

KROWDS Training Guide



Table of Contents

KROWDS Training Guide	1
KROWDS Overview	4
KROWDS Links	5
KROWDS Context Diagram	5
Users	6
Steps to add a new user:.....	6
User Details:	8
1. External User request access	8
2. Internal User request access.....	9
3. Approve and Deny user access requests	9
4. Assign Roles.....	10
5. Assign Exception Lists	10
6. Manage existing users.....	11
7. Add Electronic Signature.....	12
Companies	12
1. Add new Company	12
2. Edit existing Company.....	15
3. Search for Company.....	16
Dashboards	17
1. Admin Dashboard Widgets	17
2. All Dashboards	17
3. My Work Dashboard Widget	18
Projects	19
1. Initiate SYP Project.....	19
2. Initiate RWU Project	20
3. Edit Project.....	21
4. Project Authorization Documents.....	21
5. Assign Users to Project	21
6. View Parcel List	22
7. Add Parcels to Project.....	22
8. Edit Existing Parcels.....	23
9. View Comparable Sale Books.....	24

Parcels	25
1. Add Parcel to Project	25
2. Edit Parcel	25
3. Assign Users to Parcel	27
4. View Parcel.....	27
Acquisitions	28
1. Notice of Proposed Acquisition	28
1.1 Generate for owners of a single parcel.....	28
1.2 Generate for all owners of parcels on a single project	28
1.3 Mailing Labels	28
1.4 Delivery Data.....	29
2. Acquisition Packet Types	29
2.1 Payment Packet Appraisal	29
2.2 Payment Packet MAR.....	29
2.3 Condemnation Packet.....	29
2.4 Miscellaneous Payment Packet	29
2.5 Tax Payment Packet	30
3. Payment Packet Appraisal	30
3.1 Payment Packet Appraisal Workflow.....	30
3.2 Print a Payment Packet Appraisal	31
3.2 Acquisition Agent	32
3.3 Project Manager.....	38
3.4 District ROW Supervisor.....	41
3.5 Central Office Acquisition Review.....	45
3.6 Program Coordinators.....	49
3.7 Check Delivery Data	53
4. Payment Packet MAR.....	57
4.1 Payment Packet MAR Workflow.....	57
4.2 Print a Payment Packet MAR	58
4.3 Range of Values.....	60
4.1 Acquisition Agent	60
4.2 Project Manager.....	66
4.3 District ROW Supervisor.....	69

4.4	Central Office Acquisition Review.....	73
4.5	Program Coordinators.....	77
4.6	Check Delivery Data	82
5.	Condemnation Packet.....	83
5.1	Condemnation Packet Workflow	83
5.2	Print a Condemnation Packet	84
5.3	Acquisition Agent	85
5.4	Project Manager.....	90
5.5	District ROW Supervisor.....	91
5.6	Central Office Acquisition Review.....	94
5.7	Director	96
6.	Tax Payment Packet	99
6.1	Tax Payment Packet Workflow	99
6.2	Acquisition Agent	100
6.3	Project Manager.....	104
6.4	District ROW Supervisor.....	105
6.5	Central Office Acquisition Review.....	106
6.6	Program Coordinators.....	108
6.7	Check Delivery Data	109
7.	Misc Payment Packet	110
7.1	Misc Payment Packet Workflow	110
7.2	Acquisition Agent	111
7.3	Project Manager.....	114
7.4	District ROW Supervisor.....	115
7.5	Central Office Acquisition Review.....	117
7.6	Program Coordinators.....	120
7.7	Check Delivery Data	121

KROWDS Overview

The **Kentucky Right of Way Data System (KROWDS)** supports the Division of Right of Way and Utilities during the parcel appraisal process. The Division of Right of Way and Utilities is a component of the Office of Project Development within the Department of Highways. The division holds responsibility for

the acquisitions of all rights of way, including Appraisals, appraisal reviews, negotiations, and property management. KROWDS standardizes a data collection and value calculation workflow that ensures property appraisals are administered in a fair and consistent manner.

KROWDS Links

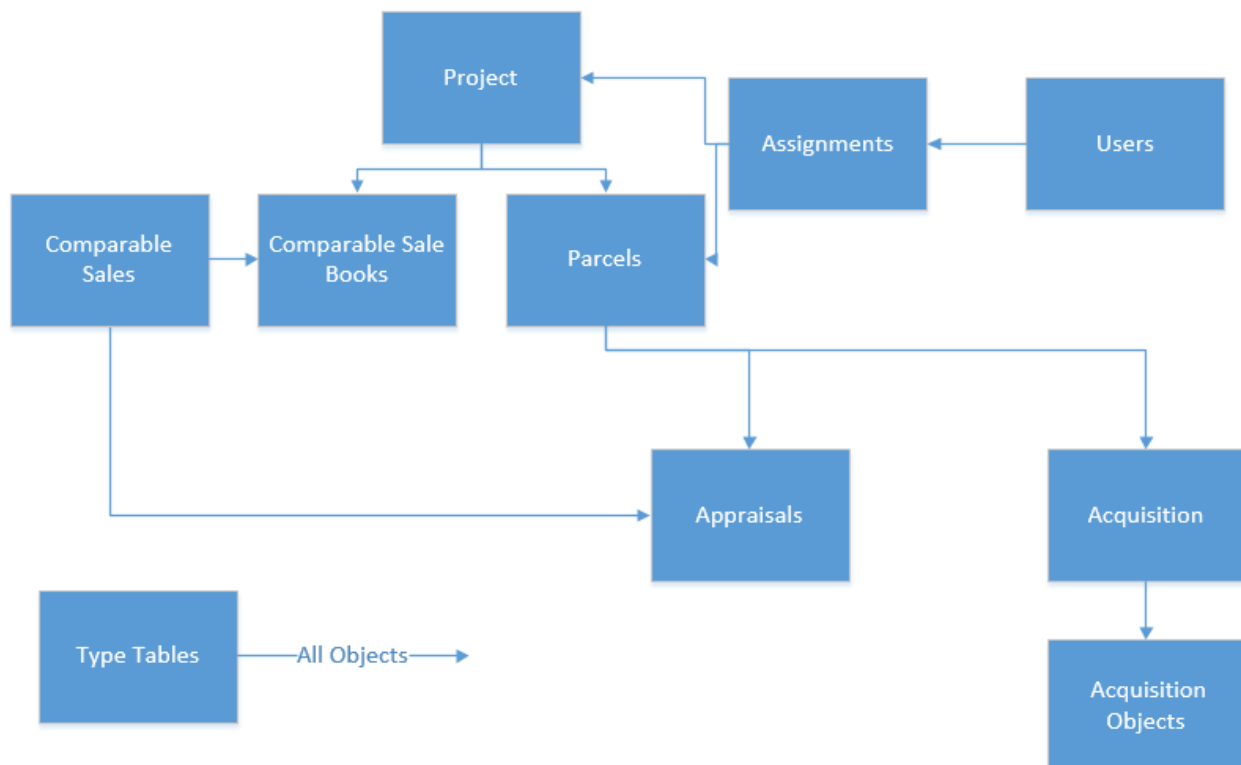
Internal Users with KYTC accounts use:

<https://apps.intranet.kytc.ky.gov/krowds>

External users without KYTC accounts use:

<https://apps.transportation.ky.gov/krowds>

KROWDS Context Diagram



Users

KROWDS supports both internal KYTC users and external Non-KYTC users. Internal users authenticate with the same Active Directory Accounts used to sign into their everyday workstations. External users must create an account with COT's Kentucky Online Gateway. All users must be approved and assigned a role before accessing KROWDS.

Steps to add a new user:

1. For external users the KROWDS link will lead to the Kentucky Online Gateway. External users must create an account to use with KROWDS. Internal users do not need to use the Kentucky Online Gateway and can go directly to step 2.

External users without KYTC accounts use:

<https://apps.transportation.ky.gov/krowds>

MYKY
MyKentucky.gov

FAQ | Help | English ▾

🔒 Citizen (or) Business Partner Sign In

Sign in with your Kentucky Online Gateway Account.

Email Address
Enter Email Address

Password [Forgot/Reset Password?](#)
Enter Password

SIGN IN

[Resend Account Verification Email](#)

WARNING
This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Don't already have a Kentucky Online Gateway Citizen Account?

Create An Account

Sign in with existing account

Create a new account

2. New user visits the KROWDS request access page and inputs account information

Internal Users with KYTC accounts use:

<https://apps.intranet.kytc.ky.gov/krowds>

The screenshot shows the KROWDS (Kentucky Right Of Way Data System) interface. The header includes the KROWDS logo and navigation links: Home, Profile, and Forms. A welcome message for 'CITLAB\willtest!' and links for 'Manage Account' and 'Sign Out' are visible. The main heading is 'Request Authorization Instructions'. A text box contains the instruction: 'First time Internal and External Users: Please click on the link below and fill out the form so that your request for access to KROWDS can be processed.' Below this is a blue link labeled 'Request Information Page' and a yellow diamond-shaped warning icon with a black 'K'.

The screenshot displays the 'User Profile Information' form in the KROWDS system. The form fields are as follows: First Name (WillTEST), Last Name (KTEST), User Name (CITLAB\willtest), and Email (will.kanard@gmail.com). Below these are three dropdown menus: Home District (Select Home District), Personnel Type (Select Personnel Type), and State (Select State). Further down are input fields for Phone Number and Ext., and an Employer field. A blue 'Save' button is located in the bottom right corner.

- 3. New user must be approved by Director or Central Office Role with Manage Users exception

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms ▾ Reports ▾ Welcome CITLAB\bobdriskell! Manage Account Sign Out

System Notification: Test Notification

Search User Requests Announcements Admin

Search Search

1 2

Manage Roles Manage Notifications
Manage Exceptions Manage Quick Links
Manage Companies Create Project
Manage Type Tables
Copy Comp Sale

4. New user must be added to a role

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms ▾ Reports ▾ Welcome CITLAB\bobdriskell! Manage Account Sign Out

System Notification: Test Notification

Search User Requests Announcements Admin

Search Search

1 2

Manage Roles Manage Notifications
Manage Exceptions Manage Quick Links
Manage Companies Create Project
Manage Type Tables
Copy Comp Sale

5. New user may then be assigned to a project and/or parcel

User Details:

1. External User request access
 - Users not on KYTC's network must create Kentucky Online Gateway accounts
 - Visit <https://apps.transportation.ky.gov/krowds> to request access

2. Internal User request access

- Users on KYTC's network use their existing KYTC accounts to request access (KYTC employees in the field may need to request VPN access to connect to the internal network when off site)
- Visit <https://apps.intranet.kytc.ky.gov/krowds> to request access

3. Approve and Deny user access requests

The screenshot shows the KROWDS dashboard interface. The top navigation bar includes 'Home', 'Profile', 'Forms', and 'Reports'. A system notification bar is present. The main content area is divided into four columns: 'Search' with a search box and button; 'User Requests' with a large blue '1' circled in red; 'Announcements' with a large blue '2'; and 'Admin' with a list of management links. A yellow warning icon is located at the bottom center.

- All users must be approved
- Available from the User Request link on the Dashboard to Director or Central Office Role with Manage Users exception
- The number of users waiting to be approved will be displayed
- Visit <https://apps.transportation.ky.gov/krowds>

4. Assign Roles

The screenshot shows the KROWDS dashboard interface. At the top left is the logo for 'LIGHT OF WAY Kentucky Right Of Way Data System'. The main navigation bar includes 'Home', 'Profile', 'Forms', and 'Reports'. A user greeting 'Welcome CITLAB\bobdriskell!' and links for 'Manage Account' and 'Sign Out' are visible. A yellow notification bar displays 'System Notification: Test Notification'. Below this are four main dashboard cards: 'Search' (with a search input and button), 'User Requests' (with a large number '1'), 'Announcements' (with a large number '2'), and 'Admin'. The 'Admin' card contains a list of links: 'Manage Roles' (circled in red), 'Manage Notifications', 'Manage Exceptions', 'Manage Quick Links', 'Manage Companies', 'Create Project', 'Manage Type Tables', and 'Copy Comp Sale'. A small yellow 'K' logo is at the bottom center of the dashboard area.

- All users must have a role
- Available from the Manage Roles link on the Dashboard to Director or Central Office Role with Manage Users exception
- Visit <https://apps.transportation.ky.gov/krowds>
- Select View All to see existing roles
- Select a specific role to see existing users, assign a new user, or remove a user
- Possible user roles:
 - Director – works will all projects
 - Central Office – works with all projects
 - District – works with projects inside their district and projects to which they have been assigned
 - External – works with projects to which they have been assigned

5. Assign Exception Lists

This screenshot is identical to the one above, showing the KROWDS dashboard. In this instance, the 'Manage Exceptions' link within the 'Admin' card is circled in red. All other elements of the dashboard, including the search bar, user requests, announcements, and other admin links, remain the same.

- Exception lists are optional elevated permissions that can be added to user accounts who will serve as admins or super users
- Available from Manage Exception link on the Dashboard to Director or Central Office Role with Manage Users exception
- Visit <https://apps.transportation.ky.gov/krowds>
- Select View All to see existing exceptions
- Select a specific exception to see existing users, assign a new user, or remove a user
- Possible Exception Lists:
 - Dashboard Admin – Control Dashboard Announcements and Quick Links
 - Manage Users – Approve and Assign Users to Roles, Manage Exceptions
 - Manage Project – Create Projects and assign users to projects
 - Manage Type Tables – Add new options to dropdown menus
 - Comp Sale Override – Designate an already approved Comp Sale for more updates by appraiser
 - Copy Comp Sale – Copy an existing Comp Sale between projects
 - Acquisition Branch Manager – Review and Approve Administrative Settlements
 - District ROW Supervisor – Review and approve acquisition packets, Assign Range of Value Preparers, Generate Notices of Proposed Acquisition
 - Central Office Acquisition Review - Review and approve acquisition packets
 - Program Coordinator – Input eMARS Vendor number and Invoice number on approved acquisition packets

6. Manage existing users

The screenshot shows the KROWDS (Kentucky Right Of Way Data System) dashboard. The header includes the KROWDS logo and navigation links: Home, Profile, Forms, Reports. A system notification bar displays 'Test Notification'. The main content area features four panels: Search, User Requests (with a large '1'), Announcements (with a large '2'), and Admin. The Admin panel contains a list of links: Manage Roles (circled in red), Manage Notifications, Manage Exceptions, Manage Quick Links, Manage Companies, Create Project, Manage Type Tables, and Copy Comp Sale. A yellow warning sign icon is visible at the bottom center of the dashboard.

- Available from Manage Roles link on the Dashboard to Director or Central Office Role with Manage Users exception

- Visit <https://apps.transportation.ky.gov/krowds>
- Select View All to see existing users and edit user profiles
- Add companies to users
- Remove companies from users
- Deactivate users
- Update user profile data

7. Add Electronic Signature

- Available to all Users
- Select Profile in the menu at the top of the page
- Use the Upload Electronic Signature button to add a signature to your profile
- Bring your own signature file or generate one with a free tool like:
 - <https://www.docsketch.com/online-signature/>
 - <https://onlinesignature.com/draw-a-signature-online>
 - <https://signature-maker.net/signature-creator>
 - <https://createmysignature.com/>
- The uploaded signature will display on Acquisition forms and packets after approval

Companies

Companies are linked to users as employers on each user profile page. Non State users should be linked to a Pre-Qualified company record before they can create or edit KROWDS data.

1. Add new Company

The screenshot displays the KROWDS web application interface. At the top, the logo for 'KROWDS Kentucky Right Of Way Data System' is visible. The navigation bar includes 'Home', 'Profile', 'Forms', and 'Reports'. A system notification banner reads 'System Notification: Test Notification'. Below this are four main sections: 'Search' with a search box and button, 'User Requests' with a large number '1', 'Announcements' with a large number '2', and 'Admin' with a list of options. The 'Admin' section includes 'Manage Roles', 'Manage Notifications', 'Manage Exceptions', 'Manage Companies' (circled in red), 'Manage Quick Links', 'Create Project', 'Manage Tables', and 'Copy Comp Sale'. A yellow warning sign icon is visible at the bottom center of the page.

Company Search

[+ Add Company](#)

Company:

Pre-Qualified:

Type:

State:


[Search](#)



Home Profile Forms ▼ Reports ▼ Welcome KYTC\Will

Company Details

*Vendor #:	<input type="text"/>	*Tax ID:	<input type="text"/>
*Company Name:	<input type="text"/>		
eMARS Alias:	<input type="text"/>	*KROWDS Alias:	<input type="text"/>
*Company Type:	<input type="text" value="Select Type"/>	*State:	<input type="text"/>
Phone Number:	<input type="text"/>	Pre-Qualified:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Remarks:	<input type="text"/>		



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- Available to Central Office and Director Role from Manage Companies link on the Central Office Dashboard
- Use Vendor# to search eMars for valid companies and then input KROWDS specific information

2. Edit existing Company

Home Profile Forms ▼ Reports ▼ Welcome KYTC\W

Company Details

*Vendor #: <input type="text" value="VC0000120144"/>	*Tax ID: <input type="text" value="XXXXX1799"/>
*Company Name: <input type="text" value="CITY OF CAVE CITY"/>	
eMARS Alias: <input type="text"/>	*KROWDS Alias: <input type="text" value="Cave City"/>
*Company Type: <input style="border: 1px solid #ccc;" type="text" value="Company"/>	*State: <input type="text" value="Kentucky"/>
Phone Number: <input type="text" value="5021547845"/>	Pre-Qualified: <input checked="" type="radio"/> Yes <input type="radio"/> No
Remarks: <input type="text"/>	



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- Available to Central Office and Director Role from Manage Companies link on the Central Office Dashboard
- After a company is created edit the Alias, Type, Phone, Remarks, and Pre-Qualified Status

3. Search for Company

Home Profile Forms Reports

Company Search

+ Add Company

Company:

Pre-Qualified:

Type:

State:

Search

- Available to Central Office and Director Role from Manage Companies link on the Central Office Dashboard
- Search on Name or Alias
- Filter by Pre-Qualified Status ,Type, or State

Dashboards

The Dashboards is based on User Role and Assignments.

1. Admin Dashboard Widgets

- Approve/Deny new user access requests – If Director Role or have Manage User exception
- Create Projects – If Director Role or have Manage Project Exception
- Manage User Profiles, Roles, and Exceptions – If Director Role or have Manage User exception
- Manage Companies – If Director and Central Office Role
- Manage Announcements - If Director Role or have Dashboard Admin exception
- Manage Notifications - If Director Role or have Dashboard Admin exception
- Manage Type Tables- If Director Role or have Manage Type Tables exception
- Manage Quick Links - If Director Role or have Dashboard Admin exception

The screenshot shows the KROWDS Admin Dashboard. The header includes the KROWDS logo and navigation links: Home, Profile, Forms, Reports. The main content area contains several widgets: Search, User Requests (0), Announcements (0), and Quick Links (Test Quick Link). A central Admin widget is highlighted with a yellow callout bubble labeled "Admin Option". The Admin widget contains the following links: Manage Roles, Manage Notifications, Manage Exceptions, Manage Quick Links, Manage Companies, Create Project, Manage Type Tables, Manage Acquisition Checklist, and Copy Comp Sale. At the bottom, there is a "My Work" section with a "Display As" dropdown menu set to "Print Manager".

2. All Dashboards

- Search Projects and Parcels
- View Announcements, Notifications, and Quick Links
- Print Blank Forms

The screenshot shows the 'My Work' dashboard interface. At the top left, there is a search bar with a 'Search' button. A yellow callout bubble points to this search bar with the text: 'Search all project and parcels. Enter a parcel or Item #'. To the right of the search bar are 'Announcements' (showing 0) and 'Quick Links' (with a 'Test Quick Link' button). Below these is the 'My Work' section, which includes a 'Display As' dropdown menu currently set to 'Project Manager'. Underneath are two blue bars: '+ Projects (1)' and '+ Acquisition Packets (0)'. At the bottom, there is a 'Projects' section with filters for 'District' and 'County', and a 'Search' button. A second yellow callout bubble points to these filters with the text: 'Search projects by District or County'.

