If you must move... we can help.
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Region No. 6: Allegany, Chemung, Schuyler, Steuben and Yates Counties.  
Address: State Office Building, 107 Broadway 
Hornell, New York 14843  
Phone: 607.324.8493

Region No. 7: Clinton, Franklin, Jefferson, Lewis and St. Lawrence Counties.  
Address: State Office Building, 317 Washington St.  
Watertown, New York 13601  
Phone: 315.785.2407

Region No. 8: Columbia, Dutchess, Orange, Putnam, Rockland, Ulster and Westchester Counties.  
Address: 4 Burnett Blvd.  
Poughkeepsie, New York 12603  
Phone: 845.437.3387

Region No. 9: Broome, Chenango, Delaware, Otsego, Schoharie, Sullivan and Tioga Counties.  
Address: State Office Building,  
44 Hawley St., 10th Floor, Rms. 1007 & 1008  
Binghamton, New York 13901  
Phone: 607.721.8050

Region No. 10: Nassau and Suffolk Counties.  
Address: State Office Building, 250 Veterans Highway, Room 6A10  
Hauppauge, New York 11788  
Phone: 631.952.6087

Region No. 11: The Boroughs of Bronx, Manhattan, Brooklyn, Queens and Staten Island within the Counties of Bronx, New York, Kings, Queens and Richmond.  
Address: Hunters Point Plaza, 47-40 21st St., 8th Floor  
Long Island City, New York 11101-5407  
Phone: 718.482.4776
The Relocation Assistance Program

The New York State Department of Transportation (NYSDOT) is committed to ensuring a safe, efficient, balanced and environmentally sound transportation system at reasonable costs to all New Yorkers.

In fulfilling this mission, it is sometimes necessary to acquire private property and to displace occupants and businesses. When this occurs, our objective is to assist people with their relocations to an equal or better replacement site. We strive to make the relocation process compassionate and sensitive to the needs of those affected.

NYSDOT can provide a wide range of relocation payments and services that are described in the following pages. The financial benefits vary depending on the type and length of occupancy.

For more information, you may contact one of our local offices listed at the end of this publication.

NYSDOT is prepared and available to assist you should you be displaced from your home or business.

Contact us:

New York State Department of Transportation
Office of Right of Way
50 Wolf Road
Albany, New York 12232

Regional Offices:

Address: 50 Wolf Road, 4th Floor, Pod 4-1
Albany, New York 12232
Phone: 518.457.9783

Region No. 2: Fulton, Hamilton, Herkimer, Madison, Montgomery and Oneida Counties.
Address: State Office Building, 207 Genesee St.
Utica, New York 13501
Phone: 315.793.2412

Region No. 3: Cayuga, Cortland, Onondaga, Oswego, Seneca and Tompkins Counties.
Address: 333 E. Washington St.
Syracuse, New York 13202
Phone: 315.448.7315

Region No. 4: Genesee, Livingston, Monroe, Ontario, Orleans, Wayne and Wyoming Counties.
Address: 1530 Jefferson Road
Rochester, New York 14623
Phone: 585.272.3430

Region No. 5: Cattaraugus, Chautauqua, Erie and Niagara Counties.
Address: 100 Seneca St.
Buffalo, New York 14203
Phone: 716.847.3454
When would you have to move?

Planning Process
In most instances, when you first receive this booklet, it is too early to tell whether your property actually will be needed for the proposed improvement.

There will be a public announcement when the department begins negotiations on a project. After that date, it is to your definite advantage to notify the department before you complete any plans to sell or to move from property you occupy. If you find a replacement site before you are either contacted by the department or receive written notification of your status, contact your local NYSDOT Regional Office of Right of Way.

That office will make every effort to preserve your eligibility for relocation benefits.

Once officially notified, you will be given a minimum of three (3) months to find a replacement site. Usually, there is a longer period for such a move. The actual date of your relocation depends on the availability of replacement properties and the project’s construction timetable.

Important points
1. For you to be eligible for the described relocation benefits, New York State must have initiated negotiations to acquire the property you occupy. To ensure this eligibility, please notify your department representative before you relocate.

2. Generally, monies received as a supplemental housing benefit or for moving expenses are not considered an income resource under federal or state income tax laws.

3. You will be offered only housing that meets the requirements of Title VIII of the Civil Rights Act of 1968 — housing that is open to all persons regardless of race, color, religion, sex or national origin.

4. The replacement dwelling that you purchase or rent must comply with prescribed minimum size and condition requirements. We urge you to notify the department and have the replacement dwelling inspected and approved before you sign a sales contract or a similar commitment to rent.

NYSDOT’s relocation program aims to provide as much assistance as possible in your relocation.
How will I be notified?
A department representative will contact you as the project reaches the land acquisition phase, when families and businesses should begin to study their relocation alternatives. This representative will explain the relocation assistance program, the supplemental housing benefits and moving expense payments and will answer any questions. When all necessary information is in hand, you will be notified promptly about your eligibility for payments and the time and manner in which they would be made. Suitable replacement housing, within your financial means, will be made available to you before you will be required to relocate. Should you disagree with any of the determinations, you will be able to present your findings in appeal procedures.

To answer any questions about your rights, you may contact the Regional Office of Right of Way in your area for a copy of the department's official rules and regulations.

How do we help?

