



OHIO DEPARTMENT OF TRANSPORTATION

OFFICE OF REAL ESTATE

CENTRAL OFFICE • 1980 WEST BROAD STREET • COLUMBUS, OH 43223

January 30, 2008

Dear Right of Way Consultants and LPA Coordinators:

I am writing to address the following two issues.

I. FORMS

The Office of Real Estate is creating generic forms for use in the LPA program. The Relocation and Acquisition forms are now available at the Office of Real Estate web site located at: <http://www.dot.state.oh.us/real/> under Forms on the left-hand column. These forms have been amended for LPA use and references to ODOT or the Ohio Attorney General's Office have been deleted. Appraisal forms modified for LPA use will soon be available on the Office of Real Estate web site. We are also in the process of finalizing Instruments for use by the LPAs. Once completed, these forms will also be posted on the Office of Real Estate website.

II. EXEMPTING LPA ACQUIRED PROPERTIES FROM TAXATION

When fee simple property rights are acquired in the name of the Ohio Department of Transportation, procedure requires a tax remittance process by use of form RE 30. However, for LPA projects, or when fee simple property rights are acquired in the name of the LPA, the RE 30 form cannot be used (see Section 5602.02 of the Real Estate Manual). Instead, the process for an LPA is:

- A. While each county may have their own procedure, generally the process is to have the agent take the signed instrument to the County Engineer's Office to have the description approved. Once the legal description of the instrument is approved, the agent is notified and will then take the approved instrument to the County Auditor's Office. The County Auditor will transfer the title of the property into the name of the LPA. Once this is done, the instrument can then be recorded. Again, depending on the County, these steps may be done by County employees or the steps may need to be completed by consultant staff or LPA staff.

B. To remit the acquired property from real estate taxation, the LPA acquisition agent is to use the four page Ohio Department of Taxation form DTE 23. This form is obtained from the Department of Tax Equalization (DTE) as follows:


- Access the DTE website: <http://tax.ohio.gov>
- Then click on tax forms under “Popular Links” on the left column.
- In the space next to Form Title or Number type: “DTE 23”.
- Then click on Search.

This will bring you to the list of DTE 23 forms. Depending on what form is needed, click on the corresponding right side of the page under “Word” or whatever program you desire to use.

The County Auditors also keep these forms in their offices. The County Auditor’s Office can answer questions about filling out the DTE 23 form.

Thank you for your attention in these matters.

Respectfully,



James J, Viau
Administrator

- c: District Real Estate Administrators
District LPA Coordinators
Office of Real Estate staff
Carla Cefarratti, Division of Local Programs
Randy Lane, Office of Local Projects
Rick Makowski, AG, Transportation Section
Cathy Perkins, Chief Counsel
Dick Henry, FHWA

ConsultantLetter LPA Generic Forms and Taxes 013008.doc



OHIO DEPARTMENT OF TRANSPORTATION
Office of Real Estate
Central Office, 1980 West Broad Street, Columbus, Ohio 43223

January 17, 2008

To: All ODOT Pre-Qualified R/W Consultants

RE: Business Opportunities in ODOT R/W Outsource Work commencing July 2008 through June 2010 for those who can become DBE /EDGE Certified.

Dear Right of Way Professionals:

I am writing to follow-up on the attached letter of 9/20/07 and to share with you some additional information regarding two programs which offer distinct business opportunities for those who can become certified in either program. I encourage you to review these materials and follow up on the certification process if it is something you feel would be applicable and beneficial to your business interests.

Specifically, I am referring to the Disadvantaged Business Enterprise (DBE) and the Encouraging Diversity Growth and Equity (EDGE) programs as described in the following two enclosed brochures:

- Opportunities for DBE certified firms to obtain work with ODOT's Office of Real Estate
- Opportunities for EDGE certified firms to obtain work with ODOT's Office of Real Estate (Please note especially items 5 through 9.)