3. My Work Dashboard Widget

The My Work dashboard widget is controlled by your user role and assignments. Select what assignment type or role you would like to work with from the drop down and view your assigned work in the grid.

This close-up shows the 'My Work' dashboard with the 'Display As' dropdown menu open. The menu lists four options: 'Project Manager', 'Project Manager', 'Appraisal Reviewer', and 'Appraiser'. The 'Appraisal Reviewer' option is currently selected and highlighted in blue. Below the dropdown are the '+ Projects (1)' and '+ Acquisition Packets (0)' buttons.

Possible view options:

- Project Manager – View Projects and Acquisition Packets. Filter by Project Status and Packet Status
- Final Approver – View Appraisals. Filter by Appraisal Status
- Appraiser - View Appraisals and Comparable Sales. Filter by Appraisal Status

- Appraisal Reviewer - View Appraisals and Comparable Sales. Filter by Appraisal and Sale Status

- Acquisition Agent – View Acquisition Packets. Filter by Packet Status
- District ROW Supervisor - View Projects and Acquisition Packets. Filter by Project Status and Packet Status
- Central Office Acquisition Review - View Acquisition Packets. Filter by Packet Status
- Program Coordinator - View Acquisition Packets. Filter by Packet Status

Projects

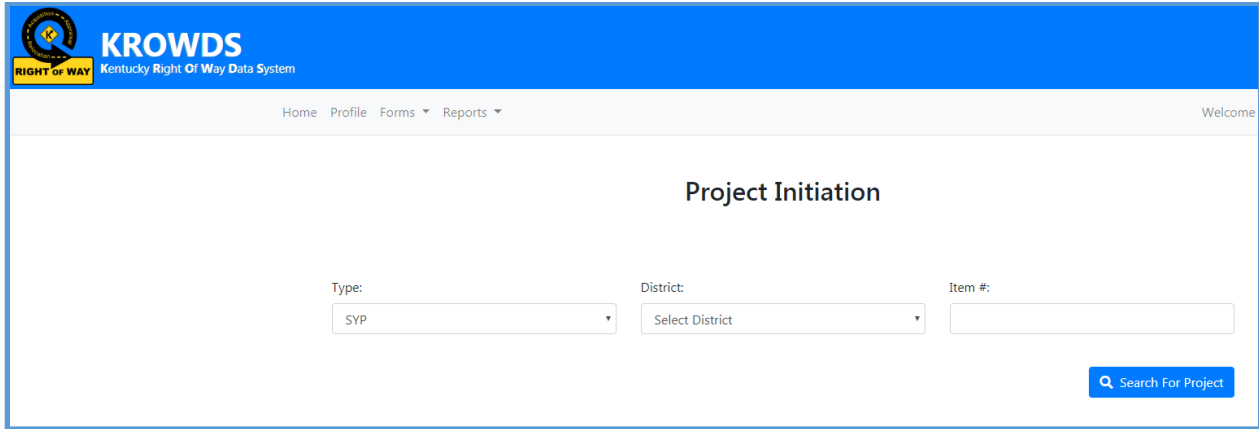
Projects are the central building block of KROWDS. Projects must be created before parcels, comparable sales, and appraisals. Each project may have multiple Comparable Sale Books and multiple Parcels. In KROWDS Project Managers, Alternate Project Managers, and Final Approvers are assigned to specific Projects.

1. Initiate SYP Project

- Available from Create Project link on the Dashboard to Director Role or Central Office Role user with Manage Project exception

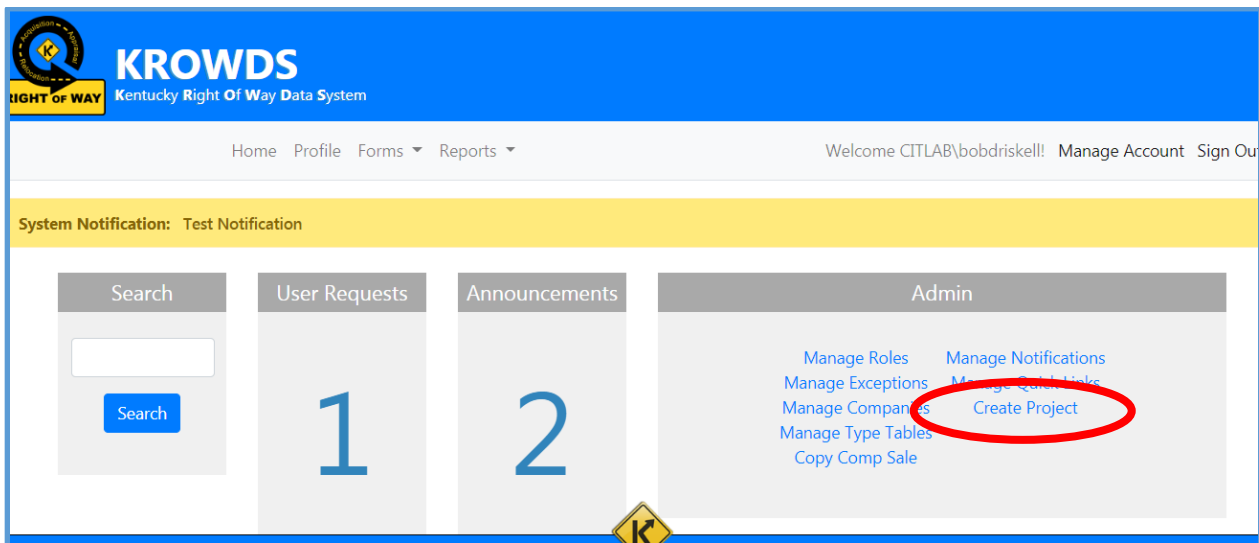
The screenshot displays the KROWDS (Kentucky Right Of Way Data System) dashboard. The header includes the KROWDS logo and navigation links: Home, Profile, Forms, and Reports. A system notification bar reads "System Notification: Test Notification". The main dashboard area is divided into four sections: Search, User Requests (with a large number '1'), Announcements (with a large number '2'), and Admin. The Admin section contains a list of links: Manage Roles, Manage Notifications, Manage Exceptions, Manage Quick Links, Manage Companies, Create Project (circled in red), Manage Type Tables, and Copy Comp Sale. A yellow warning icon is visible at the bottom center of the dashboard.

- Select Type and District, then input Item Number
- Select a Program Code / Funding Strip and select Save

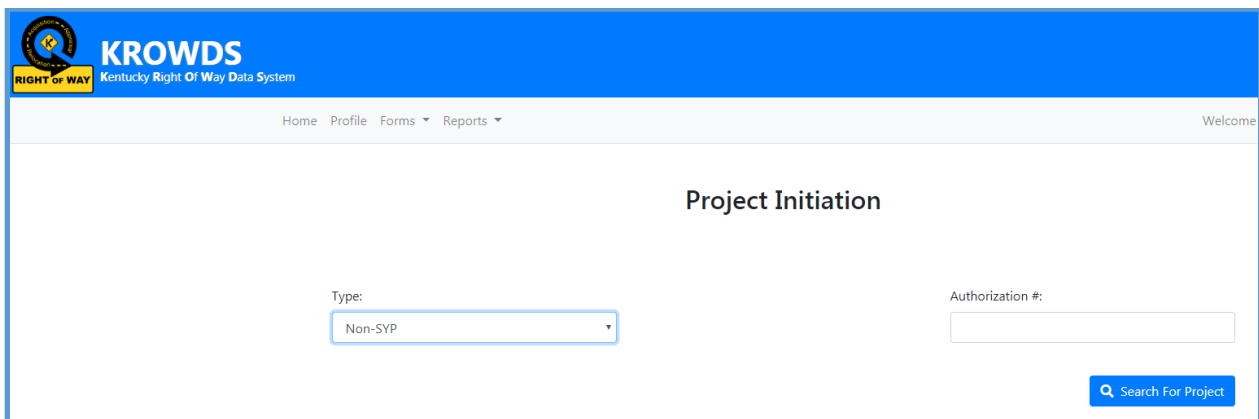


2. Initiate RWU Project

- Available from Create Project link on the Dashboard to Director Role or user with Manage Project exception



- Select Type, then input Authorization Number
- Select a Program Code / Funding Strip and select Save



3. Edit Project

- Available to Director Role or Central Office Role user with Manage Project exception
- Edit eMARS#, Funding Strip, Status, Official Order Number and Comments
- Link available to the Project Manager's Toolbox
- On the Dashboard, search for a project or select an assigned project from the My Work grid

The screenshot shows the 'Edit Project' interface in the KROWDS system. The header includes the KROWDS logo and the text 'Kentucky Right Of Way Data System'. The navigation bar contains 'Home', 'Profile', 'Forms', and 'Reports'. The main content area is titled 'Edit Project' and features four expandable sections: 'Project Information', 'Project Assignments', 'Parcel', and 'Comp Sale Books'. At the bottom right, there are 'Save' and 'Cancel' buttons.

4. Project Authorization Documents

- Director Role or Central Office Role user with Manage Project exception can upload documents
- Any user with access to the project can view uploaded documents

The screenshot shows the 'Edit Project' interface in the KROWDS system. A yellow callout bubble with a red border and the text 'Expand to upload documents' points to the 'Project Information' section of the form. The rest of the form is identical to the previous screenshot.

5. Assign Users to Project

- Available to Director Role or Central Office role with Manage User Exception

- Assign Multiple Project Managers, Alt Project Managers, and Final Approvers

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports

Edit Project

+ Project Information

- Project Assignments

+ Add Project Manager + Add Alt. Project Manager + Add Final Approver

Search:

Name	Assignment	Assignment Date	
Madhuri Turlapati	Project Manager	2/2/2018	Remove
Will Kinnaird	Project Manager Alternate	2/2/2018	Remove

Showing 1 to 2 of 2 entries

+ Parcel

+ Comp Sale Books

Save Cancel

6. View Parcel List

- View all parcels for a single project
- View and Print Appraisals

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports Welcome

Edit Project

+ Project Information

+ Project Assignments

+ Parcel

+ Comp Sale Books

Save Cancel

7. Add Parcels to Project

- Available to Project Managers and Alt Project Managers

- Select the Add Parcel button in the Parcel section of the project page

The screenshot shows the 'Edit Project' page in the KROWDS system. The page has a blue header with the KROWDS logo and navigation links. Below the header, there are sections for 'Project Information', 'Project Assignments', and 'Parcel'. The 'Parcel' section is expanded, showing a table of parcels. A yellow callout bubble with a red border points to the '+ Add Parcel' button, with the text 'Add a new Parcel' inside.

Parcel #	County	Type	Suffix	Plan Sheet #	Total Area			
033	Logan	Surface	S,N,L,P,B,STAX	001	20.0000 Acres	Edit	Print Appraisal	Print Review
444	Wayne	Surface	B,P,S,U	004	1677.0000 Sq. Feet	Edit		
04573	Jefferson	Mineral		5		Edit	Print Appraisal	Print Review

8. Edit Existing Parcels

- Available to Project Managers and Alt Project Managers

The screenshot shows the 'Edit Project' page in the KROWDS system, similar to the previous one. A yellow callout bubble with a red border points to the 'Edit' button for the parcel with ID 033, with the text 'Edit existing Parcels' inside.

Parcel #	County	Type	Suffix	Plan Sheet #	Total Area			
033	Logan	Surface	S,N,L,P,B,STAX	001	20.0000 Acres	Edit	Print Appraisal	Print Review
444	Wayne	Surface	B,P,S,U	004	1677.0000 Sq. Feet	Edit		
04573	Jefferson	Mineral		5		Edit	Print Appraisal	Print Review

9. View Comparable Sale Books

- Available to Directors and users who have been assigned to the project

The screenshot shows the KROWDS (Kentucky Right Of Way Data System) interface. The header includes the KROWDS logo and navigation links: Home, Profile, Forms, Reports, and Welcome. The main content area is titled "Edit Project" and contains four expandable sections, each with a plus sign icon:

- + Project Information
- + Project Assignments
- + Parcel
- + Comp Sale Books

At the bottom right of the page, there are "Save" and "Cancel" buttons. A yellow callout bubble with a red border points to the "Comp Sale Books" section, containing the text: "Expand to view or print all Comp Books".

Parcels

Parcels are individual tracts of land associated with a Highways Project. Each project may have multiple parcels. The Division of Right of Way may acquire parcels wholly or partially. The Division of Right of Way may also acquire permanent and/or temporary easements to a parcel. In KROWDS, Appraisers and Appraisal Reviewers are assigned to specific parcels. Each parcel may have multiple appraisals, although only one appraisal will be selected for Final Approval.

1. Add Parcel to Project

- Available to assigned Project Managers or Project Manager Alternates
- Navigate to a Project, then select the “Add Parcel” button inside the Parcel section on the Project page
- Parcels can also be added directly from an existing Parcel page. Use the Add Another Parcel button at the top of the Parcel page to create another parcel for the same project
- Enter required data in the Parcel Summary Information and Project Management sections, then select the “Save” button

The screenshot shows the 'Edit Project' page in the KROWDS system. The page has a blue header with the KROWDS logo and navigation links (Home, Profile, Forms, Reports). The main content area is titled 'Edit Project' and contains several sections: 'Project Information', 'Project Assignments', and 'Parcel'. The 'Parcel' section is expanded, showing a table of existing parcels. A yellow callout bubble with a red border points to a green '+ Add Parcel' button located below the 'Parcel' section header. The table below the button has the following data:

Parcel #	County	Type	Suffix	Plan Sheet #	Total Area	Actions
033	Logan	Surface	S,N,L,P,B,ST,AX	001	20.0000 Acres	[Edit] [Print Appraisal] [Print Review]
444	Wayne	Surface	B,P,S,U	004	1677.0000 Sq. Feet	[Edit]
04573	Jefferson	Mineral		5		[Edit] [Print Appraisal] [Print Review]

2. Edit Parcel

- Available to assigned Project Managers or Project Manager Alternates
- From the dashboard, select a parcel from My Work or use the search widget to find a parcel
- Edit the Parcel Summary Information and Project Management sections

- Add and Edit the Area Acquired section (also editable by assigned Appraisal Reviewer)
- Edit the Area Severed section (also editable by assigned Appraisal Reviewer)
- Add and Edit the Owner Details section

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports

Edit Project

+ Project Information

+ Project Assignments

- Parcel

Print Multiple Appraisals

+ Add Parcel

Show 10 entries Search:

Parcel #	County	Type	Suffix	Plan Sheet #	Total Area	
033	Logan	Surface	S,N,L,P,B,ST,AX	001	20.0000 Acres	Edit Print Appraisal Print Review
444	Wayne	Surface	B,P,S,U	004	1677.0000 Sq. Feet	Edit
04573	Jefferson	Mineral		5		Edit Print Appraisal Print Review

Edit existing Parcels

KROWDS
Kentucky Right Of Way Data System

Home Profile Forms Reports

Parcel Information

+ Add Another Parcel

+ Expand All

+ Parcel Summary Information (Required)

+ Area Acquired

+ Area Severed

+ Project Management (Required)

+ Owner Details

+ Assignments

Save Cancel

3. Assign Users to Parcel

The screenshot shows the 'Parcel Information' form in the KROWDS system. The form has a blue header with the KROWDS logo and 'Kentucky Right Of Way Data System'. Below the header is a navigation bar with 'Home', 'Profile', 'Forms', and 'Reports'. The main content area is titled 'Parcel Information' and contains several expandable sections: '+ Expand All', '+ Parcel Summary Information (Required)', '+ Area Acquired', '+ Area Severed', '+ Project Management (Required)', '+ Owner Details', and '+ Assignments'. The '+ Assignments' section is circled in red. There are also '+ Add Another Parcel' and 'Save' buttons.

- Available to assigned Project Managers or Project Manager Alternates
- Assign multiple Appraisers to each Parcel
- Assign an Appraisal Reviewer to each Parcel
- Assign an Acquisition Agent to each Parcel
- On the Parcel page in the Assignments section use the Add and Remove buttons to manage assignments
- Save the Parcel after updating Assignments to finalize changes

4. View Parcel

- Available to any user assigned to the Parcel or the Project that contains the Parcel
- All parcel data can be viewed but not edited
- Select a Parcel from the Project page, from the Dashboard grids, or from the Dashboard search

Acquisitions

The Acquisition process in KROWDS is managed at the Parcel level. Individual forms and attachments are grouped in packets with an approval workflow. There are multiple packet types with different business rules and requirements. The packet type used for a specific parcel is determined by the Parcel valuation and whether an agreement can be reached with the parcel owners.

1. Notice of Proposed Acquisition

1.1 Generate for owners of a single parcel

- Available to the assigned Project Manager also on the District ROW Supervisor exception list
- Navigate to a specific parcel
- Expand the Parcel Information and then Owner Details sections
- Select the Generate and Print Notices button
- If there are multiple owners, select all or a specific owner
- New tab will open with Notices for selected owners as a pdf document

1.2 Generate for all owners of parcels on a single project

- Available to the assigned Project Manager also on the District ROW Supervisor exception list
- Navigate to a specific project
- Expand the Parcel section
- Select the Generate and Print Notices button
- If there are multiple parcels, select all or a specific parcel
- New tab will open with Notices for selected owners as a pdf document

1.3 Mailing Labels

- Available to the assigned Project Manager also on the District ROW Supervisor exception list
- Available from the Project page – Parcel section or the Parcel page – Owner Details section
- Select the Export Owner Addresses button
- Owner address data will be downloaded as an html file
- This file can be used to generate mailing labels in MS Word or in most other label printing software
- MS Word instructions: <https://support.office.com/en-us/article/print-labels-for-your-mailing-list-276a2cd1-74d2-43d0-ab5a-b90460358ad5>

1.4 Delivery Data

- Available to the assigned Project Manager also on the District ROW Supervisor exception list
- Navigate to a specific parcel
- Expand the Parcel Information and then Owner Details sections
- Select to edit a specific owner
- Input the NOPA delivery data. Delivery Method, Date, Delivered To, and Certified Mail Number
- Delivery data must be input for all parcel owners before the Acquisition Agent can work with Offer Letters

2. Acquisition Packet Types

2.1 Payment Packet Appraisal

- The Payment Packet Appraisal is for parcels that have gone through ROW's standard or narrative appraisal process and for which the property owners and KYTC agree on a payment amount.
- Used when Parcel Valuation = Appraisal or Narrative
- Can become a Condemnation Packet if no agreement with parcel owners is reached

2.2 Payment Packet MAR

- The Payment Packet MAR is used for less complex parcels that do not require a standard or narrative appraisal and for which the property owners and KYTC agree on a payment amount.
- Used when Parcel Valuation = MAR
- Can become a Condemnation Packet if no agreement with parcel owners is reached

2.3 Condemnation Packet

- The Condemnation Packet is for parcels on which the property owners and KYTC are unable to agree on a payment amount.
- Used with any Parcel Valuation
- Can start as a Payment Packet Appraisal or Payment Packet MAR

2.4 Miscellaneous Payment Packet

- Used to pay property owners for unexpected expenses during the project like damage to a site improvement not included in the original valuation
- Used with any Parcel Valuation

2.5 Tax Payment Packet

- Used to repay pro-rated property tax to owners for the portion of the year for which KYTC owned the property
- Used with any Parcel Valuation

3. Payment Packet Appraisal

3.1 Payment Packet Appraisal Workflow

The Payment Packet Appraisal must be reviewed and approved by multiple users. Reviewers may send the packet back to an earlier step in the workflow if additional updates are needed. The packet workflow ends once checks have been delivered to all recipients.

