INSERT DATE

INSERT BUSINESS NAME

INSERT BUSINESS ADDRESS

**Relocation Assistance Program**

**Notice of Relocation Eligibility, Entitlements & 90-Day Assurance**

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NUMBER

Displacee No.: INSERT DISPLACEE NUMBER

Dear INSERT DISPLACEE NAME:

On INSERT OFFER DATEthe Washington State Department of Transportation (WSDOT) offered to purchase the property you occupy located at INSERT ADDRESS. It will be necessary for you to move from the property.

**Relocation Notice of Eligibility**

You are eligible to receive relocation assistance in accordance with the United States Code, 42 USC 4601 et seq., Public Law 91-646, and the implementing regulations found in 49 Code of Federal Regulations, CFR Part 24, the Revised Code of Washington, RCW 8.26, and the implementing regulations of the Washington Administrative Code, WAC 468-100. The purpose of this letter is to advise you of the relocation services and entitlements that may be available to you in accordance with the state and federal laws and regulations cited above.

**90-Day Assurance**

You are not required to relocate immediately. You will not be required to vacate the property before INSERT ASSURANCE DATE, which is at least 90 days from the date you receive this letter. You will be given another notice at least 30 days in advance of the specific date that the property needs to be vacated.

**Moving Entitlement**

You may select a commercial move, a self-move based on the successful move bid or a specialist move estimate, an actual cost self-move, or a combination of the options for moving your personal property.

(SELECT THE APPROPRIATE OPTIONS AND DELETE THOSE THAT DO NOT APPLY)

* **Commercial Move**

In the event you choose a commercial move, estimates were obtained from professional movers to determine a reasonable amount to reimburse your business for moving expenses. WSDOT obtained a total of INSERT NUMBER OF BIDS bids to relocate your business operation. Movers were asked to include the cost to disconnect, disassemble, pack, move, unpack, reassemble, and reconnect personal property, as well as the cost of any applicable packing materials needed. INSERT NAME OF MOVING COMPANY submitted the lowest acceptable bid in the amount of $INSERT BID AMOUNT to move your business operation. The contact person for this company is INSERT NAME OF CONTACT and can be reached at INSERT PHONE NUMBER/E-MAIL ADDRESS. You may select a mover of your choice, but you will only be reimbursed up to the amount of the acceptable bid. Payment for a commercial move is limited up to a maximum of 50 miles.

* **Self-Move based on Move Bid** - In the event you choose a self-move to move yourself using your own forces and resources, WSDOT will reimburse your actual and reasonable moving expenses not to exceed $INSERT BID AMOUNT to move your business operation. The payment will include all costs covered in the lowest acceptable move bid obtained from the commercial mover noted above with the exception of insurance for the move and sales tax charged from the mover. If the use of any specialized equipment is necessary to complete the move, you will need to document your expenses.

(OR)

**Based on Specialist Move Estimate -** Due to the non-complex nature of your move, your entitlement has been calculated using a specialist move estimate based on the Washington State Utilities and Transportation Commission Tariff Guidelines and/or the move cost schedule provided in the Personal Property Only section of Chapter 12 of the WSDOT Right of Way Manual. If you choose to move yourself using your own forces and resources, WSDOT will reimburse your actual and reasonable moving expenses not to exceed $INSERT SPECIALIST ESTIMATE AMOUNT OR THE PPO MOVE SCHEDULE AMOUNT to move your business operation. This payment will include all costs to disconnect, disassemble, pack, move, unpack, reassemble, and reconnect your personal property as well as any applicable packing materials needed. If you disagree with the manner in which your entitlement has been calculated, WSDOT will obtain bids from professional movers and adjust your move entitlement accordingly as may be appropriate.

**Actual Cost** - In the event you choose an actual cost self-move you will be reimbursed for labor and equipment used to move your personal property. You must submit acceptable supporting documentation, such as receipts or invoices, for actual labor and equipment costs incurred during your move. Labor costs cannot exceed the rates paid by a commercial mover to their own employees who perform move activities. These hourly rates can be obtained from local movers.

As your WSDOT Relocation Specialist, I can provide you with guidance about documentation necessary for reimbursement of your move.

