



INDIANA DEPARTMENT OF TRANSPORTATION

Support Team Frequently Asked Questions (FAQs)

Q1. What services does the INDOT Real Estate Support team provide?

A1. After receiving parcels from engineering, we secure appraisers, reviewers, buyers and relocation agents (as needed) to move the parcels toward property management and clear status.

Q2. What is the goal of the support staff?

A2. We find two-way communication essential. Please help us help you by reaching out by email or phone or Teams (if available.) If we don't have an answer, we'll work at finding someone who does. If you see missing information in LRS, let us know.

Q3. Who should appraisers, reviewers and buyers contact with specific questions on assigned projects?

A3. Please reach out to Appraising Technical Advisers (ATAs) as noted in your engagement letters or Buying Technical Advisers (BTAs) as mentioned in your notices to proceed.

Q4. How are estimated dates entered in LRS for each discipline? Who starts the process?

A4: The support team depends upon project managers or other district staffers to make certain that an Engineering completion date or estimated completion date is entered on the LRS project maintenance page. We can enter an estimated completion date if you let us know. We can't enter completion dates. An engineering start date by itself is not enough to create a project schedule. Once we have the needed information, we can enter logical estimates for completion of the other disciplines such as appraising and buying. These dates then populate in the project manager static reports.

Q5. How do I determine the funding source for a project?

A5. Conduct an LRS project search and click on the funding tab on the executive page. Most of the time, you'll find a notation about 100% state funding or another source. As of now, many projects are being funded with 100% state money. If that's the case, PE funding should not be used for right-of-way services.



Q6. How are purchase order requests handled on projects using 100% state funding?

A6. A support staffer will request each purchase order. Environmental clearance is not necessary for appraising, review or buying purchase orders if only state monies are used. Please make sure that right-of-way funding is allocated in the appropriate fiscal year, which runs from July 1 to June 30. (Eg: Fiscal Year 22 = July 1, 2021, to June 30, 2022)

Q7. Who requests purchase orders if Preliminary Engineering (PE) funding is required for appraising services?

A7. Such appraising purchase orders must be initiated at the district level by the project manager, not by the support team. In order for right-of-way funding to later be used for buying services, environmental clearance MUST first be granted. The support team can only initiate purchase orders that involve right-of-way funding.

Q8. What's one of the first things I should do if I receive a purchase order and notice to proceed with right-of-way services?

A8. Please go into an LRS parcel search, click on the mailman by each parcel that involves you and note that you have received the parcel into your discipline. This information helps everyone determine the location of each parcel and minimize the number of questions that need to be asked.

Q9. What are some other expectations?

A9. Keep notes updated in LRS; Follow deadlines; Let us know who to assign and reassign as contractors

Yours in moving parcels,

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