

**ARKANSAS STATE  
HIGHWAY AND  
TRANSPORTATION  
DEPARTMENT**



**RELOCATION  
ASSISTANCE  
PROGRAM**

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Prepared by

RIGHT OF WAY DIVISION  
Relocation Section  
Room 707  
10324 Interstate 30; Little Rock, Arkansas  
Telephone: 501-569-2304

Arkansas State Highway and Transportation Department  
P. O. Box 2261  
Little Rock, Arkansas 72203



# Department of Transportation Policy on Replacement Housing

It is the policy of DOT that no person shall be displaced by the Department's Federal and Federally-assisted construction projects unless and until comparable replacement housing has already been provided for or is built. To accomplish this policy the following three principal points must be carried out:

- a. A specific written assurance that the Department will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and 49 CFR, Part 24, has been provided DOT.
- b. Construction will be authorized only upon verification that replacement housing is in place and has been made available to all affected persons.
- c. All replacement housing must be fair housing - open to all persons regardless of race, color, religion, sex or national origin. This is in addition to the requirement that replacement housing must be offered all affected persons regardless of their race, color, religion, sex or national origin.

The Arkansas State Highway and Transportation Department offers a relocation assistance program to all individuals, families, businesses, farm operators, and nonprofit organizations who are displaced by Federally aided highway projects.

## **What is the purpose of the Program?**

The program is designed to provide advisory assistance to all displacees, both property owners and tenants, and under many circumstances, as explained in this brochure, to also make actual payments available to help offset some of the expenses and costs which will be experienced by those who are displaced.

## **Who is considered a "displacee"?**

The term "displacee" refers to and includes any person, family, business owner, farm operator, and nonprofit organization who is being either partially or totally displaced by a state highway project.

## **What is the difference between being "partially displaced" and "totally displaced"?**

You are "partially displaced" if only a portion of your property is acquired by the Department and the acquisition does not require you to move from your property, but does cause you to remove items of your personal property which are located within the new right of way limits.

If the acquisition of your property by the Department causes your actual displacement from your residence, the displacement of your business or non-profit organization from its established location, you are considered to be "totally displaced" so far as the Relocation Program is concerned, even though the Department does not acquire your entire property.

## **Will I be personally contacted concerning the Relocation Program?**

Yes. A Relocation Coordinator from the Highway Department will contact you, explain the Relocation Program in detail, and help you in any way he can concerning any relocation problems you may have. You are encouraged to ask questions concerning the program to be sure that you understand the eligibility requirements necessary to enable you to receive the relocation payments which may be available to you. The Relocation Coordinator who contacts you will provide his business phone number and an address where he may be contacted if you have additional questions or problems at a later date.

## **Are there "basic" payment qualification requirements that are applicable to all displacees?**

Yes, to be eligible for any relocation payment you must at least meet each of the following basic requirements:

1. You must be in legal occupancy of the property being acquired by the Department at the initiation of negotiations for that particular property. (Negotiations will be initiated on the date that the Highway Department representatives make the first contact with the property owner or his representatives, where the price to be paid for the property is discussed.) You should never, whether you are a tenant or an owner, vacate or move from any property scheduled for acquisition by the Highway Department prior to receiving a written vacancy notice from the Department without first checking with the Department officials to see if you can do so without losing your eligibility for relocation payments, which you would otherwise be entitled to receive.

2. You must actually move from the property being acquired, or if a partial displacement is involved, move items of personal property from the area included within the new right of way after the initiation of negotiations.
3. You must occupy property that is actually acquired by the Department. Should the Highway Department change its plans and not acquire the property you occupy, no relocation payments will be made. Therefore, to be completely safe concerning relocation payment eligibility, you should not move from the property you occupy until after it has been acquired by the Department. To the maximum extent practicable, no person lawfully occupying real property acquired by the Highway Department will be required to move from his home, farm, or business location without at least 90 days written notice.
4. You must also meet the specific requirements outlined later in this brochure for each of the various relocation payments which may be available to you.

## **How will I know when I must move?**

You will receive a first vacancy notice letter that will assure you that you will not have to vacate in any less time than 90 days from the date of the letter. At a later time, you will receive a final vacancy notice giving you an exact date to vacate. The final vacancy notice will give you at least 30 days from the date of the letter.

## **What specific payments am I entitled to receive?**

All displacees who may be eligible for relocation payments can be placed in one of the following categories:

**DISPLACEE CATEGORY I** - Residential property owners who will be totally displaced from dwelling units they owned and occupied for at least 180 days prior to the time negotiations were initiated for the property.

Persons in this category will be referred to as "Long-term Owners".

If you fit into this category and purchase a decent, safe and sanitary replacement property, you may be eligible for the following payments. (Please understand that **in every case** you must meet specific qualification requirements for each type payment that may be available to you, as will be explained later in this brochure, as well as the basic requirements which have already been discussed.)

1. A Residential Moving Cost Payment
2. A Replacement Housing Payment
3. An Incidental Closing Cost Payment
4. An Increased Interest Payment

If you rent a decent, safe and sanitary replacement, you may be eligible for the following payments, in lieu of those listed above:

1. A Residential Moving Cost Payment
2. A Rental Subsidy Payment

**DISPLACEE CATEGORY II** - Residential property owners who will be totally displaced from dwelling units they owned and occupied for at least 90 days, but less than 180 days, prior to the initiation of negotiations.

Persons in this category are referred to as "Short-term Owners".

Short-term owners who purchase a decent, safe and sanitary replacement dwelling unit may be eligible for the following relocation payments:

1. A Residential Moving Cost Payment
2. An Incidental Closing Cost Payment
3. A Down Payment Assistance Payment

If you fit into this category and elect to rent instead of purchasing a decent, safe and sanitary replacement dwelling, you may be eligible for the following payments in lieu of those listed above:

1. A Residential Moving Cost Payment
2. A Rental Subsidy Payment

**DISPLACEE CATEGORY III** - Residential property owners who are being totally displaced from dwelling units they have not owned and/or occupied for at least 90 days prior to the initiation of negotiations.

If you are in this category and meet the basic qualification requirements as previously discussed, you will be eligible only for a Residential Moving Cost Payment if comparable housing can be provided within your economic means.

**DISPLACEE CATEGORY IV** - Residential tenants who are being totally displaced from a dwelling unit they occupied for a least 90 days prior to the initiation of negotiations.

Displacees in this category who rent a decent, safe and sanitary replacement dwelling may be eligible for the following payments:

1. A Residential Moving Cost Payment
2. A Rental Subsidy Payment

If you are in this category, you can, if you so desire, purchase a decent, safe and sanitary replacement dwelling instead of renting, in which case, you may be eligible for the following payments, in lieu of those listed above:

1. A Residential Moving Cost Payment
2. An Incidental Closing Cost Payment if Applicable
3. Down Payment Assistance Payment

**DISPLACEE CATEGORY V** - Residential tenants who are being totally displaced from dwelling units they occupied for less than 90 days prior to the initiation of negotiations.

If you fit into this category and legally occupied the property at the initiation of negotiations, you will normally be eligible only for a Residential Moving Cost Payment if comparable housing can be provided within your economic means.

**DISPLACEE CATEGORY VI** - Residential owners and residential tenants who will be partially displaced.

If you are in this category and meet the basic qualifications, you will normally be eligible for reimbursement of most of the actual costs you experience in the moving of items of personal property involved, as discussed later in this brochure under the heading "Residential Moving Cost Payments".

**DISPLACEE CATEGORY VII** - Owners of a totally displaced business that does not contribute materially to its owner's income.

Displacees in this category may be eligible for reimbursement of the actual cost of moving the items of personal property involved as discussed later in this brochure under the heading "Business, Farm and Nonprofit Organization Moving and/or Reestablishment Cost Payments".

**DISPLACEE CATEGORY VIII** - Owners of a totally displaced business that contributes materially to its owner's income.

If you are in this category and your business can be relocated without a substantial loss of its existing patronage, you may be eligible for a "Business Moving and/or Reestablishment Cost Payment" which includes incidental moving costs, as discussed later in this brochure

under the heading "Business, Farm, and Nonprofit Organization Moving and/or Reestablishment Cost Payments".

However, if your business cannot be relocated without a substantial loss of its existing patronage, you may be eligible for a displaced business payment, in lieu of a business moving and/or reestablishment cost payment.

**DISPLACEE CATEGORY IX** - Owners of totally displaced farm operations which do not contribute materially to its owner's income.

Displacees who fit into this category may be eligible for reimbursement of the actual cost of moving the items of personal property involved, normally under the procedures outlined under the heading "Business, Farm and Nonprofit Organization Moving and/or Reestablishment Cost Payments".

**DISPLACEE CATEGORY X** - Owners of totally displaced farm operations which contribute materially to the owner's income.

If you fit into this category, you can be paid either the actual cost of moving your personal property under the procedure outlined under the heading "Business, Farm and Nonprofit Organization Moving and/or Reestablishment Cost Payments", or if the highway acquisition is so severe that no type farming can be continued on your remaining property, or caused a substantial change in the nature of the operation, you may be paid a displaced farm operation payment.

**DISPLACEE CATEGORY XI** - Totally displaced nonprofit organizations, which are those organizations that operate on a nonprofit basis and own fixtures, equipment, stock-in-trade, or other tangible property for the carrying on of a business, professional, or institutional activity on the premises.

Nonprofit organizations are normally entitled to reimbursement for the actual cost of moving their personal property, under the procedure outlined under the heading "Business, Farm and Nonprofit Organization Moving and/or Reestablishment Cost Payments". Nonprofit organizations may be eligible for a Displaced Nonprofit Organization Payment in lieu of moving costs.

**DISPLACED CATEGORY XII** - Owners of businesses, farm operations, and nonprofit organizations which will be partially displaced.

Displacees in this category are normally eligible for reimbursement of the actual cost they experience in moving their items of personal property. The procedure outlined under the heading "Business, Farm and Nonprofit Organizations Moving and/or Reestablishment Cost Payments" will be applicable.

#### **If I live in a mobile home, will I be eligible for relocation payments?**

Yes, under most circumstances you will be eligible for the same relocation benefits as displacees who live in conventional dwellings. There are procedures that apply specifically to mobile homes; therefore, you should discuss your particular situation with your Relocation Coordinator so there will be no misunderstandings.

