

2011 Relocation Manual Updates

This summary is not meant to be an all-encompassing list of changes made to the manual, as the entire manual was revised and updated. Users of the manual need to read the specific manual sections to understand all of the changes.

In general, all references to the regions and Regional Projects Managers were replaced with districts and District Real Estate Administrators (DREA's). Citations of all federal and state laws and regulations were updated. Wherever possible, decision points were recast to the district level. Items that used to be processed through central office are now to be decided by the DREA. Of course the DREA's are always encouraged to call central office whenever they encounter a unique or challenging relocation. In streamlining our guidance, the entire manual was reduced by 21 pages or over 10% from its previous version.

Provided below are some of the highlights of the manual changes:

6100

- New acronyms added
- New definitions added (e.g., Displacement at 6115.11)
- Appeal process (6114) updated

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- New text added to the 95 process and Realty vs. Personality tests
- Distribution of reports revised

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- All form letters were removed from the manual, and are now only found on our web-site
- All form letters were updated and must now be used
- Notice to Vacate Section (6306) revised

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- Various dollar thresholds were made consistent
- Various bid requirements were made consistent

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- Various dollar thresholds were made consistent
- Loss of Goodwill Section (6510) rewritten
- Economic Loss Section (6511) rewritten

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- Carve-Outs Section (6605) revised
- Subsidized Housing (6606.10) rewritten
- Last Resort Housing (6607) revised
- Disbursement of RSP Section (6603.07) rewritten

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- General clean up and clarification on Mobile Home Section
- New Section (6711) on Acquisition and Disposal of Mobile Homes

The Ohio Department of Transportation, Office of Real Estate's Relocation Section would like to thank its many partners in the district offices, central office, AG's, FHWA and the consultant community who assisted in this complete manual update by providing review comments and ideas on how to make the manual a more understandable, straightforward guidance document. Through their efforts, the relocation manual is a much better product. However, even though there were multiple reviewers of the manual, typographical errors and other mistakes may have made it through to this final version. If you find any typos or other errors, please bring them to the attention of Jim Viau, Manager of the Relocation and Title VI Section at jim.viau@dot.state.oh.us.