROW Chief the ability to enter the title clearing determination into the system and notifies the Acquisition Supervisor and Acquisition Staff if title clearing needs to take place.

3.2.5.23 Clear Title

The Clear Title function allows the Acquisition staff member a checklist of what needs to be done and the appropriate forms to complete the title clearing.

3.2.5.24 Prorate Taxes

The Prorate Taxes function provides the Acquisition Staff member the ability to enter a decision on if the taxes need to be pro-rated. The Prorate Taxes function will calculate the pro-rated taxes, if needed. Also notifies Pre-Audit that the acquisition package is ready for review and possible payment processing.

3.2.6 Relocations

3.2.6.1 On-site Inspection

The On-site Inspection function provides the Relocation staff with a list of parcels with improvements. The Relocation staff then identifies parcels that have relocation potential.

3.2.6.2 Scope, Schedule, and Budget

This function will allow the Relocation Supervisor to create a Scope, Schedule, and Budget for funding required for relocation activities and Phase 2 Design Relocation Statements.

3.2.6.3 Receive Authority

The Receive Authority provides the Relocation staff the ability to determine if the Department received the authority to appraise and acquire. If so, the Relocations staff obtains copies of the appraisals via the system for relocation parcels from Appraisals. The Relocation staff then reviews appraisal information to identify what property is included in Just Compensation.

3.2.6.4 Research Property

The Research Property function provides the Relocation staff the ability to retrieve appraisal information from the system, create relocation files, and provide inventory of comparable properties (with a modifiable interface).

3.2.6.5 Interview Occupants

The Interview Occupants provides the Relocation staff the ability to enter the scheduled appointment and their findings into the system.

3.2.6.6 Determine Qualifications

The Determine Qualifications function provides the Relocation Agent with a checklist of qualifications. In addition, this function provides the Relocation agent the ability to enter their justifications for their determination.

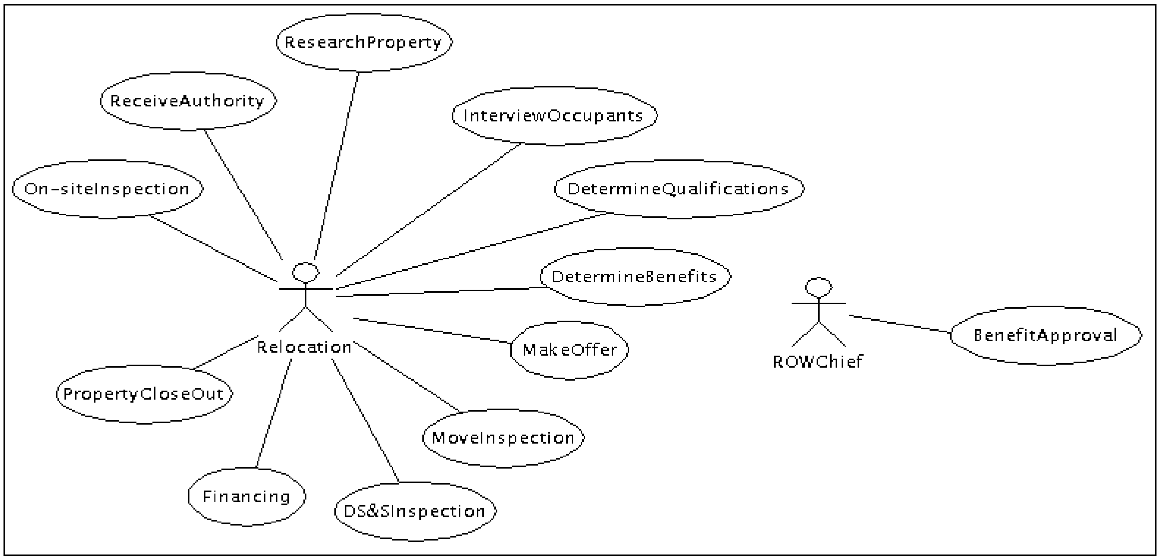


Figure 10: Relocations Process Overview

3.2.6.7 Determine Benefits

The Determine Benefits function provides the Relocation staff a checklist of possible benefits. In addition, this function provides the Relocation staff the ability to enter justification for approving or denying a benefit. Lastly, this function prints a report and sends it to the ROW Chief for approval.

3.2.6.8 Benefit Approval

The Benefit Approval function provides the ROW Chief the ability to enter an approval of the benefit statement or any objections.

3.2.6.9 Make Offer

The Make Offer function provides a form for the offer of benefits, 90-day notice and the appeal process.

3.2.6.10 Financing

The Financing function provides the Relocation staff with information to help with financing and a method to record the steps they have taken to help the occupant with obtaining financing.

3.2.6.11 Move Inspection

The Move Inspection function provides the Relocation staff with the ability to enter any move inspection findings.

3.2.6.12 DS & S Inspection

The Decent, Safe, and Sanitary (DS & S) Inspection function provides the Relocation Staff the ability to enter the DS & S Inspection findings.

3.2.6.13 Property Close Out

The Property Close Out function provides the Relocation Agent with close out documents/forms. Also, provides an entry for Relocation to enter their final inspection results. Lastly, notifies Property Management and Pre-Audit (for claim for payment) that Relocation is done.

3.2.7 Property Management Process

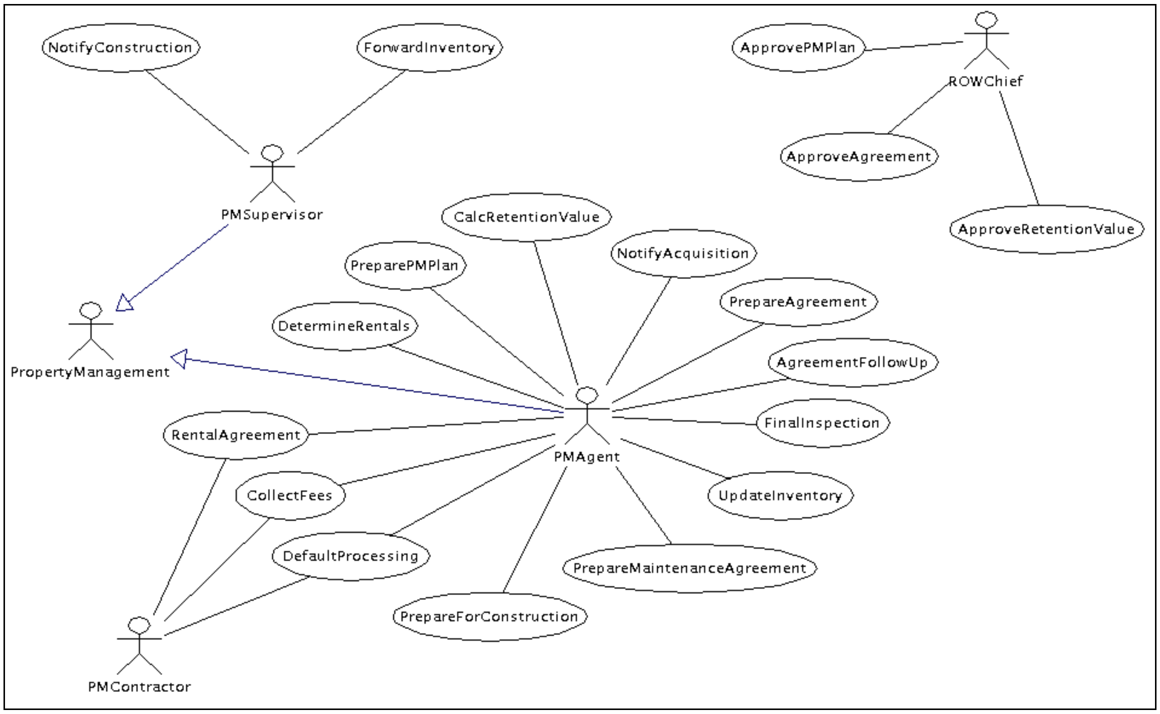


Figure 11: Property Management Process Overview

3.2.7.1 Prepare Property Management Plan

The Prepare Property Management Plan function provides the Property Management Agent the ability to retrieve the approved relocation plan from the system and enter for the Property Management Plan.

3.2.7.2 Scope, Schedule, and Budget

This function will allow the Property Management Supervisor to create a Scope, Schedule, and Budget for funding required for Property Management activities, Phase 2, and Phase 3 funding requirements.

3.2.7.3 Approve Property Management Plan

The Approve Property Management Plan function provides the ROW Chief the ability to enter a decision on the Property Management Plan into the system.

3.2.7.4 Determine Rentals

The Determine Rentals function provides the Property Management Agent with the ability to enter rentals into the system and calculate the rental amount.

3.2.7.5 Calculate Retention Value

The Calculate Retention Value provides the Property Management Agent with the ability to calculate the retention value and the security deposit. This function also notifies the ROW Chief of the retention value.

3.2.7.6 Approve Retention Value

The Approve Retention Value function provide the ROW Chief the ability to enter an approval of the retention value into the system.

3.2.7.7 Notify Acquisition

The Notify Acquisition function automatically notifies the Acquisition staff of the retention value and the required security deposit. In addition, it provides the Property Management Agent the ability to record the owner's reply. The owner's reply is input into the system by Acquisitions.

3.2.7.8 Prepare Agreement

The Prepare Agreement function provides the Property Management Agent or Acquisition Agent with an agreement form to fill out and a place to record the security deposit and the date of the owner's signature.

3.2.7.9 Approve Agreement

The Approve Agreement function provides the ROW Chief the ability to enter a decision on the agreement into the system.

3.2.7.10 Agreement Follow-up

The Agreement Follow-up provides the Property Management Agent with the ability to track compliance with the agreement. If necessary, it provides form letters for performance, default, and eviction notices.

3.2.7.11 Final Inspection

The Final Inspection function provides the Property Management Agent with the ability to enter the final inspection findings. If necessary, it provides default and eviction notices. If the final inspection passes, notification is sent to Pre-Audit to release payment.

3.2.7.12 Update Inventory

The Update Inventory function provides the Property Management Agent the ability to update the inventory in the system and notifies the Property Management Supervisor of the update.

3.2.7.13 Forward Inventory

The Forward Inventory function provides the Property Management Supervisor the ability to review the update and to forward the inventory to the ROW Chief.

3.2.7.14 Rental Agreement

The Rental Agreement function provides the Property Management Agent with a standard rental agreement.

3.2.7.15 Collect Fees

The Collect Fees function provides the Property Management Agent with a means of entering the fees collected into the system and notifies Pre-Audit.

3.2.7.16 Default Processing

The Default Processing function provides the Property Management Agent with the means to enter actions taken for the default processing.

3.2.7.17 Prepare Maintenance Agreement

The Prepare Maintenance Agreement provides the Property Management Agent the ability to update the property management status report. If necessary, this function provides a maintenance agreement to fill out.

3.2.7.18 Prepare For Construction

The Prepare for Construction function provides for the entry of the decision if property is to be turned over to construction or put out to bid. If put to bid, the Property Management Agent prepares a bid package. If turned over to construction, the function provides the Property Management Agent with a list of activities in need of completion and sends a property management status report to construction.

3.2.7.19 Notify Construction

The Notify Construction provides the Property Management Supervisor the ability to enter into the system the date property is vacated and ready to be demolished/removed.

3.2.8 Pre-Audit Process

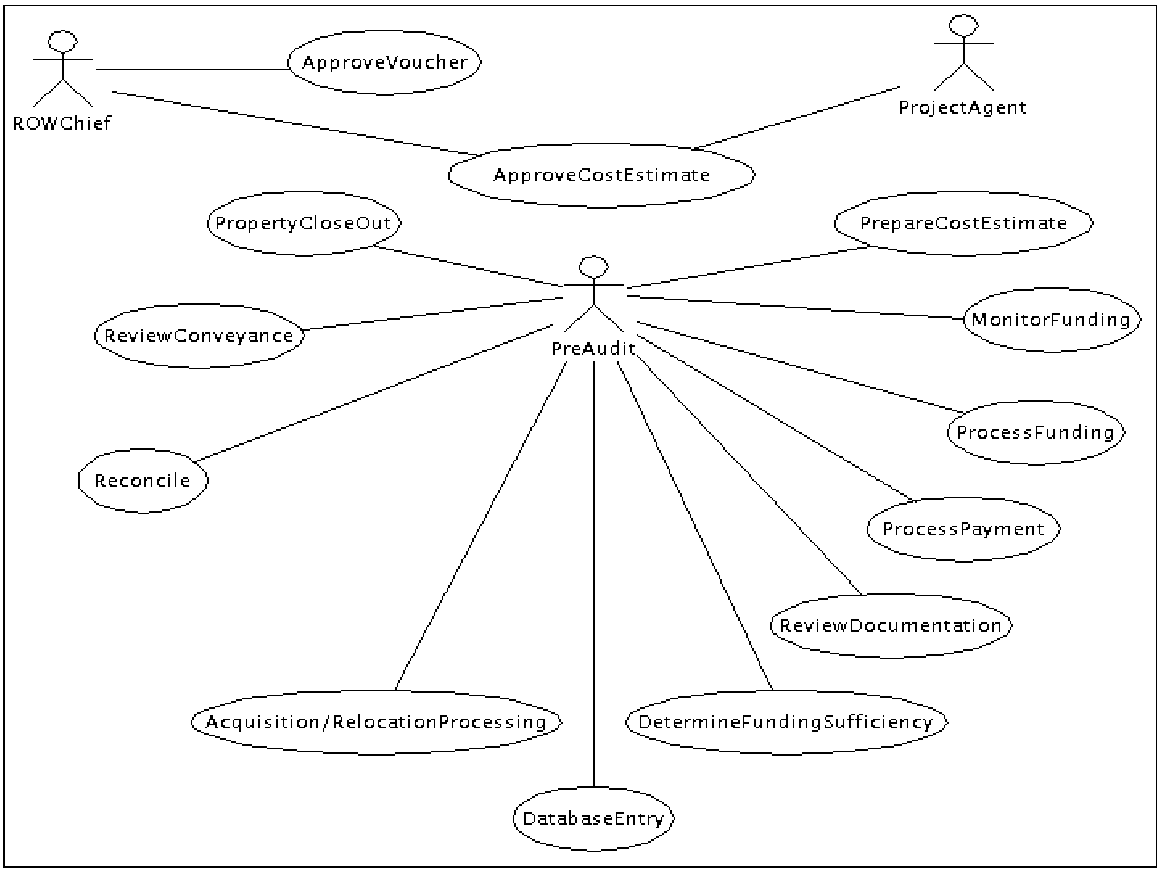


Figure 12: Pre-Audit Process Overview

3.2.8.1 Receive Notice of Request

The Pre-Audit staff receives a request notice from the system for an estimate & Project Development Authorization (PDA) for ROW incidental work in Design Phase 2 and Phase 3 funding for the Authority to Appraise and Acquire from the Design Project Manager. Initiation of a project database file is completed by entering AKSAS number, Federal Project number, Design Project Manager, Pre-audit Team assignments, and any other pertinent information.

3.2.8.2 Receive and Review ROW Plans

Pre-Audit receives the completed ROW plans and the system notifies Pre-Audit to initiate Phase 3 Authorization to Proceed (ATP)/funding request.

3.2.8.3 Prepare Cost Estimate (Scope, Schedule, and Budget)

This function prompts Pre-Audit to prepare a cost estimate and submit it to the Design Project Manager. Engineering submits costs for number of parcels, worker hours, number of sheets for ROW plans, number of parcel plats, etc. Appraisal submits analysis by parcel of costs to acquire ROW and worker hours/contract costs. Acquisitions submits worker hours and contract costs for acquisition and/or condemnation. Relocations submits costs for relocation of property, as well as worker hours. Property Management submits costs for demolition, removal, and management of property including worker hours required. Pre-Audit determines and estimates the worker hours through project closeout based on the data provided to the system from these other areas, Pre-Audit estimates the worker hours through the closeout of the project.

3.2.8.4 Approval of Cost Estimate

This function submits the cost estimate to Pre-Audit and the ROW Chief for approval. The ROW Chief approves the ROW estimate prior to submittal to the Design Project Manager. Once approved, the Cost Estimate is submitted to the Design Project Manager/Project Agent. If cost estimate is not approved, Pre-Audit is automatically notified to redo and resubmit.

3.2.8.5 Database Monitoring/Entry

The Database Monitoring/Entry function will monitor the various databases to track the status of funding requests. Pre-Audit will then update the status in the comment section of the database.

3.2.8.6 Project Development Authorization (PDA)

Pre-Audit receives the approved Project Development Authorization (PDA) and Authority to Proceed (ATP) for FHWA projects. Pre-Audit will then input the data into a database and file along with getting the PDA and ATP into project file in the system.

3.2.8.7 Notification

The Notification function lets Pre-Audit notify the functional groups via the system that the Authority to Proceed (ATP) and funding has been received. Pre-Audit then submits notice to the functional groups with the authority to proceed.

3.2.8.8 Contractor Award Notification

The Contractor Award Notification function is used to set up the contractor in the system (should be used to get the information for the independent contracts in the system). Each group that requests the activities of the contract placement should establish them in the system when contracts are awarded and the system will notify Pre-Audit of awarded contract in order to encumber required funds.

3.2.8.9 Obligations with Encumbrances

After receiving funding, Pre-Audit determines if there are obligations that require encumbrances. If there are obligations that require encumbrances, Pre-Audit requests, receives, and approves Professional Services Contract, Stock Requests, Approved Appraisal Review Estimates, anticipated obligations for legal fees, and anticipated obligations for relocation and property management fees. This system function will provide a checklist for Pre-Audit to determine obligations that require encumbrances.

3.2.8.10 Funding AKSAS Sufficient

After receiving all necessary documents, Pre-Audit determines if the AKSAS funding is sufficient to cover project costs. If the funding is not sufficient, Pre-Audit requests via the system that the cost estimate be revised and resubmitted. If the funding is sufficient, Pre-Audit prepares and submits via the system a notice to Finance to encumber the funds.

3.2.8.11 Notification of Encumbered Funds

The Notification of Encumbered Funds function notifies Finance of the need to encumber funds. If it is determined that no obligations require encumbrances, Finance submits a notification via the system to Pre-Audit.

3.2.8.12 Request for Payment

Once Pre-Audit receives notification that the funds are encumbered, Pre-Audit receives requests for payment via the system. Determination is made if it is a Contract Payment, Acquisition Payment, Condemnation Payment, Relocation Payment, or an invoice payment.

3.2.8.13 Code Funds

The Code Funds function will automate the coding process by providing checklists for each type of payment and all necessary forms. If it is a Contract Payment, Pre-Audit pulls up the files via the system, reviews the contract, makes any necessary coding corrections to the contract, confirms payment authorization and completes the database input form. If it is an Acquisition Payment or a Condemnation Payment, Pre-Audit pulls up all acquisition related files, completes a parcel review form, completes database input form, completes transmittal checklist form, reviews transmittal documents and completes transmitted checklist. If it is a Relocation Payment, Pre-Audit pulls acquisition and relocation files, completes relocation/parcel review form, completes relocation checklist form, determines relocation claim type, review transmitted documents and completes checklist. If it is not a Contract, Acquisition, Condemnation or Relocation Payment, then it is an invoice payment, in which case Pre-Audit determines the type of invoice and/or financial obligation.

Pre-Audit determines if payment is eligible for Federal participation. If the payment is not eligible for federal participation, Pre-Audit codes the payment to non-participating funds. If the payment is eligible for federal funds, the payment is coded for participating funds.

3.2.8.14 Review Budget/Request Additional Funds

The Review Budget/Request Additional Funds function will automate the budget review process. After coding, the system determines if the funding is sufficient. If the funding is not sufficient, Pre-Audit accesses the system to review the budget, reviews all current authorized estimates, review current expenditures on AKSAS, and revise authorization to meet current/anticipated expenditures. Pre-Audit inputs revised data into the cost estimate via the Design Project Manager to the Project Control and submits a request for additional funds.

3.2.8.15 Data Entry

After funding is sufficient, Pre-Audit inputs all data into the system for tracking, reporting, and queries.

3.2.8.16 Purchase Voucher

After all information is captured in the system, this function will route the purchase voucher and agreement documentation to the ROW Chief for signature approval. If the Chief does not approve, notification is sent back to Pre-Audit for additional information and corrections.

3.2.8.17 Invoicing

If it is an acquisition/relocation payment, Pre-Audit forwards the invoice to Finance with a request for a return warrant to Pre-Audit.

If it is not an acquisition/relocation payment, Pre-Audit forwards approved invoice to Finance for payment and the process is complete.

3.2.8.18 Return Warrant

Pre-Audit receives the warrant from Finance and Pre-Audit determines if it is an acquisition warrant. If it is not an acquisition warrant, Pre-Audit mails the warrant and signed relocation claim documents to the payee with a return receipt request.

Only acquisition and relocations payments are return warrants. Other invoice payments are mailed directly from the Department of Administration in Juneau.

3.2.8.19 Return Receipt

The return receipt function will track the receipt of the return receipt in the system. Once the return receipt is received and filed, the payment process is complete. If it is an acquisition warrant, the Pre-Audit supervisor records documents, mails warrants, and signed acquisition documents to payee with return receipt request. Once the return receipt is received and filed, the system notifies relocations and property management supervisors of date of property owner receipt of payment. Upon notification, the payment process is complete.

3.2.8.20 Notification of Revenue Payment

This function will notify Pre-Audit of Revenue payment.

3.2.8.21 Code Revenue

Pre-Audit determines if payment is project related. If the revenue is not project related, Pre-Audit codes it in the system as unrestricted. If the revenue is project related, Pre-Audit codes it for that particular project in the system. Pre-Audit inputs the revenue into the database and the system notifies Finance.

3.2.8.22 Project Closeout list

The ROW Chief or Engineering Supervisor notifies Pre-Audit of certification and Pre-Audit adds the project to the closeout list.

3.2.8.23 Remaining ROW Activities

Once the project is added to the closeout list, Pre-Audit determines if all ROW activities are complete. The system will provide a checklist of all ROW activity, and if not complete, Pre-Audit continues to track the activities. This function provides Pre-Audit with a completion checklist.

3.2.8.24 Financial Reconciliation

If all ROW activities are complete, Pre-Audit reviews conveyance documents and plans then performs financial reconciliation. This includes pulling ROW Plans, pulling parcel files and core documents, confirming all ROW Unit Supervisors concur in closure of project, confirming Last Resort Housing (LRH) loans are paid in full and reviews ROW Plans with conveyance documents.

Pre-Audit determines if ROW Plans and conveyance documents reconcile. If the ROW Plans and conveyance documents did not reconcile, Pre-Audit obtains required corrections and reconciles ROW Plans and conveyance documents again.

Once the ROW Plans and conveyance documents reconcile Pre-Audit reviews and totals account code costs and compares totals with AKSAS. Pre-Audit determines if account code costs and AKSAS records reconcile. If account code costs and AKSAS do not reconcile, Pre-Audit researches the difference and requests the necessary corrections.

3.2.8.25 Summary Spreadsheet

Once account code costs and AKSAS reconcile, the system prepares a summary spreadsheet for Pre-Audit.

3.2.8.26 Project Closeout

Once the summary spreadsheet is complete, Pre-Audit prepares and distributes via the system a closeout memo and submits a signed Project Completion Form to Project Control.

3.3 Performance Requirements

There are no specific performance requirements identified.

3.4 Logical Database Requirements

No logical database requirements have been identified.

3.4.1 Conversion Requirements

3.4.1.1 Sisyphus Parcel Management System (PMS)

This system will be used primarily to extract information from projects currently in process at the time of cutover to the new Project Development System. It is written in Microsoft Access and is used by Pre-Audit to track project and parcel-related expenditures and revenues, condemnation cases and Professional Service Agreements.

The reports currently generated in Sisyphus will need to be duplicated in the new Project Development system.

3.5 Design Constraints

3.5.1 Database

The standard database for Department systems is Oracle running on Unix servers. Oracle provides a robust and scalable relational database management system capability. The application system specified by this SRS shall be implemented using Oracle as its database.

3.5.2 Application Architecture

The Department has defined a systems architecture that utilizes:

1. Oracle as its database,
2. An application server (where most of the business logic resides), and
3. CORBA middleware (providing an interface to the application server).

Contractors have access to the system via the web, while DOT employees have access to the system via Java applications on their DOT computers. Both the web interface and the Java application interface communicate with the applications server via the CORBA interface in order to provide consistent access control, monitoring, and problem notification.

3.5.3 Development Language

While other language can be used with a CORBA application architecture, the Java language is in common use. A significant number of programmers have experience with the Java language, it has object oriented features which contribute to building reliable software, a large number of third party vendors provide tools which interface with Java, and it runs on both the Department's Unix servers and on Windows workstations.

3.5.4 Web Server

The Department's preferred web server for implementing secure, encrypted systems is Netscape Enterprise server.

3.5.5 LDAP User Authentication

The Department uses an LDAP server to provide user ID and password authentication for applications. The Right of Way project development application shall use the LDAP server to authenticate user IDs if authentication is needed.

In addition, the LDAP server associates users with groups and privilege. The user authorizations should be done through the LDAP mechanism. Email addresses for users should also be retrieved from this service, rather than storing them separately in an application database.

3.6 Software System Attributes

3.6.1 Reliability Requirements

No reliability requirements have been identified.

3.6.2 Availability Requirements

No availability requirements have been identified.

3.6.3 Security Requirements

3.6.3.1 Browser Interface Security

Since contractor personnel will be using the Project Development system outside of the Department LAN to enter sensitive data, the data streams should be encrypted.

3.6.4 Maintainability Attributes

Maintainability attributes to consider include the distribution of users (both employee and non-employee) and the possible implications for statewide installation and maintenance. These would be considerations about whether the Department user interface can, should, or must be a web application, or a client executable.

4. APPENDIX

4.1 Plan Preparation Joint Modeling Session Discussion Notes, Actors, Stories

Modifications suggested during the review of the DRAFT version of the SRS will be added in italics to preserve the original notes or if deletions are requested, they will be shown by ~~strikethrough~~.

4.1.1 Discussion Notes

1. Title
    - 1.1. Project person is assigned in Title.
    - 1.2. Title is a separate function in SE
    - 1.3. Projects can be separated from title work
    - 1.4. There may be a possibility that Title
        - 1.4.1. ROW Engineer tells title what they need to get.
    - 1.5. Preliminary Title
        - 1.5.1. Corridor – PLSS – Query PLSS to identify which parcels in a corridor will be affected by this request.
        - 1.5.2. There is no notion of Parcels at this point – only a corridor.
        - 1.5.3. Title gives us the information of the parcels based upon the Corridor.
        - 1.5.4. Preliminary title information is put in the system by external contractors – hardcopy received by the system.
            - 1.5.4.1. Finite staffing in the departments precludes not having the contractors on the discussions.
        - 1.5.5. Title Database internal to the system – possibly linked to the Recorders Office
    - 1.6. Don't send information to project supervisor – other – send it to project team. *(Central Region only)*
    - 1.7. Appraisal Driven Parcel changes
        - 1.7.1. May be driven by all design or they may also be changes not required for discussion with design.
        - 1.7.2. Design controls the budget – land acquisitions cover the majority of the cost – not Plan Preparation.
        - 1.7.3. Funding sufficiency is based upon the Appraisal portion.
        - 1.7.4. ROW engineering does not determine budget sufficiency.
        - 1.7.5. The Plan Prep people currently do discuss changes with the DPM for evaluation of budgetary concerns.
        - 1.7.6. ROW engineering Supervisor makes the budgetary changes (and assessments as to if the change will occur in the budget) – Litigation and condemnation of properties.
        - 1.7.7. Budget Review goes across all the system. All Team Members…
        - 1.7.8. ROW Engineering from an appraisal standpoint or from a budget standpoint to determine whether monies are available to proceed. Can they design around the issue or do they need to proceed with construction.
2. Appraiser actually calls the problems to attention
3. Project team determines – query the appropriate team members.
4. Decisions made at a budgetary level should be made by the Design Project Manager or the ROW Chief. Are parcel changes warranted? (ROW Chief justifies changes or should the ROW Engineer make the

first determination and they pass on recommendations to the ROW Chief?) – Can they elevate the adjustments to Design? – Can they request a design change (evaluate and explore design changes)?

