State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

Flex your power!
Be energy efficient!

To: DEPUTY DISTRICT DIRECTORS
Right of Way

Date: February 26, 2003

From: VERNON V. RHINEHART, Chief
Office of Project Delivery

Subject: Revision to February 3, 2003, Relocation Impact Documents Memo

The attached memorandum has been revised to eliminate the second paragraph.

The purpose of the memo was and is to remind all of our staff involved in the preparation of Relocation Impact Documents as to the process and extreme sensitivity of our contacts with residents potentially impacted by proposed transportation projects. Avoidance of creating unnecessary anxiety, misunderstandings or concerns is always a primary goal.

The paragraph eliminated was really not necessary to further the purpose of the memo, and more importantly it contained an inaccurate description of the situation referred to.

Attachment

c: Brice D. Paris, Division of Right of Way

State of California
DEPARTMENT OF TRANSPORTATION

Business, Transportation and Housing Agency

Memorandum

Flex your power!
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To: DEPUTY DISTRICT DIRECTORS
Right of Way

Date: February 3, 2003
Revised: February 26, 2003

File: RELOCATION ASSISTANCE
General

From: VERNON V. RHINEHART, Chief
Office of Project Delivery

Subject: Relocation Impact Document Survey Processes

This memorandum is being provided to all Region/District Right of Way (R/W) Offices and Environmental Offices to clarify the process for conducting surveys in preparation of Relocation Impact Documents (RID).

Agents are reminded that interviews and/or surveys are generally only conducted when preparing the final RID, after the preferred alternative has been selected. Personal interviews are then preferred, but in rare cases surveys can be mailed out with an adequate explanation of the purpose of the survey and how to complete it. Only in extremely rare circumstances should interviews or surveys be conducted at the draft RID phase, and only when "a significant number of the displacees have special needs as to finding suitable replacement property" (10.02.05.03 & 10.02.05.05).

Please ensure that all agents preparing RID's are familiar with the required RID manual survey processes and the need to be clear in their communications with property occupants.

Headquarters R/W and Environmental will review the current R/W brochures to determine if changes are needed or if a new brochure needs to be developed as a handout during preliminary studies. Your comments and observations in this regard are welcome.

c: Brice D. Paris, Division of Right of Way
Gary Winters, Division of Environmental Analysis
Headquarters Office Chiefs
Relocation Assistance Program Managers
Greg King, Cultural and Community Studies