

Local Agency Program Information Advisory

LAP 2021-02
March 31, 2021

From Tracie Leix, Local Agency Program Engineer

MDOT
Development Services Division
Local Agency Program
PO Box 30050
Lansing, MI 48909
Phone/517-373-2300
Fax/517-335-2209
www.michigan.gov/mdotlap

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This advisory is superseded by any subsequent revisions to the references listed in this index.

Property Acquisition - Program Application Attachment A & B Submittals

This guidance applies to Local Agency transportation projects, funded all or in part with federal and state transportation funds, which require property acquisition for successful completion of the project.

If property acquisition documentation submitted to MDOT does not meet the guidance requirements, then funds cannot be obligated, **which may delay the project from bid advertisement and letting**. Local agencies and their consultants that acquire property should do so according to the following procedure.

- Attachment A - Complete, sign, and include with the program application, which is submitted to MDOT Local Agency Program (LAP) as part of the grade inspection (GI) package, made through ProjectWise (PWZ). Do not wait until all property is acquired to submit Attachment A. MDOT Real Estate will contact the local agency representative(s) and provide them with the most updated policies and regulations once Attachment A is received.

If the need for property acquisition is unknown at the time of submitting the Program Application, mark "Possible, but not known at this time" on Attachment A. Update Attachment A (Yes/No property needed) as soon as possible when the need for property is determined. Place the updated Attachment in PWZ Folder 3, and email both the LAP staff engineer and MDOT Real Estate (MDOT-LPA@michigan.gov) to notify them the document is placed in PWZ.

- Attachment B – Complete, sign, and submit Attachment B once all property is acquired. By signing Attachment B, the local agency certifies that it has legal and physical possession of all property needed for construction and maintenance of the project, and that it has acquired such property according to Federal and State regulations and policies.

If, at the time of GI submittal, the local agency has not acquired all of the property required for the project, complete Attachment B as much as possible but do not sign Attachment B. Include both Attachments A and B with the completed program application. After property acquisition is completed, sign Attachment B and place in PWZ Folder 3 and email both the LAP staff engineer and MDOT Real Estate (MDOT-LPA@michigan.gov) to notify them the document is placed in PWZ.

For additional property acquisition guidance, register for Local Agency Real Estate Updates through GovDelivery at:

<https://public.govdelivery.com/accounts/MIDOT/subscriber/new>

The Local Agency Real Estate Guidance website may be accessed at:

https://www.michigan.gov/mdot/0,4616,7-151-9623_26662-516980--,00.html

Direct questions related to this advisory to MDOT Real Estate staff at:

MDOT-LPA@Michigan.gov.