5. Do we want to make slope limit changes to the original design? If yes, then the designer will make the changes otherwise, it may just be elevated to the ROW Chief.
6. Do you want to request design changes or make them yourself? - (Cost effective to ask the question? – cost justified?)
7. Delegated to the ROW Engineer to make certain cost justification changes. (They will not be relevant)
8. Pre-Audit and Chief may be notified if there is insufficient funding or major changes to the design, which will affect design changes.
9. 148 and 150 changes for the implementation issues – looping is not necessary potentially (review with group when we get to this point).

4.1.2 Use Case

1. ROW Chief engineering supervisor is actually titled as the Title and Plans Supervisor
2. The Design Project manager interface.
    - 2.1. Collaborative interfacing Actors
        - 2.1.1. Utilities
        - 2.1.2. Environmental
        - 2.1.3. Traffic
        - 2.1.4. Geo/Technical
        - 2.1.5. Planning
        - 2.1.6. Assigned Design Staff associated with the DPM
    - 2.2. Project Summary Information Interface
        - 2.2.1. How we are doing in the schedule – progress in Acquisition (from ROW)
        - 2.2.2. How many parcels have we acquired? (From ROW)
            - 2.2.2.1. Number and Type (from ROW)
        - 2.2.3. Land Status (ROW)
            - 2.2.3.1. Report of land status
                - 2.2.3.1.1. Report text format in Number of Parcels
                - 2.2.3.1.2. Report format in Map for number of parcels
            - 2.2.3.2. Is this something that is required? (Looks like it)
            - 2.2.3.3. Transmitted to them routinely
        - 2.2.4. Budget – potential interface to MRS (Internal system) – Management Reporting System (ORACLE) *(MRS does not contain financial info…it queries AKSAS for budgetary info. The Internet site is only one means to update portions - certain fields within the ORACLE database. The Internet form is geared toward just the Project Status Application Production, i.e. Design Status Report.*

            We have multiple methods that we use to input information into the MRS database. Controls are placed on the ORACLE tables so people can't update using front-ends such as MS ACCESS or EXCEL. In Northern Region, we primarily are using MS ACCESS as a front-end to viewing, querying, reporting from the ORACLE database. Ultimately all input, regardless from where, the web, MS ACCESS, etc. all feeds back to the ORACLE database. ORACLE/MRS downloads nightly in phases from AKSAS for budgetary info.
            - 2.2.4.1. Contains all information related to Coding (ledger, project id, federal id etc).
            - 2.2.4.2. MRS will not be replaced by this system (although it may be populated by this system)
            - 2.2.4.3. MRS provides information to them currently (Balance, Expended and Encumbered)
            - 2.2.4.4. Available externally to them through MRS.
        - 2.2.5. Project List in the ROW Queue (ROW)
        - 2.2.6. Summary Information

2.2.7. Parcel Information Structure
2.2.7.1. Summary Notion
2.2.7.2. Detail Notion
2.2.8. Negotiations and status of Acquisitions
2.2.8.1. Who is the negotiator?
2.2.8.2. What is the status of the acquisitions and negotiations for parcels?
2.2.9. Assigned Staff on Team
2.2.10. Plan Information
2.2.11. Certification Information
2.2.12. List of items transmitted to the ROW section and when they were transmitted (the starter kit, Date of last Slope Limits, Date of the last Centerline – History of Transmittals)
2.2.13. Track Revisions
2.2.14. Check-list
2.2.14.1. AKSAS Code (Oracle – MRS)
2.2.14.1.1. Five digit AKSAS code (potentially being reused)
2.2.14.2. Ledger Code (Oracle - MRS)
2.2.14.2.1. Ledger code in AKSAS
2.2.14.3. Project Name - *Not all forms are updated to 64 characters in MRS. some are still using 32 characters.*
2.2.14.3.1. Descriptive Upper cased name – route and milepost(s) that it is between (Terminus) a narrative (currently limited to 32 characters) – Very important – do not change once implemented. *(64 characters. MRS has strict security roles for Project Name.)*
2.2.14.4. Project Limits
2.2.14.4.1. Verbal or drawn description of the areas that may be affected by the project.
2.2.14.4.1.1. No formalized approach to the project limit – freeform.
2.2.14.5. Project ID Number (Oracle Assigned – Automated population)
2.2.14.6. Definition of scope/work
2.2.14.6.1. Freeform text (could be linear, could be a reconnaissance report)
2.2.14.6.2. Scope/Schedule/Budget – Potential Interface Form that would interview for scope. *(Interface with Pre-Audit)*
2.2.14.6.2.1. Temporary Construction (Comes from the Design Project Manager)
2.2.14.6.2.1.1. Easement
2.2.14.6.2.1.2. Permits
2.2.14.6.2.1.2.1. Dimensions are hand-drawn in by acquisitions.
2.2.14.6.2.2. Data available from project
2.2.14.6.2.2.1. Estimated Advertising Date (either this or 21146212)
2.2.14.6.2.2.1.1. When they think that a project will go out to be built?
2.2.14.6.2.2.1.2. Also the duration of the project.
2.2.14.6.2.2.2. Inventory (Oracle) either this or (21146211)
2.2.14.6.2.2.2.1. On the shelf projects. (Everything is complete, but they don't have definite plans to build the projects)
2.2.14.6.2.2.3. Utility Relocation anticipated
2.2.14.6.2.2.3.1. Yes or No with a brief description.
2.2.14.6.2.2.4. Anticipated Acquisitions
2.2.14.6.2.2.4.1. Yes or No – with attachments (hard copy mostly) that will be required for acquisitions.
2.2.14.6.2.2.5. Project type (get full list from DPM side of house)
2.2.14.6.2.2.5.1. 3R – Reconstruction (Repave, Rehabilitate and Black it)
2.2.14.6.2.2.5.2. Realignment

2.2.14.6.2.2.5.3. New Roads
2.2.14.6.2.2.5.4. Intersection Upgrades
2.2.14.6.2.2.5.5. Enhancements
2.2.14.6.2.2.5.6. Lighting Enhancements
2.2.14.6.2.2.5.7. Pedestrian Enhancements
2.2.14.6.2.2.5.8. Bypass
2.2.14.6.2.2.5.9. Other…
2.2.14.6.2.2.6. Typical Section
2.2.14.6.2.2.6.1. Width of Improvements
2.2.14.6.2.2.7. Environmental Concerns
2.2.14.6.2.2.8. Priority
2.2.14.6.2.2.9. Urban Length
2.2.14.6.2.2.9.1. Length of ROW affect in an Urban setting
2.2.14.6.2.2.10. Rural Length
2.2.14.6.2.2.10.1. Length of ROW affected in a Rural Setting
2.2.14.6.2.2.11. Suburban Length
2.2.14.6.2.2.11.1. Length of ROW affected in a Suburban Setting
2.2.14.6.2.2.12. Is Additional Field Survey Needed
2.2.14.6.2.2.12.1. Yes/No – with Description
2.2.14.6.2.2.12.1.1. If yes, then it will take them to a Survey Request Form.
2.2.14.6.2.2.13. ROW Agreements with Municipalities and Boroughs / Municipal approvals.
2.2.14.7. Design Project Staff
2.2.14.7.1. Designer Name and other staff as required (Design Team)
2.2.14.8. Available Aerial photography
2.2.14.9. Prior ROW survey data
2.2.14.10. Prior TOPO mapping
2.2.14.11. Federal Project Number (Automatically pulled from the system) (Grounded on this number – not the project number)
2.2.14.12. Hard Copy Transmittals
2.3. Design Detail Transmittals
2.3.1. Date of transmittal
2.3.1.1. Slope Limits
2.3.1.1.1. Status of Slope Limits
2.3.1.1.1.1.1.
2.3.1.1.2. Date of Final Limits
2.3.1.2. Centerline
2.3.1.3. Min ROW Limits
2.3.1.3.1.1. Does this include?
2.3.1.3.1.1.1. Geo/tech investigation
2.3.1.3.1.1.2. Utilities Consideration
2.3.1.3.1.1.3. Traffic Analysis
2.3.1.4. Pedestrian Amenities
2.3.1.5. Design Drawing Set
2.3.1.6. Centerline Alignment Report
2.3.1.7. Environmental Needs
2.3.1.7.1. Mitigation Work
2.3.1.7.2. Permit Requirements for off state land
2.3.1.7.3. Private land requires easements or perpetual easements
2.3.1.8. ROW Concerns
2.3.1.8.1. Water Well
2.3.1.8.2. Septic Systems
2.3.1.8.3. Drain Field

2.3.1.8.4. Grave Sites
2.3.1.8.5. Apparent Environmental Contamination
2.3.1.8.6. Irate Citizens

2.4. Actions:
2.4.1. Request ROW project
2.4.2. Initiate Survey Request
2.4.2.1. Requires a survey request comment from the survey supervisor
2.4.3. Submit changes
2.4.3.1. Design Detail changes
2.4.3.2. Modifying the Scope / Schedule / Budget *(Interface with Pre-Audit)*
2.4.4. Review Scope / Schedule / Budget from ROW Engineering
2.4.5. Stop the Project
2.4.6. Cancel the Project
2.4.7. Pause the Project
2.4.7.1. Budget Concerns
2.4.7.2. External Influences
2.4.7.3. Competing Projects
2.4.7.3.1. Priorities
2.4.7.3.2. Schedule
2.4.7.4. Environmental Concerns
2.4.7.5. Land Issues
2.4.7.5.1. E.g. Native Grave site in the ROW, Contamination
2.4.8. Modify Assigned Design Staff
2.4.9. Request Consultant Contract Support
2.4.9.1. If they want the ROW to administer the ROW contract then this is acceptable. Otherwise, this will not be allowed, as ROW does not want to be a project manager.
2.4.10. ? Property owner contact?

2.5. Constraints
2.5.1. The DPM may override the ROW and have a job put out to consultants – routing the ROW Group altogether.

3. Schedule

3.1. Attributes – Global Schedule
3.1.1. Gantt Chart Representation
3.1.1.1. Project Identifier
3.1.1.2. Start Date
3.1.1.2.1. Highlight the start date has been modified by the ROW Engineer
3.1.1.3. Finish Date
3.1.1.3.1. Highlight if the date is affected by other tasks (allow user to click on date to view changes which affected the project end date)
3.1.1.4. Duration
3.1.1.5. Latest Milestones
3.1.1.6. Estimated Remaining Duration
3.1.1.7. Comment Field
3.1.1.8. Rolled Activities
3.1.1.8.1. All tasks under the project

3.2. Attributes – Schedule for All ROW Activities
3.2.1. Project Team Sheet References

3.3. Attributes – ROW of Engineering Project Schedule
3.3.1. Gantt Chart Representation
3.3.1.1. List of Possible Task(s)
Whether or not they are relevant to the project…(will not show the task if it is not assigned to the project)
3.3.1.1.1. Level 1 Survey
3.3.1.1.2. Level 2 Survey

3.3.1.1.3. Level 3 Survey
3.3.1.1.4. Title Preliminary Research
3.3.1.1.5. Base Mapping
3.3.1.1.5.1. Quality Control
3.3.1.1.6. ROW Plans
3.3.1.1.6.1. Computations
3.3.1.1.6.2. Drafting
3.3.1.1.6.3. Quality Control Check
3.3.1.1.7. FHWA Submittals / Phase III Approval
3.3.1.1.8. Municipal Plating Approval Preliminary
3.3.1.1.8.1. Quality Control
3.3.1.1.9. Final Title Reports
3.3.1.1.10. Parcel Plats
3.3.1.1.11. Legal Descriptions (Optional from Karen)
3.3.1.1.11.1. Quality Control
3.3.1.1.12. Acquisition and Condemnation Support
3.3.1.1.13. Certification
3.3.1.1.14. Monuments
3.3.1.1.14.1. Quality control is yes / no (not tracked internally – Subjective Review)
3.3.1.1.15. Municipal Plating Approval Final
3.3.1.1.15.1. Quality Control
3.3.1.1.16. Project Closeout
3.3.1.2. Start Date
3.3.1.2.1. Ability to set the start date when the project or task theoretically starts.
3.3.1.3. Actual Start Date
3.3.1.3.1. Ability to set the start date when the project or task actually started
3.3.1.4. Finish Date
3.3.1.4.1. Ability to set the finish date of a project or task based upon delays.
3.3.1.5. Actual Finish Date
3.3.1.5.1. Ability to set the finish date when the project or task was actually completed.
3.3.1.6. Duration
3.3.1.7. Responsible Individual
3.3.1.8. % Complete
3.3.1.9. Status
3.3.1.9.1. Active
3.3.1.9.2. In Progress
3.3.1.9.3. Completed
3.3.1.9.4. Delayed
3.3.1.10. Comment
3.3.1.10.1. Constraint: Show only the latest comment submitted on the task.
3.3.1.10.2. Allow the user to see all the comments
3.3.1.10.3. Possible scrolling field with all the comments
3.3.1.10.4. No Changes are allowed in comments – changes are allowed only by the original submitter of the comment.
3.3.2. Attributes – STIP – pulled from DOT HQ
3.3.3. Attributes – TIP – pulled from DOT Regional HQ
3.4. Actions
3.4.1. Ability to modify a schedule in a third party product – which will affect the database and vice-versa.
3.4.2. Change the Schedule and tasks
4. ROW Engineering Supervisor
4.1. Interfaces

4.1.1. Design Detail Change Form - refer to section 2
4.1.2. Utilization Interface – spawned from a utilization report
4.1.2.1. Project Staffing Screen
4.1.3. Scope of Work Form – refer to section 2
4.1.3.1. Scope Modification History (major element of change in a project)
4.1.4. Scheduling
4.1.4.1. Global
4.1.4.2. Project Schedule
4.1.4.3. Staff Schedules
4.1.4.4. Statewide Transportation Improvement Program (STIP) Surface Transportation Improvement Plan (From Pre-Audit – Definition) *All new phase starts and anticipated increases for next 3 years.*
4.1.4.4.1. When projects are to be delivered – relevant to all regions.
4.1.4.5. Transportation Improvement Program (TIP)
4.1.4.5.1. Only applicable to a regional or municipal area – Anchorage is the only one that has this. *(Due to population base) Fairbanks prepares FMATS.*
4.1.5. Executive Summary Screen
4.1.5.1. To track easily quantifiable information relevant to the user population.
4.1.6. Change History (scope, design detail, staff, …)
4.1.7. Project Information Screen
4.1.8. History of Transmittals
4.1.9. Staffing Utilization Screens
4.1.10. Project Summary Information Interface (created)
4.1.11. Task Interface
4.1.12. Partial Acquisition Summary
4.2. Actions
4.2.1. Request Additional Information from DPM
4.2.2. Change the project
4.2.3. Utilization Adjustments
4.2.4. Initiate Survey Request
4.2.5. Assign Teams (Administrative Team Interface)
5. Administrative Team Interface
5.1. Attributes
5.1.1. Permissions
5.1.2. Tasks
5.1.2.1. Tasks may have many milestones – may or may not be associated with each task
5.1.2.1.1. Milestones (notion of a date – not a time)
5.1.2.1.2. Sub Tasks
5.1.2.1.2.1. Milestones – may or may not be associated with each sub-task
5.1.3. Team Members
5.1.4. Discipline of the Member
5.1.4.1. Acquisitions (negotiations)
5.1.5. Roles for the Members
5.1.5.1. Design Project Manager
5.1.5.2. Appraisals Supervisor
5.1.5.3. External Appraisals
5.1.5.4. Surveyors Manager
5.1.5.5. External Surveyors
5.1.5.6. Populate from list of cast down below
5.1.6. Auto Notify Feature – should let the administrative personnel assign multiple actions to which notify unique lists of people.
5.1.6.1. List members when a particular member makes a change it notifies the members in the list
5.1.6.2. What actions spur an auto-notify

5.1.6.2.1. List of actions that constitute a notification

5.1.6.3. Possibly, use the top-down approach of having an assignment of actions associated with a team member (role) when a particular team member makes a change. This can be constrained as time proceeds and will allow for exception handling – or exclusion handling.

5.1.7. Notification Supervisor

5.1.7.1. Defaults to immediate supervisor

5.1.7.2. Supervisor can select individuals to notify

5.1.8. Percentage Available

5.1.8.1. Resource percentage requested for this project

5.2. Administered by:

5.2.1. Any unit supervisor

5.2.1.1. ROW Chief

5.2.1.2. ROW Engineering Supervisor

5.2.1.3. ROW Pre-Audit

5.2.1.4. ROW Acquisitions

5.2.1.5. ROW Appraisal

5.2.1.6. ROW Survey Manager

5.2.1.7. ROW Property MMGT Supervisor

5.2.1.8. ROW Relocation Supervisor

5.2.1.9. External Contractor(s) Managers

5.2.2. Supervisor can subordinate permissions down to a lower level.

5.2.2.1. Permissions for members

5.2.2.1.1. Add

5.2.2.1.1.1. Notifications

5.2.2.1.1.2. Tasks

5.2.2.1.1.3. Permissions

5.2.2.1.2. Assign – Limited Functionality

5.2.2.1.2.1. Assign Resources

5.2.2.1.2.2. Assign permissions

5.2.2.1.2.3. Assign Tasks

5.2.2.1.3. Delete – Highest Security Level

5.2.2.1.3.1. Delete assignments to resources

5.2.2.1.3.2. Delete permissions from a member

5.2.2.1.3.3. Delete an Auto Notification

5.2.2.1.3.4. Delete Tasks

5.2.2.1.3.5. Delete Milestones (with Audit)

5.2.2.1.4. Modify – Limited Functionality

5.2.2.1.4.1. Modify assignments to members

5.2.2.1.4.2. Modify Permissions

5.2.2.1.4.3. Modify Auto Notifications

5.2.2.1.4.4. Modify Tasks

5.2.2.1.4.5. Modify Milestones

5.2.2.1.4.6. Modify Percent Utilized

5.2.2.1.5. View – Limited Functionality

5.2.2.1.5.1. Assignments

5.2.2.1.5.2. Permissions

5.2.2.1.5.3. Auto Notifications

5.2.2.1.5.4. Tasks

5.2.2.1.5.5. Milestones

5.2.2.1.5.6. Members

5.2.2.1.5.7. Percent Utilized

5.2.2.1.6. Limited View - Base

5.2.2.1.6.1. Can see:

5.2.2.1.6.1.1. Team Members
5.2.2.1.6.1.2. Role
5.2.2.1.6.1.3. Auto Notify
5.2.2.1.6.1.4. Actions
5.2.2.1.6.1.5. Task
5.2.2.1.6.1.6. Milestone
5.2.2.1.6.1.7. Supervisor

5.3. Changes

5.3.1. Change in the functionality

5.3.1.1. All Audited – for all changes to the permissions, tasks etc.

5.4. Actors and Permissions

– enhanced means that they have control over their functional area only – not the global change structure

– Limited View and View mean they can see the limited view structure above

5.4.1. Design Project Manager
5.4.1.1. Limited View
5.4.2. ROW Engineering Supervisor
5.4.2.1. Enhanced
5.4.3. ROW Chief
5.4.3.1. Enhanced – Global Structure Authority
5.4.4. ROW Engineer
5.4.4.1. Limited View
5.4.5. Project Agent
5.4.5.1. Limited View
5.4.6. Surveys
5.4.6.1. Limited View
5.4.7. Survey Manager
5.4.7.1. Enhanced
5.4.8. ROW Engineering Consultant
5.4.8.1. Limited View (for their projects)
5.4.8.2. Enhanced (for their projects and team members) – their own consultant screen
5.4.9. Title Examiner
5.4.9.1. View
5.4.10. Appraisal Supervisor
5.4.10.1. Enhanced
5.4.11. Acquisitions Supervisor
5.4.11.1. Enhanced
5.4.12. Planning
5.4.12.1. Limited View
5.4.13. Environmental
5.4.13.1. Limited View
5.4.14. Utilities
5.4.14.1. Limited View
5.4.15. Traffic
5.4.15.1. Limited View
5.4.16. Geo/Tech
5.4.16.1. Limited View
5.4.17. Negotiators
5.4.17.1. Limited View
5.4.18. Pre-Audit
5.4.18.1. Enhanced
5.4.19. Audit ROW Engineer (Verifies existing work in the system)
5.4.19.1. Limited View

5.5. Actions

5.5.1. Modify
5.5.1.1. Modify all columns in the system
5.5.2. Add
5.5.3. Assign
5.5.4. Delete
5.5.5. Duplicate
5.6. Constraints
5.6.1. Ability to exclude notifications
5.6.2. Ability to manage roles by region
6. Task Display Project or Assigned By Interface
6.1. Attributes
6.1.1. Project Name (listed above the task interface)
6.1.2. Name of the Task
6.1.3. Starting Date
6.1.4. Finish Date
6.1.5. Expected Duration
6.1.6. Assigned To
6.1.7. Status
6.1.8. Comments
6.1.9. Percent Complete
6.1.10. Related Tasks
6.1.11. Subordinate Task(s) – refer to enumerated sub tasks off of the Flow diagram
6.1.12. Project Task
6.1.13. Number of Tasks
6.1.14. Completed Checkbox
6.2. Filtering and drill down
6.2.1. By Assigned
6.2.2. By Task(s)
6.2.3. Initially sorted by Finish Date
6.3. Actions
6.3.1. Add
6.3.2. Modify
6.3.3. Delete
6.3.4. Assign
6.3.5. Query by Assigned To
6.4. Collaborative Actors
6.4.1. Survey Manager
6.4.2. Design Project Manager
6.4.3. Engineering Supervisor
6.4.4. Pre-Audit
6.4.5. Title
6.4.6. Environmental
6.4.7. GeoTech
6.4.8. Traffic
6.4.9. Planning
6.4.10. Utilities
7. Work Queue Interface
7.1. Profiles Determines view and extent of information on the Work Queue
7.1.1. Can be user defined
7.1.2. Has a default view of the following (Sparse View):
7.1.2.1. Project
7.1.2.2. Task
7.1.2.3. Due Date
7.2. Filtered by currently logged in Assigned initially

7.2.1. Default view as listed above
7.2.2. Will be filtered by Members Profile Queue Definition
7.3. Sorted
7.3.1. Profiles driven
7.3.2. Interface Driven
7.4. Lists Projects
7.4.1. With Associated Tasks
8. Survey Interface
8.1. Request should come from the Design Project Manager to initiate this interface.
8.2. Request for Level 1, Level 2, Level 3 surveys can be requested by the ROW Engineer
8.3. Lists requests that have been made of the survey manager for assignment.
8.3.1. Survey Manager / DPM / ROW Eng may assign to a contractor
8.4. Attributes
8.4.1. Project Name (populated by system)
8.4.2. Federal Number (populated by system)
8.4.3. Project Code (populated by system)
8.4.4. Accounting Codes (populated by system)
8.4.4.1. Ledger Code
8.4.4.2. AKSAS ID
8.4.4.3. CC Code
8.4.5. Start Date (date work is requested)
8.4.6. Survey Instructions
8.4.7. Project Schedule
8.4.8. Points of contact for this work (contractor)
8.4.9. Contract Officer
8.4.10. Electronic Field Book
8.4.11. Contract Manager
8.4.12. Invoices (Contractor)
8.4.13. Submittals (Contractor)
8.4.14. Reports (Contractor)
8.4.14.1. Status
8.4.14.2. Project
8.4.14.3. Survey
8.4.15. Reporting Frequency (contractor) – potentially to all survey personnel
8.4.16. Additional information from Survey heretofore undefined (Karen, rob, Jim will get us the information)
8.5. Actions
8.5.1. Assign Resources to Requests
8.5.2. Remove Resources from Requests
8.5.3. Request Additional Information
8.5.4. Negotiate Resource Assignment
8.5.5. Negotiate Requests with DPM
8.5.6. Reassign to Contractor (only the DPM can do this)
8.5.7. Assign a Reviewer (for the contractor)
8.5.8. Review contractor Submittals
8.5.9. Request contractor provide additional information
8.6. Notifications
8.6.1. Notify survey manager when contractors have submitted
8.6.1.1. Invoices
8.6.1.2. Submittals
8.6.1.3. Reports
8.6.1.3.1. Status
8.6.1.3.2. Project
8.6.1.3.3. Survey

- 8.6.2. Notify other collaborators when
  - 8.6.2.1. Survey is Completed
  - 8.6.2.2. Adequacy of Survey in question
  - 8.6.2.3. Survey Accepted
- 8.7. Constraints
  - 8.7.1. Managed primarily by the Survey Manager for work assignments and negotiations
    - 8.7.1.1. Overrides
      - 8.7.1.1.1. Can be overridden by the DPM or reassigned
      - 8.7.1.1.2. Can be overridden by the ROW Engineering Supervisor or reassigned
- 8.8. Collaborative
  - 8.8.1. Design Project Manager
  - 8.8.2. ROW Engineering Supervisor
  - 8.8.3. Survey Manager
  - 8.8.4. Survey Party Chief
  - 8.8.5. Contractor
    - 8.8.5.1. Interface will be limited
      - 8.8.5.1.1. E.g. Work Queue – Legal should be consulted
- 8.9. Additional Requirements
  - 8.9.1. Requires remote access for a portable entry

9. Electronic Field Book
   - 9.1. Need to flush out the information further (interface needs to be discussed with Survey)
   - 9.2. Storage of Final Survey information
     - 9.2.1. Log
     - 9.2.2. Pictures
     - 9.2.3. AutoCAD Files
10. Title Interface
    - 10.1. Attributes
      - 10.1.1. Documents
        - 10.1.1.1. Deeds
        - 10.1.1.2. Easements
        - 10.1.1.3. Sales Contracts
        - 10.1.1.4. Title Reports
          - 10.1.1.4.1. Original Plat
      - 10.1.2. PLO ROW
      - 10.1.3. STRM
      - 10.1.4. Platting Authority
      - 10.1.5. Judicial District
      - 10.1.6. Owner of Record
      - 10.1.7. Type of Title
      - 10.1.8. Tax Payer ID Number *(Input by Acquisition Agent)*
      - 10.1.9. Tax ID Number *(Input by Acquisition Agent)*
      - 10.1.10. Serial Number
      - 10.1.11. 1947 ACT?
      - 10.1.12. Recording District
      - 10.1.13. Grantor
      - 10.1.14. Grantee
      - 10.1.15. Plans
        - 10.1.15.1. Plats
          - 10.1.15.1.1. Images should be in the system, if there is not reliable reference.
          - 10.1.15.1.2. If they are collected, then they should be continued in the system.
          - 10.1.15.1.3. There should be a notion of physical detail
        - 10.1.15.2. Drawings
          - 10.1.15.2.1. AutoCAD
          - 10.1.15.2.2. PDF

10.1.15.2.3. Other …

10.2. Actions

10.2.1. Title Report Generation

10.2.2. Provide Attachments associated with the Title Report

10.2.3. Search

10.2.3.1. Type

10.2.3.2. Centroid (Parcel)

10.2.3.3. Grantor

10.2.3.4. Grantee

10.2.3.5. STR (Parcel)

10.2.3.6. Subdivision Lot, Block (Parcel)

10.2.3.7. Special Surveys

10.2.3.7.1. Name of Survey

10.2.3.7.2. ASLS

10.2.3.7.3. ATS

10.2.3.7.4. State Land Surveys

10.2.3.7.5. ASCS

10.2.3.7.6. USGS

10.2.3.7.7. USLS

10.2.3.7.8. USS

10.2.3.7.9. USMS

10.2.3.7.10. Etc….

10.3. Jim has a notion that the title information should be stored in the system as it relates to a project. Title Plant – adequate information to assert our right of way. – If we can use existing information to gain an understanding to review what is and is not in our physical plant.

10.3.1. Section line and easement status has to be done by the department (either ROW Engineer or Title Personnel) – ROW Engineer in Northern and Title person in Central

10.4. Karen has a question – who is going to do the work now – contractor or otherwise – this will have to be purchased - assertion? – Information should be entered - but how much? That is the problem.

11. Base Parcel Information

11.1.

