**Instructions:**

Complete the application and email it to the Local Program Real Estate Project Manager (LPREPM) overseeing the project or the statewide Local Program Real Estate Manager (LPREM). Contact information is provided on the Local Program Real Estate website.

The LPREM and LPREPMs review all applications and will either approve or deny them. If denied, a reason will be sent via email. If approved, an email will be sent along with an LPA STAFF / CONSULTANT ACKNOWEDGEMENT form. This form must be signed, dated and returned before the consultant’s name will be added to the appropriate list.

**Evaluation Criteria**:

Individuals seeking admittance to the approved relocation specialist list are expected to be experts in eminent domain and relocation program in Wisconsin and able to provide the LPA (local public agency) with guidance and accurate documentation. They must be familiar with pertinent federal regulations, state statutes and WisDOT policies found in Chapter 5 of the Real Estate Program Manual regarding the relocation process particularly the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act).

The applicant will be evaluated on the information provided on this application and any supplemental information provided. Key to approval is whether the applicant has active relocation experience on projects with eminent domain power. If applying with less than the prescribed practical relocation experience, the applicant must have an approved mentor or co-worker. LPREM or LPREPM should confirm with mentor/co-worker that they will review and sign all necessary documentation. Applicant must already be approved as a WisDOT Local Program negotiator. If not, complete the Negotiator Application and submit along with this form. Applicant may be asked to provide sample documentation as part of approval.

**APPLICANT INFORMATION**

Date: Click or tap to enter a date.

Name: First & Last Name

 Business Name

 Address 1

 Address 2

Office Telephone: (XXX) XXX-XXXX

Cellular: (XXX) XXX-XXXX

Email: Email address

**KNOWLEDGE**

LPA staff/consultants are expected to be familiar with all the federal regulations and Wisconsin state statutes that impact relocation work on behalf of LPA. Approved LPA staff / consultants should be knowledgeable about WisDOT’s policy, procedures, and requirements.

**Check all that Apply:**

[ ]  Familiar with the Federal regulations (especially the Uniform Act) and Wisconsin State statutes that pertain to ROW acquisition in the Local Program.

[ ]  Have read and is familiar with the Real Estate Program Manual (REPM). [https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx](http://apwmad0p7106:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx)

[ ]  Have read and is familiar with the LP RE Manual

[https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx](http://apwmad0p7106:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/lpa-manual.aspx)

**RELOCATION ASSISTANCE EXPERIENCE**

1. Is an approved WisDOT Local Program real estate negotiator

[ ]  Yes

[ ]  No, but have attached a completed Negotiator Application for review and approval.

1. Relocation assistance experience on projects with eminent domain authority?

[ ]  Completed 12 eminent domain relocations over at least 3 projects and have provided eminent domain ROW acquisition services in the past year.

[ ]  Completed 12 eminent domain ROW acquisitions over at least 3 projects but have not provided eminent domain ROW acquisition services for over a year.

[ ]  Less than 12 eminent domain ROW acquisitions over at least 3 projects.

1. To illustrate the relocation services experience, attach to this application a list of projects and detail type of work you conducted on each project such as:
* Date and year of project
* Briefly describe project
* Number of relocation parcels on the project
* Identify what type of relocations (business or residential)
* Tasks conducted independently
* Tasks conducted w/ mentor guidance if applicable
* Include a reference for each project described.
1. If applying with less than the prescribed relocation assistance experience:
	* Attach list of projects and detail type of work done (see above number 3.)
	* Attach written confirmation that applicant will work with mentor(s) or co-worker(s) (who is already an approved relocation specialist) and they will review and co-sign all documentation. Include contact information for mentor(s) or co-worker(s).
2. OTHER Applicable Classwork/Webinar/Designations (optional)

***\*\* Attach list of additional classwork or designations to this application***

\*\*\*A probation period is required for all relocation agents, unless they are on the current WisDOT Real Estate Master Contract List. The probation period will require completion of 5 Local Program relocations and must include at least 1 business relocation. Once these files are submitted and reviewed, the applicant will be added to the approved list.

**DOCUMENTATION & READS**

All data modules of READS (Real Estate Automated Data System) are now accessible for real estate documentation for the Local Program and connecting highway projects. LPA staff/ consultants are expected to use READS.

READS is required for all relocation services. All relocation plans, documentation, claims submittals, etc. will be reviewed and approved through READS. See LP RE Manual, Chapter 5 for more details.

All forms are housed in READS or on the WisDOT RE forms page found at [https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx#relocation](http://apwmad0p7106:37108/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx#relocation) . While previous projects did not utilize READS, all future Local Program projects, with ROW acquisition, will be documented in READS***.***

***IMPORTANT: The LPA/consultant must be willing to learn how to use READS if not currently proficient.***

**NOTE:** READS will be used for documentation and the generation of forms and letters, however the official records must be housed with the LPA. Upon project completion, the relocation specialist (whether it is an LPA staff person or a consultant) will need to notify the LPREPM who will then provide the LPA with an electronic copy of the documentation.

**Check all that Apply:**

[ ]  I am proficient in READS and **have a WAMS ID**.

[ ]  **I have a WAMS ID** and am aware of READS but will need training. (This will not disqualify you from approval.) I, as the Applicant, agree to learn READS.

[ ]  **I do not have a WAMS ID** and am unfamiliar with READS. (This will not disqualify you from approval.) I, as the Applicant, agree to obtain a WAMS ID and learn READS.

[ ]  I am not willing to use READS.

**Provide your WAMS ID**: Click or tap here to enter WAMS ID.

**FOR WISDOT USE ONLY**

[ ]  Approved

[ ]  Denied

**Comments:**

Click or tap here to enter text.

WisDOT staff signature

Statewide LPREM