



## INDIANA DEPARTMENT OF TRANSPORTATION

August 7, 2014

LPA Partners,

The purpose of this letter is to inform the Local Public Agency (LPA) & Consultant communities of a change in the parcel review process during Right-of-Way acquisition on LPA projects.

Currently LPA project parcel packets consist of appraisal, buying and relocation documents and are reviewed at Indiana Department of Transportation (INDOT) district offices. To provide more consistency, all parcel packet reviews will now be completed by designated LPA Real Estate employees at INDOT's Central Office.

The INDOT LPA Division and the INDOT Real Estate Division will be co-sponsoring several training opportunities to help support this transition. A training class will be held on Wednesday, August 20, 2014 from 9:00AM-12:00PM EDT at the Indiana Government Center South as well as two webinar sessions on Tuesday, August 26, 2014 from 10:00AM-11:00AM EDT and Thursday, August 28, 2014 from 2:00PM-3:00PM EDT. See the bottom of this letter for more details and how to register for these classes.

Effective Thursday, August 21, 2014 all parcels are required to be submitted by mail or in-person as hard copies (no electronic copies will be reviewed) to the INDOT Reception Area, Room 725. Parcel packets should be submitted for review once the conveyance documents have been recorded and proof of payment is obtained and included in the parcel packet. Attached to this notification letter are the buyer forms that must be completed in order and included in every parcel. Please note the 'Buyer Certification Statement' at the end of each closeout form, certifying the data provided is accurate, complete and in compliance with all applicable laws, regulations and rules. A cursory review will be completed along with the components of the appraisal and the distribution of funds. Only INDOT prequalified Buyers, or attorneys employed by the LPA, may buy/acquire real estate.

Relocation packets will require all submittals in accordance with INDOT policy to include required cover pages with the new Certification Statement signed by the agent. Only INDOT prequalified Relocation Agents may provide relocation services for federal aid LPA projects.

Please allow 75 days for review of each project parcel as per INDOT's Letting Prep Schedule. When parcel packet reviews are complete, the project consultant will be notified and responsible for picking up the packet from the INDOT Reception Area, Room 725. This timeline must be strictly abided by in order to keep all projects on their current lettings.

The new process aligns with the current process for all State-sponsored projects. It is important to include as a reminder, that if any amount of federal money is spent on a project during any phase, full compliance of the Uniform Act is required for reimbursement.

As the oversight agency for all federal funds, it is INDOT's responsibility and commitment to the Federal Highway Administration that the Uniform Act is followed and complied with. Thank you for your cooperation and willingness to work with INDOT in order to make our right-of-way acquisition reviews more consistent throughout the state.

To register for an upcoming training opportunity, email the following information to [LPAQuestions@indot.in.gov](mailto:LPAQuestions@indot.in.gov):

- Full name
- Agency you represent
- Name, date & time of the training you would like to attend

You will receive an email confirming your registration and providing any additional necessary information. Additional LPA Training information can be found on the LPA Training webpage at: <http://www.in.gov/indot/3241.htm>.

For questions regarding change, please contact:

Don Ballard, Supervisor, Real Estate Acquisition Section, INDOT  
100 North Senate Avenue, N642  
Indianapolis, IN 46204  
317-233-2055  
[doballard@indot.in.gov](mailto:doballard@indot.in.gov)

Thank you,



Kathy L. Eaton-McKalip  
INDOT LPA Director  
100 North Senate Avenue, N955  
Indianapolis, IN 46204  
317-234-5142  
[Kaeaton-mckalip@indot.in.gov](mailto:Kaeaton-mckalip@indot.in.gov)