



# 2022 RELOCATION HOT TOPICS AND TOP ISSUES

September 9<sup>th</sup>, 2022

# Who we are

Lezlie Kirby, ROW Project Delivery Director



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# TOP STATEWIDE ISSUES

Limited English Proficient, Advisory Services, Property Visits, TxDOTCONNECT, and Communication



# Top Issues – Limited English Proficient (LEP)



## Advisory Services

- Explanation of all benefits
- Constant communication with your displacee throughout the whole relocation process
- Spend time determining what your displacee wants
  - Seek guidance from PM when necessary



## Property Visits

- Appraiser/Relocation Agent – visit property together
  - Realty vs. Personal Property



## Exception to Policy





# TxC Data Entry

## Relocation

Save Parcel

- Parcel Details
- Funding
- Appraisal
- Negotiations
- Acquisition
- Eminent Domain
- Relocation
- Demolition
- Minute Order
- Workflow, Forms & Documents
- Comments

ROW CSJ: 296410010

ROW Project ID: R00002805      Parcel ID: P00022868      Parcel Stage: Final Offer      Parcel Status: Active

District: Dallas - 18      County: Dallas      Highway: SL 9      Control Section: 296410

### Summary

+ Displacee

| ID        | Displacee Name | Displacee Sub-Type | Displacee Status | Date Required to Move | Actual Move Date |
|-----------|----------------|--------------------|------------------|-----------------------|------------------|
| E00237573 | Summer Safety  | Residential Owner  |                  |                       |                  |

Fill out all details pertaining to the displacee

Enter in any supplemental data pertaining to a residential displacement – R-107

Enter in moving expenses, as needed, whether it be Personal Property Only, Residential, or Non-Residential displacements. Ensure to enter moving expenses in the correct location as each displacee sub-type has its own area within the moving cost tab.

- Details
- Supplement Data Information
- Moving Cost

Relocation Agent

Initial Offer Date:

# TxC Data Entry

❖ Fill out all details pertaining to the displacee ensuring to accurately complete each box, except for “Appeals”

- Relocation Agent: Relocation agent that is assigned to the parcel
- Preliminary Contact date: Date displacee is interviewed
- 90 Date Notice: Date of 90-Day Notice Letter
- 30 Day Notice to Vacate: Date of 30-Day Notice to Vacate Letter
- Displacee Category: Use drop downs to select displacee category. i.e., owner, tenant, mobile homeowner, etc.
- Special Considerations: Does the displacee have children that need to stay within the school district, is the displacee handicapped requiring them to stay close to public transportation, do they have health reasons that they need to stay close to a doctor's offices, etc.
- Occupancy Date (From): Date displacee occupied subject dwelling
- Occupancy Date (To): Date displacee vacates subject dwelling
- Comments: Utilize the comment bubble to explain any additional items that are deemed necessary

❖ If you do not have all the information available, please ensure to revisit the detail tab for completion of all boxes

| Details  | Supplement Data Information                | Moving Cost                                   |
|--|--|---|
| <b>Relocation Agent</b><br>Joseph Khammash           |  | <b>Initial Offer Date:</b><br>04/02/2021      |
| <b>Preliminary Contact Date:</b><br>04/02/2021       | <b>90 Day Notice Date:</b><br>07/02/2021   | <b>30 Day Notice to Vacate:</b><br>11/02/2021 |
| <b>TxDOT Possession Date:</b><br>MM/DD/YYYY          |  |   |
| <b>Displacee Information</b>                         |  |   |
| <b>Displacee Category:</b><br>180-Day Owner-Occupant | <b>Special Consideration:</b><br>Schools   |   |
| <b>Occupancy Date (From):</b><br>02/01/2016          | <b>Occupancy Date (To):</b><br>11/02/2021  | Comments                                      |
| <b>Appeals</b>                                       |  |   |
| <b>District Review Date:</b><br>MM/DD/YYYY           | <b>Division Review Date:</b><br>MM/DD/YYYY | <b>Resolution Date:</b><br>MM/DD/YYYY         |

