Property Appraisal Program

Primary Objective

Establish defensible replacement cost new values and complete comprehensive asset documentation for all facilities and fixed equipment within the program scope.

Strategic Importance

This professional assessment strengthens the Agency's overall risk profile, improves Statement of Values (SOV) accuracy, and reduces renewal questions through thorough documentation.

Professional Standards

All appraisal work follows USPAP-aligned practices with professional field verification, precise measurement protocols, and comprehensive photography documentation.

Scope Determination

ACWA JPIA and Centurisk determine appraisal scope based on risk assessment and value thresholds.

Assets ≥ $500,000: Individually appraised with comprehensive documentation, detailed measurements, photographs, and full COPE data.

Assets < $500,000: Verified, trended, and grouped by category and location for efficient coverage.

This approach allocates resources efficiently while ensuring thorough coverage of high-value and critical assets.

Participation & Responsibilities

Participation in the ACWA JPIA Property Appraisal Program is optional.

Members who choose not to participate remain responsible for maintaining and supporting the replacement cost values reported on their Statement of Values, including documentation that demonstrates values are reasonable, current, and defensible.

As a best practice, supporting documentation may include recent appraisals, construction cost records, engineer estimates, or recognized cost benchmarking resources.

ACWA JPIA may request this documentation to support program administration, renewal, or audit needs.

Pre-Visit Preparation Requirements

Member availability to support the scheduled visit is expected. Appraisal visits should not be postponed due to internal scheduling preferences once dates are proposed and confirmed.

1 — Personnel Coordination

Identify and confirm coordinator and escort personnel with proper access authority. Assign an on-site lead responsible for providing physical access to the assets identified for appraisal. An operations representative is preferred but not required. Ensure all contact details are current and accessible, including backup contacts for contingency situations.

2

Ensure site access is arranged in advance, including keys, badges, gate codes, unlock procedures, and any remote access instructions with defined time windows, to avoid delays or incomplete inspections.

3 — Reference Materials

Stage essential documentation in advance, including current site plans, as-built drawings, equipment inventories when available, and local naming conventions. Documentation is preferred at the time of the visit; however, materials may be provided afterward and should not delay the scheduled appraisal.

4 — Safety Protocols

Provide safety and access requirements prior to arrival, including required PPE, mandatory orientations, permits, energized-work limitations, and parking and entry instructions. All site safety and access protocols must be communicated in advance.

Scheduling Confirmation: Verify date, arrival time, designated meeting point, work hours, and any photography limitations or restrictions that may impact the assessment process.

Site Coordination: Access windows should be coordinated in advance. For eligible sites where access challenges may postpone a target appraisal date, a virtual appraisal may be considered as an alternative approach.

Field Operations and Deliverables

1 **Kickoff Huddle**

Begin with comprehensive scope review, sequence planning, safety briefing, and identification of site-specific constraints that may impact the assessment process.

2 **Field Verification**

Conduct thorough exterior and interior measurements, COPE confirmation, photography, GPS and address validation, and alignment of unique identifiers to Statement of Values.

3 **Data Capture**

Document Construction, Occupancy, Protection, and Exposure details; record year built and major renovations; assess roof systems; identify critical equipment and process areas served.

4 **Photography Protocol**

Capture identification views, construction features, protection systems, and major equipment while avoiding sensitive control boards unless required for proper identification.

Naming Crosswalk Process

Confirm alignment between on-site labels and SOV entries, recording the complete mapping hierarchy: site → facility → building or area → individual asset. This systematic approach ensures accurate identification and prevents future discrepancies.

Project Wrap-Up

Confirm follow-up requirements for any missed rooms, remote stations, additional drawings, or outstanding data points that require subsequent attention or clarification.
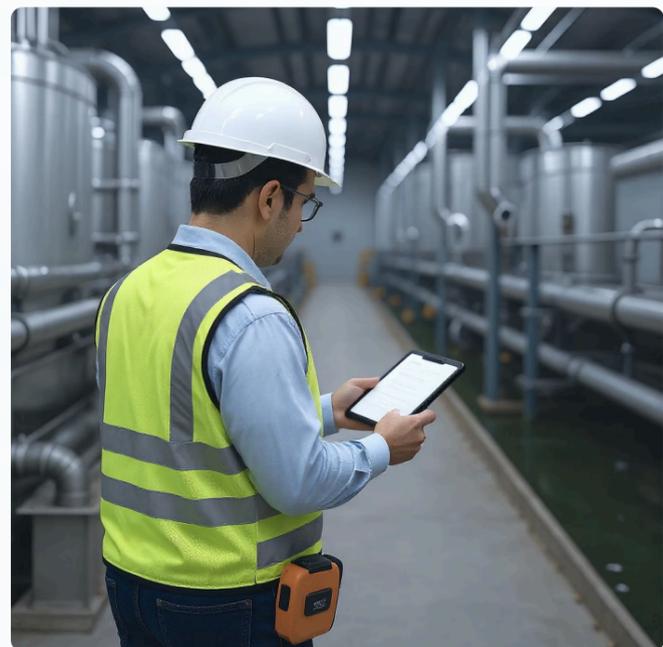
RiskStar Updates

Complete system updates with comprehensive audit trail documentation for full transparency and accountability.

Report Package

Deliver executive summary, variance analysis, and detailed asset-level documentation with COPE data and supporting photography.

Export Formats

Provide deliverables in both PDF and Excel formats for maximum accessibility and integration capabilities.

The assessment process follows established thresholds set by ACWA JPIA and Centurisk, with smaller assets verified and grouped appropriately. Work is carefully sequenced to minimize operational impact while ensuring comprehensive coverage and accurate documentation.

Questions & Support

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Contact Tyler for scheduling, scope, and reports related to your property appraisal program.