#### **What is meant by "decent, safe and sanitary replacement dwelling"?**

Before any "replacement housing", "rental subsidy", or "down payment assistance" payments can be made to you, the Department must determine that you have moved into living quarters that meet the following decent, safe and sanitary standards:

1. **Conforms to State and Local Housing Codes and Ordinances** - conforms with all applicable provisions for existing structures that have been established under State and local building, plumbing, electrical, housing and occupancy codes and similar ordinances or regulations.
2. **Water** - has a continuing and adequate supply of potable, safe water.
3. **Kitchen Requirements** - has a kitchen or an area set aside for kitchen use which contains a sink in good working condition and connected to hot and cold water and an adequate sewage system. The kitchen area or area set aside for such use shall have utility service connections and adequate space for the installation of a stove and refrigerator.
4. **Heating System** - has an adequate heating system capable of sustaining a healthful temperature (approximately 70 degrees).
5. **Bathroom Fixtures** - has a bathroom, well lighted and ventilated, and affording privacy to a person within it. Containing a lavatory basin, and a bathtub or shower stall, properly connected to an adequate supply of hot and cold running water, and a flush closet, all in good working order and properly connected to a sewage disposal system.
6. **Electric System** - has an adequate safe wiring system for lighting and other electrical services.
7. **Structurally Sound** - it is structurally sound, weather-tight and in good repair.

8. **Egress** - each building used for dwelling purposes shall have a safe, unobstructed means of egress leading to safe open space at ground level and for a handicapped displacee, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling by a displaced person who is handicapped.

9. **Adequate Size** - be adequate in size with respect to the number of rooms and area of living space needed to accommodate the displaced person.

The standards for decent, safe and sanitary housing as applied to rental of sleeping rooms shall include the minimum requirements contained in preceding paragraphs (1), (4), (6), (7), (8), and (9); and they also must have access to a lavatory, bath, and toilet facilities that provide privacy, including a door that can be locked, if such facilities are separate from the room.

If any doubt exists as to whether or not a replacement dwelling, which you plan to rent or purchase, meet the above decent, safe and sanitary standards, you should ask your Relocation Coordinator to inspect it and make a determination prior to making a firm commitment to the landlord or seller. Due to the time required in making decent, safe and sanitary inspections, Highway Department personnel will not be able to inspect various dwellings that you are merely considering as replacements; therefore, you should not ask your Relocation Coordinator to make an inspection for you until you have decided on a specific dwelling.

### **What if I am not satisfied with my relocation payment offer?**

If you are not satisfied with the amounts offered as relocation payments or have been denied a payment which you believe you should have received, you should contact the Coordinator who is working with you in order that an Appeal Hearing can be arranged with the Chief of the Right of Way Division. The facts of the case will be promptly and carefully reviewed, and you will be notified of the decision within a reasonable period of time. You will be provided, on request, a form to assist you in filing a formal appeal if you desire to take this course of action. The time limit for filing an appeal is 60 days past the date you receive your claim form from the Department.

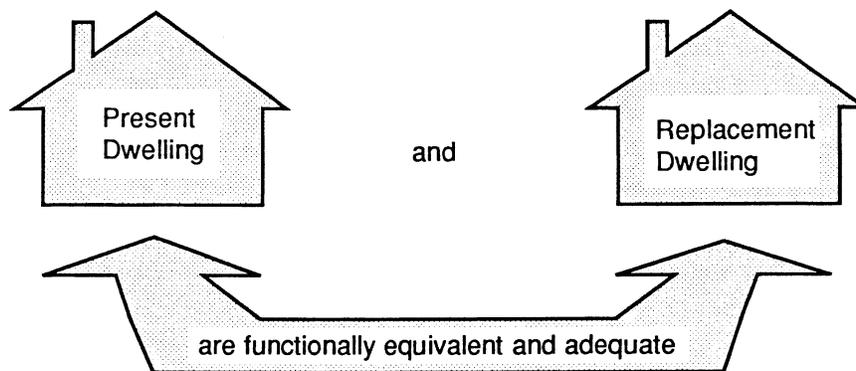
If full relief requested is not granted, then you have the right to seek judicial review.

**NOTE: The balance of this brochure describes the various relocation payments that have been mentioned in the preceding paragraphs, as well as the specific payment qualification requirements for each type of payment.**

**You are invited to read all of the information provided, and you are urged to give careful attention to those payments which you may be eligible to receive, as listed under your relocation category.**

## A "Comparable" Replacement

Means That Your...



Regarding:

- Number of rooms
- Area of living space

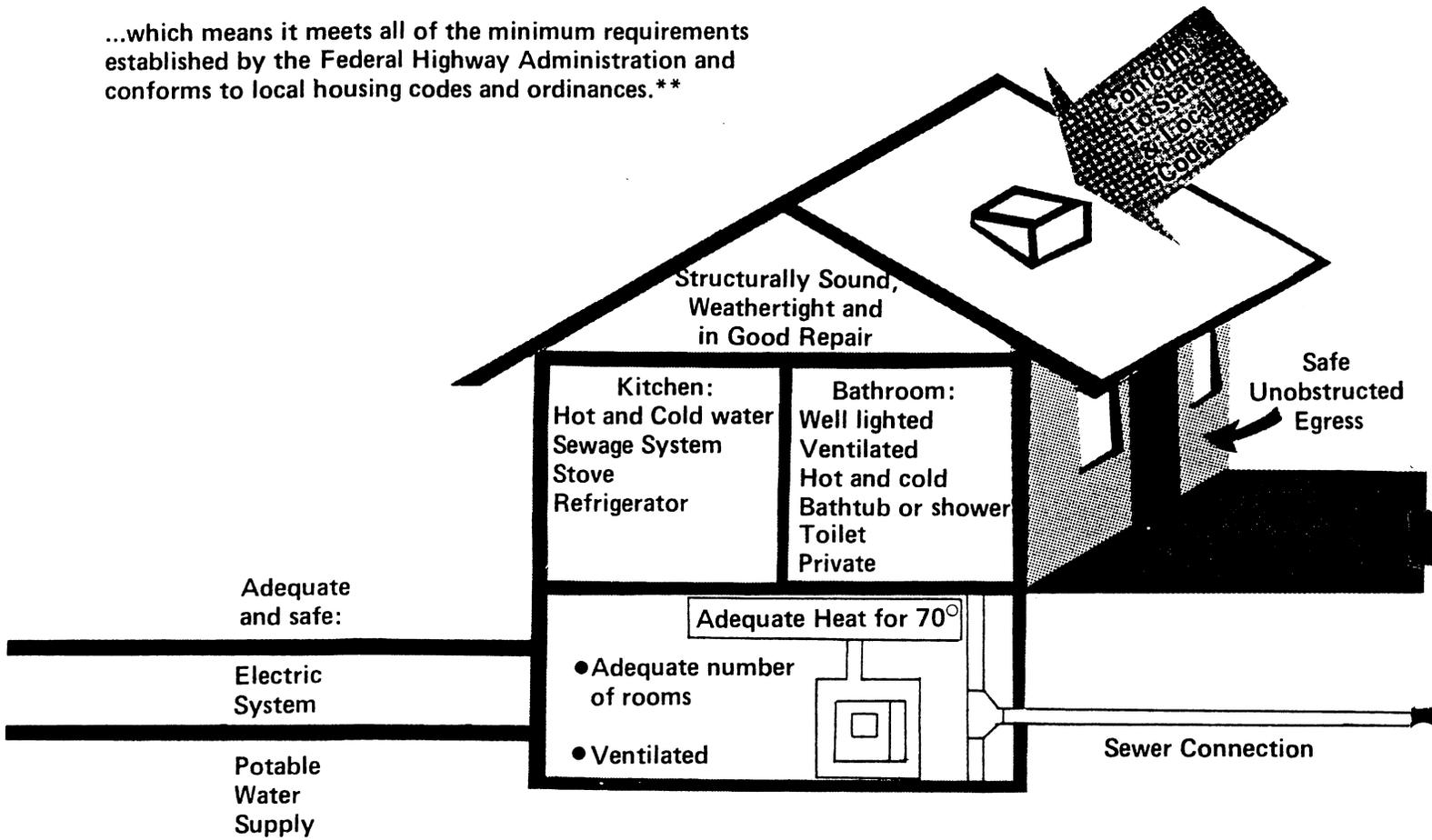
And is:

- Currently available
- Within your financial means
- Decent, safe and sanitary
- In an area not subject to unreasonable adverse environmental conditions, etc.

REPLACEMENT HOUSING MUST BE

# Decent, Safe, and Sanitary\*

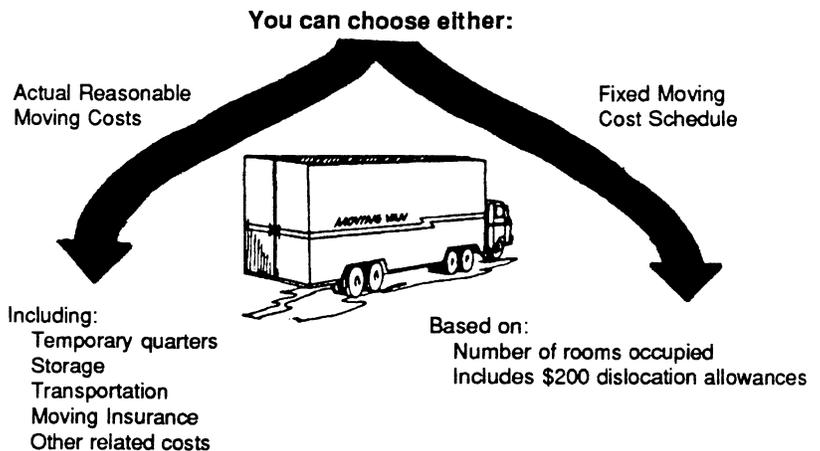
...which means it meets all of the minimum requirements established by the Federal Highway Administration and conforms to local housing codes and ordinances.\*\*



\*Often referred to as "DSS" housing.

\*\*The decent, safe and sanitary inspection is made solely for the purpose of determining the eligibility of displaced individuals and families for payments for replacement housing and are not intended to be, nor do such constitute, warranties or guarantees by the Arkansas State Highway and Transportation Department and the officers, agents and employees thereof, that a dwelling is decent, safe and sanitary.

# Residential Moving Cost Payments



## What is the definition of "Residential Moving Cost Payment"?

Residential Moving Cost Payments relate to the cost of moving all personal property generally classified as household goods, furniture, appliances and any other item used in the establishment and maintenance of a home.

This term can also be defined as relating to all personal property which is not used in the operation of a business, farm, or nonprofit organization. (The cost of moving items used in the conduct of a part-time individual or family occupation in the home can be included in residential moving cost claims.)

