

**Please Follow these Steps to Complete your  
CLEAN OHIO TRAILS FUND  
OR RECREATIONAL TRAILS PROGRAM  
Development and/or Renovation Project**

1. You will receive written notification from the Department of Natural Resources, Office of Real Estate when your contract has been approved. **Do not begin your project until you have received written approval.** You may begin preparing plans and specifications (if your project requires them).
2. Plans and specifications must be submitted to the Office of Real Estate before advertising for bids or contractually obligating yourself to construction. The plans that are submitted to ODNR must be approved and stamped by a registered professional engineer, architect, or landscape architect, as appropriate to the project.
3. You will be notified in writing once the plans and specifications are received and will be advised to proceed with advertising for bids.
4. A signed Certificate of Authority (**APPENDIX C**) indicating that the project sponsor followed all local laws regulating and governing the procurement of goods and/or services by competitive bidding must also be submitted to ODNR's Division of Parks and Recreation.
5. Reimbursement requests must be submitted to the Office of Real Estate for review. If documentation is complete and accurate, reimbursements will usually be made within sixty days.
6. Any questions you may have should be directed to:

D’Juan Hammonds, Grants Manager  
Ohio Department of Natural Resources  
Office of Real Estate  
2045 Morse Rd. E-2  
Columbus, Ohio 43229-6693  
Tele: (614) 265-6417 Fax: (614) 267-4764  
Email: [Djuan.Hammonds@dnr.state.oh.us](mailto:Djuan.Hammonds@dnr.state.oh.us)

# PROJECT PROCEDURAL GUIDE (BILLING)

## A. INTRODUCTION

A detailed explanation of the sequence of events for your trail project is included in the following paragraphs.

## B. DONATIONS AND IN-KIND LABOR/SERVICES

The contribution of donated and in-kind labor/services can be used towards the required 20% match for the Recreational Trails Program or 25% match for the Clean Ohio Trails Fund. It is important that Participants that utilize donated and in-kind labor/services obtain and maintain proper documentation. Donated labor/services are classified as skilled and unskilled labor. Skilled labor/services would include plumbers, carpenters, engineers, etc. **Overtime pay rates are not eligible for reimbursement. The Department reserves the right to request additional documentation, reduce, or deny donated and in-kind labor/services in which the hours for tasks appear to be excessive. Note: Administrative labor is not eligible for reimbursement.**

### 1. Donated Labor/Services (Skilled)

Skilled labor may be valued at the current rate of pay of the individuals. In order for their rate of pay to be used, participants will be required to provide names, documentation of the rate of pay of the individuals, hours worked, and a description of the work performed on company letterhead and signed by the company owner(s) or fiscal officer. Work completed by skilled labor that is not their listed skill will be valued at the unskilled labor rate established. Participants should review APPENDIX (G) and APPENDIX (H) – Clean Ohio Trails Fund Program In-Kind and Donated Labor/Service Form and Recreational Trails Program In-Kind Donated Labor/Service Form.

### 2. Donated Labor/Services (Unskilled)

Unskilled labor will be valued at 15.00/hour. **Unskilled labor will only be accepted for work provided by individuals age 18 and over.** We still encourage the contributions of volunteers of any age. Participants will be required to provide names, hours worked, and a description of the work performed. Participants should review APPENDIX (G) – Clean Ohio Trails Fund/Recreational Trails Program In-Kind and Donated Labor/Service Form.

3. In-Kind Labor/Services/Force Account Labor

Participants can utilize In-Kind labor/Services/Force Account Labor from their staff at their current rate of pay. Participants will be required to provide names, title, documentation of the rate of pay of the individuals, hours worked, and a description of the work performed, which are required by the first reimbursement request. In addition, we are asking for a copy of the most recent pay stub at the time of reimbursement submission for each individual. Note: Please omit any sensitive information from pay stubs such as social security numbers home addresses, etc. Participants will have to clearly distinguish the time spent on the Clean Ohio Trails Fund/Recreational Trails Program project by each staff member on their timecards/time sheets. Participants should review APPENDIX (E) – In-Kind Labor/Services (Skilled and Unskilled) Checklist, APPENDIX (F) – Clean Ohio Trails Fund/Recreational Trails Program In-Kind and Donated Labor/Service Form Instructions and APPENDIX (G)/APPENDIX (H) – Clean Ohio Trails Fund/Recreational Trails Program In-Kind and Donated Labor/Service Form – APPENDIX V Force Account labor Instructions

C. DONATED REAL PROPERTY, MATERIALS, AND EQUIPMENT

1. Donated Real Property

If donated property was not part of your original application, please contact:

D’Juan Hammonds, Grants Administrator  
Ohio Department of Natural Resources  
Office of Real Estate  
2045 Morse Rd. E-2  
Columbus, Ohio 43229-6693  
Tele: (614) 265-6417 Fax: (614) 267-4764  
Email: [Djuan.Hammonds@dnr.state.oh.us](mailto:Djuan.Hammonds@dnr.state.oh.us)

2. Donated Materials

Values assessed to donated materials must be documented, should be reasonable, and should not exceed current market prices at the time they received by the Participant Eligible materials must be new. Examples of eligible items include, but are not limited to: gravel, mulch, lumber, plumbing fixtures, etc. Examples of ineligible items include: food, hand tools, consumable supplies, materials from the applicants existing inventory, etc. Participants should complete APPENDIX (K) – Recreational Trails Programs/Clean Ohio Trails Fund Certification for Donated Materials. Participants should also complete APPENDIX (L) - Recreational Trails Program/Clean Ohio Trail Fund Donor’s Statement

3. Donated and/or In-Kind Equipment

**It is recommended that any potential equipment that may be considered for donation or In-Kind be submitted to the Department for prior review and approval.** Eligible equipment will be valued on an hourly, daily, weekly, or monthly rate. If the donation is being provided by a vendor, the Participant would be required to provide proper documentation of the regular rental rate. If potential equipment usage is being donated from a non-vendor and/or through In-Kind donation, a rate must be determined. If the equipment is heavy duty, the Participant may review the Ohio Department of Transportation's (ODOT) equipment standard rates list. If the equipment is found on the list, the ODOT rate will be the one considered. The ODOT standard rates list is located on the following website:

<http://www.dot.state.oh.us/Divisions/Finance/Information%20and%20Services/Equipment%20Standard%20Rates%202012%20Final.pdf>

We understand that there are many types of power tools and equipment that are not considered "heavy duty" that may be required and are not listed on the ODOT equipment standard rates list. If potential power tools and equipment is being donated from a non-vendor and/or through In-Kind donation, a rate must be determined. The Participant must be able to provide a rental rate utilized by a two (2) local vendors for that same piece of equipment. If a rental rate cannot be obtained, the item will not be considered for donation. **The Department reserves the right to request additional documentation, reduce, or deny donated and/or In-Kind equipment in which a rate cannot be established.** Participants should refer to APPENDIX (J) – Donated Material and Equipment Checklist and APPENDIX (K) – Programs/Clean Ohio Trails Fund Certification for Donated Materials.