1. District ROW Supervisor generates, sends, and records delivery information for each Notice of Proposed Acquisition
2. Appraisal workflow completed for the Parcel with a Final Approved Amount input by the Final Approver
3. Acquisition Agent assigned to Parcel
4. Acquisition Agent creates Payment Packet Appraisal. Packet status is “Active with Acquisition Agent”
5. Acquisition Agent negotiates with Parcel owners and populates packet data. Packet status is “Active with Acquisition Agent “
6. After an agreement is reached with property owners and all data is entered, Acquisition Agent selects to submit packet.
7. Packet is validated to ensure it meets minimum requirements to submit for approval
8. Assigned Project Manager reviews and approves packet (This step is bypassed if there is no PM assigned to the Project who is not also a District ROW Supervisor). Packet status is “Active with Project Manager”
9. Assigned District ROW Supervisor reviews and approves packet. Packet status is “Active with District ROW Supervisor”
10. Central Office Acquisition Review Group reviews and approves packet. Packet status is “Active with Central Office”
11. Program Coordinator inputs eMARS Vendor and Invoice data for each check. Packet status is “Active with Program Coordinator”
12. Physical checks are generated and sent to Central Office. Packet status is “All Checks Requested”
13. Central Office Acquisition Review Group receives physical checks and sends to District or Consultant. Packet status is “All Checks Sent from Central Office”
14. Checks delivered to recipients and delivery information recorded for check. Packet status is “All Checks Delivered”

3.2 Print a Payment Packet Appraisal

- Available any time after packet is created
- Select the Print Packet button at the top the left hand navigation menu or
- Select the Print button in the Packets grid on the parcel page
- A new tab will open with the Payment Packet Appraisal as a pdf document
- The packet can be saved, printed, or emailed from the new tab

Packet Type	Status	Created Date	Status Date
Payment Packet MAR	Active with Acquisition Agent	8/18/2020	8/18/2020

3.2 Acquisition Agent

Create a Payment Packet Appraisal

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select a packet type and then select the green add button
- An approved Appraisal must exist for the parcel before a Payment Packet Appraisal can be created

The screenshot displays the 'Parcel Information' interface. At the top, there is a '+ Expand All' button. Below it are three expandable sections: '+ Parcel Information', '+ Appraisals', and '- Acquisition'. The 'Acquisition' section is expanded, revealing a 'Packet Type' field with a dropdown menu currently set to 'Select Type'. A green '+ Add' button is positioned below the dropdown. A yellow callout bubble with a red border points to the dropdown menu, containing the text 'Select Packet Type'. Below the form is a table header with two columns: 'Packet Type' and 'Status'.

Edit a Payment Packet Appraisal

- Navigate to a specific parcel
- Expand the Acquisition section
- Select the Edit button next to a specific packet. Packet status should be “Active with Acquisition Agent” to edit the packet.
- An approved Appraisal must exist for the parcel to work with the Offer Letter, Payment Summary, Excess Property or Administrative Settlement sections

The screenshot displays the 'Parcel Information' interface. At the top, there is a '+ Expand All' button. Below it are three expandable sections: '+ Parcel Information', '+ Appraisals', and '- Acquisition'. The 'Acquisition' section is expanded, showing a 'Packet Type' dropdown menu with 'Select Type' and a '+ Add' button. Below this is a table with the following data:

Packet Type	Status	View	Edit	Print
Payment Packet Appraisal	Active with Acquisition Agent			

A yellow callout bubble with a red border points to the 'Edit' button in the table, containing the text: 'Edit a specific packet'.

Navigate a Payment Packet Appraisal

- Select a section from the left hand menu
 - Packet Home
 - Record of Contacts
 - Parcel Summary of Encumbrances and Leases
 - Offer Letters
 - Requires Notice of Acquisition delivery data input for all parcel owners
 - Requires approved appraisal
 - Memorandum of Understanding
 - Payment Summary
 - Requires approved appraisal
 - Attachments
 - Administrative Settlement
 - Optional – Must choose to include in packet
 - Requires approved appraisal
 - Also editable by assigned Project Manager or District ROW Supervisor
 - Excess Property Purchase
 - Optional – Must choose to include in packet
 - Requires approved appraisal with an Uneconomic Remnant

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports Hello CITZ\will

Payment Packet Appraisal

Print Packet

Packet Home

Record of Contacts

Parcel Summary - Encumbrances and Leases

Offer Letters

Memorandum of Understanding

Payment Summary

Attachments

Administrative Settlement

Excess Property Purchase

Selectable Navigation Menu

Packet Home

Active with District ROW Supervisor

Active with Central Office

Active with Program Coordinator

All checks requested

All checks sent from Central Office

All checks delivered




Packet Created Date: 2/28/2020 9:18:47 AM

Packet Status: Active with Acquisition Agent

Submit Packet

Status History

Submit a Payment Packet Appraisal for review and approval

- Each section will display a status icon:
 - Grey  = Section not started
 - Blue  = Section started but missing required data
 - Green  = Section complete with all required data populated

- Select the Submit Packet button on the Packet Home section

The screenshot shows the KROWDS ACQUISITION interface. A modal dialog titled "Submit Packet" is open, displaying the following error messages:

- Record of Contacts**
 - At least one contact must exist on the Record of Contacts
- Parcel**
 - "Encumbrances Exist?" and "Leases Exist?" must have a Y or N selection and at least one owner must exist
- Payment Summary**
 - At least one Payment Summary record must exist with:
 - At least one Payment Summary record must exist
- Attachments**
 - Attachments are required.
- Offer Letter**
 - At least one offer letter must be generated

At the bottom of the dialog, there are "Cancel" and "Submit" buttons. The background shows the "Payment Packet Appraisal" page with a sidebar menu and a table header.

- The packet will be validated for minimum requirements
 - Packet Home
 - An approved appraisal must exist on the parcel
 - Record of Contacts
 - At least one contact record must exist
 - Parcel Summary of Encumbrances and Leases
 - At least one owner must exist
 - Encumbrances Exist and Leases Exists must have a Y/N selection made
 - If either selection = Y, then a record of that type must be created
 - Offer Letters
 - All parcel owners must have Notice of Proposed Acquisition delivery data input
 - At least one offer letter must be generated
 - Memorandum of Understanding
 - No minimum requirements. Must upload a signed MoU to the attachment section
 - Payment Summary
 - At least one Payment Summary must exist with:

- State Employee Y/N selected
- Tenant or Owner selected
- Mail Check to selection made with either Consultant Address or District # input
- Check Payable Name, Address, Phone, and TaxID populated
- Amount of Check populated
- Either Consideration on Deed or Temp Easement Only populated
- Encumbrances and/or Leases exist selection made
- Attachments
 - At least one attachment with type = 'Title Report' must be uploaded
 - At least one attachment with type = 'Signed MoU' must be uploaded
 - At least one attachment with type = 'Deed of Conveyance/Grant of Easement' must be uploaded
 - If any owners on the Parcel Summary are type = 'Company' then
 - At least one attachment with type 'SOS Status' must be uploaded
 - At least one attachment with type 'W9' must be uploaded
 - At least one attachment with either type 'Business/Corporate Resolution' or 'Business Meeting Minutes' must be uploaded
- Administrative Settlement
 - If Include Admin Settlement = Yes, then:
 - At least one approval must exist on the Admin Settlement
 - Coordinate with the Project Manager and District Supervisor to verify what level of approval each Administrative Settlement requires
- Excess Property Purchase
 - If Include Excess Property = Yes, then:
 - At least one Area Taken must exist
 - Property Description must be populated
 - Possible User selection must be made
 - An attachment with type 'Color copy of plat' must be uploaded to the attachment section
 - The assigned District ROW Supervisor must approve the Excess Property section
- If the packet passes validation, select a Reviewer for the Packet
 - The Acquisition Agent can no longer edit the packet after selecting a Reviewer unless the Reviewer returns the packet
 - The reviewer is usually an assigned Project Manager
 - If no Project Manager exists on the project, the reviewer is an assigned District ROW Supervisor
 - The Acquisition Agent may update the selected reviewer later if needed

3.3 Project Manager

Edit and Approve an Administrative Settlement

- After an Acquisition Agent creates a Payment Packet Appraisal, the assigned Project Manager may edit the Administrative Settlement section and data
- Administrative Settlements must be approved separately before the Acquisition Agent can submit the entire packet for review and approval
- Navigate to a specific packet
- Select the Administrative Settlement section
- Review the Administrative Settlement data and make edits if needed
- Select the PM Approve button at the bottom of the page
- The Administrative Settlement is read only after approval
- After approval the PM can remove their approval if more updates are needed
- All existing approvals must be removed to unlock the Administrative Settlement

Home Profile Forms Reports

Payment Packet Appraisal

Print Packet

Packet Home

- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement**
- Excess Property Purchase

Administrative Settlement


Include Administrative Settlement in Packet?

+ Owner Details

Offer Date	Offer Amount	Counter Offer
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Recommendation:

Description of Property Before:



Payment Packet Appraisal

Print Packet

Packet Home

- ✓ Record of Contacts
- ✓ Parcel Summary - Encumbrances and leases
- ✓ Offer Letters
- ⊗ Memorandum of Understanding
- ✓ Payment Summary
- ✓ Attachments
- ⊗ Administrative Settlement
- ⊗ Excess Property Purchase

Description of Acquisition:

Description of Negotiation:

Documentation:

Save

PM Approve DRS Approve Acquisition BM Approve Director Approve

Edit and Review a Payment Packet Appraisal

- Navigate to a specific parcel
- Expand the Acquisition section
- Select to edit a specific packet. Packet status should be “Active with Project Manager” to edit or approve the packet.
- Selected Reviewers also receive an email notification containing a link directly to the packet
- Packet Home section will display the selected reviewer for each step in the packet workflow
- Project Managers selected as packet reviewers may edit any packet data except update or delete contact records created by other users

Navigate a Payment Packet Appraisal

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Record of Contacts
 - Parcel Summary of Encumbrances and Leases
 - Offer Letters
 - Memorandum of Understanding
 - Payment Summary
 - Attachments
 - Administrative Settlement
 - Excess Property Purchase

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Payment Packet Appraisal

Print Packet

Packet Home

Record of Contacts

Parcel Summary - Encumbrances and Leases

Offer Letters

Memorandum of Understanding

Payment Summary

Attachments

Administrative Settlement

Excess Property Purchase

Packet Home

Active with District ROW Supervisor

Active with Central Office

Active with Program Coordinator

All checks requested

All checks sent from Central Office

All checks delivered

Packet Created Date: 2/28/2020 9:18:47 AM

Packet Status: **Active with Acquisition Agent**

Submit Packet

Status History

Approve or Return a Payment Packet Appraisal

- Navigate to a specific packet
- Select the Packet Home section
- Select the Approve button to send the packet to the District ROW Supervisor if no updates are needed. Select a specific Supervisor if multiple are assigned to the project.
- Select the Return button to return the packet to the Acquisition Agent for updates. Enter a comment for the Agent. The Agent can resubmit the packet for Project Manager review once the requested updates are complete.

Home Profile Forms Reports

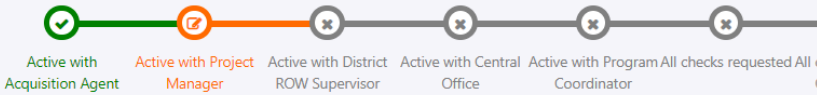
Payment Packet Appraisal

Print Packet

Packet Home

- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement
- Excess Property Purchase

Packet Home



Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested All

Packet Created Date: **3/3/2020 8:21:01 AM**
 Packet Status: **Active with Project Manager**

Previous Reviewer Remarks:

Sending packet to the PM

Approve Packet Return To Acquisition Agent

3.4 District ROW Supervisor

Edit and Approve an Administrative Settlement

- After an Acquisition Agent creates a Payment Packet Appraisal, the assigned Project Manager may edit the Administrative Settlement section and data
- Administrative Settlements must be approved separately before the Acquisition Agent can submit the entire packet for review and approval
- Navigate to a specific packet
- Select the Administrative Settlement section
- Review the Administrative Settlement data and make edits if needed
- Select the DRS Approve button
- The Administrative Settlement is read only after approval
- After approval the DRS can remove their approval if more updates are needed
- All existing approvals must be removed to unlock the Administrative Settlement

Home Profile Forms Reports

Payment Packet Appraisal

Print Packet

Packet Home

- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement
- Excess Property Purchase

Administrative Settlement

Include Administrative Settlement in Packet?

+ Owner Details

Offer Date	Offer Amount	Counter Offer
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Recommendation:

Description of Property Before:

Description of Acquisition:

Description of Negotiation:

Documentation:

Save

PM Approve DRS Approve Acquisition BM Approve Director Approve

Administrative Settlement

Approvals

Approve an Excess Property Purchase

- Excess Property Purchases must be approved separately by the DRS before the Acquisition Agent can submit the entire packet for review and approval
- Navigate to a specific packet
- Select the Excess Property section
- Review the Excess Property data
- Select the DRS Approve button
- The Excess Property section is read only after approval
- After approval the DRS can remove their approval if more updates are needed by the Agent

Edit and Review a Payment Packet Appraisal

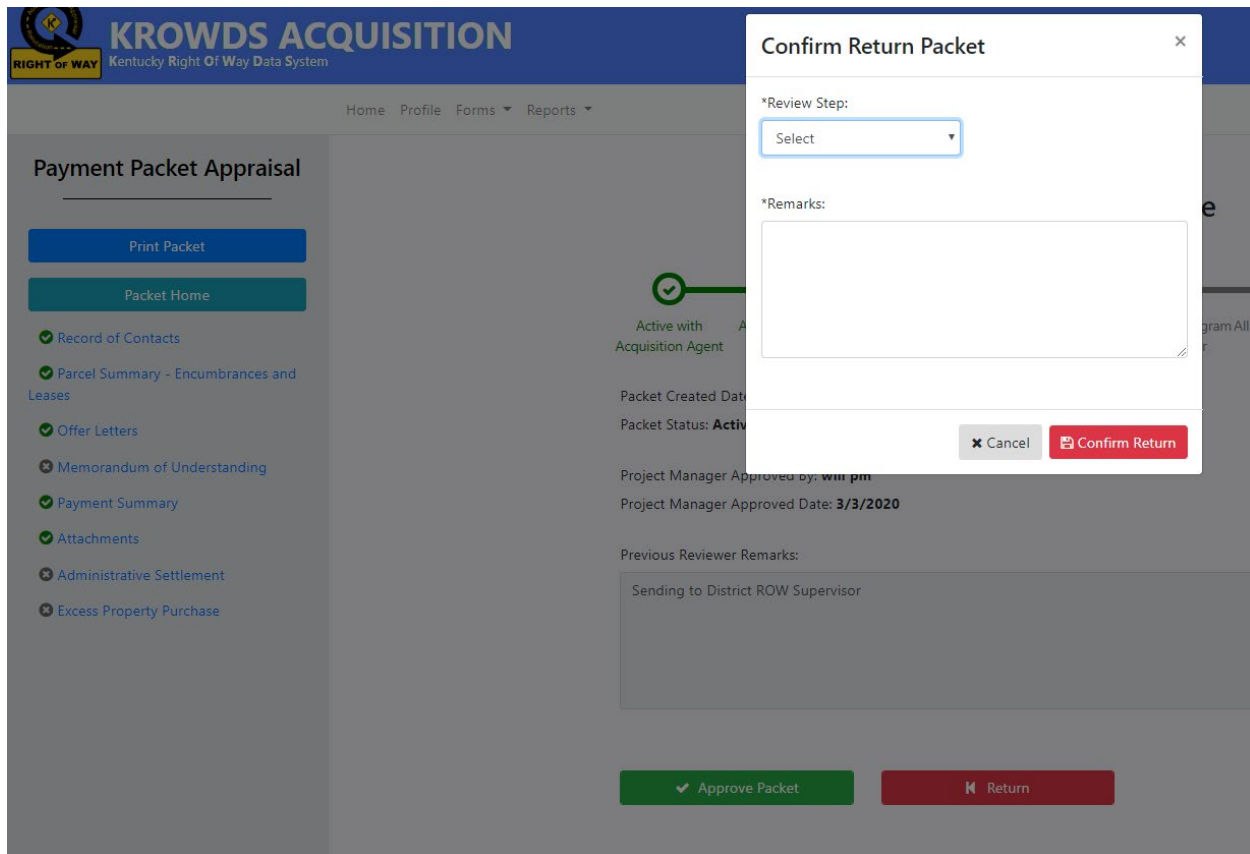
- Navigate to a specific parcel
- Expand the Acquisition section
- Select to edit a specific packet. Packet status should be “Active with District ROW Supervisor” to edit or approve the packet.
- Selected Reviewers also receive an email notification containing a link directly to the packet
- Packet Home section will display the selected reviewer for each step in the packet workflow
- District ROW Supervisors selected as packet reviewers may edit any packet data except update or delete contact records created by other users

Navigate a Payment Packet Appraisal

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Record of Contacts
 - Parcel Summary of Encumbrances and Leases
 - Offer Letters
 - Memorandum of Understanding
 - Payment Summary
 - Attachments
 - Administrative Settlement
 - Excess Property Purchase

Approve or Return a Payment Packet Appraisal

- Navigate to a specific packet
- Select the Packet Home section
- Select the Approve button to send the packet to Central Office if no updates are needed
- Select the Return button to return the packet to the Acquisition Agent or Project Manager for updates. Enter a comment to indicate why the packet is being returned. The Agent or Project Manager may resubmit the packet for review once the requested updates are complete.



3.5 Central Office Acquisition Review

Review a Payment Packet Appraisal

- Navigate to a specific parcel
- Expand the Acquisition section
- Select to edit a specific packet
- Users on the Central Office Acquisition Review exception list also receive an email notification containing a link directly to the packet
- Central Office Acquisition Review users view all packet data and upload attachments but edit no other packet data

Navigate a Payment Packet Appraisal

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Record of Contacts
 - Parcel Summary of Encumbrances and Leases
 - Offer Letters
 - Memorandum of Understanding
 - Payment Summary
 - Attachments
 - Administrative Settlement

- Excess Property Purchase

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms ⌵ Hello CITZwill

Payment Packet Appraisal

Print Packet

Packet Home

Record of Contacts

Parcel Summary - Encumbrances and Leases

Offer Letters

Memorandum of Understanding

Payment Summary

Attachments

Administrative Settlement

Excess Property Purchase

Selectable Navigation Menu

Packet Home

Acquisition Agent Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested Central Office All checks sent from All checks delivered

Packet Created Date: 2/28/2020 9:18:47 AM
Packet Status: Active with Acquisition Agent

Submit Packet

Status History

Approve or Return a Payment Packet Appraisal

- Navigate to a specific packet. Packet status should be “Active with Central Office” to approve a packet.
- Select the Packet Home section
- Select the Approve button to send the packet to Program Coordinators if no updates are needed
- Select the Send Back button to return the packet to the Acquisition Agent, Project Manager, or District ROW Supervisor for updates. Enter a comment to indicate why the packet is being returned. The Acquisition Agent, Project Manager, or District ROW Supervisor may resubmit the packet for review once the requested updates are complete.
- Central Office Acquisition Review users may also send the packet back for updates after previously approving the packet if needed.