## What are the payment eligibility requirements?

You will be eligible to receive a residential moving cost payment when:

1. your personal property is located on real property that is acquired by the Department for right of way purposes, or
2. your personal property is located on remaining land not acquired but legally and/or physically landlocked and inaccessible to you,

3. you are in legal occupancy of the property on which the personal property is located (or your items of personal property are legally located thereon) at the time negotiations are initiated for the subject property,
4. you move your personal property from the area being acquired (or landlocked) by the Department after the initiation of negotiations for the subject real property,
5. the property you occupy is subsequently acquired (or landlocked) by the Department,
6. you provide paid receipts and/or other required documentation to prove the actual cost of your move, when such receipts and/or documentation is required for the moving cost payment option you select,
7. you file a claim for your Moving Cost Payment within 18 months after:
  - (a) for tenants, the date the move is completed,
  - (b) for owners, the date the move is completed or date of payment for the real estate, whichever is later,
 on a claim form that will be furnished to you by the Department.

**Does the distance I move affect my payment eligibility?**

There is no limitation on the distance you move your personal property, however, moving cost payments cannot include the expenses involved in moving your personal property more than 50 miles.

**How will the amount of my payment be determined?**

You may be paid the actual reasonable cost of your residential move, accomplished by a commercial mover, or you can elect to receive a predetermined amount based on a "Fixed Payment Moving Cost Schedule". Each of these options are discussed in the following paragraphs.

**RESIDENTIAL FIXED PAYMENT MOVING COST SCHEDULE**

If you are totally displaced, you can elect to receive a moving cost payment based on the Department's "Fixed Payment Moving Cost Schedule", including a dislocation allowance of \$200.00.

This option is not available when partial displacements are involved or to the owners of personal property who do not reside in the dwelling unit where the property is located.

The "Fixed Payment Moving Cost Schedule" including dislocation allowance is intended to be sufficient to cover your entire moving expenses and, when a moving cost payment is based on this option, no other incidental moving cost payments will be made by the Department.

A copy of the "Fixed Payment Moving Cost Schedule" is provided at the end of this brochure.

**ACTUAL COST - RESIDENTIAL MOVE (COMMERCIAL MOVER)**

Moves in this category include all situations where qualified displacees employ and pay someone to move their personal property from the unit acquired by the Department to a replacement unit and claim reimbursement from the Department for their actual and reasonable expenses. Normally, applicable incidental moving expenses paid by such displacees are available for reimbursement under this moving payment option. The following procedure must be followed if you choose this moving payment option:

1. The State will obtain at least two lump-sum bids from movers for conducting the move.
2. The selection of the mover will be based on the lowest figure quoted on the bids.
3. The successful bidder will then be notified of bid acceptance, authorizing him to proceed with the move. The displacee will also be notified so that he will be aware of the bidder accepted.
4. Arrangements for making the move are the responsibility of the displacee. The Department will not supervise the move except under unusual circumstances.
5. The mover will be paid directly upon receipt of a set of Invoices submitted to the Highway Department. The displacee will be reimbursed the cost of applicable, actual, and reasonable incidental costs upon receipt of a set of Vendor's Invoices and supporting bills. These payments will not be paid until the move is completed.

If you are the owner of a mobile home which has been classified as personal property, you can claim the actual cost of moving the unit to a location within the fifty (50) mile distance. The same procedures outlined above must be followed for a mobile home move of this type. The Department will reimburse you for applicable incidental expenses related to the move, including disconnection and connection of utilities and appliances. The cost of disconnecting water and sewer services is also available for reimbursement, as well as reconnection to public or private water and sewer systems which are available at the replacement site. (The cost of extending utilities to or on the replacement site is not applicable for reimbursement as an incidental moving cost.)

## INCIDENTAL MOVING COSTS

Incidental moving costs referred to above are applicable only when an individual's moving cost payments are on an actual cost basis and include the following expenditures:

- 1. Storage** - when the Department determines that it is necessary for a relocated person to store his personal property for a reasonable time, not to exceed twelve months, the cost of such storage can be included in his Moving Cost Claim. Cost for storage of personal property on real property owned or presently leased by the displacee is not an eligible expense.
- 2. Insurance** - the cost of insurance premiums covering loss and damage of personal property while in transit or storage can be included in the Moving Cost Claim that is based on actual expenses. Such insurance coverage must not exceed the reasonable replacement value of the personal property involved.

- 3. Losses in Moving** - the reasonable replacement value of property lost, stolen, or damaged (not caused by the fault or negligence of the displaced person, his agent, or employee) in the process of moving is reimbursable, where insurance to cover such loss or damage was not available.

- 4. Removal and Reinstallation Expenses** - the expenses of removal and reinstallation of appliances and other items of personal property, including reconnection of utilities, can be included in Moving Cost Claims.

- 5. Cost of Transportation, Meals, and Temporary Lodging** - when a total displacement is involved, the cost of transportation of individuals and families to the replacement location is eligible for reimbursement up to a distance of fifty (50) miles. Such cost can be on a mileage basis, computed as one trip from the property acquired as right of way to the replacement, or actual cost if commercial transportation is used. Transportation costs must be reasonable. If an automobile is used, only one trip (via the most direct route at the rate of 20 cents per mile) will be authorized unless the family or number of individuals involved is too large to make the trip in one automobile, in which case two trips will be authorized. Transportation costs can include special services such as the cost of an ambulance to transport invalid displacees up to fifty (50) miles distance.

The actual reasonable cost of meals and lodging can be paid if it is reasonably necessary for the displacees to "eat out" or spend a night in a motel or hotel because of the move. Meals "eaten out" and time spent in a motel or hotel merely for the convenience of the displacee are not available for reimbursement. Meals "eaten out" during the time the displacee's kitchen appliances and/or utilities are disconnected and overnight commercial

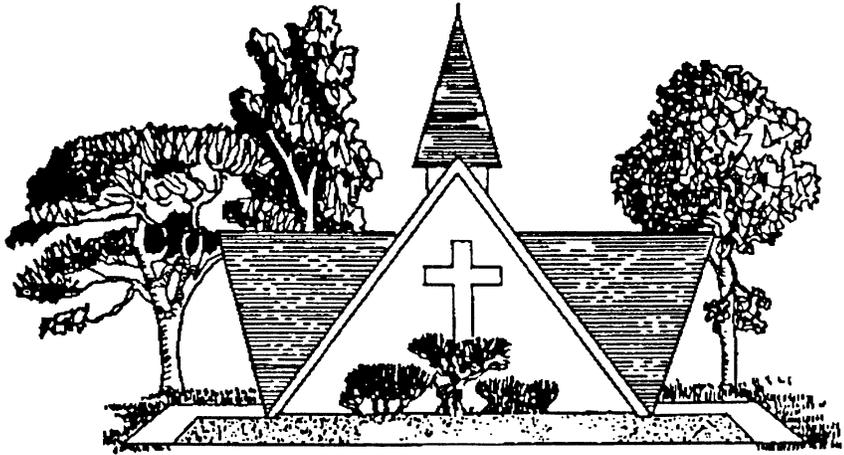
lodging during the time the displacee's bedroom furniture is not available at either location, shall be considered reasonable. Receipts will be required to prove that such expenditures were made, as well as the amounts of the actual costs involved.

## **PARTIAL DISPLACEMENT RESIDENTIAL MOVING COST PAYMENTS**

If you are involved in a partial displacement, you can be reimbursed for your actual and reasonable expenses in moving your items of personal property by a commercial mover. (The "Fixed Payment Moving Cost Schedule" is not applicable when partial displacements are involved.)

### **How can I claim my moving cost payment?**

Claim forms can be obtained from the Relocation office or the Relocation Coordinator. The Relocation Coordinator will assist you in preparing and submitting these forms for payment.



## **Business, Farm, and Nonprofit Organization Moving and/or Reestablishment Cost Payments**

### **What are the eligibility requirements for this type payment?**

The eligibility requirements are the same as those listed in this brochure for Residential Moving Cost Payments.

### **Can the owner of a furnished, single or multi-family dwelling, which he does not occupy, be reimbursed for the cost of moving the furnishings as a routine business move?**

Yes. However, he cannot receive the reestablishment payment as explained later.

### **What if I want to sell my personal property and go out of business or replace an item instead of moving it?**

Actual direct loss of tangible personal property incurred as a result of moving or discontinuing the business is an eligible payment. The payment shall consist of: the fair market value of the item for continued use at the acquired site, less the proceeds from its sale or the estimated cost of moving whichever is less. If an item is replaced and not moved, the payment is the cost of the replacement item minus any pro-

ceeds from the sale or tradein of the replaced item or the cost to move the item whichever is the lesser. This payment is complex and if you are interested, you should ask your Relocation Coordinator to explain it further.

### **What moving payment options are available to businesses, farms and nonprofit organizations?**

Each of the options available are discussed in the following paragraphs.

### **BUSINESS, FARM AND NONPROFIT ORGANIZATIONS (COMMERCIAL MOVER)**

The procedure outlined under the "Actual Cost - Residential Move (Commercial Mover)" including the 50 mile limit, is also applicable if a commercial mover is used to conduct the business, farm or nonprofit organization move. If you choose this course of action, you should ask your Relocation Coordinator to explain the procedure to be followed.

**BUSINESS, FARM AND  
NONPROFIT ORGANIZATIONS  
(SELF MOVES)**

The following procedure is applicable if you desire to conduct a self-move:

1. An inventory of the items to be moved will be prepared and a moving cost finding may be made by two qualified highway department personnel. You may be paid the lowest of the two finding amounts without supporting evidence of actual expenses incurred, or
2. The Department will obtain at least two bids from commercial movers who are qualified to conduct the move. The low bidder will be awarded the move, or the displacee will be paid an amount to be negotiated between the State and the business not to exceed the lower of the firm bids, or
3. If you choose, you may move the personal property and be paid your actual and reasonable expenses incurred during the move. You should ask your Relocation Coordinator for types of expenses that can be paid under this procedure. (This payment cannot exceed the lower of the bids or finding amounts.)

**INCIDENTAL MOVING COSTS WHICH  
ARE ELIGIBLE FOR REIMBURSEMENT  
INCLUDE THE FOLLOWING  
EXPENDITURES**

1. **Storage Costs** - same as discussed under "Residential Moving Costs".
2. **Insurance** - same as discussed under "Residential Moving Costs".

3. **Losses in Moving** - same as discussed under "Residential Moving Cost".
4. **Removal and Reinstallation Expenses**  
- The expenses of removal, reinstallation, and reestablishment of machinery, equipment, substitute personal property, and other items of personal property, including reconnection of utilities to such items at the replacement site within the building, can be included in moving costs payments. They may also include modifications to the personal property including those mandated by Federal, State or local law, code or ordinance, necessary to adapt it to the replacement site, or the utilities at the replacement site and the modifications necessary to adapt the utilities at the replacement site to the personal property.

