

# RIGHT OF WAY MANUAL CHANGE

## RWMC 26-01

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EFFECTIVE DATE: January 23, 2026

### PURPOSE:

The Right of Way (RW) Manual is revised in January and July to update policies, procedures, and guidance. Content revisions are noted on the following pages.

### CURRENT RIGHT OF WAY MANUAL DIRECTIVES:

The following Right of Way Manual Directives (RWMDs) are still in effect and have not been incorporated into the RW Manual at this time:

| <b>RWMD</b>                  | <b>Title</b>  | <b>Effective Date</b> |
|------------------------------|---|-----------------------|
| <a href="#"><u>26-01</u></a> | Extension of the Waiver Valuation Trial Period      | 01-13-2026            |
| <a href="#"><u>25-05</u></a> | Bid Lease Valuations – Typical Minimum Rental Value | 09-11-2025            |

### SUPERSEDED RIGHT OF WAY MANUAL DIRECTIVES:

The following Right of Way Manual Directives (RWMDs) have been incorporated into the RW Manual and are superseded upon the effective date of this RW Manual Change:

| <b>RWMD</b>                  | <b>Title</b>  | <b>Date Issued</b> |
|------------------------------|---|--------------------|
| <a href="#"><u>25-03</u></a> | Chapter 15 Airspace and Telecommunications Licensing Program – Policy and Process Changes | 06-09-2025         |
| <a href="#"><u>25-04</u></a> | Chapter 15 Airspace and Telecommunications Licensing Program – Certificate of Occupancy   | 07-22-2025         |

### RELATED POLICY AND PROCEDURES:

Throughout the RW Manual, gray shading highlights all current revisions (except hyperlinks) – all shading from previous revisions has been removed. The following is a summary of the revisions in this edition.

#### Chapter 1 – Introduction

- **Section 1.01, Right of Way Manual Overview**
  - 1.01.06.00, Revisions – updated publication deadlines for July 2026 RW Manual.

## Chapter 2 – Organization and Policy

- **Section 2.04, Right of Way Administration**
  - 2.04.01.00, Title VI of the Civil Rights Act of 1964 and Related Statutes – added reference to new subsection 2.04.03.04, “Title VI Accomplishments and Goals Report.”
  - 2.04.03.00, Statistical Reports – updated title to “Annual Performance Reports” and added a new subsection.
  - 2.04.03.03, Stewardship and Oversight Annual Report – new.
  - 2.04.03.04, Title VI Accomplishments and Goals Report – new.
  - 2.04.03.05, Title VII Self-Assessment Element Report – new.
  - 2.04.05.01, Right of Way Information Management System – corrected numbering to 2.04.05.00.
  - 2.04.06.00, Right of Way Field Safety – new.

## Chapter 3 – Programming and Budgeting

No revisions.

## Chapter 4 – Estimating

No revisions.

## Chapter 5 – Early and Advance Acquisition; Corridor Preservation; Hardship and Protection; Donations and Dedications

No revisions.

## Chapter 6 – Right of Way Engineering

- **Section 6.13, Federal Lands**
  - 6.13.02.00, Federal Land Agencies – updated “Department of Defense” reference to “Department of War.”

## Chapter 7 – Appraisals

No revisions.

## Chapter 8 – Acquisition

- **Section 8.12, Exchanges and Abandonments**
  - 8.12.01.00, General – removed outdated statement regarding HQ approval of noncontiguous excess real property exchanges, as this has been previously delegated to the Districts.

## **Chapter 9 – Condemnation**

No revisions.

## **Chapter 10 – Relocation Assistance**

- ***Section 10.01, General***
  - 10.01.13.00, Single Agent (\$10,000 and Under) – updated the single agent amount from \$10,000 to \$15,000 to align with the revised CFRs, which went into effect June 1, 2024.
- ***Section 10.05, Moving and Related Expenses – Nonresidential (Business, Farms, and Nonprofit Organizations)***
  - 10.05.05.13, Searching for a Replacement Location (49 CFR 24.301[g][18]) – removed expenses incurred after the ION (Appendix A of the CFR allows expenses incurred at any point in anticipation of the business moving).
  - 10.05.18.00, Nonprofit Organization – In Lieu (49 CFR 24.305[d]) – added information on the requirements for certified financial statements under an in-lieu payment.

