KROWDS Training Guide

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KROWDS Overview

The **K**entucky **R**ight of **W**ay **D**ata **S**ystem (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
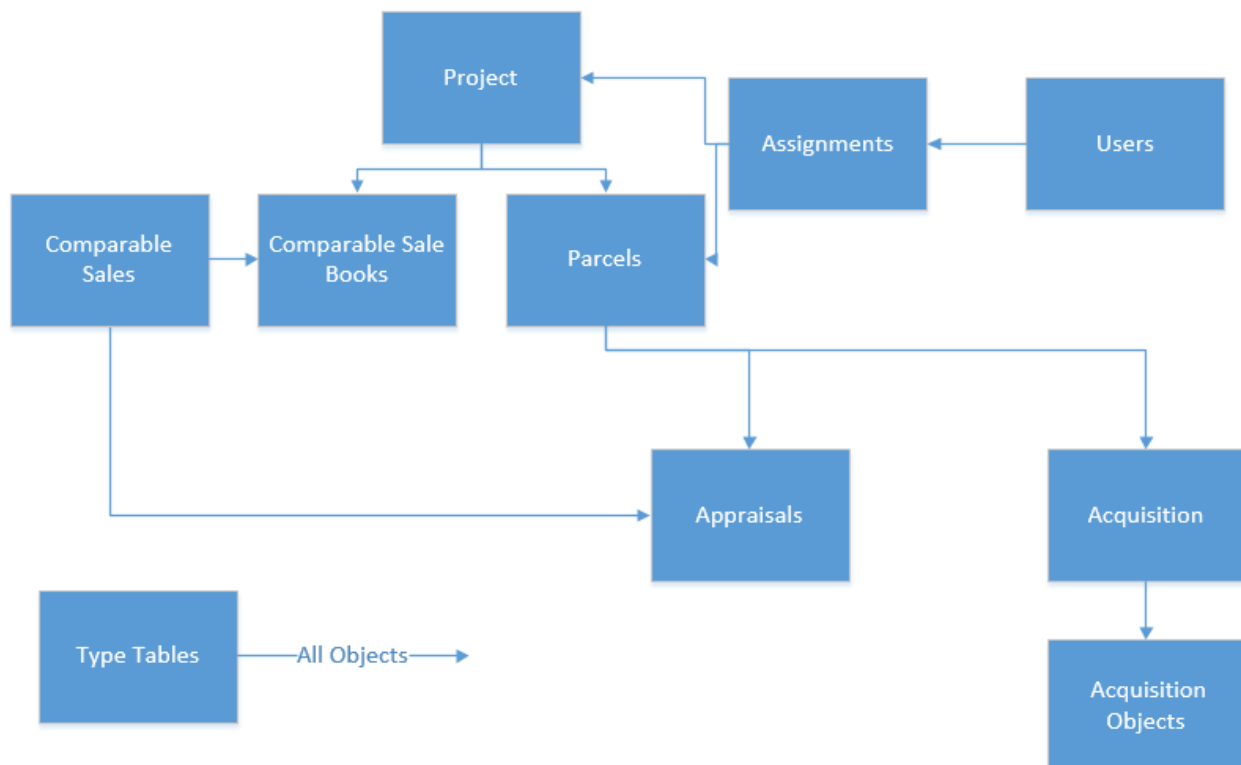
Users

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

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

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

4. New user must be added to a role

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

User Details:

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

2. Internal User request access
    o 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)
    o Visit https://apps.intranet.kytc.ky.gov/krowds to request access
3. Approve and Deny user access requests

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

4. Assign Roles

- o All users must have a role
- o Available from the Manage Roles link on the Dashboard to Director or Central Office Role with Manage Users exception
- o Visit https://apps.transportation.ky.gov/krowds
- o Select View All to see existing roles
- o Select a specific role to see existing users, assign a new user, or remove a user
- o 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

- 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

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

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

7. Add Electronic Signature
   - o Available to all Users
   - o Select Profile in the menu at the top of the page
   - o Use the Upload Electronic Signature button to add a signature to your profile
   - o 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/

   - o 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

Home   Profile   Forms ▼   Reports ▼

Company Search

+ Add Company

Company:

Pre-Qualified:

Yes ▼

Type:

All ▼

State:

All ▼

🔍 Search

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

2. Edit existing Company

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

3. Search for Company

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

Dashboards

The Dashboards is based on User Role and Assignments.

1. Admin Dashboard Widgets

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

2. All Dashboards

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

Search all project and parcels. Enter a parcel or Item #

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.

