

**Relocation Assistance
Manual Notices Archive**

Manual Notice 2018-1

From: Gus Cannon, CTCM, Right of Way Division Director

Manual: ROW Relocation Assistance Manual

Effective Date: August 20, 2018

Purpose

This revision is intended to update the manual to match current requirements for Relocation Assistance. Also, the manual name is changing from “Right of Way Manual Vol. 3 - Relocation Assistance” to “ROW Relocation Assistance Manual”.

Changes

All chapters contain revised text.

Contact

Laura Riley, Right of Way Project Delivery, 512.416.2830

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2017-1

From: Gus Cannon, CTCM, Right of Way Division Director

Manual: Right of Way Manual Vol. 3 - Relocation Assistance

Effective Date: May 01, 2017

Purpose

This revision is intended to update the manual to match current requirements for Relocation Assistance.

Changes

All chapters contain revised text.

Contact

Laura Riley, Right of Way Project Delivery, 512.416.2830

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2013-1

From: John P. Campbell, P.E, SR/WA, CTCM, Right of Way Division Director

Manual: Right of Way Manual Vol. 3 - Relocation Assistance

Effective Date: March 01, 2013

Purpose

To implement the Modernization initiative for electronic transmission of relocation payment submissions, and to clarify options for personal property and non-residential moves.

Changes

Chapter 12, Personal Property Only Moves: In [Section 2- Types of Moving Options](#), added paragraph regarding displacement of a mini-storage facility.

Chapter 14, Non-residential Moves: In [Section 2- Allowable Moving Expenses - Non-residential](#), modified discussion of Professional Services.

Chapter 25, Payment Submissions: Added a new [Section 1- Guidelines for Electronic Submissions](#). Throughout this chapter, replaced terms such as “District”, “Region”, and “Division” with more generic terms able to survive small organizational changes.

Contact

Hilda Correa, Real Property Asset Management, 512.416.2902

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2012-3

From: John P. Campbell, P.E, SR/WA, CTCM, Right of Way Division Director

Manual: Right of Way Manual Vol. 3 - Relocation Assistance

Effective Date: June 01, 2012

Purpose

To correct terminology used for late occupants.

Changes

Chapter 9, Presentation of Relocation Assistance: In [Section 1- Notices](#), eliminated the word “residential” from the term “late residential occupants” in two locations. Throughout this chapter, replaced terms such as “District”, “Region”, and “Division” with more generic terms able to survive small organizational changes.

Contact

Hilda Correa, R/W Staff Services, 512.416.2902

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2012-2

From: John P. Campbell, P.E, SR/WA, Right of Way Division Director

Manual: Right of Way Manual Vol. 3 - Relocation Assistance

Effective Date: April 01, 2012

Purpose

To reflect increases in fixed moving expense schedules, to clarify allowable moving expenses for non-residential moves, and to modify text regarding down payment assistance and late residential occupants.

Changes

Chapter 11, Residential Moves: In [Section 4- Fixed Moving Expense Payments](#), updated payment amounts.

Chapter 14, Non-residential Moves: In [Section 2- Allowable Moving Expenses - Non-residential](#), modified text for “Professional Services”.

Chapter 17, Entitlements for 90-Day Occupants : In [Section 4- Down Payment Assistance](#), modified criteria under “Amount of Payment”.

Chapter 20, Last Resort Housing: In [Section 2- Computation of Payments](#), modified text for “Late Residential Occupants”.

Chapters 11, 14, 17, and 20: Replaced terms such as “District”, “Region”, and “Division” with more generic terms able to survive small organizational changes.

Contact

Hilda Correa, R/W Staff Services, 512.416.2902

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2012-1

From: John P. Campbell, P.E, SR/WA, Right of Way Division Director

Manual: Right of Way Manual Vol. 3 - Relocation Assistance

Effective Date: January 01, 2012

Purpose

To add new procedures for Two-Phase Negotiated Self-Moves for Outdoor Advertising Signs.

