

Subject: ACTION: Relocation Program,
 Fixed Residential Moving Cost Schedule

From: Kathy Facer
To: Division Realty Officers/Specialists

The Federal Highway Administration is offering the State Transportation Departments (DOT) the opportunity to modify their fixed residential moving expense schedule. The last opportunity to change the fixed residential moving expense schedule was in 20XX, at which time, XX of the 52 states or territories elected to make increases to their schedules.

Please ask your DOT to review their schedule based upon present costs and experience, and propose either a change in the schedule amount or affirm that the present schedule is sufficient. The DOT should continue to follow the same room count format as used in currently published schedules. A brief justification should accompany any requested adjustment.

Proposed revisions or concurrences for the present schedule should be submitted, via e-Mail, to Marshall Wainright, marshall.wainright@dot.gov, Office of Real Estate Services by December XX, 200X. Following review and approval, a *Notice of Public Rule Making* will be published for comment. All revisions must be published in the *Federal Register* before they are effective.

If you have any questions please contact Kathy Facer at 785-271-2448 ext. 224 or e-Mail Kathleen.Facer@fhwa.dot.gov or Marshall Wainright at 202-366-4842. For your ready reference, a copy of the present schedule is attached as well as the summary of the current Regulatory Notice, Month XX, 20XX. The schedule can also be viewed on our website at <http://www.fhwa.dot.gov/realestate/fixsch96.htm>.

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Attachments