

**ROW MANUAL CHANGES**  
**September 17, 2007**

<b>Item</b>	<b>Description of Change</b>
11.03 Terms	<p>Revised the definition of Comparable, Decent, Safe and Sanitary, Displaced Person, and Initiation of Negotiations for the Parcel.</p> <p>Added definition for Dwelling Site, Household Income, Mobile Home, and Unlawful Occupant.</p> <p>Revised our policy on Withholding of Relocation Payments and Eviction for Cause.</p>
11.06 Contracts for Relocation Services	<p>Provided an attachment for Relocation Services Specifications.</p>
11.07 Records	<p>Under the Claims section we added requirements on documentation, advance payments, expeditious payments, no wavier of relocation assistance and expenditure of funds.</p>
11.09 Conceptual Study Corridor	<p>Eliminated text associated with the requirements for the study and directed the reader to Section 11.10 for details.</p>
11.10 Conceptual Study Design	<p>Added the requirement to note the availability of non residential replacement locations and what to do when sites may not be available.</p>
11.11 Relocation Plan	<p>Modified the section to include additional requirements for non residential displacements.</p>
11.12 Advisory Services	<p>Added six specific questions to ask of non residential displacements during the interview.</p> <p>Removed the requirement to explain the price adjustment on the residential comparable (because the adjustment is no longer required).</p>
11.14 Moving Expense	<p>Amended the moving cost schedule.</p> <p>Provided for exceptions to the prohibition that those electing the Moving Cost Schedule cannot claim additional expenses. The exceptions will be considered on a case by case basis for unusual or extenuating circumstances. Each exception must be approved by the Right of Way Manager.</p> <p>Revised the Low Cost High Bulk Alternate Payment.</p> <p>Provided additional explanation for Loss of Tangible Personal Property.</p> <p>Changed the requirements and payment limits for searching expenses.</p> <p>Added explanation for related expenses for non residential displacements.</p> <p>Added a new procedure and schedule for Personal Property Only moves.</p>

<b>Item</b>	<b>Description of Change</b>
11.15 Replacement Housing	<p>Removed the requirement to adjust the asking price of the comparables used to determine the amount of the Purchase Differential.</p> <p>Added Rental Assistance Payment for long term homeowner.</p> <p>Changed the method of determining the base monthly rent of the subject property by modifying the process to determine low income.</p> <p>Expanded on the use of economic rent to determine the base monthly rent of the subject when occupied by a displacee that pays little or no rent to account for a hardship situation based up financial hardship.</p> <p>Removed language concerning “required down payment” and added further explanation on the amount of the payment for tenants using the Rent Supplement as a Down Payment.</p>
11.16 Incidental Expenses	Added Professional Home Inspections as a qualifying expense.
11.18 Mobile Homes	Removed the requirement to adjust the asking price of the comparables used to determine the amount of the Purchase Differential.
11.20 Last Resort Housing	<p>Clarified that the Department may not required a displaced person to move into a dwelling that is not functionally equivalent in accordance with the definition of comparable replacement dwelling.</p> <p>Changed our policy on disbursing rent supplement payments made under this section.</p>