**6402. Residential Self Move - Fixed Payment Move Schedule**

Any person displaced from a dwelling or seasonal residence is entitled to receive a fixed payment based the number of rooms of personal property. The fixed payment is calculated to include all moving costs listed in 6401.03, including the reconnection of appliances and utilities such as phone or cable. The fixed payment schedule is established and published by the Federal Highway Administration. You can view the current move schedule at: [https://www.govinfo.gov/content/pkg/FR-2021-07-27/pdf/2021-15930.pdf](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.govinfo.gov%2Fcontent%2Fpkg%2FFR-2021-07-27%2Fpdf%2F2021-15930.pdf&data=04%7C01%7CAndy.Eline%40dot.ohio.gov%7C95c44612aad84151038708d95cc1c95e%7C50f8fcc494d84f0784eb36ed57c7c8a2%7C0%7C0%7C637642809631733940%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=79ijsyEPZ1m%2BJ8OiETmFhaSZdYO45qy3Kpll1HkCkQo%3D&reserved=0)

There are currently two schedules in Ohio:

1. Schedule A is the most commonly used schedule and addresses unfurnished residences where the Displaced Person owns the furniture.

**Schedule A**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pay Rooms | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Move Cost | 600 | 800 | 1,000 | 1,200 | 1,400 | 1,600 | 1,800 | 2,000 |

*Each additional room: 200*

1. Schedule B is rarely used and addresses furnished residences where the furniture is owned by the landlord.

**Schedule B**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pay Rooms | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Move Cost | 400 | 500 | 600 | 700 | 800 | 900 | 1,000 | 1,100 |

*Each additional room: 100*

**6402.01 Dislocation Allowance - Fixed Payment Self Move**

The fixed payment schedule is based on a standard reimbursement for each room. The first three rooms of Schedule A and the first room of schedule B are reimbursed at a higher rate. This is to cover costs other than moving typical personal property, such as, but not limited to, reconnecting phone and cable TV and appliances. This also includes the cost of moving personal property from areas which are not considered pay rooms such as hallways and utility rooms. The extra dollar amounts in the first rooms on the schedules are commonly referred to as a dislocation allowance. This information must be clearly communicated to the Displaced Person by the Relocation Agent.

**6402.02  Pay Rooms - Fixed Payment Self Move**

The fixed payment scheduled is based on the number of rooms of furniture in the dwelling. These are referred to as “pay rooms.” Hallways, foyers, closets, bathrooms, utility rooms, etc., are not considered pay rooms, unless they contain an inordinate amount of personalty. Additional rooms may also be added to cover the cost of moving personalty from storage rooms, workshops, garages, basements, etc., within the dwelling. Additional pay rooms may also be added if there is personalty outside the dwelling or in outbuildings. These extra pay rooms may only be added if a large amount of personalty is involved. Additional pay rooms may also be added if there is an item of personal property which is difficult to move or requires special handling (e.g., pool table or piano). When additional pay rooms are added, an explanation must be documented on the Residential Move Record (RE-613). Additional pay rooms must be approved by the Reviewer. If the additional pay rooms exceed 10 pay rooms, the District Real Estate Administrator must also approve this determination prior to the move authorization.

**6402.03 Responsibilities of the Relocation Agent - Fixed Payment Self Move**

Once the Displaced Person’s eligibility has been established (see Section 6303), the Relocation Agent is responsible for the following actions relative to the Fixed Payment Self Move.

1. Reviewing the current move cost schedule at:
<https://www.govinfo.gov/content/pkg/FR-2021-07-27/pdf/2021-15930.pdf>
2. Explaining all the move options available to the Displaced Person and ensuring they fully understand them before they choose the fixed payment self-move.
3. Explaining the dislocation allowance and that when they choose the fixed payment self-move they will not receive any additional reimbursement for reconnecting such things as phone, cable TV or appliances, etc.
4. Explaining that before a move reimbursement check may be released to the Displaced Person, a successful post-move inspection (Section 6402.07) must be completed. It must be explained that the acquired property must be “broom clean,” meaning free of all personal property, trash and debris.
5. Completing the RE-613 (Section 6402.04) and documenting the need for any additional pay rooms. The Agent must provide the RE-613 to the Relocation Reviewer for approval.
6. Upon receiving the Reviewer’s approval, the Agent will send a Move Authorization Letter to the Displaced Person.
7. After sending the Move Authorization Letter, the Agent will complete the moving claim for reimbursement.
8. After the move is complete, the Agent will perform the post-move inspection (Section 6402.07).
9. Upon a successful post-move inspection, the Agent will personally deliver the move reimbursement check and document the Displaced Person’s receipt of the check, or the Agent will mail the check certified mail/return receipt requested.

**6402.04 Residential Move Record (RE-613) - Fixed Payment Self Move**

The RE-613 should be completed by the Relocation Agent. It should reflect the number of pay rooms being used to calculate the Fixed Payment Schedule Move. As applicable, it should also document any additional pay rooms that are being included. Pictures shall be attached if more than one pay room is added. The RE-613 should be completed as soon as the Displaced Person decides which type of move to employ on their relocation. The RE-613 must be approved by the Relocation Reviewer prior to a Move Authorization letter being sent to the Displaced Person.

