

presented to the Displaced Person for signature. The contents of the billing package for fixed payment self-move are:

- A. One copy of W-9 & Vendor Information Form, as applicable. ✓
- B. Original Moving Claim (RE-617). ✓
- C. One copy of the Site Occupant Qualification Record (RE-610). ✓
- D. One copy of the Residential Move Record (RE-613). ✓
- E. One copy of the Move Authorization Letter. ✓
- F. One copy of the Inventory Classification Form (RE-95). ✓
- G. 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.
- H. One copy of any miscellaneous documentation or memos to file in support of the payment, as applicable. ✓ MEMO

### **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**

- E. 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.
- F. Upon receiving the Reviewer's approval, the Agent will send a Move Authorization Letter to the Displaced Person.
- G. After sending the Move Authorization Letter, the Agent will complete the moving claim for reimbursement.
- H. After the move is complete, the Agent will perform the post-move inspection (Section 6402.07).
- I. 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:

- A. The type of move selected and the approved amount of the move.
- B. The agreed upon date by which the Displaced Person will complete the move.
- C. That it is the responsibility of the Displaced Person to notify the Agent when the move is completed.
- D. That the Agent will perform a post-move inspection to ensure all items are moved.
- E. 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

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

- A. 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.
- B. 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.



Once the Displaced Person's eligibility has been established by issuance of the Relocation Offer Letter, the Relocation Agent is responsible for the following actions relative to the Residential Actual Cost Self Move.

- A. Explain all the move options available to the Displaced Person and ensure that they understand them before they choose the Actual Cost Self Move.
- B. Explain that the Displaced Person should not move until they receive a move authorization letter or they may jeopardize their relocation benefits.
- C. Explain to the Displaced Person that they must draft a written statement estimating their move costs. This shall include estimated costs for time, labor, materials and equipment, etc. This estimate must be reviewed by the Agent for reasonableness prior to seeking approval from the Relocation Reviewer.
- D. Upon receiving approval on the estimate from the Relocation Reviewer, the Agent will send a Move Authorization Letter to the Displaced Person.
- E. Explain to the Displaced Person that they must track and document the actual costs incurred in the move. This shall include receipts for rented equipment as well as costs for time, labor and materials. This shall be submitted to the Agency once the move is complete and the actual costs are determined.
- F. Explain that it is the Displaced Person's responsibility to contact the Agency when the move is complete.
- G. Perform the post-move inspection.
- H. Upon completing a successful post-move inspection and having received a written statement itemizing the actual move expenses the Agent must complete and submit the move claim to the Reviewer.
- I. Upon receiving the Reviewer's approval, secure the Displaced Person's signature on the claim form and prepare and submit the billing package for processing.
- J. Deliver the move reimbursement check and document the receipt of the check by the Displaced Person.

## **6404.02 Statement of Estimated Move Costs - Residential Actual Cost Self Move**

The Actual Cost Self Move is supported by the Displaced Person's written statement of their estimated move costs. This shall be compiled by the Displaced Person and presented to the Relocation Agent prior to the move. This must include estimated costs for time, labor, materials, equipment and all other move related expenses. The statement must be signed and dated by the Displaced Person. Hourly labor rates may not exceed the cost paid by a commercial mover for a beginning laborer. Equipment rental fees should be based on applicable local rental fees paid by movers.

To further illustrate this, 49 CFR 24.301(b)(2) states:

*(2) Self-move — moves that may be performed by the displaced person in one or a combination of the following methods:*

*(i) Fixed Residential Moving Cost Schedule. (Described in § 24.302.)*

*(ii) Actual cost move. Supported by receipted bills for labor and equipment. Hourly labor rates should not exceed the cost paid by a commercial mover. Equipment rental fees should be based*







on the actual cost of renting the equipment but not exceed the cost paid by a commercial mover.

Similar language is contained in OAC 5501-2-5-03(A)(2)(b).

Self-moves based on the lower of two bids or estimates are not eligible for reimbursement under this section. However, when a question exists as to the reasonableness of an estimated expense, the Agency may obtain a move estimate for a specific item or items of work for comparison purposes.