Possible view options:

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

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

- o Acquisition Agent – View Acquisition Packets. Filter by Packet Status
- o District ROW Supervisor - View Projects and Acquisition Packets. Filter by Project Status and Packet Status

- o Central Office Acquisition Review - View Acquisition Packets. Filter by Packet Status
- o 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
   - o Available from Create Project link on the Dashboard to Director Role or Central Office Role user with Manage Project exception

- o Select Type and District, then input Item Number
- o Select a Program Code / Funding Strip and select Save
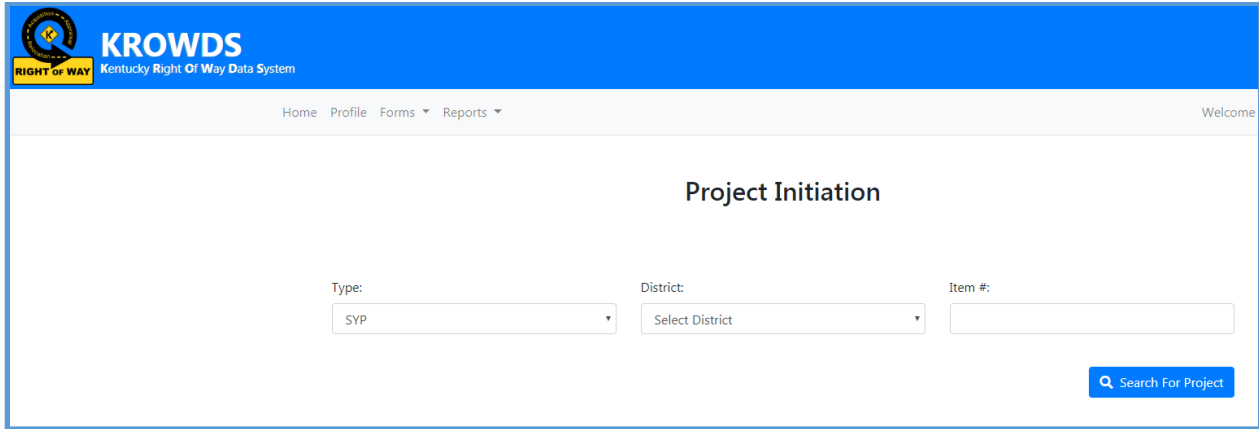
2. Initiate RWU Project

o Available from Create Project link on the Dashboard to Director Role or user with Manage Project exception
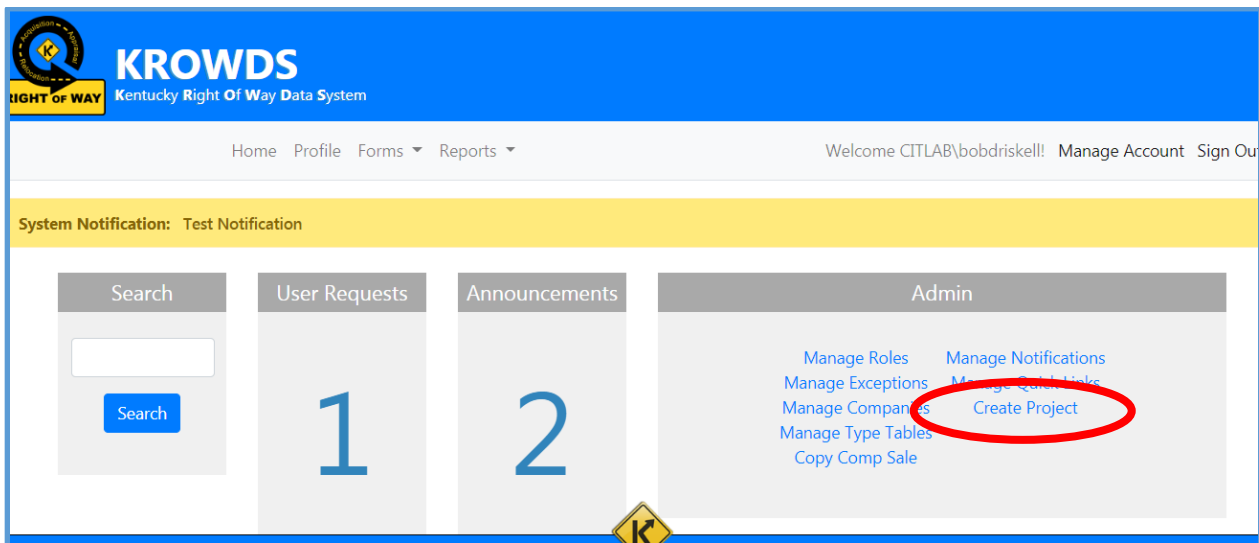
o Select Type, then input Authorization Number
o Select a Program Code / Funding Strip and select Save
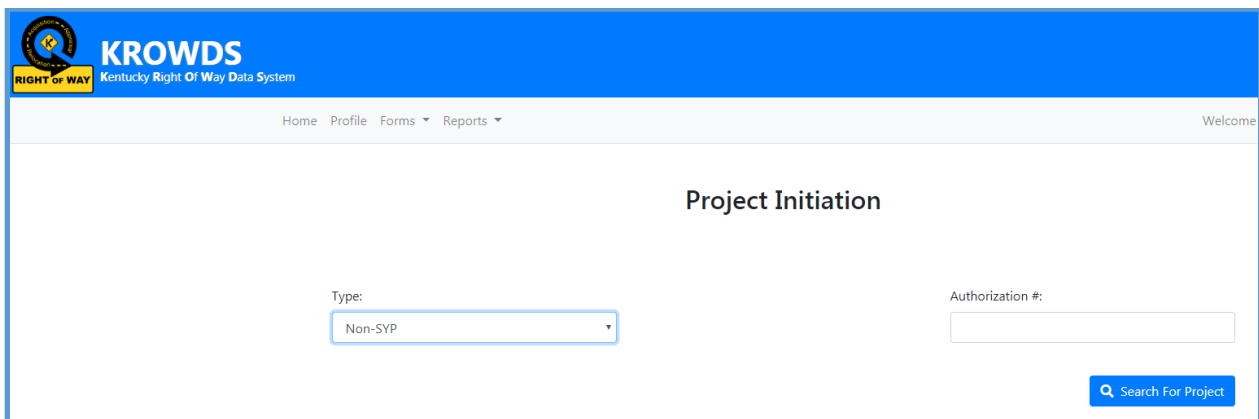
3. Edit Project
    o   Available to Director Role or Central Office Role user with Manage Project exception
    o   Edit eMARS#, Funding Strip, Status, Official Order Number and Comments
    o   Link available to the Project Manager's Toolbox
    o   On the Dashboard, search for a project or select an assigned project from the My Work grid

