

Wooldridge, John

From: Moorman, Patty
Sent: Thursday, August 15, 2024 9:41 AM
To: Heim, Kimber
Cc: Missler, Travis; Wooldridge, John
Subject: RE: 115989 PCL 010-1

Kimber,

I have completed the review of your billing package. This is what I need and/or corrections that need to be made. Many of these I previously requested. These need made ASAP so that the RSP can be submitted for billing. This RSP should have been billed back in June when the lease was signed so this needs to be your priority. I will not sign the claims until I have the revisions. I am teaching classes next week Tuesday through Thursday so please provide me with all the revisions tomorrow or early Monday.

First, all info needs to be in RealOS as soon as you have the corrections made and before the rw bill is prepared.

I see a copy of the utility worksheets now, but you have not circled the utilities for the replacement to support the numbers you are utilizing. It is just a blank worksheet. You need to indicate the type of utility (circle), the category (number of bedrooms) and then total up the utilities for that location on the bottom, indicate the location of the site that the form is for. A blank form does not tell me anything.

RE611T has availability date as 1/1/2024 but RSP approval on 1/30/2024. The availability date needs to be on date offer is approved, and again on date offer is made. Notes need to indicate you checked on the availability of the comps on day of the offer.

Where is the RE611pg2 signed by me, the reviewer, approving the RSP?

The market rent table dated January 18, 2024 does not have the preparer's signature.

Claims for second installment and final payment is not signed by you, the relocation agent.

Previously requested-Since the replacement site is owned by the father, please ask for support that it was a previous rental and that the rent being charged is market rent. Since the son will be renting from the father, we need more support that it is arms length and he will actually be paying rent. Has he been paying rent and does he have proof of payment? I don't see any support for this being a rental, other than the father owns it and the kids are moving in. Old lease, rent receipt, name of previous tenant so you can verify it was used as a rental unit.

RE-607 Rent and Utility verification form is only partially completed and is not signed by the landlord or the tenant.

There are a lot of open blanks on the RE610 that need filled in. You are showing an owner RHP. I assume that is the FMVE and does not go in that location on the form. You need to show the status of the acquisition on the form. Top section-add FMVE and Approval Date. In the Fourth Section: Add Last Date to file claim (18 months from date of offer); Date of Final Acquisition Payment; Date Contract for Subject Signed; 90 day Expiration Date: Date filed by AG (NA); Vacate Notice (NA) Expiration of Vacate (NA).

Relocation notes- Previously requested-On your notes, add your initials after each entry or sign your signature at the bottom of each page. You are showing one set of initials on the last page only. Your initials after each entry verifies who made the contact with the Displacee for that entry.

Clarification needed in the notes:

- 1) Where did the meetings take place on 11/15/23, 12/14/23, 6/5/24
- 2) Memo says RSP approved 1/30/2024. Entry in the notes should state RSP was approved and the amount for that date.
- 3) Why was relocation offer not coordinated with acquisition offer to ensure 7 day timeline to present relocation benefits was met? Notes need to explain this.
- 4) Was there still personal property visible outside on 2/7/24?
- 5) Where did you run into Thomas Jr on 2/7/24?
- 6) DS&S is important to complete BEFORE a signed lease not “now that it is official with a signed lease”. Notes should indicate why you were not able to complete the DS&S prior to the Displacees signing a lease and moving in.

Photos of the replacement site should be with the DS&S form.

Compliance Issues with this file that cannot be corrected at this point but should clearly be discussed in the notes as to why they did or did not occur in a timely manner as policy directs: Offer made on 2/1/2024 but not acknowledged until 6/7/2024 by the Displacees. Offer left taped on the door, not hand delivered to the Displacees. Offer to tenant not made within 7 days of acquisition offer. DS&S inspection on the replacement site completed 6/7/2024 but lease signed 6/6/2024-inspected after move in. Move authorized on 6/7/2024, but notes say move inspection on 5/6/2024 and then post move in July. Displacees moved out before the move authorization letter. RSP billing two months overdue from date lease was signed.

10-1P For Thomas Sr., The move authorization letter for Thomas Sr left at the displacement site per notes. Did you confirm he received it? Do you have a signed copy of receipt of letter? Do you have the assignment of warrant for the move payment to Thomas Jr signed? Ready to bill the move costs? Where is the documentation and claim for this payment?

Patty Moorman

Relocation Unit Manager

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**Department of
Transportation**

From: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Sent: Tuesday, July 30, 2024 3:30 PM
To: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Subject: 115989 PCL 010-1

Afternoon Patty:

Have you completed your review? If not, do you agree with the payment as the Thomas has contacted me the landlord is antsy? If you do, I will process the 1st installment and Move Reimbursement.

Kimber L. Heim

Realty Specialist Manager

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