12. ROW Engineer Interface

12.1. Attributes

12.1.1. Work Queue

12.1.2. Task Interface

12.1.3. Team Players (admin)

12.1.4. Scope of Work

12.1.5. Schedule

12.1.6. Project Interface

12.1.7. Design Changes

12.1.8. Parcel Acquisition Summary

12.1.9. Staff Reporting

12.1.10. Basis of Coordinates

12.1.11. Basis of Bearings

12.1.12. Datum

12.1.13. Translation ID

12.1.14. PLO (Public Land Order – ROW Easement – They are their most significant rights)

12.1.15. Notes

12.1.15.1. Project Notes

12.1.16. Locations of Files

12.1.16.1. AutoCAD COGO

12.1.16.2. Images used in the Development of the project

12.1.16.3. Concern:

12.1.16.3.1. File names are not globally unique
12.1.17. Contacts
12.1.17.1. May be associated with specific parcels
12.1.17.2. Notes
12.1.17.3. Parcel ID (if applicable)
12.1.18. Plating Authority
12.1.19. Judicial District
12.1.20. Year of Survey
12.1.21. Surveyor
12.1.22. Comment
12.1.23.
12.2. Actions
12.2.1. Sort (fields)
12.2.2. Display (Selected Fields)
12.2.3. Respond to Scope of Work
12.2.4. Request additional information
12.2.4.1. From Design Project Manager
12.2.5. Save Information
12.2.6. Respond to detail changes
12.2.7. Review
12.2.7.1. Audit Engineer
12.2.7.1.1. Audit Comments
12.2.8. Respond to Negotiations
12.2.8.1. To add to the existing information
12.2.9. Respond to Appraisal
12.2.9.1. To the plan changes that are made
12.2.10. Respond to AG -- > through supervisor
12.3. External systems
12.3.1. DCRA
12.4. Constraints
12.4.1. Everyone in ROW can view all interfaces. The ability to edit values is restricted
12.4.2. Ability to customize the interface and save it in a user specific profile
12.5. Collaboration
12.5.1. Communicate with Design Project Manager
13. Project Summary Interface Screen
13.1. Number of Parcels
13.1.1. Negotiators
13.1.2. Status of Negotiations
13.1.3. Comments on parcels
13.1.4. Owner of the Parcel
13.2. Latest Parcel Plat
13.3. Owner of the Parcel
13.4. Project List
13.4.1. Goes to Project Summary
13.4.1.1. Goes to Parcel Summary
13.4.1.1.1. Goes to Parcel Detail
14. Transmittals Requirements
14.1. Borough Transmittal Notifications
14.1.1. Issues
14.1.1.1. Regs may not be current
14.1.1.2. Documentation may not be current
14.1.1.3. Information is out of date
14.2. Memorandum Transmittals Notifications (as required)
14.3.

15. Notification Requirements
    15.1. Notification of anticipated schedules based upon information inputted into the system. The DPM would be notified when all the information is put into the system to give estimated completion and starting of this project.
    15.2. Design Project manager notified of deficiencies in Budget
    15.3. When letters or any documentation is sent out it should notify
        15.3.1. All affected team members and any extraneous information
16. Scope of Work Definition Interface
    16.1. Freeform text (could be linear)
    16.2. Scope -? – Potential Interface Form that would interview for scope.
        16.2.1. Data available from project
            16.2.1.1. Estimated Advertising Date (either this or 21146212)
                16.2.1.1.1. When they think that a project will go out to be built?
                16.2.1.1.2. Also the duration of the project.
            16.2.1.2. Inventory (Oracle) either this or (21146211)
                16.2.1.2.1. On the shelf projects. (Everything is complete, but they don't have definite plans to build the projects)
            16.2.1.3. Utility Relocation anticipated
                16.2.1.3.1. Yes or No with a brief description.
            16.2.1.4. Anticipated Acquisitions
                16.2.1.4.1. Yes or No – with attachments (hard copy mostly) that will be required for acquisitions.
            16.2.1.5. Project type (get full list from DPM side of house)
                16.2.1.5.1. 3R – Reconstruction (Repave, Rehabilitate and Black it)
                16.2.1.5.2. Realignment
                16.2.1.5.3. New Roads
                16.2.1.5.4. Intersection Upgrades
                16.2.1.5.5. Enhancements
                16.2.1.5.6. Lighting Enhancements
                16.2.1.5.7. Pedestrian Enhancements
                16.2.1.5.8. Bypass
                16.2.1.5.9. Other…
            16.2.1.6. Typical Section
                16.2.1.6.1. Width of Improvements
            16.2.1.7. Environmental Concerns
            16.2.1.8. Priority
            16.2.1.9. Urban Length
                16.2.1.9.1. Length of ROW affect in an Urban setting
            16.2.1.10. Rural Length
                16.2.1.10.1. Length of ROW affected in a Rural Setting
            16.2.1.11. Suburban Length
                16.2.1.11.1. Length of ROW affected in a Suburban Setting
            16.2.1.12. Is Additional Field Survey Needed
                16.2.1.12.1. Yes/No – with Description
                    16.2.1.12.1.1. If yes, then it will take them to a Survey Request Form.
            16.2.1.13. ROW Agreements with Municipalities and Boroughs / Municipal approvals
        16.2.2. Easement increases cannot be forced by Engineering
17. Parcel Summary Notion
    17.1. Number of Fee Parcels
    17.2. Number of Fee parcels Acquired
    17.3. Number of Fee Parcel Remaining
    17.4. Count of each interest acquired in the parcel detail
18. Parcel Detail Notion
    18.1. Attributes

18.1.1. Parcel ID Number
18.1.1.1. An arbitrary Number (Count along the project – sequential assignment) (can have a letter character at the beginning – but not always)
18.1.1.2. Fee Parcels would get a whole number
18.1.1.2.1. 21
18.1.1.2.2. Inserted parcel between a 21 and 22 would be 21A
18.1.1.3. Easement Number
18.1.1.3.1. E21
18.1.1.4. Utility
18.1.1.4.1. U21
18.1.1.5. Temporary Construction Permit
18.1.1.5.1. P21
18.1.1.6. Temporary Construction Easements
18.1.1.6.1. TCE-21 (in northern region – check with other regions if necessary)
18.1.2. Area
18.1.2.1. SQ Footage or Acreage or Hectares
18.1.3. Owner
18.1.3.1. Address
18.1.4. Title Report
18.1.5. Remaining Area
18.1.6. Larger Parcel
18.1.7. Survey
18.1.8. Tax Parcel Number
18.1.9. Lot Summary
18.1.9.1. Local Coordinate System (as defined by the project)
18.1.9.2. Translation Parameters
18.1.9.3. Centroid Coordinates in a local coordinate system
18.1.9.4. DXF File Being Located in the Database as storage
18.1.9.4.1. Consider the MarComp Library Set for Java to read the DWG format…
18.1.9.4.1.1. LDD is coming along (Land Development Desktop)
18.1.9.5. Action: Routine needs to be created to load the data into the system as a created function by drawing.
18.1.9.5.1. Load data from Parcel DXF
18.1.9.5.2. From System As Well
18.1.9.5.3. Launch AutoCAD to Correct Parcel Problems
18.1.9.6. Requires Further discussion
18.1.10. Interest Being Acquired – Conveyance Document
18.1.10.1. Recording Information
18.1.10.2. Interest Type
18.1.10.2.1. Warranty Deed
18.1.10.2.2. (Get from the list of Sisyphus)
18.1.10.3. Permit (BLM/DNR)
18.1.10.4. Fee
18.1.10.5. Utilities
18.1.10.6. Easement (narrative description)
18.1.10.6.1. Includes a boiler plate
18.1.10.6.1.1. Around 5 to 10 that are common
18.1.10.6.2. Additional Comments added that do not fall under the boiler plate
18.1.10.6.3. Easement type
18.1.10.6.3.1. Utilities
18.1.10.6.3.2. Temporary Construction Permit
18.1.10.6.3.3. Easement
18.1.10.6.3.4. Other with comment
18.1.10.6.4. Document Image

18.1.10.7. Temporary Construction Permit
18.1.10.8. Temporary Easement
18.1.10.9. Agency Acquisition
18.1.10.10. Joint Use Permits
18.1.11. Negotiator
18.2. Actions
18.2.1.
19. Workflow Actions Notification
19.1. Comments
19.1.1. When actions are executed on tasks, allow the ability to add comments as tasks move from action to action – ability to modify or override the comment (otherwise it will give a default comment on the action) – attached at the point of submittal of a task for the next actions
19.1.1.1. Should be included as part of the interface.
19.1.1.2. Should have a default value ("Task Complete")
20. Reporting
20.1. Core Schedule Report
20.1.1. Provided to DPM, ROW Chief, Pre Audit*, Project Agents, PM.*
20.2. Utilization report
20.2.1. To determine the Resource availability across projects
20.2.1.1. Leads to a management change form to adjust their tasks
20.3. Staff Reporting Summaries
20.3.1. Status Reports
20.3.2. Time Reports
20.3.3. Task Reports
20.3.4. Breakdowns
20.4. Metrics for Past Performance of Activities (requires team definition)
21. Survey List
21.1. Will be provided by Team.
22. Slope Limits
22.1. Date of Last Slope
23. Centerline
23.1. Date of last Centerline
24. Public Dissent Form to project
24.1. From the surveyors
24.2. From the property owner
25. Actors
26. Design Project Manager Constraints
27. Contractor Interface
28. Time Entry Device
28.1. Auto-Coding of time in the system
29. Viewing of information for accountability
30. Address
30.1. Attributes
30.1.1. Address 1
30.1.2. Address 2
30.1.3. City
30.1.4. State
30.1.5. Zip
30.1.6. Fax
30.1.7. Phone
30.1.8. Email
30.1.9. Address Type
30.2. Actions

30.2.1. Create Address
30.2.2. Update Address
31. Member Profile
31.1. Attributes
31.1.1. Schedule
31.1.2. First Name
31.1.3. Last Name
31.1.4. Contact Method
31.1.5. Email
31.1.6. Phone
31.1.7. Fax
31.1.8. Address 1
31.1.9. Address 2
31.1.10. City
31.1.11. State
31.1.12. ZIP
31.1.13. Work Queue
31.1.14. Availability in Percent of Resource
31.1.15. Union Affiliation? (If we can)
31.1.16. Reporting Style
31.1.17. Default Work Window
31.1.17.1. Project
31.1.17.2. Work Queue
31.1.17.3. Task Queue
31.1.17.3.1. Last Project Worked On
31.1.17.3.2. Last Task Worked On
31.1.18. Work Queue Order
31.1.18.1. Project
31.1.18.2. Task
31.1.18.3. Due Date
31.1.19. Notification Options
31.1.19.1. Electronic
31.1.19.2. Manual
31.2. Actions
31.2.1. Request Vacation
31.2.2. Schedule Vacation
31.2.3. Travel Requests
31.2.4. Expense Requests
31.2.4.1. Per Diem
31.2.4.2. Lodging
31.2.4.3. Food
31.2.5. Time Entry
32. Milestones
32.1. Structured approach based upon multiple factors
32.1.1. Appraisal
33. Funding is listed in the STIP
33.1. Funding Levels
33.1.1. Phase I
33.1.1.1. Planning
33.1.2. Phase II
33.1.2.1. Design
33.1.3. Phase III
33.1.3.1. ROW Acquisition
33.1.4. Phase IV

33.1.4.1. Construction
33.1.5. Phase VII
33.1.5.1. Utilities
33.1.6. Phase VIII
33.1.6.1. Planning

34. STIP is external to the system and will require an external interface.
35. General constraints
    35.1. System must be flexible to modify in the future.
    35.2. Rules must be flexible to modify in the future.
36. General System Requirements
    36.1. Ad hoc Query Tool
        36.1.1. Query Generator (constrained)
37. External Systems in Existence to call the data in
    37.1. RowBoat
    37.2. Sisyphus
    37.3. External Title DB? (Not understood fully)
38. External System Interface
    38.1. External Title DB
    38.2. Subscription Database
    38.3. Recorders Office
    38.4. Title Companies
    38.5. DOT Records
    38.6. BLM/DNR/BIA/CED/Forest Service Records
    38.7. Court Documents
    38.8. Local Government Tax Records
    38.9. Auto Generation letters
        38.9.1. Email
        38.9.2. Letter – Snail Mail
39. Parcel Detail Information Interface
    39.1. Lists all projects with drill down
40. Tool Kits
    40.1. In-Line Text Editing in WP of choice for state
    40.2. Address and File lookup for system
    40.3. Tracking notification of documents in system
    40.4. Document Management for Correspondence leaving the system – (review Software Interfaces – Documentum)
41. Hardware Interfaces
    41.1. Scanning letters before they go into the system (for external correspondence)
42. Software Interfaces
    42.1. Interfacing to Word or Word Processor of State Choice to generate letters on the fly from existing content in the system. (Sounds like a possible Documentum solution)
43. Translation Table
    43.1. Attributes
        43.1.1. Parameters
        43.1.2. Scale
        43.1.3. From?
        43.1.4. To?
44. Definitions of Concepts
    44.1. Monuments
45. Additional Cast Members
    45.1. Construction

Archiving Electronic Files for the ROW Plans?

4.1.3 Plan Preparation Story

The Right of Way (ROW) Engineer*ing* (Eng.) Supervisor receives a starter kit (ROW project) from a Design Project Manager (DPM). The ROW Eng. Supervisor requests the ROW Chief to assign the ROW Project *Supervisor/*Agent. The ROW Eng. Supervisor assigns the ROW project to a ROW Eng. The ROW Eng. Reviews the ROW project to determine if additional information is needed from the DPM. If additional information is needed the ROW Eng. requests and receives the information from the DPM. Once the additional information is received, the ROW Eng. checks for missing data again.

If all information needed is present, the ROW Eng. determines if a level one survey is available. If a level one survey is not available or it is inadequate, survey is requested to perform or augment a level one survey. The level one survey is scheduled. When the level one survey is complete, the ROW Eng. notifies the ROW Eng. Supervisor and title to proceed.

The ROW Eng. Supervisor assigns the project to title. Title performs a preliminary research on land status. The research consists of determining which properties are affected by acquiring and reviewing the MTP, USS, 14(c), rect., plats, subdivision plats and quad maps. Once the title research is complete, the ROW Eng. Supervisor establishes the scope, schedule, and budget of the project.

The ROW Eng. Supervisor transmits the scope, schedule, and budget to *Pre-Audit for compiling SSB from other ROW disciplines. Then Pre-Audit becomes point of contact for budget information that Pre-Audit forwards to* DPM. The ROW Eng. determines if funding is sufficient. If the funding is not sufficient, the ROW Eng. notifies the DPM. When the funding is sufficient, the Row Eng. Supervisor determines if staff is available. If staff is not available, the ROW Eng. Supervisor decides if an External (Ext.) ROW Eng. Consultant is going to be used.

If an Ext*ernal* ROW Eng. Supervisor is not going to be used the ROW project is sent back to the ROW Eng. Supervisor for scooping, scheduling, and budget. If an Ext. ROW Eng. Consultant is going to be used, procurement does consultant procurement. The ROW Eng. Supervisor determines if the procurement process was successful. If the procurement was not successful, the process flow goes to where the ROW Eng. Supervisor establishes the scope schedule and budget.

If the procurement process was successful, the Ext. ROW Eng. Consultant submits research documents. The ROW Eng. determines if the research documents are acceptable. If the research documents are not acceptable, the Ext. ROW Eng. Consultant revises and resubmits the research documents.

Once the research documents are acceptable the Ext. ROW. Eng. Consultant submits the progress report with staff hours. The ROW Eng. determines if the progress report is acceptable. If the progress report was not acceptable, the Ext. ROW Eng. Consultant revises and resubmits the progress report.

Once the progress report is accepted the Ext. ROW Consultant submits a 25% ROW Corridor (both electronic and paper). The ROW Eng. determines if the 25% ROW Corridor is acceptable. If the 25% ROW Corridor was not acceptable the Ext. ROW Eng. Consultant revises and resubmits the 25% ROW Corridor.

Once the 25% ROW Corridor is accepted the Ext. ROW Consultant submits the base maps and survey report. The ROW Eng. determines if the base maps and survey report is acceptable. If the base maps and survey report was not acceptable the Ext. ROW Eng. Consultant revises and resubmits the base maps and survey report.

Once the base maps and survey report is accepted the Ext. ROW Consultant submits preliminary parcel design. The ROW Eng. determines if the preliminary parcel design is acceptable. If the preliminary parcel design was not acceptable, the Ext. ROW Eng. Consultant revises and resubmits the preliminary parcel design. After all phases of the Ext. ROW Eng. Contract are accepted, title orders the reports.

If staff is available, a determination is made as to whether staff is available to do a detailed title search. If staff is not available to do a detailed title search, one is ordered. If staff is available, title does a detailed title research that includes researching local government tax records, subscription databases, recorder' office, title company records, DOT records, other governmental records (BLM/DNR/BIA/CED/Forrest Service) and court documents.

Once the detailed title research is done/received, it is put into a database. Title then develops a list of owners within the ROW project limits and transmits it to the ROW Eng. Supervisor, DPM, and survey. Survey then notifies property owners for survey via letter.

ROW Eng. obtains any existing/additional aerial photos from design. ROW Eng. determines if an additional level one survey is needed. If a level one survey is needed the ROW Eng. computes the corner search, writes and sends survey instructions to survey and gets a reply from survey. ROW Eng. Supervisor develops work plan for base mapping by making staff assignments, determining scale and sheet layout and reviewing base map portion of schedule. ROW Eng. prepared base maps by computing base maps, drawing base maps to current standards, applying applicable PLOs, entering notes of decisions made and *Quality Control (*QC) for accuracy. The ROW Eng. transmits ROW base maps to DPM and ROW Eng. Supervisor.

The ROW Eng. Supervisor decides whether to record base maps. The ROW Eng. Supervisor determines if the record of survey is adequate. If the record of survey is not adequate, it is returned to the ROW Eng. for rework. If the record of survey is adequate, the ROW Eng. transmits the record of survey to title and orders a recording.

Title records the base maps as a record of survey. Once the recording of base maps is done the ROW Eng. requests and receives a ROW needs from DPM. The ROW needs consists of an electronic document of slope limits, centerline, minimum ROW limits, hardcopy of project centerline, design drawing set and topographical drawing from survey locations.

Then the ROW Eng. develops a preliminary parcel design that includes assigning numbers to parcels and a parcel list, which is transmitted to title. Title orders reports after receiving the documents from the Ext. ROW Eng. Consultant or from the internal process. Title determines it the title documents are to be prepared by a title consultant.

If the title report is to be prepared by a title consultant, the consultant is procured via a set fee. Title provides information to the title consultant. The title consultant prepares and delivers a title report. Title determines if the title report is adequate. If the title report is not adequate, the title consultant is required to redo the title report. If the title report is adequate, the title report is delivered to the ROW Eng.

If a title consultant will not prepare the title report, then title prepares the title report and delivers the title report to the ROW Eng. After the ROW Eng. reviews the title report, the title report is delivered to the ROW Eng. Supervisor. The ROW Eng. Supervisor determines if staff is available to prepare the ROW plans.

If staff is available, the ROW Eng. evaluates the report, requests a level two survey, finalizes the parcel design and draws the ROW Plans, which consists of computing parcel dimensions and areas along with inputting access and utility easements per the title report. If staff is not available, the ROW Eng. Supervisor decides if the schedule should be changed. If the schedule is to be changed, the ROW Eng. changes the schedule and then determines if staff will be available again.

If the ROW Eng. Supervisor decides not to change the schedule, he/she decides if a contract is in place. If a contract is not in place then the contract loop is redone. If an Ext. ROW Eng. Consultant contract is in place, the ROW Eng. Supervisor provides the Ext. ROW Eng. Consultant with the title reports. The Ext. ROW Eng. Consultant provides the ROW plans to the ROW Eng. for review. The ROW Eng. reviews the ROW plans and determines if revisions are needed. If revisions are needed the Ext. ROW Eng. Consultant revises and returns the ROW plans for review by the ROW Eng. When the ROW plans are deemed acceptable, the ROW Eng. transmits the ROW plans to the ROW Eng. Supervisor.

The ROW Eng. transmits the ROW plans to the other ROW sections. If an Ext. ROW Eng. Consultant was used, they are notified of a "plans in hand" inspection date. The ROW Eng. performs a "plan in hand" inspection. The ROW Eng. checks with the DPM if slope limits or centerline was changed. If there was a change then the ROW Eng. determines if an Ext. ROW Eng. Consultant was used. If an Ext. ROW Eng. Consultant was used, they submit a set of revised plans to the ROW Eng, who determines if the plans are acceptable. If the plans are not acceptable, they are revised by the Ext. ROW Eng. Consultant and resubmitted. If an Ext. ROW Eng. Consultant did not do the ROW Plans, the ROW Eng. determines if an additional field survey is required. If an additional field survey is required, a level three survey is requested. Either way the ROW Engineer revises the ROW plan.

Once the ROW Eng. receives the revised plans, they transmit the parcel information to the appraisal supervisor and other sections. Then the ROW Eng. Supervisor prepares the ROW Engineering estimate, which consists of putting together a cost estimate spreadsheet and submitting the cost estimate to pre-audit *for Phase2 Design and 3 ROW costs*. Then the ROW Eng. Supervisor transmits the ROW plans to FHWA. Receive phase 3 *authority to appraise and acquire on all federal highway projects that include acquisition.*

If an Ext. ROW Eng. Consultant was engaged to complete the parcel plats the Ext. ROW Eng. Consultant submits the draft parcel plats to the ROW Eng. The ROW Eng. reviews the parcel plats to determine if they are adequate. If the parcel plats are not adequate, the Ext. ROW Eng. Consultant revises and resubmits the parcel plats. If the parcel plats are adequate, the ROW Eng. transmits the parcel plats to appraisal.

If an Ext. ROW Eng. Consultant was not engaged, then the ROW Eng. Supervisor determines if staff is available to develop the parcel plats. If staff is not available, the ROW Eng. Supervisor determines if a change in the schedule is acceptable. If a change in the schedule is not acceptable, a contractor is procured. If a change is acceptable then the ROW Eng. Supervisor makes the change and has the ROW Eng. draw up the parcel plats, which is what happens if the staff is available.

After drawing the parcel plats the ROW Eng. transmits the parcel plats to appraisal and acquisitions. The ROW Eng. determines if there is appraisal driven parcelization changes. If there are appraisal driven parcelization changes then the ROW Eng. Supervisor determines if the DPM needs to be consulted. If the DPM is to be consulted the flow goes to where a determination is made on if an Ext. ROW Consultant are developing the plans. If the DPM is not to be consulted, the ROW Eng. notified that revised project estimate is needed, also the ROW Eng. notifies pre-audit. ROW Eng. makes a determination on if funding is sufficient. If funding is not sufficient then the ROW Eng. Supervisor is notified that a revised project estimate is needed. The project is in this state until funding is available.

Once funding is available the ROW Eng. reviews the ROW plans, parcel plats and transmits the revised parcel plats to appraisal. If funding is sufficient then the ROW Eng. Supervisor makes a determination on if preliminary platting is approved. If preliminary platting is not approved then the ROW Eng. Supervisor submits a request for preliminary platting approval and receives approval. ?ALWAYS?

The ROW Eng. determines if there are platting plan driven parcelization changes. If there are parcelization changes the same process happens as last time. If there are no platting plan driven parcelization changes the ROW Eng. transmits the parcel plats to the negotiators. If the ROW Eng. Supervisor determines that preliminary platting is approved the ROW Eng. transmits parcel plats to the negotiators.

The ROW Eng. determines if legal descriptions are required. If a legal description is required then the ROW Eng. determines if an Ext. ROW Eng. Consultant was engaged to do legal descriptions. If an Ext.

ROW Eng. Consultant was engaged then the Ext. ROW Eng. Consultant submits draft legal descriptions to the ROW Eng. The ROW Eng. determines if the draft legal descriptions are adequate. If the legal descriptions are not adequate, the Ext. ROW Eng. Consultant revises and resubmits to the ROW Eng. If the legal descriptions are adequate then the ROW Eng. submits the legal descriptions to the negotiator.

If an Ext. ROW Eng. Consultant was not engaged then the ROW Eng. writes the legal descriptions. The Audit ROW Eng. determines if the legal descriptions are adequate. If not the ROW Eng. revises and resubmits to the Audit ROW Eng. If the legal descriptions are adequate then the ROW Eng. submits them to the negotiator.

Once the legal descriptions are submitted to the negotiator or it is determined that no legal descriptions are needed the ROW Eng. checks with the DPM for changes in the slope limit or centerline that affect the ROW. If there are changes, the ROW Eng. determines if new parcels are affected. If no new parcels are affected the ROW Eng. reviews, revises and resubmits to appraisals.

If new parcels are affected the ROW Eng. determines if a level three survey is required. The ROW Eng. requests and receives a level three survey from survey. If no level three survey is needed or a level three survey was received, the ROW Eng. assigns parcel numbers, orders new title report, computes new parcels, edits ROW plans, transmits ROW plan to other sections, draws parcel plats and transmits plats to appraisal.

If there are no changes then the Chief ROW Agent determines if there are condemnations. If there are condemnations then the ROW Eng. prepares vicinity map, parcel plat, legal description, submits condemnation package to negotiators and provides support to the A.G. Office.

Once the condemnations are done or there were none needed the ROW Eng. checks with the DPM for changes in the slope limits or centerline that affect ROW parcels. If there are changes, the loop for determining if there are new parcels is revisited.

If there are no changes, the ROW Eng. determines if a monument is required. If a monument is required, the ROW Eng. writes a statement of services for the record of survey. The ROW Eng. determines if a consultant is going to install/provide ROS. If a consultant is going to be used the ROW Eng. determines if it is part if the Ext. ROW Eng. Consultants contract. If it was not part of the Ext. ROW Eng. Consultant contract, the ROW Eng. prepares an amendment to the contract for monument/record of survey.

Once the contract amendment is done or if it was part of the original contract, the Ext. ROW Eng. Consultant submits record if survey submittals. ROW Eng. determines if the submittals are adequate. If a revision to the submittals is required, the Ext. ROW Eng. Consultant revises and resubmits the submittals. Once the ROW Eng. determines no revises to the submittals are required, he/she records the record of survey.

If the ROW Eng. determines that a consultant is not going to install the monument/provide ROS the ROW Eng. determines if there is an Ext. ROW Eng. Consultant for the ROW plans. If there is an Ext. ROW Eng. Consultant for the ROW plans then the ROW Eng. receives the Ext ROW Eng. Consultant's final submittals and closes the Ext. ROW Eng. Consultants contract.

If there was no Ext. ROW Eng. Consultant, the ROW Eng. determines if the construction contractor will install the monument/provide the ROS. If the construction contractor will install the monument or provide ROS, the ROW Eng. prepares scope of service and forwards it to the DPM. If the construction contractor is not installing the monument or provide ROS the ROW Eng. forwards a statement of service to survey.

Once all of the monument processes are done, the ROW Eng. determines if the monument is adequate. If it is not the process starts again with the ROW Eng. determining if an Ext. ROW Eng. Consultant will install or provide ROS. If the ROW Eng. determines that no monument is needed or the monument is adequate, the ROW Eng. reviews design and ROW plans for certification. The ROW Eng. checks for discrepancies between the ROW plans and the design plans. If there are discrepancies, the ROW Eng. resolves and reviews again for certification.

If there are no discrepancies between the ROW plans and the design plans the ROW Eng. checks for possession with the A.G. If no possession the ROW Eng. determines if there are discrepancies again. If possession was accomplished the ROW Eng. Supervisor recommends to the ROW Chief certification of the project. If the ROW Chief does not certify the project, it goes back to the ROW Eng. to review plans for certification.

If the ROW Chief certifies the project, the ROW Eng. Supervisor finalizes the ROW plans for construction. The ROW Eng. Supervisor approves plans and transmits plans to the DPM. The ROW Eng. determines if construction asked for additional information. If construction asked for additional information, the ROW Eng. answers questions and/or requests title to complete additional title research.

Once the additional information the construction contractor asked for is done or it none was requested the ROW Eng. determines if there are changes due to certification. If there were changes due to certification, the ROW Eng. updates the ROW plans.

Once the ROW plans are certified the ROW Eng. determines if there are any borough requirements related to platting. If yes, the ROW Eng. satisfies the borough requirements.

