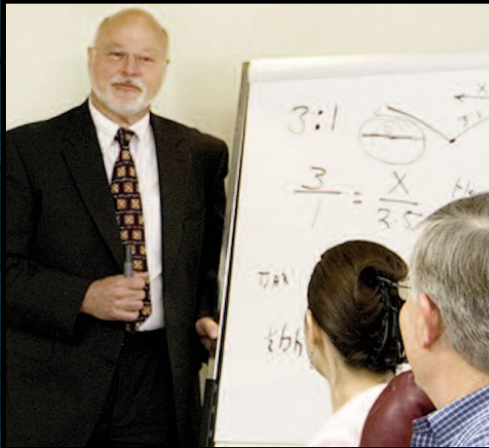


ORC TRAINING



ORC Training, LLC



CORPORATE HISTORY

ORC Training, LLC was created as an affiliate of O. R. Colan Associates (ORC) in 2001.

ORC Training, LLC was created as an affiliate of *O. R. Colan Associates (ORC)* in 2001. This division of ORC uses the experience and expertise of professionals with backgrounds in both the public and private sectors to develop and deliver training courses throughout the nation. Our training concentrates on projects subject to the appraisal, acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (the Uniform Act or URA) and its implementing regulations at 49 CFR Part 24. The National Highway Institute, a leading national training service provider in the transportation community, has recognized many of our instructors as “Instructors of Excellence.” *ORC Training* is very proud of this designation, as it showcases the dedication of our team to the profession.

In addition to our wide range of training courses, *ORC Training* also provides technical services to clients throughout the United States. We have assisted many states in the revisions of their right of way manuals and technical procedures. *ORC Training* has been involved in various studies conducted by federal agencies on topics including relocation and appraisal issues.

ORC Training provides value to clients by:

- Training professionals in compliance with the URA
- Tailoring training to a client’s specific needs
- Writing technical manuals in accordance with applicable federal, state and local regulations
- Providing experienced personnel to clients to assist with technical expertise on projects
- Conducting reviews of current procedures

ORC Training is certified by a number of agencies as a Women’s Business Enterprise. It is also certified by the Women’s Business Enterprise National Council (WBENC).

ORC TRAINING EXPERTISE



Current Clients

ORC Training is currently providing training services for the National Highway Institute (NHI), the training branch of the Federal Highway Administration (FHWA). Along with assisting with the development of courses, *ORC Training* provides NHI with lead instructors for the following courses: *Basic Relocation, Advanced Relocation, Business Relocation, Right of Way Requirements for Local Public Agencies, Appraisal and Appraisal Review for Federal-Aid Highway Programs*. Course attendees include professionals from federal, state and local public agencies, as well as those in the private sector. *ORC* has instructed NHI courses in all 50 states, as well as Puerto Rico.

ORC Training also provides training services for other federal agencies including the Federal Aviation Administration (FAA), the National Park Service (NPS), the U.S. Army Corps of Engineers (USACE), and the Federal Transit Administration (FTA) through the National Transit Institute.

As the demand for more specialized training has risen in recent years, *ORC Training* has developed its own courses based on the needs of agencies, and the vast amount of experience our trainers have accumulated over the years. Our approach to course development and instruction is unique since our facilitators have decades of actual project experience, in addition to years of training expertise. This allows for the use of actual case studies in our courses, and also allows our course participants to relate to real life examples that are similar to situations they have had, or will encounter, during their careers.

Customized Training for Your Agency

ORC Training is also able to tailor courses to accommodate the specific needs of an agency or organization. Often, upcoming programs will involve either a new concept or perhaps a large volume of a specific type of properties where common issues will be prevalent during the life of the project. If one of our standard courses needs to be altered to assist a client, we are able to sit down with the course coordinator to focus on these individual needs. We will then design a customized training course for the client. This allows the agency to address specific near-term needs, as well as reinforcing or introducing new concepts to agents and management.

COURSE OPTIONS

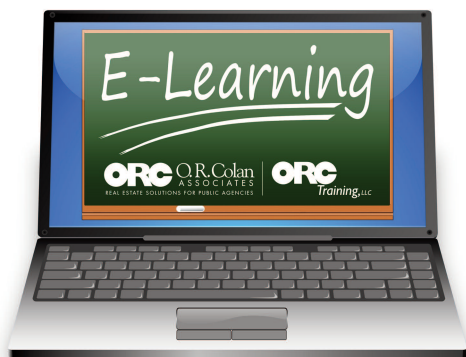
ORC Training offers options to clients on the method of course delivery. We understand that different organizations have different needs, and our flexibility in course offerings is designed to best meet the needs of the client.