Such costs are not applicable to items classified as real property in the right of way settlement

5. **Search for Replacement Business, Farm and Nonprofit Organization** - You can claim the actual reasonable expenses incurred in searching for a replacement business or farm, if applicable, not to exceed a total payment of \$2,500 provided that you claim a moving cost payment and not a displaced business or displaced farm operation payment.

Applicable expenses can include:

- a. Transportation based on actual fees charged for commercial transportation or (20) cents per mile when a private auto is used.

- b. Actual reasonable cost of meals and lodging when the State determines that such costs are required,
- c. Time spent in obtaining permits and attending zoning hearings,
- d. Time spent negotiating the purchase of a replacement site based on a reasonable salary or earnings,
- e. The reasonable value of the time actually spent in the search. Payment for time actually spent in the search shall be based on the applicable hourly wage rate for the person conducting the search. A certified statement of the time spent in search and the hourly rate must accompany the claim. All expenses claimed must be supported by receipted bills.
- f. Fees paid to a real estate agent or broker to locate a replacement site exclusive of any fees or commission related to the purchase of such site.

6. **Licenses, Permits, Professional Services** - Any license, permit, or certification required of the displaced person at the replacement location. However, the payment may be based on the remaining useful life of the existing license, permit or certification.

Professional services necessary for (1) planning the move of the personal property, (2) moving the personal property, and (3) installing the relocated personal property at the replacement location.

7. **Relettering, etc.** - relettering signs and replacing stationary, business cards and etc., on hand at the time of

displacement that is made obsolete as a result of the move.

- 8. **Connection to Utilities** - Connection to available nearby utilities from the right of way to improvements at replacement site.
- 9. **Services** - Professional Services performed prior to the purchase or lease of a replacement site to determine its suitability concerning soil testing, feasibility and marketing studies (excluding any fees or commissions directly related to the purchase or lease of such site).
- 10. **Utility fees** - Impact fees or one time assessments for anticipated heavy utility usage, as determined necessary by the Department.

#### **PARTIAL DISPLACEMENTS - BUSINESS, FARM AND NONPROFIT ORGANIZATIONS**

If you are involved in a partial displacement, you can be reimbursed for the actual and reasonable expenses of moving your items of personal property. The procedure to be followed when business, farm and nonprofit organization partial displacements are involved is the same as outlined in this brochure for total displacements

#### **How can I claim my moving cost payment?**

Claim forms can be obtained from the relocation office or the Relocation Coordinator. The Relocation Coordinator will assist you in preparing and submitting these forms for payment.

## **REESTABLISHMENT EXPENSES - BUSINESS, FARM AND NONPROFIT ORGANIZATIONS**

In addition to the moving cost payments above a small business, farm or nonprofit organization may be eligible to receive a reestablishment payment, not to exceed \$10,000.

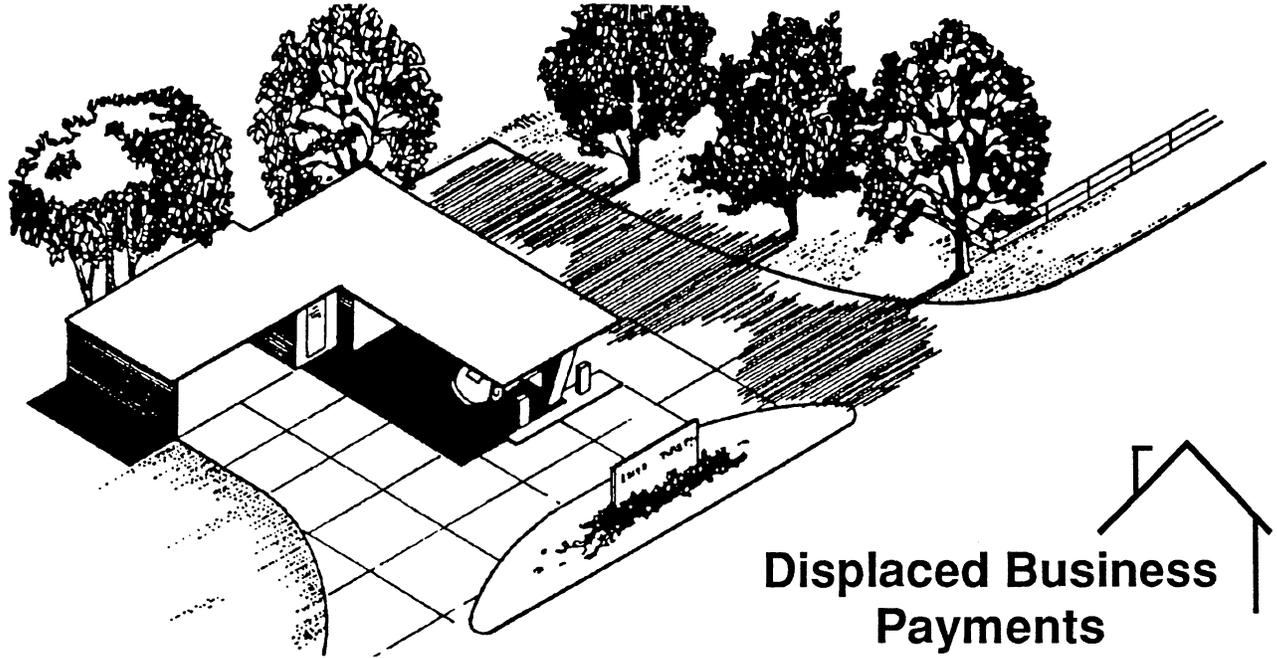
Reestablishment expenses must be reasonable and necessary as determined by the Department. They may include, but are not limited to the following:

1. Repairs or improvements to the replacement real property as required by Federal, State or local law, code or ordinance.
2. Modifications to the replacement property to accommodate the business operation or make replacement structures suitable for conducting the business.
3. Construction and installation costs for exterior signing to advertise the business.
4. Redecoration or replacement of soiled or worn surfaces at the replacement site, such as paint, paneling, or carpeting.
5. Advertisement of replacement location.
6. Increased costs of operation during the first two years at the replacement site for such items as:
  - a. Lease or rental charges,
  - b. Personal or real property taxes,
  - c. Insurance premiums, and
  - d. Utility charges, excluding impact fees.
7. Other items that the Department considers essential to the reestablishment of the business.

Bids will be obtained in order to perform the work for the above reestablishment expenses, and the low bidder will be awarded the work. For some of the expenses it will not be possible to obtain bids and you may claim these expenses on claim forms provided by your Relocation Coordinator. If you think you have or will encounter any of these expenditures, ask your Relocation Coordinator for an explanation as to how payment may be made and he will assist you in preparing and submitting claim forms for payment.

The following is a nonexclusive listing of reestablishment expenses not considered to be reasonable necessary or otherwise eligible:

1. Purchase of capital assets, such as office furniture, filing cabinets, machinery or trade fixtures.
2. Purchase of manufacturing materials, production supplies, product inventory or other items used in the normal course of the business operation.
3. Interest on money borrowed to make the move or purchase the replacement property.
4. Payment to a part-time business in the home which does not contribute materially to the household income.
5. Payment to a person whose sole business at a displacement dwelling is the rental of such dwelling to others.



## Displaced Business Payments

### What are the qualification requirements for this type payment?

If you are the owner of a business which qualified for a Business Moving Cost Payment as previously discussed, you can elect to claim a Displaced Business Payment in lieu of a moving and/or reestablishment cost claim, **provided** the additional qualification requirements are fully satisfied:

1. To qualify for this type payment, your business must contribute materially to your total income during the two taxable years prior to displacement.
2. A business must sustain a substantial loss of its existing patronage.
3. Your business must not be part of a commercial enterprise having more than three other entities which are not being acquired by the Department, and which are under the same ownership and engaged in the same or similar business. If you are merely operating under a chain store name, you may still be qualified, provided that you meet the other qualification requirements.
4. The business is not operated at a displacement dwelling solely for the purpose of renting such dwelling to others.
5. The business is not operated at the displacement site solely for the purpose of renting the site to others (Commercial Property).
6. The business owns or rents personal property which must be moved for which an expense would be incurred, and the business vacates from its displacement site.
7. You must claim payment on a claim form provided by the Department within 18 months after the date you move or the date you were paid for the real property whichever is later if you are an owner. If you are a tenant, you must claim payment within 18 months after the date you move.

## How will the amount of actual payment be computed?

You are entitled to receive an amount equal to the average annual net earnings of your business, not to exceed a maximum payment of \$20,000, or less than a minimum payment of \$1,000. The term "average annual net earnings" means one-half of any net earnings of your business, before Federal, State or local income taxes have been deducted, during the two taxable years immediately preceding the taxable year in which your business is relocated. Average annual net earnings may be based upon a different period of time when the State determines it to be more equitable. Such "average annual net earnings" include any compensation paid by the business to you, your spouse, or your dependents during the two year period.

All earnings and compensation must be established by Federal Income Tax Returns (or other reasonable evidence) filed by the business and by you, your spouse, and your dependents during the two year period.

## Can a Nonprofit Organization be eligible for this type of payment?

Yes. A displaced nonprofit organization may choose this type of payment in an amount not less than \$1,000 or more than \$20,000 if it complies with requirements #2 and #7 under Displaced Business Payment. Any payment in excess of \$1,000 must be supported with financial statements for the two 12-month periods prior to acquisition. The amount to be used for the payment is the average of 2 years annual gross revenues less administration expenses.

## Can Displaced Business Payments be made when junkyards are totally displaced?

Owners of legally located and operated junkyards can be paid displaced business payments if their business operation meets all eligibility requirements.

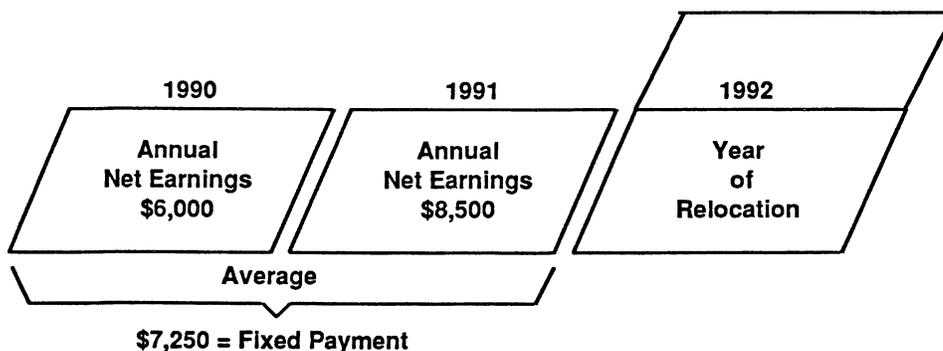
## The Computation of Your Fixed Payment...