Once the borough requirements are satisfied or if none were required, the ROW Eng. receives and reviews final judgment on condemnations. The ROW Eng. determines if there are changes to the ROW plans due to judgment. If there are changes to the ROW plans the ROW Eng. updates the ROW plans. Once the ROW plans are updates or if no changes were needed the plans are recorded.

4.2 Pre-Audit / Finance Joint Modeling Session Discussion Notes, Actors, Stories

4.2.1 Discussion Notes

1. Distinctions (pre-audit)
   - 1.1. Notion of Pre-Audit Supervisors?
   - 1.2. Notion of Pre-Audit
2. Team Interface
   - 2.1. Attributes
     - 2.1.1. Authority Level Notion (view the attributes)
       - 2.1.1.1. Federal Approval of a given set of actions
         - 2.1.1.1.1. Further Definition of the PII, PIII et al.
       - 2.1.1.2. Levels of Authority that the Feds Grant within each phase of each project
         - 2.1.1.2.1. Selective active project list (reporting requirements from the Sisyphus project)
3. Discipline Management Interface
   - 3.1. Attributes
     - 3.1.1. Authority Level Assignment
     - 3.1.2. Discipline
     - 3.1.3. Description
   - 3.2. Actions
     - 3.2.1. Maintain
     - 3.2.2. Update
     - 3.2.3. Delete
4. Authority Level Matrix (Assignment)
   - 4.1. Attributes
     - 4.1.1. Federal Number
     - 4.1.2. AKSAS Number
     - 4.1.3. Project Name
     - 4.1.4. Ledger Code
     - 4.1.5. Third Party Billing Auth
     - 4.1.6. Collocation code
     - 4.1.7. Cutoff Date
   - 4.2. Actions
     - 4.2.1. Enter new ALM
     - 4.2.2. Update ALM
     - 4.2.3. Delete ALM
     - 4.2.4. Adjust phase at a project
5. Work Queue Interface
   - 5.1. Attributes
     - 5.1.1. Identifier
       - 5.1.1.1. State Project Number + Project Name create uniqueness
       - 5.1.1.2. Federal Number
       - 5.1.1.3. AKSAS Number
     - 5.1.2. Project Name (existing) (MRS)
     - 5.1.3. Task (existing)
     - 5.1.4. Date due (existing)
6. MRS Additions – that will be added to the system
   - 6.1. Ledger Code

6.1.1. Participating and Non-Participating by phase
6.1.2. Sort by this
6.2. Distinct funding between
6.2.1. Participating and Non Participating
6.2.2. Phases
6.2.3. Ledger Code
6.3. Distinct Cut Off Dates By Phase
6.4. Authority to Proceed date
6.4.1. By Phase
6.4.1.1. Sub by the Authority level matrix
6.5. Closeout
6.5.1. Phase III

7. Pre Audit Interface
7.1. Attributes
7.1.1.
7.2. Actions
7.3. Actors

8. Project Control (Oracle)
8.1. Attributes
8.1.1. Potential Merging of the 3rd party and the AKSAS system
8.1.2. Bill Bohlman – Project Control System interface
8.1.2.1. We need to talk to Bill to find out what is available from this system.

9. MRS
9.1. Attributes Required
9.1.1. Scope / Schedule / Budget (SSB)
9.1.1.1. Manager
9.1.1.2. Expenditures from AKSAS at a Phase Level
9.1.1.3. What is expended
9.1.1.4. What's the balance
9.1.1.5. STIP
9.1.1.6. ATP Dates
9.1.1.7. Authorized
9.1.1.8. Anticipated Construction Date
9.1.1.9. Individual Functional Groups Analysis
9.1.1.10. Advertising for Construction (Design Date)
9.1.1.11. ROW
9.1.1.11.1. Certification Date
9.1.1.12. Diary Entries
9.1.1.12.1. Problems encountered
9.1.1.12.2. High-level project information
9.1.1.12.3. Status Information at a very high level
9.1.1.13. Milestones
9.1.1.14. Potential Problems
9.1.1.14.1. Project issues et al (environmental contamination)
9.1.2. ROW Contact Information (see reports – project management report)
9.1.2.1. Project Manager
9.1.2.2. ROW Contact

10. Sisyphus
10.1. Reference the PMS Manual
10.2. Used for Estimating (review the manual reports / queries)

11. DNR – Only (recorders office)
11.1. Attributes

12. Motznik – review ingens
12.1. Attributes

12.1.1.

13. PCIS (South East) – Where it gets the information is a question?
    13.1. Attributes
        13.1.1. Project
        13.1.2. Discipline
            13.1.2.1. Amount Spent
14. RowBoat
    14.1. Attributes
        14.1.1. Central Region Access Front End Reporting System
        14.1.2. Project Oriented Parcel Data Information
        14.1.3. Notion: This is covered by the Parcel Detail Notion in the Plan Preparation portions
15. 3rd Party Billing System
    15.1. Attributes (Project Development Authorization – PDA)
        15.1.1. Cut Off Date
        15.1.2. Authority Level
        15.1.3. Program Account Combination
        15.1.4. Billing Overrides
        15.1.5. Authority to Proceed
            15.1.5.1. Phased approach to each authority
        15.1.6. Reimbursable Services Agreement
            15.1.6.1. Just with other Agencies
        15.1.7. Billing (FHWA & FAA)
16. RAS (Revenue Accounting System) - Really Crappy System - Joanne
    16.1. Attributes
        16.1.1. Invoice Information
        16.1.2. Aging
        16.1.3. Trial Balances
17. PDA (Project Development Authorization)
    17.1. Attributes Required
            17.1.1.1. Ledgercode
            17.1.1.2. Federal#
            17.1.1.3. FMS#
            17.1.1.4. Division
            17.1.1.5. Mode
            17.1.1.6. Region
            17.1.1.7. House
            17.1.1.8. Structure Batch
            17.1.1.9. AB Batch
            17.1.1.10. Manager
            17.1.1.11. PDA #
            17.1.1.12. PFD / RS#
            17.1.1.13. PDA AR#
            17.1.1.14. Project Scope
18. AKSAS Writer Program Interface – really crappy system (Joanne)
    18.1. Attributes Required
        18.1.1. SLA (Session Legislative Authority)
        18.1.2. PDA (project development authorization)
        18.1.3. Project
            18.1.3.1. AKSAS Number
            18.1.3.2. Name
            18.1.3.3. Reimbursable Services Agreement
                18.1.3.3.1. Just with other Agencies
        18.1.4. Budget at Project and Phase Level
                18.1.4.1.1. Authorizations

18.1.4.1.2. Expenditures
18.1.4.1.3. Encumbrances
18.1.4.1.3.1. Encumbrance for each different type
18.1.4.1.4. Balance
18.1.4.1.5. Revenues
18.1.5. Phase
18.1.6. Operating Budget
18.1.6.1. Authorizations
18.1.6.2. Expenditures
18.1.6.2.1. Lower Levels – program or account
18.1.6.3. Reporting to the office level
18.1.7. Receive and Expend Authorizations
18.1.7.1. Authorizations
18.1.7.2. Expenditures
18.1.7.3. Revenues
18.2. Geneva
18.2.1. Download into excel / Oracle
18.2.2. Interfacing into the system may be on a scheduled basis
18.2.3. Should be able to get the information that we need for supplement
18.2.4. CAPS/ RSA – 1/3 of all we put in is kicked out the system
18.3. 3rd Party Billing notions (Reporting) – Cost Recovery portion of the accounting system.
18.3.1. How much information do we need to have access
18.3.2. Why do they use the 3rd party billing system from AKSAS…? *(None - are using RAS)*
18.3.2.1. Program account combinations
18.3.2.2. Authority Levels
18.3.2.3. Cut off dates
18.4. ED: Talk to the DOA people about the interfacing with Geneva to see if we can interface with the AKSAS system via GENEVA….
18.5. Want: Provide the ability to get the Mainframe report acquired as a product of the system.
19. HQ Finance Interface
19.1. Budget Allocations
19.1.1. Region and Section
19.1.2. Overhead
20. General Constraints
20.1. This system is a replacement for RAS (This needs to be discussed)… (Refer to the liz blecker meeting)
20.1.1. Operational revenue is permit based
20.1.1.1. Live by and product based
20.1.2. Revenue in ROW
20.1.2.1. Revenue received from excess properties and other and various products.
20.1.2.2. Uneconomic portions e.g.
20.1.2.2.1. The money should be placed back into the Title 23 eligible projects. Any monies received after certification – the dollars will be tracked back to the federal authority.
21. Parcel Notion
21.1. Attributes
21.1.1. Tax ID (Tax ID for the Parcel)
22. Additional Requirements
22.1. Ad Hoc Queries
22.2. Metrics for Estimating purposes
23. Pre-Audit Interface (inclusive of Sisyphus)
23.1. Attributes
23.1.1. Comments
23.1.2. PDA

23.1.3. CODE format setup as such
  23.1.3.1. COLLOCODE – Program Code – Ledger Code – Account Code
23.1.4. Program Code
23.1.5. Account Code
23.1.6. Collocation Code
  23.1.6.1. Sub Code – points to the appropriation
23.1.7. Ledger Code
  23.1.7.1. Points to the projects (first 6 digits are project specific, last 2 are phase specific [participating and non-participating])
23.1.8. Authority Level
23.1.9. Cut Off Dates
23.1.10. Tax ID
23.1.11. Eligible or Non-eligible costs
23.1.12. Conveyance Document Information (in plan prep Detail Notion of Parcel – Section 18)
  23.1.12.1. Book and Page of Recording Document
23.1.13. AG File Number
  23.1.13.1. Task Level (not necessarily at a parcel level) – relative
23.1.14. Types of Revenue
  23.1.14.1. Permits - Restricted (Budgeted) – (begins with 5) (permits portion)
  23.1.14.2. Document – Un-Restricted (Un-Budgeted) – (begins with 6) (project related)
23.1.15. Operating Budget
  23.1.15.1. Receive
    23.1.15.1.1. Against an Authorization
      23.1.15.1.1.1. Authorizations are associated with a program
  23.1.15.2. Expend
    23.1.15.2.1. Against an Authorization
      23.1.15.2.1.1. Authorizations are associated with a program
  23.1.15.3. Cannot spend more than you are authorized
  23.1.15.4. Cannot exceed by more than 10% of what you have received
  23.1.15.5. Can be overridden by HQ (additional requested dollars) *(or adjust tolerance factor)*
23.1.16. Encumbrances
  23.1.16.1. List of encumbrances (generated by the group)
23.1.17. Project Closure (Sisyphus – project screen – review)
  23.1.17.1. ID
  23.1.17.2. Project Date (Authority)
  23.1.17.3. Status
  23.1.17.4. List
23.1.18. Notes
23.1.19. Cost Estimate Summary Forms
  23.1.19.1. Summaries of the Work-Sheets
23.1.20. Encumbrances (memo)
23.1.21. Document Tracking (that which is generated)
23.1.22. Parcel Review Checklist (look at document copies)
23.1.23. Vendor List
23.1.24. PDA Request Form
23.1.25. Type of Payment
  23.1.25.1. Determined by the Coding
    23.1.25.1.1. Notion that the coding has to be pre-determined
    23.1.25.1.2. Account code needs to stabilized – may be subject to change
      23.1.25.1.2.1. 5,6 are revenue
      23.1.25.1.2.2. 7 are expenses
23.1.26. Determination of Participating / Non-Participating Funding
  23.1.26.1. Can we get a list of all the exceptions?

23.1.26.2. Must consider the human factor
23.1.26.3. Get the rules to us
23.1.26.3.1. Standard set of rules that are modifiable
23.1.26.3.1.1. Will get the list of rules from Fran

23.2. Actions

23.2.1. Track Outstanding Items
23.2.1.1. Identified as open until status set to closed
23.2.1.2. Cross discipline items status
23.2.2. Request Additional Funds / Revise Budget
23.2.3. Generate Transmittal to Construction
23.2.4. Process Payments
23.2.4.1. Contracts
23.2.4.2. Amendments
23.2.4.3. Acquisitions
23.2.4.4. Relocations
23.2.4.5. Condemnations
23.2.4.6. Property Management
23.2.4.7. Misc.
23.2.5. Audit ~~Parcel~~ *Project* Activities for Closure
23.2.5.1. When a project is certified for construction, Pre-Audit adds it to the To BE CLOSED list – and monitors the status.
23.2.5.2. Generate Summary Spreadsheet as a product
23.2.6. Process / Play with Revenue (Fran said this – just wanted you to know - <heh>)
23.2.7. Notify Finance
23.2.7.1. Actions
23.2.7.1.1. Approved Purchase Vouchers
23.2.7.1.1.1. Finance Generates a warrant (check)
23.2.7.1.1.2. Check is sent to Pre-Audit
23.2.7.1.1.3. Pre-audit mails the check out with a return-receipt requested.
23.2.7.1.1.3.1. You need to know when the 90 day notice started
23.2.7.1.1.3.2. Date sensitive…
23.2.7.1.1.4. We still need to capture the hard copy or copy of the original certified as the original for Finance.
23.2.7.1.1.4.1. DOA consideration here (we need to have this reviewed – Joanne will take a look at this)
23.2.7.1.1.4.2. Electronic issues
23.2.7.1.1.5. Refer to section in Relocations (2.1.7)
23.2.7.1.2. Purchase Orders
23.2.7.1.3. etc. (need to get a list of all interactions with Finance)
23.2.7.1.4.
23.2.8. Notify Property Management and Relocations of receipt of payment to payee or court deposit. *On parcels with improvements*
23.2.9. Determine Funding Sufficiency
23.2.9.1. Interfacing required with AKSAS to find out this – may or may not be available. (Report 2489 – From AKSAS)
23.2.9.1.1. Authorized
23.2.9.1.2. Expended
23.2.9.1.3. Encumbered
23.2.9.1.4. Balanced
23.2.10. Determine Funding for Encumbrances (based upon the obligations)
23.2.11. Generate PDA Request
23.2.11.1. With ROW Cost Estimate
23.2.12. Generate Purchase Vouchers
23.2.12.1. Electronic Request with Hardcopy Backup (FMO~~N~~M)

23.2.13. Generate Purchase ~~Order~~ Voucher Form
23.2.14. Generate Parcel Review Report
23.2.15. Generate Documents (Boiler Plate)
23.2.16. Reconciliation /Audit of Projects
23.2.16.1. Products: Closure
23.2.16.2. Checks for correct coding of the project
23.2.17. 1099-S Generation for Land Sale (finance) *IRS reporting requirement*
23.2.18. ROW Transaction Reviews
23.2.18.1. Review Condemnation*, Acquisition, Relocation*
23.2.18.2. Request Corrections of the Agent
23.2.18.2.1. Notification when task is not complete
23.2.18.2.1.1. Sent to the supervisor
23.2.19. Determines Eligible or Non-Eligible costs
23.2.20. ~~Approval~~ *Request* Additional Funding *if needed*
23.2.21. Calculate Percentages - *Project Control calculates fed/state match ratios, not Pre-Audit*
23.2.22. Generate Reports (Excel generation of files – Excel format) (Word Documents)
23.2.22.1. Get list from ROW Reports
23.2.22.2. Get list from Sisyphus

23.3. Constraints

23.3.1. ATP's - there is no formal ATP to proceed with appraisal /acquisitions with FAA and State funded projects. The actual start date of the project (date of state legislation) is used as the start date of aviation and state projects.

23.4. Rights

23.4.1. Limited Modification Capability
23.4.1.1. Financial Data that is Updateable

23.5. Actors

23.5.1. External Contract Vendor
23.5.1.1. Update/Edit/Modify
23.5.1.1.1. Only on the Projects to which they are assigned.
23.5.2. AG
23.5.2.1. view (refer to the AG Interface Management system)
23.5.3. Clerks
23.5.3.1. View/Edit Update Information
23.5.4. All Supervisors
23.5.4.1. View
23.5.5. Design Project Managers
23.5.5.1. View
23.5.6. Chief
23.5.6.1. View
23.5.6.2. Approvals of Relevant Information
23.5.6.2.1. We need to define this very clearly as to what is the final approval level
23.5.7. Finance
23.5.7.1. View (for generation of 1099-S)
23.5.8. Project Control (what the heck – why weren't these people covered as a flow by themselves?)
23.5.8.1. Take the legislation
23.5.8.1.1. Set up the structures
23.5.8.1.1.1. CC/LC
23.5.8.1.1.2. Establish and Fund
23.5.8.2. Involved in Closures
23.5.8.3. Involved in RSA
23.5.8.4. Involved in Agency Reviews
23.5.8.5. Involved in TORA (transfer of a responsibility agreement)

23.5.8.5.1. Giving the responsibilities to another government agency
23.5.8.6. Involved Cut-off
23.5.8.7. Involved in change orders
23.5.8.8. Involved in MOA *with other agencies & gov't entities*
23.5.8.9. Aside from finance they are the managers of the funding for capital improvements budget
23.5.8.10. View
23.5.8.11. Actions for Project control
23.5.8.11.1. Notified when changes have occurred
23.5.8.12. Interface for Project Control
23.5.8.12.1. With their systems
23.5.9. Assistant
23.5.9.1. Limited Modification Capability
23.5.9.1.1. What can they modify
23.5.10. ROW Agents outside of Pre-Audit
23.5.10.1. View
23.5.11. HQ Interface
23.5.11.1. View

24. Time Entry Interface (punted – needs to be reviewed)
    24.1. Attributes
25. Project Control Interface
26. Notions
    26.1. There appears to be a need to enter in all the information in one system and have it update all other systems (support databases – MRS/Project Control/AKSAS/3rd Party)
    26.2. There will be a need to track time in the system (time –entry portions as required).
27. Problems
    27.1. Preliminary cost estimates
    27.1.1. Planning is trying to identify the STIP, Big Picture
    27.1.2. They come to ROW if there is an impact
    27.1.2.1. The ROW Group will give an estimate back
    27.1.3. But at this point there is no project number (no assignment)
    27.1.4. Where does planning charge this?
    27.1.5. We need to store numbers in the system (estimates in the system).
28. Estimate Interface (if this is pre-existing then we need to have the notion of product before they continue)
    28.1. Surveys
    28.2. Appraisals
    28.3. Acquisitions
    28.3.1. Pre-Design – Advanced Acquisitions (Hardship situations)
    28.4. Property Management / Relocations
    28.5. Pre-Audit
    28.6. (Finance)
29. AG Interface
    29.1. Attributes
    29.1.1. AG File Number must be established prior to any work being completed by the AG
    29.1.1.1. If ledger code is entered into the system and no file number, there will be a pop-up list of file numbers associated with the ledger code
    29.1.2. Project Name (Terminus ID) – auto-populated when the ledger code is input
    29.1.3. Ledger Code
    29.1.3.1. If the file code is populated, the ledger code will auto-populated – if not, then they will not be allowed to continue.
    29.2. Actions
    29.2.1. AG Interface turned on only when the File Number is in the system.

29.2.1.1. Supervisory Level is required before the interface can be turned on, and only after the File Number is established.

30. Problems
    30.1. There may be multiple ledger codes based upon the project
        30.1.1. Project Name (Terminus) + ledger code creates uniqueness
31. Member Interface
    31.1. Attribute
        31.1.1. Notion of Training logs to show what training has been taken
            31.1.1.1. Review Sisyphus for this
        31.1.2. Used for Evaluation of the individual
        31.1.3. Required for a training plan (1 year advance)
        31.1.4. Aging of the class
        31.1.5. Date class taken
    31.2. Actions
        31.2.1. Request Training
        31.2.2. Provide Training
32. Training Classes
    32.1. Attributes
        32.1.1. Class Name
        32.1.2. Certification Period
        32.1.3. Pre-Requisites
        32.1.4. Planned
        32.1.5. Authorization Level
            32.1.5.1. All
            32.1.5.2. Excluded
                32.1.5.2.1. Specific
        32.1.6. Class Size
    32.2. Actions
        32.2.1. Validate Employee
        32.2.2. Validate Certification Period
        32.2.3. Authorized Training
33. Contracts Interface
    33.1. Attributes
        33.1.1. Used to set up the contractor in the system (should be used to get the information for the independent contracts in the system). – Each group that requests the activities of the contract placement should establish them in the system when contracts are awarded.
        33.1.2. Contract Number
        33.1.3. ROW Unit
            33.1.3.1. Discipline
        33.1.4. Contract Description
        33.1.5. Contract Person ID
        33.1.6. Active Contract
        33.1.7. Contract End Date
        33.1.8. Date of release of contract
        33.1.9. Program Code
        33.1.10. Account Code
        33.1.11. Encumbrance Number
        33.1.12. Fixed Fee
        33.1.13. Contingency $$ Amount
        33.1.14. Total Dollar Amount
        33.1.15. Comments Field
        33.1.16. Parcel or Task Related
        33.1.17. Page in Sis – 41 (contract in the PMS Manual)
    33.2. Actions

33.2.1. Notify Pre-audit of Awarded contract

4.2.2 Pre-Audit/Finance Story

Pre-Audit (PA) receives notice of a request for estimate and PDA for phase 3 funding from the Design Project Manager (DPM). After receiving notice PA receives completed Right of Way (ROW) Plans (RP) to initiate phase 3 ATP/Funding request.

After receiving the RP, PA does a cost estimate and submits the cost estimate to the DPM. The cost estimate includes getting the number of parcels, man-hours, number of sheets for ROW Plans and number of parcel plats from engineering; getting the appraisals, man-hours and contract costs from appraisals; getting man-hours, demolition, removal and management from Property Management; and estimating man-hours through the close of the project.

PA then determines if the *Chief ROW Agent* ~~DPM~~/Project Agent approves the cost estimate. If the CHIEF ROW AGENT/Project Agent does not approve the cost estimate, it is redone and resubmitted. If the cost estimate is approved by the *Chief ROW Agent* ~~DPM~~/Project Agent PA monitors. Various? Databases to track the status of funding requests.
?Then PA updates status in comment *project status* section of the database?.

PA receives approved PDA & ATP *from Project Control*. PA puts date into database along with getting PDA & ATP into project file. PA Notifies functional groups of received ATP and funding.

After receiving funding, PA determines if there are obligations that require encumbrances. If there are obligations that require encumbrances PA requests and receives approval Professional Services Contract, Stock Requests, Approved Appraisal Review ~~Estimates~~, *Determinations/Value Estimates* anticipated obligations for legal fees and anticipated obligations for relocation fees. After receiving the needed documents, PA determines if funding in AKSAS is sufficient.

If the funding in AKSAS is not sufficient, the flow goes to revising and resubmitting the cost estimate. If the funding is sufficient, PA prepares and sends a memo to finance to encumber the funds. Once finance encumbers funds ~~or it was determined that no obligations required encumbrance~~ PA receives notice that the fund are encumbered.

After receiving notice from finance that the funds were encumbered PA receives requests for payment. After receiving a request for payment, PA determines if it is a Contract Payment, Acquisition Payment, Condemnation Payment, Relocation Payment or an invoice payment. If it is a Contract Payment PA pulls the files, reviews the contract, makes any necessary coding corrections to the contract, confirms payment authorization and completes the database input form. If it is an Acquisition Payment or a Condemnation Payment PA pulls all acquisition related files, completes parcel review form, completes database input form, completes transmittal checklist form, reviews transmitted documents and completes transmitted checklist. If it is a Relocation Payment PA pulls acquisition and relocation files, completes relocation/parcel review form, completes relocation checklist form, determines relocation claim type, review transmitted documents and completes checklist. If it is not a Contract, Acquisition, Condemnation or Relocation Payment then it is an invoice payment, in which case PA determines the type of invoice and/or financial obligation.

Next PA determines if the documentation is acceptable. If the documentation is not acceptable, PA requests additional documents or corrections. After receiving the additional documentation/corrections, it is reviewed. Next it is determined if the additional documentation is adequate. If it is not adequate, the request is remade.

Once the documentation is adequate, PA determines if payment is eligible for federal participation. If the payment is not eligible for federal participation PA codes the payment to non-participating funds. If the payment is eligible for federal funds, the payment is coded for participating funds.

After the funding is coded, PA determines if funding is sufficient. If the funding is not sufficient PA reviews current authorized estimates, reviews current expenditures on AKSAS, revises estimate to meet current/anticipated expenditures, inputs revised data into cost estimate through ~~*DPM*~~ *Chief ROW Agent/*Project Agent to *DPM and* Project Control and receives additional funding.

After funding is sufficient, PA inputs data for tracking, reporting and queries. After the data is input, PA prints and routes purchase voucher and agreement documentation to the Chief for signature. If the Chief does not approve, the flow goes to requesting additional documentation/corrections.

~~If the chief approves PA determines if it is an acquisition or relocation payment.~~ If it is ~~not an acquisition or relocation~~ *an invoice* payment PA sends approved invoice to finance for payment and the payment process is complete. If it is an acquisition or relocation payment PA forwards invoice to finance and requests a return of warrant to PA.

Once PA receives the warrant from finance PA determines if it is an acquisition *or relocation* warrant. If it is ~~not an acquisition~~ *a relocation* warrant PA mails the warrant and signed claim documents to the payee with a return receipt requested. Once the return receipt is received and filed the payment process is complete.

Note: Only Acquisition and Relocation payments are returned warrants to PA. All other payments (invoice) are made directly by DOA in Juneau to Payee (vendor).

If it is an acquisition payment the PA supervisor records documents, mails warrant and signed acquisition documents to payee with a return receipt requested. Once the return receipt is received and filed PA notifies relocations and property management supervisors of date of property owner receipt of payment. Once the relocation and property management supervisors are notified the payment process is complete.

4.2.3 Pre-Audit Closure Story

Pre-Audit (PA) receives notification of certification from the ~~Design Project Manage (DPM)~~ *ROW Chief/Engineering Supervisor* PA adds the project to closeout list and identifies remaining Right of Way (ROW) Activities. Once the project is added to the closeout list PA tracks remaining ROW activities. PA determines if all ROW activity is complete. If not all ROW activity is complete, PA continues to track the ROW activities.

If all ROW activities are complete PA reviews conveyance documents and plans then performs financial reconciliation. This includes pulling ROW Plans (RP), pulling parcel files and core documents, confirming all ROW Unit Supervisors concur in closure of project, confirming LRH loans are paid in full and reconciles RP with conveyance documents.

Once the ~~reconciliation~~ *review* is done, PA determines if RP and conveyance documents (CD) reconcile. If the RP and CD did not reconcile PA obtains required corrections and reconciles the RP and CD again.

Once the RP and CD reconcile PA reviews and totals account code costs (ACC) and compares totals with AKSAS. PA determines if ACC and AKSAS reconcile. If ACC and AKSAS does not reconcile PA researches using? Various? Records, the difference and requests necessary corrections.

Once Account Code Costs (ACC) and AKSAS reconcile PA prepares a summary spreadsheet. Once the summary spreadsheet is done, PA prepares and distributes closeout memo and signed Project Completion Form (PCF).

4.3 Appraisal Joint Modeling Session Discussion Notes, Actors, Stories

4.3.1 Discussion Notes

1. Introduction Meetings
   Sigvald J. Strandberg – Fairbanks
   Jeff Hill (Department of Transportation - Appraiser) – Operational Supervisor
   L. Bruce Bowler (SE – HQ Review Appraiser)
2. Cycle of Action
   2.1. Discussion on "Where we are going?"
   2.2. Scheduling of the processes?
3. Interesting Conversation – Acceptable reviews to fixing the problem. The regions are quite interested in moving this forward.
4. Notes out of Flow Review:
   4.1. Specialty report will be incorporated into the fee or staff appraisal report. – Appraisals will not do the work on a specialty report – Internal staff of the contracting appraiser who will incorporate the report. Credit has to be given when the report is generated.
      4.1.1. Demolition Study
      4.1.2. Parking Study
      4.1.3. Get others from the group…
      4.1.4. When you have a specialty report – will it be incorporated and is it part of the appraisal report? To what level can you integrate.
   4.2. If the contract does not have the right to generate an appraisal report, then it needs to be incorporated by staff into the appraisal reports.
      4.2.1. Appraisals involvement in developmental decisions…
   4.3. Adequacy – what does it mean? (Can we get the group to define this characteristics further or do we need to go to the DOT ROW Chiefs)
      4.3.1. Complies with assignment or the statement of services.
      4.3.2. Adequacy is removed – too wishy washy….(cowardly lion)
   4.4. Parcel Design Changes cause tremendous delays

4.3.2 Interfaces

1. Appraisal Supervisor Interface
   1.1. Attributes
      1.1.1. State of Request
         1.1.1.1. Project Based
            1.1.1.1.1. Corridor Appraisal Study
            1.1.1.1.2. ROW Appraisal Program (i.e. the Appraisal Plan)
      1.1.2. Trending / Regional Value
         1.1.2.1. Subjective Information (Check Box - Notes)
      1.1.3. Same Area Data
         1.1.3.1. Subjective Information (Check Box – Notes)
      1.1.4. Design Plans (normally incomplete)
         1.1.4.1. Concept Drawings from Design
         1.1.4.2. Plan and Profile and Cross Sections
         1.1.4.3. Constraint of Documents – Hardcopy currently – Digital Format in the future.