4. Project Authorization Documents
    o   Director Role or Central Office Role user with Manage Project exception can upload documents
    o   Any user with access to the project can view uploaded documents

5. Assign Users to Project
    o   Available to Director Role or Central Office role with Manage User Exception

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

6. View Parcel List

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

7. Add Parcels to Project

   o   Available to Project Managers and Alt Project Managers

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

8. Edit Existing Parcels

o   Available to Project Managers and Alt Project Managers

9. View Comparable Sale Books
   o Available to Directors and users who have been assigned to the project

KROWDS
Kentucky Right Of Way Data System

Home   Profile   Forms ▾   Reports ▾   Welcome

Edit Project

+ Project Information

+ Project Assignments

+ Parcel

+ Comp Sale Books

Expand to view or print all Comp Books

🖫 Save   🚫 Cancel

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

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

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

3. Assign Users to Parcel

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

4. View Parcel

- o Available to any user assigned to the Parcel or the Project that contains the Parcel
- o All parcel data can be viewed but not edited
- o 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

    - o Available to the assigned Project Manager also on the District ROW Supervisor exception list
    - o Navigate to a specific parcel
    - o Expand the Parcel Information and then Owner Details sections
    - o Select the Generate and Print Notices button
    - o If there are multiple owners, select all or a specific owner
    - o 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

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

    ### 1.3 Mailing Labels

    - o Available to the assigned Project Manager also on the District ROW Supervisor exception list
    - o Available from the Project page – Parcel section or the Parcel page – Owner Details section
    - o Select the Export Owner Addresses button
    - o Owner address data will be downloaded as an html file
    - o This file can be used to generate mailing labels in MS Word or in most other label printing software
    - o 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

- o Available to the assigned Project Manager also on the District ROW Supervisor exception list
- o Navigate to a specific parcel
- o Expand the Parcel Information and then Owner Details sections
- o Select to edit a specific owner
- o Input the NOPA delivery data. Delivery Method, Date, Delivered To, and Certified Mail Number
- o 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

- o 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.
- o Used when Parcel Valuation = Appraisal or Narrative
- o Can become a Condemnation Packet if no agreement with parcel owners is reached

2.2 Payment Packet MAR

- o 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.
- o Used when Parcel Valuation = MAR
- o Can become a Condemnation Packet if no agreement with parcel owners is reached

2.3 Condemnation Packet

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

2.4 Miscellaneous Payment Packet

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

2.5 Tax Payment Packet

- o Used to repay pro-rated property tax to owners for the portion of the year for which KYTC owned the property
- o 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

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

3.2 Acquisition Agent

Create a Payment Packet Appraisal

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

Edit a Payment Packet Appraisal

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

Parcel Information

+ Expand All

+ Parcel Information

+ Appraisals

− Acquisition

Packet Type: Select Type ▼

+ Add

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

Edit a specific packet

Navigate a Payment Packet Appraisal
- o 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

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 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

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

Edit and Review a Payment Packet Appraisal

- o Navigate to a specific parcel
- o Expand the Acquisition section
- o Select to edit a specific packet. Packet status should be "Active with Project Manager" to edit or approve the packet.
- o Selected Reviewers also receive an email notification containing a link directly to the packet
- o Packet Home section will display the selected reviewer for each step in the packet workflow
- o 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

- o 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

- o Navigate to a specific packet
- o Select the Packet Home section
- o 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.
- o 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.

