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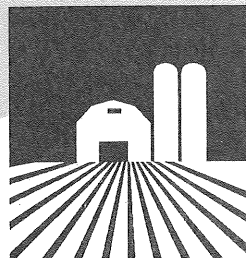
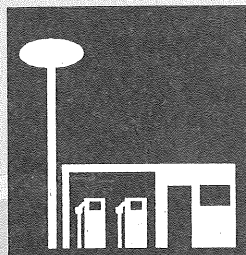
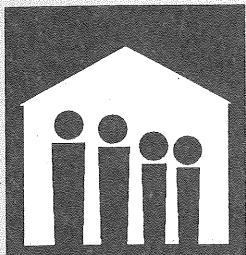
- Relocation : your rights and benef



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ELOCATION

your rights and benefits

Statement of policy

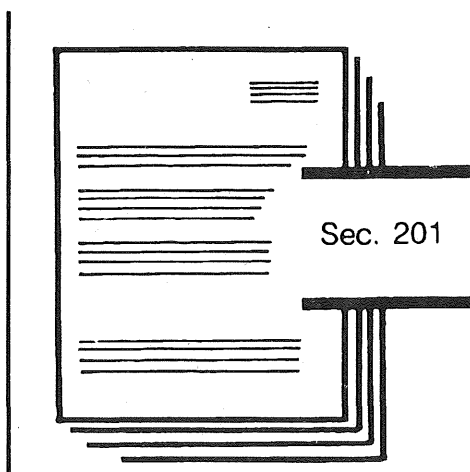
It is the policy of the Minnesota Department of Transportation that:

1. The services and payments described herein shall be provided all relocatees within the limits of the laws and administrative procedures established by Mn/DOT.
2. No person shall be displaced by its construction projects unless and until adequate replacement housing has already been provided for or is built and has been made available to all affected persons regardless of their race, color, religion, sex or national origin.
3. To the greatest extent practicable, no person lawfully occupying real property shall be required to move from their dwelling or to move their business, farm operation or nonprofit organization without written notice at least 90 days prior to the date such move is required.

Prepared by
Office of Right of Way
and Surveys
Relocation Unit
Minnesota Department of Transportation
1992

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

Declaration of Policy



"The purpose of this title is to establish a **uniform policy for fair and equitable treatment** of persons displaced as a result of federal and federally assisted programs in order that such persons **shall not suffer disproportionate injuries** as a result of programs designed for the benefit of the public as a whole."

INTRODUCTION

Moving from your residence or having to move your place of business can be a significant interruption in your life. The State of Minnesota recognizes the inconvenience and traumatic affect that sometimes is felt. So, for those displaced by a transportation improvement, we at Mn/DOT (the Minnesota Department of Transportation) are committed to do our utmost to make the situation as simple and as pleasant as possible.

We are ready to help you in locating and moving into suitable replacement property and to assist you with the costs involved. You will be contacted by one of our "relocation advisors," whose job it is to explain your benefits and help you draw up your personal relocation plans. Your relocation advisor will personally assist you and work with you to make your transition go smoothly as possible.

The purpose of this booklet is to assist you in your relocation efforts by briefly explaining the benefits to which you are entitled. You will have questions. The law is complex and there are certain procedures that must be followed.

Your relocation advisor is very important to you. He/she will help guide you through the procedures and help you receive all benefits to which you are entitled.

If you do not have the name and phone number of your advisor, please contact your district Mn/DOT office. Or, you may call the Mn/DOT Relocation Manager at 612-296-1120. Our offices are open daily from 8:00 a.m. to 4:00 p.m. If you are not available during our working hours, call your relocation advisor to make an appointment at a more convenient time.

Remember one thing: Mn/DOT wants to help you in your relocation. If by chance you feel that any act or work of Mn/DOT personnel has been discriminatory in relation to age, color, race, religion, sex, marital status, or national origin, please contact the Affirmative Action Office in your district. (In the Twin Cities, the number is 296-1366.) If the Affirmative Action Committee structure does not resolve your complaint to your satisfaction, you may appeal to Minnesota Department of Human Rights.

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Some Important Definitions

Acquiring Agency

This means an agency which has the authority to acquire property by eminent domain (condemnation).

Business

Any lawful activity, with the exception of a farm operation, conducted primarily for the purchase, sale, lease, or rental of personal or real property, or for the manufacture, processing, or marketing of products, commodities, or any other personal property, or for the sale of services to the public.

Displaced Person

Any person (individual, family, corporation, partnership, or association) who moves from real property or moves personal property from real property as a direct result of the acquisition of the real property, in whole or in part, or as the result of a written notice from the agency to vacate the real property needed for a project. In the case of a partial acquisition, the agency shall determine if a person is displaced as a direct result of the acquisition. Relocation benefits will vary, depending on the type and length of occupancy as discussed later.

As a displacee, you will be classified as:

- An owner occupant of a residential property (includes mobile homes)
- A tenant occupant of a residential property (includes mobile homes and sleeping rooms)
- A business, farm, or nonprofit organization.

Farm

Any activity conducted solely or primarily for the production of one or more agricultural products or commodities, including timber, for sale or home use, and customarily producing such products or commodities in sufficient quantity to be capable of contributing materially to the operator's support.

Nonprofit organization

A public or private entity that has established its nonprofit status under applicable federal or state law.

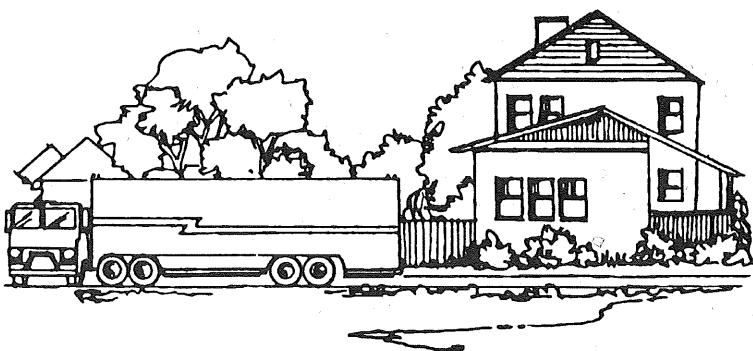
INTENT OF THIS BOOKLET

The relocation laws and regulations are quite complex. This booklet is not meant to discuss in detail the law and its procedures. It is meant to give an overview of the Federal and State program. Please discuss all aspects of your proposed relocation with your displacing agency representative to ensure your eligibility and prompt reimbursement of claims. Always contact your relocation advisor before you move or finalize your plans.