1.1.4.4. Availability of Plans
1.1.4.5. Current Digital Plans
1.1.5. Parcel Plats
1.1.6. ROW Plans (generated from the normally incomplete Design Plans)
1.1.6.1. Property Plans
1.1.6.2. Parcel Based Unit of Measurement
1.1.6.3. Current Digital Plans
1.1.7. Title(s) Reports for ROW Plan
1.1.7.1. Accessibility to the Title Plant idea from Plan Prep
1.1.8. Updated List of State Certified Appraisers from DOL Group
1.1.9. Date Appraisal was requested
1.1.10. Who requested the Appraisal (ROW Engineer – ROW Engineering Supervisor?)?
1.1.11. Market Data (Motznik) – notion of putting information into the system (independent interface) – interface created
1.1.11.1. Market data may have to be created if not available.
1.1.12. Local Assessment Records
1.1.12.1. All Boroughs – all information
1.1.13. Access to MLS Data
1.1.14. Access to Appraisal Industry National Databases
1.1.15. Fund Code(s)
1.1.15.1. When the project comes to Phase III – funding information is required
1.1.15.2. Pre-Audit Gives us the information
1.1.15.3. AKSAS Code is the Project Number
1.1.15.4. Ledger
1.1.15.5. CC Code
1.1.16. Environmental Document(s)
1.1.17. Definition of the Rights Taken from the Property Owners
1.1.17.1. Temporary or Permanent Taking of Rights
1.1.17.2. We require enough information to define the appraisal problem
1.1.17.2.1. Design Engineer
1.1.17.2.2. Utility Engineer
1.1.18. Access to Parcel Detail Information (Notion of Parcel Detail from Plan Prep)
1.1.19. Pink Sheet
1.1.19.1. Adjustments to the Design
1.1.19.2. Management of Change in Design
1.1.19.2.1. Cause of the Change
1.1.20. Slope Limit Information
1.1.21. All information at the Design Project Manager Information Input Screen
1.1.22. Access to the Uniform Act Standards
1.1.22.1. 1971 Federal Uniform Act
1.1.22.1.1. Should the Appraisal Supervisor have access to this
1.1.22.1.1.1. Yes
1.1.22.2. Access to USPAP
1.1.23. Estimated Allocation Value
1.1.23.1. Subjective Notes on this issue
1.1.24. Critical Parcel List as
Will be required to start early so that we can meet project time-frames.
1.1.24.1. Anything with Relocation Involved
1.1.24.1.1. If structure involved then this is a complex parcel.
1.1.24.2. Parcels with a Potential for Damages
1.1.24.2.1. Cost of Damages $
1.1.24.2.2. Logic if the Cost to Cure exceeds the Damages then it is a red flag.
1.1.24.3. Cost to Cure
1.1.24.3.1. Cost of Cure amount $

1.1.24.3.2. Justified when it is less than damages
1.1.24.3.3. Linked to Parcels with a Potential for Damages
1.1.24.3.4. Cost to fix the damages incurred.
1.1.24.4. High Dollar Amounts
1.1.24.4.1. 250,000 Threshold dictates whether an Appraisal Waiver is required (this also sets up the high dollar amount)
1.1.24.5. Complex Appraisal Issues
1.1.24.5.1. Very Subjective
1.1.24.5.2. Narrative Field associated with Complex Issues
1.1.24.6. Contamination DEC Issues
1.1.24.6.1. Environmental Document supporting this information.
1.1.24.6.2. Mostly Subjective – will require some entry information
1.1.24.6.3. DEC Connectivity to give a list of Contaminated Parcels
1.1.24.7. Complex Estate Issues
1.1.24.8. Legal Concerns
1.1.24.8.1. Subjective Information (checkbox and Notefield)
1.1.24.8.2. Lease hold Situation as an Example
1.1.24.8.3. Requires Interface with the AG for these issues.
1.1.24.8.3.1. Only access to appropriate information
1.1.24.8.3.2. Commenting only on issues that are requested from them.
1.1.24.8.3.3. Allow comments only on a parcel-by-parcel basis.
1.1.24.8.4. Eminent Domain Concerns
1.1.24.8.4.1. Section 5.03 in the ROW Manual Covers These Issues.
1.1.24.8.4.2. Issues
1.1.24.8.4.2.1. Individual and specific to parcel
1.1.24.8.4.2.1.1. Lease Hold Interest
1.1.24.8.4.2.1.2. State Hold Interest
1.1.24.8.4.2.1.3. Larger Parcels? (Jeff Hill views this in this capacity – not as part of the Admin Concerns)
1.1.24.8.4.3. Attached to a Parcel
1.1.24.9. Admin Concerns
1.1.24.9.1. Subjective Information (checkbox and Note field)
1.1.24.9.2. Generally will happen within the DOT (not AG)
1.1.24.9.3. Has to do with a different set of circumstances
1.1.24.9.3.1. E.g. Larger Parcels
1.1.24.9.4. Attached to a Parcel

1.2. Actions
1.2.1. Request Appraisal Waiver
1.2.1.1. ROW Manual requires that any value over 250k requires two appraisal reports
1.2.1.2. This waiver will waive the first rule – deemed necessary by HQ.
1.2.2. Initiate Appraisal Plans
1.2.2.1. Designation of Appraisal Staff
1.2.3. On-Site Inspections (All)
1.2.4. Value Estimate (All)
1.2.5. Update Appraisal Plans
1.2.6. Creates Appraisal Plans
1.2.7. Request Professional Service Agreement
1.2.8. Check for Design Changes (All Actors – All Interfaces)
1.2.9. Determining FAA Project Routing
1.2.9.1. If Yes – Submit to FAA for review
1.2.9.2. If No – Continue on
1.2.10. Prepare Memo (All Actors – All Interfaces)
1.2.11. Sufficiency of ROW Engineering Plans
1.2.11.1. Determine whether engineering plans are sufficient

1.2.11.1.1. Sufficiency means "In Compliance with the Manual"

1.2.11.1.1.1. May not have sufficient data for the project

1.2.11.1.1.1.1. E.g. show all improvements within 50' of the ROW centerline. (Engineering plans may not show this information)

1.2.11.1.1.1.2. Checklist???

1.2.11.1.1.1.2.1. Requirements listed in the Manual (objective) - Chapter 2 – Section 02 – Title ROW Plans – And Plan Changes

1.2.12. Update Professional Services Agreement

1.2.13. Prepare Appraisal Plans

1.2.14. Determine Resources Available (internally / externally)

1.2.15. Request Parcel Information

1.2.16. Return plans (ROW/Design) to ROW Engineering or Design Project Manager when plans are insufficient.

1.2.16.1. Notes attached where deficiencies exist.

1.2.17. Notifications of new Updates to the Design or ROW Plans

1.2.17.1. Changes to ROW Plans

1.2.17.1.1. Chapter 2 – Section 05 – ROW Plan Changes Checklist

1.2.17.1.1.1. Design Changes

1.2.17.1.1.2. Changes found during appraisal or acquisition

1.2.17.1.1.3. Disposal of excess land

1.2.17.1.1.4. Condemnations

1.2.17.2. Changes to Design Plans

1.2.17.2.1. No Manual Regulations covering this – up to the ROW Engineering Supervisor when changes are passed down.

1.2.18. Generate Condemnation Package (Negotiation Issues)

1.2.19. Flag Property Assessment Inconsistencies

1.2.20. Assign Staff (Administrative Team Interface)

1.2.21. Scope of Appraisal Modification

1.2.22. Notifications of Document Availability

1.2.23. Boiler Plates (Document / Memo Functionality)

1.2.23.1. Payment Approval

1.2.23.1.1. 75 %

1.2.23.1.2. 100 %

1.2.23.2. Determination of Just Compensation

1.2.23.3. Narrative Appraisal Report

1.2.23.4. Transmittal Appraisal to Appraisal Review

1.2.23.5. Request for Appraisal Waiver

1.2.23.6. Waiver of Second Appraisal

1.2.23.7. Assignment to Bruce for getting this information to us. (Got a disk to us to review the information)

1.2.24. Approval of Pre-Audit to Proceed given

1.2.24.1. Causes this to move forward

1.2.25. Boiler Forms

1.2.25.1. Value Estimate

1.2.25.2. Just Compensation

1.2.25.3. Acquire and Appraise (Pre-Audit) Approval

1.3. Interfaces with:

1.3.1. DOL Oracle System – Commerce and Economic Development for State Certified Appraisers

1.3.2. Motznik System for Marketing Data (or others as available)

1.3.3. DNR LAS Data

1.3.4. DEC Connectivity of Contaminated Parcels

1.4. Collaborators

1.4.1. Regional ROW Chief

1.4.1.1. View Only
1.4.2. Appraisal Reviewer
1.4.2.1. All Rights
1.4.3. Appraiser Supervisor
1.4.3.1. All rights
1.4.4. ROW Engineer Supervisor
1.4.4.1. View Only
1.4.5. Appraisal Staff
1.4.5.1. All Rights
1.4.5.2. Contractor Staff
1.4.5.2.1. Limited View and Functionality
1.4.6. Design Project Manager
1.4.6.1. View Only
1.4.7. Pre-Audit Supervisor
1.4.7.1. View Only

2. Staff Appraiser Interface (should be directly linked and interfaced directly to the Appraisal Supervisor) – Appraisers and the Appraisal Supervisor
2.1. Information
2.1.1. Available from the Appraiser Supervisor Interface – View Only
2.2. Attributes
2.2.1. Damages + Benefits Determination
2.2.1.1. Amount of the Damages
2.2.1.2. Amount of the Benefits
2.2.2. Value of Property
2.2.2.1. Broken out by Allocation
2.2.2.1.1. Damage Price
2.2.2.1.2. Unit Price
2.2.2.1.2.1. Improvements
2.2.2.1.2.1.1. Tenant Owned
2.2.2.1.2.1.2. Owner
2.2.2.1.2.2. Price of Land
2.2.2.1.2.3. Price of Buildings Being Acquired
2.2.2.1.2.4. Amount of Land being Acquired
2.2.2.1.2.5. Unit Amount
2.2.2.1.2.6. Excess Land/Property Allocations
2.2.2.1.2.7. Easements to be acquired
2.2.2.1.2.8. Permits to be acquired
2.2.2.1.2.9. Underlying Fee
2.2.2.1.2.9.1. Public Land Order ROW – They may be a property owner centerline and may need to be acquired or greater than that.
2.2.2.1.2.10.
2.2.2.1.3. Revisit the issues for further clarification?
2.2.3. Cost to Cure
2.2.3.1. Amount or Unit Values
2.2.3.1.1. Can include
2.2.3.1.1.1. Replace Fences
2.2.3.1.1.2. Architectural Refining Buildings
2.2.3.1.1.3. Replace the Functionality that was lost
2.2.3.1.1.4. Replacement Parking
2.2.3.1.1.5. Replacement Landscaping
2.2.3.1.1.6. Replacement Access
2.2.3.1.1.7. (Enumerated List)
2.2.3.1.1.8. This is a subjective comment attached to an amount

2.2.3.1.1.8.1. Have a lookup on the list of available items that have been previously used and to select them.

2.2.4. Description

2.2.5. Unit of Measurement

2.2.5.1. Mostly based upon the SQ/FT values – Look at the conversion Actions

2.2.6. Date Appraisal Report is Signed

2.2.6.1. Appraisal Report – Date that the appraisal is signed by the appraiser

2.2.7. Date of Valuation (precedes the Date Appraisal Report is Signed)

2.2.7.1. Date that the property was valued at.

2.2.8. Comments

2.2.9. Date of Inspection

2.2.9.1. Last Date that the appraiser inspected the property

2.2.10. Assumptions and Limiting Conditions

2.2.10.1. Liability Waivers for the Appraiser

2.2.10.2. Contingencies that are assumed

2.2.10.3. Reserve the right to go back and make changes as appropriate

2.2.11. (Chapter 4 in the ROW Manual) – Get from there (form 25A-145)

2.2.12. Checklist

2.2.12.1. Take from Form 25A –145

2.2.12.1.1. Federal Project Number

2.2.12.1.2. State Project Number

2.2.12.1.3. Parcel Number

2.2.12.1.4. Appraiser

2.2.12.1.5. Date Signed

2.2.12.1.6. Checked By

2.2.12.1.7. Check List

2.2.12.1.7.1. Number match plans

2.2.12.1.7.2. Certificate (25a-133) signed

2.2.12.1.7.3. Assumptions and Limiting Conditions

2.2.12.1.7.4. Date of Appraisal/Inspection within 30 days of signature/completion

2.2.12.1.7.5. Narrative Appraisal Summary (25A-135)

2.2.12.1.7.6. Five-Year Sales History

2.2.12.1.7.7. Photos: land and improvements

2.2.12.1.7.8. Plat/Plot Plan/Parcel Map

2.2.12.1.7.9. Legal description

2.2.12.1.7.10. Purpose and function of report

2.2.12.1.7.11. Present use

2.2.12.1.7.12. Appraisal Problem

2.2.12.1.7.13. Rights to be acquired

2.2.12.1.7.14. Access/Frontage

2.2.12.1.7.15. Topography

2.2.12.1.7.16. Soils

2.2.12.1.7.17. Land area and shape

2.2.12.1.7.18. Easements and encroachments shown

2.2.12.1.7.19. Improvements described + sketch + shown on plat

2.2.12.1.7.20. Utilities

2.2.12.1.7.21. Title Report = ownership in report

2.2.12.1.7.22. Assessed Value/tax trends

2.2.12.1.7.23. Highest and best use

2.2.12.1.7.24. Value of the whole

2.2.12.1.7.25. Market/Income/Cost Approaches

2.2.12.1.7.26. Adjustment grid

2.2.12.1.7.27. Correlation and conclusion

2.2.12.1.7.28. Value of take and allocation

2.2.12.1.7.29. Remainder as a part of the whole
2.2.12.1.7.30. After value
2.2.12.1.7.30.1. Highest and best use
2.2.12.1.7.30.2. Access/frontage
2.2.12.1.7.30.3. Area/shape
2.2.12.1.7.30.4. Elevation change
2.2.12.1.7.30.5. Improvements
2.2.12.1.7.30.6. Market/Income/Cost
2.2.12.1.7.30.7. Adjustment Grid
2.2.12.1.7.30.8. Damages/Special Benefits
2.2.12.1.7.31. Owner contact verification
2.2.12.1.7.32. Area & neighborhood Analysis
2.2.12.1.7.33. Zoning/Restrictions Before & After
2.2.12.1.7.34. Market Data
2.2.12.1.7.34.1. Size
2.2.12.1.7.34.2. Shape
2.2.12.1.7.34.3. Topography
2.2.12.1.7.34.4. Utilities
2.2.12.1.7.34.5. Soils
2.2.12.1.7.34.6. Grade relationship
2.2.12.1.7.34.7. Access
2.2.12.1.7.34.8. Changes since sale
2.2.12.1.7.34.9. Photo
2.2.12.1.7.34.10. Verified w/participant
2.2.12.1.7.34.11. Improvement allocation
2.2.12.1.7.35. Contract terms met
2.2.12.1.7.36. Progress Payment Approval
2.2.12.1.7.37. ROW Plans attached for review
2.2.12.1.7.38. Copy of Plans-in-hand inspection
2.2.12.1.7.38.1. Appraisal Plan/Instructions
2.2.12.1.7.38.2. Special Priorities/ ROW Plans attached for review

2.2.13. Forms Plant
2.2.14. Appraisal Plant – notion of going
2.2.15. Digital Photos
2.2.16. Digital Maps

2.3. Searching by

2.3.1. Location

Can be the city name e.g. Anchorage, Juneau

2.3.1.1. Urban
2.3.1.2. Rural
2.3.1.3. Bush
2.3.1.4. City
2.3.1.5. Region
2.3.1.6. All State

2.3.2. Zoning or Use
2.3.3. Size
2.3.4. Date
2.3.5. Features (Narrative Appraisal Summary 25a-135 and Market Data Sheet 25a-139)

2.3.5.1. Form (25a-135)
2.3.5.1.1. Project Number
2.3.5.1.2. Termini
2.3.5.1.3. Owner
2.3.5.1.4. Address
2.3.5.1.5. Phone

2.3.5.1.6. Parcel Location
2.3.5.1.7. Legal Description
2.3.5.1.8. Rights Appraised
2.3.5.1.9. Zoning
2.3.5.1.10. Highest and Best use
2.3.5.1.11. Parcel Number
2.3.5.1.12. ROW Map Date
2.3.5.1.13. Valuation Date
2.3.5.1.14. Inspection Date
2.3.5.1.15. Parcel Area
2.3.5.1.16. Area of Acquisition
2.3.5.1.17. Remainder
2.3.5.1.18. Easement Acquired
2.3.5.1.19. Permit Acquired
2.3.5.1.20. Area of Parcel Subject to PLO or Section Line Easement
2.3.5.1.21. Market Value Before Acquisition
2.3.5.1.21.1. Land
2.3.5.1.21.2. Improvements
2.3.5.1.22. Less Acquisition values as part of the whole
2.3.5.1.22.1. Land
2.3.5.1.22.2. Improvements
2.3.5.1.23. Remainder value as part of the while
2.3.5.1.24. Estimated market value of remainder
2.3.5.1.24.1. Land
2.3.5.1.24.2. Improvements
2.3.5.1.25. Special Benefits if any
2.3.5.1.26. Damages incurable if any
2.3.5.1.27. Net damages
2.3.5.1.28. Cost-to-cure
2.3.5.1.29. Permits
2.3.5.1.30. Easements
2.3.5.1.31. PLO or section line easements
2.3.5.1.32. Other
2.3.5.1.33. Market value of Acquisition
2.3.5.2. Form 25a –139
2.3.5.2.1. Federal Project Number
2.3.5.2.2. State project number
2.3.5.2.3. Comparable number
2.3.5.2.4. Location (Physical Address)
2.3.5.2.5. Legal Description
2.3.5.2.6. Sale Price
2.3.5.2.7. Date of Sale
2.3.5.2.8. Unit Price
2.3.5.2.9. Recorded Date
2.3.5.2.10. Recorded Instrument
2.3.5.2.11. *Recording District*
2.3.5.2.12. Recorded Book
2.3.5.2.13. Recorded Page
2.3.5.2.14. Grantor
2.3.5.2.15. Grantee
2.3.5.2.16. Terms & Financing
2.3.5.2.17. Evidence of Undue Pressure or Duress (Yes/No)
2.3.5.2.18. Zoning
2.3.5.2.19. Highest and Best Use

2.3.5.2.20. Neighborhood Description
2.3.5.2.20.1. Growing
2.3.5.2.20.2. Declining
2.3.5.2.20.3. Static
2.3.5.2.20.4. Transitional
2.3.5.2.21. Does Neighborhood Contain
2.3.5.2.21.1. School(s)
2.3.5.2.21.2. Shopping
2.3.5.2.21.3. Commercial Area(s)
2.3.5.2.21.4. Church(es)
2.3.5.2.21.5. Residential Rentals
2.3.5.2.21.6. Industrial Area(s)
2.3.5.2.21.7. Comments
2.3.5.2.22. Description of:
2.3.5.2.22.1. Size and Shape
2.3.5.2.22.2. Topography
2.3.5.2.22.3. Utilities
2.3.5.2.22.4. Soil
2.3.5.2.22.5. Access & Relationship to grade
2.3.5.2.22.6. Improvements and Allocation
2.3.5.2.23. Buyers and Sellers Comments
2.3.5.2.24. Appraiser's analysis
2.3.5.2.25. Verified with
2.3.5.2.26. Verified date
2.3.5.2.27. Verified By
2.3.5.2.28. Date of Inspection

4.3.3 Actors

2.4. Actors
2.4.1. General Public
2.4.1.1. All people not specifically listed below
2.4.1.1.1. View Information
2.4.2. Contract Appraiser
2.4.2.1. Attributes
2.4.2.1.1. Contract Date
2.4.2.1.2. Contract Length
2.4.2.1.3. Audit Trail
2.4.2.2. Actions
2.4.2.2.1. View
2.4.2.2.2. Add
2.4.2.2.3. Comment
2.4.2.2.3.1. On existing plant information
2.4.2.2.4. No Modification
2.4.2.2.4.1. Constraint on modifying information and adding their own information.
2.4.2.2.5. No Deletion
2.4.2.2.5.1. Constraint on modifying information and adding their own information.
2.4.2.2.6. Close of Contract
2.4.2.2.6.1. System Inaccessible
2.4.2.3. Information
2.4.2.3.1. They should have access to all information in the Appraisal Plant
2.4.3. ROW Engineering Supervisor
2.4.3.1. View Only

2.4.4. ROW Chief
2.4.4.1. View Only
2.4.5. Design Project Manager
2.4.5.1. View Only for Completed Work

4.3.4 Actions

2.5. Actions
2.5.1. Prepare Memo (All Actors – All Interfaces)
2.5.2. Provide Information on Appraisal Plans
2.5.3. Request Parcel Information
2.5.4. Completed Work
2.5.4.1. (Completion of work happens when Appraisal plan is finished and negotiations are complete with the appraisals)
2.5.5. Digital Annotation of Images
2.5.6. Search Appraisal Data
2.5.7. Insert Appraisal Data
2.5.8. Delete – Talk to Legal about the ramifications of deleting information for discovery process
2.5.9. Update Appraisal Data
2.5.10. View All Parcel Data
2.5.11. Generate Correspondence
2.5.11.1. Get List from the Manual for Letters that will need to be sent.
2.5.12. Conversion from Some Measurement to SQ/FT (in the Unit of Measurement)
2.5.13. Scope of Modification Changes (Design)
2.5.13.1. Allows for Comment
3. Public Market Data Interface (marketing coup)
3.1. Expose the Public Market Data to the general public with view only.
3.1.1. Not Engaged until the Appraisal is completed and Negotiations are completed
4. Administrative Team Interface – look at plan prep - No new definitions
4.1. Attributes
4.1.1. Rights
4.1.2. Member
4.1.3. Role
4.2. Assignment
4.2.1. Potentially at a Data Level Modification Rights Level
5. Parcel Details
5.1. Attributes (required prior to receipt of parcel information from the ROW Engineering Supervisor)
5.1.1. Potential for Damages
5.1.2. Relocation
5.1.3. Second Appraisal Parcels
5.1.4. High Dollar
5.1.5. Complex Appraisal Issues
6. Attorney Generals Office Interface (all interfaces)
6.1. Attributes
6.1.1. Formal Response Field to Legal Request
6.1.1.1. Opinion Based upon Law – Issues only
6.2. Actions
6.2.1. Provide Comment on Formal Requests
6.3. General Constraints
6.3.1. They will have to be limited in their time estimates on what they can charge against the project. This may be an on-off implementation.

6.3.2. Elevation to legal is only allowed by the supervisor unless the supervisor opens the interface to the individual.

6.3.3. Confidential AG Communication (Not open or available to other groups unless the client deems it acceptable) – Attorney / Client Relationship information

6.3.4. System information will be opened once a parcel is transmitted for condemnation (Negotiations) or:

6.3.4.1. Discovery Process

6.4. Concerns

6.4.1. Smooth interaction with the Legal Department

6.4.2. Make sure that accessibility is a two way street.

7. Public Access Interface

7.1. Attributes

7.1.1. What is viewable?

7.2. Actions

7.2.1. What can they do?

7.3. Constraints

7.3.1. What can't they do?

8. Reporting Requirements

8.1. AG's Office Reporting Tools

9. Questions for Legal

9.1. Will documents (electronic or otherwise) be included in the system and made available in an investigation?

9.1.1. All paperwork is discoverable (unless they are labeled as confidential Attorney / Client)

9.2. What is considered public record? When we delete something from the system, will there be a point in time where that deletion will be tracked, do we need to Audit the record or do we need to have some other form of tracking?

10. Software Interfaces

10.1. Word

10.2. Excel

10.3. Microsoft Works

10.3.1. Historical Background Information is Stored in Works (Bruce)

11. Appraisal Review Interface

11.1. Same interface as the Appraisal Supervisor with the extended ability to track changes to the system and flag them as appropriate (inconsistencies only)
They may differ only in the area of Action Documents that they generate.

11.2. Attributes

11.2.1. Consistency (data comes from appraisers interface)

11.2.1.1. Consistent appraisals on all properties in the area

11.2.1.1.1. Could be different appraisers in an area.

11.2.1.1.2. System Can Flag discrepancies in appraisals

11.2.1.1.3. Still requires individual assessments

11.2.2. Project

11.2.3. Original Signature – still required

11.2.4. Parcel

11.2.5. Appraiser

11.2.6. Date of Appraisal

11.2.7. Date Received

11.2.8. Reviewer

11.2.9. Uneconomic Remnant

11.2.9.1. Purchase portions of a lot that the owner has deemed an uneconomic remnant the state will purchase as an Uneconomic remnant and then re-sell the property. Very Subjective – but extremely simple in that it is a yes or no answer.

11.2.9.2. Note as to why a yes answer was requested

11.2.9.3. Answers (Yes or No)

11.2.10. Date of Review
11.2.11. Clean CC's Received Date
11.2.12. Determination Date
11.2.13. Appraisers Value
11.2.13.1. Dollar Amount
11.2.14. Just Compensation
11.2.14.1. Dollar Amount
11.2.15. Region
11.2.15.1. Central
11.2.15.2. Northern
11.2.15.3. South East
11.2.16. Comments
11.2.17. Date of Just compensation
11.3. Actions changed based upon the role (Reviewer or Supervisor)
11.3.1. Approval or Determination of Just Compensation (means that we approve but do not accept – determination is that the money will be encumbered)
11.3.2. Issuance of Appraisal Waiver by Chief ROW Agent (issued by HQ Reviewer)
11.3.3. Appraisal Review
11.3.3.1. Desk Review
11.3.3.2. Field Review
11.3.4. Appraisal Review
11.3.5. Comment
11.3.6. Send to Negotiations
11.3.7. Generate Completion Notification
11.4. Collaboration
All information in this interface is inherited from the Appraisal Supervisor interface.
11.4.1. Negotiations Supervisor
11.4.1.1. View Only for Completed Work
12. Pink Sheet - Form – Administrative change to an approved parcel
13. Market Data Interface
13.1. Attributes (Form 25a-139)
13.1.1. See Previous entry…
13.2. Actions
13.3. Collaborator
13.4. Interfaces
13.4.1. Comparable Sales from Hardcopy – from the Appraisers Office
13.4.2. Motznik
13.4.3. DNR LAS
13.4.4. MLS
13.4.5. Borough
13.4.6. Ingens
14. Forms Plant
14.1. Notion of Forms
15. Statewide Comparable Values Information Set
15.1. Attributes
15.1.1. Amalgamation of (what areas)
15.1.2. DNR Information (Review LAS)
16. Parcel Information
16.1. Parcel ID
16.1.1. Made up of Federal ID Number plus the Parcel ID
16.1.2. Sent to the recorder's office – please query Bruce on this number.
16.2. AKSAS Number (???) – refer to detail parcel information from the Plan Prep side
17. Login Notion
17.1. Contractor

17.1.1. Supervisory Notifications
17.1.1.1. Login
17.1.1.2. Data Change
17.2. Employee
17.2.1. Auditing
17.2.1.1. Data Change as Appropriate (auditing on)
17.2.1.2. Data View as appropriate
17.2.2. Supervisory Notifications
17.2.2.1. As defined and appropriate
17.2.2.2. External Transmittals
17.2.2.2.1. Memos
17.2.2.2.2. Correspondence
18. Roles In Appraisals
18.1. Appraisal Supervisor
18.2. Appraiser
18.3. Contract Appraiser
19. Preliminary Corridor Study
19.1. Needs to get flushed out

4.3.5 Appraisal Story

The Appraisal Supervisor (AS) receives the Right of Way (ROW) Engineering Plans *(Property Map)* from the ROW Eng. Supervisor. The AS requests updated Design Plans (DP) from the Design Project Manager (DPM). The AS determines if the DP are sufficient to initiate Appraisal Plans (AP). If the DP are not sufficient to initiate the AP the AS requests updated DP again.