Anticipated R/W outsource work for the next two fiscal years including the type, dollar amount and geographical location is shown on the following enclosed map:

- R/W Outsource Work Projections - July 1, 2008 to June 30, 2010)

In summary, ODOT is seeking to assist firms that may be eligible to participate in the DBE and EDGE programs. Further, we encourage larger non-DBE / non-EDGE firms to subcontract work to DBE / EDGE firms. Upcoming statewide R/W programmatic task order postings will be for contracts having a two year term. They will be let over three separate postings in April, August and December 2008 rather than just a single group in April as in the past. A number of DBE or EDGE goals will be placed on these contracts. Goal setting

will be commensurate with the number of prequalified DBE / EDGE firms available to provide the services. In doing so, we hope to expand the opportunities for DBE and EDGE firms to gain experience by working with larger and more experienced firms. Complete information regarding available contracts and procedures for submitting a letter of interest can be found on the Consultant Services website:

<http://www.dot.state.oh.us/contract/consultant.htm>

To apply for DBE or EDGE certification, please follow the instructions found in each of the respective brochures. Additional questions may be referred:

- Debby James, Manager, External Civil Rights, Office of Contracts
800-459-3778 or (614) 466-7699
- Rich Weirich, Manager, Administrative Section, Office of Real Estate (614) 644-5761

Respectfully,



James J. Viau,

Administrator JJV:RMW

Attachments

c: Lyle Flower, Tim McDonald, Richard Henry (FHWA)
All ODOT Real Estate Employees (Districts, Regions and Central Office) Office of Real Estate Web Site – www.dot.state.oh.us/real

ConsultantLetter EDGE DBE 01 1709.doc

09-24-07 Posting Date

Plan for Increasing the Number of EDGE and DBE Firms Prequalified in Right of Way Acquisition

The Department has evaluated the number of EDGE and DBE firms participating in the field of right of way acquisition, and determined that number of EDGE and DBE firms is relatively low in comparison to the number of firms prequalified in the engineering and environmental disciplines. And these vendors are relatively small and lack capacity to provide services directly as a prime consultant on many of the right of way acquisition contracts issued by the Department.

The EDGE (Encouraging Diversity Growth and Equity) program is administered by the Ohio Department of Administrative Services. The purpose is to offer an innovative program to serve socially and economically disadvantaged businesses in Ohio. The State of Ohio is committed to making all state contracts, services, benefits and opportunities available to businesses without discrimination on the basis of race, color, religion, sex, national origin, disability, age or ancestry. The program is designed to facilitate access to state government contracts and business services for EDGE certified businesses. The EDGE program establishes goals for state agencies in awarding contracts to certified EDGE businesses. EDGE procurement goals apply to: goods and services, professional services, information technology services, construction, architecture and engineering.

Whereas the DBE (Disadvantaged Business Enterprise) program is a federal program operating under the guidance of the United States Department of Transportation. Authorization for the program comes from 49 Code of Federal Regulations Part 26 (49 CFR 26). The Ohio Department of Transportation (ODOT), as a recipient of federal transportation funds, must comply with the requirements of 49 CFR 26. The overall goal of the DBE program is to ensure that firms owned and controlled by minorities, women, and other socially and economically disadvantaged persons have the opportunity to grow and become self-sufficient in order to create a level playing field on which they can compete fairly for contracts and subcontracts in the transportation industry. To qualify for certification as a DBE, an applicant must meet the following eligibility standards established in the federal regulations at 49 CFR Part 26.

In a good faith effort to assist firms that may be eligible to participate in these programs the Department will pursue several strategies including:

- Work with the Department of Administrative Services and ODOT's Office of Contracts - DBE Services Section to identify firms that may be eligible to participate in these programs and encourage them to do so.
- Work with the identified firms to assist them in becoming prequalified with the Department to provide the services, if not already prequalified.
- The Department will waive the fees normally charged for attending right of way acquisition training courses provided through the Department, for all qualified DBE/EDGE participants.
- The Department will encourage larger non- DBE/EDGE firms to subcontract work to DBE/EDGE firms. For the group of task order contracts to be posted

with the April, August and December 2008 Programmatic Groups (the postings will be spread over three postings rather than a single group as in the past), a higher number of EDGE or DBE goals will be placed on these contracts but the goal percentages will be lower. Goal setting will be commensurate with the number of prequalified DBE/EDGE firms available to provide the services. In doing so we hope to expand the opportunities for DBE and EDGE firms to gain experience by working with larger, more established firms.