### **6404.03 Reviewing the Statement of Estimated Move Costs**

The Relocation Agent must review the Displaced Person's actual move cost statement prior to the move. If the Agent deems the request reasonable, the request is forwarded to the Relocation Reviewer for approval. If approved, a Move Authorization Letter is given to the Displaced Person. If unacceptable, the Displaced Person is notified in writing of the reason(s) the move cost statement cannot be approved. The Displaced Person may then revise and re-submit the move cost statement.

### **6404.04 Move Authorization Letter - Residential Actual Cost Self Move**

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

- A. The type of move selected and the approved amount of the move.
- B. The agreed upon date by which the Displaced Person will complete the move.
- C. That it is the responsibility of the Displaced Person to notify the Agent when the move is completed.
- D. That the Agent will perform a post-move inspection to ensure all items are moved.
- E. 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.

### **6404.05 Monitoring the Move – Residential Actual Cost Self Move**

It is the Relocation Agent's responsibility to monitor the progress of the move. The Agent should know when the Displaced Person is scheduled to begin the move and when the move is to be completed. A site visit may be necessary to verify the move or any unforeseen circumstances.

### **6404.06 Actual Move Cost Statement – Residential Actual Cost Self Move**

Once the move is complete the Displaced Person must prepare a written statement that itemizes the actual costs incurred in the move. This shall include costs for time, labor, materials and equipment, etc. This statement must be compared to the estimated statement [or, as applicable, specific work item(s) estimates] for consistency. Once the actual cost move





employees, where insurance covering such loss, theft or damage is not reasonably available.

- G. Residential rental application fees are reimbursable. Each Displacee is entitled to one rental application fee reimbursement. Only actual, reasonable and necessary application fees for DS&S replacement dwellings are eligible for reimbursement. Refundable deposits are not reimbursable [see 6401.04(G)].
1. The Agent will use form RE-611-2 to document rental application fees under "Miscellaneous Incidental Expense Not Listed," and process the reimbursement via the standard RE-617 residential claim form. The Agent must secure a copy of the rental application and proof of application fee payment to support any claim.
- H. Other moving related expenses that are not listed as ineligible under Section 6401.04 of this manual, as determined to be actual, reasonable and necessary. Any move reimbursement under this provision must have prior approval from the Central Office Relocation Section Manager.

### **6401.04 Ineligible Moving and Related Expenses - Residential Moves**

A Displaced Person is not entitled to be reimbursed for any expense listed in this section: 49 CFR 24.301(h) and OAC 5501:2-5-03(A)(6) list ineligible moving expenses as:

- A. The cost of moving any structure or other real property improvement in which the Displaced Person reserved ownership (all salvaged items).
- B. Interest on a loan to cover moving expenses.
- C. Personal Injury.
- D. Any legal fee or other cost for preparing a claim for a relocation payment or for representing the claimant before the Agency.
- E. Expenses incurred searching for a replacement dwelling.
- F. Costs for storage of personal property on real property already owned or leased by the Displaced Person.
- G. Refundable utility and security deposits.

## **6404. Residential Actual Cost Self Move**

A displaced residential occupant may make an actual cost self-move. The actual cost self-move is supported by a written statement from the Displaced Person estimating their move costs. This must include costs for time, labor, materials, equipment, and all other move related expenses. Reimbursement is based upon actual costs incurred completing the move, not to exceed the approved maximum amount established by the Agency.

### **6404.01 Responsibilities of the Relocation Agent - Residential Actual Cost Self Moves**





### 6401.03 Eligible Residential Moving Expenses

Eligible expenses are listed in 49 CFR 24.301(g) and OAC 5501:2-5-03(A)(5). The following expenses are eligible for reimbursement for moving personal property owned by persons displaced from a residential dwelling.