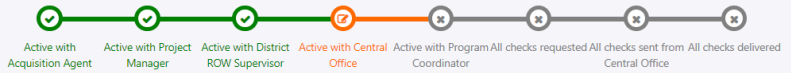
Payment Packet Appraisal

Print Packet

Packet Home

- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement
- Excess Property Purchase

Packet Home



Packet Created Date: 3/3/2020 8:21:01 AM
Packet Status: **Active with Central Office**

Project Manager Approved By: **will pm**
Project Manager Approved Date: 3/3/2020

District ROW Supervisor Approved By: **Willi AD**
District ROW Supervisor Approved Date: 3/3/2020

Previous Reviewer Remarks:

sending to Central Office

Approve Packet

Return

Home Profile Forms Reports

Payment Packet Appraisal

Print Packet

Packet Home

- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement
- Excess Property Purchase

Confirm Return Packet

*Review Step:
Select

*Remarks:

Cancel Confirm Return

Active with Acquisition Agent

Packet Created Date: 3/3/2020 8:21:01 AM

Packet Status: **Active with Central Office**

Project Manager Approved By: will pm

Project Manager Approved Date: 3/3/2020

District ROW Supervisor Approved By: Willi AD

District ROW Supervisor Approved Date: 3/3/2020

Previous Reviewer Remarks:
sending to Central Office

Approve Packet Return

Return after approving:

Payment Packet Appraisal

[Print Packet](#)

[Packet Home](#)

- [Record of Contacts](#)
- [Parcel Summary - Encumbrances and Leases](#)
- [Offer Letters](#)
- [Memorandum of Understanding](#)
- [Payment Summary](#)
- [Attachments](#)
- [Administrative Settlement](#)
- [Excess Property Purchase](#)

Packet Home

Packet Created Date: **3/3/2020 8:21:01 AM**
 Packet Status: **Active with Program Coordinator**

Project Manager Approved By: **will pm**
 Project Manager Approved Date: **3/3/2020**

District ROW Supervisor Approved By: **Will AD**
 District ROW Supervisor Approved Date: **3/3/2020**

Central Office Acquisition Reviewer Approved By: **Will AD**
 Central Office Acquisition Reviewer Approved Date: **3/3/2020**

[Return](#)

Send checks to District or Consultant

- After physical checks are received in Central Office
- Navigate to a specific packet
- Select the Payment Summary section
- Select the Populate Check Data button. The Check number and Check date will be imported from eMARS
- Select the Packet Home section
- Select the All Checks Sent from Central Office button. Packet status will be updated
- Input a comment to indicate where checks were sent

Populate eMARS Check Data:

Payment Packet Appraisal

[Print Packet](#)

[Packet Home](#)

- [Record of Contacts](#)
- [Parcel Summary - Encumbrances and Leases](#)
- [Offer Letters](#)
- [Memorandum of Understanding](#)
- [Payment Summary](#)
- [Attachments](#)
- [Administrative Settlement](#)
- [Excess Property Purchase](#)

Payment Summary

[Populate Check Data](#)

Show entries

View	Payable To	Amount of Check	Vendor#	Check Date	Check Delivered By
View	Will Kinnaird	\$83,052,363.40	KY0034541		

Showing 1 to 1 of 1 entries

**Populate
Check Data
from EMARS**

All Checks Sent from Central Office

Payment Packet Appraisal

Packet Home

Active with Acquisition Agent | Active with Project Manager | Active with District ROW Supervisor | Active with Central Office | Active with Program Coordinator | **All checks requested** | All checks sent from Central Office | All checks delivered Central Office

Packet Created Date: 3/3/2020 8:21:01 AM
 Packet Status: **All checks requested**

Project Manager Approved By: **will pm**
 Project Manager Approved Date: 3/3/2020

District ROW Supervisor Approved By: **Will AD**
 District ROW Supervisor Approved Date: 3/3/2020

Central Office Acquisition Reviewer Approved By: **Will AD**
 Central Office Acquisition Reviewer Approved Date: 3/3/2020

Previous Reviewer Remarks:
 all checks requested in eMARS

All checks sent from Central | Return

Indicate All Checks have been sent to District or Consultant

3.6 Program Coordinators

Input Vendor and Invoice data

- Users on the Program Coordinator exception list also receive an email notification containing a link directly to the packet
- Program Coordinator users view all packet data, input vendor and invoice data but edit no other packet data
- Navigate to a specific parcel
- Expand the Acquisition section
- Select to edit a specific packet
- Select the Payment Summary section
- Select Edit on a specific Payment Summary
- Input the eMARS Vendor and Invoice number for each Payment Summary
- After all Payment Summaries are updated, navigate back the packet home section
- Select the All Checks Requested button to update the packet status. Packet status will be updated

Editing a Payment Summary:

The screenshot displays a web interface for 'Payment Packet Appraisal'. On the left is a sidebar with navigation links: 'Print Packet', 'Packet Home', 'Record of Contacts', 'Parcel Summary - Encumbrances and Leases', 'Offer Letters', 'Memorandum of Understanding', 'Payment Summary', 'Attachments', 'Administrative Settlement', and 'Excess Property Purchase'. The 'Payment Summary' link is highlighted with a yellow callout bubble labeled 'Payment Summary'. The main content area is titled 'Payment Summary' and contains a 'Populate Check Data' button, a 'Show 10 entries' dropdown, and a table. The table has columns: 'View', 'Payable To', 'Amount of Check', 'Vendor#', 'Check Date', 'Check Delivered By', and 'Check Delivered Date'. A single row is visible with 'View', 'Will Kinnaird', and '\$83,052,363.40'. An 'Edit' button is located at the end of this row, highlighted with a yellow callout bubble labeled 'Edit'. At the bottom right, there is a 'Showing 1 to' label and a 'Previous 1' button.

View	Payable To	Amount of Check	Vendor#	Check Date	Check Delivered By	Check Delivered Date
View	Will Kinnaird	\$83,052,363.40				

Input Invoice and Vendor Number:

Edit Payment Summary ✕

State Employee or Elected Official? Yes No Owner/Tenant? Owner Tenant

Invoice Number	Check Number	Check Date
<input type="text" value="19-CI-0310"/>	<input type="text"/>	<input type="text"/>
Check Delivered By	Check Delivered Date	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Import Check Details"/>	Check Payable Name	
	<input type="text" value="Will Kinnaird"/>	
Address		
<input type="text" value="412 LINDSEY AVE"/>		<input type="text"/>
City	State	Zip
<input type="text" value="FRANKFORT"/>	<input type="text" value="Kentucky"/>	<input type="text" value="40601"/>
SSN/Tax Id	Phone (numbers only)	Vendor Number
<input type="text" value="999456733"/>	<input type="text" value="5023191013"/>	<input type="text" value="KY0034541"/>
Mail Check To: <input checked="" type="radio"/> District <input type="radio"/> Consultant		
District Number	Consultant Address	
<input type="text" value="1"/>	<input type="text"/>	
Explanation/Special Instructions:		
<input type="text" value="1"/>		

All Checks Requested:

Payment Packet Appraisal

[Print Packet](#)

[Packet Home](#)

- ✔ Record of Contacts
- ✔ Parcel Summary - Encumbrances and Leases
- ✔ Offer Letters
- ✘ Memorandum of Understanding
- ✔ Payment Summary
- ✔ Attachments
- ✘ Administrative Settlement
- ✘ Excess Property Purchase

Packet Home

Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office **Active with Program Coordinator** All checks requested All checks sent from Central Office All checks delivered

Packet Created Date: **3/3/2020 8:21:01 AM**
 Packet Status: **Active with Program Coordinator**

Project Manager Approved By: **will pm**
 Project Manager Approved Date: **3/3/2020**

District ROW Supervisor Approved By: **Will AD**
 District ROW Supervisor Approved Date: **3/3/2020**

Central Office Acquisition Reviewer Approved By: **Will AD**
 Central Office Acquisition Reviewer Approved Date: **3/3/2020**

Previous Reviewer Remarks:
 sending to Program Coordinator to request checks

All checks requested

All Checks Requested

Navigate a Payment Packet Appraisal

- Select a section from the left hand menu to view
 - Packet Home
 - Record of Contacts
 - Parcel Summary of Encumbrances and Leases
 - Offer Letters
 - Memorandum of Understanding
 - Payment Summary
 - Attachments
 - Administrative Settlement
 - Excess Property Purchase

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile For Hello CITZwill

Payment Packet Appraisal

Print Packet

Packet Home

Record of Conveyances
Parcel Summary - Encumbrances and Leases
Offer Letters
Memorandum of Understanding
Payment Summary
Attachments
Administrative Settlement
Excess Property Purchase

Active with Project Manager
Active with District ROW Supervisor
Active with Central Office
Active with Program Coordinator
All checks requested
All checks sent from Central Office
All checks delivered

Packet Created Date: **2/28/2020 9:18:47 AM**
Packet Status: **Active with Acquisition Agent**

Submit Packet

Status History

Selectable Navigation Menu

3.7 Check Delivery Data

Deliver Checks

- Available to any user assigned to the project or to any parcel on the project, except any user ever assigned as acquisition agent, appraiser, or appraiser reviewer to the same parcel
- Navigate to a specific parcel
- Expand the Acquisition section
- Select to edit a specific packet
- Packet Status should be All Checks Sent From Central Office
- Select the Payment Summary section
- Select a specific Payment Summary
- Input Check Delivered By, Check Delivered To, and Check Delivery Date
- After all Payment Summaries are updated, navigate back the packet home section
- Select the All Checks Delivered button to update the packet status. Packet status will be updated

Edit a Payment Summary

Payment Packet Appraisal

Print Packet

Packet Home

Populate Check Data

Show 10 entries

Search:

View	Payable To	Amount of Check	Vendor#	Check Date	Check Delivered By	Check Delivered Date	
View	Will Kinnaid	\$83,052,363.40	KY0034541	06/11/2019			Edit

Showing 1 to

Previous

Payment Summary

Edit

Input Delivery Data:

Edit Payment Summary ✕

State Employee or Elected Official? Yes No Owner/Tenant? Owner Tenant

Invoice Number	Check Number	Check Date
19-CI-0310	000000022767152	06/11/2019
<u>Check Delivered By</u>	<u>Check Delivered Date</u>	
Bob Tester	03/02/2020	
<input type="button" value="Import Check Details"/>	Check Payable Name	
	Will Kinnaird	
Address		
412 LINDSEY AVE		
City	State	Zip
FRANKFORT	Kentucky	40601
SSN/Tax Id	Phone (numbers only)	Vendor Number
999456733	5023191013	KY0034541
Mail Check To: <input checked="" type="radio"/> District <input type="radio"/> Consultant		
District Number	Consultant Address	
1		
Explanation/Special Instructions:		
1		

Indicate All Checks have been delivered:

Home Profile Forms Reports

Payment Packet Appraisal

Print Packet

Packet Home

- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement
- Excess Property Purchase

Packet Home

Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested All checks sent from Central Office All checks delivered

Packet Created Date: 3/3/2020 8:21:01 AM

Packet Status: **All checks sent from Central Office**

Project Manager Approved By: **will pm**
Project Manager Approved Date: 3/3/2020

District ROW Supervisor Approved By: **Will AD**
District ROW Supervisor Approved Date: 3/3/2020

Central Office Acquisition Reviewer Approved By: **Will AD**
Central Office Acquisition Reviewer Approved Date: 3/3/2020

All checks delivered Return



4. Payment Packet MAR

4.1 Payment Packet MAR Workflow

The Payment Packet MAR must be reviewed and approved by multiple users. Reviewers may send the packet back to an earlier step in the workflow if additional updates are needed. The packet workflow ends once checks have been delivered to all recipients.

1. District ROW Supervisor generates and sends a Notice of Proposed Acquisition to each parcel owner.
2. District ROW Supervisor records Notice of Proposed Acquisition delivery information for each parcel owner.
3. District ROW Supervisor assigns a Range of Value Preparer to the Project
4. Range of Value Preparer completes and submits the Range of Values
5. District ROW Supervisor approves ROV
6. Acquisition Agent assigned to parcel.
7. Acquisition Agent creates Payment Packet MAR. Packet status is “Active with Acquisition Agent”.
8. Acquisition Agent completes and submits the Minor Acquisition Review portion of the packet
9. District ROW Supervisor approves the Minor Acquisition Review portion of the packet (a new MAR may be created later if updates are needed)
10. Acquisition Agent negotiates with Parcel owners and populates packet data. Packet status is “Active with Acquisition Agent “.
11. After an agreement is reached with property owners and all agent data is entered, Acquisition Agent selects to submit packet for review.
12. Packet is validated to ensure it meets minimum requirements to submit for approval.
13. Assigned Project Manager reviews and approves packet (This step is bypassed if there is no PM assigned to the Project who is not also a District ROW Supervisor). Packet status is “Active with Project Manager”
14. Assigned District ROW Supervisor reviews and approves packet. Packet status is “Active with District ROW Supervisor”
15. Central Office Acquisition Review Group reviews and approves packet. Packet status is “Active with Central Office”
16. Program Coordinator inputs eMARS Vendor and Invoice data for each check. Packet status is “Active with Program Coordinator”
17. Physical checks will be generated and sent to Central Office. Packet status is “All Checks Requested”.

18. Central Office Acquisition Review Group receives physical checks and sends to District or Consultant. Packet status is “All Checks Sent from Central Office”
19. Checks delivered to recipients and delivery information recorded for check. Packet status is “All Checks Delivered”

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports Hello CITZwi

Payment Packet MAR

Print Packet
Packet Home

- Minor Acquisition Review
- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement

Packet Home

Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested All checks sent from Central Office All checks delivered

Packet Created Date: 5/12/2020 10:03:28 PM
Packet Status: **Archived**

Status History

Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent	5/12/2020	5/13/2020		
Archived	5/13/2020			

4.2 Print a Payment Packet MAR

- Available any time after packet is created
- Select the Print Packet button at the top the left hand navigation menu or
- Select the Print button in the Packets grid on the parcel page
- A new tab will open with the Payment Packet MAR as a pdf document
- The packet can be saved, printed, or emailed from the new tab

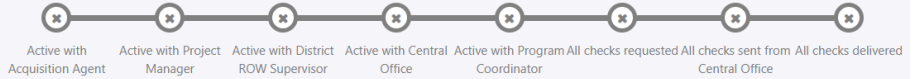
Payment Packet MAR

Print Packet

Packet Home

- ✔ Minor Acquisition Review
- ⊗ Record of Contacts
- ⊗ Parcel Summary - Encumbrances and Leases
- ✔ Offer Letters
- ⊗ Memorandum of Understanding
- ⊗ Payment Summary
- ⓘ Attachments
- ⊗ Administrative Settlement

Packet Home



Packet Created Date: 5/12/2020 10:03:28 PM
Packet Status: **Archived**

Status History

Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent	5/12/2020	5/13/2020		
Archived	5/13/2020			

Parcel Information

+ Add Another Parcel

+ Expand All

+ Parcel Information

+ Appraisals

- Acquisition

Packet Type	Status	Created Date	Status Date	
Payment Packet MAR	Active with Acquisition Agent	8/18/2020	8/18/2020	View Edit Print

4.3 Range of Values

Range of Values Preparer

- Edit the Range of Values per project
- Available from the Project Page
- Submit the Range of Values for DRS approval

District ROW Supervisor

- Assign a single ROV Preparer per project
- Available from the Project Page
- Approve the Range of Values after submitted by Preparer
- Send the Range of Values back to Preparer for updates instead of approving
- Un-approve the Range of Values after approval and return to the Preparer if more updates are needed at anytime
- Range of Values must be approved on the project before acquisition agents can work with Payment Packet MARs on any parcels

4.1 Acquisition Agent

Create a Payment Packet MAR

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select a packet type and then select the green add button
- An approved Range of Values must exist for the Project before a Payment Packet MAR can be created

Parcel Information

+ Expand All

+ Parcel Information

+ Appraisals

- Acquisition

Packet Type:

+ Add

Packet Type	Status
-------------	--------

Edit a Payment Packet MAR

- Navigate to a specific parcel
- Expand the Acquisition section
- Select the Edit button next to a specific packet. Packet status should be “Active with Acquisition Agent” to edit the packet.
- An approved Minor Acquisition Review must exist for the parcel to work with the Offer Letter, Payment Summary, or Administrative Settlement sections

Parcel Information

[+ Expand All](#)

[+ Parcel Information](#)

[+ Appraisals](#)

[- Acquisition](#)

Packet Type:

[+ Add](#)


Packet Type	Status	View	Edit	Print
Payment Packet Appraisal	Active with Acquisition Agent	View	Edit	Print

Create a Minor Acquisition Review

- Navigate to a specific packet
- Select the Minor Acquisition Review section from the left hand menu
- Use the Add button to create a Minor Acquisition Review
- Populate the Minor Acquisition Review based on the ROV and parcel data
- Select to submit the Minor Acquisition Review for DRS approval
- After the 1st Minor Acquisition Review is approved by DRS, only the DRS can select to add another Minor Acquisition Review to the packet

Navigate a Payment Packet MAR

- Select a section from the left hand menu
 - Packet Home
 - Minor Acquisition Review
 - Requires DRS to approve
 - Record of Contacts
 - Parcel Summary of Encumbrances and Leases
 - Offer Letters
 - Requires Notice of Acquisition delivery data input for all parcel owners
 - Requires approved Minor Acquisition Review
 - Memorandum of Understanding
 - Payment Summary
 - Requires approved Minor Acquisition Review
 - Attachments
 - Administrative Settlement
 - Optional – Must choose to include in packet
 - Requires approved Minor Acquisition Review
 - Also editable by assigned Project Manager or District ROW Supervisor
 - Must be approved separately before the packet can be submitted


KROWDS ACQUISITION
Kentucky Right Of Way Data System

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Hello CITZwi

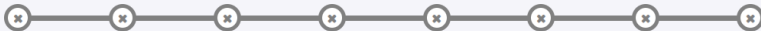
Payment Packet MAR

Print Packet

Packet Home

- Minor Acquisition Review
- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement

Packet Home



Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested All checks sent from Central Office All checks delivered




Packet Created Date: **5/12/2020 10:03:28 PM**

Packet Status: **Archived**

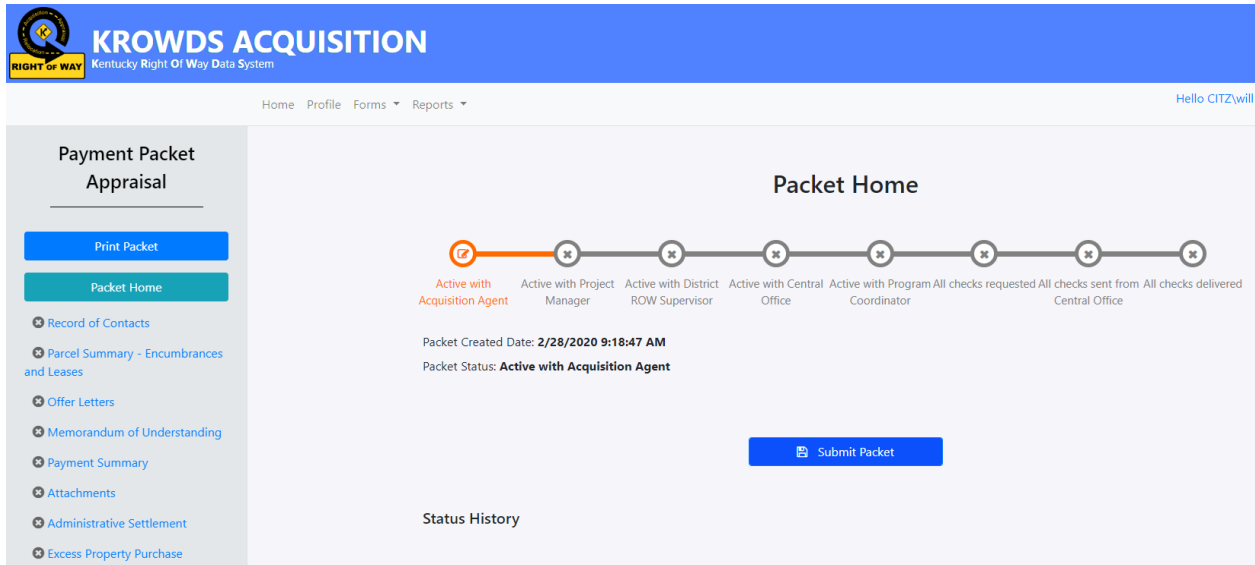
Status History

Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent	5/12/2020	5/13/2020		
Archived	5/13/2020			

Submit a Payment Packet MAR for review and approval

- Each section will display a status icon:
 - Grey  = Section not started
 - Blue  = Section started but missing required data
 - Green  = Section complete with all required data populated

- Select the Submit Packet button on the Packet Home section



The screenshot displays the KROWDS ACQUISITION web application interface. At the top, there is a blue header with the logo and text "KROWDS ACQUISITION Kentucky Right Of Way Data System". Below the header, a navigation bar includes "Home", "Profile", "Forms", and "Reports". The main content area is titled "Payment Packet Appraisal" and "Packet Home".