The Department prequalifies individuals in various right of way acquisition functions as follows:

- Project Management for Right of Way Acquisition
- Services Title Research
- Value Analysis
- Appraisal
- Appraisal Review
- Negotiation
- Closing
- Relocation
- Relocation Review

Complete information concerning the Department's prequalification procedures is available on the Department's website at the following location:

http://www.dot.state.oh.us/CONTRACT/consultant_pg.htm

The Department encourages firms and individuals that are interested in participating in the EDGE or DBE programs to contact the Department of Administrative Services and/or the ODOT DBE Services Section. Complete information is available on the State's website as follows:

EDGE http://das.ohio.gov/Eod/Edge/Index_htm

DBE http://www.dot.state.oh.us/CONTRACT/dbe_cert.htm

The Department also encourages non-DBE/EDGE firms that participate in the Department's right of way acquisition program to assist in identifying firms or individuals that may be interested in participating in these programs.

Any questions (or referrals) should be directed to Lyle Flower, Administrator –Office of Consultant Services (614-466-7618).



OHIO DEPARTMENT OF TRANSPORTATION Office of Real Estate

Central Office, 1980 West Broad Street, Columbus, Ohio 43223

TO: Office of Real Estate staff, District Real Estate Administrators

FROM: James J. Viau, Administrator
Office of Real Estate

DATE: 08/16/06

RE: Real Estate Search Engine

The Office of Real Estate's Web site, <http://www.dot.state.oh.us/real>, now has a search engine, which can be used to quickly locate specific topics contained within ODOT's Real Estate's Policy and Procedure Manual. It can be accessed through the above site by clicking on "Search Our Site" under the Magnifying Glass icon located in the left column. Once the Google search screen appears, the radio button should remain set as shown below to access the Office of Real Estate's Policy and Procedure Manual and other Real Estate topics on the web site:

- www.dot.state.oh.us/real

The search engine can also be used to search for ODOT's Wireless Communication Program and related topics by clicking the radio button as shown below:

- www.dot.state.oh.us/cell

It can also be used to search the entire ODOT web site by activating the radio button as shown below:

- www.dot.state.oh.us

ODOT personnel should bring this to the attention of consultants and LPA personnel who may benefit from this resource.

ODOT's Office of Real Estate staff who are writing and updating Policies and Procedures will try to include phrases in the narrative to assist both those applying the information as well as those individuals conducting searches.

Questions related to accessing this site may be referred to Dina Eaton, Web Manager, at (614) 466-7127.

We hope you find these features useful.

Please note: This search option is offered for your convenience in accessing information. Please be aware that this search will not occur on an ODOT web server. The privacy policy stated on our web sites may NOT be the same as that on Google or other web sites linked in the search results. ODOT cannot attest to the accuracy of information provided by the search results or any linked pages on other sites. Offering this search does not constitute an endorsement by ODOT or any of its employees of the sponsors of those outside site(s) or the products presented on these site(s).

cc: Tim McDonald, Linda Blue, Lyle Flower, Brett Shearer, Richard Henry, FHWA, James Hall, FHWA

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OHIO DEPARTMENT OF TRANSPORTATION

Office of Real Estate

Central Office, 1980 West Broad Street, Columbus, Ohio 43223

June 6, 2007

RE: For immediate implementation: New "Vendor Information Form" must accompany all incoming W-9s to establish an individual or business not already in the State's computer system in order for a check to be issued.

Dear Consultant:

Our Office was informed that effective 6/1/2007 the following two forms must be completed by those individuals or businesses not already in the State's computer system in order for a check to be issued.

- W-9
- Vendor Information Form

I am writing to request your assistance and cooperation in implementing this new process. As you recall, we've always had to submit the completed W-9. However, the Vendor Information Form is an additional requirement.