3.4 District ROW Supervisor

Edit and Approve an Administrative Settlement

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

Approve an Excess Property Purchase

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

Edit and Review a Payment Packet Appraisal

- o Navigate to a specific parcel
- o Expand the Acquisition section
- o Select to edit a specific packet. Packet status should be "Active with District ROW Supervisor" to edit or approve the packet.
- o Selected Reviewers also receive an email notification containing a link directly to the packet
- o Packet Home section will display the selected reviewer for each step in the packet workflow
- o 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

- o 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

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

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

Navigate a Payment Packet Appraisal

- o 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

- o Navigate to a specific packet. Packet status should be "Active with Central Office" to approve a packet.
- o Select the Packet Home section
- o Select the Approve button to send the packet to Program Coordinators if no updates are needed
- o 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.
- o Central Office Acquisition Review users may also send the packet back for updates after previously approving the packet if needed.

Packet Home

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 — 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 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**

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 Dat...
Packet Status: **Activ**

Project Manager Ap...
Project Manager Ap...

District ROW Super...
District ROW Super...

Previous Reviewer Remarks:

sending to Central Office

✓ Approve Packet   **◄ Return**

Return after approving:

Send checks to District or Consultant

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

Populate eMARS Check Data:

All Checks Sent from Central Office

3.6 Program Coordinators

Input Vendor and Invoice data

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

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

Edit

Populate Check Data

Show 10 ▼ entries

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

Payment Summary

Showing 1 to

Previous 1

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

19-CI-0310

Check Delivered By   Check Delivered Date

                                   Check Payable Name

Import Check Details   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: ● District ○ Consultant

District Number   Consultant Address

1

Explanation/Special Instructions:

1

All Checks Requested:

Navigate a Payment Packet Appraisal

- o 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

3.7 Check Delivery Data

Deliver Checks

- o 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
- o Navigate to a specific parcel
- o Expand the Acquisition section
- o Select to edit a specific packet
- o Packet Status should be All Checks Sent From Central Office
- o Select the Payment Summary section
- o Select a specific Payment Summary
- o Input Check Delivered By, Check Delivered To, and Check Delivery Date
- o After all Payment Summaries are updated, navigate back the packet home section
- o Select the All Checks Delivered button to update the packet status. Packet status will be updated

Edit a Payment Summary

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

Check Delivered By   **Check Delivered Date**

Bob Tester	03/02/2020

Check Payable Name

[Import Check Details]   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: ⬤ District ⬤ Consultant

District Number	Consultant Address
1	

Explanation/Special Instructions:

1

Indicate All Checks have been delivered:

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"

4.2 Print a Payment Packet MAR

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

KROWDS ACQUISITION
Kentucky Right Of Way Data System

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Hello CITZ\wi

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
ℹ 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			

KROWDS
Kentucky Right Of Way Data System

Home   Profile   Forms ▾   Reports ▾
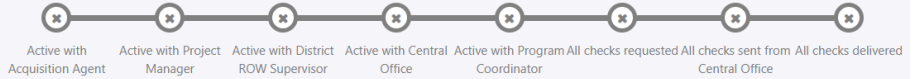
Parcel Information

+ 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

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

District ROW Supervisor

- o Assign a single ROV Preparer per project
- o Available from the Project Page
- o Approve the Range of Values after submitted by Preparer
- o Send the Range of Values back to Preparer for updates instead of approving
- o Un-approve the Range of Values after approval and return to the Preparer if more updates are needed at anytime
- o 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

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

+ Add

Packet Type	Status

Edit a Payment Packet MAR

- o Navigate to a specific parcel
- o Expand the Acquisition section
- o Select the Edit button next to a specific packet. Packet status should be "Active with Acquisition Agent" to edit the packet.
- o 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: Select Type ▼

+ Add

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

Create a Minor Acquisition Review

- o Navigate to a specific packet
- o Select the Minor Acquisition Review section from the left hand menu
- o Use the Add button to create a Minor Acquisition Review
- o Populate the Minor Acquisition Review based on the ROV and parcel data
- o Select to submit the Minor Acquisition Review for DRS approval
- o 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
- o 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

Submit a Payment Packet MAR for review and approval

- Each section will display a status icon:

    o Grey = Section not started

    o Blue = Section started but missing required data

    o 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
  - 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

- o 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

- o 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

- o 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

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

Edit and Review a Payment Packet MAR

- o Navigate to a specific parcel
- o Expand the Acquisition section
- o Select to edit a specific packet. Packet status should be "Active with Project Manager" to edit or approve the packet.
- o Selected Reviewers also receive an email notification containing a link directly to the packet
- o Packet Home section will display the selected reviewer for each step in the packet workflow
- o 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

- o 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
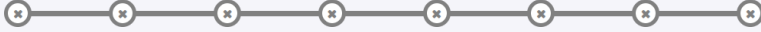
Home Profile Forms ▾ Reports ▾

Hello CITZ\wi

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

ℹ️ 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

- o Navigate to a specific packet
- o Select the Packet Home section
- o 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.
- o 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.