D. PROJECT WORK, BILLING, AND REIMBURSEMENT

1. Finance Responsibility

The participant is responsible for the financial management of an approved project.

2. Accounting for Funds Received

The Participant shall implement accounting procedures to assure proper disbursement and accounting of projects expenditures. The accounting procedures must be based on generally accepted accounting standards and principles and must meet the following requirements:

- Established separate accounts and support documents for each project. Each account shall be identified by the project number assigned to your project given by the Department.
- Identify all receipts in sufficient detail to show the source of each receipt.
- Itemize all support documents for project expenditures in detail and show exact nature of each expenditure. Do not list any items as “miscellaneous”.

## **APPENDICES**

APPENDIX A	BID INFORMATION SHEET
APPENDIX B	CERTIFICATE OF AUTHORITY (EXAMPLE)
APPENDIX C	CERTIFICATE OF AUTHORITY
APPENDIX D	DONATED LABOR/SERVICES (SKILLED AND UNSKILLED) CHECKLIST
APPENDIX E	IN-KIND LABOR/SERVICES CHECKLIST
APPENDIX F	CLEAN OHIO TRAILS FUND/RECREATIONAL TRAILS FUND IN-KIND AND DONATED LABOR/SERVICES FORM (INSTRUCTIONS)
APPENDIX G	CLEAN OHIO TRAILS FUND IN-KIND AND DONATED LABOR/SERVICES (FORM)
APPENDIX H	RECREATIONAL TRAILS FUND IN-KIND AND DONATED LABOR/SERVICES (FORM)
APPENDIX I	VOLUNTEER WORKSHEET (FORM)
APPENDIX J	DONATED MATERIAL AND EQUIPMENT CHECKLIST
APPENDIX K	CERTIFICATION OF DONATED MATERIALS (FORM)
APPENDIX L	RECREATIONAL TRAILS PROGRAM/CLEAN OHIO TRAIL FUND DONOR'S STATEMENT
APPENDIX M	RECREATIONAL TRAILS PROGRAM PERFORMANCE AND BILLING PERFORMANCE (INSTRUCTIONS)
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APPENIDX O	CLEAN OHIO PERFORMANCE AND BILLING PERFORMANCE REPORT (INSTRUCTIONS)
APPENDIX P	CLEAN OHIO PERFORMANCE AND BILLING (FORM)
APPENDIX Q	FORCE ACCOUNT LABOR (INSTRUCTIONS)

**APPENDICES (CON'T)**

APPENDIX R	FORCE ACCOUNT LABOR (FORM)
APPENDIX S	ABBREVIATED APPRAISAL GUIDELINES
APPENDIX T	SPECIFICATION FOR ANALYTICAL NARRATIVE APPRAISAL REPORT
APPENDIX U	STATEMENT OF JUST COMPENSATION
APPENDIX V	WAIVER OF JUST COMPENSATION
APPENDIX W	FORCE ACCOUNT LABOR INSTRUCTIONS
APPENDIX X	FORCE ACCOUNT LABOR FORM

**APPENDIX A**

**BID INFORMATION SHEET**

Clean Ohio Trails Fund and Recreational Trails Fund assisted contracts and purchases must follow state and local purchasing and bidding requirements.

**The following audit material is required for all Clean Ohio Trails Fund and Recreational Trails Fund assisted purchases and/or contracts exceeding \$25,000.00.**

Copy of the bid tabulation

Copy of the low bid proposal

Copy of the signed contract

Certificate of Authority (**Appendix C**) with legal counsel's original signature for the contract awarded.

The \$25,000.00 limit applies singly or in the aggregate; i.e. multiple purchases/contracts with the same vendor for identical or nearly identical goods or services totaling \$25,000.00 or more may be subject to competitive bidding. If you have questions about a specific situation call our office, (614) 265-6417.

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**Contact the Recreation Services Section of the Division of Parks and Recreation if:**

\*The low bid is not chosen.

\*No bids are received, bids are not responsive, and/or bids are too high.

**APPENDIX B**

**CERTIFICATE OF AUTHORITY (EXAMPLE)**

**RECREATIONAL TRAILS PROGRAM/CLEAN OHIO TRAILS FUND**

I,     **(LEGAL COUNSEL'S NAME)**     do hereby certify that I am the principal legal officer of     **(PARTICIPANT NAME)**     and that the     **(PARTICIPANT NAME)**     is a legally constituted public body or nonprofit organization with full authority and legal capability to perform all obligations and terms of the proposed Recreational Trails Program (RTP)/Clean Ohio Trails Fund (COTF) assisted recreation improvement contract with     **(CONTRACTOR'S NAME THAT WAS AWARDED)**    , for the bid amount of \$     **(TOTAL DOLLAR AMOUNT OF AWARDED BID)**    .

I further certify that all state and local laws regulating and governing the procurement of goods and/or services by competitive public bidding have been followed and strictly adhered to by     **(PARTICIPANT NAME)**     in the award of the above RTP/COTF assisted recreation improvement contract.

In witness whereof, I have made and executed this Certificate of Authority this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By:     **(LEAGAL COUNSEL'S NAME)**    

Legal Counsel for:     **(PARTICIPANT NAME)**

**APPENDIX C**  
**CERTIFICATE OF AUTHORITY**  
**RECREATIONAL TRAILS PROGRAM/CLEAN OHIO**  
**TRAILS FUND**

I, \_\_\_\_\_ do hereby certify that I am the principal legal officer of \_\_\_\_\_ and that the \_\_\_\_\_ is a legally constituted public body or nonprofit organization with full authority and legal capability to perform all obligations and terms of the proposed Recreational Trails Program (RTP)/Clean Ohio Trails Fund (COTF) assisted recreation improvement contract with \_\_\_\_\_, for the bid amount of \$\_\_\_\_\_.

I further certify that all state and local laws regulating and governing the procurement of goods and/or services by competitive public bidding have been followed and strictly adhered to by \_\_\_\_\_ in the award of the above RTP/COTF assisted recreation improvement contract.

In witness whereof, I have made and executed this Certificate of Authority this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

## APPENDIX D

### DONATED LABOR/SERVICES (SKILLED AND UNSKILLED) CHECKLIST

A. Documentation of Skill and Pay Rate (Skilled Labor Only)

1. The proposed donor must provide a letter on his or her employer's letterhead that lists the donor's name, title, signature of employers fiscal officers, and rate of pay.
2. If the proposed donor is self-employed, the donor shall provide his or her rate of pay for the work to be donated.