Assistance for Residents
You will not be required to move until or unless there is comparable housing available. We will provide free assistance in locating replacement housing. We will fully consider your family's and your individual needs. Our ultimate goal is finding you a decent, safe and sanitary (DSS) replacement home that is comparable to your current home. In addition, our knowledge and experience with other governmental agencies and contacts with lending institutions, real estate brokers, property managers and other groups may allow us to make their services available to you.

Assistance for business and farms
If you have a business or farm, we will help you find suitable replacement property. In addition to listings and referrals that we will make available, the department will help you work with other state and federal agencies that provide assistance to businesses and farms.
What moving costs will be paid?

Residential

Residential occupants may apply for either of two moving payment options:

- The actual cost of moving the furnishings, include packing and unpacking; transportation; storage, if necessary; insurance; and other related costs.
  
  Or

- A fixed payment based on size or the number of rooms.

To be eligible for this payment, the occupant must:
1. Rent and occupy a decent, safe and sanitary replacement unit within one (1) year.
2. Spend the offered allowance for the replacement unit:
   - If the rent for the replacement unit is less than the determined amount, the final allowance will be based on the actual rent paid.
   - If the rent of the replacement unit exceeds the determined amount, the excess must be paid by the occupant.

For tenants who are receiving other public assistance, there will be a strong effort to continue and to coordinate all available public assistance programs.

For those who wish to purchase a replacement home, the rental supplemental allowance may be applied as a down payment, including closing costs, toward purchase of a decent, safe and sanitary dwelling.

To be eligible for this payment, the occupant must:
1. Purchase and occupy a decent, safe and sanitary dwelling within one (1) year.
2. Immediately apply all monies received under this payment option toward the home purchase.
Supplemental housing payments for residential tenants

As a tenant in residence for 90 days or longer immediately prior to the date the offer for the property is extended, you may be eligible for a replacement housing benefit; this would assist you with either renting or purchasing a comparable DSS replacement dwelling.

The payment for those who elect to rent is based on increased rent during the 42 months following displacement. In summary:

\[
\begin{align*}
\text{Determined rent}^* \text{ of replacement dwelling} & = \text{Rent}^* \text{ of acquired dwelling} + \text{Rental increase} \times 42 \text{ months following displacement} + \text{Offered supplemental allowance} \\
\$725/\text{monthly rent} - \$675/\text{monthly rent} & = \$50 \text{ rental increase} \times 42 \text{ months} = \$2,100.
\end{align*}
\]

A different method of computation is used for the following tenants:

1. Tenants who are paying a monthly rental, adjusted to include utilities, that is greater than 30 percent of their household incomes from all sources.
2. Tenants receiving public assistance payments designated for shelter and utilities where the program designates the amount for shelter and utilities.

\* (rent includes utilities)

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Commercial

Business, farm operations and nonprofit organizations may apply for (1) actual, reasonable moving costs, or (2) in certain instances, fixed payment in lieu of moving expenses.

- **Actual costs** include moving your equipment, inventory and other items of personal property plus:
  - Disconnecting and reconnecting equipment;
  - Packing and unpacking;
  - Storage charges, if necessary;
  - Searching fees for replacement property;
  - Payment for economic losses to personal property abandoned at or sold from the acquired site.

And

- Eligible re-establishment expenses up to $25,000.

If this option is chosen, the move may be completed by a commercial mover of your choice or by the displaced occupant with the payment not to exceed the lower of two firm bids.

Or

- **A payment in lieu of moving expenses** – for businesses and nonprofit organizations that cannot relocate successfully without a substantial loss of patronage or for farms that are required to either discontinue or to relocate. This payment ranges from $1,000 to $40,000, depending on prior years’ net income.
Supplemental housing payments for residential owners

You may be eligible for a replacement housing benefit if you are an owner who occupied a residence to be acquired for 90 days or longer prior to the date of the offer for your property. This payment is in addition to the fair-market value of your property and is used to assist you in purchasing a comparable decent, safe and sanitary home.

A supplemental housing payment has the following elements that usually are incurred when purchasing a new home:

1. The difference between the amount paid by New York State for the acquired property and a comparable replacement dwelling.
2. Eligible closing costs on the replacement home: attorney’s fees; title search; recording fees; other closing costs
3. The economic loss of re-financing your home mortgage at a higher interest rate.

\[
\text{Final Supplemental Payment} = \text{Difference in value of current and replacement homes} + \text{Closing Costs} + \text{Loss of Mortgage Financing}
\]

How the supplemental housing payment is computed:

\[
\text{Offered Supplemental payment} = \text{Determined cost of an available DSS replacement dwelling} - \text{Appraised fair-market value of acquired dwelling}
\]

In making this comparison, only replacement units that are decent, safe and sanitary (DSS) and have comparable attributes are considered.

To be eligible for this payment the owner must:
1. Purchase and occupy a DSS replacement dwelling within one (1) year.
2. Spend the amount offered for the replacement dwelling under these conditions:
   - If final purchase price is less than the determined replacement amount, the final payment will be based on the actual difference.
   - If final purchase price exceeds the determined cost of a comparable replacement, the excess must be paid by the owner.

Owners with 90 days or more who choose to rent rather than to purchase replacement housing may apply for a replacement housing benefit to cover the increased rental charges as computed on the next page.