

RESIDENTIAL RELOCATION ASSISTANCE PROGRAM



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Introduction

The Relocation Assistance Program is designed to establish uniform procedures in relocation assistance that will assure legal entitlements and provide fair, equitable, and consistent treatment to persons displaced by projects administered by a local agency.

The program is administered in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act or URA).

This brochure is designed to answer your questions about your relocation entitlements. Specific information about relocation assistance is contained in the law. While every effort has been made to assure the accuracy of this brochure, it does not have the force and effect of the law. Should any difference or error occur, the law will take precedence. The law is contained in the United States Code, 42 USC 4601 et seq., Public Law 91-646, the implementing regulations found in the Code of Federal Regulations, 49 CFR Part 24, the Revised Code of Washington, RCW 8.26, and the implementing regulations of the Washington Administrative Code, WAC 468-100.

Your concerns are important to our Agency and our goal is to minimize any disruptions and other impacts of the project. Thank you for taking the time to read this brochure. Our Agency appreciates your understanding and cooperation.

Relocation Advisory Services

If you are displaced by a local agency's public works project, you will be offered relocation assistance services for the purpose of locating a suitable replacement dwelling. It is our Agency's goal and desire to be of service to you and assist in any reasonable way to help you successfully relocate.

Following is a summary of the relocation advisory assistance you will receive if you are displaced. The relocation specialist will personally interview you to:

- Offer relocation advisory assistance.
- Determine any special needs and requirements.
- Explain relocation process, entitlements, and payments.
- Offer transportation; if necessary.
- Assure the availability of at least one comparable replacement dwelling in advance of displacement.
- Provide referrals to comparable replacement properties.
- Provide the amount of maximum replacement housing entitlement and the basis for the determination in writing 90-days or more prior to the required vacate date.
- Inspect replacement houses for Decent, Safe, and Sanitary (DSS) acceptability.
- Supply information about other federal, state, and local programs offering assistance to displaced persons.
- Advise obtaining a professional home inspection when purchasing a replacement dwelling.

Residential Assistance

A relocation specialist will contact you to explain relocation services available, the different types of relocation payments, move options, and the eligibility requirements to receive relocation payments that apply to you. During the first interview, your housing needs and desires will be assessed as well as your need for assistance by completing an Occupancy Survey. You will NOT be required to move unless at least one comparable dwelling is made available to you, and you have been given a written assurance at least 90 days prior to the date by which you will be required to vacate the property. The Agency will provide this assurance in the relocation letter entitled, "Notice of Relocation Eligibility, Entitlements & 90-Day Assurance." If occupancy of the property is allowed beyond the date the Agency acquires possession, you will be required to sign a rental agreement and pay rent.

If you desire, the relocation specialist will give you current listings of other available replacement housing and provide transportation to look at housing.

The relocation 90-day Assurance should not be confused with the required 20-day notice to terminate your lease, which is administered as part of Property Management.

In Addition to Personal Contacts

Relocation offices are open during convenient hours, including evening hours when necessary. The personnel employed in the relocation office will assist you. Offices have access to or can refer you to the appropriate person/agency for a variety of information concerning:

- Listings of Available Replacement Properties
- Local Housing Ordinances
- Building Codes
- Social Services
- Security Deposits
- Interest Rates and Terms
- VA and FHA Loan Requirements
- Real Property Taxes
- Consumer Education Literature on Housing

Social Services Provided by Other Agencies

Your relocation specialist can direct you to the services provided by other public and private agencies in your community. If you have special needs, the relocation specialist will make every effort to secure the services of those agencies with trained personnel who have the expertise to help you. You should talk to your relocation specialist about your desires for these kinds of services.

Lawfully Present in the United States

Federal law requires certification of residency status. You will be required to sign a form certifying you are lawfully present in the United States before the relocation process can begin.

Not Lawfully Present in the United States

Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined in [WAC 468-100-208](#).