On the left side, there is a sidebar menu with the following items: "Print Packet", "Packet Home", "Record of Contacts", "Parcel Summary - Encumbrances and Leases", "Offer Letters", "Memorandum of Understanding", "Payment Summary", "Attachments", "Administrative Settlement", and "Excess Property Purchase".

The "Packet Home" section features a progress bar with seven stages:

- 1. Active with Acquisition Agent (Status: Active with Acquisition Agent, icon: Green checkmark)
- 2. Active with Project Manager (Status: Not started, icon: Grey X)
- 3. Active with District ROW Supervisor (Status: Not started, icon: Grey X)
- 4. Active with Central Office (Status: Not started, icon: Grey X)
- 5. Active with Program Coordinator (Status: Not started, icon: Grey X)
- 6. All checks requested (Status: Not started, icon: Grey X)
- 7. All checks sent from Central Office (Status: Not started, icon: Grey X)
- 8. All checks delivered (Status: Not started, icon: Grey X)

Below the progress bar, the following information is displayed:

- Packet Created Date: 2/28/2020 9:18:47 AM
- Packet Status: Active with Acquisition Agent

A blue "Submit Packet" button is located below the status information. At the bottom of the page, there is a section titled "Status History".

The screenshot shows the KROWDS ACQUISITION interface. A modal dialog titled "Submit Packet" is open, displaying the following error messages:

- Record of Contacts**
 - At least one contact must exist on the Record of Contacts
- Parcel**
 - Notice of proposed acquisition fields not populated for one or more parcel owner(s).
- Encumbrance and Lease**
 - "Encumbrances Exist?" and "Leases Exist?" must have a Y or N selection and at least one owner must exist
- Payment Summary**
 - At least one Payment Summary record must exist with:
 - At least one Payment Summary record must exist
- Attachments**
 - Attachments are required.
- Offer Letter**
 - At least one offer letter must be generated

At the bottom of the dialog, there are "Cancel" and "Submit" buttons. The background shows a sidebar with "Payment Packet Appraisal" and a list of menu items including "Record of Contacts", "Parcel Summary - Encumbrances and Leases", "Offer Letters", "Memorandum of Understanding", "Payment Summary", "Attachments", "Administrative Settlement", and "Excess Property Purchase".

- The packet will be validated for minimum requirements
 - Packet Home
 - An approved ROV must exist on the project
 - Minor Acquisition Review
 - An approved MAR must exist
 - Record of Contacts
 - At least one contact record must exist
 - Parcel Summary of Encumbrances and Leases
 - At least one owner must exist
 - Encumbrances Exist and Leases Exists must have a Y/N selection made
 - If either selection = Y, then a record of that type must be created
 - Offer Letters
 - All parcel owners must have Notice of Proposed Acquisition delivery data input
 - At least one offer letter must be generated
 - Memorandum of Understanding
 - No minimum requirements. Must upload a signed MoU to the attachment section

- Payment Summary
 - At least one Payment Summary must exist with:
 - State Employee Y/N selected
 - Tenant or Owner selected
 - Mail Check to selection made with either Consultant Address or District # input
 - Check Payable Name, Address, Phone, and TaxID populated
 - Amount of Check populated
 - Either Consideration on Deed or Temp Easement Only populated
 - Encumbrances and/or Leases exist selection made
- Attachments
 - At least one attachment with type = 'Title Report Cover Sheet' must be uploaded
 - At least one attachment with type = 'Signed MoU' must be uploaded
 - At least one attachment with type = 'Deed of Conveyance/Grant of Easement' must be uploaded
 - At least one attachment with type = 'Color Property Photo' must be uploaded
 -
 - If any owners on the Parcel Summary are type = 'Company' then
 - At least one attachment with type 'SOS Status' must be uploaded
 - At least one attachment with type 'W9' must be uploaded
 - At least one attachment with either type 'Business/Corporate Resolution' or 'Business Meeting Minutes' must be uploaded
- Administrative Settlement
 - If Include Admin Settlement = Yes, then:
 - At least one approval must exist on the Admin Settlement
 - Coordinate with the Project Manager and District Supervisor to verify what level of approval each Administrative Settlement requires
- If the packet passes validation, select a Reviewer for the Packet
 - The Acquisition Agent can no longer edit the packet after selecting a Reviewer unless the Reviewer returns the packet
 - The reviewer is usually an assigned Project Manager
 - If no Project Manager exists on the project, the reviewer is an assigned District ROW Supervisor
 - The Acquisition Agent may update the selected reviewer later if needed.
Example: The first reviewer selected is out of the office for an extended period. The agent can select another reviewer to replace the first selected.

4.2 Project Manager

Edit and Approve an Administrative Settlement

- After an Acquisition Agent creates a Payment Packet MAR, the assigned Project Manager may edit the Administrative Settlement section and data
- Administrative Settlements must be approved separately before the Acquisition Agent can submit the entire packet for review and approval
- Navigate to a specific parcel
- Expand the Acquisition section
- Select a specific packet
- Select the Administrative Settlement section
- Review the Administrative Settlement data and make edits if needed(No edits will be possible if another approval already exists)
- Select the PM Approve button at the bottom of the page
- The Administrative Settlement is read only after approval
- After approval the PM can remove their approval if more updates are needed
- All existing approvals must be removed to unlock the Administrative Settlement

Home Profile Forms ▾ Reports ▾

Payment Packet Appraisal

[Print Packet](#)

[Packet Home](#)

- [✔ Record of Contacts](#)
- [✔ Parcel Summary - Encumbrances and Leases](#)
- [✔ Offer Letters](#)
- [✘ Memorandum of Understanding](#)
- [✔ Payment Summary](#)
- [✔ Attachments](#)
- [✘ Administrative Settlement](#)
- [✘ Excess Property Purchase](#)

Administrative Settlement

Include Administrative Settlement in Packet?

+ Owner Details

Offer Date	Offer Amount	Counter Offer
<input style="width: 100%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>

Recommendation:

Description of Property Before:

Payment Packet Appraisal

Print Packet

Packet Home

- ✔ Record of Contacts
- ✔ Parcel Summary - Encumbrances and leases
- ✔ Offer Letters
- ⊗ Memorandum of Understanding
- ✔ Payment Summary
- ✔ Attachments
- ⊗ Administrative Settlement
- ⊗ Excess Property Purchase


Description of Acquisition:

Description of Negotiation:

Documentation:

Save

✔ PM Approve ✔ DRS Approve ✔ Acquisition BM Approve ✔ Director Approve




Edit and Review a Payment Packet MAR

- Navigate to a specific parcel
- Expand the Acquisition section
- Select to edit a specific packet. Packet status should be “Active with Project Manager” to edit or approve the packet.
- Selected Reviewers also receive an email notification containing a link directly to the packet
- Packet Home section will display the selected reviewer for each step in the packet workflow
- Project Managers selected as packet reviewers may edit any packet data except update or delete contact records created by other users

Navigate a Payment Packet MAR

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Record of Contacts
 - Parcel Summary of Encumbrances and Leases
 - Offer Letters
 - Memorandum of Understanding
 - Payment Summary
 - Attachments
 - Administrative Settlement
 - Excess Property Purchase


KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports
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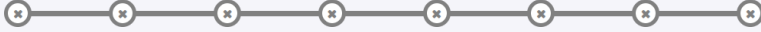
Payment Packet MAR

Print Packet

Packet Home

- ✔ Minor Acquisition Review
- 🔍 Record of Contacts
- 🔍 Parcel Summary - Encumbrances and Leases
- ✔ Offer Letters
- 🔍 Memorandum of Understanding
- 🔍 Payment Summary
- 📎 Attachments
- 🔍 Administrative Settlement

Packet Home



Active with Acquisition Agent
Active with Project Manager
Active with District ROW Supervisor
Active with Central Office
Active with Program Coordinator
All checks requested
All checks sent from Central Office
All checks delivered

Packet Created Date: **5/12/2020 10:03:28 PM**
 Packet Status: **Archived**

Status History

Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent	5/12/2020	5/13/2020		
Archived	5/13/2020			

Approve or Return a Payment Packet MAR

- Navigate to a specific packet
- Select the Packet Home section
- Select the Approve button to send the packet to the District ROW Supervisor if no updates are needed. Select a specific Supervisor if multiple are assigned to the project.
- Select the Return button to send the packet back to the Acquisition Agent for updates. Enter a comment for the Agent. The Agent can resubmit the packet for Project Manager review once the requested updates are complete.

Home Profile Forms Reports

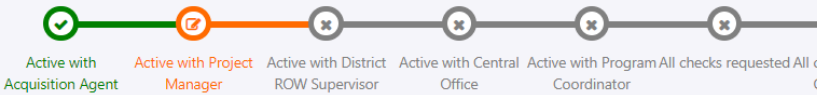
Payment Packet Appraisal

Print Packet

Packet Home

- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement
- Excess Property Purchase

Packet Home



Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested All

Packet Created Date: **3/3/2020 8:21:01 AM**
 Packet Status: **Active with Project Manager**

Previous Reviewer Remarks:

Sending packet to the PM

Approve Packet Return To Acquisition Agent

4.3 District ROW Supervisor

Approve a Minor Acquisition Review

- After an Acquisition Agent creates a Payment Packet MAR and submits a Minor Acquisition Review, the DRS may approve the Minor Acquisition Review or return it to the agent for more updates
- Minor Acquisition Reviews must be approved separately before the Acquisition Agent can submit work with Offer Letter, Payment Summary, and Admin Settlement sections
- Navigate to a specific packet
- Select the Minor Acquisition Review section
- Select the Edit Button and then Review the Minor Acquisition Review data and make edits to the remarks and Use Value if needed
- Select the Approve button or select the Return Button
- The Minor Acquisition Review is read only after approval
- After approval, the DRS can add another Minor Acquisition Review to the packet if updates are needed. Agent must then populate and submit the new Minor Acquisition Review.

Edit and Approve an Administrative Settlement

- After an Acquisition Agent creates a Payment Packet MAR, the assigned Project Manager may edit the Administrative Settlement section and data
- Administrative Settlements must be approved separately before the Acquisition Agent can submit the entire packet for review and approval

- Navigate to a specific packet
- Select the Administrative Settlement section
- Review the Administrative Settlement data and make edits if needed
- Select the DRS Approve button
- The Administrative Settlement is read only after approval
- After approval the DRS can remove their approval if more updates are needed
- All existing approvals must be removed to unlock the Administrative Settlement

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports Hello CITZwi

Payment Packet MAR

Print Packet
Packet Home

- Minor Acquisition Review
- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement

Packet Home

Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested All checks sent from Central Office All checks delivered

Packet Created Date: 5/12/2020 10:03:28 PM
Packet Status: **Archived**

Status History

Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent	5/12/2020	5/13/2020		
Archived	5/13/2020			

Payment Packet Appraisal

Print Packet
Packet Home

- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement
- Excess Property Purchase

Description of Acquisition:

Description of Negotiation:

Documentation:

Save


PM Approve DRS Approve Acquisition BM Approve Director Approve

Edit and Review a Payment Packet MAR

- Navigate to a specific parcel
- Expand the Acquisition section
- Select to edit a specific packet. Packet status should be “Active with District ROW Supervisor” to edit or approve the packet.
- Selected Reviewers also receive an email notification containing a link directly to the packet
- Packet Home section will display the selected reviewer for each step in the packet workflow
- District ROW Supervisors selected as packet reviewers may edit any packet data except update or delete contact records created by other users

Navigate a Payment Packet MAR

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Record of Contacts
 - Parcel Summary of Encumbrances and Leases
 - Offer Letters
 - Memorandum of Understanding
 - Payment Summary
 - Attachments
 - Administrative Settlement
 - Excess Property Purchase


KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports
Hello CITZwi

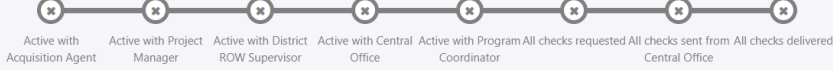
Payment Packet MAR

Print Packet

Packet Home

- ✔ Minor Acquisition Review
- 🔍 Record of Contacts
- 🔍 Parcel Summary - Encumbrances and Leases
- ✔ Offer Letters
- 🔍 Memorandum of Understanding
- 🔍 Payment Summary
- 📎 Attachments
- 🔍 Administrative Settlement

Packet Home



Packet Created Date: **5/12/2020 10:03:28 PM**
 Packet Status: **Archived**

Status History

Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent	5/12/2020	5/13/2020		
Archived	5/13/2020			

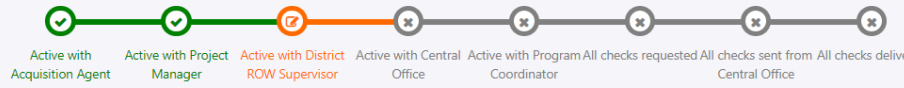
Approve or Return a Payment Packet MAR

- Navigate to a specific packet
- Select the Packet Home section
- Select the Approve button to send the packet to Central Office if no updates are needed
- Select the Return button to return the packet to the Acquisition Agent or Project Manager for updates. Enter a comment to indicate why the packet is being returned. The Agent or Project Manager may resubmit the packet for review once the requested updates are complete.

Payment Packet Appraisal

- Print Packet
- Packet Home
- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement
- Excess Property Purchase

Packet Home



Packet Created Date: **3/3/2020 8:21:01 AM**
Packet Status: **Active with District ROW Supervisor**
Project Manager Approved By: **will pm**
Project Manager Approved Date: **3/3/2020**

Previous Reviewer Remarks:
Sending to District ROW Supervisor

Approve Packet Return

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports

Payment Packet Appraisal

Print Packet Packet Home

Record of Contacts Parcel Summary - Encumbrances and Leases Offer Letters Memorandum of Understanding Payment Summary Attachments Administrative Settlement Excess Property Purchase

Active with Acquisition Agent

Packet Created Date: 3/3/2020 8:21:01 AM
Packet Status: Active with District ROW Supervisor

Project Manager Approved By: will pm
Project Manager Approved Date: 3/3/2020

Previous Reviewer Remarks:
Sending to District ROW Supervisor

Approve Packet Return

Confirm Return Packet

*Review Step:
Select

*Remarks:

Cancel Confirm Return

4.4 Central Office Acquisition Review

Review a Payment Packet MAR

- Navigate to a specific parcel

- Expand the Acquisition section
- Select to edit a specific packet
- Users on the Central Office Acquisition Review exception list also receive an email notification containing a link directly to the packet
- Central Office Acquisition Review users view all packet data and upload attachments but edit no other packet data

Navigate a Payment Packet MAR

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Record of Contacts
 - Parcel Summary of Encumbrances and Leases
 - Offer Letters
 - Memorandum of Understanding
 - Payment Summary
 - Attachments
 - Administrative Settlement
 - Excess Property Purchase

The screenshot displays the KROWDS ACQUISITION web application. The header includes the logo and the text "KROWDS ACQUISITION Kentucky Right Of Way Data System". The navigation bar shows "Home Profile Forms Reports" and a user greeting "Hello CITZwi".

The main content area is titled "Payment Packet MAR" and features a sidebar with various options: "Print Packet", "Packet Home", "Minor Acquisition Review", "Record of Contacts", "Parcel Summary - Encumbrances and Leases", "Offer Letters", "Memorandum of Understanding", "Payment Summary", "Attachments", and "Administrative Settlement".

The "Packet Home" section shows a progress bar with eight steps: "Active with Acquisition Agent", "Active with Project Manager", "Active with District ROW Supervisor", "Active with Central Office", "Active with Program Coordinator", "All checks requested", "All checks sent from Central Office", and "All checks delivered". The packet is currently in the "Active with Central Office" stage.

Below the progress bar, the "Packet Created Date" is 5/12/2020 10:03:28 PM and the "Packet Status" is Archived.

The "Status History" table shows the following data:

Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent	5/12/2020	5/13/2020		
Archived	5/13/2020			

Approve or Return a Payment Packet MAR

- Navigate to a specific packet. Packet status should be "Active with Central Office" to approve a packet.
- Select the Packet Home section

- Select the Approve button to send the packet to Program Coordinators if no updates are needed
- Select the Send Back button to return the packet to the Acquisition Agent, Project Manager, or District ROW Supervisor for updates. Enter a comment to indicate why the packet is being returned. The Acquisition Agent, Project Manager, or District ROW Supervisor may resubmit the packet for review once the requested updates are complete.
- Central Office Acquisition Review users may also send the packet back for updates after previously approving the packet if needed.

Payment Packet Appraisal

Print Packet

Packet Home

- ✔ Record of Contacts
- ✔ Parcel Summary - Encumbrances and Leases
- ✔ Offer Letters
- ⊙ Memorandum of Understanding
- ✔ Payment Summary
- ✔ Attachments
- ⊙ Administrative Settlement
- ⊙ Excess Property Purchase

Packet Home

Packet Created Date: **3/3/2020 8:21:01 AM**
 Packet Status: **Active with Central Office**

Project Manager Approved By: **will pm**
 Project Manager Approved Date: **3/3/2020**

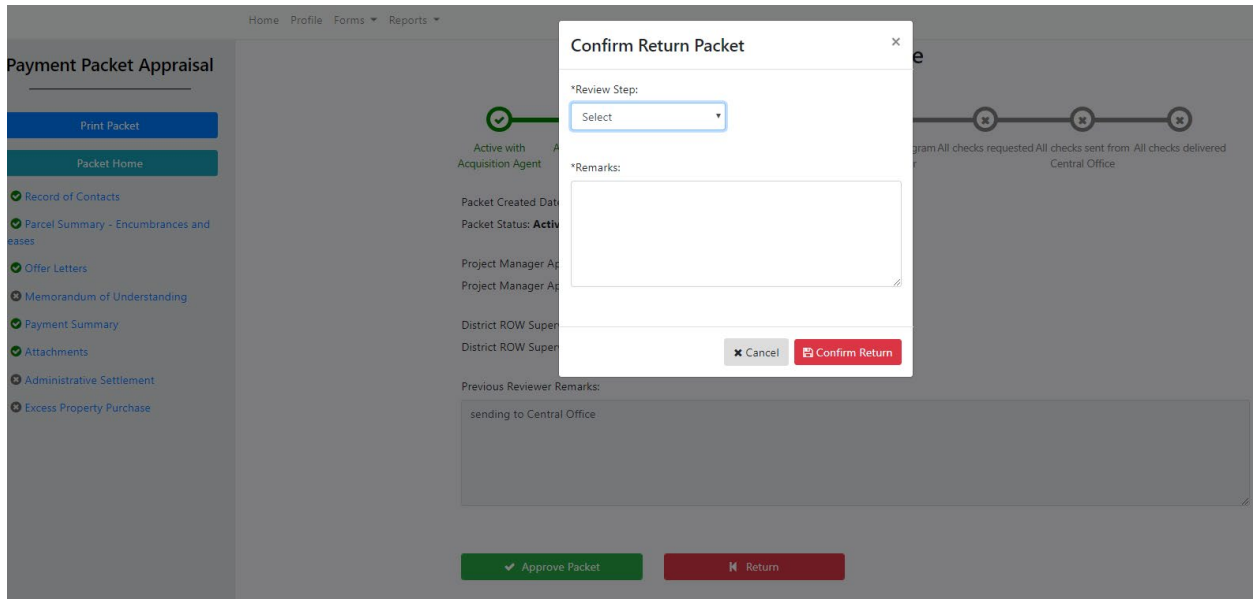
District ROW Supervisor Approved By: **Will AD**
 District ROW Supervisor Approved Date: **3/3/2020**

Previous Reviewer Remarks:

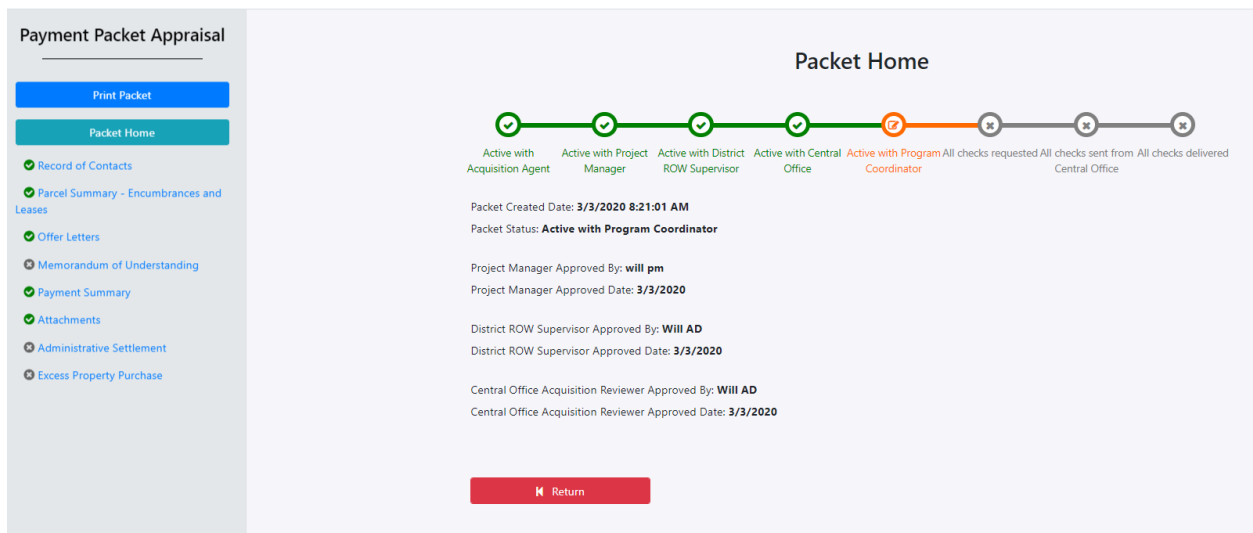
sending to Central Office

✔ Approve Packet

⏪ Return



Return after approving:



Send checks to District or Consultant

- After physical checks are received in Central Office
- Navigate to a specific packet
- Select the Payment Summary section
- Select the Populate Check Data button. The Check number and Check date will be imported from eMARS
- Select the Packet Home section
- Select the All Checks Sent from Central Office button. Packet status will be updated
- Input a comment to indicate where checks were sent

Populate eMARS Check Data:

Payment Packet Appraisal

[Print Packet](#)

[Packet Home](#)

- [Record of Contacts](#)
- [Parcel Summary - Encumbrances and Leases](#)
- [Offer Letters](#)
- [Memorandum of Understanding](#)
- [Payment Summary](#)
- [Attachments](#)
- [Administrative Settlement](#)
- [Excess Property Purchase](#)

Payment Summary

[Populate Check Data](#)

Show entries

View	Payable To	Amount of Check	Vendor#	Check Date	Check Delivered By
View	Will Kinnaird	\$83,052,363.40	KY0034541		

Showing 1 to 1 of 1 entries

All Checks Sent from Central Office

Payment Packet Appraisal

[Print Packet](#)

[Packet Home](#)

- [Record of Contacts](#)
- [Parcel Summary - Encumbrances and Leases](#)
- [Offer Letters](#)
- [Memorandum of Understanding](#)
- [Payment Summary](#)
- [Attachments](#)
- [Administrative Settlement](#)
- [Excess Property Purchase](#)

Packet Home

Packet Created Date: **3/3/2020 8:21:01 AM**
 Packet Status: **All checks requested**

Project Manager Approved By: **will pm**
 Project Manager Approved Date: **3/3/2020**

District ROW Supervisor Approved By: **Will AD**
 District ROW Supervisor Approved Date: **3/3/2020**

Central Office Acquisition Reviewer Approved By: **Will AD**
 Central Office Acquisition Reviewer Approved Date: **3/3/2020**

Previous Reviewer Remarks:

all checks requested in eMARS

All checks sent from Central
Return

4.5 Program Coordinators

Input Vendor and Invoice data

- Users on the Program Coordinator exception list also receive an email notification containing a link directly to the packet once Central Office has approved the packet.
- Program Coordinator users view all packet data, input vendor and invoice data on the payment summary section but edit no other packet data.

- Navigate to a specific parcel
- Expand the Acquisition section
- Select to edit a specific packet
- Select the Payment Summary section
- Select Edit on a specific Payment Summary
- Input the eMARS Vendor and Invoice number for each Payment Summary and select Save
- After all Payment Summaries are updated, navigate back the packet home section
- Select the All Checks Requested button to update the packet status. Packet status will be updated to All Checks Requested.

Editing a Payment Summary:

Payment Packet Appraisal

Print Packet

Packet Home

Record of Contacts

Parcel Summary - Encumbrances and Leases

Offer Letters

Memorandum of Understanding

Payment Summary

Attachments

Administrative Settlement

Excess Property Purchase

Payment Summary

Populate Check Data

Show 10 entries

Search:

View	Payable To	Amount of Check	Vendor#	Check Date	Check Delivered By	Check Delivered Date
View	Will Kinnaird	\$83,052,363.40				

Showing 1 to 1 of 1 entries

Previous 1

Edit

Input Invoice and Vendor Number:

Edit Payment Summary ✕

State Employee or Elected Official? Yes No Owner/Tenant? Owner Tenant

Invoice Number	Check Number	Check Date
<input type="text" value="19-CI-0310"/>	<input type="text"/>	<input type="text"/>
Check Delivered By	Check Delivered Date	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Import Check Details"/>	Check Payable Name	
	<input type="text" value="Will Kinnaird"/>	
Address		
<input type="text" value="412 LINDSEY AVE"/>		<input type="text"/>
City	State	Zip
<input type="text" value="FRANKFORT"/>	<input type="text" value="Kentucky"/>	<input type="text" value="40601"/>
SSN/Tax Id	Phone (numbers only)	Vendor Number
<input type="text" value="999456733"/>	<input type="text" value="5023191013"/>	<input type="text" value="KY0034541"/>
Mail Check To: <input checked="" type="radio"/> District <input type="radio"/> Consultant		
District Number	Consultant Address	
<input type="text" value="1"/>	<input type="text"/>	
Explanation/Special Instructions:		
<input type="text" value="1"/>		

All Checks Requested:

Payment Packet Appraisal

[Print Packet](#)

[Packet Home](#)

- [✔ Record of Contacts](#)
- [✔ Parcel Summary - Encumbrances and Leases](#)
- [✔ Offer Letters](#)
- [✘ Memorandum of Understanding](#)
- [✔ Payment Summary](#)
- [✔ Attachments](#)
- [✘ Administrative Settlement](#)
- [✘ Excess Property Purchase](#)

Packet Home

Packet Created Date: **3/3/2020 8:21:01 AM**
Packet Status: **Active with Program Coordinator**

Project Manager Approved By: **will pm**
Project Manager Approved Date: **3/3/2020**

District ROW Supervisor Approved By: **Will AD**
District ROW Supervisor Approved Date: **3/3/2020**

Central Office Acquisition Reviewer Approved By: **Will AD**
Central Office Acquisition Reviewer Approved Date: **3/3/2020**


Previous Reviewer Remarks:

sending to Program Coordinator to request checks

[All checks requested](#)

Navigate a Payment Packet MAR

- Select a section from the left hand menu to view
 - Packet Home
 - Record of Contacts
 - Parcel Summary of Encumbrances and Leases
 - Offer Letters
 - Memorandum of Understanding
 - Payment Summary
 - Attachments
 - Administrative Settlement
 - Excess Property Purchase


KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports
Hello CITZwi

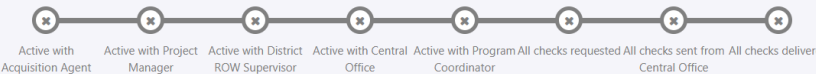
Payment Packet MAR

[Print Packet](#)

[Packet Home](#)

- ✔ Minor Acquisition Review
- 🔍 Record of Contacts
- 🔍 Parcel Summary - Encumbrances and Leases
- ✔ Offer Letters
- 🔍 Memorandum of Understanding
- 🔍 Payment Summary
- 📎 Attachments
- 🔍 Administrative Settlement

Packet Home



Packet Created Date: **5/12/2020 10:03:28 PM**
 Packet Status: **Archived**

Status History

Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent	5/12/2020	5/13/2020		
Archived	5/13/2020			

4.6 Check Delivery Data

Deliver Checks

- Available to any user assigned to the project or to any parcel on the project, except any user ever assigned as acquisition agent, appraiser, or appraiser reviewer to the same parcel
- Navigate to a specific parcel
- Expand the Acquisition section
- Select to edit a specific packet
- Packet Status should be All Checks Sent From Central Office
- Select the Payment Summary section
- Select a specific Payment Summary
- Input Check Delivered By, Check Delivered To, and Check Delivery Date
- After all Payment Summaries are updated, navigate back the packet home section
- Select the All Checks Delivered button to update the packet status. Packet status will be updated to All Checks Delivered

Edit a Payment Summary

Payment Packet Appraisal

Print Packet

Packet Home

Record of Contacts

Parcel Summary - Encumbrances and Leases

Offer Letters

Memorandum of Understanding

Payment Summary

Attachments

Administrative Settlement

Excess Property Purchase

Payment Summary

Populate Check Data

Show 10 entries

Search:

View	Payable To	Amount of Check	Vendor#	Check Date	Check Delivered By	Check Delivered Date
View	Will Kinnaird	\$83,052,363.40	KY0034541	06/11/2019		

Showing 1 to 1 of 1 entries

Previous

Edit

5. Condemnation Packet

5.1 Condemnation Packet Workflow

The Condemnation Packet must be reviewed and approved by multiple users. Reviewers may send the packet back to an earlier step in the workflow if additional updates are needed. The packet workflow ends once the Civil Action is complete and data recorded on the Condemnation Pay Statement

1. District ROW Supervisor generates and sends a Notice of Proposed Acquisition to each parcel owner.
2. District ROW Supervisor records Notice of Proposed Acquisition delivery information for each parcel owner.
3. Acquisition Agent assigned to parcel.
4. Acquisition Agent creates Payment Packet and negotiates with owner
5. In no agreement with owner is reached, Acquisition Agent sets the Condemnation Flag on the parcel
6. Acquisition Agent creates Condemnation Packet and populates data. Data is copied from any previous packets
7. Acquisition Agent submits Condemnation Packet for review and approval
8. Packet is validated to ensure it meets minimum requirements to submit for approval.
9. Assigned Project Manager reviews and approves packet (This step is bypassed if there is no PM assigned to the Project who is not also a District ROW Supervisor). Packet status is "Active with Project Manager"
10. Assigned District ROW Supervisor reviews and approves packet. Packet status is "Active with District ROW Supervisor"
11. Central Office Acquisition Review Group reviews and approves packet. Packet status is "Active with Central Office"
12. Director reviews packet and indicates packet should be sent to legal. Packet status is "Sent to Legal"
13. Central Office Acquisition Group inputs Civil Action data and indicates that the court case is complete. Packet Status is "Civil Action Complete"

5.2 Print a Condemnation Packet

- Available any time after packet is created
- Select the Print Packet button at the top the left hand navigation menu or
- Select the Print button in the Packets grid on the parcel page
- A new tab will open with the Condemnation Packet as a pdf document
- The packet can be saved, printed, or emailed from the new tab

The screenshot displays the 'Acquisition' section of a software interface. Under the 'Packets' sub-section, there is a 'Packet Type' dropdown menu with 'Select Type' and a '+ Add' button. A green '+ Flag as Condemnation' button is also visible. Below this is a table with the following data:

Packet Type	Status	Created Date	Status Date	View	Edit	Print
Payment Packet MAR	Active with Acquisition Agent	2/19/2020	2/19/2020			

The 'Print' button in the table row is highlighted with a red rectangular box.

5.3 Acquisition Agent

Set the Condemnation Flag

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select the "Flag as Condemnation" button
- An approved Appraisal or MAR must exist on the parcel before the flag can be set
- Select the same button to remove the flag later

— Acquisition

— Packets

Packet Type: + Flag as Condemnation

+ Add

Packet Type	Status	Created Date	Status Date
Payment Packet MAR	Active with Acquisition Agent	2/19/2020	2/19/2020

View Edit Print

Create a Condemnation Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select a packet type and then select the green add button

Parcel Information

+ Expand All

+ Parcel Information

+ Appraisals

— Acquisition

Packet Type: + Add

Packet Type	Status
-------------	--------

Edit a Condemnation Packet

- Navigate to a specific parcel

- Expand the Acquisition section and then the Packet Section
- Select the Edit button next to a specific packet. Packet status should be “Active with Acquisition Agent” to edit the packet.

The screenshot displays the 'Parcel Information' interface. At the top, there is a '+ Expand All' button. Below it are three expandable sections: '+ Parcel Information', '+ Appraisals', and '- Acquisition'. The 'Acquisition' section is expanded, showing a 'Packet Type' dropdown menu with 'Select Type' and a '+ Add' button. Below this is a table with the following data:




Packet Type	Status	Actions
Payment Packet Appraisal	Active with Acquisition Agent	View Edit Print

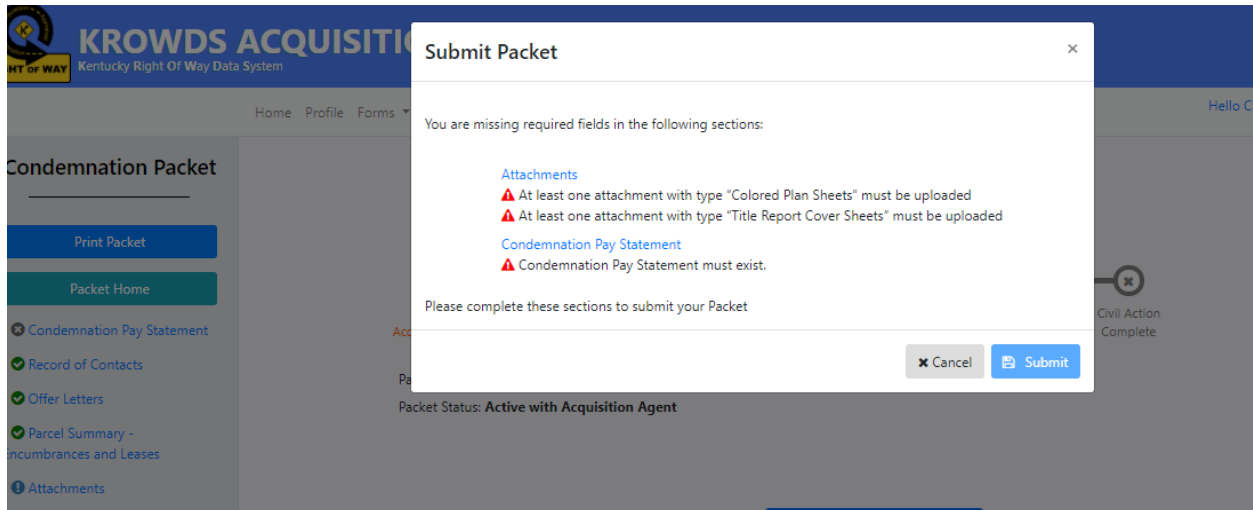
The 'View' and 'Edit' buttons for the first row are highlighted with a red box.

Navigate a Condemnation Packet

- Select a section from the left hand menu
 - Packet Home
 - Condemnation Pay Statement
 - Record of Contacts
 - Offer Letters
 - Read only
 - Parcel Summary of Encumbrances and Leases
 - Attachments

Submit a Condemnation Packet for review and approval

- Each section will display a status icon:
 - Grey  = Section not started
 - Blue  = Section started but missing required data
 - Green  = Section complete with all required data populated
- Select the Submit Packet button on the Packet Home section



- The packet will be validated for minimum requirements
 - At least one contact must exist on the Record of Contacts
 - “Encumbrances Exist?” and “Leases Exist?” must have a Y or N selection on the Parcel Summary
 - If either selection = Y, then at least one record of that type must exist
 - At least one owner must exist on the Parcel Summary
 - At least one attachment with type = “Title Report” must be uploaded
 - At least one attachment with type = “Title Report Cover Sheet” must be uploaded
 - At least one attachment with type = “Colored Plan Sheets” must be uploaded
 - At least one attachment with type = “Color property photo” must be uploaded if valuation = MAR
 - At least one attachment with type = “Deed of Conveyance/Grant of Easement” must be uploaded
 - Condemnation Pay Statement must exist with Encumbrance/Lease exist selection made
 - At least one owner must exist on the Condemnation Pay Statement
 - At least one area acquired must exist on the Condemnation Pay Statement
 - An Approved Range of Values must exist for the project if parcel valuation = MAR
 - An approved Minor Acquisition Review must exist for the parcel if parcel valuation = MAR
 - An Approved Appraisal must exist if parcel valuation = Appraisal or Narrative
- If the packet passes validation, select a Reviewer for the Packet
 - The Acquisition Agent can no longer edit the packet after selecting a Reviewer unless the Reviewer returns the packet
 - The reviewer is usually an assigned Project Manager
 - If no Project Manager exists on the project, the reviewer is an assigned District ROW Supervisor

- The Acquisition Agent may update the selected reviewer later if needed.
Example: The first reviewer selected is out of the office for an extended period.
The agent can select another reviewer to replace the first selected.

5.4 Project Manager

Edit and Review a Condemnation Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet. Packet status should be “Active with Project Manager” to edit or approve the packet.
- Selected Reviewers also receive an email notification containing a link directly to the packet
- Packet Home section will display the selected reviewer for each step in the packet workflow
- Project Managers selected as packet reviewers may edit any packet data except update or delete contact records created by other users

Navigate a Condemnation Packet

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Condemnation Pay Statement
 - Record of Contacts
 - Offer Letters
 - Read only
 - Parcel Summary of Encumbrances and Leases
 - Attachments

The screenshot displays the 'Condemnation Packet' interface. On the left, a menu is highlighted with a red box, containing the following items: 'Print Packet', 'Packet Home', 'Condemnation Pay Statement', 'Record of Contacts', 'Offer Letters', 'Parcel Summary - Encumbrances and Leases', and 'Attachments'. The main content area is titled 'Packet Home' and features a horizontal status flow with seven steps: 'Active with Acquisition Agent', 'Active with Project Manager', 'Active with District ROW Supervisor', 'Active with Central Office', 'Ready for Legal', 'Sent to Legal', and 'Civil Action Complete'. Below the flow, it shows 'Packet Created Date: 5/13/2020 2:09:04 PM' and 'Packet Status: Active with Acquisition Agent'. A 'Submit Packet' button is located at the bottom right, and a 'Status History' section is partially visible at the bottom left.

Approve or Return a Condemnation Packet

- Navigate to a specific packet
- Select the Packet Home section
- Select the Approve button to send the packet to the District ROW Supervisor if no updates are needed. Select a specific Supervisor if multiple are assigned to the project.
- Select the Return button to send the packet back to the Acquisition Agent for updates. Enter a comment for the Agent. The Agent can resubmit the packet for Project Manager review once the requested updates are complete.

The screenshot displays the KROWDS ACQUISITION web application interface. The header includes the logo and navigation links: Home, Profile, Forms, Reports. The main content area is titled "Condemnation Packet" and "Packet Home". A workflow diagram shows the process steps: Active with Acquisition Agent, Active with Project Manager, Active with District ROW Supervisor (highlighted in orange), Active with Central Office, Ready for Legal, Sent to Legal, and Civil Action Complete. Below the diagram, the packet status is "Active with District ROW Supervisor". The current reviewer is "Will AD". A red box highlights the "Approve Packet" and "Return" buttons at the bottom of the page.