...is based upon the average annual net earnings for two taxable years immediately preceding the taxable year during which the enterprise is relocated.\*

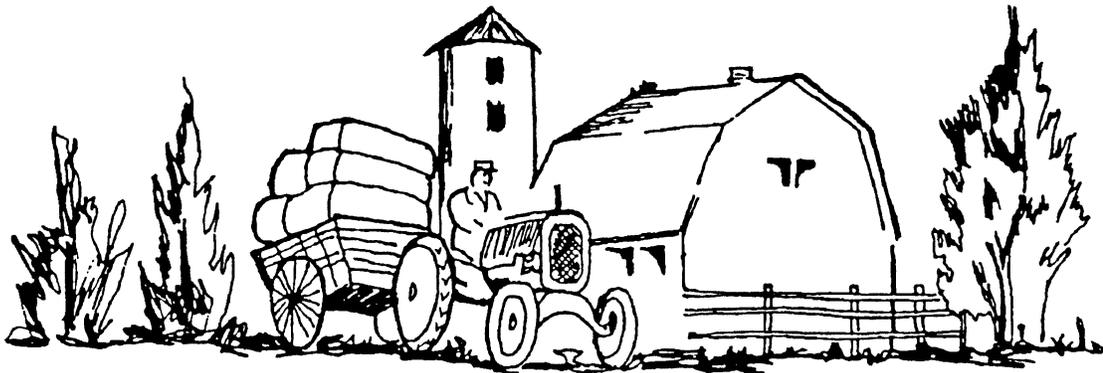
You must provide information to the acquiring agency to support your net earnings in the form of income tax returns or certified financial statements.

\* Or a different period of time when the Department determines it to be more equitable

Example:



Your Relocation Coordinator will explain eligibility requirements and methods of computation to you in great detail if you are interested in pursuing this course of action. However, space in this brochure does not permit a detailed review of fixed payments due to the complexity of the computation and the lengthy explanation required.



## Displaced Farm Operation Payment

### **What are the qualification requirements for this type of payment?**

For you to be eligible for this type payment, you must meet the qualification requirements for a "Business, Farm or Nonprofit Organization Moving Cost Payment" and, in addition, the Department must also determine that:

1. Your farm operation contributed materially to your total income during the two taxable years prior to displacement.
2. That you completely discontinued your entire farm operation at the present location; or
3. In case of a partial taking the operator was caused to be displaced from the farm operation on the remaining land or the partial take caused a substantial change in the nature of the farm operation.
4. You filed a payment claim on a claim form provided by the Department within 18 months after your farming operation is displaced or the date you were paid for the real property whichever is later if you are an owner. If you are a tenant, you must file within 18 months from the date you move.

### **If a farm tenant is involved, who is entitled to the payment, the farm tenant or the landlord?**

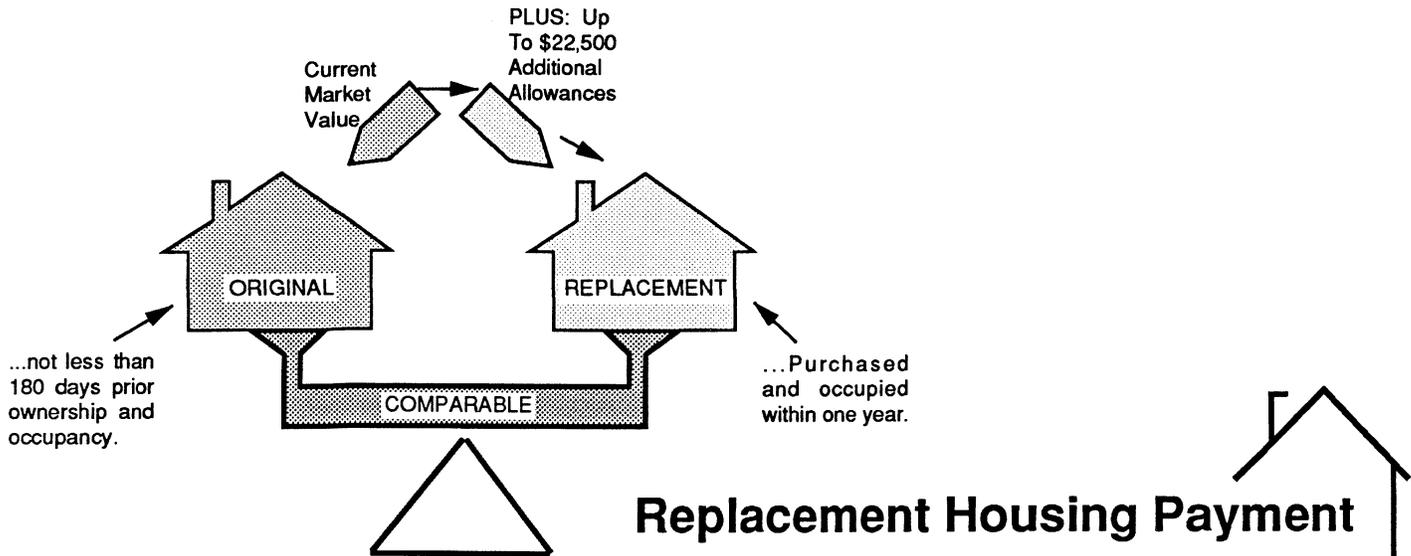
If a sharecropper or tenant is carrying out the actual farming operation, he receives the displaced farm operation payment.

### **What if mineral production or a quarry operation is involved?**

When minerals are being produced on a farm on a commercial basis and/or when quarrying operations are so conducted, they are to be considered as a separate business and not taken into consideration as a part of the farm operation. (The farm operation is to relate to agricultural activities only.)

### **How will the amount of the actual payment be computed?**

You are entitled to receive an amount equal to the average annual net earnings of your farm operation, not to exceed a maximum payment of \$20,000, or less than a minimum payment of \$1,000. The average annual net earnings must be established and proven by copies of your Federal Income Tax Returns or other reasonable evidence. The method of computation is the same as that illustrated previously.



### What is a Replacement Housing Payment?

Generally speaking, a replacement housing payment is an amount paid to a qualified totally displaced owner occupant of a residential dwelling unit equal to the difference between the final amount he receives from the Department in payment for his dwelling and the actual amount paid by him for a decent, safe and sanitary replacement dwelling - OR - the amount determined by the Department as necessary for him to purchase the most nearly comparable decent, safe and sanitary replacement dwelling available, **whichever is less**. The payment, together with authorized incidental costs related to the purchase of the replacement and increased interest costs (both of which are discussed later in this brochure) cannot exceed \$22,500.

### What are the payment qualification requirements?

Qualification requirements are as follows:

1. You must have owned and occupied your dwelling unit for at least 180 days immediately prior to the initiation of negotiations for the property.

2. You must have owned and been in occupancy of the property from which you are being displaced at the initiation of negotiations for that particular tract.
3. Your property must be acquired by the Department from you. Should you sell to another party and not directly to the Department, you will not be qualified for this type payment. (The "other party" who purchases it will not be qualified for the payment).
4. Your displacement must be necessary (not by choice) due to the actual acquisition of your dwelling by the Department, or, due to its being rendered legally or physically landlocked and uninhabitable by the right of way taking.
5. The dwelling acquired as right of way by the Department must be your principal and legal place of residence.
6. You must purchase and occupy a replacement dwelling which meets decent, safe and sanitary standards within one year from the latter of the following dates:

- a. The date on which you receive your right of way payment from the Department when negotiated settlements are involved, or in the case of condemnation, the date on which the Department deposits your "fair market value" in court, or
  - b. The date on which comparable replacement housing was made available to you.
7. Your replacement housing claim must be filed with the Department no later than 18 months from the later date of; the date you receive your right of way payment, or the date you move from the acquired dwelling unless your dwelling was acquired by condemnation, in which case the deadline for filing your claim will be extended to six months after final adjudication. The payment must also be claimed on a form provided by the Department. It will be necessary for you to provide proof that you purchased a replacement dwelling and document the price paid for it. This can normally be accomplished by attaching a "closing statement" covering the purchase of your replacement dwelling. You should require a completed closing statement from the seller or his realtor.

**Are the owner-occupants of mobile homes qualified for this payment?**

Yes, if the mobile home is considered to be real property. (If the mobile home is considered to be personal property, a replacement housing payment will not be available to the owner except under unusual circumstances.) If you are the owner-occupant of a mobile home, your Relocation Coordinator will explain whether or not you are eligible for this type payment.

**If I own property that contains both my residence and business, will I be entitled to a Replacement Housing Payment?**

Yes, based on the part of the Department's offer for your property that is chargeable to the residential portion. The portion of the offer chargeable to the residential unit will be deducted from the probable amount necessary to acquire a decent, safe and sanitary replacement dwelling unit, comparable to the extent possible under the circumstances. (Utility of living space will be given considerable consideration in determining comparability under this type situation.)

**Can the owner of a multi-unit dwelling complex, being acquired by the Department (duplex or apartment building), who occupies one of the units, be paid a Replacement Housing Payment?**

Yes, based on the part of the Department's right of way offer chargeable to the dwelling unit occupied by the owner. A Department appraiser will prorate the Department's total offer to show the portion chargeable to the unit or units occupied by the owner.

The prorated amount will be deducted from the probable cost of a decent, safe and sanitary available replacement, as nearly comparable as possible under the circumstances, to determine the maximum Replacement Housing Payment.

**If I retain my existing dwelling in the right of way settlement and move it to a new location, am I eligible for a Replacement Housing Payment?**

It is very difficult to qualify for a Replacement Housing Payment in this situation. Your Relocation Coordinator will explain the payment computation procedure and eligibility requirements if you desire to follow this course of action.

## **How are Replacement Housing Payments computed?**

In most situations, a study will be made to locate the most nearly comparable replacement dwelling unit available to you for purchase within the area.

The maximum Replacement Housing Payment which you can receive will be computed by subtracting the amount offered by the Department for your dwelling unit from the amount necessary to acquire the available replacement.

Under no circumstances, however, can you be paid a Replacement Housing Payment which, when added to the right of way payment received for your residential unit (dwelling, building lot, and supporting residential improvements), exceeds the amount actually expended by you in obtaining a replacement dwelling.

For example, if you are paid \$20,000 for your residential property and your maximum Replacement Housing Payment is computed as \$5,000, you must actually spend at least \$25,000 in the purchase of a replacement, not including incidental costs. Should you only spend \$22,000, your replacement housing payment would be reduced to \$2,000 and if you spend \$20,000 or less, you would not qualify for any Replacement Housing Payment.

