



Local Public Agency (LPA) Frequently Asked Questions (FAQs)

Q1: When is a Local Agency required to submit real estate parcel packets to INDOT for review?

A1: If there are federal funds being utilized within the local project, INDOT is required to provide a parcel review to ensure state and federal compliancy has been satisfied. Parcels must be submitted to INDOT for compliancy review prior to a RW certification being issued.

Q2: Do Administrative Settlements require INDOT approval?

A2: Yes, if INDOT is providing the RW certification, all Administrative Settlements must be approved before the parcel is submitted for the compliancy review. INDOT's Support Manager will provide the review and approval. Each Administrative Settlement must have adequate support for any increase above the established Fair Market Value amount.

Q3: What is considered Owner Contact?

A3: Contact with a property owner through Real Estate Services (appraising, Buying and Relocation) is considered "Owner Contact" if those services are paid for using RW funds. Appraising services can be paid for using Preliminary Engineering (PE) funds in which case owner contact can be made by those providing appraising services.

Q4: Can an LPA provide Kitchen Table Meetings (KTMs) with property owners prior to the start of the Real Estate Service?

A4: Yes, INDOT has identified KTMs as a Best Practice and encourages the use of KTMs. The team providing the KTMs must be extremely careful when talking with property owners to avoid any conversation regarding property values. The KTMs are to discuss general project information and to provide the owner with an overview of the acquisition process and estimated timeline.

Q5: Should the LPA use INDOT Real Estate forms?

A5: Yes, the LPA should use INDOT's Real Estate Division forms. The acquiring agency's name must replace INDOT's name within each form.

Q6: Is the LPA required to populate LRS with parcel data?

A6: Yes, if the LPA project has federal participation, the LPA is required to input all required parcel data into the LPA LRS database prior to the parcel being submitted for the compliancy review.

Q: Who can provide Real Estate Services for a federal aid LPA project?

A: All RW Agents providing real estate services for a federal aid LPA project must be INDOT certified. RW agents can be pre-qualified for each specific discipline; RW Management, Appraising, Buying and Relocation.

8/25/2020