Once the DP are sufficient to initiate the AP the AS designates the Appraisal Staff. The Appraisal Staff prepares the Appraisal plans, which includes an on-site inspection with ROW Plans in hand, gathering preliminary market data, determining *with respect to individual acquisition parcels, whether* to use value estimates or narrative appraisal reports, identifying the funding code and estimating the completion time frames.

Once the plans are complete, the AS determines if an AP update is needed. If an AP update is needed the AP is revised. Once the AP is sufficient the AS determines what parcels can be valued in a value estimate format. If the parcels cannot be valued as a value estimate then the AS determines if the Appraisal Staff has the *time and/or* expertise needed to perform the appraisals.

If the Appraisal Staff does not have the *time or* expertise to perform the appraisals a *Fee appraiser, secured under* Professional Service Agreement (PSA). ~~Once the PSA is received~~ *Before issuing a Notice to Proceed,* the AS determines if any amendments are needed. If an amendment is needed then a fee quote is requested and received from the contractor, an amendment to the PSA is drafted and the contractor signs the agreement. The ~~?ROW Agent?~~ *Contract Manager* Prepares record of negotiations, the ROW Chief concurs and passes on the negotiations to the Professional Services Coordinator (PSC), the contracting officer signs the agreement, the AS determines if authority to appraise and acquire was received, once the authority to appraise and acquire is received the parcel information is requested and received from pre-plan, notification is sent to the contractor to proceed.

Once the amendment process is done or if no amendment was needed the contractor performs the work, produces the specialty or appraisal report. ~~If the contractor did a specialty report, a determination is made on if~~ The specialty report is reviewed by the AS. ~~part of an appraisal report that the staff is doing or is being~~

~~done by another contract. If the specialty report is part of a staff report, it goes to the Appraisal Staff.~~ The Appraisal Staff produces an Appraisal report or if the specialty report is not part of a staff report, it goes to the contractor fulfilling the contract for the appraisal report.

If the contractor did an appraisal report, it goes to the AS. Once the AS receives the Appraisal Report the AS determines if the appraisal report is adequate. If the appraisal report is not adequate, it goes back to the Contractor that prepared the appraisal report for revision and resubmission.

If the Appraisal Staff has the expertise to perform the work the AS determines if the current workload will allow the Appraisal Staff to perform the work. If the workload is too great, the PSA loop is entered. If the workload will permit the staff to do the work the AS assigns the appraisal to the staff. The AS determines if ~~special expertise~~ *a Specialty Report* is needed. If ~~special expertise~~ *Specialty Report* is needed then the PSA loop is entered. If ~~special expertise is not needed~~ *Specialty Report and AS instructs staff to proceed with appraisal* the AS determines if the authority to appraise and acquire was received.

Once the authority to appraise and acquire is received the AS requests and receives parcel information from pre-plan. The appraisal staff performs appraisals *according to USPAP and DOT&PF appraisal guidelines* and write appraisal reports. The AS determines if the appraisal report is adequate. If the appraisal report is not adequate it goes back to the Appraisal Staff for revision and resubmission.

Once the appraisal report is adequate the AS prepares a memo for transmittal to Headquarters Appraisal Review (HQAR). Once the memo is prepared the AS transmits the memo and appraisal report to HQAR. HQAR performs a desk review, which includes reviewing the appraisal report, determining if the appraisal report meets state appraisal standards, determining if the contract items satisfy complete reporting per the contract, identifications of critical parcels, ensure report considers special legal or administrative concerns, determines if report meets uniform act standards, issues progress payment approval and determines if report meets eminent domain concerns.

HQAR performs a field review, which includes reviewing available reports for the same area outside of DOT, reviewing area and region value/economic trends, reviewing assessors database / appraisers data, reviewing DOT & PF approved data / value for consistency and spot check to verify data reported in appraisals. The ~~AS~~ *HQ Appraiser (HQAR)* then determines if corrections are needed on the appraisal report.

If corrections are needed on the appraisal report, HQAR are discussed with the appraiser. The need for reconsideration or additional information is determined. The HQAR provides the appraiser with additional data. The HQAR receives the corrections from the appraiser. The HQAR determines if the corrections are reasonable, appropriate and based on sound appraisal techniques. If the corrections are not adequate, the loop starts again with a discussion with the appraiser.

If the corrections are adequate or if no corrections were needed a ~~determination is made on if~~ HQAR accepts the appraisal report and issues a determination of just compensation based on *market* value. If HQAR does not accept the appraisal report then a determination is made if HQAR will make corrections or will write an independent evaluation.

If the HQAR will not make corrections / write independent evaluation then HQAR requests a second appraisal. If a second appraisal is not needed the loop goes back to where the AS determines if an update of the AP is needed. If a second appraisal is needed the loop goes back to where the AS determines if the Appraisal Staff has the expertise.

If HQAR accepts the appraisal report or will make corrections / write independent evaluation, HQAR produces independent report or corrects fee *contract* report. Approval / Determination of just compensation is issued, ~~which includes Review Appraiser's (RA) approval of remaining contract payment~~, establish uneconomic remnants, establish just compensation ~~estimates~~, establish compensatory damages and *special* benefits, estimating allocation of value, and issuing a "Pink Sheet" change to an existing approved appraisal. Once the HQAR portions are done, the AS notifies Pre-Audit of approval for *final* partial payment of the Appraisal Contract (normally 75%). Regions Chief ROW Agent reviews HQAR's determination of just compensation for approval for negotiations.

If the AS determines a parcel can be valued as a value estimate, the AS makes value estimate assignment to staff. Appraisal staff determines if a value estimate is an appropriate method to determine parcel value. If it is not an appropriate method the loop goes to where the AS determines if the staff has the expertise to perform appraisal. If Appraisal Staff determines value estimate is a proper method for determining parcel value, the AS determines if authority to proceed with appraisal and acquisition was given.

Once authority for appraisal and acquisition is received the AS requests and receives parcel information from pre-plan. The Appraisal Staff performs value estimate and sends the value estimate to the Regional ROW Chief. The Regional ROW Chief determines if the value estimate or department just compensation is approved for negotiations. If the value estimate or departmental just compensations is not approved the loop goes to where the AS determines if an update to the AP is needed. If the value estimate or departmental just compensation is approved the AS transmits reports to negotiations, Acquisitions *Section for negotiation assignment by Acquisition Supervisor* and pre-audit *for encumbering value estimate and/or Reviewer's Determinations*.

A check is performed to determine if there are design changes. If there was a design change a determination is made on if the design change can be dealt with a HQAR. If the change can be dealt by HQAR the loop goes to where the HQAR begins with the desk review. If the design change cannot be dealt by a HQAR the loop goes to where the AS determines if an update to the AP is needed.

If there was no design change the AS / Project Agent (?DPM?) determines if it is a FAA project. If it is not an FAA project, negotiations start. If it is a FAA project the Project Agent (?DPM?) submits the appraisal to FAA for review. A determination is made on whether the FAA objects to appraisal. If the FAA does not object, negotiations start. If the FAA does object, the objections are resolved and negotiations start.

4.3.6 Appraisal: Actors / Actions

ACTORS

ROW Engineering Supervisor

ROW Engineering Staff

Appraisal Contractor

ROW *Project* Agent

Professional Services Coordinator

Headquarters Review Appraiser

Appraisal Supervisor

Design Project Manager

Design Project Staff

Appraisal Staff

Headquarters Appraisal Review (?)

Regional ROW Chief Agent

Negotiations *Supervisor*

Negotiations Staff

FAA

FHWA

~~Regional Supervisor~~

ROW Chief

Pre-Audit

ACTIONS

Receive ROW Engineering Plans

Request Updated Design Plans

Determination for Sufficient Data

Prepare Appraisal Plans

Update Professional Service Agreement

Determine Resources available

Request parcel information

Prepare Memo

Check for Design Change

Determine FAA Project

Initiate Appraisal Plans

Designate Appraisal Staff

Update Appraisal Plans

Request Professional Service Agreement

Desk Review by HQ

Field Review by HQ

Appraisal Review by HQ

Notification of Possession

On-site inspection

Value Estimate

Determination of Just Compensation

Approve Just Compensation

4.4 Acquisitions Joint Modeling Session Discussion Notes, Actors, Stories

4.4.1 Discussion Notes

1. Bob Wright – Central - Supervisor
2. Karen Tony – Northern
3. 8th Pre-Construction Engineers and ROW Chiefs
    - 3.1. Scope / Schedule / Budget
    - 3.2. Interface with Environmental
4. Election of Payment Forms
    - 4.1. Black Box – Unknown issue – Clarify and get review
5. Acquisitions Supervisor Interface
    - 5.1. Attributes
        - 5.1.1. Scope/Schedule/Budget
            - 5.1.1.1. Access to the SSB Interface
        - 5.1.2. Receive Fair Market Value / Value Estimates
        - 5.1.3. Market Study
        - 5.1.4. Notice of Phase III funding
            - 5.1.4.1. Beginning Amount of Funding
        - 5.1.5. ROW Plans (Completed)
        - 5.1.6. Design Study Report (DSR)
        - 5.1.7. Design Construction Plans
            - 5.1.7.1. Percentage Complete
                - 5.1.7.1.1. Subjective determination of the overall completion of this project (allows for the progression)
                - 5.1.7.1.2. Design Meeting (valuable source of information)
                    - 5.1.7.1.2.1. Designer Staff provides the most useful information – DPM interface will need to be extended to allow the design staff to populate the details.
            - 5.1.7.2. ROW Component of Design Study
                - 5.1.7.2.1. Estimation of Parcels
                - 5.1.7.2.2. Cost Estimates
                - 5.1.7.2.3. Notion of pre-information available
                - 5.1.7.2.4. Public Hearings
        - 5.1.8. Retention / Relocation Information
            - 5.1.8.1. Dates
            - 5.1.8.2. Cost to Cure
        - 5.1.9. Notes on a Project Basis
        - 5.1.10. Notes on a Parcel Basis
        - 5.1.11. ~~Aspirin (humor~~)
        - 5.1.12. Legal Description
        - 5.1.13. Parcel Plats
        - 5.1.14. Appraisal Status by Parcel
            - 5.1.14.1. Date of Appraisal
            - 5.1.14.2. Status of completion
        - 5.1.15. Variances from the Local Municipality (Fairbanks only???) Required (yes/no)
            - 5.1.15.1. Comes from Design
            - 5.1.15.2. Temporary Interest
            - 5.1.15.3. No Cost
        - 5.1.16. Title Reports
            - 5.1.16.1. Part of the Plant

5.1.16.2. Considered a Bad Idea – This item is informational only.
5.1.16.2.1. Explain: Karen/Bob
5.1.16.2.1.1. Redundant - time or space issues
5.1.16.2.1.2. Personnel to keep up to date
5.1.16.2.1.3. Title Information
5.1.16.2.1.4. Huge Cost to start one
5.1.16.2.1.5. Maintained by the Department
5.1.16.2.1.6. Get the Title report and see what is true and valid
5.1.16.2.1.7. Update on the title reports (instant notification)

5.2. Actions

5.2.1. Determine if FAA Project
5.2.1.1. Certifications
5.2.2. Approve Parcel Negotiations
5.2.3. Deny Parcel Negotiations
5.2.4. Approve Administrative Settlement
5.2.5. Deny Administrative Settlement
5.2.6. Notify
5.2.6.1. Players in the system
5.2.7. Retention Determination (ROW Chief makes this judgment) – new policy (based upon the immediacy of projects)
5.2.8. Check if an adequate percentage of information is received
5.2.8.1. Checklist of products required (at a minimum percentage to begin work)
5.2.9. Provide Estimate for Additional Funds – (to Pre-Audit)
5.2.9.1. Encumbrances of Funds are based upon the estimate of what it will cost.
5.2.10. Request Updated Title Reports (from the Title Company) (negotiator)
5.2.11. Ad-Hoc Querying and Reporting (not for negotiator)
5.2.11.1. Used to assist the Supervisor to schedule resources more effectively
5.2.11.2. Project
5.2.11.3. Agent
5.2.11.4. Type of Parcel
5.2.11.5. Parcel Count
5.2.11.6. (etc.)
5.2.12. Request Variances (not negotiator)
5.2.13. Request comes into the Acquisitions Group for Temporary Construction Permits
5.2.14. Request RFP (no negotiator)
5.2.14.1. Track Status
5.2.15. Award PSA (no negotiator)
5.2.15.1. Track Status
5.2.16. Design Request
5.2.16.1. TCP
5.2.16.2. Cost to Cure
5.2.16.3. Relocation
5.2.17. Notify Retention/Relocation (cost to cure items)
5.2.18. Consultant Management (no negotiator)
5.2.19. Track Schedule Information (no negotiator)
5.2.20. Assign Staff (no negotiator)
5.2.20.1. Internal Staff
5.2.20.2. Contract Work
5.2.20.2.1. Dependent upon the SOW of the contract (Appraisal / Acquisitions)
5.2.20.2.2. Similar to the Negotiator Interface (no edition of Supervisor information, but can add information to the Negotiators realm – in so far as they are assigned to the parcels)
5.2.20.2.3. Personal Services Contract

5.3. Collaborations

5.3.1. Design Project Manager
5.3.1.1. View Only
5.3.2. Appraisals Supervisor
5.3.2.1. View Only
5.3.3. ROW Engineer
5.3.3.1. Request Acquisitions Begin
5.3.4. Project Agent (Central Region only at the current state)
5.3.4.1. All Rights to view
5.3.4.2. They can do all things (exception – performance) on their projects only - they may want to know how many parcels have been acquired as it pertains to their project only.
~~5.3.4.3. Cannot make moral judgments (but can finesse the project as required).~~
5.3.4.4. Unique to Central Region

5.4. Interactions
5.4.1. Parcel Detail is not necessary with the exception of the Parcel Plat information
5.4.2. Workflow

5.5. Reporting
5.5.1. Ad Hoc Reporting
5.5.1.1. Project Agent (limited functionality)
5.5.1.1.1. Will be able to run activities only for their project.
5.5.2. Employee Evaluation Parcel Information (50% time on this reporting)
5.5.2.1. Parcel Based – Not Time Based - Performance
5.5.3. Scheduling / Resources
5.5.4. Tracking Budgets on a Project by Project Basis
5.5.5. Parcel Information as it pertains to
5.5.5.1. Parcel Count
5.5.5.2. Relocations

5.6. Preferences Profiles
5.6.1. Users Based preferences for information sets that are returned (minimal data)

5.7. Questions to the Chiefs
5.7.1. Project Agent question – pass it on to the ROW Chiefs.

6. Negotiator Interface

6.1. Attributes
6.1.1. ~~Type of~~ Negotiation
~~6.1.1.1. Airports~~
~~6.1.1.2. Native Allotments~~
6.1.1.3. ~~General Acquisitions~~
6.1.2. Municipal Tax Information
6.1.2.1. Prorate the Taxes from the time ~~we take possession~~ *the property is conveyed.* (by parcel)
6.1.2.1.1. Sign a form about the tax burden or share (owner)
6.1.2.2. Taxes are paid up to that point in the year
6.1.2.3. Assessing Records (Tax Number)
6.1.2.3.1. To establish their claim
6.1.3. Value Assessments
6.1.3.1. Estimates for cost to cure
6.1.3.2. Estimate reason
6.1.4. Payee Tax Identification Number / SSN
6.1.5. Status Plats
6.1.5.1. Set Backs that are required by law
6.1.6. Borough Zoning
6.1.6.1. Sometimes the information is in the appraisal ~~(show if relevant)~~
6.1.7. Subdivision Covenants
6.1.7.1. Engineering Provides this information (normally)
6.1.7.1.1. Parcellized to conform with the subdivision covenants

6.1.7.1.2. Received variances for this covenant
6.1.8. Make first Offer
6.1.9. Native Allotments (see 6.1.1 for types)
6.1.9.1. Trustee Contact
6.1.9.1.1. Representative only
6.1.9.1.2. Duties to acquire and review
6.1.9.1.2.1. BIA must sign in the end
6.1.9.2. Certification
6.1.10. Airports (see 6.1.1 for types)
6.1.10.1. Sub-Surface Easements
6.1.10.2. Surface Easements
~~6.1.10.3. Right of Entry~~ *FAA does not accept Right of Entry's for airports*
6.1.11. Agent Name (stamped by the system)
6.1.12. View Rights to all existing data from the Acquisition supervisor (no SSB information, notice of Phase III funding, Appraisal Status by Parcel, variances)
6.1.13. Appraisal / Review or the Value Estimate
6.1.14. Lien and Encumbrances Holders by Parcel (additional information)
6.1.14.1. Comes from the Title Report
6.1.14.1.1. Does not include the Sewer/Water Assessments
6.1.14.1.2. Does not include encumbrances not of record
6.1.14.2. Individual Assessment of each lien/encumbrance
6.1.14.3. Notes / Issues – Subjective to each
6.1.15. Record of ~~Negotiation~~ *Contacts* (~~RONs~~ *ROCs)* by parcel
6.1.15.1. FHWA + FAA audit
6.1.15.1.1. Documentation tracking with Auditing
6.1.15.2. Contact with the property owner
6.1.15.2.1. Date and Time of contact
6.1.15.2.1.1. From and To time (not relevant – potentially)
6.1.15.3. Who was contacted
6.1.15.3.1. Lien holders
6.1.15.3.2. Property Owners
6.1.15.4. How were they contacted?
6.1.15.4.1. Phone
6.1.15.4.2. Mail
6.1.15.4.3. Fax
6.1.15.4.4. Email ~~(whatever~~)
6.1.15.5. Where there were contacted at?
6.1.15.5.1. Location of Contact.
6.1.15.6. Comments on the contact
6.1.16. Admin Settlements (<=10k Increase - ROW Chief , >10k then Pre-construction Engineer)
6.1.16.1. Memo Admin Request (supervisory level)
6.1.16.1.1. List the Name of the Property Owner
6.1.16.1.2. Counter Offer
6.1.16.1.3. Justification For the New Offer
6.1.16.1.4. Outline the First Offer (subjective information relevant to the Admin Settlement)
6.1.16.1.5. Approval / Rejection indicated by signature (acceptance by the ROW Chief)
6.1.16.2. Approved
6.1.16.2.1. Make a new – start from scratch
6.1.16.3. Not Approved
6.1.16.3.1. Memo Adjustment and seek Condemnation
6.1.17. Condemnations (sent to AG for Review)

6.1.17.1. Memo from admin request modified and sent to *Pre Construction Engineer, then to R*egional *Director*
6.1.17.2. Requires a Signature
6.1.17.3. Decisional Document from design
6.1.17.3.1. Requires a Signature
6.1.17.3.2. Tells the history of the project
6.1.17.3.3. Design reasons
6.1.17.3.4. Steps for the design
6.1.17.3.5. ~~(Cover your Aspirations) –~~ took all steps necessary
6.1.17.3.6. ROW: Specific to the parcel and the design
6.1.17.3.6.1. Concerns
6.1.17.3.6.2. Dealing with the Concerns
6.1.17.3.6.3. Why we need to proceed to condemnation
6.1.17.3.7. Legal Exhibits from Engineering
6.1.17.3.8. AG
6.1.17.3.8.1. May ~~potentially~~ *request* Updated Appraisal
6.1.17.3.8.2. May ~~potentially~~ *request* Update Title
6.1.17.3.9. Update Appraisal (refer above)
6.1.17.3.10. Update Title (refer above)
6.1.17.3.11. List Outstanding Parties
6.1.17.3.11.1. Lien Holders
6.1.17.3.11.2. Other parties of interest
6.1.17.3.11.3. Utility Co-op's etc.
6.1.17.3.12. Pre-Audit Check addressed to the clerk of court (fair market value)
6.1.17.3.13. If accepted after the fact, the AG will negotiate a settlement with the landowner to discuss terms.
6.1.18. Memo to Bypass (Federal issues)

6.2. Actions ***This section, 6.2, may be out of order or redundant***

6.2.1. Generate Purchase Voucher (Request from Pre-Audit)
6.2.2. Update Acquisitions After Admin Settlement or Pink Slip Appraisal
6.2.3. Land Owner's Acceptance
6.2.3.1. Done on the deed (signatures)
6.2.4. Request Information from Property Management (by parcel)
6.2.4.1. Retention Values
6.2.4.2. 90 Day Notice to Relocations (product delivered to PM/Relocations)
6.2.5. Request Appraisal Information
6.2.6. Quality Control Review
6.2.7. Notify Construction of ROCs
6.2.8. Meet with Property Owners
6.2.9. Record of Negotiations
6.2.10. Generate Condemnation Assessment (look above for definitions)
6.2.11. Request Re-conveyances to the Title Company
6.2.12. Prepare Negotiator Package
6.2.13. Notify Supervisor
6.2.14. Contact Owners
6.2.15. Finding Property Owners
6.2.16. Design Requests
6.2.17. Generate Documents
6.2.17.1. Boiler Plate Template Notion
6.2.17.1.1. Boiler Maker Creation Template Maker
6.2.17.2. Offer Letter
6.2.18. Appraisal Request
6.2.19. Title Clearing
6.2.19.1. Release from all Lien Holders

6.2.20. Transmit Payments
6.2.20.1. Order Checks
6.2.20.2. Close Deal
6.2.21. Negotiate Acceptance of Tasks
6.2.22. Acquire Parcels
6.2.23. Pre-Audit Interface
6.2.24. TCP/TCE
6.3. Collaborations
6.3.1. Construction Supervisor
6.3.2. Acquisition Supervisor
6.3.2.1. Reassign cases to others
6.3.2.1.1. Access to all pertinent documents
6.3.2.1.2. Rights should be fine in definition and granular in application
6.3.2.2. ROC Interface
6.3.2.3. Project Information
6.3.2.4. Parcel Information
6.3.2.5. All Documentation
6.3.3. Everyone at DOT can currently see all information pertaining to the Acquisitions *?? Don't understand - acquisition info is confidential until documents are recorded. Reviewers Determination and Values Estimates are confidential documents unless requested in Discovery Process or between negotiation and owner.*
6.3.4. If it is read only then – this is okay. (view only)
6.3.5. AG's office
6.3.5.1. Negotiator information only (View Only) – reference only
6.4. Interactions
6.4.1. Property Owner Maps (scanning)
6.4.2. Scanned Images
7. AG's Interface (own the package when they condemn)
Condemnations is the main reason for use of the AG's office
7.1. Attributes
7.2. Actions
8. External Interfaces
9. Software Interfaces
9.1. Scanning
10. Hardware Interfaces
11. Performance / Hardware Specs
11.1. Needs to be examined closely
11.2. Printers
11.3.
12. Roles
12.1. Activities
12.1.1. Negotiator
12.1.2. Project Agent
13. Team Interface
13.1. Project Agent Notion (northern Region – Regional Supervisor)
13.1.1. Work Items associated with the project
13.1.2. Work Scope as a deliverable
13.1.2.1. Change ROW Plan
13.1.2.2. Negotiate
13.1.3. They want the option of not assigning a project agent (northern - would like to assign just negotiators)
13.2. Negotiator
13.2.1. Will have disposition results
13.2.1.1. Possibly non-numeric – or could be numeric

13.2.1.2. Alpha Number at the front of the parcel.

13.3. Parcels will be assigned either contiguously or in bits and pieces by the Acquisitions Supervisor. (notion that the team administrative interface will work only for assignment against the parcels to which they are assigned)

14. General Constraints

14.1. Cannot Take or condemn federal property

14.1.1. Have to wait for the information to come down to us from the Feds

14.1.2. Native Allotments are also covered

14.1.3. Cannot proceed until the approval from the Federal Government (Native Allotments only)

14.1.4. Authority and Assessment from a Defending Lawyer can shut the project down.

15. Questions

15.1. FAA Questions Projects? Follow-through

4.4.2 Acquisition Story

The Acquisition Supervisor (AS) / Projects Agent (PA) receives notice of phase three funding approval from Pre-Audit. The AS reviews and updates staff assignments on projects. The AS/PA determines if required data (plans and title) is present to continue with acquisitions. If required data is missing it is retrieved from the Right of Way (ROW) Engineer or a decision is made to proceed with the current data.

Once sufficient data is present, the AS/PA determines if a variance is required. If a variance is required the AS completes and submits a variance application, attends any hearings on the variance and submits the results of any hearing to Appraisal.

Once the results of the variance is received or a variance was not needed the AS/PA determines if acquisitions activities can proceed. If acquisition activities can not proceed the AS/PA resolves acquisitions issues, which may include completing native allotment certification, resolving federal title discrepancies, resolving tribal concerns, identify and enter ANCSA Section 14(c) entitlement, identify and enter utility needs, identify and enter access requirements, identify and enter material needs, and identify and enter land title interests to be appraised.

Once acquisitions can proceed the Acquisition Agent (AA) gets the Approved Fair Market Value or Value Estimate from Appraisal, which includes getting the legal description, parcel plats and title report from ROW Pre-Plan. Then the AA gathers parcel data that includes R/W plans, plats and title reports are ordered/procured from R/W Engineering or appropriate consultant. Appraisals are ordered or procured from the Appraisal section for each parcel of the project. Design Study Report, Design Plans and TCP's are requested from Design. AS/PA educate themselves to the project and each parcel. In addition, a field review with Design, Appraisal, ROW *Engineering* Pre-Plan, *a.k.a. Plan Preparation,* Consultants and Relocations is conducted.

Once all of the data is gathered, the AA determines if updated title is needed. If an updated title report is needed the AA orders an updated title report. Once the updated title report is received or determination was made that an updated title report was not needed the ROW Chief (?AS/PA?) determines if retention will be offered. If retention will be offered, the AA *AS* secures retention values for improvements.

Once the retention values are secured or a determination that retention will not be offered the AA/PA queries the Design Project Manager (DPM) for removal dates. The AA prepares the acquisition package (AP), which includes the letter of offer, easements, warranty deeds, purchase voucher, memorandum of agreement, temporary construction permit, request for reconveyance, *requests for* deeds of partial or full reconveyance, preparation and entering election of payment forms, preparation and entering surface and subsurface easements, preparation and entering option contracts and rights of entry, preparation and entering bill of sale, preparation and entering non-development covenants, corporate or council resolutions, and Quit Claim Deeds (QCD).

Once the AP is done the AA makes First Offer contact with the owner, which includes locating the owner, initiating title clearing with the owner, and entering the contact into the record of ~~negotiations~~ *contacts.* Once First Contact is made the AA determines if any relocations are required. If relocations are required the *Relocation Agent* issues a ~~90-day notice~~ *benefit statement* to the property owner and *Acquisition Agent* notifies Relocation and Property Management of *Notice* of First Contact.

Once the 90-day notice is issued or if relocation is not needed the AA determines if the owner agreed to sign and return the Offer Documents (OD). If the owner has not agreed to sign and return the OD the AA identifies the owners concerns. Then the AA develops the Department's response to the owner's concerns and submits the response to the *Acquisition Supervisor and* ROW Chief. The ROW Chief makes a determination on whether to approve the response to the owner's concerns or not. If the ROW Chief does not approve the response to the owners concerns, the response goes back to the AA for revision and resubmission.

Once the *Acquisition Supervisor and* ROW Chief accepts the response to the owner's concerns, the AA determines if the owner accepts the Department's response to the owner's concerns. If the owner accepts the Department's response to the owner's concerns the AA revises the OD as needed and the flow goes to where the decision is made on if the owner has agreed to sign and return the OD.