# TxC Data Entry

Details Supplement Data Information Moving Cost

**Housing Supplement Data**

Displacement Dwelling Type: Single Family Residence

Subject Property Value: \$200,000.00

Replacement Cost: \$400,000.00

Housing Supplement Comments

Approval Date: MM/DD/YYYY

Price Difference: \$200,000.00

Payment Amount: \$0.00

Normal Amount: \$31,000.00

Last Resort Amount: \$169,000.00

Details Supplement Data Information Moving Cost

**Housing Supplement Data**

Displacement Dwelling Type: Single Family Residence

Subject Property Value: \$200,000.00

Replacement Cost: \$400,000.00

Approval Date: 06/02/2021

Price Difference: \$200,000.00

Payment Amount: \$0.00

Normal Amount: \$31,000.00

Last Resort Amount: \$169,000.00

Increased Interest Amount: \$0.00

Incidental Purchase Expense: \$0.00

Details Supplement Data Information Moving Cost

**Housing Supplement Data**

Displacement Dwelling Type: Single Family Residence

Subject Property Value: \$200,000.00

Replacement Cost: \$400,000.00

Approval Date: 06/02/2021

Price Difference: \$200,000.00

Payment Amount: \$200,000.00

Normal Amount: \$31,000.00

Last Resort Amount: \$169,000.00

Increased Interest Amount: \$0.00

Incidental Purchase Expense: \$0.00

Note - Only fill out the Supplement Data that pertains to the displacee sub-type.

- For Example:
- Residential Owner – Fill out Housing Supplement Data on the Supplemental Data Information
  - Residential Tenant – Fill out Rental Assistance Data on the Supplemental Data Information

# TxC Data Entry

When you have moving expenses that need to be paid to your displacee, or to your displacee's third-party vendor:

- ❖ Ensure to enter the moving expenses under the correct displacee sub-type: Personal (Personal Property Only), Residential, Non-Residential
- ❖ If an approval date is needed for a specific moving expense, email the relocation team ([Relocation\\_Helpdesk@txdot.gov](mailto:Relocation_Helpdesk@txdot.gov)) to have that entered in for you
- ❖ Third-party vendor payments are captured under the displacee's moving expenses. Do **NOT** link a third-party vendor to the relocation summary tab as a displacee. **The third-party vendor is not displaced by a highway project**
- ❖ All moving expense boxes are rolling totals.
  - For example, if you have 2 residential actual cost moving expenses in the amount of \$250 each, your residential actual cost moving expense box would need to have \$500 in the box in order to make both of your payments

The screenshot displays the TxDOTCONNECT Relocation interface. The left sidebar contains navigation options: Personal Details, Funding, Appraisal, Negotiations, Acquisition, Eminent Domain, Relocation, Demolition, Minute Order, Workflow, Forms & Documents, and Comments. The main content area shows project details (ROW G.S.I. 2964-10-010, ROW Project ID: R00002805, District: Dallas - 19, Parcel ID, County) and a summary table with columns for ID, Displacee Name, Displacee Sub-Type, and Date. The 'Moving Cost' section is active, showing three sub-sections: Personal, Residential, and Non-Residential. Each sub-section has a radio button and a list of expense categories with input fields. Red arrows and text annotations highlight the correct sub-type for each section.

**Personal** (Selected): Moving Cost: \$0.00  
Storage Cost: \$0.00  
Relocation Contract Cost: \$0.00  
Miscellaneous Cost: \$0.00  
Personal Property Only Moving Cost: \$0.00

**Residential** (Selected): Actual Cost: \$500.00  
Fixed Room Count Cost: \$0.00  
Continued Occupancy Cost: \$0.00  
Contract Cost: \$0.00  
Storage Cost: \$0.00  
Lodging Cost: \$0.00  
Miscellaneous Cost: \$0.00  
Residential Moving Cost: \$500.00

**Non-Residential** (Selected): Move Planner: [Field]  
Move Planner Expenses: \$0.00  
Move Planner Approval Date: MM/DD/YYYY

Annotations:  
- Moving expenses for a displacee with a sub-type of Personal Property Only is entered in the top section  
- Moving expenses for a displacee with a sub-type of Residential Owner/Tenant is entered in the middle section  
- Moving expenses for a displacee with a sub-type of Non-Residential Owner/Tenant is entered on the bottom section

## Conversations and Being Prepared!

- Make TxDOT aware as soon as possible
  - Open lines of Communication
  - When in doubt – Reach Out





# HOT TOPICS

Mobile Home/RV Parks, Apartment Complexes, Storage Facilities, Professional Move Planner Services, and FHWA Waiver,

## Mobile Home/RV Parks

- Determination of who owns what
- What if the mobile home/RV can not be moved



## Apartment Complexes

- Late Tenants
- Tenants in the Section 8 Housing



## Storage Facilities

- Contacting the displacee
- Utilizing fixed schedules vs. actual cost
  - Pictures, Pictures, Pictures!



## Professional Move Planners

- What is their purpose?
- What are considered ineligible expenses?



## FHWA's Temporary Waiver – An alternate Methodology for Calculating Replacement Housing Supplements

- Purpose
- Requirements
- How will TxDOT handle this