Instructor-Led Training – *ORC Training* has developed an inventory of highly specialized instructor-led training courses addressing the Uniform Act and the implementing federal regulations at 49 CFR Part 24 associated with the appraisal and acquisition of properties, as well as the related relocation of displaced persons. Our instructors present a straightforward explanation of the regulation and then allow the class participants the opportunity for a “hands on” experience through individual exercises or case studies in a small group environment. This method reinforces the learning experience and lets participants view the regulation as it applies to real life situations.

Web-Based Training

For organizations looking for training, but concerned about the associated time and expense, *ORC Training* also offers courses in a web-based platform. These courses offer participants the advantage of learning in the comfort of their own office or at home and eliminates travel time and expenses associated with instructor led courses. *ORC Training* currently offers “Basic Residential Relocation” and “Residential Relocation Payments” and will soon offer “Appraisal Concepts for the Negotiator”.

These online courses present interactive scenarios and problem-solving situations, as well as quick-check quizzes to keep the learner engaged. The student’s learning is evaluated with an exam at the end of each module.



Webinars

All of our courses are modular and can be adapted to 90 minute webinars for organizations that wish to have training on a certain topic. Please call our Tallahassee office at 850.907.0400 for more information on creating a webinar for your group.

A complete listing of the Instructor Led and Web-Based Courses offered by *ORC Training* follows this page.



Instructor-Led Courses – Our courses have been developed in a modular format which allows an agency the option to select specific modules of interest and customize a training session. Following is a description of the instructor- led trainings currently available:

ORC 201 - Introduction to Real Estate for Public Agencies

Length: 4 days (32 hours)

The course is designed to introduce transportation professionals to the basic concepts and requirements of the Uniform Act and 49 CFR Part 24. It provides information about the history of right-of-way, title and deeds, appraisal and appraisal review, acquisition/negotiations, relocation assistance, property management, environmental concerns, and grants and federal-aid participation.

Learning Outcomes:

- Explain the constitutional limitations on the power of eminent domain
- Describe fee simple title
- Identify three types of deeds
- Define just compensation and fair market value
- Identify the three approaches to value
- Describe the role of the review appraiser
- State how an Agency determines the amount offered as just compensation
- Identify steps included in closing a parcel
- Identify the planning requirements for an Agency's relocation plan
- Identify three relocation notices
- Describe comparable replacement housing, including decent, safe and sanitary standards
- Compute replacement housing payments for owners and tenants
- Compute moving expense payments
- Explain the primary elements of a property management plan
- Describe acquisition phase maintenance, rentals, owner retention, sale of improvements and demolition
- Explain the purpose of the National Environmental Policy (NEPA) Act of 1969
- Distinguish among Phase I, II and III environmental tests
- Identify the various processes used to fund public land acquisition
- Identify the presence of Federal funding in a project

ORC 202 - Acquisition Requirements under the Uniform Act

Length: 1 day (8 hours)

This course is designed to provide transportation professionals with specific information about the basic acquisition policies listed in 49 CFR Part 24.102, such as providing notice to owner, establishing the amount of just compensation, making a written offer to purchase, providing a summary statement of the amount offered as just compensation, following basic negotiation procedures identified in the regulations, not taking coercive action against the owner, and negotiating an administrative settlement with the owner. Participants will apply these policies in exercises and case study scenarios.

Learning Outcomes:

- Describe the purpose of the Uniform Act
- Identify basic acquisition policies under §24.102
- Define an administrative settlement
- Describe documentation necessary for negotiation activities

ORC 203 - Highway Plan Reading

Length: 2 days (16 hours)

This course is designed to provide information about two types of highway plans: construction and right of way. The construction portion of the plans is used to provide information about the design of the roadway, the type and quantities of construction materials and the various types of methods used to complete the work. The right of way portion of the plans provides the agent with detailed information associated with the acquisition of the right of way for a highway project. The right of way plans show the names of the property owners from whom the right of way must be acquired, the required area of take, property lines, improvements and existing and proposed rights of way. Participants work hands-on with construction plans and right of way plans in small group settings as they progress through exercises and case studies.