- A. Transportation of the Displaced Person and personal property. Transportation costs for a distance beyond 50 miles are not eligible, unless it is determined that relocation beyond 50 miles is justified. Any costs for transportation beyond 50 miles must be approved by the ODOT Central Office Relocation Section Manager. When a Displaced Person does move beyond 50 miles, the first 50 miles of transportation is reimbursed and the Displaced Person must pay for any additional miles. The move bids and the invoice must break out the cost for the first 50 miles vs. any distance greater than 50 miles.
- B. Packing, crating, unpacking and un-crating of the personal property. In addition, all trash and rubbish shall be disposed of in a proper manner ( see Section 6402.07).
- C. Disconnecting, dismantling, removing, reassembling and reinstalling relocated household appliances and other personal property. This would include reimbursement of costs to reconnect telephones and cable TV (if such services were present at displacement site). It may also include costs to connect gas dryers to nearby gas lines and also connections of refrigerator ice makers to water lines. It would not include major plumbing alterations to the house to accommodate appliances.
- D. Storage of the personal property for a period not to exceed 12 months, unless it is determined that a longer period is necessary. All storage costs must be approved in advance by the District Real Estate Administrator. The written request should explain why storage is necessary and ensure that costs being charged for storage are reasonable. In addition, all requests should specify the duration for which storage is needed. The Agency will establish the maximum amount of storage a Displaced Person will be eligible to receive.
- E. Insurance for the replacement value of the property in connection with the move and storage of personal property.
- F. The replacement value of property lost, stolen or damaged in the process of moving, not through the fault or negligence of the Displaced Person, their Agents or



- A. 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.
- B. 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.

## 6405. Combination of Move Options

On certain parcels there may be unique circumstances that would be best addressed by using a combination of move options. An example would be if a Displaced Person has a large set of fragile collectibles that they would prefer to pack and move themselves, and the Displaced Person has selected the Contract Move for the rest of their personal property. In this situation, a combination of the Actual Cost Self Move and the Contract Move may be the best solution.

This provision allows for flexibility to the Agency in meeting the specific needs of the Displaced Person. More than one move option may only be used on a parcel to address unusual situations and with prior written approval from the District Real Estate Administra





statement has been reviewed and approved, the Relocation Agent will immediately prepare the billing package.

### **6404.07 Billing Package - Residential Actual Cost Self Move**

The complete billing package must be approved by the Relocation Reviewer prior to the RE-617 being presented to the Displaced Person for signature. The contents of the billing package for a residential Actual Cost Self Move are:

- A. One copy of W-9.
- B. Original and One Copy of the Move Claim (RE-617).
- C. One copy of the Site Occupant Qualification Record (RE-610).
- D. One copy of the Inventory Classification Form (RE-95).
- E. One copy of the Displaced Person's approved estimated statement of move costs.
- F. One copy of the Displaced Person's actual cost move statement.
- G. One copy of any supplemental bids obtained by the Agency, as applicable.
- H. One copy of the Move Authorization Letter.
- I. One copy of the Agent's Notes (must be typed).
- J. One copy of any miscellaneous documentation or memos to file in support of the payment, as applicable.

### **6404.08 Post-move Inspection - Residential Actual Cost Self Move**

A post-move inspection is required on all moves. All items of personal property must be moved. In addition, all trash and rubbish should be removed and disposed of in a proper manner. The displacement site shall be "broom clean." It is the Agent's responsibility to communicate these requirements to the Displaced Person. Billing for reimbursement of move costs shall not commence until after a successful post-move inspection has been completed. The post-move inspection also helps verify that the statement of actual move costs accurately reflects all of the time and labor expenses incurred in the move.

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 a 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.

### **6404.09 Delivery of the Warrant - Residential Actual Cost Self Move**

The delivery of all warrants shall be properly documented. This may be accomplished by one of two methods.

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.

- A. Reviewing the current move cost schedule at:  
<https://www.govinfo.gov/content/pkg/FR-2021-07-27/pdf/2021-15930.pdf>
- B. Explaining all the move options available to the Displaced Person and ensuring they fully understand them before they choose the fixed payment self-move.
- C. 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.
- D. 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.

## 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>

There are currently two schedules in Ohio:

- A. 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
Move Cost	600	800	1,000	1,200	1,400	1,600	1,800

*Each additional room: 200*

- B. 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
Move Cost	400	500	600	700	800	900	1,000

*Each additional room: 100*

## 6402.01 Dislocation Allowance - Fixed Payment Self Move