Replacement Housing Payments in most cases will be computed as explained above; however, under some types of unusual circumstances, such payments may be based on the cost of constructing a new house, or on the cost of repairing an existing dwelling. Your Relocation Coordinator will explain the procedure used in computing your specific payment.

## **How will I be notified of the amount of my Replacement Housing Payment?**

You will receive a letter of confirmation concerning the amount of the Replacement Housing Payment.

## **If my residential property is acquired by condemnation, must I wait until my case is finally settled before receiving my Replacement Housing Payment?**

No. You will be given an opportunity to enter into a "Condemnation Agreement" and receive your Replacement Housing Payment as soon as you meet all qualification requirements and prior to final settlement of your condemnation case.

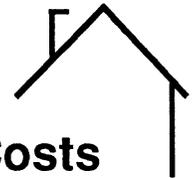
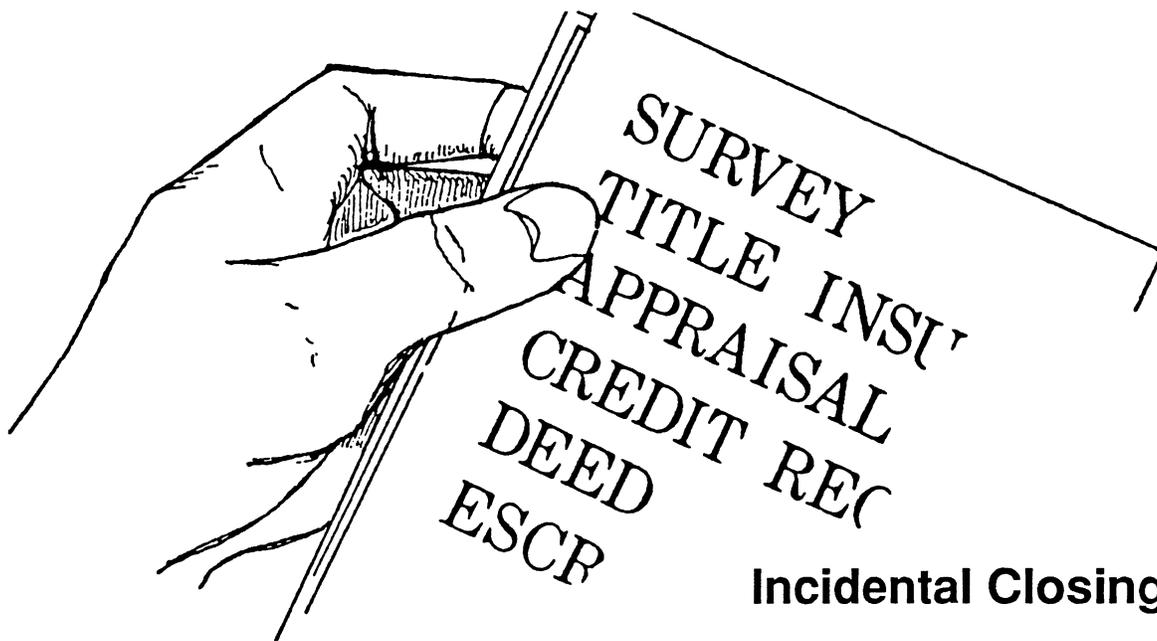
Should condemnation become necessary in the acquisition of your dwelling, your Relocation Coordinator will make a "Condemnation Agreement" available to you and/or your attorney, if you decide to request your payment prior to final settlement of your condemnation case.

## **How can I claim my Replacement Housing Payment?**

Claim forms can be obtained from the relocation office or the Relocation Coordinator. The Relocation Coordinator will assist you in preparing and submitting these forms for payment.

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**Please understand that you will not be entitled to any Replacement Housing Payment if a decent, safe and sanitary comparable replacement dwelling is available within the area which you can purchase for a price that does not exceed the amount paid to you by the Department for your existing dwelling.**



## Incidental Closing Costs

### What is an Incidental Closing Cost Payment?

An incidental closing cost payment is the amount necessary for the Department to reimburse you for the actual cost incurred incident to the purchase of your replacement dwelling.

Such costs may include the following items, if normally paid by the buyer:

1. Legal, closing and related costs including title search, abstracting and preparing conveyance contracts, notary fees, surveys, preparing drawings or plats, and charges incident to recordation.
2. Lender's appraisal and application fees (FHA or VA).
3. Loan origination, points or assumption fees that do not represent prepaid interest. Payment will be based on the lesser mortgage balance. If there is no mortgage on the displacement dwelling, these will not be eligible costs.
4. Certificate of structural soundness (includes termite inspection) when required by lender, and home inspection.
5. Credit report.

6. Title insurance not to exceed the cost for a comparable replacement dwelling.
7. Escrow Agent's fee.
8. State revenue stamps and sales or transfer taxes (not to exceed the costs for a comparable replacement dwelling).
9. Conventional loan application and appraisal fees if not a part of the debt service or finance charge.
10. Mortgage Insurance Premiums. Reimbursement should be limited to an amount based on the unpaid mortgage balance on the displacement dwelling or the new mortgage amount, whichever is less. If there is no mortgage on the displacement dwelling, then this is not an eligible cost.
11. Such other costs as the Department determines to be incidental to the purchase.

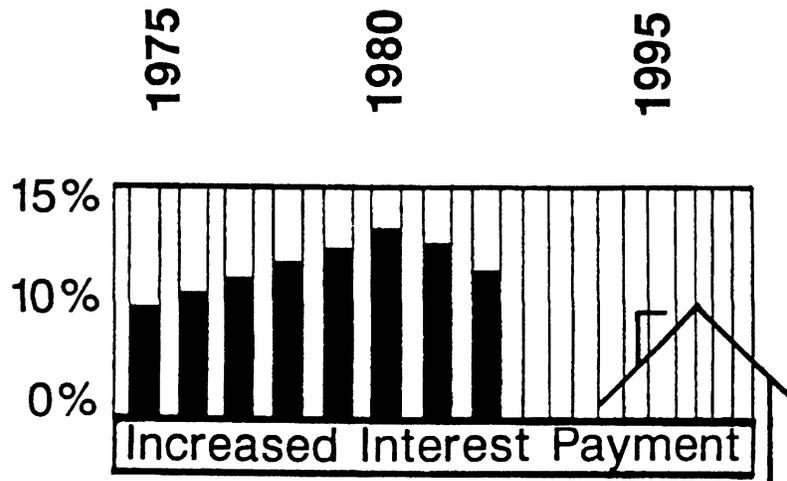
## **What are the payment qualification requirements?**

Any displacee who is qualified for a Replacement Housing Payment as previously discussed, or is qualified for a downpayment assistance payment, as will be discussed later, is also entitled to receive an "Incidental Closing Cost Payment".

Should you otherwise meet the qualification requirements for a Replacement Housing Payment, but not receive a payment due to the fact that you are able to obtain a comparable decent, safe and sanitary replacement dwelling for an amount that does not exceed the Department's right of way payment to you for your residential improvements and supporting land area, or because you did not pay an amount for your replacement that exceeded the right of way acquisition payment, you will still be qualified for an "Incidental Closing Cost Payment".

Your incidental closing cost must be included on either your Replacement Housing Payment Claim form or with your Down Payment Assistance Claim Form, whichever is applicable. (Your Relocation Coordinator will explain how to prepare the proper claim form.)

It will also be necessary for you to document your expenditures, either by attaching paid receipts to your claim or by attaching a closing statement which specifically sets out the incidental closing cost expenditures being claimed.



**What are increased interest payments?**

Increased interest payments are those payments available under the Relocation Program to displaced, long-term owner-occupants to compensate for the additional expense they will encounter, if any, by paying higher interest rates for a new mortgage on a replacement property than they were paying on an existing mortgage on the property acquired from them by the Department, plus other debt service costs paid by the displacee if not paid as incidental costs. The payment will be an amount which will reduce the mortgage balance on the replacement dwelling to an amount which could be amortized with the same monthly payment for principal and interest as that of the mortgage on the displacement dwelling.

**What are the payment qualification requirements?**

1. You must meet all basic qualification requirements necessary to be eligible for a "Replacement Housing Payment" as previously discussed.
2. Your residential property being acquired by the Department must have been encumbered by a bona fide mortgage which was a valid lien on such property, for not less than a 180 day period established in the exact same manner as outlined in the brochure for a "Replacement Housing Payment".

3. Your replacement dwelling must also be encumbered by a bona fide mortgage which bears a higher interest rate than the mortgage on the property being acquired by the Department.
4. You must prove that you qualify for this type payment by providing the following documents to the Department:
  - a. A copy of all existing notes and Deeds of Trust on the property being acquired by the Department.
  - b. A copy of all notes and Deeds of Trust on your replacement dwelling.
  - c. A copy of the closing statement covering the replacement property purchased. Your increased interest payment must be included on your Replacement Housing Payment Claim Form. (Your Relocation Coordinator will explain how to prepare a proper claim form including both payments.)

**How will my payment be computed?**

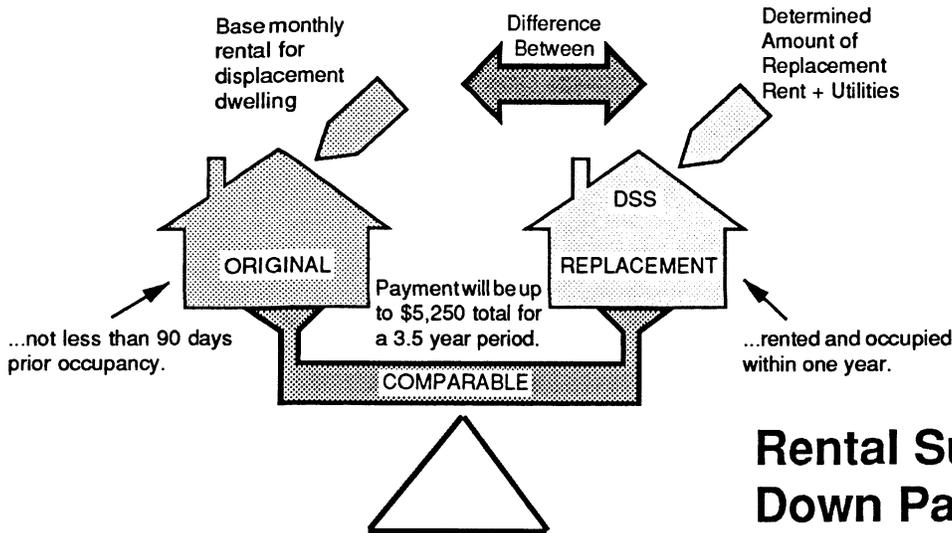
The exact procedure for computing "Increased Interest Payments" is complicated and will, if applicable, be explained in person by your Relocation Coordinator.

