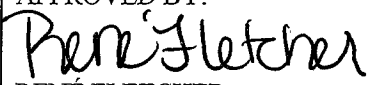


R/W MANUAL CHANGE

RWMC- 220

PROCEDURAL HANDBOOK
 (1984 Edition)

RWPH-____-____-____
 TRANSMITTAL#_____

TITLE: RELOCATION ASSISTANCE	APPROVED BY:  RENÉ FLETCHER	DATE ISSUED: JUL 20 2012
SUBJECT AREA: CHAPTER 10 - RELOCATION ASSISTANCE	ISSUING UNIT: OFFICE OF PLANNING AND MANAGEMENT AND PROJECT COORDINATION	
SUMMARY OF CHANGES: Updates Form RW 10-5. Also, revises its Table of Contents.		

PURPOSE

This manual change updates Form RW 10-5 to reflect the terminology used in the Advantage system. It also transmits this form from the Department's Caltrans Electronic Forms System (CEFS) to Chapter 10 in the Right of Way Manual.

<u>Form No.</u>	<u>Title</u>
RW 10-5	Payment Request & Relocation Cost Summary

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
10 – Forms	Table of Contents (REV 11/2009) RW 10-5 (REV 5/2004)	Table of Contents (REV 6/2012) RW 10-5 (REV 6/2012)

CHAPTER 10

Relocation Assistance Table of Contents

FORMS

<u>Form No.</u>	<u>Title</u>
RW 10-1	Owner's Certification of Tenants
RW 10-2	Claim for Relocation Assistance - Residential
RW 10-3	Relocation Diary
RW 10-4	Hold for Future Use
RW 10-5	Payment Request & Relocation Cost Summary
RW 10-6	Relocation Assistance Appeal
RW 10-7	General Information Notice
RW 10-8	Notice of Intent to Acquire – Owner-Occupant
RW 10-9	Informational Letter to Nonoccupant Owner Re: Notice of Intent to Acquire
RW 10-10	Notice of Intent to Acquire - Tenant
RW 10-11	Hold for Future Use
RW 10-11A	Hold for Future Use
RW 10-12	Hold for Future Use
RW 10-13	Hold for Future Use
RW 10-14	Hold for Future Use
RW 10-15	Hold for Future Use
RW 10-16	Hold for Future Use
RW 10-17	Hold for Future Use
RW 10-18	90-Day Information Notice – Residential Occupant
RW 10-19	90-Day Information Notice – Nonresidential Occupant
RW 10-20	90-Day Notice to Vacate – Residential Occupant
RW 10-21	90-Day Notice to Vacate – Nonresidential Occupant
RW 10-22	60-Day Notice to Vacate – Residential Occupant
RW 10-23	30-Day Notice to Vacate – Residential Occupant
RW 10-24	30-Day Notice to Vacate – Nonresidential Occupant
RW 10-25	Certificate of Occupancy and Receipt of Relocation Information
RW 10-26	Hold for Future Use
RW 10-27	Agreement: (Condemnation Settlement Pending) Price Differential Advance to Owner-Occupant
RW 10-28	Hold for Future Use
RW 10-29	Residential - Claim for Moving Expense by Moving Service Authorization
RW 10-30	Claim for Relocation Assistance - Nonresidential
RW 10-31	Hold for Future Use
RW 10-32	Hold for Future Use
RW 10-33	Hold for Future Use
RW 10-34	Hold for Future Use

<u>Form No.</u>	<u>Title</u>
RW 10-35	Hold for Future Use
RW 10-36	Hold for Future Use
RW 10-37	Hold for Future Use
RW 10-38	Notice to Acquisition of In-Lieu Payment or Reestablishment Expenses
RW 10-39	Income Certification
RW 10-40	Decent, Safe, and Sanitary Inspection Report
RW 10-41	Computation of Rent Differential Payment
RW 10-42	Replacement Housing Valuation Report Certification and Approval
RW 10-43	Hold for Future Use
RW 10-44	Certification Concerning Legal Residency in the United States (U.S. Residency Certification)
RW 10-44s	Certificacion Concerniente A Residencia Legal En Los Estados Unidos
RW 10-45	Agreement to Occupy Replacement Property
RW 10-46	Hold for Future Use
RW 10-47	Self Move Agreement and Claim Form for Under \$10,000 Acquisition

PAYMENT REQUEST & RELOCATION COST SUMMARY

RW 10-5 (REV 6/2012)

CONFIDENTIAL

This document contains personal information and pursuant to Civil Code 1798.21 it shall be kept confidential in order to protect against unauthorized disclosure.