## **Chapter 11 – Property Management**

No revisions.

## **Chapter 12 – Clearance and Demolition**

No revisions.

## **Chapter 13 – Utility Relocations**

- ***Section 13.07, Utility Agreements***
  - 13.07.03.05, Section V. General Conditions –
    - Clause V-9a, Acknowledgments, was relocated to Buy America clause section VII-6.
    - Clause V-9b, Acknowledgements (Mandatory Language FOR ALL OWNERS) – clause was removed as it is no longer needed. Utility partners are responsible for understanding and complying with Buy America regulations.
  - 13.07.03.06, Section VI. Oil Company Clauses (Only) – added new clause VI-7 to address when no oil clauses are needed.

- **Section 13.07, Utility Agreements (Continued)**
  - 13.07.03.07, Section VII. Buy America Clauses –
    - Added clarification regarding requirement for Buy America clauses.
    - For clauses VII-1 through VII-2, removed NEPA references. FHWA approved Caltrans' approach of using the date that the Relocation Claim Letter was sent to the Utility Owner as the qualifying date for Buy America Compliance – this removes NEPA as the date for Buy America Compliance.
    - Added new clauses VII-2b and VII-2c as new clauses to address when there is no Master Contract.
    - Renumbered remaining VII-2 clauses.
- **Section 13.15, Buy America**
  - 13.15.02.00, Buy America Requirements – corrected 23 U.S.C. reference.
  - 13.15.03.01, Utility Owner Self-Certification Method – corrected reference to clause VII-3.
  - 13.15.04.00, Exclusions to the Buy America Requirements – added clarifying language to example provided if the utility relocation work is not eligible for reimbursement.

## **Chapter 14 – Right of Way Certification**

- **Section 14.05, Delegations**
  - 14.05.01.00, Delegations of Authority –
    - Added a delegation item for Design-Build R/W Statements.
    - Updated the R/W Cert 3 and 3W delegations per the [Stewardship and Oversight Agreement](#).

## **Chapter 15 – Airspace**

- **All Sections**
  - Complete revision of the chapter to update policy and procedures.

## **Chapter 16 – Excess Land**

- **Section 16.13, Affordable Housing**
  - 16.13.03.00, Exception for Affordable Housing – added clarification regarding affordable housing consideration.
  - 16.13.04.00, Roles and Responsibilities – added clarification for Affordable Housing Manager.
  - 16.13.05.00, Process –
    - Added clarification for Affordable Housing Manager.
    - At Item 3, added a Note section regarding a two-year timeline that DGS may hold a parcel.
    - At Item 4, added allowance for short-term leases when excess land is being held for affordable housing.

## **Chapter 17 – Local Programs**

No revisions.

## **Chapter 18 – Railroad Coordination**

- **Section 18.02, Charging and Expenditures**
  - 18.02.01.00, Charging Practices – clarified when a district DRC should contact the Railroad to review project plans.
  - 18.02.03.00, Agreement Types and Other Railroad Documents –
    - Added information about meeting project certification for the railroad.
    - Under the Right of Way Agreement section, added information on when an agreement is fully executed and when a project is ready for RTL, and added information regarding DRC's responsibilities in monitoring agreement termination dates and advance payments.
    - Under the Construction and Maintenance Agreement section, added information regarding effective dates.