Learning Outcomes:

- Read, interpret and relate to a set of right of way and construction plans
- Identify and interpret symbols used in these plans
- Develop the necessary skills to interpret a set of plans in non-technical terms to property owners and others

ORC 302 - Exceptional Replacement Housing Payment Calculations

Length: 1 day (8 hours)

This course goes beyond the basic functional areas of relocation assistance and concentrates on areas of specific concern when computing replacement housing payments. Participants will learn when to use the “30% rule” in a rental assistance calculation, and hear about the key issues associated with the carve-out of a major exterior attribute. This course also addresses the buildable lot provision in the federal regulations, and computing a price differential payment for “mixed use” properties, as well as properties that have a highest and best use other than residential. Participants will apply these concepts in interactive exercises and case study scenarios.

Learning Outcomes:

- Explain when the “30% Rule” is used in the rental assistance calculation
- Describe three key carve-out issues for a major exterior attribute
- Explain the federal regulations about buildable lots
- Calculate a price differential payment for “mixed use” properties based on the federal regulations
- Calculate a price differential payment based on highest and best use other than residential

ORC 303 - Special Topics in Replacement Housing Payments

Length: 1 day (8 hours)

The course is designed to help agents answer questions, meet technical needs, and broaden the knowledge of those engaged in the relocation of persons displaced as a result of the acquisition of real property required for a Federal or federally-funded project. The course topics include determining the status of multiple occupants, i.e., when do they constitute more than one household? Participants will also hear about unique topics associated with aliens not lawfully present in the United States, and how to identify and address these issues. Participants will apply these concepts in interactive exercises and case study scenarios. This course also provides information about the different types of reimbursement categories for incidental expenses and gives participants the opportunity to assess a settlement statement.

Learning Outcomes:

- Determine when multiple occupants constitute more than one household
- Explain unique issues regarding illegal aliens (aliens not lawfully present in the U.S.)
- Differentiate between three types of reimbursement categories for incidental expenses and assess a settlement statement

ORC 304 - Nonresidential Fixed Payments

Length: 1 day (8 hours)

This course provides specific information about the various aspects of nonresidential fixed payments (the “in-lieu-of” payment). Participants will learn about the eligibility criteria for the nonresidential fixed payment, and the factors that help determine the number of businesses with regard to fixed payment eligibility. This course will also address how to use the average annual net earnings to compute a fixed payment and the fixed payment calculation for a nonprofit organization. Participants will apply these concepts in interactive exercises and case study scenarios.

Learning Outcomes:

- State the eligibility criteria for nonresidential fixed payments
- Explain factors that help determine the number of businesses with regard to fixed payment eligibility
- Explain how to use the average annual net earnings to compute the fixed payment
- Describe the payment calculation for a fixed payment for a nonprofit organization

ORC 305 - Specialized Nonresidential Expenses

Length: 1 day (8 hours)

This course goes beyond the basic functional areas of business moving expenses and concentrates on specialized nonresidential relocation payments. Participants will learn the difference between an actual direct loss and substitute personal property payment, and how to compute both of these payments. This course also addresses the low value/high bulk payment and describes related nonresidential expenses. Participants are able to apply these concepts in interactive exercises and case study scenarios.

Learning Outcomes:

- Compute an actual direct loss of tangible personal property payment
- Compute a substitute personal property payment
- Determine the reasonable cost incurred in selling an item that is not to be relocated
- Explain the low value/high bulk payment
- Describe related nonresidential expenses

ORC 306 - Mobile Home Relocation

Length: 1 day (8 hours)

This course describes the requirements governing the provision of relocation payments to a person displaced from a mobile home and/or mobile home site who meets the basic eligibility requirements under 49 CFR Part 24. This course concentrates on areas of specific concern for relocating mobile homes such as differentiating between realty and personalty, describing eligible moving and related expenses for mobile homes, and identifying situations when a mobile home cannot be moved. In addition, participants will identify various ownership scenarios, and calculate owner vs. tenant replacement housing payments using interactive exercises and case study scenarios.