4.3 District ROW Supervisor
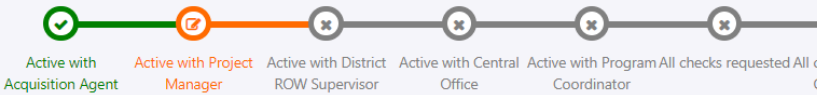
Approve a Minor Acquisition Review

- o 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
- o Minor Acquisition Reviews must be approved separately before the Acquisition Agent can submit work with Offer Letter, Payment Summary, and Admin Settlement sections
- o Navigate to a specific packet
- o Select the Minor Acquisition Review section
- o Select the Edit Button and then Review the Minor Acquisition Review data and make edits to the remarks and Use Value if needed
- o Select the Approve button or select the Return Button
- o The Minor Acquisition Review is read only after approval
- o 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

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

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

Edit and Review a Payment Packet MAR

- o Navigate to a specific parcel
- o Expand the Acquisition section
- o Select to edit a specific packet. Packet status should be "Active with District ROW Supervisor" to edit or approve the packet.
- o Selected Reviewers also receive an email notification containing a link directly to the packet
- o Packet Home section will display the selected reviewer for each step in the packet workflow
- o 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

- o 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 MAR

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

4.4 Central Office Acquisition Review

Review a Payment Packet MAR

- o Navigate to a specific parcel

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

Navigate a Payment Packet MAR

- o 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 MAR

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

- o Select the Approve button to send the packet to Program Coordinators if no updates are needed
- o 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.
- o Central Office Acquisition Review users may also send the packet back for updates after previously approving the packet if needed.

Return after approving:

Send checks to District or Consultant

- o After physical checks are received in Central Office
- o Navigate to a specific packet
- o Select the Payment Summary section
- o Select the Populate Check Data button. The Check number and Check date will be imported from eMARS
- o Select the Packet Home section
- o Select the All Checks Sent from Central Office button. Packet status will be updated
- o 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 10 ▼ 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

Packet Home

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 — 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 requested**

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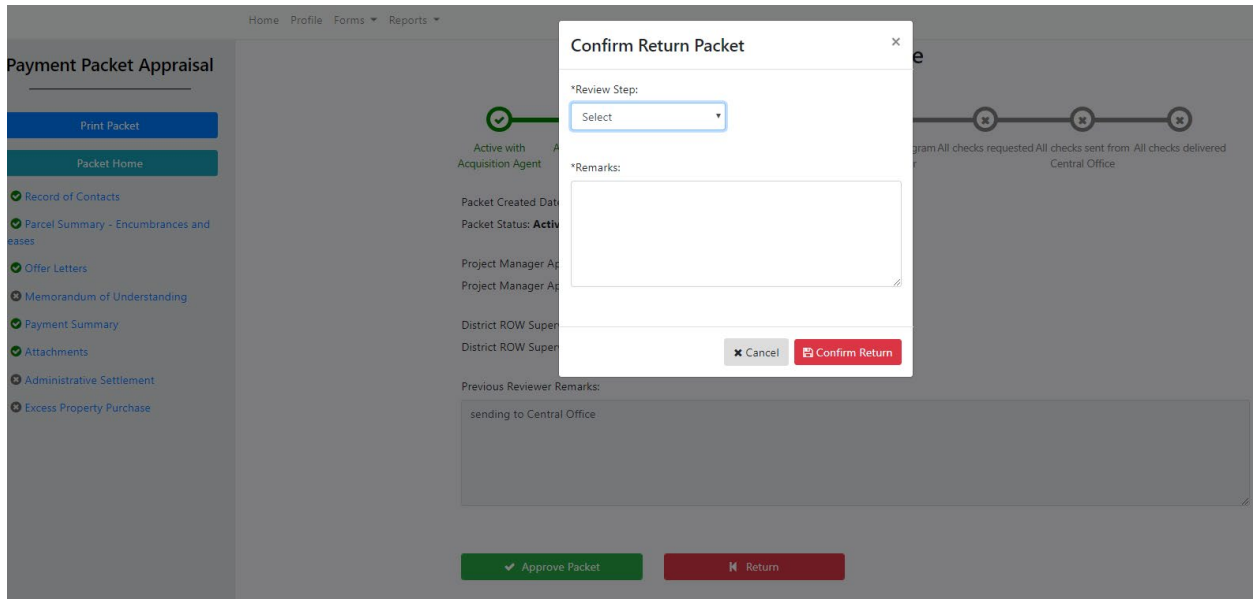Project Manager Approved Date: **3/3/2020**

