

## Wooldridge, John

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**From:** Moorman, Patty  
**Sent:** Thursday, May 30, 2024 8:21 AM  
**To:** Heim, Kimber  
**Cc:** Wooldridge, John  
**Subject:** RE: 010 1 Thomas Jr MUS 376 115989

Kimber

Here is a chain of emails that outlines what you need for these parcels so that you can send the move authorization letter.

*Patty Moorman*

**Relocation Unit Manager**

ODOT Office of Real Estate, MS 4120  
1980 W. Broad St., Columbus, OH 43223  
Cell 1-419-551-8716  
[Patty.Moorman@dot.ohio.gov](mailto:Patty.Moorman@dot.ohio.gov)



**Department of  
Transportation**

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**From:** Moorman, Patty  
**Sent:** Wednesday, May 15, 2024 3:52 PM  
**To:** Heim, Kimber <Kimber.Heim@dot.ohio.gov>  
**Subject:** RE: 010 1 Thomas Jr FAI 33 115989

You need the dumpster firm quote to move forward. The move authorization letter is not issued until I have everything from you required for the move cost and I provide you with my approval. The list of what I need to see is in the manual under the fixed move schedule billing package.

*Patty Moorman*

**Relocation Unit Manager**

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**Department of  
Transportation**

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**From:** Heim, Kimber <[Kimber.Heim@dot.ohio.gov](mailto:Kimber.Heim@dot.ohio.gov)>  
**Sent:** Wednesday, May 15, 2024 3:35 PM  
**To:** Moorman, Patty <[Patty.Moorman@dot.ohio.gov](mailto:Patty.Moorman@dot.ohio.gov)>  
**Subject:** RE: 010 1 Thomas Jr FAI 33 115989

Afternoon Patty:

I am trying to get the quote for the dumpster and the lease for the replacement site.

I have prepared another page for the dumpster itself, but have no \$\$\$ to fill in yet.

Working on the photos and pay rooms distinction you requested.

Once I complete the pay rooms as requested, can I move forward with the Move Authorization letter or do I need to get the information from the dumpster quote/invoice first?

*Kimber L. Heim*

Realty Specialist Manager  
ODOT – District 5  
9600 Jacksontown Road  
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Ph: 740-323-5422 (direct) Cell: 740-814-0708  
FAX: 740-323-5125



**OHIO DEPARTMENT OF  
TRANSPORTATION**

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**From:** Moorman, Patty <[Patty.Moorman@dot.ohio.gov](mailto:Patty.Moorman@dot.ohio.gov)>  
**Sent:** Friday, May 10, 2024 9:15 AM  
**To:** Heim, Kimber <[Kimber.Heim@dot.ohio.gov](mailto:Kimber.Heim@dot.ohio.gov)>  
**Subject:** RE: 010 1 Thomas Jr FAI 33 115989

For the Move, I see you do have the workbook page for the FMS. However, you will need to add in the dumpster costs to this under the contract section so that it shows the full benefit for them. Do you have in writing the cost for the dumpster? You need that. If you can get that by email, and it says firm, then you can go with it, as far as authorizing, but you need more for the claim. For the dumpster, you need the assignment of warrant also. You can authorize with the firm estimate, but cannot do the claim without the final invoice and assignment.

I am okay if you go with three payrooms, but it needs better documentation with the photos and the memo needs to spell out the amount.

For the RSP, see below. You cannot move forward with the claim without the required documentation. I assume you do not yet have a copy of the new lease? Until you do, you cannot move forward with a claim.

## 6603.09 Billing Package- Owner Occupant of Less than 90 Days or Tenant Occupant Who Rents

- A. The complete billing package must be approved by the Relocation Reviewer prior to the Residential Claim Form (RE-617) being presented to the Displaced Person for signature. The contents of the billing package for a replacement housing payment are:
1. W-9 Form and Vendor Information Form (VIF), as applicable.
  2. Original and one copy of the Residential Claim form (RE-617).
  3. One copy of the Residential Site Occupant Relocation Record form (RE-610).
  4. One copy of the Relocation Comparables and Additive Computation form (RE-611) plus the Utility Allowance Schedule for the site and comparables.
  5. One copy of the RE 607 with attached, signed and dated lease or three rent receipts for the acquired site and one rent receipt for the replacement site, plus the Utility Allowance Schedule for the replacement site.
  6. One copy of the Economic Rent, if applicable, including:
    - a. One copy of the documentation to support all figures used in the Economic Rent computation.
  7. One copy of the Tenant Income Verification form (RE-604) if the 30% of income approach is applicable. Include a copy of the appropriate U.S. Department of Housing and Urban Development's Annual Survey of Income Limits for the Public Housing and Section 8 Programs web page highlighted for the project area.
  8. One copy of the Decent, Safe and Sanitary Certification form (RE-616).
  9. One copy of the Relocation Offer Letter/90-Day Notice Letter (RE-O or RE-T).
  10. One copy of the memo to file on a request for Last Resort Housing, if applicable.
  11. One copy of the memo to file on a request for the use of Less than Three Comparables, if applicable.
  12. One copy of the Assignment Letter when payment is to be made to a third party. The assignment must be signed and dated by both the Displaced Person and the Assignee. The Assignee's tax identification number should also appear on this form.
  13. One copy of any Appeal Letter and related documentation, if applicable.
  14. One copy of the Relocation Agent's typed notes (RE-615).
  15. One copy of any miscellaneous documentation or memos to file in support of payments, as applicable