Learning Outcomes:

- Differentiate between realty and personalty
- Describe moving and related expenses for mobile homes
- Identify ownership scenarios for mobile home occupants
- Determine owner vs. tenant status and maximum replacement housing payments for mobile home occupants
- Identify situations when a mobile home cannot be moved

ORC 308 - Nonresidential Moving and Related Expenses

Length: 1 day (8 hours)

This course is a comprehensive overview of the eligible moving and related expenses outlined in 49 CFR Part 24.301(g). Through the use of interactive exercises and case study scenarios, participants develop a practical knowledge of the process and procedures involved in providing relocation assistance to business occupants. Note that actual direct loss, substitute personal property and high bulk/low value payments are not included in this course since they are addressed in *ORC 305 - Specialized Nonresidential Expenses*.

Learning Outcome:

- Describe and give examples of moving expenses itemized in 49 CFR 24.301 (g)(1)-(7)(11)-(13) and (17)

ORC 309 - The Business Move Process

Length: 1 day (8 hours)

This course provides specific information on the various aspects of business relocation and is designed to address the process involved in moving a business. The course explains the necessary steps to take in order to relocate a business, beginning with the options available for reimbursement of move costs to the monitoring of the move to the replacement site. It stresses how to avoid costly problems. The main topics include nonresidential move options, performing an inventory for a nonresidential move, bids and estimates, bid adjustments, move specifications and monitoring nonresidential moves.

Learning Outcomes:

- Describe the nonresidential move options
- Describe the steps to take when performing an inventory for a nonresidential move
- Differentiate between a bid and an estimate
- Determine when an Agency should perform a bid adjustment
- Determine when an Agency should require move specifications
- Describe how an Agency should monitor a nonresidential move

ORC 402 - Appraisal Concepts for the Negotiator

Length: 1 day (8 hours)

The course is designed to assist experienced negotiators in focusing on appraisal issues that are important during the negotiation process: sales verification, realty and personalty, larger parcel, highest and best use, consistent use, approaches to value and partial takings. In addition, the course addresses the negotiator's role in the overall project and how a negotiator's expertise can assist in completing a transportation project effectively and efficiently. Participants will apply these concepts in case study scenarios.

Learning Outcomes:

- Explain the sales verification process
- Describe the difference between realty and personalty
- List the five factors considered when determining the larger parcel
- Explain the concept of highest and best use
- Explain the concept of consistent use
- Describe the three approaches to value
- Recognize the approaches used when appraising partial takings

Web-Based Training – These online courses present interactive scenarios and problem-solving situations, as well as quick-check quizzes to keep the learner engaged. The student’s learning is evaluated with an exam at the end of each module.

Basic Residential Relocation

Length: 20 hours

This is an introductory online course that provides an overview of the Uniform Act and its implementing regulations. The course addresses relocation planning, the Agency’s responsibilities for providing advisory services, eligibility requirements for residential displaced persons and the elements of comparable replacement housing.

Learning Outcomes:

- Explain the principles of the Uniform Act and its implementing regulations
- Describe the Uniform Act planning requirements
- Describe an Agency’s advisory services responsibilities
- Identify eligibility requirements for residential displaced persons
- Identify the elements of comparable replacement housing

Residential Relocation Payments

Length: 20 hours

This online course focuses on the replacement housing payments available to residential displaced persons under the Uniform Act: price differential, mortgage interest differential, incidental expenses, rental assistance and downpayment assistance. The course also includes moving expenses using the schedule or an actual cost reimbursement.

Learning Outcomes:

- Compute replacement housing payments for 180-day homeowner occupants
- Compute replacement housing payments for 90-day occupants
- Determine an Agency’s responsibilities for providing housing of last resort
- Compute moving expenses for residential displaced persons

Appraisal Concepts for the Negotiator (Scheduled for Release in Mid-2012)

Length: 8 hours

This online version of ORC 402 will assist experienced negotiators in focusing on appraisal issues that are important during the negotiation process: sales verification, realty and personalty, larger parcel, highest and best use, consistent use, approaches to value and partial takings.

Learning Outcomes:

- Explain the sales verification process
- Describe the difference between realty and personalty
- List the five factors considered when determining the larger parcel
- Explain the concept of highest and best use
- Explain the concept of consistent use
- Describe the three approaches to value
- Recognize the approaches used when appraising partial takings

*For additional information and pricing on ORC Training courses, please contact
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