**Am I qualified for this type payment if I retain and move my existing house, or if I build a replacement dwelling?**

Yes, in either situation if you meet all eligibility requirements.

**What if I purchase a mobile home as a replacement dwelling?**

You will normally be qualified, however, before committing yourself, it is highly recommended that you discuss your particular situation with your Relocation Coordinator.



## Rental Subsidy and Down Payment Assistance

### Which category of displacee can receive a Rental Subsidy Payment?

Individuals and families displaced from dwelling units they have rented and occupied for not less than 90 consecutive days as well as owners, both long-term and short-term, who rent rather than purchase replacement housing, are entitled to a "Rental Subsidy Payment" if they meet the payment qualification requirements outlined in the following paragraphs.

### What would be a general explanation of this type payment?

Generally speaking, when displaced tenants are involved, payments of this type are based on the increased rental fee and utility cost that the tenant will have to pay, over a three and a half year period, for the most nearly comparable replacement dwelling unit available **over and above** the base monthly rental fee he was paying for the unit acquired by the Department.

When owners are involved, who elect to rent rather than purchase a replacement dwelling, the same principle is applied, based on the difference between the base monthly rental fee (utilizing economic rent) applicable to the dwelling being acquired by the Department and the rental fee and utility cost for the most nearly comparable replacement dwelling available.

"Rental Subsidy Payments" cannot exceed a maximum of \$5,250 and may be paid in one lump sum. The amount of this payment may also be used as a "Down Payment Assistance" in order to assist in purchasing a replacement dwelling by tenants and Short-term owners. The full amount of the payment or an amount equal there to, must be applied to the purchase of a decent, safe and sanitary dwelling.

### If I am a tenant, what are the applicable qualification requirements?

If you are a tenant, the following qualification requirements apply:

1. **Prior Occupancy Requirements** - you must have rented and legally occupied the dwelling unit being acquired for at least 90 days immediately prior to the initiation of negotiations for the property.
2. **Occupancy Required At Initiation of Negotiations** - you must have been in legal possession and occupancy of the dwelling unit being acquired at the initiation of negotiations for that particular parcel.
3. **The Dwelling Unit You Occupy Must Be Acquired By The Department** - a Rental Subsidy Payment will not be made if for any reason the dwelling unit you occupy is not acquired by the Department as originally planned.

**4. Decent, Safe and Sanitary Replacement Must Be Rented and Occupied Within One Year** - you must rent and occupy a decent, safe and sanitary replacement dwelling unit within one year from the date on which you move.

If you first rent and then decide to buy within the one year period, you may do so, however, any "Rental Subsidy" that you have received must be deducted from your "Down Payment Assistance Payment".

If, as a tenant, you use the payment to purchase a replacement dwelling, it will be inclusive of closing costs. In other words, if you use the entire payment for the down payment, you will not have any left for closing cost reimbursement. If you do not use the entire payment for a down payment, the remainder may be used for closing cost reimbursement.

**If I am a short-term owner, what are the applicable qualification requirements?**

Generally speaking, the qualification requirements for a short-term owner are the same as for a tenant except you will have one year from the date you move or the date you were paid for your real estate, whichever is later in order to rent and occupy a replacement. Also, the "Rental Subsidy" amount may be used as a Down Payment Assistance in order to purchase a dwelling. In the case of a Short-term owner eligible closing costs may be added to the amount.

If you first rent then later decide to purchase a replacement dwelling within the original one-year period, and claim a "Down Payment Assistance Payment", you can do so. However, the amount of any rental subsidy payment previously paid must be deducted from the "Down Payment Assistance Payment".

**If I am a tenant, how will I know when negotiations start with the owner of the property where I live?**

You will receive a letter giving you the date of the initiation of negotiations with the owner.

**What are the applicable qualification requirements if I am a long-term owner who elects to rent rather than purchase replacement housing?**

You must meet the qualification requirements for a "Replacement Housing Payment", as previously discussed under that heading, and also actually rent and occupy a decent, safe and sanitary replacement within the required one-year period as described under Replacement Housing Payments. The rental subsidy payment would, of course, be paid in lieu of the replacement housing payment.

You cannot be paid a rental subsidy payment as a long-term owner that exceeds the amount you would have been entitled to receive had you purchased a replacement dwelling in lieu of renting. In other words, your rental subsidy payment cannot exceed your computed replacement housing payment offer.

If you later decide to purchase a replacement within the original one-year period, you can do so and claim a "Replacement Housing Payment", however, the amount of any rental subsidy payment previously paid must be deducted from the replacement housing payment.

A long-term owner is not eligible for a "Down Payment Assistance Payment".

## What is the deadline for filing Rental Subsidy or Down Payment Assistance Claims?

Rental Subsidy or Down Payment claims must be filed with the Department on an approved claim form within 18 months from the date you move if you are a tenant. If you are an owner, the claim must be filed within 18 months from the date you move or the date you are paid for the real property, whichever is later. However, if you are an owner occupant whose dwelling is acquired through condemnation, you will have 6 months after final adjudication to claim payment.

## Can a Rental Subsidy or Down Payment Assistance Payment be paid if I occupy a mobile home?

Normally, it can. Check your particular situation with your Relocation Coordinator to determine your payment eligibility.

## Do I qualify if I only occupy a sleeping room?

Yes, if you meet the previously discussed payment qualification requirements.

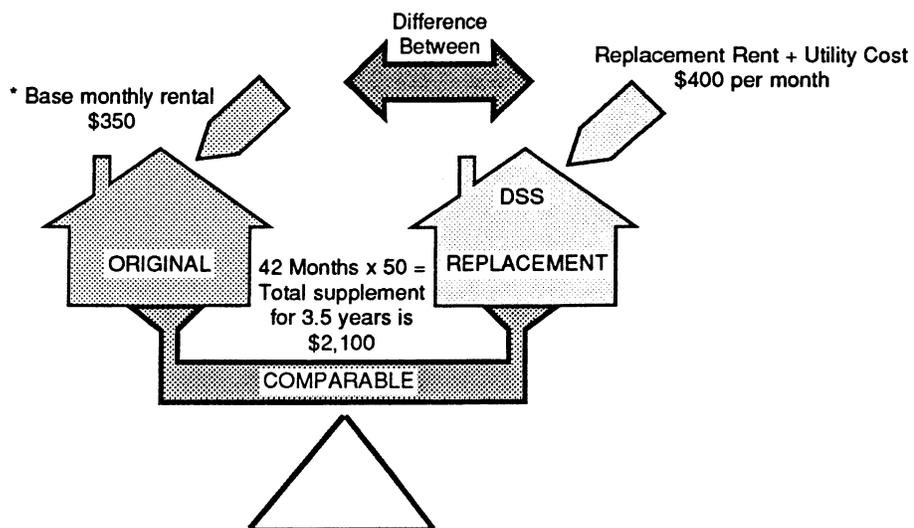
## How will the amount of my payment be computed?

The procedure varies somewhat depending on whether you are a tenant or an owner. Your Relocation Coordinator will explain the exact procedure used in computing your payment. Please understand that you will not be entitled to a "Rental Subsidy Payment" if you can rent a comparable decent, safe and sanitary replacement dwelling for an amount that does not exceed the base monthly rental rate applicable to your existing dwelling.

## How will my payment be computed if I am not being charged a rental fee for the dwelling unit I now occupy?

Your payment will be based on a base monthly rental fee (economic rent plus utility costs or 30% of monthly gross income whichever is less). The economic rental fee is an amount that would be applicable for the unit you occupy if you were being charged a reasonable rental based on amounts charged for similar rental units in the area. The Department's Appraisal Section will determine the economic rent.

## EXAMPLE...



\* Base Monthly Rental for the displacement dwelling is defined as the rent and utility cost, or 30% of the person's monthly gross income, or utilities and other government housing assistance, if applicable, whichever is the lesser.

If the displaced person is paying little or no rent, the base monthly rental is defined as the economic rent and utility cost, or 30% of the person's monthly gross income, or utilities and other government housing assistance, if applicable, whichever is the lesser.

### **To All Displacees...**

The most important thing to remember is that the replacement dwelling you select must meet the "decent, safe and sanitary" standards. Do not execute a sales contract or a lease agreement until a representative from the acquiring agency has inspected and certified in writing that the dwelling you propose to purchase or rent does meet the basic standards. Please do not jeopardize your right to receive a supplemental payment by moving into a substandard dwelling.

### **Relocation Assistance Services...**

Any person, family business or farm displaced by a Federal or Federally assisted program shall be offered relocation assistance services for the purpose of locating a suitable replacement property. Relocation services are provided by qualified personnel employed by the acquiring agency. It is their goal and express desire to be of service to you, and assist in any way possible to help you successfully relocate.

Remember - they are there to help and advise you; be sure to make full use of their services. Do not hesitate to ask questions, and be sure you understand fully all of your rights and relocation services available to you.

### **A Relocation Coordinator Will Contact You...**

A Relocation Coordinator from the acquiring agency will contact you personally. He will explain the services and payments available to you in accordance with your eligibility. During the initial interview, he will determine your housing needs and desires, as well as your need for his services. The Relocation Coordinator can be of great help to you during this period of transition, so do not turn down his offer of assistance lightly. If you accept the Coordinator's offer of assistance, you will be provided with current listings of comparable replacement housing which is within your financial means, available on the open market and "decent, safe and sanitary". Be assured that "decent, safe

and sanitary" replacement housing will be available to you and within your financial means before you will be required to relocate.

The Relocation Coordinator will also maintain listings of comparable farms, commercial properties and locations for displaced businesses whenever this type of displacement occurs. Information will also be available concerning Federal and State housing programs, disaster loan programs, and other Federal and State agencies offering assistance to displaced persons.



## Social Services Provided By Other Agencies

Your Relocation Coordinator is also familiar with the services provided by other public and private agencies in your community. If you have a special problem, he will make every effort to secure the services of those organizations which are professionally equipped to help you. So please make your needs known to your counselor; if he cannot personally help you with specific problems, perhaps he knows someone who can help.

Your Relocation Coordinator will provide you with assistance commensurate with your needs. You will be assisted in completing application or claim forms for payments and all pertinent financial information concerning replacement housing will be explained. Every displaced person will be offered assistance in order to minimize hardships encountered in searching for and locating a decent, safe and sanitary replacement property.