**\* This documentation should be provided with the individual's first timesheet and is only required once. It is not required with each timesheet**

**\*\* Donors who do not regularly assign their cost of doing business on an hourly basis may provide a quote of what the task regularly costs. The Department reserves the right to require additional information prior approval.**

**\*\*\*If the donor who is providing the skilled labor is not currently employed, the Participant should contact the Department in order to determine a rate and the required documentation needed.**

B. Documentation of Hours and Work Performed (Skilled and Unskilled)

1. The Participant is responsible for completing the timesheet (utilize **Appendix H**).
2. When completing the timesheet there is a row for the date, hours, and services performed.
3. The associated work performed during the hours work should be detailed (i.e. developed plans for bridge construction, completed installation of asphalt trail, cleared debris, etc.)
4. The Participant's authorized representative must provide their signature and date in the box provided in the lower left of the timesheet.

C. Clean Ohio Trails Fund/Recreational Trails Fund In-Kind and Donated Labor Form (Skilled and Unskilled) (**Appendix G**)

This form should accompany any timesheets submitted to the Department for credit towards the required 25% (COTF) and 20% (RTP) match.

## APPENDIX E

### IN-KIND LABOR/SERVICES CHECKLIST

#### A. Documentation of Title and Pay Rate

1. The Participant must provide a letter identifying the employees that will be providing in-kind services on the Participant's letterhead that lists each employee's name, title, signature of employer's fiscal officers, and rate of pay.
2. The Participant is allowed to receive in-kind services from individuals that are not employees, but regularly provide services to the Participant (e.g. the Participant is a township but receives a service from the county engineer). The Participant must provide a letter on the individual's employer's letterhead listing the individual's name, title, and rate of pay.

**\* This documentation is only required once. It is not required with each submission.**

#### B. Documentation of Hours and Work Performed

1. The Participant is required to notify the Department in writing of how it handles timekeeping (i.e. sign-in sheets, timecards, combination of both, etc.).
2. **(Employees of the Participant Only)** The Participant is responsible for providing copies of the timesheets of the individuals for the days in-kind labor/services was provided. Each employee's timesheet should clearly differentiate the hours worked on the Clean Ohio Trails Fund or Recreational Trails Program project vs. other Participant business.
3. The Participant is responsible for providing a summary sheet on the Participant's letterhead **for each employee** that identify the days, hours, work performed each of those days along with a copy of the employees most recent pay stub. The summary should conclude with a total of the hours being submitted for that employee multiplied times the rate of pay and lists a total of eligible costs.  
**NOTE – The Participant is required to obtain a summary from the employers of individuals providing in-kind services that are not Participant employees. The summary should be on the employer's letterhead.**

## APPENDIX F

### CLEAN OHIO TRAILS FUND/RECREATIONAL TRAILS PROGRAM IN-KIND AND DONATED LABOR/SERVICES FORM INSTRUCTIONS

One copy of the Clean Ohio Trails Fund/Recreational Trails Program In-Kind and Donated Labor/Services Form Appendix (G) for COTF and Appendix (H) must be completed with each submission of in-kind and/or donated labor. Instructions for the completion of the form are as follows:

- 1-3. Self-explanatory.
4. If more than one labor/services form is used, mark each consecutively and note the total number of pages. *For example: Page 3 of 5.*
5. This name should be of the person that we can speak to if there are any questions or discrepancies related to the labor form submission.
6. Contact person's phone number.
7. Self-explanatory.
8. Total hours the individual contributed to the project in this submission. The accompanying timesheets or timecards should clearly show the hours the individual was working on the project. NOTE – Lunch hours must be deducted from the total hours provided regardless if the Participant pays for employees' lunch hours.
9. Individuals can be paid at their regular employment pay rate **only** if they are working in the same capacity on the project as their regular employment. All other individuals will be paid at the unskilled labor rate of \$15.00 per hour.
10. Multiply the figure in item #8 times #9 and indicate the amount here.
11. List down the month and dates work was performed for each individual. If the dates exceed the area provided, please utilize the next row.
12. The work performed by in-kind providers for the dates should be listed in this section. If the work provided exceeds the area provided, please utilize the next row. Work performed by donors does not require any entry.
13. Multiply the figure in item #12 times 75% for Clean Ohio Trails Fund projects and indicate the amount here. For Recreational Trails Programs see APPENDIX (H) item #12 and times by 80%.
14. The authorized sponsor grantee official must certify to the accuracy of the reimbursement request.
15. Fill in the current date.





**APPENDIX I  
Clean Ohio Trails Fund/Recreational Trails Fund  
VOLUNTEER TIME SHEET FORM**

Project Information	
Name of Project:	_____
Project Number:	_____
Sponsor:	_____

Volunteer Information	
Name: _____	
Skilled Labor/Non skilled Please circle	Yes      No
<i>(If skilled, please attach documentation)</i>	

Date	Time In	Time Out	Lunch	Total Hrs	Services Performed
<b>Total Donated Hours</b>				0.00	

\* Please deduct the lunch hours when calculating Total Hours Worked

**I certify that I provided the volunteer service hours described above and that I am 18 years or older**

Signature of Volunteer \_\_\_\_\_

For Project Office Use Only Approved  Authorized Project Official
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**APPENDIX J**  
**DONATED MATERIALS AND EQUIPMENT (IN-KIND OR DONATED) USAGE**  
**CHECKLIST**

1. The Participant must provide a letter or invoice from the donating vendor listing the items being donated, the number of items, and the regular cost of each of the materials. If equipment usage is being donated the donating vendor's letter or invoice should list an exact description of the equipment, the number of hours or days donated, and the regular cost per hour or day of the equipment. **Donated materials must come from a vendor that regularly sells the materials and has an assigned rate to the materials.**
2. If the donating vendor is giving a "discount" on the regular price of the materials or equipment usage, the letter or invoice must state the regular cost of the items or equipment usage and the amount that is being charged to the Participant.
3. Letters of donation should not be submitted to the Department until the materials or equipment has been used in the Clean Ohio Trails Fund/Recreational Trails Program project scope. (e.g. a donation of shingles should not be submitted as a donation until the shingles have been installed)
4. If potential equipment usage is being donated from a non-vendor and/or through in-kind donation, a rate must be determined. If the equipment is heavy duty, the Participant may review the Ohio Department of Transportation's (ODOT) equipment standard rates list. If the equipment is found on the list, the ODOT rate will be the one considered. The ODOT standard rates list is located on the following website:  
<http://www.dot.state.oh.us/Divisions/Finance/Information%20and%20Services/Equipment%20Standard%20Rates%202012%20Final.pdf>
5. We understand that there are many types of power tools and equipment that are not considered "heavy duty" that may be required and are not listed on the ODOT equipment standard rates list. If potential power tools and equipment is being donated from a non-vendor and/or through in-kind donation, a rate must be determined. The Participant must be able to provide a rental rate utilized by at least two local vendors for that same piece of equipment. If a rental rate cannot be obtained, the item will not be considered for donation. **The Department reserves the right to request additional documentation, reduce, or deny donated and/or in-kind equipment in which a rate cannot be established.**
6. Once the donation material and/or equipment usage has been utilized, the Participant must submit a summary sheet the Certification for Donated Materials (Appendix K). The summary should list the donating vendor, the donated items, the number of the donated items utilized, per unit cost of the item, the total donation value for each item, and what project item was the donated item used for. For equipment, the following should be listed: donating vendor, equipment donated, the number of hours or days that were utilized, the rental rate, and what the equipment was used for in the project. **This information should be placed in APPENDIX (K)**