Changes

Chapter 14, Non-residential Moves: In [Section 11 - Advertising Signs](#), added a subsection to describe “Special Provisions for Two-Phase Negotiated Self-Move of Advertising Signs”. Also made minor text changes in the existing subsections.

Contact

Hilda Correa, R/W Staff Services, 512.416.2902

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2010-1

From: John P. Campbell, P.E, Right of Way Division Director

Manual: Right of Way Manual Vol. 3 - Relocation Assistance

Effective Date: December 01, 2010

Purpose

To update and clarify information throughout the manual.

Changes

Chapter 1, Policy and Authorities: In [Section 1 - Overview](#), added personal property only moves as a type of relocation.

Chapter 2, Law, Regulations, and TxDOT Policy:

- ◆ In [Section 3 - Department Policy](#), eliminated 90 day minimum for locating replacement housing and added reference to form ROW-R-107.
- ◆ In [Section 4 - Miscellaneous Provisions](#), added requirement to attach copy of affidavit to payment submissions and added 18 month limit for claiming relocation payments. Also clarified the instructions for determining the date of displacement.

Chapter 6, Relocation Assistance Advisory Services: In [Section 3 - Minimum Relocation Assistance Advisory Services for Non-Residential Displacees](#), made minor text change regarding advance relocation payments.

Chapter 10, General Provisions: In [Section 1 - Procedures](#), specified that a two-phase move requires District Engineer's advance approval.

Chapter 11, Residential Moves: In [Section 2 - Allowable Moving Expenses - Residential](#), added a 50 mile limit for the reimbursable distance of the move. Also specified that a two-phase move requires District Engineer's advance approval.

Chapter 12, Personal Property Only Moves: In [Section 1 - Eligibility](#), specified that "fixed" payments are not considered an eligible expense.

Chapter 14, Non-residential Moves:

- ◆ In [Section 6 - Searching for Replacement Operating Site](#), specified that sales commissions are not reimbursable. Also made minor text change.

- ◆ In [Section 7 - Reestablishment Expenses - Non-residential](#), removed “interior or exterior refurbishments ...for aesthetic purposes only” from the list of ineligible expenses.
- ◆ In [Section 11- Advertising Signs](#), added \$2500 limit for the expense of searching for a replacement sign site.

Chapter 17, Entitlements for 90-Day Occupants: In [Section 2 - Eligibility - 90-Day Occupants](#), clarified date requirements for eligibility.

Contact

Hilda Correa, R/W Staff Services, 512.416.2902

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2007-1

From: John P. Campbell, P.E

Manual: Right of Way Manual Vol. 3 - Relocation Assistance

Effective Date: September 01, 2007

Purpose

To insert a new chapter regarding Continued Occupancy Incentive Payments. To update hyperlinks throughout the manual due to conversions in TxDOT Forms and TxDOT Manuals Systems.

Changes

The following Chapters and Sections contain revised and/or updated text:

- ◆ Chapter 13-Continued Occupancy Incentive Payment:
 - This new chapter has been inserted into the manual.
 - Section 1-Eligibility includes an overview and eligibility requirements.
 - Section 2-Provisions includes an overview, amount of payment, and process.
- ◆ All Chapters
 - Updated all hyperlinks to terms, forms, and example documents.

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2006-2

From: John P. Campbell, P.E

Manual: Right of Way Manual

Effective Date: May 01, 2006

Purpose

To revise and update text to Chapter 11- Residential Moves; Chapter 13 - Non-Residential Moves and Chapter 24- Payment Submissions.