5.5 District ROW Supervisor

Edit and Review a Condemnation Packet

- Navigate to a specific parcel

- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet. Packet status should be “Active with District ROW Supervisor” to edit or approve the packet.
- Selected Reviewers also receive an email notification containing a link directly to the packet
- Packet Home section will display the selected reviewer for each step in the packet workflow
- District ROW Supervisors selected as packet reviewers may edit any packet data except update or delete contact records created by other users

Navigate a Condemnation Packet

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Condemnation Pay Statement
 - Record of Contacts
 - Offer Letters
 - Read only
 - Parcel Summary of Encumbrances and Leases
 - Attachments

The screenshot displays the 'Condemnation Packet' interface. On the left, a sidebar menu is highlighted with a red box, containing options: 'Print Packet', 'Packet Home', 'Condemnation Pay Statement', 'Record of Contacts', 'Offer Letters', 'Parcel Summary - Encumbrances and Leases', and 'Attachments'. The main content area is titled 'Packet Home' and features a workflow progress bar with seven steps: 'Active with Acquisition Agent' (current step, marked with a checkmark), 'Active with Project Manager', 'Active with District ROW Supervisor', 'Active with Central Office', 'Ready for Legal', 'Sent to Legal', and 'Civil Action Complete'. Below the progress bar, it shows 'Packet Created Date: 5/13/2020 2:09:04 PM' and 'Packet Status: Active with Acquisition Agent'. A 'Submit Packet' button is located at the bottom right of the main content area. The 'Status History' section is partially visible at the bottom.

Approve or Return a Condemnation Packet

- Navigate to a specific packet
- Select the Packet Home section
- Select the Approve button to send the packet to Central Office if no updates are needed

- Select the Return button to return the packet to the Acquisition Agent or Project Manager for updates. Enter a comment to indicate why the packet is being returned. The Agent or Project Manager may resubmit the packet for review once the requested updates are complete.

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports

Condemnation Packet

Print Packet

Packet Home

- Condemnation Pay Statement
- Record of Contacts
- Offer Letters
- Parcel Summary - Encumbrances and Leases
- Attachments

Packet Home

Active with Acquisition Agent Active with Project Manager **Active with District ROW Supervisor** Active with Central Office Ready for Legal Sent to Legal Civil Action Complete

Packet Created Date: 6/30/2020 12:49:26 PM
Packet Status: Active with District ROW Supervisor

Project Manager Approved by: Stacey Pmanager
Project Manager Approved Date: 7/30/2020

Current Reviewer: Will AD

Previous Reviewer Remarks:
back thru the workflow

Approve Packet Return

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports

Payment Packet Appraisal

Print Packet

Packet Home

- Record of Contacts
- Parcel Summary - Encumbrances and Leases
- Offer Letters
- Memorandum of Understanding
- Payment Summary
- Attachments
- Administrative Settlement
- Excess Property Purchase

Confirm Return Packet

*Review Step:
Select

*Remarks:
Sending to District ROW Supervisor

Cancel Confirm Return

Active with Acquisition Agent

Packet Created Date

Packet Status: Activ...

Project Manager Approved by: will pm

Project Manager Approved Date: 3/3/2020

Previous Reviewer Remarks:
Sending to District ROW Supervisor

Approve Packet Return

5.6 Central Office Acquisition Review

Review a Condemnation Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet
- Users on the Central Office Acquisition Review exception list also receive an email notification containing a link directly to the packet
- Central Office Acquisition Review users view all packet data and upload attachments but edit only the Condemnation Memo fields

Navigate a Condemnation Packet

- Select a section from the left hand menu to view or edit
- Select a section from the left hand menu to view or edit
 - Packet Home
 - Condemnation Pay Statement
 - Record of Contacts
 - Offer Letters
 - Read only
 - Parcel Summary of Encumbrances and Leases
 - Attachments

KROWDS ACQUISITION
Kentucky Right of Way Data System

Home Profile Forms Reports

Condemnation Packet

Print Packet

Packet Home

- ✔ Condemnation Pay Statement
- ✔ Record of Contacts
- ✔ Offer Letters
- ✔ Parcel Summary - Encumbrances and Leases
- ✔ Attachments

Packet Home

Active with Acquisition Agent Active with Project Manager **Active with District ROW Supervisor** Active with Central Office Ready for Legal Sent to Legal Civil Action Complete

Packet Created Date: 6/30/2020 12:49:26 PM
 Packet Status: **Active with District ROW Supervisor**

Project Manager Approved By: **Stacey Pmanager**
 Project Manager Approved Date: 7/30/2020

Current Reviewer: **Will AD**

Previous Reviewer Remarks:
 back thru the workflow

Approve Packet Return

Status History

Approve or Return a Condemnation Packet

- Navigate to a specific packet. Packet status should be “Active with Central Office” to approve a packet.
- Select the Packet Home section
- Before approval CO users must input the Condemnation Memo Addressed To, Condemnation Memo Official Contact, and Condemnation Memo Email To fields on the Condemnation Pay Statement
- Select the Approve button to send the packet to Program Coordinators if no updates are needed
- Select the Send Back button to return the packet to the Acquisition Agent, Project Manager, or District ROW Supervisor for updates. Enter a comment to indicate why the packet is being returned. The Acquisition Agent, Project Manager, or District ROW Supervisor may resubmit the packet for review once the requested updates are complete.
- Central Office Acquisition Review users may also send the packet back for updates after previously approving the packet if needed.

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports

Condemnation Packet

- Print Packet
- Packet Home
- Condemnation Pay Statement
- Record of Contacts
- Offer Letters
- Parcel Summary - Encumbrances and Leases
- Attachments

Packet Home

Active with Acquisition Agent | Active with Project Manager | **Active with District ROW Supervisor** | Active with Central Office | Ready for Legal | Sent to Legal | Civil Action Complete

Packet Created Date: 6/30/2020 12:49:26 PM
 Packet Status: **Active with District ROW Supervisor**

Project Manager Approved By: **Stacey Pmanager**
 Project Manager Approved Date: 7/30/2020

Current Reviewer: **Will AD**

Previous Reviewer Remarks:
 back thru the workflow

Approve Packet | **Return**

Status History

Civil Action Complete

- Available when packet is in “Sent to Legal” status
- Navigate to a specific packet
- Select the Condemnation Pay Statement Section
- Populate sections 3 and 4
- Select the Packet Home section
- Select the Civil Action Complete button. Packet status will be updated

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports Hello KYTCWIL

Condemnation Packet

Print Packet

Packet Home

- Condemnation Pay Statement
- Record of Contacts
- Offer Letters
- Parcel Summary - Encumbrances and Leases
- Attachments

Condemnation Pay Statement

Encumbrance/Leases exist? Yes No

Condemnation Memo Addressed To*
Washington blah blah blah

Condemnation Memo Official Contact*
Pennsylvania blah blah blah

Condemnation Email Addressed To*
bob.driskell@yahoo.com

+ Section 2: Offer Information

+ Section 3: Record of Posting Judgement in County Court

+ Section 4: Additional Award

Save

5.7 Director

Send to Legal

- Users with the Director role may select to send the Condemnation Packet to legal. This will email the address input by Central Office during the “Active with Central Office” workflow step
- Navigate to a specific parcel
- Expand the Acquisition section and the Packet Section
- Select the Send to Legal button
- Input any additional comments and addresses you would like copied on the email
- Confirm to send the email
- Packet Status will be “Sent to Legal”

Condemnation Packet

Print Packet

Packet Home

- Condemnation Pay Statement
- Record of Contacts
- Offer Letters
- Parcel Summary - Encumbrances and Leases
- Attachments

Packet Home



Packet Created Date: **6/30/2020 12:49:26 PM**

Packet Status: **Ready for Legal**

Project Manager Approved By: **Stacey Pmanager**

Project Manager Approved Date: **7/30/2020**

District ROW Supervisor Approved By: **Will AD**

District ROW Supervisor Approved Date: **8/18/2020**

Central Office Acquisition Reviewer Approved By: **Will AD**

Central Office Acquisition Reviewer Approved Date: **8/18/2020**

[Sent to Legal](#) [Return](#)

Condemnation Notification



*To: (Use comma (,) to separate email ids)

bob.driskell@yahoo.com

*Subject:

Right of Way Condemnation Notification - Project# 12-3008.00-SYP Parcel# MAR6

Comments:

This is to recommend and request a condemnation action be prepared and filed on the subject parcel. A review of the data submitted indicates all reasonable efforts to negotiate a settlement have been unsuccessful. Please see the attached documents

✕ Cancel

📧 Send Condemnation Notification

District ROW Supervisor Approved By: **Will AD**

District ROW Supervisor Approved Date: **8/18/2020**

Central Office Acquisition Reviewer Approved By: **Will AD**

Central Office Acquisition Reviewer Approved Date: **8/18/2020**

Sent to Legal

⏪ Return

6. Tax Payment Packet

6.1 Tax Payment Packet Workflow

The Tax Payment Packet must be reviewed and approved by multiple users. Reviewers may send the packet back to an earlier step in the workflow if additional updates are needed. The packet workflow ends once checks have been delivered to all recipients.

1. Acquisition Agent assigned to Parcel
2. Payment Packet Appraisal or Payment Packet MAR or Condemnation Packet is approved by Central Office
3. Acquisition Agent creates Tax Payment Packet. Packet status is "Active with Acquisition Agent"
4. Acquisition Agent populates packet data. Packet status is "Active with Acquisition Agent"
5. After all data is entered, Acquisition Agent selects to submit packet.
6. Packet is validated to ensure it meets minimum requirements to submit for approval
7. Assigned Project Manager reviews and approves packet (This step is bypassed if there is no PM assigned to the Project who is not also a District ROW Supervisor). Packet status is "Active with Project Manager"
8. Assigned District ROW Supervisor reviews and approves packet. Packet status is "Active with District ROW Supervisor"
9. Central Office Acquisition Review Group reviews and approves packet. Packet status is "Active with Central Office"
10. Program Coordinator inputs eMARS Vendor and Invoice data for each check. Packet status is "Active with Program Coordinator"
11. Physical checks are generated and sent to Central Office. Packet status is "All Checks Requested"
12. Central Office Acquisition Review Group receives physical checks and sends to District or Consultant. Packet status is "All Checks Sent from Central Office"
13. Checks delivered to recipients and delivery information recorded for check. Packet status is "All Checks Delivered"

6.2 Acquisition Agent

Create a Tax Payment Packet

- Navigate to a specific parcel
- Expand the Acquisition section and the Packets Section
- Select a packet type and then select the green add button
- A Payment Packet Appraisal or Payment Packet MAR approved by Central Office must exist on the parcel before a Tax Payment Packet can be created

Parcel Information

+ Expand All

+ Parcel Information

+ Appraisals

- Acquisition

Packet Type:

+ Add

Packet Type	Status
-------------	--------

**Select
Packet Type**

Edit a Tax Payment Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select the Edit button next to a specific packet. Packet status should be “Active with Acquisition Agent” to edit the packet.

The screenshot displays the KROWDS ACQUISITION web application. The header features the KROWDS logo and the text 'KROWDS ACQUISITION Kentucky Right Of Way Data System'. The navigation bar includes 'Home', 'Profile', 'Forms', and 'Reports'. The user is identified as 'Hello CITZwill1.test!' with a 'Manage Account' link.

The main content area is titled 'Tax Packet' and includes a 'Print Packet' button and a 'Packet Home' button. A progress bar shows the following steps: 'Active with Acquisition Agent' (highlighted in orange), 'Active with Project Manager', 'Active with District ROW Supervisor', 'Active with Central Office', 'Active with Program Coordinator', 'All checks requested', 'All checks sent from Central Office', and 'All checks delivered'. Below the progress bar, the packet details are: 'Packet Created Date: 5/14/2020 10:32:03 AM' and 'Packet Status: Active with Acquisition Agent'. A 'Submit Packet' button is located at the bottom right.

Navigate a Tax Payment Packet

- Select a section from the left hand menu
 - Reimbursement Request for Incidental Expenses
 - Payment Summary
 - Attachments

The screenshot displays the KROWDS ACQUISITION system interface. The header includes the logo and the text "KROWDS ACQUISITION Kentucky Right Of Way Data System". Navigation links for "Home", "Profile", "Forms", and "Reports" are visible. A user greeting "Hello CITZwill1.test! Manage Account" is present in the top right.

The main content area is titled "Tax Packet" and "Packet Home". A sidebar on the left, highlighted with a red border, contains the following options: "Print Packet", "Packet Home", "Reimbursement Request for Incidental Expenses", "Payment Summary", and "Attachments".

The "Packet Home" section features a progress bar with eight stages:




- Active with Acquisition Agent (Green checkmark icon)
- Active with Project Manager (Grey X icon)
- Active with District ROW Supervisor (Grey X icon)
- Active with Central Office (Grey X icon)
- Active with Program Coordinator (Grey X icon)
- All checks requested (Grey X icon)
- All checks sent from Central Office (Grey X icon)
- All checks delivered (Grey X icon)

Below the progress bar, the following information is displayed:

- Packet Created Date: 5/14/2020 10:32:03 AM
- Packet Status: Active with Acquisition Agent

A "Submit Packet" button is located at the bottom right of the main content area.

Submit a Tax Payment Packet for review and approval

- Each section will display a status icon:
 - Grey  = Section not started
 - Blue  = Section started but missing required data
 - Green  = Section complete with all required data populated
- Select the Submit Packet button on the Packet Home section

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports Hello CITZwill1.test! Manage Account

Tax Packet

- Print Packet
- Packet Home
- Reimbursement Request for Incidental Expenses
- Payment Summary
- Attachments

Packet Home

Active with Acquisition Agent | Active with Project Manager | Active with District ROW Supervisor | Active with Central Office | Active with Program Coordinator | All checks requested | All checks sent from Central Office | All checks delivered

Packet Created Date: 5/14/2020 10:32:03 AM
Packet Status: **Active with Acquisition Agent**

Submit Packet

Submit Packet

You are missing required fields in the following sections:

- Attachments**
▲ At least one attachment must exist.
- Payment Summary**
For Each Payment Summary record:
▲ At least one Payment Summary record must exist

Please complete these sections to submit your Packet

Cancel Submit

- The packet will be validated for minimum requirements
 - Packet Home
 - Payment Summary
 - At least one Payment Summary must exist with:
 - State Employee Y/N selected
 - Tenant or Owner selected
 - Mail Check to selection made with either Consultant Address or District # input
 - Check Payable Name, Address, Phone, and TaxID populated
 - Amount of Check populated

- Either Consideration on Deed or Temp Easement Only populated
 - Encumbrances and/or Leases exist selection made
- Attachments
 - At least one attachment must be uploaded
- Reimbursement Request for Incidental Expenses
 - Reimbursement amount must be greater than 0
- If the packet passes validation, select a Reviewer for the Packet
 - The Acquisition Agent can no longer edit the packet after selecting a Reviewer unless the Reviewer returns the packet
 - The reviewer is usually an assigned Project Manager
 - If no Project Manager exists on the project, the reviewer is an assigned District ROW Supervisor
 - The Acquisition Agent may update the selected reviewer later if needed

6.3 Project Manager

Edit and Review a Tax Payment Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet. Packet status should be “Active with Project Manager” to edit or approve the packet.
- Selected Reviewers also receive an email notification containing a link directly to the packet
- Packet Home section will display the selected reviewer for each step in the packet workflow
- Project Managers selected as packet reviewers may edit any packet data except update or delete contact records created by other users

Navigate a Tax Payment Packet

- Select a section from the left hand menu to view or edit
 - Reimbursement Request for Incidental Expenses
 - Payment Summary
 - Attachments

Approve or Return a Tax Payment Packet

- Navigate to a specific packet
- Select the Packet Home section
- Select the Approve button to send the packet to the District ROW Supervisor if no updates are needed. Select a specific Supervisor if multiple are assigned to the project.
- Select the Return button to return the packet to the Acquisition Agent for updates. Enter a comment for the Agent. The Agent can resubmit the packet for Project Manager review once the requested updates are complete.

6.4 District ROW Supervisor

Edit and Review a Tax Payment Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet. Packet status should be “Active with District ROW Supervisor” to edit or approve the packet.
- Selected Reviewers also receive an email notification containing a link directly to the packet
- Packet Home section will display the selected reviewer for each step in the packet workflow
- District ROW Supervisors selected as packet reviewers may edit any packet data except update or delete contact records created by other users

Navigate a Tax Payment Packet

- Select a section from the left hand menu to view or edit
 - Reimbursement Request for Incidental Expenses
 - Payment Summary
 - Attachments

The screenshot displays the KROWDS ACQUISITION web application. The header features the KROWDS logo and the text 'KROWDS ACQUISITION Kentucky Right Of Way Data System'. A navigation menu includes 'Home', 'Profile', 'Forms', and 'Reports'. A user greeting 'Hello CITZ\will1.test!' and 'Manage Account' is present. The main content area is titled 'Tax Packet' and 'Packet Home'. A progress bar shows the current status: 'Active with Acquisition Agent'. Below the progress bar, it says 'Packet Created Date: 5/14/2020 10:32:03 AM' and 'Packet Status: Active with Acquisition Agent'. A 'Submit Packet' button is at the bottom.

Approve or Return a Tax Payment Packet

- Navigate to a specific packet
- Select the Packet Home section
- Select the Approve button to send the packet to Central Office if no updates are needed
- Select the Return button to return the packet to the Acquisition Agent or Project Manager for updates. Enter a comment to indicate why the packet is being returned. The Agent or Project Manager may resubmit the packet for review once the requested updates are complete.

6.5 Central Office Acquisition Review

Review a Tax Payment Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet

- Users on the Central Office Acquisition Review exception list also receive an email notification containing a link directly to the packet
- Central Office Acquisition Review users view all packet data and upload attachments but edit no other packet data

Navigate a Tax Payment Packet

- Select a section from the left hand menu to view or edit
 - Reimbursement Request for Incidental Expenses
 - Payment Summary
 - Attachments

The screenshot displays the KROWDS ACQUISITION web application. The header includes the logo for 'RIGHT OF WAY Kentucky Right Of Way Data System' and the title 'KROWDS ACQUISITION'. Navigation links for 'Home', 'Profile', 'Forms', and 'Reports' are visible, along with a user greeting 'Hello CITZ\will1.test!' and a 'Manage Account' link. The main content area is titled 'Tax Packet' and features a sidebar menu with options: 'Print Packet', 'Packet Home', 'Reimbursement Request for Incidental Expenses', 'Payment Summary', and 'Attachments'. The 'Packet Home' section is highlighted with a red box. The main content area shows a progress bar with seven steps: 'Active with Acquisition Agent', 'Active with Project Manager', 'Active with District ROW Supervisor', 'Active with Central Office', 'Active with Program Coordinator', 'All checks requested', and 'All checks sent from Central Office'. The current status is 'Active with Acquisition Agent'. Below the progress bar, the packet creation date is '5/14/2020 10:32:03 AM' and the status is 'Active with Acquisition Agent'. A 'Submit Packet' button is located at the bottom right.

Approve or Return a Tax Payment Packet

- Navigate to a specific packet. Packet status should be “Active with Central Office” to approve a packet.
- Select the Packet Home section
- Select the Approve button to send the packet to Program Coordinators if no updates are needed
- Select the Send Back button to return the packet to the Acquisition Agent, Project Manager, or District ROW Supervisor for updates. Enter a comment to indicate why the packet is being returned. The Acquisition Agent, Project Manager, or District ROW Supervisor may resubmit the packet for review once the requested updates are complete.
- Central Office Acquisition Review users may also send the packet back for updates after previously approving the packet if needed.

Send checks to District or Consultant

- After physical checks are received in Central Office. Packet Status should be “All Checks Requested”
- Navigate to a specific packet
- Select the Payment Summary section
- Select the Populate Check Data button. The Check number and Check date will be imported from eMARS
- Select the Packet Home section
- Select the All Checks Sent from Central Office button. Packet status will be updated
- Input a comment to indicate where checks were sent

6.6 Program Coordinators

Input Vendor and Invoice data

- Users on the Program Coordinator exception list also receive an email notification containing a link directly to the packet
- Program Coordinator users view all packet data, input vendor and invoice data but edit no other packet data
- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet
- Select the Payment Summary section
- Select Edit on a specific Payment Summary
- Input the eMARS Vendor and Invoice number for each Payment Summary
- After all Payment Summaries are updated, navigate back the packet home section
- Select the All Checks Requested button to update the packet status. Packet status will be updated

Navigate a Tax Payment Packet

- Select a section from the left hand menu to view
 - Reimbursement Request for Incidental Expenses
 - Payment Summary
 - Attachments

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports Hello CITZwill1.test! Manage Account

Tax Packet

Print Packet

Packet Home

- Reimbursement Request for Incidental Expenses
- Payment Summary
- Attachments

Packet Home

Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested All checks sent from Central Office All checks delivered

Packet Created Date: 5/14/2020 10:32:03 AM
Packet Status: Active with Acquisition Agent

Submit Packet

6.7 Check Delivery Data

Deliver Checks

- Available to any user assigned to the project or to any parcel on the project, except any user ever assigned as acquisition agent, appraiser, or appraiser reviewer to the same parcel
- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet
- Packet Status should be All Checks Sent From Central Office
- Select the Payment Summary section
- Select a specific Payment Summary
- Input Check Delivered By, Check Delivered To, and Check Delivery Date
- After all Payment Summaries are updated, navigate back the packet home section
- Select the All Checks Delivered button to update the packet status. Packet status will be updated

7. Misc Payment Packet

7.1 Misc Payment Packet Workflow

The Misc Payment Packet must be reviewed and approved by multiple users. Reviewers may send the packet back to an earlier step in the workflow if additional updates are needed. The packet workflow ends once checks have been delivered to all recipients.