These forms can be located at the following locations:

W-9: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> (November 2005 or more recent)

Vendor Information Form: <http://obm.ohio.gov/forms/oaks/Vendor%20Information%20Form.xls>
(Above link is in Excel)

Vendor Information Form:
<http://www.obm.ohio.gov/forms/oaks/Vendor%20Information%20Form.pdf>
(Above link is a pdf)

Important Information to note regarding the Vendor Information Form:

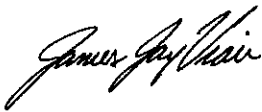
1. The instructions on the Vendor Information Form indicate the form must be signed. Upon checking with proper authorities it has been verified that the signature requirement for the Vendor Information Form can be disregarded. The form does not need to be signed. The form will be revised in subsequent editions to reflect the same.
2. The following information may be provided but is not required for processing:
 - ▶ Vendor E-mail Address
 - ▶ Home Phone
 - ▶ Cellular
 - ▶ Pager
3. **Payments to Property Owners and recipients of Relocation Assistance Program payments cannot be processed through Electronic Funds Transfer (EFT) as a check must be presented at closing as part of the real estate closing process. Vendor Information Forms submitted with a request for EFT cannot be honored and will be returned for correction.**

4. The Name of Person completing this form needs to be the property owner or their authorized agent, not ODOT staff or a consultant.
5. Routing for the completed form is as follows:
 - a. Property Owner or authorized agent is presented with Vendor Information Form and W-9.
 - b. Property Owner or authorized agent completes both forms and signs the W-9.
 - c. Assigned ODOT staff or ODOT consultant conveys forms to the appropriate Region Office.
 - d. Region Office staff reviews forms for completeness. If incomplete or incorrect, it is returned. If complete and correct it proceeds.
 - e. Region forwards forms to ODOT Central Office Accounting.
 - f. ODOT Central Office Accounting forwards forms to the State's Office of Budget and Mangement (OBM).
 - g. OBM reviews forms. If incomplete or incorrect, forms are returned via preceding routing. If correct, data is entered into the system by OBM staff.
6. **OBM will flag all property owner checks to be returned to ODOT for routing and distribution.**
7. Once the original Vendor Information Form has been completed, if a change is necessary, a **Vendor Information Change Form** should be completed and submitted under the same routing as noted above. The link to the Vendor Information Change Form is listed below.
<http://www.obm.ohio.gov/forms/oaks/Vendor%20Information%20Change%20Form.pdf>
(Above link is a pdf)
<http://www.obm.ohio.gov/forms/oaks/Vendor%20Information%20Change%20Form.xls>
(Above link is in Excel)

Should you have any questions concerning these instructions, please contact your respective Regional contract manager, or Rich Weirich, Administrative Support Section Manager, at (614) 644-5761.

Thank you for your cooperation in this matter.

Respectfully,



James J. Viau
Administrator

JVV:RMW

cc: Regional Project Managers, District Real Estate Administrators

consultant.letter.0606.07

Background Information: *The State of Ohio is in the process of implementing the Ohio Administrative Knowledge System (OAKS). The OAKS system is an online enterprise resource planning application similar to many used by large private sector companies, to consolidate their business operations for efficiency and cost-savings. The financial portion of OAKS will be introduced on July 2, 2007 which is the first day of the new State Fiscal Year. This will be the third and largest of all OAKS releases and will include five areas of financial business functions. Specifically, Purchasing, General Ledger, Accounts Receivable, Accounts Payable and Enterprise Performance Management (EPM). This release will replace dozens of fragmented databases used by State agencies, as well as the long-running Central Accounting System (CAS) which links all 106 State agencies with the Ohio Office of Budget and Management.*

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f)), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



OBM

State of Ohio - Office of Budget & Management
30 E. Broad Street, 34th Floor
Columbus, Ohio 43215-3457
<http://www.obm.ohio.gov/>

Vendor Information Form

Important: All parts of this form must be completed, signed and returned by the vendor

READ & COMPLETE CAREFULLY

New

W-9 Attached

Complete Vendor Legal Business Name: _____
Business Name, Trade Name, Doing Business As: (If different from above) _____

Business Entity (please check one): Corporation Partnership Sole Proprietor
 Non-Profit Individual Other (Specify): _____

