

List of items modified within the Land Acquisition Policies and Procedures Manual (Manual) through October 31, 2014:

- Hyperlinks were added throughout the manual that provide direct access to the applicable forms and templates.
- Chapter 1 - Overview, Federal Programming and Qualifications (Sections 1.6.2, 1.6.4, and 1.6.6). Clarified requirements for fee agents having former direct IDOT land acquisition experience by adding: "Former land acquisition work experience as a direct employee of the Illinois Department of Transportation may be considered in lieu of some requirements."
- Chapter 1 - Overview, Federal Programming and Qualifications (Sections 1.6.3). Added a paragraph explaining that trainee appraisers should be signing appraisal reports unless instructed otherwise by a SAAG.
- Chapter 1 - Overview, Federal Programming and Qualifications (Sections 1.6.5). Several modifications were made based on updated legislation involving waiver valuation. Starting January 1, 2015, municipal engineers and municipal employees have the ability to perform waivers (assuming certain education and experience requirements are met). Also, all waiver valuation preparers are required to take IDOT's Waiver Valuation E-Learning class.
- Chapter 3 – Appraisal and Appraisal Review. Where applicable, updates to the manual were made to reflect changes made for the current edition of Uniform Standards of Professional Appraisal Practice (2014-2015 Edition). Summary Appraisal Reports are now referred to as Appraisal Reports, and Restricted Use Appraisal Reports are now referred to as Restricted Appraisal Reports.
- Chapter 3 – Appraisal and Appraisal Review (Section 3.5.4). Modified the description of Valuation Finding appraisal report to say: "Permanent damages to the land and site improvements cannot exceed \$5,000. Non-complex cost to cure cannot exceed \$10,000. Permanent damages to building improvements should not be included in a Valuation Finding appraisal."
- Chapter 3 – Appraisal and Appraisal Review (Section 3.6.21). Removed the third bullet point stating "The taking does not impact the improvements either negatively or positively" since it is redundant with the second bullet point.
- Chapter 5 – Relocation Assistance and Payments Program (Various sections and subsections within 5.4, 5.6, 5.7, and 5.10). The MAP-21 amended the maximum statutory benefit for replacement housing payments for displaced homeowners to \$31,000 and replacement housing payments for displaced tenants to \$7,200. The length of occupancy requirement for homeowners was reduced from 180 days to 90 days in occupancy before the initiation of negotiations. The MAP-21 also amended the maximum statutory benefit for

business reestablishment benefits to \$25,000, and the fixed payment for nonresidential moves to \$40,000. By law, these changes become effective on October 1, 2014.

- Chapter 6 – Property Management (Section 6.9.4). Added the following sentence to the 6<sup>th</sup> bullet point: “In those instances where a permit has been previously issued, a Permit Waiver (LA 694D Template) must be provided to CBLA.”
- Where applicable, general typographical and grammatical errors were corrected.