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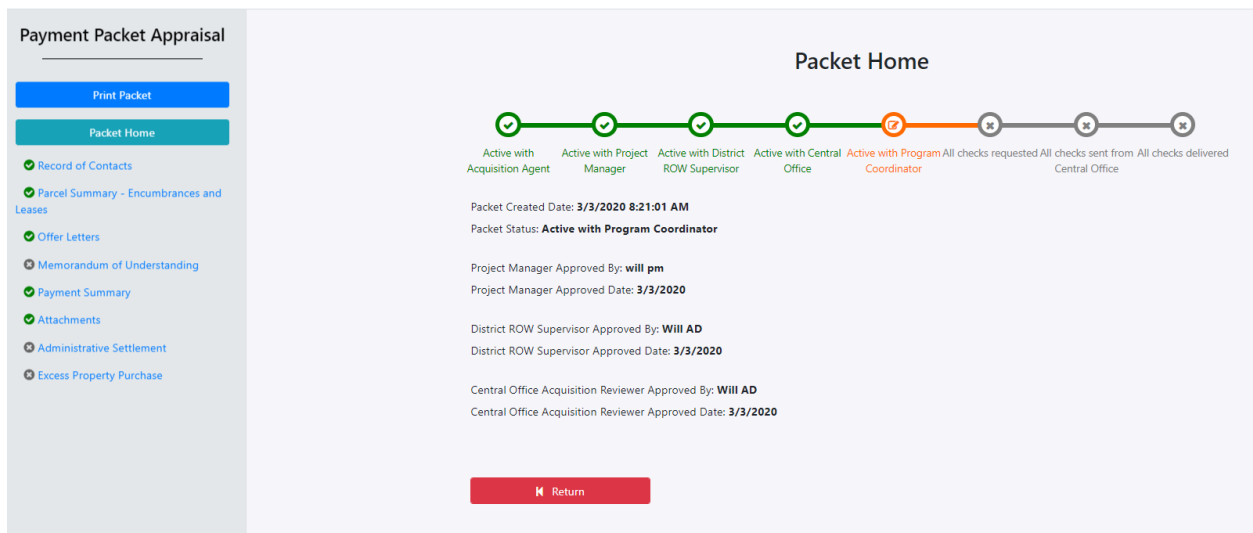District ROW Supervisor Approved Date: **3/3/2020**

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 Office   ⏮ Return

4.5 Program Coordinators

Input Vendor and Invoice data

- o 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.
- o 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:

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

19-CI-0310

Check Delivered By   Check Delivered Date

Check Payable Name

Import Check Details   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: ● District ○ Consultant

District Number   Consultant Address

1

Explanation/Special Instructions:

1

All Checks Requested:

Navigate a Payment Packet MAR

- o 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

4.6 Check Delivery Data

Deliver Checks

- o 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
- o Navigate to a specific parcel
- o Expand the Acquisition section
- o Select to edit a specific packet
- o Packet Status should be All Checks Sent From Central Office
- o Select the Payment Summary section
- o Select a specific Payment Summary
- o Input Check Delivered By, Check Delivered To, and Check Delivery Date
- o After all Payment Summaries are updated, navigate back the packet home section
- o Select the All Checks Delivered button to update the packet status. Packet status will be updated to All Checks Delivered

Edit a Payment Summary

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

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

5.3 Acquisition Agent

Set the Condemnation Flag

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

Create a Condemnation Packet

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

Edit a Condemnation Packet

- o Navigate to a specific parcel

    o   Expand the Acquisition section and then the Packet Section

    o   Select the Edit button next to a specific packet. Packet status should be "Active with Acquisition Agent" to edit the packet.

Parcel Information

+ Expand All

+ Parcel Information

+ Appraisals

– Acquisition

Packet Type: [Select Type ▼]

+ Add

Packet Type	Status		
Payment Packet Appraisal	Active with Acquisition Agent	**Q View** **☑ Edit**	**🗎 Print**