Note: If Sole Proprietor, Individual's Name (As Owner) must appear in the Legal Business Name Above

Taxpayer ID# (TIN): SSN FEIN # _____

Vendor Address: Street City County State Zip Code Country

Contact Information: Name (Type or Print) _____

Vendor Website	_____	Vendor E-mail Address:	_____
Business Phone	Ext. #: _____	Home Phone:	_____
Fax Number	Ext.# _____	Cellular:	_____
Toll Free Phone:	111 _____	Pager:	_____

Is your business currently certified as : MBE (Minority Business Enterprise) EDGE (Encouraging Diversity, Growth & Equity)

Payment Terms: 2/10 Net 30 Net 30

Remittance Information: Indicate Below the Remittance Address of your business
 Same as Vendor Address above EFT (Electronic Funds Transfer)

Remit Address Street City State Zip Code

Note: If EFT, must complete Form OBM-1234-(Rev.5/2007) Authorization for Direct Deposit of State Warrants

For Purchase Order Distribution: 1) Check only one box below; 2) Input E-mail address or Fax # (if checked)

E-mail Fax USPS Mail

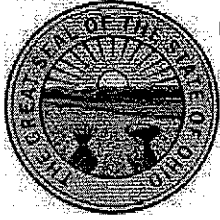
Name: _____ Phone Number: _____ E-mail Address: _____

Type/Print Name of Person completing this form _____ Telephone Number _____

Add Additional Business Address, E-mail & Contact information on a separate sheet if required.

Please send completed form to:

Agency Information Space



OBM

State of Ohio - Office of Budget & Management

30 E. Broad Street, 34th Floor

Columbus, Ohio 43215-3457

<http://www.obm.ohio.gov/>

Vendor Information Change Form

Important: All parts of this form must be completed, signed and returned by the vendor

READ & COMPLETE CAREFULLY

Change Add

W-9 Attached

Vendor Legal Business Name	
Business Name, Trade Name, Doing Business As: (If different from above)	
Taxpayer ID # (TIN) <input type="checkbox"/> SSN <input type="checkbox"/> FEIN	
Type of Action: <input type="checkbox"/> Name Change (W-9 Attached) <input type="checkbox"/> TIN Change (Contact Agency) <input type="checkbox"/> Additional Address <input type="checkbox"/> Change in Payment Terms <input type="checkbox"/> Change in Purchase Order Dispatch Method <input type="checkbox"/> Change of Address <input type="checkbox"/> Change of Contact <input type="checkbox"/> Other (Specify) _____	
Please Explain: _____ _____ _____ _____ _____ _____ _____ _____	
Area Code & Telephone Number	E-Mail Address
Name of Person Completing This Form	
ADD ADDITIONAL BUSINESS ADDRESS, EMAIL & CONTACT INFORMATION ON SEPARATE SHEET IF REQUIRED	

Submit Completed Form To:

Agency Information



OHIO DEPARTMENT OF TRANSPORTATION

Office of Real Estate

Central Office, 1980 West Broad Street, Columbus, Ohio 43223

February 27, 2007

- RE:**
- I. Conversion of R/W forms from WordPerfect to MS Word.**
 - II. Real Estate Manual**
 - III. R/W Manual Updates**
 - IV. Design Reference Resource Center (DRRC)**
 - V. Roll-out Training dates for updated Real Estate Manual Sections**

Dear Consultant:

I am writing to share with you some of the following changes which are occurring within the Office of Real Estate. These changes will likely impact you, and therefore I anticipate that you will want to note the following:

- I. Conversion of R/W forms from WordPerfect to MS Word:** The majority of our forms have already been converted and updated. The remaining forms will be completed by April 1, 2007. These reformatted and updated forms will be available on the Office of Real Estate's web page. To access the site:
 - A. Go to the Ohio Department of Transportation web page which is:
<http://www.dot.state.oh.us/real>
 - B. Go to the left scroll bar and scroll down and select the desired section (e.g. Forms, Manuals & Booklets etc).
 - C. Then select the desired sub-section.