Changes

The following Chapters and Sections contain revised and/or updated text:

- ◆ Chapter 11 - Residential Moves, Section 4 - Fixed Moving Expense Payments: Fixed payments on Moving Expense Schedules A&B were updated
- ◆ Chapter 13 – Non Residential Moves, Section 9 – Non-residential Terms and Calculations. The following statement added under first bullet of “Net Earnings”:
- ◆ For the purpose of this computation, a “loss” for any given year shall be considered “zero” income.
- ◆ Chapter 24 – Payment Submissions, Section - Documentation for Claims
- ◆ For Direct Payment to Service Provider: Added and updated Form ROW-R-DPM

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902

Archives

Past manual notices are available in a PDF archive



Manual Notice 2006-1

To: Users of the Right of Way Manual

From: John P. Campbell, P.E.
Director, Right of Way Division

Subject: Revised Volume 3, Relocation Assistance, Online Manual System

Manual: Right of Way Manual

Effective Date: January 1, 2006

Purpose

To revise and update documentation procedures necessary to implement changes to the final rule of the Uniform Act (49 CFR, PART 24), effective February 23, 2005

Supersedes

Volume 3, Right of Way Manual, Online Manual System, March 4, 2004

Contents

The following Chapters and Sections contain revised and/or updated text in accordance with changes to the Uniform Act (49CFR, Part 24):

- ◆ Chapter 2, Laws, Regulations and TxDOT Policy, Section 4, Miscellaneous Provisions
- ◆ Chapter 5, Relocation Assistance and LPAs, Section 1, LPA Requirements
- ◆ Chapter 6, Relocation Assistance Advisory Services, Section 1, 3, 4 & 5
- ◆ Chapter 8, Relocation Programming Planning and Construction, Section 1 Stage Requirements
- ◆ Chapter 9, Presentation of Relocation Assistance Information, Section 1, Notices
- ◆ Chapter 10, General Provisions, Section 1 Procedures
- ◆ Chapter 11, Residential Moves, Section 1, Eligibility
- ◆ Chapter 12, (New Chapter) Personal Property Only Moves, Section 1, Eligibility, Section 2, Types of Moving Options
- ◆ Chapter 13, Non-Residential Moves, Section 2, Allowable Moving Expenses Non-Residential
- ◆ Chapter 14, Replacement Housing, Section 1, Eligibility

- ◆ Chapter 15, Entitlements for 180-day Owner-Occupants, Section 1, Payment Options, Section 4, Amount of Total Payment., Section 7, Incidental Expenses – 180-Day Owner-Occupants, Section 11, Computation of Housing Supplement
- ◆ Chapter 16, Existing chapter was deleted
- ◆ New Chapter 16: Entitlements for 90-day Occupants
- ◆ Chapter 17, Entitlements for Mobile Home Occupants, Section 3, Replacement Housing Entitlements for 180-Day Mobile Home Owner-Occupants
- ◆ Chapter 18, Decent, Safe, and Sanitary (DDS) Standards, Section 1, Definitions and Exceptions, Section 2, Replacement Housing Inspection
- ◆ Chapter 19, Last Resort Housing, Section 2, Computation of Payments
- ◆ Chapter 21, Selection of Comparables, Section 1, Selection Criteria, Section 4 was deleted
- ◆ Chapter 23, Payment Policies and Procedures, Section 2, Claims
- ◆ Chapter 24, Payment Submissions, Section 1, Documentation for Claims

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902

Manual Notice 2004-4

To: Users of the Right of Way Manual

From: John P. Campbell, P.E.
Director, Right of Way Division

Subject: Revised Volume 3, *Right of Way Manual*, Online Manual System

Manual: *Right of Way Manual*

Effective Date: October 4, 2004

Purpose

To revise procedure relating to the appeal process by displacees, pursuant to 43 Texas Administrative Code 21.118.

Contents

Chapter 22, Section 1, Overview: New language added from Code.

Supersedes

Volume 3, *Right of Way Manual*, Online Manual System, September 1, 2004.

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.

