



REAL ESTATE SERVICES OFFICE

PERSONAL PROPERTY ONLY RELOCATION ASSISTANCE PROGRAM

JANUARY 2024



Translation Services

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-8233, or email us at:

HQDesignAdminTeam@WSDOT.WA.GOV

Español - Spanish

Servicios de traducción

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 360-705-8233, o envíe un mensaje de correo electrónico a: HQDesignAdminTeam@WSDOT.WA.GOV

tiếng Việt-Vietnamese

các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-8233, hoặc email cho chúng tôi tại:

HQDesignAdminTeam@WSDOT.WA.GOV

한국어 - Korean

번역 서비스

영어로 소통하는 것이 불편하시다면, 360-705-8233, 으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다:

HQDesignAdminTeam@WSDOT.WA.GOV

русский-Russian

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-8233, или написав нам на электронную почту:

HQDesignAdminTeam@WSDOT.WA.GOV

العَرَبِيَّةُ - Arabic

خدمات الترجمة

إذا كنت تجد صعوبة في فهم اللغة الإنجليزية، فيمكنك مجانًا طلب خدمات المساعدة اللغوية عن

طريق الاتصال بالرقم 360-705-8233 أو مراسلتنا عبر البريد الإلكتروني: HQDesignAdminTeam@WSDOT.WA.GOV

Af-soomaaliga - Somali

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-8233, ama iimayl noogu soo dir: HQDesignAdminTeam@WSDOT.WA.GOV

中文 - Chinese

翻译服务

如果您难以理解英文，则请致电: 360-705-8233, 或给我们发送电子邮件:

HQDesignAdminTeam@WSDOT.WA.GOV 请求获取免费语言援助服务。

PERSONAL PROPERTY ONLY
RELOCATION ASSISTANCE PROGRAM

Contents

Introduction 3
 Definition.....3

Types of Personal Property Only Relocation Entitlements...4

Personal Property Only Relocation Entitlements4
 Commercial Move Option5
 Self-Move Option5
 Move Cost Schedules5
 Actual Move Option6

Payment of Personal Property Only Entitlements6

Reconsideration of a WSDOT Decision6

Right to Appeal a WSDOT Decision7

PERSONAL PROPERTY ONLY
RELOCATION ASSISTANCE PROGRAM

Introduction

The Relocation Assistance Program is designed to establish a uniform policy to help minimize hardships you may experience as a result of your move. 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). The Uniform Act provides for certain relocation payments and advisory assistance for displaced persons.

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. Any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments.

This brochure is designed to answer some of 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 Chapter 8.26 of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) 468-100.

Your concerns are important to us; we will do everything we can to minimize any disruptions and other impacts of the project.

Definition

A Personal Property Only (PPO) relocation is defined as a move of personal property from real property needed for right of way or project purposes where there is not a need for a full relocation of a residence, business operation, farm operation, or nonprofit organization (NPO).

Types of Personal Property Only Relocations

- Personal property is stored on property where there is no residence or business.
- Personal property is located on a portion of property impacted by the project but where the residence located on the property will not be affected.
- Personal property is located on a portion of property impacted by the project but where the business located on the property will not be affected and where the business will not incur reestablishment expenses.
- Personal property is located in storage facility that will be acquired in whole or in part.
- Owners of only vehicles, trucks, recreational vehicles, boats, and other miscellaneous trailers, either operational or not, that are located on property that will be acquired.
- Personal property is located in a rented mailbox in a commercial mailbox business that is being acquired in whole or in part.

Personal Property Only Relocation Entitlements

The basic entitlement for the relocation of personal property only shall be a payment for the direct moving expenses for moving personal property, including transportation cost up to a maximum of 50 miles.

As the owner of personal property that must be moved, you have the option of selecting a commercial move, a self-move, or an actual cost move as further explained below.

Prior to the move you should work with the Relocation Specialist to prepare a written and photo inventory of the items to be moved.

Please do not move until you have signed a "Moving Expense Agreement." You can jeopardize your right to receive relocation assistance entitlements unless you advise WSDOT in advance of moving.

PERSONAL PROPERTY ONLY
RELOCATION ASSISTANCE PROGRAM

Commercial Move Option

As a displaced person you can hire a commercial mover and have WSDOT pay the move on your behalf, or be reimbursed for the invoiced amount of the move expense.

Self-Move Option

You also have the option of selecting a self-move and taking full responsibility for your move. The self-move option is based on either bids by qualified movers, an estimate by your Relocation Specialist, or predetermined move cost schedules. If bids are required, your Relocation Specialist will prepare a Request for Proposal and Moving Specification and obtain at least two bids from qualified movers. You will be offered an amount not to exceed the lowest acceptable bid.

Move Cost Schedules

Personal property moved from a commercial storage facility shall be based on the following:

Size of Storage Unit	Move Cost
5' by 5' (25 sq. ft.)	\$300
5' by 10' (50 sq. ft.)	\$600
5' by 15' (75 sq. ft.)	\$900
10' by 10' (100 sq. ft.)	\$1,200
10' by 15' (150 sq. ft.)	\$1,800
10' by 20' (200 sq. ft.)	\$2,400
10' by 25' (250 sq. ft.)	\$3,000
10' by 30' (300 sq. ft.)	\$3,600
10' by 40' (400 sq. ft.)	\$4,800
15' by 20' (300 sq. ft.)	\$3,600
15' by 30' (450 sq. ft.)	\$5,400
20' by 40' (800 sq. ft.)	\$9,600

Move costs for vehicles, trailers, etc., not connected to utilities shall be based on the following schedule:

- Operational vehicles and motor homes \$300 each. Boats w/trailers, utility trailers, car trailers, travel trailers, and fifth-wheel trailers \$300.00 each.
- Non-operational vehicles and motor homes that require towing \$300.00 each.

PERSONAL PROPERTY ONLY
RELOCATION ASSISTANCE PROGRAM

A dislocation allowance in the amount of \$50.00 shall be paid to each person or business that rents a mailbox in a commercial mailbox operation.

Move costs for appliances shall be based on a fixed rate of \$300 for the first appliance and \$100 for each additional appliance, which includes the cost to disconnect and reconnect.

Actual Cost Move Option

Actual and reasonable costs to move your personal property are based on acceptable documentation of actual costs. Acceptable documentation includes receipts for payments, paid invoices, copies of payment documents, time sheets of people hired to perform the move, etc. If a question arises about the “reasonableness” of submitted costs, WSDOT may obtain one or more bids or estimates from qualified movers to use as a guideline to determine if costs are reasonable.

Payment of Personal Property Only Entitlements

Payment for move expenses will be paid upon documentation and verification that all personal property to be moved has been moved to an appropriate replacement location.

Reconsideration of a WSDOT Decision

If you disagree with a determination WSDOT makes as to 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
Relocation Program Manager
Real Estate Services
PO Box 47338
Olympia, WA 98504-7338

PERSONAL PROPERTY ONLY
RELOCATION ASSISTANCE PROGRAM

If you disagree with the reconsideration decision of the Relocation Assistance Program Manager, you may request an adjudicative hearing as outlined in the “Right to Appeal a WSDOT Decision” section below.

Right to Appeal a WSDOT Decision

You also have the right to appeal a WSDOT determination which includes a Relocation Specialist decision and the decision of the Relocation Program Manager, without seeking reconsideration by the RPM by filing an application for an adjudicative hearing before an administrative law judge of the Office of Administrative Hearings. You may file an application for an adjudicative hearing by serving a request for an adjudicative hearing pursuant to WAC 468-100-010 within 60 days of receipt of the WSDOT decision that you would like to appeal by certified mail, registered mail, or personal service addressed to:

Washington State Department of Transportation
Office of the Secretary
Transportation Building
310 Maple Park Drive
Olympia, WA 98504-7316

PERSONAL PROPERTY ONLY
RELOCATION ASSISTANCE PROGRAM

ENGLISH

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure 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 WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov 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.

ESPAÑOL

Notificación de Título VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

PERSONAL PROPERTY ONLY
RELOCATION ASSISTANCE PROGRAM

한국어 – KOREAN

제6조 관련 공지사항

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090 으로 OECR의 타이틀 VI 담당자에게 연락해주시십시오.

미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각 장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

русский – RUSSIAN

Раздел VI Общественное заявление

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи или национального происхождения, как это предусмотрено Разделом VI Закона о гражданских правах 1964 года, а также случаи недопущения участия, лишения льгот или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по вопросам равенства и гражданских прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.

Закон США о защите прав граждан с ограниченными возможностями (ADA)

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу wsdotada@wsdot.wa.gov или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

PERSONAL PROPERTY ONLY
RELOCATION ASSISTANCE PROGRAM

tiếng Việt – VIETNAMESE

Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phối Trí Viên Mục VI của OECR số (360) 705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng wsdotada@wsdot.wa.gov hoặc gọi điện thoại miễn phí số, 855-362-4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

العربية – ARABIC

العنوان إشعار للجمهور

في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو الأصل (WSDOT) تتمثل سياسة وزارة النقل في ولاية واشنطن القومي من المشاركة في أي من برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخلاف ذلك، كما هو منصوص عليه في الباب السادس من قانون الحقوق المدنية لعام 1964.

ويمكن لأي شخص يعتقد أنه تم انتهاك حقوقه التي يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق المدنية (OECR)

التابع لوزارة النقل في ولاية واشنطن. للحصول على معلومات إضافية بشأن إجراءات الشكاوى وأو بشأن التزاماتنا بعدم التمييز بموجب الباب السادس، يرجى الاتصال بمتسق الباب. (360) 705-7090 السادس في مكتب المساواة والحقوق المدنية على الرقم

معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على. 855-362-4 ADA (4232) أو عن طريق الاتصال بالرقم المجاني

[wsdotada@wsdot.](mailto:wsdotada@wsdot)

wa.go يمكن للأشخاص

على الرقم Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

PERSONAL PROPERTY ONLY
RELOCATION ASSISTANCE PROGRAM

中文 – CHINESE

《权利法案》Title VI公告

<華盛頓州交通部(WSDOT)政策規定，按照《1964年民權法案》第六篇規定，確保無人因種族、膚色或國籍而被排除在WSDOT任何計畫和活動之外，被剝奪相關權益或以其他方式遭到歧視。如任何人認為其第六篇保護權益遭到侵犯，則可向WSDOT的公平和民權辦公室(OECR)提交投訴。如需關於第六篇投訴程式的更多資訊和/或關於我們非歧視義務的資訊，請聯絡OECR的第六篇協調員，電話(360) 705-7090。

《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件wsdotada@wsdot.wa.gov或撥打免費電話 855-362-4ADA(4232)，以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打711联系Washington州转接站。

Af-soomaaliga – SOMALI

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraa Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wsdotada@wsdot.wa.gov ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.