1. Acquisition Agent assigned to Parcel
2. Acquisition Agent creates Misc Payment Packet. Packet status is “Active with Acquisition Agent”
3. Acquisition Agent negotiates with Parcel owners and populates packet data. Packet status is “Active with Acquisition Agent “
4. After and all data is entered, Acquisition Agent selects to submit packet.
5. Packet is validated to ensure it meets minimum requirements to submit for approval
6. Assigned Project Manager reviews and approves packet (This step is bypassed if there is no PM assigned to the Project who is not also a District ROW Supervisor). Packet status is “Active with Project Manager”
7. Assigned District ROW Supervisor reviews and approves packet. Packet status is “Active with District ROW Supervisor”
8. Central Office Acquisition Review Group reviews and approves packet. Packet status is “Active with Central Office”
9. Program Coordinator inputs eMARS Vendor and Invoice data for each check. Packet status is “Active with Program Coordinator”
10. Physical checks are generated and sent to Central Office. Packet status is “All Checks Requested”
11. Central Office Acquisition Review Group receives physical checks and sends to District or Consultant. Packet status is “All Checks Sent from Central Office”
12. Checks delivered to recipients and delivery information recorded for check. Packet status is “All Checks Delivered”

7.2 Acquisition Agent

Create a Misc Payment Packet

- Navigate to a specific parcel
- Expand the Acquisition section and the Packets Section
- Select a packet type and then select the green add button

Parcel Information

+ Expand All

+ Parcel Information

+ Appraisals

- Acquisition

Packet Type:

+ Add

Packet Type	Status
-------------	--------

**Select
Packet Type**

Edit a Misc Payment Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select the Edit button next to a specific packet. Packet status should be “Active with Acquisition Agent” to edit the packet.

Navigate a Payment Misc Payment Packet

- Select a section from the left hand menu
 - Packet Home
 - Payment Summary
 - Attachments

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports Hello CITZ\will1.test! Manage

Miscellaneous Payment Packet

Print Packet

Packet Home

Payment Summary

Attachments

Packet Home

Active with Acquisition Agent | Active with Project Manager | Active with District ROW Supervisor | Active with Central Office | Active with Program Coordinator | All checks requested | All checks sent from Central Office | All checks delivered



Packet Created Date: 4/24/2020 10:32:43 AM
Packet Status: Active with Acquisition Agent


Submit Packet

Status History

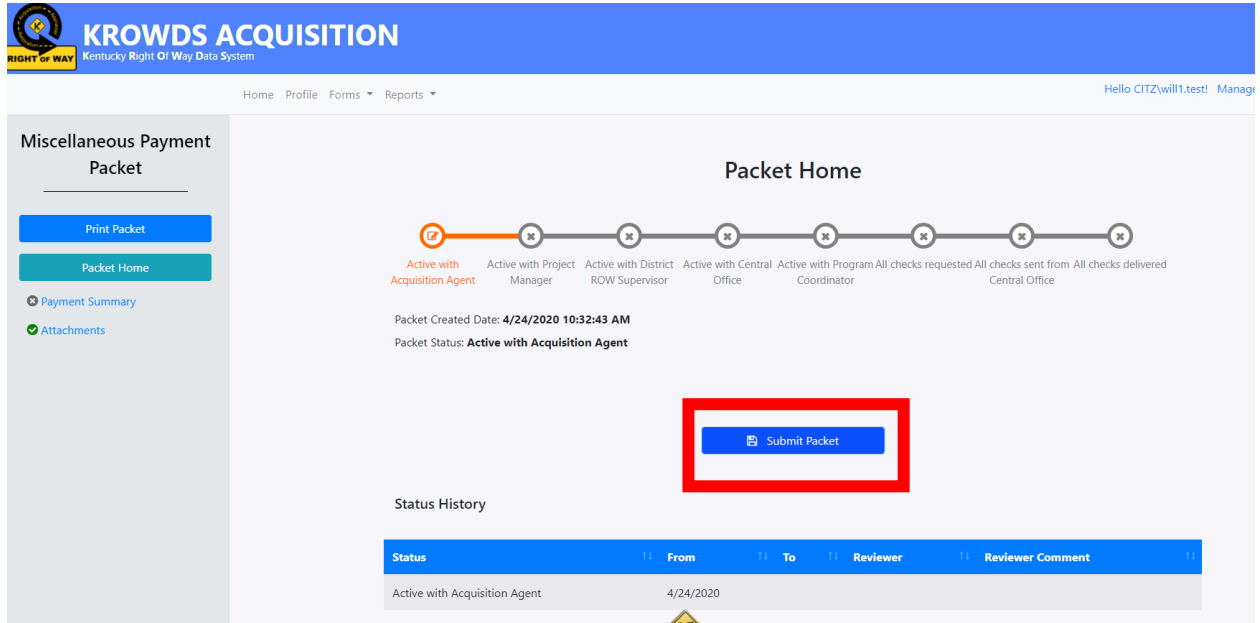
Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent		4/24/2020		

Submit a Misc Payment Packet for review and approval

- Each section will display a status icon:
 - Grey  = Section not started
 - Blue  = Section started but missing required data

- Green  = Section complete with all required data populated

- Select the Submit Packet button on the Packet Home section



KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports Hello CITZ\will1.test! Manag

Miscellaneous Payment Packet

Print Packet

Packet Home

Payment Summary

Attachments

Packet Home

Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested All checks sent from Central Office All checks delivered

Packet Created Date: 4/24/2020 10:32:43 AM
Packet Status: Active with Acquisition Agent

Submit Packet

Status History

Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent		4/24/2020		

- The packet will be validated for minimum requirements
 - Payment Summary
 - At least one Payment Summary must exist with:
 - State Employee Y/N selected
 - Tenant or Owner selected
 - Mail Check to selection made with either Consultant Address or District # input
 - Check Payable Name, Address, Phone, and TaxID populated
 - Amount of Check populated
 - Either Consideration on Deed or Temp Easement Only populated
 - Encumbrances and/or Leases exist selection made
 - Attachments
 - At least one attachment must be uploaded
- If the packet passes validation, select a Reviewer for the Packet
 - The Acquisition Agent can no longer edit the packet after selecting a Reviewer unless the Reviewer returns the packet
 - The reviewer is usually an assigned Project Manager
 - If no Project Manager exists on the project, the reviewer is an assigned District ROW Supervisor

- The Acquisition Agent may update the selected reviewer later if needed

7.3 Project Manager

Edit and Review a Misc Payment Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet. Packet status should be “Active with Project Manager” to edit or approve the packet.
- Selected Reviewers also receive an email notification containing a link directly to the packet
- Packet Home section will display the selected reviewer for each step in the packet workflow
- Project Managers selected as packet reviewers may edit any packet data except update or delete contact records created by other users

Navigate a Misc Payment Packet

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Payment Summary
 - Attachments

The screenshot displays the 'Miscellaneous Payment Packet' interface. On the left, a sidebar menu is highlighted with a red box, containing the following items: 'Miscellaneous Payment Packet', 'Print Packet', 'Packet Home', 'Payment Summary', and 'Attachments'. The main content area, titled 'Packet Home', features a workflow progress bar with seven steps: 'Active with Acquisition Agent', 'Active with Project Manager', 'Active with District ROW Supervisor', 'Active with Central Office', 'Active with Program Coordinator', 'All checks requested', and 'All checks delivered Central Office'. The 'Active with Central Office' step is currently active, indicated by an orange circle. Below the progress bar, the packet details are shown: 'Packet Created Date: 4/30/2020 10:05:22 AM', 'Packet Status: Active with Central Office', and 'District ROW Supervisor Approved By: will pm' with an approval date of '4/30/2020'. A 'Previous Reviewer Remarks' section contains the text 'good to go'. At the bottom, there are two buttons: 'Approve Packet' (green) and 'Return' (red).

Approve or Return a Misc Payment Packet

- Navigate to a specific packet
- Select the Packet Home section
- Select the Approve button to send the packet to the District ROW Supervisor if no updates are needed. Select a specific Supervisor if multiple are assigned to the project.
- Select the Return button to return the packet to the Acquisition Agent for updates. Enter a comment for the Agent. The Agent can resubmit the packet for Project Manager review once the requested updates are complete.

Home Profile Forms Reports

Miscellaneous Payment Packet

Print Packet

Packet Home

Payment Summary

Attachments

Packet Home

Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested All checks sent from All checks delivered

Packet Created Date: 4/30/2020 10:05:22 AM

Packet Status: Active with Central Office

District ROW Supervisor Approved By: will pm

District ROW Supervisor Approved Date: 4/30/2020

Previous Reviewer Remarks:

good to go

Approve Packet Return

7.4 District ROW Supervisor

Edit and Review a Misc Payment Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet. Packet status should be “Active with District ROW Supervisor” to edit or approve the packet.
- Selected Reviewers also receive an email notification containing a link directly to the packet
- Packet Home section will display the selected reviewer for each step in the packet workflow
- District ROW Supervisors selected as packet reviewers may edit any packet data except update or delete contact records created by other users

Navigate a Misc Payment Packet

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Payment Summary
 - Attachments

The screenshot displays the 'Miscellaneous Payment Packet' interface. On the left, a sidebar menu is highlighted with a red box, containing 'Print Packet', 'Packet Home', 'Payment Summary', and 'Attachments'. The main content area, titled 'Packet Home', features a progress bar with seven stages: 'Active with Acquisition Agent' (checked), 'Active with Project Manager' (unchecked), 'Active with District ROW Supervisor' (checked), 'Active with Central Office' (checked and highlighted in orange), 'Active with Program Coordinator' (unchecked), 'All checks requested' (unchecked), and 'All checks sent from Central Office' (unchecked). Below the progress bar, the packet details are shown: 'Packet Created Date: 4/30/2020 10:05:22 AM', 'Packet Status: Active with Central Office', 'District ROW Supervisor Approved By: will pm', and 'District ROW Supervisor Approved Date: 4/30/2020'. A 'Previous Reviewer Remarks' section contains the text 'good to go'. At the bottom, there are two buttons: 'Approve Packet' (green) and 'Return' (red).

Approve or Return a Misc Payment Packet

- Navigate to a specific packet
- Select the Packet Home section
- Select the Approve button to send the packet to Central Office if no updates are needed
- Select the Return button to return the packet to the Acquisition Agent or Project Manager for updates. Enter a comment to indicate why the packet is being returned. The Agent or Project Manager may resubmit the packet for review once the requested updates are complete.

Home Profile Forms Reports

Miscellaneous Payment Packet

Print Packet

Packet Home

Payment Summary

Attachments

Packet Home

Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor **Active with Central Office** Active with Program Coordinator All checks requested All checks sent from Central Office All checks delivered

Packet Created Date: **4/30/2020 10:05:22 AM**
 Packet Status: **Active with Central Office**

District ROW Supervisor Approved By: **will pm**
 District ROW Supervisor Approved Date: **4/30/2020**

Previous Reviewer Remarks:

good to go

Approve Packet Return

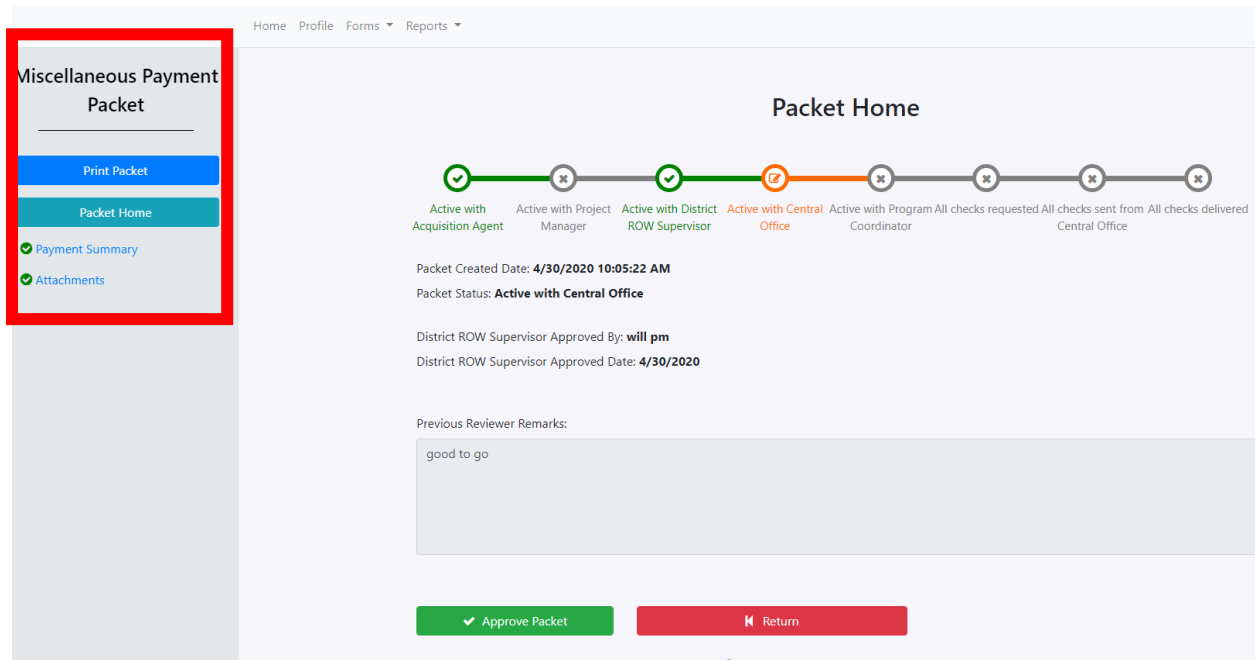
7.5 Central Office Acquisition Review

Review a Misc Payment Packet

- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet
- Users on the Central Office Acquisition Review exception list also receive an email notification containing a link directly to the packet
- Central Office Acquisition Review users view all packet data and upload attachments but edit no other packet data

Navigate a Misc Payment Packet

- Select a section from the left hand menu to view or edit
 - Packet Home
 - Payment Summary
 - Attachments



Home Profile Forms Reports

Miscellaneous Payment Packet

Print Packet

Packet Home

Payment Summary

Attachments

Packet Home

Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor Active with Central Office Active with Program Coordinator All checks requested All checks sent from Central Office All checks delivered

Packet Created Date: **4/30/2020 10:05:22 AM**
 Packet Status: **Active with Central Office**

District ROW Supervisor Approved By: **will pm**
 District ROW Supervisor Approved Date: **4/30/2020**

Previous Reviewer Remarks:
 good to go

Approve Packet Return

Approve or Return a Misc Payment Packet

- Navigate to a specific packet. Packet status should be “Active with Central Office” to approve a packet.
- Select the Packet Home section
- Select the Approve button to send the packet to Program Coordinators if no updates are needed
- Select the Send Back button to return the packet to the Acquisition Agent, Project Manager, or District ROW Supervisor for updates. Enter a comment to indicate why the packet is being returned. The Acquisition Agent, Project Manager, or District ROW Supervisor may resubmit the packet for review once the requested updates are complete.
- Central Office Acquisition Review users may also send the packet back for updates after previously approving the packet if needed.

Home Profile Forms Reports

Miscellaneous Payment Packet

Print Packet

Packet Home

Payment Summary

Attachments

Packet Home

Active with Acquisition Agent Active with Project Manager Active with District ROW Supervisor **Active with Central Office** Active with Program Coordinator All checks requested All checks sent from Central Office All checks delivered

Packet Created Date: **4/30/2020 10:05:22 AM**
 Packet Status: **Active with Central Office**

District ROW Supervisor Approved By: **will pm**
 District ROW Supervisor Approved Date: **4/30/2020**

Previous Reviewer Remarks:

good to go

Approve Packet Return

Send checks to District or Consultant

- After physical checks are received in Central Office
- Navigate to a specific packet
- Select the Payment Summary section
- Select the Populate Check Data button. The Check number and Check date will be imported from eMARS
- Select the Packet Home section
- Select the All Checks Sent from Central Office button. Packet status will be updated
- Input a comment to indicate where checks were sent

Miscellaneous Payment Packet

Payment Summary

Print Packet

Packet Home

Payment Summary

Attachments

Populate Check Data

Show 10 entries

Search:

View	Payable To	Amount of Check	Vendor#	Check Date	Check Delivered By	Check Delivered Date
View	WILL KINNAIRD	\$100.00				

Showing 1 to 1 of 1 entries

Previous 1 N

7.6 Program Coordinators

Input Vendor and Invoice data

- Users on the Program Coordinator exception list also receive an email notification containing a link directly to the packet
- Program Coordinator users view all packet data, input vendor and invoice data but edit no other packet data
- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet
- Select the Payment Summary section
- Select Edit on a specific Payment Summary
- Input the eMARS Vendor and Invoice number for each Payment Summary
- After all Payment Summaries are updated, navigate back the packet home section
- Select the All Checks Requested button to update the packet status. Packet status will be updated

Miscellaneous Payment Packet

Payment Summary

Print Packet

Packet Home

Payment Summary

Attachments

Populate Check Data

Show 10 entries

Search:

View	Payable To	Amount of Check	Vendor#	Check Date	Check Delivered By	Check Delivered Date
View	WILL KINNAIRD	\$100.00				

Showing 1 to 1 of 1 entries

Previous 1 N

Navigate a Misc Payment Packet

- Select a section from the left hand menu to view
 - Packet Home
 - Payment Summary
 - Attachments

KROWDS ACQUISITION
Kentucky Right Of Way Data System

Home Profile Forms Reports Hello CITZ\will1.test! Manage

Miscellaneous Payment Packet

- Print Packet
- Packet Home
- Payment Summary
- Attachments

Packet Home

Active with Acquisition Agent | Active with Project Manager | Active with District ROW Supervisor | Active with Central Office | Active with Program Coordinator | All checks requested | All checks sent from Central Office | All checks delivered

Packet Created Date: 4/24/2020 10:32:43 AM
Packet Status: Active with Acquisition Agent

Submit Packet

Status History

Status	From	To	Reviewer	Reviewer Comment
Active with Acquisition Agent		4/24/2020		

7.7 Check Delivery Data

Deliver Checks

- Available to any user assigned to the project or to any parcel on the project, except any user ever assigned as acquisition agent, appraiser, or appraiser reviewer to the same parcel
- Navigate to a specific parcel
- Expand the Acquisition section and then the Packet Section
- Select to edit a specific packet
- Packet Status should be All Checks Sent From Central Office
- Select the Payment Summary section
- Select a specific Payment Summary
- Input Check Delivered By, Check Delivered To, and Check Delivery Date
- After all Payment Summaries are updated, navigate back the packet home section
- Select the All Checks Delivered button to update the packet status. Packet status will be updated

Miscellaneous Payment Packet


- Print Packet
- Packet Home
- Payment Summary
- Attachments

Payment Summary

Populate Check Data

Show 10 entries

Search:

View	Payable To	Amount of Check	Vendor#	Check Date	Check Delivered By	Check Delivered Date	Edit
View	WILL KINNAIRD	\$100.00					

Showing 1 to 1 of 1 entries