

Wooldridge, John

From: Wooldridge, John
Sent: Friday, August 16, 2024 11:33 AM
To: Heim, Kimber
Cc: Morgan, Douglas
Subject: RE: 115989 PCL 010-1

Thanks Kimber,

Glad you were able to meet last night and get the requested docs.

Please let me know when the billing package is ready (I provided an email previously with what is to be in REAL OS). I will ask Sam to expedite the billing to the extent possible and not sit on the RE-24 long on my end. I do agree that it is important to get the relocatee paid ASAP but want to have the relocation review completed as required by P&P. Thanks!

Respectfully,

John R. Wooldridge
Real Estate Administrator
ODOT District 5

9600 Jacksontown Road
Jacksontown, Ohio 43030
D: 1.740.323.5427 C: N/A

John.Wooldridge@dot.ohio.gov



**Department of
Transportation**

From: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Sent: Friday, August 16, 2024 7:47 AM
To: Wooldridge, John <John.Wooldridge@dot.ohio.gov>
Cc: Morgan, Douglas <Doug.Morgan@dot.ohio.gov>
Subject: RE: 115989 PCL 010-1

Update, I think I have everything but the RE 95R from Megan for this property. When I got back from my meeting last night I scanned the signed receipts and claim forms and 607 as Patty had directed me for the final processing of Thomas Jr RSP claim.

I am going to get all the docs for the move cost billing package in REAL OS today. I scanned all the docs she sent to me yesterday before Thomas Jr and Mrs. Rodgers contacted me and agreed to meet last night. These original RSP claim forms, etc., needed signed after Patty approved of the calculations and before she wanted them in REAL OS. I will be transferring the move into REAL OS today as a billing package for you to review again.

Last night's documents were for the RSP as additional arm's length proof for the rental which the manual does not require, but Patty wanted as stated in her email yesterday. I scanned them to my email and will save to REAL OS once transferred from email. I will not be able to make billing package until I send the docs to Patty for review again, but at least they will be ready to upload. Since she agreed with the payment could we create the RE 24 for the 1st payment.

Megan Matrka contacted me and asked me to meet with Charlie Rodgers next week for the signature on the RE 95R, so that will literally be the last document needed for the acquisition.

Regards,

Kimber L. Heim

Realty Specialist Manager
ODOT – District 5
9600 Jacksontown Road
Jacksontown, OH 43030
Ph: 740-323-5422 (direct) Cell: 740-814-0708
FAX: 740-323-5125



From: Wooldridge, John <John.Wooldridge@dot.ohio.gov>
Sent: Thursday, August 15, 2024 3:12 PM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Subject: RE: 115989 PCL 010-1

Thanks Kimber,

Meeting today or tomorrow is fine. The after 6 pm for a meeting with owner is fine and the time can be flexed. Thank you.

Respectfully,

John R. Wooldridge
Real Estate Administrator
ODOT District 5

9600 Jacksontown Road
Jacksontown, Ohio 43030
D: 1.740.323.5427 C: N/A

John.Wooldridge@dot.ohio.gov



**Department of
Transportation**

From: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Sent: Thursday, August 15, 2024 3:09 PM

To: Wooldridge, John <John.Wooldridge@dot.ohio.gov>

Subject: RE: 115989 PCL 010-1

Well, finally got Thomas Sr and Mrs. Rodgers to respond to me about signing the other documents. They are available today, so I am going to head to Philo, OH and will be working past 6 pm tonight.

Please let me know this appointment is approved.

Kimber L. Heim

Realty Specialist Manager

ODOT – District 5

9600 Jacksontown Road

Jacksontown, OH 43030

Ph: 740-323-5422 (direct) Cell: 740-814-0708

FAX: 740-323-5125



**OHIO DEPARTMENT OF
TRANSPORTATION**

From: Wooldridge, John <John.Wooldridge@dot.ohio.gov>

Sent: Thursday, August 15, 2024 12:23 PM

To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>

Subject: FW: 115989 PCL 010-1

Hi Kimber,

Please make it a high priority to complete the billings for 115989 relocations as requested by displaced tenant (Thomas) and as requested by reviewer/trainer (Patty). I agree with you that Thomas needs to receive the payments timely, but the file needs reviewer approval and the items need loaded into REAL OS.

Please complete the \$1,000 move claim in REAL OS and with any reviewer approvals by COB today.

Please complete the RSP documentation and get it to reviewer/approval by COB tomorrow (Friday).

Please complete the RSP installment claim(s) for payment request by 10:00 am on Monday 8/19.

I will get the RE-22's signed ASAP upon notification and approval from reviewer. Thank you.

Respectfully,

John R. Wooldridge

Real Estate Administrator

ODOT District 5

9600 Jacksontown Road

Jacksontown, Ohio 43030

D: 1.740.323.5427 C: N/A

John.Wooldridge@dot.ohio.gov



Department of Transportation

From: Moorman, Patty <Patty.Moorman@dot.ohio.gov>
Sent: Thursday, August 15, 2024 9:41 AM
To: Heim, Kimber <Kimber.Heim@dot.ohio.gov>
Cc: Missler, Travis <Travis.Missler@dot.ohio.gov>; Wooldridge, John <John.Wooldridge@dot.ohio.gov>
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

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



**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
ODOT – District 5
9600 Jacksontown Road
Jacksontown, OH 43030
Ph: 740-323-5422 (direct) Cell: 740-814-0708
FAX: 740-323-5125