**Exhibit Updates**

- **02-EX-02, Right of Way Field Safety Guide** – new.
- **07-27-27, Airspace Bid Lease Valuation** – new. (09-2025)
- **08-EX-13, Permit to Enter for Underground Tank Testing for Hazardous Waste** – updated salutation.
- **08-EX-14, Permit to Enter for Other Testing for Hazardous Waste** – updated salutation.
- **08-EX-23, Right of Entry – Long Form** – updated salutation.
- **08-EX-24, Right of Entry – Short Form** – updated salutation.
- **08-EX-27, Permit to Enter and Construct** – updated salutation.
- **08-EX-42, Notice of Removal of Property From Taxrolls** (for internal Caltrans use) – updated salutation.
- **08-EX-47, Tax Cancellation Condemnation Letters – Order for Possession** (for internal Caltrans use) – updated salutation.
- **10-EX-02, Business Search Expense Summary** –
  - Updated Search Cost Calculations Total Maximum from \$2,500 to \$5,000, consistent with July RW Manual updates to section 10.05.05.13 per the Final Rule (49 CFR 24).
  - Updated mileage rate from \$0.50 to \$0.70 per mile, consistent with current mileage reimbursement rates. (09-2025)
- **10-EX-04, Relocation Impact Report**
  - Added Appendix A information at the end of the document (along with a reference to it on page 1), providing an overview of the relocation program, which needs to be included in the Environmental Document. (It could appear in the Relocation Impact Document or elsewhere within the Environmental Document.)
- **10-EX-09, Assignment of Funds to an Escrow** – updated salutation and formatting.
- **10-EX-10, Assignment of Funds** – updated salutation and formatting.

- **10-EX-11, Escrow Instructions (Format) Work Sheet** – updated salutation and formatting.
- **10-EX-13, Request for Old Loan Information Before Close of Escrow** – updated salutation and formatting.
- **10-EX-14, Request for Old Loan Information After Close of Escrow** – updated salutation and formatting.
- **10-EX-23, Certification of Mobile Home Title Transfer** (for internal Caltrans use) – updated salutation.
- **10-EX-24, Verification of Installation and Occupancy of Mobile Home** – updated salutation and formatting.
- **11-EX-04, State as Lessee – Office Space Request** – new.
- **11-EX-06D, Initial Vacancy Inspection and Statement of Proposed Security Deductions** (for internal Caltrans use) – at Fixtures and Appliances, added “CT-owned Refrigerator, ID#.” (12-2025)
- **11-EX-21, Inventory** – added “CT Refrigerator, ID #\_” throughout the sample document. (12-2025)
- **11-EX-23, Master Tenancy Lease Agreement** (for internal Caltrans use) – at Optional Clauses section, added new clauses for stoves and refrigerators. (12-2025)
- **11-EX-47, Uninhabitable Conditions** –
  - Updated title to “Habitability/Tenantability Conditions.”
  - Added stove and refrigerator conditions.
  - Added detail and code references for conditions throughout. (12-2025)
- **11-EX-54, Residential Property Inspection** (for internal Caltrans use) –
  - Reorganized portions of the report.
  - Added new sections for “Deficiencies” and “Department-Owned Fixtures/Equipment.” (12-2025)

- **11-EX-56, Residential Property Occupancy and Vacancy Inspections** (for internal Caltrans use) – at Fixtures and Appliances, added “CT-owned Refrigerator, ID#.” (12-2025)
- **11-EX-65, Vacancy Report** (for internal Caltrans use) –
  - At Underbilling section, added row for “Fixture/Equip. Damage/Loss.”
  - In Comments section, added a sample entry for CT-owned refrigerators. (12-2025)
- **11-EX-A, Residential Rental Agreement** (for internal Caltrans use) –
  - At item 2, added clarification to prorated rental period.
  - At item 14, added instructions to repeat as needed for each animal.
  - At item 16, added “trimming” to maintenance list.
  - At item 22, added new section for Assembly Bill 628 (2025) Notices.
  - Renumbered remaining sections.
  - At Inventory of Furnishings/Equipment Attachment, added placeholders/samples for common items. (12-2025)
- **11-EX-H, Rental Agreement Amendment (AB 628)** (for internal Caltrans use) – new Exhibit for statutory requirements regarding stoves and refrigerators. (12-2025)
- **11-EX-J, Employee Housing Rental Agreement** (for internal Caltrans use) –
  - Added and updated code references throughout the document.
  - At item 7, updated “Security” to “Utilities.”
  - At item 12, added new section for Assembly Bill 628 (2025) Notices; renumbered remaining sections.
  - At Notices section (renumbered to item 20), updated “may” to “shall.”
  - At Prohibition Against Violating Laws and Using Disturbances section (renumbered to item 24), updated title to “Prohibition Against Violating Laws and Making Disturbances.”
  - At signature area, added “Position Number.”
  - At Optional Clauses section, removed item 2, Rental Offset; renumbered remaining sections.
  - At Inventory of Furnishings/Equipment Attachment, added placeholders/samples for common items. (12-2025)