Navigate a Condemnation Packet

    o   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
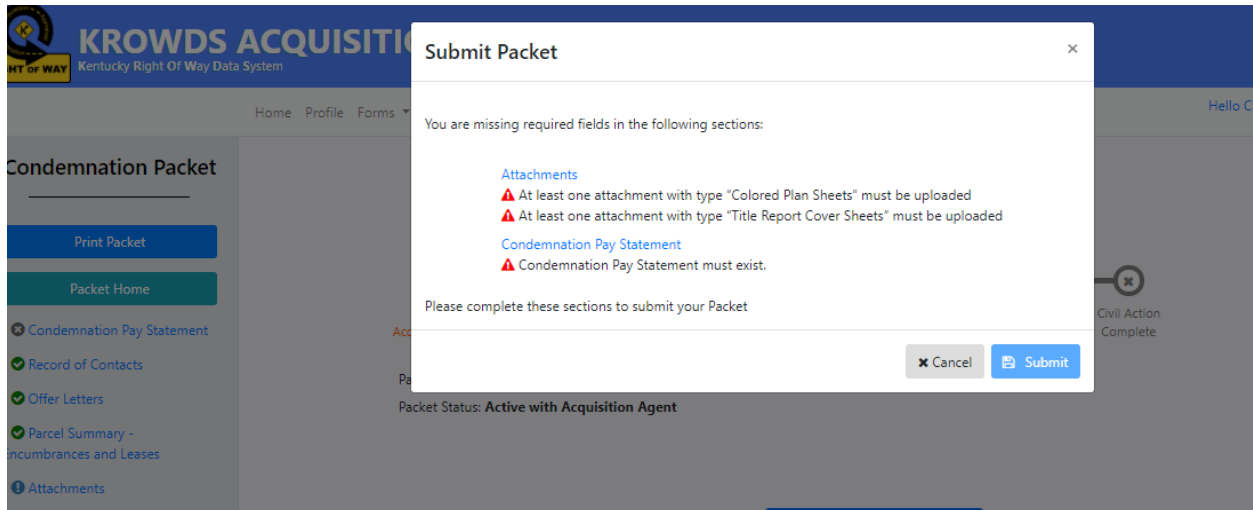
- The packet will be validated for minimum requirements
  - At least one contact must exist on the Record of Contacts
  - "Encumbrances Exist?" and "Leases Exist?" must have a Y or N selection on the Parcel Summary
    - If either selection = Y, then at least one record of that type must exist
  - At 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

- o Navigate to a specific parcel
- o Expand the Acquisition section and then the Packet Section
- o Select to edit a specific packet. Packet status should be "Active with Project Manager" to edit or approve the packet.
- o Selected Reviewers also receive an email notification containing a link directly to the packet
- o Packet Home section will display the selected reviewer for each step in the packet workflow
- o 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

- o 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

Approve or Return a Condemnation Packet

- o Navigate to a specific packet
- o Select the Packet Home section
- o 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.
- o 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.

5.5 District ROW Supervisor

Edit and Review a Condemnation Packet

- o 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

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

o 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.

5.6 Central Office Acquisition Review

Review a Condemnation Packet

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

Navigate a Condemnation Packet

- o Select a section from the left hand menu to view or edit
- o 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

Approve or Return a Condemnation Packet

- o Navigate to a specific packet. Packet status should be "Active with Central Office" to approve a packet.
- o Select the Packet Home section
- o 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
- o Select the Approve button to send the packet to Program Coordinators if no updates are needed
- o 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.
- o Central Office Acquisition Review users may also send the packet back for updates after previously approving the packet if needed.

Civil Action Complete

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

5.7 Director

Send to Legal

- o 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
- o Navigate to a specific parcel
- o Expand the Acquisition section and the Packet Section
- o Select the Send to Legal button
- o Input any additional comments and addresses you would like copied on the email
- o Confirm to send the email
- o Packet Status will be "Sent to Legal"

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

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

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

Edit a Tax Payment Packet

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

Navigate a Tax Payment Packet

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

Submit a Tax Payment Packet for review and approval

- Each section will display a status icon:

  o Grey = Section not started

  o Blue = Section started but missing required data

  o 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
  - 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

  o Attachments
    - At least one attachment must be uploaded

  o 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
- o Navigate to a specific parcel
- o Expand the Acquisition section and then the Packet Section
- o Select to edit a specific packet. Packet status should be "Active with Project Manager" to edit or approve the packet.
- o Selected Reviewers also receive an email notification containing a link directly to the packet
- o Packet Home section will display the selected reviewer for each step in the packet workflow
- o 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
- o 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

- o Navigate to a specific packet
- o Select the Packet Home section
- o 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.
- o 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

- o Navigate to a specific parcel
- o Expand the Acquisition section and then the Packet Section
- o Select to edit a specific packet. Packet status should be "Active with District ROW Supervisor" to edit or approve the packet.
- o Selected Reviewers also receive an email notification containing a link directly to the packet
- o Packet Home section will display the selected reviewer for each step in the packet workflow
- o 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

- o 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

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

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

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

Navigate a Tax Payment Packet

- o 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

- o Navigate to a specific packet. Packet status should be "Active with Central Office" to approve a packet.
- o Select the Packet Home section
- o Select the Approve button to send the packet to Program Coordinators if no updates are needed
- o 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.
- o 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

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

6.6 Program Coordinators

Input Vendor and Invoice data

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

Navigate a Tax Payment Packet

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

6.7 Check Delivery Data

Deliver Checks

- o 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
- o Navigate to a specific parcel
- o Expand the Acquisition section and then the Packet Section
- o Select to edit a specific packet
- o Packet Status should be All Checks Sent From Central Office
- o Select the Payment Summary section
- o Select a specific Payment Summary
- o Input Check Delivered By, Check Delivered To, and Check Delivery Date
- o After all Payment Summaries are updated, navigate back the packet home section
- o 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

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

Edit a Misc Payment Packet

- o Navigate to a specific parcel
- o Expand the Acquisition section and then the Packet Section
- o 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

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

Submit a Misc Payment Packet for review and approval

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

- o 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
  - o 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

  - o 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

o Navigate to a specific parcel
o Expand the Acquisition section and then the Packet Section
o Select to edit a specific packet. Packet status should be "Active with Project Manager" to edit or approve the packet.
o Selected Reviewers also receive an email notification containing a link directly to the packet
o Packet Home section will display the selected reviewer for each step in the packet workflow
o 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

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

Approve or Return a Misc Payment Packet

- o Navigate to a specific packet
- o Select the Packet Home section
- o 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.
- o 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.