Moving Payments

Please do not move before you have discussed your moving plans with your relocation specialist and have a signed "Move Expense Agreement." You can jeopardize your right to receive relocation entitlements unless you advise the Agency prior to moving.

As a displaced person, you are entitled to reimbursement of your moving costs and certain related expenses incurred in moving. The methods of moving and the various types of moving cost payments are based on one or a combination of the following three move types:

Commercial Move

If you prefer to have your personal property moved by a professional mover, you will hire and coordinate with the mover to pack, load, move, and unload your personal property. Once the move is complete, the Agency can make direct payment to the moving company at your request.

Reimbursement will be limited to a maximum of a 50-mile distance. Related expenses include:

- Packing and unpacking.
- Disconnecting and reconnecting household appliances.
- Reconnect fees for utilities at the replacement site (i.e., phone, cable, power).
- Moving Insurance while your property is in transit.
- Other related costs.

Self-Move: Fixed Payment

You may choose to receive a Fixed Payment based on the fixed moving cost schedule as outlined on the next page. This schedule is based on how many rooms are in the displaced property and whether they are furnished. The number of eligible rooms is determined by the relocation specialist. Typically, bathrooms are not included in the room count. If you choose this option, you will not be eligible for reimbursement of related expenses listed under Commercial Move. The fixed moving cost schedule is designed to cover such expenses.

Fixed Moving Cost Schedule

Number of Eligible Rooms	Payment to Occupants Who Own Furnishings
1	\$800*
2	\$1,100
3	\$1,400
4	\$1,700
5	\$2,000
6	\$2,300
7	\$2,600
8	\$2,900

**Includes \$500 dislocation allowance for utility hookups and other miscellaneous moving expenses.*

Note: The expense and dislocation allowance to a person with minimal personal possessions occupying a dormitory style room shared by two or more unrelated persons is limited to \$100.

The expense and dislocation allowance to a person with minimal personal possessions occupying (renting) a room within a residence with shared living spaces is \$500 plus \$100 for each additional room.

Self-Move: Actual Cost

An Actual Cost Move is the reimbursement of actual costs incurred for moving, supported by receipts or invoices for labor and equipment. Hourly labor rates should not exceed the cost paid by a commercial mover to their employees. Labor rates must be pre-approved by the Agency. Equipment rental fees should be based on actual cost of renting the equipment but not to exceed the cost paid by a commercial mover. Limited to a maximum move distance of 50 miles.

Storage Costs

Temporary storage for up to 12 months, if determined to be necessary. Your request for storage must be in writing and pre-approved by the Agency.

Mobile Homes

Mobile homes, as defined in [WAC 468-100-002\(17\)](#), may be determined to be either real property or personal property during the appraisal process.

Owners and/or occupants of mobile homes that are displaced may be eligible for different types of relocation Replacement Housing Payments depending on different situations in relation to ownership and occupancy. Ownership and occupancy requirements for receiving any replacement housing entitlement as a mobile homeowner/tenant is the same as for a regular residential housing situation. The requirements for an owner/tenant occupant in a typical, constructed residential dwelling are applied to the occupant of a mobile home in all respects.

Mobile Home Considered Real Estate

The mobile home will be acquired through the acquisition process as real estate according to Agency procedures.

Mobile Home Considered Personal Property

The mobile home will not be purchased by the Agency. You will be eligible for the reasonable costs of moving the mobile home, including disassembling, moving, reassembling, anchoring the unit, and utility hook up charges.

All occupants of mobile homes being displaced are eligible for the costs to move their personal property located inside the mobile home and outside on the site of the mobile home using the move options described in the moving payments section of this brochure and for advisory services.

Replacement Housing Payments (RHP)

If you are a displaced person, you will be given a written notice of the maximum relocation Replacement Housing Payment (RHP) that will apply to your situation. The notice will be provided at least 90 days before the date by which you may be required to move.