* **Combination of Move Options**

If you wish to select a combination of the move options noted above, I will work with you to determine the level of reimbursement for each portion of your move.

Once you decide on a move option, you will need to sign a Moving Expense Agreement prior to the beginning of the move. If needed progress payments can be made as the move progresses.

**Additional Moving and Related Moving Expenses**

If applicable, you may also be eligible to receive reimbursement for additional moving and related moving expenses. You must submit documentation of actual expenses incurred. A complete list of additional moving and related moving expenses may be found at WAC 468-100-301 and WAC 468-100-303. Additional moving and related moving expenses include the following:

1. **Replacement Value Insurance** - Insurance obtained during your move should cover the replacement value of your personal property. You will be required to provide a copy of the amount of your current policy. If you elect to use a commercial mover, this insurance can be provided by the moving company, or you may elect to obtain an insurance binder through your current insurance provider. If you move yourself, you can also be reimbursed for replacement value insurance expenses. Either way, documentation showing the purchase of insurance must be submitted prior to reimbursement.
2. **Utility Connection** – Connection to available nearby utilities from the right-of-way adjacent to improvements at the replacement site, as determined to be reasonable and necessary by WSDOT. Connections to septic systems, water wells, underground stormwater vaults, and/or stormwater retention ponds are not eligible.
3. **Professional Services** – Services performed prior to the purchase or lease of a replacement site to determine its suitability for the displaced business, including but not limited to, soil testing, feasibility, and marketing studies.
4. **Impact Fees or One Time Assessments** – Fees for anticipated heavy utility usage, as determined to be necessary by WSDOT.
5. **Site Search Expenses** - A payment not to exceed $2,500 for time spent searching for a replacement site and related activities, such as time spent obtaining permits and attending zoning hearings. A search log is enclosed for your convenience. You may be required to provide documentation of your search expenses. Reimbursements for search expenses are typically within 50 miles of the displacement location.
6. **Replacing Stationery and Business Cards** - The cost to replace existing stocks of stationery, business cards, or other printed materials made obsolete as a result of the move. You will be required to provide copies of all obsolete printed materials, as well as the newly printed materials.
7. **Licenses, Permits & Certificates** - Licenses, permits, or certificates required to operate your business at the replacement location and not reimbursed as a reestablishment expense. This payment may be based on the remaining useful life of the existing license. The focus of this category is on license/permits necessary to operate the business such as a business license or occupancy permit, not construction related permits.
8. **Planning Expenses -** Costs incurred by a professional planner to plan the physical move of personal property. These costs must be pre-approved by WSDOT prior to commencement of the move. A minimum of two scopes of work or bids will be required.

* **Supervisory Expenses** - Costs incurred to supervise the actual move of personal property are limited to the estimated/actual number of hours that the commercial mover would be on-site during the move. These costs must be pre-approved by WSDOT prior to commencement of the move.
* **Storage Costs** – If determined necessary by WSDOT, up to 12 months of storage of personal property may be reimbursed. This expense must be pre-approved by WSDOT.

**Reestablishment Expenses**

You may be eligible to receive reimbursement for expenses not to exceed $50,000 for eligible expenses actually incurred in relocating and reestablishing your operation. Eligible expenses are described in the Relocation Assistance Program Brochure previously given to you. Reestablishment expenses cannot be used to reimburse a displaced business for new construction or the purchase of capital assets. Prior to incurring reestablishment expenses, you should work closely with your WSDOT Relocation Specialist to ensure potential claims are considered reasonable and necessary by WSDOT.

**Fixed Payment Entitlement**

Upon submittal and WSDOT review of appropriate financial documentation, you may be eligible for the fixed payment entitlement in lieu of the Moving Entitlement, Additional Related Moving Expenses, and Reestablishment Expenses. This payment will make you ineligible to receive reimbursement for any other relocation expenses as described in this letter and further explained in the Relocation Assistance Program Brochure provided. The minimum fixed payment is $1,000 and the maximum payment is $40,000. The payment is computed using the two taxable years prior to the displacement of your business. Should you decide to choose the Fixed Payment Entitlement please notify me as soon as possible so I can calculate your entitlements. Please note, the fixed payment option is not available to landlord businesses.