- **13-EX-06, R/W Utility Estimate Worksheet and R/W Data Sheet Instructions –**
  - Added a new column to discern between “Actual Costs” and “State’s Share.”
  - Added estimated cost entries for:
    - Manhole/Covers
    - 6x5 Box Culverts
    - Positive Location
    - Guy Wires (09-2025)
- **15-EX-17, FHWA/Caltrans Approval Matrix – Right of Way Use Agreements –**
  - On pages 4 and 5:
    - Clarified descriptions for types of uses.
    - Updated Caltrans POC information.
- **16-EX-01, Funding Record Search Checklist –**
  - Exhibit is updated throughout to streamline the process, including:
    - At Section A, added informational fields.
    - At Section B, added “Not Applicable” checkboxes and conditions throughout without having to refer to the Funding Research Desk Guide.
    - Added Section C to separate Archive research, which is required only when DGS determines the excess parcel to be viable for affordable housing. Also added “Caltrans Transportation Library” to this section.
    - At Instructions, added information for Sections A, B, and C. (12-2025)
- **16-EX-01, Funding Record Search Checklist –** at Instructions, corrected references to Sections B and C.
- **17-EX-06A, Appraisal Review Checklist –** at “Type of Appraisal Report,” removed sample types of reports.

## Form Updates

- **RW 08-16, Federal Participation Memorandum** (for internal Caltrans use)
  - Formatted to accommodate additional coding lines.
  - Added electronic signature statements at signature areas. (10-2025)
- **DOT RW 10-30, Claim for Relocation Assistance – Nonresidential**
  - At item A13, updated the dollar amount from \$2,500 to \$5,000 consistent with Title 49 Code of Federal Regulations Part 24 (Final Rule).
  - At item C and signature area, updated the dollar amount from \$25,000 to \$33,200 consistent with the Final Rule.
  - Added electronic signature statements at signature areas. (10-2025)
- **DOT RW 10-47, Self Move Agreement and Claim Form for Under \$15,000 Acquisition**
  - Updated the dollar amounts in the form title and instructions page from \$10,000 to \$15,000 consistent with the Final Rule.
  - Added electronic signature statements at signature areas. (10-2025)
- **DOT RW 13-05, Utility Agreement**
  - After section V. General Conditions, added new sections for:
    - VI. Oil Company
    - VII. Buy America
  - Added electronic signature statements at signature areas. (10-2025)
- Many forms have been or are currently in the process of updating the form names – external forms will be preceded with a “DOT” ahead of the normal “RW xx-xx” format. If you’re looking a CEFS form, please make sure to check if the form is alphabetized in the “DOT” or “RW” section of the CEFS webpage.

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The [Right of Way Manual](#) is available on the [Division of Right of Way and Land Surveys webpage](#). To receive email update notifications, please visit our [subscription sign-up](#).

Anyone can propose an update to the RW Manual – visit the [RW Manual webpage](#) to submit a “Right of Way Manual Revision Request.” Other comments and suggestions for improvement to the RW Manual may be submitted to [RWManual@dot.ca.gov](mailto:RWManual@dot.ca.gov).