You cannot be required to move unless at least one “comparable replacement dwelling” is made available to you.

RHP can be better understood if you become familiar with the definition of the following terms.

Comparable

A comparable replacement dwelling should be functionally similar to your present dwelling. While not necessarily identical to your present dwelling, the replacement should have certain attributes:

- Similar number of rooms and living space.
- Located in an area not subject to adverse environmental conditions.
- Generally, not located in an area less desirable than your present location with respect to public utilities and commercial and public facilities.
- Currently available to you.
- Lot size that is typical for similar dwelling located in the same or similar neighborhood or rural area.
- Within the financial means of the displaced person.
- If you choose to purchase a replacement dwelling that is not similar to your displacement dwelling, then the RHP will be adjusted accordingly. For example, a single-family dwelling is not considered similar to a multi-family dwelling and therefore not reasonable to apply the full calculated RHP to the purchase of your replacement dwelling.

Decent, Safe, and Sanitary (DSS)

Replacement housing must be Decent, Safe, and Sanitary (DSS), which means it meets all the minimum requirements established by federal and state regulations and conforms to applicable housing and occupancy codes. The dwelling shall:

- Be structurally sound, weather tight, and in good repair.
- Contain a safe electrical wiring system adequate for lighting and other devices.
- Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees).
- Be adequate in size with respect to the number of rooms and area of living space to accommodate the displaced person(s). The number of persons occupying each habitable room used for sleeping purposes should not exceed that permitted by local housing codes.
- Contain a well-lit ventilated bathroom, providing privacy to the user, and equipped with a sink, bathtub or shower, and toilet. Everything must be in good working order and properly connected to appropriate water and sewage systems.
- Contain a kitchen area with a fully usable sink that is properly connected to potable hot and cold water, and to a sewage system. Must have adequate space and utility connections for stove and refrigerator.
- Contain unobstructed egress to safe open space at ground level.
- For displaced persons with a disability: Be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling.

The DSS inspection should be completed by your relocation specialist prior to entering into a contractual agreement for your replacement dwelling.

The purpose of the DSS inspection of the replacement dwelling is to determine eligibility for RHP and is not intended to be, nor constitutes, warrants, or guarantees, that the replacement dwelling is free from defects.

You are advised to obtain a professional home inspection on the replacement dwelling prior to making the purchase. The cost of the home inspection is reimbursable as an incidental purchase expense.

RHP are separated into two categories based on whether you are an owner or a tenant, and how long you have lived in the property being acquired prior to negotiations.

RHP Options for Owner Occupants of 90 days or more

Price Differential

If you are an owner and have occupied your home continuously for 90 days or more prior to the Agency's offer to purchase your property (90-day owner), you may be eligible to receive a Price Differential Payment for the cost necessary to purchase a comparable replacement dwelling. The Agency will compute the maximum payment you are eligible to receive based on the most comparable dwelling selected by the Agency.

The Price Differential Payment is the amount by which the cost of a comparable replacement dwelling exceeds the acquisition cost of the displacement dwelling. The price differential payment and the payments listed below are in addition to the acquisition price paid for your property.

If you receive more than the appraised value for your current dwelling in the form of an Administrative Settlement, your Price Differential Payment will be reduced.

- **Mortgage Interest Differential Payment (MIDP)** – You may be reimbursed for increased mortgage interest costs if the interest rate on your new mortgage exceeds that of your present mortgage. Your displacement dwelling must have been encumbered by a bona fide mortgage, which was a valid lien for at least 180-days prior to the initiation of negotiations.
- **Incidental Purchase Expenses** – You may also be reimbursed for other expenses such as reasonable costs incurred for appraisal, home inspection, title search, recording fees, and certain other closing costs normally paid by a purchaser, but not including prepaid expenses such as real estate taxes, property taxes, property insurance, prepaid interest, and homeowner association dues. These expenses are found on the preliminary closing statement provided by the title company. Some expenses reimbursed are based on the outstanding balance of your current mortgage at your displacement dwelling. Your relocation specialist can provide a list of those reimbursable items upon request. A professional home inspection is highly recommended when purchasing a replacement dwelling.