We will begin using these new forms as of April 1, 2007 for any new projects. Any projects that are currently being cleared may continue to use the old forms. Your respective ODOT project managers will work with you to determine which set of forms to use on your current projects.

As we are only going to be using the new forms for any new projects, you must phase out your old forms and discard any copies (both electronic and hard copies), as your current projects clear. We will not be issuing any hard copies or discs with these new forms. They will only be available on our web-site.

II. Real Estate Manual: The only current and accurate source of ODOT’s Real Estate Manual is on the Office of Real Estate’s website. The site is located at: <http://www.dot.state.oh.us/real> . (Please refer to above instructions.) The Real Estate Manual is a “living document” as procedures will evolve and change. Individuals or firms providing various services to the Office of Real Estate (e.g. negotiations, titles, appraisal, appraisal review, relocation, relocation review, closing, property management, railroad coordination, and utility relocation) must perform these services in compliance with current published policies and procedures. Individuals utilizing a hard copy version of the manual, without accessing the website for updates, risk providing non-compliant services to the Office of Real Estate. Therefore, all users must be aware of the changes as various sections of the manual are updated.

III. R/W Manual Updates: The following sections of the R/W Manual have either been added or updated and are contained on the Office of Real Estate’s web site.

- | | | |
|----|-------------|--|
| A. | 2100 | Consultant Contract Administration for Right of Way Services |
| B. | 2300 | Right of Way Cost Estimating |
| C. | 4100 - 4500 | Appraisal / Appraisal Review |
| D. | 5000 - 5700 | Acquisition |
| E. | 6100 - 6700 | Relocation |
| F. | 7100 - 7600 | Property Management |
| G. | 8100 | Accommodation of Utilities |
| H. | 8200 | Utility Relocations, Adjustments & Reimbursements |
| I. | 10000 | Rail Road Coordination |

Any sections not listed above were not revised during this current rewrite.

IV. Design Reference Resource Center (DRRC): ODOT will provide notice of Manual changes on the Design Reference Resource Center (DRRC) web page. Users of the Manual can access this page and subscribe to be made aware of manual changes via e-mail notification. Then, when changes to the Manual occur, ODOT will provide direct notice to the subscriber. This page can be accessed at <http://www.dot.state.oh.us/DRRC>. Scroll down to “Real Estate Policies and Procedures Manual” and select the desired section for updates, or enter your e-mail address to subscribe for changes. It is the users’s responsibility to maintain their most current e-mail address on the DRRC notification system. The DRRC web site is updated four times a year.

The Office of Real Estate may also provide additional guidance to its procedures by Inter-Office Communications (IOC’s). These communications will be made part of the Real Estate Manual and will be found in the Addenda of each section of the Manual. Individuals having questions pertaining to the subject section may contact the individual staff member listed on the front page of each section of the manual.

- V. **Roll-Out Training Dates for Updated Real Estate Manual Sections:** We will be providing training on the changes in the new manual sections and the new forms. Anyone wishing to bring a copy of the new manual to the training must print their own copies prior to attendance. Hard copies of the new manual sections will not be provided at the training. Individuals do not need to preregister for the training.

NOTE: It is understood that schedule conflicts may prohibit attendance at one or more of the following training sessions. Therefore, ODOT has arranged to broadcast the sessions live on the web and also have the sessions available for later viewing. Both live and delayed sessions may be accessed from the Office of Real Estate's web site at: <http://www.dot.state.oh.us/real>

Provided are the dates for the forthcoming Roll-Out Training Sessions:

A. Acquisition Policies and Procedures Manual - 3/20/2007

Date: 3/20/2007
Time: 9:00 A.M.
Place: ODOT Central Office Auditorium
Target Audience: Fee negotiators, closing agents, title agents, project managers
ODOT managers and staff of the Regions, Districts & Central Office; as well as LPAs.
Note: New manual becomes effective 4/1/2007
Contact: Wayne Pace (614) 995-3541
wayne.pace@dot.state.oh.us