If the Department's response to the owner's concerns is not accepted by the owner the AA determines if the owner has made a counter offer. If the owner has made a counter offer the ROW Chief decides whether *or not to* accept the counter offer ~~or not~~. If the ROW Chief decides not to accept the counter offer or if the owner has not made a counter offer the AA sends the Final Letter to the owner and prepares recommendations for condemnation and submits the recommendations to the AS.

Once the AS receives the recommendations for condemnations the AS determines whether or not to recommend condemnation. If the AS decides not to recommend condemnation the flow goes to where the AA sends the Final Letter to the owner and prepares recommendation for condemnation and submits the recommendation to the AS.

Once the AS decides to recommend condemnation the Pre-Construction Engineer (PCE) determines whether or not to approve condemnation. If the PCE decides not to approve condemnation the Regional Director decides where to re-enter the Acquisition Flow. If the PCE decides to approve the condemnation, the AA/PA requests decisional document from the DPM. The AA completes section four of the decisional document. Then the AA request schedules A, B and C and updated title reports from the ROW Engineer. The AA transmits the condemnation file to Pre-Audit. (ALWAYS?) *Yes always now, but maybe not in new system - but $$ needs ordering for court deposit.* The AA receives order of possession from the AG office.

If the ROW Chief decides to accept the owners counter offer the AA prepares recommendations for Administrative Settlement and submits to the *Acquisition Supervisor and* Row Chief. The ROW Chief determines if the recommendation for Administrative Settlement is complete. If the recommendation for Administrative Settlement is not complete, the AA revises and resubmits the recommendations for Administrative Settlement.

Once the recommendations for Administrative Settlements is accepted by the ROW Chief the ?AA? determines if the Administrative Settlement is less than or equal to $10,000 *over the current Reviewer's Determination.* If the Administrative Settlement is less than or equal to $10,000 the recommendation is sent to the ROW Chief ?Agent? for approval. If the recommendation is greater than $10,000, the recommendation is sent to the *ROW Chief, then to the* PCE for approval.

The AA determines if the Administrative Settlement is approved. If the Administrative is approved the flow goes to where the AA revises the AD as needed. If the Administrative Settlement was not approved, the AA determines of the Row Chief or PCE wants to continue negotiations. If the ROW Chief or PCE does not want to continue negotiations the flow goes to where the AA sends the Final Letter and prepares recommendations for condemnation and submits to the AS. If the ROW Chief or PCE wants to continue negotiations the flow goes to where the AA develops the Department's response to the owner's concerns and submits the response to the *Acquisition Supervisor and* ROW Chief.

If the owner has agreed to sign and return the OD the AA notifies Property Management and Relocations of possession. After the AA notifies Property Management and Relocations of possession the AA completes the title risk clearing assessment. Once the title risk clearing assessment is completed the ROW Chief determines if a title clearing is needed. If a title clearing is needed the AA performs the title clearing, which includes obtaining needed signatures on any partial or full reconveyance, obtaining needed deed of partial or full reconveyance from the title company, obtaining needed consent to easement, obtaining needed release for liens and judgments, obtaining needed QCD, obtaining needed BIA clearance, obtaining needed release of lessee's interests, and obtaining needed partial release of assessments.

Once the title clearing is complete or the ROW Chief determines that a title clearing was not needed, the AA determines if taxes need to be prorated. If the taxes need to be prorated the AA prorates the taxes. After the taxes are prorated or the ROW Chief determines that the taxes do not need to be prorated the AA transmits the AP and Title-Clearing Package to Pre-Audit. Then the flow goes to where the AA determines if this is a FAA project.
Following moved to end at suggestion of Northern Region:

Once the order of possession is received the AA determines if this is an FAA project or not. If it is not an FAA project Acquisition is Complete. If it is an FAA project the AA completes grant paperwork for the FAA, which includes preparing parts ~~II pages one and two along with part I page tw~~o of the grant application and preparing sponsor certification. Once the grant paperwork is prepared the AA prepares a draft title opinion and exhibit A, including updated property plan, and submits the grant package to the AG's office. *Only sometimes - see attached changes to Plan Process Flow from PGS*

After the grant package is sent to the AG the AA determines if the AG will sign the title opinion and submit it to FAA. If the AG will not sign the title opinion or submit the package to the FAA the AA resolves the AG concerns and resubmits the grant package to the AG. If the AG will sign and submit the grant package to the FAA the AA determines of the AG had exceptions to title opinion remanded. If the AG had exceptions to the title opinion remanded the AA lists the exceptions in the grant application. Once the AA completes outstanding property transactions and documents it in the comments section, the flow goes to where the AA prepares draft title opinion and exhibit A including updated property plan and resubmits to the AG's office.
~~If the AG did not have exception to the title opinion remanded then the AA prepares a hard copy file for submittal and discussion with construction.~~ Once Construction notifies the AA of completed construction, the AA determines if there are outstanding obligations to transfer Departmental properties~~. If there are outstanding obligations the AA completes agreed to property exchanges and/or disposals. Once the AA completes agrees to property exchange and/or disposals or if there were no outstanding obligations to transfer Departmental properties Acquisition is Complete.~~
Post construction - the Acquisition Agent completes any outstanding obligations.

4.4.3 Acquisition: Actors / Actions

ACTORS

ROW Engineer

Construction

Project Agent

Acquisition Agent

Attorney General's office

Pre-Construction Engineer

~~Quit Claim Deed~~

~~Offer Documents~~

Owner

Acquisition Supervisor *who is also the* Negotiations Supervisor

Environmental staff

Design Project Manager

Design staff

Acquisition Staff

Regional ROW Chief Agent

Negotiations

FAA

FHWA

Regional ~~Supervisor~~ *Pre-Construction Chief*

Regional Director

Pre-Audit *staff*

Appraisal *staff*

ACTIONS

Scope, Schedule, Budget

Receive notification of Phase Three funding

Determine if Required Data is Present

Complete Variance Application

Submit Variance Application

Determine if Acquisition activities can proceed

Resolve Acquisition issues

Retrieve Fare Market Value/Value Estimate

Determine Retention

Prepare Acquisition Package

Make First Offer *to Offer Documents*

Issue 90-day notice

Approve

Deny

Negotiate

Accept

Notify

Update

Determine FAA Project

4.5 Relocation Joint Modeling Session Discussion Notes, Actors, Stories

4.5.1 Discussion Notes

1. Relocation Supervisor Interface
   - 1.1. Attributes
     - 1.1.1. Plans In Hand (yes/no – and what is included)
       - 1.1.1.1. What are we Acquiring
       - 1.1.1.2. What is left of the remainder
       - 1.1.1.3. Who owns the property
       - 1.1.1.4. Parcel Number
       - 1.1.1.5. Project Number (Federal and State)
       - 1.1.1.6. Design is in place
       - 1.1.1.7. Utilities in the Final Design (requested by the Relocation / Property Management)
         - 1.1.1.7.1. Project Manager Engineer does not manage utilities – they are not responsible – nor are they accountable for this at the present time.
     - 1.1.2. Environmental Plans
       - 1.1.2.1. Relocation Study
         - 1.1.2.1.1. Permits that permit Encroachments
       - 1.1.2.2. Encroachments
       - 1.1.2.3. Relocation Human Impact Section of the Environment Document
     - 1.1.3. Appraisal Report
     - 1.1.4. Scope / Schedule / Budget
     - 1.1.5. Notes
     - 1.1.6. Cert Date
   - 1.2. Actors
     - 1.2.1. Pre-Construction Engineer
       - 1.2.1.1. View
     - 1.2.2. ROW Chief
       - 1.2.2.1. View
     - 1.2.3. Design Project Manager (Engineer Managers in South East)
       - 1.2.3.1. View
     - 1.2.4. All Supervisors in ROW should be able to view this information…
       - 1.2.4.1. View
     - 1.2.5. Property Management Agent
       - 1.2.5.1. View
     - 1.2.6. Project Agent (Access – discuss whether this is what they want to do)
       - 1.2.6.1. View
     - 1.2.7. ROW Assistant
       - 1.2.7.1. View
     - 1.2.8. Utilities Manager
       - 1.2.8.1. View
     - 1.2.9. Rights can be changed on a case by case basis by the Relocation Supervisor
   - 1.3. Actions
     - 1.3.1. Assign Resources
     - 1.3.2. Assign Resources
       - 1.3.2.1. Delete Resources
       - 1.3.2.2. Update Resource
       - 1.3.2.3. View Resources
       - 1.3.2.4. Assign Rights

1.3.3. Set Deadlines (update / set)
1.3.4. Request Additional Data
1.3.5. Add
1.3.6. Edit
1.3.7. Delete
1.3.8. Modify
1.3.9. View
1.3.10. Audit Changes
1.3.10.1. On Delete
1.3.10.2. On Modify
1.3.10.3. On Add

2. Relocations Agent Interface

2.1. Attributes

2.1.1. Guidelines
2.1.2. Hard Copy File ID for cross
2.1.2.1. Boilerplate available
2.1.3. Benefit Type
2.1.3.1. Tenant
2.1.3.2. 90 Day Homeowner
2.1.3.3. 180 Day Homeowner
2.1.3.4. Last Resort
2.1.3.5. Business
2.1.3.6. Non-profit
2.1.3.7. Farm
2.1.4. Time Frame
2.1.4.1. Occupy (1 year)
2.1.4.2. 18 Months to file for claim for payment for benefits
2.1.4.3. Other, in the event of an extension
2.1.5. Status
2.1.5.1. Moved
2.1.5.2. Occupied
2.1.5.3. Constrained by the Time Frame (time begins)
2.1.5.4. Once Pre-audit sends out payment for acquiring or the owner has moved – clock starts ticking when they move out (close on their new house). (note "owner has moved " is considered irrelevant of relocations) -
2.1.5.5. When they get the check – they have one year to find the replacement housing (1 year to move and 18 months to file for benefits).
2.1.6. Parcel
2.1.6.1. Inspection Notes or Agent Comments
2.1.6.1.1. Verification of Move
2.1.6.1.2. Agent Photos (photos of the property or approach or various and sundry other property)
2.1.7. Benefits Statement (25a-182 – 25a-188)
Consider entering this into one form – question for TAMAR….
2.1.7.1. Types
2.1.7.1.1. Owner Occupant of 180 days or more
2.1.7.1.2. Occupant less than 90 days
2.1.7.1.3. Owner Occupant of less than 180d but > 90 days
2.1.7.1.4. Tenant of more than 90 days
2.1.7.1.5. Ineligible Tenant
2.1.7.1.6. Benefit statement business
2.1.8. On-site inspection (25A-117)
2.1.8.1. Federal Project Number
2.1.8.2. State Project Number

2.1.8.3. Parcel Number
2.1.8.4. Deed of Trust Date
2.1.8.5. Trustors
2.1.8.6. Trustee
2.1.8.7. Beneficiary
2.1.8.8. Recorded Date
2.1.8.9. Book
2.1.8.10. Page
2.1.8.11. Recording District
2.1.8.12. Description
2.1.8.13. Tract
2.1.8.14. Containing
2.1.8.15. Date Signed
2.1.8.16. Signer

2.1.9. Record of Contact (25A-161)
2.1.9.1. Forms List
2.1.9.1.1. Checkbox list of forms that may have been filled out.
2.1.9.2. How they were contacted
2.1.9.2.1. Email
2.1.9.2.2. Phone
2.1.9.2.3. Letter
2.1.9.2.4. Fax
2.1.9.2.5. In Person
2.1.9.3. Date
2.1.9.4. Time
2.1.9.4.1. Beginning Time
2.1.9.4.2. Ending Time
2.1.9.5. Name
2.1.9.6. Address
2.1.9.7. Phone Number
2.1.9.8. What was discussed
2.1.9.9. What was accomplished
2.1.9.10. Who went there
2.1.9.10.1. Participants for the visit

2.1.10. Relevant Notes
2.1.10.1. This can include Justifications for changes in the system
2.1.10.2. Date
2.1.10.3. Author

2.1.11. Relocation Plan
2.1.11.1. Ongoing updates as required

2.1.12. General Notes and specifications from the Relocation Supervisor

2.1.13. Parcel Status
2.1.13.1. Types
2.1.13.1.1. Based upon deadlines for project activities
2.1.13.1.2. All Agreements should have a notion of status and date

2.1.14. Claim Form

2.1.15. Status of DS&S Inspection

2.1.16. Status of Final Inspection

2.2. Actions

2.2.1. Update Relocation Plan

2.2.2. Notice to Relocatee
2.2.2.1. 90 Day
2.2.2.1.1. 30 Day before they issue the 90 day notice

2.2.3. Notify Property Management

2.2.3.1. Checklist to complete
2.2.4. Generate Notification to Property Management
2.2.4.1. When Completed
2.2.4.2. For Appeals Process (references SRS Signs Document – appeal process class and model)
2.2.4.3. Claim Form Signed
2.2.5. Generate Claim Form
2.2.6. Submit claim From
2.2.7. Update Status Reports

2.3. Actors
2.3.1. AG
2.3.1.1. Turned on or off based upon the needs
2.3.1.2. Notion of tracking –
2.3.1.2.1. Who has it in Legal
2.3.1.2.2. Estimate of Time to Complete the Task
2.3.1.2.2.1. Billable Hours
2.3.1.2.2.2. Calendar Times
2.3.2. Property Management Supervisor
2.3.2.1. View
2.3.3. Construction
2.3.3.1. View
2.3.4. ROW Chief
2.3.4.1. View
2.3.5. Acquisitions Agent
2.3.5.1. View
2.3.6. All relevant ROW staff
2.3.6.1. Those people involved in the ROW Process
2.3.6.2. View
2.3.7. External Governmental Organizations
2.3.7.1. FHWA
2.3.7.2. EPA
2.3.7.3. DEC
2.3.7.4. CORE
2.3.8. Contractor Agent
2.3.8.1. Relocation Agent Activities
2.3.8.2. Restricted information
2.3.8.2.1. Sensitive Information (only view what is listed under the RA interface)
2.3.8.2.1.1. Requirement to disclose all information pertaining to the parcel
2.3.8.2.2. Cannot update any project specific information
2.3.8.2.3. Updates only can occur on information that is relevant to the Relocation Plan
2.3.8.3. Requires Procurement ($5000 < no, > $5000 yes) PSA Negotiations

2.4. Constraints
2.4.1. Potential Overrides can occur at any level – have to allow for changes (political)
2.4.2. All Relevant Statues – Policy and Procedure
2.4.2.1. CFR
2.4.2.2. State
2.4.2.3. Department
2.4.2.4. Regulations
2.4.3. Borough Codes

2.5. Documentation
2.5.1. Generic Boiler Makers
2.5.1.1. All Forms that are identified
2.5.1.2. Occupancy Report (25a-171)

2.5.1.2.1. Inspection Date
2.5.1.2.2. Owner
2.5.1.2.3. Tenant
2.5.1.2.4. Phone
2.5.1.2.5. Occupant
2.5.1.2.6. Address
2.5.1.2.7. Federal Project Number
2.5.1.2.8. State Project Number
2.5.1.2.9. Parcel Number
2.5.1.2.10. Unit Number
2.5.1.2.11. Date of Occupancy
2.5.1.2.12. Size of Family
2.5.1.2.13. Number of Children
2.5.1.2.14. Boy's ages
2.5.1.2.15. Girl's ages
2.5.1.2.16. Number of Bedrooms
2.5.1.2.17. Annual Income
2.5.1.2.18. Monthly Rent
2.5.1.2.19. Furnished (YES/NO)
2.5.1.2.20. Total Monthly Utilities
    2.5.1.2.20.1. Monthly Heat Bill
    2.5.1.2.20.2. Monthly Electrical Bill
    2.5.1.2.20.3. Monthly Water Bill
    2.5.1.2.20.4. Monthly Sewer Bill
    2.5.1.2.20.5. *Other i.e. Condo fees, garbage collection, etc.*
2.5.1.2.21. Type of Verification Document
2.5.1.2.22. Occupant's Place of Employment
2.5.1.2.23. Distance to Occupant's Place of Employment
2.5.1.2.24. Occupant's plans for housing
2.5.1.2.25. Special Needs
2.5.1.2.26. Number of Blocks to School
2.5.1.2.27. Number of Blocks to Transportation Services
2.5.1.2.28. Number of Blocks to Commercial Facilities
2.5.1.2.29. Number of Blocks to Community Facilities
2.5.1.2.30. Dwelling Inspection
    2.5.1.2.30.1. Type
        2.5.1.2.30.1.1. Single Family
        2.5.1.2.30.1.2. Multi-Family
        2.5.1.2.30.1.3. Mobile Home
        2.5.1.2.30.1.4. Density *(? ?)*
        2.5.1.2.30.1.5. Other
    2.5.1.2.30.2. Number of Habitable Rooms
    2.5.1.2.30.3. Number of Bedrooms
    2.5.1.2.30.4. Bathrooms
    2.5.1.2.30.5. Habitable Floor space
    2.5.1.2.30.6. Type of Construction
    2.5.1.2.30.7. Age
    2.5.1.2.30.8. Condition
    2.5.1.2.30.9. Basement
    2.5.1.2.30.10. Total Room Count
    2.5.1.2.30.11. Other Storage Areas
2.5.1.2.31. Date of Signature
2.5.1.2.32. ROW Agent
2.5.1.3. Non-Residential (25a-171a)

2.5.1.3.1. Date of Inspection
2.5.1.3.2. Owner
2.5.1.3.3. Tenant
2.5.1.3.4. Phone
2.5.1.3.5. Occupant
2.5.1.3.6. Address
2.5.1.3.7. Federal Project Number
2.5.1.3.8. State Project Number
2.5.1.3.9. Parcel Number
2.5.1.3.10. Unit Number
2.5.1.3.11. Type of Ownership
2.5.1.3.11.1. Corporation
2.5.1.3.11.2. Partnership
2.5.1.3.11.3. Sole Owner
2.5.1.3.11.4. Other
2.5.1.3.12. Date first Occupied
2.5.1.3.13. Number of Employees
2.5.1.3.14. Type of Business
2.5.1.3.15. Income Amount
2.5.1.3.16. Rent/Lease Payment Amount
2.5.1.3.17. Type of Inventory to Move
2.5.1.3.18. Special Needs
2.5.1.3.19. Date Signed
2.5.1.3.20. ROW Agent

2.5.1.4. Parcel Review Report(25a-199)
2.5.1.4.1. Name
2.5.1.4.2. Address
2.5.1.4.3. Federal Project Number
2.5.1.4.4. State Project Number
2.5.1.4.5. Parcel Number
2.5.1.4.6. Unit Number
2.5.1.4.7. Type of Property
2.5.1.4.7.1. Residential
2.5.1.4.7.2. Business
2.5.1.4.7.3. Farm
2.5.1.4.7.4. Non-Profit
2.5.1.4.8. Class of Occupancy
2.5.1.4.8.1. Owner
2.5.1.4.8.2. Tenant
2.5.1.4.8.3. *Owner Land/Tenant mobile home*
2.5.1.4.8.4. *Tenant Land/Owner mobile home*
2.5.1.4.9. Date Subject Dwelling Occupancy Report
2.5.1.4.10. Date Claimant occupied property being acquired
2.5.1.4.11. Date if Initiation of Negotiations
2.5.1.4.12. Date of Notice of Eligibility
2.5.1.4.13. Date of Benefit Statement
2.5.1.4.14. Date of Affirmation and Request for Relocation Assistance or Agent's Affirmation of Presentation
2.5.1.4.15. Moving Expense Claims
2.5.1.4.15.1. Claim for fixed moving expense and dislocation allowance – residential only (Yes/No)
2.5.1.4.15.2. Claim for Actual Moving Expense and dislocation expenses with supporting documentation (bids, receipts, Agent's determination, etc.) (Yes/No)

2.5.1.4.15.3. Claim for Fixed Payment in Lieu of Moving Expenses – Non-residential only (Yes/No)

2.5.1.4.16. Replacement Housing

2.5.1.4.16.1. Claim for Replacement Housing Payment/Down-payment (Yes/No)

2.5.1.4.16.1.1. Copy of Deed

2.5.1.4.16.1.2. Copy of Closing Statement

2.5.1.4.16.1.3. Replacement Dwelling Inspection Report

2.5.1.4.16.2. Claim for Payment – Rent Supplement (Yes/No)

2.5.1.4.16.2.1. Replacement Dwelling Inspection Report

2.5.1.4.16.2.2. Copy of Rental/Lease Agreement

2.5.1.4.16.3. Claim for Payment – Owner Retention (Yes/No)

2.5.1.4.16.3.1. Replacement Dwelling Inspection Report

2.5.1.4.17. Date of Signature

2.5.1.4.18. ROW Parcel Reviewer

3. Task Level additions
   3.1. Allow for discussion and agreement with the supervisor on tasks when the amount of time budgeted to complete (date and time) is unacceptable or inadequate
4. Project Level
   4.1. All pre-information data sets (early products generated prior to it entering into the ROW)

4.5.2 Relocation Story

Once Relocations receives the Right of Way (ROW) Plans the Relocations Agent (RA) completes on-site inspection and prepares a Relocation Plan (RP) that includes a preliminary estimate. The RA identifies properties with potential relocation. Then the RA receives authority to appraise and acquire from Pre-Audit.

Once the authority to appraise and acquire is received the RA obtains copies of appraisals for relocations parcels from appraisals. Once the RA has the appraisals the RA reviews the appraisals to identify what property is included in the Just Compensation. The RA then creates the relocation files.

Next, the RA gathers property finance information and produces a resource information guide. The RA then updates the inventory of comparable relocation properties. The RA then receives notification of initiation of negotiations and occupant information.

After receiving the notification of negotiations the RA sets up an appointment with the person(s) to be relocated. The RA performs initial review and completes occupancy report. The RA determines if the occupant qualifies for benefits. If the occupant does not qualify for benefits the RA notifies the occupant of their ineligible status*, issues a 90 day notice to vacate* and verifies the occupants have moved. Once the occupants are moved the property is turned over to property management.

If the occupant qualifies for benefits the RA determines occupancy status and applicable benefits. After determining the occupancy and benefits the RA prepares a benefits statement with a list of comparables. *The RA then submits benefit statement to* the ROW Chief for approval of the benefits. If the ROW Chief does not approve the benefits statement the RA revises and resubmits.

After the ROW Chief approves the benefits statement the RA makes offer of benefits, issues a 90-day notice and notification of appeals process. After making the offer and issuing the notifications the RA assists the person(s) to be relocated in obtaining financing. *RA performs DS&S inspection on the replacement home* *and notifies relocation on finding.* Once the RA receives notification of possession from the negotiator the RA issues a 30-day notice to vacate.

Once the DS&S inspection is done the RA determined if the new housing passed the DS&S inspection. If the new housing did not pass the DS&S inspection the RA notifies the occupants that the property did not pass the DS&S inspection. The RA then determines if the occupant asked for a re-inspection. If a re-inspection was asked for the DS&S is redone and the flow goes to where the RA determines if the new housing passes the DS&S inspection. *Once the inspection is done the RA notifies the person(s) of the DS&S of the findings by form.*

Once the 30-day notice to vacate is issued the RA determines if the occupant has moved. If the occupant has not moved the property is turned over to property management. Once the occupants have moved the RA conducts a *final* DS&S inspection *and occupancy* on replacement housing and fills out the appropriate form.

If a re-inspection was not requested the RA determines if the timeframe is within the allowable timeframe. If the timeframe is within the allowable timeframe the flow goes to where the RA determines the new housing passes DS&S. If the timeframe is not within the allowable timeframe the RA determines if an extension has been given. If and extension has been given the flow goes to where the RA determines if the new housing passes the DS&S inspection. If an extension was not given the RA submits claim to pay for the moving costs only and turns the property over to property management.

Once the RA receives the closing documents and prepares the claim forms, the RA performs the final inspection to verify the person(s) to be relocated have moved out and occupied the replacement property. After the final inspection the RA submits a claim form to Pre-Audit for final payment and turns the property over to Property Management.
Note:

- *Benefit statement includes Last Resort housing*
- *Last Resort housing can also be incurred during the loan for replacement housing process. While the actual steps are the same we need a place … steps within the program or computer because of reporting to FHWA.*
- *Affects last six paragraphs above.*

4.6 Property Management Joint Modeling Session Discussion Notes, Actors, Stories

4.6.1 Discussion Notes

1. Property Management and Relocations
   1.1. Wendy Bishop (se)
   1.2. Hal Cleek (se)
   1.3. Dave Heier (central)
   1.4. Eileen (central)
   1.5. Pat Thayer (northern)
2. Interface Based Approach
3. Definitions
   3.1. Plans in Hand
      3.1.1. New product using the ROW plans as to what is out there.
      3.1.2. Participants
         3.1.2.1. Design
         3.1.2.2. Utilities
         3.1.2.3. ROW
            3.1.2.3.1. Appraisals
            3.1.2.3.2. Prop Mgmt
            3.1.2.3.3. Engineering
            3.1.2.3.4. All groups go individually and do the inspection
            3.1.2.3.5. Not all changes that occur in Design will cause major breakdowns – according to group.
         3.1.2.4. Reality – Acquisitions problems and interactions will not go away… (personal reality groupings)
4. Relocation Plan must be approved prior to continuing with the Property Management Plan.
5. Can we change the Section (Appraisal etc.)? Agent to the ROW Agent (since they all potentially capable of doing the same jobs)…?
6. Team Administration Interface (Augmentation)
   6.1. Attributes
      6.1.1. Roles
         6.1.1.1. Acquisitions
         6.1.1.2. Appraisals
         6.1.1.3. Property Management
         6.1.1.4. Relocations
   6.2. General Constraint
      6.2.1. All Supervisory level Role must be notified for all actions that occur (notifications portion)
7. Once it goes to Pre-Audit – Property Management – Finance sent the letter out when the adjustments went out. ???
8. What about excess properties (identified by engineering and acquisitions) *Acquisitions may use excess property as a negotiating tool. When all negotiations are done and everything is handed over to Property Management, we do not sell any excess property until the project is complete. Excess land then goes into the "non" project related property management functions.*
   8.1. Appraisal term: Buy a strip of property – below minimum standards – not large enough – buy the entire property
9. External Interfaces

9.1. MRS Direct Tie-in to populate based upon all information from the ENTIRE ROW (MRS is tied to the system directly so that data directly comes from MRS)

5. Property Management Supervisor Interface
    5.1. Attributes
        5.1.1. Resources (Team Interface)
        5.1.2. Plans In Hand (yes/no – and what is included)
            5.1.2.1. What are we Acquiring
            5.1.2.2. What is left of the remainder
            5.1.2.3. Who owns the property
            5.1.2.4. Parcel Number
            5.1.2.5. Project Number (Federal and State)
            5.1.2.6. Design is in place
            5.1.2.7. Utilities in the Final Design (requested by the Relocation / Property Management)
                5.1.2.7.1. Project Manager Engineer does not manage utilities – they are not responsible – nor are they accountable for this at the present time.
        5.1.3. Environmental Plans
            5.1.3.1. Relocation Study
                5.1.3.1.1. Permits that permit Encroachments
            5.1.3.2. Encroachments
        5.1.4. Right of Entries
            5.1.4.1. Federal Highways – does not allow these on a carte blanche basis
        5.1.5. ILMA - Inter-land management agreement
        5.1.6. ILMT – Inter-land management transfer *Inter Agency*
        5.1.7. Scope/Schedule/Budget
        5.1.8. Cert Date
        5.1.9. Approved Appraisal Report
        5.1.10. Appraisal Report Determination
        5.1.11. Notes
    5.2. Other Actors
        5.2.1. Pre-Construction Engineer
            5.2.1.1. View
        5.2.2. ROW Chief
            5.2.2.1. View
        5.2.3. Assigned ROW Engineer
            5.2.3.1. View
        5.2.4. Design Project Manager (Engineer Managers in South East)
            5.2.4.1. View
        5.2.5. All Supervisors in ROW should be able to view this information…
            5.2.5.1. View
        5.2.6. Property Management Agent
            5.2.6.1. View
        5.2.7. Project Agent (Access – discuss whether this is what they want to do)
            5.2.7.1. View
        5.2.8. ROW Assistant
            5.2.8.1. View
        5.2.9. Utilities Manager
            5.2.9.1. View
        5.2.10. *Pre-Audit*
            5.2.10.1. *View*

        5.2.11. Rights can be changed on a case by case basis by the Property Management Supervisor
    5.3. Actions
        5.3.1. Assign Resources
            5.3.1.1. Delete Resources

5.3.1.2. Update Resource
5.3.1.3. View Resources
5.3.1.4. Assign Rights
5.3.2. Set Deadlines (update / set)
5.3.3. Request Additional Data
5.3.4. Recommend Retention of Personal Property to ROW Chief for the project
5.3.4.1. Yes / No answer
5.3.5. Add
5.3.6. Edit
5.3.7. Delete
5.3.8. Modify
5.3.9. View
5.3.10. Audit Changes
5.3.10.1. On Delete
5.3.10.2. On Modify
5.3.10.3. On Add

5.4. Constraints
5.4.1. Bid sale information until it is awarded 10 days after the awarding.
5.4.2. Certification by the ROW Chief.