TO: 1. R/W PLANNING & MANAGEMENT BRANCH

Dist Co Rte PM

FEDERAL PROJECT #

2. R/W ACCOUNTING BRANCH

Parcel

Project ID/Phase

FEDERAL PARTICIPATION

On the project YES NO
On the parcel YES NO

FROM: RIGHT OF WAY RELOCATION ASSISTANCE

RELOCATION ASSISTANCE PAYMENT	PAYMENT AMOUNT	
	FEDERAL ELIGIBLE 055	FEDERAL INELIGIBLE 055N
MOVING EXPENSES		
<input type="checkbox"/> Moving Service Authorization		
<input type="checkbox"/> Actual Moving Cost	\$	\$
<input type="checkbox"/> Schedule		
Search Cost		
In-lieu Payment		
Re-establishment		
Mortgage Differential		
Price Differential		
Incidental Expense		
Rent Differential		
Down Payment		
Other (specify)		
Totals		

DISPLACEE

(1) PAYEE

ADDRESS

AMOUNT \$

VCUST #

(2) PAYEE

ADDRESS

AMOUNT \$

VCUST #

(3) PAYEE

ADDRESS

AMOUNT \$

VCUST #

REMARKS:

FOR ISSUING CHECK

To: District Cashier, Attn: _____

Mail/Return by: _____ Date _____

I CERTIFY that this payment, excluding payments made directly to vendors that provide services for the displacee, is not reportable to the Internal Revenue Service and Franchise Tax Board as income and does not require a Payee Data Record (STD 204).

CERTIFICATION OF FUNDS (RW Planning and Management)

I hereby certify that budgeted funds are available for the period and purpose of the expenditure shown.

Initials: ► _____ Date _____

RAP AGENT:

Sign: ► _____ Date _____

Print _____ Telephone _____

RAP APPROVAL: (per delegations)

I certify that this payment complies with the appropriate sections of 49 CFR 24 and is consistent with the provision of the Federal Uniform Relocation and Real Properties Acquisition Act of 1970, as amended.

Sign: ► _____ Date _____

Print _____ Telephone _____

RIGHT OF WAY PLANNING AND MANAGEMENT TO COMPLETE UNSHADED FIELDS

CT DOCUMENT	EVENT TYPE	UNIT	PROJECT ID	PHASE	REPORTING CODE	OBJ CODE	(N)	SUB OBJ	BFY	AMOUNT
	C501			9	1	055				
	C501			9	1	055				
	C501			9	1	055				
	C501			9	1	055				

PLANNING & MANAGEMENT APPROVAL:

Sign: ► _____ Date _____

Print _____ Telephone _____

ACCOUNTING NOTE: All data must be entered exactly as shown. Verify coding prior to entry into Advantage. If any change is necessary, contact R/W Planning & Management who will fax revised copy to R/W Accounting.

Distribution: Original + copy - R/W Accounting; 1 copy - District P&M; 9 1 copy - Originating Office

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

**INSTRUCTIONS FOR COMPLETING THE
RELOCATION ASSISTANCE PAYMENT REQUEST & COST SUMMARY
(RW 10-5)**

The RW 10-5 form is completed for all residential and business relocation assistance claims. The completed RW 10-5 and STD 204 - Vendor/Payee Data Record (if the payee is NOT the displacee) are the only documents required for the payment package forwarded to RW Accounting. The form is completed by three offices: Right of Way RAP, Right of Way Planning and Management, and Division of Accounting - RW Accounting.

Right of Way Relocation Assistance Office (RAP Agent) completes the following fields:

- Federal Project Number including the appropriate Federal Participation
- District, County, Route, Post Mile, Parcel and Project ID, Phase
- Displacee(s) Name (Head of Household, Business)
- TERMS: Eligible/Ineligible refer to Federal participation
- Enter appropriate Relocation Assistance payment type expenses to the Federally Eligible/Ineligible columns, then
- Total(s)
- Enter remarks to clarify a transaction, if needed
- Payee Information - When multiple payments are requested:
 - First Payee box should be displacee (mail to district, agent will arrange delivery)
 - Second and Third Payee boxes may include moving companies, escrow companies, etc.
(RW Accounting completes the shaded Vendor number box)
- VCUST #: enter the vendor number.
- For Issuing Check - this will direct checks to Payee by mail or back to District Cashier Office for RAP Section to pick up and deliver. The date entered in the Mail/Return by line will be the date that Accounting places the check in the US Mail or if to District Cashier, the date the check should be in the Cashier's Office. Copy returned to RAP Section by Accounting via inter-district mail.
- RAP Agent - sign and date certifying these payments are accurate and not considered taxable income.
- RAP Approval (per delegations) - sign and date indicating the file has been reviewed and the payments requested are in compliance.

Right of Way - Planning & Management completes the following fields:

CT DOCUMENT: Enter the seven-digit service contract number.
EVENT TYPE: Enter the four-digit code (C501) that uniquely identifies an accounting event.
UNIT: Cost center number, a four-character field.
PROJECT ID: Ten-digit sequence code.
PHASE: Enter phase (9).
REPORTING CODE: Always start with 1 plus the parcel number. Only alpha or numeric characters are to be used. Use "X" between multiple parcel numbers. Only "X" can be used as a spacer (e.g. 198765X1X2).
OBJECT CODE: A three-character field. On form RW 10-5, use "055" - Relocation Assistance Payments.
N: Leave blank if eligible for federal funds, enter "N" if not eligible for federal funds.
BFY: Enter budget fiscal year.
DOLLAR AMOUNT: Amount of Relocation Assistance Payment
Initial and date in Certification of Funds indicating that Planning and Management has confirmed through Advantage that the Project ID is appropriate and funding is available.

Division of Accounting, Right of Way Accounting completes the following field:

SUB OBJ: Sub Object in Advantage is associated with an Object to provide lower level reporting capabilities.