B. Relocation Policies and Procedures Manual - 3/27/2007

Date: 3/27/2007
Time: 9:00 A.M.
Place: ODOT Central Office Auditorium
Target Audience: Fee relocation agents, fee relocation reviewers, project managers
ODOT managers and staff of the Regions, Districts & Central Office; as well as LPAs.
Note: New Manual becomes effective 4/1/2007
New Manual has been recently updated. Any project currently in progress shall continue to use the old procedures.
Contact: Andy Teater (614) 644-8200
ateater@dot.state.oh.us

C. Appraisal Policies and Procedures Manual - 4/3/2007

Date: 4/3/2007
Time: 9:00 A.M.
Place: ODOT Central Office Auditorium
Target Audience: Fee appraisers, appraisal reviewers, project managers, ODOT managers and staff of the Regions, Districts & Central Office; as well as LPAs

Notes:
Contact: Kevin O'Grady (614) 466-5054
Kevin.O'Grady@dot.state.oh.us

Being fully aware of the aforementioned changes will ensure that this Office and all those who work with us have the knowledge and tools necessary to perform our jobs in accordance with all applicable laws.

Thank you for your attention to these important matters.

Respectfully,

A handwritten signature in black ink, appearing to read "James J. Viau". The signature is fluid and cursive, with the first name "James" being the most prominent.

James J. Viau
Administrator, Office of Real Estate

cc: Richard Henry, James Hall - FHWA
District Real Estate Administrators
Office of Real Estate staff
Lyle Flower
Tim McDonald
LPAs via District Real Estate Administrators

consultant.letter.0227.07



OHIO DEPARTMENT OF TRANSPORTATION

Office of Real Estate

Central Office, 1980 West Broad Street, Columbus, Ohio 43223

August 8, 2007

To: All ODOT Real Estate Employees (Districts, Regions and CO), All ODOT Pre-Qualified R/W Consultants, All Local Public Authorities involved in R/W Acquisitions

RE: **Important training to address Eminent Domain Law Changes in Chapter 163, as provided in SB 7, signed 7/10/2007, effective 10/10/07**

Dear Right of Way Professionals:

It is important as Right of Way professionals that you are all fully aware of the upcoming changes to Ohio Revised Code Chapter 163 (Eminent Domain Laws), which become effective October 10, 2007. To address this requirement, the Office of Real Estate will be conducting three live "roll-out" training sessions to address ORC 163 changes, and to detail the resultant changes to ODOT's Real Estate Manual and its policies and procedures.

Training sessions will be held in the auditorium in the lower level of ODOT's central office at 1980 W. Broad Street, Columbus, Ohio on the following dates:

- Thursday, September 13, 2007 9:00 a.m. to 4:00 p.m.
- Friday, September 21, 2007 9:00 a.m. to 4:00 p.m.
- Thursday, September 27, 2007 9:00 a.m. to 4:00 p.m.

For those unable to attend the above sessions in Columbus, a webcast of the presentation will be provided at the following ODOT locations.

- NE Region located at District 4, 2088 South Arlington Street, Akron, OH. 44306. Contact: Ms. Madonna Esposito at (330) 786-4903
- NW Region, which will be held at District 2, 317 East Poe Rd., Bowling Green, OH. 43402-1330. Only 9/13/07 & 9/27/07. Contact: Ms. Marna Mulroney at (419) 373-7181
- SW Region located at District 8, 505 State Rt. 741 Lebanon, OH. 45036. Contact: Ms. Cheryl Sears at (513) 933-6650.

There is no need to pre-register for the training in Columbus, but due to space limitations, you must pre-register for the webcast locations. Contact the individuals listed above for those specific locations. All locations will have a sign in sheet to verify attendance. It is critical that you sign in for all the sessions on your day of attendance.

ORC 163 Changes

August 8, 2007

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NOTE: Attendance in person at any one of the above training sessions is REQUIRED to maintain active ODOT prequalification status for consultants or ODOT's "Recognition of Experience" status for local government officials in the following (4) disciplines:

- Project Management
- Negotiations
- Relocation
- Relocation Review

Attendance at one of the above training sessions is *highly recommended* for those with active prequalification status or Recognition of Experience status in the following disciplines:

- Titles
- Appraisal
- Appraisal Review
- Closing

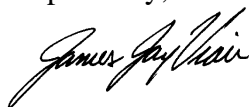
After all the original training sessions are concluded, as necessary, we will be offering make up sessions so everyone pre-qualified in the four main categories captioned above can regain their pre-qualification status. The sessions will not be held until later in the year, and anyone who has not completed the training before the effective date of October 10, 2007, will be barred from performing work in these four disciplines until they have attended the training.