6. Property Management Agent

6.1. Attributes
6.1.1. Bid Package (Get Paula to send us the PSA requirements) * Cross Reference to PSA
6.1.1.1. Advertising Documentation
6.1.1.2. Invitations to Bid
6.1.1.3. Bid Identification
6.1.1.4. Guidelines
6.1.1.4.1. Applied to all bids on this project
6.1.1.4.2. Boiler Plate Available
6.1.1.5. Performance Deposit
6.1.1.5.1. $5000 or 10% of the minimum bid, whichever is the greater.
6.1.1.6. Type of Payment Accepted
6.1.1.7. Timeframe of Payment
6.1.1.7.1. Under 5k is 30 days over 5k (either 60 or 90) – ask pat to get us some real information here….email pat for this ED
6.1.1.8. Timeframe of removal activity
6.1.1.9. Specifications as to how the property is to be left
6.1.1.10. Specifications and award for removal and sale of structures (25a-219)
6.1.1.11. Environmental Mitigations as Identified by Environmental
6.1.1.11.1. Including those that were not mentioned
6.1.1.12. Environmental Phase I Report
6.1.1.13. EEO Guidelines
6.1.1.13.1. Email provided to us with this information set
6.1.1.14. Plot Plans
6.1.1.15. Identification describing what we are selling
6.1.1.15.1. E.g. Single Family – double car garage
6.1.1.16. Requirements
6.1.1.16.1. Federal
6.1.1.16.2. State
6.1.1.16.3. Municipal
6.1.1.17. Permits that they need to obtain
6.1.1.18. Utilities they need to raise
6.1.1.19. Height and Width requirements
6.1.1.20. Insurance Requirements
6.1.1.20.1. Million of General Liability

6.1.1.21. Licensed and Bonded
6.1.1.21.1. Exemptions should be noted
6.1.2. Rental Agreement Calculations (25a-217a) (this is for what is for sale, not what is sold). Each field needs to show the Subject and *up to* 3 comparables.
6.1.2.1. Type of Housing
6.1.2.2. Approximate Square Feet
6.1.2.3. Number of rooms
6.1.2.4. Utilities Included
6.1.2.4.1. Electricity
6.1.2.4.2. Heat
6.1.2.5. Overall Condition
6.1.2.6. Rental Amount
6.1.3. Rental Agreement (25A-216 – outdated – Ask Tamar to get the Advance copies of the Rental Agreement)
6.1.3.1. Form 25A-216
6.1.3.1.1. Federal Project Number
6.1.3.1.2. State Project Number
6.1.3.1.3. Invitation
6.1.3.1.4. Bid Opening
6.1.3.1.5. Day (Agreement, Effective)
6.1.3.1.6. Month (Agreement, Effective)
6.1.3.1.7. Year (Agreement, Effective)
6.1.3.1.8. Location
6.1.3.1.9. Tenant
6.1.3.1.10. Property Description
6.1.3.1.11. Amount
6.1.3.1.12. Place of Payment
6.1.3.1.13. Occupied For
6.1.4. Maintenance Contract
6.1.4.1. Types of Service
6.1.4.1.1. Freeform
6.1.4.2. <10k contract can be authorized
6.1.5. Retention Value - look at the form (25a-211)
6.1.5.1. Form 25A-211 (All fields need Subject and 3 comparable)
6.1.5.1.1. Type of Improvement
6.1.5.1.2. Approximate Square Feet
6.1.5.1.3. Condition of the Roof
6.1.5.1.4. Condition of the Siding
6.1.5.1.5. Interior Number of Rooms
6.1.5.1.6. Overall Condition
6.1.5.2. What is the product that we are looking at?
6.1.5.2.1. What is the price of the lot?
6.1.5.2.2. Obtain Cost Estimates from Contractors
6.1.5.3. Constraint
6.1.5.3.1. All values are supposed to be shared across all regions to give a basis for their retention values
6.1.6. Terms for the Removal (sounds like this needs to be deferred to the acquisitions group) *This should be handled through PM*
6.1.7. Removal Date
6.1.8. Parcel
6.1.8.1. Inspection Notes or Agent Comments
6.1.8.2. Agent Photos (photos of the property or approach or various and sundry other property)
6.1.8.3. Contact Information

6.1.8.4. Inspection Date
6.1.8.4.1. In
6.1.8.4.2. Out
6.1.8.4.3. Final
6.1.8.5. Date Visited
6.1.9. Record of Contact (25A-161)
6.1.9.1. Date
6.1.9.2. Time
6.1.9.2.1. Beginning Time
6.1.9.2.2. Ending Time
6.1.9.3. Name
6.1.9.4. Address
6.1.9.5. Phone Number
6.1.9.6. What was discussed
6.1.9.7. What was accomplished
6.1.9.8. Who went there
6.1.9.8.1. Participants for the visit
6.1.10. Relevant Notes
6.1.10.1. This can include Justifications for changes in the system
6.1.10.2. Date
6.1.10.3. Author
6.1.11. Vacate Date
6.1.12. Assignment and disposition of improvements (25A-215)
6.1.12.1. Item Number
6.1.12.2. Date of Legal Possession
6.1.12.3. Date Turned over to Property management
6.1.12.4. Retained by Owner and moved (YES/NO)
6.1.12.5. Bid Sale Number
6.1.12.6. Demolition Bid Number
6.1.12.7. Date Inspected
6.1.12.8. Inspector
6.1.12.9. Amount
6.1.12.10. Recipient
6.1.12.11. Payment Forfeited Reasons
6.1.12.12. Elected Amount
6.1.12.13. Sales Amount
6.1.12.14. Demolition Contract Amount
6.1.12.15. Date Property Manager Signed
6.1.12.16. Property Manager
6.1.13. Property Management Plan
6.1.13.1. Parcels Identified
6.1.13.2. Relocation Type *??*
6.1.13.3. Property Management
6.1.13.4. Buildings in issue?
6.1.13.5. Leases
6.1.13.6. Excess Property
6.1.13.7. Retentions
6.1.14. General Notes and specifications from the property management agent
6.1.15. Bill of Sale
6.1.16. Rental Rate Study
6.1.17. Parcel Status
6.1.17.1. Types
6.1.17.1.1. Based upon deadlines for project activities
6.1.17.1.2. All Agreements should have a notion of status and date

6.2. Actions
- 6.2.1. Receive Revenues
  - 6.2.1.1. Property Management does this and it will be coded and costed by this group.
- 6.2.2. Calculate Retention Values
- 6.2.3. Property Management Plan
  - 6.2.3.1. Checklist to complete
- 6.2.4. Submit Retention Values to Chief
- 6.2.5. Generate Notification
  - 6.2.5.1. Extensions
  - 6.2.5.2. Eviction
  - 6.2.5.3. Utility Cut-Off / *Termination*
  - 6.2.5.4. Construction
  - 6.2.5.5. Vacate
  - 6.2.5.6. Final Inspection
  - 6.2.5.7. Acquisition of Possession
- 6.2.6. Bill of Sale (25a-220)
  - 6.2.6.1. Federal Project Number
  - 6.2.6.2. State Project Number
  - 6.2.6.3. Invitation
  - 6.2.6.4. Bid Opening Date
  - 6.2.6.5. Day
  - 6.2.6.6. Month
  - 6.2.6.7. Year
  - 6.2.6.8. Purchaser
  - 6.2.6.9. Parcel Number
  - 6.2.6.10. Description
  - 6.2.6.11. Location
  - 6.2.6.12. Bid Amount
  - 6.2.6.13. Considerations
  - 6.2.6.14. Amount Paid
  - 6.2.6.15. Move Date
- 6.2.7. Generate Maintenance Contract
  - 6.2.7.1. Status
  - 6.2.7.2. Date
- 6.2.8. Generate Rental Agreement
  - 6.2.8.1. Status
  - 6.2.8.2. Date
- 6.2.9. Calculate Rental Fee
  - 6.2.9.1. Status
  - 6.2.9.2. Date
- 6.2.10. Generate Rental Rate Calculations
  - 6.2.10.1. Status
  - 6.2.10.2. Date
- 6.2.11. Generate Removal Agreement
  - 6.2.11.1. Status
  - 6.2.11.2. Date
- 6.2.12. Update Status Reports
  - 6.2.12.1. Similar Sales

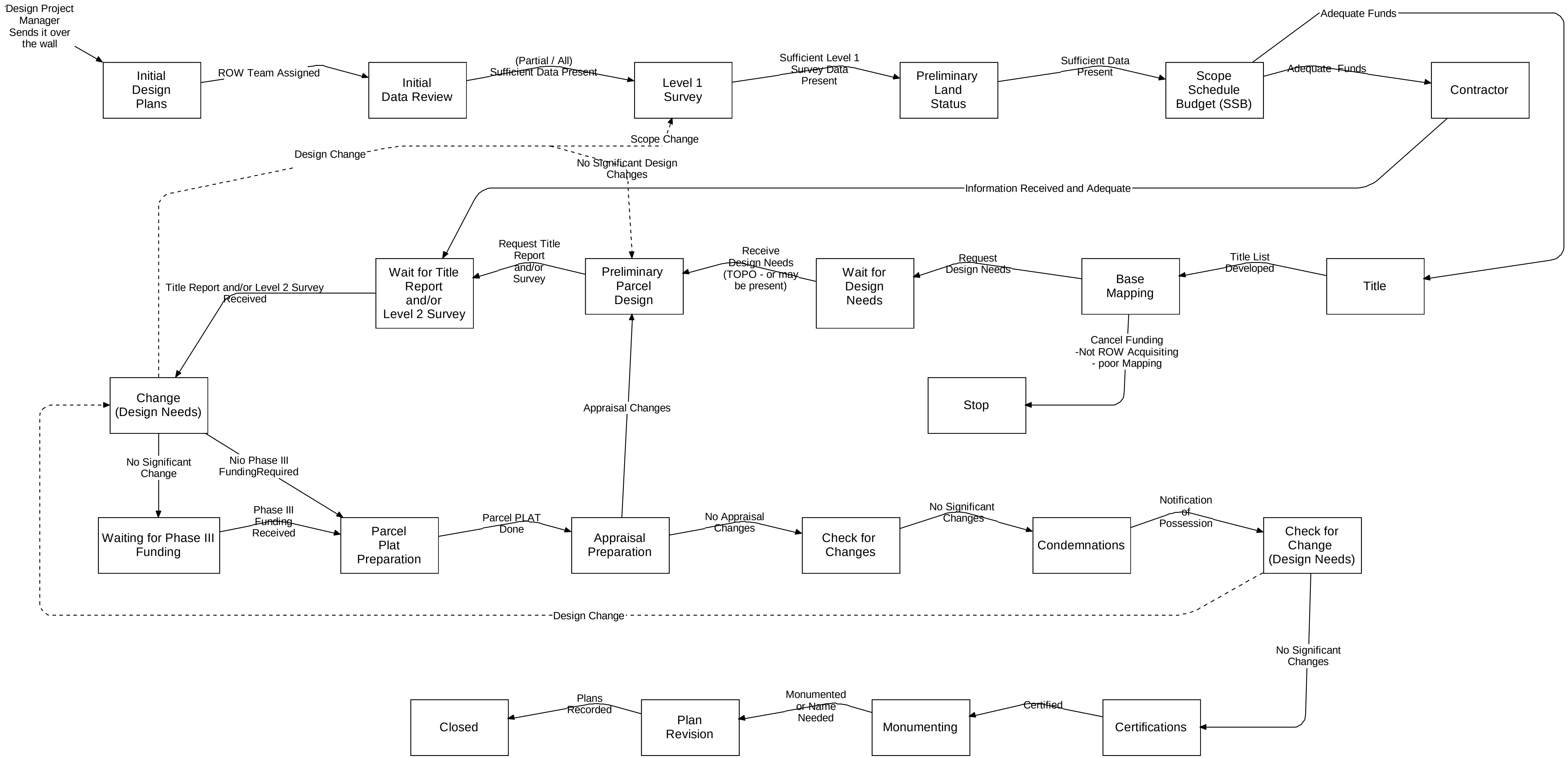
6.3. Actors
- 6.3.1. AG
  - 6.3.1.1. Turned on or off based upon the needs
  - 6.3.1.2. Notion of tracking –
    - 6.3.1.2.1. Who has it in Legal
    - 6.3.1.2.2. Estimate of Time to Complete the Task

6.3.1.2.2.1. Billable Hours
6.3.1.2.2.2. Calendar Times
6.3.2. Property Management Supervisor
6.3.2.1. Edit
6.3.3. Construction
6.3.3.1. View
6.3.4. ROW Chief
6.3.4.1. View
6.3.5. External Governmental Organizations
6.3.5.1. FHWA
6.3.5.2. EPA
6.3.5.3. DEC
6.3.5.4. CORE
6.3.5.5. *FAA*
6.3.6. FHWA
6.3.6.1. View
6.3.7. *FAA*
6.3.7.1. *View*
6.3.8. Acquisitions Agent
6.3.8.1. View
6.3.9. All relevant ROW staff
6.3.9.1. Those people involved in the ROW Process
6.3.9.2. View
6.3.10. Contract Agent
6.3.10.1. Property Management Agent Activities
6.3.10.2. Restricted information
6.3.10.2.1. Sensitive Information (only view what is listed under the PMA interface)
6.3.10.2.1.1. Requirement to disclose all information pertaining to the parcel
6.3.10.2.2. Cannot update any project specific information
6.3.10.2.3. Updates only can occur on information that is relevant to the Property Management Plan
6.3.10.3. Requires Procurement ($5000 < no, > $5000 yes) PSA Negotiations
6.4. Constraints
6.4.1. Potential Overrides can occur at any level – have to allow for changes (political)
6.4.2. All Relevant Statues – Policy and Procedure
6.4.3. Borough Codes
6.5. Documentation
6.5.1. Generic Boiler Makers
6.5.1.1. Rental Agreement
6.5.1.2. Checklist to proceed for property management plan
6.5.1.3. Maintenance Contract
6.5.1.4. Agreement for Removal of Retained Property
7. Public View Interface
7.1. Attributes
7.1.1. User Name
7.1.2. Needs more review
7.1.3. Who requested this information?
7.1.4. When they requested the information?
7.1.5. What did they request?
7.2. Actions
7.3. Questions
7.3.1. What can we charge for this information that goes beyond simple information?
8. Quick & Dirty Easement (as opposed to FEE)
8.1. Corridor Easement (done in the SE)

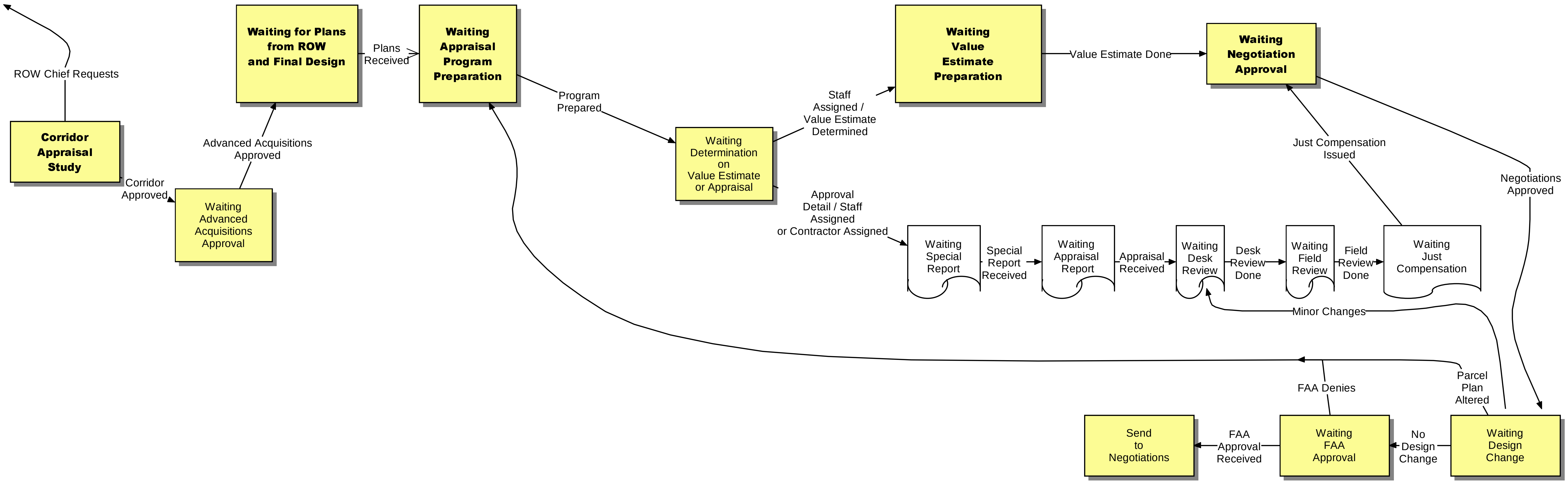
9. Questions
    9.1. Project Agent Question – What is the notion of the Project Agent and will it be applied to all applications? – is this Central's designation or should it be applied to all regions?
        9.1.1.1.
10. Types of Contractors
    10.1. Maintenance
    10.2. Realtor
    10.3. Property Management
    10.4. Oil Companies
11. Issues to Cover
    11.1. Appeals

4.7 State Transition Diagrams

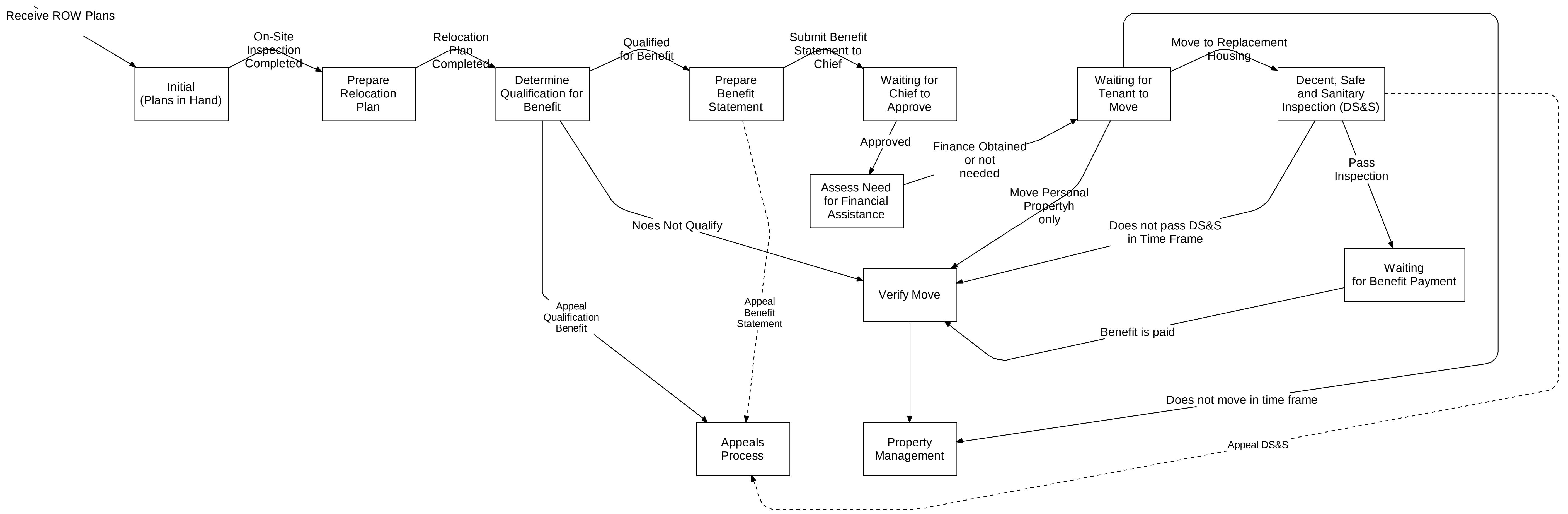
Plan Preparation
Revision 1.1
4/18/2000



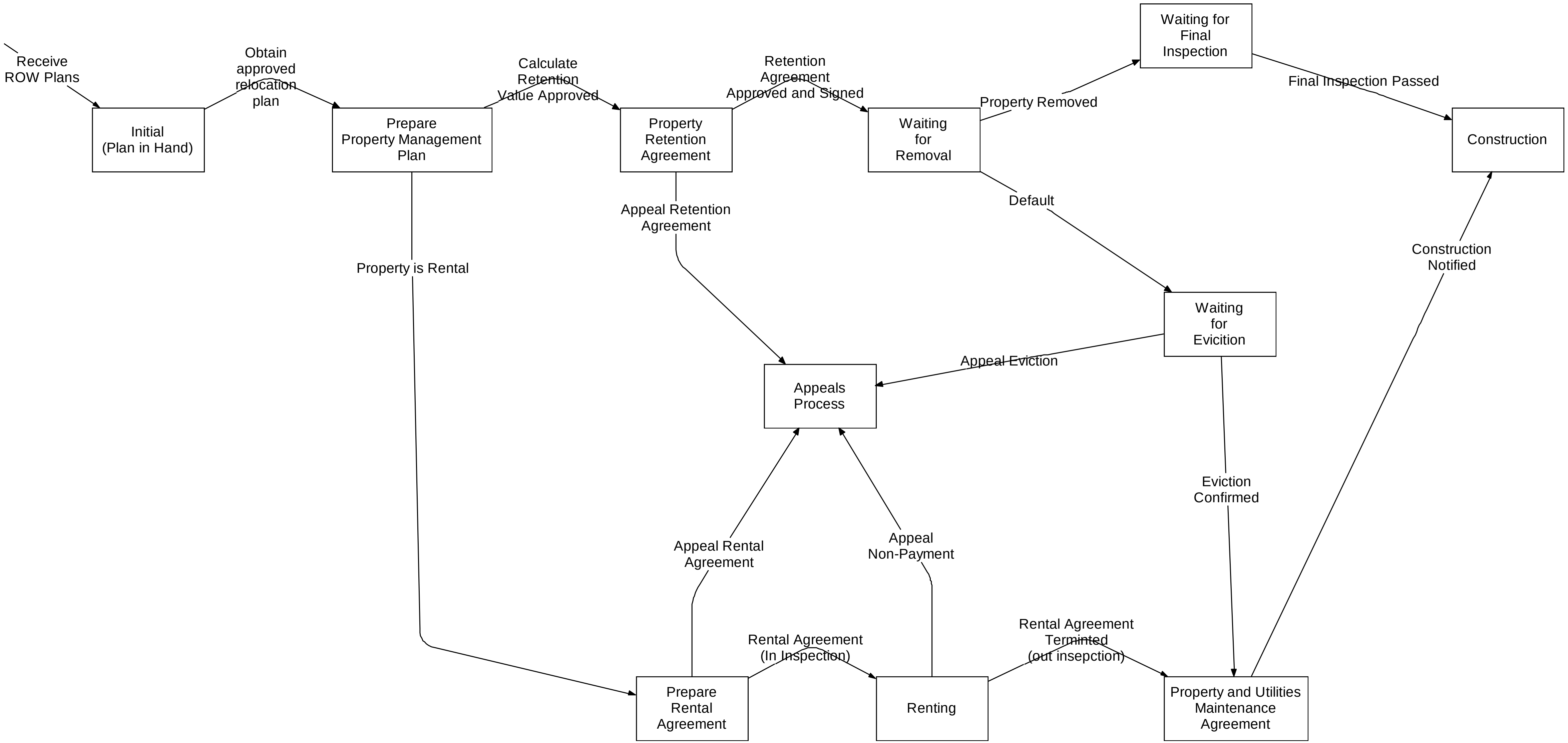
Appraisal State Diagram
Revision 1.0
2/08/00



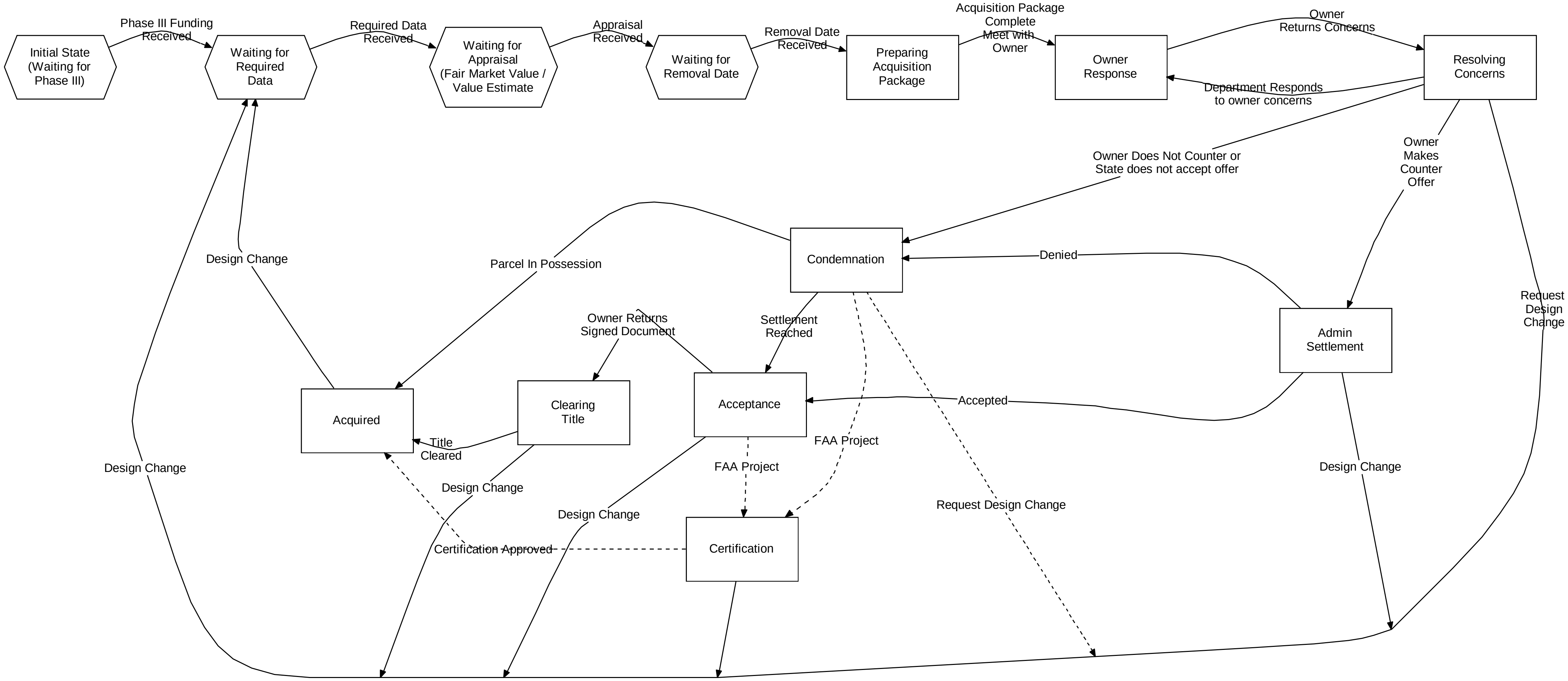
Relocations
Version 1.0
2/23/00



Property Management
Version 1.1
2/23/00



Acquisitions State Diagram
Revision 1.0
2/21/00



Pre-Audit State Diagram
Revision 1.0
3/1/00