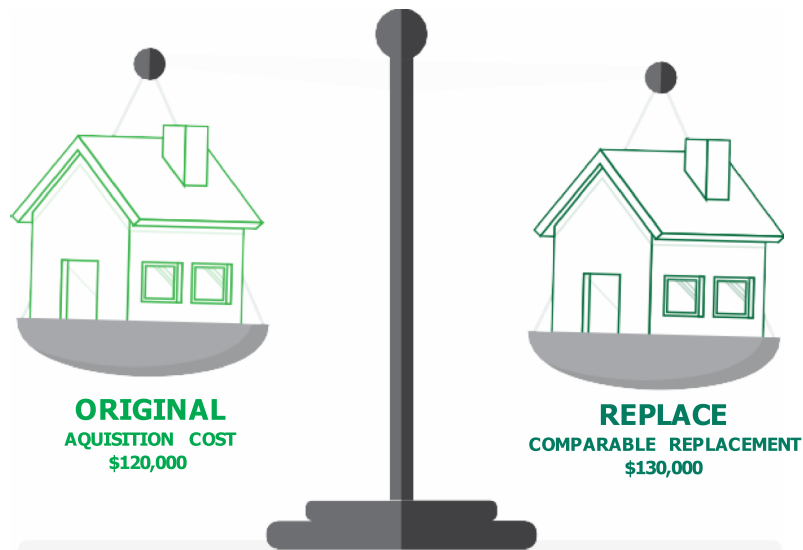
EXAMPLE - Maximum Price Differential Payment Computation

The Agency computes the maximum price differential payment based upon a DSS comparable replacement property selected by the Agency that is currently available for you to purchase.

The EXAMPLE computation is shown as follows:

Price of Comparable Property	\$130,000
Acquisition Price of Your Property	<u>-120,000</u>
Maximum Price Differential	\$ 10,000

In this example, the **Maximum Price Differential Payment is \$10,000**



EXAMPLES - Actual Price Differential Payment Computation

How much of the price differential payment you receive depends on how much you actually spend to purchase a replacement property and the amount of the maximum price differential payment. Assuming the maximum price differential payment is \$10,000, (as shown in the example on the previous page) your actual entitlement is computed as shown in the following examples:

Example A

Purchase Price of Replacement Property	\$130,000
Acquisition Price of Your Property	<u>\$120,000</u>
Actual Price Differential Payment	\$ 10,000

Example B

Purchase Price of Replacement Property	\$133,500
Acquisition Price of Your Property	<u>\$120,000</u>
Actual Price Differential Payment	\$ 10,000
You Must Pay the Additional	\$ 3,500

Example C

Purchase Price of Replacement Property	\$127,000
Acquisition Price of Your Property	<u>\$120,000</u>
Actual Price Differential Payment	\$ 7,000

Rent Supplement Payment (RSP)

If you decide not to purchase a replacement dwelling and elect to rent instead, you may be eligible for a Rent Supplement Payment (RSP). Your relocation specialist can discuss this with you if you are interested in this option.

To become eligible for a RSP or RHP, you must rent/purchase and occupy a DSS replacement dwelling within one year and make your claim for your RSP/RHP within 18 months.

Note: Your 18-month claim period starts after either the date you move from the acquired property or the date you receive final acquisition payment, whichever is later.

RHP Options for 90-Day Tenant Occupants

Rent Supplement Payment (RSP)

If you are a displaced tenant occupant of 90 days or more, you may be eligible for a Rent Supplement Payment (RSP). To be eligible for a RSP, tenants and owners must be in actual and lawful occupancy for at least 90 days prior to the Agency's offer to purchase the property.