Once the new law is in effect, any consultant contracts that include negotiations and/or relocation functions will be amended to reflect the new policies and procedures. Each contract manager will contact the specific consultant vendors to address the changes in the contract scope of services.

Please share this letter with anyone in your respective office that would benefit from the training. All District Real Estate Administrators are asked to forward this announcement to all their respective local public authorities.

Should you have any questions, please contact Rich Weirich at (614) 644-5761.

Respectfully,



James J. Viau, Administrator

ORC 163 Changes
August 8, 2007
Page 3

JJV:RMW

c: Catherine Cola Perkins, Office of Chief Legal Counsel
Richard Makowski, AAG - Transportation
Richard Henry, FHWA
Lyle Flower, Office of Consultant Services
Tim McDonald, Division of Production
District Real Estate Administrators
Regional Project Managers
Central Office Managers
Office of Real Estate Web Site - www.dot.state.oh.us/real



OHIO DEPARTMENT OF TRANSPORTATION
Office of Real Estate
Central Office, 1980 West Broad Street, Columbus, Ohio 43223

September 20, 2007

To: All ODOT Pre-Qualified R/W Consultants

RE: September 24, 2007 Announcement: Plan for increasing the number of EDGE and DBE firms prequalified in Right of Way Acquisition.

Dear Right of Way Professionals:

Attached is an announcement to be included in the Announcements section of the Consultant Services web page. It may be accessed at the following address:
<http://www.dot.state.oh.us/CONTRACT/consultant.htm>

The attached document details that the Department is seeking to assist firms that may be eligible to participate in the EDGE and/or DBE programs, and will encourage larger non-DBE/EDGE firms to subcontract work to DBE/EDGE firms. For the group of task order contracts to be posted with the April, August and December 2008 Programmatic Groups (the postings will be spread over three postings rather than a single group as in the past), a number of EDGE or DBE goals will be placed on these contracts. Goal setting will be commensurate with the number of prequalified DBE/EDGE firms available to provide the services. In doing so we hope to expand the opportunities for DBE and EDGE firms to gain experience by working with larger, more established firms.

Should you have any questions, please contact Rich Weirich at (614) 644-5761.

Respectfully,

A handwritten signature in black ink, appearing to read "James J. Viau".

James J. Viau, Administrator

JJV:RMW
Attachment

CC: Lyle Flower, Tim McDonald, Richard Henry (FHWA)
All ODOT Real Estate Employees (Districts, Regions and CO),
Office of Real Estate Web Site - www.dot.state.oh.us/real



OHIO DEPARTMENT OF TRANSPORTATION

CENTRAL OFFICE, 1980 WEST BROAD STREET, COLUMBUS, OH 43223

TED STRICKLAND, GOVERNOR • JAMES G. BEASLEY, P.E., P.S., DIRECTOR

December 4, 2007

Dear Consultants:

Greetings from the Ohio Department of Transportation.

The Holiday Season gives us an opportunity to pause and say Thank You to our partners in the transportation industry for the cordial relationship we enjoy. It is important to safeguard the integrity of our relationship by ensuring a clear understanding of the State of Ohio gifting regulations. The easiest and best way to explain these rules is to respectfully ask you to remove the Ohio Department of Transportation employees from your holiday gift-giving list.

Thank you for your partnership. Happy Holidays.

Respectfully,

A handwritten signature in cursive script, appearing to read "James J. Viau".

James J. Viau, Administrator
Office of Real Estate

cc: Tim McDonald, Cathy Cola Perkins, Lyle Flower, Richard Henry (FHWA), All ODOT Real Estate Employees (Districts, Regions and CO), Office of Real Estate Web Site - www.dot.state.oh.us/real

Consultant.letter.120407.doc