**RECREATIONAL TRAILS PROGRAM/CLEAN OHIO TRAILS FUND**

**= CERTIFICATION FOR DONATED MATERIALS =**

Donor	Quantity	Material/Item	Donation Used For	Value of Donation

I certify that all donated materials claimed for reimbursement were used solely for public recreation and trail improvements developed with fund assistance from the Recreational Trails Program/Clean Ohio Trails Fund.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

Project Sponsor \_\_\_\_\_

**=BE SURE TO ATTACH DONOR'S STATEMENT =**

**APPENDIX L**

RECREATIONAL TRAILS PROGRAM/CLEAN OHIO TRAILS FUND  
DONOR'S STATEMENT

I confirm that the following material, items or equipment was used on or for \_\_\_\_\_  
\_\_\_\_\_.

Value of donation: \_\_\_\_\_

Date of donation: \_\_\_\_\_.

Hours for equipment was kept by: \_\_\_\_\_ actual hours on project site or by  
\_\_\_\_\_ hour meter reading. (Check appropriate box)

\_\_\_\_\_  
Signed, Donor

I certify that the above listed material, items, or equipment was used on the \_\_\_\_\_  
\_\_\_\_\_ project.

\_\_\_\_\_  
Signed, Agency Representative/Project Sponsor

**APPENDIX M**  
**RECREATIONAL TRAILS PROGRAM**  
**PERFORMANCE AND BILLING INVOICE FORM**  
**INSTRUCTIONS**

One copy of the Recreational Trails Program Billing Form must be completed in order to request reimbursement. Instructions for the completion of the form are as follows:

- 1-4. Self-explanatory.
5. Circle "partial" unless this is the final close-out billing.
6. Note if this is the first, second, third, etc. invoice submittal for reimbursement.
7. Indicate the period that is covered by the work incurred for this billing. *For example: From May 16, 1998 to August 4, 1998.*
8. If more than one billing form is used, mark each consecutively and note the total number of pages. *For example: Page 3 of 5.*
9. Indicate the name of the vendor, individual, or contractor to whom payment was made. In the case of donations, identify the donor.
10. Provide the number from the check that was used to pay the vendor in column #9. In the case of donations, indicate by the word "donation".
11. Fill in the total dollar amount as written on the check for which reimbursement is being claimed or the full value of the donation.
12. Indicate the amount of the figure in column #11 that is eligible for reimbursement. This amount is usually the same as that in column #11 except when several items, eligible and ineligible, have been included on the same check.
13. Describe exactly what was purchased for each reimbursable item. Identify the facility so that the grants coordinator can determine the eligibility of the item. *For example: Seven poles for lighting the trail.*
14. Add all of the figures in column 12 and indicate the sum here.
15. Multiply the figure in item #14 by .8 and indicate the amount here. This will be the amount of the reimbursement check for this billing.
16. The agency president or person responsible for project administration must certify to the accuracy of the reimbursement request.
17. Fill in the current date.

**\*\*IMPORTANT = Invoices, purchase orders, contractor's payment requests and copies of canceled checks (front and back) must accompany the Performance and Billing Form.**



**APPENDIX O**  
**CLEAN OHIO TRAILS FUND PERFORMANCE AND BILLING INVOICE FORM**  
**INSTRUCTIONS**

One copy of the Clean Ohio Trails Fund Billing Invoice Form must be completed in order to request reimbursement. Instructions for the completion of the form are as follows:

- 1-4. Self-explanatory.
5. Circle "partial" unless this is the final close-out billing Invoice.
6. Note if this is the first, second, third, etc. billing submittal for reimbursement.
7. Indicate the period that is covered by the work incurred for this billing. *For example: From May 16, 1998 to August 4, 1998.*
8. If more than one billing form is used, mark each consecutively and note the total number of pages. *For example: Page 3 of 5.*
9. Indicate the name of the vendor, individual, or contractor to whom payment was made. In the case of donations, identify the donor.
10. Provide the number from the check that was used to pay the vendor in column #9. In the case of donations indicate by the word "donation".
11. Fill in the total dollar amount as written on the check for which reimbursement is being claimed or the full value of the donation.
12. Indicate the amount of the figure in column #11 that is eligible for reimbursement. This amount is usually the same as that in column # 11 except when several items, eligible and ineligible, have been included on the same check.
13. Describe exactly what was purchased for each reimbursable item. Identify the facility so that the grants coordinator can determine the eligibility of the item. *For example: Seven poles for lighting the trail.*
14. Add all of the figures in column #12 and indicate the sum here.
15. Multiply the figure in item #14 by 0.75 and indicate the amount here. This will be the amount of the reimbursement check for this billing (but will not exceed the amount of the grant.)
16. The agency director or person responsible for project administration must certify to the accuracy of the reimbursement request.
17. Fill in the current date

**\*\*IMPORTANT = Invoices, purchase orders, contractor's payment requests and copies of canceled checks (front and back) must accompany the Performance and Billing Form.**



## **APPENDIX Q**

### **RECREATIONAL TRAILS PROGRAM/CLEAN OHIO TRAILS FUND FORCE ACCOUNT AND DONATION LABOR FORM INSTRUCTIONS**

The Force Account and Donated Labor Forms document the labor cost of the applicant's employees and/or donated laborers that worked on a Recreational Trails Program or Clean Ohio Trails Fund project. To justify these expenses, the Force Account and Donated Labor Forms must be submitted along with copies of the of payrolls documents.

Column headings are self-explanatory. The employee's entire day must be documented. If the employee spent half a day on the project site an entry must be made for the remainder of the day.

Donated and in-kind labor services may be contributed by professional and technical personnel consultants, and skilled or unskilled labor. "Administrative" labor is not eligible for reimbursement. Each hour of service may be counted as part of the local sponsor's matching share if the service is part of an approve project. The value for a person donating non-skilled labor services should be figured at the same rate this individual is paid may be claimed for matching assistance. A letter from donor's employer; on company letterhead must document this rate.

Note: Overtime pay is not eligible for reimbursement. Any overtime pay will be reimbursed as straight time at the regular hourly rate.

## RECREATIONAL TRAILS PROGRAM/CLEAN OHIO TRAILS FUND FORCE ACCOUNT LABOR FORM

Applicant: \_\_\_\_\_

Project Number: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_

Date	Location	Hours	Wage Rate	Eligible Wage Costs	Description of Work	Total Claimed Costs
<b>TOTALS</b>					<b>TOTALS</b>	

I certify, under penalty of perjury, that the above time record is correct, fair, and is based upon work performed and actual payment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**APPENDIX S**  
**ABBREVIATED APPRAISAL GUIDELINES**

**To be used for Properties valued from \$0 to \$24,999.00**

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- 1) Brief description of subject property that includes physical characteristics, present use, zoning, available utilities, deed restrictions, Property Rights appraised, and owner's name.
- 2) Description of Site that will include the larger ownership if the acquisition is a partial acquisition. If it is a partial acquisition, a Before and After appraisal valuation is required regardless if there is severance damage or not.
- 3) Legal description and plot plan of subject property.
- 4) A ten year history of sales of the subject property.
- 5) A definition of Market Value.
- 6) A determination and analysis of Highest and Best Use.
- 7) Two or three dated confirmed comparable sales with names of grantors and grantees that will be analyzed briefly by appraiser in writing.
- 8) A map showing subject location and the location of the comparable sales on the same map.
- 9) Original color photos of Subject property and comparable sales.
- 10) Certification statement that shows that the appraiser did inspect the subject property with owner's permission. In addition, the statement should show that the appraiser has no undisclosed interest in the appraised property.
- 11) Date of Appraisal and Value Estimate. (If applicable, a separate value for each tract.)
- 12) Qualifications of Appraiser.

## APPENDIX T

### SPECIFICATION FOR ANALYTICAL NARRATIVE APPRAISAL REPORT

**To be used for Properties valued at \$25,000 or greater**

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(In Conformance with "Uniform Appraisal Standards for Federal Land Acquisition" based on Interagency Land Acquisition Conference 1992 - "Yellow Book')

#### GENERAL

In the preparation of this report, the appraiser shall follow current professional appraisal practices giving consideration to three approaches to value, unless otherwise specified in these instructions.

1. COST LESS DEPRECIATION APPROACH
2. INCOME APPROACH
3. COMPARATIVE (OR MARKET) APPROACH

Should certain approaches or requirements covered in these specifications not be applicable to the assignment, the obligation can be fulfilled by identifying that approach or requirement together with a brief explanation for its omission (i.e. an appraisal involving land valuation only). Of necessity, supplementary specifications will be furnished requiring additional data in the appraisal of highly specialized properties or under other unusual circumstances.

#### FORMAT

The report shall be bound, in book-fashion, in the left margin, in a durable cover with an identification of the property on the face thereof. The paper used shall be a good grade bond of size 8 1/2x 11 inches. All pages shall be numbered consecutively, including all exhibits, and each important heading shall be shown in the Table of Contents. The text shall be divided into four parts as outlined below.

#### PART I - INTRODUCTION

1. Title Page. This shall include:
  - a. Project identification, County, and Parcel identification of the property;
  - b. Name of the individual making the report;
  - c. Effective date of the appraisal; and
  - d. Owner's name, address, and telephone number.
2. Table of Contents

3. Letter of Transmittal
  - a. Date of Letter and Salutation
  - b. Value Estimate
  - c. Appraiser's Signature
4. Photographs. Pictures shall show at least the front elevation of the major improvements, plus any unusual features. There should also be views of the abutting properties on either side and that property directly opposite. When a large number of buildings are involved, including duplicates, one picture may be used for each type. Views of the best comparables should be included whenever possible. Except for the overall view, photographs may be bound as pages facing the discussion or description which the photographs concern. All photographs shall include captions and be in color.
5. Statement of Limiting Assumptions and Conditions. The appraiser should provide clear concise statements of all assumptions including the following specifics:
  - a. that the title to the property is marketable,
  - b. that the appraiser assumes no responsibility for legal matters,
  - c. that all data furnished by others are presumed correct; and
  - d. any other assumptions and/or limitations.
6. References. If preferred, can be shown with applicable approach.

## Part II - FACTUAL DATA

7. Purpose of the Appraisal. This shall include the reason for the appraisal, a definition of Market Value (and any other values required), and property rights appraised.
8. Legal Description. This description shall be so complete as to properly identify the total holding and the portion which is to be required. If lengthy, it should be referenced and included in Part IV.
9. Area, City, and Neighborhood Data. All the important facts about the area, city, and neighborhood that the appraiser has judged pertinent to the specific appraisal problems should be included.

10. Project Data.

- a. Site - Describe the soil, topography, mineral deposits, easements, etc. A statement must be made concerning the existence or non-existence of mineral deposits having a commercial value. In case of a partial taking discuss access both before and after to remaining tract. Also discuss the detrimental and hazardous factors inherent in the location of the property.
- b. Improvements and Conditions - This shall be by narrative description, including dimensions of principal building and/or improvements. The current physical condition and relative use and obsolescence shall be stated for each item or group appraised and, whenever applicable, the repair or replacement to bring the property to useable conditions.
- c. Equipment - This shall be described by narrative or schedule form and include all items of equipment, including a statement of the type and purpose of the equipment and its state of cannibalization. The current physical condition and relative use and obsolescence shall be stated for each item or group appraised, and whenever applicable, the repair or replacement requirements to bring the property to usable condition.

Any related personality or equipment, such as tenant trade fixtures, which are not attached or considered part of the realty, shall be separately inventoried. Where applicable, these detachable or individually owned items shall be separately valued.

- d. History - State briefly the purpose for which the improvements were designed, dates of original construction and major renovation and/or additions; include, for privately owned property, A TEN-YEAR RECORD as to each parcel, of all sales, and, if possible, officers to buy or sell, and recent lease(s); if no sale in the past ten years- include a report of the last sale, if available, or advise that there have been no sales in the last ten years.
- e. Assessed Value and Annual Tax Load - Include the current assessment and dollar amount of real estate taxes. If the property is not taxed, the appraiser shall estimate the assessment in case it is placed upon the tax roll, state the rate and give the dollar amount of the tax estimate.
- f. Insurance - If applicable, give the estimated rate per thousand and the annual cost of adequate insurance coverage for any improvements on the site.
- g. The Restrictions, Easements, and Other Fee Interests - give a detailed description of all utilities, easements, and/or title restrictions affecting the property and the resultant impact they may have, if any, on the site's value and/or use.
- h. Zoning - Describe the zoning for subject and comparable properties. If not zoned, state what the zoning probably will be under private ownership, and if rezoning is imminent, discuss further under Item 11.
- i. Hazardous Waste Statement - A statement indicating any hazardous waste on subject property in the form of waste disposal underground tanks, or solid waste that was visible at time of inspection.

### PART III - ANALYSIS AND CONCLUSIONS

11. Definition and Analysis of Highest and Best Use. The report shall state the highest and best use that can be reasonably made of the property (land and improvements and where applicable, machinery and equipment) for which there is a current market. The valuation shall be based on this use. In no case shall the land be appraised for one highest and best use and the value of the improvements added when they do not contribute to the fair market value of the land under the highest and best use. Such special purpose appraisals are not allowable.
12. Land Value. The appraiser's opinion of the value of the land shall be supported by confirmed sales of comparable, or nearly comparable lands having like optimum (highest and best) uses. Differences shall be weighed and explained to show how they indicate the value of the land adjustments are made for location, time, size, site characteristics, etc. and result in an adjusted sales price. This will establish an adjusted sales price range. If one or more of the comparables influence the final determination of value, it should be so stated. (It is preferable to include a grid showing each adjustment and the final adjusted sale price.)
13. Value Estimate:
  - a. Cost Approach - This section shall be in the form of computative data, arranged in sequence, beginning with the reproduction or replacement cost, and shall state the source (book and page if a national cost service) of all figures used. The dollar amounts of physical deterioration and functional and economic obsolescence, or the omission of same, shall be explained in narrative form. This procedure may be omitted on improvements, both real and personal, for which only a salvage or scrap value is estimated.
  - b. Income Approach - This shall include adequate factual data to support each figure and factor used and shall be arranged in detailed form to show at least:
    - (1) estimated gross economic rent or income;
    - (2) allowance for vacancy and credit losses; and
    - (3) an itemized estimate of total expenses including reserves for replacements. '

Capitalization of net income shall be the rate prevailing for this type of property and location. The capitalization technique, method and rate used shall be explained in narrative form supported by a statement of sources of rate and factors.
  - c. Comparative (Market) Approach - All comparable sales used shall be confirmed by the buyer, seller, broker, or other person having knowledge of the price, terms, and conditions of sale. Each comparable shall be weighed and explained in relation to the subject property to indicate the reasoning behind the appraiser's final value estimate from this approach.

Note: Each comparable sale shall have the same Highest and Best Use as the subject property or, if not, a full explanation is needed.

14. Appraisal of Partial Takings must be prepared using the Federal Method as shown on Pages 28 through 35 of the Uniform Standards for Federal Land Acquisitions, and include the following:
  - a. Before Value, (valuation of the total ownership or whole property).
  - b. Less the After Value (valuation of the land remaining after the "taking").
  - c. Total Compensation, (Value of the part "taken).
  - d. Damage/Severance (if any) to the remainder after the "taking".

NOTE: The Before and After Method must be used even though there may be no Damage/Severance to the remainder.

15. Interpretation and Correlation of Estimates, The appraiser shall interpret the foregoing estimates and shall state his reasons why one or more of the conclusions reached in items 13(a), (b), and (c) are indicative of the market value of the property.

When correlating two or all three approaches, take into account the type of property in relation to the adequacy of the data processed in each approach. This summary should explain the strengths and weaknesses of each approach and influence the weight to be given each one.

Do not obtain a final estimate of value by averaging the individual indications. Place the greatest emphasis on the approach which most reliably reflects local thinking and marketability.

The appraiser shall give the final estimate of value in a definite statement.

16. Affidavit of Appraiser. (Form Attached) (Certification)
  - a. No undisclosed interest
  - b. Personally inspected property with permission
  - c. State and value estimate

#### PART IV – EXHIBITS AND ADDENDA

17. Location Map.\* (Within the city or area) This map should be in such detail to clearly identify access to the site and adjacent boundaries.
18. Comparative Sales Data Map.\* This map should show the location of the subject property and the comparable sales on the same map to aid the review appraiser in the field inspection.
18. Details of the Comparative Sales Data. Sales must be identified by data taken from the recorded instrument (if recorded), AND from information obtained from the parties involved. In all cases, the comparable sales properties considered with the appraisal report must be personally visited/inspected (see appraiser affidavit) and color photographs provided of those properties. The following items must be part of the sales identification description;

- a. Name of grantor and grantee.
- b. Deed book, page number, and county.
- c. Type of instrument (warranty deed, land contract, etc.),
- d. Date of instrument.
- e. Date of sale.
- f. Reservations, exceptions, and deeded restrictions, if noted,
- g. Value of State transfer tax stamps affixed to the instrument.
- h. Sales consideration and terms.
- i. Legal description.
- j. Zoning
- k. Soil description.
- l. Verification (either buyer, sellers brokers other knowledgeable person).
- m. Highest and Best Use analysis of comparable sale properties.

Additional documented data having a major bearing on valuation of the subject property may include:

- n. Quantity and quality of attached mineral rights.
  - o. Quantity and quality of attached water rights.
  - p. Quantity, quality, and legal description (or maps of functional boundary) of attached permits, leases, allotments, etc.
- 20. Plot Plan. \* Plan showing the configuration of the property being acquired.
  - 21. Floor Plans. \* (When needed to explain the value estimates.)
  - 22. Other Pertinent Exhibits. (Such as sketches to locate easements, or other-fee interests on subject property.)
  - 23. Qualifications. (Of all Appraisers and/or Technicians contributing to the report).

\* All maps and plans may be bound as facing pages opposite the description, tabulation, or discussions they concern.

## APPRAISAL CHECKLIST

(Adapted from "Uniform Appraisal Standards for Federal Standards Acquisitions" based on Interagency Land Acquisition Conference 1992 - "Yellow Book")

### PREFACE

1. Copy of Specifications and Checklist provided to appraiser prior to start.
2. Checklist attached.
3. A copy of the Preliminary Title Report, Opinion of Title or Commitment for Title Insurance attached.
4. Deed restrictions as found in the Preliminary Title Report, etc., included in appraisal.
5. Appraiser advised of legal description of subject property.

### FORMAT

1. Bound Report
2. Pages numbered

### PART I - INTRODUCTION

1. Title Page.
2. Letter of Transmittal
3. Table of Contents
4. Photographs (should include at least the front elevations of the subject, any major improvements, any unusual features. There should also be views of abutting properties on either side and the property directly opposite the subject property. Views of each comparable sales property must also be included. Original color photographs should be used in each copy of the appraisal rather than photocopies of the original photos. All graphic material shall include caption.)
5. Statement of Assumptions and Limiting Conditions
6. References

## PART II – FACTUAL DATA

7. Purpose of the Appraisal and Definitions of Market Value.
8. Legal Description.
9. Area, City, and Neighborhood Data.
10. Property Data.
  - A. Site (soil, topography, minerals, etc.)
  - B. Improvement and Conditions.
  - C. Equipment
  - D. History – (10 year history conveyance).
  - E. Assessed value and annual tax load
  - F. Insurance – (If applicable, give the estimated rate per thousand and the annual cost of adequate insurance coverage for any improvements on the site.)
  - G. Title restrictions/easements/other fee interests
  - H. Zoning
  - I. Hazardous Waste Statement.

## PART III ANALYSIS AND CONCLUSIONS

11. Definition and Analysis of Highest and Best Use.
12. Land Value.
13. Valued Estimate.
  - A. Cost Approach
  - B. Income Approach
  - C. Comparative (Market) Approach
14. If appraisal of a "partial taking", appraiser must appraise the entire ownership, and then deduct the value of the remainder for value. Severance Damage shall be estimated if applicable.
15. Interpretation and Correlation of Estimates.
16. Affidavit and Statement of owner notification, accompaniment, valuation date and value established.
17. Location Map (Within city or area).

18. Comparative Sales Data Map. (This map must be of sufficient detail as on a regional map, community map, neighborhood map with both the subject property and each comparable property clearly identified so as to allow the properties to be easily found during the required on-site inspections by the reviewing appraiser.)

19. Details of the Comparative Sales Data. (All sales must be verified either by the buyer, seller, broker or other knowledgeable person.) The following items must be a part of the comparable sales identification:

- A. Name of grantor and grantee.
- B. Legal/size description of comparable and street address or location description.
- C. Deed Book, Page Number, and County.
- D. Type of Instrument (Warranty deed, contract).
- E. Date of Instrument.
- F. Date of Sale.
- G. Reservations, exceptions, deed restrictions, if noted.
- H. Value of State Transfer Tax affixed to the instrument.
- I. Sales consideration and terms.
- J. Zoning classification of comparable sales.
- K. Soil types of comparable sale.
- L. Sales confirmed with grantee, grantor or broker.
- M. Highest and best use of each comparable sale.

Additional documentation data having a major bearing on valuation of the subject property may include:

- N Quantity and quality of attached mineral rights.
- O Quantity and quality of attached water rights.
- P Quantity, quality and legal descriptions (or maps of functional boundary of attached leases, allotments, etc.)

20. Plot Plan.\*

21. Floor Plan.\*

22. Other pertinent exhibits (location sketches of easements, other fee interests, etc.)

23. Qualifications.

\* All maps and plans may be bound as facing pages opposite the description, tabulation or discussions that they concern.

AFFIDAVIT OF APPRAISER CERTIFICATION

STATE OHIO

)SS

COUNTY \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes, and says:

That on \_\_\_\_\_ (date) I personally inspected the property herein appraised. The owner, or his representative, was advised of my mission and (did) (did not) accompany me. That I personally inspected the comparable sales property considered within this report.

That to the best of my knowledge and belief, the statements contained in this appraisal are true, and the information upon which the opinions expressed therein are based is correct, subject to the limiting conditions therein set forth.

That I understand that this appraisal is to be used in connection with the acquisition of said property by \_\_\_\_\_, and that to the best of my knowledge and belief, this appraisal has been made in conformity with the "Uniform Appraisal Standards for Federal Land Acquisition" instructions provided me and which are applicable to appraisal of property involving federal and/or State funding, and that no portion of the value assigned to such property, consists of items which are noncompensable under the established law of said State, and that value does not reflect influence of the proposed project.

That neither my employment, nor my compensation for making this appraisal and report are in any way contingent upon the values reported therein.

That I have no direct, or indirect, present, or contemplated future personal interest in this property, or in any way benefit from its acquisition.

That I will not reveal the findings and results of this appraisal to anyone other than the proper officials of the \_\_\_\_\_ or officials of the National Park Service, unless authorized by State officials to do so, or unless I am required to do so by due process of law, or until I am released from this obligation by having publicly testified to such findings.

That in my opinion the market value of the taking as of \_\_\_\_\_ is \$\_\_\_\_\_  
(Valuation Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date report submitted)

Subscribed and sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

SEAL  
My Commission Expires: \_\_\_\_\_

**APPENDIX U**

**STATEMENT OF JUST COMPENSATION**

INITIAL OFFER

PROJECT:

\_\_\_\_\_

OWNER:

\_\_\_\_\_

TRACT NO. \_\_\_\_\_

Dear \_\_\_\_\_:

This is to confirm my discussion with you concerning your property and to indicate my willingness to further discuss the acquisition of your property at your convenience.

As indicated, the \_\_\_\_\_ has had an appraisal made of your property. The Ohio Department of Natural Resources has reviewed and approved the appraisal and in compliance with Section 301 of the Act of Congress of January 2, 1971, Public Law 91-646, and Ohio Revised Code Section 163.51 and 163.62, you are hereby advised that just compensation for fee interest in your property is:

Land	= \$	_____
Improvements	= \$	_____
Damages	= \$	_____
TOTAL	= \$	_____

This amount is an estimate of fair market value which is not less than the state-approved appraisal. The estimate of fair market value of the real property is based on acceptable standard appraisal practices and procedures, which considered the highest and best use of the property, current land sales of similar properties in the vicinity, and other indicators of land value as follows:

\_\_\_\_\_  
(Income, Market, or Cost Approach)

\_\_\_\_\_

\_\_\_\_\_

Also considered were possible damages to any real property owned by you and not included in the above description.

The state-approved value encompasses all property values within the described premises, including any and all buildings and other improvements, except as specifically stated under EXCEPTIONS@, below.

Any decrease or increase in the fair market value of real property prior to the date of valuation caused by the public improvement on the project for which the property is being acquired, or by the likelihood that the property would be acquired for such improvement or project, other than that due to physical deterioration within the reasonable control of the owner, has been disregarded by the appraiser making his determination of just compensation for the property.

County \_\_\_\_\_

Township \_\_\_\_\_

Section \_\_\_\_\_  
(If Applicable)

Range \_\_\_\_\_  
(If Applicable)

Municipality \_\_\_\_\_  
(If Applicable)

EXCEPTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

---

I (We) have been furnished with information for property owners and tenants concerning relocation rights and benefits as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646).

Received:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner(s)

IMPORTANT - SIGNATURES ON THIS FORM DO NOT CONSTITUTE ACCEPTANCE OF THIS OFFER TO BUY ON THE PART OF THE LANDOWNER.

## ATTACHMENT TO STATEMENT OF JUST COMPENSATION

### Information for Landowners and Tenants About Benefits Under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 - Public Law 91-646

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 provides for certain benefits and payments to displaced persons (landowners and tenants) which result from the sale of land to a government agency (federal, state, or local). A person is considered displaced when (a) a person, partnership, corporation or association on or after January 2, 1971, moves from real property as a result of the acquisition of such real property, in whole or in part; or (b) they are in receipt of a written order from the acquiring agency to vacate real property for a program or project receiving federal financial assistance. The law provides for benefits and payments for which you may be eligible in the following areas:

1. Reimbursement of moving and related expenses or certain substitute payments.
2. Replacement housing allowance under certain conditions.
3. Relocation assistance services to help locate replacement housing, farms, or business properties.
4. Reimbursement of certain expenses incurred in selling real property to a government agency.

These payments and benefits are discussed in greater detail in the following paragraphs.

#### 1. Reimbursement of Moving and Related Expenses

Displaced landowners and tenants are eligible for reimbursement of actual expenses incurred in moving themselves, their families, and their personal property from land acquired for federal or federally assisted programs. When a commercial mover is used, the reimbursement will be the amount charged. If the actual expenses are to be claimed, accurate records must be kept and bills and receipts obtained to support an application for reimbursement of expenses. Reimbursement for actual moving expenses shall not exceed the estimate or amount charged by a commercial mover.