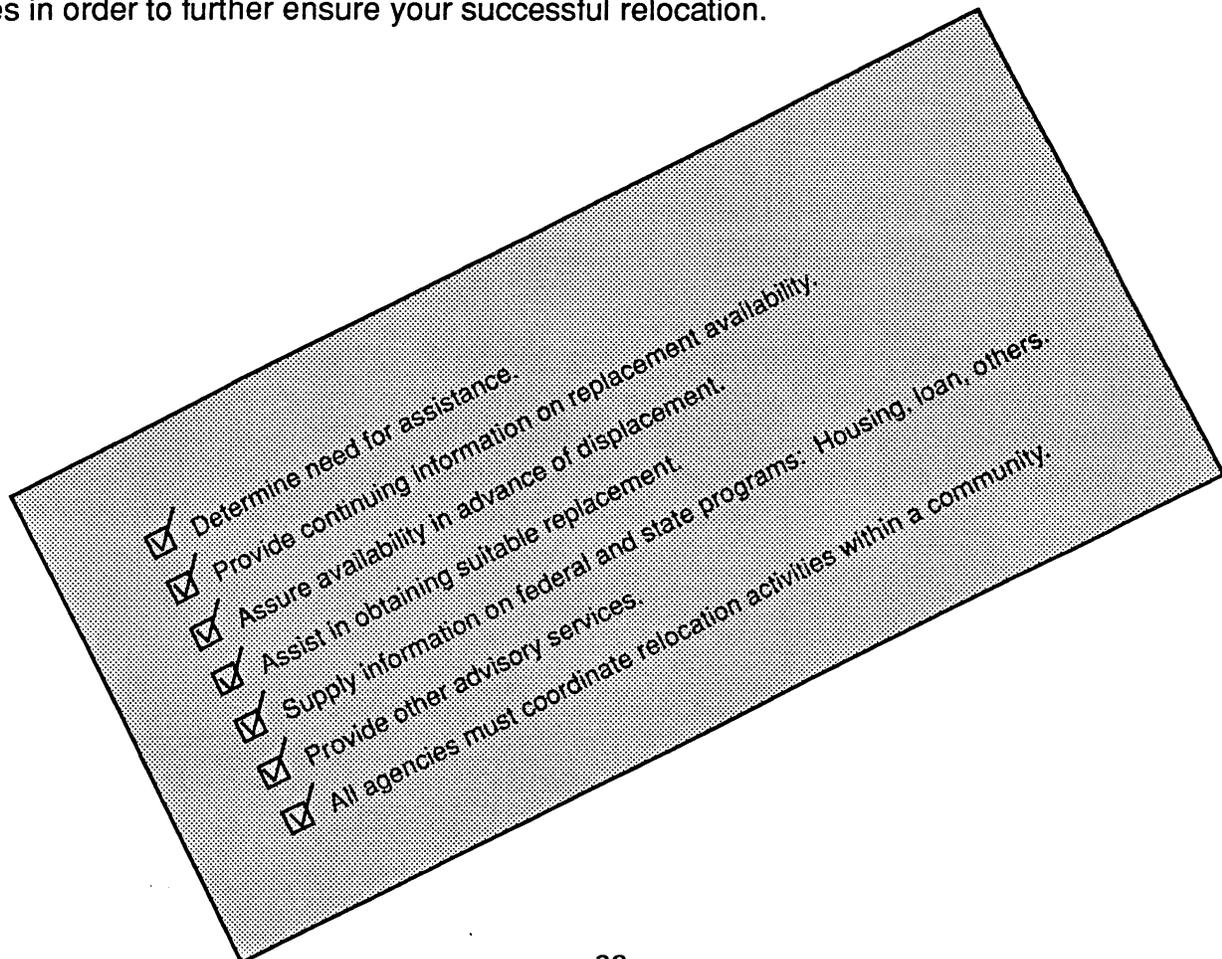


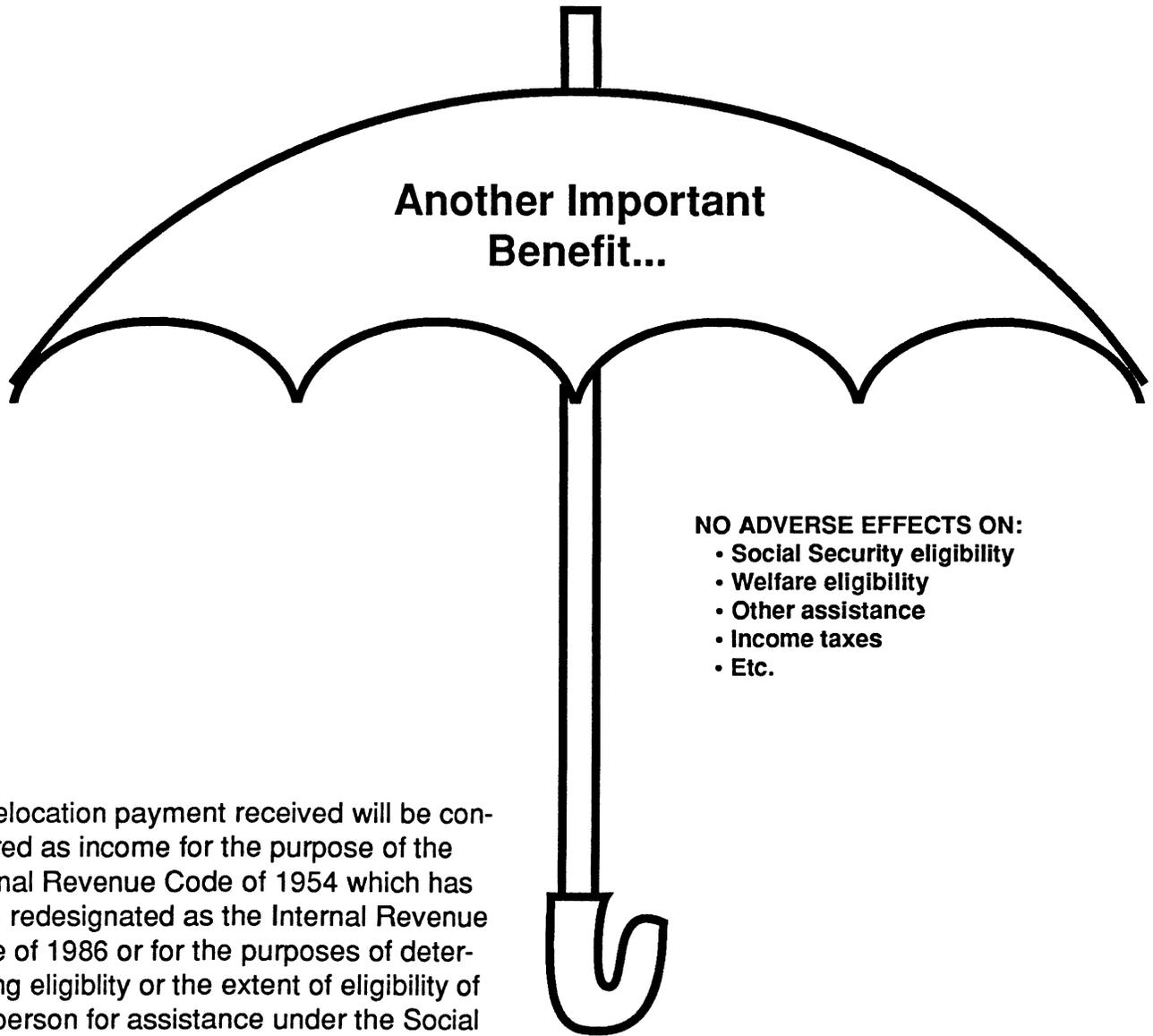
## In Addition To Personal Contacts...

In addition to personal contacts by your Relocation Coordinator, you will usually find a relocation office on or near a project where a considerable number of people are to be relocated. Project relocation offices are open during hours convenient to the displacees, including evening hours when necessary. The personnel employed in the relocation office will also assist you. They maintain considerable information which may be of assistance to you, such as lists of replacement properties, information concerning local housing ordinances, open housing, building codes, social services, data for such costs as security deposits, closing costs, typical down payments, interest rates and terms, VA and FHA insured loan requirements, real property taxes, consumer education literature on housing and various other subjects. So visit your Relocation Office - you will be more than welcome.

## Relocation Assistance Advisory Services Checklist Each Agency Must...

This checklist is a summary of the relocation assistance advisory services you may reasonably expect to receive if you are displaced by a Federal or Federal-aid project. In addition to the services listed, it should be emphasized that all Federal or State agencies that are displacing persons in a community wide area must coordinate their relocation activities in order to further ensure your successful relocation.

- 
- Determine need for assistance.
  - Provide continuing information on replacement availability.
  - Assure availability in advance of displacement.
  - Assist in obtaining suitable replacement.
  - Supply information on federal and state programs: Housing, loan, others.
  - Provide other advisory services.
  - All agencies must coordinate relocation activities within a community.



**Another Important  
Benefit...**

**NO ADVERSE EFFECTS ON:**

- **Social Security eligibility**
- **Welfare eligibility**
- **Other assistance**
- **Income taxes**
- **Etc.**

No relocation payment received will be considered as income for the purpose of the Internal Revenue Code of 1954 which has been redesignated as the Internal Revenue Code of 1986 or for the purposes of determining eligibility or the extent of eligibility of any person for assistance under the Social Security Act or any other Federal law, (except for any Federal law providing low-income housing assistance).

# Moving Cost Schedule

<b>MOVING EXPENSE SCHEDULE</b> (Includes \$200.00 Dislocation Allowance)	<b>STATE: Arkansas</b>
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<b>A UNFURNISHED UNITS</b>					<b>(Occupant Owns Furniture)</b>			
<b>First Room</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>EACH ADDITIONAL</b>
<b>\$550</b>	<b>\$825</b>	<b>\$1,100</b>	<b>\$1,350</b>	<b>\$1,600</b>	<b>\$1,825</b>	<b>\$2,050</b>	<b>\$2,275</b>	<b>\$200</b>

<b>B FURNISHED UNITS</b>		<b>INCLUDING SLEEPING ROOMS</b> <b>(Occupant Does Not Own Furniture)</b>
<b>1 room, no furniture</b>	<b>Each additional room, no furniture</b>	
<b>\$300</b>	<b>\$70</b>	

# **Arkansas State Highway and Transportation Department**

## **Notice of Nondiscrimination**

The Arkansas State Highway and Transportation Department (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibited discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to Joanna P. Nelson, EEO/DBE Section Head (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: [joanna.nelson@ahtd.ar.gov](mailto:joanna.nelson@ahtd.ar.gov)

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