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**From:** Moorman, Patty <[Patty.Moorman@dot.ohio.gov](mailto:Patty.Moorman@dot.ohio.gov)>

**Sent:** Friday, May 10, 2024 9:04 AM

**To:** Moorman, Patty <[Patty.Moorman@dot.ohio.gov](mailto:Patty.Moorman@dot.ohio.gov)>

**Subject:** RE: 010 1 Thomas Jr FAI 33 115989

I just saw the second email, which has more stuff, so let me take a look....

**From:** Moorman, Patty  
**Sent:** Friday, May 10, 2024 9:03 AM  
**To:** Heim, Kimber <[Kimber.Heim@dot.ohio.gov](mailto:Kimber.Heim@dot.ohio.gov)>  
**Subject:** RE: 010 1 Thomas Jr FAI 33 115989

You did a pretty good job on that memo to file, but your submittal needs more work before it is ready to be approved. I know you are in a rush to authorize the move, but its important to have all the paperwork in order, actually a requirement, before you can do that. And we both know they will go ahead and move regardless of whether you authorize them as they have already been doing that.

First, I thought we agreed to two rooms and a dumpster since they will be putting a lot in the dumpster? You need better photos. Can you pull in photos from what we took before. These are so dark, they do not show what is really there. Plus, since they have already moved some items, the older photos may serve better. I would keep some of these new ones in there though as they show the current condition. There should be lots of earlier photos to add. Probably already labeled. I would add in your memo about the condition of the house, porch having fallen in, no electric or heat, etc, And you need some phots of the stuff outside also as the dumpster is for cleaning up the outside debris as well. Do you have the costs for the dumpster? The memo should state the costs, not just the number of rooms and a dumpster. If it is two rooms, you then need to state the amount in dollars you are seeking approval for, and same with the dumpster. I know they want to move this weekend, but you are not ready to issue the move authorization letter until you have the firm price on the dumpster. I know you are in a rush, but below is what you need to have ready and send to me for approval.

## 6402.06 Billing Package - Fixed Payment Self Move

Once the Move Authorization Letter has been sent, the Relocation Agent shall immediately prepare the billing package for move reimbursement. The complete billing package must be approved by the Relocation Reviewer prior to the Moving Claim Form (RE-617) being presented to the Displaced Person for signature. The contents of the billing package for fixed payment self- move are:

- A. One copy of W-9 & Vendor Information Form, as applicable.
- B. Original Moving Claim (RE-617).
- C. One copy of the Site Occupant Qualification Record (RE-610).
- D. One copy of the Residential Move Record (RE-613).
- E. One copy of the Move Authorization Letter.
- F. One copy of the Inventory Classification Form (RE-95).
- G. One copy of the Agent's Notes starting on the date of the last billing package submission to the current date (must be typed). If this is the first billing package, the notes from the pre- acquisition survey forward are required.
- H. One copy of any miscellaneous documentation or memos to file in support of the payment, as applicable.

The RE-610 needs acquisition info entered into it-date contract signed, and check to see if there are any other boxes you missed. You need to send the workbook page that shows the fixed move schedule calculation. You need to prepare your draft of the move authorization letter. You need to have the firm cost estimate from the dumpster company. You need to include you up to date notes.

*Patty Moorman*

**Relocation Unit Manager**

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**Department of  
Transportation**

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**From:** Heim, Kimber <[Kimber.Heim@dot.ohio.gov](mailto:Kimber.Heim@dot.ohio.gov)>  
**Sent:** Thursday, May 9, 2024 3:07 PM  
**To:** Moorman, Patty <[Patty.Moorman@dot.ohio.gov](mailto:Patty.Moorman@dot.ohio.gov)>  
**Subject:** 115989

Morning:

Sent you over the memo, photos, and the other documents and forms I thought would be helpful. Please let me know what corrections, revisions, changes need to be completed.

Thomas Jr. called me this morning and they would like to move this weekend. I told him I need to accompany to ensure all personal property is removed. The dumpster company said they could drop a dumpster today or tomorrow. Just to make sure no violations, I do or do not have to supervise the move out?

*Kimber L. Heim*

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