**6402.05 Move Authorization Letter - Fixed Payment Self Move**

A Move Authorization Letter must be issued to the Displaced Person prior to every move. The letter shall clearly state the following:

1. The type of move selected and the approved amount of the move.
2. The agreed upon date by which the Displaced Person will complete the move.
3. That it is the responsibility of the Displaced Person to notify the Agent when the move is completed.
4. That the Agent will perform a post-move inspection to ensure all items are moved.
5. That if all items are not moved, and if the displacement site is not "broom clean," then the agreed upon amount of the move may be adjusted.

**6402.06 Billing Package - Fixed Payment Self Move**

Once the Move Authorization Letter has been sent, the Relocation Agent shall immediately prepare the billing package for move reimbursement. The complete billing package must be approved by the Relocation Reviewer prior to the Moving Claim Form (RE-617) being presented to the Displaced Person for signature. The contents of the billing package for fixed payment self- move are:

1. One copy of W-9 & Vendor Information Form, as applicable.
2. Original Moving Claim (RE-617).
3. One copy of the Site Occupant Qualification Record (RE-610).
4. One copy of the Residential Move Record (RE-613).
5. One copy of the Move Authorization Letter.
6. One copy of the Inventory Classification Form (RE-95).
7. One copy of the Agent’s Notes starting on the date of the last billing package submission to the current date (must be typed). If this is the first billing package, the notes from the pre- acquisition survey forward are required.
8. One copy of any miscellaneous documentation or memos to file in support of the payment, as applicable.

**6402.07 Post-move Inspection - Fixed Payment Self Move**

A post-move inspection is required on all moves. It is required that all items of personal property must be moved. In addition, all trash and rubbish should be removed and disposed of in a proper manner. In other words, the displacement site shall be "broom clean." It is the Agent’s responsibility to communicate these requirements to the Displaced Person. A move reimbursement check shall not be released to the Displaced Person until after a successful post-move inspection.

In unique situations, the District Real Estate Administrator, or in the case of a LPA, the Agency's authorized representative, may allow any remaining, non-hazardous personal property items at the subject property to be abandoned.  If abandoned, ODOT, or in the case of a LPA, the Agency's authorized representative, will dispose of these items in a time and manner of its choosing.  If approved by the District Real Estate Administrator, ODOT’s Letter of Abandonment (RE-AB) should be utilized to document items that are to remain on ODOT’s property.  If approved by an LPA, the LPA -RE-AB Letter of Abandonment shall be utilized.  This letter will itemize the items to remain and include an attachment of photos.

In very unique situations, a portion of the fixed payment self move funds may be released prior to completion of the move if the move would cause a financial hardship on the Displaced Person. Every determination of financial hardship will be made by the District Real Estate Administrator and their written approval must be secured prior to releasing any funds in advance of a post-move inspection. For example, you may need to advance bill a portion of the approved move amount to cover the cost of renting a moving truck and gas if the Displaced Person cannot pay for these expenses prior to reimbursement.

**6402.08 Delivery of the Warrant - Fixed Payment Self Move**

The delivery of warrants shall be properly documented. This may be accomplished by either of the following methods:

1. Hand delivering the warrant personally to the Displaced Person. The warrant shall be photocopied and the Displaced Person shall sign and date the photocopy noting the date the warrant was received.
2. A warrant may be mailed to a Displaced Person, along with a letter explaining the purpose of the warrant. This shall be sent by certified mail, return receipt requested. The return receipt shall be placed in the relocation file as proof of payment.

**6603.09 Billing Package- Owner Occupant of Less than 90 Days or Tenant Occupant Who Rents**

1. The complete billing package must be approved by the Relocation Reviewer prior to the Residential Claim Form (RE-617) being presented to the Displaced Person for signature. The contents of the billing package for a replacement housing payment are:
	1. W-9 Form and Vendor Information Form (VIF), as applicable.
	2. Original and one copy of the Residential Claim form (RE-617).
	3. One copy of the Residential Site Occupant Relocation Record form (RE-610).
	4. One copy of the Relocation Comparables and Additive Computation form (RE-611) plus the Utility Allowance Schedule for the site and comparables.
	5. One copy of the RE 607 with attached, signed and dated lease or three rent receipts for the acquired site and one rent receipt for the replacement site, plus the Utility Allowance Schedule for the replacement site.
	6. One copy of the Economic Rent, if applicable, including:
		1. One copy of the documentation to support all figures used in the Economic Rent computation.
	7. One copy of the Tenant Income Verification form (RE-604) if the 30% of income approach is applicable. Include a copy of the appropriate U.S. Department of Housing and Urban Development’s Annual Survey of Income Limits for the Public Housing and Section 8 Programs web page highlighted for the project area.
	8. One copy of the Decent, Safe and Sanitary Certification form (RE-616).
	9. One copy of the Relocation Offer Letter/90-Day Notice Letter (RE-O or RE-T).
	10. One copy of the memo to file on a request for Last Resort Housing, if applicable.
	11. One copy of the memo to file on a request for the use of Less than Three Comparables, if applicable.
	12. One copy of the Assignment Letter when payment is to be made to a third party. The assignment must be signed and dated by both the Displaced Person and the Assignee. The Assignee’s tax identification number should also appear on this form.
	13. One copy of any Appeal Letter and related documentation, if applicable.
	14. One copy of the Relocation Agent’s typed notes (RE-615).
	15. One copy of any miscellaneous documentation or memos to file in support of payments, as applicable