Manual Notice 2004-3

To: Users of the Right of Way Manual

From: John P. Campbell, P.E.
Director, Right of Way Division

Subject: Revised Volume 3, *Right of Way Manual*, Online Manual System

Manual: *Right of Way Manual*

Effective Date: September 1, 2004

Purpose

To replace reference to Form ROW-R-110, Payment of Incidental Expenses for Transfer of Real Property with references to Form ROW-RM-110, Payment of Incidental Expenses for Transfer of Real Property, as form number has changed.

Contents

Chapter 24, Section 1: references replaced.

Supersedes

Volume 3, *Right of Way Manual*, Online Manual System, July 5, 2004

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.

Manual Notice 2004-2

To: Users of the Right of Way Manual

From: John P. Campbell, P.E.
Director, Right of Way Division

Subject: Revised Volume 3, Right of Way Manual, Online Manual System

Manual: Right of Way Manual

Effective Date: July 5th, 2004

Purpose

To revise and update documentation procedures relating to Relocation Assistance payment submission documentation, miscellaneous provisions on partial acquisitions, eligible expenses for non-residential moves, advertising sign relocation, and to replace all references to Form 132 to Form ROW-A15, Payment Request;

Supersedes

Volume 3, Right of Way Manual, Online Manual System, March 4, 2004

Contents

- ◆ All references to Form 132 have been replaced with reference Form ROW-A-15, Payment Request.
- ◆ Chapter 2, Section 4, contains revisions to miscellaneous provisions on partial acquisitions.
- ◆ Chapter 12, Section 2, contains minor revisions to eligible expenses for signs and other advertising media made obsolete by the displacement of a business.
- ◆ Chapter 12, Section 9, clarifies criteria for substantial loss of revenue.
- ◆ Chapter 12, Section 12, clarifies eligibility requirements for advertising sign relocation.
- ◆ Chapter 14, Section 6, clarifies maximum payment calculations regarding owner retainage of a subject dwelling.
- ◆ Chapter 24, Section 1: added procedures for payment submission documentation relating to residential, non-residential, advance, and direct payments to service providers.

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902

Manual Notice 2004-1

To: Users of the Right of Way Manual

From: John P. Campbell, P.E.
Right of Way Division Director

Subject: Revised Volume 3, Right of Way Manual, Online Manual System

Manual: Right of Way Manual

Effective Date: March 4, 2004

Purpose

To modify certain example form links to actual template links.

Contents

“Example” form links in the following Chapters and Sections have been modified to link directly to the associated Word template; all appropriate Section and Subhead titles have been color-coded for ease of identification:

- ◆ Chapter 2, Section 1
- ◆ Chapter 9, Sections 1 and 2
- ◆ Chapter 12, Sections 3, 11, and 12
- ◆ Chapter 13, Section 1
- ◆ Chapter 14, Sections 10 and 11
- ◆ Chapter 15, Section 3
- ◆ Chapter 18, Section 2
- ◆ Chapter 20, Sections 2 and 3
- ◆ Chapter 21, Sections, 1, 2, and 4
- ◆ Chapter 22, Sections 1 and 2
- ◆ Chapter 23, Sections 4 and 5
- ◆ Chapter 24, Section 1
- ◆ Chapter 25, Section 1

Supersedes

Volume 3, Right of Way Manual, Online Manual System, July 1, 2003.

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902

Manual Notice 2003-1

To: All Users of TxDOT's *Right of Way Manual, Volume 3*

From: John P. Campbell, P.E., Director, Right of Way Division

Subject: Revisions to *Volume 3*

Manual: *Right of Way Manual*, Online Manual System

Effective Date: July 1, 2003

Purpose

To revise text on partial acquisitions; to revise relocation assistance policy on reestablishment expenses for farms, businesses, and non-profit organizations; and to revise relocation assistance policy regarding multiple occupancy by individuals of the same dwelling.

Contents

- ◆ Chapter 2, Section 4: Clarified text on "Partial Acquisitions."
- ◆ Chapter 12, Section 8: Revised business, farm, and non-profit organization reestablishment expenses not considered reasonable, necessary, or otherwise eligible.
- ◆ Chapter 13, Section 1: Revised policy on relocation assistance to individuals relating to multiple occupancy of the same dwelling.