Section I

Information For Residential Displacees

Individuals and Families



General Information

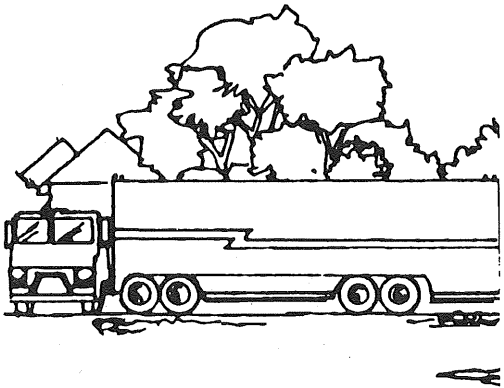
If you qualify as a displaced residential person, you are entitled to reimbursement for certain payments. Based upon your occupancy status these payments may include—

1. Moving costs
2. Replacement housing costs
3. Appraisal fees.

The following pages briefly explain the eligible payments and the methods of determination.

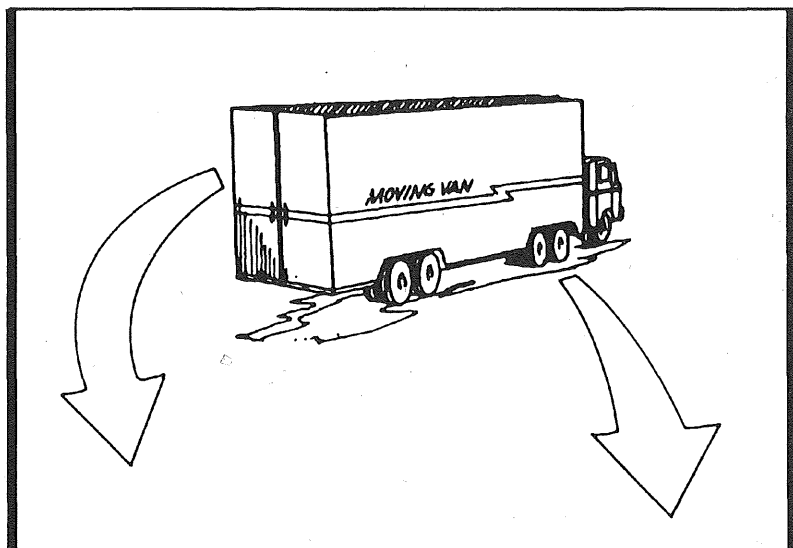
Moving Costs

Individuals and Families



If you qualify as a displaced person, you are entitled to reimbursement of certain moving and related expenses. The method of moving and the various types of cost payments are explained on the next pages.

You Can Choose Either:



**Actual Reasonable
Moving Costs** —OR—

**Fixed Moving
Cost Schedule**

Including

Packing and Unpacking
Transportation—up to 50
miles
Moving Insurance
Other Related Costs

Based on a per room
schedule as found on
Page 8

Actual Reasonable Moving Costs

You may be paid for your actual reasonable moving costs and related expenses when the move is performed by a commercial mover or if you move yourself. Reimbursement will be limited to a 50-mile distance in most cases. Related expenses may include:

- Packing and unpacking personal property
- Disconnecting and reconnecting household appliances
- Insurance while property is in transit
- Mobile home park entrance fees

The cost of any actual expense move must be considered reasonable. It is Mn/DOT's responsibility to determine what is reasonable and what is not. Mn/DOT will participate in the cost of only one move unless another move is determined necessary beforehand (as in the case of placing personal property into storage). Storage costs may be allowed if it is necessary to store personal property while waiting for another home. Storage costs will not be allowed unless prior approval is given by Mn/DOT.

Fixed Moving Cost Schedule

Or you may choose to be paid on the basis of a fixed moving cost schedule. The amount of the payment is based on the number of rooms of furniture in your dwelling. If you choose this option, receipts are not necessary. Under this option, you will not be eligible for reimbursement of related expenses listed above. The schedule is structured to include such expenses.

MOVING SCHEDULE

Residential Moving Expense and Dislocation Allowance Payment Schedule

The occupant provides furniture

Rooms	1	2	3	4	5	6	7	8	Each additional room
Amount	\$250	400	550	650	750	850	950	1050	\$100

The occupant does not provide furniture

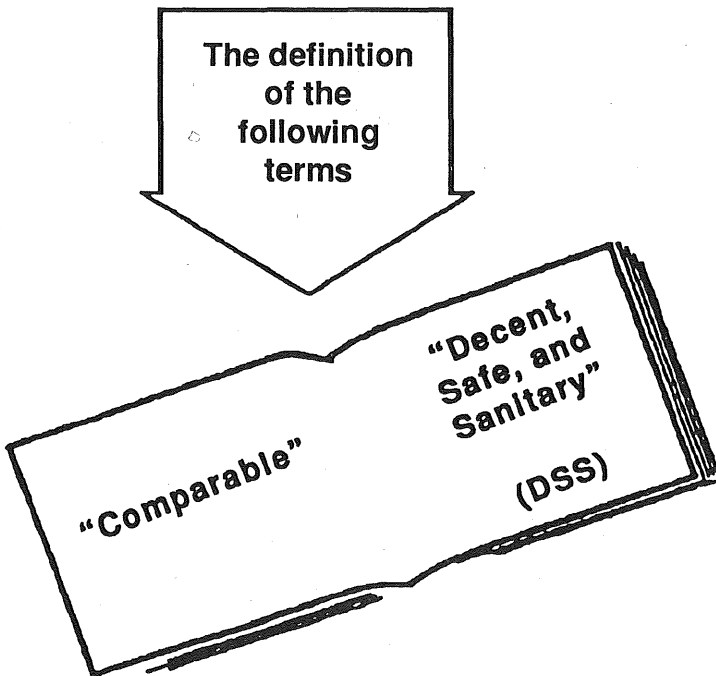
Rooms	1	Each additional room
Amount	\$225	\$35

Replacement Housing Payments



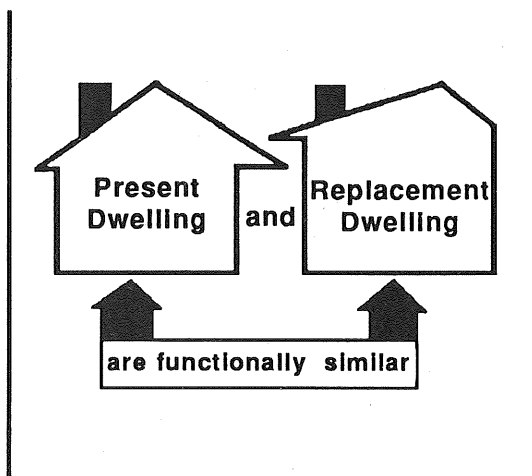
Replacement Housing Payments.....

Can be better understood if you
become familiar with



These terms are explained on the
following pages.

“Comparable” Replacement Means That Your



- Regarding
- Number of rooms
 - Living space
 - Location
 - Etc.

A comparable replacement dwelling must be decent, safe, and sanitary, and should be **functionally equivalent** to your present dwelling. Functionally equivalent means: while not necessarily identical to your present dwelling, the replacement should have certain attributes with particular attention paid to—

- The number of rooms and living space
- Be located in an area not subject to unreasonable adverse environmental conditions
- Be generally not less desirable than your present location with respect to public utilities and commercial and public facilities
- Be located on a site that is typical in size for residential development with normal site improvements
- Be currently available to you and within your financial means

Decent, Safe, and Sanitary

Replacement housing must be "decent, safe, and sanitary," meaning that it must meet all of the minimum requirements established by federal regulations and conforms to applicable housing and occupancy codes. The dwelling shall:

- Be structurally sound, weathertight, and in good repair
- Contain a safe electrical wiring system adequate for lighting and electrical appliances
- 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)
- Contain a well-lighted and ventilated bathroom providing privacy to the user and containing a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and sewage drainage system
- Contain a kitchen area with a fully usable sink, properly connected to potable hot and cold water and to a sewage drainage system, with adequate space and utility connections for a stove and refrigerator
- Have unobstructed egress to safe, open space at ground level
- Be free of any barriers that prevent reasonable ingress, egress, or use of the dwelling in the case of a handicapped displacee.

Important notice regarding compliance and inspection for decent, safe and sanitary requirements

Please understand that the replacement dwelling inspection for decent, safe and sanitary requirements that will be conducted by Mn/DOT personnel is for the sole purpose of determining your eligibility for a relocation payment. You, therefore, must not interpret the agency's approval of a dwelling to provide any assurance or guarantee that there are no deficiencies in the dwelling or in its fixtures and equipment which may be discovered at a later date. It is therefore your responsibility to protect your best interest and investment in the purchase or rental of your replacement property and you must clearly understand that Mn/DOT will assume no responsibility or blame if structural, mechanical, legal or other unforeseen problems are discovered after the inspection has been conducted.

Replacement Housing Payments Are Separated Into Three Basic Types:

1. **Purchase Supplement**
2. **Rental Assistance**
3. **Down Payment**

The type of payment depends on whether you are an owner or a tenant and how long you have lived in the property being acquired prior to negotiations.

Purchase Supplement	For owner occupants of 180 days or more	<i>see page</i> 16
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Rental Assistance	For owner occupants and tenants of 90 days or more	<i>see page</i> 19
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Down payment Assistance	For owner occupants of 90 to 179 days and tenants of 90 days or more	<i>see page</i> 23
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Complete details on length-of-occupancy requirements follow.

The Two Basic Occupancy Time Periods and What You Are Entitled To

There are two basic length-of-occupancy requirements that determine the type of replacement housing payment you are entitled to. Length of occupancy is simply the number of days that you actually occupied a dwelling before the date of initiation of negotiations by the acquiring agency for the purchase of the property. The term "initiation of negotiations" refers to the date the acquiring agency makes the first personal contact with the owner of real property, or his representative, to give him a written offer for the property to be acquired.

Owners who were in occupancy 180 days or more prior to the initiation of negotiations may be eligible for a purchase supplement up to \$22,500 or a rental assistance payment up to \$5,250.

If you are an owner who occupied your home from 90 days to 179 days, or if you are a tenant who has been in occupancy 90 days or more prior to the initiation of negotiations, you may be eligible either for a rental assistance payment or a down payment up to \$5,250.

If you have been in occupancy less than 90 days before the initiation of negotiations and the property is subsequently acquired, or if you move onto the property after the initiation of negotiations and you are still in occupancy on the date of acquisition, you may still be eligible for last resort housing (see page 26). Check with the relocation advisor for more details regarding benefits.

Date for vacating property

After your property has been acquired, you will be given at least 90 days (and, in most cases, 120 days) in which to vacate. You will be notified by letter of your vacation date.

Purchase Supplement—For Owner Occupants of 180 Days or More

If you are an owner and have occupied your home for 180 days or more immediately prior to the initiation of negotiations for the acquisition of your property, you may be eligible—**In addition to the fair market value of your property**—for a supplemental payment, not to exceed \$22,500 for all costs necessary to purchase a comparable decent, safe, and sanitary replacement dwelling. The agency will compute the maximum payment you are eligible to receive. You must purchase and occupy a DSS replacement dwelling within one year.

There are three items that are included in the Purchase Supplement. They are:

- 1. Price Differential** The price differential payment is the amount by which the cost of a replacement dwelling exceeds the acquisition cost of the displacement dwelling. The price differential payment and the following payments are in addition to the acquisition price paid for your property.
- 2. Increased Mortgage Interest Costs** You may be reimbursed for increased mortgage interest costs if the interest rate on your new mortgage exceeds that of your present mortgage. In order for you to be eligible, your acquired dwelling must have been encumbered by a bona fide mortgage that was a valid lien for at least 180 days prior to the initiation of negotiations.
- 3. Incidental Expenses (Closing Costs)** You may also be reimbursed for other expenses such as reasonable costs incurred for title search, recording fees, and certain other closing costs, but not including prepaid expenses such as real estate taxes and property insurance.

The total amount of the purchase supplement cannot exceed \$22,500 according to the law.

Example of a price differential

Example of A Price Differential Payment Computation

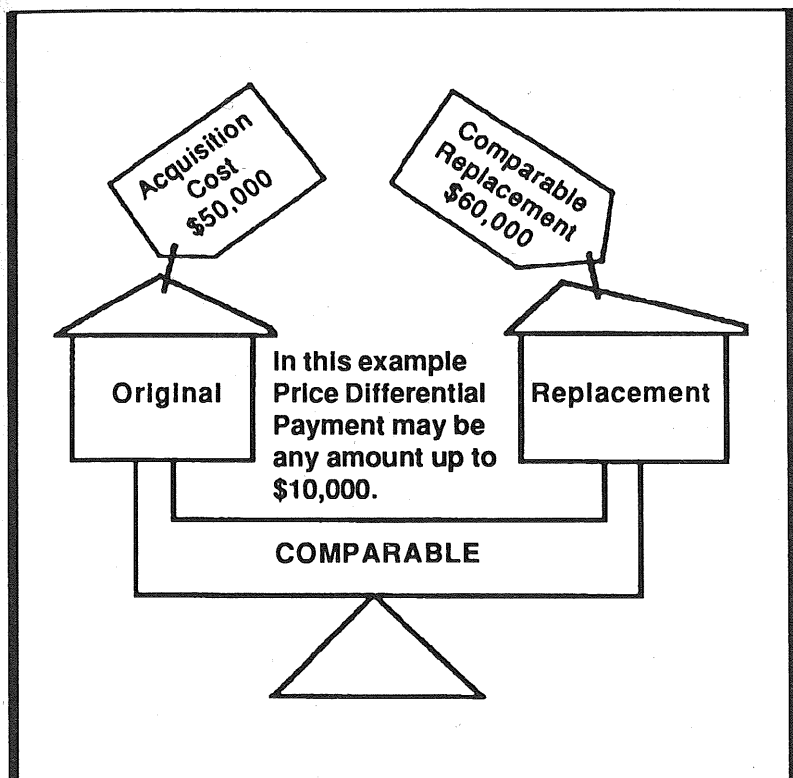
Assume that the agency purchases your property for \$50,000. After a thorough study of available decent, safe, and sanitary dwellings on the open market, the agency determines that a comparable replacement property will cost you \$60,000. You are then eligible for a "price differential" payment up to \$10,000.

If your purchase price is more than \$60,000, you pay the difference (see Example B). If your purchase price is less than \$60,000, the differential payment will be based on actual costs (see Example C).

How much of the differential payment you receive depends on how much you actually spend on a replacement dwelling, as shown in these examples:

Acquiring Agency's Computation	Comparable Replacement Property	\$60,000
	Acquisition Price of Your Property	\$50,000
	Maximum eligible Price Differential	\$10,000
Example A	Purchase Price of Replacement	\$60,000
	Comparable Replacement Property	\$60,000
	Acquisition Price of Your Property	\$50,000
	You Receive the Maximum Price	
	Differential of	\$10,000
Example B	Purchase Price of Replacement	\$65,000
	Comparable Replacement Property	\$60,000
	Acquisition Price of Your Property	\$50,000
	Maximum Price Differential	\$10,000
	You Must Pay the Additional	\$ 5,000
Example C	Comparable Replacement Property	\$60,000
	Purchase Price of Replacement	\$55,000
	Acquisition Price of Your Property	\$50,000
	You Receive a Price Differential of	\$ 5,000

Example



Rental Assistance

For Owner-occupants and Tenants of 90 Days or More

Owner-occupants and tenants of 90 days or more may be eligible for a rental assistance payment. To be eligible for a rental assistance payment, tenants and owners must have been in occupancy at least 90 days immediately preceding the initiation of negotiations for the acquisition of the property.

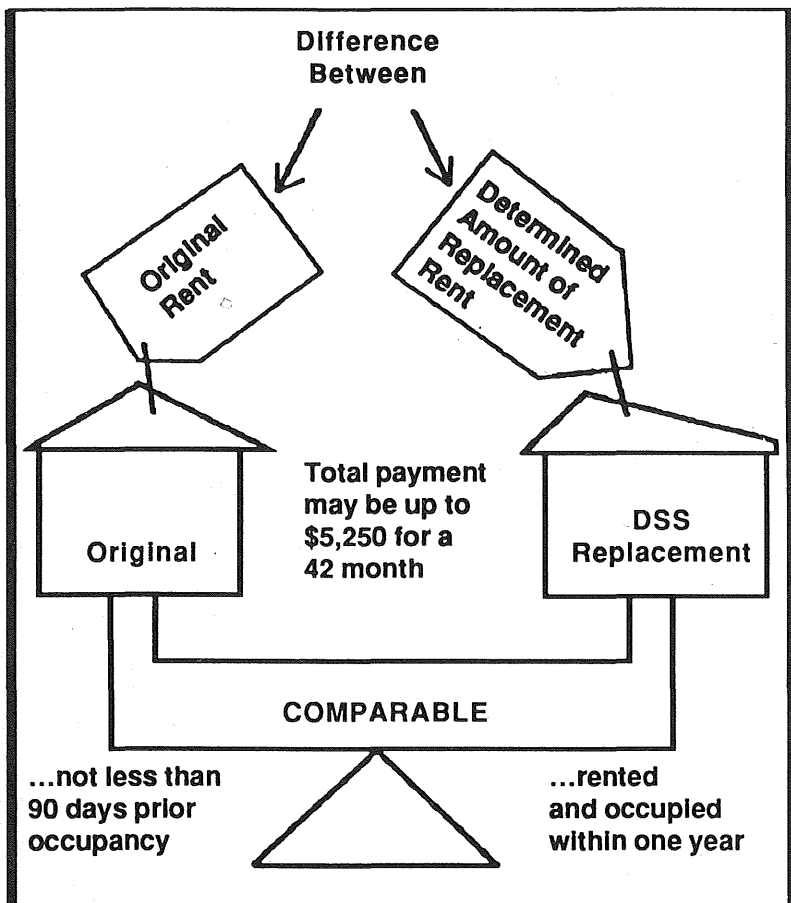
This payment was designed to enable you to rent a comparable decent, safe, and sanitary replacement dwelling for a 42 month period. If you choose to rent a replacement dwelling and the rental payments are higher than you have been paying, you may be eligible for a rental assistance payment up to \$5,250.

The agency will determine the maximum payment you may be eligible to receive in accordance with established procedures. The rental assistance payment will be paid in a lump sum unless the agency determines that the payment should be paid in installments. You must rent and occupy a DSS replacement dwelling within one year to be eligible.

All computations use the "base monthly rent" which in most cases is the lesser of—

1. monthly rent and utility costs or
2. 30% of the average gross household income.

This will be further explained by your relocation advisor.



Example of a Rental Assistance

For instance

As an example of how a rental assistance payment is computed, let's assume that you have been paying \$250 per month rent for the dwelling occupied by you and purchased by the agency. After a study of the rental market, the agency determines that a replacement rental unit, which is DSS and comparable to your present dwelling, is available for \$325 per month. The maximum rental assistance payment you can receive in this case is \$75 per month for a 42 month period, or \$3,150.

Option A

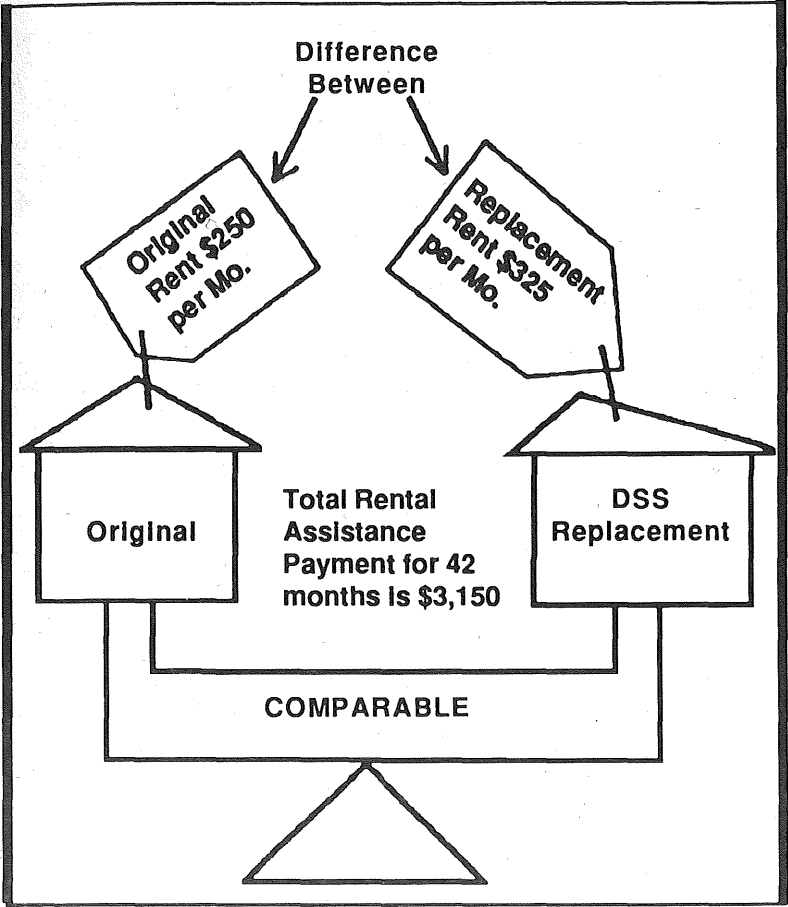
If you select a replacement dwelling that rents for \$350 per month, despite the availability of comparable DSS replacement rental units that rent for \$325 per month, you will still receive only the maximum computed payment of \$3,150. In other words, you must pay the additional \$25 per month.

Option B

If you select a replacement dwelling that rents for more than your present rent but less than the amount determined by the agency, you will be paid on the basis of actual cost. For example, assume you select a replacement dwelling unit that rents for \$300 per month. On the basis of actual cost, you will be eligible for a payment of \$50 per month for 42 months or \$2100.

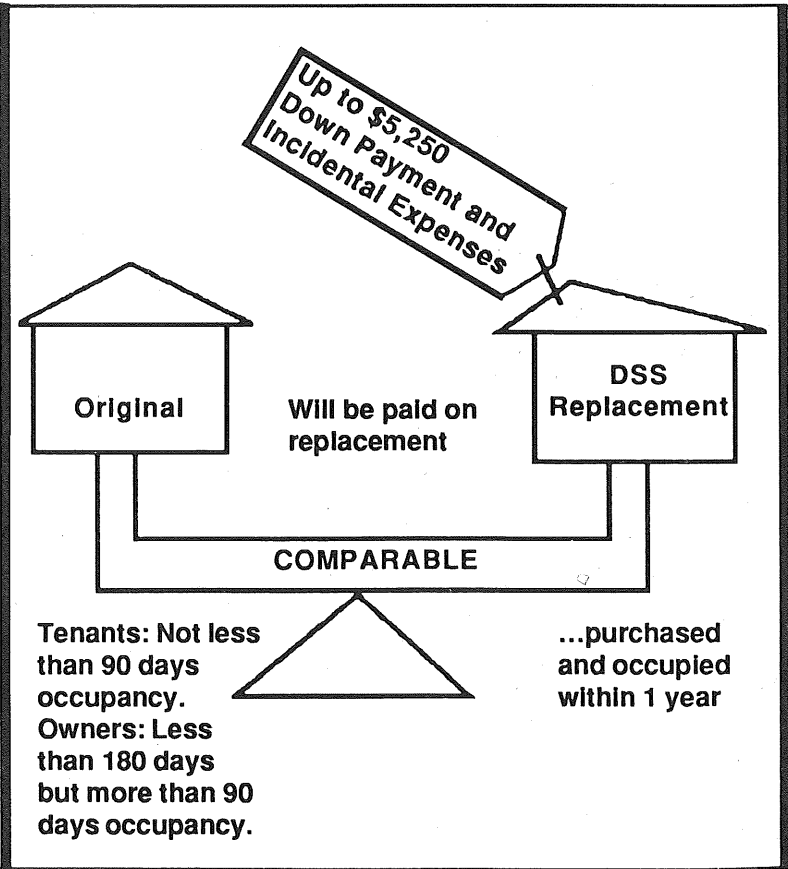
The computation of a rental assistance payment for an owner-occupant is slightly more complex, and space does not permit its inclusion in this brochure. Owners interested in renting should contact your relocation advisor for a complete explanation.

Example



Down Payment

**Owner-occupants of 90 to 179 Days and
Tenants of 90 Days or More**



Owner-occupants of 90 days to 179 days and tenants of 90 days or more may be eligible for a down payment, and incidental expenses, not to exceed \$5,250. The agency will determine the maximum down payment you may be eligible to receive.

Incidental expenses include the reasonable costs of a title search, recording fees, and certain other closing costs but do not include prepaid expenses such as real estate taxes and property insurance. You also may 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 and incidental expenses cannot exceed the maximum payment of \$5,250.

The down payment amount that you are eligible for is based on the amount of the computed rental assistance that you would have received if you had continued in a tenant status. The total computed amount must go toward the purchase of a DSS replacement dwelling. Again, you must purchase and occupy a DSS replacement dwelling within one year.

Last Resort Housing

On most projects, an adequate supply of housing will be available for sale and for rent, and the benefits 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 the necessary housing for those persons being displaced. When a housing shortage occurs, the agency will solve the problem by the administrative process called Last Resort Housing.

If comparable housing is not available or is not available within the maximum \$5,250 or \$22,500 payment limits, it must be provided before you are required to move.

The agency may provide the necessary housing in a number of ways, such as:

1. Purchasing an existing comparable residential property and making it available to the displacee in exchange for the displacement property.
2. The relocation and rehabilitation (if necessary) of a dwelling purchased within the project area by the agency and making it available to the displacee in exchange for the displacement property.
3. The purchase, rehabilitation and/or construction of additions to an existing dwelling to make it comparable to a particular displacement property.
4. The purchase of land and the construction of a new replacement dwelling comparable to a particular displacement property when comparables are not otherwise available.
5. The purchase of an existing dwelling, removal of barriers and/or rehabilitation of the structure to accommodate a handicapped displacee when suitable comparable replacement dwellings are not available.

6. A replacement housing payment in excess of the maximum \$5,250 or \$22,500 payment limits.
7. A direct loan that will enable the displacee to construct or contract for the construction of a decent, safe, and sanitary replacement dwelling.

The acquiring agency has broad flexibility in implementing the Last Resort Housing program, and the methods are not limited to the above list.

All eligible displacees have a freedom of choice in the selection of replacement housing, and the agency will not require any displaced person, without his/her written consent, to accept the replacement housing offered by the Agency. If a displacee decides not to accept the replacement housing offered by the Agency, the displacee may secure a replacement dwelling of his/her choice, providing it meets DSS housing standards.

If you are eligible for replacement housing under the Last Resort Housing program, you will be so informed by the relocation advisor, who will thoroughly explain the program.

To All Residential Displacees

The most important thing to remember is that the replacement dwelling you select must meet the basic "decent, safe, sanitary" standards. Do not execute a sales contract or a lease agreement until a representative from the 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 replacement housing payment by moving into a substandard dwelling.



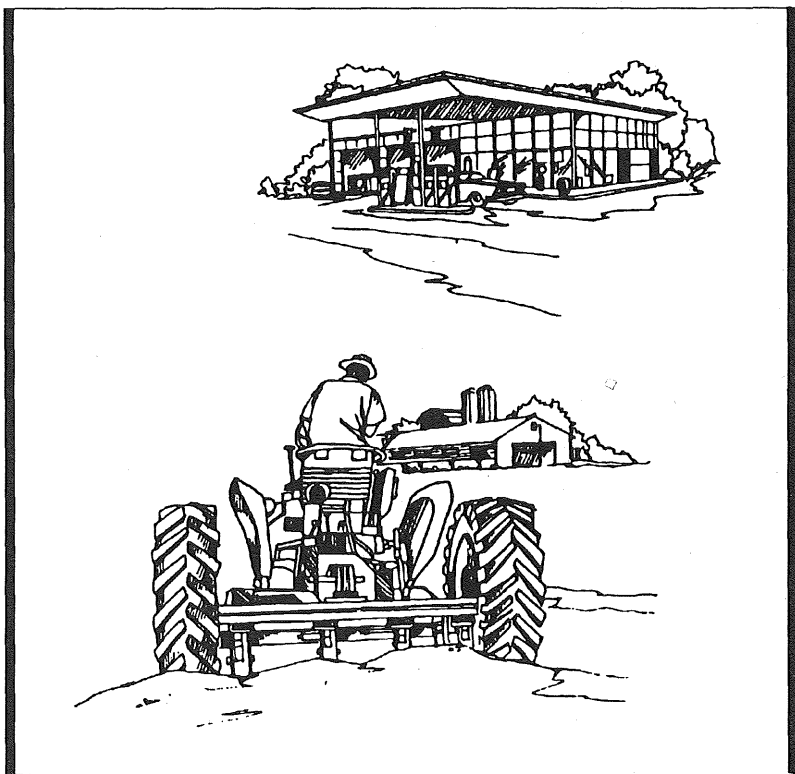
Fair Housing

The Fair Housing Law (actually Title VIII of the Civil Rights Act of 1968) sets forth the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States. This Act and later Acts and amendments make discriminatory practices in the purchase and rental of most residential units illegal if based on race, color, religion, sex, or national origin.

Whenever possible, minority persons shall be given reasonable opportunities to relocate to decent, safe, and sanitary replacement dwellings, not located in an area of minority concentration, that are within their financial means. This policy, however, does not require an acquiring agency to provide a person a larger payment than is necessary to enable that person to relocate to a comparable replacement dwelling.

Section II

Information for Businesses, Farms, and Nonprofit Organizations



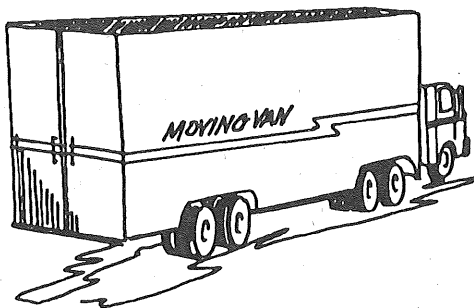
Moving Cost Reimbursement:

Businesses, Farms, and Nonprofit Organizations

Owners or tenants may be paid on the basis of actual reasonable moving costs and related expenses or, under certain circumstances, a fixed payment.

- A. **Actual reasonable moving expenses** may be paid when the move is performed by a professional mover or if you move yourself. Related expenses such as personal property losses, reestablishment costs, and expenses in finding a replacement site (page 35), also may be reimbursable.
- B. Or, you may be eligible to receive a **fixed payment** from \$1,000 to \$20,000. This payment is based on the annual net earnings of the business or farm, not to exceed \$20,000. To qualify for a fixed payment, certain conditions must be met. See page 36 for detailed information.

Type of Payments



Actual Reasonable Moving Costs

Including

- Personal property losses

Plus

- Expenses in finding a replacement site or building up to \$1,000.
- Reestablishment expenses up to \$10,000

Fixed Payment in Lieu of Moving Costs, Etc.

From

- \$1,000 to \$20,000 equal to average annual net earnings

Two Ways to Move Your Enterprise

Professional Mover. You may be paid the actual reasonable costs of your move carried out by a professional mover. All of your expenses must be supported by receipts in order to ensure prompt payment of your moving cost claim. Also, costs must be reasonable and necessary. Certain other expenses also are reimbursable, such as packing, crating, unpacking, and uncrating, disconnecting, dismantling, removing, reassembling, and reinstalling relocated machinery, equipment, and other personal property. Other expense, such as temporary storage costs, insurance while in transit or storage, and the cost of new licenses and permits may also be reimbursable. Storage costs must be considered necessary and must be approved by the agency prior to placing into storage.

Self-Move. If you elect to take full responsibility for all or part of the move, the agency may approve a payment not to exceed the lowest acceptable bid or estimate prepared by qualified moving firms, moving consultants, or a qualified agency employee. If two acceptable bids or estimates cannot be obtained, or you decide to move yourself on an actual cost basis, your moving payment may be based on actual, reasonable moving expenses supported by receipted bills or other evidence of actual expenses.

IMPORTANT

Notification and Inspection. To assure eligibility and prompt payment for moving expenses, you must provide the acquiring agency with **advance written notice** of the approximate date of the planned move **and an inventory** of the items to be moved. The Agency has the right to inspect the personal property at the displacement and replacement sites and to monitor the move. Failure to do this could jeopardize your claim.

Direct Losses of Tangible Personal Property

Displaced businesses, farms, and nonprofit organizations may be eligible for a payment for the actual direct loss of tangible personal property that is incurred as a result of the move or discontinuance of the operation. This payment will be based on the value of the item for continued use at the displacement site less the proceeds from its sale or the estimated cost of moving the item, whichever is the lesser.

Your relocation advisor will explain this procedure in detail if you face this problem.

Reestablishment Expenses

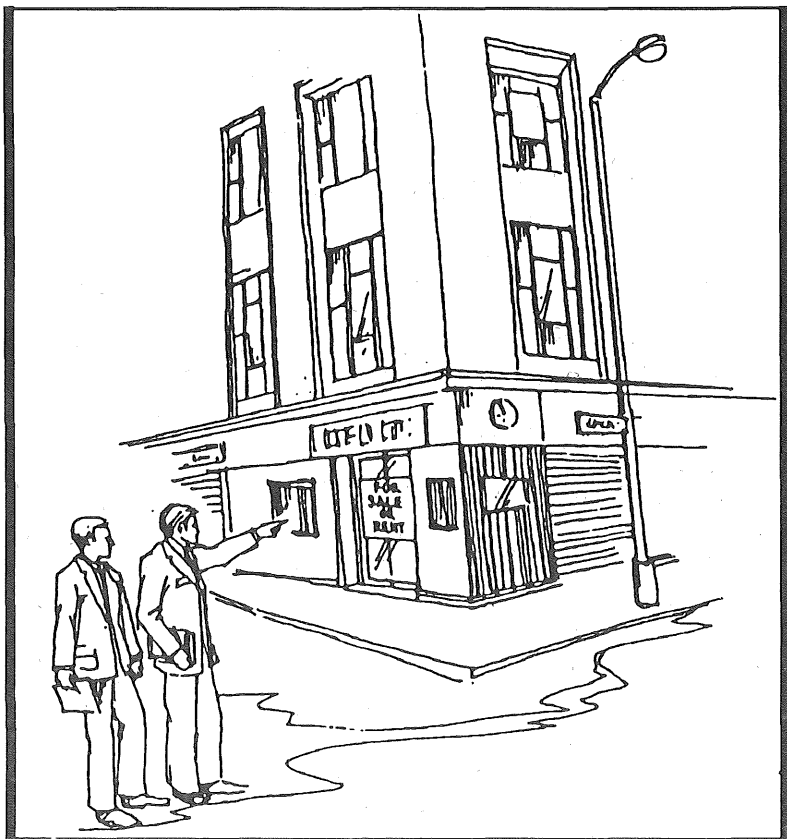
You may also be eligible for a maximum payment of \$10,000 for expenses actually incurred in relocating and reestablishing your small business, farm, or non-profit organization at a replacement site. Such expenses include, but are not limited to, the following:

1. Repairs to the replacement property when required by law
2. Modifications to the replacement property needed to accommodate the business
3. Exterior signing at replacement property (limited to \$1500)
4. Redecorating or replacement of worn surfaces at the replacement site
5. Feasibility surveys or marketing studies
6. Professional services in connection with the purchase or lease of a replacement site
7. Increased costs of operation during the first 2 years at the replacement site (not to exceed \$5,000) such as:
 - a. lease or rental charges
 - b. property taxes
 - c. insurance premiums
8. Other items that the agency considers essential to the reestablishment of the business.

Please consult and work with your relocation advisor to eliminate any misunderstandings of these expenses. Some of these expenses require prior approval.

Searching Expenses for Replacement Property

Displaced businesses, farms, and nonprofit organizations are entitled to reimbursement for actual reasonable expenses incurred in searching for a replacement property, not to exceed \$1,000. Expenses may include transportation, meals, and lodging when away from home; the reasonable value of the time spent during the search; fees paid to real estate agents, brokers, or consultants; and other expenses determined to be reasonable and necessary by the acquiring agency.



Fixed Payment

Displaced businesses, farms, and nonprofit organizations may be eligible for a fixed payment in lieu of actual moving and related expenses, and actual reestablishment expenses. The fixed payment may not be less than \$1,000 or more than \$20,000.

For a business to be eligible for a fixed payment, the agency must determine the following:

1. The enterprise cannot be relocated without a substantial loss of its existing patronage.
2. It is not a part of an enterprise having more than three other establishments engaged in the same or similar activity not being acquired.
3. The business must have contributed materially to the income of the displaced person during the two taxable years prior to displacement.

A business being operated as a displacement dwelling or site for the purpose of renting the dwelling or site to others is not eligible.

For the owner of a farm to be eligible for a fixed payment, the farm operation must be displaced either by total or partial acquisition. In the case of a partial acquisition, the agency must determine that the acquisition caused the operator to be displaced or it caused a substantial change in the nature of the farm operation.

A payment to a non-profit organization is based on gross revenues.

Example

The Computation of Your Fixed Payment (In Lieu) (Max. \$20,000)

The fixed payment is based on the average annual net earnings of the business or farm operation for the two taxable years immediately preceding the taxable year in which it was displaced.*

Example:

<u>1988</u>	<u>1989</u>	<u>1990</u>
Annual Net \$16,000	Annual Net \$20,000	Year Displaced
AVERAGE		
\$18,000 = Fixed Payment		

You must provide information to the acquiring agency to support your claim. Proof of net earnings can be documented by income tax returns, certified financial statements, or other reasonable evidence of net earnings acceptable to the agency.

The relocation advisor will explain eligibility requirements and claims documentation if you are interested in this alternate benefit.

*Or that two-year period deemed more representative by the acquiring agency.

Outdoor Advertising Devices

Owners of outdoor advertising devices (personal property) being displaced are only eligible for the lesser of—

1. the depreciated reproduction cost of the sign (as determined by the Agency) less the proceeds from its sale (or salvage value) or
2. the estimated cost of moving the sign, but with no allowance for storage.

Searching expenses for a replacement site, up to \$1,000, may also be allowed by the Agency.

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Section III

Information on Relocation Services



Relocation Assistance Services

Any individual, family, business or farm displaced shall be offered relocation assistance service for the purpose of locating a suitable replacement property. Relocation services are provided by qualified personnel employed by the agency. It is their goal and 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 benefits.

A Relocation Advisor Will Contact You.....

Residential Assistance

A relocation advisor from the agency will contact you personally. Relocation services and payments will be explained to you in accordance with your eligibility. During the initial interview, your housing needs and desires will be determined as well as your need for assistance. You cannot be required to move unless at least one comparable replacement dwelling is made available to you. When possible, comparable housing will be inspected prior to being made available to you in order to assure that it meets decent, safe, and sanitary standards.

In addition, if you desire, the relocation advisor will give you current listings or other available replacement housing. Transportation will be provided to inspect available housing, especially if you are elderly or handicapped. The agency also will provide counseling or help you get assistance from other available sources as a means of minimizing hardships in adjusting to your new location.

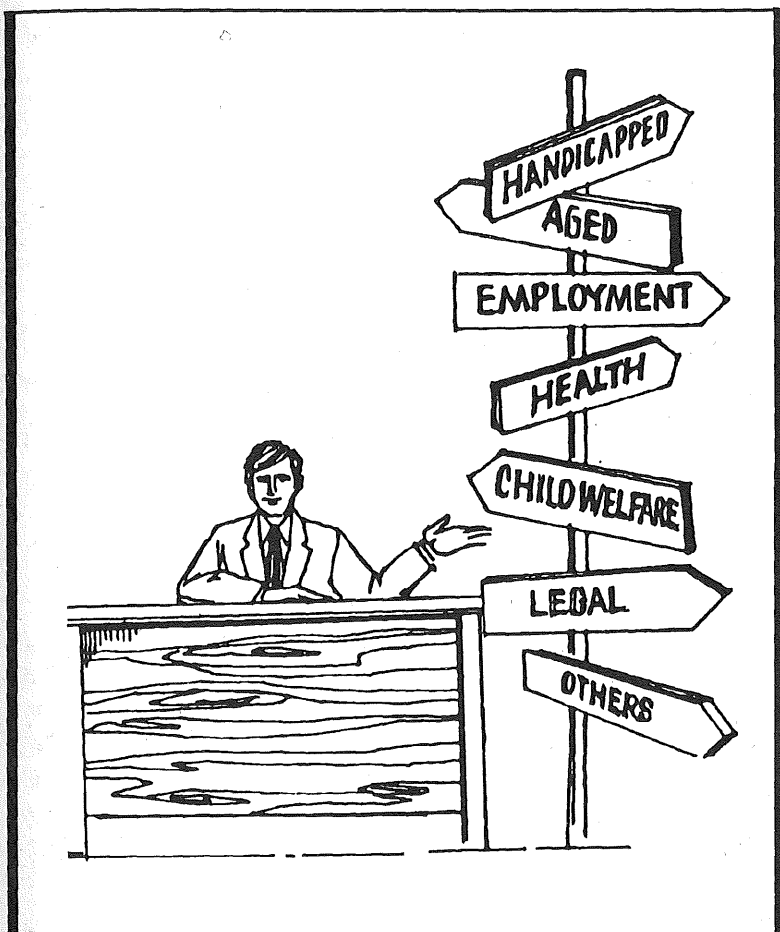
You also will be provided with information concerning other federal, state, and local housing programs offering assistance to displaced persons.

Business and Farm Assistance

The relocation advisor will explore listings of commercial properties and farms whenever businesses and farms are displaced. Steps will be taken to minimize economic harm to displaced businesses and to increase the likelihood of their being able to relocate back into the affected community. The advisor also will explore, and provide advice concerning, possible sources of funding and assistance from other local, state, and federal agencies.

Social Services Provided By Other Agencies

Your relocation advisor will be familiar with the services provided by other public and private agencies in your community. If you have special problems, the advisor will make every effort to secure the services of those agencies with trained personnel who have the expertise to help you. Make your needs known in order that you may receive the help you need.



Relocation Advisory Assistance

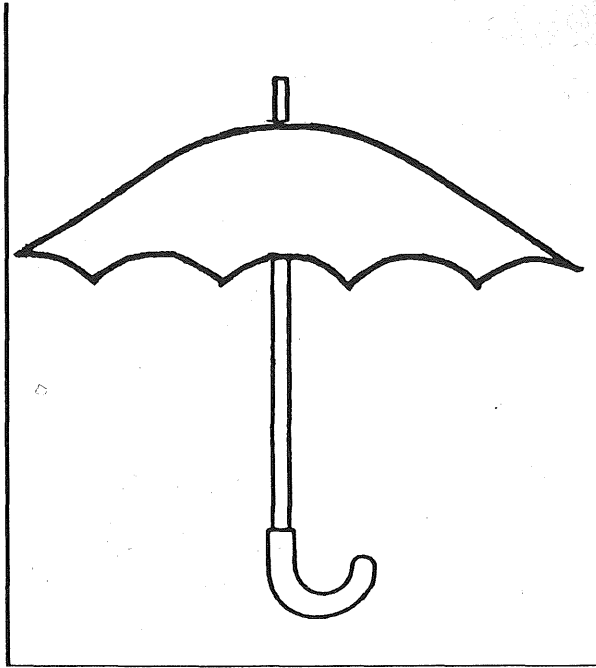
Checklist

This checklist is a summary of the relocation advisory assistance you may reasonably expect to receive if you are displaced by a project. In addition to the services listed, the agency is required to coordinate its relocation activities with other agencies causing displacements to ensure that all persons displaced receive fair and consistent relocation benefits.

The Relocation Advisor Must Personally Interview Displacees to:

- √ Determine their needs and preferences
- √ Explain relocation benefits
- √ Offer assistance
- √ Offer transportation if necessary
- √ Assure the availability of a comparable property in advance of displacement
- √ Provide Current listing of comparable properties
- √ Provide the amount of the replacement housing payment in writing
- √ Inspect houses for DSS acceptability
- √ Supply information on other federal and state programs offering assistance to displacees
- √ Provide advice to minimize hardships

Another Important Benefit



No Adverse Effects on:

- Social Security Eligibility
- Welfare Eligibility
- Income Taxes
- Etc.

No relocation payment received will be considered as income for the purpose of the Internal Revenue Code of 1954 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.

Your Right of Appeal

Policy

Any person may appeal the Agency's determination of their eligibility for relocation assistance or for the determined payment amount. They must however request an appeal by writing to the Agency. For Mn/DOT the appeal request will be written and mailed to:

Director, Office of R/W and Surveys
Mn/DOT
Transportation Building
St. Paul, MN 55155.

Procedure

A request for review of a denied claim for relocation assistance and payments must be submitted within three months after relocating.

Mn/DOT Review Hearing

The Director of R/W and Surveys will review and attempt to resolve each request for review on the basis of available data. If agreement cannot be reached then the review will be forwarded to an appeal officer appointed by the Commissioner of Transportation.

The appellant will be notified of the date, time, and place which will give the person the opportunity to be heard and to present supporting evidence of his claim.

The appeal officer will then recommend a decision to the Commissioner of Transportation who will inform the person in writing of his decision. If you are still dissatisfied you may seek judicial review.



Summary of Relocation Payments for Residential Individuals and Families

1. Owner-occupant of at least 180 days
 - a. Purchase supplement which includes:
 - i. Price differential
 - ii. Increased Mortgage Interest Costs
 - iii. Incidental expenses (closing costs)
 - b. Can elect to receive a rental assistance instead of a purchase supplement
 - c. Moving expenses
 - d. Appraisal fees
2. Owner-occupant of less than 180 days but more than 90 days
 - a. rental or down payment assistance
 - b. moving expenses
 - c. appraisal fees
3. Owner-occupant of less than 90 days
 - a. moving expense
 - b. appraisal fees
4. Tenants of at least 90 days
 - a. rental or down payment assistance
 - b. moving expenses
5. Tenants of less than 90 days
 - a. moving expenses

Summary of Relocation Payments for Business, Farm, Nonprofit Organizations

1. Business
 - a. Moving expenses
 - b. Reestablishment expenses
 - c. Payment for time spent in searching for replacement business or site
 - d. Fixed payment (in lieu of moving and related expenses)
 - e. Appraisal fees (to owner of real property)
2. Farm operators
 - a. Moving expenses
 - b. Reestablishment expenses
 - c. Payment for time spent in searching for replacement farm
 - d. Fixed payment (in lieu of moving and related expenses)
 - e. Appraisal fees (to owner of real property)
3. Nonprofit organizations
 - a. Moving expenses
 - b. Reestablishment expenses
 - c. Payment for time spent in searching for replacement site or location
 - d. Fixed payment (in lieu of moving and related expenses)
 - e. Appraisal fees (to owner of real property)

Please keep in mind that the relocation laws and regulations are quite lengthy. This brochure briefly describes payments you may be entitled to. Consult your relocation advisor for details, policies, and procedures.