7.4 District ROW Supervisor

Edit and Review a Misc Payment Packet

- o Navigate to a specific parcel
- o Expand the Acquisition section and then the Packet Section
- o Select to edit a specific packet. Packet status should be "Active with District ROW Supervisor" to edit or approve the packet.
- o Selected Reviewers also receive an email notification containing a link directly to the packet
- o Packet Home section will display the selected reviewer for each step in the packet workflow
- o 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

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

Approve or Return a Misc Payment Packet

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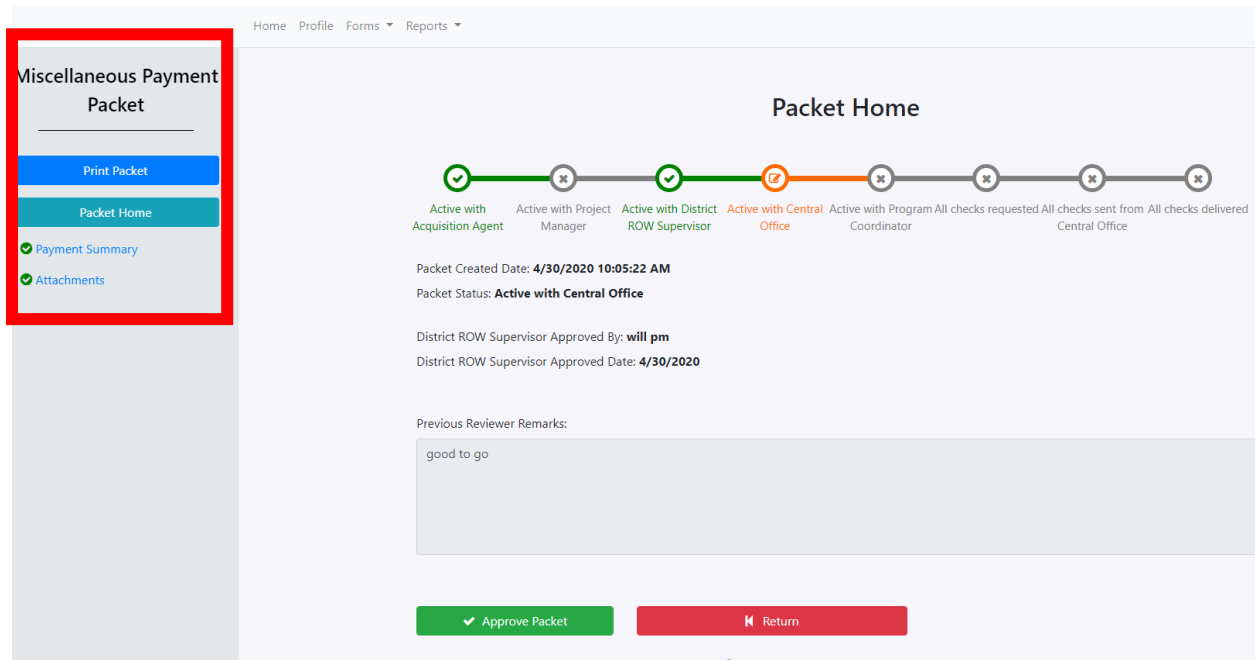
7.5 Central Office Acquisition Review

Review a Misc Payment Packet

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

Navigate a Misc Payment Packet

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

Approve or Return a Misc Payment Packet

- o Navigate to a specific packet. Packet status should be "Active with Central Office" to approve a packet.
- o Select the Packet Home section
- o Select the Approve button to send the packet to Program Coordinators if no updates are needed
- o 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.
- o 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

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

7.6 Program Coordinators

Input Vendor and Invoice data

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

Navigate a Misc Payment Packet

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

7.7 Check Delivery Data

Deliver Checks

- o 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
- o Navigate to a specific parcel
- o Expand the Acquisition section and then the Packet Section
- o Select to edit a specific packet
- o Packet Status should be All Checks Sent From Central Office
- o Select the Payment Summary section
- o Select a specific Payment Summary
- o Input Check Delivered By, Check Delivered To, and Check Delivery Date
- o After all Payment Summaries are updated, navigate back the packet home section
- o 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	
View	WILL KINNAIRD	$100.00					✎ Edit

Showing 1 to 1 of 1 entries