This payment was designed to enable you to rent a comparable DSS replacement dwelling for a three- and one-half-year period (42 months). If you choose to rent a replacement dwelling and the rental cost is higher than what you currently pay, you may be eligible for an RSP.

The amount of your total gross monthly income may also influence the amount of your RSP. Your relocation specialist will advise you further regarding this matter.

If you are paying little or no rent, your RSP will be calculated based on fair market rent as determined by the appraiser.

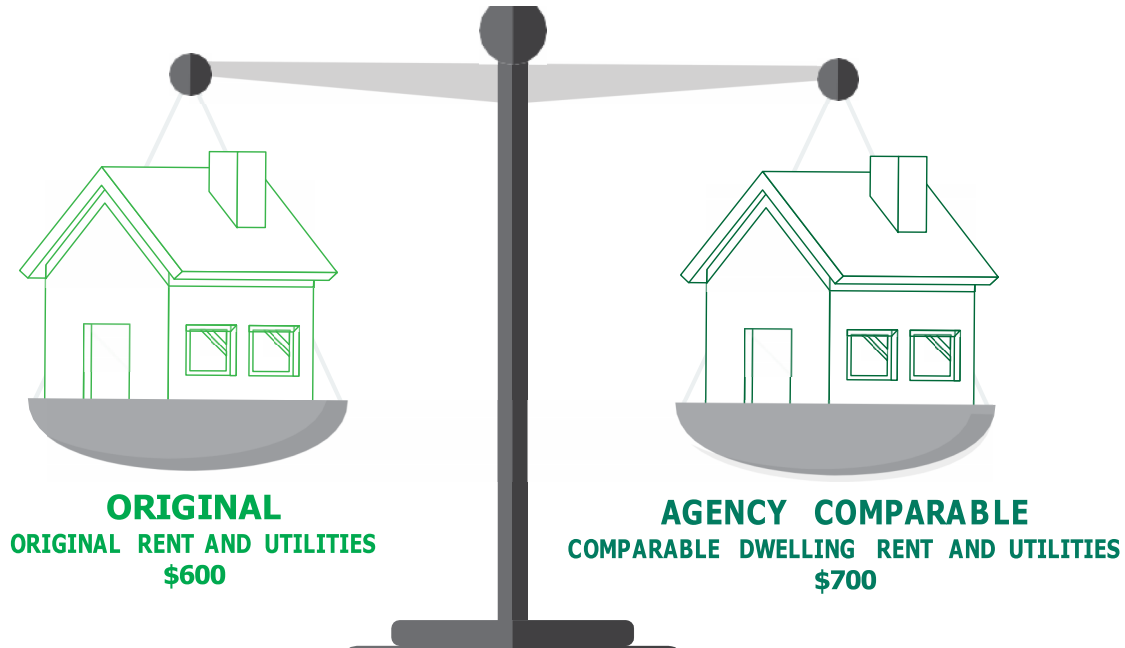
The Agency will compute the maximum payment you are eligible to receive based on the most comparable dwelling selected by the Agency. The RSP will be paid in accordance with Agency policy.

To become eligible for a RSP, you must rent/lease and occupy a DSS replacement dwelling within one year and you must claim any payments within 18 months.

Note: The term "utilities" means expenses for electricity, gas, other heating and cooking fuels, water, and sewage.

EXAMPLE- Maximum Rent Supplement Computation

Monthly difference in rent plus utilities \$100
Maximum rent supplement equals
42 times monthly difference in rent plus utilities \$4,200



In this example, Rent Supplement Payment may be any amount up to \$4,200

EXAMPLE - Actual Rent Supplement Computation

Original Rent \$600 per month (includes utilities)
Replacement Rent \$675 per month (includes utilities)

In this example, the Actual Rental Supplement Payment over 3½ years (42 months) is **\$3,150** (\$75 difference times 42 months).

Down Payment Assistance

As a 90-day tenant occupant, you may use the full amount of your RSP or \$7,200, whichever is greater, as a down payment allowance and to pay some eligible incidental expenses to purchase a replacement dwelling.

