***\*\*Consult FTA C. 5010, Ch. IV concurrence requirements prior to submitting this request to FTA\*\****

**Instructions**

**Step 1: Complete General Information Data (needed for all submissions)**

**Step 2: Complete Applicable Data Table(s) based on Concurrence Type**

**Step 3: Complete and Verify Applicable Checklist(s) to Ensure Accurate Supporting Documentation**

**Step 4: Submit Completed Transmittal Along with Supporting Documentation to FTA Region**

 **STEP 1: Complete General Information Data**

**General Information Data (please include as much identifying data as possible, leave blank if unknown)**

**FTA Concurrence Type:**  Choose an item.

**FTA Region:** Choose an item.

**Date:**  Click or tap to enter a date.

**Agency/Recipient Name:**

**Submitted By (name):** **Email/Phone:**

**Project Name:**

**Grant #:**

**Parcel #:** **Parcel Address:**

**Parcel City, State:**

**Parcel County:**

**Property Owner Name:**

**STEP 2: Complete Applicable Data Table A, B, C, or D**

**Table A - Appraisal for ACQUISITION and/or Use as IN-KIND Concurrence (includes exchanges)**

|  |
| --- |
| **Acquisition Type:**  Choose an item. **Relocation Status:** Choose an item. **Is the Date of Value Within Six Months?** Choose an item.**Total Area of Fee Acquisition:**  Choose an item.**Total Area of Permanent Easement(s):** Choose an item.**Permanent Easement Type(s):** **Total Area of Temporary Construction Easement(s):** Choose an item. **Term:**  Choose an item.**Appraised Value of the Acquisition: $****Environmental Site Assessment (ESA) Provided to Appraiser:** Choose an item.**Check if Property Known to be Contaminated:** [ ] **Brief Description of Improvements to be Acquired:**  |

**Table B - Appraisal for DISPOSITION Concurrence**

|  |
| --- |
| **Type:**  Choose an item.**Total Area of Land:**  Choose an item.**Brief Description of Improvements:** **Improvements Meet or Exceed Minimum Useful Life:**  Choose an item. **Appraised Value of Land:** $**Appraised Value of Improvements:** $**Is the Date of Value within Six Months?** Choose an item.**Check Box if Improvements No Longer Contribute to the Property Highest and Best Use:** [ ]  **Percentage of Federal Participation in the Original Cost: %****Method of Disposition:**  Choose an item.  |

**Table C – ADMINISTRATIVE SETTLEMENT Concurrence**

|  |
| --- |
| **Acquisition Type:**  Choose an item. **Relocation Status:** Choose an item.**Amount of Agency Established Just Compensation:** $**Initiation of Negotiations Date (date of initial offer):** Click or tap to enter a date. **Amount of Settlement (excluding attorney fees):** $**Percentage Increase of Settlement Above Established Just Compensation:**  % **Total Area of Fee Acquisition:**  Choose an item.**Total Area of Permanent Easement(s):** Choose an item.**Permanent Easement Type(s):** **Total Area of Temporary Construction Easement(s):** Choose an item. **Term:** Choose an item.**Brief Description of Improvements Acquired:** **Condemnation Status:**  Choose an item. [ ]  ***Check box to certify that the Agency has not used the threat of condemnation or other coercive action to induce an agreement on the price to be paid for the property.***  |

**Table D – CONDEMNATION Concurrence**

|  |
| --- |
| **Acquisition Type:**  Choose an item. **Total Area of Fee Acquisition:**  Choose an item.**Total Area of Permanent Easement(s):** Choose an item.**Total Area of Temporary Construction Easement(s):** Choose an item.**Amount of Agency Established Just Compensation:** $**Initiation of Negotiations Date (date of initial offer):** Click or tap to enter a date. [ ]  ***Check box to certify that the Agency has not and/or will not use the threat of condemnation or other coercive action to induce an agreement on the price to be paid for the property.*** |

**STEP 3: Complete and Verify Applicable Checklist(s) A, B, C, and/or D**

**Checklist A**

|  |  |
| --- | --- |
| **Appraisal Minimum Requirements** | **Checklist** |
| **Purpose of Appraisal and Scope of Work Stated** | Choose an item. |
| **Highest and Best Use Identified**  | Choose an item. |
| **Adequate Description of the Property**  | Choose an item. |
| **Adequate Description of Remainder Property (if partial acquisition)** | Choose an item. |
| **Presentation and Analysis of Relevant Market Information**  | Choose an item. |
| **Description and Verification of Comparable Sales**  | Choose an item. |
| **Statement of Value and/or Damages to the Remainder**  | Choose an item. |
| **Full Reconciliation of Approaches to Value**  | Choose an item. |
| **Owner Retention of Improvements**  | Choose an item. |
| **Qualifications of Appraiser Stated**  | Choose an item. |
| **Appraiser Conflict of Interest Statement Included** | Choose an item. |
| **Five-Year Sales History of the Subject Property**  | Choose an item. |
| **Owner Offered Opportunity to Accompany Appraiser**  | Choose an item. |
| **Verification of Comparable Sales**  | Choose an item. |
| **Realty/Personal Property Report**  | Choose an item. |

**Checklist A Comments/Explanation:**

**Checklist B**

|  |  |
| --- | --- |
| **Review Appraisal Minimum Requirements** | **Checklist** |
| **Qualifications of Review Appraiser Stated** | Choose an item. |
| **Reviewer Determined Appraisal Meets Applicable Requirements** | Choose an item. |
| **Reviewer Provided Adequate Level of Review and Analysis**  | Choose an item. |
| **Identifies Appraisal as Recommended, Accepted or Not Accepted** | Choose an item. |
| **Written Report Documents Findings and Conclusions** | Choose an item. |
| **Recommended Value Stated** | Choose an item. |

**Checklist B Comments/Explanation:**

**Checklist C**

|  |  |
| --- | --- |
| **Administrative Settlement Minimum Requirements** | **Checklist** |
| **Written Justification** | Choose an item. |
| **Relevant Facts and Circumstances Presented** | Choose an item. |
| **Basis for Settlement is Clearly Explained and Reasonable** | Choose an item. |
| **Trial Risks Evaluated and Explained (as applicable)** | Choose an item. |
| **Concurrence Letter from Litigation Counsel Included (as applicable)** | Choose an item. |

**Checklist C Comments/Explanation:**

**Checklist D**

|  |  |
| --- | --- |
| **Condemnation Minimum Requirements** | **Checklist** |
| **Written Justification** | Choose an item. |
| **Owner Provided Opportunity to Consider Offer (Min. 30 Days)** | Choose an item. |
| **Agency Documents Good Faith Effort at Negotiation** | Choose an item. |

**Checklist D Comments/Explanation:**

**Additional Comments and/or Pertinent Information Not Addressed Above:**

**STEP 4: Submit Transmittal and All Supporting Documentation to FTA Region**