Supersedes

Volume 3, *Right of Way Manual*, Online Manual System, September 1, 2002

Instructions

Not applicable

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902

Manual Notice 2002-1

From: John P. Campbell, P.E., Right of Way Division Director

Subject: Revised Volume 3, *Right of Way Manual*, Online Manual System

Manual: *Right of Way Manual*

Effective Date: September 1, 2002

Purpose

To clarify procedural text in Chapters 16 and 24.

Instructions

Not applicable.

Supersedes

Volume 3, *Right of Way Manual*, Online Manual System, November 1, 2001.

Contents

- ◆ Revised text in Chapter 16, Section 2, Eligibility
- ◆ Revised text in Chapter 24, Section 1, Documentation for Claims.

Contact

Hilda Correa, ROW Division Administrative Manager, 512.416.2902.

Manual Notice 2001-2

From: John P. Campbell, P.E.
Right of Way Division Director

Subject: Minor Revisions and Corrections to the Right of Way Manual

Manual: Right of Way Manual

Effective Date: November 1, 2001

Purpose

To correct minor changes to erroneous text.

Instructions

All revised or corrected text is presented in dark green, Times New Roman typeface, for easy identification..

Supersedes

Right of Way Manual, Online Manual System, September 1, 2001.

Contents

The following Volumes, Chapters, and Sections contain revised or corrected text:

- ◆ Volume 3, Chapter 2, Section 4
- ◆ Volume 3, Chapter 11, Section 4
- ◆ Volume 3, Chapter 12, Section 12
- ◆ Volume 3, Chapter 26, Section 1

Contact

Hilda Correa, Division Administrative Manager, 512.416.2902

Manual Notice 2001-1

From: Kirby W. Pickett, P.E.
Subject: Manual Rewrite and Update Complete
Manual: Right of Way Manual
Effective Date: August 1, 2001

Purpose

This manual is a complete revision of the *Right of Way Manual* Book I and Book II, Edition 6. This manual is intended to provide guidance in the acquisition of right of way for transportation projects. The manual represents the current information and operating practices for acquisition of right of way for transportation projects, property management relating to right of way, and the highway beautification program.

Instructions

This manual will be effective August 1, 2001. It supersedes *Right of Way Manual* Book I and Book II, Edition 6. Replace all hard copies of *Right of Way Manual* Book I and Book II, Edition 6 with this new edition.

Supersedes

It supersedes *Right of Way Manual* Book I and Book II, Edition 6.

Contents

This manual contains the following volumes with information on right of way acquisition for transportation projects, property management of right of way, and beautification:

Volume 1, Right of Way Procedures Preliminary to Release

Volume 2, Right of Way Acquisition

Volume 3, Relocation Assistance

Volume 4, Eminent Domain

- ◆ Six chapters and
- ◆ Appendix A – Eminent Domain Guide

Volume 5, Property Management

- ◆ Removal of Improvements
- ◆ Disposal of Surplus Right of Way Interests
- ◆ Disposal of Surplus Real Property Interests
- ◆ Acquisition of Real Property Sites
- ◆ Leasing

Volume 6, Miscellaneous

- ◆ Hazardous Materials
- ◆ Railroads
- ◆ Contract Outsourcing
- ◆ Records, Reports and Closing of Projects
- ◆ Utilities

Volume 7, Beautification

- ◆ Beautification
- ◆ Glossary of Terms

Also, included in this manual are sample copies of all forms and documents used within these various right of way functions. It contains a Right of Way Acquisition Flow Chart, as well as, online links to procedural manuals currently available online as well as those under development.

Contact

For more information regarding any chapter or section in this manual, please contact the appropriate section in Right of Way Division. For general comments and suggestions for future revisions of this manual, please contact the Administrative Support Section in the Right of Way Division.