In addition to moving expenses, actual direct losses of tangible personal property as a result of moving or discontinuing a business or farm operation may be reimbursable, but may not exceed the cost of moving such property.

Landowners or tenants displaced from a business or farm operation are eligible for an additional payment not to exceed \$500 for expenses incurred in searching within a 50-mile radius for a replacement business or farm.

Should an owner or tenant displaced from a dwelling prefer, he may accept substitute payment of \$200 plus an allowance of up to \$300 (based on the size of the dwelling moved from) instead of actual moving expenses.

Should a displaced person from a business or farm operation prefer, he may accept a substitute payment instead of actual costs of moving and searching for relocation property. The Costs are not to be less than \$2,500 nor more than \$10,000 (based on the actual net income before income taxes). To qualify as a farm operation, the farm must contribute, or be capable of contributing, at least one-third of the operator's support. To qualify as a business, it must be shown that (a) it cannot be relocated without a substantial loss of its existing patronage; and (b) it is not a part of a commercial enterprise having at least one other establishment not being acquired by the governmental agency.

## 2. Replacement Housing Allowance.

In addition to reimbursement of moving expenses, owners or tenants actually occupying dwellings on the property acquired by a government agency under a federal or federally assisted program may be eligible for payment to help them purchase or rent a decent, safe, and sanitary replacement dwelling. This payment may be in the form of (a) a differential payment; (b) a rent supplement; or (c) a down payment allowance.

- a. Differential Payment. A payment which, when added to the purchase price of the dwelling acquired by the governmental agency, would enable the owner/occupant to acquire a decent, safe, and sanitary dwelling in the same general area from which he was displaced. The maximum amount that can be allowed for a replacement dwelling shall in no case exceed \$15,000. To qualify for this payment, an owner/occupant must have occupied the dwelling for not less than 180 days prior to the initiation of negotiations by the governmental agency (ie: 180 days from the date the first monetary offer was made).
- b. Rent Supplement. The amount necessary, when added to the actual rent or fair cash rental, whichever is greater, which will enable a displaced tenant or owner/occupant to rent a decent, safe, and sanitary dwelling for a period not to exceed four years; but in no case shall the total amount of such payment exceed \$4,000. The governmental agency will determine the maximum amount necessary to rent a replacement dwelling. Total payments in excess of \$500 will be made in four equal annual installments. To qualify for this payment, a tenant or owner must have occupied the dwelling acquired by the governmental agency for not less than 90 days prior to the initiation of negotiations. An owner/occupant of more than 180 days prior to the initiation of negotiations may elect to receive this payment instead of the initiation of the differential payment, but not to exceed the amount he would have received as a differential payment.
- c. Down Payment. The amount necessary to make a down payment for purchase, including closing costs, on a decent, safe, and sanitary dwelling but not to exceed \$4,000. However, any amount over \$2,000 must be matched on an equal basis by the displaced tenant. The amount required for a down payment cannot exceed the minimum needed in the area for a conventional loan plus closing costs. The same occupancy qualifications apply for a down payment as for a rent supplement.

### 3. Relocation Assistance.

The government agency (federal, state, or local) will, to the greatest extent possible, assist displaced landowners and tenants in locating and becoming established in decent, safe, and sanitary replacement housing and in locating replacement farm and business properties. It will also provide assistance in completing applications for moving and other expenses and payments authorized by Public Law 91-646. Should you have questions, the governmental agency (federal, state, or local) negotiator will be glad to discuss them with you, or you may write to the government office in charge of federal or federally assisted programs.

The government agency (federal, state, or local) will, upon request, provide any lending institution, or other interested party, a statement of expenses and allowances for which you, as a displaced owner or tenant, are eligible under Public Law 91-646.

### 4. Reimbursement of Expenses Incurred in Selling Real Property to a Governmental Agency.

Landowners are eligible for reimbursement of certain expenses incurred by them in conveying title to real property to the government. The expenses eligible are:

- a. Recording fees, transfer taxes, revenue stamps, and notary fees.
- b. Penalty costs for pre-payment of pre-existing recorded mortgages as may be required to convey a clear title to the government agency.
- c. The pro rate portion of real property taxes which would apply to the period after the date title vests in the government, or the effective date of possession by the government, whichever is earlier.

It is the obligation of the landowner to pay these expenses initially and then claim reimbursement from the agency purchasing the land. The agency will then be eligible for federal reimbursement as an allowable expense of the project.

**APPENDIX V**

**WAIVER OF JUST COMPENSATION**

PROJECT: \_\_\_\_\_

OWNER: \_\_\_\_\_

TRACT NO.: \_\_\_\_\_

I/We, \_\_\_\_\_,  
have been informed of all of my/our rights and benefits under the Uniform Relocation Assistance and Real Properties Acquisition Policy Act of 1970 and have been provided with a Statement of Just Compensation and a written offer to purchase for the appraised value of \$\_\_\_\_\_. Of my/our choice, I/We have elected to accept an amount less than the approved appraisal of fair market value for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Date

**IMPORTANT** - An explanation for accepting less than fair market value must be provided.

## APPENDIX W

### **RECREATIONAL TRAILS PROGRAMS/CLEAN OHIO TRAILS FUNDS FORCE ACCOUNT AND DONATION LABOR FORM INSTRUCTIONS**

The force Account and Donated Labor Forms document the labor cost of the applicant's employees and/or donated laborers that worked on a Recreational Trails Program or Clean Ohio Trails Fund project. To justify these expenses, the Force Account and Donated Labor Forms must be submitted along with copies of the of payrolls documents.

Column headings are self-explanatory. The employee's entire day must be documented. If the employee spent half a day on the project site an entry must be made for the remainder of the day.

Donated and in-kind labor services may be contributed by professional and technical personnel consultants, and skilled or unskilled labor. "Administrative" labor is not eligible for reimbursement. Each hour of service may be counted as part of the local sponsor's matching share if the service is part of an approved project. The value for a person donating non-skilled labor services should be figured at the same rate this individual is paid may be claimed for matching assistance. A letter from donor's employer; on company letterhead must document this rate.

Note: Overtime pay is not eligible for reimbursement. Any overtime pay will be reimbursed as straight time at the regular hourly rate.

**APPENDIX X  
RECREATIONAL TRAILS PROGRAM/CLEAN OHIO TRAILS FUND  
FORCE ACCOUNT LABOR FORM**

Applicant: \_\_\_\_\_

Project Number: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Pay Period: \_\_\_\_\_

Date	Location	Hours	Wage Rate	Eligible Wage Costs	Description of Work	Total Claimed Costs
<b>TOTALS</b>				<b>TOTALS</b>		

I certify, under penalty of perjury, that the above time record is correct, fair, and is based upon work performed and actual payment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date