Incidental expenses include the reasonable costs of an appraisal, home inspection, title search, recording fees, and certain other closing costs, but do not include prepaid expenses such as real estate and property taxes, insurance, prepaid interest, and homeowner association dues. You may also be eligible for the reimbursement of loan origination or assumption fees, if such fees are normal to real estate transactions in your area and they do not represent prepaid interest. The combined amount of the down payment assistance and incidental expenses cannot exceed the amount of the computed RSP or the \$7,200 down payment assistance, whichever is greater.

A professional home inspection of the replacement dwelling is strongly advised prior to the purchase of the replacement property.

Again, to become eligible for a RHP, you must purchase and occupy a DSS replacement dwelling within one year and make your claim for your replacement housing payment within 18 months.

Note: Owner occupants are further limited to an amount not to exceed the price differential they would be entitled to if they were classified as owners 90-days or more.

Housing of Last Resort

Normally, an adequate supply of housing will be available for sale or rent; and the entitlements provided will be sufficient to enable you to relocate to comparable housing. However, there may be projects in certain locations where the supply of available housing is insufficient to provide housing for those persons being displaced.

If comparable housing is not available, or the RHP exceeds the statutory maximum of \$7,200 for a 90-day tenant occupant or the statutory maximum of \$31,000 for a 90-day owner occupant, housing will be provided under an administrative process called Housing of Last Resort.

For those displaced persons who fail to meet the length of occupancy requirements, additional assistance will be available through Housing of Last Resort.

Necessary housing may be provided in several ways, such as:

- Purchasing an existing comparable residential property and renting it to a displaced tenant.
- Relocating and rehabilitating (if necessary) a displacement dwelling to make it available to the displaced owner.
- Purchasing, rehabilitating, and/or constructing additions to an existing dwelling to make it comparable to the displacement property.
- Purchasing land and constructing a new replacement dwelling comparable to the displacement property when a comparable is not otherwise available.
- Purchasing an existing dwelling, removing barriers and/or rehabilitating the structure to accommodate a displaced person when suitable comparable replacement dwellings are not available.
- Paying in excess of the statutory maximum of \$7,200 or \$31,000 payment limits to displaced persons to provide the necessary housing or financing.
- There is broad flexibility in implementing the Housing of Last Resort program.

You have freedom of choice in the selection of your replacement housing. The Agency will not require any displaced person, without the person's written consent, to accept a replacement dwelling provided by the Agency. If you decide not to accept the replacement housing offered by the Agency, you may independently secure a replacement dwelling, providing it meets DSS housing standards. If you are eligible for replacement housing under the Housing of Last Resort program, you will be so informed by the relocation specialist who will explain the program.

Relocation Payments Not Considered Income

Relocation payments are not considered as income for the purpose of the Internal Revenue Code of 1986.

Right to Appeal an Agency Decision

If you disagree with a determination the City of Wenatchee makes as to your eligibility for or the amount of your relocation entitlement, a request for a hearing must be filed with the Right-of-Way (ROW) Manager, which for the City of Wenatchee is the Public Works Director, within thirty (30) calendar days following receipt of the written notification of the City's determination of relocation compensation. Hearing proceedings by the Relocation Review Board are initiated upon receipt by the ROW Manager of a statement or letter from the displaced person or the displaced person's representative. Written communication may be sent to:

Public Works Director
City of Wenatchee
PO Box 519
Wenatchee, Washington 98807-0519

You also have the right to appeal the Relocation Review Board's determination by filing a formal request to the ROW Manager (above) for an appeal to the hearing examiner within thirty (30) calendar days of the Relocation Review Board's decision.

Agency Title Vi Notice to Public

It is the Agency's policy to ensure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Wenatchee. For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact the City of Wenatchee.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the City of Wenatchee or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

City of Wenatchee

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