**Advisory Assistance**

I will work with you to determine your relocation needs and answer any questions about your relocation entitlements. Relocation needs are specific and unique to each entity being displaced. To provide thorough relocation advisory assistance it is helpful to understand your current business operation, replacement site requirements, and moving needs. Maintaining ongoing communication during the relocation process provides the best advisory assistance and supports claim processing and payments. As part of advisory assistance, a review and determination of eligibility and reimbursement amounts for potential relocation expenses is available. Prior to incurring expenses or entering any contractual obligations associated with the move, it is highly recommended that you contact me to establish eligibility and the documentation required to submit a claim. You will be provided with assistance in completing claim forms. If needed, I will provide you with information on the availability, purchase prices, and/or rental costs for replacement sites. You should be aware that, ultimately, it is the business owner’s responsibility to locate a replacement site.

**Claiming Your Entitlement**

You must inform me of the date you intend to move and sign a Moving Expense Agreement prior to your move date. It is important that WSDOT has the opportunity to make reasonable and timely inspections of your personal property at both the displacement and replacement sites and to monitor the move. Once you have vacated the property completely you will need to schedule a vacate inspection with me. Once I have verified that all personal property has been moved, I will prepare a claim, secure the appropriate signatures, and submit the claim for processing and payment. In the event that all personal property is not removed, appropriate action will be taken by WSDOT, and you will be responsible for the cost associated with removing any personal property left at the displacement site. This cost will be deducted from your moving claim/payment.

Prior to processing claims for relocation entitlements, the Internal Revenue Service (IRS) requires WSDOT to obtain your correct taxpayer identification number (TIN) or social security number (SSN). In addition to the IRS requirement, the Washington State Office of Financial Management (OFM) requires that all state agencies use a statewide vendor number for all payments. You will be required to complete the Statewide Payee Registration form. This is necessary even though relocation payments are considered non-taxable. It is recommended that the form is completed prior to the submittal of any relocation claims in order to expedite the payment process once claims are actually submitted. Should you need advice on how to complete the form, please contact an IRS office, accountant, or legal consultant.

You must file all claims for relocation payments with WSDOT within 18 months from the date you move from the acquired property or the date you receive final payment for your property, whichever is later. Documentation is required for actual costs incurred on all claims submitted.

**Occupancy of Property**

**(**CHOOSE APPROPRIATE PARAGRAPH AND DELETE THE ONE THAT DOES NOT APPLY)

Occupancy of the property beyond the date that WSDOT takes possession of the property will require you to sign a lease.

**(**OR**)**

Occupancy of the property beyond the date that WSDOT takes possession of the property will require you to sign a lease and pay economic rent in the amount of $INSERT ECONOMIC RENT on a monthly basis. Attached is a template of a lease that you will be required to sign.

**Reconsideration of a WSDOT Decision and Right to Appeal**

If you disagree with a determination made by me or another WSDOT Relocation Specialist regarding your eligibility for, or the amount of your relocation entitlement, you may seek an informal reconsideration of such determination by sending a letter explaining your grievance within 30 days after receipt of such determination to:

Washington State Department of Transportation

Acquisition Program Manager

Real Estate Services

PO Box 47338

Olympia, WA 98504-7338

You also have the right to appeal a determination made as to your eligibility for or the amount of any payment without going through the informal reconsideration process. The appeal procedure is explained in the Relocation Assistance Program Brochure as well as the General Notice Letter previously given to you.

(INCLUDE ENCLOSED LIST IF APPLICABLE)

Enclosed please find the following:

* Statewide Vendor Number Registration Form
* Replacement Site Search Log
* Obsolete Printed Items Inventory Log

Note: Any other items enclosed need to be added to this list

As previously stated, the purpose of this letter is to provide specific information as to how your entitlements are calculated and how you may claim them. Please sign the receipt below so our records show you received this letter. Feel free to contact me for any clarification and any questions you may have.

Sincerely,

INSERT NAME OF SPECIALIST

Relocation Specialist

Real Estate Services

INSERT SPECIALIST ADDRESS

INSERT SPECIALIST'S PHONE NUMBER AND FAX NUMBER

INSERT SPECIALIST'S E-MAIL ADDRESS

# Acknowledgment of Receipt of Letter

Signature: Date: