Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ File Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, the Department of Transportation initiated negotiations to purchase the property that you occupy. As the occupant of the property, you are entitled to certain benefits under the Department’s Relocation Assistance Program. These benefits are briefly outlined below. It is important that you understand the conditions that must be met before payments can be made.

YOU WILL NOT BE ELIGIBLE TO RECEIVE ANY RELOCATION PAYMENT IF YOU MOVE PRIOR TO THE COMPLETION OF THE STATE’S ACQUISITION. ALSO, YOU CANNOT RECEIVE ANY RELOCATION PAYMENTS UNTIL YOU HAVE ACTUALLY MOVED FROM THE PROPERTY.

You will be given at least 90 days’ written notice before you will be required to move from the property. As the occupant of the property, you are entitled to:

1. **RELOCATION ADVISORY ASSISTANCE:**The Department will assist you in finding a replacement dwelling. If you want assistance, contact your relocation agent.
2. **MOVING EXPENSES:**You may select payment based on:
3. Moving Expense Schedule based on number of rooms, OR
4. Moving Service Authorization where the Department makes direct payment to a commercial carrier; OR
5. Actual Cost Move by for‑hire carrier based on written estimates and receipted bills.

 Your relocation agent will discuss these options with you.

1. **REPLACEMENT HOUSING PAYMENT:**You will not be required to move unless comparable replacement housing is available. If it is not, and you wish to relocate, or the Department requires you to relocate, the “Last Resort Housing” Program is available to assist you in renting a comparable replacement property. The features of this program are:

 IF YOU RENT REPLACEMENT HOUSING: A RENT DIFFERENTIAL payment to the difference between the lesser of 1) the monthly rental and estimated average monthly cost of utilities for a comparable replacement dwelling as determined by the Department, or 2) the actual monthly rental of your replacement dwelling and estimated average monthly cost of utilities, AND the base monthly rent during the three months immediately prior to vacation from the displacement dwelling, multiplied times 42. Base monthly rent is defined as the lesser of 1) the average monthly cost for rent and utilities at the displacement dwelling, 2) 30% of the household’s gross monthly household income based on your Income Certification, if the total amount is classified as “low income” by the U.S. Department of Housing and Urban Development, or 3) if receiving a welfare assistance payment, the portion of such payment that is specifically designated for shelter and utilities. The Rent Differential is paid in a single payment or in semiannual installments, depending on the payment amount.

You do not have to accept any dwelling referred to you by the Department. You may choose your own replacement, but it must be decent, safe, and sanitary to qualify for replacement housing payments.

If you do not wish to rent and occupy a replacement dwelling, you may purchase a replacement dwelling. The down payment amount, if any, is limited to the calculated Rent Differential. If you are interested in this alternative, ask your relocation agent to provide additional information.

When you wish to relocate, please contact your relocation agent, who will explain your current status concerning eligibility for “Last Resort Housing.”

In order to avoid losing all or a portion of your relocation benefits, DO NOT MOVE or CONTRACT TO MOVE without contacting the relocation agent.

The Relocation Assistance Program is very complex; it is important that you read and understand the matters explained in the Uniform Relocation Assistance Program (Residential) brochure which relate to your eligibility. If at any time in the future you want assistance, please contact your relocation agent by writing, telephoning, or visiting him/her at the address listed below.

The Uniform Act provides that a person may appeal to the head of the responsible department if the person believes that the Department has failed to properly determine the person’s eligibility or the amount of the payment authorized by the Uniform Act. You have the right to be represented by legal counsel at your own expense, but their presence is not required. If you still believe a proper determination has not been made by the Relocation Appeals Board, you may seek judicial review. You may submit an appeal in writing to:  Caltrans, Right of Way Office, Relocation Appeals Board, 1120 N Street, Sacramento, CA 95814.

Displacees not lawfully present in the United States are ineligible for relocation payments and assistance. Certification of legal U.S. residency status must be on file with the Department for all household members in order to receive benefits.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Relocation Agent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relocation Agent Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone

# ACKNOWLEDGEMENT

I was personally contacted by the above agent for the Department of Transportation. I have had the services and entitlements available explained to me. I was further advised that the Department of Transportation Relocation Assistance Program is available to assist me if any questions arise or as assistance is needed. I have been given a copy of this form letter.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Displacee’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_